

**Announcement of Request for Proposal (RFP): Family Home Agency (FHA)
Family Teaching Model
Fiscal Year 2026-2027**

Summary of Project

The Westside Regional Center (WRC) is soliciting proposals for the following Community Placement Plan (CPP) contracted service:

Service Type: Family Home Agency (FHA)

Posting Date: 09/01/2025

Start-up Funds Available: N/A

Location: To be determined

Development Timeline: The program should be ready to provide services no later than February 2026

Service Description

A Family Home Agency (FHA) is a private, not-for-profit agency that is vendored to do all the following: 1) recruit, approve, train, and monitor family home providers; 2) provide services and support to family home providers; and 3) assist consumers in moving into or relocating from family homes

Westside Regional Center is seeking proposals from a not-for-profit agency (501-C3), for operation of a paradigm of service that features comprehensive family support to individuals who have exited developmental centers or who are at risk of being placed into a developmental center. Individuals that want to move out of the family home and learn to be more independent as well as individuals seeking a family style setting versus living alone. This support model incorporates committed DSP/Mentors serving the role of “teachers” who live near the persons for whom they provide support in a in the home providing support. Key to the success of this approach is management that embraces the values of dignity and respect, protection of civil and human rights, and belief in the value and potential of all human beings as an all-encompassing approach to both families who provide support and individuals served.

The goal is that the Family Mentor provide the following to individuals:

- A sense of belonging to or membership with a family and enjoy relationships that are vibrant, durable and caring. ¹
- A mechanism of support for self-discovery by supplying the tools for approximating patterns of everyday living and strategies to achieve personal goals and accomplishing visions and aspirations.

¹ This model in no way is intended to supplant or replace the family support that is given by an individual’s actual family members. In fact, supportive couples should whenever possible be an adjunct and supportive arm as well to family members whose involvement with the individual may vary.

- Assistance through facilitating, seeking, and developing community opportunities related to those aspirations, including opportunities for work, leisure, recreation and friendships.
- A stable and dependable source for demonstration of responsibility, ethics, integrity and constructive social interaction to the individual.
- Planned opportunities for skill development.
- Teaching and demonstration of effective ways to live one's life and solve life's problems as they emerge.
- A constant life partner and reliable source of validation for who one is, what one has accomplished and where one is headed.
- A link to the community with the intent that individuals become known as neighbors, that they are recognized by name and face, and respected for their positive and reciprocal contributions to their neighborhood and appreciated for their strengths.
- Concern and dedication to the health and welfare of the individual with willingness to research and be open to offerings by the community for alternatives to the traditional medical systems.
- Availability during night hours to assist individuals if necessary.

Potential providers must have prior demonstrable experience including:

- Supporting individuals with developmental disabilities, mental health, and forensic backgrounds.
- Owning or operating a Family Home Agency.
- Working with the court system(s);
- Working with substance abuse prevention and/or treatment.
- Working with the mental health system.

A Provider must be able to work collaboratively with others in a multi-agency, interdisciplinary configuration (e.g. other regional centers, courts, mental health systems, probation) for the successful support of the individual. The family teaching homes will be available to a maximum of three individuals exiting developmental centers, or at risk of being placed into a DC/IMD/HMRC per home.

Following careful recruitment to match families with individuals, the families/couples will undergo pre-service training followed by extensive ongoing instruction. The curriculum will be relevant to the individuals to be supported—focused on quality of life, and being a part of the community. Families must achieve outcomes as prescribed and go through extensive evaluation. Family members are trained and supported by the management of the service as well as consultants as necessary. Some of the supportive consultants may provide on-call responses for emergencies.

General Requirements

- The Family Home Agency will support 2 permanent residents.
- Prior to an individual residing in a family home, the following FHA staff shall attend the residential services orientation provided by the vendoring regional center pursuant to the requirements of Title 17, Section 56003 (a)(1)(A), (C), (D) and (E): The FHA administrator; all FHA staff responsible for the direct supervision of other FHA staff; and all FHA staff who have frequent and routine contact with the consumer. When there is a change in the FHA's administrator or staff, the new administrator or staff shall attend the next scheduled residential services orientation provided by the regional center.
- The Department shall conduct a criminal record review of all people specified in Welfare and Institutions Code Section 4689.2(c) and shall have the authority to approve or deny an application for vendorization as an FHA, employment, residence, or presence in the family home based upon the results of such a review. All completed, signed and dated Department of Justice fingerprint cards shall be submitted directly to the Department. No individual shall move into a family home prior to compliance with Welfare and Institutions Code Section 4689.2(b).
- A Certificate of Approval must be issued to the family teaching home by the Family Home Agency once a criminal record review has been satisfactorily completed by the family couple, and prior to the provision of services.
- The program must meet all applicable Title 17 regulations.
- Administrators must have a minimum of 2 years' full-time experience in a Family Home Agency that provides supports to persons with developmental disabilities, mental health, and forensic backgrounds.
- Direct Support Professionals (DSP) must speak the language of the people they support.

Deadline for Submission: Proposals must be received at Westside Regional Center by 4:00 P.M. on Monday, September 15th. This RFP does not commit WRC to procure or contract for services or supports.

The applicant agency:

- Will be required to meet all Title 17 requirements as applicable to this service model as prescribed by DDS.
- Will cooperate with DDS for certification as necessary.
- Will provide a plan for recruitment, pre-service and ongoing training, and provision of consultative support and respite to support couples that will best assure the outcomes of service and life goals of individuals are met.
- Will provide a plan for security and response to emergencies.

- Will achieve Universal Design modifications for each home (triplex and/or duplex), using an approved qualified analyst for consultation.
- Will develop a plan for evaluation of service success and quality of life outcomes by an objective third party.
- Must adopt a *no-reject/ no failure* policy toward individual service recipients and a commitment to have a creative and flexible approach to service, and to modify supports to ensure continued stability without requesting additional funding from the regional center.
- Must agree to a minimum of quarterly monitoring by Westside Regional Center. Families will be evaluated by a separate process and on a more frequent schedule.
- Become a CPI Certified instructor if not already certified, as well as any designated managers.
- Keep financial data for 3 years from date of contract. It is required to keep receipts and cancelled checks for 3 years from the date of the contract.
- Applicants must disclose any potential conflicts of interest (Title 17, §54500). Proposals will NOT be accepted from employees of the State of California, employees of the regional center system, or their immediate family members. Eligible applicants may be either a non-profit corporation (501-C3) or proprietary, for-profit entities.

Additional Requirements

- Development of Program/Service Design: The selected applicant will be required to complete a service design within thirty (30) days of award of the contract.
- Proof of Liability Insurance: The selected applicant will be required to maintain general and professional liability insurance for all work performed on behalf of regional center clients and their families and to name the regional center as an additional insured on all such policies.

COSTS FOR PROPOSAL SUBMISSION

Applicants responding to the RFP shall bear all costs associated with the development and submission of a proposal.

SUBMISSION INSTRUCTIONS

Proposal Content and Service Summary Content Guidelines

Please include all the information requested below and submit in the same order in your documentation. For additional guidance in writing your service summary, please refer to Title 17 and Title 22 regulations. Each proposal must be comprised of (6) complete sets of the following components:

Application/Proposal Coversheet – Attachment A**Table of Contents****Professional Resumes and References – Attachment B****Statement of Obligation – Attachment C****Sample Financial Statement – Attachment D****Budget Summary – Attachment E**

Mission, Vision and Value Statements: Provide any agency MVV statements and how these were developed for your agency.

Background and Experience: Summarize education, experience, and knowledge of key personnel in providing services to the target populations. Describe how the documented education, knowledge, and experience will be a good fit for developing this program.

Development Experience: Briefly summarize your current and previous development of services and programs. Highlight similarities between current or previous program(s) developed and your proposed program for this RFP.

Agency Outcomes: Describe anticipated outcomes of proposed service for people residing in the home and how achievement of outcomes will be measured.

Assessment and Planning: Briefly describe the person-centered planning process. Discuss how individual goals and objectives will be determined and progress measured.

Administrative/Consultant Roles: Describe roles of Administrator, additional staff, and proposed involved consultants. Provide qualifications of any certified or licensed staff or consultants. Attach resumes.

Methods and Procedures: Please see list below. Applicants will describe how they will:

- Involve and plan for activities leading to the transition of individuals from the development center(s) and/or community.
- Address the mental health treatment needs of participants, as well as evidence-based therapeutic approaches.
- Address the development of positive behavioral support plans for participants.
- Address the close supervision needs of proposed participants with an emphasis on mitigating risk to the individual, the community, and staff.

- Address education and evidence-based treatment approaches for substance abuse issues frequently presented by the individuals who will utilize these resources.
- Teach social skill development to assist individuals in learning pro-social behaviors as alternatives to sexual/physical aggressive or assaultive behaviors.
- Train staff to support individuals who be involved with the criminal justice system. This will include recognizing and managing the types of manipulative behaviors sometimes presented by the individuals who utilize these services.
- Systemically address participant motivation issues using incentive systems to promote cooperation and participation in the treatment and educational aspects of the services.
- Describe how psychiatric needs of individuals will be addressed, how staff will be trained to recognize, document, and report symptoms of psychiatric conditions and medication effectiveness.

Staff Recruitment and Retention: Describe your plan to recruit and retain quality staff. Include the following:

- Desired characteristics for all staff positions.
- Health and criminal background screening procedures.
- Initial and ongoing training, including required certifications. Include any specialized training for providing behavior support and crisis intervention to individuals who have potentially dangerous behaviors.
- Discuss what typical staff turnover is for your organization/agency.
- Provide information on salary levels and benefits. Direct care staff must be paid at a set minimum.
- Attach an organization chart that includes this project and maps the supervisory hierarchy.
- Provide job descriptions and qualifications for the primary staff and consultant positions.

Staffing Schedule: Provide a sample one-week staffing schedule including the administrative staff, direct support professionals, consultants(s), and program prep time.

Transportation: Describe how transportation will be provided for day/work services, therapy and medical appointments, court requirements, or recreation and other activities.

Financial Resources: Discuss what financial resources you bring to the project (e.g. line of credit, cash or fluid capital reserves, etc.).

Continuous Quality Improvement (CQI): Describe how the service agency will use data, such as agency outcomes, stakeholder satisfaction, or other existing data (e.g. incident reports, medication logs) to identify service problems pursuant to corrective changes such as revised staff training curriculums, staff training procedures (e.g. supervision, medication management, recruiting, etc.). Providers shall describe the

feedback loop by which problem procedures will be identified, corrective through revised practices, and further monitored to measure the effectiveness of those changes in agency practice.

DS 1891 Applicant/Vendor Disclosure Statement: Complete and include this document:

<http://www.dds.ca.gov/Forms/docs/DS1891.pdf>

Formatting Requirements

Applicants must adhere to the following formatting requirements when submitting proposals:

All submissions must be on white, standard size (8 ½" x 11") paper, single-sided only, in hard-copy to Daniel Hoyos at Westside Regional Center. Address provided below.

All submissions must also include an electronic version sent to:

RFP@WestsideRC.org. Electronic submissions cannot exceed 15 megabytes per email. Multiple emails per RFP submission can and will be accepted. An email acknowledgement of each submission received will be sent to the applicant.

Attachments/Forms must be typed. Include additional pages as needed. All proposals must be complete, typewritten, collated, and page numbered.

Questionnaire must be typed in 12-point Times New Roman or Arial font.

The "Application/Proposal Coversheet" (see Attachment – A) must be the first page of the proposal.

The proposal must include a Table of Contents.

As applicable, include appendices for documents, such as resumes, certificates, curriculum, schedules, letters of recommendation, letters of support from agencies, consultants expected to provide program services, etc.

Fax copies will NOT be accepted.

Do NOT use hardcover binders.

Submissions will NOT be returned.

No proposals will be accepted after the deadline.

INQUIRIES/REQUEST FOR ASSISTANCE

Questions related to the application guidelines may be directed to Mary Lou Weiss-Stusser, Director of Community Services, 310-258-4042, or to Jesus Bernal, 310-258-4044. Technical assistance is limited to information on the requirements for preparation of the application packet. Applicants are expected to prepare the documentation themselves or retain someone to provide such assistance. If an applicant chooses to retain assistance from another party, the applicant must be able to thoroughly address all sections of the proposal during the interview process and/or demonstrate that the party assisting with the application will have a continuing role in the ongoing operation of the program.

Inquiries Contact: Westside Regional Center
Attn: Jefferi Moreno Estrada FHA Specialist Quality
Assurance Specialist
5901 Green Valley Circle, Ste. 320
Culver City, CA 90230
(310) 258-4044
Jefferim@WestsideRC.org

Timeline requirements:

- September 2, 2025---Request for proposals release
- September 16, 2025 ---Deadline for receipt of proposals
- October 1, 2025, Evaluation of proposals by selection committee
- October 15th-22nd 2025---Interviews with highest-ranking applicants, if applicable
- November 3rd, 2025---Notice of selection mailed to applicants
- December 3rd, 2025---Notification of Project Award posted on WRC website.
- December 17th, 2025---Start-up contract signed



APPLICATION/PROPOSAL COVERSHEET

Name of Applicant or Organization Submitting Proposal			
Name of parent corporation, if applicable			
Applicant's mailing address			
Contact person for project			
Contact phone number	Contact fax number	Contact e-mail address	
Author of proposal or consultant assisting with proposal		Author/consultant phone number	
<u>List all Regional Centers with which you have vendored programs or services</u>			
Reg. Center	Name of Program/Service	Type of Program/Service	Vendor Number
<u>List all Regional Centers with which you have programs/services in development</u>			
Reg. Center	Type of Program/Service in Development	Service Start Date	

Application submitted by:

Signature (person must be authorized to bind organization)

Date



PROFESSIONAL RESUMES AND REFERENCES

Name of Applicant/Organization: _____

Submit a professional resume for all staff and consultants identified or referenced in application, including individuals who will be administrator, if known.

<u>List all staff and/or consultants for whom a resume is attached</u>	
Name	Job Title/Type of Consultant

List three references, including job title and agency affiliation, who can be contacted in regard to applicant's qualifications, experience and ability to implement this proposal. References must be professional in nature. References from members of the applicant's governing board and/or applicant's family members are excluded from consideration.

Name: _____ Phone: _____

Job Title: _____

Agency Affiliation: _____

Name: _____ Phone: _____

Job Title: _____

Agency Affiliation: _____

Name: _____ Phone: _____

Job Title: _____

Agency Affiliation: _____