

EASTERN LOS ANGELES REGIONAL CENTER

ANNOUNCEMENT

OF

COMMUNITY PLACEMENT PLAN (CPP) START-UP AWARD

CONSUMER LOAN FUND

FISCAL YEAR 2016-17 #4

REQUEST FOR PROPOSALS (RFP)

Consumer Loan Fund

EASTERN LOS ANGELES REGIONAL CENTER

COMMUNITY PLACEMENT PLAN (CPP) START-UP AWARD

FISCAL YEAR 2016-17

REQUEST FOR PROPOSALS

CONSUMER LOAN FUND

I. SUMMARY OF PROJECT

Eastern Los Angeles Regional Center (ELARC) is seeking proposals for fiscal management of a loan fund for adults with developmental disabilities who are transitioning from State Developmental Centers, (SDCs), mental health facilities ineligible for FFP (Federal Financial Participation), out-of-state placements, or jail, prison, or other penal institution. Funding is available to serve consumers through the Community Placement Plan (CPP) Start-Up Grants FY 2016 -17 up to **\$150,000.00**.

The CPP is designed to assist RCs to provide the necessary services and supports for individuals with challenging service needs to transition to, and be supported in, the community. From this RFP a consumer loan fund will be established to alleviate the barrier to transitioning from institutions into the community resulting from lack of personal financial resources. **Payments will be made as a loan to the consumer for basic living expenses to cover the gap from the date of exiting a facility until benefits are restored.**

Social Security benefits are suspended if an otherwise eligible person:

1. enters a nursing home or hospital (or other medical facility),
2. is confined in a jail, prison, or other penal institution for more than 30 continuous days due to conviction of a crime or is confined in an institution at public expense in connection with a criminal case if the court finds that the person is: guilty, but insane; not guilty of such an offense by reason of insanity or similar factors (such as a mental disease); or incompetent to stand trial for such an alleged offense.

Applicants must adopt a non-reject policy towards consumers who meet the entrance criteria referred for services.

Interested parties are invited to submit a proposal in accordance with the specifications contained in this Request for Proposal (RFP) to manage this fund for providing short term loans to adults with developmental disabilities between the time of exiting the institution and the resumption of SSI benefits.

Start-up monies are awarded with the intent of defraying the cost to develop a new service. Therefore, commitments in the form of hard (dollar) and/or soft (in-kind) contributions are

necessary for each applicant receiving an award. Selection will be based on the proposal which best meet the desired elements. ELARC reserves the right to award, or not award funding.

II. PURPOSE & SCOPE

Awardee will set up and manage a loan fund restricted for the use or consumers (i.e., individuals with developmental disabilities) who receive case management from the Eastern Los Angeles Regional Center. Regional center staff will be available to the selected agency for development team meetings and technical assistance regarding requirements.

Additional specifications for the consumer loan fund are provided below:

Selected applicant is responsible for:

- Developing loan documents
- Disbursing money to landlord, utilities and consumer
- Tracking benefit eligibility
- Invoicing for total expenditures per consumer

Regional Center is responsible for:

- Selecting consumers to participate in loan program,
- Approving charge offs, if any

III. APPLICANT ELIGIBILITY

Applicants must possess qualifications as specified in the RFP. The selected applicant will be required to provide a bond for all money advanced. The cost of the bond will be an acceptable start-up cost. Selected applicants are subject to funding source review and approval.

IV. APPLICANT INELIGIBILITY

The following agencies or individuals are not eligible for selection:

- a. The State of California, its officers, or its employees;
- b. A regional center, its employees, and their immediate family members;
- c. The area board members, its employees or their immediate family members;
- d. Any NPO with a conflict of interest in either board members or employee;
- e. Any applicant determined to be an excluded individual or entity as defined in Section 54302 (b) (1).

V. PRELIMINARY ORIENTATION

A **mandatory** orientation to this RFP and an opportunity to have questions answered will be held from **2:30 p.m. to 4:00 p.m., April 13, 2017** at

Eastern Los Angeles Regional Center
1000 S. Fremont Ave., Alhambra, CA 91802
(626) 299-4700

Attendance at the orientation is required in order for the proposal to be accepted unless special arrangements are made and documented in writing prior to the orientation. Should you have any questions prior to the orientation, please contact Doris Weis at dweis@elarc.org or (626) 299-4771.

VI. SUBMISSION OF PROPOSAL

Notice of Intent to Respond to Request for Proposal (**EXHIBIT A**) is due by **2:30 p.m. April 20, 2017**. The Notice of Intent form here enclosed as **EXHIBIT A** must be used and all answers and requests for information must be provided, including signature and date. Form DS1891 applicant/vendor disclosure statement must accompany Notice of Intent to Respond to Request for Proposals. Response to the Request for Proposals must be received by ELARC, **no later than 2:30 p.m., May 17, 2017**. There will be no exception to this deadline unless approved in writing by regional center based on either a violent act of nature or arson, vandalism and/or theft of records and/or property by individuals other than the applicant. All interested applicants must submit **an original and five copies** of each proposal to the attention of Doris Weis, Community Services Specialist (Project Coordinator).

By mail at:

Eastern Los Angeles Regional Center
Doris Weis, Community Services Specialist
P.O. Box 7916
Alhambra, CA 91802-7916

By delivery to:

Eastern Los Angeles Regional Center
Doris Weis, Community Services Specialist
1000 South Fremont Av, Building A-2
Alhambra, CA 91803

All inquiries regarding this proposal and technical assistance requests should be directed to Doris Weis at (626) 299-4771. Technical assistance is limited to information on the requirements for preparation of proposals. Applicants are expected to prepare their proposals themselves or retain someone to provide such assistance.

VII. TIMELINE

Request for proposals announced March 20, 2017
RFP available online March 30, 2017
Orientation 2:30 p.m. April 13, 2017
Notice of Intent to Respond to Request for Proposals due 2:30 p.m. April 20, 2017
Deadline for receipt of proposals no later than 2:30 p.m. May 17, 2017
Evaluation & Selection of Proposals on or before May 24, 2017
Interviews, if necessary on or before May 31, 2017

Notice of Selection.....on or before June 2, 2017
 Contract negotiations complete.....on or before June 20, 2017
 Projects to start operation within 90 days of contract execution
 Monthly Reports due by the 15th of each month effective July 15, 2017

Strict adherence to the above deadlines will be followed.

VIII. PROPOSAL REVIEW AND SELECTION PROCESS

Each proposal will undergo a preliminary screening. Late or incomplete applications will not be accepted for review and rating. Incomplete application means an application that does not include all information requested in the Content of Proposal section of this RFP. Proposals submitted after 2:00 p.m. on May 17, 2017 will not be accepted for consideration. No proposal will be returned. To avoid dispute, proposals should be time/date stamped by the regional center.

The Review & Selection Committee will be seated by ELARC. This Committee will review, score, rank and prioritize the proposals. Applicant’s proposals may be rejected for inconsistency with state and federal guidelines, failure to follow instructions, incomplete documents, failure to submit required documents, and late submission.

Acceptable proposals will be scored as per the following scoring guidelines by each of the CPP Review Committee members:

Agency Description	25 points
Program Design (Curriculum, Goals, Objectives)	25 points
Timeline of Project Activities (Strategies, Techniques and Reporting Requirements)	20 points
Budget and Finance – Start-up and On-going	20 points
Proposal Responsiveness/Innovation	10 points
TOTAL 100 points	

The minimum requirement will be 70% of the total possible points. All applicants are urged to design and develop their proposal to fully address each of the scoring criteria. Applicants will be evaluated and selected based on merit of the proposal, previous performance (including the ability to complete the project, ability to work cooperatively with the regional center, ability to successfully recruit qualified staff members and track record in the area of development).

All applicants are urged to design and develop their proposal to fully address each of the scoring criteria. The need for interviews with the highest ranking applicants will be determined by the regional center. The recommendation of the Review & Selection Committee shall be approved by the ELARC Executive Director and is not subject to appeal. All applicants will receive notification of ELARC’s decision regarding their proposal.

The RFP does not commit ELARC to select any proposal and award any contract.

IX. CONTRACT TERMS

The applicant selected for the CPP grant award will enter into an agreement (contract) with the ELARC. Among other provisions, the contract will include provisions for:

- a. Holding the vendor accountable for the expenditure of funds consistent with the contract terms and for program outcomes;
- b. The service provider's obligation of service to individuals with developmental disabilities for a specified length of time;
- c. In the event a project cannot be completed within the approved timeframe, the Start-Up funds must be returned to the State; and,
- d. Upon completion of the project and the reconciliation of contract funds, if the RC determines that the contract amount has not been fully expended, the unexpended contracted funds will be recouped by the RC and returned to the State.

ELARC may give the selected service provider(s) one advance payment during the term of this agreement. The maximum advance payment will be in the sum of 25% of the total start-up amount. Request for advance payment must be submitted in writing and accompanied by a copy of the Budget for which the advance is being requested.

The selected applicant shall submit invoices to ELARC for review. Within thirty (30) days of receipt of the invoice, the ELARC Project Coordinator shall determine, in collaboration with ELARC Fiscal Monitor, whose discretion shall be reasonably exercised, whether or not the services performed by the selected NPO are in accordance with the terms of the Agreement and Federal, State and local laws and regulations and whether or not the selected NPO is otherwise entitled to payment. The selected NPO shall be bound by the determination of the ELARC Project Coordinator of approval or disapproval of any invoice in accordance with the terms of the agreement. The final claim will not be reimbursed until the final reconciliation is received.

X. CONTENT OF PROPOSAL

The proposal must be typed on standard white paper and include a table of contents and page numbering. Use the following outline. For items that request conditional information, provide a statement whether or not it applies to the applicant in order to ensure that it has been addressed.

- A. Proposal Cover Sheet (EXHIBIT B)
- B. Agency description
 1. The contact information (name, address, e-mail address and telephone number) of the proposed applicant. If the applicant is a corporation, list the principal members of the corporation. Indicate whether it is a profit or nonprofit corporation.
 2. Name of the author(s) of the proposal. List any parties who participated in writing all or part of the proposal. Any proposal written for an applicant by a consultant

or professional grant writer will demonstrate a commitment by the writer to provide ongoing technical assistance during the project implementation phase.

3. Names of partners, staff or consultants, if known, who will be involved in the implementation of the project, if selected.
4. A statement of the applicants experience with the targeted population for at least the past 12 months. Specify any past history of activities which have had a serious negative impact upon individuals with developmental disabilities including, but not limited to: client abuse, exploitation, or serious citation under Title 17 and Title 22 of California Administrative Code, the Penal Code of the State of California, or regulations, or the laws of other states or the Federal Government. Any information withheld or omitted may result in disqualification of the proposal or termination of the contract. If no deficiencies applicant still needs to address in their proposal.
5. References with current contact information to determine track record for developing resources. Applicants should be aware that ELARC will contact reference or other sources to corroborate any of the information provided in the proposal.
6. Financial Documentation: An agency financial statement indicating ability to carry out the project development process.

Depending on the amount of payment received from the regional center(s) during the applicant's prior fiscal year, applicants are required to submit one of the following financial documents: an independent audit or independent review report:

- (1) If the applicants prior fiscal year ended prior to June 9, 2016: If the applicant received from the regional center(s) more than or equal to \$250,000 but less than \$500,000 an independent review report of its financial statements for the period must be submitted.
- (2) If the applicant received from the regional center(s) during the applicant's prior fiscal year was more than or equal to \$500,000, the applicant shall submit an independent audit of its financial statements for the period;
- (3) If the applicants prior fiscal year ended on or after June 9, 2016: If the applicant received from the regional center(s) more than or equal to \$500,000 but less than \$2,000,000 an independent review report of its financial statements for the period must be submitted.
- (4) If the applicant received from the regional center(s) during the applicant's

prior fiscal year was more than or equal to \$2,000,000, the applicant shall submit an independent audit of its financial statements for the period;

- (5) If the applicant did not receive enough payment from the regional centers so that neither of the above applies, the last yearly financial statement which details all current and fixed assets and current and long-term liabilities. The format for the Financial Statement Example is outlined in EXHIBIT C.
7. A statement of project location.
8. Include a description of whether you will be providing a performance or surety bond for all money advanced and the completion of the project. The cost of the bond will be an acceptable start-up cost. If you are proposing an alternate to the performance bond, specify the performance assurances that you will be providing the regional center.
9. Documentation regarding issues of equity and diversity.
 - a) A statement outlining the applicant's plan to serve diverse populations, including, but not limited to, culturally and linguistically diverse populations.
 - b) Examples of the applicant's commitment to addressing the needs of those diverse populations.
 - c) Any additional information that the applicant deems relevant to issues of equity and diversity.
10. Program design/ Description of service
Please describe your plan to operate the loan fund and attach related forms to be used in the plan. Include specific protocol or procedures, including eligibility requirements, description of the application process, loan processing, number of consumers, average amount of loans, review and selection procedures, and procedures for collection and redistribution of loans.
 - a) Plan to operate the loan fund (Entrance/intake and exit processes) with sample forms;
 - b) Utilization of natural environments and resources;
 - c) Project and consumer objectives (A statement of how consumer skills/supports will be developed);

- d) The program evaluation process (Explanation of how data will be collected and reported monthly on loan funds issued, repayment terms compliance, fund growth/maintenance, and any additional requests that were unmet by this project).
- e) Time line for distribution of funds;
- f) A proposed activity schedule;
- g) Record keeping plan (Services & Fiscal);
- h) Staffing Pattern/hours of operation;
- i) Staff qualifications; and
- j) An organizational chart.

C. Proposed timeline for project development – start up

- 1. Include a schedule for development, i.e., a sequence of activities necessary to complete the project or step-by-step action plan which includes measurable, time-limited activities toward the achievement of specific project tasks and achievement of the proposed outcome.
- 2. The project objectives should be realistically achievable within the time frame.
- 3. Timeline of project activities has to reflect a date for the start up to be completed and the applicant ready to provide ongoing services within 90 days of contract execution by all parties.

D. Proposed budget for project development – start up

- 1. Specify the start-up budget amount you propose to get awarded not to exceed specific amount of \$150,000.00. Additionally, specify the total start-up budget amount required which may exceed the funds available with hard (dollar) and/or soft (in-kind) commitments.
- 2. A budget narrative describing how each budget line item was calculated is required to sufficiently define all terms and areas of the budget.
- 3. Priority will be given to proposals that minimize the cost of other start-up and leave the maximum available for loans to consumers.

E. Proposed budget for service – ongoing

1. Specify the ongoing services rate you propose once start up is completed.
2. A line item budget.
3. A budget narrative describing how each budget line item was calculated is required to sufficiently define all terms and areas of the budget.

In preparing the proposed budget for project development in item E above, display all costs associated with the project. The proposed budget award must not exceed the maximum amount \$150,000 of the grant award even the projected budget may exceed the startup grant approved. A proposed budget should be developed which details start-up costs for the consumer loan fund development. Start-up costs are costs which are necessary for the implementation of the program but not its transitional or ongoing operation. Startup costs are usually incurred before the program is ready to begin actual services to consumers. Occasionally, some start-up costs are incurred during the transitional period, e.g., equipment where the need was not established during the startup period.

The following list represents the most frequently requested items which have historically received approval for reimbursement for service provider start-up:

- Rent (3 months + security deposit):
- Utilities
- Furnishings/Equipment (for the service only)
- Staff (recruitment, training, program development)
- Consultant Fees*
- Office/Project Supplies
- Communications
- Travel
- License/Fingerprinting
- Rental Vehicle costs (one month only)
- Insurance (Prorated for the length of the contract period)

* Contractor should seek regional center approval prior to incurring expense.

General Expenses (usually 10% of budget is considered reasonable) should address specific minor expenses that cannot be classified in any other line item.

Administrative costs cannot exceed 15% of the costs in the development of program.

The budget should be realistic in terms of the types of services to be offered in relation to expenditures versus income.

Demonstrate the ability to keep adequate fiscal records in accordance with all State and local requirements. Applicant may submit evidence of passing an Independent Audit.

Describe the applicant commitment to hard (dollar) contributions to this project.

A budget narrative describing how each budget line item was calculated is required to sufficiently define all terms and areas of the budget.

Refer to EXHIBIT D Guidelines for Use of CPP Award Funds for parameters of allowable costs.

XI. ATTACHMENTS

EXHIBIT A. Notice of Intent to Respond to RFP

EXHIBIT B. Proposal Cover Sheet

EXHIBIT C. Financial Statement Example

EXHIBIT D. Guidelines for Use of CPP Award Funds

EXHIBIT A. Notice of Intent to Respond to RFP

**EASTERN LOS ANGELES REGIONAL CENTER
COMMUNITY PLACEMENT PLAN (CPP) START-UP AWARD FISCAL YEAR 2016-2017**

**NOTICE OF INTENT TO RESPOND TO REQUEST FOR PROPOSALS
FOR CONSUMER LOAN FUND**

**DUE AT: 1000 S. FREMONT AVE, ALHAMBRA, CA
BY: 2:30 p.m. on Thursday, April 13, 2017**

TO: Doris Weis, Community Services Specialist, Fax: (626) 299-4676, Email: dweis@elarc.org

FROM: NAME:
REPRESENTING:
ADDRESS:

TELEPHONE:
E-MAIL ADDRESS:

PLEASE GIVE A BRIEF ANSWER TO EACH OF THE FOLLOWING QUESTIONS:

1. State the background of either your organization or yourself in providing the type of project/services outlined in the RFP.
2. Briefly outline your organization's ability to fiscally start up this service.
3. Describe similar projects/services with which the organization has been successful.

Enclose completed: State of California–Health and Human Services Agency, Department of Developmental Services, **APPLICANT/VENDOR DISCLOSURE STATEMENT DS1891** found at <http://www.dds.ca.gov/Forms/docs/DS1891.pdf>

Signature: _____ Date: _____

EXHIBIT B. Proposal Cover Sheet

**EASTERN LOS ANGELES REGIONAL CENTER
COMMUNITY PLACEMENT PLAN (CPP) START-UP AWARD FISCAL YEAR 2016-2017**

**PROPOSAL COVER SHEET
FOR CONSUMER LOAN FUND**

DUE BY 2:30 P.M. on Wednesday, May 17, 2017

Attention: Doris Weis, Community Services Specialist
Eastern Los Angeles Regional Center
P.O. Box 7916
Alhambra, CA 91802-7916

CONTACT NAME:
REPRESENTING:
ADDRESS:

TELEPHONE:
E-MAIL ADDRESS:

I have enclosed:

1. Proposal Cover Sheet
2. Agency description
3. Program design/ Description of service
4. Proposed timeline for project development – start up
5. Proposed budget for project development – start up
6. Proposed budget for service – ongoing

Signature: _____ Date: _____

EXHIBIT C. Financial Statement Example

Financial Statement Example

a. Current assets:

Cash in Banks
Accounts Receivable
Notes Receivable
Equipment/Vehicles
Inventories
Deposits/Prepaid Expenses
Life Insurance (Cash Value)
Investment Securities (Stocks and Bonds)

b. Fixed Assets:

Buildings and/or Structures
Real Estate Holdings
Long Term Investments
Potential Judgments and Liens

c. Current Liabilities:

Accounts Payable
Notes Payable (Current Portion)
Taxes Payable

d. Long Term Liabilities:

Notes/Contracts Payable
Real Estate Mortgages

e. Other income, wages, or revenues from other sources (specify)

f. Line of Credit Amount Available

EXHIBIT D GUIDELINES FOR USE OF CPP AWARD FUNDS

GENERAL BUDGET PROVISIONS

Payment provisions in subvention aids (CPP) contracts may be on a cost reimbursement or a fixed unit rate basis, with a ceiling specified on the maximum dollar amount payable by the state.

Cost reimbursement type contracts must set forth in detail the reimbursable items, unit rates, and extended total amounts for each line item. Identified and reasonable direct costs and overhead costs, including employee fringe benefits, may be reimbursed. Costs for meals, refreshments, beverages and tips are not reimbursable expenses.

PERSONNEL SERVICES

Where salaries and wages are a reimbursable item, the monthly, weekly, or hourly rate, as appropriate, and personnel classification, should be specified, together with the percentage of personnel time to be charged to the contract.

ADMINISTRATIVE OVERHEAD

If administrative overhead is claimed in the provider's contract it should not exceed 10 percent of the total for the personnel services portion of that contract's budget. Administrative overhead is an allowable CPP cost only if there is a parent organization involved with the project who will be expending staff time and resources not covered elsewhere in the project budget.

CONSULTANTS

Consultant rates must conform to (1) the Schedule of Maximum Allowances for positions covered by that schedule; (2) comparable state civil services positions; or if the above are not applicable, (3) to the going rate of similar work outside state service. If Option 3 is applicable, the amounts to be paid to consultants depend upon the complexity and difficulty of the projects, the ongoing rate for similar work and the qualifications and reputation of the individual(s) or firm being awarded the contract. Proposals submitted must state the rate of compensation to be paid to consultants. Rates paid to consultants under Option 3 must have prior written approval of DDS. The rate shall be an hourly rate with a ceiling on the total project or contract amount.

TRAVEL

Any reimbursement for necessary traveling expenses and per diem shall be at rates set in accordance with allowable state per diem and mileage rates. No travel outside the State of California shall be reimbursed unless prior written authorization is obtained from the Department.

REAL PROPERTY

Payments are not permitted for construction, renovation, alteration, improvement, or repair of privately owned property which would enhance the value to such property to the benefit of the owner.

If the regional center believed such restriction will preclude the provider from complying with fire/life safety requirement for licensure, it should contact its CPP liaison at the Department before proceeding with the project.

Rent for a facility is a reimbursable expense. The rent should not exceed the rental rates for an equivalent size facility in the area where the program will be situated.

EXHIBIT D GUIDELINES FOR USE OF CPP AWARD FUNDS - CONTINUED

EQUIPMENT

Equipment of any kind purchased from funds advanced or reimbursed under the terms of this agreement is the property of the State. The contract must include a detailed inventory of any equipment purchased with CPP. The regional center shall provide a final project equipment inventory to the State. This inventory must accompany the project's final report and is due within 45 days of the end of the project's contract term.

Prior authorization of the regional center, in writing, is required prior to reimbursement for any articles, supplies or equipment exceeding \$1,000 in cost. A justification, including the reasonableness of the cost, is required prior to authorizing such purchases.

Equipment may be leased. However, it may not be leased with an option to purchase. The provider shall provide the regional center with copies of leases for any equipment leased using CPP.

Examples of equipment which may not be purchased or purchased only with prior approval include:

1. Motor vehicles -- may not be purchased, they may be leased for the duration of the CPP project.
2. Computers -- may only be purchased if it can be demonstrated they are for the use of the clients and are a part of their program.
3. VCR, camcorders -- may only be purchased if it can be demonstrated they are for the use of the clients and are a part of their program.
4. Wall-to-wall carpeting -- may not be purchased, area rugs may be purchased with CPP.
5. Fax machines -- may be purchased and considered a property of the State.
6. Copier machines -- may be purchased and remain as property of the State.
7. Any equipment item that is attached to a facility or vehicle which cannot be removed in usable condition if the facility or vehicle ceases to serve persons with developmental disabilities.

As a general rule, it can be assumed the equipment with a value under \$500 will be amortized and no longer be state property after three years. For purposes of CPP, equipment item costs must be considered in terms of the end usable product, e.g. a bed is considered the sum or the costs of the mattress, box springs and frame. On questions concerning specific items over \$500, please contact the regional center.