

**EASTERN LOS ANGELES REGIONAL CENTER  
ANNOUNCEMENT**

**OF**

**COMMUNITY RESOURCE DEVELOPMENT PLAN (CRDP)  
START-UP AWARD  
SHORT-TERM EMERGENCY SHELTER  
FISCAL YEAR 2025-26**

**REQUEST FOR PROPOSALS (RFP)**

**Project Number:  
ELARC-2526- 3**

**EASTERN LOS ANGELES REGIONAL CENTER  
CRDP START-UP AWARD  
Short-Term Emergency Shelter Proposal**

**FISCAL YEAR 2025-26  
REQUEST FOR PROPOSALS**

**SUMMARY OF PROJECT**

Eastern Los Angeles Regional Center (ELARC) received a Community Resource Development Plan (CRDP) allocation in the amount of \$155,000 in Fiscal Year 2025-26 to support the development and implementation of short-term emergency shelter services to support individuals with developmental disabilities and their families who must be displaced during natural disasters and other emergencies as we recently experienced during intensive suburban fires. The aim is to enhance the ability to respond swiftly and compassionately to emergencies by providing necessary infrastructure, staffing, and supplies to Community Care Licensed providers who can serve as temporary shelter sites to serve consumers of the Eastern Los Angeles Regional Center. Provider must be located within the ELARC catchment area (**EXHIBIT A**).

During natural disasters and other emergencies, individuals with intellectual and developmental disabilities (I/DD) are often disproportionately affected, particularly when emergency displacement is required. While many Community Care Licensed providers are willing to serve displaced individuals, a lack of essential emergency resources and preparedness infrastructure limits their ability to do so effectively and safely. Some barriers to readiness include:

- Inadequate access to essential shelter supplies, e.g., cots, hygiene facilities, showers, etc.
- Lack of secure, on-site or nearby storage for emergency materials.
- Insufficient staffing capacity to support individuals with higher medical or behavioral support needs during displacement.

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 the applicant receiving an award. Selection will be based on the proposal which best meets the desired elements.

**PURPOSE & SCOPE**

**Target population**

Individuals with developmental disabilities and/or their families displaced during natural disaster or other emergency.

### **Purpose**

The goal of this initiative is to establish a reliable, responsive, and sustainable emergency sheltering option for ELARC clients. Specifically, the project will:

- Equip identified/selected Community Care Licensed sites with physical tools necessary to receive displaced clients immediately during a disaster.
- Ensure secure and accessible storage of these resources at or near program locations.
- Leverage existing vendor relationships to deploy trained staff to support high-need individuals during emergency shelter operations.

By proactively preparing and equipping Community Care Licensed facilities with supplies, storage, and staffing support, this project will ensure that clients are cared for with dignity, safety, and consistency during times of crisis/disaster.

### **APPLICANT ELIGIBILITY**

Applicants must demonstrate their ability to deliver the specified service. The goal for the service is to provide seamless coordination of emergency services to individuals with developmental disabilities. Applicants must submit the resumes and/or position descriptions of the proposed team composition, a summary of past projects and/or services, a budget with narrative of proposed service start-up/implementation and ongoing sustainability with continuation funding; organizational and financial documentation; and, sample reporting format.

Selected applicants may be subject to funding source review and approval.

### **APPLICANT INELIGIBILITY**

The following agencies or individuals are not eligible for award:

- 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 entity 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).

### **PRELIMINARY ORIENTATION**

A **mandatory orientation** to this RFP and an opportunity to have questions answered will be held from **1:30-3:00 p.m., Tuesday, January 6, 2026** via Zoom:

#### **Join Zoom Meeting**

<https://us02web.zoom.us/j/84479762137?pwd=XeBlxNtRa9rTujp1fWitgPszOKqsaD.1&jst=1>

**Meeting ID:** 844 7976 2137

**Passcode:** 228629

One tap mobile  
+16699009128,,84479762137# US (San Jose)  
+16694449171,,84479762137# US

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 Claudia Zamudio, Community Services Specialist, via email [czamudio@elarc.org](mailto:czamudio@elarc.org) or phone (626) 299-4816.

### **SUBMISSION OF PROPOSAL**

Notice of Intent to Respond to Request for Proposal (**EXHIBIT B**) is due by **10:00 a.m. Tuesday, January 20, 2026**. The Notice of Intent form here enclosed as Exhibit B must be used and all questions 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 3:00 p.m., Monday, February 9, 2026**. 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 their proposal to the attention of Norma Dueñas, Community Services Specialist (Project Coordinator):

#### **By mail at:**

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

#### **By delivery to:**

Eastern Los Angeles Regional Center  
Claudia Zamudio,  
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 Claudia Zamudio at [czamudio@elarc.org](mailto:czamudio@elarc.org) or (626) 299-4816. 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.

### **TIMELINE**

Request for proposals announced ..... December 11, 2026  
RFP available online ..... December 11, 2026  
Orientation ..... 1:30 - 3:00 p.m. January 6  
Notice of Intent to Respond to Request for Proposals due ..... 10:00 a.m. January 20, 2026  
Deadline for receipt of proposals ..... no later than 3:00 p.m. February 9, 2026  
Evaluation & Selection of Proposals ..... afternoon of the March 3, 2026  
Interviews, if necessary ..... on or before March 10, 2026

ELARC Board of Directors Decision .....on or before April 14, 2026  
 Notice of Selection.....on or before April 16, 2026  
 Discussion of project details ..... before May 20, 2026  
 Contract negotiations complete.....on or before June 10, 2026  
 Projects to start operation ..... Effective July 1, 2026  
 Monthly Reports due by the 15<sup>th</sup> of each month .....effective July 1, 2026  
 Property acquired .....within 60 days of DDS approval

**Strict adherence to the above deadlines will be followed.**

### **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 this RFP. Proposals submitted after **5:00 p.m. on February 9, 2026** will not be accepted for consideration. No proposal will be returned.

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 in the following areas: Agency organizational and financial documentation; Narrative proposal; Implementation plan; Project Budget. In addition to evaluation on merit of the proposal, applicants will be evaluated and selected based on previous performance (including the timely completion of projects, a history of cooperative work with the regional center or other funders, and track record consistent with established timelines for development). Preference will be given to plans and developments demonstrating leveraging of funds from grants, gifts and other like sources rather than, or in addition to, funds from long-term financing.

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

<b>Agency Description</b>	<b>20 points</b>
<b>Program Design</b>	<b>35 points</b>
<b>Work Plan/Timeline of Project Activities</b>	<b>15 points</b>
<b>Budget and Finance – Start-up and On-going</b>	<b>15 points</b>
<b>Proposal Responsiveness/Innovation</b>	<b>15 points</b>
<b>TOTAL</b>	<b>100 points</b>

**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. 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/or the ELARC board of directors, 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.**

## **CONTRACT TERMS**

The applicant selected for the CPP/CRDP grant award will enter into an agreement (contract) with the ELARC. The selected awardee 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 awardee are in accordance with the terms of the Agreement and Federal, State and local laws and regulations and whether or not the selected awardee is otherwise entitled to payment. The selected awardee 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.

## **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.

- I. EXECUTIVE SUMMARY OF PROPOSAL highlighting your agency's capacity to complete the project(s).
- II. APPLICANT INFORMATION
  - a. The contact information (name, address, e-mail address and telephone number) of the proposed applicant and whether applying as a non-profit corporation, a limited partnership, or a limited liability corporation. If applicant is a corporation, list the principal members of the corporation.
  - b. State the name of the author 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.
  - c. Describe or provide materials that clarify the mission, services and development experience of the applicant in delivering services to individuals with intellectual and/or developmental disabilities.
  - d. At a minimum the proposal should include names of partners, staff or consultants, if known, who will be involved in the implementation of the project if awarded; resumes (detailing education, knowledge, experience) demonstrating applicant ability to successfully administer and implement the proposal; and, a summary of

successful operation of a similar service to the proposed services which can be verified by target entities of past projects.

- e. List of references and/or letters of reference with contact information relevant to experience and other qualifications required to complete this or similar projects. Applicants should be aware that ELARC will contact reference and other sources to corroborate any of the information provided in the proposal.
- f. Specify any past history of activities which have had a serious negative impact upon start-up projects or ongoing services including, but not limited to: financial losses (e.g., foreclosure), or serious investigation or citation under the California Administrative Code, the Penal Code or Regulations of the State of California, 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 there is no history as described in this paragraph, state so.
- g. Financial Documentation - ELARC will evaluate financial statements in order to determine the applicant's financial ability to cover start-up costs and stability to meet the long term commitment to deliver and sustain the operation of transition crisis team services. If your agency has not already provided, provide three (3) years of audited financial statements with the most recent audit an unqualified audit opinion completed by a Certified Public Accountant using accepted accounting practices. For all agencies, provide current year-to-date financial statements and latest annual report for the applicant.
- h. Issues of equity and diversity.
  - i. A statement outlining the applicant's plan to serve diverse populations, including, but not limited to, culturally and linguistically diverse populations.
  - ii. Examples of the applicant's commitment to addressing the needs of those diverse populations.
  - iii. Any additional information that the applicant deems relevant to issues of equity and diversity.
- i. Specify whether applicant is currently in development of any resource service with any regional center with or without start-up award funding.

### III. TIMELINE OF PROJECT ACTIVITIES

Include a step-by-step action plan which includes measurable, time-limited activities toward the achievement of specific project tasks and achievement of the proposed outcome. The activities should cover each major step of the project and may include but not be limited to: working collaboratively with the identified project partners; procuring needed supplies; and training staff; any other pertinent events; and monthly reports to ELARC documenting achievement of objectives. The project objectives should be realistically achievable within the time frame beginning July 1, 2026.

### IV. BUDGET AND FINANCE

- a. Specify the start-up budget amount you propose to be awarded not to exceed the amount available per page 1 of this RFP. Using the attached Budget Form (Exhibit C) or your own format, display all costs associated with the project. The proposed budget must not exceed the maximum amount (\$155,000.00) of the

grant award. A proposed budget should be developed which details start-up cost.

Startup 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. For example, equipment where the need was not established during the start up period.

The following list represents the most frequently requested items which have historically received approval for reimbursement:

Rent (1st/last month + security deposit)  
Utilities (1st month + hookups and deposits)  
Furnishings/Equipment (for the service only)  
Staff (recruitment, training, program development)  
Consultant Fees\*  
Office/Project Supplies\*  
Communications  
Travel  
Performance and Surety Bonds

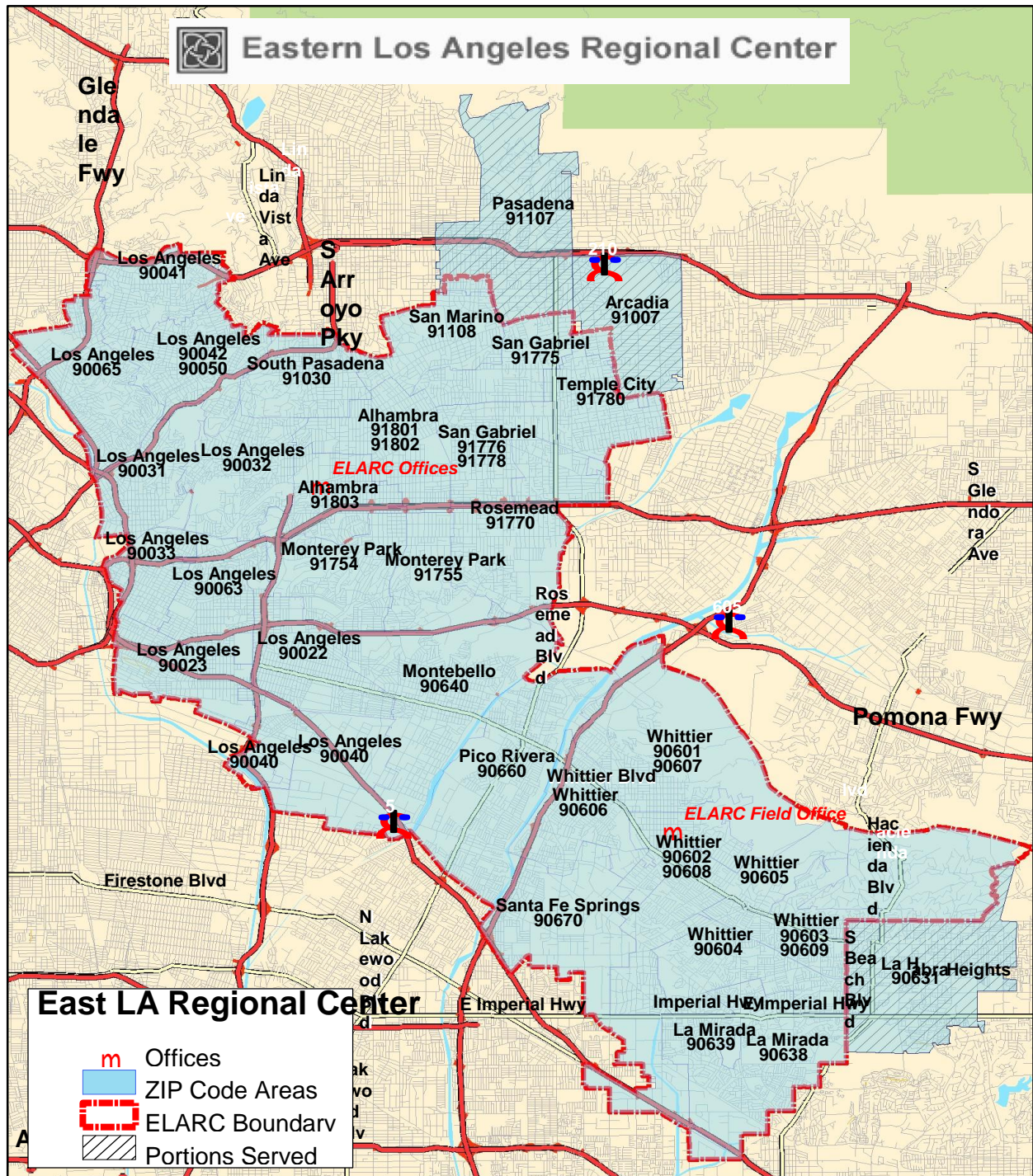
\* Contractor should seek regional center approval prior to incurring expense.

- b. A budget narrative describing how each budget line item was calculated is required to sufficiently define all terms and areas of the budget.
- c. General Expenses should address specific minor expenses that cannot be classified in any other line item.
- d. The budget should be realistic in terms of the types of services to be offered in relation to expenditures versus income.
- e. Describe the applicant commitment to hard (dollar) contributions to this project.

## **ATTACHMENTS**

EXHIBIT A Cities & Zip Codes for ELARC  
EXHIBIT B Notice of Intent to Respond to RFP  
EXHIBIT C Budget Form for Start-up Grants

# EXHIBIT A. Cities & Zip Codes for ELARC



## Eastern Los Angeles Regional Center Service Area

<b><u>City</u></b>	<b><u>Zip Codes</u></b>
Alhambra	91801, 91802, 91803
Arcadia	91007*
Boyle Heights (LA)	90033*
City Terrace (LA)	90063
Commerce	90040
East LA (LA)	90023
East LA/Commerce	90022
East Pasadena	91107*
El Sereno (LA)	90032
Eagle Rock/Highland Park (LA)	90041*, 90042, 90050
La Habra Heights	90631*
La Mirada	90638, 90639
Lincoln Heights (LA)	90031
Montebello	90640
Monterey Park	91754, 91755
Mt. Washington (LA)	90065*
Pico Rivera	90660
Rosemead	91770
San Gabriel	91775, 91776, 91778
San Marino	91108
South Pasadena	91030
Santa Fe Springs	90670
Temple City	91780*
Whittier	90601*, 90602, 90603, 90604, 90605*, 90606*, 90607, 90608, 90609

**\*Indicates only a portion of this city/zip code is served**

**EXHIBIT C** Proposed BUDGET Start-up CostsITEMPROJECTED COSTS

Salaries/Wages	_____
Fringe Benefits	_____
Administrative Overhead	_____
Consultant(s)	_____
General Expenses	_____
Facility Modification	_____
Rent	_____
Staff Training	_____
Utilities	_____
Equipment	_____
Office Supplies	_____
Travel	_____
Other (Specify)	_____
	_____
	_____
	_____
	\$ _____
	Total Projected Costs

In addition to the projected cost for each line item, be sure to include a narrative detailed breakdown (on a separate sheet of paper) of how each line item was constructed.

## **INSTRUCTIONS FOR COMPLETION OF BUDGET FORM FOR START UP COSTS**

Using the Budget format display all costs associated with the project. A proposed budget should be developed which details start-up costs.

Startup costs are costs which are necessary for the implementation of the service but not its transitional or ongoing operation. Startup costs are usually incurred before the facility is ready to begin actual services to consumers. Occasionally, some start-up costs are incurred during the transitional period. For example, equipment where the need was not established during the start up period.

The following list represents the most frequently requested items which have historically received approval for reimbursement:

- Rent (1st/last month + security deposit)
- Utilities (1st month + hookups and deposits)
- Furnishings/Equipment (for the service only)
- Staff (recruitment, training, program development)
- Consultant Fees\*
- Office/Project Supplies\*
- Communications
- Travel
- Performance and Surety Bonds
- License/CON/Fingerprinting
- Facility Modification (e.g., to meet fire/safety standards, conversion to nonambulatory), refer to Exhibit C.
- Van Deposit (Rental only)
- Insurance (Prorated for the length of the project)

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

A budget narrative describing how each budget line item was calculated is required to sufficiently define all terms and areas of the budget. Budget line items may include but are not limited to: Accounting fees; Bank Service Fees; Communication; Contractual Consultant; Equipment Rental; Equipment Purchase; Equipment Maintenance; Travel-Administration; Travel-Consumer Services; Legal Fees; Insurance; Facility Maintenance.

General Expenses should address specific minor expenses that cannot be classified in any other line item.