

**EASTERN LOS ANGELES REGIONAL  
CENTER (ELARC)  
ANNOUNCEMENT  
OF  
COMMUNITY PLACEMENT PLAN (CPP) /  
COMMUNITY RESOURCE  
DEVELOPMENT PLAN (CRDP) START-UP  
AWARD**

**Adult Residential Facility for Persons with  
Special Health Care Needs (ARFPSHN)  
and/ or  
Adult Residential Facility for Persons with  
Special Health Care Needs (ARFPSHN) with  
Behavioral Component**

**FISCAL YEAR 2026-2027**

**REQUEST FOR PROPOSALS - (RFP)**

**Project Number:  
ELARC-2627-1 & 2**

## **SUMMARY OF PROJECT**

The Eastern Los Angeles Regional Center (ELARC) is inviting proposals for **Fiscal Year 2026-2027** under the **Community Placement Plan (CPP) / Community Resource Development Plan (CRDP) Start-Up Grant Program**. Funding of up to **\$400,000 per project** is available for the following initiatives, identified as **Project Number - ELARC 2627-1 & 2**:

1. **Adult Residential Facility for Persons with Special Health Care Needs (ARFPSHN)**
2. **Adult Residential Facility for Persons with Special Health Care Needs (ARFPSHN) with a Behavioral Component**

ELARC is seeking one or two qualified residential service providers for **Project Number – ELARC 2627-1 and/or Project Number – ELARC 2627-2** with extensive experience serving adults with complex medical and behavioral needs. The proposed ARFPSHN residential home must demonstrate a strong emphasis on behavioral supports in addition to providing intensive medical and nursing care.

Property ownership and management will be separate and distinct from the provision of services and supports. Interested parties are invited to submit a proposal in accordance with the specifications contained in this RFP to least one (1) or two (2) single family home property as a vendor providing residential services to adults with developmental disabilities. Eastern Los Angeles Regional Center (ELARC) reserves the right to award, or not award funding.

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 meets the desired elements.

Start-up funds may be utilized by the residential service provider for program development activities, including, but not limited to, program design, staff recruitment, hiring and training, as well as the purchase of office supplies, furnishings, training materials, and other resources necessary to secure licensure and ensure the successful operation of the home.

The selected ARFPSHN provider will develop either **one (1) and/or two (2) licensed, staff-operated residential home** serving adults ages 18–59 who require 24-hour medical and nursing care, pervasive assistance with all activities of daily living, and comprehensive behavioral supports. Start-up funding will be awarded upon approval of this project.

Access California Code of Regulations (CCR), Title 17 via <https://www.dds.ca.gov/transparency/laws-regulations/>  
Lanterman Act via <https://www.dds.ca.gov/transparency/laws-regulations/>

## **PROJECT NUMBERS AND DESCRIPTIONS: ELARC 2627-1 & 2 ARFPSHN**

**Project Number - ELARC 2627-1:**

RFP ARFPSHN  
Project Number – ELARC 2627-1 & 2

The proposed residential home will accommodate four (4) individuals who are non-ambulatory or bedridden, **comprising two (2) Skilled Nursing Facility beds and two (2) Community beds (from DDS letter)** within ELARC's service area.

**Project Number - ELARC 2627-2:**

The proposed residential home will accommodate four (4) individuals who are non-ambulatory or bedridden, **comprising four (4) Community beds (from DDS letter)** within ELARC's service area.

ELARC reserves the right to reject any or all proposals and to cancel or modify the RFP process at its discretion. In the event that negotiations with the selected applicant are unsuccessful, ELARC reserves the right to initiate negotiations with the next highest-ranked qualified applicant or to reissue the RFP.

ELARC may elect to fund all, a portion of, or none of the proposed project, subject to the availability of funds as approved by the Department of Developmental Services (DDS) and the quality and responsiveness of the proposals received.

Start-up funds are intended to support the development of new and innovative resources; however, they are not intended to fund 100 percent of total project development costs. Proposers are expected to identify additional funding sources that, in combination with start-up funds, demonstrate the financial capacity to successfully complete the project. The Department may request an estimated and/or final Sources and Uses project development budget detailing total project costs and all funding sources.

We thank you in advance for your interest in and commitment to providing services to individuals with developmental disabilities.

**PURPOSE & SCOPE**

Both Adult Residential Facility for Persons with Special Health Care Needs (ARFPSHN) and Adult Residential Facility for Persons with Special Health Care Needs (ARFPSHN) with Behavioral Component shall be licensed by the California Department of Social Services (DSS) as an Adult Residential Facility in accordance with Health and Safety Code sections commencing with 1567.50. The facility shall be licensed for a maximum of four (4) residents, each occupying a single bedroom and designated as non-ambulatory or bedridden. The ARFPSHN shall comply with Chapter 1 (commencing with Section 80000) of Division 6, Title 22 of the California Code of Regulations (CCR), except for Article 8 (commencing with Section 80090).

[https://leginfo.ca.gov/faces/codes\\_displayText.xhtml?lawCode=WIC&division=4.5.&title=&part=&chapter=6.&article=3.5](https://leginfo.ca.gov/faces/codes_displayText.xhtml?lawCode=WIC&division=4.5.&title=&part=&chapter=6.&article=3.5)

The ARFPSHN will provide 24 hour medical/nursing care and intensive supports in a home like setting, for residents refer by the regional center.

The home will be owned by a Housing Development Organization (HDO) that will develop the property, under a separate grant process, to the specifications of ELARC. The successful applicant for this project will lease the property from the HDO. The start-up funds identified in this RFP are solely for the use of the service provider for activities integral to the establishment of the licensed home, e.g. licensing, household furnishings and supplies, and personnel recruitment, development, training, transition planning, meetings, travel related to individual visits.

The ARFPSHN shall be equipped with an operable automatic fire sprinkler system approved by the State Fire Marshal and compliant with National Fire Protection Association (NFPA) 13D standards for single-family dwellings. The facility must also maintain an alternative power source capable of operating all essential facility functions for a minimum of six (6) hours in the event of a primary power outage.

A Certificate of Program Plan Approval issued by the Department of Developmental Services (DDS) shall be a condition of licensure. The Director of DDS may rescind program certification, at their sole discretion, if the ARFPSHN fails to maintain substantial compliance with applicable statutes, regulations, or ordinances, or if the health and safety of individuals cannot be ensured. DDS shall communicate its certification determination and recommendation regarding licensure revocation to DSS and the applicable regional center.

The residential home must qualify as a Staff Operated Residential Facility Serving Adults, as defined in CCR Title 17, Section 54342(a)(69), and as a Community Care Facility pursuant to CCR Title 22, Division 6, Chapter 6. The facility must also meet all requirements for development and operation of an ARFPSHN as set forth in Welfare and Institutions Code (WIC) Sections 4684.50 through 4684.77, and comply with Centers for Medicare and Medicaid Services (CMS) Home and Community-Based Services (HCBS) regulations.

<https://www.dds.ca.gov/initiatives/cms-hcbs-regulations/>

The residential home shall be licensed by the DSS Community Care Licensing Division (CCLD) and located within the geographic boundaries of the Eastern Los Angeles Regional Center (ELARC) catchment area, in close proximity to community resources, transportation, and services necessary to meet resident needs. The property shall be purchased and owned by a Housing Development Organization (HDO) and leased to the selected service provider. Service provider agrees to operate a minimum of ten (10) years. If the awardee(s) is a for-profit organization, it is the responsibility of the awardee(s) to pay the property tax after possession of the property. Final site selection shall be at ELARC's sole discretion and contingent upon the identification and acquisition of a suitable property by the HDO.

Staffing shall meet or exceed the minimum requirements set forth in CCR Title 17, Sections 56004 and 56013, and WIC Section 4684.63(a) through (c). The rate of reimbursement shall be established by DDS based on agreements about the program between ELARC and the selected applicant, subject to DDS approval. The approved rate shall support staffing, consultant services, administrative support, medical oversight, behavioral supports, and training necessary to ensure the health and safety of residents.

### **INDIVIDUAL PROFILES / TARGET POPULATION**

Service referrals will be identified through **ELARC's CPP / CRDP** and may include individuals residing in family homes, sub-acute facilities, skilled nursing facilities (SNFs), and/or intermediate care facilities who require a higher level of medical care.

Residents may be ages 18–59, male or female, non-ambulatory or bedridden, 24-hour skilled nursing care, daily nursing assessment, monitoring, and intervention. Individuals served may require ongoing nursing and/or medical care due to complex health conditions.

**Residents served may include individuals who meet the following criteria** but are not limited to

- Adults (18 years of age or older)
- Medically appropriate for ARFPSHN services and supports
- Diagnosed with an intellectual disability, ranging from mild to profound
- Have service needs that are compatible with the needs of current residents at the time placement is considered
- May have a dual diagnosis (developmental disability and mental illness)
- May have visual and/or hearing impairments
- May be unable to consistently participate in structured day programs outside the residential setting

**Functional and Physical Support Needs** but are not limited to

- Physical assistance with four (4) or more activities of daily living, including eating, dressing, bathing, transferring, toileting, and continence
- Non-ambulatory or bedridden support (functional and/or physical)
- Environmental and physical accommodations for specialized equipment
- Total care and continuous supervision

**Special Health Care and Nursing Needs that must be** predictable and stable, as determined by the Individual Health Care Plan (IHCP) Team, and may require ongoing nursing supports, including but not limited to

- Total Parenteral Nutrition (TPN)
- Gastrostomy (G-tube) Feeding
- Specialized Hydration Support
- Nutritional and Dietary Restrictions

**Respiratory and Cardiorespiratory Support** but are not limited to

- Cardiorespiratory Monitoring
- Oxygen Therapy
- Continuous Positive Airway Pressure (CPAP)
- Bi-level Positive Airway Pressure (BiPAP)
- Ventilator or Respirator Support
- Tracheostomy Care and Suctioning

**Medical and Nursing Interventions** but are not limited to

- Management of Insulin-Dependent Diabetes
- Renal Dialysis
- Intravenous and Injectable Medication Administration
- Complex Medication Regimens
- Indwelling Urinary Catheter Care and Catheterization Procedures
- Colostomy, Ileostomy, or Other Surgically Created Stomas
- Manual Fecal Impaction, Enemas, or Suppositories
- Treatment of Staphylococcal Infections
- Wound and Pressure Ulcer Care (Stage I and II)
- Post-Operative Care and Rehabilitation
- Pain Management and Palliative Care

**Additionally for Project Number - ELARC 2627-2**, applicant must also be prepared to accept individuals who may display maladaptive and/or developmental behaviors. Behaviors indicated for this development, would not be significant to the degree that could cause a threat or substantial harm to others. **Behavioral and Mental Health Support Needs** that residents may display but are not limited to

- Biting
- Self-Injurious Behaviors (including head banging)
- Elopement
- PICA
- Physical and Verbal Aggression
- Property Destruction
- Inappropriate Sexual Behaviors
- Smearing
- Impulse Control Disorders

**Residents may also experience acute or active mental health conditions**, including but not limited to

- Depression
- Anxiety Disorder
- Psychotic Disorder
- Suicidal Ideation

- Obsessive Compulsive Disorder
- Neurotic Disorder
- Bipolar Disorder
- Traumatic Brain Injury (TBI)

**The residential home must demonstrate the capacity to**

- Provide 24-hour care and supervision
- Deliver coordinated medical, nursing, and behavioral supports
- Implement and maintain each resident’s Individual Health Care Plan (IHCP)
- Support residents who may not be able to participate in structured activities outside the residential setting
- Adapt services as resident needs change over time

Individuals may have that require continuous nursing oversight additional medical or health-related conditions not specifically listed and/or medical intervention. Individuals served will most likely have profound or severe cognitive impairments and will require total assistance with activities of daily living. Services and supports must be provided through a coordinated approach involving direct care staff, clinical consultants, and licensed medical professionals.

Applicants should be prepared to work with individuals who may display maladaptive and/or developmentally related behaviors.

Residents will be identified for placement by the Multidisciplinary Team, based on individual medical needs, behavioral presentation, and compatibility with peers. ELARC intends to transition groups of individuals together, when appropriate, to promote continuity, familiarity, and stability.

Selected applicants must demonstrate a long-term commitment to providing a stable, lifelong living environment, as well as a commitment to maintaining ongoing communication and collaboration with family members and other members of the individual’s support network. Applicants must also be willing to request any required age waivers through Community Care Licensing, when applicable.

The awarded applicant must ensure that an Individual Health Care Plan (IHCP) is completed and fully implementable prior to any resident’s transition into the ARFPSHN.

**ADMINISTRATOR, BACKUP ADMINISTRATOR & STAFF QUALIFICATIONS**

The Administrator and Backup Administrator must have a minimum of two (2) years full-time experience in a licensed residential home serving individuals with developmental disabilities and/or significant healthcare needs. The Administrator, Backup Administrator and Licensee must possess a current Administrator Certificate and meet WIC requirements for ARFPSHN residential homes.

Additionally, the Administrator and Backup Administrator may oversee no more than two (2) residential facilities, must be present within the residential home for a minimum of 20 hours per week, possess effective communication skills, and be available to attend pre-placement meetings at various locations.

All personnel include the Administrator and Backup Administrator are subject to ELARC approval under Title 17 regulations. Applicants with significant licensing citations or corrective actions within the last two (2) years may be disqualified based on severity and relevance.

### **ADDITIONAL REQUIREMENTS**

- It is highly preferred that the Licensee, Administrator and/or Backup Administrator be a Licensed Registered Nurse
- Licensed registered nurse (RN), licensed vocational nurse (LVN) or licensed psychiatric technician, is awake and on duty 24-hours per day, seven days per week
- Licensed registered nurse is awake and on duty at least eight hours per person, per week
- At least two staff on the premises are awake and on duty when providing care to four residents
- Residents will remain under the care of a physician at all times and receive examinations at least every 60 days and as needed
- Administrator is on duty at least 20 hours per week to ensure effective operation of the home
- Residential home must meet applicable Americans with Disability Act (ADA) Standards
- Administrator must have completed the DSP I and DSP II
- ARFPSHN is required to provide additional professional, administrative, or supportive personnel whenever ELARC determines, in consultation with the individual health care plan team, that additional personnel are needed for the health and safety of the individual
- Direct Support Professionals (DSP) must be able to effectively communicate with the individuals and their families and or speak the language of the individuals they support
- ARFPSHN is required to provide additional professional, administrative, or supportive personnel whenever ELARC determines, in consultation with the individual health care plan team, that additional personnel are needed for the health and safety of the individual
- ARFPSHN shall ensure that all direct care personnel complete the training requirements specified in WIC Section 4695.2

### **RATE OF REIMBURSEMENT & START-UP FUNDING**

To ensure compliance with required minimum staffing ratios, access to consultant supports, provision of medical care, and protection of resident health and safety, the residential home shall operate in accordance with the requirements for Adult Residential Facilities for Persons with Special Health Care Needs (ARFPSHN) as set forth in Welfare and Institutions Code Sections 4684.50–4684.74 and applicable regulations in California Code of Regulations, Title 22, Division 6, Chapter 6.1, including but not limited to Sections 87610, 87612, 87613, and 87616.

The residential home shall receive a customized rate consistent with Department of Developmental Services (DDS) guidance, reflecting the specific staffing needs of the individual(s) served, the cost of leasing the Home Development Organization (HDO) property, and other operational expenses associated with the home. Final approval of the rate must be obtained from DDS prior to vendorization.

Start-up funding will be made available to support the program during the initial development phase leading to licensure in accordance with Title 22, Division 6, Chapter 6.1. Allowable uses of these funds may include, but are not limited to, necessary modifications to the physical environment in compliance with Section 87620, furnishing the home, recruitment and retention of staff consistent with Section 87613, completion of required staff training prior to resident occupancy, and procurement of essential equipment to meet residents' health care needs. The start-up funding amount will be negotiated and shall not exceed \$400,000.

Selected applicants will be required to enter into a contract with ELARC outlining the terms and conditions governing the use of start-up funds. The contract will also include provisions for repayment in the event the applicant fails to meet established project timelines or does not maintain service delivery for a minimum of five (5) years. Pursuant to Welfare and Institutions Code Section 4684.73, ELARC reserves the right to terminate its contract with an ARFPSHN provider if the provider fails to maintain substantial compliance with applicable laws, regulations, or contractual obligations, or demonstrates an inability to ensure the health and safety of residents.

Applicants must provide a detailed plan demonstrating the ability to complete the start-up phase within ninety (90) to one hundred twenty (120) days from the date of project award or from the date the provider executes a lease agreement with the selected HDO and assumes possession of the residence. The start-up phase shall include submission of the licensure application to Community Care Licensing in accordance with Title 22, Division 6, Chapter 6.1, completion and approval of the regional center program design, approval of the negotiated residential rate by DDS, and completion of the vendorization process consistent with Welfare and Institutions Code Sections 4684.50–4684.74.

### **Eligible Applicants**

All applicants must possess at least two (2) years of experience supporting individuals with developmental disabilities in a residential setting. Applicants must demonstrate proficiency in delivering clinical services in accordance with established standards of practice and the ability to implement a program plan that requires 24-hour nursing care, including demonstrated competency training. Applicants must provide all applicable licenses, certifications, and/or credentials. In addition, applicants must describe their plan for serving diverse populations, including but not limited to culturally and linguistically diverse individuals, and provide examples of prior experience or commitment to meeting the needs of these populations. All licensed staff must work within their scope of practice. Applicant must also meet the following criteria:

- Supporting individuals with developmental disabilities with special health care needs, who may also exhibit behaviors
- Owning or operating an existing ARFPSHN, Intermediate Care Facility for Developmentally Disabled (Habilitative or Nursing), Continuous Nursing Facility or other licensed facility specializing in serving individuals with significant medical issues.
- Working with and navigating the Medi-Cal managed care and/or fee-for-service system;
- Working with and navigating the mental health system.
- Be currently vendored with a California Regional Center to provide residential services in a Community Care Facility (CCF).
- Be eligible for and in full compliance with vendorization requirements pursuant to Title 17, California Code of Regulations, Section 54310(d) and (e).
- Maintain services in good standing with all vendoring Regional Centers or CCL /DHS within the past two (2) years, including:
  - a) No current sanctions,
  - b) No active Corrective Action Plans (CAPs),
  - c) No active investigations related to health or safety by a Regional Center, Community Care Licensing (CCL), or the Department of Health Services (DHS).
- Have received satisfactory Annual Reviews, as applicable, for the most recent two (2) years of operation.
- Demonstrate a proven history and documented experience serving individuals with:
  - a) Severe or intensive medical conditions,
  - b) Significant self-care deficits,
  - c) Moderate to severe behavioral challenges.
- Demonstrate experience in transitioning residents from Developmental Centers or other congregate care settings into community-based residential services.
- Establish and maintain a multidisciplinary team consultation approach, which may include, as appropriate to resident needs:
  - a) Psychologist or Behavior Management Consultant
  - b) Primary Care Physician
  - c) Registered Nurse
  - d) Psychiatric Technician,
  - e) Physical Therapist
  - f) Other Licensed or Certified Professionals.
- Demonstrate fiscal responsibility and financial stability by submitting:
  - a) Two (2) complete fiscal years of financial statements, and
  - b) Current fiscal year-to-date financial statements,
  - c) Including disclosure of all current and fixed assets, as well as current and long-term liabilities.

The service provider must be able to work collaboratively with others in a multi-agency, interdisciplinary configuration (e.g. other regional centers, developmental centers, medical insurance) for the successful support of the individuals.

Applicants failing to meet eligibility requirements will not be considered.

### **APPLICANT INELIGIBILITY**

The following agencies or individuals are not eligible for this 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 applicant 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).

### **RATE OF REIMBURSEMENT**

To maintain the required minimum staffing ratios, consultant supports, medical care, and safety of the residents, the rate will be negotiated between the applicant and ELARC based on the resident's needs and the approved program design. A start-up funding award in the amount of \$400,000 will be available in order to retain necessary staffing, insure an appropriate means of transportation for residents is available, and to support the program during the initial time frame required to reach licensed capacity.

Prior to the acceptance of the start-up Award, Applicant must agree to enter into a contractual agreement with ELARC. This contract will detail the conditions under which funds may be used for. The contracts for the project will require an agreement that the grantee will provide, at minimum, 60 months (five years) of continuous residential care services, based upon the date of the first admission. Failure to meet this term of service will require the awardee to repay a portion of the original start-up grant.

Per W&I 4684.73, ELARC may terminate its contract with an ARFPSHN when ELARC determines that the ARFPSHN is unable to maintain substantial compliance with state laws, regulations, contract with ELARC, or if the ARFPSHN demonstrated an inability to ensure the health and safety of the individuals.

### **PRELIMINARY ORIENTATION**

A **mandatory** virtual orientation to this RFP and an opportunity to have questions answered will be held on **Thursday, July 16, 2026 from 2:00pm to 3:30pm via ZOOM:**

Topic: ELARC CPP/CRDP RFP ARFPSHN Orientation Session

Time: Thursday, July 16, 2026 2:00 PM Pacific Time (US and Canada)

**Join Zoom Meeting:**

<https://us02web.zoom.us/j/87026531747?pwd=8hh1KI26YfGau2Lu9uyrs9ZXxcC9Jb.1>

**Meeting ID:** 870 2653 1747

**Passcode:** 276112

Attendance at the orientation is required in order for the proposal to be accepted unless special arrangements are made prior to the orientation. Should you have any questions prior to the orientation, please contact Kristine Cheung at [kcheung@elarc.org](mailto:kcheung@elarc.org) or (626) 299-4977.

**SUBMISSION OF PROPOSAL**

Notice of Intent to Respond to Request for Proposal (**EXHIBIT B**) is due by **4:00 p.m. Thursday, July 23, 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 DS 1891 (<https://www.dds.ca.gov/wp-content/uploads/2019/05/DS1891.pdf>) 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., Tuesday, September 01, 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 **an original and five copies** of each proposal to the attention of Kristine Cheung, Community Services Specialist:

**By Mail at:**  
Eastern Los Angeles Regional Center  
Kristine Cheung  
Community Services Specialist  
P.O. Box 7916  
Alhambra, CA 91802-7916

**By Delivery to:**  
Eastern Los Angeles Regional Center  
Kristine Cheung  
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 Kristine Cheung at [kcheung@elarc.org](mailto:kcheung@elarc.org) or (626) 299-4977. 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**

RFP Available Online ..... May 05, 2026  
Orientation Session .....2:00 pm - 3:30 pm July 16, 2026  
Notice of Intent to Respond to Request for Proposals Due .....no later 4:00 pm July 23, 2026  
Deadline for Receipt of Proposals ..... no later than 3:00 p.m. September 01, 2026

Evaluation & Selection of Proposals .....	on or before September 18, 2026
Interviews, if Necessary .....	week of September 21, 2026
ELARC Board of Directors Decision .....	October 13, 2026
Notice of Selection.....	on or before October 16, 2026
Contract Negotiations Complete.....	on or before November 16, 2026
Projects to Start Operation .....	December 01, 2026
Monthly Reports Due by the 15 <sup>th</sup> of Each Month .....	Effective January 15, 2027
Project Completion Date.....	March 31, 2029

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 3:00 p.m. on September 01, 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: CONTRACTOR 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:

Service Delivery Curriculum	35 points
Goals/Objectives	20 points
Strategies and Techniques	15 points
Reporting Requirements & Compliance with RFP Instructions	15 points
Budget	15 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. 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. Among other provisions, the contract will be in compliance with the Guidelines for Regional Center Community Placement Plan and Community Resource Development Plan for FY 2026-2027-1 & 2 Request.

The regional center shall negotiate with the vendor the level of payment for services using provided to individuals for a period of up to three (3) years. Services developed under this grant must be provided for a minimum of five (5) years.

The selected CONTRACTOR 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 CONTRACTOR are in accordance with the terms of the Agreement and Federal, State and local laws and regulations and whether or not the selected CONTRACTOR is otherwise entitled to payment. The selected CONTRACTOR 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.

#### **A. APPLICANT INFORMATION**

1. The name, address and telephone number of the proposed program and applicant. If the applicant is a corporation, list the principal members of the corporation. Indicate whether it is a profit or nonprofit corporation.
2. State the name of the author of the proposal. List any parties who participated in writing all or part of the proposal.

3. 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.
4. Names of partners, staff or consultants, if known, who will be involved in the implementation of the project if awarded a selection.
5. Resume and/or description of the applicant which details education, knowledge, experience in the field of developmental disabilities. Resume should reveal as much information as possible which demonstrates the applicant's ability to successfully administer and implement the proposal. It should also indicate a prior history of successful operation of a service similar to the proposal services which can be verified by primary individuals or agencies if available.
6. 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 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. Description of past history should at least contain information for the past 12 months. If no deficiencies, it should still be identified in the proposal.
7. List of references and/or letters of reference. Applicants should be aware that ELARC will contact reference or other sources to corroborate any of the information provided in the proposal.
8. Specify if you are the start-up budget amount you propose to get awarded not to exceed specific amount. Additionally, specify the total start-up budget amount required which may exceed the funds available with hard (dollar) and/or soft (in-kind) commitments.
9. Specify whether you are currently in development with any other regional center with or without start-up grants.

**B. TIMELINE OF PROJECT ACTIVITIES**

The project objectives are 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: attendance at vendor applicant orientation; working collaboratively with regional center; recruiting, hiring and training staff; staff pre-employment training; staff training and competency clearances; referral packets received from ELARC; monthly reports to ELARC documenting achievement of objectives. The project objectives should be realistically achievable within the time frame.

### C. PROPOSED TRAINING SERVICES

The proposed program shall include, but not be limited to, the following:

1. Number of providers and individual staff members to be trained, along with provider training plan timeline;
2. An in-detail description on training content areas, including the instructional methods and techniques to be utilized;
  - a. Include additional training in emergency preparedness (e.g., how to prevent, prepare, and react in emergency situations when supporting the targeted population outlined in the “Purpose and Scope” section of this RFP.
3. An in-detail description of training objectives, including the methodology used to measure trainee progress which includes a description of how the program administration will ensure all trainees are competent to perform their assigned duties. This description shall include, but not be limited to:
  - a. Types of data to be collected;
  - b. Data collection methods (e.g., pre/post-training measures, surveys, etc.);
  - c. Frequency of data collection;
  - d. Methods and intervals for summarizing data and reporting on progress made; and
  - e. Permanent products for vendors to utilize for continuous staff training (e.g., videos, handouts, informational flyers, etc.).
4. An organizational chart for the staff employed by the program and, if applicable, for the organization;
  - a. Identify trainer(s) that meet qualifications outlined in Applicant Eligibility section above.
  - b. Provide resumes and proof of applicable credentials/certifications for all trainers.
5. A description of how the program will serve diverse populations including, but not limited to, culturally and linguistically diverse populations. The program shall address how the program will provide culturally and linguistically competent services and supports, examples of the applicant’s commitment to address the needs of ethnicity, culture and language relative to the diverse populations in the ELARC catchment area and any additional information that the applicant deems relevant to issues of equity and diversity.
6. An explanation of how the program will ensure the protection of individuals’

personal rights, including those specified in Sections 50500-50550;

7. Date and signature of the applicant.
8. Specify any change(s) in the program operation that alters the contents of the approved program plan, including a change of trainer(s). To be submitted to the ELARC for approval prior to implementation.

Once selected, the awardee will be expected to submit samples of data collection forms, training curriculum, and all other relevant materials for review prior to the commencement of services.

#### D. BUDGET AND FINANCE

1. Applicants are required to submit three of the following financial documents depending on the amount of payment received from the regional center(s) during the applicant's fiscal year:
  - If the applicant received from the regional center(s) during the applicant's fiscal year is more than or equal to \$500,000 but less than \$2 million, the applicant shall obtain and submit an independent audit or independent review report of its financial statements for the period; or
  - If the applicant received from the regional center(s) during the applicant's fiscal year is more than or equal to \$2 million, the applicant shall obtain and submit an independent audit of its financial statements for the period; or
  - Last yearly financial statement which details all current and fixed assets and current and long-term liabilities. The format for the financial statement should follow the Financial Statement Example outlined below.

If either the report of review or independent audit is qualified, an explanation of how the qualification was resolved and approved by the regional center and DDS.

Detail matching funds whether in a hard (dollar) or soft (in-kind) form.

##### 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

ELARC will evaluate financial documentation in order to determine the applicant's financial ability to cover startup costs.

2. Using the attached Budget Form for Start-up Costs (**EXHIBIT C**) or your custom budget form display all costs associated with the project. The proposed budget must not exceed the maximum amount approved (**ELARC 2627-1 & 2 – \$400,000**), of the grant award even if the projected budget may exceed the start-up grant approved. A proposed budget should be developed which details start-up costs for program 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 individuals. 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.

Applicant should develop realistic budget proposed to fulfill the deliverables of this project. The following list represents the most frequently requested items which have historically received approval for reimbursement for startup projects:

- Rent (3 months + security deposit):
- Utilities (after lease is signed)
- Furnishings/Equipment (for the service only)

- Staff (recruitment, training, program development)
- Consultant Fees\*
- Office/Project Supplies
- Communications
- Travel
- License/Fingerprinting
- Insurance (Prorated for the length of the contract period)

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

3. A budget narrative describing how each budget line item was calculated is required to sufficiently define all terms and areas of the budget except the item for residential home modification.
4. General Expenses (usually 10 to 15% of budget is considered reasonable) should address specific minor expenses that cannot be classified in any other line item.
5. Administrative costs (such as maintenance and repair, taxes, personal liability insurance directly associated with administrative functions, and depreciation) cannot exceed 15% of the costs in the development of program pursuant to W&I Code 4629.7.
6. The budget should be realistic in terms of the types of services to be offered in relation to expenditures versus income.
7. 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.
8. Describe the applicant commitment to hard (dollar) contributions to this project.

## **ATTACHMENTS**

**EXHIBIT A.** ELARC catchment area map

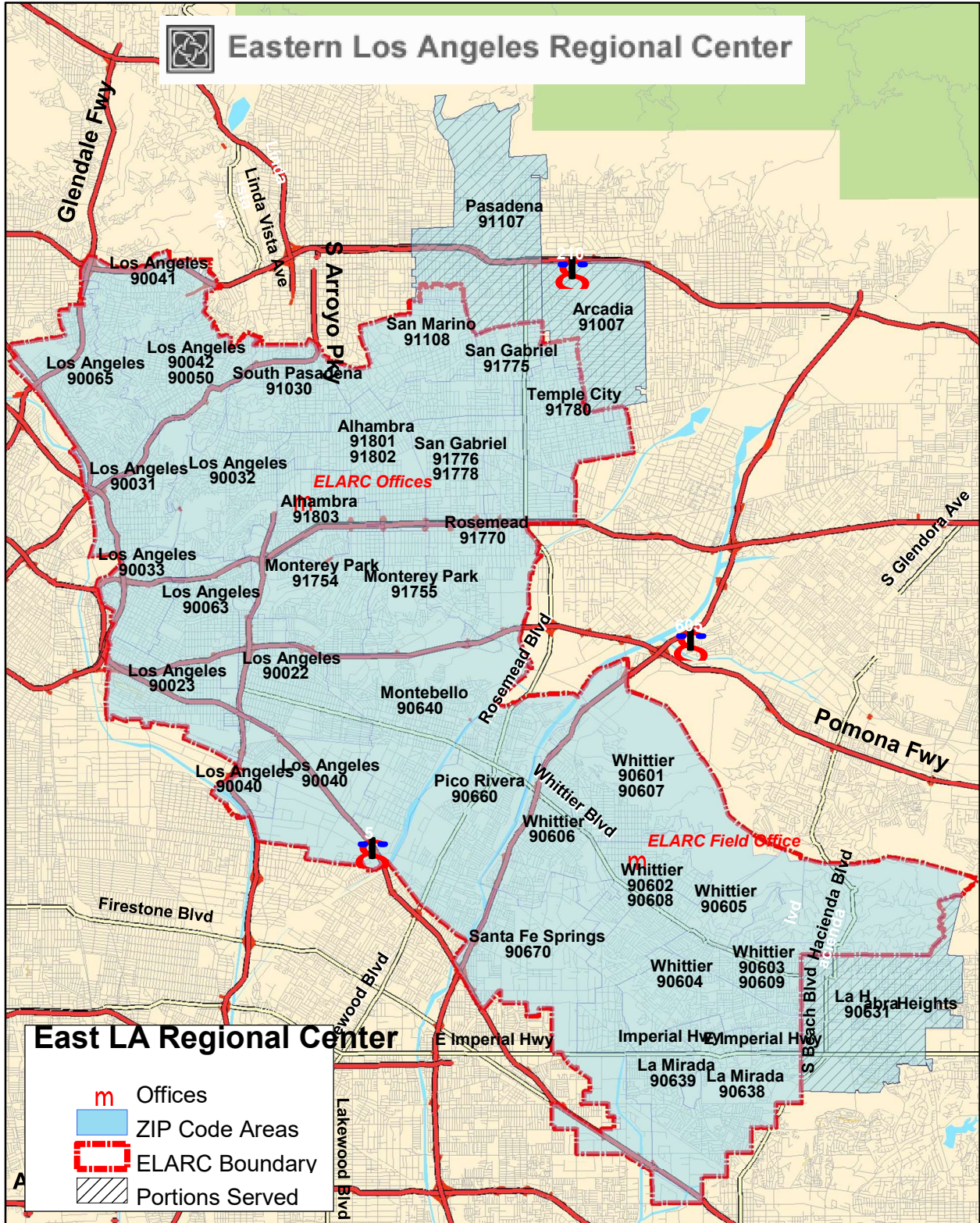
**EXHIBIT B.** Notice of Intent to Respond to RFP

**EXHIBIT C.** Proposed start up budget

**EXHIBIT: A**



# Eastern Los Angeles Regional Center



**EXHIBIT B**

**EASTERN LOS ANGELES REGIONAL CENTER  
COMMUNITY PLACEMENT PLAN (CPP) / COMMUNITY RESOURCE  
DEVELOPMENT PLAN (CRDP) START-UP AWARD FISCAL YEAR 2026-2027-1 & 2**

**NOTICE OF INTENT TO RESPOND TO REQUEST FOR PROPOSALS FOR  
ADULT RESIDENTIAL FACILITY FOR PERSONS WITH SPECIAL HEALTH  
CARE NEEDS (ARFPSHN)**

**and/or**

**ADULT RESIDENTIAL FACILITY FOR PERSONS WITH SPECIAL HEALTH  
CARE NEEDS (ARFPSHN) WITH BEHAVIORAL COMPONENT**

**DUE TO:** Kristine Cheung, Fax: (626) 299-4676, Email: [kcheung@elarc.org](mailto:kcheung@elarc.org)

**BY: 3:00 P.M., Tuesday, September 01, 2026 - Late submission will disqualify the applicant.**

**FROM: NAME:**

**REPRESENTING:**

**ADDRESS:**

**TELEPHONE:**

**E-MAIL:**

**Select which Project or Projects you intend to apply:**

- Adult Residential Facility for Persons with Special Health Care Needs (ARFPSHN)  
**Project Number - ELARC 2627-1**
- Adult Residential Facility for Persons with Special Health Care Needs (ARFPSHN) with Behavioral Component **Project Number - ELARC 2627-2**

**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?
4. State how you have met the applicant eligibility requirements of having actually provided ARFPHSN with Behavioral Supports to individuals with profiles as specified in the RFP. Include dates, time period and supporting documents.
5. Explain how you will recruit, hire and maintain qualified staff as referenced in the RFP.

**Enclosed completed:** State of California—Health and Human Services Agency, Department of Developmental Services, **APPLICANT/VENDOR DISCLOSURE STATEMENT DS 1891** found at <https://www.dds.ca.gov/wp-content/uploads/2019/05/DS1891.pdf>

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**EXHIBIT C**

**EASTERN LOS ANGELES REGIONAL CENTER  
COMMUNITY PLACEMENT PLAN (CPP) / COMMUNITY RESOURCE  
DEVELOPMENT PLAN (CRDP) START-UP AWARD FISCAL YEAR 2026-2027-1 & 2**

**PROPOSED BUDGET**

Start-up Costs for

- Adult Residential Facility for Persons with Special Health Care Needs (ARFPSHN) (**Project Number - ELARC 2627-1**)
- Adult Residential Facility for Persons with Special Health Care Needs (ARFPSHN) with Behavioral Component (**Project Number - ELARC 2627-2**)

<u>ITEM</u>	<u>COSTS FROM AWARD</u>	<u>TOTAL PROPOSED COSTS</u>
Salaries/Wages	_____	_____
Fringe Benefits	_____	_____
Liability & W/C Ins.	_____	_____
Consultant(s)	_____	_____
Communication	_____	_____
Staff Training	_____	_____
Travel	_____	_____
Office Supplies	_____	_____
Equipment	_____	_____
Administrative Overhead	_____	_____
Other (Specify)	_____	_____
Other (Specify)	_____	_____

Other (Specify) \_\_\_\_\_

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.

NOTE: Applicants may use their own budget form to show proposed costs from award and total proposed costs in the line items proposed by the applicant.