North Bay Regional Center

REQUEST FOR PROPOSALS
Community Placement Plan Fiscal Year 2016-2017

North Bay Regional Center (NBRC) is a community- based, private non-profit corporation that is funded by the State of California to serve people with developmental disabilities as required by the Lanterman Developmental Disabilities Act. North Bay Regional Center is one of 21 Regional Centers throughout California serving individuals and their families who reside within Napa, Solano, and Sonoma Counties. NBRC receives funds from the Department of Developmental Services to develop a Community Placement Plan (CPP). The goal of the FY 2016-2017 CPP is to enhance services in the community to support individuals who either want to move from a state developmental center, locked mental health facility, or out- of state residence into their home community or who are at risk for admission to an institutional setting. The philosophy of the CPP is consistent with the 1999 Olmstead decision that determined that the state shall eliminate unnecessary segregation of persons with disabilities and ensure that they receive services in the most integrated setting appropriate to their needs.

- **Additionally, per the announcement of the 2018 closure of the Sonoma Developmental Center, NBRC is focused on developing resources for the SDC residing individuals moving into the community. NBRC will make every effort to collaborate with SDC, DDS, and the Regional Project to ensure a smooth transition to support both the residents, families, and SDC staff.**

BE SURE TO REVIEW ALL DEAD LINE DATES—NO EXCEPTIONS WILL BE GRANTED!
Proposals submitted after the indicated time will not be considered

- **RFP Instructions and important dates can be found in the following pages.**

QUESTIONS:

Please see TECHINICAL BRIEFING dates. You may also email: shawanc@nbrc.net or call 707- 256-1187.

- NBRC and DDS reserves the right to withdraw this RFP and/or disqualify any proposal which does not adhere to the RFP guidelines.

DEFINITIONS PAGE:
➢ **ARF**: Adult Residential Facility is licensed by CCL to serve individuals ages 18-59 licensed to serve individuals ages 60 and up ➢ **ARFPSHN:** Adult Residential Facility for Persons with Special Health Care Needs ➢ **RCFE**: Residential Care Facility for the Elderly ➢ **SRF**: Specialized Residential Facility ➢ **EBSH**: Enhanced Behavioral Supports Home ➢ **CCL**: Community Care Licensing ➢ **DSS**: Department of Social Services; CCL is a department of DSS ➢ **DDS**: Department of Developmental Services ➢ **CSSD**: Crisis Services Step Down ➢ **Housing Non-Profit Organization (NPO)** North Bay Regional Center will contract with an established non-profit housing agency to develop permanent housing through the "Buy It Once Model", where NPO's purchase residential property that will be used exclusively by Regional Center consumers in perpetuity. ➢ **SERVICE PROVIDERS:** NBRC will contract with Service Providers to provide residential care in the home owned by the Housing NPO. **Service Providers of day programs will develop the program site independently of the Housing NPO.*

RFP INSTRUCTIONS

The following must be submitted in order to be considered a complete application packet:

Application Packet Guidelines:

- ✓ All Application Packets must be complete for consideration by the RFP Review Committee.
- ✓ Any application that does not adhere to the format guidelines or informational content will not proceed in the screening process.
- ✓ Submit 15 collated and stapled RFP proposal packets to the Napa office
- ✓ RFP packets can be submitted beginning **October 19, 2016 through November 14, 2016**
- ✓ RFP packets can be mailed or hand delivered to 610 Airpark Road Napa, CA 94558
- ✓ RFP packets that are faxed or emailed will not be accepted.

Application Packet Checklist:

1. Cover Sheet (**one page maximum; please use attached form**)

2. Project Description (**maximum of three pages**)
   a) Name of administrator
   b) Name/titles of consultants and how they will be used
   c) Description of services to be provided
   d) Where and how the services will be provided
   e) Unique features of the program
   f) Description of how consumers will benefit
   g) Milestones of project deliverables

3. Budget Information **(please use attached forms and/ or on line monthly excel budget sheet)**
   a) Start-up Budget
   b) Monthly Budget

4. Proposed Weekly Staff Schedule **(please use attached form)**
   a) For residential facilities only

5. Applicant(s) Information

   Resumes with detailed description of experience with target population (e.g. types/service levels of programs and position in each program). Please include resumes of applicant(s), administrator(s), and consultants. Please do not attach copies of awards, certificates of training or degrees.

6. **Supplemental Narrative: Please address both points below in one page (this page is not counted towards the 3 page limit requirement on your project description)**
   a) What plans do you have in place to balance the future project(s) with NBRC and your current job and/or existing responsibilities? (maximum 1 page)
   b) Please provide a statement to address your ability to meet Community Care Licensing fiscal requirements. Please use attached Financial Statement Form.

Assumptions and Agreements

- ✓ Proposals will not be returned to the submitter. NBRC reserves the right to dismiss any proposal if it does not meet the criteria established in this RFP.
- ✓ Applicants applying to more than one project must submit separate proposals for each project.

RFP Q&A Information

Explanation of RFP Process and Timelines	
Technical Briefing Meeting	**THIS RFP HAS BEEN EXTENDED TO 11/14/16** ❖ All schedueled Technical Briefing Meeting dates have past. A copy of the Technical Briefing Power Point Presentation has been placed on the website.

If you are selected for an interview

- **Announcement of those proposals moving to interview phase:**
  Due to the high number of projects to be developed proposals will be reviewed as soon as they are received. Qualifying applicants will be contacted and invited in to interview on selected interview dates listed below.

Interviews	**Interviews will be held in the Napa office on the following dates:** **12/01/16-12/02/16** ❖ ***Interview times begin @ 10:00am and will be scheduled throughout the day*** ****Please SAVE THE DATES AND TIME SLOTS (Slated above)*** ****If you are scheduled for an interview please be prepared to accept your selected interview appointment***

Selection Notification	**Week of December 12, 2016**

EVALUATION OF PROPOSALS

Proposals will be evaluated and graded on a scoring system by a committee consisting of individuals who do not have a conflict of interest with the projects. The committee may include individuals supported by North Bay Regional Center (NBRC) and members of their family, NBRC staff and employees of the Regional Project at Sonoma Developmental Center.

The scoring of proposals will be based on the providers' ability to appropriately address:

1. The administrator and consultant's successful record of providing services for at least two years with the target population.

2. Organizational structure demonstrates the ability to closely develop and administer services within the local area.

3. Proposed service corresponds to the needs identified in the Request for Proposals and to the population to be served. Entry criteria are specified and demonstrate an awareness of the needs of the target population.

4. Skills to be taught to consumers are explicitly stated. Curriculum content and methods promote community integration and increased independence for consumers. A commitment to individualized programming is evident.

5. Programming/ teaching methods are clearly identified, clinically sound, and reflect consumer choice.

6. Timetable of objectives clearly identifies the steps involved in obtaining licensure, certification and vendorization, as needed. Objectives of the proposal are in sequence, measurable, time-limited, and achievable within one year of being awarded the project.
7.
   - Projected start-up budget is specific and realistic.
   - On-going operating costs are explicit and realistic.

Board members and employees of regional centers are prohibited from submitting proposals.
Refer to Title 17 regulations, Section 54314 for a complete list of ineligible applicants.

Application Package(s) will only be accepted

At the Napa Office :

Accepting RFP packages	October 19, 2016 through November 14, 2016 by 5pm

North Bay Regional Center
610 AirPark Road
Napa, Ca 94558

ATTN: Community Resource Development

Project 16/17 # 1-3	**(3) Specialized Residential Facility (SRF) SECURED PERIMETER**
Services to be provided:	Residential treatment for individuals (ages 18-59) ***PLEASE NOTE: All three projects may include all of the following and/or specific needs surrounding: Forensic Involvement—Substance Use Disorder and Psychiatric and Mental Health Services***
Service Area:	Solano County
Population to be served	5 persons for each home, non-ambulatory with private rooms
Start-up Funding:	$200,000 for each home
Reimbursement rate:	Rates Negotiable

Service Provider:

The expectation is that this service provider will:

- Develop a specialized residential treatment facility with a comprehensive program for individuals who require a highly structured environment providing intensive training and support while navigating the legal system.
- Have a qualified administrator who has expertise in managing services for persons with developmental disabilities and will hire qualified program manager(s) to develop comprehensive training and support services to meet the needs of residents who must comply with court orders and legal procedures.
- Develop and implement a full scope competency evaluation and training program taught by qualified trainers.
- Hire and train qualified staff to assist and accompany residents to court and legal meetings.
- Develop and implement a structured program to support residents with mental health conditions and facilitate them in receiving treatment, including group therapy using program consultants.
- Obtain “Substance Use Disorder-Facility Certification” issued by the DHCS to establish program environment where residents can maintain their sobriety and recovery practices.
- Coordinate resident’s health care services including: medical, mental health and dental services utilizing their insurance benefits.
- Implement a highly structured environment to serve individuals with severe maladaptive behaviors such as anger management, self-injury, physical aggression, and property destruction.
- Implement curriculum to teach essential daily life skills to support residents in their transition to a less restrictive community setting.
- Access or develop teaching curriculums that are designed to meet the learning styles and abilities of persons with developmental disabilities including those who are non-readers.
- Identify resident unmet needs and facilitate their access to community generic services and supports.
- Collaborate with the client ID team to assure smooth transition for individuals entering the treatment program from jails or locked facilities.
- Coordinate and supervise a team of specialized consultants including, but not limited to: a psychologist, BCBA, psychiatrist, nutritionist, RN and LCSW.
- Emphasize person-centered planning, community access and normalization, including vocational opportunities.
- Hire qualified staff to facilitate and support residents.
- Hire, train and retain skilled staff who understand the resident population and who communicate effectively with residents, service professionals and members of the community.
- Pay direct care staff competitive wages.
- Develop positive relationships with NBRC, day/work programs, and community resources.
- Be licensed by CCL, a division of the Department of Social Services (DSS) as an Adult Residential Facility (ARF).
- Collaborate with the Housing Non-Profit Organization (NPO) regarding the selected home site which will have a delayed egress system and a secured perimeter.

Property for project is in process of being acquired by Brilliant Corners NPO*

North Bay Regional Center
Announces Requests for Proposals (RFP)
CPP Fiscal Year 16-17

Project 16/17 # 4	**Children's Crisis Services Residential Home**
Services to be provided:	Residential short term crisis home for children up to age 18
Service Area:	Napa, Solano or Sonoma County
Population to be served	2 Individuals ambulatory and non-ambulatory with private rooms
Start-up Funding:	$200,000
Reimbursement rate:	Rates Negotiable

The expectation is that this service provider will:

- Develop a highly structured environment to serve children with behavioral challenges such as physical and verbal aggression, property destruction, self-injury, dual diagnosis, sexualized behaviors, AWOL.
- Be a short term crisis facility with the ability to stabilize children with challenging needs and assist in transitioning them to a less restrictive environment.
- Provide qualified staff to oversee medication management and stabilization.
- Be able to meet the care needs of children who may be non-ambulatory and who may have self-care needs.
- Be able to coordinate children's educational needs while in the home.
- Be able to develop positive relationships with NBRC, families, schools, county programs and other community resources.
- Coordinate and supervise a team of specialized consultants including, but not limited to: a psychologist, BCBA, RN/LVN, psychiatrist, nutritionist, recreational therapist, LCSW, occupational therapist.
- Administrator to work closely with consultants to develop and implement behavior plans and mental health treatment plans.
- Administrator shall also provide on-going training for staff in understanding and implementing plans.
- Hire qualified trained staff who can communicate clearly with residents, service professionals and members of the community.
- Emphasize person-centered planning, community access and normalization.
- Have knowledge and be able to access generic resources as needed in the community.
- Be licensed by CCL, a division of the Department of Social Services (DSS) as a Children's Group Home for up children up to age 18.
- This home is a joint project between NBRC and Alta Regional Center
- Be located at a site approved by NBRC

North Bay Regional Center
Announces Requests for Proposals (RFP)
CPP Fiscal Year 16-17

Project 16/17 # 7	**Day Program for Employment Discovery**
Services to be provided:	Day programming and vocational opportunities for individuals (ages 18-59) with developmental disabilities
Service Area:	Napa, Solano, or Sonoma County
Population to be served	30 individuals, ambulatory and non-ambulatory
Start-up Funding:	$150,000
Reimbursement rate:	Rates Negotiable

The expectation is that this service provider will:

- Provide employment discovery services to individuals deflecting from and exiting locked facilities.
- Provide assistance and supervision to those who have moderate to full self-care needs.
- Provide supportive habilitation services which consist of any appropriate combination of the following components: personal safety practice training, housekeeping maintenance skills training development, and including, but not limited to health & hygiene maintenance skills development.
- Provide opportunities for consumers to develop interpersonal and communication skills through self-advocacy training, peer vocational counseling and peer club participation.
- Orient and prepare individuals for referral to the Department of Rehabilitation for vocational rehabilitation program services
- Provide opportunities for consumers to develop interpersonal and communicative skills through self-advocacy training, peer vocational counseling and peer club participation.
- Hire competent, trained staff who communicate effectively with program participants, family members, service professionals and members of the community.
- Develop positive relationships with program participants, family members, residential providers, community members and Regional Center staff.
- Provide licensed behavioral consultation per Individual Service Planning and coordination.
- Provide enhanced staffing and supervision.
- Assess job skills and develop goals for individuals served using a person-centered planning process.
- Access generic resources in the community.
- Identify and license a program site that is approved by NBRC.
- Pay direct care staff competitive wages.

North Bay Regional Center
Announces Requests for Proposals (RFP)
CPP Fiscal Year 16-17

Project 16/17 # 8	**Enhanced Behavioral Supports Home (EBSH)**
Services to be provided:	To provide residential care to individuals (ages 18-59) who may also have Nursing needs
Service Area:	Napa, Solano or Sonoma County
Population to be served	4 individuals; ambulatory and non-ambulatory with private rooms
Start-up Funding:	$100,000
Reimbursement rate:	Rates Negotiable

The expectation is that this service provider will:

- Provide a highly structured environment to serve individuals with developmental disabilities who may have nursing needs with challenging behaviors needs; e.g. self- injury, physical aggression, verbal outbursts
- Provider will, in time, be expected to obtain licensing for RCFE so that residents can age in place
- Provide 24-hour care to individuals served by the regional center who require intensive services and supports due to challenging behaviors that cannot be managed in a community setting without the availability of enhanced behavioral services and supports
- Emphasize person-centered planning, community access, and normalization.
- Work collaboratively with family members, Sonoma Developmental Center staff, Regional Center Staff and DDS/ DSS to transition individuals into the community and adhere to forthcoming regulations per the EBSH model.
- Coordinate and supervise a team of specialized consultants including but not limited to: a psychologist, Board Certified Behavioral Analyst (BCBA), psychiatrist, nutritionist, occupational therapist, physical therapist, Registered Nurse (RN), and Licensed Vocational Nurse (LVN).
- Hire competent trained staff who can communicate effectively with residents, service professionals and members of the community, as well as carry out expectations guided by EBSH regulations.
- Provider responsible to have staff trained as registered behavior technicians with 40 hour classes and staff time prior to working with individuals exiting SDC
- Provide additional staffing supervision, facility characteristics, or other services and supports to address a consumer's challenging behaviors, which are beyond what is typically available in other community facilities licensed as an ARF.
- Provide a nursing staff (e.g. Registered Nurse or License Vocational Nurse) to evaluate residents who may have nursing needs.
- Pay direct care staff competitive wages.
- Become vendored to provide transportation to and from day program/vocation.
- Be licensed by CCL, a division of the Department of Social Services (DSS) as an Adult Residential Facility (ARF).
- Provide services in the site established by the housing Non-Profit Organization (NPO).

Property for project is in process of being acquired by Brilliant Corners NPO

North Bay Regional Center
Announces Requests for Proposals (RFP)
CPP Fiscal Year 16-17

Project 16/17 # 9	**Enhanced Behavioral Supports Home (EBSH)**
Services to be provided:	To provide residential care to individuals (ages 18-59) who may also have Nursing needs
Service Area:	Napa, Solano or Sonoma County
Population to be served	4 individuals; ambulatory and non-ambulatory with private rooms
Start-up Funding:	$150,000
Reimbursement rate:	Rates Negotiable

The expectation is that this service provider will:

- Provide a highly structured environment to serve individuals with developmental disabilities who may have nursing needs with challenging behaviors needs; e.g. self- injury, physical aggression, verbal outbursts
- Provider will, in time, be expected to obtain licensing for RCFE so that residents can age in place
- Provide 24-hour care to individuals served by the regional center who require intensive services and supports due to challenging behaviors that cannot be managed in a community setting without the availability of enhanced behavioral services and supports
- Emphasize person-centered planning, community access, and normalization.
- Work collaboratively with family members, Sonoma Developmental Center staff, Regional Center Staff and DDS/ DSS to transition individuals into the community and adhere to forthcoming regulations per the EBSH model.
- Coordinate and supervise a team of specialized consultants including but not limited to: a psychologist, Board Certified Behavioral Analyst (BCBA), psychiatrist, nutritionist, occupational therapist, physical therapist, Registered Nurse (RN), and Licensed Vocational Nurse (LVN).
- Hire competent trained staff who can communicate effectively with residents, service professionals and members of the community, as well as carry out expectations guided by EBSH regulations.
- Provider responsible to have staff trained as registered behavior technicians with 40 hour classes and staff time prior to working with individuals exiting SDC
- Provide additional staffing supervision, facility characteristics, or other services and supports to address a consumer's challenging behaviors, which are beyond what is typically available in other community facilities licensed as an ARF.
- Provide a nursing staff e.g. Registered Nurse or License Vocational Nurse (LVN) to evaluate residents who may have nursing needs
- Pay direct care staff competitive wages.
- Become vendored to provide transportation to and from day program/vocation.
- Be licensed by CCL, a division of the Department of Social Services (DSS) as an Adult Residential Facility (ARF).
- Provide services in the site established by the housing Non-Profit Organization (NPO).

Housing Non-Profit Organization (NPO)	**To purchase and modify homes for individuals**
Start-up Funding Acquisition	$300,000
Start-up Funding Rehabilitation	$350,000

The expectation is that this Housing NPO will:

- Work with Regional Center to locate and agree upon site selection and modifications, as well as adhere to Department of Developmental Services (DDS) and Community Placement Plan (CPP) housing guidelines, including forthcoming EBSH regulations.
- Ensure that all homes will be modified per RCFE licensure so individuals may age in place, i.e. all bedrooms to be non-ambulatory.
- Design the home with common areas that promote interaction.
- Design the home to have private bedrooms for 4 individuals that allow for storage of personal items and décor.
- Design the home to have a kitchen that is accessible at all times.
- Design the home so that is has private spaces where residents can visit with family and friends.
- Design the home so it has a private yard or outdoor space for individuals to access and use for leisure activities such as relaxing, socializing, and physical fitness.
- Design the yard or outdoor space with resident safety in mind.
- Housing NPO responsible to lease to the service provider that has been selected through a separate RFP process to serve individuals referred from the regional center.

North Bay Regional Center
Announces Requests for Proposals (RFP)
CPP Fiscal Year 16-17

Project 16/17 # 10	**Enhanced Behavioral Supports Home (EBSH)**
Services to be provided:	To provide residential care to individuals (ages 18-59) who may also have Nursing needs
Service Area:	Napa, Solano or Sonoma County
Population to be served	4 persons non-ambulatory with private rooms
Start-up Funding:	$150,000
Reimbursement rate:	Rates Negotiable

The expectation is that this service provider will:

- Provide a highly structured environment to serve individuals with developmental disabilities who may have nursing needs with challenging behaviors needs; e.g. self- injury, physical aggression, verbal outbursts
- Provider will, in time, be expected to obtain licensing for RCFE so that residents can age in place
- Provide 24-hour care to individuals served by the regional center who require intensive services and supports due to challenging behaviors that cannot be managed in a community setting without the availability of enhanced behavioral services and supports
- Emphasize person-centered planning, community access, and normalization.
- Work collaboratively with family members, Sonoma Developmental Center staff, Regional Center Staff and DDS/ DSS to transition individuals into the community and adhere to regulations per the EBSH model.
- Coordinate and supervise a team of specialized consultants including but not limited to: a psychologist, Board Certified Behavioral Analyst (BCBA), psychiatrist, nutritionist, occupational therapist, physical therapist, Registered Nurse (RN), and Licensed Vocational Nurse (LVN).
- Hire competent trained staff who can communicate effectively with residents, service professionals and members of the community, as well as carry out expectations guided by EBSH regulations.
- Provider responsible to have staff trained as registered behavior technicians with 40 hour classes and staff time prior to working with individuals exiting SDC.
- Provide additional staffing supervision, facility characteristics, or other services and supports to address a consumer's challenging behaviors, which are beyond what is typically available in other community facilities licensed as an ARF.
- Registered Nurse (RN) or Licensed Vocational Nurse (LVN) required to be on staff full time to evaluate residents who may have nursing needs in addition to consultants.
- Pay direct care staff competitive wages.
- Become vendored to provide transportation to and from day program/vocation.
- Be licensed by CCL, a division of the Department of Social Services (DSS) as an Adult Residential Facility (ARF).
- Provide services in the site established by the housing Non-Profit Organization (NPO).

Housing Non-Profit Organization (NPO)	**To purchase and modify homes for individuals**
Start-up Funding Acquisition	$300,000
Start-up Funding Rehabilitation	$350,000

The expectation is that this Housing NPO will:

- Required to work with Regional Center to locate and agree upon site selection and modifications, as well as adhere to Department of Developmental Services (DDS) and Community Placement Plan (CPP) housing guidelines, including EBSH regulations.
- All homes to be modified per RCFE licensure so individuals may age in place, i.e. all bedrooms to be non-ambulatory.
- Home shall be designed with common areas that promote interaction.
- Home shall have private bedrooms for 4 individuals that allow for storage of personal items and décor.
- Home shall be designed to have kitchen access at all times.
- Home shall have private space to visit with family and friends.
- Home shall have private yard or outdoor space for individuals to include safety precautions for outside relaxing, socializing, and physical fitness.
- Housing NPO responsible to lease to the service provider that has been selected through a separate RFP process to serve individuals referred from the regional center.

North Bay Regional Center
Announces Requests for Proposals (RFP)
CPP Fiscal Year 16-17

Project 16/17 # 12	**Customized Durable Medical Equipment Services**
Services to be provided:	Mobile durable medical equipment assessment, customization and repair
Service Area:	Sonoma, Solano, and Napa Counties
Start-up Funding:	$300,000
Reimbursement rate:	Mobile Self Contained Wheelchair Assessment, Fabrication and Repair Van Service

The expectation is that this service provider will:

- Have a Program Director: Licensed Occupational Therapist (preferred) with expertise in working with individuals with developmental disabilities
- Program Director is highly encouraged to partner with skilled technician / mechanic that may have experience with durable medical equipment assessment, custom fabrication and repair or a relatable field
- Purchase and customize a self-contained mobile assessment and fabrication van for outreach to individuals living in Sonoma, Solano and Napa Counties.
- Provide seating system assessment and provision for individuals who are non-ambulatory.
- Travel to individuals to assess and complete needed repairs and / or upgrades in a timely manner.
- Comply with Medi Cal / Medi Care/ or private insurance claim procedures in tandem with Regional Center billing processes
- Work collaboratively and communicate with family members, Developmental Center staff, service providers and regional center staff.

North Bay Regional Center
Announces Requests for Proposals (RFP)
CPP Fiscal Year 16-17

Project 16/17 # 13	Specialized Residential Facility (SRF)
Services to be provided:	To provide residential care to individuals (ages 18-59) with Maladaptive Behaviors
Service Area:	Napa, Solano or Sonoma County
Population to be served	4 persons non-ambulatory (private rooms)
Start-up Funding:	$50,000
Reimbursement rate:	Rates Negotiable

The expectation is that this service provider will:

- Have an administrator with expertise in working with severe maladaptive behaviors and mental health diagnoses
- Provider will, in time, be expected to obtain licensing for RCFE so that residents can age in place
- Provide a highly structured environment to serve individuals with developmental disabilities with maladaptive behaviors needs; e.g. self- injury, physical aggression and verbal outbursts.
- Address the needs of individuals with developmental disabilities who may have sensory impairments and/or are non-ambulatory with self-care needs
- Work collaboratively with family members and Sonoma Developmental Center staff to transition individuals into the community.
- Develop positive relationships with NBRC, day programs and community resources.
- Coordinate and supervise a team of specialized consultants including, but not limited to: a psychologist, Board Certified Behavioral Analyst (BCBA), psychiatrist, nutritionist, occupational therapist, physical therapist, Registered Nurse (RN) and Licensed Vocational Nurse (LVN).
- Hire competent, trained staff who communicate effectively with residents, service professionals and members of the community.
- Hire staff that have experience working with individuals with developmental disabilities with maladaptive behaviors
- Pay direct care staff a competitive wage.
- Emphasize person-centered planning, community access and normalization.
- Access generic resources in the community.
- Be licensed and vendored to serve 4 individuals.
- Be vendored to provide transportation for residents to and from day program/vocation.
- Be licensed by CCL, a division of the Department of Social Services (DSS) as an Adult Residential Facility (ARF).
- Be flexible regarding location of the residential home to be developed in either Napa, Solano or Sonoma County.
- Provide services in the site established by the Housing Non-Profit Organization.

Property for project is in process of being acquired by Brilliant Corners NPO

North Bay Regional Center
Announces Requests for Proposals (RFP)
CPP Fiscal Year 16-17

Project 16/17 # 14	**Enhanced Behavioral Supports Home (EBSH)**
Services to be provided:	To provide residential care to individuals ages 18-59
Service Area:	Napa, Solano, or Sonoma County
Population to be served	4 individuals; ambulatory and non-ambulatory with private rooms
Start-up Funding:	$150,000
Reimbursement rate:	Rates Negotiable

The expectation is that this service provider will:

- Provider will, in time, be expected to obtain licensing for RCFE so that residents can age in place
- Provide a highly structured environment to serve individuals with developmental disabilities with challenging behaviors needs; e.g. self- injury, physical aggression, verbal outbursts, and AWOL behaviors.
- Provide 24-hour care to individuals served by the regional center who require intensive services and supports due to challenging behaviors that cannot be managed in a community setting without the availability of enhanced behavioral services and supports.
- Emphasize person-centered planning, community access, and normalization.
- Work collaboratively with family members, Sonoma Developmental Center staff, Regional Center Staff and DDS/ DSS to transition individuals into the community and adhere to forthcoming regulations per the EBSH model.
- Coordinate and supervise a team of specialized consultants including but not limited to: a psychologist, Board Certified Behavioral Analyst (BCBA), psychiatrist, nutritionist, occupational therapist, physical therapist,
- Hire competent trained staff who can communicate effectively with residents, service professionals and members of the community, as well as carry out expectations guided by EBSH regulations.
- Provider responsible to have staff trained as registered behavior technicians with 40 hour classes and staff time prior to working with individuals exiting SDC
- Provide additional staffing supervision, facility characteristics, or other services and supports to address a consumer's challenging behaviors, which are beyond what is typically available in other community facilities licensed as an ARF.
- Pay direct care staff competitive wages.
- Develop positive relationships with NBRC, day programs and community resources.
- Access generic resources in the community.
- Be licensed and vendored to serve 4 individuals.
- Be vendored to provide transportation for residents to and from day program/vocation.
- Be licensed by CCL, a division of the Department of Social Services (DSS) as an Adult Residential Facility (ARF).
- Be flexible regarding location of the residential home to be developed in either Napa, Solano or Sonoma County.
- Provide services in the site established by the Housing Non-Profit Organization.

Housing Non-Profit Organization (NPO)	**To purchase and modify homes for individuals**
Start-up Funding Acquisition	$300,000
Start-up Funding Rehabilitation	$350,000

The expectation is that this Housing NPO will:

- Required to work with Regional Center to locate and agree upon site selection and modifications, as well as adhere to Department of Developmental Services (DDS) and Community Placement Plan (CPP) housing guidelines.
- All homes to be modified per RCFE licensure so individuals may age in place, i.e. all bedrooms to be non-ambulatory.
- Home shall be designed with common areas that promote interaction.
- Home shall have private bedrooms for 4 individuals that allow for storage of personal items and décor.
- Home shall be designed to have kitchen access at all times.
- Home shall have private space to visit with family and friends.
- Home shall have private yard or outdoor space for individuals to include safety precautions for outside relaxing, socializing, and physical fitness.
- Housing NPO responsible to lease to the service provider that has been selected through a separate RFP process to serve individuals referred from the regional center.

North Bay Regional Center
Announces Requests for Proposals (RFP)
CPP Fiscal Year 16-17

Project 16/17 # 15	**Enhanced Behavioral Supports Home (EBSH)**
Services to be provided:	To provide residential care to individuals ages 18-59
Service Area:	Napa, Solano or Sonoma County
Population to be served	4 persons non-ambulatory with private rooms
Start-up Funding:	$150,000
Reimbursement rate:	Rates Negotiable

Service Provider:

The expectation is that this service provider will:

- Provide a highly structured environment to serve individuals with developmental disabilities with challenging behaviors needs; e.g. self- injury, physical aggression, verbal outbursts, and AWOL behaviors.
- Provide 24-hour care to individuals served by the regional center who require intensive services and supports due to challenging behaviors that cannot be managed in a community setting without the availability of enhanced behavioral services and supports.
- Emphasize person-centered planning, community access, and normalization.
- Work collaboratively with family members, Sonoma Developmental Center staff, Regional Center Staff and DDS/ DSS to transition individuals into the community and adhere to forthcoming regulations per the EBSH model.
- Coordinate and supervise a team of specialized consultants including but not limited to: a psychologist, Board Certified Behavioral Analyst (BCBA), psychiatrist, nutritionist, occupational therapist and physical therapist.
- Hire competent trained staff who can communicate effectively with residents, service professionals and members of the community, as well as carry out expectations guided by EBSH regulations.
- Provider responsible to have staff trained as registered behavior technicians with 40 hour classes and staff time prior to working with individuals exiting SDC.
- Provide additional staffing supervision, facility characteristics, or other services and supports to address a consumer's challenging behaviors, which are beyond what is typically available in other community facilities licensed as an ARF.
- Pay direct care staff competitive wages.
- Develop positive relationships with NBRC, day programs and community resources.
- Access generic resources in the community.
- Be licensed and vendored to serve 4 individuals.
- Be vendored to provide transportation for residents to and from day program/vocation.
- Be licensed by CCL, a division of the Department of Social Services (DSS) as an Adult Residential Facility (ARF).
- Be flexible regarding location of the residential home to be developed in either Napa, Solano or Sonoma County.
- Provide services in the site established by the Housing Non-Profit Organization.

Housing Non-Profit Organization (NPO)	**To purchase and modify homes for individuals**
Start-up Funding Acquisition	$300,000
Start-up Funding Rehabilitation	$350,000

Housing Non-Profit Organization (NPO)

The expectation is that this Housing NPO will:

- Required to work with Regional Center to locate and agree upon site selection and modifications, as well as adhere to Department of Developmental Services (DDS) and Community Placement Plan (CPP) housing guidelines, including forth coming EBSH regulations.
- All homes to be modified per RCFE licensure so individuals may age in place, i.e. all bedrooms to be non-ambulatory.
- Home shall be designed with common areas that promote interaction.
- Home shall have private bedrooms for 4 individuals that allow for storage of personal items and décor.
- Home shall be designed to have kitchen access at all times.
- Home shall have private space to visit with family and friends.
- Home shall have private yard or outdoor space for individuals to include safety precautions for outside relaxing, socializing, and physical fitness.
- Housing NPO responsible to lease to the service provider that has been selected through a separate RFP process to serve individuals referred from the regional center.

North Bay Regional Center
Announces Requests for Proposals (RFP)
CPP Fiscal Year 16-17

Project 16/17 # 17	Specialized Residential Facility (SRF)
Services to be provided:	To provide residential care to individuals (ages 18-59) with Maladaptive Behaviors
Service Area:	Napa, Solano or Sonoma County
Population to be served:	4 persons non-ambulatory with private rooms
Start-up Funding:	$100,000
Reimbursement rate:	Rates Negotiable

The expectation is that this service provider will:

- Have an administrator with expertise in working with severe maladaptive behaviors and mental health diagnoses
- Provider will, in time, be expected to obtain licensing for RCFE so that residents can age in place
- Provide a highly structured environment to serve individuals with developmental disabilities with challenging behaviors needs; e.g. self- injury, physical aggression and verbal outbursts.
- Address the needs of individuals with developmental disabilities who may have sensory impairments and/or are non-ambulatory with self-care needs
- Work collaboratively with family members and Sonoma Developmental Center staff to transition individuals into the community.
- Develop positive relationships with NBRC, day programs and community resources.
- Coordinate and supervise a team of specialized consultants including, but not limited to: a psychologist, Board Certified Behavioral Analyst (BCBA), psychiatrist, nutritionist, occupational therapist, physical therapist, Registered Nurse (RN) and Licensed Vocational Nurse (LVN).
- Hire competent, trained staff who communicate effectively with residents, service professionals and members of the community.
- Hire staff that have experience working with individuals with developmental disabilities with severe maladaptive behaviors, mental health diagnoses
- Pay direct care staff a competitive wage.
- Emphasize person-centered planning, community access and normalization.
- Access generic resources in the community.
- Be licensed and vendored to serve 4 individuals.
- Be vendored to provide transportation for residents to and from day program/vocation.
- Be licensed by CCL, a division of the Department of Social Services (DSS) as an Adult Residential Facility (ARF).
- Be flexible regarding location of the residential home to be developed in either Napa, Solano or Sonoma County.
- Provide services in the site established by the Housing Non-Profit Organization.

Housing Non-Profit Organization (NPO)	To purchase and modify homes for individuals
Start-up Funding Acquisition	$300,000
Start-up Funding Rehabilitation	$350,000

The expectation is that this Housing NPO will:

- Required to work with Regional Center to locate and agree upon site selection and modifications, as well as adhere to Department of Developmental Services (DDS) and Community Placement Plan (CPP) housing guidelines.
- All homes to be modified per RCFE licensure so individuals may age in place, i.e. all bedrooms to be non-ambulatory.
- Home shall be designed with common areas that promote interaction.
- Home shall have private bedrooms for 4 individuals that allow for storage of personal items and décor.
- Home shall be designed to have kitchen access at all times.
- Home shall have private space to visit with family and friends.
- Home shall have private yard or outdoor space for individuals to include safety precautions for outside relaxing, socializing, and physical fitness.
- Housing NPO responsible to lease to the service provider that has been selected through a separate RFP process to serve individuals referred from the regional center.

North Bay Regional Center
Announces Requests for Proposals (RFP)
CPP Fiscal Year 16-17

Project : 18	**Housing Non-Profit Organization to Develop a 5- bed home for: Adult Residential Facility for Persons with Special Health Care Needs (ARFPSHN) with Behaviors**
Housing Non-Profit Organization (NPO)	**To purchase and modify homes for individuals**
Start-up Funding Acquisition	$300,000
Start-up Funding Rehabilitation	$350,000

The expectation is that this Housing NPO will:

- Required to work with Regional Center to locate and agree upon site selection and modifications, as well as adhere to Department of Developmental Services (DDS) and Community Placement Plan (CPP) housing guidelines and ARFPSHN requirements/ features such as generator and tracking systems.
- All homes to be modified per RCFE licensure so individuals may age in place, i.e. all bedrooms to be non-ambulatory.
- Home shall be designed with common areas that promote interaction.
- Home shall have private bedrooms for 5 individuals that allow for storage of personal items and décor.
- Home shall be designed to have kitchen access at all times.
- Home shall have private space to visit with family and friends.
- Home shall have private yard or outdoor space for individuals to include safety precautions for outside relaxing, socializing, and physical fitness.

Housing NPO responsible to lease to the service provider that has been selected through a separate RFP process to serve individuals referred from the regional center.

REQUEST FOR PROPOSALS FOR: ADDITIONAL HOUSING PROJECTS

- **Please refer to RFP instructions to submit a proposal for housing projects**

Project: 1516-1	Housing Non-Profit Organization to Develop a 4- bed home for Women with Mental Health Diagnoses
Housing Non-Profit Organization (NPO)	To purchase and modify homes for individuals
Start-up Funding Acquisition	$200,000
Start-up Funding Rehabilitation	$150,000

The expectation is that this Housing NPO will:

- Required to work with Regional Center to locate and agree upon site selection and modifications, as well as adhere to Department of Developmental Services (DDS) and Community Placement Plan (CPP) housing guidelines, including forth coming EBSH regulations.
- All homes to be modified per RCFE licensure so individuals may age in place, i.e. all bedrooms to be non-ambulatory.
- Home shall be designed with common areas that promote interaction.
- Home shall have private bedrooms for 4 individuals that allow for storage of personal items and décor.
- Home shall be designed to have kitchen access at all times.
- Home shall have private space to visit with family and friends.
- Home shall have private yard or outdoor space for individuals to include safety precautions for outside relaxing, socializing, and physical fitness.
- Housing NPO responsible to lease to the service provider that has been selected through a separate RFP process to serve individuals referred from the regional center.

Project: 1516-3	Housing Non-Profit Organization to Develop a 4 bed EBSH (PICA) home
Housing Non-Profit Organization (NPO)	To purchase and modify homes for individuals
Start-up Funding Acquisition	$250,000
Start-up Funding Rehabilitation	$300,000

The expectation is that this Housing NPO will:

- Required to work with Regional Center to locate and agree upon site selection and modifications, as well as adhere to Department of Developmental Services (DDS) and Community Placement Plan (CPP) housing guidelines, including forth coming EBSH regulations.
- All homes to be modified per RCFE licensure so individuals may age in place, i.e. all bedrooms to be non-ambulatory.
- Home shall be designed with common areas that promote interaction.
- Home shall have private bedrooms for 4 individuals that allow for storage of personal items and décor.
- Home shall be designed to have kitchen access at all times.
- Home shall have private space to visit with family and friends.
- Home shall have private yard or outdoor space for individuals to include safety precautions for outside relaxing, socializing, and physical fitness.
- Housing NPO responsible to lease to the service provider that has been selected through a separate RFP process to serve individuals referred from the regional center.

Project: 1516-5	Housing Non-Profit Organization to Develop a 4 bed Residential Care Facilities for the Elderly Home (RCFE) with Maladaptive Behaviors and Nursing needs
Housing Non-Profit Organization (NPO)	To purchase and modify homes for individuals
Start-up Funding Acquisition	$200,000
Start-up Funding Rehabilitation	$150,000

The expectation is that this Housing NPO will:

- Required to work with Regional Center to locate and agree upon site selection and modifications, as well as adhere to Department of Developmental Services (DDS) and Community Placement Plan (CPP) housing guidelines.
- All homes to be modified per RCFE licensure so individuals may age in place, i.e. all bedrooms to be non-ambulatory.
- Home shall be designed with common areas that promote interaction.
- Home shall have private bedrooms for 4 individuals that allow for storage of personal items and décor.
- Home shall be designed to have kitchen access at all times.
- Home shall have private space to visit with family and friends.
- Home shall have private yard or outdoor space for individuals to include safety precautions for outside relaxing, socializing, and physical fitness.
- Housing NPO responsible to lease to the service provider that has been selected through a separate RFP process to serve individuals referred from the regional center.

Project : 1516-6	Housing Non-Profit Organization to Develop a 4 bed Forensic (SRF) home
Start-up Funding Acquisition	$200,000
Start-up Funding Rehabilitation	$100,000

The expectation is that this Housing NPO will:

- Required to work with Regional Center to locate and agree upon site selection and modifications, as well as adhere to Department of Developmental Services (DDS) and Community Placement Plan (CPP) housing guidelines.
- All homes to be modified per RCFE licensure so individuals may age in place, i.e. all bedrooms to be non-ambulatory.
- Home shall be designed with common areas that promote interaction.
- Home shall have private bedrooms for 4 individuals that allow for storage of personal items and décor.
- Home shall be designed to have kitchen access at all times.
- Home shall have private space to visit with family and friends.
- Home shall have private yard or outdoor space for individuals to include safety precautions for outside relaxing, socializing, and physical fitness.
- Housing NPO responsible to lease to the service provider that has been selected through a separate RFP process to serve individuals referred from the regional center.

Project : 1516-14	Housing Non-Profit Organization to Develop a 4 bed Residential Facility for Individuals with Maladaptive Behaviors (SRF) home
Start-up Funding Acquisition	$200,000
Start-up Funding Rehabilitation	$150,000

The expectation is that this Housing NPO will:

- Required to work with Regional Center to locate and agree upon site selection and modifications, as well as adhere to Department of Developmental Services (DDS) and Community Placement Plan (CPP) housing guidelines.
- All homes to be modified per RCFE licensure so individuals may age in place, i.e. all bedrooms to be non-ambulatory.
- Home shall be designed with common areas that promote interaction.
- Home shall have private bedrooms for 4 individuals that allow for storage of personal items and décor.
- Home shall be designed to have kitchen access at all times.
- Home shall have private space to visit with family and friends.
- Home shall have private yard or outdoor space for individuals to include safety precautions for outside relaxing, socializing, and physical fitness.
- Housing NPO responsible to lease to the service provider(s) that has been selected through a separate RFP process to serve individuals referred from the regional center.

Project : 1516-16	Housing Non-Profit Organization to Develop a 4 bed Residential Facility for Individuals with Mild Behaviors (SRF) home
Start-up Funding Acquisition	$200,000
Start-up Funding Rehabilitation	$150,000

The expectation is that this Housing NPO will:

- Required to work with Regional Center to locate and agree upon site selection and modifications, as well as adhere to Department of Developmental Services (DDS) and Community Placement Plan (CPP) housing guidelines.
- All homes to be modified per RCFE licensure so individuals may age in place, i.e. all bedrooms to be non-ambulatory.
- Home shall be designed with common areas that promote interaction.
- Home shall have private bedrooms for 4 individuals that allow for storage of personal items and décor.
- Home shall be designed to have kitchen access at all times.
- Home shall have private space to visit with family and friends.
- Home shall have private yard or outdoor space for individuals to include safety precautions for outside relaxing, socializing, and physical fitness.
- Housing NPO responsible to lease to the service provider(s) that has been selected through a separate RFP process to serve individuals referred from the regional center.

Project : 1516-23	Housing Non-Profit Organization to Develop a 4 bed Residential home (EBSH) with Nursing
Start-up Funding Acquisition	$250,000
Start-up Funding Rehabilitation	$300,000

The expectation is that this Housing NPO will:

- Required to work with Regional Center to locate and agree upon site selection and modifications, as well as adhere to Department of Developmental Services (DDS) and Community Placement Plan (CPP) housing guidelines, including forth coming EBSH regulations.
- All homes to be modified per RCFE licensure so individuals may age in place, i.e. all bedrooms to be non-ambulatory.
- Home shall be designed with common areas that promote interaction.
- Home shall have private bedrooms for 4 individuals that allow for storage of personal items and décor.
- Home shall be designed to have kitchen access at all times.
- Home shall have private space to visit with family and friends.
- Home shall have private yard or outdoor space for individuals to include safety precautions for outside relaxing, socializing, and physical fitness.
- Housing NPO responsible to lease to the service provider that has been selected through a separate RFP process to serve individuals referred from the regional center.

North Bay Regional Center
2016/2017 Community Placement Plan Request for Proposal

COVER SHEET

Project Number/ Description	
Contact Name:	
Address:	
Email Address:	
Contact Number:	
Fax Number:	

FACILITY:		SIZE:		ARM LEVEL:	

Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
12:00 a.m.							
1:00 a.m.							
2:00 a.m.							
3:00 a.m.							
4:00 a.m.							
5:00 a.m.							
6:00 a.m.							
7:00 a.m.							
8:00 a.m.							
9:00 a.m.							
10:00 a.m.							
11:00 a.m.							
12:00 p.m.							
1:00 p.m.							
2:00 p.m.							
3:00 p.m.							
4:00 p.m.							
5:00 p.m.							
6:00 p.m.							
7:00 p.m.							
8:00 p.m.							
9:00 p.m.							
10:00 p.m.							
11:00 p.m.							
Total DSP Hours							
Total lead Hours							
Administrator							
Total Staffing hours							

List Direct Care Staff using letters A, B, C, D, E, F, Q (below). Complete the schedule (above) showing the corresponding letter of each staff on duty for each hour of each day.

Enter the total amount of hours for each staff:		
A.	**D.**	**Administrator (Q):**
B.	**E.**	
C.	**F.**	

Start-Up Budget

START UP BUDGET PROJECT NAME	PROJECT NAME
LINE ITEMS	PROPOSED AMOUNT TO SPEND
PROGRAM SUPPLIES AND EQUIPEMENT/ FURNISHING	$
RENT	$
STAFF TRAINING	$
CONSULTING	$
VAN LEASE DEPOSIT	$
INSURANCE	$
	$
	$
	$
	$
	$

Staff Salaries	Hourly Rate A	*RESIDENTIAL Staffing Schedule hours* *B*	*RESIDENTIAL Average weeks in a month (4.33)* *C = 4.33* *For Residential multiple A x B x C= total budget*	Total Budget	*DAY PROGRAM STAFFING # OF Full Time Employee (FTE)* D	*DAY PROGRAM Average days per month (23 days)* *E = 23* *For Day Program multiple A x D x E= total budget*	Total Budget
Lead Staff			4.33			23	
DSP			4.33			23	
			4.33			23	
			4.33			23	
			4.33			23	
			4.33			23	
Administrator / Program Director			4.33			23	
			Staff Salaries Total				

Employer Payroll Taxes Federal	Total Budget		Budget Narrative
Social Security	%		
Medicare	%		
FUTA (Federal Unemployment Tax)	%		
Employer Payroll Taxes - State			
SUI (CA State Unemployment Ins.)	%		
SDI (CA State Disability Ins.)	%		
ETT (CA Employment Training Tax)	%		
Mandatory Sick leave	%		
Workers Compensation	%		
Relief Factor - Percentage			
Benefits			
Health			
Dental			
Retirement			
Other Staffing			
Direct Service Staff Training			
Direct Staff Recruitment Costs (advertising, background checks, etc.)			
Other			
Total Staffing Costs			

Consulting fees	Hourly Rate	Total Budget	Budget Narrative
Total Consulting fees			
Transportation			
For lease of facility van for participant's medical appointments; community outing; fuel; etc. (exclude transportation to day programs)			
Insurance			
General Liability			
Vehicle			
Other (detail type in Explanation column)			
Lease & Other Property Related Costs			
Lease/Mortgage Cost			
Utilities (gas, electricity, water, sewer)			
License Renewal Costs			
Miscellaneous Expenses			
Household and Program Supplies			
Medical Equipment and Supplies			
Dietary (groceries, cooking supplies, specialized diets, etc.)			
Communication (cell phones, pagers, etc. - direct service only)			
Subscriptions & Dues			
Staff Travel			
Other			
TOTAL DIRECT SERVICE COSTS			
ADMINISTRATIVE SERVICES			
TOTAL ADMINISTRATIVE COSTS			
TOTAL BUDGET			

Financial Statement

Current Assets	
Cash in Banks	$
Accounts Receivable	$
Notes Receivable	$
Equipment / Vehicles	$
Inventories	$
Deposits / Prepaid Expenses	$
Life Insurance (Cash Value)	$
Investment Securities (Stocks and	$
Fixed Assets	
Building and or / Structures	$
Long Term Investments	$
Potential Judgments and Liens	$
Current Liabilities	
Accounts Payable	$
Notes Payable (Current Portion)	$
Taxes Payable	$
Long- Term Liabilities	$
Notes/ Contracts	$
Real estate Mortgages	$
Other Income, Wages, Revenues from other Sources	
(Specify)	$
Line of Credit	
Amount Available	$