



# Golden Gate Regional Center

## 2023-2024 REQUEST FOR PROPOSAL ANNOUNCEMENT HOUSING DEVELOPMENT ORGANIZATION Enhanced Behavioral Support Homes (EBSH)

April 8, 2024

Golden Gate Regional Center (GGRC) is seeking a Housing Development Organization to develop two Enhanced Behavioral Support Homes (EBSH).

Please see the attached description for more information, including the application process.

Please read the Request for Proposal (RFP) instructions carefully as the application process has changed. In order to be considered for the project, applicants must complete the RFP application process in full. Incomplete applications will not be considered. Please follow the instructions thoroughly and consider attending the technical briefing.

Startup funds awarded are intended to be a contribution towards the costs of service development and are not intended to cover 100% of service development costs.

### **IMPORTANT DATES:**

**April 15, 2024, 10:00am - Technical Briefing:** The technical briefing will provide interested applicants with the opportunity to hear more about the project and ask questions. The briefing will be conducted through the use of Zoom, a video conferencing platform. All interested applicants must be able to participate through Zoom video conferencing. Applicants are not required to attend the technical briefing. Please RSVP to Susan Pirnes at [spirnes@ggrc.org](mailto:spirnes@ggrc.org) to register for the briefing and obtain the Zoom meeting ID information.

**May 8, 2024 - Proposal Submission Deadline:** RFP Application packets must be emailed to [newservices@ggrc.org](mailto:newservices@ggrc.org) by 5:00 p.m. on **May 8, 2024**. Applications may be submitted prior to **May 8, 2024**. *Applications will not be considered complete unless completed in full in accordance with the instructions within this RFP.*

**June 13, 2024 - Interviews:** Interviews will be conducted by an RFP Review Committee through the use of Zoom, a video conferencing platform. All interested applicants must be able to participate through Zoom video conferencing.

### **QUESTIONS?**

If you have any questions, please feel free to contact Susan Pirnes at [spirnes@ggrc.org](mailto:spirnes@ggrc.org) or 415-579-6315.

Sincerely,

Sean Galvin  
Manager, Community Services Unit



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## **GOLDEN GATE REGIONAL CENTER REQUEST FOR PROPOSAL**

Community Resource Development Plan  
Fiscal Year 2023-2024

The philosophy of the Community Resource Development Plan (CRDP) 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. For further information regarding the core values that guide the work and direction of GGRC, applicants may wish to refer to GGRC's Request for Proposal Policy and POS Guidelines located at <http://www.ggrc.org>.

### **Project Information**

#### **Project #2324-3 - HDO for EBSH**

<b>Location:</b>	San Francisco County, Marin County or San Mateo County
<b>Acquisition Funding:</b>	\$350,000.00
<b>Renovation Funding:</b>	To be determined
<b>Unique Service Supports:</b>	May support individuals with forensic backgrounds

#### **Project #2324-4 - HDO for EBSH**

<b>Location:</b>	San Francisco County, Marin County or San Mateo County
<b>Acquisition Funding:</b>	\$350,000.00
<b>Renovation Funding:</b>	To be determined
<b>Unique Service Supports:</b>	May support individuals who are 290 registrants and/or with forensic background

**HDO – EBSH Description** *(The following description is applicable to both projects. Please refer to “unique service supports” for additional information.)*

The Request for Proposal (RFP) is for a Housing Development Organization (HDO) to purchase, renovate, and provide ongoing property management and maintenance for an Enhanced Behavioral Support Home (EBSH) supporting people with developmental disabilities and significant behavioral support needs. This home will be located in San Francisco County, Marin County or San Mateo County, dependent on housing market and home availability. The home will support four residents who have severe maladaptive behaviors that may include, but are not limited to: aggression towards others, self-injury, property destruction, and running away or exit seeking. A separate service provider will be identified in FY24-25 by GGRC and will be responsible for providing day-to-day residential services and staffing. A lease agreement will be in place between the HDO and the service provider. The home will be licensed by California Community Care Licensing (CCL) as an Adult Residential Facility (ARF) and is intended to be used in perpetuity for people with developmental disabilities supported by GGRC. A Restrictive Covenant and Deed of Trust will be required upon purchase of the home.

The home should, at minimum, include:

- 4 bedrooms
- Common space (e.g. living room)
- Kitchen
- Dining area
- Bathrooms (minimum one (1) ADA accessible)
- Laundry area
- Backyard area



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- Sprinkler system
- Major appliances (at minimum washer, dryer, stove, oven, refrigerator)

The HDO will work with GGRC and the service provider to identify home renovation and design characteristics that meet the needs of the residents in the home. The HDO will also be responsible for responding to “Not in My Backyard” (NIMBY) issues, should they occur. The HDO will be responsible for adhering to the Housing Guidelines issued by the California Department of Developmental Services (DDS), Related Title 17 guidelines, related Title 22 guidelines, and local fire and building codes. Links to these regulations are included in this document.

## **General requirements for both projects include, but are not limited to:**

- The HDO is expected to work within the final funding awarded at the time of the contract.
- Use of home acquisition and renovations costs require advance GGRC and DDS approval.
- The HDO is expected to follow all DDS guidelines.
- The HDO is expected to provide all documentation necessary to demonstrate completion of set milestones.
- All funding is reimbursed in arrears based on milestones completion.
- The HDO is expected to work with GGRC on developing/implementing the service provider lease agreement.
- Applicants responding to this RFP who are currently vendored providers for GGRC or any other regional center must have services in good standing. Providers with Substantial Inadequacies (SI) or Type A deficiencies with CCL in the past twenty-four (24) months shall provide a written description of the SI(s) and/or Type A deficiencies and of all corrections that have been made. Applications must also disclose any past, present, or pending licensure revocations, probation or denials, including but not limited to: CCL, Public Health Licensing, or any agency providing services to people with disabilities, children or dependent adults.
- Applicants who are current vendors of GGRC will not be considered for this RFP if any GGRC contracts are unsigned or if any monies are owed by the applicant to GGRC.

**Resource Links** (*Resource links may not fully encompass all regulatory requirements regarding EBSH homes. The HDO is responsible for staying current on related regulations.*)

- DDS CPP Plan <https://www.dds.ca.gov/services/cpp/>
- DDS Housing Guidelines [https://www.dds.ca.gov/wp-content/uploads/2019/02/PPP\\_HousingGuidelines\\_20190201.pdf](https://www.dds.ca.gov/wp-content/uploads/2019/02/PPP_HousingGuidelines_20190201.pdf)
- DDS Housing Guidelines Amendments [https://www.dds.ca.gov/wp-content/uploads/2020/12/Housing\\_Guidelines\\_Amendments.pdf](https://www.dds.ca.gov/wp-content/uploads/2020/12/Housing_Guidelines_Amendments.pdf)
- DDS Laws and Regulations <https://www.dds.ca.gov/transparency/laws-regulations/>
- Title 17 Enhanced Behavior Support Homes [https://govt.westlaw.com/calregs/Browse/Home/California/CaliforniaCodeofRegulations?guid=I2773F6EAC8AB4FDD85F1DD5697B7A232&originationContext=documenttoc&transitionType=Default&contextData=\(sc.Default\)](https://govt.westlaw.com/calregs/Browse/Home/California/CaliforniaCodeofRegulations?guid=I2773F6EAC8AB4FDD85F1DD5697B7A232&originationContext=documenttoc&transitionType=Default&contextData=(sc.Default))
- Community Care Licensing Laws and Regulations <https://www.cdss.ca.gov/inforesources/adult-care-licensing/resources-for-providers>



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## **RFP Instructions and Submission Requirements**

*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.*

### **Format and Copy Requirements**

- Proposals must be single spaced with 1” margins
- Proposals must be written in 12-point font, either Times New Roman or Arial
- All Project Descriptions should have a header with the following identifying information: Agency Name, project number, and numbered pages

### **Submission Requirements**

RFP application packets must be submitted **by email** to [newservices@ggrc.org](mailto:newservices@ggrc.org) in PDF format no later than 5pm on **May 8, 2024**. You will be sent an email confirming GGRC’s receipt of your proposal(s).

### **Application Packet Content Requirements:**

1. Applicant Information Page (one page maximum; please use Attachment 1)
2. Project Description (not to exceed 10 pages)
  - a. A brief description of your philosophy and values as related to the services you will be providing.
  - b. Description of services to be provided.
  - c. Description of proposed housing that addresses the following:
    - i. Location
    - ii. Design features of the home including appliances to be provided
  - d. Description of how the HDO will identify renovation costs.
  - e. Description of measures to be taken to avoid cost overages.
  - f. Description of how the HDO will learn about and accommodate unique service needs associated with home development for someone with a forensic history (required for Project 2324-3 only).
  - g. Description of how the HDO will learn about and accommodate unique service needs associated with home development for someone who is a 290 registrant.
  - h. An organizational chart and description of key staffing positions contributing to the success of this development.
  - i. Description of how the HDO anticipates partnering with GGRC during the home development.
  - j. Description of how the HDO anticipates partnering with the service provider during the home development.
  - k. A brief statement of how the services will be person-centered, incorporating resident choice and perspective.
  - l. Description of how the service provider will be included in renovation and design decisions.
  - m. Description of how the HDO will prevent and respond to “Not in My Backyard” (NIMBY) concerns.
  - n. Timetable of objectives to be accomplished during start-up phase, beginning **June 30, 2024**.



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## 3. Budget Information (a separate budget for each project included is required)

- a. Include a proposed budget indicating all anticipated areas of costs, including but not limited to:
  - i. Project Number,
  - ii. Anticipated cost of purchase,
  - iii. Anticipated or sample costs and types of renovations,
  - iv. Anticipated developer fee(s),
  - v. Lease income,
  - vi. Other Income (please define if applicable),
  - vii. Property Managements Fees,
  - viii. Operating Expenses, and
  - ix. Debt Service

## 4. HDO Financial Stability

- a. Applicant's financial statements demonstrating ability to contribute to start-up costs and initial operating expenses (Attachments 2(a) and 2(b))

## 5. Applicant(s) Information

- a. Experience Statement including the following (not to exceed 2 pages):
  - Description of applicant's related experience and qualifications
  - Description of applicant's current position(s) and related responsibilities
  - Brief statement indicating how applicant will manage current responsibilities with the development and daily operation of this program
- b. Resumes with detailed descriptions of experience with related experience to include resumes of applicant(s), identified staff (if applicable) and consultants (if applicable)
- c. Professional References and Current Project Information:
  - Current Projects in development and in operation (Attachment 3)
  - Three (3) professional references including names, positions, agency, addresses and telephone number (Attachment 3)
  - Authorization to check references (Attachment 4)



# Golden Gate Regional Center

## RFP APPLICATION SUBMISSION

Please email application and proposal to [newservices@ggrc.org](mailto:newservices@ggrc.org)

### RFP Process Timeline

Technical Briefing (Virtual)  
Application Packets due:

April 15, 2024, 10:00 a.m.  
May 8, 2024, by 5:00 p.m.

Interviews (Virtual):

June 13, 2024  
*All interviews will be conducted through the use of Zoom, a video conferencing platform*

Award:

Anticipated by June 18, 2024

### EVALUATION OF PROPOSALS

Proposals will be evaluated by a committee consisting of individuals who do not have a conflict of interest with the projects. The committee may include individuals supported by GGRC and members of their families, GGRC staff, GGRC Board Members, or State Council on Developmental Disabilities.

The evaluation will be based on an analysis using the following criteria as applicable:

1. The applicant(s) has demonstrated expertise, current applicable license(s), and experience related to the target population.
2. The organizational structure appears to be solid and demonstrates the ability to closely develop and administer services within the local area.
3. There is an indication of cooperative working relationships and partnerships with other community-based organizations and/or service providers.
4. Proposed services correspond to the needs identified in the Request for Proposal and to the population to be supported.
5. Timetable of objectives clearly identified realistic steps involved in start-up of this project.
6. Financial Planning:
  - (a) Projected start-up budget is specific and realistic
  - (b) On-going operating costs are explicit and realistic
  - (c) There is evidence of fiscal stability



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## ATTACHMENT 1

### Golden Gate Regional Center

### REQUEST FOR PROPOSAL APPLICANT INFORMATION FORM

FY 2023-2024

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

#### APPLICANT INFORMATION

Applicant/Agency Name: \_\_\_\_\_

Contact Person(s): \_\_\_\_\_

Address: \_\_\_\_\_

Phone No(s): \_\_\_\_\_ Cell No(s): \_\_\_\_\_

Email Address(es): \_\_\_\_\_

#### PROJECT INFORMATION

Check all projects that are included in this application:

- HDO for EBSH w/Forensic Support (Project No. 2324-3)
- HDO for EBSH w/290 Registrant and Forensic Support (Project No. 2324-4)

Proposed Counties for development (check all that apply):

- Marin
- San Francisco
- San Mateo

My RFP Application includes all the following:

- Completed RFP Applicant Information Form (Attachment 1)
- Typed Project Description (not to exceed 10 pages as described in Application Packet Content Requirements)
- Budget (one for each project)
- Financial Statements (Attachment 2(a) and 2(b))
- Applicant's resume and the resumes of identified staff and consultants
- List of involvement in other services/programs; three (3) professional references (Attachment 3)
- Authorization to check references (Attachment 4)

Name (print): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Golden Gate Regional Center

Applicant/Agency Name: \_\_\_\_\_

**ATTACHMENT 2(a)**  
**Golden Gate Regional Center**  
**WORKSHEET FOR FINANCIAL STATEMENT**  
**FY 2022-2023**

**All respondents must complete this statement for the last complete fiscal year.**

**CURRENT ASSETS**

Cash in Bank	
Accounts Receivables	
Notes Receivables	
Equipment/Vehicles	
Inventory	
Deposits/Prepaid Expenses	
Life Insurance (Cash Value)	
Investment Securities	
<b>Total Current Assets:</b>	

**FIXED ASSETS**

Buildings and/or Structures	
Long Term Investments	
Potential Judgments and Liens	
<b>Total Fixed Assets:</b>	
<b>TOTAL CURRENT AND FIXED ASSETS:</b>	

**CURRENT LIABILITIES**

Accounts Payable	
Notes Payable	
Taxes Payable	
<b>Total Current Liabilities:</b>	

**LONG TERM LIABILITIES**

Notes/Contracts	
Real Estate Mortgages	
<b>Total Long Term</b>	
<b>Liabilities:</b>	

**TOTAL CURRENT AND LONG TERM LIABILITIES:**

**Total Equity:**

**TOTAL LIABILITIES AND EQUITY:**

**OTHER INCOME – Revenue from other sources**

<b>Specify:</b>	
<b>TOTAL OTHER INCOME:</b>	

**LINE OF CREDIT**

Amount Available	
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# Golden Gate Regional Center

Applicant/Agency Name: \_\_\_\_\_

**ATTACHMENT 2(b)**  
**Golden Gate Regional Center**  
**WORKSHEET FOR FINANCIAL STATEMENT**  
**FY 2023-2024**

**All respondents must complete this statement for the current fiscal year to date.**

<b>CURRENT ASSETS</b>	
Cash in Bank	
Accounts Receivables	
Notes Receivables	
Equipment/Vehicles	
Inventory	
Deposits/Prepaid Expenses	
Life Insurance (Cash Value)	
Investment Securities	
<b>Total Current Assets:</b>	
<b>FIXED ASSETS</b>	
Buildings and/or Structures	
Long Term Investments	
Potential Judgments and Liens	
<b>Total Fixed Assets:</b>	
<b>TOTAL CURRENT AND FIXED ASSETS:</b>	
<b>CURRENT LIABILITIES</b>	
Accounts Payable	
Notes Payable	
Taxes Payable	
<b>Total Current Liabilities:</b>	
<b>LONG TERM LIABILITIES</b>	
Notes/Contracts	
Real Estate Mortgages	
<b>Total Long Term Liabilities:</b>	
<b>TOTAL CURRENT AND LONG TERM LIABILITIES:</b>	
<b>Total Equity:</b>	
<b>TOTAL LIABILITIES AND EQUITY:</b>	
<b>OTHER INCOME – Revenue from other sources</b>	
<b>Specify:</b>	
<b>TOTAL OTHER INCOME:</b>	
<b>LINE OF CREDIT</b>	
Amount Available	



# Golden Gate Regional Center

Applicant/Agency Name: \_\_\_\_\_

## ATTACHMENT 3 Golden Gate Regional Center

### INVOLVEMENT WITH OTHER SERVICES/PROGRAMS; REFERENCES FY 2023-2024

1. List all services and/or programs you are currently operating or developing or with which you are associated. (Please add additional paper if needed).

Name of Service/Program	Type of Service	In Development or Operational?	No. of years in operation (if applicable)	Funding Source

2. List three references who we may contact who will be able to attest to your experience working with individuals with developmental disabilities and/or in underserved communities in a professional capacity.

REFERENCE NO. 1			
Name of Reference:		Title:	Name of Company:
Address:		City:	State:      Zip Code:
Phone:		Email:	
REFERENCE NO. 2			
Name of Reference:		Title:	Name of Company:
Address:		City:	State:      Zip Code:
Phone:		Email:	
REFERENCE NO. 3			
Name of Reference:		Title:	Name of Company:
Address:		City:	State:      Zip Code:
Phone:		Email:	



# Golden Gate Regional Center

Applicant/Agency Name: \_\_\_\_\_

**ATTACHMENT 4**  
**Golden Gate Regional Center**  
**AUTHORIZATION TO CONTACT REFERENCES**  
**FY 2023-2024**

I hereby give permission to Golden Gate Regional Center to contact the references identified in Attachment 3 to this Request for Proposal.

Project Description:

**FY2023-2024 - Housing Development Organization –Enhanced Behavioral Support Home (EBSH)**

Name (Print): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_