

SAN GABRIEL/POMONA REGIONAL CENTER

NOTICE OF REQUESTS FOR PROPOSALS (RFP) COMMUNITY PLACEMENT PLAN (CPP) FISCAL YEAR 2016-17

Summary of Project

San Gabriel/Pomona Regional Center is soliciting proposals for the following CPP contracted service:

Service Type: Acquisition and rehabilitation of 3 homes to be developed as:
 One (1) Specialized Residential Facility (SRF) with delayed egress for adults
 Two (2) Adult Residential Facilities for Persons with Special Health Needs
 (ARFPSHN/"853" home)

RFP Posting Date: August 15, 2016

RFP Submission Deadline: September 26, 2016 by 4 p.m. (no exceptions)

Start-up Funds Available:

Project#	Project Type	Acquisition Funds	Rehabilitation Funds	Total Funds
SGPRC-1617-3	SRF for Adult w/DE	\$200,000	\$300,000	\$500,000
SGPRC-1617-4	ARFPSHN #1	\$250,000	\$400,000	\$650,000
SGPRC-1617-5	ARFPSHN #2	\$250,000	\$400,00	\$650,000

Actual amount awarded will be based upon funding by DDS. Any project contractor who fails to develop the services specified will be required to return to SG/PRC any compensation received for expenses. All funds must be expensed and invoiced to SG/PRC by March, 2019.

Location: To be determined (within the SG/PRC service area)

Development Timeline: The homes should be acquired within 180 days of start-up contract being executed between SG/PRC and the selected Housing Organization. The homes should be rehabilitated and ready to be licensed by September 2017 or sooner.

SERVICE DESCRIPTION

SG/PRC is seeking proposals for the acquisition and rehabilitation of three (3) single family homes, which will be available with long-term leases for residential service providers selected and vendored by SG/PRC. Grant funds to acquire the home will be for a total of three (3) properties. Acquisition of the properties will be a collaborative effort between the non-profit housing foundation, the regional center and the vendor selected to operate the home.

To ensure that homes developed using CPP funds are always available for use by individuals served by SG/PRC, real estate deed restriction or restrictive covenants are required for each property purchased

with these funds by the NPO. These deed restrictions or restrictive covenants must place specific limitations on the use of the property.

Interested parties are invited to submit a proposal in accordance with the specifications contained in this Request for Proposal (RFP) to acquire three properties for long-term lease to a service provider supporting individuals with developmental disabilities. Applicants will also be responsible for the long-term management of the property. The successful applicant for this award will acquire the three properties to be purchased and renovated to SG/PRC specifications and will be owned and maintained by an NPO for restricted use as housing for individuals served by SG/PRC. The successful bidder must be a Non-Profit Housing Organization, or have a component of their organization that does not provide direct services to any individuals with developmental disabilities.

Deed restrictions must specify the properties will be held, and available for services to persons referred by SG/PRC in perpetuity from the date of purchase per the housing guidelines issued by the State of California, Department of Developmental Services (see [APPENDIX 1](#)). NPO's may hold the properties as a non-profit corporation, limited partnership, or a limited liability corporation.

Renovation of the property must be supervised by, and is the responsibility of, the NPO. Renovation plans must be developed for the NPO by a licensed architect and implemented by a licensed, bonded contractor, and the plans approved by SG/PRC prior to an application for construction permits. The property will be leased to a residential service provider who will provide care and supervision to the residents. The selected residential service provider as well as regional center staff will be available to the NPO/architect/building contractor for development team meetings and technical assistance regarding the needs of the individuals referred as well as the requirements of Community Care Licensing.

Properties must be convertible to meet the standards for licensing by the Department of Social Service of the State of California, Community Care Licensing Division, as Adult Residential Facilities (ARF) for ambulatory and non-ambulatory residents. Property ownership and management will be separate and distinct from the provision of services and supports. The property acquired for the SRF must be a single family home for no more than four adults per home. The home will be designed with a minimum of four (4) single occupancy bedrooms. The properties acquired for the ARFPSHN must also be a single family homes able to accommodate five adults per home, and the homes must be designed to serve with a minimum of five (5) single occupancy bedrooms. **The properties must be approved by SG/PRC in advance of purchase and located within the SG/PRC catchment area as indicated in [APPENDIX 2](#) (attached).**

Additional specifications for the prospective property is provided below:

General Requirements

- Private bedroom for each resident
- Large lot with significant space between neighboring homes
- A den or second common area preferred
- Two or more bathrooms
- A fenced back yard
- Single-family homes suitable for ADA compliant exits and non-ambulatory clearance
- Ample parking (off-street, preferred) for staff and visitors
- Fire sprinklers (for SRF property must accommodate commercial fire sprinklers (NFPA 13 type))
- Located in locations with ample space between residences

Specific Requirements by Home Type:

Specialized Residential Facility (SRF) – Adults	ARFPSHN (“853” home”
Minimal egress points with entry doors equipped with delayed egress devices	Egress from every client bedroom
4 private bedrooms	5 private bedrooms
Perimeter fencing – non-scalable	Battery backup system to provide uninterrupted power to home in event of a power outage
Reinforced interior walls	Ample living areas with open floor plan to facilitate movement of wheelchairs
Back-up power generator to power essential systems of the home, including delayed egress doors	Wall-mounted tracking system in resident bedrooms to facilitate resident transfer from bed
	Ample size bathroom, ADA compliant with roll in shower and tracking system

APPLICANT ELIGIBILITY

The NPOs primary mission is to develop and manage accessible homes for the needs of individual with developmental disabilities. For the purposes of this project, the applicant must be a registered NPO (or indicate intent to create an NPO registered as an IRS 501(c) (3) corporation), limited liability company, or limited partnership that will own the properties through the NPO as a managing general partner who receives and retains an Organizational Clearance Certificate for the project(s) from the California Board of Equalization in order to be exempt from property taxes.

Only applicants who have acquired, constructed, or renovated property for the use of special needs populations for a minimum of two years, or have team members with at least 4 years of relevant experience, will be considered. Applicants must possess qualifications as specified in this RFP.

Proposals will be considered from affordable housing providers who retain development team members with documented experience in real estate purchase, financing and renovation. NPO’s must submit the resumes of the development team, a summary of past projects, and a narrative of proposed property ownership including acquisition, renovation, and maintenance. Information on plans for acquiring permanent financing, NPO organization and financial documentation, an implementation and financing plan, and a sample-reporting format must also be included.

The selected applicant may be required to provide a performance bond for all money advanced. The cost of the bond will be an acceptable start-up cost.

APPLICANT INELIGIBILITY

The following agencies or individuals are not eligible for this NPO development award:

1. The State of California, its officers or its employees;
2. A regional center, its employees, and their immediate family members;
3. Area Board members, their employees or their immediate family members;
4. Any NPO with a conflict of interest in either board members or employees

SUBMISSION OF PROPOSAL

Response to the Request for Proposals must be received by SG/PRC, no later than **4:00 p.m., September 26, 2016**. No exceptions.

All interested Applicants must submit an original and six copies of each proposal by mail to:

Benilda Glen, Resource Developer
San Gabriel/Pomona Regional Center
75 Rancho Camino Dr.
Pomona, CA 91766

All inquiries regarding this proposal and technical assistance requests should be directed via email to resources@sgprc.org. Technical assistance is limited to information on the requirements for preparation of proposals.

RFP TIMELINE

RFP Posted	August 15, 2016
RFP Applicants Conference	September 12, 2016 @ 1 p.m. @ SG/PRC
RFP Responses Due	September 26, 2016
Proposal Selection / notification	October 10, 2016
Negotiation & Completion of Contract	October 17, 2016
Monthly Reports due by the 15th of each month	November 15, 2016
Properties acquired	Within 180 days of contract

Strict adherence to the deadlines above will be followed.

SELECTION PROCEDURES

All proposals received by the deadline will undergo a preliminary screening. Late or incomplete applications will not be accepted for review and rating. The Proposal Review Committee will be seated by SG/PRC. Proposals will be reviewed for completeness, applicant experience and fiscal stability, resources of applicant, reasonableness of costs, and ability of applicant to identify and achieve outcomes of property acquisition and renovation. After preliminary review and scoring, an interview with the finalists will be scheduled.

The final decision of the Proposal Review Committee is not subject to appeal. All applicants will receive notification of SG/PRC's decision regarding their proposal. 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 RFP instructions, incomplete documents, or failure to submit required documents. To the right of each section is the maximum score that can be obtained. The review committee will use these criteria to rate your proposal. Acceptable proposals will be scored in the following areas:

Applicant Information	10 points
Housing Proposal Overview	30 points

Financial Section	20 points
NPO Documents	10 points
Proposed Schedule of Development	20 points
CPP Documents	10 points
Total	100 points

In addition to evaluation on the 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, ability to complete projects within budgeted amounts, and a track record consistent with established timelines for development).

RESERVATION OF RIGHTS

SG/PRC reserves the right to request or negotiate changes in a proposal, to accept all or part of a proposal, or to reject any or all proposals. SG/PRC may, at its sole and absolute discretion, select no provider for these services if, in its determination, no applicant is sufficiently responsive to the need. SG/PRC reserves the right to withdraw this Request for Proposal (RFP) and/or any item within the RFP at any time without notice. SG/PRC reserves the right to disqualify any proposal which does not adhere to the RFP guidelines. This RFP is being offered at the discretion of SG/PRC. It does not commit SG/PRC to award any grant.

PROPOSAL CONTENT

The proposal must be typed on standard white paper using standard size font (12) and include a table of contents and page numbering. For items that request conditional information, provide a statement whether or not it applies to the applicant in order to verify that it has been addressed. **Please include all information requested below and provide in the same order and numbering in your document.**

1. APPLICANT INFORMATION (NPO Organization, Development Team, Financial Documentation)
 - 1.1. The contact information (name, address, email address and telephone number) of the proposed NPO applicant and whether applying as a non-profit corporation, a limited partnership, or a limited liability corporation.
 - 1.2. State the name of the author of the proposal. List any parties who participated in writing all or part of the proposal. Any proposal written for an applicant by a consultant or professional grant writer will demonstrate a commitment by the writer to provide ongoing technical assistance during the project implementation phase.
 - 1.3. Provide an organization chart and identify who will be responsible for the implementation and oversight of this project.
 - 1.4. List of references and/or letters of reference relevant to experience and other qualifications required to complete this or similar projects. Applicants should be aware that SG/PRC will contact references and other sources to corroborate any of the information provided in the proposal.
 - 1.5. List of all projects with other regional centers and the current status of each project. List needs to identify the project name, address, acquisition date and rehab completion date (certificate

of occupancy date), original budget for acquisition and rehabilitation and additional funds secured to complete the project (if any).

- 1.6. Specify any past history of activities which have had a serious negative impact upon development projects, tenants or residents including, but not limited to: financial losses (e.g., foreclosure), or serious investigation or citation under the California Administrative Code, the Penal Code or Regulations of the State of California, or the laws of other states, or the Federal Government. Any information withheld or omitted may result in disqualification of the proposal or termination of the contract.

2. HOUSING PROPOSAL OVERVIEW

- 2.1. Describe the development and management experience of the NPO, any developer retained by the NPO and other development team members. Identify what entity will ultimately own the property.
- 2.2. Identify the type of housing to be developed for this project. Describe whether the project is for acquisition and renovation, or new construction. The type of housing being sought in this RFP is for the development of one Specialized Residential Facility (SRF) and two Adult Residential Facility for Persons with Special Health Care Needs (ARFPSHN).
- 2.3. Describe the design features (i.e. floor plan, number of bedrooms, egress, security, fire protection, etc.) of the proposed properties that supports the needs of the types of clients that the homes are being developed for. If the applicant is applying to develop all three projects, keep in mind the unique requirements between the SRF (which is to serve individuals with significant behavioral challenges) as opposed to the ARFPSHNs (which serve medically fragile individuals who may be in wheelchairs and gurneys). The selected NPO is strongly encouraged to design homes that allow individuals with developmental disabilities to remain in their homes as their physical conditions change due to age or illness (i.e., "aging in place" or "universal design"). The California Department of Housing and Community Development created a resource guide on aging in place/universal design, which can be accessed electronically at: <http://www.hcd.ca.gov/hpd/aginginplace.pdf>
- 2.4. Describe the ideal neighborhood of the proposed property and the impact of the project on the surrounding community. Describe what the specific search criteria will be for each project. Location selection criteria must include consideration of local resources including transportation, access to generic services and the availability of supportive services and programs that are available for clients residing in the proposed development.
- 2.5. The applicant must indicate and confirm the requirement that all acquired properties must be equipped with fire sprinklers. Indicate your knowledge and understanding of the types of fire sprinklers required based on regulation, statute and any interpretations provided by the California State Fire Marshal. Please note that if the applicant is applying for the SRF project, this project will require delayed egress doors.

3. FINANCIAL SECTION

- 3.1. Describe how the NPO will maintain accounting, financial and other records related to the use of CPP funding.

- 3.2. The applicant must acknowledge the requirement that a minimum down payment of 20% is required for housing acquisition.
- 3.3. Provide a detailed Estimated Sources and Uses of Funds for the project(s). Indicate that the Sources and Uses for Funds will need to be updated, as needed, at the following times:
 - 3.3.1. Upon the acquisition of the property (during the escrow period);
 - 3.3.2. Upon approval of the renovation bid/budget;
 - 3.3.3. Upon submission of a request to modify the approved Housing Approval;
 - 3.3.4. At reconciliation of CPP funds upon completion of each project; and
 - 3.3.5. At any time requested by DDS.
- 3.4. Outline the terms of the loan(s) and/or debt service (mortgage). If long-term funding is a mortgage loan, include proposed loan terms and the going mortgage rate that the applicant can secure. Acknowledge that mortgage loans shall not exceed a 15-year term unless approved by DDS.
- 3.5. Provide a 15 year pro forma operations budget that demonstrates the project's financial feasibility along with anticipated lease payment as follows:
 - 3.5.1. Anticipates income from all sources to be used to fund and operate the project to completion.
 - 3.5.2. Accounts for required replacement or maintenance reserve funds.
 - 3.5.3. Estimates total amount of debt service (e.g. mortgage payment), property taxes, property insurance, and property management expenses (if applicable).
 - 3.5.4. Details the process and management of application for property tax exemption and payment of property taxes as required by the city, county or local municipality.
 - 3.5.5. Demonstrates ongoing pro forma of costs and lease terms that support financial sustainability.

4. NPO DOCUMENTS

- 4.1. Provide a description of the development and management experience of the NPO, and any person, agency, business, and/or organization retained by the NPO and other development team members (e.g. developer, architect, accountant, consultants, etc.). Include resumes, a description of the financial ability to complete the project, a summary of past projects similar to the ones in this RFP, and a narrative of proposed property ownership from acquisition to conversion to permanent financing.
- 4.2. Provide the following NPO documents including but not limited to:
 - For Non-Profit Corporations
 - a. A regional center vendor approval letter, pursuant to Title 17, California Code of Regulations (CCR), Section 54322 (d).
 - b. Internal Revenue Service approval of 501 (c)(3) status.
 - c. Articles of Incorporation demonstrating that the organization's mission includes the development and management of housing for regional center clients.
 - d. By-laws of the corporation.
 - e. A list of current officers and Board of Directors.
 - f. A current, within 240 days of proposal submission, Certificate of Status of Good Standing with the California Secretary of State.
 - g. A corporate resolution authorizing the execution of documents by the designated signatory of the NPO.

- h. An executed Conflict of Interest Statement (APPENDIX 3).
- i. Provide three (3) years of audited financial statements with the most recent audit an unqualified audit opinion completed by a Certified Public Accountant using accepted accounting practices.
- j. (If the NPO has responded to another RFP for Housing Acquisition and Rehabilitation, for SG/PRC within the last 12 months and has submitted the required audited financial statements, resubmission of these documents may not be required.)
- k. Provide current, year-to-date financial statements of the NPO.

For Limited Partnerships

- a. A certificate of Limited Partnership (LP-1)
- b. Amendment to Certificate of Limited Partnership (LP-2), if any.
- c. Current Limited Partnership Agreement, as amended, which defines that the purpose is to develop and manage Affordable homes for individuals with special needs, including those with developmental disabilities, and identifies the leadership and responsibilities of the LP.
- d. Limited Partnership's approval to acquire housing.

For Limited Liability Companies (LLC's)

- a. Limited Liability Company Articles of Incorporation (LLC-1)
- b. Limited Liability Company Certificate of Amendment (LLC-2), if any.
- c. A fully executed operating agreement and all amendments which define that the purpose is to develop and manage affordable homes for individuals with special needs, including those with developmental disabilities, and identifies the corporate leadership and responsibilities of the LLC.
- d. Limited Liability Companies approval to acquire housing.

5. PROPOSED SCHEDULE OF DEVELOPMENT/IMPLEMENTATION PLAN

- 5.1. Describe the capacity of the NPO to expedite the development. Indicate what strategies will be used to identify properties.
- 5.2. Provide a detailed timeline/schedule of development (implementation plan), including identifying project milestones. Include a sequence of activities necessary to complete the project and specific to each property. This 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 project objectives should be realistically achievable within the time frame. Timeline of project activities has to reflect a date for the properties to be acquired and leased to a service provider within 180 days of contract execution by all parties. The activities should cover each major step of the project and should include but not be limited to:
 - a. Upon selection by the regional center the timeframe for providing a corporation resolution that authorizes the signatory to sign on behalf of, and obligate the NPO.
 - b. Provision of funding commitment letters
 - c. Provision of evidence of property site control
 - d. Loan closing and Property Acquisition
 - e. Provision of evidence of property purchase, including an executed, recorded deed of trust and regulatory agreement 10
 - f. Provision of evidence of application to the County Tax Assessor

- g. Provision of final sources and uses (budget)
- h. Certificate of Occupancy (Notice of completion, if renovation)
- i. Executed, long-term lease agreement between NPO and service provider
- j. Executed, property management agreement
- k. Evidence of property insurance
- l. Property tax exemption, if not provided sooner
- m. Reconciled sources and uses of funds (budget)

5.3. Describe the process the NPO will implement that ensures compliance with all state and local building requirements, including without limitation the regional center's receipt of verification that each project has received all applicable, required permits prior to the start of any demolition, construction, or renovation/rehabilitation.

5.4. Acknowledge that prior to securing a property, the applicant will be required to ensure that there is no other Community Care Licensed home within 300 feet of the property that is trying to be secured.

6. CPP PROPERTY DOCUMENTS

6.1. Acknowledge an understanding and commitment to adhere to all the different documentation requirements and timelines that are part of the CPP Housing Guidelines, including:

- 6.1.1. Restrictive Covenant
- 6.1.2. DDS CPP Deed of Trust
- 6.1.3. Profit Participation Agreement or DDS Community Placement Plan Promissory Note Secured by Deed of Trust
- 6.1.4. Lender Notices
- 6.1.5. Order of Recordation
- 6.1.6. Title Insurance
- 6.1.7. Escrow Instructions

APPENDICES FOR PROJECTS

- 1. Community Placement Plan Guidelines for Purchasing and Developing Permanent Housing 2015-2016
- 2. Cities & Zip Codes for SG/PRC
- 3. Conflict of Interest Statement