

**REGIONAL CENTERS  
STATEWIDE COMMUNITY RESOURCE DEVELOPMENT PLAN  
REQUEST FOR PROPOSAL  
FY 2025-26**

**Housing Access Services (Service Code 089)**

**Submission Deadline: December 1, 2025**

**RFP Orientation/Bidder's Conference – October 21, 2025, 3pm via ZOOM.**  
<https://us06web.zoom.us/j/84991350764>

Regional Centers throughout California are soliciting proposals for the development of Housing Access Services providers that will incorporate the [OOMM roommate matching platform](#) into their Individual Housing Transition Services. The OOMM roommate matching service was enhanced to be user friendly for individuals that are deaf or hard of hearing.

**Eight Regional Centers** will award \$50,000 in DDS Community Resource Development Plan start-up funding for eight Housing Access Services providers to support all 21 regional centers.

**Regional RFP Partnerships**

Eastern Los Angeles Regional Center	North Los Angeles County Regional Center	Harbor Regional Center	Regional Center of Orange County
<ul style="list-style-type: none"><li>• San Gabriel/Pomona Regional Center</li><li>• Lanterman Regional Center</li></ul>	<ul style="list-style-type: none"><li>• Tri-Counties Regional Center</li></ul>	<ul style="list-style-type: none"><li>• South Central Los Angeles Regional Center</li><li>• Westside Regional Center</li></ul>	<ul style="list-style-type: none"><li>• San Diego Regional Center</li></ul>

Redwood Coast Regional Center	Kern Regional Center	Central Valley Regional Center	San Andreas Regional Center
<ul style="list-style-type: none"><li>• Far Northern Regional Center</li></ul>	<ul style="list-style-type: none"><li>• Inland Regional Center</li></ul>	<ul style="list-style-type: none"><li>• Valley Mountain Regional Center</li></ul>	<ul style="list-style-type: none"><li>• Golden Gate Regional Center</li><li>• Regional Center of the East Bay</li></ul>

*Direct any communication or questions regarding this RFP to the respective Lead Regional Center. Applications submitted with incomplete information or proposals that do not meet the basic requirements will be rejected. This Request for Proposal (RFP) does not commit Regional Center to procure or contract for services or supports.*

*Regional Center may elect to fund all, part, or none of the project, depending on funding availability as approved by the Department of Developmental Services and the quality of the proposals received. Please refer to the project description and requirements, which describes the service concept and the possible funding availability.*

**Total Start-up funds available for this project: \$50,000 per regional RFP.**

## RFP Calendar

October 7, 2025	Notice of Release of Request for Proposal
October 21, 2025	RFP Orientation via Zoom
December 1, 2025	Proposal Submissions Due Put “ <b>Statewide Housing Access Services Proposal</b> ” in the subject line.
December 1, 2025 – January 15, 2026	Evaluation of Proposals by Selection Committee
January 15, 2026	Applicant Interviews (invitation only)
February 15, 2026	Approval issued and notification emailed to applicants
No later than June 30, 2026	Service Provider Startup funds contract fully executed

## **Summary of Project**

Regional Centers are soliciting proposals for the development of new or the expansion of existing Housing Access Services businesses resulting in the establishment of Housing Access Services throughout the state that can utilize the OOMM Roommate Matching Service.

### **Housing Access Services**

Start-up funding is available to a service provider offering these Housing Access Services, for training and office setup. Ongoing funding will be provided using service code 089.

**A) Individual Housing Transition Services** - These services provide direct support and assistance with activities and processes associated with an individual's preparation for, and transition to, housing. These services include:

1. Conducting a tenant screening and housing assessment that identifies the participant's preferences and barriers related to successful tenancy. The assessment includes collecting information on potential housing transition barriers, and identification of housing retention barriers.
2. Developing an individualized housing support plan based upon the housing assessment that addresses identified barriers, includes short and long-term measurable goals for each issue, establishes the participant's approach to meeting the goal, and identifies when other providers or services, both reimbursed and not reimbursed by Medicaid, may be required to meet the goal.
3. Assisting the individual with the housing application process and the housing search process.
4. Assisting the individual with identifying resources to cover set-up fees for utilities or service access, including telephone, electricity, heating and water, and services necessary for the individual's health and safety, consisting of pest eradication and one-time cleaning prior to occupancy.
5. Assisting the individual with coordinating resources to identify and address conditions in the living environment prior to move-in that may compromise the safety of the consumer.
6. Assisting the individual with details of the move including communicating with the landlord to negotiate a move-in date, reading and understanding the terms of the lease, scheduling set-up of utilities and services, and arranging the move of consumers' belongings.
7. Developing a housing support crisis plan that includes prevention and early intervention services when housing is jeopardized.

**B) Individual Housing & Tenancy Sustaining Services** - This service is made available to support individuals to maintain tenancy once housing is secured. The availability of ongoing housing-related services in addition to other long-term services and supports promotes housing success, fosters community integration and inclusion, and develops natural support networks. These tenancy support services include:

1. Providing the individual with early identification and intervention for behaviors that may jeopardize housing, such as late rental payment and other lease violations.
2. Providing the individual with education and training on the roles, rights and responsibilities of the tenant and landlord.
3. Coaching the individual on developing and maintaining key relationships with landlords/property managers with a goal of fostering successful tenancy.
4. Assisting the individual in resolving disputes with landlords and/or neighbors to reduce risk of eviction or other adverse action.
5. Providing the individual with advocacy and linkage with community resources to prevent eviction when housing is, or may potentially become, jeopardized.
6. Assisting the individual with the housing recertification process.
7. Coordinating with the tenant to review, update and modify their housing support and crisis plan on a regular basis to reflect current needs and address existing or recurring housing retention barriers.
8. Providing the individual with continuous training in being a good tenant and lease compliance, including ongoing support with activities related to household management.

## **Housing Access Services Provider Requirements**

To provide services, an HAS provider must meet the following requirements:

- Be vendored by a regional center with accordance to general vendorization processes and requirements of Title 17, Sections [54300 – 54390](#).
  - Meet the requirements applicable in Sections [58884](#), [58886](#), and [58887](#) of Title 17 of the California Code of Regulations
  - Verify individuals providing direct personal care to the participant, obtain a background check and receive clearance before providing services.
  - Verify providers are not excluded individuals. Defined as those that have been placed on US
  - Department of Health and Human Services Office of Inspectors' General List of Excluded Individuals/Entities, or Medi-Cal Suspended and Ineligible Provider List of persons, or individuals and entities that have been convicted of a criminal offense related to any of the program under Medicare, Medicaid, or the Title XX services program, including Title 17, [Section 54311\(a\)\(6\)](#).
  - Comply with all vendor requirements outlined in Section [54327](#) of Title 17, including reporting to the regional center any special incidents.
  - Agree to accept the hourly rate for each participant that does not exceed the rate schedule published by the Department's website.
  - Applicant should have a bachelor's degree in business, accounting, finance, human services, and/or related field work. Equivalent professional work experience may be considered.
  - Previous professional experience working within the human services delivery system, preferably one that supports individuals (children and adults) with developmental disabilities strongly preferred.
  - Knowledge of regional center system.
  - Must be fluent in English in both written and oral communications and place a high priority on hiring staff who speak the language(s), respect, and understand the cultures and values of the people receiving HAS services.
  - Applicant will not discriminate in the provisions of services based on race, religion, age, disability, sex, or national origin of the individual, or their parents, guardian, or conservator.
  - Upon approval, must provide proof of or acquire both Commercial General Liability and Professional Liability, Abuse and Molestation Insurance Policies in the amounts of \$1 million per occurrence/\$3 million aggregate with REGIONAL CENTER listed as additionally insured prior to finalization of the vendorization process.
  - All REGIONAL CENTERS within a respective regional service area will listed as additionally insured on the certificate of insurance (COI). Upon approval, must acquire a physical business office and a business license for the associated city with REGIONAL CENTER's catchment area. \*
- P.O. Boxes are only permitted as mailing addresses, and do not qualify to meet the local business office requirement.
- Upon approval, must develop and submit a first draft program design within (90) days of the award of the contract.
  - The HAS will have a direct vendorization with the LEAD REGIONAL CENTER within each regional service area. That vendorization will be used by all other REGIONAL CENTERS within each of the respective regional service areas.

## **Home and Community-Based Setting (HCBS) Requirements**

The HAS service provider must meet the regulations issued by the Centers for Medicare and Medicaid Services (CMS) regarding standards that must be met for home and community-based services (HCBS) to continue receiving federal funding. The prospective provider must ensure that services developed as part of this project are provided in accordance with the HCBS Setting Final Rule and person-centered individualized program plans that focus on the achievement of goals and individual values. <https://www.dds.ca.gov/initiatives/hcbs/>

### **Qualifications Sought in a Provider**

- Proven history of fiscal responsibility, stability, and soundness
- Provide proof of any current and active degrees, credentials, licenses, training certificates and/or skills required or beneficial for the HAS.
- An understanding of Person-Centered Practices, the IPP (Individual Program Plan) process, and the legal rights of people with developmental disabilities in California
- History of positive working relationships with the community and applicable government agencies. If applicant is a current service provider, applicant must be in good standing with the regional center
- Proven history in project development, including the ability to complete projects, meet project timelines and manage a project of this size and scope
- Administrative capacity to complete the project and implement the service in a timely fashion
- The ability to build positive relationships and communicate with people of diverse backgrounds and abilities
- Relationship management through excellent customer service- with people receiving services, their service coordinators, employees, families, and vendors primarily through phone and email interactions
- Excellent written and oral communication skills
- Excellent organizational and administrative skills
- Ability to provide the HAS services across the regional service areas for which you are applying for including area that may be remote.

### **Eligible Applicants**

Any individual, partnership, corporation, association, or private-for-profit or non-for-profit agency may submit a proposal. Applicants must disclose any potential conflicts of interest per Title 17, Section 54500\*. Applicants, including members of governing boards, must be in good standing in regard to all services vendored with any regional center. For partnership submissions, all partners should have full knowledge of the contents of the proposal submitted and must demonstrate commitment to the project during start-up as well as on-going operations. Employees of the State and the regional center may apply but must cease employment prior to becoming vendored to provide HAS services.

\* Pursuant to Title 17, Section 54314, the following individuals are not eligible for vendorization:

1. Any officer or employee of the State of California
2. Any applicant in which an officer or employee of the State of California has a financial interest.
3. Employees and board members of any regional center with a conflict of interest pursuant to Title 17, Sections 54500 through 54525.

4. Any applicant in which the regional center employee or board member has a relationship which creates a conflict of interest pursuant to Title 17, Sections 54500 through 54525, unless the conflict is eliminated or a waiver is obtained pursuant to Title 17, Sections 54522 through 54525.

### **The Project Proposal Must Include**

- Title Page that includes the name of this project, applicant's name, email, address, and phone number.
- Table of Contents with corresponding page numbers.
- A description of the applicant's qualification detailing education, knowledge, and experience in the development, management, or operation of an HAS or similar project.
- A description of the applicant's qualifications detailing education, knowledge, and experience providing services to individuals with developmental disabilities.
- A description of the applicant's mission, values, and vision statements specific to providing HAS services to Regional Center individuals.
- Provide a statement outlining the applicant's plan to serve diverse populations, including culturally and linguistically diverse populations.
- Provide examples of the applicant's commitment to addressing the needs of those diverse populations.
- Include any additional information that the applicant deems relevant to issues of equity and diversity.
- A description of prior successful collaboration with Regional Center and/or other regional centers (if applicable)
- Job Titles, Descriptions, Qualifications, and Responsibilities for each position that will be developed in the prospective HAS.
- A description regarding staff recruitment and retention.
- A description of the staff training plan.
- A description of how the applicant will screen interested individuals.
- *Organizational capacity and experience in housing navigation and support for individuals with developmental disabilities.*
- *Strategy for outreach, equity, and accessibility (with emphasis on Deaf and Hard of Hearing populations).*
- *Plan for integrating OOMM platform referrals into housing services.*
- *Service model and staffing plan for multi-regional delivery.*
- *Budget for use of CRDP start-up funds and sustainability plan for ongoing operations.*
- *Metrics for housing stability, match success, and equity outcomes.*
- *A description of how the applicant will train and provide education to the participant.*
- A timeline for completion of the HAS project and project service date.
- Include copies of any resumes, licenses, or credentials relevant to the development and success of the proposed project.
- Provide a completed **Proposal Title Page** (Attachment A).
- Provide a completed **Financial Statement** (Attachment B).
- Provide a completed **Statement of Obligations** (Attachment C).
- Provide a completed **Proposed Budget for Start-up Costs** (Attachment D).
- Provide a completed **Sample Monthly Budget for Ongoing Costs** worksheet (Attachment E).
- Provide a completed **Statement of Qualifications/Resumes/References** (Attachment F); and

**If a current vendor of a regional center, Applicants must demonstrate fiscal responsibility by submitting 2 complete fiscal years and current fiscal year to date financial statements that detail all current and fixed assets and current and long-term liabilities. In addition, the applicant must document the available credit line and provide necessary information for verification.**

### **Submission Process**

Applicants to this RFP project must adhere to the writing guidelines outlined in this RFP and complete each attachment enclosed.

All submissions must be type-written in 12-point, Times New Roman or Arial font with 1” margins and double spacing. The project proposal should not exceed twenty (25) pages, not including the attachments and required financial documents. All pages should be numbered and include an identifying footer with the agency's name. The proposal must include a Table of Contents.

The project proposal (described above) will be submitted for evaluation to the REGIONAL CENTER RFP review team which will select candidates which best meet the specified criteria.

### **Deadline of Submission**

Complete proposals must be received by:

**Monday December 1, 2025 5pm**

### **Email Completed Proposals to the respective region you are applying for:**

Eastern Los Angeles Regional Center – [communityservices@elarc.org](mailto:communityservices@elarc.org)

North Los Angeles County Regional Center – [resourcedevelopment@nlarc.org](mailto:resourcedevelopment@nlarc.org)

Harbor Regional Center – [rfpsubmissions@harborrc.org](mailto:rfpsubmissions@harborrc.org)

Regional Center of Orange County – [acazares@rcocdd.com](mailto:acazares@rcocdd.com)

Redwood Coast Regional Center – [lthompson@redwoodcoastrc.org](mailto:lthompson@redwoodcoastrc.org)

Kern Regional Center – [marian.constantino@kernrc.org](mailto:marian.constantino@kernrc.org)

Central Valley Regional Center - [aperry-quinata@cvrc.org](mailto:aperry-quinata@cvrc.org)

San Andreas Regional Center – [mgarza@sarc.org](mailto:mgarza@sarc.org)

**\*\*Applicants should confirm receipt of their proposal as large files may be held up by the regional center's firewall.**

Applications submitted after the deadline or incomplete, or proposals that do not meet the basic requirements, will be disqualified. No proposals will be returned.

## **Evaluation and Selection Criteria**

Proposals will be evaluated and reviewed for:

- Successful experience developing and operating an HAS or similar project/service
- Experience working with culturally and linguistically diverse groups and other community-based programs
- Relevant experience and qualifications/education of the applicant
- Completeness and responsiveness of the proposal
- Proposed expenditure of funds
- Demonstrated Financial responsibility and stability of the applicant; and reasonableness of timeline and cost to complete the project

All proposals received by the deadline will undergo a preliminary screening. Late or incomplete applications will not be accepted for review and rating. Proposals may be rejected from further consideration due to inconsistency with state and federal guidelines, failure to follow RFP instructions, incomplete documents, or failure to submit required documents.

### **Selection Committee**

The evaluation process will include committee members' evaluation and rating for each proposal. Interviews will be scheduled by the REGIONAL CENTER based on the recommendation of the Selection Committee. Final selection shall be upon recommendation of the Selection Committee and approval by the REGIONAL CENTER.

The final selection is not subject to appeal. All applicants will receive written notification of REGIONAL CENTER's decision regarding their proposal and an announcement of the applicant awarded the project will be posted on the REGIONAL CENTER's website.

If no proposal is selected, REGIONAL CENTER may elect to either not develop the service pending further analysis of alternatives to meet the expressed need, or to issue a new RFP to attempt to expand the pool of potential applicants.

### **Reservation of Rights**

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

### **Allowable Use of Funds**

Start-up costs are those costs which are necessary to implement and initiate the HAS service. Start-up costs may be used to provide the service until a vendorization to provide HAS services is completed. These funds may be utilized to set up local office for which the HAS service will be delivered (lease payments, site renovations, furnishings, supplies, adaptive equipment) Funds may



also be used for staff training and other related expenses to set up and initiate the HAS service.

Using the attached **Proposed Budget for Start-up Costs form (Attachment D)**, break down all costs associated with the Start-up project. A proposed budget should be developed which details Start-up costs. The budget should be concise with all expenses sufficiently defined. Start-up funds are not intended to cover 100 percent of the development costs. It is expected that the service provider will identify funds that along with Start-up funds, will demonstrate financial capacity to complete the project.

The provider is required to keep receipts, cancelled checks, and financial data for 5 years from the date of final billing of contract.

### **Budget and Finance**

Discuss what financial resources your organization plans to bring to the project (e.g., line of credit, cash, or fluid capital reserves, etc.). Provide the most recent fiscal year independent audit or review for your organization. Provide a **Sample Monthly Budget for Ongoing Costs (Attachment F)**, which details ongoing operational costs of the service being proposed by applicant. The budget should be concise with all expenses sufficiently defined. The budget should be realistic in terms of the type of services to be offered in relation to income. The budget must demonstrate the financial viability of the proposal. The administrative overhead must not exceed 15% of the revenues.

### **Ongoing Funding**

The cost for HAS services is negotiated between the regional center and the HAS provider but may not exceed the maximum rates posted on the Department of Developmental Services. Current Statewide Median Rate is \$74.01 per hour.

## **Appendix A - Title Page**

### **RFP TITLE PAGE**

### **Request for Proposal – Fiscal Year 2025-26**

TO: Selection Committee

Regional Center

Program Title (Please Print)

Name of Individual or Organization Submitting Proposal (Please Print)

Address of Individual or Organization Submitting Proposal (Please Print)

Signature of Person Authorized to Bind Organization

Contact Person for Project (Please Print)

Telephone Number of Contact Person

Email Address of Contact Person

Name of Parent Corporations (If Applicable) (Please Print)

---

Applicant or Organization Contact Person:

Author of Proposal if Different from Individual Submitting Proposal

## Appendix B - Financial Statement

Financial Statement		
All respondents must complete this statement for the last complete fiscal year <del>and</del> current fiscal year to date.		
CURRENT ASSETS	Last FY	Current FY
Cash in Bank		
Accounts Receivable		
Notes Receivable		
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 Judgements 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>Equity =</b>		
<b>TOTAL LIABILITIES AND EQUITY =</b>		
<b>OTHER INCOME - Revenue from other Sources</b>		
(Specify)		
<b>LINE OF CREDIT</b>		
Amount Available		

## Appendix C - Statement of Obligations

### STATEMENT OF OBLIGATIONS All applicants must complete this statement

A. 1. Is the applicant currently providing services to people with developmental disabilities?

☐ No ☐ Yes

If Yes, indicate the following:

Name:

Location:

Type of Service

Capacity

2. Is the applicant currently providing related services to people other than those with developmental disabilities?

☐ No ☐ Yes

If Yes, indicate the following:

Name:

Location:

Type of Service

Capacity

B. 1. Is the applicant currently receiving grant(s)/funds from any source to develop services for people with developmental disabilities?

☐ No ☐ Yes

If Yes, indicate the following:

Funding Source:

Scope of Grant Project:

2. Is the applicant currently applying for grant(s)/funds from any source to develop services for Fiscal Year 2025 – 2026?

☐ No ☐ Yes

If Yes, indicate the following:

Funding Source:

Scope of Grant Project:

C. Is the applicant planning to expand existing services (through a Letter of Intent and with or without grant funds) from a source other than Regional Center during Fiscal Year 2025 – 2026?

☐ No ☐ Yes

Provide details:

D. Describe other professional / business obligations. Include the following:

Name:

Location:

Type of Service:

Capacity:

E. Has the applicant, or any member of the applicant's organization, received a Corrective Action Plan (CAP), Sanction, a Notice of Immediate Danger, an A or B Citations or any other citation from a Regional Center or state licensing agency?

☐ No ☐ Yes

If Yes, explain in detail:

F. Has the applicant, or any member or staff of the applicant's organization, ever received a citation from any agency for abuse?

☐ No ☐ Yes

If Yes, explain in detail:

---

Signature of Applicant or Authorized Representative                      &                      Date

## **Appendix D – Proposed Budget for Start-up Cost**

(Submit proposed budget for Start-up costs)

## Appendix E – Sample Monthly Budget for Ongoing Costs

Item	Projected Cost
1. Salaries and Wages	
2. Benefits	
3. Consultant Fees	
4. Staff Training Costs	
5. Mortgage/Lease Costs	
6. Office Supplies/Equipment Costs	
7. Consumer Program Equipment/Supplies	
8. Furnishings	
9. Household Items	
10. Communication Costs	
11. Insurance/Licensing Costs	
12. Utility Costs	
13. Building Modification Costs	
14. Other (please list)	
Estimated Total Cost	

## **Appendix F - Statement of Qualifications/Resumes/References**

(Submit full resumes and reference list as attachments here after statement of qualifications)