

# 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:

**Posting Date:** February 3, 2017

**Deadline:** March 6, 2016

**Service Type:** CPP 16/17- 6: Supported Living Service Program (896) with Forensic Emphasis.

**Start-up Funds Available:** Total funds available \$200,000.00; Funds for this project have been approved in SG/PRC's CPP for fiscal year 2016-17. Funds are available for one (1) new SLS provider in the amount of \$200,000 or \$100,000 provided to two (2) existing providers for enhancements.

**Location:** Within the SG/PRC service area

**Development Timeline:** The SLS should be ready to provide services no later than July 1, 2017

### SERVICE DESCRIPTION

A Supported Living Service program offers a broad range of services to adults with developmental disabilities that choose to live in homes they themselves own or lease in the community. This service shall specialize in serving adult individuals with a dual diagnosis of mental illness and who may, or may not, have forensic concerns and/or are at risk for criminal involvement. These individuals will need support in some or all of the following areas: anger and aggression management, substance abuse prevention and treatment, mental health challenges, medication management, health care and access to mental health services. The service will offer or arrange comprehensive mental health counseling, substance abuse prevention and/or treatment, trauma focused therapies, social skills development, competency training, and crisis intervention services. Individuals to be served may be coming from various living situations which include, but are not limited to, residing in developmental centers, locked psychiatric facilities, residential home, and their family home. Individuals to be served may also be exiting correctional facilities after being held in custody following an arrest or completing the terms of their custodial sentence.

The SLS will include services and staffing levels that exceed that of traditional SLS, which includes the use of a Board Certified Behavioral Analyst (BCBA). The selected provider must adopt a "no reject" policy toward individuals, with a commitment to modifying supports as needed to accommodate

specific needs. This provider must communicate a vision dedicated to long-term, stable support in inclusive communities.

The SLS must be equipped to provide positive behavioral supports to individuals who also require significant behavioral challenges including but not limited to self-injurious behaviors, physical and verbal aggression, property destruction, transition difficulties, tantrums, disruptive social behaviors, wandering, PICA, etc. The SLS must also provide active programming to keep client engaged in activities throughout the day. These activities must be meaningful and help develop skills and reduce maladaptive behaviors.

The SLS must meet the new regulations issued by the Centers for Medicare and Medicaid Services (CMS) regarding standards that must be met in order for home and community-based services (HCBS) to continue to receive federal funding beyond March 2019. The prospective provider must ensure that services developed as part of this project are provided in accordance with person-centered plans that focus on the achievement of goals the individual values. The SLS must provide a high degree of community integration.

The SLS office shall be located in the SG/PRC service area; successful applicant for this CPP grant will receive start-up funds identified in this RFP, which are solely for the use of the service provider for activities integral to the establishment of the service, e.g. leasing a business office, business license, supplies, and personnel recruitment and development.

Potential service providers must have prior demonstrable experience including but not limited to:

- Supporting individuals with developmental disabilities, mental health, and forensic backgrounds;
- Working with individuals who exhibit challenging behaviors;
- Working with and navigating the mental health system;
- Working with the criminal justice system(s);
- Working with substance abuse prevention and/or treatment.

The service provider must be able to work collaboratively with others in a multi-agency, interdisciplinary configuration (e.g. other regional centers, courts, mental health systems, probation) for the successful support of the individual.

## **GENERAL REQUIRMENTS**

- Business office and license are required prior to vendorization by SG/PRC;
- Program must meet all applicable Title 17 regulations;
- Director must have a minimum of 2 years full-time experience working with individuals that have developmental disabilities, and preferable they also have experience working with the criminal justice system and individuals with mental illness, forensic backgrounds, and substance abuse
- Director must also possess a bachelor's degree and a minimum of 18 months experience in the management of a human services delivery system; or, Five years of experience in a human services delivery system, including at least two years in a management or supervisory position;
- All staff must have completed CPI, Pro-Act or PCMA certification;

- Behavior Consultant (BCBA or other Licensed Clinician) providing active treatment plans for individuals with intense behaviors. Provider shall indicate how many hours of consultation will be provided per month;
- Direct Staff must speak the language of the people they support, which can include American Sign Language;
- 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 available credit line and provide necessary information for verification.

**Additional Considerations:**

- Mental Health Consultant ( MFT or other Licensed Clinician) with experience navigating the mental health system;
- Forensic Specialist with experience and understanding of how to navigate the judicial/legal system;
- Law Enforcement consultant with understanding of policing procedures and could provide outreach and training to local agencies.
- Housing Specialist with experience identifying and securing affordable housing for individuals. Knowledge and experience with Section 8 vouchers, HUD 811 programs, and other city, county and state initiatives and programs related to affordable housing.

**Deadline of Submission:** Proposals must be received at SG/PRC by 4:00 p.m. on Monday, December 5, 2016.

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

This RFP does not commit SG/PRC to procure or contract for services or supports. SG/PRC 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.

The SLS will be developed in accordance with the requirements of Section 4689 of the Welfare and Institutions Code.

It is anticipated that a negotiated rate that exceeds the typical Supported Living Service rate will be required in order to meet the actual costs of providing enhanced behavioral support consultation, other specialized consultants and staff including counseling, and salaries that are needed to provide quality support services for people with complex behavioral and mental health challenges. The rate of reimbursement for on-going services is negotiable but shall not exceed the level of median rates as required by California statute. SG/PRC will negotiate rates based on the DDS statewide median rate methodology for this project.

**APPLICANT QUALIFICATIONS**

The following qualifications will be sought in a potential provider and will be assessed by evaluating an applicant’s proposal, and responses to interview questions, if applicable. For finalists, assessment of

these qualifications will also include the collection and evaluation of additional information utilizing, but not limited to, the evaluation procedures listed below:

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

Applicant must demonstrate the following:

- A proven history of financial responsibility, stability and soundness
- A proven history demonstrating the ability to provide direct supervision or services/supports to persons with developmental disabilities or special needs.
- Proven credentials, licenses, training and/or skills required and/or preferred for the proposed project or service.
- A proven history of positive working relationships with the community and applicable government agencies. If applicant is a current vendor, applicant must be in good standing with the regional center and licensing agency.
- A proven history in the area of project development, including the ability to complete projects, meet project timelines and manage a project of this size and scope.
- The administrative capacity to complete the project and/or implement the service in a timely fashion.

Both not-for-profit and proprietary organizations are eligible to apply. Employees of regional centers are not eligible to apply. 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 regards to all services vendored with any regional center. The successful applicant will work with SG/PRC to develop a rate which will include all or some of the items listed below;

1. A preset salary range for Direct Staff;
2. Direct Staff that are CPI, Pro-Act or PCMA certified;
3. Services include 24-hour-a-day onsite support;
4. 1, 2 or more awake night staff (depending on number of individuals);
5. Director or designee on-call 24/7;
6. Preference will be given to applicants who have or identify a Director who has:
  - a. Bachelor degree or higher in a related field;
  - b. At least two years of work history that provided mental health treatment and/or support, substance abuse prevention and/or treatment, behavioral support, and court or forensic support to individuals with developmental disabilities who have resided in a state developmental center, or are at risk of such placement;
  - c. Demonstrated understanding of the IPP process and the legal rights of people with developmental disabilities in California;
  - d. Is, or will be, a PCMA or CPI Certified Instructor;

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

The contracts for the project will require an agreement that the grantee will provide, at minimum, 120 months (ten years) of continuous Supported Living Services, based upon the date of the first authorization. Failure to meet this term of service will require the awardee to repay a portion of the original start-up grant, i.e. 12 months of service, repay 90% of original start-up grant; 24 months repay 80% of original start-up grant; 36 months repay at 70% of original start-up grant, etc.

The provider is required to keep receipts, cancelled checks, and financial data for 3 years from date of contract.

Applicants must adopt a "no-reject"/no failure policy toward individuals and a commitment to modifying supports to ensure continued stability without requesting additional funding from the regional center. Responses to this RFP must communicate a vision dedicated to providing long-term supports that adapt to the needs of the individual. Moving people to the State Developmental Center is no longer considered a viable alternative.

## **APPLICANT ELIGIBILITY & RESTRICTIONS**

### **Eligibility**

Any individual, partnership, corporation, association or private-for-profit or not-for-profit agency may submit a proposal.

- 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.
- Applicants, including members of the governing board, must be in good standing in regards to all services vendored with any regional center.

### **Ineligibility**

Under the following conditions, an individual or entity is ineligible to be regional center vendor, and therefore may not submit a proposal.

1. **Conflict-of-Interest:** Any individual or entity that has a conflict-of-interest as established in DDS Regulations, Title 17, Sections 54314 and 54500 et seq., unless a waiver is permitted and obtained, including:
  - Employees of the State of California
  - Regional center employees, board members, and their family members.

## **SELECTION PROCEDURES**

All proposals received by the deadline will undergo a preliminary screening. Late incomplete applications will be not accepted for review and rating. Any proposal may be disqualified if it deviates from the submission instructions in the RFP.

SG/PRC will seat the RFP Selection Committee. The evaluation process will include individual committee member evaluation and rating for each proposal, followed by committee discussion and ranking of proposals.

Proposals will be reviewed and evaluated for:

- Completeness and responsiveness of the proposal;
- Relevant experience and qualifications of the applicant;
- Reasonableness of timeline and cost to complete each project;

- Demonstrated financial responsibility, stability and soundness of the applicant.

Proposals may be eliminated from further consideration due to inconsistency with state and federal guidelines, failure to follow RFP instructions, incomplete documents, or failure to submit required documents.

In addition to evaluating the merit of the proposal, applicants will be evaluated and selected based on previous performance, including timely completion of projects and a history of cooperative work with the regional center. (Please refer to the section titled Applicant Qualifications for details.)

After preliminary rating and ranking of proposals, interviews may be scheduled with finalists, particularly if two or more proposals are closely rated and/or more information is needed. References will be contacted for all finalists. All finalists will be required to complete and submit a budget and financial statement(s). (Please see section titled Applicant Qualifications for details.)

The final selection of the RFP Selection Committee is not subject to appeal. All applicants will receive written notification of SG/PRC's decision regarding their proposal and an announcement of the applicant awarded the project will be posted on the Center's web site: [www.sgprc.org](http://www.sgprc.org). All applicants will receive notification of SG/PRC's decision regarding their proposal.

Additional information may be required from the selected applicant prior to the awarding of the project. Any information withheld or omitted, or failure to disclose any history of deficiencies or client abuse shall disqualify the applicant from award of the project and/or contract.

SG/PRC reserves the right not to select an applicant for project implementation if, in its determination, no qualified applicant has applied or is sufficiently responsive to the service need.

In the event that no proposal is selected, SG/PRC 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 respondents.

#### **Additional Requirements**

- Development of Service Design: The selected applicant will be required to complete a service design within thirty (30) days of award of the contract.
- Proof of Liability Insurance: The selected applicant will be required to maintain general and professional liability insurance for all work performed on behalf of regional center clients and their families and to name the regional center as an additional insured on all such policies.

#### **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 our 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.

## **COSTS FOR PROPOSAL SUBMISSION**

Applicants responding to the RFP shall bear all costs associated with the development and submission of a proposal.

## **SUBMISSION INSTRUCTIONS**

### **Proposal Content and Service Summary Content Guidelines**

1. Please include all information requested below and submit your proposal in the same order. For additional guidance in writing your service summary, please refer to Title 17 regulations. Each proposal must be comprised of (6) complete sets of the following components:

- 1.1. Application/Proposal Coversheet – Attachment A
- 1.2. Table of Contents – proposal must be in sequential order according to these guidelines
- 1.3. Statement of Obligation – Attachment B
- 1.4. Comparable Project(s) Listing – Attachment C
- 1.5. Most Recent Independent Audit or Verified Financial Statement – Attachment D
- 1.6. Budget Form for Start-up Costs – Attachment E
- 1.7. Budget Form for On-going Costs – Attachment F
- 1.8. DS1891 Applicant Disclosure Form – Attachment G

2. Mission, Vision and Value (MVV) Statements:

Provide the agency MVV statements and how these were developed for your agency. Include the program components and strategies that you will use to serve individuals who are dual diagnosed and who may or may not have forensic concerns and/or risk of criminal involvement. Provide a statement regarding your organization's "no-reject" approach when evaluating individuals for this service and while providing ongoing services to individuals.

3. Background and Experience:

Summarize education, experience, and knowledge of key personnel in providing services to the target populations.

Describe any experience you have had with serving individuals with challenging behaviors, mental health illness, drug abuse, forensic involvement. Also provide details of any transition activities in which you were involved. Describe how the documented education, knowledge, and experience will be a good fit for developing this program.

4. Equity & Diversity Statement:

Please see list below. Applicants must:

- 4.1. Provide a statement outlining applicant's plan to serve diverse populations, including, but not limited to, culturally and linguistically diverse populations.
- 4.2. Provide examples of applicant's commitment to addressing the needs of those diverse populations.

- 4.3. Provide any additional information that the applicant deems relevant to issues of equity and diversity.
  
5. Development Experience:  
Briefly summarize your current and previous development of services and programs. Discuss your experience and provide a step-by-step action plan to achievable measurable, time-limited objectives that will result in obtaining a submission and approval of a final program design, involvement in activities leading to the transition of the individual from the developmental center(s) (or like placement), activities related to the securing and operation of a business, and other relatable experience. Highlight similarities between current or previous program(s) developed and your proposed program for this RFP.
  
6. Timeline of Project Activities  
Provide a descriptive, systematic action plan to achieve measureable, time-limited objectives. The project objectives should be realistically achievable within the period. If more time is needed, all parties will agree upon an extension of start-up activities.
  
7. Agency Outcomes:  
Describe anticipated outcomes of proposed service for people residing in the in the SLS setting and how achievement of outcomes will be measured.
  
8. Assessment and Person-Centered Planning:  
Briefly describe your agency's approach to the person-centered planning process. Discuss how individual goals and objectives will be determined and progress measured.
  
9. Administrative/Consultant Roles:  
Describe roles of Owner, Director, Direct Staff, and proposed involved consultants. Provide qualifications of any certified or licensed staff or consultants. Attach resumes.
  
9. Methods and Procedures:  
Please see list below. Applicants will describe how they will:
  - 9.1. Involve and plan for activities leading to the transition of individuals from the developmental center(s) and/or locked settings into the community.
  - 9.2. Address the mental health treatment needs of individuals, as well as therapeutic approaches.
  - 9.3. Address the development of positive behavioral support plans for clients. Describe the types of assessments, positive proactive as well as reactive intervention methods that will be used to help reduce the occurrence of challenging behaviors. Include a description of the type of crisis intervention training that will be provided to direct care professionals.
  - 9.4. Address the close supervision needs of proposed individuals with an emphasis on mitigating risk to the individual, the community, and staff.
  - 9.5. Address education and treatment approaches for substance abuse issues frequently presented by the individuals who will utilize these resources.
  - 9.6. Include a program curriculum and the types of skills to be addressed.



- 9.7. Address the training techniques and instructional methods that the program will incorporate to achieve successful outcomes for the consumer population to be served. Include examples of structured activities that will be provided during programming hours.
  - 9.8. Teach social skill development to assist individuals in learning pro-social behaviors as alternatives to sexual/physical aggressive or assaultive behaviors.
  - 9.9. Train staff to support individuals who have involvement with the criminal justice system. This will include recognizing and managing the types of manipulative behaviors sometimes presented by the individuals who will utilize these services; understanding the intricacies of the criminal justice system that includes knowledge of citations/arrest, arraignment, court hearings, role of public defender and district attorney, misdemeanors, felonies, plea bargaining, diversion, probation, competency training, sentencing and incarceration; facilitating the individual's compliance with stipulations of diversion, probation and other court orders; mitigating the individual's risk of committing additional crimes; developing positive working relationships with local law enforcement; and adhering to philosophy of "no new victims."
  - 9.10. Systemically address client motivation issues through the use of incentive systems to promote cooperation and participation in the treatment and educational aspects of the services.
  - 9.11. Describe how psychiatric needs of individuals will be addressed and how staff will be trained to recognize, document, and report symptoms of psychiatric conditions and medication effectiveness.
  - 9.12. Describe your organization's crisis response plan and how it will be implemented in the event that planned behavioral support strategies are not effective or during unanticipated emergency situations.
  - 9.13. Discuss the risk assessment and mitigation process that the agency will utilize to maximize the client and community safety.
  - 9.14. Describe the organization's experience and efforts to secure affordable housing for individuals with developmental disabilities. Include a discussion of the organization's experience with securing short-term, emergency housing.
10. Staff Recruitment and Retention: Describe your plan to recruit and retain quality staff. Include the following:
- 10.1. Desired characteristics for all staff positions.
  - 10.2. Health and criminal background screening procedures.
  - 10.3. Initial and ongoing training, including required certifications. Discuss how your organization implements performance-based training for staff. Please provide a proposed training matrix. Include any specialized training for providing behavior support and crisis intervention to individuals who have potentially dangerous behaviors.
  - 10.4. Discuss what typical staff turnover is for your organization/agency.
  - 10.5. Provide information on salary levels and benefits
  - 10.6. Attach an organization chart that includes this project and maps the supervisory hierarchy. The chart must include the names of any governing board members and advisory boards, as well as other programs/facilities operated by the applicant.
  - 10.7. Provide job descriptions and qualifications for the primary staff and consultant positions necessary for this project, including Director, Program Manager, Direct Staff, Behavioral Interventionist, Mental Health Specialist, Forensic Specialist and other consultants. It is

your responsibility to ensure that the qualifications for each staff person or consultant meet the criteria set forth in both the California Code of Regulations and the corresponding project description.

11. Service Schedule:

Provide a sample monthly service schedule including the amount of service hours, Direct Staff hours, Consultant hours, and training activities.

12. Home and Community-Based Setting (HCBS) Requirements:

Acknowledge awareness and commitment to developing the SLS service to meet the new HCBS requirements. The HCBS Provider Self Survey can be found at

<http://www.dhcs.ca.gov/services/ltc/Pages/HCBSStatewideTransitionPlan.aspx> (Attachment V).

Describe any areas in the Provider Self Survey where you feel additional technical assistance or guidance will be needed by your organization.

13. Transportation:

Describe if and how transportation will be provided for medical appointments, court requirements, or recreation and other activities.

14. Budget and Finance:

Discuss what financial resources you 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 proposed budget, which details on-going 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.

**Start-up Funds:** Start-up costs are costs, which are necessary for the implementation of the service but not its on-going operation. Start-up costs are usually incurred before the program is ready to begin actual services to clients. As part of start-up costs, the applicant must allot a certain amount of funds for transition expenses. There are expenses incurred after and while the vendor is completing transition visits and activities with the identified client.

Using the attached Budget Form for Start-up Costs (Attachment E), and the Guidelines for the Use of CPP Funds (Attachment G), as a reference, display 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 costs

**On-going Funding:** In accordance with existing statutory requirements, the reimbursement rate of payment for the on-going SLS will be negotiated between SG/PRC and the selected provider(s). This service will be vendored and funded under service code 896 and other applicable service codes.

Each proposal must include a preliminary budget that identifies each cost component and the method of calculating of each component, respectively. Please note that negotiated rates must

stay within DDS established median rates. The administrative overhead must not exceed 15% of the revenues. Please use the attached Budget Form for On-going Costs (Attachment F).

15. Continuous Quality Improvement (CQI):

Describe how the service agency will use data, such as agency outcomes, stakeholder satisfaction, or other existing data (e.g. incident reports, medication logs) to identify service problems pursuant to corrective changes such as revised staff training curriculums, staff training procedures (e.g. supervision, medication management, recruiting, etc.). Providers shall describe the feedback loop by which problem procedures will be identified, corrected through revised practices, and further monitored to measure the effectiveness of those changes in agency practice.

**Formatting Requirements**

Applicants must adhere to the following formatting requirements when submitting proposals:

- All submissions must be on white, standard size (8 ½" x 11") paper, single-sided only, in hard-copy to Josie Martinez, Resource Developer at SG/PRC. Address provided below.
- All submissions must also include an electronic version sent to: [commsrvs@sgprc.org](mailto:commsrvs@sgprc.org). An email acknowledgement of each submission received will be sent to the applicant.
- Attachments/Forms must be type written. Include additional pages as needed. All proposals must be complete, typewritten, collated, and page numbered.
- Questionnaire must be type written in 12-point Times New Roman or Arial font.
- The "Application/Proposal Coversheet" (see Attachment – A) must be the first page of the proposal.
- The proposal must include a Table of Contents.
- As applicable, include appendices for documents, such as resumes, certificates, curricula, schedules, letters of recommendation, letters of support from agencies, consultants expected to provide program services, etc.
- Fax copies will NOT be accepted.
- Submissions will NOT be returned.
- No proposals will be accepted after the deadline.

**INQUIRIES/REQUEST FOR ASSISTANCE**

An Applicants Conference will be held on Monday, November 14, 2016 at SG/PRC, Conference Room C, from 1 p.m. to 2 p.m. All interested parties are strongly encouraged to attend or to send a representative to this conference. During this session the applicant will have the opportunity to ask questions about the proposed operation of the SLS, as well as the application process.

Additional inquiries regarding the application or requesting technical assistance should be directed to:

San Gabriel/Pomona Regional Center  
Attn: Josie Martinez, Resource Developer  
75 Rancho Camino Dr.  
Pomona, CA 91766  
(909) 868-7528  
[jmartinez@sgprc.org](mailto:jmartinez@sgprc.org)

Technical assistance is limited to information on the requirements for preparation of the application packet.

**Timeline**

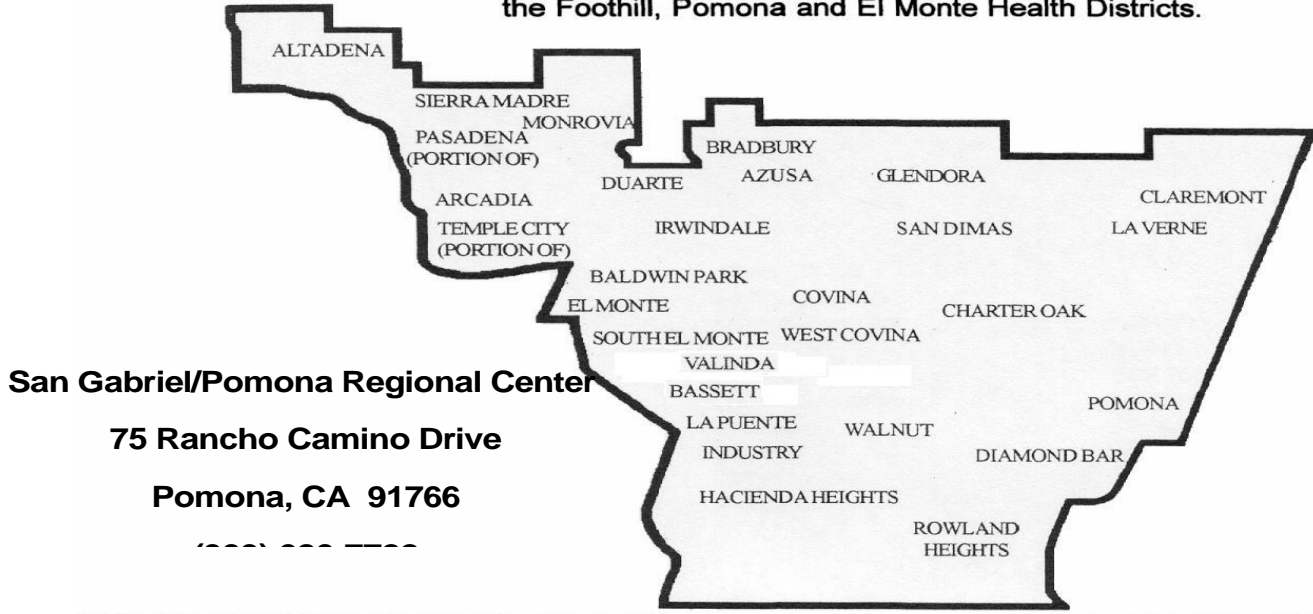
February 3, 2017	Request for proposal release
February 21, 2017	Applicants conference (Time: 1:00 to 2:00 p.m.)
March 6, 2017	Deadline for receipt of proposals
Mar 6., -March 17, 2016	Evaluation of proposals by selection committee
March 20-23, 2017	Interviews with highest-ranking applicants, if applicable
March 24, 2017	Notice of selection mailed to applicants
April 3, 2017	Start-up contract signed
April 7, 2017	Notification of project award posted on SG/PRC website

# ATTACHMENTS

## SAN GABRIEL/POMONA CATCHMENT AREA

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**San Gabriel/Pomona Regional Center serves 30 cities in the Foothill, Pomona and El Monte Health Districts.**



**SG/PRC is a Private Non-Profit Agency Serving Persons  
with Developmental Disabilities**

These include the following cities, communities and postal zip codes:

Altadena -	91001	La Puente -	91744, 91745
Arcadia -	91006, 91007	La Verne -	91750
Azusa -	91702	Monrovia -	91016
Baldwin Park -	91706	Pasadena -	91104, 91107
Bassett -	91746	Pomona -	91766, 91767, 91768 (91766 known as Phillips Ranch)
Bradbury -	91010	Rowland Heights -	91748
City of Industry -	91744, 91745, 91746	San Dimas -	91773
Charter Oak -	91724	Sierra Madre -	91024
Claremont -	91711	South El Monte -	91733
Covina -	91722, 91723, 91724	*Temple City -	91780 (Portion)
Diamond Bar -	91765	Valinda -	91744
Duarte -	91010	Walnut -	91789
El Monte -	91731, 91732	West Covina -	91790, 91791, 91792
Glendora -	91740, 91741	Whittier -	90601
Hacienda Heights -	91745		

## APPLICANT/AGENCY INFORMATION- PROPOSAL TITLE PAGE

*Note: Place a copy of this attachment on the top of the original and each of the five (5) copies.*

TO: SELECTION COMMITTEE

San Gabriel/Pomona Regional Center

75 Rancho Camino Dr.

Pomona, California 91766

ATTENTION: Josie Martinez

APPLYING FOR:

Short-Term Crisis Adult Residential Facility (Proposed Development Area \_\_\_\_\_)

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PROGRAM TITLE (Please print)

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NAME OF INDIVIDUAL OR ORGANIZATION SUBMITTING PROPOSAL (Please print)

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CONTACT PERSON FOR PROJECT (Please print)

(\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_

OFFICE #/

CELL #/

FAX #/

E-mail address

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NAME OF PARENT CORPORATION (IF APPLICABLE) (Please print)\**(must identify, if any, excluded individuals-attach additional sheet)*

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ADDRESS (Please print)

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**AUTHOR OF PROPOSAL, IF DIFFERENT FROM INDIVIDUAL SUBMITTING PROPOSAL**

Knowingly and willfully failing to fully and accurately disclose the information requested may result in rejection of proposal.

By signing, you hereby certify and swear under penalty of perjury that (a) you have knowledge concerning the information above, and (b) the information above is true and accurate. You agree to inform the Regional Center, in writing, within 30 days of any changes or if additional information becomes available.

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**SIGNATURE OF PERSON AUTHORIZED TO BIND**

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**DATE**

**ORGANIZATION**