

**ANSWERS TO QUESTIONS SUBMITTED REGARDING ARF  
Community Placement Plan Request for Proposals  
Information Conference held December 2, 2014**

	<b>Question</b>	<b>Answer</b>
1.	Who will pay for fire code regulations/requirements?	Tri-Counties Community Housing Corporation (TCCH) and the vendor will negotiate to determine who pays for specific items. The start-up contract and budget will then spell out the vendor's responsibilities and the amounts for each item.
2.	Could you provide more information on the non-profit housing corporation?	Tri-Counties Regional Center (TCRC) works with TCCH to develop residential properties for Community Placement Plan (CPP) facilities. TCCH purchases the home and the vendor leases from the TCCH. Marc Belforti is the TCCH contact.
3.	When does the licensing process begin? Who is responsible for licensing?	Licensing process begins within the final phase of the home's acquisition and completion of modifications specific to the type of service. The provider will be the one who applies for the license. TCCH and the vendor will work together (based on the negotiated division of responsibility – see question #1) to complete any modifications required by CCL.
4.	How is it determined who will pay for which items between the vendor and the housing corporation?	This will be determined by the agreement between TCCH and the vendor. See Question #1.
5.	What is the lease term?	This will be negotiated between TCCH and the provider.
6.	Is it lease or lease to buy?	Lease only; the housing corporation will retain ownership of the home.
7.	The service summary requests the location of the home/property. What if the location is not yet identified or property not secured?	This is understood since the property search will begin after the award of the project, unless TCCH already has a property available. Note on the service summary that the location is not yet finalized.
8.	How is the lease amount determined? Is the lease rate based on market rents?	That amount will be calculated based on the carrying costs of the property (mortgage, taxes, insurance, etc.).
9.	Is the ARF co-ed?	Yes.
10.	Do residents require private rooms?	Yes.
11.	Is a budget required for the RFP application?	No, but one will be required of the selected vendors as part of the process of negotiating the lease amount and service rate.
12.	How long will it take for the award/denial notification?	Proposals are due on 1/26/2015. Once they are submitted, they will be reviewed by TCRC managers. Depending on availability of reviewers, award notifications will be sent out approximately 60 days later, give or take.
13.	How many bathrooms are needed? Is it	The required number of bathrooms is noted in the

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	acceptable to have unisex bathrooms?	service description in the RFP, i.e. each residence must have at least 2 bathrooms reserved for <u>the exclusive use of residents</u> . Staff bathrooms must be separate. Unisex bathrooms are OK.
14.	What is the staff: individual ratio?	At minimum, it will be 1:2.
15.	What are the insurance requirements? Are there separate limits for professional liability and abuse/molestation?	Typically our contracts require a minimum of \$1 million per claim and in the aggregate for all types of insurance. Information regarding any separate limit for abuse/molestation has been requested but clarification has not been received as of 12/11/14. An update will be posted when the information is received.
16.	Are individuals for the homes already identified?  Where would the prospective individuals come from?	Tentatively, yes, most have been identified, however, this may change due changes in the individuals' circumstances and needs while the projects are being developed. Some are individuals currently residing out of state. Others are in other types of facilities such as College Hospital.
17.	On the Attachment B, is item 13 specific to California?	No.
18.	Can the Licensee and the Administrator be the same person?	Yes, but there must also be a backup Administrator available in case the usual Administrator is not able to serve for some reason.
19.	Does an adult residential facility (ARF) need to go through the housing corporation?	No. Only facilities developed with CPP funding go through TCCH.
20.	Is a budget required for the RFP application?	No, but one will be needed if selected.
21.	Fire clearance? What if the landlord does not want any modification done?	The landlord will be TCCH – they will want all required modifications done. Who will do them will be negotiated per question #1.
22.	Who determines the startup funds?	Total startup funding for all the projects is determined by DDS. The amount allocated to the provider is based on the negotiation described in question #1.
23.	Are furniture, washer and dryer and similar items included in the startup funds?	Startup funding covers non-recurring costs such as furniture, large appliances, and fixtures. It does not cover ongoing operating costs such as staff wages.
24.	Does licensing require a physical address?	Yes.
25.	Do we need to put lease amount in the proposal?	No. See question #8.
26.	Can whatever landlord requires be included into the cost?	TCCH will be the landlord. As noted in question #1, responsibility for costs and allocation of funding will be negotiated between TCCH and the vendor.
27.	Are 4 beds required?	Yes.

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28.	What is the age range for the Enhanced Behavior Home?	Men and women ages 18 - 59.
29.	Can the vendor choose location for the house?	The provider will work with TCCH / TCRC to select a property.
30.	Is this only for south Ventura County?	No. Services may be located in any county in TCRC's catchment area.
31.	What is the purpose of the assistant administrator?	The Assistant Administrator performs some of the services an Administrator performs, however, unless the Assistant is CCL <u>certified</u> as an Administrator, he/she does not meet the requirement for the home to have an Administrator in the event the Administrator quits suddenly or for some other reason ceases to act as the Administrator.
32.	If we are not going for this type of home but going through the normal ARF can we use the startup funds?	No. Startup funding is only available for Community Placement Plan projects.
33.	If the proposals are due Sunday 1/26/15 and we don't get an auto-response saying our proposal was received, when should we contact TCRC?	By close of business on Monday. Tuesday morning might be OK but...
34.	Can we email before deadline?	Yes.