



**REQUEST FOR PROPOSAL (RFP) ANNOUNCEMENT**

**December 16, 2025**

**KERN REGIONAL CENTER (KRC) FOR FISCAL YEAR 2025-2026  
EMERGENCY BACK UP SHELTER  
PROJECT ID # KRC-2526-9**

KRC is a private non-profit agency under contract to the Department of Developmental Services (DDS) to provide services to persons with developmental disabilities in Kern, Inyo and Mono Counties. Developmental disabilities include intellectual disability, cerebral palsy, autism, epilepsy, and other neurological conditions.

Consistent with the Lanterman Developmental Disabilities Services Act and the promotion of community-based services for all people with Developmental Disabilities, Kern Regional Center is currently accepting proposals for One (1) established vendored Day Program to become a Community Care Licensing (CCL) approved emergency backup shelter for individuals with intellectual and developmental disabilities. This must also include a staff training roster and supply inventory list, and the Day Program must have a valid CCL License and Regional Center Vendor Letter.

All applications, including those that propose innovative approaches to the resource needed will be considered. Proposals submitted after the indicated timelines and/or are not complete per this RFP will not be considered.

Visit [www.kernrc.org](http://www.kernrc.org) to view and download complete RFP. Hard copies of the RFP can be available for in person pick up at KRC's main office in Bakersfield upon request. **For further information on obtaining an RFP, you may contact, Cynthia Marquez, Community Service Specialist at, (661) 873-4556 or via email at [cmarguez@kernrc.org](mailto:cmarguez@kernrc.org).**

There will be an **RFP Orientation on Monday, February 23, 2026, at 10:30 am via ZOOM** to provide applicants with an opportunity to ask questions specifically in reference to the RFP and RFP process. **This orientation is voluntary and not required in order to submit a proposal.** To register, please submit a request to participate to [cmarguez@kernrc.org](mailto:cmarguez@kernrc.org).

**RECEIPT OF PROPOSAL DEADLINE**

Documentation: Five (5) copies of the application, proposal and all applicable attachments must be received by **Friday, March 20, 2026 no later than 5pm** at:

**Kern Regional Center  
Attn: Cynthia Marquez, CSS  
3200 N. Sillect Ave.  
Bakersfield, California 93308**

**\*In addition, send an electronic copy of the proposal to [cmarguez@kernrc.org](mailto:cmarguez@kernrc.org).**

**\*Proposals received after the above-mentioned date and time will not be considered.**

## SUBMITTING AND REVIEWING OF THE PROPOSAL

All proposals must be completed and organized in accordance with Exhibit A, Exhibit B, Exhibit C, Exhibit D, Exhibit E, and Exhibit F. Proposals that do not follow any of these above-referenced attachments are considered by the committee to be incomplete and will not be considered. **Late or incomplete applications will not be accepted for review or consideration.**

All proposals will be scored for the written and oral presentations in accordance with Exhibit D. **If after reviewing the written proposal, it is noted by the committee that the applicant cannot meet licensing or other minimum professional criteria specific to the project applied for, the proposal will be disqualified at that time.** KRC will appoint a three to five-member committee to score each proposal and conduct interviews with each applicant. The final decision of the committee is not subject to appeal. All applicants will receive notification of KRC's decision regarding their proposal. In person interviews for selected applicant(s) are anticipated to take place on **Tuesday, April 7, 2026, or April 8, 2026, beginning at 9:00am.**

Proposals 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 it applies to the applicant in order to verify that it has been addressed. Applicants responding to the RFP shall bear costs associated with development and submission of a proposal.

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

- The State of California, its officers or its employees.
- A regional center, its employees, and their immediate family members.
- Area board members, their employees or their immediate family members.
- Any individual or entity with a conflict of interest as established in DDS Regulations, Title 17, Sections 54314 and 54500, unless a waiver is permitted and obtained.

Potential providers must have prior demonstrable experience including:

- Supporting adults with developmental disabilities
- Owning or operating an existing Day Program that can function as an Emergency Shelter Site.
- Working with social service community-based agencies and resources.
- Working with agencies in development and coordination of services and supports for adults.

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

## RESERVATION OF RIGHTS

Kern Regional Center 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. KRC 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.

Kern Regional Center reserves the right to withdraw this Request for Proposal (RFP) and/or any item within the RFP at any time without notice. Kern Regional Center reserves the right to disqualify any proposal which does not adhere to the RFP guidelines. This Request for Proposal is being offered at the discretion of KRC. It does not commit KRC to award any grant.

### TIMELINES:

<b>Request for Proposal: Announcement Release &amp; Posting</b>	<b>Tuesday December 16, 2025</b>
<b>General briefing meeting on RFP Process, timeline, and Q&amp;A session.</b>	<b>Monday, February 23, 2026</b> *Orientation will be held by Kern Regional Center via Zoom at <b>10:30 am.</b>  *To register please submit a request to participate to <a href="mailto:cmarguez@kernrc.org">cmarguez@kernrc.org</a> *If you require an interpreter, please submit a request to <a href="mailto:cmarguez@kernrc.org">cmarguez@kernrc.org</a> no later than February 20, 2026, by 5:00pm.
<b>Deadline for receipt of Proposals (5 copies of each proposal)</b>	<b>Friday, March 20, 2026, no later than 5pm.</b> Proposals received after said date and time <b>will not</b> be considered.
<b>Interviews and oral presentations</b>	If your proposal is selected, you will be contacted and invited to an in-person interview at Kern Regional Center (Malibu room) on <b>Tuesday, April 7, 2026, or Wednesday, April 8, 2026, beginning at 9am.</b>
<b>Notice of Selection sent</b>	<b>Wednesday, April 15, 2026</b>

## Emergency Backup Shelter Site

**Service Need:** One (1) vendored day program to become a CCL-approved emergency backup shelter for individuals with intellectual and developmental disabilities.

**Start-up Funding:** \$50,000.00 in Provider Startup funds

Start-up funds can only be used for non-recurring costs associated with initially establishing a service, which may include administrative components, supplies, personnel recruitment, training expenses, general equipment, and other costs as described by contract.

**Proposal Deadline: Friday, March 20, 2026, by 5:00 pm**

### SERVICE DESCRIPTION

Requirements for the Community Resource Development Plan (CRDP) Emergency Shelter Proposal:

- 1) **Day Program and Vendor Information:** The selected vendor must have a program name, vendor number, Day Program type, have an approved, CCL capacity, proposed shelter capacity, Day Program address, point of contact, and Regional Center contact.
- 2) **Shelter Designation Request:** The selected vendor is applying to be an Emergency Backup Shelter Site. The Day Program is licensed by CCL and vendored by the Regional Center, and the program serves individuals with developmental disabilities and access and functional needs (AFN).

3) **Accessibility & Preparedness Measures:**

**Sleeping Accommodations:**

- Sleeping accommodations to include overnight stays
- ADA-accessible cots, grab bars, and mobility devices

**Safety and Power:**

- Generator and surge protection in place.
- Emergency lighting and communication systems pared

**Medical & Hygiene:**

- Maintain a 72-hour supply of food, water, and hygiene kits for the approved capacity.
- Portable shower and laundry solution included.
- Shelter Kits
- PPE supplies

**Storage and Logistics:**

- Supplies are organized in a secure and accessible storage area.

4) **Staffing plan:**

- A plan that includes 24/7 staffing during activation
- Staff roles that include direct support, supervision, security, and clinician access.

**5) Staff Training Compliance:**

- All shelter staff are trained annually in the following:
  - o CPR/First Aid
  - o Shelter Operations
  - o ADA & AFN Support
  - o FAST (Functional Assessment) Training

**6) Emergency Activation Plan:**

- Have a detailed plan that includes the following:
  - o Activation triggers (e.g., disaster, RC Request)
  - o Notification procedures
  - o Shift Scheduling
  - o Coordinating with Regional Center Emergency Lead

**7) Day Program Layout and ADA Plan:**

- Day Program facility map shows designated shelter areas
- Includes egress, sleeping, hygiene, and medical support areas
- Layout is ADA-compliant and has signage/lighting for emergency use

It should be noted that this shelter model is not a FEMA Mass Care Shelter and is not designed to operate under Emergency Support Function 6 (ESF-6) for extended community sheltering. The shelter must therefore include a clearly defined deactivation and transition plan that activates no later than 72 hours after initial shelter activation.

This 72-hour limit applies to the operational capacity of the shelter, not to the individuals receiving support. After 72 hours, the sheltering operation must begin transitioning consumers to appropriate longer-term support options.

Because the Emergency Backup Shelter is not resourced, staffed, or licensed to function as a long-term, full-scale mass care Day Program facility, the deactivation plan must outline the following:

- The trigger point for deactivation (approaching 72 hours)
- Transition pathways for consumers
- Coordination with local response partners, as applicable
- Transportation logistics
- Documentation and demobilization procedures
- Steps for returning the day program to normal operations

## APPLICANT ELIGIBILITY AND RESTRICTIONS

### Eligibility

One (1) Vendored Day Program to become a CCL-approved emergency backup shelter for individuals with intellectual and developmental disabilities. 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 ongoing 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 a 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 regional center employees, board members, and their family members.

## SELECTION PROCESS

All proposals received by the deadline will undergo preliminary screening. Late or incomplete applications will not be accepted for review and rating. The Proposal Review Committee will be selected by KRC. 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. The final decision of the Proposal Review Committee shall be approved by the Executive Director and is not subject to appeal. All applicants will receive notification of KRC's decision regarding their proposal.

This Committee will review, score, rank and prioritize the proposals. Applicants' proposals may be rejected for inconsistency with state and federal guidelines, failure to follow RFP instructions, incomplete documents, or failure to submit required documents. 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, and a track record consistent with established timelines for development). Any proposal may be disqualified if it deviates from the submission instructions in the RFP.

## SELECTION PROCEDURES

The evaluation process will include individual Committee member evaluation and rating of 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 the project.

- Demonstrated financial responsibility, stability and soundness of the applicant.
- Have a complete plan and process for such emergency procedures once a client(s) have arrived to the Emergency Shelter and are admitted/enlisted and/or enrolled.

After preliminary rating and ranking of proposals, visits will be arranged at any existing programs already in operation by the applicant and then 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 by 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)

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.

KRC 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, KRC 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 and sexual abuse/molestation 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**

KRC 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. KRC 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. KRC reserves the right to withdraw this Request for Proposal (RFP) and/or any item within the RFP at any time without notice. KRC reserves the right to disqualify any proposal which does not adhere to the RFP guidelines. This RFP is being offered at the discretion of KRC. It does not commit KRC and to award any grant.



**Exhibit A**

**PROPOSAL AFFIRMATION**

- Exhibit A: Completed RFP Proposal Affirmation
- Exhibit B: Completed RFP Application and Coversheet
- Exhibit C: Financial Statement
- Exhibit D: Proposal Scoring Criteria
- Exhibit E: Oral Presentation Scoring Criteria

**I affirm that the information presented in this proposal is true and that this proposal was developed and authored by the person(s) indicated. I understand that any falsification of information or failure to disclose any history of deficiencies or abuse will be cause for immediate disqualification. I also understand that failure to meet minimum qualifications as stated in the RFP, late proposal submissions, facsimile proposal submissions, any missing information (e.g., sections), and any proposals in excess of the maximum page allowance will also be cause for disqualification. I also understand that in the event that my proposal is selected for development, further discussion for final agreement may be required.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**KERN REGIONAL CENTER  
APPLICATION AND COVERSHEET**

Must be submitted by Friday, March 20, 2026, with all required attachments/ appendices

DATE: \_\_\_ / \_\_\_ / \_\_\_

APPLICANT: \_\_\_\_\_

AGENCY NAME: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

\_\_\_\_\_

BUSINESS PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

WEBSITE ADDRESS: \_\_\_\_\_

Please submit five hard copies and one electronic copy of the proposal you are applying for.

I Am Applying for Description: \_\_\_\_\_

Name of the person authorized to sign a binding contract with Kern Regional Center:

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

FINANCIAL STATEMENT

AS OF \_\_\_\_\_, 20\_\_

NAME AND ADDRESS OF APPLICANT(S)

ASSETS

Cash on hand. . . . .	\$ _____
Cash in commercial accounts. . . . .	_____
Savings accounts. . . . .	_____
Time deposits. . . . .	_____
Notes and receivables . . . . .	_____
Inventory. . . . .	_____
Life Insurance (cash value) . . . . .	_____
Stocks and Bonds (at market value) . . . . .	_____
Land. . . . .	_____
Buildings and Improvements. . . . .	_____
Equipment, furniture and furnishings. . . . .	_____
Other Investments or Assets (describe):	_____
_____	_____
_____	_____
A. Total Assets	\$ _____

LIABILITIES

Accounts Payable (include installment contracts) (balance due) . . . . .	\$ _____
Salaries and Wages Payable. . . . .	_____
Payroll Taxes Payable. . . . .	_____
Real Estate Taxes Payable. . . . .	_____
Notes Payable (including personal notes) (balance due):	_____
_____	\$ _____
_____	_____
Real Estate Loans or Mortgages (balance due):	_____
_____	_____
Other debts (describe):	_____
_____	_____
_____	_____
B. Total Liabilities	\$ _____

OWNERSHIP (Equity)

C. Total Ownership (difference between A and B)	\$ _____
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I DECLARE UNDER PENALTY OF PERJURY THAT THE STATEMENTS ON THIS FORM AND ANY ACCOMPANYING ATTACHMENTS ARE CORRECT TO THE BEST OF MY KNOWLEDGE.

COMPLETED BY	TITLE	DATE

**PROPOSAL FORMAT AND PROPOSAL SCORING CRITERIA FOR WRITTEN PROPOSAL**

PROGRAM: \_\_\_\_\_

APPLICANT: \_\_\_\_\_

RATER: \_\_\_\_\_

A. Submitted proposals will be scored according to the following scoring guidelines by each member of the Review Committee in each of the areas below.

- 0 (Zero) Criteria not addressed at all
- 1 Minimal Response: Subject area is mentioned; however, applicant has not included any narrative or any supporting documentation that demonstrates an understanding of this particular proposal requirement.
- 2 Some supporting documentation and/or narrative discussion; however, the responses are not clearly articulated.
- 3 Good supporting documentation and/or narrative discussion; responses are more clearly articulated.
- 4 Maximum Response: Full supporting documentation and/or narrative discussion with exceptionally clear articulation making it readily apparent that applicant understands all aspects of the program development process.

A proposal can receive a maximum score of 24 points per member

B. Content of Proposal

\_\_\_\_\_ 1 Education and Experience: The selected vendor shall employ staff with demonstrated experience supporting adults with developmental disabilities and the ability to implement person centered practices, including individuals’ service plans, goals, and identified behavioral, medical, or access and functional needs. All direct support and supervisory staff must maintain current CPR and First Aid certification with AED training and complete required training in Shelter Operations, ADA and AFN support, and FAST procedures. Educational qualifications must align with each position’s responsibilities and meet current industry standards, ensuring staff are prepared to work effectively in a high-need, multi-agency emergency shelter environment.

\_\_\_\_\_ 2 Proposed Resources: The proposal should describe the location of the proposed services (include all Day Program resources including any/all community resources). Such description should clearly document that the Day Program will provide 24-hour supervision and monitoring along with basic first aid, medication monitoring, toileting needs, and any additional needs tailored to the consumer to the best of the staff’s ability. Day Program will also demonstrate their proposed Day Program is adequate to accommodate consumers and their individual needs, outcomes and choices.

\_\_\_\_\_ 3     Program Description: The proposal should clearly demonstrate that the Day Program’s program description is appropriate for the population to be served. Such description should clearly identify consumer capabilities and needs or challenges, which are the basis for admitting or exiting consumers from the Day Program. The proposal must specify which consumer characteristics you are unwilling to work with in the Day Program. Day Program will also demonstrate their proposed Day Program is adequate to accommodate consumers and their individual needs, outcomes and choices.

\_\_\_\_\_ 4     Staffing: The proposal should clearly document the type and number of staff with job descriptions (include qualifications and job duties) for all positions. The proposal should clearly document the type and level of initial and ongoing training for all staff. The proposal should clearly demonstrate that staffing patterns and staff qualifications are consistent with the regulations and guidelines noted in the RFP and are realistic when compared to similar facilities/services for all positions.

\_\_\_\_\_ 5     Program Development:     The proposal should clearly describe proposed timelines for development and completion of the proposed project. The applicant(s) should clearly document an understanding of program requirements.

\_\_\_\_\_ 6     Budget and Finance: The proposal must include a clear and detailed budget outlining all costs associated with the development of the CRDP Emergency Backup Shelter, including a separate startup budget that specifies exactly what the applicant intends to purchase with the 50,000 dollars in provider startup funds. Applicants must demonstrate sound fiscal capacity and the ability to maintain accurate financial records in accordance with all State, local, and Regional Center requirements, and must include both start up and ongoing operational budgets that reflect the staffing, equipment, accessibility, and preparedness needs described in this RFP.

\_\_\_\_\_     TOTAL SCORE

**PROPOSAL FORMAT AND PROPOSAL SCORING CRITERIA FOR ORAL PRESENTAION**

PROGRAM: \_\_\_\_\_

APPLICANT: \_\_\_\_\_

RATER: \_\_\_\_\_

A. Oral presentations will be scored per the following scoring guidelines by each member of the Review Committee in each of the areas below.

*The intended owner/applicant must be the primary presenter during the oral presentation as they are ultimately responsible for all services provided.*

- 0 (Zero) Criteria not addressed at all
- 1 Minimal Response: Subject area is mentioned; however, applicant has not included any narrative or any supporting documentation that demonstrates an understanding of this particular proposal requirement.
- 2 Some supporting documentation and/or narrative discussion; however, the responses are not clearly articulated.
- 3 Good supporting documentation and/or narrative discussion; responses are more clearly articulated.
- 4 Maximum Response: Full supporting documentation and/or narrative discussion with exceptionally clear articulation making it readily apparent that applicant understands all aspects of the program development process.

A proposal can receive a maximum score of 32 points per member

0 Content of Presentation

\_\_\_ 1 Service Quality: Applicant clearly demonstrates an understanding and working knowledge of the principles of integration and normalization and overall, demonstrates, through their presentation an understanding of consumer needs and choices as related to services provided and service quality

\_\_\_ 2 Program Description: Applicant clearly demonstrates a working knowledge of their program plan and the ways in which they will implement the program description as related to the needs of the consumers.

\_\_\_ 3 Consumer Needs: Applicant demonstrates knowledge of consumer’s needs as related to current Request for Proposal and Individual Life Quality Outcomes. This includes experience that relates to current need.

\_\_\_ 4 Budget and Finance: Applicant demonstrates an understanding of operating the service requested in the most cost-effective manner and demonstrates clear knowledge of the facilities requirements to operate the Day Program in accordance with Title 17 and Title 22 regulations.

\_\_\_ 5 Experience: Applicant clearly articulates pertinent experience for themselves, staff and consultants.

\_\_\_ 6 Training Issues: Applicant demonstrates an understanding of the need for training staff per the requirements noted in the RFP and regulations as well as ensuring consumer safety and success. Demonstrate an understanding of staffing levels that meet the consumer's needs as outlined in the RFP.

\_\_\_ 7 Proposed Resources: Applicant successfully identifies community contacts that will ensure implementation of program plan.

\_\_\_ 8 Overview Summary: Applicant is able to field questions from the team about the program in a concise and articulate manner.

\_\_\_\_\_ TOTAL SCORE

The written proposal and oral presentation can achieve a maximum score of 56 points per member. (Written proposal= 24 points; Oral presentation= 32 points)

**CONFLICT OF INTEREST AND EXCLUSION VERIFICATION**

**CONFLICT OF INTEREST**

According to Title 17 Regulations, Section 54314, the following individuals and entities shall not be vendored:

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, as defined in the Government Code, Section 87103, except as permitted by Public Contract Code, Section 10430 (g), effective January 1, 1992;
3. Employees and board members of any regional center with 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;
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, Section 54500 through 54525, unless the conflict is eliminated or a waiver is obtained pursuant to Title 17, Sections 54522 through 54525;
5. Regional Center Clients to provide services for, or to, themselves except to provide transportation or serve as their own Supported Living Services Vendor;
6. Except as specified in Section 54318 of these regulations, any applicant located outside the state;
7. Any applicant that has been determined to be an excluded individual or entity as defined in Section 54302 (b)(1).

**I have read the above information and declare:**

     **No present or potential barriers to becoming a vendor .**

**A current or potential barrier to becoming a vendor exists.**

**EXCLUSION VERIFICATION**

“Excluded Individuals or Entities means those individuals and entities that have been placed on either the U.S. Department of Health and Human Services Office of Inspectors’ General (OIG) List of Excluded Individuals/Entities or the Department of Health Care Services (DHCS) Medi-Cal Suspended and Ineligible Provider List of persons, or individuals and entities that have been convicted of a criminal offense related to involvement in any program under Medicare, Medicaid or the Title XX services program, or those individuals and entities that meet the criteria included in Title 17, Section 54311 (a)(6).

Pursuant to the Applicant/Vendor Disclosure Statement, all applicants and co-applicants are required to provide verification that the applicant and/or co-applicants are not listed on the State of California or the Federal Office of Inspector General databases for Ineligible Providers and Excluded Providers. **As a requirement of this RFP, please screen all applicants/co-applicants using one the databases listed below. Please include a screen print of your results with your written proposal.**

The State of California Suspended and Ineligible Provider List can be found at: [LEIE Downloadable Databases | Office of Inspector General | U.S. Department of Health and Human Services](#) The Federal Office of Inspector General “exclusions database” can be found at: <http://exclusions.oig.hhs.gov>

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

# CRDP Emergency Shelter Readiness Checklist

*For Licensed Day Program Vendors*

**Note:** Scale items based on your **CCL-approved capacity**. Each category includes considerations required for CCL approval as an emergency shelter site.

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## Shelter Supplies & Accessibility

- Standard cots or mats for sleeping (foldable and space-efficient)
  - ADA-accessible cots (elevated, bariatric-rated)
  - Manual Hoyer lift(s) for safe transfers
  - Spare standard and wide/bariatric wheelchairs
  - Temporary grab bars (bathroom access)
  - Non-slip modular floor mats for wet or high-traffic areas
- 

## Power, Safety & Communication

- Portable generator with fuel or battery backup
  - Charging stations (ADA-accessible height preferred)
  - Surge protectors for electronics and medical devices
  - Flashlights or battery-operated lanterns (for staff and clients)
  - Two-way radios or alternate communication systems for staff
- 

## Emergency & Medical Supplies

- 72-hour shelter kits (food, water, hygiene, blanket) per client
  - First aid kits, fully stocked (1 per staff station)
  - PPE: gloves, masks, sanitizers (30-day supply)
  - Portable, ADA-accessible shower unit(s)
  - Laundry service plan or on-site laundering
  - Locked storage area for emergency supplies
-

## Staffing & Emergency Response

- Day and night shelter workers (scale by capacity)
  - Shelter supervisor or shift manager
  - Security plan or designated staff for perimeter safety
  - Access to on-call clinician or behavioral support professional
- 

## Staff Training (Annual Requirement)

- CPR / First Aid Certification
  - Shelter Operations & Crisis Response
  - ADA & AFN Support Training
  - FAST (Functional Assessment Service Team) Training – **Free via Listos CA**
  - Emergency notification & de-escalation protocols
- 

## Operational Plans

- Emergency Shelter Activation Plan (who/what/when/how)
- Communication tree: internal, families, RC, emergency responders
- ADA-compliant shelter layout and evacuation plan
- Incident documentation process (accessible forms, logs)
- Coordination protocol with Regional Center Emergency Coordinator