



**REQUEST FOR PROPOSAL (RFP) ANNOUNCEMENT**

**January 16, 2026**

**KERN REGIONAL CENTER (KRC) FOR FISCAL YEAR 2024-2025**

**HCBS Proposal for FY 2024-2025**

KRC is a private non-profit agency under contract to the State Department of Developmental Services 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 and invites the community at large to develop one (1) HCBS Innovative concept for Spring 2026 Community Fair partnership with KRC to serve Kern, Inyo, and Mono Counties. 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 Leslie Mosqueda, HCBS Program Evaluator at (661) 852-3227 or [Leslie.Mosqueda@kernrc.org](mailto:Leslie.Mosqueda@kernrc.org).**

There will be an **RFP Orientation** on **Tuesday, January 20, 2026, at 2:30 pm 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 is not required in order to submit a proposal.** To register, please submit a request to participate to [Leslie.Mosqueda@kernrc.org](mailto:Leslie.Mosqueda@kernrc.org).

**RECEIPT OF PROPOSAL DEADLINE**

Documentation: Five (5) copies of the application, proposal and all applicable attachments must be received by **Friday, January 23, 2026, no later than 5pm** at:

**Kern Regional Center  
Attn: Leslie Mosqueda, Program Evaluator  
3200 N. Sillect Ave.  
Bakersfield, California 93308**

**\*In addition, send an electronic copy of the proposal to Leslie.Mosqueda@kernrc.org.**

**\*Proposals received after the above stated 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 exhibits 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 C and D. **If after review of 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. Oral interviews for selected applicants are anticipated to take place on **Tuesday, January 27, 2026, beginning at 9:00am.**

**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>Friday, January 16, 2026</b>
<b>General briefing meeting on RFP Process, timeline, and Q&amp;A session.</b>	<b>Tuesday, January 20, 2026</b> *Orientation will be held by Kern Regional Center via Zoom at <b>2:30 PM.</b> *To register please submit a request to participate to <a href="mailto:Leslie.mosqueda@kernrc.org">Leslie.mosqueda@kernrc.org</a> <i>*If you require an interpreter, please submit a request to <a href="mailto:Leslie.mosqueda@kernrc.org">Leslie.mosqueda@kernrc.org</a> no later than January 16, by 5:00pm.</i>

<b>Deadline for receipt of Proposals (5 copies of each proposal)</b>	<b>Friday, January 23, 2026, no later than 5pm.</b> Proposals received after said date and time <b><u>will not</u></b> be considered.
<b>Interviews and oral presentations</b>	If your proposal is selected, you will be contacted and invited to a ZOOM interview on <b>Tuesday, January 27, 2026, beginning at 9:00am.</b>
<b>Notice of Selection sent</b>	<b>Friday, January 30, 2026</b>

# HCBS Innovative Concept for Spring 2026 Community Fair Partnership

**Service Need:** Develop one (1) HCBS Innovative concept in partnership with KRC

**Service Area:** Location for the Spring 2026 Community Fair will be in Bakersfield

**Age Profile:** Spring 2026 Community Fair will be open to all ages and is an event for individuals served, families and generic resources, to attend along with KRC staff and service providers.

**Funding Source for Project:** DDS KRC HCBS Fiscal Year (FY) 2024-2025 Funding Approved Spending Plan Budget of \$27,760.65. (Not to exceed this amount.)

Funds can only be used for costs associated with the Spring 2026 Community Fair in partnership with KRC in alignment with KRC HCBS FY 2024-2025 Funding Plan and DDS Directive dated 3/14/2025.

**Proposal Deadline:** Friday, January 23, 2026, no later than 5pm.

## Service Description:

KRC is seeking qualified individuals and organizations, to partner with KRC, co-host and provide a Home and Community Based Services innovative concept for the Spring 2026 Community Fair, in alignment with KRC HCBS FY 2024-2025 Funding Plan and [DDS Directive](#) dated 3/14/2025. The organizer will develop a HCBS innovative deliverable to offer at the Spring 2026 Community Fair, to promote understanding HCBS “Settings” and role in Person Centered Planning in service provision for all participants such as individuals served, families, direct support professionals, service providers, regional center staff, community members and organizations. Additionally, a portion of the budget will be allocated to the Spring 2026 Community Fair for event supplies and equipment to support individual and community engagement, larger venue capacity for the community and vendors, and accessibility needs. The goal is to have the Community Fair in the month of April 2026. KRC is committed to inclusive, person-centered practices that reflect the diverse languages and cultures of our community. The goal is to improve communication access, increase understanding of HCBS settings principles and person-centered practices, and to build cultural competency within our organization and community.

The regional center has successfully collaborated and hosted community fairs (also known as vendor fairs) in the past to connect individuals served, families, providers, and community members, in an inclusive setting. In 2024, the community fair had approximately 500 participants and in 2025, it increased to 1,000 participants. KRC has received feedback to hold more events, include additional community vendors, and interest from people in the community in learning more about HCBS. This project will expand those efforts through a collaborative, vendor-partnered model, with a lead vendor working alongside the regional center and participating providers to collectively highlight HCBS principles and model person-centered, community integrated practices. When applying for a Request for Proposal (RFP), the vendor will have the opportunity to create an innovative touch of HCBS for the Spring 2026 Community Fair.

**Expected outcomes:**

Individuals served will increase their awareness of community resources, activities, and opportunities available to them. Families will strengthen their understanding of person-centered support and available service options within the community. Community members and providers will build relationships that promote inclusion and ongoing collaboration through peer-led modeling.

**Sustainability:**

The community fair will build an established, partnership-based event structure that can be replicated annually. To support sustainability, intellectual property such as HCBS concept deliverable developed through this project will be shared for the benefit of others and not retained solely for exclusive use to support ongoing efforts beyond the life of the project. Ongoing collaboration among vendors and community partners will support continued HCBS learning by moving from “compliance” to person-centered culture with peer partnership modeling and community engagement that can strengthen beyond the event.

**Alignment with Funding Objectives:**

This project aligns with DDS funding directive objectives and Final Rule by promoting informed choice, meaningful community participation and integration, and person-centered capacity building. Funds are used to strengthen provider practices through collaboration with peer modeling, and real-world applications that demonstrate sustainable HCBS aligned with person-centered service delivery.

**A. Be able to communicate knowledge of HCBS to target audiences:**

- Individuals served by KRC
- Family members and caregivers
- Service providers directly working with individuals served by KRC
- Community members and community organizations

**The provider must be able to deliver the following core services:****B. HCBS Innovative Concept Deliverable and Community Fair Partnership Role****The provider shall:**

- Deliver understanding and knowledge of HCBS Final Rule within Code of Federal Regulations 42 CFR § 441.301 to communicate to target audiences.
- Develop and provide an HCBS innovative concept that incorporates HCBS principles and person-centered practices into HCBS deliverables such as Material/Resource/Tool(s) for target audiences in accessible formats.
  - provide concept deliverables such as HCBS materials (digital or print), including and/or visual aids, resources, tools, and discussion of best practices at the Spring 2026 Community Fair
  - Innovative concept deliverables offered in threshold languages of English and Spanish may strengthen an application but are not required for funding consideration.
- Attend and set up a table at the Spring 2026 Community Fair highlighting HCBS and be able to communicate and offer person-centered understanding of HCBS to target audiences that approach the table.

- Co-host as a Master of Ceremonies at the Spring 2026 Community Fair.
- Co-organize and collaborate in partnership roles with regional center for the community event planning and organizing.
- Recruit a minimum of five (5) volunteers to assist with support roles both the day prior to and the day of the event.
- Track participation and progress.
- Be flexible in event planning during the weekdays to collaborate with regional center and with partners for HCBS and community fair organizing efforts.

### **C. Consultation and Technical Support**

#### **The provider shall:**

- Be available to consult with KRC HCBS Program Evaluators, Service and Equity Department, Client Services Department, Community Services Departments, and community partners on how to:
  - Incorporate HCBS-friendly communication and practices.
  - Create and develop HCBS deliverable materials such as visual aids, resources, tools, best practices in formats accessible for all target audiences.
  - Collaborate and assist in co-organizing event planning.
  - Ensuring event billing and claims are completed timely.
  - Provide guidance to KRC staff and service coordinators, fellow service providers and community members on best practices with supporting individuals served in person centered approaches and understanding of HCBS principles.

### **D. Service Documentation and Communication**

#### **The provider shall:**

- Maintain accurate records of services provided, including:
  - Planning and event attendance
  - Progress report updates
  - Participant feedback (when appropriate)
  - Participate in periodic check-in meetings with designated KRC point of contact
  - Be responsive via email or phone to schedule coordination and follow-up

### **E. Optional/Preferred Experience**

#### **The provider is encouraged (but not required) to have experience:**

- Bilingual in English and Spanish
- Has organized or has played a role in organizing large events with over 500 participants in attendance.
- Experience in leading or participated in a role organizing or delivering trainings in any of the following areas:

- To support individuals/direct support professionals or other service providers in service delivery to communicate effectively both in the community and at home.
- Provide clear, effective communication with individuals served by the regional center to ensure accessibility, foster greater community engagement, and support increased independence through improved communication.
- Develop Person Centered training plans based on the Individual Program Plan (IPP)
- Collaborating with the individual and family to strengthen their bond, provide support, and establish effective communication terms for the individual.

**Qualifications for potential service providers must have prior demonstrable experience including:**

Applicants must show they meet the following minimum qualifications listed below by providing supporting documentation through resume and applicable certifications:

1. Demonstrate knowledge and understanding of HCBS and Person-centered planning and effectively communicate to target audiences forementioned.
2. Has attended HCBS Final Rule “Settings” training in the past. Resume to highlight training title, name of presenter, date. If available, Provide a copy of the certificate.
3. Has attended other applicable HCBS-related topics in the past. Resume to highlight training title, name of presenter, date. If available, provide a copy of the certificate.
4. Has attended Person Centered Planning “PCP” training in the past. Resume to highlight training title, name of presenter, date. If available, Provide a copy of the certificate.
5. Has organized or has played a role in organizing events, Resume to highlight event title, role, date, and number of estimated event participant attendance. Provide event contact information for references for at least 2 events.
6. Possess the ability to have a fully shared conversation with in-depth elaboration for both social and work topics, and excellent comprehension in receptive skills.

The service provider must be able to work collaboratively with others in a multi-agency, interdisciplinary configuration (e.g. other regional centers, developmental centers, service providers, stakeholders and community organizations) for the successful organization and implementation of the Spring 2026 Community Fair.

**Terms and Conditions:**

- KRC reserves the right to reject any or all proposals.
- Submitting a proposal does not guarantee selection.
- All submitted materials will become the property of KRC.

- The provider must meet all state and federal requirements applicable to vendors serving individuals with disabilities.
- The provider must identify if awarded any prior grant/funding from DDS, Start-up funding, HCBS compliance funding, and/or other funding sources. Additionally, provide supporting documentation of such grant/funding, reimbursement billing completed in a timely manner and within the timeframe of the contract requirements.

**Eligible Applicants:**

Both non-profit and proprietary agencies/organizations are eligible to apply. Applicants must have an established vendorization with the Kern Regional Center. Additionally, interested parties must be in good standing with the California Secretary of State (SOS) and Franchise Tax Board. Applicants should be aware of related regulatory stipulations regarding ineligibility of vendorization due to Conflict of Interest (COI). Employees and Board members of Regional Centers are not eligible to apply. Applicants must disclose any potential conflicts of interest per [Title 17 Section 54314](#).

**Reservation of Rights:**

**\*All service proposals must be in compliance with the Centers for Medicare and Medicaid Services' (CMS) Home and Community Based Services (HCBS) regulations. All services to be provided must be delivered with the intent to maximize use of consumer choices and preferences. Service provisions will be based upon person centered planning and individual client outcomes.**



**EXHIBIT A**

**PROPOSAL AFFIRMATION**

- Exhibit A: Completed RFP Proposal Affirmation
- Exhibit B: Completed RFP Application and Coversheet
- Exhibit C: Proposal Scoring Criteria- Written Proposal
- Exhibit D: Proposal Scoring Criteria- Oral Presentation
- Exhibit E: Conflict of Interest and Exclusion Verification
- Exhibit F: HCBS Funding Concept Budget

**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

**KRC RFP HCBS 2425 PROPOSAL COVERSHEET**

Must be submitted by Friday, January 23, 2026, no later than 5pm, with all required exhibits

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

APPLICANT / AGENCY NAME: \_\_\_\_\_

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

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

\_\_\_\_\_

\_\_\_\_\_

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

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

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

**If the applicant is a corporation, please attach a separate sheet of paper listing all principal members of the corporation.**

Please indicate the identification number and description of the project(s) in which you are submitting. Five copies of each proposal you are applying for must be submitted.

Project Description: \_\_\_\_\_

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

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

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

I am able to meet licensing, administrator, and other qualifications per Title 17 and Title 22 regulations for the proposal(s) I am submitting.

X \_\_\_\_\_  
Signature / Date

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

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

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

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

A. Submitted proposals will be scored per 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 28 points per member

B. Content of Proposal

\_\_\_\_\_ 1 Education and Experience: The proposal should clearly provide evidence that the applicant(s) possesses the education and/or experience necessary to complete a project of this scope. The applicant should clearly demonstrate the ability to manage grants and/or programs successfully, completing project milestones and billing timely. The applicant has understanding and knowledge of HCBS and planning events. Applicants must meet the minimum or exceed qualifications and experiences listed in the service description. Also, applicant possesses the ability to clearly articulate complex ideas in writing, with in-depth elaboration across both social and work-related topics, and strong receptive comprehension as evidenced through accurate, application of information in project scope of work. Applicant should include letters of reference and resumes.

\_\_\_\_\_ 2 Proposed Resources: The proposal should describe the proposed services (include all program resources as well as all community resources) that will be offered at the KRC selected local venue in Bakersfield. Such a description should clearly document that the project will provide an innovative Home and Community Based Services concept to the Community Fair in partnership with Kern Regional Center. The

Proposal should address how the HCBS deliverable will be created, implemented, provided to target audiences at the Community Fair to support broader understanding of HCBS principles in service delivery.

\_\_\_\_\_ 3      Service Description: The proposal should clearly demonstrate that the service description is appropriate for the population to be served. Such a description should clearly identify how the service will improve communication access, increase understanding, and build competency within the organization and the community. The proposal should describe the anticipated service outcomes, the resources used to meet the service outcomes, and the methodology used to collect the data to measure service outcomes. Innovative concept deliverables offered in threshold languages of English and Spanish may strengthen an application but are not required for funding consideration. The proposal should demonstrate a clear understanding of HCBS Final Rule within Code of Federal Regulations 42 CFR § 441.301 and the utilization of Person-Centered Planning.

\_\_\_\_\_ 4      Staffing: The proposal should clearly document the type and number of staff with job descriptions (include qualifications and job duties) for roles and positions in the project. Recruit a minimum of five (5) volunteers to assist with support roles both the day prior to and the day of the event. The proposal should clearly document the type and level of initial and ongoing training for all staff roles and positions in the project. 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 program/services for all positions.

\_\_\_\_\_ 5      Service 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 project service description and HCBS Final Rule within Code of Federal Regulations 42 CFR § 441.301 requirements.

\_\_\_\_\_ 6      Budget and Finance: The program budget should clearly display all costs associated with the proposal. The applicant(s) must demonstrate the ability to keep adequate fiscal records in accordance with all State and local requirements. As applicable, the applicant must identify if awarded funding from DDS, Start-up funding, compliance funding, and/or other grant funding sources, and demonstrates a history of successful project completion and timely reimbursement in accordance with contract requirements. In addition, ongoing and start-up budgets should be included as attachments, as applicable. Please refer to and complete Exhibit F.

\_\_\_\_\_ 7      Scope of Services: The applicant has understanding and knowledge in HCBS and planning events. Proposal must have clear scope of work components that are forementioned in service description. Such as collaborative planning and coordination, HCBS alignment and modeling, community and vendor engagement, expected outcomes and sustainability. Also, applicant possesses the ability to clearly articulate complex ideas in writing, with in-depth elaboration across both social and work-related topics, and strong receptive comprehension as evidenced through accurate, application of information in project scope of work.

\_\_\_\_\_      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 target audience, needs and choices as related to services provided and service quality. The applicant(s) should clearly demonstrate an understanding of project service description and HCBS Final Rule within Code of Federal Regulations 42 CFR § 441.301 requirements.

\_\_\_ 2 Service Description: Applicant clearly demonstrates a working knowledge of their project plan and the ways in which they will implement the project service description as related to the needs of the target audiences. Applicant must have the ability to have a fully shared conversation with in-depth elaboration for both social and work topics, and excellent comprehension in receptive skills.

\_\_\_ 3 Target Audience Needs: Applicant demonstrates knowledge of audience's needs as related to current Request For Proposal and expected outcomes that promote Individual Life Quality Outcomes. This includes experience that relates to current project needs.

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

\_\_\_ 5 Experience: Applicant clearly articulates pertinent experience for themselves, staff and consultants. The applicant(s) should clearly articulate experience in relation to understanding of project service description and HCBS Final Rule within Code of Federal Regulations 42 CFR § 441.301 requirements.

\_\_\_ 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 to ensure consumer safety and success. Demonstrates an understanding of staffing project roles and positions that meets the target audience's needs as outlined in the RFP.

\_\_\_ 7 Proposed Resources: Applicant successfully identifies community contacts that will ensure implementation of project 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 60 points per member. (Written proposal= 28 points; Oral presentation= 32 points)

## EXHIBIT E

### 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 exist.**  **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>

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Applicant Signature

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Date

**EXHIBIT F**

**REVISED  
HCBS FUNDING GUIDANCE - CONCEPT BUDGET  
Submitted to KRC for Approval**

Complete the line-item budget estimated to fulfill the goals of the project. The worksheet is divided into the following sections:

- Allowable expenses
- Administrative expenses/indirect costs
- Community Fair Partnership Allocation - Reserved for Event Supplies and Equipment costs

For each item needed include the annual projected cost (“Projected cost”) add the total cost for the duration of the project (“Total Cost”).

**Budget Details and Restrictions**

**Allowable Expenses**

Allowable expenses shall meet the following criteria:

- Not prohibited under state laws, regulations, or HCBS program requirements;
- Reasonable costs for project activities;
- Related to the goal of the project; and
- Adequately documented.

The project costs and planned use of resources must be appropriate to support the proposed activities and achieve the project outcomes. The following provides descriptions and examples of allowable items under each project category.

**Direct Costs**

Direct costs are incurred for activities or services that benefit the HCBS compliance funds project.

Direct costs are separated into personnel and operating expenses.

**Operating Expenses**

Operating expenses are costs incurred as a result of activities performed as a service to the target population. Examples of operating expense line items include the following:

- Advertising and outreach
  - o Costs associated with creating flyers, documents, advertisements, etc.
  - o Other specific purposes necessary to meet the requirements of the concept.
- Food and beverages for training/workshop attendees
  - o Applicants must demonstrate that food and beverage costs for clients, potential clients, and their families are necessary to meet the goals and objectives of the project.

- o Food and beverage line items can be used for meetings/training/workshops for the HCBS compliance concept.
- Instructional Items
  - o Instructional materials (e.g., pens, paper, curricular materials, manuals, books, DVDs) must be purchased only in amounts reasonably expected to be utilized during the term, and in performance of the HCBS compliance concept agreement for workshops and/or trainings for participants.
    - o Technology for the instruction and continuation of providing services virtually.
      - i.e.: internet access/data plan, Zoom license, etc.
- Office Supplies
  - o Office supplies for use during the project-by-project staff in performance of project activities (e.g., paper, pens, folders, binders).
- In-state travel
  - o Per diem and travel costs for vendor staff to travel to HCBS compliance concept-related meetings/training within the State of California (e.g., airfare, bus, train, rental cars, personal vehicle mileage, lodging, and food costs).
    - o Projects may utilize this travel line item to meet with other HCBS compliance projects if there is a project need.
    - o Actual costs are not to exceed the CalHR designated rates as stated on: <https://www.calhr.ca.gov/employees/Pages/travel-reimbursements.aspx>
- Facility costs, such as rent and utilities for project activities
  - o Costs must be proportionate to the usage of the space dedicated to project activities, not space already funded by other programs.
    - o If facility costs are included as indirect costs, they cannot also be included under operating expenses
- Subcontractor costs
  - o Subcontractor costs are project activities performed by another organization that is not an employee of the vendor.
    - o Examples of subcontractor costs include but are not limited to:
      - ♣ Interpretation and/or translation costs;
      - ♣ Speakers/trainers who are not employees; and,
      - ♣ Costs associated with rental space for a training or workshop for participants (e.g., staff).
    - o Include information in the budget narrative about contractor expenses.
      - ♣ For each subcontracted employee, the total hours worked for all the line item positions on the project and/or all other funding sources cannot exceed 1 full-time equivalent (FTE). FTE means an employee who works full time (e.g., 40 hours per week).
      - ♣ If a subcontracted employee is working on multiple projects, include the project name, funding source, and FTE for each of these projects in the budget narrative.

#### **Administrative Expenses/Indirect Costs**

Administrative expenses are indirect, organization-wide, general-management costs (i.e., activities for the direction and control of the organization as a whole) that are necessary to successful implementation of the project.

- If expenses are included under personnel or operating, those costs cannot also be included under administrative expenses/indirect costs.
- Administrative expenses/indirect costs must be supported by actual costs incurred and paid by the organization.

- Administrative expenses shall not exceed 15% cap of total funds received, excluding capital costs as per: [http://leginfo.legislature.ca.gov/faces/codes\\_displaySection.xhtml?sectionNum=4629.7&lawCode=WIC](http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=4629.7&lawCode=WIC).
- Each administrative expense needs to be listed in the budget worksheet as a separate line item along with the corresponding cost and description.

The administrative expense allocation method utilized must be explained in the budget narrative and justified within the project concept.

### **Community Fair Partnership Allocation - Reserved for Event Supplies and Equipment costs**

Funds awarded under this category are specifically designated for event supplies and equipment. Reallocation of funds to other cost categories is not permitted without regional center approval.

#### **Items that cannot be paid with HCBS funds**

- Items that should be funded pursuant to an Individual Program Plan (IPP)
- Items that are part of basic safety or other concept that should be funded by a provider (accessibility challenges can be funded if too large/not appropriate to be done as part of an IPP, e.g., adding a ramp to a home to support aging in place.)
- A concept with sustainability concerns (e.g., financial sustainability concerns or unsustainable goals/objectives, staff requests that have been funded in previous years through this process)
- Concepts where primary purpose of funding is generating revenue stream without primary benefit to existing population (e.g., for transition)
- Transition plan that does not include substantial/primary benefit for current participants
- Any funding when a program is closing
- Maintenance costs for existing or new items
- Vehicle insurance and/or extended warranties
- Vehicle(s) for the provider with no direct benefit to consumers, or not essential for providing supports to consumers
- Out-of-state travel
- In-state travel and per diem that is not in accordance with or exceeds the CalHR designated rates
- Commute mileage
- Conferences, defined as events solely focused on information dissemination that are not tied to the project goal
- Supplements to the salaries of existing full-time staff
- Consumer wages
- Food and beverages for meetings that do not include target population participants
- Entertainment purposes including, but not limited to, raffles, games, contest prizes, gambling, bingo
- Alcohol
- Promotional items such as: souvenirs, wearables, gifts, gift cards, “stuff we all get” (also known as “S.W.A.G.”), giveaways, etc.
- Lobbying
- Fundraising
- Bad debts
- Interest
- Fines and penalties
- Professional Liability Insurance

- Security services
- Expenses described as “miscellaneous,” “other” or “etc.”
- Costs budgeted as a direct line item expense, if an administrative expense/indirect cost rate is already used

**Total Requested Funds**

**not to exceed contract award**

**\*Additional responsibilities are associated with these items. Please review Contracts and Exhibits carefully.**

Home and Community-Based Services (HCBS) FUNDING  
 CONCEPT BUDGET FORM

HCBS CONCEPT BUDGET				
Vendor Name				
Vendor Number(s)				
		Projected Cost		Total Cost
<b>Allowable expenses</b>				
HCBS Concept Deliverable				
Allowable Subtotal			\$-	
<b>Administrative Expenses</b>				
Vendor Administrative Overhead 15%				
Administrative Subtotal			\$-	
<b>Community Fair Partnership Allocation - Reserved for Event Supplies and Equipment</b>				
<i>Food vendors</i>		TBD		
<i>Location</i>		TBD		
<i>Table/chairs/canopy</i>		TBD		
<i>Accessible Portable Bathrooms</i>		TBD		
<i>Stage rental</i>		TBD		
<i>Total Event Reserved:</i>		20,760.65		20,760.65
<b>Event Reserved Cost</b>		<b>20,760.65</b>	<b>\$-</b>	<b>20,760.65</b>
<b>Total Concept Cost Not to Exceed \$27,760.65</b>		<b>20,760.65</b>		<b>20,760.65</b>

