



## County of Sonoma

### Notice of Funding Availability (NOFA)

The County of Sonoma is pleased to invite you to respond to a Notice of Funding Availability for

### Community Care Expansion Preservation Funds

Proposals must be received no later than Thursday, January 23, 2025

#### 1. INTRODUCTION/PURPOSE

The County of Sonoma Department of Health Services (Department) is pleased to invite you to respond to a Notice of Funding Availability (NOFA) for Community Care Expansion Preservation Funds. This NOFA outlines the information necessary to understand the competitive selection process and the required documentation necessary for the submission of proposals. All interested proposers must meet the requirements specified in this NOFA.

The Department reserves the right to issue an award under this NOFA to a single or multiple organization(s), at its sole discretion. If the Department determines that no proposer meets the requirements of this NOFA, the Department, at its sole discretion, reserves the right to reject all proposals.

The Department is an outcomes-based organization. All funded services are required to support the Department's mission to promote, protect, and ensure access to services to support the health, recovery, and well-being of all in Sonoma County.

#### A. PROJECT BACKGROUND AND DESCRIPTION

California has a shortage of adult and senior care facilities that accept individuals receiving or applying for Supplemental Security Income/State Supplementary Payment (SSI/SSP) and Cash Assistance Program for Immigrants (CAPI). The Community Care Expansion (CCE) program was established by California to promote sustainability of residential adult and senior care facilities and to address historic gaps in the long-term care continuum. The purpose of the CCE program is to avoid the closure of, and preserve beds in, licensed residential adult and senior care facilities that serve applicants and recipients of SSI/SSP and CAPI, with a priority for individuals experiencing or at risk of homelessness.

The State is providing the following type of funding through the CCE Preservation Funds:

- Operating Subsidy Payments (OSP): These provide operating subsidies to existing licensed and residential adult and senior care facilities serving qualified residents. These funds are the subject of this NOFA.

- Capital Projects (CP): These funds, to preserve facilities in need of critical repairs or required upgrades to prevent closure, are not currently available in Sonoma County.

For further information see the California Department of Social Services website (<https://www.cdss.ca.gov/inforesources/cdss-programs/community-care-expansion>). The Notice of Funding Availability is attached as Attachment D. Awardees of this NOFA will be considered subgrantees of the CCE Operating Subsidy Payments funds.

## **B. DESIRED GOALS/OBJECTIVES/OUTCOMES**

Funds available through this NOFA are to preserve the capacity of eligible residential adult and senior care settings as well as increase the acceptance of new residents that are applicants or recipients of Supplemental Security Income/State Supplementary Payment (SSI/SSP) and Cash Assistance Program for Immigrants (CAPI).

A total of \$728,439.00 of funding is available over a 3-year period. Maximum award per facility is \$30,000, with funds awarded in six (6)-month intervals. One proposer may apply for each of their facilities if they have more than one eligible facility in Sonoma County. Award amounts will be determined based upon the number of beds currently occupied by qualified residents. The actual monthly payment, and therefore total payment, will be based on a payment rate of \$500 per qualified resident per month. Proposers can be awarded for more than one (1) fund distribution within the 3-year period of this NOFA until funds are exhausted.

## **2. STATEMENT OF REQUIREMENTS**

### **A. FUNDING PARAMETERS**

Awardees of this NOFA will use the funds to:

- preserve capacity to serve residents that are applicants or recipients of SSI/SSP or CAPI
- increase acceptance of new residents that are applicants or recipients of SSI/SSP or CAPI
- prioritize individuals experiencing or at risk of homelessness for services

Funds provided as a result of this NOFA may be used to cover operating costs associated with day-to-day physical operation of the facility related to qualified residents, including cost of utilities, maintenance and repair, staff and payroll, marketing, leasing, taxes and insurance, office supplies, accounting, and strategic planning. Funds may not supplant other funding available from existing local, state, or federal programs and grants supporting qualified residents. Funds cannot be used for costs not related to operations, distributions to facility owners, tort claim liabilities, or to pay for costs associated with a change of ownership.

Awardees will be responsible for providing monitoring information on a monthly basis, including:

- Monthly census of number of qualified residents and total number of residents;
- Monthly explanation of how CCE funds have been used to benefit qualified residents;
- Reporting any material events such as change of key staff, lawsuit filed against the organization, etc. within 30 days of said event occurring.

DHS will provide a secure portal for uploading and providing all required monitoring information.

## B. QUALIFICATIONS OF PROPOSERS

Respondents must successfully demonstrate they meet the following qualifications by completing Attachment A - Proposer Application (Proposal). Proposers that do not meet the minimum qualifications as demonstrated in Attachment A, failure to provide supporting documentation, or a response that does not meet the requirements of this NOFA will not be considered for award. Proposer may provide further details in the proposal narrative.

To qualify, a facility must:

- a) Be an existing licensed Adult Residential Facility as defined in Title 22, section 80001(a)(5) of the California Code of Regulations<sup>1</sup>; Residential Care Facility for the Elderly, as defined in Title 22, section 87101(r)(5) of the California Code of Regulations<sup>2</sup>; or a Residential Care Facility for the Chronically Ill as defined in Title 22, section 87801(r)(5) of the California Code of Regulations<sup>3</sup>. Proposer must provide Facility License Number.
- b) Be located in Sonoma County.
- c) Be currently serving at least one resident that is an applicant or recipient of SSI/SSP or CAPI (qualified resident). Proposer must provide current number of qualified residents and current total number of residents.
- d) Agree to continue to serve qualified residents and prioritize applications from qualified residents who are part of the prioritized population (individuals experiencing or at risk of homelessness).
- e) Attest to being in good standing with the Community Care Licensing Division or, if the facility is not in good standing, provide a certification that the Program Funds will bring the facility into good standing.
- f) Agree to remain in good standing with the Community Care Licensing Division.
- g) Be experiencing a critical monthly or annual operation and cash flow gap that places the facility at risk of closure or at risk of reducing the number of beds for qualified residents.

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<sup>1</sup> "Adult Residential Facility" means any facility of any capacity that provides 24-hour-a-day nonmedical care and supervision to the following:

(A) persons 18 years of age through 59 years of age; and

(B) persons 60 years of age and older only in accordance with Section 85068.4.

<sup>2</sup> "Residential Care Facility for the Elderly" means a housing arrangement chosen voluntarily by the resident, the resident's guardian, conservator or other responsible person; where 75 percent of the residents are sixty years of age or older and where varying levels of care and supervision are provided, as agreed to at time of admission or as determined necessary at subsequent times of reappraisal. Any younger residents must have needs compatible with other residents.

<sup>3</sup> "Residential Care Facility for the Chronically Ill" means any place, building, or housing arrangement which is maintained and operated to provide care and supervision to all or any of the following:

(A) Adults with HIV disease or AIDS,

(B) Emancipated minors with HIV disease or AIDS, or

(C) Family units as defined in Section 87801(f)(1) with adults or children or both with HIV disease or AIDS.

- h) Provide an annual audit within 90 days of the end of organization’s fiscal year, if applicable. If a selected facility meets the threshold for a federal single audit, a copy of the most recent single audit must be provided.
- i) Fulfill all reporting requirements, including:
  - a. Monthly census of number of qualified residents and total number of residents;
  - b. Monthly explanation of how CCE funds have been used to benefit qualified residents;
  - c. Reporting any material events such as change of key staff, lawsuit filed against the organization, etc. within 30 days of said event occurring.
- j) Indemnify the county against any claims, suits, etc. that could be made against the entity.

Regional Centers are not eligible for these funds as stated by California Department of Social Services.

**C. LOCAL PREFERENCE**

The County’s Local Preference Policy will not be applied to this Notice of Funding Availability.

**3. SCHEDULE**

The following schedule is subject to change. Except as provided below, changes will only be made by written amendment to this Notice of Funding Availability, which amendment shall be issued to all parties by the Department issuing this proposal.

Date	Event
12/5/24	Release Notice of Funding Availability
12/18/24 at 11:00AM	Informational Webinar (Optional via Zoom)
12/31/24	Proposer’s Questions Due by 5:00 p.m.
1/7/25	County’s Responses to Questions Due
1/23/25	Proposals Due by 5:00 p.m.
1/27/25-1/31/25	Proposals Evaluated by Evaluation Panel
	Notice of Intent to Award <i>(subject to delay without notice to proposers)</i>
	Board of Supervisors Awards Contract <i>(subject to delay without notice to proposers)</i>

#### 4. INFORMATIONAL WEBINAR

An optional virtual informational webinar will be held via Zoom on Wednesday, December 18, 2024 at 11:00 AM to answer questions regarding the NOFA specifications and process.

To participate, use the following access information:

<https://sonomacounty.zoom.us/j/94941777764?pwd=eby73Ef7aDOo5jkALeCgBe68uTrOlG.1>

Webinar ID: 949 4177 7764

Passcode: 053205

#### 5. QUESTIONS

Proposers will be required to submit any and all questions in writing per the above schedule in order for staff to prepare written responses. Written answers will be posted via an addendum to the NOFA on the Department's [Behavioral Health News website](#)<sup>4</sup> in accordance with the schedule above. Questions will not be accepted by phone and potential proposers should not contact any County staff for additional information during the procurement period.

Questions should be sent via e-mail directly to:

Email: [DHS-Procurement@sonoma-county.org](mailto:DHS-Procurement@sonoma-county.org)

Subject line: Community Care Expansion Preservation Funds – Questions.

#### 6. CORRECTIONS AND ADDENDA

1. If a proposer discovers any ambiguity, conflict, discrepancy, omission, or other error in this RFP, the proposer shall immediately notify the contact person of such error in writing and request clarification or modification of the document. Modifications will be made by addenda as indicated below to all parties in receipt of this RFP.
2. If a proposer fails to notify the contact person prior to the date fixed for submission of proposals of a known error in the RFP, or an error that reasonably should have been known, the proposer shall submit a proposal at their own risk, and if the proposer is awarded a contract they shall not be entitled to additional compensation or time by reason of the error or its subsequent correction.
3. Addenda issued by the County interpreting or changing any of the items in this RFP, including all modifications thereof, shall be incorporated in the proposal. The proposer shall submit the addenda cover sheet with the proposal. Any oral communication by the County's designated contact person or any other County staff member concerning this RFP is not binding on the County and shall in no way modify this RFP or any obligations arising hereunder.

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<sup>4</sup> <https://sonomacounty.ca.gov/health-and-human-services/health-services/divisions/behavioral-health/behavioral-health-news>

## **7. PROPOSAL SUBMITTAL**

### **A. GENERAL INSTRUCTIONS**

To receive consideration, proposals shall be made in accordance with the following general instructions:

- a) The completed proposal shall be without alterations or erasures.
- b) No oral or telephonic proposals will be considered.
- c) The submission of a proposal shall be an indication that the proposer has investigated and satisfied themselves as to the conditions to be encountered, the character, quality and scope of the work to be performed, and the requirements of the County, including all terms and conditions contained within this NOFA.

### **B. HOW TO SUBMIT**

Proposers must submit one (1) Proposer Application by doing one of the following:

Email one (1) electronic copy to [DHS-Procurement@sonoma-county.org](mailto:DHS-Procurement@sonoma-county.org)

OR

Submit one (1) signed original Proposer Application enclosed in a sealed envelope or package to:

Sonoma County Department of Health Services, Administration  
Attn: Alexandria Gonzalez, CBID  
1450 Neotomas Ave, Suite 200  
Santa Rosa, CA 95405

Faxed submissions will not be accepted.

### **C. DUE DATE**

Proposals must be received no later than the date and time listed in the schedule, or as revised by addendum. The proposal due date is subject to change. If the proposal due date is changed, all known recipients of the original NOFA will be notified of the new date.

### **D. PROPOSAL FORMAT AND CONTENTS**

For ease of review and to facilitate evaluation, the proposals for this project should be completed on the CCE NOFA Attachment A - Proposer Application (Proposal), which includes the following information:

- Agency and Facility Information, including licensing and contact information
- Proposal Summary, including eligibility questions and requirements
- Proposal Narrative
- Acknowledgements
- Certification of Authority

#### DEBARMENT OR OTHER DISQUALIFICATION

Proposer must disclose any debarment or other disqualification as a supplier or vendor for any federal, state or local entities. Proposer must describe the nature of the debarment/disqualification, including where and how to find such detailed information.

#### CONTRACT TERMS

Proposers must acknowledge their willingness to accept the sample contract terms (Attachment B) or identify specific exceptions to the sample agreement, as outlined in Section 9.E. Form of Agreement.

#### INSURANCE

The selected proposer will be required to submit and comply with all insurance requirements (Attachment C), as outlined in Section 9.E. Form of Agreement. Securing this insurance is a condition of award for this contract.

#### LIVING WAGE REQUIREMENTS

Proposers should review Section 10. Living Wage of this NOFA and be able to indicate on the Proposer Application they understand the requirements.

## **8. SELECTION PROCESS**

There is no guarantee that submission of a response to this NOFA will result in funding, or that funding will be allocated at the level requested.

### **A. PROPOSAL EVALUATION**

All proposals received by the specified deadline will be reviewed by the County for content, including but not limited to fee, related experience and professional qualifications of the bidding agency.

### **B. CONFLICTS OF INTEREST**

County employees will not participate in the selection process when those employees have a relationship with a person or business entity submitting a proposal which would subject those employees to the prohibition of Section 87100 of the Government Code. Any person or business entity submitting a proposal who has such a relationship with a County employee who may be involved in the selection process shall advise the County of the name of the County employee in the proposal.

### **C. EVALUATION CRITERIA (35 POSSIBLE POINTS)**

Proposals that meet the minimum qualifications as outlined in this NOFA and attested to in "Attachment A – Proposer Application" will be evaluated using the following criteria:

- a. Degree of risk of closure or loss of beds for qualified residents that can be prevented through this funding (10 points)
- b. Percentage of residents that are applicants or recipients of SSI/SSP or CAPI (10 points)
- c. Number of residents that are applicants or recipients of SSI/SSP or CAPI (10 points)

- d. Serving prioritized population by accepting referrals through coordinated entry for homeless individuals (5 points)

#### **D. FUNDING AWARD DECISION PROCESS**

1. The Evaluation Panel will propose final award amounts, subject to the maximum award, based on criteria including geographic distribution, community need and variety of services offered. The Department will recommend to the Sonoma County Board of Supervisors that proposals be funded according to the Evaluation Panel's proposal. Please note, the Board is not bound to accept the award recommendation or award the project to the recommended firm(s).
2. The County Department Head reserves the right, in their sole discretion, to take any of the following actions at any time before Board approval of an award: waive informalities or minor irregularities in any proposals received, reject any and all proposals, cancel the NOFA, or modify and re-issue the NOFA. Failure to furnish all information requested or to follow the format requested herein may disqualify the proposer, in the sole discretion of the County. False, incomplete, misleading or unresponsive statements in a proposal may also be sufficient cause for a proposal's rejection.
3. The County may, during the evaluation process, request from any proposer additional information which the County deems necessary to determine the proposer's ability to perform the required services. If such information is requested, the proposer shall be permitted three (3) business days to submit the information requested.
4. An error in the proposal may cause the rejection of that proposal; however, the County may, in its sole discretion, retain the proposal and make certain corrections. In determining if a correction will be made, the County will consider the conformance of the proposal to the format and content required by the NOFA, and any unusual complexity of the format and content required by the NOFA. If the proposer's intent is clearly established based on review of the complete proposal submittal, the County may, at its sole option, correct an error based on that established content. The County may also correct obvious clerical errors. The County may also request clarification from a proposer on any item in a proposal that County believes to be in error.
5. The County reserves the right to select the proposal(s) which in its sole judgment best meets the needs of the County and to award to only one or multiple qualified submittals. The County also makes no guarantee of any or equal amounts of work. The County of Sonoma further reserves the right to reject any or all proposals for any reason, including, without limitation, County's desire to enter into cooperative purchasing agreements with any other public agency.
6. All firms responding to this NOFA will be notified of their selection or non-selection after the evaluation committee has completed the selection process.



## 9. GENERAL INFORMATION

### A. RULES AND REGULATIONS

1. The issuance of this solicitation does not constitute an award commitment on the part of the County, and the County shall not pay for costs incurred in the preparation or submission of proposals. All costs and expenses associated with the preparation of this proposal shall be borne by the proposer.
2. Sonoma County reserves the right to reject any or all proposals or portions thereof if the County determines that it is in the best interest of the County to do so.
3. The County may waive any deviation in a proposal. The County's waiver of a deviation shall in no way modify the NOFA requirements nor excuse the successful proposer from full compliance with any resultant agreement requirements or obligations. Sonoma County reserves the right to reject any or all proposals, or to waive any defect or irregularity in a proposal. The County further reserves the right to award the agreement to the proposer or proposers that, in the County's judgment, best serves the needs of Sonoma County.
4. All proposers submit their proposals to the County with the understanding that the recommended selection of the review committee is final and subject only to review and final approval by the Department Director (via delegation), the County Purchasing Agent or the Board of Supervisors.
5. Upon submission, all proposals shall be treated as confidential documents until the selection process is completed. Once the notice of intent to award is issued by the County, all proposals shall be deemed public record. In the event that a proposer desires to claim portions of its proposal exempt from disclosure, it is incumbent upon the proposer to clearly identify those portions with the word "Confidential" printed on the top right-hand corner of each page for which such privilege is claimed, and to clearly identify the information claimed confidential by highlighting, underlining, or bracketing it, etc. Examples of confidential materials include trade secrets. Each page shall be clearly marked and readily separable from the proposal in order to facilitate public inspection of the non-confidential portion of the proposal. The County will consider a proposer's request for exemptions from disclosure; however, the County will make its decision based upon applicable laws. An assertion by a proposer that the entire proposal, large portions of the proposal, or a significant element of the proposal, are exempt from disclosure will not be honored and the proposal may be rejected as non-responsive. Prices, makes and models or catalog numbers of the items offered, deliverables, and terms of payment shall be publicly available regardless of any designation to the contrary.
6. The County will endeavor to restrict distribution of material designated as confidential to only those individuals involved in the review and analysis of the proposals. Proposers are cautioned that materials designated as confidential may nevertheless be subject to disclosure. Proposers are advised that the County does not wish to

receive confidential or proprietary information and those proposers are not to supply such information except when it is absolutely necessary. If any information or materials in any proposal submitted are labeled confidential or proprietary, the proposal shall include the following clause:

[Legal name of proposer] shall indemnify, defend and hold harmless the County of Sonoma, its officers, agents and employees from and against any request, action or proceeding of any nature and any damages or liability of any nature, specifically including attorneys' fees awarded under the California Public Records Act (Government Code §6250 et seq.) Arising out of, concerning or in any way involving any materials or information in this proposal that [legal name of proposer] has labeled as confidential, proprietary or otherwise not subject to disclosure as a public record.

7. Requests for records related to this NOFA must be submitted using the DHS Public Records Act eForm which may be found at <https://sonomacounty.ca.gov/health-and-human-services/health-services/about-us/health-services-public-records-request>

#### **B. NONLIABILITY OF COUNTY**

The County shall not be liable for any precontractual expenses incurred by the proposer or selected contractor or contractors. The County shall be held harmless and free from any and all liability, claims, or expenses whatsoever incurred by, or on behalf of, any person or organization responding to this NOFA.

#### **C. PROPOSAL ALTERNATIVES**

Proposers may not take exception or make material alterations to any requirement of the NOFA. Alternatives to the NOFA may be submitted as separate proposals and so noted on the cover of the proposal. The County reserves the right to consider such alternative proposals, and to award an agreement based thereon if it is determined to be in the County's best interest and such proposal satisfies all minimum qualifications specified in the NOFA. Please indicate clearly in the proposal that the proposal offers an alternative to the NOFA.

#### **D. LOBBYING**

Any party submitting a proposal or a party representing a proposer shall not influence or attempt to influence any member of the selection committee, any member of the Board of Supervisors, or any employee of the County of Sonoma, with regard to the acceptance of a proposal. Any party attempting to influence the NOFA process through ex-parte contact may be subject to rejection of their proposal.

#### **E. FORM OF AGREEMENT**

1. No agreement with the County shall have any effect until a contract has been signed by both parties. Pursuant to Sonoma County Code Section 1-11, County personnel are without authorization to waive or modify agreement requirements.

2. A sample of the agreement is included as Attachment B hereto. Proposers must be willing to provide the required insurance and accept the terms of this sample agreement. With few exceptions, the terms of the County's standard agreement will not be negotiated. Indemnification language will not be negotiated.
3. Proposals submitted shall include a statement that (i) the proposer has reviewed the sample agreement and will agree to the terms contained therein if selected, or (ii) all terms and conditions are acceptable to the proposer except as noted specifically in the proposal. A proposer taking exception to the County's sample agreement must also provide alternative language for those provisions considered objectionable to the proposer. Please note that any exceptions or changes requested to the Agreement may constitute grounds to reject the proposal.
4. Failure to address exceptions to the sample agreement in your proposal will be construed as acceptance of all terms and conditions contained therein.
5. Submission of additional contract exceptions after the proposal submission deadline may result in rejection of the consultant's proposal.

**F. DURATION OF PROPOSAL; CANCELLATION OF AWARDS; TIME OF THE ESSENCE**

All proposals will remain in effect and shall be legally binding for at least ninety (90) days.

Unless otherwise authorized by County, the selected consultant will be required to execute an agreement with the County for the services requested within sixty (60) days of the County's notice of intent to award. If agreement on terms and conditions acceptable to the County cannot be achieved within that timeframe, or if, after reasonable attempts to negotiate such terms and conditions, it appears that an agreement will not be possible, as determined at the sole discretion of the County, the County reserves the right to retract any notice of intent to award and proceed with awards to other consultants, or not award at all.

**G. WITHDRAWAL AND SUBMISSION OF MODIFIED PROPOSAL**

A proposer may withdraw a proposal at any time prior to the submission deadline by submitting a written notification of withdrawal signed by the proposer or his/her authorized agent. Another proposal may be submitted prior to the deadline. A proposal may not be changed after the designated deadline for submission of proposals.

**H. PROTEST PROCESS**

Any and all protests must be in writing and must comply with the timelines and procedures set forth at: [\*Protests and Appeals for Goods and Professional Services Procurements\*](#)

**10. LIVING WAGE**

The contractor/franchisee/economic development assistance recipient shall comply with any and all federal, state, and local laws – including, but not limited to the County of Sonoma Living Wage Ordinance – affecting the services provided by this contract/franchise agreement. Without limiting the generality of the foregoing, the contractor/franchisee/economic development assistance recipient expressly acknowledges and agrees that this contract/franchise/economic

development assistance agreement is subject to the provisions of Article XXVI of Chapter 2 of the Sonoma County Code, requiring payment of a living wage to covered employees. Noncompliance during the term of the contract/franchise/economic development assistance agreement will be considered a material breach and may result in termination of the contract/franchise/economic development assistance agreement or pursuit of other legal or administrative remedies.

The link to the Living Wage Ordinance is:

<https://sonomacounty.ca.gov/living-wage-self-certification-for-suppliers>

## **11. ATTACHMENTS AND EXHIBITS**

Attachment A: Proposer Application (Required)

Attachment B: Sample Agreement

Attachment C: Sample Insurance Requirements

Attachment D: CDSS Notification of Funding Availability