

Life with the Power of Choice and Possibilities



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Request for Proposal to *Qualified Adult Day Program's*

Project Type: Adult Day Program Modification Grant-Non-Ambulatory Accessibility

Amount of Grant Funding Available: **up to \$75,000.00**

Deadline for Submission: **Friday, October 30, 2026**

Valley Mountain Regional Center has been approved by the Department of Developmental Services, to utilize **up to \$400,000.00** in total grant funding to assist currently vendorized, VMRC adult day program providers (see separate RFP for residential service providers) with physical site modifications to support Home and Community-Based Services (HCBS) compliance and improve accessibility, privacy, independence, meaningful participation, and community integration for individuals receiving regional center services.

The \$400,000.00 will be shared amongst multiple awarded contracts. ***Please do not submit a proposal above \$75,000.00*** as the intent is to support multiple programs.

Grant funding may be used to support modifications that address physical barriers and improve the ability of individuals with mobility needs and other accessibility needs to fully participate in day program activities.

Examples of eligible modifications may include, but are not limited to:

- Physical accessibility improvements;
- Modifications that improve privacy;
- Accessibility improvements to activity and program areas;
- Accessible gardening areas and related site modifications that allow individuals to participate meaningfully in gardening and community integration activities;
- Kitchen modifications that increase accessibility and independence;
- Side-opening ovens and other accessible kitchen equipment or modifications;
- Under-counter refrigerators and other accessible food preparation/storage modifications;

- Improvements that allow individuals with mobility support needs to participate more independently in activities; and
- Other physical site modifications that directly support HCBS Final Rule compliance, accessibility, privacy, independence, and community integration.
- **Grant funds are intended to:**
 - improve accessibility
 - privacy
 - independence
 - meaningful participation
 - community integration opportunities

Funding requests must clearly demonstrate how the proposed modifications will improve the provider's ability to serve individuals with mobility needs and advance compliance with HCBS requirements. **Incomplete proposals will not be considered or reviewed for funding.**

Required Contractor Bids:

Applicants **must submit two bids/estimates from licensed contractors** with their proposal.

The bids must specifically identify the proposed work and associated costs and should be sufficiently detailed for the VMRC to determine the reasonableness and cost-effectiveness of the requested funding.

Proposals submitted without the required two licensed contractor bids will not be reviewed. There are no exceptions to this requirement.

Eligibility of Applicants:

Applicants shall have an already vendored Day Program providing services within Amador, Calaveras, San Joaquin, Stanislaus, or Tuolumne counties.

- Applicants with current/pending Community Care Licensing complaints/ investigations related to abuse, neglect, health and safety , and/ or rights violations are not eligible. Any Vendor who is currently completing a VMRC Corrective Action or Technical Assistance plan related to violations or Rights, abuse, neglect, health and safety are not eligible.

Criteria for Selection:

All applications submitted that meet the minimum eligibility requirements shall be considered. A VMRC community services team panel will make the final determination based on the proposals received.

Reservation of Rights:

VMRC reserves the right to select a provider for the services described in this Request for Proposal without further negotiations. VMRC may, at its sole discretion, select no applicant for these services if, in its determination, no applicant is sufficiently responsive to the need.

Important Application Requirements:

The Scope of Work is a component of the contract between the service provider and VMRC and will be used to establish expectations and measure the provider's progress toward achieving the approved project outcomes.

Applicants must:

- Clearly describe the **who, what, when, where, why, and how** of the proposed project;
- Explain how the proposed modifications will support HCBS Final Rule compliance;
- Identify how the project will improve accessibility, privacy, independence, participation, and/or community integration;
- Provide specific and measurable outcomes;
- Explain how individuals receiving services and, when appropriate, their families or representatives will have an opportunity to provide input;
- Explain how Person-Centered Planning will be incorporated into the project;
- Identify how staff will be informed or trained regarding the completed modifications and their use;
- Provide a detailed project timeline;
- Provide a detailed budget;
- Submit **two licensed contractor bids** supporting the requested expenditure; and
- Describe how the improvements will be maintained after completion of the grant-funded project.

Instructions:

All Pages must have a “footer,” and must include:

Page Number | Program Name | Vendor Number | 25–26FY | Date of Submission

The date must be updated on any revised submission.

Cover Page

The cover page must include:

- Vendor Name;
- Vendor Number;
- Program Name;
- Contact Name and Contact Information; and
- Date (month/year) submitted.

Applicants must complete Exhibits A, B, and C as described below.

Scope of Work-Exhibit A: Description of Project

Per the approved HCBS Transition funding opportunity, describe the proposed modifications and how they will improve the delivery of services and advance HCBS Final Rule compliance.

The proposal must include:

1. Description of the Project:

Describe the physical modifications that will be completed and explain how they will increase accessibility, privacy, independence, meaningful participation, and/or community integration.

2. Use of Grant Funding:

Provide specific details regarding how grant funds will be used. Each proposed expenditure must be directly connected to the identified accessibility, privacy, participation, or HCBS compliance need.

3. Measurable Outcomes:

Identify specific and measurable indicators that will demonstrate progress. Examples may include:

- Completion of approved accessibility modifications;
- Increased participation in day program activities;
- Increased ability of individuals with mobility needs to independently access activity areas;

- Increased participation in gardening or other community integration activities;
- Improved accessibility and independence in kitchen activities;
- Increased access to accessible food preparation and storage areas;
- Improved privacy within the day program setting; and
- Reduction or elimination of identified physical barriers.

4. Individual Input

Describe how input from individuals receiving services will be obtained and incorporated into the design, implementation, and ongoing monitoring of the project.

Applicants should demonstrate that individuals have meaningful opportunities to identify activities, spaces, and modifications that are important to them.

5. Person-Centered Planning:

Describe how Person-Centered Planning will be incorporated into the project. Explain how the individual's preferences, interests, needs, goals, and desired outcomes will be considered when determining how the physical environment should be modified.

6. Staff Training and Implementation:

Describe how staff will be informed or trained regarding the completed modifications and how the changes will be incorporated into daily operations and planning teams.

7. Sustainability:

Provide a plan for maintaining the improvements and sustaining compliance after the grant-funded project and contract period have ended.

Scope of Work-Exhibit B: Project Milestones

Create a project timeline identifying:

- Key milestones and anticipated completion dates;
- Individual(s) responsible for each milestone;
- Construction or modification activities;
- Individual participation and input;
- Staff implementation and training;
- Objective indicators used to measure progress toward HCBS compliance; and
- Final project completion.

Scope of Work-Exhibit C: Budget:

Attach a detailed project budget. The budget must identify:

- Each proposed modification;
- Estimated cost;
- Contractor or vendor;
- Materials or services;
- Any associated installation costs; and
- Total amount requested.

All proposed expenditures must directly relate to the approved purpose of the grant.

Application Deadline:

Completed proposals must be submitted **electronically** to **Shannon Hernandez, Home and Community Based Services Program Specialist,**

shernandez@vmrc.net no later than:

Friday, October 30, 2026, by 5 p.m.

DO NOT MAIL OR DELIVER HARD COPIES TO ANY VMRC OFFICE

VMRC may request revisions, clarification, additional documentation, or updated bids before a proposal is approved.

Sincerely,



Shannon Hernandez
Sr. Comm. Serv. Liaison
HCBS Program Specialist



Anna Sims
Community Services Manager
Quality Assurance