

PUBLIC NOTICE

HUMAN SERVICES DIVISION OF DEVELOPMENTAL DISABILITIES

Notice of Availability of Funds COMMUNITY LIVING EDUCATION

Take notice that, in compliance with N.J.S.A. 52:14-34.4 and 34.6, the Division of Developmental Disabilities (DDD) hereby announces the availability of the following grant program funds:

Name of Program: COMMUNITY LIVING EDUCATION

Purpose: This notice announces the availability of funding. The Division of Developmental Disabilities (DDD) seeks proposals to provide community living education to two (2) populations. Community living education is described as information of what supports are available in the community, as well as housing options, day services, staff training, what types of individuals live in the community, etc. The first targeted population encompasses individuals moving from developmental centers to homes in the community, as well as their families, guardians and staff. The second encompasses individuals returning to New Jersey from out-of-state placements, as well as their families, guardians and staff.

Amount of funding available: The Division of Developmental Disabilities is seeking to provide community living education services throughout the state to the aforementioned targeted populations. The total annualized amount of up to \$400,000 is available for this purpose.

Organizations that may apply: In order to be eligible for consideration for this Request for Proposal, an applicant must be a corporation duly registered to conduct business within the State of New Jersey.

The applicant must demonstrate the ability to comply with all rules and regulations for any DDD program element of service proposed by the applicant.

The applicant must comply with the terms and conditions of the Department of Human Services' contracting rules and regulations as set forth in the DHS Standard Language Document, the Contract Reimbursement Manual (CRM), and the Contract Policy and Information Manual (CPIM).

Any corporation, as noted above, which meets the qualifications of the Department of Human Services' Contract Policy and Information Manual, N.J.A.C. 10:3, may apply. A copy of this manual can be accessed from the webpage of the Office of Contract Policy and Management webpage at:

http://dhs.state.nj.us/humanservices/ocpm/contract_manuals.htm.

Applicants may contact the Division Developmental Disabilities Contract Unit at 609-689-1940 with general questions about the requirements in these manuals.

Procedure to apply: Effective on or about August 23, 2013, eligible and interested organizations may obtain a Request for Proposal via the Internet at: <http://www.state.nj.us/humanservices/dmhs/info/notices/> or by contacting Erica Johnson, at (609)689-0594. Proposals must be submitted in accordance with requirements stipulated in the Request for Proposal.

Deadline to ask questions regarding the RFP: While there will be no formal bidders' conference, the opportunity to ask questions regarding this RFP will be available. Please email your questions to DDDRFP@dhs.state.nj.us by close of business 5:00 P.M. Friday, September 6, 2013 using the subject heading "Community Living Education RFP Question". No questions will be accepted after that date.

DDD will post the questions and answers to the DDD website at the address provided above on or about September 13, 2013

Deadline by which all applications must be submitted: Applications must be received by 5:00 P.M., October 4, 2013. Respondents must submit proposals electronically in PDF format. Additionally, one hard copy of the proposal with an original signature and five additional hard copies must be submitted to the attention of Erica Johnson no later than 5:00 pm, October 4, 2013. No format other than the PDF and one original signed hardcopy and six hard copies will be accepted for this RFP.

Date by which applicants will be notified of preliminary decision to accept or reject proposal:

Applicants will be notified on or about November 1, 2013.

Jennifer Velez, Commissioner

Date