

## **PUBLIC NOTICE**

### **HUMAN SERVICES**

#### **DIVISION OF MENTAL HEALTH AND ADDICTION SERVICES**

##### **Notice of Availability of Grant Funds to Develop a Residential Intensive Support Team for Essex and Hudson Counties for Individuals Discharged from State Psychiatric Hospitals**

**Take notice** that, in compliance with N.J.S.A. 52:14-34.4 and 34.6, the Division of Mental Health and Addiction Services (DMHAS) hereby announces the availability of the following grant program funds.

**Name of Program:** Residential Intensive Support Team for Essex and Hudson Counties to serve Individuals Discharged from State Psychiatric Hospitals.

**Purpose:** Within this initiative, the DMHAS is announcing the availability of funds to develop a Residential Intensive Support Team (RIST) to cover Essex and Hudson Counties. This service is being specifically developed to address the housing and community support needs of discharge-ready individuals as identified by the DMHAS, from Greystone Park, Trenton and Ancora State Psychiatric Hospitals.

This funding will provide new housing opportunities for a minimum of 25 individuals who are in a NJ state psychiatric hospital and designated as CEPP. The DMHAS will identify the consumers to be served through this funding, and will work with successful applicants toward successful discharges to community living. The provider agency/applicant must accept consumers identified by DMHAS as appropriate for the RIST program, consistent with the consumer attributes delineated in this RFP, within the timeframes identified by DMHAS. Agency staff will begin working with identified consumers as soon as possible after contract award but prior to actual discharge to facilitate relationship building, housing preference and needs assessments.

**Amount of funding available:** \$1,000,000, subject to State appropriation, is expected to be available to serve a minimum of 25 CEPP individuals in RIST in Essex and Hudson Counties.

**Organizations that may apply:** In order to be eligible for consideration for this Request for Proposal, an applicant must be a fiscally viable corporation. If the applicant is a for-profit entity, the applicant must obtain a business registration certificate from the New Jersey Department of Treasury prior to the time the contract is awarded. For-profits may obtain this certificate at <http://www.state.nj.us/treasury/revenue/busregcert.shtml>.

Non-public applicants must demonstrate that they are incorporated through the New Jersey Department of State and provide documentation of their current non-profit status under Federal 501(c)(3) regulations as applicable.

The applicant must demonstrate the ability to comply with all rules and regulations for any DMHAS 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 fiscally viable 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://www.state.nj.us/humanservices/ocpm/home/resources/manuals/index.html>

Applicants may contact the Division of Mental Health and Addiction Services Contract Unit at 609-777-0628 with general questions about the requirements in these manuals.

**Procedure to apply:** Effective March 19, 2014 eligible and interested organizations may obtain a copy of the Request for Proposal at: <http://www.state.nj.us/humanservices/dmhs/info/notices/> or by contacting Alicia Meyer, Coordinator, at (609) 777-0069 or at [alicia.meyer@dhs.state.nj.us](mailto:alicia.meyer@dhs.state.nj.us) Proposals must be submitted in accordance with requirements stipulated in the Request for Proposal.

**Mandatory Bidders' Conference:** A Mandatory Bidders' Conference will be conducted for interested applicants. All applicants intending to submit a proposal in response to this request must attend the mandatory Bidders' Conference on Wednesday, March 26, 2014. Information regarding the time and location of the bidder's conference may be found in the Request for Proposal. *Proposals submitted by an applicant not in attendance at the bidder's conference will not be considered.*

**Deadline by which all applications must be submitted:** Applications must be received by 4:00 P.M. April 23, 2014. Respondents must submit proposals electronically in PDF format to [RFP.submissions@dhs.state.nj.us](mailto:RFP.submissions@dhs.state.nj.us). Additionally, one hard copy of the proposal with an original signature and six additional hard copies must be submitted to the attention of Cathy Boland (see RFP for mailing address) no later than 4:00 pm, April 23, 2014. 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 no later than May 26, 2014.

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Jennifer Velez, Commissioner

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Date