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STATE OF NEW JERSEY  
DEPARTMENT OF HUMAN SERVICES  
DIVISION OF DEVELOPMENTAL DISABILITIES

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Jennifer Velez  
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## 1. Introduction

The New Jersey Division of Developmental Disabilities (DDD), within the Department of Human Services (DHS), is soliciting Letters of Interest from qualified providers for the development of housing for individuals with developmental disabilities using the Sandy Special Needs Housing Fund (SSNHF) administered by HMFA. **Please note that successful applicants in this RLI must also apply and be accepted by HMFA to receive funds through the SSNHF. This RLI will provide letters of support for operating and service funding for projects to be developed through the SSNHF. Successful applicants in this RLI are not guaranteed capital funding through the SSNHF.**

Letters will be accepted from private not-for-profit or for-profit qualified providers for the development of group homes with at least 2 accessible bedrooms and one accessible bathroom. Each housing unit will have a maximum level of service of four individuals. Homes must be developed within one of the following nine counties: Atlantic, Bergen, Cape May, Essex, Hudson, Middlesex, Monmouth, Ocean, and Union.

DDD has identified a particular need for homes located in the Northern, Upper Central and Lower Central regions. To meet this need, DDD has a limited pool of capital funds available to provide up to 20% of the total development costs per four bedroom home (up to a maximum of \$120,000 per four-bedroom home) for homes developed in Bergen, Essex, Hudson, Middlesex, Monmouth, Ocean and Union, to be used as all or a portion of the required 20% match for the SSNHF. Priority will be given to applicants who leverage other sources and request less than the maximum of \$120,000 per home.

All individuals to be served will be referred from the Olmstead and/or Return Home New Jersey Initiatives. DDD will refer predetermined groupings of four individuals for each housing unit developed. Interested agencies must be prepared to accept each grouping as referred, without substituting other individuals. Individuals referred for this project will have a high level of need in one or both of the following support areas:

- Behavioral Support – May include, but is not limited to, areas such as PICA, psychiatric supports, physical aggression, self-injurious behavior, elopement, etc.
- Medical Support – May range from those supports that can be provided by residential staff (non-nursing) with appropriate training to those conditions that require on-site nursing care. Examples of treatments that properly trained residential staff (non-nursing) might provide include, but are not limited to, insulin administration; turning or positioning; colostomy emptying and maintenance; etc. Examples of treatments that would require on-site nursing could include, but are not limited to, oral or nasal suctioning; intravenous medications; tube feeding; catheterization, etc.

Interested applicants must indicate an ability to provide all necessary residential services, as well as all relevant, ancillary supports. For the purposes of this notice, ancillary supports include, but are not limited to, behavioral supports, routine medical supports, recreational activities, and transportation to/from any required community services.

Qualified provider agencies may apply as both the developer and operator of the home, or may partner with a developer who will undertake development of the home. Provider agencies without recent development experience are strongly encouraged to partner with a developer.

### **The Sandy Special Needs Housing Fund**

The State of New Jersey's Community Development Block Grant Disaster Recovery Action Plan includes a \$25 million Sandy Special Needs Housing Fund (SSNHF). The SSNHF will provide capital subsidies in the form of loans to developers of permanent supportive housing or community residences for low and moderate income special needs populations. The SSNHF will provide up to 80% of total development costs. Eligible uses include acquisition, new construction, and moderate and substantial rehabilitation. Applicants must show evidence of commitment of operating subsidy and service funding, and meet the HMFA SSNHF-CDBG Selection Criteria. For more information about the SSNHF, please see <http://www.nj.gov/dca/hmfa/developers/cdbg/>. **Please note that selection in this DDD RLI does not guarantee funding through the SSNHF. Successful applicants must still apply through the SSNHF.**

## **2. Provider Qualifications**

Qualified applicants must:

- Have a current and active contract with DDD to provide residential services, or be approved by DDD to enter into contract to provide residential services;
- Be in compliance with all contracting rules and regulations of DDD and DHS (Standard Contract Reimbursement Manual, the Contract Policy and Information Manual, and N.J.A.C. 10:3);
- Be willing to comply with DDD monitoring and evaluation procedures;
- Not discriminate in providing services to consumers based on age, race, creed, national origin, sex, handicap or financial policy;
- Have an approved Policy and Procedures Manual;
- Be in compliance with DDD Circulars 19 and 34 and Approved Behavioral Support Manual; and
- Be qualified to provide services through ICSS for individuals up to and including a Behavioral Level 4 and a Medical Level 6.

DDD and DHS will also consider the following points when making an award:

- The applicant's licensing history;
- The applicant's fiscal health; and
- The applicant's Quality Assurance Plan.

DDD and DHS will also consider DDD's needs for placement, the needs of the individual, and the preferences of the individual and guardian when making awards.

## **3. Program Description and Requirements for Letters of Interest**

Successful applicants will be chosen based on the criteria listed above in conjunction with a review of the Letter of Interest submitted. Letters of Interest are limited to a maximum of 6 pages. (The HMFA Form 10 and any attachments such as brochures or marketing materials as described under c) are not included in the page count.) All Letters of Interest must include the following:

- a) Service component – Letter must clearly state that the agency is willing to serve the targeted population. Individuals referred for this project will have a high level of need in one or both of the following support areas:
  - Behavioral Support – May include, but is not limited to, areas such as PICA, psychiatric supports, physical aggression, self-injurious behavior, elopement, etc.
  - Medical Support – May range from those supports that can be provided by residential staff (non-nursing) with appropriate training to those conditions that require on-site nursing care. Examples of treatments that properly trained residential staff (non-nursing) might provide include, but are not limited to, insulin administration; turning or positioning; colostomy

emptying and maintenance; etc. Examples of treatments that would require on-site nursing could include, but are not limited to, oral or nasal suctioning; intravenous medications; tube feeding; catheterization, etc.

Supervision requirements will be based on the needs of the residents. Applicants must describe a detailed plan to meet a variety of individuals' needs.

- b) Support of the Board of Directors – Letter must indicate clear support of the Board of Directors of the Agency (the agency/agencies selected will be required to submit documentation of Board support).
- c) Agency Qualification – Letter must clearly outline that the agency meets the required qualifications as outlined above, and the experience they have providing the residential services they are proposing to provide. In addition to the narrative description, applicants may provide copies of brochures or other agency marketing materials that may be shared with guardians.
- d) Personnel – Letter must identify key administrative personnel that will be overseeing the development and operations of this project as well as providing oversight to the services provided. Agencies that partner with a developer must also provide information on the developer's key personnel.
- e) Willingness to Accept Referred Grouping – Letter must clearly state willingness of the applicant to accept the grouping referred by DDD, without substitution except as made by DDD.
- f) Contact Information – Letter must include name, title, phone and email for a contact person for information on this proposal, and a contact person for any guardian questions or concerns. (Please note that any contact between agencies and guardians will be facilitated by DDD staff. No agency will be contacted by a guardian regarding this proposal without prior arrangement by DDD with the agency.)
- g) Development Plan:
  - a. Address of site (indicate whether applicant has site control). Please note that all sites must be approved by the DDD inspector before final approval of the application. If site has not been approved at time of submission of this application, please contact DDD to schedule as soon as possible. Final approval of application will be contingent upon approved site inspection. Site visits will be coordinated with HMFA site visits whenever possible.
  - b. Timeline of development for home(s) to be developed, including projected dates for
    - commitment of all financing sources;
    - start of renovation/construction;
    - completion of renovation/construction;
    - licensing of home; and
    - home at 100% capacity.
  - c. Timeline of development for past three homes developed for individuals with developmental disabilities, including dates for:
    - commitment of all financing sources;
    - start of renovation/construction;
    - completion of renovation/construction;
    - licensing of home; and
    - home at 100% capacity.
- h) Copy of the completed Form 10 from the HMFA Unified Application (UNIAP) for each project. (Download the Form 10 from the HMFA website: <http://www.nj.gov/dca/hmfa/developers/uniap/>)

If an agency is partnering with a developer who will be responsible for the development of the home(s), a Partnership Agreement or Memorandum of Understanding between the agency and the developer must be provided.

#### **4. Budget**

DDD has a limited pool of capital funds available to provide up to 20% of the total development cost per four-bedroom home (up to a maximum of \$120,000 per home) developed in Bergen, Essex, Hudson, Middlesex, Monmouth, Ocean and Union counties, to be used as all or a portion of the required funding

match for the SSNHF. Priority will be given to applicants who leverage other sources and request less than the maximum of \$120,000 per home. To request these funds, please indicate your requested level of funding (up to a maximum of \$120,000) in your Letter of Interest **and** in the Sources and Uses on the Form 10 in the UNIAP (designate the requested funds as DDD – Proposed Capital Funding).

Applicants must provide a copy of the completed Form 10 from the HMFA UNIAP for each project.

Operating budgets for each home will be determined by the DDRTs of the individuals referred to each home. Rents will be determined based on the Fair Market Rent in effect for a 4-bedroom home in the applicable location. All budgets must be negotiated with DDD before approved as final.

DDD reserves the right to reject any and all proposals when circumstances indicate that it is in the best interest to do so, including but not limited to the following circumstances: loss of funding, inability of the applicant to provide adequate services, indication of misrepresentation of information and/or non-compliance with State and Federal laws and regulations, and/or any existing Department contract and procedures.

## **5. Submission Instructions**

Attach the completed Letter of Interest to an electronic mail message and send to [annemarie.hart@dhs.state.nj.us](mailto:annemarie.hart@dhs.state.nj.us) with the subject line "SSNHF RLI." Applications will be accepted on a rolling basis until SSNHF funds are exhausted.

## **6. Review of Letters of Interest and Notification of Decisions**

DDD will conduct a review of all responses and will notify applicant(s) within 15 business days of a complete submission.

Department of Human Services  
Division of Developmental Disabilities  
PO Box 726  
Trenton, NJ 08625

Thank you in advance for your interest.