



CHRIS CHRISTIE
GOVERNOR

KIM GUADAGNO
LT. GOVERNOR

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

PO BOX 726
TRENTON, NJ 08625-0726

Visit us on the web at :

www.state.nj.us/humanservices/ddd

Jennifer Velez
COMMISSIONER

Dawn Apgar
Deputy Commissioner

TEL. (609) 631-2200

Request for Letter of Interest (RLI) - Project Freedom Development, Hopewell

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 interested in providing services and supports to individuals who will be residing in DDD-supported units at Project Freedom, Hopewell at 720 Denow Road, Pennington, NJ 08534. Letters will be accepted from private not-for-profit or for-profit qualified provider agencies. Providers must be qualified for all medical and behavioral levels. Project Freedom, Hopewell is an affordable housing project comprised of six two-story buildings totaling 72 units. The Division is seeking services and supports for 24 individuals in 10 accessible apartments: six two-bedroom units and four three-bedroom units.

This RLI will identify a pool of service providers interested in supporting individuals who have selected the Project Freedom, Hopewell site as their residence. The individuals and/or guardians will select a service provider from this pool. Interested applicants must commit to providing, at a minimum, the staffing indicated in the attached Program Descriptions for a two- or three-bedroom unit. Interested applicants may provide promotional materials with their submission, not to exceed 10 pages, which will be shared with the individuals/guardians to assist in the selection of the service provider. There may be multiple service providers at this location; however, each apartment unit will have a single service provider.

DDD will provide predetermined groupings of two or three individuals (depending on apartment size). Interested agencies must accept each grouping as identified by the Division without substituting other individuals. 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.

Program Descriptions for the two and three bedroom units are included as Attachment 1 and 2, respectively. The staff schedule, contained in the Program Description, represents the minimum staffing necessary to support the individuals in each apartment unit. All units will be licensed by the Department of Human Services. Each applicant must identify the minimum and maximum number of units interested in serving.

2. **Provider Qualifications**

Qualified applicants must:

- Have a current and active contract or be in the process of developing a contract with DDD 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 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.

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

Program Descriptions are attached for the two-bedroom and three-bedroom units, Attachment 1 and 2 respectively. The Program Descriptions attached reflect the minimum staffing required for each apartment unit. Adjustments to the staffing pattern, as negotiated and approved by DDD, may be made upon selection to reflect the specific needs of the individuals in each apartment grouping.

Successful applicants will be chosen based on the criteria listed above in conjunction with a review of the Letter of Interest submitted. 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.
- 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). For profit agencies without a Board of Directors must submit a letter attesting to same.
- 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.
- 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.
- e) Number of Units – Letter must indicate the minimum and maximum number of units the applicant will consider serving at the site.

- f) Development Qualification – Letter must clearly outline the qualification and experience the agency has in development of housing for individuals with developmental disabilities.

The Letter should address the following areas:

- a. All housing development services currently provided, including titles and qualifications of individuals responsible for development activities;
- b. Number of housing units operated by the agency in total, with identification of number in apartment settings;
- c. Number of housing units developed by the agency over the past three years; and
- d. Timeline for development of three (3) most recently developed homes, including dates of:
 - site acquisition (date of closing on property or lease signing)
 - licensing of home (or date of move-in of first individual if unlicensed setting)
 - date home reached 100% capacity.

4. Budget

The annual operating budget for each apartment unit must not exceed the combined DDRT rates of the apartment residents, with \$30,000 for day program reserved for each individual. Final award will be contingent upon the successful negotiation of a contract to support the identified individuals. Start-up development funding will be available as necessary and as negotiated with the contract administrator, in accordance with DDD policy.

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. Identified Individuals

Project Freedom - Hopewell Twp/Mercer County

3-bedroom- 1st floor

Amb Status	MIS #	Initiative	SC	BL	ML	Budget
Non Amb	501661	Woodbine	1	4	4	\$168,050
Amb	502008	Woodbine	3	3	1	\$142,400
Amb	102239	Woodbine	4	3	3	\$160,100

3-bedroom- 1st floor

Amb Status	MIS #	Center	SC	BL	ML	Budget
Amb	502149	Woodbine	3	3	3	\$142,400
Amb	502185	Woodbine	3	4	3	\$162,400
Non Amb	502325	Woodbine	3	3	3	\$142,400

2-bedroom- 1st floor

Amb Status	MIS #	Center	SC	BL	ML	Budget
Non Amb	300074	Woodbine	3	3	6	\$172,400
Non Amb	501903	Woodbine	3	1	4	\$152,400

2-bedroom- 1st floor

Amb Status	MIS #	Center	SC	BL	ML	Budget
Amb	502153	Woodbine	3	3	3	\$142,400
Non Amb	502230	Woodbine	3	4	3	\$162,400

2-bedroom- 1st floor

Amb Status	MIS #	Center	SC	BL	ML	Budget
Amb	TBD	Emerg/CS				\$138,050-
		WL	1-4	3-4	1-5	\$180, 100
Non Amb	203197	UCR	3	1	2	\$132,400

3-bedroom- 2nd floor

Amb Status	MIS #	Initiative	SC	BL	ML	Budget Range
Amb	TBD	Emerg/CSWL	1-4	3-4	1-5	\$142,400- \$180, 100
Amb	TBD	Emerg/CSWL	1-4	3-4	1-5	\$142,400- \$180, 100
Amb	TBD	Emerg/CSWL	1-4	3-4	1-5	\$142,400- \$180, 100

3-bedroom- 2nd floor

Amb Status	MIS #	Center	SC	BL	ML	Budget
Amb	TBD	Emerg/CSWL	1-4	3-4	1-5	\$142,400- \$180, 100
Amb	TBD	Emerg/CSWL	1-4	3-4	1-5	\$142,400- \$180, 100
Amb	TBD	Emerg/CSWL	1-4	3-4	1-5	\$142,400- \$180, 100

2-bedroom- 2nd floor

Amb Status	MIS #	Center	SC	BL	ML	Budget
Amb	TBD	Emerg/CSWL	1-4	3-4	1-5	\$142,400- \$180, 100
Amb	TBD	Emerg/CSWL	1-4	3-4	1-5	\$142,400- \$180, 100

2-bedroom- 2nd floor

Amb Status	MIS #	Center	SC	BL	ML	Budget
Amb	TBD	Emerg/CSWL	1-4	3-4	1-5	\$142,400- \$180, 100
Amb	TBD	Emerg/CSWL	1-4	3-4	1-5	\$142,400- \$180, 100

2-bedroom- 2nd floor

Amb Status	MIS #	Center	SC	BL	ML	Budget
Amb	TBD	Emerg/CSWL	1-4	3-4	1-5	\$142,400- \$180, 100
Amb	TBD	Emerg/CSWL	1-4	3-4	1-5	\$142,400- \$180, 100

6. Submission Instructions

Attach the completed Letter of Interest to an electronic mail message and send to DDDRFP@dhs.state.nj.us with the subject line "Project Freedom RLI" by **5 pm on November 15, 2013**. Submissions received after this date and time will not be considered. Questions may be submitted to the above address with the subject line "Project Freedom RLI", until November 1, 2013.

7. Review of Letters of Interest and Notification of Decisions

DDD will conduct a review of all responses and will notify applicant(s) on or about December 15, 2013.

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

Thank you in advance for your interest.