

NOTICE OF FUNDING AVAILABILITY

STATE OF NEW JERSEY DEPARTMENT OF HUMAN SERVICES DIVISION OF MENTAL HEALTH AND ADDICTION SERVICES

Women's Intensive Supportive Housing (WISH) Program

TAKE NOTICE that, in compliance with N.J.S.A. 52:14-34.4, 34.5 and 34.6, the Division of Mental Health and Addiction Services (DMHAS) hereby announces the availability of the grant program funds described herein.

Program Name: Women's Intensive Supportive Housing (WISH) Program

Purpose: DMHAS is seeking appropriate supportive housing and services for pregnant and/or parenting women with substance use disorders who are homeless or at risk of homelessness and being discharged from or have successfully completed long-term residential or halfway house treatment in a DHS licensed substance use treatment facility in the past 30 days. Program consumers' gross annual household income must be less than or equal to 350% federal poverty level. Total annualized funding is \$187,000 for the development of a WISH team to provide case management and supportive services to the identified consumers and their children.

In order to meet the needs of the individuals served through this Request for Proposals (RFP), ten (10) DMHAS sponsored rental subsidies will be made available up to an estimated \$200,000 total. The DMHAS rental subsidy program guidelines must be followed, and no apartments can be rented over the Fair Market Rent as published by the New Jersey Department of Community Affairs (DCA) Housing Choice Voucher Program Payment Standards (See Attachment A for current Fair Market Rent). The housing subsidies will be made available through a Housing Clearinghouse known as the *Supportive Housing Connection*, administered by the New Jersey Housing and Mortgage Financing Agency (NJHMFA). No capital funding is available through DMHAS for this initiative.

The roles and responsibilities of the *Supportive Housing Connection* include:

- Providing tools such as a website that provides information on available, affordable housing to assist consumers in locating housing;
- Conducting initial and annual housing inspections to ensure the housing complies with quality standards;
- Serving as a Tenant Services Liaison to address disputes between the landlord and tenant that were unable to be resolved between the landlord and tenant (with the help of their advocate or service provider);
- Paying the landlord the housing subsidy payment and security deposit; and
- Providing the applicant (service provider) with one-time lease up dollars to purchase furnishings and pay utility deposits as necessary.

Proof of consumers' full residential custody, with birth certificates for each child in the residence must be provided to the *Supportive Housing Connection*. The *Supportive Housing Connection* will determine the number of bedrooms required for the family unit. One-time funding of approximately \$60,275 will be available for security deposits, furnishings and utility start-up costs, also to be managed by the *Supportive Housing Connection*.

Additional DMHAS sponsor-tenant based rental subsidies beyond the initial ten (10) subsidies may be available depending on initial rental costs and available funding. As the program expands, the WISH team will be expected to provide services to additional consumers and their family members.

Available Funding Amount: It is anticipated that one (1) award for up to \$187,000 per year for the development of the WISH team will be made for this RFP. This will be a one (1) year contract that is annually renewable and subject to state and federal appropriations.

Who Can Apply/Bidder Qualifications: To be eligible for consideration for this RFP, the bidder must satisfy the following requirements:

- The bidder must document experience in successfully providing case management and supportive housing services to the target population;
- The bidder must have effective linkages with appropriate not-for profit agencies or service providers in the community in which the proposed program will be located or be readily accessible through public transportation, and who could serve as resources for and/or provide off-site services to tenants;
- The bidder must have a linkage agreement or memorandum of understanding with a child welfare prevention program to provide the necessary prevention services for children and adolescents in the household who are under the supervision of child welfare;
- The bidder must have an affiliation agreement with University Behavioral Health Care (UBHC) to authorize referral to a local substance use disorder treatment program to provide the necessary services for the WISH consumer;
- For a bidder that has a contract with DMHAS in place when this RFP is issued, all outstanding Plans of Correction (PoC) for deficiencies must be submitted to DMHAS for approval prior to submission;
- The bidder must be a public or private non-profit or governmental entity;
- The bidder must be fiscally viable based upon an assessment of the bidder's audited financial statements;
- The bidder must not appear on the State of New Jersey Consolidated Debarment Report at <http://www.state.nj.us/treasury/debarred/debarsearch.htm> or be suspended or debarred by any other State or Federal entity from receiving funds.
- The bidder shall not employ a member of the Board of Directors in a consultant capacity;
- The bidder must comply with all rules and regulations for any DMHAS program element of service proposed by the bidder;

- Pursuant to N.J.S.A. 52:32-44, a for-profit bidder and each proposed subcontractor must have a valid Business Registration Certificate on file with the Division of Revenue, i.e., this statutory requirement does not apply to non-profit organizations, private colleges and universities, or state and municipal agencies;
- The bidder must comply with the terms and conditions of the DHS' contracting rules and regulations as set forth in the Standard Language Document, the Contract Reimbursement Manual (CRM) and the Contract Policy and Information Manual (CPIM). These documents are available on the web at: <http://www.state.nj.us/humanservices/ocpm/home/resources/manuals/>; and
- The bidder must attend the Mandatory Bidders Conference as described in the RFP.

Proposal Procedure: Effective March 9, 2015, the Request for Proposal (RFP) is available at www.state.nj.us/humanservices/providers/grants/rfprfi/index.html and <http://www.state.nj.us/humanservices/dmhas/provider/funding/>. A proposal must be submitted that comports with the RFP requirements and instructions.

Proposal Receiving Office: Helen Staton
Division of Mental Health and Addiction Services
222 South Warren Street, 4th Floor
PO Box 700
Trenton, NJ 08625-0700

Submission Deadline: Proposals must be received by 5:00 p.m. Eastern Standard Time on April 20, 2015.

Notification Date: Bidders will be notified on or before May 20, 2015.

Elizabeth Connolly, Acting Commissioner

Date