

Attachment B

**STATE OF NEW JERSEY
DEPARTMENT OF HUMAN SERVICES**

**ADDENDUM TO REQUEST FOR PROPOSAL
FOR SOCIAL SERVICE AND TRAINING CONTRACTS**

Executive Order No. 189 establishes the expected standard of responsibility for all parties that enter into a contract with the State of New Jersey. All such parties must meet a standard of responsibility that assures the State and its citizens that such parties will compete and perform honestly in their dealings with the State and avoid conflicts of interest.

As used in this document, "provider agency" or "provider" means any person, firm, corporation, or other entity or representative or employee thereof that offers or proposes to provide goods or services to or performs any contract for the Department of Human Services.

In compliance with Paragraph 3 of Executive Order No. 189, no provider agency shall pay, offer to pay, or agree to pay, either directly or indirectly, any fee, commission, compensation, gift, gratuity, or other thing of value of any kind to any State officer or employee or special State officer or employee, as defined by N.J.S.A. 52:13D-13b and e, in the Department of the Treasury or any other agency with which such provider agency transacts or offers or proposes to transact business, or to any member of the immediate family, as defined by N.J.S.A. 52:13D-13i, of any such officer or employee, or any partnership, firm, or corporation with which they are employed or associated, or in which such officer or employee has an interest within the meaning of N.J.S.A. 52:13D-13g.

The solicitation of any fee, commission, compensation, gift, gratuity or other thing of value by any State officer or employee or special State officer or employee from any provider agency shall be reported in writing forthwith by the provider agency to the Attorney General and the Executive Commission on Ethical Standards.

No provider agency may, directly or indirectly, undertake any private business, commercial or entrepreneurial relationship with, whether or not pursuant to employment, contract or other agreement, express or implied, or sell any interest in such provider agency to, any State officer or employee or special State officer or employee having any duties or responsibilities in connection with the purchase, acquisition or sale of any property or services by or to any State agency or any instrumentality thereof, or with any person, firm or entity with which he is employed or associated or in which he has an interest within the meaning of N.J.S.A. 52:13D-13g. Any relationships subject to this provision shall be reported in writing forthwith to the Executive Commission on Ethical Standards, which may grant a waiver of this restriction upon application of the State officer or employee or special State officer or employee upon a finding that the present or proposed relationship does not present the potential, actuality or appearance of a conflict of interest.

No provider agency shall influence, or attempt to influence or cause to be influenced, any State officer or employee or special State officer or employee in his official capacity in any manner which might tend to impair the objectivity or independence of judgment of said officer or employee.

No provider agency shall cause or influence, or attempt to cause or influence, any State officer or employee or special State officer or employee to use, or attempt to use, his official position to secure unwarranted privileges or advantages for the provider agency or any other person.

The provisions cited above shall not be construed to prohibit a State officer or employee or special State officer or employee from receiving gifts from or contracting with provider agencies under the same terms and conditions as are offered or made available to members of the general public subject to any guidelines the Executive Commission on Ethical Standards may promulgate.

Attachment C

Department of Human Services Statement of Assurances

As the duly authorized Chief Executive Officer/Administrator, I am aware that submission to the Department of Human Services of the accompanying application constitutes the creation of a public document that may be made available upon request at the completion of the RFP process. This may include the application, budget, and list of applicants (bidder's list). In addition, I certify that the applicant:

- Has legal authority to apply for the funds made available under the requirements of the RFP, and has the institutional, managerial and financial capacity (including funds sufficient to pay the non-Federal/State share of project costs, as appropriate) to ensure proper planning, management and completion of the project described in this application.
- Will give the New Jersey Department of Human Services, or its authorized representatives, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with Generally Accepted Accounting Principles (GAAP). Will give proper notice to the independent auditor that DHS will rely upon the fiscal year end audit report to demonstrate compliance with the terms of the contract.
- Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain. This means that the applicant did not have any involvement in the preparation of the RFI, including development of specifications, requirements, statement of works, or the evaluation of the RFI applications/bids.
- Will comply with all federal and State statutes and regulations relating to non-discrimination. These include but are not limited to: 1) Title VI of the Civil Rights Act of 1964 (P.L. 88-352; 34 CFR Part 100) which prohibits discrimination based on race, color or national origin; 2) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794; 34 CFR Part 104), which prohibits discrimination based on handicaps and the Americans with Disabilities Act (ADA), 42 U.S.C. 12101 et seq.; 3) Age Discrimination Act of 1975, as amended (42 U.S.C. 6101 et. seq.; 45 CFR part 90), which prohibits discrimination on the basis of age; 4) P.L. 2975, Chapter 127, of the State of New Jersey (N.J.S.A. 10:5-31 et. seq.) and associated executive orders pertaining to affirmative action and non-discrimination on public contracts; 5) federal Equal Employment Opportunities Act; and 6) Affirmative Action Requirements of PL 1975 c. 127 (NJAC 17:27).
- Will comply with all applicable federal and State laws and regulations.
- Will comply with the Davis-Bacon Act, 40 U.S.C. 276a-276a-5 (29 CFR 5.5) and the New Jersey Prevailing Wage Act, N.J.S.A. 34:11-56.27 et seq. and all regulations pertaining thereto.

- Is in compliance, for all contracts in excess of \$100,000, with the Byrd Anti-Lobbying amendment, incorporated at Title 31 U.S.C. 1352. This certification extends to all lower tier subcontracts as well.
- Has included a statement of explanation regarding any and all involvement in any litigation, criminal or civil.
- Has signed the certification in compliance with federal Executive Orders 12549 and 12689 and State Executive Order 34 and is not presently debarred, proposed for debarment, declared ineligible, or voluntarily excluded. The applicant will have on file signed certifications for all subcontracted funds.
- Understands that this provider agency is an independent, private employer with all the rights and obligations of such, and is not a political subdivision of the Department of Human Services.
- Understands that unresolved monies owed the Department and/or the State of New Jersey may preclude the receipt of this award.

Cape Counseling Services, Inc.

 Applicant Organization
 Equivalent



 Signature: Chief Executive Officer or

April 23, 2014

 Date

Greg Speed, CEO

 Typed Name and Title

6/97

Attachment D

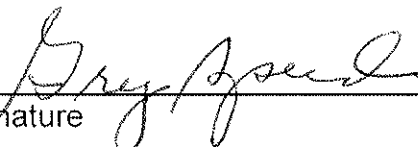
READ THE ATTACHED INSTRUCTIONS BEFORE SIGNING THIS CERTIFICATION.
THE INSTRUCTIONS ARE AN INTEGRAL PART OF THE CERTIFICATION.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion
Lower Tier Covered Transactions

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by an Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Greg Speed, CEO

Name and Title of Authorized Representative

 4.23.14

Signature Date

This certification is required by the regulations implementing Executive order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510

Certification Regarding Debarment, Suspension, Ineligibility, and
Voluntary Exclusion
Lower Tier Covered Transactions

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of facts upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Non-procurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

B. Indicate the number of consumers that will be enrolled by the supportive housing proves as a result of this initiative.

As Supportive Housing providers, our goal is to assist qualifying individuals in obtaining and maintaining safe, affordable housing and improving their quality of life. As professionals, the Supportive Housing staff strives to empower each client to maintain housing, independence, and the ability to verbalize their personal needs and goals. Supportive Housing staff work with the individual in goal identification and collaboratively develop recovery plans based on the individuals' goals related to their own definition of recovery.

Supportive Housing staff provide life skills to individuals based on their needs, level of motivation and goals related to their recovery process, assist the individual in identifying and linking with needed services and entitlements and provide education to the individual during their engagements and linkages to ensure that they will be well prepared to complete needed tasks independently when they are no longer receiving supportive housing services.

Cape Counseling Services (CCS) seeks expand supportive housing services to **10** individuals who resided in one of the 10 counties affected by Super Storm Sandy between October 28th, 2013 and October 30th 2013.

To ensure that the appropriate individuals are receiving this service funding, the application process will require proof of residency in one of the identified counties during the above identified time frames. Such documentation may be provided in the form of utility bills, lease agreements, communication from their county's Board of Social Services, Social Security Administration, and bank statements.

In the event the applicant is not able to provide one of the above listed documents, CCS may consider accepting attestation of residency from present or past service providers or other identified reliable sources of information. The individual will not be provided with funding for housing until their proof of residence has been received. CCS staff will work with identified individuals as appropriate in obtaining required documentation.

Implementation of this program will comply with all Supportive Housing regulations as defined in N.J.A.C. 10:37A. Supportive Housing Staff are expected to perform at a rate of 50% for delivery of face to face services. Productivity reports are completed at least monthly and distributed to Supportive Housing staff.

Newly enrolled individuals will have the same access to Supportive Housing Staff as current program participants, and will have access to on-call staff 24/7 for emergent needs. Due to the time limited nature of this program, there will be specific focus on aiding the individual in identifying and addressing goals related to their financial, occupational and environmental domains of wellness to ensure they are well prepared to independently maintain their present housing in the event more traditional housing assistance programs are not available to them at the end of this program cycle.

Supportive Housing Services will be provided to individuals presently residing in, or relocating to Cape May County.

C. Program start up will be dependent on the demand and requests for services. Describe how staffing will be phased in based on the volume of referrals.

CCS is proposing to expand their existing Supportive Housing Program by one full time staff member to meet the needs of the population. The agency will post for a program vacancy for this position on May 1, 2014 to prepare for prompt implementation of this expansion if and when awarded.

CCS is planning to enhance the current staffing by the addition of a Registered Nurse or Licensed Masters Level Clinician with this expansion.

The above selected credentials have been selected to enhance the service delivery to new and existing individuals and better prepare the Supportive Housing Program for implementation of Community Support Services. The newly selected staff will also provide assistance to the department in creating and completing required assessments as deemed necessary for Community Support Services in September 2015.

To ensure the program's ability to provide appropriate levels of service to existing as well as newly enrolled individuals, who typically require more intensive services, the new employee will be moved directly into a full time (40 hour work week) schedule. As discussed in section D, the agency plans to begin identifying potential candidates for enrollment prior to official award notification, so full implementation of this program is not anticipated to be delayed.

As stated, it is anticipated CCS will have a selected candidate to provide a formal offer of employment to by the date of award notification. In the event a candidate has not been selected, CCS will continue to implement the awarded vouchers in a manner that will allow for appropriate service provision and manageable caseload sizes.

The newly added Supportive Housing Case Manager will attend Agency Orientation, and will complete all training as indicated in N.J.A.C. 10:37A, program specific orientation will be completed within 30 day of the identified start date, and will be ongoing through their employment period; the new Supportive Housing Staff will have the same training requirements as all full time employees of CCS. The new Supportive Housing Staff will complete shadowing training in the field with the Supportive Housing Program Coordinator as well as their peers. They will complete housing searches as determined to be necessary for those individuals served by this specific funding program as well as other identified individuals receiving Supportive Housing Services. The new Supportive Housing Staff will be tasked with providing and tracking linkage to employment or other career services for those individuals served with this funding program.

D. Briefly describe the progress your agency will use to engage the individuals served and integrate them into new housing.

Beginning in May of 2014, the Supportive Housing Program Coordinator and Director of Adult Transitional Services will provide education to referring entities such as Adult Partial Care, OutPatient Services, Recovery Services, Psychiatric Services, Intensive Family Support Services and the Family Success Center within CCS on the purpose of this expansion program, residency requirements, specific inclusion criteria as defined in the RFP, date of award notification, and tentative end date of funding assistance. The Director of Adult Transitional Services will advise the agency's Program for Assertive Community Treatment that they are not eligible to refer individuals for this program. Information will be provided on submitting referrals for the program, and necessary documentation to complete accurate calculation of rental responsibilities. In the event CCS is not awarded this program, the Supportive Housing Program Manager will submit requests as necessary for traditional DMHAS rental subsidies.

The referring individual will contact the Supportive Housing Program Coordinator and present the case for eligibility, the Supportive Housing Program Coordinator, or designated Supportive Housing Staff will engage the referred individual if determined to be eligible in their preferred setting to provide more detailed information related to Supportive Housing Services, this specific funding opportunity and completing a housing assessment to determine current status and need.

Supportive Housing Staff provide clear communication to the individual engaged prior to the award that their participation in this program is tentative, notification of award will be provided to the identified individuals following CCS's receipt of notification. In the event the agency is not awarded this program, the previously identified individuals will be notified of such and as previously indicated, subsidy voucher requests will be submitted as appropriate by the Supportive Housing Program Coordinator.

For those individuals presently housed in the community, the identified Supportive Housing staff will speak with their landlord to discuss the tentative voucher program, and determine if the present housing is determined to satisfy the parameters of the voucher. In the event their present housing is not appropriate for voucher use the Supportive Housing staff will assist the individual in completing a housing search, or will link the individual with known landlords who have current vacancies in facilities that satisfy the parameters of the voucher and the identified need of the individual.

When an individual who is homeless or at risk of homelessness has been referred, the Supportive Housing Staff will pursue a request for traditional DMHAS funded vouchers, or other appropriate funding sources. In the event there is no other funding available, the individual will be enrolled into this program, provided they meet the eligibility criteria; inclusive of appropriate residency during Super Storm Sandy.

Following notification of award, the Supportive Housing staff will actively engage with the identified individual in completing housing searches, preparing for move-in, developing relationships with landlords and neighbors, becoming familiar with public transportation in their new community, and becoming familiar with services and resources that are easily accessible. Services will be provided in the community in which the individual resides, and the preferred setting of the individual; consideration is always taken by the staff in regards to their safety, when necessary staff will engage individuals in pairs. The Supportive Housing Staff will work

with the individual to develop and update recovery plans to include their new support services and goals related to their living environment.

E. Describe how you will assist and support consumers in receiving career services in order to move them towards self-sufficiency and self-support (for rental payments) by the end of this grant cycle.

The Supportive Housing Staff will provide enhanced services related to obtaining or maintaining a vocational environment, staff will utilize motivational interviewing skills to assess the individuals stage of change and provide appropriate interventions based on their stage of and readiness for change.

Supportive Housing Staff will offer linkage to all individuals served by this program to vocational services within Cape May County such as: the Division of Vocational Rehabilitation, Employment Services Network, OneStop Career Center or the Jersey Cape Diagnostic Training and Opportunity Center to address current employment and financial needs as well as aid in preparing the individual for independent management of rental responsibilities.

Staff will provide the offer for linkage to the above mentioned services within the first thirty (30) days of enrollment, minimally this topic will be revisited every 90 days during recovery plan reviews. Supportive Housing staff will offer to provide role play for preparation for interviews, will discuss appropriate dress, hygiene and social interactions within the work place, will link to local community centers or libraries for access to public computers to complete on line job applications, or develop a resume. Supportive Housing staff will offer to provide accompaniment and transportation for community based job searches.

In addition to career service referrals the Supportive Housing staff will provide support and assistance to those individuals pursuing continued education that will provide them with needed credentials to obtain competitive community employment. Supportive Housing Staff will link the individual with supports available within the educational environment such as peer groups, tutoring or mentor programs and programs that offer financial assistance or forgiveness of loans.

The staff will encourage the individual to create a budget if they have not done so already to review their monthly financial responsibilities and identify spending patterns. Staff will encourage the individual to identify what their financial needs will be in the event they are not awarded continued housing assistance following completion of this award period. If determined to be necessary, CCS may act as the individual's Representative Payee and will provide physical assistance and education to the individual in regards to financial management.

The Supportive Housing Program will assist all individuals in completing applications for housing authorities within Cape May County within the first 90 days of enrollment. Supportive Housing staff will assist the individual in applying for Section 8 Rental Assistance when available and will refer the individual to Cape Counseling Services' Cape Leasing 2010 HUD funded housing program.

F. Indicate your ability to provide housing that is accessible to individuals who have difficulty with mobility or are wheelchair bound, in accordance with the American with Disabilities Act requirement

CCS will be able to provide housing that is accessible to the individual, and in accordance with the Americans with Disabilities Act requirements. Housing provided through this award will be in the form of scatter site one bed room apartments, the individual will inspect their apartment with the Supportive Housing Staff prior to signing a lease agreement and will confirm with the Supportive Housing Staff that the selected apartment meets their needs.

In the event accommodations are needed, the supportive housing staff will communicate needs to the potential landlord and will advocate for those accommodations to be met in a timely manner. Any issues requiring legal services will be referred to the appropriate community services, or legal professional of the individuals choice.

In the event the individual served is wheel chair bound, the case manager will provide linkage to appropriate transportation services such as Public Transportation with a reduced Fare card, Fare Free Transportation, Logisticare, and Accesslink if they are not already existing. Staff will provide support to the individual in scheduling needed transportation and will coordinate support services as needed around transportation.

G. Describe the full range of recovery and support services that will be provided to service recipients.

In addition to the above described services and traditional supportive housing services, CCS provides a full continuum of behavioral health treatment options for adults including but not limited to:

Outpatient mental health and Recovery (addiction services), including individual, group, intensive outpatient, psychiatric and family therapy for problems such as anxiety and stress related disorders, affective disorders (Major Depressive Disorder, Dysthymia, Bipolar Disorder), Post-Traumatic Stress Disorder, substance abuse or dependence, serious mental illness (Schizophrenia), pervasive patterns of self-defeating behavior (Personality Disorders), life adjustment problems including marital problems/divorce, grief/bereavement, significant life stressors such as financial problems, or other adjustment related difficulties. Intensive Outpatient Program (both for adults and adolescents) for those clients with substance use disorders and co-occurring assessment (with a licensed clinician and psychiatrist together).

Psychiatric Services, providing medication management including pharmacotherapy for addictions as well as other psychiatric illnesses. Cape Counseling Services currently houses Genoa Pharmacy, a closed loop, full service pharmacy for individuals served by Cape Counseling Services.

Other specialized and intensive clinical services including psychological testing services, 24 hour emergency Screening services located at Cape Regional Medical Center, Acute Care family support services to families in Screening, Partial Care programs for adults; assertive outreach

programs for persons with serious mental illness (Integrated Clinical Case Management, Program for Assertive Community Treatment, Homeless Case Management and Intensive Family Support Services).

Family and social support services including family education and support groups, . Cape Counseling Services was also awarded the Family Success Center funding for Cape May County by the Division of Community Partnership and Prevention, in partnership with the Atlantic Cape Family Support Organization. Services include information and referral, family success plans, advocacy, individual and community, child/maternal health services, parenting education "Active Parenting Now in 3," an evidenced-based parenting program, life-skills, housing, food pantry, and parent-child activities.

Service involvement outside of the Supportive Housing Program is voluntary, Supportive Housing staff will encourage an individual seek further assistance if a need is identified and will provide needed linkage, but they acknowledge that the individual has the right to participate in or abstain from further psychiatric treatment including medication management.

H. Describe your agency's ability to affirmatively link individuals to primary care practitioners, support the consumers as they engage in primary care treatment and facilitate the coordination of primary care and behavioral health care within and in behalf of the consumer.

CCS maintains positive working relationships with the medical professionals in the community. At the point of intake into the agency the individual is asked about their current involvement with a primary care physician, most recent physical, significant medical conditions inclusive of known food and drug allergies as well as medical history. In the event the individual is not linked with a primary care provider the intake staff may provide them with contact information for the local Community Health Care Provider.

100% of the individuals served in the Adult Residential Program are linked with a PCP and complete their initial physical within 7 days of admission. Individuals Served in Supportive Housing, ICMS and PACT are offered linkage to a primary care physician during their early enrollment period and at any time a need is identified during their enrollment into the designated program. For individuals receiving medication through Psychiatric Services, Medication Informed Consents are completed and faxed to the treating physicians to ensure a collaborate care relationship is maintained.

Supportive Housing staff provide transportation to medical appointments as needed, when requested the staff may accompany clients into their appointments to provide support, advocacy, collateral information, and education as needed and appropriate. Supportive housing staff will provide education regarding preventative services, chronic and long term medical conditions specific to the individual, and discussion of lifestyle changes that can be implemented to assist in medical conditions from a harm reductions perspective; such as cutting back on smoking, alcohol or other drug usage

The supportive housing staff provide updates to treatment providers regarding medical conditions, hospitalizations, test results and encourage the clients speak to their prescribers about their medical diagnoses as it relates to their overall wellness.

I. Describe how your agency will monitor medication and ensure that necessary blood work is completed in order to optimize medication adherence.

Cape Counseling Services is presently home to Genoa Pharmacy, a closed loop full service pharmacy dedicated for those individuals receiving services with CCS. At present the pharmacy does not offer phlebotomy services, but there is potential for their future growth. By having onsite pharmacy services, medication adherence is improved as the individual is able to obtain all prescribed medication prior to leaving the facility, and has easy access to their prescriber and pharmacist to discuss concerns or questions related to medications.

Individuals being prescribed Clozaril by their CCS prescriber may participate in scheduled Clozaril groups and blood draws held at the main site location, phlebotomy services are performed by qualified professionals outside of CCS.

In October of 2013 CCS moved to an electronic medication monitoring progress note that includes a lab order. By imbedding the lab order into the progress note, the prescriber and other services providers are able to easily access requests for lab work and can provide assistance to the individual in scheduling needed appointments as well as transportation and accompaniment to needed lab appointments. Supportive Housing Staff are responsive to the individuals request for transportation to lab appointments and to the request for follow up assistance by the prescribing practitioner in the event the individual has not demonstrated the ability to independently complete required labs.

Supportive housing staff strongly encourage each individual take their medications as prescribed by their treating medical professional, staff may provide transportation or accompany the individual to their scheduled appointments. Supportive Housing Staff do not provide medication monitoring services, but they are able to coordinate transportation to scheduled injections for psychiatric medication with the CCS nursing department. Supportive Housing staff can also assist the individual in obtaining needed medication minders, or other storage devices that will assist in improving medication adherences.

J. Provide brief description of the housing model(s) that will be made available (one-bedroom apartments, single family homes, shared living, scatter site apartments, apartment buildings with mixed used, etc.) include rationale for choosing this type of rationale

CCS will utilize scatter site, one bedroom apartments located through out Cape May County. Apartments will be within reasonable proximity to grocery stores, shopping areas and transportation services to ensure that the individuals are able to demonstrate independence in their housing environment. This type of housing model was chosen for this funding program as

it is the most common voucher utilized within CCS's existing Supportive Housing Program and has been well received by individuals served as well as community housing providers/landlords.

K. Provide the municipality and county where housing will be located:

Housing provided through this award will be within Cape May County, locations for each individual apartment will be determined by individual needs and preferences.

L. Describe your organizations plan to address substance abuse issues, drug and alcohol relapse prevention or harm reduction strategies

As discussed above, CCS has a comprehensive recovery department which individuals within the Supportive Housing Program would have access to if clinically necessary. If a need for services is determined or requested by the individual the Supportive Housing staff member would be responsible for facilitating the referral to services and would coordinate access to services with the respective scheduling department.

Supportive Housing staff will utilize motivational interviewing skills to identify with the client their stage of change, and will implement interventions applicable to their stage of change to help facilitate movement through the stages of change, or identification of new goal sets. Staff will not impose their personal beliefs on the individual and will acknowledge success and progress made by the individual in their recovery process. It is recognized that relapse can be a natural part of the recovery process, Supportive Housing Staff will provide supportive services to those individuals participating in the recovery process, despite their

Supportive Housing staff will offer to assist the individual in completing a crisis plan to address their substance usage and develop a relapse prevention plan, staff will encourage identification of pros and cons of substance use, and will provide education regarding potential dangers of taking medications and illicit substances. Supportive Housing Staff will be knowledgeable of local community support groups and will provide the individual with information on support groups, or a means of accessing schedules for a specific support group.

Supportive Housing Staff will not provide transportation services to those individuals under the influence of alcohol or other illicit substances, individuals will be advised of such upon initial engagements.

M. Describe how your organization will support consumers in attaining the daily living skills necessary to live in the community.

Supportive Housing Services will be provided in the community where the individual resides. Staff will work with the individual in their home as necessary to address tasks of daily living such as personal care and sanitation to include laundry completion, household maintenance, safety practices such as checking of smoke and fire detectors, basic fire and kitchen safety and meal preparation.

Staff will provide assistance with grocery shopping as needed to include developing shopping lists, use of coupons and sale circulars, linkage for food stamps and linkage to food banks as necessary. Staff will educate the client on the local public transportation services available

including linkage to Fare Free Transportation, AccessLink and Logisticare to enhance their ability to complete tasks independent of Supportive Housing Staff.

Supportive Housing staff will provide skill teaching and will utilize role play to lessen anxiety related to interacting with neighbors, landlords and potential employers. Specific education will be provided regarding tenant rights, lease agreements and eviction process.

The above mentioned skills will be provided based on the individuals need, ability and willingness for assistance. Skill teaching will be provided in a manner that is best suited to the individual and that is sensitive to cultural practices.

N. Demonstrate how the proposed service will integrate the following principles into service delivery.

Promotion of Wellness and Recovery (grounded in SAMHSA's 8 Domains of Wellness)

Consistent with DMHAS's commitment to the principles of Wellness and Recovery, Cape Counseling Services believes community based services should be implemented in a manner that reflects recovery as an overarching value and operational principle.

Cape Counseling Services has embraced the principles of Wellness and Recovery. As a means of incorporating the principles of Wellness and Recovery, CCS has implemented the Illness, Management and Recovery (IMR) Program in many of the adult programs including, Residential, Partial Care, PACT, Supportive Housing and ICMS. Outpatient and Recovery Services focus has been on the Stages of Change Model and Motivational Interviewing and Cognitive Behavioral Therapy as tools of change. Longer term programs facilitate consumer's development of Wellness Recovery Action Plans (WRAP). Cape Counseling Services has encouraged staff to seek Certification as Psychiatric Rehabilitation Practitioners and a number of our staff is now certified including our VP of Clinical Operations, Director of Adult Transitional Services, Adult Partial Care Program Manager and our PACT Vocational Specialist.

With specific regard to the 8 Domains of wellness, the Supportive Housing Staff are educated on the Domains of Wellness and the Supportive Housing Coordinator and Director of Adult Transitional Services are presently participating in the Community Support Services Supervisor Training Series presented by Rutgers University, It is the expectation of CCS that all Supportive Housing staff will participate in the Direct Care Training Series once scheduled.

Supportive Housing staff will incorporate the Domains of Wellness into the recovery plans for individuals served, having discussions with individuals regarding their satisfaction with their environment, physical, emotional, spiritual, financial, social intellectual and occupation. Discussion will serve to identify specific domains in which the individual prioritizes as being most important for them to improve upon, and will focus on how each specific Domain relates to and impacts their recovery process. The identified Domains will be addressed specifically within the individuals recovery plan and service provided to the individual will be done in a manner to best aid the individual in obtaining the resources necessary to meet their goals.

An example of incorporating the physical and emotional domain can be seen in walking with the individual to a local store or pharmacy to obtain needed groceries and medication. As previously noted, it is anticipated that there will be great focus on the environmental, financial and occupational domains in order to best assist the individual in developing and accessing the skills needed to be self sufficient.

Promotion of Community Inclusion

As discussed, services will be based in the community in which the individual resides. In addition to providing support to the individual in their ability to maintain community tenure in their own apartment, the goal of supportive housing is to assist the individual in developing a sense of comfort and belonging within their community.

Supportive Housing Staff assist the individual in becoming familiar with the resources in their community that they can access in lieu of professional support services such as community peer, support and social groups. Supportive Housing Staff have been successful in linking individuals to the Learning and Recovery Center located in Wildwood.

Staff will encourage and assist the individual in scheduling positive recreational activities, engage in continuing education or special interest courses offered at libraries or tech schools; role play can be utilized to assist in alleviating anxiety related to new social interactions and enhance existing social skills.

Culturally competent and linguistically accessible services

All new employees receive cultural diversity training as part of agency orientation as well as annual online training regarding cultural diversity. All full time employees of CCS are allotted five hundred dollars annually and one week of training hours to utilize to attend professional development courses that pertain to their role within the agency and that are relevant to those individuals served. CCS staff are encouraged to attend development courses that will aid them in continuing to provide the most effective interventions to those served, which would include their ability to develop and maintain positive rapport.

All clients rights will be respected and clients will be treated in a professional and dignified manner. Clients will be admitted to the Supportive Housing program regardless of race, ethnic origin, gender, age, religion, sexual orientation and/or disability. Services and housing are not predicated or contingent upon client's acceptance of mental health services.

All services and education provided to individuals will be delivered in language that is appropriate for the individual and one which they are able to comprehend. All services will be culturally sensitive, case managers will seek supervision for any potential or identified barriers for care.

Cape Counseling has a contract with a telephonic translation system, Language Line Services and Optum language services that provides 24/7 language translation for over 200 languages. CCS' Bi-lingual program provides services for Spanish speaking consumers. CCS also has a working relationship with the local Puerto Rican Action Committee (PRAC). PRAC provides

face-to-face interpretation for Spanish speaking consumers, as well as transportation and other needs. Video services are also available for the hearing impaired population.

Demonstration of Best Practices

The Supportive Housing Program Coordinator meets weekly with the Director of Adult Transitional Services for Supervision, during this time programmatic issues are discussed as well as case review, staff performance and productivity, documentation timeliness, compliance with regulatory standards, and means for potential growth within the department. On a weekly basis the Supportive Housing Team meets for group supervision, this meeting is facilitated by the Supportive Housing Program Coordinator and Director of Adult Transitional Services. The team supervision focus on providing client updates, discussing service barriers, reviewing weekly billing reports and timeliness of documentation. The Director of Adult Transitional Services and Supportive Housing Program Coordinator also participate weekly in Adult Partial Care meetings to discuss shared clients. On a monthly basis, the Supportive Housing staff participate in a unit meeting and discuss shared clients among the Adult Transitional Services, this unit includes ICMS, PACT, Adult Residential and Adult Partial Care.

The Supportive Housing Program Coordinator participates in monthly Systems Review and CEAS Committees, issues related to care provision across services are addressed as appropriate during these meetings.

45 Day reviews will be completed in addition to requirements of DMHAS for Unusual Incident Reporting; these meetings will serve as a case and programmatic review of those services provided to the designated individual.

The Supportive Housing Program participates in quarterly review of clinical as well as medication services provided within the program. Quarterly reviews are completed by the Supportive Housing Program Coordinator and submitted to the Director of Safety, QM and Disaster Services. Once aggregated, the program will be reviewed for compliance and compared with that of the agency. Necessary improvement plans will originate in the Leadership meeting and will be supervised by the Director of Adult Transitional Services and Supportive Housing Program Coordinator.

Consumer Satisfaction reports are completed quarterly in the form of MHCA surveys, these surveys are distributed by direct care staff and submitted to Director of Quality Improvement, Safety and Disaster Services. Data regarding program rating is reviewed during the Executive Leadership meeting and returned to the Director of Adult Transitional Services to discuss with respective programs. Areas of excellence and needed improvement are identified; necessary plans for program enhancement will be addressed by Director of Adult Transitional Services and ICMS Program Manager. All completed performance improvement activities will be reviewed and presented at the Executive Leadership meeting

Supportive Housing staff participate in agency performance improvement projects and are encouraged to participate in such committees within the agency.

Productivity is reviewed at least monthly for each individual Supportive Housing staff, with the expectation of 50% of their time be spent providing face to face services. This data will be obtained by the Director of Adult Transitional Services through data entered by the Supportive Housing staff into the agency's electronic health record.

O. Describe your experience and success in providing supportive services to, and/or development of housing opportunities for individuals with mental illness in the community.

Cape Counseling Services has demonstrated the ability to provide effective supportive services to individuals in the community as evidenced by achieved annual Annex A Commitments, positive DMHAS Physical Plan inspection in February 2014, Triennial Review completed in March of 2014, and CCS's full accreditation from the Joint Commission following routine inspection completed in March of 2014.

In addition to the above review status, CCS has been successful in creating additional opportunities for housing opportunities as evidenced by Cape 2010 and 2011 HUD programs, totaling a creation of 16 beds for homeless individuals in Cape May County. CCS's dedication to increasing housing opportunities can also be seen from the development of LilyMae Manor, which provides project based housing for 12 individuals, and continued growth of DMHAS scatter site vouchers since 2006 to accommodate backfill and redirection opportunities offered by DHMAS.

P. Format of the proposal must follow directions of submission, and include a Statement of Assurances signed by the Chief Executive Officer (Attachment C), Signed Debarment C (Attachment D).

See attachments as labeled.

Q. Please provide written assurances that, if your organization is funded pursuant the this RFP:

1. You will pursue available resources and will collaborate with local housing authorities and/or other related housing development entities to develop, expand and/or enhance housing options for enrolled consumers

Cape Counseling Services will pursue all housing development opportunities and will collaborate with local housing authorities to expand and/or enhance housing options for enrolled consumers,

2. You will keep funding for this initiative segregated from funding for all other initiatives/programs operated by the organization and will have an ability to specifically report on individuals served with this initiative.

CCS will keep funding segregated from all other programs and will maintain the ability to report on individuals served from this initiative.

3. You will work in cooperation with the regional and central offices of DMHAS, County Mental Health Boards and State psychiatric Hospitals to identify individuals to be served, meet data collection requirements, and participate in and standardized affiliation agreements that may be developed.

CCS will cooperate with the above identified entities and will meet all data collection requirements and will participate in standardized affiliation agreements that may be developed.

4. You will comply with DMHAS reporting requirements specific to this initiative

CCS will comply with all DMHAS reporting requirements specific to this initiative.

5. You will provide the full range of services as delineated in DMHAS and related regulations to all individuals enrolled

CCS will provide all services as identified in DMHAS and related regulations for all individuals served.

6. You will pursue all available sources of revenue, including Medicaid if you are eligible to bill for the services provided, and will report all revenue generated as an off set of the monthly rate billed for the aggregate of individuals served each month.

CCS will pursue all sources of revenue, including Medicaid as CCS is an eligible Medicaid service provider. All revenue will be reported and generated as an off set of the monthly rate billed for the aggregate of individuals served monthly.