

Attachment A

Proposal Cover Sheet

(Must precede all pages submitted with Proposal)

Date Received \_\_\_\_\_

STATE OF NEW JERSEY  
DEPARTMENT OF HUMAN SERVICES (DMHAS)

Name of RFP: SUPPORTIVE HOUSING FOR INDIVIDUALS W/A SUBSTANCE ABUSE DISORDER

Incorporated Name of Applicant: Career Opportunity Development

Type: REHABILITATION

Public \_\_\_\_\_ Profit \_\_\_\_\_ Non-Profit X or Hospital-Based \_\_\_\_\_

Federal ID Number: # [REDACTED] Charities Reg. Number # [REDACTED]

Address of Applicant: 901 Atlantic Avenue  
Egg Harbor, N.J. 08215

Contact (name/title): Linda Carney Phone No.: 609-965-6871

Email: lcarney@njcodi.org

Fax: [REDACTED]

Total dollar amount requested: 1,065,622.59 Fiscal Year End: June 30

Funding Period: From 6/1/14 to 9/30/15

Total number of unduplicated clients to be served: 35

County in which housing and services are to be provided: ATLANTIC

Authorization: Chief Executive Officer: Linda Carney  
(Please print)

Signature: Linda Carney Date: 4.3.14

## **B. ASSESSMENT & SCREENING PROCESS:**

CODI will develop an application to satisfy eligibility and documents applicant's County of Origin in October 2012, history of substance abuse as well as history of previous residency. Application will include testament stating information provided by applicant is accurate. CODI will attempt to verify applicant's application with supporting documentation. CODI will solicit priority applications from potential resources such as residents of halfway house programs or individuals who are currently homeless as a direct result of Hurricane Sandy. Other sources of referrals will include but not be limited to DMHAS' SSBG funded services, substance abuse disorder and outpatient treatment, Early Intervention Support Services, NJ Mental Health Cares Information and Referral Hotline, 211 Information and Referral Hotline, JFS' Single Point of Entry, Atlantic City Rescue Mission, AC Social Services, etc.

CODI will use standardized evidence-based assessment tools to capture an individual or family's complete bio-psychosocial and housing profile, and identify service needs. CODI intake and assessment staff will use a standard, evidence-based assessment tool to track the following data elements:

This process will be accomplished via a centralized intake and assessment procedure for any individuals or families who meet the definition of the target population for this RFP. Using established vetting processes for other DMHAS services, CODI will assess and whenever possible, substantiate applicants' current situation and make priority recommendations for individual funding approval. Consideration will be given to avoid placing an undue burden on applicants to produce documentation or information they may not possess or have access to.

In providing centralized intake services, CODI will use standardized evidence-based intake and assessment tools that will capture an individual or family's complete biopsychosocial as well as housing profile, and will delineate any and all service needs of individuals and families seeking assistance. CODI centralized intake staff will use a standard, evidence-based assessment tool to track the following data elements:

- **Demographic information:** This section will track basic household information including family size, race/ethnicity, age, gender, language spoken, veteran status, and educational background.
- **Housing status:** This section will track household information, address, family status, income amount and source, and any assistance received; an assessment of the risk of homelessness for homeless prevention including housing risk factors, income risk factors, and other risk factors; an assessment of housing situation for rapid re-housing services including current homeless situation, and any barriers to an individual or family becoming housed.
- **Employment and financial status:** This section will track a household's employment status, any barriers to gaining employment, an assessment of the

household's finances including any wages or other income, benefits, debt owed, assets, and other financial resources that may be used to obtain immediate housing or retain existing housing.

- **Legal issues and criminal history:** This section will track a household's legal history and pending legal issues. It will also capture the criminal histories of individuals in the household, including any felony convictions which might serve as a barrier to obtaining housing as well as employment. Any current supervision programs individuals have been sentenced to will be ascertained, so that case management staff can coordinate efforts and assist individuals in meeting their legal obligations. CODI also plans to contract with South Jersey Legal Services to provide participants assistance with legal issues such as benefits disputes or guardianship issues.
- **Mental health, physical health, substance use history, and disability:** This section will track the medical history and profile of the individual or family in the household. Also included in this section will be assessments of an individual's mental health, substance use history, and any disabilities.
- **Domestic violence and trauma history:** This section will track any incidence of domestic violence in a household, and any trauma members of the household may have experienced.
- **Community and family supports:** This section will track any social supports an individual or family may have, to better identify any support network that may be utilized to obtain immediate housing or to retain existing housing.

CODI will track and report all information for this program on the Atlantic County HMIS system. CODI has used HMIS to track data for all of its housing programs since 2007, has complied with all HMIS data standards, and will continue to do so in its further use of the HMIS system.

**C. # OF INDIVIDUALS SERVED:**

CODI proposes to serve [35] individuals during the identified period.

**D. STAFFING & SERVICES:**

CODI intends to recruit and employ component staff to effectively engage individuals who have been displaced due to the traumatic impact of Hurricane Sandy and have issues of substance abuse for the purpose of developing a lifestyle of recovery and will include: a Master's level Team Leader, a Housing Locator, a Caseworker who also speaks Spanish, an Employment Specialist, a Life Skills Specialist and RN [part-time].

Initially and as new consumers are enrolled in an increasing number CODI will begin to recruit the Team Leader, Caseworker, and Housing Locator upon notice of award and be at full staff levels within [30] days. The Life Skills Specialist and the Employment Specialist will be brought

on-board during the second month of the contract. The RN will be phased in with increasing hours through September 2014 when we anticipate reaching [35] clients and at which time they reach their ceiling of [35] hours per month.

The Team Leader will act as the primary and central referral source that will assess and evaluate all referrals for eligibility and need. Acting under the direction of the Team Leader the Caseworker will engage the service recipients to develop a service plan in partnership with the client. Once fully enrolled the each client will work actively with the Housing Locator to begin the process of housing exploration with the intent of securing safe, affordable and accessible housing suitable to each individual's needs. In tandem and working as a team the staff will actively assist the client to navigate the utility turn-on process, purchase allowable furniture and supplies all for a successful move-in.

As clients are adjusting to their new environment, the Life Skills Specialist will assist the client to develop necessary skills so that they may be successful through the development of skills necessary to achieve positive outcomes.

The RN will monitor physical and behavioral health issues and screen clients for medication related issues. The RN will also make linkages to other providers as clinically indicated and in collaboration with the caseworker will maximize efforts to see that the client's arrival at the referred provider occurs.

The Employment Specialist will engage clients for the purpose of assessing each individual's employment skills and conduct an assessment for job seeking. Assisting the clients to develop skills to navigate job searches via the web as well as how to successfully prepare for job interviews. Providing support and assistance to obtain jobs and keep a job as well will all be a function of the Employment Specialist.

CODI will also offer full courses of instruction in Financial Literacy to develop proficiencies in budgeting and assorted daily living skills to the extent necessary. CODI has made financial literacy education available to all of its consumers using the FDIC *Money Smart* curriculum. CODI's financial literacy instructor will offer primers on debt management, establishing and repairing credit; using bank services responsibly; saving and budgeting; and financial security.

CODI will offer life-skills education using the *Tackling the Tough Skills* life skills curriculum from the University of Missouri. This curriculum addresses various employment and life-skills topics such as: communication skills, conflict resolution, responsibility, attitude, soft-skills development, and job-readiness. CODI has implemented *Tackling the Tough Skills* with consumers in its Welfare-to-Work programs at the Pleasantville and Atlantic City One Stop Career Centers, with overwhelmingly positive results and feedback.

CODI is able to offer classes in parenting skills and early childhood development through its collaboration with the Atlantic County Women's Center in the Fathers' Care Network. CODI case managers screen interested clients at the ACJF and enroll eligible clients in weekly classes. A nurse educator from the Women's Center conducts classes as well as individual sessions to discuss age-specific parenting issues with FCN clients.

CODI will also make available computers and printers with Internet access, for clients to access on-line job applications, and print resumes and other necessary documents. CODI will also provide seamless referrals to vocational training, education assistance, and emergency financial assistance – TANF, General Assistance, SNAP – through its partnership with the Cape-Atlantic Workforce Investment Board. CODI will provide transportation to the Pleasantville and Atlantic City One Stop Career Centers to expedite the process of applying for County services. CODI also offers a weekly MICA (Mentally Ill & Chemically Addicted) support group as well as a DRA (Dual Recovery Anonymous) group at its Egg Harbor location. To further augment the community programming options, CODI will connect and offer clients transportation to local NA and AA meetings, and/or treatment programs. Given sufficient interest, may also offer NA and AA meetings at its Egg Harbor location.

#### **E. PROCESS OF ENGAGEMENT:**

Engaging individuals who are in recovery of substance abuse or who are interested in overcoming active use is a refined process and to add the effects of displacement from Hurricane Sandy after almost two years adds to the challenge. A challenge CODI is equipped to tackle. By offering genuine empathetic regard for each individual while allowing each service recipient to be an active partner in their recovery with successful community integration is an approach CODI has employed with success.

Once enrolled CODI will actively engage the individual to overcome any trust issues and develop a professional working relationship to identify targeted goals such as permanent housing, recovery, self-sufficiency, etc.

#### **F. EMPLOYMENT ASSISTANCE:**

CODI case managers will conduct an employment assessment which will ascertain each participant's employment history, qualifications, certifications, and gauge participant's employment preferences and goals. The program staff will then use the results of the skills assessment to develop an individualized job-search plan for each participant. In completing the job-search plan participants will work with the program staff to specify short and long term professional goals, and develop actions necessary for obtaining those goals. A skills assessment might indicate that a participant has prior experience working as a busperson, gathered culinary experience while incarcerated, and wishes to find employment as a line cook. The job search plan would then involve laying out intermediate steps towards obtaining a job as a line cook, e.g. resume & cover letter development, purchasing of interview attire, interview practice, and communication skills training.

CODI case managers will assist participants to become work-ready through obtaining required credentials including birth certificates and social security cards, resume writing, cover letter writing, and soft-skills development; referring participants to employment seminars, trainings, and job fairs; and provide further service referrals or assistance, such as helping participants register at the One-Stop Career Center, or applying for the Work Opportunity Tax Credit. Case managers will also help participants find and apply for job openings, assist participants in performing online job searches, establish and maintain community employment linkages, and provide ongoing support to employed participants.

Participants who request job-search assistance with CODI case management will be invited to participate in weekly job club meetings. The job club will provide opportunities for participants

to receive support and insight from their peers as well as from CODI employment specialists. The job club will also feature workshops, lectures, guest speakers, networking opportunities, and a chance to practice interviewing skills.

In its many years of providing vocational assistance to people with disabilities and disadvantages, CODI has established a close working relationship with the Division of Vocational Rehabilitation Services (DVRS). CODI is currently contracted through the DVRS to provide employment placement, intensive job coaching, and long-term follow along job coaching. CODI was also recently granted funding to provide intensive job training to individuals with any type of disability who qualify for DVRS services. These individuals can participate in a two-month course of vocational and soft-skills training that will prepare them for work in retail, hospitality, and tourism positions. Eligible participants interested in pursuing employment in other fields can be fast-tracked by CODI through the process of obtaining a voucher for intensive employment support. DVRS is located at the WIB One Stop Career Center in Pleasantville, where CODI is a co-located service provider. Accordingly, CODI can further expedite the process of linking interested participants to DVRS.

CODI maintains a database of employers, along with an extensive network of individual contacts with Atlantic County businesses. CODI's successes are such that its employment specialists regularly receive phone calls from employers asking for qualified candidates to fill positions. CODI continues to connect individuals with employment, and more importantly to equip individuals with the skills they need to remain employed.

#### **G. ACCESSIBLE HOUSING:**

CODI is well acquainted with landlords to obtain accessible housing for clients. This includes apartments which are architecturally accessible as well as accessible via the public bus line. CODI believes that housing needs to be safe, affordable and accessible to community resources such as libraries, grocery stores, pharmacies, places of employment, social and religious centers, etc. Therefore our efforts will be centered on assisting clients to lease up with landlords near these resources.

#### **H. EMERGENCY RESPONSE PLAN:**

CODI maintains policies and procedures which provide guidance to respond to an array of weather related and other disaster type responses including both medical and behavioral emergencies.

In addition CODI maintains an after hours services and on-call system of support which will be expanded for this program to provide needed services after traditional work hours throughout the week. CODI's on-call system includes an on-call Caseworker, and an on-call Team Leader 24 hours a day, 7 days a week to respond to consumer emergencies.

The President/CEO and VP of Residential Services are also available on-call for back-up technical assistance and face-to-face intervention if necessary.

### **I. RECOVERY & SUPPORT SERVICES:**

While our primary objective is to lease up [35] individuals CODI believes that the true value of a program such as this is to assist those impacted by a natural disaster to re-build their lives as well. The use of a Wellness and Recovery model of care to assist the individuals served to develop a lifestyle of recovery is paramount to the program's success.

CODI will provide intensive support services to each individual served so that they may be able to overcome trauma associated with the long term effects of Hurricane Sandy. This will be the focus of the staff of this program. Through the efforts of the identified staff we will support the individuals served to develop a recovering lifestyle and offer intensive support services. Each client will be assessed and provided with the level of support necessary to assist them to become successful in the pursuit of their goals.

The Caseworker will assess needs and develop a service plan which will outline the services to be offered and the methods of assistance. The Caseworker will emphasize a focus on the individual's health and wellness. The client will also be assisted by the knowledgeable Housing Specialist to lease up an apartment and provide support to successfully move-in after navigating the utility turn-on process and purchasing the allowable furniture and supplies.

### **J. CONSUMER OUTCOMES:**

Outcomes reflect a program's success and we propose to successfully:

1. place [35] individuals in independent leased apartments;
2. linkage clients to substance abuse treatment;
3. linkage clients to physical health providers
4. promote consumer recovery so that days of recovery will be monitored
5. increase the number of consumers who move toward a goal of self-sufficiency including obtaining jobs.

CODI will accomplish the identified outcomes through our active efforts with the clients served as we have historically done in the past and are confident we can repeat. First, by recruiting knowledgeable, competent skilled staff who have ethical principles to accomplish the identified mission. Secondly by monitoring the efforts through our Quality Improvement Committee which will review progress and oversee the compliance of the program's efforts. Monitoring reports will also be reviewed by CODI's President/CEO.

### **K. NON-DISCRIMINATION POLICIES:**

CODI shall hold in the highest regard the esteem of individuals and their ability to receive and access quality services. Therefore, discrimination in any form shall not be permitted.

At no time, when screening persons referred for services, or granting an initial interview, or accessing or enrolling in services, delivering services, or upon program termination should CODI staff discriminate against an individual due to race, color, creed, religion, sex, ancestry, age, and national origin, marital status, domestic partner or civil union

status, sexual orientation, military status, political belief, atypical hereditary cellular blood trait, disability [including alcoholism or substance abuse, obesity, HIV and/or AIDS], who are in treatment and/or recovery from substance addiction with legitimately prescribed medication[s] or other status protected by applicable federal or state statutes.

**L. LINKAGES TO PRIMARY CARE:**

CODI maintains a collaboration with the area's primary medical providers such as South Jersey Medical and Reliance Family Medical and believes an affirmative linkage to care is an integral component of CODI's successful Supportive Housing program. Physical healthcare linkages to medically necessary services are essentially important to general good physical health and to ensure access for presenting problems. This ranges from routine examinations to emergencies. The applicant will assist consumers to locate a primary care physician to provide education about their existing health care problems so that diagnosed concerns can be addressed.

**M. COLLABORATION WITH COUNTY SOCIAL SERVICES:**

CODI has enjoyed a rich history of collaborating with Atlantic County department of social services and is well known throughout the southern region as a leader in providing quality services. In addition, CODI collaborates with numerous community partners to maximize services and resources through a holistic treatment approach. Throughout the past twenty years CODI staff has been collocated at the Atlantic City and Pleasantville One-Stop Career Centers as well as at the Atlantic City Housing Authority and the Atlantic County Criminal Justice Facility. Being collocated at these social service venues enables CODI staff to have hands on working relationships with Atlantic County Social Services staff. This collaboration affords CODI staff the opportunity to be familiar with county social services processes and procedures and assist eligible clients with receiving maximum benefits.

**N. MEDICATION MONITORING:**

CODI is experienced assisting individuals who are prescribed a variety of medications to understand the therapeutic value and benefit of their use. Educating clients so that they can appreciate medication as a tool to their wellness is an on-going focus. The program RN will assist and provide clients with medication monitoring to assess whether or not they are taking the medication as prescribed and make recommendations as necessary with the primary care physician to adjust medication.

**O. HOUSING MODEL:**

The applicant is proposing a scattered site housing model of individual apartments. We will secure a portion of [35] apartments in a clustered arrangement where several of the individual apartments are located within close proximity to each other, either on the same floor of an apartment complex, or next door to each other on a street setting. The majority of the proposed project will be individual apartments in a scattered site arrangement. Based upon our experience and success, we are confident that our network of existing landlords will permit us to lease up [35] consumers within the proposal timeline. CODI has developed positive relationships with local landlords who have agreed to work with CODI and the consumers we serve for over [37] years.



**P. MUNICIPAL & COUNTY LOCATION:**

The anticipated location of the housing will be throughout Atlantic County. CODI possesses relationships with landlords in almost every Atlantic County municipality. Municipalities for this project will include: Atlantic City, Egg Harbor City, Egg Harbor Township, Galloway Township, Hamilton Township, Hammonton, Pleasantville, and Somers Point.

**Q. PROGRAM PARTICIPANT RECRUITMENT:**

If awarded the contract to act as the provider of centralized intake and coordinated assessment in Atlantic County, CODI will implement a broad and intensive outreach plan to ensure optimum accessibility for the program. CODI will develop brochures and other marketing materials, and will distribute them regularly to offices within county facilities, as well as area social service agencies such as the John Brooks Recovery Center, JFS's Single Point of Entry program, Atlantic City Rescue Mission, the Atlantic County Justice Facility, Covenant House, the Salvation Army, Friends of Jean Webster Feeding Program, Atlantic County's LACADA, all county library locations, the Atlantic City Free Public Library, the Atlantic County Women's Center, area churches and faith-based organizations, as well as employers, potential funders, and the general public *via* CODI's website.

CODI will also designate staff who, in addition to distributing literature, will also attempt to meet with individuals at different locations to refer them directly to our intake process for this program. Coordinating efforts with JFS' Single Point of Entry program, ACRM staff, and individuals at the Friends of Jean Webster kitchen, etc and spreading word of the program to local governing bodies and other agencies. Staff will screen individuals who may be interested in receiving services, and if eligible initiate services. CODI will also continue to work with the three Continuum of Care sub-committees – the Sustainability Committee, the Discharge Committee, and the Housing Stock Committee – and will take the lead role in coordinating the development of the CoC Resource Manual.

CODI has historically been pro-active to engaging clients for program services and will continue to reach out to eligible individuals to recruit without delays and begin providing services in a timely fashion.

**R. SUBSTANCE ABUSE ISSUES:**

For the past [6] years, CODI has operated a Supportive Housing program for individuals struggling with addiction in partnership with John Brooks Recovery Center. We currently house [32] supportive housing consumers from the addictions population and provide support services along with linkages to drug and alcohol treatment. CODI hosts MICA and Dual Recovery Anonymous groups weekly, and CODI provides transportation to these open meetings. If awarded funding, individuals will receive these same recovery-oriented services. The applicant is very familiar through our current programs with referring consumers to substance abuse services. We currently employ trained staff and offer a Dual Recovery Anonymous [DRA] meeting weekly in addition to facilitating

a weekly MICA meeting for individuals with co-occurring disorders. We educate consumers about the health consequences of substance abuse and encourage use of [12] step models of recovery including other AA, NA and DRA meetings throughout the county, and will continue to do so for this proposed project. Staff will also work closely with primary care medical providers, other service providers and support groups to assist consumers cope with their substance abuse issues. The applicant would like to make clear that we acknowledge that housing is and will not be contingent upon incidents of use. We do however attempt to assist the consumer to reduce their intake of alcohol and substances. CODI is well connected in the recovery community and will offer all supports necessary to promote recovery and harm reduction for individuals with substance abuse issues.

Consumers will be linked with formal treatment providers e.g. John Brooks Recovery Center and Addictions Recovery Systems when clinically indicated

CODI will support individuals with legal issues, and will assist consumers with court appointments, probation matters, and will link consumers with free legal services such as the Community Health Law Project where appropriate. Individuals with legal issues will be treated with the same respect, care, and attention as those individuals without legal problems. Staff will directly assist consumers follow up with legal appointments, and may accompany consumers to court hearings as appropriate.

#### **S. DAILY LIVING SKILL DEVELOPMENT:**

CODI has an extensive history providing skill development to clients with mental illness and substance abuse issues and will employ a Life Skills Specialist who will be responsible for engaging and promoting socially appropriate daily living skills [e.g. health and mental health education, money management, maintenance of living environment, personal responsibility, nutrition, menu planning and grocery shopping, personal hygiene and grooming] for eligible clients of this program to the extent necessary as well. Engagement with a client is critical to the success of promoting and restoring the individual to the maximum possible functional level by improving functional, social, interpersonal, problem-solving, coping and communication skills. CODI is well versed in this process and will provide skill teaching via individual discussions with the client about the skill to be learned, including past experience in using the skill, what the skill entails, when to use the skill and the benefits of learning the skill. This, we feel, is best accomplished by breaking down the skill into its component parts, showing examples of how the skill is correctly performed, arranging opportunities to practice skill use in community settings and providing evaluation and feed back on skill performance.

#### **T. WELLNESS & RECOVERY/COMMUNITY INTEGRATION/CULTURAL COMPETENCE/BEST PRACTICES:**

CODI is committed to promoting Wellness and Recovery for the individuals we serve. Support staff has received Illness Management and Recovery training to assist individuals manage their own mental health care, develop WRAP plans, and complete comprehensive strengths-based assessments leading to comprehensive service plans.

Wellness in general is a focus at CODI as healthy living options, healthy eating choices, smoking cessation, and mindfulness have been topics at annual in-service trainings for all CODI staff. These same principles have been shared with consumers in weekly house meetings, bi-monthly Winner's Group for individuals in supportive housing, and in weekly MICA groups. Principles of Wellness and Recovery will continue to be critical components of the supportive housing program. Supportive housing itself promotes Wellness and Recovery in the life of the individual as we know recovery comes from community living arrangements with individualized supports outside of an institutional setting. CODI's Psychosocial Rehabilitation Counselor [CPRP] runs weekly groups at our various housing sites to help consumers identify Wellness and Recovery goals; these same weekly groups will be available to consumers in this supportive housing initiative. Support staff will assist consumers develop plans to shop for healthy foods, and will assist consumers prepare healthy meals as needed. The individualized supports offered through this program will focus on the whole person and assistance needed to instill hope and promote overall wellness of the individual.

At each service plan meeting, Caseworker asks consumers about Psychiatric Advanced Directives and the benefits of having such a plan and provides information to assist consumer to develop. Additionally, Caseworker reviews consumers smoking habits and measures their interest to reduce smoking as well as whether they have been to a doctor, dentist, or gynecologist [if applicable], and have had recent mammograms or prostate exams [if applicable], as well as possible weight loss discussions.

CODI's organizational culture considers employment and financial independence to be integral components of wellness and recovery as maintaining housing and employment are essential to long-term stability. CODI's has an extensive background in providing residential and vocational services throughout Atlantic County. CODI staff has successfully provided consumers in supportive housing with volunteer and job opportunities which have proven to be beneficial to the consumer's wellness and recovery.

CODI employs several bi-lingual staff members, and will make all program services available in Spanish in addition to English to better serve the target population. Also, if a need is identified for services in a language other than Spanish, CODI will hire interpreters on an as-needed basis. CODI also maintains an active Cultural Competency Plan which requires employees to understand and appreciate the diversity of those we serve.

#### **U. APPLICANT'S EXPERIENCE:**

Career Opportunity Development, Inc., which is accredited by CARF...the Rehabilitation Accreditation Commission, is located in Egg Harbor City, New Jersey was founded in 1970. We currently have contracts New Jersey Division of Mental Health & Addiction Services, Division of Developmental Disabilities, Division of Youth and Family Services, Division of Vocational Rehabilitation and operate a prisoner re-entry program for *US Dept of Labor's Employment and Training Administration* and the *US Dept of Housing and Urban Development* to provide permanent housing for chronic homeless

mentally ill clients. We are *“dedicated to assisting individuals with disabilities to live independent and purposeful lives.”*

Career Opportunity Development, Inc.’s [CODI] has had a successful [37] year history of assisting individuals with a severe and persistent mental illness to maintain themselves successfully in the community. During such time we have developed long term support relationships with consumers without an expiration date and therefore have enjoyed success with being available to clients whenever they need. Presently, we offer a continuum of residential alternatives to the persons receiving services as we manage and operate [5] group homes (which are licensed by the NJ Department of Human Services), [8] semi-independent apartments and [8] supportive housing arrangements [permanent housing]. In total we operate [80] beds. Our residential program has a proven track record of assisting the persons served exit an institutional setting, remain in the community and enjoy a better quality of life.

Additionally we provide Supportive Housing services to an additional [136] consumers of both substance abuse and mental illness who hold their own lease and live independently in their own apartments which we assisted them to obtain, lease and move into. By virtue of this active and successful supported housing initiative we have excellent relationships with landlords throughout the County of Atlantic.

We have also developed permanent housing through HUD funding and purchased an apartment building for four chronically homeless individuals. As a result of these projects we are well acquainted with working with individuals who are homeless as well as the factors influencing their circumstances. Specifically we are acquainted with and have served individuals who have difficulty engaging in services as they have been non-compliant with treatment. In some cases factors of mental illness and substance abuse have been the contributing factor. Through working with these clients we have developed a patient, supportive client centered approach that has lead to successful engagement with services for many of these previous hard to reach clients.

In addition, CODI has been acutely aware of and has responded to the needs of individuals with a co-occurring disorders since 1985 when we adopted a philosophy of acceptance for individuals in need to take prescribed medication as medically and clinically necessary. We responded by initiating and developing support services for the mentally ill chemical abusers [MICA] by developing staff facilitated meetings [originally called Double Trouble meetings]. In its present form these bi-weekly meetings function as Dual Recovery Anonymous meetings. In addition we offer and provide individual counseling provided by our trained staff as a supplement to and in conjunction with an established milieu.

CODI also has a thirty year plus history of successfully assisting individuals pursue vocational goals and obtain real jobs. This effort evaluates an individuals work readiness and matches their abilities to job placement services where follow along and job coaching is provided. Therefore we have a strong history of assisting the chronically unemployed find and successfully keep jobs. Last year alone CODI assisted over 400 individuals become employed.

**V. ATTACHMENTS: C & D**

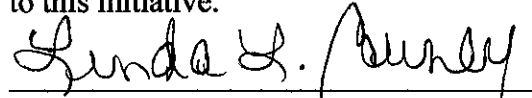
**W. ASSURANCES:**

[1] CODI will pursue available resources [e.g. grants, vouchers, rental assistance, etc.] and collaborate with local housing authorities and/or other related housing development entities to develop, expand, and/or enhance housing options for enrolled consumers;

[2] CODI will also keep funding for this initiative segregated from funding for all other initiatives/programs operated by CODI and will have ability to specifically report on the individuals served in this initiative.

[3] CODI will work in cooperation with the regional and central offices of DMHAS [including the DMHAS Women's Coordinator, DMHAS MATI Coordinator], Drug and Alcohol Directors, Local Advisory Committee on Alcoholism and Drug Abuse, and State psychiatric hospitals to identify people to be served, meet data collection requirements and participate in any standardized affiliation agreements that may be developed.

[4] CODI will comply with DMHAS reporting and monitoring requirements specific to this initiative.

  
Linda Carney, President/CEO  
Career Opportunity Development, Inc.

## **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.

Career Opportunity Development

Applicant Organization

Linda L. Cornely

Signature:  
Chief Executive Officer or Equivalent

4/03/14

Date

Linda L. Cornely

Typed Name and Title

**Attachment D**

PLEASE 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.

Linda Carney, President/CEO

Name and Title of Authorized Representative

Linda L. Carney      4/03/14

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.

Career Opportunity Development, Inc.  
Proposed Budget for DMHAS

**Personnel Costs:** (based on 16 months June, 2014 - September, 2015)

|                              |                      |   |
|------------------------------|----------------------|---|
| Lead/Assessment              | \$ 60,000.00         | (master's level)  |
| Housing Locator              | \$ 40,000.00         |   |
| Caseworker                   | \$ 43,333.33         | (bilingual)   |
| Employment Specialist        | \$ 40,000.00         |   |
| Life Skills Specialist       | \$ 33,333.33         |   |
| PT Nurse                     | \$ 25,428.00         | (11 hours in July, 23 hours in August, 35 hours for the rest of the months) |
| Fringe Benefits              | \$ 242,094.67        |   |
|                              | \$ 94,416.92         |   |
| <b>Total Personnel Costs</b> | <b>\$ 336,511.59</b> |   |

**Consumer Assistance:**

|  |                      |                                    |
|--|----------------------|------------------------------------|
| <b>Subsidies:</b>                      |                      |                                    |
| 11 consumers x \$ 1139 FMV x 15 months | \$ 187,935.00        | (11 consumers placed in July)      |
| 12 consumers x \$ 1139 FMV x 14 months | \$ 191,352.00        | (12 consumers placed in August)    |
| 12 consumers x \$ 1139 FMV x 13 months | \$ 177,684.00        | (12 consumers placed in September) |
| <b>Total Subsidies</b>                 | <b>\$ 556,971.00</b> |                                    |
| Group meetings                         | \$ 25,000.00         | (includes recovery & employment)   |
| Client assistance                      | \$ 17,500.00         | (35 consumers x \$500 each)        |
| <b>Total Consumer Assistance</b>       | <b>\$ 599,471.00</b> |                                    |

**Other Costs:**

|                          |                        |   |
|--------------------------|------------------------|---|
| Travel & transportation  | \$ 28,875.00           | (vehicle lease (3) x \$350/month/15 months, insurance \$ 1375 each, \$ 150/week gas 60 weeks) |
| Facilities               | \$ 3,750.00            |   |
| Cell phones/lpad service | \$ 4,650.00            |   |
| Office expense           | \$ 15,000.00           |   |
| <b>Total Other Costs</b> | <b>\$ 52,275.00</b>    |   |
| G & A Allocation         | \$ 77,365.00           |   |
| <b>Total Expenses</b>    | <b>\$ 1,065,622.59</b> |   |
| <b>Cost per consumer</b> | <b>\$ 30,446.36</b>    |   |

**One Time Costs:**

|                              |    |                   |
|------------------------------|----|-------------------|
| 35 consumers x \$ 1139 x 1.5 | \$ | 61,506.00         |
| 35 consumers x \$ 3000       | \$ | 105,000.00        |
| 35 consumers x \$ 300        | \$ | <u>10,500.00</u>  |
| <b>Total One Time Costs</b>  | \$ | <b>177,006.00</b> |

Career Opportunity Development, Inc.  
Budget Narrative

**Personnel Costs**

Staff wages assumes staff will be hired in June, 2014, working through contract end date of September 30, 2015 (16 month period). Nurse is part-time, budgeted according to estimated consumer date of entry, one hour per month per consumer (11 consumers = 11 hours July, 23 consumers = 23 hours August, 35 hours per month September, 2014 – September, 2015).

Fringe benefits include all payroll taxes (FICA, SUI/SDI), worker's compensation insurance, health/life insurance, retirement, if eligible and new hire expenses. It is noted that CODI offers staff health insurance coverage including single, parent/child, husband/wife and family coverage. Employees are responsible for 27% and employer covers 73%.

**Consumer Assistance**

Rental subsidies are based on assumption that minimally two bedroom units will be needed (fair market value \$ 1,139). It is noted that some may only require one bedroom and some may require more than two bedrooms. We used the median amount as our basis. Budget assumes 11 consumers will be placed in July, 12 consumers in August, 12 consumers in September, fulfilling our LOS of 35 consumers in total.

Group meetings will be held to help consumers with coping & recovery as well as provide support. Groups will provide tools resources, and support to enhance ongoing sobriety, gain and retain employment, and as a result promote long term independence.

Client assistance funds will be utilized for emergency needs, securing identification, transportation (bus passes), and for employment related needs such as boots, tools, etc. Budget is based on estimated \$ 500 per consumer x 35 consumers.

**Other Costs**

Travel and transportation includes lease of three vehicles for staff usage (vehicles will be shared by staff), insurance and gas for 15 months. Facility costs are based on estimated square footage occupied by contracted staff at main office in Egg Harbor City. Costs include: electric, heat, water/sewer, trash removal, exterminating, telephone, building repairs and maintenance and property insurance. Budget assumes contracted staff will be assigned cell phones and iPads for field work. Cell phone/iPad service is monthly cost for service for each. Office expense covers cost of office supplies such as paper, pens, staplers, etc. necessary for every day operation of program; in addition to purchase of computer/printers for staff, iPads, desks, chairs, dividers to set up office space, etc.

**G & A Allocation**

General and administration allocation covers those expenses not directly associated with one specific contract and may include: administrative personnel costs, postage, office equipment leases, administrative portion of office supplies & facilities, payroll processing, audit fees, and staff development.

*Policy Name*  
*Effective Date*  
*Approved by*  
*Most Recent Revised Date*

**Non-Discrimination**  
January 6, 1987  
L. Carney, President/CEO  
November 2, 2007

**Policy:** CODI shall hold in the highest regard the esteem of individuals and their ability to receive and access quality services. Therefore, discrimination in any form shall not be permitted.

**Procedure:** At no time, when screening persons referred for services, or granting an initial interview, or accessing or enrolling in services, delivering services, or upon program termination should CODI staff discriminate against an individual due to race, color, creed, religion, sex, ancestry, age, and national origin, marital status, domestic partner or civil union status, sexual orientation, military status, political belief, atypical hereditary cellular blood trait, disability [including alcoholism or substance abuse, obesity, HIV and/or AIDS] who may or may not be in treatment and/or recovery from substance addiction with legitimately prescribed medication[s] or other status protected by applicable federal or state statutes, or the financial ability to pay the Residential Service Charge.

Annually, the program shall review and analyze specific data to monitor and enforce our policy of non-discrimination. This information shall be forwarded to the President/CEO.