



State of New Jersey

DEPARTMENT OF HUMAN SERVICES
DIVISION OF MENTAL HEALTH AND ADDICTION SERVICES
PO Box 362
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HAMILTON, NJ 08691

PHILIP D. MURPHY
Governor

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SHEILA Y. OLIVER
Lt. Governor

VALERIE L. MIELKE, MSW
Assistant Commissioner

May 1, 2020

Dear Provider

This letter is to inform you that the application from the State of New Jersey has been approved by the Substance Abuse and Mental Health Services Administration (SAMHSA) to provide Federal Emergency Management Agency (FEMA) Crisis Counseling Program (CCP) services through the Immediate Service Program (ISP) to COVID-19 survivors in all of New Jersey's 21 counties. The FEMA ISP is for a 60-day duration, immediately followed by the Regular Services Program (RSP), for a nine (9) month duration.

The NJ Department of Human Services, Division of Mental Health and Addiction Services (DMHAS) is issuing this Request for Letters of Interest (RLI) to identify providers interested in partnering with the DMHAS to make available crisis counseling services to individuals impacted by the COVID-19 pandemic through the FEMA RSP. A limited number of RLIs will be approved for this FEMA RSP opportunity.

As pandemics differ greatly from natural disasters, which have a clearly defined beginning and ending, response to the pandemic is expected to be prolonged and constantly changing over time. It will be necessary to reassess emerging issues specific to each phase of response and to flexibly address those needs to provide increased services or a change in the focus of the services. To that end, DMHAS' Disaster and Terrorism Branch intends to request funding for the FEMA Crisis Counseling Regular Services Program (RSP). Please see the following link for general background information about the RSP <https://www.samhsa.gov/dtac/ccp>.

The Regular Services Program (RSP) is a neighbor helping neighbor model that utilizes counselors, paraprofessionals and community members to provide emotional support to individuals, families or groups, as well as providing psycho-educational groups for up to nine (9) months after the grant approval date. Due to the nature of the pandemic, it is expected that services will be provided using telecommunication platforms to connect with those in need. For example, virtual support groups can be facilitated for individuals who lost loved ones to COVID-19; another example is psychoeducational groups tailored to children and the impact of the pandemic on their emotional well-being.

The RSP grant is a reimbursement grant that requires regular Federal reviews, program and fiscal audits, site visits, weekly reports and data collection at the provider agency level. The program

covers salaries/wages and fringe; typical hourly reimbursement for crisis counselors is \$25.00 per hour and \$35.00 per hour for team leaders. Travel reimbursement for outreach is provided; however, the services and supports in this program will be provided telephonically and virtually. Supplies, including basic office supplies, are allowable costs provided they are reflected in the agency's proposed budget and approved. General and Administrative (G&A) costs are not allowable costs. A detailed itemized budget justifying every item is required as part of the application process. Reports will be required and payment made after State review of expenditures.

Only Crisis Counseling Services, as defined by the FEMA CCP, are allowable; therefore, clinical mental health services and case management services are NOT included in the program. Allowable services include providing individual and group psychoeducation and emotional support to New Jersey residents impacted by the pandemic. Focusing service design and provision on vulnerable populations is important and required. Information and data to demonstrate particular needs by population should be included in your application.

As a result of the scope and magnitude of this disaster, our Federal partners, FEMA and SAMHSA, will be closely monitoring all information submitted. If interested in applying for the FEMA Crisis Counseling Program, please complete the attached narrative, budget information and attestation and upload by **11:00 pm on Wednesday May 6, 2020**. The RLI and attestation must be uploaded as PDF files and the budget template as an Excel file by the deadline using a file transfer protocol site. Username and password are case sensitive and must be typed exactly as shown below. Once logged in, the upload button is on the upper left side. Upload the RLI, Attestation PDF files and budget Excel file separately, including the applicant's name for all file names. Click on the green checkmark in order to submit the files. Once the upload is complete, click the red logout button at the top right of the screen.

Go to: <https://ftpw.dhs.state.nj.us>.

Username - xbpupload

Password - Network1!

Directory - /ftp-dmhas/xbpupload (it is essential to indicate this specific directory)

If interested in applying for this grant and have questions, there will be a conference call on Tuesday, May 5th at 10:00 am. The call-in number is 877-336-1829; 1603858# (should you experience problems with connecting, you can also dial 636-651-0002). The call will initially be in listen only mode and opened for a question and answer period.

We appreciate your prompt consideration of this matter.

Sincerely,



Valerie L. Mielke, MSW
Assistant Commissioner

VLM:pjt
Attachment