

Questions & Answers

Q	Bidder Question	DHS Answer	Section	Pg.
1.	Could our budget just be for the down payment of the home?	<i>Funding is available for the acquisition, development and renovation of group homes that serve newly placed individuals with acute behavioral and/or medical needs. Funding is provided as a reimbursement once the criteria for payment is met.</i>	I. Purpose and Intent; IV. Contract Scope of Work	3; 5- 6
2.	Page 4 says, “Eligible individuals are those who were residing in a qualified institution for at least 60 days prior to their move to a community setting, are Medicaid eligible at least one day prior to moving to a community setting, and are moving to a setting with four or fewer unrelated individuals.” How is ‘qualified institution’ being defined here? Additionally, would a qualified institution include Emergency Capacity Services (ECS)?	<i>The description on page four provides information related to the Centers for Medicare and Medicaid Services (CMS) Money Follows the Person (MFP) Program. When people are placed from a qualified institution (i.e., Developmental Center, Psychiatric Hospital, Skilled Nursing Facility) the State is able to pull down additional federal funding. Through the savings realized through participation in the MFP Program, this RFP and several other initiatives have been reinvested to enhance NJ’s home and community-based services (“HCBS”) system.</i>	II. Background and Population to be Served	4
3.	Background and Population Served section notes "Eligible individuals are those residing in a qualified institution for at least 60 days prior to moving to a community setting"-does this exclude individuals coming from living at home with family or from another similar provider of services through the Community Care Program?	<i>The description of the MFP Program discusses eligibility requirements for the MFP Program, from which the funding for this RFP was generated. Individuals who move into the homes do not need to be MFP eligible, but must be eligible for New Jersey Department of Human Services (“DHS”), Division of Developmental Disabilities (“DDD” or “Division”) services and actively enrolled on the Community Care Program (CCP).</i>	II. Background and Population to be Served	4

		<i>At least two of the individuals must have a medical level of 5 or 6 or a behavioral level of 3 or 4.</i>		
4.	Can clarification be provided on what constitutes “institutional setting” as defined by eligibility of individuals potentially associated this RFP?	<i>The description of the MFP Program discusses eligibility requirements for the MFP Program, from which the funding for this RFP was generated. Individuals who move into the homes must be eligible for Division services and actively enrolled on the Community Care Program (CCP). At least two of the individuals must have a medical level of 5 or 6 or a behavioral level of 3 or 4. Homes developed through this initiative are to enhance community capacity and may identify individuals from various setting types.</i>	II. Background and Population to be Served	4
5.	We are transitioning now to a new agency name. Can a new agency qualify for this or does it require 1 year of service under this entity?	<i>The bidder must be licensed by the DHS prior to the start of service. This includes meeting all eligibility requirements to qualify for licensure as indicated in N.J.A.C. 10:44A-1.4, “Application for Licensure.” This includes “documentation of agency history of service provision to individuals with developmental disabilities for a minimum of 24 months, including survey or audit results and plans of correction. N.J.A.C. 10:44A-1.4(c)(1)(viii).</i>	III. Who Can Apply?	4-5
6.	Is there any area with a higher demand?	<i>Provider managed housing for individuals with medical and/or behavioral needs is needed throughout all counties of the state. The Division Statistics Website provides information about number of individuals served by county that may be of interest when planning.</i>	IV. Contract Scope of Work	5

7.	What is the maximum amount of individual rooms per home?	<i>Homes eligible for this funding are limited to those with four, single-occupancy bedrooms.</i>	IV. Contract Scope of Work	5
8.	Will the house need to be fully accessible if intent is not to serve individuals with medical needs?	<i>Programs developed using this funding must be able to support individuals with medial levels 5 or 6 and/or behavioral levels 3 or 4. The homes should be accessible to the residents that will reside in the home in accordance with the HCBS Final Settings Rule. More information related to Accessibility and the HCBS Final Settings Rule can be found in the Provider Guide to the HCBS Final Settings Rule.</i>	IV. Contract Scope of Work	5- 6
9.	Does the location of the homes matter?	<i>Homes are needed throughout the State. Please see section 17.9.4.3.2 “The Licensing Process” of the Community Care Program Manual for guidance on the process and site selection.</i>	IV. Contract Scope of Work	5
10.	Does the Division have a mechanism to determine that the homes meet HCBS requirements related to proximity in the community?	<i>In addition to the site search process outlined section 17.9.4.3.7 of the Community Care Program Manual, the Division utilizes a Community Integration Review to look at a variety of factors, including individual experiences to determine whether a setting is truly home and community based. Upon opening of the program, the provider must maintain compliance with HCBS on an ongoing basis. Additional information on HCBS requirements and provider expectations can be found on the Division’s HCBS Statewide Transition Plan website.</i>	IV. Contract Scope of Work	5- 6

11.	How does the Division plan to contractually reserve beds?	<i>The criteria for payment includes the condition that at least two beds in each home are reserved for individuals with medical levels of 5 or 6 or behavioral levels of 3 or 4. Projects that do not meet this condition will not meet the criteria for payment.</i>	IV. Contract Scope of Work	5- 6
12.	Will the Division be paying for the bed holds?	<i>Reimbursement for services associated with target individuals will be through the fee-for-service system using the established fee schedule associated with the assigned tier of the individual.</i> <i>Funding will not be released to a community-based provider unless the individuals seeking a community-based setting and Provider have agreed to placement, and the provider has secured 100% of the financing required to fund the entire project cost.</i>	IV. Contract Scope of Work	5- 6
13.	Does the Division provide the agencies with clients or do they need to find the clients?	<i>Provider agencies are responsible for securing referrals for these programs. As noted in the RFP, at least two beds must be reserved for individuals with medical levels of 5 or 6, or behavioral levels 3 or 4, and/or individuals determined by the Division to have an acute need or a placement disposition challenge. Referrals may be received through direct referral from the Division, through e-blasts, or through support coordinator referral. If a provider has difficulty independently identifying referrals, they should contact their assigned program developer for assistance.</i>	IV. Contract Scope of Work	5- 6

14.	Is the rent covered by HUD?	<i>No. The Division offers housing subsidies to people who live in a provider-managed residence. This subsidy, administered by the Supportive Housing Connection, pays a portion of the monthly rent to the provider/landlord after the tenant contributes 30% of their monthly income. Further information on the terms of the subsidy program can be found in the Housing Assistance Policy.</i>	IV. Contract Scope of Work	5- 6
15.	Pg.5: leverage capital funding from a variety of sources to quickly build new group homes for target population. Define ‘quickly’. What is the expected timeframe for completion considering the current real estate market, DDD required site inspections, permitting, bid process, mortgage approval, etc.	<i>Programs opened through this RFP must meet the criteria for payment on or before December 31, 2025.</i>	IV. Contract Scope of Work	5
16.	If the Agency is only using the \$90,000 in State funds for <u>acquisition</u> of a property for this project, and no other State funds are being used, will vendors need to be paid prevailing wage (per Davis-Bacon Act)?	<i>Yes. Public works projects that are funded in whole or I part with the funds of a public body are subject to the New Jersey Prevailing Wage Act (N.J.S.A. 34:11-56.25 et seq.) Compliance with the Davis-Bacon is included in Attachment C “Statement of Assurances.”</i>	IV. Contract Scope of Work	5- 6
17.	Can proceeds from sale of another group home be used towards this project?	<i>The Division does not have requirements associated with how provider agency funding is secured. If a provider is considering the sale of a group home, it is recommended that the provider review any associated agreements related to the operation of the home and the terms of any capital funding agreements (as applicable).</i>	IV. Contract Scope of Work	5- 6

18.	<p>The RFP states that “Funding will not be released to community-based providers unless individuals seeking community-based services and provider have agreed to placement and the provider has secured 100% financing to fund the entire project.” How will individuals be selected to live in the homes? How does the Division facilitate the agreement between the individual(s) seeking community-based services and the provider?</p>	<p><i>Provider agencies are responsible for securing referrals for these programs. As noted in the RFP, at least two beds must be reserved for individuals with medical levels of 5 or 6, or behavioral levels 3 or 4, and/or individuals determined by the Division to have an acute need or a placement disposition challenge. Referrals may be received through direct referral from the Division, through e-blasts, or through support coordinator referral.</i></p> <p><i>Each agency is assigned a DDD program developer who will track progress and provide assistance through the development process. The provider-individual agreement occurs when a provider issues an offer of placement and the individual and guardian (as applicable) accept the placement.</i></p>	IV. Contract Scope of Work	5- 6
19.	<p>Section IV Contract Scope of Work, bullet point 7 under Criteria for Payment- please confirm if this means that we must have the funds secured to complete the project in question on our own with or w/o being awarded these funds, that funds will be reimbursed NOT awarded to fund the project directly?</p>	<p><i>Yes. Funding will not be released to a community-based provider unless the individuals seeking a community-based setting and Provider have agreed to placement, and the provider has secured 100% of the financing required to fund the entire project cost.</i></p>	IV. Contract Scope of Work	5- 6
20.	<p>Section IV Contract Scope of Work, 3rd to last paragraph about bidders applying for allocations for up to four separate homes-what qualifies as a target development towns or counties?</p>	<p><i>Bidders may apply for up to four separate allocations. As applicable, bidders applying for more than one (1) allocation may submit a single request that identifies multiple target development towns or counties.</i></p>	IV. Contract Scope of Work	6

		<i>This means that a bidder may apply for up to 4 homes in a single request. It is up to the bidder to identify the location of the target development in their proposal.</i>		
21.	Pg.6: states a lot for new construction that has not been purchased. Why can't a lot the Agency already owns be used for this project?	<p><i>Only new sites shall be considered. A new site is defined as:</i></p> <ul style="list-style-type: none"> • <i>A home or buildable lot that has not yet been purchased by a provider or by a housing entity/developer affiliated with a provider; or</i> • <i>A home that is not licensed by DHS but is already owned and requires capital investment to meet licensing standards.</i> <p><i>This RFP is to create new housing opportunities. If a site has been purchased and does not require capital investment to meet licensing standards, then it would not qualify for funding.</i></p>	IV. Contract Scope of Work	6
22.	<i>Only new sites shall be considered. A new site is defined as: A home or buildable lot that has not yet been purchased by a provider or by a housing entity/developer affiliated with a provider; Do we need to include the address of the potential homes or buildable lots we are looking to purchase? It's possible we could be looking at a site, but what if it is then no longer available at the time of approval? We'd like more clarity on this.</i>	<i>A specific property location does not need to be identified at the time of the proposal. The proposal should include a project timeline that will include site identification and acquisition.</i>	IV. Contract Scope of Work	6
23.	Pg. 6: (DDD) funds not released until 100% of financing secured. If the \$90,000 from DDD is part of the funds needed, how does this happen? For mortgage purposes, may need to show we have \$90,000 in State funds.	<i>DDD funding capital funding is issued as reimbursement. The RFP Award letter and/or Division Support Letter are typically used to demonstrate proof of funding support.</i>	IV. Contract Scope of Work	6

24.	<p>On page 6 the RFP states "Funding will not be released to a community-based provider unless the individuals seeking a community-based setting and Provider have agreed to placement, and the provider has secured 100% of the financing required to fund the entire project cost."</p> <p>What is the entire project cost? Is this the cost of the housing/building or cost of the services provided to those who will live there? Or both together?</p>	<p><i>The entire project cost refers to the project development costs to acquire the home and prepare for licensure. The costs for individuals identified to live in the homes will be provided through fee-for-service billing.</i></p>	IV. Contract Scope of Work	6
25.	<p>Pg. 8 # 6 re: Active Litigation: is this limited to litigation only with the State, or any litigation with any entity?</p>	<p><i>Bidders are to provide a description of all active litigation in which the bidder is involved, including pending litigation of which the bidder has received notice.</i></p>	VI. Required Proposal Content	8
26.	<p>Does the exact property location need to be identified in the proposal?</p>	<p><i>The exact property location does not need to be identified at the time of the proposal, but if a location is not secured, the bidder should include the plans for site acquisition in the overall project timeline.</i></p>	VI. Required Proposal Content	7-12
27.	<p>Can guidance be provided on the maintenance of updating items/information submitted in association with Proposal such as Job Descriptions of key personnel, Organizational Chart etc.?</p>	<p><i>The current information at the time of the proposal must be included in the submission. If job descriptions, key personnel, and/or organizational charts need to be updated while the project is in development, then the provider agency is responsible for submitting the updated documents to the Office of Licensing.</i></p>	VI. Required Proposal Content	11

28.	<p>What is the "Contract Number" for the <i>Certification of Non-Involvement in Prohibited Activities in Russia or Belarus?</i></p>	<p><i>The bidder can enter the program number (if assigned) in the "Contract Number" field in the <u>Certification of Non-Involvement in Prohibited Activities in Russia or Belarus</u>. If a program number has not yet been assigned, please note "pending assignment" in the contract number field.</i></p>	<p>VI. Required Proposal Content</p>	11
29.	<p>Where do we get our "Bid Solicitation #" for the <i>Disclosure of Investment Activities in Iran</i> form?</p>	<p><i>The Bid Solicitation # in the <u>Disclosure of Investment Activities in Iran Form</u> may be left blank, but the Title must be completed.</i></p>	<p>VI. Required Proposal Content</p>	11