



REQUEST FOR PROPOSALS

FOR

Essex County Domestic Violence Residential and Non-Residential Services- Licensed Capacity of at Least 51 Adult Victims and Dependent Children (combined)

Funding of \$1,000,000

CFDA # 93.671 (Including \$168,000 of Family Violence Prevention Services Act)

Bidders Conference May 11, 2016

Place: DCF Professional Center

30 Van Dyke Avenue New Brunswick, NJ 08901

Bids are due: May 26, 2016 at 12:00 PM

Allison Blake, PhD., L.S.W.

Commissioner

April 29, 2016

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Funding Agency

State of New Jersey
Department of Children and Families
50 East State Street,
Trenton, New Jersey 08625

Special Notice: *Potential Bidders must attend a Mandatory Bidder's Conference on May 11, 2016 at 30 Van Dyke Avenue New Brunswick, NJ 08901, at 10:00 AM. Questions will be accepted in advance of the Bidder's Conference by providing them via email to DCFASKRFP@dcf.state.nj.us until May 10, 2016 at 12:00 PM. Technical inquiries about forms and other documents may be requested anytime.*

Section I – General Information

A. Purpose:

The Department of Children and Families (DCF) is seeking eligible providers to submit proposals for services in Essex County to increase support for the safety of victims and survivors of domestic violence, and decrease the emotional, physical, and psychological trauma caused by domestic violence. The supportive services will include 24 hour hotline and shelter entry, crisis intervention, individual and group counseling, and legal, financial and housing advocacy. DCF is seeking an agency to operate a domestic violence program that includes an emergency shelter facility which must meet licensing standards as determined by the Department of Community Affairs (DCA), with the minimum shelter capacity of at least 51 adult victims and dependent children (combined) at any given time. There will be one award, but more than one physical location will be permitted. The eligible target population for this program is adult victims of domestic violence as defined by the Prevention of Domestic Violence Act (N.J.S.A. 2C:25-17 et seq.) and their dependent children (child is financially dependent on the parent(s) and/or legal guardian, or residing in the parent's household, or a full-time student).

Under the New Jersey Prevention of Domestic Violence Act, an act of domestic violence occurs when an individual commits one of the predicate offenses, such as assault, harassment, or stalking, to another individual when a special relationship is present. This relationship can or cannot be intimate, and may include a household member, or former spouse. The act can occur once, or multiple times over the course of several years. (See N.J.S.A. 2C:25-17 et seq.).

Domestic violence has been recognized as a public health issue and can cause serious health-related consequences. Adverse effects may include physical injury like broken bones or head injury, or have long term effects on

cardiovascular or gastrointestinal systems due to chronic stress and anxiety.¹ The Center for Disease Control reports the health costs associated with domestic and intimate partner violence exceed over 8 billion dollars and can result in disability, hospitalization, or death.²

Both the New Jersey State Police and the Administrative Office of the Courts report that approximately 75%-78% of domestic violence cases are perpetrated against women.^{3,4} This number is fairly comparable to the statistics reported by the U.S. Department of Justice, which states about 4 in 5 victims of intimate partner violence are female.⁵ Nonetheless, statistics also demonstrate a percentage of males victimized by domestic violence. In addition, domestic violence occurs at higher or comparable rates to the LGBTQI population.⁶

According to the New Jersey State Police Uniform Crime Report, there were over 64,000 cases of domestic violence in New Jersey reported in 2013.⁷ Approximately 5,240 of those cases occurred in Essex County. This is the second highest number of offenses in the entire state. The Administrative Office of the Courts also reported Essex County as having the highest number of domestic violence cases filed in the Family Law Division in the state.⁸

B. Background:

DCF is charged with serving and safeguarding the most vulnerable women, children and families in the State. Our vision statement is, "To ensure a better today and even greater tomorrow for every individual we serve."

DCF Core Values

Agencies contracting with DCF must adhere to the core values and relevant principles of DCF which are:

- We value the unique strengths, needs and abilities of all individuals.

¹ Black, Michele C., PhD. *Intimate Partner Violence and Adverse Health Consequences: Implications for Clinicians*. American Journal of Lifestyle Medicine 5.5 (2011)428-439.

² Centers for Disease Control and Prevention (CDC). *Costs of Intimate Partner Violence against Women in the United States*. Atlanta (GA): CDC, National Center for Injury Prevention and Control; 2003.

³ New Jersey State Police (NJSP). *Domestic Violence in New Jersey*: NJSP; 2013.

⁴ Administrative Office of the Courts (AOC). *Report on the Prevention of Domestic Violence Act*: AOC, 2015.

⁵ Catalano, Shannon, Ph.D. *Intimate Partner Violence, 1993-2010*. U.S. Department of Justice; 2012.

⁶ Walters, M.L., Chen J., & Breiding, M.J. *The National Intimate Partner and Sexual Violence Survey (NISVS): 2010 Findings on Victimization by Sexual Orientation*. Atlanta, GA: National Center for Injury Prevention and Control, Centers for Disease Control and Prevention; 2013.

⁷ See NJSP Uniform Crime Report: Domestic Violence in New Jersey 2013.

⁸ See AOC Report on the Prevention of Domestic Violence Act.

- We achieve positive outcomes through individualized, family-oriented, child and youth centered services.
- We foster healthy relationships that promote safety and well-being for children, youth, adults and families.
- We are ethical, fair and transparent in all that we do.
- We are culturally aware, informed and responsive; we value and respect diverse traditions, heritages, and experiences.
- We work in partnership with individuals, families and the community, as well as with other state departments and within DCF, to build connection, strength and success.
- We are professional, highly-trained and committed to the communities we serve.
- We provide excellent customer service so anyone can easily find and access services when needed.
- We provide innovative solutions aligned with community needs.
- We are accountable to our partners, ourselves and the communities we serve.
- We are good stewards of the resources entrusted to us.
- We continually seek to learn and correct ourselves when needed to provide the very best solutions for children, youth, individuals and families.
- We recognize and respond to the impact of traumatic stress on those who have contact with our system.
- We listen to and communicate openly and honestly with the community and with our partners.

Sexual Abuse Safe-Child Standards

Agencies contracting with DCF must adhere to these Sexual Abuse Safe-Child Standards:

- Post a clear and accessible child-safety policy;
- Analyze risk of harm and minimize that risk;
- Develop codes of conduct for adults and children;
- Recruit and hire suitable employees and volunteers;
- Educate staff and volunteers about the risk of child sexual abuse; and
- Report and respond appropriately to suspected abuse and neglect.

For the “Guidelines for Compliance” and additional information on these standards, please go to <http://nj.gov/dcf/SafeChildStandards.pdf>.

Mission of the Division on Women

The mission of the Division on Women is to create, promote and expand the rights and opportunities for all women in the State of New Jersey. The Division on Women supports the development, coordination and evaluation of programs and services for women and other constituents. The Division on Women includes the Office of Domestic Violence Services which provides funding and support to domestic violence programming statewide.

Standards for Domestic Violence Program:

The Division on Women strives to ensure safety for domestic violence survivors and their children. In order to achieve that, the applicant must meet the following standards:

- Encourage the highest level of ethical practice and accountability to survivors and the community;
- Articulate a trauma-informed philosophy that focuses on the safety of survivors and their children;
- Understand and affirm the importance of a survivor's right to self-determination and ability to make choices for themselves and their children; and
- Maintain a consistent level of efficiency, responsibility and competency.⁹

Empowerment Model

The applicant shall provide services through the empowerment model. Empowerment involves educating without coercion and supporting the survivor's right to determine a course of action free from psychological, physical, or emotional control. Survivors shall be empowered to set their own goals, objectives, and be supported by advocates to achieve identified goals.

The federal government bars recipients of Violence Against Women Act (VAWA) and Family Violence Prevention Services Act (FVPSA) from mandating survivors to participate in programming to access other services. All services must be available on a voluntary basis.

Trauma-Informed Approach

The applicant will utilize a trauma-informed approach in its services. This approach incorporates an understanding of the pervasiveness of trauma and its impact on every aspect of service provision. Not all survivors will experience violence in the same way, and each survivor will have individual needs. Being trauma-informed requires programs to understand and respond with sensitivity to the culture, behaviors, attitudes and emotional needs of survivors.¹⁰

Trauma-informed services can include, but are not limited to:

- Focus on understanding the whole individual and context of his or her life experience.

⁹ Please note that standards included in this document reflect promising practices gathered from a variety of resources, including the Ohio Domestic Violence Network, National Online Resource Center on Violence Against Women (VAWnet.org), and National Center on Domestic Violence, Trauma and Mental Health.

¹⁰ Phillips, Heather, MA, Eleanor Lyon, PhD, Mary Fabrisi, PsyD, and Carole Warshaw, MD. *Promising Practices and Model Programs: Trauma-Informed Approaches to Working with Survivors of Domestic and Sexual Violence and Other Trauma*. Center on Domestic Violence, Trauma and Mental Health, 2015.

- Form a relationship based in partnership with the survivor, minimizing the power imbalance between advocate and survivor.
- Respect the survivor's choices and control over her recovery.
- Minimize the possibilities of victimization and re-victimization.
- Facilitate growth, resilience and healing.
- Emphasize the survivor's strengths.
- Collaborate with non-traditional and expanded community supports (such as faith communities, friends and families, etc.).
- Provide culturally sensitive and inclusive services.

To accomplish these goals, the applicant shall ensure staff is trained in the delivery of trauma-informed services, and that program policies, practices and procedures reflect a trauma-informed approach. The applicant shall also recognize vicarious trauma staff may experience and provide proper supports.¹¹

Protecting Confidentiality

The applicant shall abide by confidentiality policy at DCF as follows:

- The applicant shall observe the confidentiality provisions in 42 U.S.C. 10406(c) (5) with respect to all information collected by DCF.
- The applicant shall not disclose personal identifying information collected on a service recipient, including persons receiving services via a state or federally-funded grant program, to any persons without the informed, written, and reasonably time-limited consent of that person, unless compelled by statute or court.
- If disclosure is required by law or court order, the applicant shall make reasonable efforts to:
 - Inform the person of the necessary disclosure; and
 - Protect the privacy and safety of affected persons.
- The applicant shall not make public the address or location of any domestic violence shelter facility that otherwise maintains a confidential location, except with written authorization of the person or persons responsible for the operation of that shelter.
- The applicant shall have written policies addressing documentation, storing of confidential information and access to other protected material.
- The applicant shall have a policy on the retention and destruction of documents.

In addition the applicant shall take the following steps to ensure confidentiality of survivors in the program:

- All records, electronic and written, are secure and not accessible to outsiders.

¹¹ Id.

- Strong policies and procedures concerning: releases of personal or identifying information; responding to warrants and subpoenas; retention and destruction of records; and working collaboratively with local partners.
- Discuss information and options with survivors related to technology devices (cell phones, computers, tablets) and social networking as part of safety planning with advocates.

Rights of Survivors Participating in the Program

The applicant shall have written policies on the rights of survivors that include, but are not limited to:

- Non-discrimination in the provision of services on the basis of age, race, creed, sexual orientation, gender identity, ethnicity, national origin, marital status, socio-economic status, STD/HIV status, employment status in a sex industry, immigration status, physical or cognitive ability, and religious/spiritual beliefs or membership;
- Explanation of survivor rights and ensure it is posted in clear view in all facilities;
- Minor male children or those dependent shall be allowed to remain in the shelter with their mother or guardian if that is the desire of the mother/guardian and/or the child; and
- Standard procedures on responding to subpoena, court orders, and other legal processes.

Cultural Competency

The applicant shall have policies and procedures that foster an inclusive environment to all cultures. These overarching policies shall include, but are not limited to the following:

- Provide cultural diversity training, in addition to knowledge and skill-building training, about specific populations;
- Ensure diverse representation among board members, staff and volunteers through the development and implementation of a cultural diversity plan; and
- Develop outreach strategies with input from the community being served to engage under represented or underserved populations.

Marginalized/Under-served Populations

In order to provide trauma-informed services, the applicant shall have appropriate practices and policies for responding to different cultures, ethnic backgrounds, sexual orientations and gender identities. The U.S. Census Bureau reported in 2014 that 42% of Essex County residents are African American, and 22% are Latino or Hispanic. About 25% of the population is foreign-born and over 33% speak a language other than English at home.¹²

¹² U.S. Census Bureau: State and County QuickFacts. 2015

The appropriate policies and practices shall be determined by the population served as demonstrated below.

1. Survivors with Disabilities

Applicants shall be responsive to survivors who may have physical, sensory, or cognitive impairments. The applicant shall ensure the following:

- The facility is fully accessible with clearly marked entrances, bedroom, bathrooms and communal spaces;
- The facility has ample parking space for people with disabilities;
- Applicant staff are fully aware of resources and/or community agencies for people with disabilities; and
- Applicant leadership encourages staff attendance and participation in order to increase staff understanding and knowledge of different types of disabilities, effective safety planning strategies and resources available to the disability community.

2. Survivors Experiencing Mental Health Challenges or Psychiatric Disabilities

A trauma-informed approach recognizes that many behaviors and responses expressed by trauma survivors are directly linked to their traumatic experiences. The applicant shall ensure the following:

- Provide training for all staff on trauma and on distinguishing trauma reactions from traditional mental health symptoms; and
- Avoid the use of any diagnostic language in survivor records except when required by funders.

3. Survivors with Substance Abuse Issues

A trauma-informed approach recognizes a strong connection between trauma and substance abuse, and shall ensure that survivors are not choosing between safety and sobriety. The applicant shall ensure the following:

- The applicant does not refuse shelter services to survivors based solely on past history of abuse of substances; and
- The applicant shall make appropriate referrals for a chemical dependency assessment if a survivor is found to be using while receiving residential shelter services and that use poses a significant risk to her or others in the shelter.

4. Survivors who are Deaf or Hard of Hearing

The applicant needs to be responsive to the needs of survivors who are deaf or hard of hearing in their community. Survivors shall be able to communicate with hotlines and programs for crisis counseling, referrals, admittance to shelters and connections to other agency

programs. The applicant shall take the following steps to ensure that deaf or hard of hearing survivors' needs are met:

- Acquire telecommunication devices for the deaf (TTY) machines or a videoconferencing device if they are not already in place;
- Offer other forms and means of communication such as American Sign Language, Pigeon Signed English and lip reading; and
- Provide on-call, certified interpreters trained in domestic violence issues to facilitate communication between deaf, hard of hearing, and hearing people in the interest of communication with staff, outside agencies or individuals, or in support groups as required by the Americans with Disabilities Act (ADA).

5. Male Survivors

Although statistics demonstrate that domestic violence is predominantly perpetrated against women, the crime is also perpetrated against men. To ensure trauma-informed services that are inclusive of all survivors, the applicant shall carry out the following steps:

- Offer equal access to programs and services to men;
- Ensure an open and inclusive environment through language in policies, procedures, mission statements and other material, practices and policies; and
- Not refuse shelter services to survivors based solely on gender, and shall provide shelter through its emergency shelter program or a housing partner.

6. Survivors who are Lesbian, Gay, Bisexual, Transgender, Questioning/Queer or Intersex (LGBTQI)

Survivors from the LGBTQI community may face additional barriers from obtaining safety, and accessing services. To ensure services are inclusive and accessible, the applicant shall:

- Provide a commitment that directly states LGBTQI survivors are welcome in the shelter and will receive support services from staff to address any homophobia or gender discrimination they encounter;
- Provide for special safety needs of women abused by women, such as carrying out additional screening to ensure lesbian perpetrators do not enter shelter;
- Utilize gender non-specific neutral language on hotline calls and intake interviews so as not to assume the gender of survivor. Individuals shall be allowed to self-identify and shall be asked their preferred gender pronoun; and
- Develop statements prohibiting discrimination in agency policies include discrimination based upon sexual orientation and gender identity.

7. Survivors of Color

Women of color include many diverse cultures and backgrounds. Programs shall acknowledge cultural differences and barriers specific to the population. The applicant shall implement the following standards:

- Train staff about racism and the role it plays in keeping abused women of color from getting and staying safe;
- Create a safe and inclusive shelter environment that is reflective of the community and women of color; and
- Ensure staff is knowledgeable about available resources within local communities of color, seeks referrals from agencies serving such communities, and encourages survivors to seek assistance from these outside resources as appropriate.

8. Immigrant Survivors

The applicant shall acknowledge that immigrant survivors are multi-cultural, and bring vastly different experiences and needs. Some may have limited English language proficiency while others may not. Similarly, some may have documentation while others may be undocumented. The applicant shall foster a multi-cultural environment, and ensure it is implementing the following standards:

- Train staff and volunteers on various visas and immigration statuses, and how to record and share certain immigration information;
- Focus outreach to agencies that serve immigrant communities in many different capacities;
- Form relationships with attorneys that speak the same language as the survivor and understand dynamics of domestic violence;
- Provide informational brochures in several languages, which explain the dynamics of domestic violence, legal options, and how to access safety; and
- Ensure interpreters are oriented to domestic violence dynamics, and family members are not used for interpretation services
- Maintain written Limited English Plan (LEP).

9. Services to Older Women

Often women who are 60 and older may have specific needs that are frequently overlooked. The applicant shall develop applicable resources and practices, and abide by the following standards:

- If survivors receive minor medical care at home, allow for services to continue within the shelter through signed confidentiality form;
- Train staff to be knowledgeable about legal issues affecting older people such as elder abuse reporting laws, powers of attorney, guardianships, Medicare appeals and housing rights;

- Foster a collaborative partnership with coordination with the local aging agency, adult protective services and other organizations for seniors; and
- Provide separate space from children for older survivors. Many older survivors are not used to living daily with children so a separate space can help to provide some relief and quiet space to process their trauma and heal.

10. Survivors of Faith

Religion and faith are an important source of strength and comfort for survivors. The applicant shall respect varying beliefs and allow survivors to continue serving their faith. The applicant shall implement the following standards:

- Ensure interventions are strength-based, with religious faith viewed as a strength and resource for the survivor;
- Provide accommodations for survivor's religious rituals, for herself and her children (for example, quiet space is made available for prayer time); and
- Foster relationships with supportive clergy in the local community.

11. Working with Teens and Young People

Domestic violence in teen dating relationships often occurs in different contexts than in adult domestic violence relationships. Programs shall account for various factors and needs due to pregnancy, homelessness, and human trafficking. The applicant shall implement the following standards:

- Forge connections with community programming and resources that work with and engage the youth population, including those programs that receive runaway homeless youth funding for transitional housing, outreach and shelter;
- Train staff and volunteer on developmental stages of young people and structure their interventions to be developmentally appropriate;
- Build relationships with juvenile court and add referral source for teens who require this level of protection from an intimate partner; and
- Ensure program staff and/or volunteers provide community education on healthy relationships in schools and other agencies that are youth serving.

12. Children's Programming

Often children are exposed to domestic violence in their homes. It is important that the applicant recognizes signs of trauma in children and provides proper support to children and parents. The applicant shall implement the following standards:

- Train staff and volunteers on the impact of domestic violence on children;
- Avoid conducting intake, legal paperwork and other adult discussion when children are present if possible;
- Make available age/developmental appropriate, designated program spaces for children, such as a teen room or children's room; and
- Ensure program staff provide information and support to survivors on the use non-violent discipline techniques.

13. Companion Animal Program

Often survivors of domestic violence consider animals and pets as members of their families, and abusers can take advantage of this fact. The applicant shall implement the following standards:

- Train staff and volunteers to recognize and respond appropriately to needs of survivors with companion or livestock animals in their care as part of safety planning; and
- Provide access to safe shelter, medical care and basic needs for animals, and all providers shall have a process for accessing these resources or provide alternatives.

C. Services to be Funded:

DCF is seeking an agency to operate a domestic violence program that includes an emergency shelter facility which must meet licensing standards as determined by the Department of Community Affairs (DCA), with the minimum shelter capacity of at least 51 adult victims and dependent children (combined) at any given time.

The applicant is expected to provide, initiate and/or coordinate an array of services according to the following standards:

Goals of Services and Needs of Participants

The primary goal of service delivery, intervention and treatment in domestic violence programs is to ensure the safety of domestic violence survivors and their children. Survivors and their children's needs may include, but are not limited to:

- Immediate crisis assistance including safety planning, regardless of where the survivor is physically located;
- Individual and systems advocacy;
- Protection and physical safety;
- Basic material provisions such as housing, food, or clothing;
- Referral to community resources that provide necessary assistance, such as medical and dental care, emergency care, reproductive and sexual health services, mental health and substance abuse services,

financial resources, and childcare. (Note that this is not an exhaustive list, as survivors and their children have individual and unique needs);

- Case management; and
- Emotional support and counseling.

Acceptance/Remittance Criteria

The denial of services to a survivor may contribute to serious injury or death and shall not occur often. **The applicant's primary responsibility is to provide safety to any survivor who needs it.** Refusal to provide or re-admit to services shall ONLY be based on breach of confidentiality or violation of health/safety standards of the facility.

Decisions about discontinuing service shall not be based on survivors' personalities, mental health status, substance abuse history, or their decision to return to the abuser. The applicant shall avoid making decisions based on subjective notions about who is admitted. The applicant shall not turn away survivors for the following reasons:

- Waited "too long" to report a violent incident;
- Failed to actively work towards ending the relationship when the program feels she/he shall or returns to the abuser;
- Did not use the legal system to address the domestic violence in their lives;
- Continued to have contact with the abuser after leaving (if program's confidential location was not revealed);
- Appeared angry, hostile or does not have a warm, friendly personality;
- Did not appear "cooperative" or "appreciative" of services;
- Used force in a relationship or has been arrested;
- Used drugs or alcohol;
- Demonstrated difficulty controlling their children;
- Did not follow rules or stick to a regular schedule;
- Was diagnosed with a mental illness or currently takes medication for a mental health issue;
- Worked or is currently working in the sex industry;
- Has a disability;
- Exhibited an unkempt appearance;
- Did not speak English or had limited English proficiency;
- HIV positive or had an STI; or
- Lesbian, gay, bisexual or transgender;

Domestic Violence Shelter Core Services

Pursuant to the New Jersey Administrative Code, Section 10:130-2.5 (a) all core services are confidential, accessible to the general public, and provided

free of charge by specially trained professionals.¹³ Participation in all program services is voluntary. The applicant cannot mandate participation in shelter programming as a condition of staying in the shelter or receiving services.

All DCF funded domestic violence agencies comply with The Violence Against Women Act (42 U.S.C. 13701 et seq), Family Violence Prevention and Services Act (42 U.S.C. 10401 et seq). The Prevention of Domestic Violence Act (N.J.S.A. 2CL15-17 et seq), Shelters for Victims of Domestic Violence Act (N.J.S.A. 30:14-1 et seq), Standards for Shelters for Victims of Domestic Violence Act (N.J.A.C. 10:130), Survivor-Counselor Confidentiality Privilege (N.J.S.A. 2A:84A-22.13 et seq) and all licensing standards as set forth in N.J.A.C. Title 5 Chapter 15, Emergency Shelters for the Homeless and as administered by the New Jersey Department of Community Affairs.

The New Jersey Law Against Discrimination (N.J.S.A. 10:5-12) makes it unlawful to subject people to differential treatment based on race, creed, color, national origin, nationality, ancestry, age, sex (including pregnancy), familial status, marital status, domestic partnership or civil union status, affectional or sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, liability for military service, mental or physical disability, perceived disability, and AIDS and HIV status. The DCF-funded agency must prohibit discrimination in program admission and the provision of services, as well as agency hiring and promotional process. The awardee is expected to demonstrate how they will assist the domestic violence client while also addressing underlying issues such as, but not limited to, substance abuse, sexual violence, mental health and physical disabilities.

The successful applicant will be able to provide the following required core services:

1. 24- Hour Crisis & Resource Hotline

In order to provide information and direct crisis intervention and assistance to survivors, the applicant maintains a 24 hour, 7 day a week telephone crisis/hotline. Of the 8,736 hours provided by the 24-hour hotline annually, DCF funds will support at a minimum 6,752 operational hours to ensure proper overnight, holiday and weekend coverage. The hotline is answered promptly by a live person who identifies the program by name. The hotline also meets the following criteria:

- Accessible for all survivors, including those who are limited English speakers or are deaf/hard of hearing;

¹³ DCF Policy Manual. http://www.nj.gov/dcf/policy_manuals/NJAC-10-130-2.5_issuance.shtml

- Information and referrals are provided to all survivors to assist them in securing needed information, resources or direct assistance;
- All information is freely given to the survivor at any point in the contact and does not require that the survivor meet any criteria, such as a face to face meeting, having to provide demographic or identifying information about themselves or their families, or having to leave their partner;
- All survivors are given information on safety planning;
- All survivors are treated with respect and dignity;
- All survivors are advised at the end of the call, as well as anytime during the call, that they can always call back and speak to any advocate regarding their situation; and
- The applicant can keep a written/electronic record of crisis calls so that a survivor who is calling back does not have to repeat all of their information and advocates can easily access. Survivors are given the option to provide identifying information or they can be recorded as anonymous.

2. 24-Hour Shelter

The applicant must ensure there is 24-hour access to a shelter facility and must comply with DCA licensing standards (N.J.S.A. 55:13C 1 et seq.) The applicant may operate emergency shelter for domestic violence victims in one or more locations, allowing the victim to choose which location best fits her or his needs. The applicant must abide by the following standards:

- A licensed clinician completes an assessment within 24 hours of entry into the shelter. The assessment shall do the following:
 - Determine the client's needs; and
 - Guide development of the client's service plans and goals.
- Provide culturally appropriate food, clothing and personal supplies;
- Institute strict security measures to ensure the safety and well-being of all residents and staff. Such measures can include, but are not limited to: central monitored alarm system; security cameras; exterior lights; dead bolts; panic bars/buttons; etc.;
- Provide physical accessibility for clients who utilize wheelchairs, are visually impaired, deaf or hard of hearing, or have a medical condition that places limitations on them;
- Shelters Rules shall be reviewed annually by staff and survivors who have used the program to ensure that there are no oppressive or unnecessary limitations;
- Intake paperwork shall be completed within 24-72 hours of a survivor's arrival at the shelter in a private space. In addition, the program shall abide by the following procedures:
 - Staff shall collect only the necessary information (name, children's names, emergency contact numbers, and

- information on abuser) and allow the survivor to get settled before necessitating secondary paperwork;
- Intake shall be completed using the principles of trauma-informed care;
 - Intake forms shall be translated to reflect the common languages spoken in your community; and
 - Enlarged fonts shall be used for those with low vision/visual impairments.
 - Interpreters shall be used at the intake process to ensure that all information is clearly understood and safety planning is facilitated.
- The applicant will be expected to utilize the Bed Finder Tool as piloted by the Safe Shelter Collaborative in New Jersey.¹⁴ This tool streamlines emergency shelter placement for survivors of domestic violence through a uniform screening tool and rapid notification process.¹⁵
 - The applicant will have a contracted level of service of 11,169 bed nights, and a 51 bed capacity, which can be distributed across several locations.¹⁶
 - The applicant shall include a copy of the agency's current valid shelter license issued by the Department of Consumer Affairs (DCA) if applicable. If the applicant's current licensed capacity is less than 51, the applicant shall include an explanation demonstrating the ability to secure a total of 51 beds 3 to 6 months post contract execution.
 - The applicant shall submit a copy of the most recent DCA inspection report and a copy of the compliance report of any violations if it intends to use the facility for this RFP.

3. Case Management

The applicant shall utilize the empowerment model and a trauma-informed lens when completing case management and planning. Case Managers shall work alongside survivors to create a customized plan that holistically meets the unique needs of the survivor. Survivors' needs may be vast and diverse, and can involve medical, legal, mental health, education, employment, immigration, and more. The applicant shall form partnerships to ensure goals and objectives of the case management plan can be met. Potential referral partners may include, but are not limited to the following:

- Pro-bono attorney networks, and legal service agencies; ;
- Local primary care physicians, clinics and hospitals;

¹⁴ <http://www.safesheltercollaborative.org/>

¹⁵ Admittance to the Safe Shelter Collaborative is subject to meeting qualification standards and training requirements.

¹⁶ In alignment national standards, DCF funding provides for 60% of total bed nights for 51 bed capacity (18,615).

- Displaced Homemaker Program;
- Family Success Centers;
- Prosecutors' Offices;
- Culturally-specific agencies;
- Child advocacy and childcare agencies;
- Faith-based organizations;
- City health and wellness agencies;
- Community colleges and universities;
- Trade-based organizations.

4. Counseling Services

Licensed clinicians carry out counseling services to help survivors work through trauma, and empower and support clients. Counseling services may vary depending on the client's individual needs and may be provided in the following combinations: long or short term; supportive or crisis-oriented; and individual and/or group basis.

The Level of Service (LOS) shall be measured via counseling hours in accordance with national standards. Qualified sessions include individual or group counseling hours as well as clinical supervision.

The applicant shall inform DCF of the necessary staffing levels required to achieve the established Level of Service (LOS) to meet the needs of the population for the contractual term. Please note that at a minimum:

- Each full-time licensed clinician shall make available 1040 counseling hours per contract term; and
- Each part-time licensed clinician shall make available 520 counseling hours per contract term.

Specialized, supportive counseling services must be available to both residential and non-residential victims of domestic violence. All non-residential services are provided at alternate sites separate from the shelter location(s). All counseling locations must provide adequate space to conduct private communications and counseling sessions.

As with residential clients, an assessment for a non-residential client must be completed by a licensed clinician within 24 hours of being admitted. The assessment will determine the clients' needs, and inform the clients' goals and service plan.

5. Safety Planning

The applicant must assess safety in all cases to help survivors protect themselves from future violence. The advocate and survivor work together to come up with strategies to reduce a survivor's individualized risks and create strategies to increase safety.

Individualized and age appropriate safety plans are developed with all adult and child participants. Safety planning is an ongoing activity that takes place with every survivor regardless of their situation.

6. Advocacy

Advocacy is provided for and with survivors in all systems that they encounter. Although advocates and survivors are partners in the work, survivors are the ultimate decision-maker in what happens to them. Advocates provide information and resources to survivors to help them accomplish the goals that they have set for themselves. The applicant shall ensure that its staff is knowledgeable about all issues that relate to systems, resources and programs available to survivors.

The applicant shall provide the following types of advocacy:

1) Legal Advocacy

The applicant shall make Legal Advocates available to assist survivors in navigating the state, county and municipal level court systems. Specifically, Legal Advocates provide the following services:

- Explain legal options available under the Prevention of Domestic Violence Act;
- Educate on court processes and victim's rights;
- Assist survivor with filing available forms of relief;
- Prepare survivor for court appearances;
- Accompany survivor to court for appearances;
- Cultivate pro-bono attorney network that has experience representing survivors of domestic violence;
- Assist in obtaining legal representation for survivor ; and
- Provide information and referral.

2) Financial Advocacy

The applicant shall provide information on financial assistance and advocate for survivors in issues relating to finances. The advocates shall provide information that includes, but is not limited to the following areas:

- Unemployment insurance compensation;
- Employment training;
- Emergency Assistance (EA);
- Temporary Assistance to Needy Families (TANF), including TANF Family Violence Options assessments in accordance with any guidelines set forth by the NJ Division of Family Development (DFD);
- Child and child care subsidies; and
- All federal, state and local programs providing financial aid.

3) Housing Advocacy

The applicant shall provide guidance, support and information related to issues of housing. Housing advocacy includes, but is not limited to:

- Collect and share information and resources on available housing options like Section 8 and other affordable housing options;
- Provide an explanation of housing options, and work with survivor to find the best fit; and
- Assist survivors with filing applications.

4) Children's Advocacy and Support Services:

The applicant shall provide specialized child advocacy and child-related support to survivors. The child-related advocacy shall include, but is not limited to:

- Provide basic needs assessments and age-appropriate safety planning;
- Offer information and resources on education programs, and assist with enrollment, and coordination;
- Provide recreational activities, or information on local recreational programs;
- Provide childcare for residential and non-residential clients; and
- The applicant must partner with a program that provides trauma-informed services for children witnessing domestic violence, such as Essex County PALS Program.

7. Transportation

Transportation assistance is provided either directly or indirectly to facilitate shelter admission and support residential clients to accessing community supports, including court appearances and medical appointments. If directly, the agency may utilize its own vehicle and ensure compliance with all proper laws, codes and regulations. The applicant may provide transportation assistance indirectly through bus passes, vouchers, sub-contractors, or other arrangements.

8. Community Education, Training and Awareness

The applicant shall educate and increase awareness of domestic violence in the community, and publicize the various services available. Specifically, the applicant shall carry out the following activities:

- Train community, government agencies, and other groups about the dynamics of domestic violence, trauma manifestations, various interventions, community resources, and system responses;

- Cultivate and recruit potential volunteers, referral partners and donors to provide various forms of support;
- Develop and distribute resources on domestic violence, including prevention, interventions, and community supports in various languages;
- Participate in multi-disciplinary committees, work groups and joint planning activities and maintain current affiliation agreements or memorandum of understanding with relevant community partners.
- All material funded by DCF includes the following language:
 - For reports and publications:
 - “This (publication, etc.) was supported by the NJ Department of Children and Families grant funds, administered by the Division on Women, and its contents are solely the responsibility of the author and do not necessarily represent the official views of the NJ Department of Children and Families or the Division on Women.”
 - For events and outreach:
 - “This (name of the event, etc.) was supported by the NJ Department of Children and Families grant funds, administered by the Division on Women.”

9. Coordinated Community Response

As a result of the domestic violence, survivors may interface with law enforcement, courts, health care, child welfare, batterer intervention programs, shelters, places of worship and many other community systems. Systems that operate from a collaborative strategy informed by cross-system knowledge, perspectives, and protocols will respond to domestic violence more effectively and increase safety. Furthermore, partners foster creative solutions to complex and unique needs of survivors and their children. To begin creating more coordinated community responses, the applicant shall carry out the following activities:

- Research demographics, needs, and under-served populations in its service area;
- Identify and forge relationships with community systems such as law enforcement, courts, health care, Domestic Violence Response Teams, community groups and working groups responding to domestic violence;
- Collaborate with system partners to create organized and uniform protocols, policies and responses to domestic violence in your community.

Domestic Violence Liaison (DVL) Program

The applicant is expected to participate in the Domestic Violence Liaison (DVL) initiative with local DCF Division of Child Protection and Permanency

(DCP&P) offices. When domestic violence co-occurs with child abuse and/or neglect, appropriate and timely identification, assessment and intervention promote successful outcomes. In order to intervene effectively and improve the safety and well-being of both the survivor and their children, DCP&P workers and domestic violence programs collaborate to provide a coordinated service plan.

Domestic Violence Liaisons (DVLs) are employed and clinically supervised by the applicant, but are co-located at the applicant program and CP&P Area/Local offices. As the DVL is integrated in both systems, the applicant will on board staff in consultation and partnership with local CP&P office. Furthermore, the applicant's staffing levels shall be maintained at all times and in compliance with DCA licensing standards.

DVLs assist DCP&P in assessing domestic violence situations, and developing service intervention and case planning when a child is involved. DVLs educate and mentor DCP&P staff regarding dynamics of domestic violence, safety planning, information and referral, and community resources that will increase safety for the survivor and their child/children. DVLs also assist the domestic violence programs in the identification of cases that shall be referred to CP&P. The budget shall include \$280,000 for four DVL positions to serve this program.

Staffing

The applicant is required to maintain proper staffing levels that meet the needs of both residential and nonresidential services at all times. At a minimum, the applicant is required to employ the following positions:

- Clinical Director/Supervisor; and
- 4 Domestic Violence Liaisons.

In addition to the required positions above, the applicant shall include all staffing necessary to carry out the RFP's requirements in the submitted proposal narrative and budget. See attached "DCF Funded Positions" listing for mandatory position descriptions, and examples of other possible staff job descriptions as Exhibit D

The applicant shall carry out the following activities as it relates to staffing:

1. Staff and Volunteer Retention

Every effort is made to hire and retain individuals with recognized expertise in the field of domestic violence, in addition to experience with mental health and trauma, substance abuse, social services, and systems advocacy. The applicant shall ensure staff and volunteers reflect language, race, and cultural backgrounds of the survivors it serves. The applicant shall take the following steps to ensure proper retention of staff and volunteers:

- Develop written job descriptions for staff and volunteer positions with minimum qualifications and experience, a designated supervisor and advertise openings through various forms of media;
- Maintain policies and procedures for supervision, evaluation and termination;
- Conduct interviews, orientations, and internal professional development for staff and volunteers;
- Complete a statewide background check for all staff, volunteers and interns; and
- Prohibit discrimination in agency hiring and promotional process. The New Jersey Law Against Discrimination (N.J.S.A. 10:5-12) makes it unlawful to subject people to differential treatment based on race, creed, color, national origin, nationality, ancestry, age, sex (including pregnancy), familial status, marital status, domestic partnership or civil union status, affectional or sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, liability for military service, mental or physical disability, perceived disability, and AIDS and HIV status.

2. New Staff Training & Development

Prior to interacting with clients or providing direct services, all staff and volunteers must complete a minimum 40 hours of training in the field of domestic violence. Training can involve both didactic and experiential learning opportunities. Advocates who will be working with children shall receive additional training on topics specific to children exposed to domestic violence. The content of the training must meet standards set by the New Jersey Coalition to End Domestic Violence. The curriculum and original source documentation verifying each individual's successful completion of the training program are retained on file and available for inspection.

3. On-Going Staff Training & Development

After the first year of employment, each employee shall receive an additional twelve (12) hours of training/continuing education annually provided by the agency or an external source. In addition to the training hours, each staff member shall be encouraged and permitted to attend various community meetings to continue networking and increasing their knowledge and resources.

4. Intern/Volunteer Program

Volunteers are valuable members to domestic violence programs. To build a strong pool of interns and volunteers, the agency must commit to recruiting, training and developing those who want to volunteer. Volunteers shall go through the same screening, orientation and training protocols as staff.

Health, Safety and Security of the Program

The applicant will develop, maintain and enforce policies and procedures that govern the health, safety and security of the program. These policies and procedures include, but are not limited to the following:

- Response to trespassers and intruders;
- Response to bomb threats, suspicious packages, and other threats of attacks against the building, staff or survivor;
- Universal precautions for the handling and cleanup of body fluids and blood;
- Universal precautions for addressing communicable diseases and bed bugs;
- Evacuation procedures for natural disasters or threats (storms, fires, etc.);
- Storage and disposal of resident medications;
- Storage, retention and destruction of written documentation and electronic record;
- Secure, comfortable and safe living environment;
- Proper heat, ventilation and cleanliness throughout the facility;
- Physical facility is secured externally with windows and doors locked and monitored against intrusion;
- Provision of nutritional meals or foods for individual preparation which meet USDA standards;
- Separate living and sleeping areas;
- Access to adequate and weather appropriate clothing that is kept in a clean and sanitary area;
- Safe, clean and adequate play space for children, internal and external;
- Access to unmonitored communication on telephone, TTY or other communication device for those who are Deaf/hard of hearing;
- Access to unmonitored living and personal space such as bedroom and bathroom;
- Privacy and parental controls for internet use;
- Information on how to disable location applications on cell phones and cars and other technology safety information is shared with all survivors and staff.

Data Collection and Management

The applicant is required to maintain a clear and organized system of data collection and report data to DCF. The applicant shall avoid recording subjective opinions about a survivor's behavior and are encouraged to record only factual information related to the survivor and the goals of their service plan. Reporting tools and timelines will be established in partnership with DCF.

The applicant is advised that any data collected or maintained through the implementation of the proposed program shall remain the property of DCF.

Continued Quality Improvement Standards

DCF engages in Continuous Quality Improvement (CQI) to identify and analyze strengths and areas needing improvement. DCF is committed to the process of ongoing evaluation as a vehicle to learn and develop solutions to improve the quality of services. It is expected that the awarded agency will engage in ongoing CQI to ensure programs are systematically and intentionally increasing positive outcomes for individuals and families they serve.

The applicant shall be required to submit monthly reports of demographics and service data as part of the CQI process. The applicant, as well as any subcontractor or other collaborating agency, will be required to collect and report pertinent client and program data, relative to service activities and measurable program outcomes. Subcontractors are expected to be held to the same reporting requirements as the applicant to assure effective, continuous assessment and accountability of the system.

All applicants are advised that any software purchased in connection with the proposed project must receive prior approval by the New Jersey Office of Information Technology.

D. Funding Information:

For the purpose of this initiative, the Department will make available \$1,000,000 on July 1, 2016, consisting of state and federal funding. It is anticipated that the resulting contract will contain approximately \$168,000 of federal Family Violence Prevention Services Act (FVPSA- CFDA # 93.671) funding, which requires a 20% match per funding period. Continuation of federal and state funding is contingent upon the availability of funds in future fiscal years.

One proposal will be funded under this initiative, but an applicant is permitted to operate out of more than one location.

The funding period for this program is: July 1, 2016 to June 30, 2017.

Matching funds are required

FVPSA funding requires a 20% match (cash and/or in-kind funds may be used) = \$33,600 match per funding period. (Example: Year 1: \$33,600 match required, Year 2: \$33,600 match required etc.)

- Applicants must identify the source of their matching funds
- Private entities are limited to cash matching funds only (in-kind match is not permitted)

- The matching share may not include any other Federal funds
- FVPSA funds may **not** be used towards brick and mortar projects

DCF expects the applicant to diversify its funding stream through other state and federal funding, private foundations, and individual donors. Awarded agencies are further expected to develop a sustainability plan for the continuation of quality services.

Funds awarded under this program may not be used to supplant or duplicate existing funding.

No FVPSA funding or matching funds may be used to support brick and mortar projects. State funds may be proposed on a limited basis for renovation and necessary upgrades for the beneficiaries of the services and also to meet licensing regulations. The proposed timeline and proposed initial year budget should be clear about how the funding is to be allocated.

Any expenses incurred outside the funding period of the contract will not be reimbursed by DCF.

Lobbying Activities and/or any Political Activity is prohibited. Lobbying means any act, whether written, verbal, or non-verbal, that seeks to influence legislation, regulation or governmental processes, or any communication with or securing information from governmental officers. Please refer to Department Policy DCF.4.03-2007 at http://www.state.nj.us.dcf.policy_manuals/CON-I-A-4-4.03.2007_issuance.shtml.

Organ and Tissue Donation: As defined in section 2 of P.L. 2012, c. 4 (N.J.S.A.52:32-33), contractors are encouraged to notify their employees, through information and materials or through an organ and tissue awareness program, of organ donation options. The information provided to employees shall be prepared in collaboration with the organ procurement organizations designated pursuant to 42 U.S.C. §1320b-8 to serve in this State.

E. Applicant Eligibility Requirements:

1. Applicants must be for profit or not for profit corporations that are duly registered to conduct business within the State of New Jersey.
2. Applicants must be in good standing with all State and Federal agencies with which they have an existing grant or contractual relationship.
3. If Applicant is under a corrective action plan with DCF, or any other New Jersey State agency or authority, the Applicant may not submit a proposal for this RFP. Responses shall not be reviewed and considered by DCF until all deficiencies listed in the corrective action

plan have been eliminated to the satisfaction of DCF for a period of 6 months

4. Applicants shall not be suspended, terminated or barred for deficiencies in performance of any award, and if applicable, all past issues must be resolved as demonstrated by written documentation.
5. Applicants that are presently under contract with DCF must be in compliance with the terms and conditions of their contract.
6. Where required, all applicants must hold current State licenses.
7. Applicants that are not governmental entities must have a governing body that provides oversight as is legally required.
8. Applicants must have the capability to uphold all administrative and operating standards as outlined in this document.
9. Applicants must have the ability to accept domestic violence victims into the shelter program within 180 days of contract execution. Extensions may only be granted upon written permission from the Director of the Division on Women. Further, where appropriate, applicants must execute sub-contracts with partnering entities within 30 to 60 days of contract execution.
10. All applicants must have a Data Universal Numbering System (DUNS) number. To acquire a DUNS number, contact the dedicated toll-free DUNS number request line at 1-866-705-5711 or inquire online at www.dnb.com
11. Any fiscally viable entity that meets the eligibility requirements, terms and conditions of the RFP, and the contracting rules and regulations set forth in the DCF Contract Policy and Information Manual (N.J.A.C. 10:3) may submit an application.

F. RFP Schedule:

April 25, 2016	Notice of Availability of Funds/RFP publication
May 10, 2016 at 12 :00PM	Deadline for Email Questions sent to DCFASKRFP@dcf.state.nj.us
May 11, 2016 at 10:00AM	Bidders Conference May 11, 2016 at 10:00AM Place: DCF Professional Center 30 Van Dyke Avenue New Brunswick, NJ 08901
May 26, 2016	Deadline for Receipt of Proposals by 12:00PM

All proposals must be received by 12:00 PM on or before May 26, 2016. Proposals received after 12:00 PM on May 26, 2016 will **not** be considered. Applicants submitting in person shall submit **one (1) signed original** and should submit **one CD ROM** as indicated below.

Proposals must be delivered either:

1) In person to:

Catherine Schafer, Director of Grants Management, Auditing and Records
Department of Children and Families
50 East State Street, 3rd floor
Trenton, New Jersey 08625-0717

Please allow time for the elevator and access through the security guard. Applicants submitting proposals in person or by commercial carrier shall submit **one (1) signed original** and shall submit **one CD ROM** with all documents.

2) Commercial Carrier (hand delivery, federal express or UPS) to:

Catherine Schafer, Director of Grants Management, Auditing and Records
Department of Children and Families
50 East State Street, 3rd floor
Trenton, New Jersey 08625-0717

Applicants submitting proposals in person or by commercial carrier shall submit **one (1) signed original** and shall submit **one CD ROM** with all documents.

3) Online:

DCF offers the alternative for our bidders to submit proposals electronically. Only a registered Authorized Organization Representative (AOR) or the designated alternate is eligible to send in a submission by submitting an AOR form.

AOR Registration forms and online training are available on our website at: www.nj.gov/dcf/providers/notices/

Forms are directly under the Notices section-See Standard Documents for RFPs

- [Submitting Requests for Proposal Electronically PowerPoint \(pdf\)](#)
- [Registration for the Authorized Organization Representative \(AOR\) Form](#)

We recommend that you do not wait until the date of delivery in case there are technical difficulties during your submission. Registered AOR forms may be received 5 business days prior to the date the bid is due.

G. Administration:

1. Screening for Eligibility, Conformity and Completeness

DCF will screen proposals for eligibility and conformity with the specifications set forth in this RFP. A preliminary review will be conducted to determine whether the application is eligible for evaluation or immediate rejection.

The following criteria will be considered, where applicable, as part of the preliminary screening process:

- a. The application was received prior to the stated deadline
- b. The application is signed and authorized by the applicant's Chief Executive Officer or equivalent
- c. The applicant attended the Bidders Conference (if required)
- d. The application is complete in its entirety, including all required attachments and appendices
- e. The application conforms to the specifications set forth in the RFP

Upon completion of the initial screening, proposals meeting the requirements of the RFP will be distributed to the Proposal Evaluation Committee for its review and recommendations. Failure to meet the criteria outlined above, or the submission of incomplete or non-responsive applications constitutes grounds for immediate rejection of the proposal if such absence affects the ability of the committee to fairly judge the application.

In order for a bid to be considered for award, at least one representative of the Bidder must have been present at the Bidders Conference, if required commencing at the time and in the place specified below. Failure to attend the Bidders Conference will result in automatic bid rejection.

2. Proposal Review Process

DCF will convene a Proposal Evaluation Committee in accordance with existing regulation and policy. The Committee will review each application in accordance with the established criteria outlined in Section II of this document. All reviewers, voting and advisory, will complete a conflict of interest form. Those individuals with conflicts or the appearance of a conflict will be disqualified from participation in the review process. The voting members of the Proposal Evaluation Committee will review proposals, deliberate as a group, and then

independently score applications to determine the final funding decisions.

The Department reserves the right to request that applicants present their proposal in person for final scoring. In the event of a tie in the scoring by the Committee, the bidders that are the subject of the tie will provide a presentation of their proposal to the evaluation committee. The evaluation committee will request specific information and/or specific questions to be answered during a presentation by the provider and a brief time-constrained presentation. The presentation will be scored out of 50 possible points, based on the following criteria and the highest score will be recommended for approval as the winning bidder.

Requested information was covered	10 Points
Approach to the contract and program design was thoroughly and clearly explained and was consistent with the RFP requirements	20 Points
Background of organization and staffing explained	10 Points
Speakers were knowledgeable about topic	5 Points
Speakers responded well to questions	5 Points

The Department also reserves the right to reject any and all proposals when circumstances indicate that it is in its best interest to do so. The Department's best interests in this context include, but are not limited to: State loss of funding for the contract; the inability of the applicant to provide adequate services; the applicant's lack of good standing with the Department, and any indication, including solely an allegation, of misrepresentation of information and/or non-compliance with any State of New Jersey contracts, policies and procedures, or State and/or Federal laws and regulations.

All applicants will be notified in writing of the Department's intent to award a contract.

3. Special Requirements

The successful Applicant shall maintain all documentation related to products, transactions or services under this contract for a period of five years from the date of final payment. Such records shall be made available to the New Jersey Office of the State Comptroller upon request.

Applicants must comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27, the State Affirmative Action policy. A copy is attached as **Exhibit A.**

Applicants must comply with laws relating to Anti- Discrimination as attached as **Exhibit B.**

H. Appeals:

An appeal of the selection process will be heard only if it is alleged that the Department has violated a statutory or regulatory provision in awarding the grant. An appeal will not be heard based upon a challenge to the evaluation of a proposal. Applicants may appeal no later than five (5) calendar days following receipt of the notification or by the deadline posted in this announcement.

A written request shall be submitted to:

Office of Legal Affairs
Contract Appeals
50 East State Street 4th Floor
Trenton NJ 08625

I. Post Award Review:

As a courtesy, DCF may offer unsuccessful applicants an opportunity to review the Evaluation Committee's rating of their individual proposals. All Post Award Reviews will be conducted by appointment.

Applicants may request a Post Award Review by contacting:
DCFASKRFP@dcf.state.nj.us

Post Award Reviews will not be conducted after six months from the date of issuance of this RFP.

J. Post Award Requirements:

Selected applicants will be required to comply with the terms and conditions of the Department of Children and Families' contracting rules and regulations as set forth in the Standard Language Document, the Contract Reimbursement Manual and the Contract Policy and

Information Manual. Applicants may review these items via the Internet at www.nj.gov/dcf/providers/contracting/manuals

Selected applicants will also be required to comply with all applicable State and Federal laws and statutes, assurances, certifications and regulations regarding funding.

Upon receipt of the award announcement, and where appropriate, selected applicants will be minimally required to submit one (1) copy of the following documents:

1. A copy of the Acknowledgement of Receipt of the NJ State Policy and Procedures returned to the DCF Office of the EEO/AA
2. DCF Third Party Contract Reforms Attestation
3. Proof of Insurance naming DCF as additionally insured from agencies
4. Bonding Certificate
5. Notification of Licensed Public Accountant (NLPA) with a copy of Accountant's Certification
6. ACH- Credit Authorization for automatic deposit (for new agencies only)

The actual award of funds is contingent upon a successful Contract negotiation. If, during the negotiations, it is found that the selected Applicant is incapable of providing the services or has misrepresented any material fact or its ability to manage the program, the notice of intent to award may be rescinded.

Section II – Application Instructions

A. Proposal Requirements and Review Criteria:

All applications will be evaluated and scored in accordance with the following criteria:

The narrative portion of the proposal shall be double-spaced with margins of 1 inch on the top and bottom and 1 inch on the left and right. The font shall be no smaller than 12 points in Arial or Times New Roman. There is a 30 page limitation for the narrative portion of the grant application. A one (1) point reduction per page will be administered to proposals exceeding the page limit requirements. Five (5) points will be deducted for each missing document. If the deductions total 20 points or

more, the proposal shall be rejected as non-responsive. The narrative must be organized appropriately and address the key concepts outlined in the RFP. Annex B budget pages, and attachments do not count towards the narrative page limit.

Proposals may be fastened by a heavy-duty binder clip. Do not submit proposals in loose-leaf binders, plastic sleeves or folders or staples.

Each proposal narrative must contain the following items organized by heading in the same order as presented below:

1) Applicant Organization (15 Points)

Describe the agency's history, mission and goals, and where appropriate, a record of accomplishments in working in collaboration with the Department of Children and Families and/or relevant projects with other State or federal governmental entities.

Describe the agency's background and experience in implementing the services described in the RFP.

Provide an indication of the organization's demonstrated commitment to cultural inclusivity and diversity. Explain how the provider's policies, materials, environment, recruitment, hiring, promotion, training and Board membership reflect the community or the intended recipients of the services you provide. Describe how the organization will provide resources and services in a way that is culturally sensitive and relevant.

Describe the agency's governance structure and its administrative, management and organizational capacity to enter into a third party direct State services contract with the Department of Children and Families. Note the existence (if any) of professional advisory boards that support the operations. If applicable, indicate the relationship of the staff to the governing body. Attach a current organizational chart.

Provide an indication of the agency's demonstrated capability to provide services that are consistent with the Department's goals and objectives for the program to be funded. Include information on current programs managed by the agency, the funding sources and if available, any evaluation or outcome data.

2) Need Justification (10 Points)

Address the local need for the proposed services, including:

- A description of any needs assessments you have conducted and the outcomes;
- Citations of relevant statistics on the prevalence of domestic violence, demographics and under-served populations; and
- A summary of existing services, including identified gaps in the current provision and how your services will bridge those gaps.

3) Program Implementation Schedule

(15 Points)

Provide a timeline for fully implementing the proposed services. Attach a separate Program Implementation Schedule as part of the Appendix.

Provide as part of the narrative how your organization will execute the program implementation schedule. For example if the organization does not have a licensed facility or facilities to accommodate fifty-one (51) adult victims and dependent children, describe how your organization shall meet the requirement of this RFP. If available attach letters of commitment of leasing a building or an option to purchase facilities. (Note: The applicant may not use funds awarded through this RFP to purchase a facility. No facility related expenses may be charged towards the FVPSA funded portion of the award. The applicant is permitted to charge facility related expenses (i.e. lease/rental agreement, utilities) against the state funded portion of the award. Costs associated with capital improvements require prior approval from DCF before they may be charged to the contract. Applicants must have the ability to accept domestic violence victims into the shelter program within 180 days of contract execution. Describe how your organization shall commit to develop these requirements and have them available. Extensions may only be granted upon written permission from the Assistant Commissioner of FCP and DOW. . If renovation or construction is part of your proposal, show how you will be able to accept victims and when you shall be able to serve the full capacity of 51. The schedule and narrative shall also include when the supportive services shall be available: including but not limited to the 24 hour hotline, shelter entry, crisis intervention, individual and group counseling, legal financial and housing advocacy. Startup funding may be included with your proposals but shall only be available from accruals. Any startup funds proposed must be reasonable and a detailed explanation provided.

4) Program Approach

(40 Points)

Specify a program approach that includes an overview of the proposed services and their anticipated impact on the target population. Include the following:

- A description of the services to be provided, including the specific goals and objectives of each;
- An explanation of how the services will be accessible and culturally-responsive;

A description of the activities or methods that program personnel will employ to achieve the service objectives;

- In a separate document not to exceed one page, choose one of the following topics:
 - Explain how services will be provided to male victims and survivors, and male dependents of survivors, who may or may not be over the age of 18; or
 - Explain how services will be provided to a victim or survivor who is currently using controlled substances.
- A description of any service coordination, collaborative efforts or processes that will be used to provide the proposed services, or to increase services to marginalized populations (attach any affiliation agreements or Memoranda of Understanding);
- Information on the accessibility of services, including the hours and days that services will be available to clients, and the geographic location(s) where services will be provided [OPTIONAL: a description of transportation options available to clients and handicapped accessibility];
- A description of client eligibility requirements, referral processes and client rejection/termination policies;
- A description of client data to be recorded, the intended use of that data and the means of maintaining confidentiality of client records; and
- The Level of Service (LOS) shall be measured by the number of available counseling sessions. Qualified counseling sessions can include individual or group counseling, in addition to necessary clinical supervision. A single individual session shall include 50 minutes of counseling, and a single group session shall include at a minimum of one and a half hours of counseling. The applicant shall

be required to provide documentation and sign in sheets for each session.

5) Staffing and Personnel (10 Points)

Indicate the number, qualifications and skills of all staff, consultants, sub-grantees and/or volunteers who will perform the proposed service activities. Describe how your organization shall use and fund four Domestic Violence Liaisons. Attach in the Appendices section of the application the following items:

- an organizational chart for the proposed program operation;
- job descriptions that include education and experience;
- a sample staff schedule for a month depicting staff shifts and hours; and
- resumes of any existing staff who will perform the proposed services.

Describe the management and supervision methods that will be utilized.

Describe how the proposed program will meet the needs of various and diverse cultures within the target community based on the Law Against Discrimination (N.J.S.A. 10:51 et seq.).

The New Jersey Department of Children and Families endorsed Prevent Child Abuse New Jersey's (PCA-NJ) Safe-Child Standards in August 2013 (The "Standards"). The Standards are a preventative tool for implementing policies and procedures for organizations working with youth and children and through their implementation, an organization can minimize the risks of the occurrence of child sexual abuse.

The Standards are available at:

<http://www.state.nj.us/dcf/SafeChildStandards.pdf>

As an Appendix, attach a brief (no more than 2 pages double spaced) Standards Description demonstrating ways in which your agency's operations mirror the Standards.

6) Outcome Evaluation (15 Points)

Describe the outcome measures that will be used to determine that the service goals and objectives of the program have been met. Provide a brief narrative and attach copies of any evaluation tools that will be used to determine the effectiveness and quality of the program services, and the frequency the tools will be used.

7) Budget (30 Points)

The Department will consider the cost efficiency of the proposed budget as it relates to the anticipated level of services (LOS). Therefore, applicants must clearly indicate how this funding will be used to meet the project goals and/or requirements. Provide a line item budget and narrative for the proposed project/program for the first year of operation. The narrative must be part of the 30 page proposal. The Budget forms are to be attached as an Appendix.

The budget shall be reasonable and reflect the scope of responsibilities required to accomplish the goals of this project. The budget shall also reflect a 12 month operating schedule and must include, in separate columns, total funds needed for each line item, the funds requested in this grant, and funds secured from other sources. All costs associated with the completion of the project must be clearly delineated and the budget narrative must clearly articulate budget items, including a description of miscellaneous expenses or "other" items. All funding including matching funds and in kind contributions shall be included in the budget.

Startup funding is available but only from accruals. Any proposed startup funding must be reasonable and a detailed explanation of these costs provided in the budget narrative and in the Exhibit C as attached. The budget shall include a line for four DVLs for a total of \$280,000.

The grantee is expected to adhere to all applicable State cost principles.

The Exhibit C Budget form shall be required to be included you're your proposal. Standard DCF Annex B (budget) forms will be required if your organization is awarded forma are available at: <http://www.state.nj.us/dcf/providers/contracting/forms/> and a description of General and Administrative Costs are available at <http://www.state.nj.us/dcf/providers/notices/>

8) Leveraging & Sustainability (15 Points)

As noted above, applicants must seek additional and diverse funding sources, and provide a sustainability plan for the continuation of services.

- **Leveraging:** Identify the total amount and source of any additional financial resources that will be committed to the proposed project as a leveraging mechanism. Additional consideration will be afforded to the applicant that identifies leveraged resources—in-kind and/or cash resources.

- **Sustainability:** Describe your ideas for sustainability, and any concrete plans to ensure that the provider will continue to provide quality services to the community.

B. Supporting Documents:

Applicants must submit a complete proposal signed and dated by the Chief Executive Officer or equivalent and shall submit a CD ROM containing all the documents in PDF or Word format. There is a 30 page limitation for the narrative portion of the grant application. A one (1) point reduction per page will be administered to proposals exceeding the page limit requirements. Failure to submit any of the required documents requested in this RFP will result in a loss of five (5) points per item from the total points awarded for the proposal.

All supporting documents submitted in response to this RFP must be organized in the following manner:

Part I: Proposal	
<input type="checkbox"/>	Proposal Cover Sheet – Use the RFP forms found directly under the Notices section on Website: www.nj.gov/dcf/providers/notices/ Form: http://www.nj.gov/dcf/providers/notices/Proposal.Cover.Sheet.doc
<input type="checkbox"/>	Table of Contents – Please number and label with page numbers if possible in the order as stated in Part I & Part II Appendices for paper copies, CD and electronic copies.
<input type="checkbox"/>	Proposal Narrative in following order a) Applicant Organization b) Needs Justification c) Program Implementation Schedule d) Program Approach e) Staffing & Personnel f) Outcome Evaluation g) Budget Narrative h) Leveraging & Sustainability
Part II: Appendices	
1.	<input type="checkbox"/> Job descriptions of key personnel, resumes if available for key personnel (please do not provide home addresses or personal phone numbers.) Include the following: <ul style="list-style-type: none"> • job descriptions must include education and experience; • Include resumes of any existing staff who will perform the proposed services.
2.	<input type="checkbox"/> Staffing patterns- a sample staff schedule for a month depicting staff shifts and hours; and

3.	<input type="checkbox"/>	Current or Proposed Agency Organization Chart
4.	<input type="checkbox"/>	Proposed Program Implementation Schedule
5.	<input type="checkbox"/>	Safe-Child Standards Description of your agency's implementation of the standards (no more than 2 pages)
6.	<input type="checkbox"/>	Exhibit C Budget Form
7.	<input type="checkbox"/>	Copy of agency's Conflict of Interest policy
8.	<input type="checkbox"/>	Copies of any audits or reviews completed or in process by DCF or other State entities from 2014 to the present. If available, a corrective action plan shall be provided and any other pertinent information that will explain or clarify the applicant's position. If not applicable, include a written statement.
9.	<input type="checkbox"/>	(3) Letters of Support and other supporting documents. Please include telephone numbers and e-mail for all references so they may be contacted directly.
10	<input type="checkbox"/>	Dated List of Names of Board of Directors a. Titles, b. Address and c. Terms
11	<input type="checkbox"/>	Signed Standard Language Document (SLD) [Version: Rev. June 6, 2014] Form: http://www.nj.gov/dcf/documents/contract/forms/StandardLanguage.doc
12	<input type="checkbox"/>	Document showing Data Universal Numbering System (DUNS) Number [2006 Federal Accountability & Transparency Act (FFATA)] Website: http://www.dnb.com Helpline: 1-866-705-5711
13	<input type="checkbox"/>	System for Award Management (SAM) printout (or Renewal) showing " active " status (free of charge). Website: https://www.sam.gov/portal/public/SAM Helpline: 1-866-606-8220
14	<input type="checkbox"/>	Applicable Consulting Contracts , Affiliation Agreements/Memoranda of Understanding related to this RFP. If not applicable, include a written statement
15	<input type="checkbox"/>	Business Associate Agreement/HIPAA , with signature under Business Associate [Version: Rev. 9-2013] Form: http://www.nj.gov/dcf/providers/contracting/forms/HIPAA.doc
16	<input type="checkbox"/>	Professional Licenses related to job responsibilities for this RFP. If not applicable, include a written statement

17	<input type="checkbox"/>	Affirmative Action Certificate -or- Renewal Application [AA302] sent to Treasury Website: http://www.state.nj.us/treasury/purchase/forms.shtml Form: http://www.state.nj.us/treasury/purchase/forms/AA_%20Supplement.pdf
18	<input type="checkbox"/>	Certificate of Incorporation Website: http://www.nj.gov/treasury/revenue/filecerts.shtml
19	<input type="checkbox"/>	<u>For Profit</u> : NJ Business Registration Certificate with the Division of Revenue. See instructions for applicability to your organization. Website: http://www.nj.gov/njbusiness/registration/ If not applicable, include a written statement.
20	<input type="checkbox"/>	Agency By-laws
21	<input type="checkbox"/>	Tax Exempt Certification Website: http://www.state.nj.us/treasury/taxation/exemption.shtml
22	<input type="checkbox"/>	Disclosure of Investigations & Other Actions Involving Bidder Form (PDF) Form: http://www.state.nj.us/treasury/purchase/forms/DisclosureofInvestigations.pdf
23	<input type="checkbox"/>	Disclosure of Investment Activities in Iran (PDF) Form: http://www.state.nj.us/treasury/purchase/forms/DisclosureofInvestmentActivitiesinIran.pdf
24	<input type="checkbox"/>	<u>For Profit</u> : Statement of Bidder/Vendor Ownership Form (PDF) See instructions for applicability to your organization. Form: http://www.state.nj.us/treasury/purchase/forms/OwnershipFinal12-14.pdf If not applicable, include a written statement
25	<input type="checkbox"/>	Chapter 271 Signed and dated http://www.state.nj.us/treasury/purchase/forms/CertandDisc2706.pdf
26	<input type="checkbox"/>	Source Disclosure Certification Form [P.L. 2005, c 92-formerly Executive Order 129] Website: http://www.state.nj.us/treasury/purchase/forms.shtml Form: http://www.state.nj.us/treasury/purchase/forms/SourceDisclosureCertification.pdf
27	<input type="checkbox"/>	<u>For Profit</u> : Two-Year Chapter 51/Executive Order 117 Vendor Certification -and- Disclosure of Political Contributions [Version: Rev 4/17/15]. See instructions for applicability to your organization. Website: http://www.state.nj.us/treasury/purchase/forms.shtml If not applicable, include a written statement

28	<input type="checkbox"/>	Annual Report to Secretary of State Website: https://www1.state.nj.us/TYTR_COARS/JSP/page1.jsp
29	<input type="checkbox"/>	Non Profit: Annual Report - Charitable Organizations Website: http://www.njpublicsafety.org/ca/charity/charfrm.htm If not applicable, include a written statement
30	<input type="checkbox"/>	W-9 form (new agencies only) (http://www.state.nj.us/treasury/omb/forms/pdf/W9.pdf) If not applicable, include a written statement
31	<input type="checkbox"/>	Certification Regarding Debarment Form: http://www.state.nj.us/dcf/providers/notices/Cert.Debarment.pdf
32	<input type="checkbox"/>	Statement of Assurances - Use the RFP forms found directly under the Notices section: Website: www.nj.gov/dcf/providers/notices/ Form: http://www.nj.gov/dcf/providers/notices/Statement.of.Assurance.doc
33	<input type="checkbox"/>	Tax Forms: Non Profit Form 990 Return of Organization Exempt from Income Tax -or- For Profit Form 1120 US Corporation Income Tax Return
34	<input type="checkbox"/>	Most recent Audit or Financial Statement (certified by accountant or accounting firm) Audit: For agencies expending over \$100,000 in combined Federal/State Awards -or- Financial Statement: For agencies expending under \$100,000 Policy: http://www.nj.gov/dcf/documents/contract/manuals/CPIM_p7_audit.pdf
35	<input type="checkbox"/>	MacBride Principles Form Form: http://www.state.nj.us/treasury/purchase/forms/MacBridePrinciples.pdf

C. Standard Forms

Standard forms for RFP's are available at: www.nj.gov/dcf/providers/notices/
Forms for RFP's are directly under the Notices section.

Standard DCF Annex B (budget) forms are available at:
<http://www.state.nj.us/dcf/providers/contracting/forms/>

Treasury required forms are available on the Department of the Treasury website at <http://www.state.nj.us/treasury/purchase/forms.shtml>
Click on Vendor Information and then on Forms.

Standard Language Document, the Contract Reimbursement Manual and the Contract Policy and Information Manual may be reviewed via the Internet at: www.nj.gov/dcf/providers/contracting/manuals

D. Requests for Information and Clarification

DCF will provide eligible applicants additional and/or clarifying information about this initiative and application procedures at the technical assistance meeting indicated in this RFP. All prospective applicants must attend a Bidders Conference and participate in an onsite registration process in order to have their applications reviewed. Failure to attend the Bidders Conference will disqualify individuals, agencies, or organizations from the RFP process.

Questions may be emailed in advance of the Bidders Conference to DCFASKRFP@dcf.state.nj.us. Applicants may also request information and/or assistance from DCFASKRFP@dcf.state.nj.us until the Bidders Conference. Inquiries will not be accepted after the closing date of the Bidders Conference.

Written questions must be directly tied to the RFP. Questions should be asked in consecutive order, from beginning to end, following the organization of the RFP. All inquiries submitted to DCFASKRFP@dcf.state.nj.us must identify, in the Subject heading, the specific RFP for which the question/clarification is being sought. Each question should begin by referencing the RFP page number and section number to which it relates.

Written inquiries will be answered and posted on the DCF website as a written addendum to the RFP at: <http://www.state.nj.us/dcf/providers/notices/>

Technical inquiries about forms and other documents may be requested anytime.

All other types of inquiries will not be accepted. **Applicants may not contact the Department directly, in person, or by telephone, concerning this RFP.**

Inclement weather will not result in the cancellation of the Bidders Conference unless it is of a severity sufficient to cause the official closing or delayed opening of State offices on the above date.

In the event of the closure or delayed opening of State offices, the Bidders Conference will be cancelled and then held on an alternate date.

EXHIBIT A
MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)
N.J.A.C. 17:27
GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE
CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302 (electronically available at www.state.nj.us/treasury/contract_compliance).

The contractor and its subcontractors shall furnish such reports or other documents to the Department of Children and Families, the Division of Purchase & Property, CCAU, EEO Monitoring Program as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Department of Children and Families, the Division of Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

EXHIBIT B
TITLE 10. CIVIL RIGHTS
CHAPTER 2. DISCRIMINATION IN EMPLOYMENT ON PUBLIC WORKS

N.J. Stat. § 10:2-1 (2012)

§ 10:2-1. Antidiscrimination provisions

Antidiscrimination provisions. Every contract for or on behalf of the State or any county or municipality or other political subdivision of the State, or any agency of or authority created by any of the foregoing, for the construction, alteration or repair of any public building or public work or for the acquisition of materials, equipment, supplies or services shall contain provisions by which the contractor agrees that:

a. In the hiring of persons for the performance of work under this contract or any subcontract hereunder, or for the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under this contract, no contractor, nor any person acting on behalf of such contractor or subcontractor, shall, by reason of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex, discriminate against any person who is qualified and available to perform the work to which the employment relates;

b. No contractor, subcontractor, nor any person on his behalf shall, in any manner, discriminate against or intimidate any employee engaged in the performance of work under this contract or any subcontract hereunder, or engaged in the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under such contract, on account of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex;

c. There may be deducted from the amount payable to the contractor by the contracting public agency, under this contract, a penalty of \$ 50.00 for each person for each calendar day during which such person is discriminated against or intimidated in violation of the provisions of the contract; and

d. This contract may be canceled or terminated by the contracting public agency, and all money due or to become due hereunder may be forfeited, for any violation of this section of the contract occurring after notice to the contractor from the contracting public agency of any prior violation of this section of the contract.

No provision in this section shall be construed to prevent a board of education from designating that a contract, subcontract or other means of procurement of goods, services, equipment or construction shall be awarded to a small business enterprise, minority business enterprise or a women's business enterprise pursuant to P.L.1985, c.490 (*C.18A:18A-51 et seq.*).

Exhibit C

BUDGET CATEGORIES 12-Month Budget	TOTAL COSTS	DCF Funding request	Other Cash or In-Kind Fundng Sources*
A. Personnel - Salary (FTEs/hours/week)			
Fringe (% rate)			
B. Consultants & Professional Fees			
C. Materials & Supplies			
D. Facility Costs			
E. Specific Assistance to Clients			
F. Other			
G. Gen. & Adm. (G&A) Cost Allocation			
H. Total Operating Costs			
I. Equipment			
J. Total Cost			
K. Revenue (deduct)*	()	n/a	n/a
L. Funding Request		n/a	n/a
The budget request shall indicate the Agency's total proposed budget for delivery of the service(s) reduced by the other sources of funding (Line K). If applicable, indicate the sources of leveraged funding and the dollar amounts for each below:			
Other Sources of Funding for this Program: (Specify These)			
Other Funding Amounts:	0	0	0

Exhibit D

DCF FUNDED POSITIONS CAN INCLUDE:

All employees must:

- *Have a working knowledge of and be able to articulate a clear understanding of the dynamics of domestic violence*
- *Complete the 40-hour training program conducted by any of the DV Lead Agencies in compliance with the Victim Counselor Privileged Communication requirements as set forth in NJSA 2A:84A-2214 et seq.*
 - *Copy of certificate must be forwarded to the Division on Women and/or be made available at time of DCF site visit/ monitoring*
- *Be knowledgeable about the cultural and social patterns of the population served in Essex County*

Clinical Supervisor: The selected candidate must (minimally) be a Licensed Clinical Social Worker (LCSW) or a Licensed Professional Counselor (LPC). License should be active for the State of New Jersey. DVS certification is a plus. Responsibilities include (but are not limited to): Clinical supervision of mental health professionals and DVL(s). This person can also provide individual/group sessions for residential and non-residential survivors. A minimum of one full-time staff person is required.

Director of Residential Services: The selected candidate must possess: (1). a bachelor's degree (graduate degree preferred) in a social work, psychology or a related field; (2). a minimum of three to five years' experience in management and supervision (of a residential facility preferred); and (3). A minimum of three years' experience in client oriented social services (domestic violence related preferred). DVS certification is a plus. The selected candidate will be responsible for the day-to-day operations of the shelter program. DCF funding will support one full-time staff person.

Director of Non-Residential Services: – The selected candidate must possess: (1). a bachelor's degree (graduate degree preferred) in a social work, psychology or a related field; (2). a minimum of three to five years' experience in management and supervision; and (3). A minimum of three years' experience in client oriented social services (domestic violence related preferred). DVS certification is a plus. The selected candidate will be responsible for the overall management of all non-residential service activities including, but not limited to, training, supervision and oversight of all non-residential domestic violence programming. DCF funding will support one full-time staff person.

Licensed Mental Health Clinician: The selected candidate must possess a graduate degree in social work, psychology or a related field. An LCSW, LPC or LMFT is preferred. DVS certification is a plus. Responsibilities include providing individual or group counseling sessions for the residential and non-residential primary or secondary domestic violence victims. DCF funding will support these position(s). Staffing levels should be considered based on number of survivors being served.

Case Managers: At a minimum, the selected candidate must possess a Bachelor's degree in social work, psychology or a related field. Responsibilities include (but are not limited to) providing a comprehensive assessment of needs, doing a warm transfer for referrals, and ensuring the survivor has accomplished the identified goals. Staffing levels should be considered based on number of survivors being served.

Residential Advocate: The selected candidate must minimally have a high school diploma (a Bachelor's degree in social work, psychology or a related field is highly preferred); or a high school diploma and a minimum of 2 years of experience working with this population. Responsibilities include, but are not limited to, advocacy, client accompaniment, safety planning, referrals and information, etc. Candidate must have a valid driver's license. Staffing levels should be considered based on number of survivors being served.

Residential Child Advocate: The selected candidate must possess a Bachelor's degree in social work, psychology or a related field; or a high school diploma and a minimum of 2 years of experience working with this population. Responsibilities include, but are not limited to, providing counseling, advocacy, referrals and information to residential clients' children. Staffing levels should be considered based on number of survivors being served.

Evening/ Overnight Residential Advocates: The selected candidate must possess a Bachelor's degree in social work, psychology or a related field; or a high school diploma and a minimum of 2 years of experience working with this population. Responsibilities include, but are not limited to, maintaining facility operations during the evening/ overnight hours; insuring overall safety of the survivors and security of the shelter; advocacy; client accompaniment; safety planning; referrals and information, and answering hotline calls. Candidate must have a valid driver's license. A minimum of two full-time staff are required per DCA licensing standards.

Evening/overnight Crisis Advocate: The selected candidate must possess a Bachelor's degree in social work, psychology or a related field; or a high school diploma and a minimum of 2 years' experience working with this population. Responsibilities include, but are not limited to, providing crisis intervention for clients and answering hotline calls during the evening/ overnight hours. Staffing levels should be considered based on number of survivors being served.

Community Education Coordinator: Responsibilities include, but are not limited to, providing domestic violence awareness trainings, education and awareness to the community at large. Building partnerships with key stakeholders in the community to facilitate necessary access to services for survivors. DCF funding will support one full-time position.

Weekend/Holiday Per Diem: Responsible for shelter and hotline on weekends and holidays. DCF funding will support costs associated with this position. Staffing levels should be considered based on number of survivors being served.

Domestic Violence Liaisons: DVL's are responsible for assisting the Division of Child Protection and Permanency (DCP&P) staff in the assessment and services in cases of co-occurrence of domestic violence and child abuse. DCF funding will support four (4) full-time positions. These positions are required.