



## **REQUEST FOR PROPOSALS**

### **FOR**

**Component 3 of the New Jersey Youth At-Risk of Homelessness Federal Project:**

**Connect to Home**

**Three pilot program awards in**

**Burlington, Mercer, and Union Counties.**

**Funding of \$220,000 and up to 20 Project Based Section 8 Housing Vouchers Per Pilot County (Total of 60 Vouchers and \$660,000 in funding).**

**CFDA #93.670**

**Bidders Conference: 1/14/16 from 1:30pm-3:00pm**

**Place: DCF Professional Center**

**30 Van Dyke Avenue New Brunswick, NJ 08901**

**Bids are due: 2/26/16**

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

Commissioner

Date 12/10/15

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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 1/14/16 from 1:30pm-3:00pm at the DCF Professional Center at 30 Van Dyke Avenue, New Brunswick, NJ 08901. Questions will be accepted in advance of the Bidder's Conference by providing them via email to [DCFASKRFP@dcf.state.nj.us](mailto:DCFASKRFP@dcf.state.nj.us).*

## **Section I – General Information**

### **A. Purpose:**

The New Jersey Department of Children and Families' (DCF) Office of Adolescent Services and the Department of Community Affairs (DCA) announces the availability of 60 Project Based Section 8 Housing Vouchers and \$660,000 annually in DCF funds (including \$90,000 in Federal funds CFDA #93.670) for the purpose of implementing Component 3 of New Jersey's Youth At-Risk of Homelessness (YARH) Federal Project, Connect to Home. This initiative will provide long term, stable housing opportunities and supportive services for 18 to 21 year olds who have current or previous involvement in New Jersey's Child Welfare System, the Division of Child Protection and Permanency (DCP&P). There will be **three** programs awarded; one grant of 20 Section 8 Housing Vouchers and \$220,000 in **EACH** of the YARH pilot counties: Burlington, Mercer, and Union Counties.

This request for proposals requires the development of innovative supportive housing; including the targeting of highest need youth, case management, housing screens and service linkage. This program intends to promote permanency, social connections, education/employment success, well-being and self-sufficiency through implementing long term housing solutions. DCF historically provides services for youth until the age of 21. Youth in this program may reside in a housing unit until the age of 26. The awarded program(s) will work in partnership with DCF to coordinate ongoing services and support for youth in the program upon their 21<sup>st</sup> birthday and continuing thereafter.

## **B. Background:**

DCF is charged with serving and safeguarding the most vulnerable children and families in the State and our mission is to ensure the safety, well-being and success of New Jersey's children and families. Our vision statement is "To ensure a better today and even greater tomorrow for every individual we serve."

Youth At-Risk of Homelessness (YARH) is a federal initiative that provided DCF with Phase I funding (2013-2015) for New Jersey and 17 other jurisdictions to research and develop an intervention strategy for youth who are or have been involved in the child welfare system and are at a greater risk of becoming homeless or have experienced homelessness. New Jersey is now one of six grantees nationally to receive Phase II federal funding (2015-2018) to implement and evaluate a comprehensive intervention called Connecting YOUTH. Connecting YOUTH will pilot in Burlington, Mercer, and Union counties. This intervention package seeks to prevent and address homelessness and promote housing stability for youth with experience in the child welfare system. In addition, strategies developed in this intervention package also intend to promote permanency/social connections, education/employment success, and well-being. In addition to federal dollars, New Jersey is re-conceptualizing services and committing significant state resources in this effort. DCF will continue its partnership with Child Trends, the Corporation for Supportive Housing (CSH), and the Center for the Study of Social Policy (CSSP) on this initiative. The populations that Connecting YOUTH focuses on are:

- Population 1: youth 14-17 in foster care,
- Population 2: youth 18-21 aging out of foster care
- Population 3: youth up to age 21 with experience in foster care who have since become homelessness.

Through this RFP, DCF plans to award 3 programs, one in each of the pilot counties (Burlington, Mercer, and Union). Each awarded program will be responsible for implementing the Connect to Home (C2H) Connecting YOUTH intervention. Please note that Child Trends will evaluate the installation of these new programs (including C2H). Once programs are implemented, the evaluation will include rapid cycle testing to provide information that may result in required adjustments to the program model. In addition, Child Trends will also assess readiness for a future outcome evaluation, including the testing of data collection procedures to ensure they yield valuable evaluation information. The future outcome evaluation would quantify program impacts on youth outcomes. DCF seeks to implement and evaluate new and effective intervention strategies that can serve as national program models to improve outcomes for youth with experience in foster care.

According to the U.S. Department of Housing and Urban Development, each year, approximately 25,000 youth exit the foster care system before being reunified with their family of origin, being adopted, or achieving another permanent living arrangement (2010).<sup>1</sup> With minimal resources to secure safe and stable housing, these youth are at an increased risk of experiencing homelessness. In fact, 25% of youth who were placed in foster care experience one or more days of homelessness after leaving care, per the Children's Bureau's, "Adoption and Foster Care Statistics".

For youth aging out of foster care and experiencing homelessness, recent small and regional research efforts estimate rates ranging from as low as 11 percent (Brandford and English, 2004) to as high as 37 percent (Collings, Spencer, and Ward, 2010).<sup>2</sup> These estimates also vary depending on the definitions of homelessness. Figures from a 2009 National Alliance to End Homelessness report suggest that approximately 110,000 youth nationwide live on the streets and other public places such as cars and abandoned buildings while 53,000 unaccompanied youth were also supported through school-based programming.

In New Jersey, according to the 2015 Point-In Time Count, approximately 1,074 young adults between the ages of 18 and 24 were experiencing homelessness. This number represents 10% of the total NJ population found to be experiencing homelessness during the two day count.

Research from NJ-DCF's Phase I YARH (also called Connecting YOUth) planning grant data sample study found that of 6,829 youth in the overall sample turning 18 by 2014, there were 857, or 12% percent accessed homeless services and reported literal homelessness as adults. DCF suspects that the actual number of youth experiencing homelessness is likely higher since this 12% only includes youth accessing services that are reported into the New Jersey's Homeless Management Information System (HMIS). These findings do not account for youth who are not accessing services and might also be on the street, couch surfing or in other unaccompanied capacities. It is widely acknowledged that youth homeless counts are likely underestimated, as unaccompanied youth are difficult to count because they are often unseen and not connected to services or shelters.

Through the Phase II implementation funding, DCF seeks to make improvements to its entire continuum of youth housing, including

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<sup>1</sup> United States Interagency Council on Homelessness. (2010). *Opening Doors, Federal Strategic Plan to Prevent and End Homelessness*.

<sup>2</sup> US Department of Housing and Urban Development. (2014) [Housing for Youth Aging Out of Foster Care](#).

adopting a “tiered housing model” that includes five main tiers based on youth needs and appropriate responses. The highest tiers are for youth with the most service needs and housing affordability challenges. Youth may move through the tiers as their service needs change. This tiered system will use current statewide transitional and supportive housing coupled with the incorporation of pilot county specific new resources. These new resources include affordable housing units through newly dedicated housing vouchers to develop a continuum of housing resources for youth based on affordability and service needs (see Tiered Housing Diagram attached) and housing screening.

Investing in the immediate stability of homeless youth and young adults can reap great long-term rewards, reduce impact on healthcare and social service systems, and eventually break the cycle of homelessness. These differences in outcomes result in a decrease in welfare and Medicaid costs, the cost of incarceration, lost wages and other significant costs to individuals and to society. “It is estimated that the outcome differences between young people transitioning from foster care and the general population cost nearly \$8 billion for each annual cohort of youth leaving care. By comparison, Chafee funds, the only dedicated federal funding stream for young people transitioning from foster care, are funded at \$140 million per year.”<sup>3</sup>

The reduction in costs is most striking when serving our highest-need youth. For youth who are homeless or who are aging out of foster care, supportive housing can provide a stable environment in which young adults can access permanency services, job training, health care and social services, and receive consistent emotional support they need in order to become self-sufficient and transition to true interdependence.

## **Target Population**

Youth who will be targeted to utilize these 60 new vouchers fit the definition of Population 2 and Population 3 (see definitions above), namely youth between the ages of 18 and 21 who have a current or previous history of being in care with CP&P and who have been identified as Tier 4 and Tier 5 (see Tiered Housing diagram attached). During the Phase I planning phase of this federal project DCF grant identified housing options for the highest need youth as a key system gap. These high need youth include those with a serious mental illness, substance use disorder, and a smaller cohort of parenting youth. These youth have been classified for purposes of this project as youth with a Tier 4 need of housing. Additionally, DCF identified a

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<sup>3</sup> Jim Casey Youth Opportunities Initiative, Issue Brief - Cost Avoidance: The Business Case for Investing in Youth Aging Out of Foster Care, 2013.

cohort of youth with needs as identified as Tier 4 who also have experience in the criminal justice system. These are outlined as Tier 5 housing needs.

Due to the nature of the housing vouchers, youth in the program will be allowed to stay in the housing unit beyond 21 with a plan for the youth to secure alternate housing by age 26. The awarded program(s) will work in partnership with DCF to coordinate ongoing services and support for youth in the program upon their 21<sup>st</sup> birthday and continuing thereafter.

Youth in these programs will undergo typical Section-8 background checks to determine final eligibility for acceptance into a housing unit. The awarded agency (ies) will be responsible for assisting youth with the application process. The awarded program will then facilitate individual enrollment meetings with each approved individual to educate them on the program, policies and agreements related to the Section 8 vouchers.

Youth in these programs will be screened into these services by DCF staff and the Connecting YOUTH project team. Information regarding the screening and referral process is outlined in the Connect Home and Connect to Well-Being Component 1 RFP announcement.

## **C. Services to be Funded:**

### **Philosophy and Practice**

Service delivery philosophies and practices should support individual choice and empowerment. Empowerment comes from the individual, rather than from a program. It is the role of the housing program to educate tenants/youth about their rights and ensure that they have a mechanism for exercising their rights. Youth will be encouraged to make their own life choices, and services provided would focus on helping youth achieve their goals, including overcoming obstacles and addressing needs. Services will be expected to help tenants understand and navigate issues and choices related to their ability to remain stably housed. Easy access to services must be available. Interaction may be flexible based on tenants' needs.

Awarded program use a positive youth development services model which assumes that young people will make positive and healthy choices if they have the opportunity to develop social, moral, emotional, physical and cognitive competencies. This model focuses on providing youth with opportunities to develop the skills they need. Youth's service needs and goals will change over time and will require a flexible and responsive approach to service delivery. Youth will eventually outgrow the program and "move on" to independent living, potentially utilizing a tenant based Section 8 voucher, when available (see Moving On section below). Services which

include teaching and assisting youth to find and maintain other positive living arrangements, when they are ready to “move on” is a crucial part of serving youth in these programs.

## **Race & Cultural Equity**

The Connecting YOUth Phase I data analysis found that African American youth in care are at increased risk for future homelessness. Unfortunately, this type of racial inequality is not unusual in child welfare and other systems and stems from our nation’s long history of discrimination and disinvestment in communities of color. We want to ensure that awarded providers and services recognize and attempt to redress racial inequities among the population to be served. To that end, the awarded programs will be required to outline how interventions will be culturally sensitive and responsive to African American youth, families and neighborhoods, as well as other underserved ethnic groups. Through technical assistance from the Connecting YOUth project team; staff from DCF, Local CP&P Offices, private providers and community partners will receive training and follow-up consultation on race, ethnicity and cultural humility.

To further address this challenge, in addition to training, the Connecting YOUth project’s awareness and understanding of racial disproportionality will influence the staff hiring process, team formation and coaching structures.<sup>4</sup>

Additionally, the Connecting YOUth project is also creating County-Based Implementation Committees in each pilot county that will also help identify local partners and providers (e.g., grassroots, faith-based and community organizations) that reflect and are effective in working with local racial and ethnic communities.

## **Geographic area to be served**

The three programs awarded will deliver services to youth with current or previous experience with CP&P cases that originate in Burlington (East and West), Mercer (North and South), and Union (Central, East, and West) Local CP&P Offices.

## **Housing**

In partnership with DCA, DCF will provide 60 Project Based Section 8 housing vouchers. DCF will also provide funds for supportive case

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<sup>4</sup> Using information from Miller, O and Esenstad, A. (2015). Strategies to Reduce Racially Disparate Outcomes in Child Welfare. Retrieved from <http://www.cssp.org/media-center/child-welfare-systems-are-innovating-ways-to-eradicate-racial-patterns-of-experience-by-families-of-color>.

management services. One grantee will be responsible for the oversight of 20 housing vouchers and implementing supportive case management services for 20 youth in each of the pilot counties: Burlington, Mercer, and Union. Grantees for this program are expected to have a concrete plan to access 20 housing units for a 15-year period in their proposed county.

Applicants who do not currently own the proposed housing units must attach an agreement or documentation signed by the current owner that includes the number of units that will be made available through a 15 year master lease, the rental rates for the units and a statement indicating that the agreement is contingent upon award of the funding. The awardee will be required to meet with DCA prior to finalizing any agreements (i.e. signing a lease) for housing units that are not currently owned by the awardee.

Section 8 subsidized units must first pass an inspection and be within the permissible rent parameters per the HUD rules stated below:

1. The program regulations (24 C.F.R. §982.404) state that the program must not make any housing assistance payments for a dwelling unit that fails to meet the Housing Quality Standards (HQS), unless the owner corrects the defects within the period specified by the program. DCA staff will conduct the inspections.
2. The units are subject to what HUD calls “rent reasonableness”. The stated purpose of HUD’s rent reasonableness limitation is to ensure that a federally subsidized rent does not exceed the fair rental value of a comparable unit on the private unassisted market. DCA staff will certify that the rent for a unit is reasonable.

These funds may be used to expand existing services attached to a supportive or transitional housing project. The applicant will need to demonstrate their capacity to expand housing services and supports for the proposed number of youth. The applicant will also need to demonstrate how the budgets are separated out as an add-on component.

DCF will award **one (1)** program contract in each of the **three (3)** pilot counties of Burlington, Mercer and Union. DCF proposes to develop and implement the Connect to Home (C2H) Component 3 Housing Intervention designed to establish a program that ensures that:

- Youth residing in the C2H housing will have a lease in their name, and, therefore, have full rights of tenancy under New Jersey landlord-tenant law, including control over living space and protection against eviction.

- Leases do not have any provisions that would not be found in leases held by someone who does not have child welfare involvement, has a psychiatric disability, or is a parent.
- Participation in services is voluntary and that youth cannot be evicted for rejecting services.
- Before moving into the Supportive Housing, youth are asked about their housing preferences and are offered the same range of choices as are available to others at their income level in the same housing market.
- Program rules, if any, are similar to those found in housing for people who do not have special needs and do not restrict visitors or otherwise interfere with a life in the community.
- Housing is affordable, with youth paying no more than 30 percent of their income toward rent and utilities.
- Housing may be integrated and youth have the opportunity to interact with neighbors who do not have special needs.
- As needs change over time, youth can receive more intensive or less intensive support services without losing their homes.
- Youth have choices in the support services that they receive. They are asked about their choices and can choose from a range of services. Tenants receive different types of services based on their needs and preferences.

For Tier 4 and Tier 5 youth who face the most significant challenges, this supportive housing program may be the intervention needed to ensure they do not enter the adult homeless system. When provided with decent, safe and affordable rental housing, along with access to relevant, flexible, and responsive services, these youth can begin to heal from past traumas, create community connections, link with needed services, and build the skills they will need to live stable and interdependent lives.

### **Supportive Case Management Services**

The supportive housing model for youth with Tier 4 and Tier 5 needs as described above will infuse an understanding of adolescent development into the program design and practice that results in increased independent functioning, examination of inner experiences, increased concern for the future, a greater capacity for setting goals, an increased capacity to use insight and think critically, and an increased emphasis on personal dignity and self-esteem. Successful youth supportive housing builds on the

principles of youth development and therefore emphasizes skill and relationship building in contrast to deficit models—which focus only on problem solving—a youth development framework assumes that young people will make healthy and positive choices if they have the opportunities to develop social, moral, emotional, physical, and cognitive competencies.

The applicant will utilize a research/evidenced informed approach and will be required to incorporate a protective factors framework lens such as Youth Thrive (Center for the Study of Social Policy, 2015). This framework emphasizes a strengths-based perspective grounded in the belief that all youth have strengths that need to be developed, nurtured, and strengthened in order to mitigate risk. The Youth Thrive framework is based on five interrelated protective and promotive factors that promote dynamic outcomes in youth. The five protective factors are (a) youth resilience, (b) social connections, (c) knowledge of adolescent development, (d) cognitive and social-emotional competence, and (e) concrete support in times of need.

The supportive housing will be an environment that promotes safety and structure, belonging and membership, self-worth and an ability to contribute, independence and control over one's life, closeness and several good relationships and competence and mastery.<sup>5</sup> Youth supportive housing providers will adopt a Housing First approach, understanding that young people who are homeless need housing stability in order to work towards recovery, wellness, and their goals.<sup>6</sup>

While housing may be structured as permanent, young people are in a transitional phase of their lives. Thus, unlike adult or family supportive housing where long-term stabilization of individual residents and the community may be a key priority, youth supportive housing is designed to move young people, when appropriate, beyond the housing project and towards greater self-sufficiency and interdependence.

Supportive housing services are designed to assist youth in maintaining housing stability and attaining their goals and requires that the service provider develop and offer services that are relevant and responsive and that elicit voluntary engagement. While the service package may differ

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<sup>5</sup> Center for Advanced Studies in Child Welfare, University of Minnesota, Minn-Link, No. 11, Winter 2012, Susan Hong, Ph.D. and Kristie Piescher, Ph.D. ; Children and Youth Services Review, The Role of Supportive Housing in Homeless Children's Well-Being: An Investigation of Child Welfare and Educational Outcomes, Volume 34, Issue 8, Pages 1440-1447; Saahoon Hong, Kristy Piescher; Housing for Youth Aging Out of Foster Care, US Department of Housing and Urban Development, Office of Policy Development and Research, May 2014

<sup>6</sup> Gaetz, Stephen. "Can Housing First Work for Youth?" York University Canadian Observatory on Homelessness. European Journal of Homelessness, Vol. 8, No. 2, December 2014.

project to project, the design of all youth supportive housing services is driven by the following objectives: 1) support young people in their healthy development 2) promote critical thinking 3) build the life and vocational skills needed to secure and sustain self-sufficiency 4) address and manage untreated trauma in their lives 5) address mental health and substance use concerns without mandating specific solutions and 6) create a community that provides opportunities for building positive relationships with adults and peers.

### **Youth with Tier 4 Needs**

Effective models of supportive housing for these youth will need to ensure that the following services and supports are available up until the youth is age 26:

1. A relationship with at least one responsible, trustworthy adult (ideally, a mentor), and consistent emotional support.
2. Opportunities to learn and practice independent living skills, and conflict resolution skills.
3. When needed, medication management skills training or parenting skills training.
4. Comprehensive employment services, which could include career counseling, job readiness/job-seeking skills training, job placement services and job retention services.
5. Continuing education, which may include post-secondary planning, GED or ESL programming, as well as opportunities for developing vocational skills or attending college.
6. Assistance and advocacy with accessing public benefits for which they are eligible.
7. Medical care, dental care, and preventative health services, which may include education about how to prevent STDs and contraception options.
8. Access to mental health and substance disorder treatment and recovery services, including counseling, peer and recovery supports, and psychiatric treatment.
9. Social, spiritual, recreational, community, and other supportive activities.

## **Youth with Tier 5 Needs**

Effective models of supportive housing for these youth will need to ensure that the services and supports are available up until the youth is age 26. In addition to the needs outlined in Tier 4, these youth will also receive services that consider their histories of involvement with the juvenile justice or criminal justice system and may have a history of fire setting or sex offenses.

### **Specialized Staff Model**

These services will utilize a case manager and an additional specialized Forensic Specialist/Case Worker to address the complicated and high needs of these youth. The Forensic staff will be responsible for activities that include but are limited to:

1. Coordinating, planning, and ensuring follow through with community treatment.
2. Developing a supportive one to one the clinical/trauma informed relationship with the youth.
3. Utilizing a motivational interviewing approach as a primary skill/tool to enhance youth participation and success.
4. Monitor ongoing treatment needs and compliance with treatment for all program youth by providing assessment, treatment planning, assertive case management, symptom management, medication monitoring and crisis-intervention.

### **Moving On Program**

The concept of moving on refers to enabling stable tenants of supportive housing who no longer require on-site services to transition to an affordable independent apartment with rental support (when needed) and after care. Consistent with the recovery model, this strategy offers the individual moving on with the greatest level of choice while the vacated unit or another unit in the same complex can be utilized by a vulnerable youth who can best benefit from the intervention of supportive housing.

When utilizing Project Based Voucher assistance, rent is limited to 30% of income, and a tenant may only be evicted for good cause. In this project, the NJ Department of Community Affairs (DCA) is providing sixty (60) Project Based Section 8 Vouchers, targeting the scarce resources of supportive housing to those who need it most, when they need it most. For youth who have resided in the supportive housing program for a minimum of one year

and who no longer require substantial supportive services, it is anticipated that they may have the ability to “move on” from the program, utilizing a tenant based housing voucher supplied by DCA, contingent upon voucher availability.

Targeting Moving On Tenants:

- Minimum of one year in supportive housing unit.
- Secure source of income or established benefits.
- Tenant portion of rent paid on time for at least 12 months with no utility arrears.
- Connected to mainstream supports.
- Self reports regularly taking prescribed medication with minimally missed dosages (as applicable).
- Has not required clinical crisis intervention for 12 months.
- Has not experienced a re-arrest and conviction for 12 months.

Awarded program staff will work with the youth to identify their ability to move on. These staff will be trained by the awarded agency specifically on assessment and transition in preparing youth to move on, assistance with housing locator services, budgeting, resources/grants to assist with the move, and assuring appropriate linkages to new community services when required.

The supportive housing provider will remain in contact with the youth who have “moved on” through ongoing support. Youth will continue to have access to a program staff member, if they choose in order to receive ongoing support and assistance as needed. The awarded program will track all “moving on” tenants for a period of two years through home visits, phone calls and events that the moving on tenants will be invited to attend. Youth will be advised that they may access all of the services of the provider agency for as long as desired.

### **Housing Screening and Assessment**

DCF anticipates that there will be youth in the pilot counties with Tier 1, 2, and 3 housing needs. The awarded program will be responsible for partnering with the Connecting YOUTH project team to implement new screening and assessment tools such as the Transition Aged Youth (TAY) triage tool in order to identify the most appropriate housing service and support for a youth. The awarded program will be expected to screen and assess youth in the pilot county and provide information and referral resources to the youth and their supports in order to expedite linkage to needed services and housing options. In addition to the 20 youth residing in units through this housing program, DCF anticipates the awarded program to

complete housing screens, assessments, and service linkage to up to 10 youth monthly.

### **Community Collaboration and Technical Assistance**

Youth in this program need to be highly encouraged to participate in supportive case management services, however these services are voluntary and under no circumstance be mandated. Staff will provide referrals and support linkages to services and resources in the community, making use of collaborations and partnerships. It is also the expectation that the awarded programs will participate in the Connecting YOUth County Based Implementation Steering Committee bi-monthly and the Youth Supportive Housing Statewide Learning Collaborative throughout the duration of the project.

### **Other Requirements**

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.

Applicants are also advised that any data collected or maintained through the implementation of the proposed program shall remain the property of DCF.

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.

### **D. Funding Information:**

For the purpose of this initiative, the Department will make available 60 Project Based Section 8 Housing Vouchers and \$660,000 annually in DCF funds (including \$90,000 in Federal funds CFDA #93.670). Each of the three pilot counties (Burlington, Mercer, and Union counties) will be awarded 20 vouchers and \$220,000 annually from April 1, 2016 through September 29, 2018. Funding is anticipated to be extended beyond this funding period however is contingent upon the availability of funding in future fiscal years.

Matching funds are not required.

Operational start-up costs are permitted. Applicants must provide a justification and detailed summary of all expenses that must be met in order to begin program operations. See Section II under Budget

Funds awarded under this program may be used to expand existing funding.

Any expenses incurred prior to the effective date of the contract will not be reimbursed by DCF.

## **E. Applicant Eligibility Requirements:**

### **Staffing, Structure, Qualifications & Trainings**

#### **Staffing:**

**Connect to Home** will be awarded in each of the pilot counties; Burlington, Mercer, and Union (3 programs total). For each program there will be at minimum one full-time Case Manager, a full time Peer Specialist/Counselor, a part time Forensic Specialist and Supervisor/Team Leader who devotes a percentage of their time to the program. See minimum responsibility expectations of each staff member below.

#### **Supervisor/Team Leader:**

- Oversee program development, implementation, coordination and evaluation;
- Regularly supervise direct service staff;
- Orient new staff to program mission, goals, policies, and procedures;
- Ensure that developing and implementing service plans are consistent with program goals and of maximum benefit to tenants;
- Monitor and evaluate staff performance;
- Coordinate social services with building management services (as appropriate);
- Develop and modify policies and procedures;
- Identify problems related to resources and personnel management;
- Oversee producing internal and external reports; and
- Comply with funding requirements.

#### **Case manager:**

- Outreach and engagement;
- Individual support and counseling;
- Recovery strategies;
- Liaison with vocational and educational community partners to help youth develop career plans and obstacles to employment;
- Crisis management;
- Helping youth secure public benefits;
- Medication monitoring; and
- Training in building competencies and skills of youth.

**Forensic Specialist:**

- Oversee recovery readiness, relapse prevention, and recovery planning services; provide individual counseling;
- Liaison with probation and or parole;
- Link with community services;
- Coordinate, plan and ensure follow through with community treatment
- Educate staff and tenants about approaches to managing substance use

**Peer Specialist/Counselor:**

- Provide a wide range of support and assistance to youth
- Peer support and promotion of hope for recovery
- Use of public transportation
- Teach advocacy skills
- Apply the principles of self-help programs

**A. The Supervisor/Team Leaders will:**

- a. Have two plus years of supervisory experience
- b. Hold at minimum a Bachelor's Degree in social services related field
- c. Possess training and experience in trauma-informed, integrated approaches to treatment and recovery from mental health and substance use disorders for youth and young adults
- d. Possess knowledge and facility with harm reduction medication-assisted treatment, and recovery supports for substance use disorders

**B. The Case Manager(s) will:**

- a. Hold a Degree in a social service related field or have a minimum of three years of experience working with children, youth or families
- b. Possess training and experience in trauma-informed, integrated approaches to treatment and recovery from mental health and substance use disorders for youth and young adults
- c. Possess knowledge and facility with harm reduction medication-assisted treatment, and recovery supports for substance use disorders
- d. Demonstrate knowledge of available treatment services and community supports

**C. The Forensic Specialist will:**

- a. Have significant 5+ years experience and/ or knowledge working with you who have been incarcerated
- b. Have a clinical background (Master's Level preferred)

- c. Possess a LCSW or LPC with sub-specialty or certification in substance use disorders
- d. Possess training and experience in trauma-informed, integrated approaches to treatment and recovery from mental health and substance use disorders for youth and young adults
- e. Possess knowledge and facility with harm reduction medication-assisted treatment, and recovery supports for substance use disorders

A critical driver for the success of this project is a team of staff that will support youth residing in the housing units. The program approach will need to utilize dynamic staff who are relentless and passionate in working with youth, especially youth with complicated needs and histories.

The applicant will describe the credentials and/or competencies of the staff and agency that will serve these young parents. The staff will need to effectively work with and identify services/supports for youth who may be facing a range of co-occurring challenges, including mental health, domestic violence, substance use, economic challenges, lack of support, and other needs. The applicant will be expected to describe specific training and support that staff are provided to help them engage youth in a non-judgmental and developmentally/culturally/trauma informed way. Staff must ultimately be effective and competent at engaging youth, encouraging open communication, cultivating trust, promoting youth voice and choice in planning, supporting youth, harnessing and building their potential, and assisting families with routine services and in moments of crisis.

**Structure:**

The Connect to Home Housing Program should have staff members available from morning until evening with some coverage on weekends, in addition to on-call availability of supervisory personnel.

**Qualifications:**

The awarded program(s) will meet the following qualifications:

- Based in and deeply familiar with the youth services in the pilot county.
- Exhibits a commitment to the adolescent population identified for this initiative.
- Endorses the Youth Thrive framework (<http://www.cssp.org/reform/child-welfare/youth-thrive>) and commits to a philosophy of positive youth development in their program. Positive youth development requires that adults engage and work

with adolescents and young adults, giving them a voice, involving them in the development of services and policies that will impact their life, and works from strength based approach.

- Demonstrates a track record of addressing the unique needs and strengths of teens and their families and achieving positive outcomes with youth.
- Ability to work closely with DCF partners, educational stakeholders, and other social service agencies to help achieve educational goals and secure connections for adolescents and young adults in foster care.

### **Training:**

The awarded program will participate in the 3-day Youth Thrive training provided by DCF. Additional professional development opportunities (i.e., Youth Housing Statewide Learning Collaborative, on the job coaching, educational law/advocacy, case consultation and other skill building experiences) will be identified by DCF and as the project is implemented and the awarded program will be required to attend. In addition, the awarded program will also participate in training on undoing racism (or similar training) to address racial inequities and the implications for child welfare, as well as training on sexual orientation and gender identity issues.

### **Evaluation Activities:**

DCF has received federal funds to implement, test, and evaluate the intervention strategies outlined in this RFP. Awarded programs are required to full participate in all evaluation activities including but not limited to:

DCF has received federal funds to implement, test, and evaluate the intervention strategies outlined in this RFP. Awarded programs are required to fully participate in all evaluation activities including but not limited to:

- 1) Support and comply with special data collection requirements;
- 2) Provide administrative data (e.g., on program participants and their participation or service receipt);
- 3) Facilitate and support on-site meetings and observations with and by DCF and project team staff and evaluators including interviews with program and partner agency managers/staff;
- 4) Facilitate and support interviews or meetings with program participants;

5) Facilitate and support case file reviews, among other activities. Grantees are responsible for ensuring that partnering organizations comply with this condition of award; and

6) Adjust program model and service delivery as determined by evaluation activities and rapid cycle testing of these intervention strategies. Awarded programs will not be allowed to use funds to support independent evaluations.

7) Report into the National Youth in Database (NYTD) system through technical support and training by DCF.

Awarded programs will not be allowed to use funds to support independent evaluations.

**Other 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 may 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 achieve full operational census within 120 days of contract execution. Further, where appropriate, applicants must execute sub-contracts with partnering entities within 30 days of contract execution. If the program is not fully operational within 60 days of contract execution then at the option of DCF the agreement may be terminated.

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 on-line at [www.dnb.com](http://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:**

<b>12/10/15</b>	<b>Notice of Availability of Funds/RFP publication</b>
<b>1/12/16</b>	<b>Deadline for Email Questions sent to <a href="mailto:DCFASKRFP@dcf.state.nj.us">DCFASKRFP@dcf.state.nj.us</a></b>
<b>1/14/16</b>	<b>Mandatory Bidders Conference</b>
<b>2/26/16</b>	<b>Deadline for Receipt of Proposals by 12:00PM</b>

All proposals must be received by 12:00 PM on or before 2/26/16. Proposals received after 12:00 PM on 2/26/16 will **not** be considered. Applicants 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 should 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 should 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/](http://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 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 by submitting a written request to

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

no later than five (5) calendar days following receipt of the notification or by the deadline posted in this announcement.

## **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](mailto: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](http://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)
7. MacBride Certification Form

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 25 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 (20 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 governmental entities.

Describe the agency's background and experience in working with high need youth, especially those that have experienced trauma. Describe the agency and its housing partner's background and experience in housing.

Describe the agency's knowledge of and ability to effectively collaborate with other local community resources and agencies.

Provide an indication of the organization's demonstrated commitment to cultural competency and diversity. The provider shall identify and develop, as needed, accessible culturally responsive services and supports. These shall include, but are not limited to, affiliations with informal or natural helping networks such as language services, neighborhood and civic associations, faith-based organizations, and recreational programs determined to be appropriate. Supervisors must be culturally competent and responsive, with training and experience necessary to manage complex cases in the community across child and youth serving systems. Explain how the provider is working toward a cultural competency plan that describes actions your agency will take to insure that policies, materials, environment, recruitment, hiring, promotion, training and Board membership reflect the community or the intended recipients of the services provided. The applicant will explain how cultural competency of the organization will be promoted and how resources and services will be provided 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.

Describe the agency's commitment as a learning organization.

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)**

During Phase I, the Connecting YOUTH Planning Team was able to gather national and statewide data. Please provide documentation describing the local need for the proposed services, including:

- Statements that demonstrate an understanding of the problem and the needs of the target population;
- A summary of existing services available to youth in the county where the program will be located, including identified gaps in the current provision and availability of those services; and

- Citations of relevant statistics and discussions of studies that reflect the prevalence of the problem and the unmet needs of the target population.

### **3) Demonstration of Ability to Be Operational (20 points)**

Applicants who do not currently own the proposed housing units must attach an agreement or documentation signed by the current owner that includes the number of units that will be made available through a 15 year master lease, the rental rates for those units, and a statement indicating that the agreement is contingent upon award of the funding. The awardee will be required to meet with DCA prior to finalizing any agreements (i.e. signing a lease) for housing units that are not currently owned by the awardee.

Applicants must have a concrete plan to access 20 affordable housing units and demonstrate that they can be secured and ready for sub-lease within 30 Days following the award of these funds.

The successful applicant will provide a plan to have the proposed project to be fully operational within 60 days. Please attach a Program Implementation Schedule in the appendix. The Program Implementation Schedule shall detail how and when the proposed work will be accomplished as well as the responsible parties. It shall include the process and timeframe for establishing a staffing team (i.e. recruiting, hiring, training, etc.), for enrolling and placing youth into housing, for housing and services to become operational, etc. Please include a description of factors that could delay or be a barrier to implementation as well as how these factors would be managed.

Where applicable provide a description of the housing locations, including:

- County (ies) and municipalities in which identified housing is located.
- Neighborhood characteristics and nearby amenities (i.e. access to schools, employment opportunities, shopping/food stores, medical facilities, civic and recreational areas, etc.)
- Proximity and types of public transportation available.
- Data on neighborhood safety and crime rates.

- A summary of existing services and supports within the community.

Where applicable provide a narrative describing the properties/developments and housing units, including:

- A description of the number and type of units, buildings and housing model(s) (single family homes, shared living, scattered site apartments, apartment building with mixed use, condominiums, etc.) that will be utilized.
- A rationale for choosing this particular housing design (scattered site, single family, shared, mixed use, etc.) and how it will meet the needs of the target population. Discuss the role of consumer choice.
- Whether you own, will be purchasing, or will be renting housing for this program.
- Amenities including security services in place, availability of laundry rooms, community rooms, recreational facilities, parking/garages, and any other amenities that may enhance tenants' quality of life.
- Site accessibility for individuals with disabilities and impairments.
- Provide photographs, site layouts, floor plans, and any other additional information on the units as an appendix.
- Attach as an appendix a summary of the 20 units using the following table (where applicable) or a similar product.

County	Municipality	Address	Type of Housing	Own or Rent	Age of Building/ Year build	# of Units, Rental Rates	Utilities (types, included in rent or not, etc.)

Prior to making an award, DCF and/or DCA may request a site visit to view identified rental units.

**4) Program Approach (30 Points)**

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

- A description of the services to be provided, including innovative ideas to achieve the specific goals and objectives of the services in this RFP (Component 3);
- A description of the activities or methods that program personnel will employ to engage youth in a developmentally and culturally informed way;
- A description of the activities or methods that program personnel will employ to engage youth that have been impacted by trauma, experienced difficult family dynamics, and/or have specific needs (identity issues, mental health histories, criminal justice histories, expectant/parenting, etc.);
- A description of the intake process that will be used to create an individualized service/goal setting/transitional plan. This process must outline how the youth will be assessed with regards to housing need, youth needs, and how goals will be identified to meet these needs. Outline how often the plan will be reviewed and updated and how the youth will be included in and drive the planning process;
- A description of any service coordination, collaborative efforts or processes that demonstrates the ability to partner with local community agencies and stakeholders to provide the proposed services (attach any affiliation agreements or Memoranda of Understanding);
- Services are not mandatory for participants in the program. Describe how your proposed staff will engage and establish a trusting relationship with the youth to encourage their participation in recommended services;
- Outline how the program will incorporate a framework that focuses on strengthening and developing protective factors (i.e. Strengthening Families and Youth Thrive Frameworks), emphasizing how the program will promote and foster resilience, social connections, and develop skills and competencies;
- Information on the accessibility of services, including the hours and days that services will be available, a description of transportation options available, and handicapped accessibility;
- A description of data to be recorded, the intended use of that data and the means of maintaining confidentiality of youth records; and

- Information on the level of service (LOS), including a definition of each unit of service and an indication of the level of service anticipated throughout the contract period.

Indicate the number, qualifications and skills of all staff, consultants, sub-grantees and/or volunteers who will perform the proposed service activities. Attach, in the Appendices section of the application, an organizational chart for the proposed program operation; job descriptions that include all educational and experiential requirements; and resumes of any existing staff who will perform the proposed services.

Describe the management and supervision methods that will be utilized. Include a description of specific strategies to be employed that will assist staff to prevent and address vicarious trauma and compassion fatigue.

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

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

**5) Evaluation Activities (5 Points)**

Describe the agency's commitment to continuous quality improvement and willingness to participate in the evaluation activities that include but are not limited to:

- 1) Support and comply with special data collection requirements;
- 2) Provide administrative data (e.g., on program participants and their participation or service receipt);

3) Facilitate and support on-site meetings and observations with and by DCF and project team staff and evaluators including interviews with program and partner agency managers/staff;

4) Facilitate and support interviews or meetings with program participants;

5) Facilitate and support case file reviews, among other activities. Grantees are responsible for ensuring that partnering organizations comply with this condition of award; and

6) Adjust program model and service delivery as determined by evaluation activities and rapid cycle testing of these intervention strategies.

Awarded programs will not be allowed to use funds to support independent evaluations.

**6) Budget (10 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. The budget narrative must be part of the 25 page proposal. The Annex B 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.

The completed budget proposal must also include a detailed summary of and justification for any one-time operational start-up costs in the narration section marked “Budget Narrative.”. These costs must also be reflected on a separate schedule in the Annex B budget form.

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

Standard DCF Annex B (budget) forms 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/>

#### **7) Completeness of the Application (5 Points)**

The Department will also consider the completeness of the application and the clarity of statements within the proposal, including the availability and accuracy of all supporting documentation.

### **B. Supporting Documents:**

Applicants must submit a complete proposal signed and dated by the Chief Executive Officer or equivalent and a CD ROM containing all the documents in PDF or Word format. There is a (25) 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**

1. Proposal Cover Sheet\*
2. Table of Contents-Please number and label with page numbers if possible in the order as stated in Part I & Part II Appendices
3. Proposal Narrative (in following order)
  - a. Applicant Organization
  - b. Needs Justification
  - c. Demonstration of Ability to Be Operational
  - d. Program Approach
  - e. Outcome Evaluation
  - f. Budget Narrative
  - g. Completeness

#### **Part II: Appendices**

1. Agreement or documentation demonstrating access to 5 units (per county) of affordable housing for a 15 year period. Applicants who do not currently own the proposed housing units, must attach an agreement or documentation signed by the current owner that includes the number of units that will be made available through a 15 year master lease, the rental rates for those units, and a statement indicating that the agreement is contingent upon award of the funding. The awardee will be required to meet with DCA prior to finalizing any agreements.

- a. Section 8 subsidized units must pass an inspection and be within permissible rent parameters per the following HUD rules:
  - i. The program regulations (24 C.F.R. §982.404) state that the program must not make any housing assistance payments for a dwelling unit that fails to meet the Housing Quality Standards (HQS), unless the owner corrects the defects within the period specified by the program. DCA staff conduct the inspections.
  - ii. The units are subject to what HUD calls “rent reasonableness”. The stated purpose of HUD’s rent reasonableness limitation is to ensure that a federally subsidized rent does not exceed the fair rental value of a comparable unit on the private unassisted market. DCA staff will certify that the rent for a unit is reasonable.
2. Photographs, site layouts, floor plan, and/or other additional information on housing units.
3. A written plan for emergency/crisis situations and on-call staffing.
4. Descriptions of key personnel, resumes if available for key personnel (please do not provide home addresses or personal phone numbers)
5. Proposed organizational and staffing chart for program
6. Organizational chart for agency.
7. Proposed program implementation plan and schedule.
8. Safe-Child Standards Description of your agency’s implementation of the standards (no more than 2 pages)
9. DCF Annex B Budget Forms\*
10. Copy of agency’s Conflict of Interest policy
11. Copies of any audits or reviews completed or in process by DCF or other State entities from 2013 to the present. If available, a corrective action plan should be provided and any other pertinent information that will explain or clarify the applicant’s position
12. Letters of Commitment, MOUs, and Letters of Support (limit to 15 pages).
13. Dated List of Names, Titles, Address of Current Board of Directors
14. Signed DCF Standard Language Document  
<http://www.nj.gov/dcf/documents/contract/forms/StandardLanguage.doc>
15. Documentation Demonstrating Compliance with Obtaining a DUNS Number. 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 on-line at: <http://www.dnb.com>
16. Renewal Printout from the System for Award Management (SAM) website (<https://www.sam.gov/portal/public/SAM/>)
17. Signed HIPAA Business Associate Agreement  
(<http://www.nj.gov/dcf/providers/contracting/forms/HIPAA.doc>)
18. Copies of Applicable Licenses-Licenses are not required but if you have licensed individuals you may provide them or

19. Current Affirmative Action Certificate or Copy of Renewal Application Sent to Treasury
20. Certificate of Incorporation
21. New Jersey Business Registration Certificate with the Division of Revenue
22. Agency By-laws or Management Operating Agreement if an LLC
23. Tax Exempt Certification-IRS Determination Letter regarding applicant's charitable contribution or non-profit status, if a non-profit
24. Disclosure of Investigation and Other Actions Involving Bidder- Full Version\*\* Signed and dated
25. Disclosure of Investment Activities in Iran\*\* Signed and dated
26. MacBride Principles\*\* Signed and dated
27. Statement of Bidder/Vendor Ownership Full Version\*\* Signed and dated
28. Chapter 271\*\* Signed and dated
29. Source Disclosure Certification\*\* Signed and dated
30. Two-Year Chapter 51/Executive Order 117 Vendor Certification and Disclosure of Political Contributions (For-Profit only) \*\*Signed and dated
31. Annual Report to the Secretary of State ([https://www1.state.nj.us/TYTR\\_COARS/JSP/page1.jsp](https://www1.state.nj.us/TYTR_COARS/JSP/page1.jsp))
32. Annual Report- Charitable Organizations (if applicable) (<http://www.njconsumeraffairs.gov/charity/charfrm.htm>)
33. W-9 form (new agencies only) or (<http://www.state.nj.us/treasury/omb/forms/pdf/W9.pdf>)
34. Certification regarding Debarment\* (<http://www.state.nj.us/dcf/providers/notices/Cert.Debarment.pdf>)
35. Statement of Assurances\*
36. Form 990 for Non-Profits or Form 1120 intended for For-Profit entities. LLC's shall provide an applicable tax form and may delete or redact any SSN or personal information
37. Copy of Most Recent Audit or financial statement certified by an accountant or accounting firm

\* Standard forms for RFP's are available at: [www.nj.gov/dcf/providers/notices/](http://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. Applicants may review these items via the Internet at [www.nj.gov/dcf/providers/contracting/manuals](http://www.nj.gov/dcf/providers/contracting/manuals)

## **C. Requests for Information and Clarification**

Applicants shall not contact the Department directly, in person, or by telephone, concerning this RFP. Applicants may request information and/or assistance from [DCFASKRFP@dcf.state.nj.us](mailto:DCFASKRFP@dcf.state.nj.us) until the Bidders Conference. Inquiries will not be accepted after the closing date of the Bidders Conference. Questions may be emailed in advance of the Bidders Conference to [DCFASKRFP@dcf.state.nj.us](mailto:DCFASKRFP@dcf.state.nj.us).

DCF will provide eligible applicants additional and/or clarifying information about this initiative and application procedures at the technical assistance meeting indicated below. 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.

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.

### **Question and Answer:**

DCF will provide eligible applicants additional and/or clarifying information about this initiative and application procedures through a time-limited electronic Question and Answer Period. Answers will be posted on the website at: <http://www.state.nj.us/dcf/providers/notices/>

Questions may be submitted in writing in advance of the Bidders conference via email to: [DCFASKRFP@dcf.state.nj.us](mailto:DCFASKRFP@dcf.state.nj.us).

All inquiries submitted to this email address must identify, in the Subject heading, the specific RFP for which the question/clarification is being sought.

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. 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.

All other types of inquiries will not be accepted. **Applicants may not contact the Department directly, in person, or by telephone, concerning this RFP.** Inquiries will not be accepted after the closing date of the Question and Answer Period, except that technical support through [DCFASKRFP@dcf.state.nj.us](mailto:DCFASKRFP@dcf.state.nj.us) regarding forms or technical issues can be made at any time.

**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](http://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.*).