

## QUESTIONS AND ANSWERS

### **Youth Supportive Housing: Union County**

Questions? Email us anytime at [dcfaskrfp@dcf.state.nj.us](mailto:dcfaskrfp@dcf.state.nj.us)

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#### **1. P.1, Section 1, Item A, 1<sup>st</sup> Paragraph:**

- **Is the level of service stated in the RFP – 20 youth – a fixed number or a maximum (and does it mean 20 concurrently); in other words, is it possible that fewer will be referred over the grant period?**
  - Yes, the expected level of service is 20 youth. Yes, it is possible that fewer than 20 will be referred and in placement for housing during the term of the contract. The grantee will assist eligible applicants in securing housing and provide supportive services to 20 high needs youth who meet the criteria set forth in the RFP. The grantee will also link youth to other supplemental living arrangements/housing as needed when youth are not eligible for programming. The grantee will be responsible for working with the interim provider to transition currently served youth and implementing the full program and level of service of twenty (20) youth. If and when the level of service falls below 20, the examination of why will include whether the grantee failed to engage the youth or has too many barriers to housing sustainability.
  
- **If not a fixed number, Is the \$300,000 offered to for serving under this proposal contingent on the number of referrals, or any other variables and/or conditions (besides appropriation and availability of resources as stated in the RFP)?**
  - See above response.

**2. P. 1, Section 1, Item A, 2<sup>nd</sup> Paragraph:**

- **Please define “high needs youth.” (Does the information in the first half of p. 6 cover all “high needs” criteria?)**
  - Although typical, the list is not exhaustive. Your proposal must describe how the Housing First model will be implemented with as few barriers to housing as possible.

**3. P. 1, Section 1, Item A, 2<sup>nd</sup> Paragraph (and also refer to RFP pages 14 and 15, re “Moving On”):**

***“The grantee will also link youth to other supplemental living arrangements/housing as needed when youth are not eligible for programming.”***

- **Please clarify with examples/scenarios in which grantee might be required to take youth who are “not eligible for programming.” (Is this limited to the “Moving On” young adults referenced on pages 14 – 15)?**
  - Youth who are referred to the program and even though they’re coached to enroll, they may decide not to enroll in the offered housing. They shall be able to call, meet with and engage with their program contact and receive counseling and support and referrals for ongoing appropriate assistance during the term of the contract.
- **If there are others aside from the Moving On youth, how many others does DCF anticipate referring to grantee?**
  - There will be 20 youth served through the program. There may be additional youth that are referred to the program that are not eligible for the program that will need assistance to be connected with alternate housing options. DCF anticipates roughly 5 youth per month may need this service linkage, however this number may fluctuate.
- **Are there any youth in this category (“not eligible for programming”) among the 10 youth currently being served?**
  - No

- **Is it correct that “Moving On” youth can receive services under the Supportive Housing award for up to 2 years after they have achieved the 7 criteria listed on pages 14 – 15?**
    - Yes
  - **Is it correct to say that:**
    - a. **there is nothing in the \$300,000 award/budget that can be used to benefit young adults “not eligible for programming” (Moving On after 2 years, and/or other), and**
      - The \$300,000 is for the 20 young adults in the program and any youth in the Moving On part of the program.
    - b. **under this initiative, they will only receive their housing voucher benefit?**
      - Participants eligible for the Moving On component may elect to participate in follow-up services including, but not limited to: supportive services, home visits, phone calls and other events (i.e. program wide gatherings).
- 4. P. 1, Section 1, Item A, 3<sup>rd</sup> Paragraph:**
- **Are the 10 young adults currently being served by an interim provider and in their own apartments be expected to remain in those apartments with the grantee assuming responsibility for services?**
    - Yes, the grantee will be assuming responsibility for providing services to those 10 youths. The youth will remain in the current units (unless the lease is expiring, and the youth is planning to move to another unit). Working to transition the youth is a priority. Address in your proposal how you intend to overcome this obstacle.
  - **What entity will assume the rental assistance vouchers for these 10 young adults?**
    - This depends upon your plan for transition if awarded the contract. The rental assistance vouchers will be in the name of the individual/youth in the housing, these are tenant-based vouchers.

**5. P. 3. Section 1, Item C, 4<sup>th</sup> Paragraph:**

***“Housing units must be available for occupation within 90 days of notice of award.”***

- **How many housing units does this mean – 20 units, or 10 units for youth who are not yet being served? (See question 4, above.)**
  - The grantee will be responsible for working with the interim provider to transition currently served youth and implementing the full program and level of service of twenty (20) youth. The RFP requires that you “Outline a plan regarding how the applicant will appropriately transition services for youth from the interim provider that considers the youth’s needs and developmental/trauma histories. (5 points).” Since there are currently 10 youth in the program, the grantee will be required to have 10 housing units available for occupation within 90 days of notice of award.
- **Does DCF guarantee referrals for all units required to be “available for occupation within 90 days of award?” and will this in any way impact the \$300,000 award amount for grantee?**
  - DCF does not guarantee referrals. No additional funding will be provided. Applicants must allocate funding for specific assistance to program participants. The contract ceiling is not contingent upon receipt of DCF referrals. The Office of Adolescent Services will be working with the Child Protection and Permanency Local Offices to identify youth with a housing need.
- **Is the grantee expected to keep a unit open for a new referral if a young adult should vacate? What are the provisions for that?**
  - The awarded grantee must demonstrate the ability to navigate available fair market rate housing and support a new referral/youth to secure housing as quickly and safely as is possible.
- **Will the grantee be required to evidence the availability of 10 (or 20??) available units immediately upon award, and if so, what evidence will be required?**
  - Since there are currently 10 youth in units, 10 units are required to be available within 90 days of notice of award. Please see page 8

of this RFP. This information can be detailed in your narrative and the Program Implementation Plan.

**6. P. 5, Section 1, Item C, #3:**

- **If a prospective grantee has a federal Transitional Living Program, would DCF/DCP&P work with the grantee to coordinate referrals of those youth to this Supportive Housing program if they meet other DCP&P criteria (as outlined in the first half of p. 6)?**

➤ Yes

**7. P. 8, Section 1, Item C, 1<sup>st</sup> Paragraph:**

- **Do the youth have the option to decline a particular residence offered/identified by the grantee even if it meets the preferences they expressed?**

➤ Yes

**8. Pages 8 – 9 (general):**

- **Are there any provisions for costs associated with vacancies/turnover in the units that the RFP requires the grantee to have available within 90 days of the award, or is this included in the \$300,000 funding amount?**

➤ No other funding is available. These are tenant-based vouchers wherein the youth's lease will be in their names. It is not permitted for the contracted agency to be the leaseholder.

➤ The successfully awarded agency must allocate funding for specific assistance to program participants. The following "client assistance" line items will be calculated as one-time costs for each young adult using the following "per person/family" formula multiplied by the number of vouchers available: \$2,000 for furnishings; \$300 for utilities and funding for a security deposit, which is typically equal to one or one and a half months' rent (estimated to be between \$1,600 and \$1,980) based on Fair Market Rates for Union County.

- **Are there any limitations regarding apartment-sharing among youth served in the program?**
  - Within the contracted level of service, apartment sharing is not permitted. There are circumstances whereby it is possible that a program applicant might add someone to their lease (i.e. their child)
  
- **Will pregnant/parenting youth be referred for housing to include their child(ren)/family?**
  - Yes, that is a possible scenario.
  
- **Will any part of the \$300,000 be deducted from the budget on contracting related to the 10 youth already placed (assuming their startup costs – furniture, utilities, security – have already been exhausted)?**
  - No

**9. P. 10, Section 1, Item C, next to last paragraph:**

***“The grantee must have the capacity to appropriately realign services and supports [for youth experiencing crises and setbacks during their housing tenure] to ensure the young adult’s maintenance of their housing.”***

- **If the proposer is the landlord, and the DCP&P-referred tenant violates lease terms and there is valid grounds for eviction, what is the impact on the budget/award amount?**
  - This will not impact the award amount, however describe in your proposal how this situation will be avoided through your engagement techniques. Also, describe in your proposal how, if this does occur, how you will address this issue to avoid the youth’s homelessness. In a housing first model, if the youth is evicted the awardee would need to serve another youth to replace the youth evicted from programming.

- **What is the impact to and expectation of the grantee if the young adult is legally evicted by an outside landlord?**
  - Describe in your proposal how this situation will be avoided through your engagement techniques. Describe in your proposal how, if this does occur, how you will address this issue. Should eviction occur, the provider agency is expected to help the participant access an alternative plan for safe housing,
- **Is it correct to say that if a referred/housed youth refuses services and becomes significantly disruptive, causes damages, and/or presents danger to him/herself and other tenants, is DCF's expectation that the grantee must still provide for housing?**
  - Yes, central to this model is relentlessly offering services to participants and advocating on their behalf with DCA and landlords to maintain their housing. Describe in your proposal how this situation will be avoided through your engagement techniques. Describe in your proposal how, if this does occur, how you will address this issue. The grantee is expected to use all appropriate services to engage the youth. If the youth violates their lease agreement, the landlord may seek to evict the youth. The grantee is expected to support the youth to prevent eviction.

**10.P. 16, Section 1, Item C, Staffing, 1<sup>st</sup> and 2<sup>nd</sup> Paragraphs:**

*Reference is made to "interdisciplinary teams" in 1<sup>st</sup> paragraph and "supervisory and case management staff that are clinically and trauma-informed" in 2<sup>nd</sup> paragraph.*

- **How specifically is the grantee expected to meet these requirements, i.e., are there any specific credentials required for any of the supervisors, case management and support staff serving under this program?**
  - The RFP provides guidance on the skill sets required. Your proposal is required to provide the items listed on pages 29 and 30.
- **Is there any expectation/requirement with respect to the ratio of staff to youths or is the proposer free to define this?**
  - The RFP provides guidance on the skill sets required. Your proposal is required to provide the items listed on pages 29 and 30.

**11. P. 17, Section 1, Item C, Budget:**

- **The “one-time costs” for each young adult (using the per-person/family formula multiplied by the # of vouchers available) is (1) \$2,000 for furnishings, (2) \$300 for utilities, and (3) funding for a security deposit (per the RFP, typically 1 or 1½ months’ rent, est. between \$1,600 and \$1,980 based in Union County FMF). Should the proposer exclude from their budget development (based on \$300,000) these costs for the 10 young adults already housed/being served?**
- **Can the proposer include general/administrative costs, and if yes, what are the parameters?**
  - Yes, the proposer may include G&A costs. DCF contract policy permits costs that the proposer can demonstrate are reasonable and allocable to the program. More information is available in DCF’s Cost Reimbursement Manual, Section 2.4 at <http://www.nj.gov/dcf/documents/contract/manuals/CRM4.pdf>.
- **Is there any particular form/format the proposer should use for the budget and budget narrative?**
  - Yes, use Exhibit D-12 Month Budget Form and Exhibit E- Start-Up Budget Form. The Budget Narrative should 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.
- **Are there any circumstances under which DCF expects to reduce the \$300,000 award amount on contracting (including, but not limited to, deducting costs pertaining to the 10 youth currently placed/served)?**
  - No

**12. What is the anticipated start date of this grant, and what is the grant term/period (dates, number of months) for the \$300,000 award?**

- Start-up work will commence upon successful contract negotiation.



**13. Will there be any prorating since 10 youth have services in progress?**

- No

**14. Is the interim provider available to participate in a transition process under with the grantee under this RFP for the 10 youth currently served?**

- Yes

**15. If yes, will DCF facilitate a transition process from the interim provider to the grantee, or will the grantee be expected to coordinate that?**

- Your proposal must indicate and articulate how you plan to transition the youth. DCF will support the grantee and interim provider by sharing contact information and youth information. DCF may participate in the transition process as is needed/appropriate.

**16. Assuming there will be a transition period: What is the timeframe? (How long will the grantee have to transition the 10 youth currently being served?)**

- Your proposal must indicate and articulate how you plan to transition the youth.

**17. What are the allowable costs for the transition?**

- Your proposal must indicate and articulate how you plan to transition the youth. The budget is outlined above.

**18. Will the existing (10) clients be transferred from Project-Based to Tenant-Based Vouchers?**

- All vouchers for this program are tenant-based vouchers.

**19. Will the winning provider receive background info on incoming youth? (e.g., placement history, MH and/or Substance Use history, criminal background if any, etc.)?**

- Your proposal must indicate and articulate how you plan to transition the youth with or without this information.

**20. Can we use start-up funds to purchase a vehicle?**

- Perhaps but the proposal must articulate a need and justification. There are accruals available for this purpose.

**21. Does all start-up money have to come from accruals?**

- Yes

**22. Do the one-time specific assistance allocations as listed on p.17 of the RFP have to come from the \$300k budget?**

- Yes

**23. Can we assume that the one-time specific assistance allocation has already been paid for the current 10 participants, and therefore do NOT have to be included in our proposed budget?**

- Perhaps, it will depend upon the transition plan and the needs of the youth. Currently all 10 youth in the program are in units where security deposits have been paid and furniture has been purchased. There may be costs necessary to support a youth should they change units.

**24. Are the additional (new) 10 youth already identified for this program? (We ask this because the answer influences the implementation timeline required in our proposal.)**

- DCF is currently working with the Local CP&P offices to identify youth with a housing need that meet the eligibility criteria.