



REQUEST FOR PROPOSALS
FOR
Youth Supportive Housing:
UNION COUNTY

Funding of \$300,000 and 20 Rental Assistance Vouchers Available

There will be no Bidders Conference for this RFP.

Questions are due by April 20, 2018 at 12:00pm.

Bids are due: May 25, 2018

Christine Norbut Beyer, MSW

Commissioner Designate

March 28, 2018

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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:

There will be no Bidders Conference for this RFP. Questions will be accepted in advance by providing them via email to DCFASKRFP@dcf.state.nj.us until **April 20, 2018** at 12PM. Technical inquiries about forms and other documents may be requested anytime.

Section I – General Information

A. Purpose:

The New Jersey Department of Children and Families' (DCF) Office of Adolescent Services announces the availability of \$300,000 of state funding and 20 rental assistance vouchers for the purpose of providing long- term, safe, and stable housing opportunities and supportive services for 18 to 20-year old's who are confronting homelessness or inadequate housing, and have current involvement in New Jersey's Child Welfare System, the Division of Child Protection and Permanency (CP&P).

The grantee will be required to serve high needs youth and assist with securing housing and providing supportive services. The grantee will also link youth to other supplemental living arrangements/housing as needed when youth are not eligible for programming.

All funding shall be subject to the appropriation of sufficient funds and the availability of sufficient resources.

Please note that this request for proposals reflects the re-bidding of an already established program. This program experienced a change in providers in May 2017 and an interim provider is currently supporting 10 of the 20 youth that will be served through this program. These 10 young adults are currently receiving services by an interim provider and are in their own apartments throughout Union County and townships that border Union County.

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."

According to the U.S. Department of Housing and Urban Development, each year, approximately 25,000 youth exit the foster care system without being reunified with their family of origin, being adopted, or achieving another permanent living arrangement (2010).¹ 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 are 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".

Investing in the immediate stabilization 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."²

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

When provided with decent, safe and affordable rental housing, along with access to relevant, flexible, and responsive services, high-need young adults aging out of the foster care system can begin to heal past traumas, create community connections, link with needed services, and build the skills they will need to live healthy, stable and interdependent lives.

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

² Jim Casey Youth Opportunities Initiative, Issue Brief - Cost Avoidance: The Business Case for Investing in Youth Aging Out of Foster Care, 2013.

This intervention 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 also intend to promote permanency/social connections, education/employment success, and well-being.

C. Services to be Funded:

The grantee will assist eligible applicants in securing housing and provide supportive services to 20 high needs youth who meet criteria outlined below. 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.

Through this award, DCF will provide funds to support:

1. Case management and services to support each youth in the program
2. Opportunities to connect to other young adults both in the program and in the community.

Applicants must demonstrate their experience and/or ability to support youth through the housing voucher application process, identifying and securing appropriate housing, and moving into and acclimating to their housing and community. Applicants must outline experience over the last three years of securing housing for youth and/or families. Housing units must be available for occupation within 90 days of notice of award. Projects that include construction or renovation that delay housing youth are not permitted.

These funds may not be used to supplement or supplant existing services attached to a supportive housing project unless the current supportive housing provider is able to demonstrate its ability to expand its capacity in order to serve the proposed number of young adults by receiving the award or by partnering with the grantee.

The balance of this section is divided as follows:

1. Background and History of Intervention
2. Target Population
3. Intervention Components

- Housing First
 - Housing Unit Identification
 - Supportive Case Management Services
 - Collaboration with DCF and the Department of Community Affairs (DCA)
 - Racial Equity Considerations
 - Moving on
4. Staffing
 5. Budget
 6. Outcomes

Background/History of Intervention

The Housing First approach focuses on quickly connecting people experiencing a housing crisis to permanent housing without preconditions and barriers to entry (e.g., sobriety, treatment, or service participation requirements) while also providing necessary supports to help maintain housing and prevent a return to homelessness. Supportive services are offered based on assessed need but are not required.

Adopting a Housing First approach can be challenging for any provider organization, including those that serve young adults. It is important for providers to understand the core principles of Housing First as they relate to young adults, and ways in which the provider may need to change or reorient their existing approach to successfully implement Housing First.

Core Principles of Housing First for Young adults:

Immediate access to permanent housing with no preconditions:

Young adults shall be provided with access to safe and secure permanent housing that meets their needs as quickly as possible.

Young adult's choice and self-determination: Housing First is a person-centered approach that promotes choice regarding housing and service options, while maintaining high expectations for young adults.

Individualized and young adult-driven supports: All young adults are different. Once housed, the level of service offered will depend on the unique needs and choices of the young adults. Non-time limited supports provide a practical, person-centered approach that assist in helping young adults maintain their housing independently.

Persistent Engagement: Staff shall utilize an assertive style of case management, and continuously attempt to engage young adults, even if young adults are resistant to services.³

Target Population

Child Protection and Permanency (CP&P) Local Offices in consultation with the grantee and DCF program lead(s) will identify young adults that are eligible for the program. The target population for this program are a subset of young adults with experience in foster care are currently being served by CP&P Local Offices in Union County and who meet criteria outlined below.

Homelessness and/or housing instability will be used to identify young adults eligible to participate in this program. Homelessness is defined as at least 1 of the following:

1. Sleeping on the street, in cars, or in other places not meant for human habitation.
2. Has been homeless three or more times in the last 2 years.
3. Currently staying in a homeless shelter, transitional housing, or a residential treatment facility and will be homeless upon discharge.
4. Has moved two or more times in the last 12 months.
5. Doubled up living with family/friends because they are unable to find suitable housing.
6. Unstably housed and imminently losing housing within five to seven days (e.g., eviction, discharge from hospital/institution, living in condemned housing, etc.).

³ "Using a Housing First Philosophy When Serving Youth" HUD Exchange. May, 2017. <https://www.hudexchange.info/resources/documents/using-a-housing-first-philosophy-when-serving-youth.pdf>

Additionally, this intervention is designed to serve young adults with multiple needs and risk factors compromising their capacity to remain housed and develop self-sufficiency, well-being, and interdependence. In addition to meeting the criteria above, young adults must have experience in foster care, are currently open with CP&P, and meet at least one of the following:

- Current or recent documented mental health diagnosis/disorder and/or substance use disorder,
- Mental or behavioral health challenges,
- Developmental, learning, or physical disability,
- Chronic medical condition,
- History of or ongoing domestic violence,
- Parenting or expecting, and/or
- History of or current juvenile incarceration

Housing First

The grantee will develop programs that reflect values and practices consistent with the Housing First model (noted above) and demonstrate a holistic approach to supporting individuals in their recovery and well-being.

The Housing First model represents having as few barriers to housing as possible. Program participants do not have to abstain from substance use or participate in programming in order to be housed. Though services are voluntary, the expectation is that case managers and program staff of the grantee will be successful at engaging young adults in the program and supporting their participation in recommended supplemental supports and services in their community. The program will implement comprehensive strategies to engage and motivate program participants.

Service delivery philosophies and practices need to support individual choice and empowerment. It is the role of the awarded housing program to educate tenants/young adults about their rights and ensure that they have a mechanism for exercising their rights. Young adults will be encouraged to make their own life choices, and services provided will need to focus on helping young adults 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.

The program shall 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 young adults with opportunities to develop the skills they need. Young adults' service needs and goals will change over time and will require a flexible and responsive approach to service delivery. Young adults will eventually outgrow the program and "move on" to independent living, potentially utilizing a tenant-based Section 8 voucher, when appropriate and available (see Moving On section below). Services which include teaching and assisting young adults to find and maintain other positive living arrangements when they are ready to "move on" is a crucial part of serving young adults in these programs.

Housing Unit Identification

In partnership with DCF, DCA will make up to 20 tenant-based Housing Choice Vouchers available to young adults referred to DCA by DCF. DCF will also provide funds for supportive case management services. Units must pass DCA's Housing Quality Standards (HQS) inspection. Rents for units must be within DCA's payment standards and must be certified rent reasonable by DCA.

DCF will award one (1) contract to a grantee to deliver services in Union County and townships that e border Union County. The intervention is designed to ensure that:

1. Young adults residing in the supported 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.
2. 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.

In alignment with the housing first model, participation in services is voluntary in that young adults cannot be evicted for not participating in services.

Before moving into the supportive housing, young adults 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 or similar 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. Participants may attempt to add an individual(s) to their lease, only after being well-informed by the provider as to the requirements by the homeowner (landlord) and DCA.

Rent must be within DCA's payment standards, and young adults pay no more than 30 percent of their income toward rent and utilities.

Housing may be integrated and young adults have the opportunity to interact with neighbors who do not have special needs.

As needs change over time, young adults can receive more intensive or less intensive support services without losing their housing.

Successful applicants of this RFP must demonstrate their experience and/or ability to secure appropriate housing and assist young adults, individuals, and/or families with applying for and moving into housing quickly and shall provide a concrete plan for securing housing for this program.

Housing units must meet HUD Housing Quality Standards as set forth in 24 CFR 982.401 and must comply with Housing Choice Voucher rules as set forth in 24 CFR and the DCA Administrative Plan.

All affordable housing provided in conjunction with these services must meet the following requirements:

Young adults have leases and rights and responsibilities of tenancy. Tenure in housing is not contingent upon young adults' participation in services.

Gross tenant housing cost (rent plus estimated cost of tenant paid utilities) must be no greater than the Payment Standard indicated by the New Jersey Department of Community Affairs Housing Choice Voucher Program.

The grantee will assist young adults in searching for and securing housing units.

Housing units will be leased directly to the head of household and a copy of each lease must be maintained as part of their program file, maintained by the grantee. The lease must include the names of all members living in the household, including significant others.

The design, construction, appearance, physical integrity, and maintenance of the housing units provide an environment that is attractive, safe, sustainable, functional, appropriate for the surrounding community, and conducive to tenants' stability and community integration. Housing units must pass an initial and annual HUD Housing Quality Standards inspection conducted by DCA staff.

Tenant-based Housing Choice Vouchers administered by the New Jersey Department of Community Affairs (DCA) will be available to up to 20 young adults referred to DCA. The voucher does not have a time limit as long as the young adult is in compliance with the rules of the rental assistance program. All management and administration of the tenant-based vouchers will be handled by local DCA field office(s).

Once eligible young adults are identified, they will be required to submit an application to DCA for review and approval to ensure they meet income and program eligibility criteria. All income verification documents must be dated and current (not more than 60 days old). If approved for a housing voucher, DCA also verifies the birth certificate(s) and custody status of the occupant and determines the appropriate rental unit size for the young adult/family at the time of application.

Program participants will be required to contribute 30% of their adjusted gross income towards the rent. Income may include employment, public assistance or SSI/SSDI, pension, child support/alimony, workers' compensation and/or other public benefits such as unemployment or temporary disability.

The household is required to pay their required rent contribution directly to the landlord on a monthly basis.

Likewise, DCA will provide the appropriate housing assistance payment for each participant household directly to the landlord on a monthly basis.

Housing Supports

Following enrollment in the program, the grantee will work with young adults to apply for the housing voucher, identify their housing goals and preferences, and support them in searching for and selecting a housing unit that meets their needs, including safety and security as well as proximity to schools, services, transportation, opportunities for employment, shopping, recreation, etc. Tenant-based housing vouchers allow for consumer choice, and young adults need to be given an opportunity to view and choose among multiple housing units and locations as available.

Once the housing unit is selected, the provider will assist the young adults in completing all housing-related applications, which may include income verification, criminal background and/or credit checks, and the provision of any other documentation as required. Staff shall attend all housing-related meetings with young adults.

Applicants are expected to develop relationships with property owners/landlords who are willing to approve tenants who have poor or no credit history, prior evictions, and/or criminal backgrounds. Outreach to property owners/landlords shall be completed prior to visiting the leasing office with a young adult.

Additional housing case management responsibilities will include:

1. Assistance with lease signing
2. Move-in logistics
3. Utility start-up
4. Attainment of furnishings through purchase, donation, and/or coordination with CP&P
5. Ongoing housing stability support to increase the young adults' ability to maintain their household and finances and uphold the terms of the lease

Examples of ongoing housing support services include life skills and financial literacy training, understanding of tenant rights and responsibilities, prevention of lease violations, active communication and mediation of conflicts with landlords, etc.

Once young adults are housed, the grantee will ensure that young adults maintain stability and maximize tenure in their living arrangement. Because the target population is focused on young adults with high needs, they may experience crises and setbacks during their housing tenure. The grantee must have the capacity to appropriately realign services and supports to ensure the young adult's maintenance of their housing.

Supportive Case Management Services

The supportive housing model for young adults with high needs as described within this proposal 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 young adult 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 young adults 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 young adults. 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.⁴ 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, young adult supportive housing is designed to move young people, when appropriate towards greater self- sufficiency and interdependence.

Supportive housing services are designed to assist young adults in maintaining housing stability and attaining their goals and requires that the grantee develop and offer services that are relevant and responsive and that elicit voluntary engagement. While the service package may differ project to project, the design of all young adults supportive housing services is driven by the following objectives: 1) support young people in their healthy development

⁴ 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

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.

Effective models of supportive housing for these young adults will need to ensure that the following services and supports are available beyond the age of 21:

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. Opportunities to learn and practice independent living skills and conflict resolution skills. When needed, to learn and practice medication management strategies and/or parenting skills.
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 STIs 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.

Collaboration with DCF and DCA, Community Collaboration and Technical Assistance

The needs of vulnerable young adults are typically not met by one public service system. Successful applicants shall take into account the holistic needs of young adults and collaborate with multiple services, professionals, and systems to knit together services that are flexible and responsive. Providers with established partnerships and experience working collaboratively to serve young adults will be well-positioned to take on this approach.

The grantee and CP&P staff shall work collaboratively and communicate regularly to ensure the safety, permanency, and well-being of the young adults and the overall success of young adults enrolled. While it is anticipated that a youth's CP&P case will not close immediately upon enrollment into the program, the CP&P case does not need to remain open for young adults to continue their participation. The grantee must support individuals in the program to continue treatment and aftercare, as recommended by the system partners, that would help lead to self-sufficiency and interdependence.

The grantee shall demonstrate partnerships and/or develop collaborative relationships with local service systems and provider networks to effectively advocate for and access much needed community resources and supports for these young adults such as substance use disorder treatment and recovery supports. The successful applicant will demonstrate experience and success in routine consultation and interaction with other agencies, shared outcomes, and processes for communication and information sharing. Applicants shall propose a plan that includes collaboration with critical service providers.

The grantee shall conduct and participate in ongoing case conferences with CP&P and other community providers to ensure coordinated planning for the young adult and an integration of services and resources.

Lastly, the grantee shall work collaboratively and communicate regularly with housing-related stakeholders such as property owners/landlords, DCF/OAS and DCA to discuss roles, coordinate efforts, and address any current issues to ensure young adults maintain stability and maximize tenure in their living arrangement.

Race & Cultural Equity Considerations

Recent DCF data analysis found that African American young adults 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 grantees and their services recognize and attempt to redress racial inequities among the population to be served. To that end, the grantee will be required to outline how interventions will be culturally sensitive and responsive to African American young adults and neighborhoods, as well as other underserved ethnic groups.

To further address this challenge, in addition to training that is offered by DCF or through the provider, the awarded agency's awareness and understanding of racial disproportionality will influence the staff hiring process, team formation and coaching structures.⁵

Moving On Program Component

The concept of moving on refers to enabling stable tenants of supportive housing to transition to self-sufficiency and interdependence without the support of the program when on-site services are no longer needed.

Targeting Moving On Tenants:

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

⁵ 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-young-adults-of-color>.

7. Has not experienced a re-arrest and/or conviction for 12 months.

Awarded program staff will work with the young adults to identify their ability to move on. These staff will be trained by the awarded agency specifically on assessment and transition in preparing young adults to move on and assuring appropriate linkages to new community services when required.

The supportive housing provider will remain in contact with the young adults who have “moved on” through ongoing support. Young adults 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. Young adults will be advised that they may access all of the services of the provider agency for as long as desired.

Staffing

The staff activities include, but are not limited to:

1. Establishing a trusting relationship with young adults to promote well-being and family stability (when applicable), while improving the capacity of caregivers to provide a safe and permanent home for their children (when applicable).
2. Working with the young adult to develop an integrated case plan that includes housing needs as well as other services needed.
3. Ensuring housing retention and improve housing stability among young adults as a platform for ongoing engagement and stability.
4. Working with young adults to devise and implement a comprehensive, youth driven service plan that focuses on safety, healthy family functioning (when applicable), and wellness.
5. Building a network of support within the program and among tenants that focuses on trust, well-being and social/community integration.
6. Advocating on behalf of young adults to ensure they understand the requirements of the social services in which they are engaged and facilitate access to public benefits available to them (when applicable).

7. Act as a liaison between young adult and service provider(s) when necessary while building the capacity of the young adult to communicate effectively and advocate for themselves.
8. Motivate young adults to seek licensed substance use disorder treatment and/or participate in recovery supports, as appropriate.

A key factor in the success of this project is the development of a staffing team to support young adults placed into housing. Ensuring the safety, stability, and well-being of vulnerable young adults is complicated, requiring a wide range of information and practice knowledge. One worker practicing alone with an individual caseload cannot know and do everything that needs to be done. Thus, it is suggested that applicants develop and utilize interdisciplinary teams to work with young adults. The team is a source for information, understanding, consultation, joint practice, and accountability. Each member shall bring a variety of skills, life experiences, and perspectives to the team.

Staffing needs to be reflective of the individuals to be served in the proposed program and must include supervisory and case management staff that are clinically and trauma-informed to provide the services outlined above. Specifically, the proposal must identify that staff have the credentials, experience, and/or competencies to serve individuals who may be facing a range of co-occurring challenges including but not limited to substance use disorders, mental health, and domestic violence and who are able to effectively engage young adults with histories of trauma. Peer supports or peer-based services may also be built into the team.

Because this program will specifically target young adults who are experiencing multiple co-occurring challenges (e.g. substance use disorders, expectant and parenting), staff is expected to assist tenants in anticipating, preventing, and managing the negative consequences of substance use or relapse, parenting stress, and mental health symptomology. Supportive services staff shall also utilize harm reduction strategies to prevent behaviors and actions that may contribute to evictions.

Staff must be viewed by young adults as a source of support and assistance for routine services and in moments of crisis. Program staff must encourage open communication and cultivate trusting relationships with young adults. Every interaction with young adults shall be seen as an opportunity to engage young adults and strengthen the alliance with them. Program staff must have training and competence around non-judgmental communication and engagement skills that can help cultivate strong alliances and relationships

with young adults. Services shall not be offered in a coercive manner or through mandates.

Staff must adopt a “whatever it takes” approach to be seen as a true source of support for the young adults. Program staff must be prepared to work beyond the purview of an ordinary 9-5 work day, providing a wide range of assistance and “troubleshooting” around issues not typically viewed as part of the social services system.

The program shall also ensure that program staff, services, and supports are readily available and accessible to young adults in the program and shall include a plan for emergency/crisis situations and on-call staffing.

Budget

Applicants 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.

Outcomes

Although evidence exists to demonstrate the effectiveness of this model, DCF is interested in understanding the quality and impact of the program in New Jersey. DCF is also interested in engaging in working with grantees to document their specific program models (e.g., resources, activities, etc.).

The purpose of the program evaluation is to conduct a combined implementation and outcome study to provide information about implementation across sites and to determine factors that support and/or deter the program from achieving its set goals. As part of the data collection process, grantees will be responsible for completing baseline surveys, participating in the development of a logic model with DCF, and submitting quarterly program reports using a DCF template.

DCF practices continuous quality improvement (CQI) to identify and analyze strengths and areas needing improvement and is committed to the process of

ongoing evaluation as a vehicle to learn and develop solutions to improve the quality of services. The successful applicant must agree to participate in all technical assistance, teaming, and evaluation-related activities for the program and collaborate with DCF and any additional third-party evaluators and/or consultants. Therefore, grantees must:

- Have capacity to measure and report on outcome indicators identified by DCF and any other outcomes proposed in their application;
- Develop and maintain clear and organized systems of data collection to seamlessly distribute reports to DCF;
- Agree to participate on implementation teams with DCF and existing and/or future grantees to support model development; and,
- Meet with DCF staff and/or external evaluators/consultants at regular intervals to ensure implementation, evaluation and data reporting requirements are met. It is anticipated that there will be monthly individual and group calls with the program managers and at any annual program provider meetings held in person, by phone, or through webinars. At least two staff from each awarded program shall participate in these annual meetings.

Additionally, successful applicants will develop measures to demonstrate:

1. Increased education and employment attainment
2. Improved Well-Being (e.g. permanency and social connections)
3. Improved Well-Being (measured by social/emotional well-being)
 - a. Measured by service uptake
 - b. Measured by participant self-report
4. Reduced Homelessness/Increased Stable Housing

The awardee will be required to report into the Homeless Management Information System (HMIS) system. Agencies who do not already report into the system will be required to pay a \$750 annual fee for reporting and having access to the system which needs to be factored into the budget.

The awardee will be required to report into the National Youth in Database (NYTD) system through technical support and training by DCF.

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:

All funding is subject to appropriation. For the purpose of this initiative, the Department will make available \$300,000 in fiscal year 2019 state funds that will be ongoing. Continuation funding is contingent upon the availability of funds in future fiscal years.

Additional funds are not available so any proposed one-time expenses must be funded with **anticipated** contract accruals. Operational start-up costs are permitted. Applicants must provide a justification and detailed summary of anticipated start-up costs, and the source of anticipated contract accruals, in order to begin program operations.

The 12-month funding period for this program is effective July 1, 2018:

Matching funds are not required.

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

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

E. Applicant Eligibility Requirements:

1. Applicants must be not for profit corporations that are duly registered to conduct business within the State of New Jersey. Universities are not eligible to apply.
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 (inclusive of its Divisions and Offices) or any other New Jersey State agency or authority, the Applicant may not submit a proposal for this RFP if written notice of such limitation has been provided to the Agency or authority.** Responses shall not be reviewed and considered by DCF until all deficiencies listed in the corrective action plan have been eliminated and progress maintained to the satisfaction of DCF for the period of time as required by the written notice.
4. Applicants shall not be suspended, terminated or barred for deficiencies in performance of any award, and if applicable, all past issues must be resolved as demonstrated by written documentation.
5. Applicants that are presently under contract with DCF must be in compliance with the terms and conditions of their contract.
6. Where required, all applicants must hold current State licenses.
7. Applicants that are not governmental entities must have a governing body that provides oversight as is legally required.
8. Applicants must have the capability to uphold all administrative and operating standards as outlined in this document.
9. Applicants must have the ability to achieve full operational census within 90 days of contract execution. Further, where appropriate, applicants must execute sub-contracts with partnering entities within 45 days of contract execution.
10. All applicants must have a Data Universal Numbering System (DUNS) number. To acquire a DUNS number, contact the dedicated toll-free DUNS number request line at 1-866-705-5711 or inquire on-line at: <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:

April 20, 2018	Deadline for Email Questions sent to DCFASKRFP@dcf.state.nj.us
May 25, 2018	Deadline for Receipt of Proposals by 12:00PM

Proposals received after 12:00 PM on **May 25, 2018** 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/

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

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

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

G. Administration:

1. Screening for Eligibility, Conformity and Completeness

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

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

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

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

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

2. Proposal Review Process

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

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

Requested information was covered	5 Points
Approach to the contract and program design was thoroughly and clearly explained and was consistent with the RFP requirements	30 Points
Background of organization and staffing explained	5 Points
Proposals demonstrated knowledge about the topic-	10 Points
Proposals 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 4th Floor
Trenton NJ 08625

no later than ten (10) business 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

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

J. Post Award Requirements:

Selected applicants will be required to comply with the terms and conditions of the Department of Children and Families' contracting rules and regulations as set forth in the Standard Language Document, the Contract Reimbursement Manual and the Contract Policy and Information Manual. Applicants may review these items via the Internet at www.nj.gov/dcf/providers/contracting/manuals

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

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

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

The actual award of funds is contingent upon a successful Contract negotiation. If, during the negotiations, it is found that the selected

Applicant is incapable of providing the services or has misrepresented any material fact or its ability to manage the program, the notice of intent to award may be rescinded.

Section II – Application Instructions

A. Proposal Requirements and Review Criteria:

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

The narrative portion of the proposal 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. 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 implementing the types of services described in the RFP.

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 ensure that policies, materials, environment, recruitment, hiring, promotion, training and Board membership reflect the community or the intended recipients of the services you provide and promote the cultural competency of the organization and that resources and services will be provided in a way that is culturally sensitive and relevant.

Target Population and Collaboration

- Describe and demonstrate the ability to service child welfare involved youth and families that are homeless or at-risk of homelessness and with high needs (i.e. mental health issues, substance abuse disorders, expectant and parenting, juvenile justice histories).
- Describe and demonstrate the ability establish partnerships and/or develop collaborative relationships with local service systems and provider networks to effectively advocate for and access much needed community resources and supports for these young adults such as substance use disorder treatment and recovery supports.
- Applicants will outline a plan regarding collaboration with relevant and critical stakeholders.

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

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

2) Program Approach (Total 35 Points)

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

- 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)

Housing First (5 points)

- Describe and demonstrate how your organizational programs reflect values and practices consistent with the Housing First model and demonstrate a holistic approach to supporting individuals in their recovery and well-being.
- Describe how the service delivery philosophies and practices will support individual choice and empowerment and utilize a positive youth development.

Housing Unit Identification and Supports (10 points)

- Demonstrate your organizational experience and/or ability to secure appropriate housing and assist young adults, individuals, and/or families with applying for and moving into housing quickly and shall provide a concrete plan for securing housing for this program
- Demonstrate your organizational experience and/or strategies to develop relationships with property owners/landlords who are willing to approve tenants who have poor or no credit history, prior evictions, and/or criminal backgrounds.
- Describe in detail your ability experience and/or ability to support youth through the housing voucher application process, identifying and securing appropriate housing, and moving into acclimating to their housing and community.
- Describe strategies to support ongoing housing stability to increase the young adults' ability to maintain their household and finances and uphold the terms of the lease.

Supportive Case Management Services (15 points)

- Describe how the applicant will infuse a protective factors framework model into the program model that will consider youth development that emphasizes skill and relationship building.
- Describe how the applicant will offer services that are relevant and responsive and that elicit voluntary engagement.

- Describe how the applicant will create a community that provides opportunities for building positive relationships with adults and peers.
- Detail how the applicant plans to support youth with:
 - Securing a relationship with at least one responsible, trustworthy adult (ideally, a mentor), and consistent emotional support.
 - Learning and practicing independent living skills and conflict resolution skills.
 - Opportunities to learn and practice independent living skills and conflict resolution skills. When needed, to learn and practice medication management strategies and/or parenting skills.
 - Comprehensive employment services, which could include career counseling, job readiness/job-seeking skills training, job placement services and job retention services.
 - Continuing education, which may include post-secondary planning, GED or ESL programming, as well as opportunities for developing vocational skills or attending college.
 - Assistance and advocacy with accessing public benefits for which they are eligible.
 - Medical care, dental care, and preventative health services, which may include education about how to prevent STDs and contraception options.
 - Access to mental health and substance disorder treatment and recovery services, including counseling, peer and recovery supports, and psychiatric treatment.
 - Social, spiritual, recreational, community and other supportive activities.

3) Staffing

(10 points)

Indicate the number, qualifications and skills of all staff, consultants, sub-grantees and/or volunteers who will perform the proposed service activities. These qualifications and skills must reflect the requirements 1-8 under Staffing in Part I., Section C of this RFP. 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.

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

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

The Standards are available at:

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

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

4) Program Implementation Plan (10 points)

Provide a feasible timeline for implementing the proposed services within 90 days from notice of award. Attach a separate Program Implementation Schedule as part of the Appendix.

5) Outcome Evaluation (10 Points)

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

6) Budget Narrative (15 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 (Exhibit D)

and a separate budget narrative attached as an appendix for the proposed project/program.

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 separate and detailed line item start-up budget (Exhibit E) **and a separate budget narrative attached as an appendix** that includes a summary of and justification for any one-time operational start-up costs. These costs should be reflected on a separate schedule.

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/>

B. Supporting Documents:

Applicants must submit a complete proposal signed and dated by the Chief Executive Officer or equivalent and should submit 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	<input type="checkbox"/> Proposal Cover Sheet – (signed and dated) Use the RFP forms found directly under the Notices section on Website: www.nj.gov/dcf/providers/notices/ Form: http://www.nj.gov/dcf/providers/notices/Proposal.Cover.Sheet.doc
2	<input type="checkbox"/> Table of Contents – Please number and label with page numbers if possible in the order as stated in Part I & Part II Appendices for paper copies, CD and electronic copies.

3	<input type="checkbox"/>	Proposal Narrative in following order 25 Page Limitation a) Applicant Organization b) Program Approach c) Staffing d) Program Implementation Plan e) Outcome Evaluation f) Budget Narrative
Part II: Appendices		
4	<input type="checkbox"/>	Job descriptions of key personnel- required. If available to support your application resumes for key personnel (please do not provide home addresses or personal phone numbers)
5	<input type="checkbox"/>	Staffing patterns
6	<input type="checkbox"/>	Current or Proposed Agency Organization Chart
7	<input type="checkbox"/>	Proposed Program Implementation Schedule
8	<input type="checkbox"/>	Safe-Child Standards Description of your agency's implementation of the standards (no more than 2 pages)
9	<input type="checkbox"/>	Exhibit C-Attestation
10	<input type="checkbox"/>	Exhibit D-12 Month Budget Form
11	<input type="checkbox"/>	Budget Narrative
12	<input type="checkbox"/>	Exhibit E-Start-Up Budget Form
13	<input type="checkbox"/>	Copy of agency's Conflict of Interest policy
14	<input type="checkbox"/>	Copies of any audits (not financial audit) or reviews (including corrective action plans) completed or in process by DCF (inclusive of DCF Licensing, Divisions and Offices) or other State entities from 2014 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. If not applicable, include a written statement. Applicants are on notice that DCF may consider all materials in our records concerning audits, reviews or corrective active plans as part of the review process.
15	<input type="checkbox"/>	Dated List of Names of Board of Directors a. Titles, b. Address and c. Terms -or- Managing Partners , if an LLC or Partnership

16	<input type="checkbox"/>	DCF Signed Standard Language Document (SLD) [Version: Rev. June 6, 2014] Form: http://www.nj.gov/dcf/documents/contract/forms/StandardLanguage.doc
17	<input type="checkbox"/>	Document showing Data Universal Numbering System (DUNS) Number [2006 Federal Accountability & Transparency Act (FFATA)] Website: http://www.dnb.com Helpline: 1-866-705-5711
18	<input type="checkbox"/>	System for Award Management (SAM) printout (or Renewal) showing "active" status (free of charge). Website: https://www.sam.gov/portal/public/SAM Helpline: 1-866-606-8220
19	<input type="checkbox"/>	Applicable Consulting Contracts, Affiliation Agreements/Memoranda of Understanding related to this RFP. If not applicable, include a written statement
20	<input type="checkbox"/>	Business Associate Agreement/HIPAA , with signature under Business Associate [Version: Rev. 9-2013] Form: http://www.nj.gov/dcf/providers/contracting/forms/HIPAA.doc
21	<input type="checkbox"/>	Professional Licenses related to job responsibilities for this RFP. If not applicable, include a written statement
22	<input type="checkbox"/>	Affirmative Action Certificate -or- Renewal Application [AA302] sent to Treasury Website: http://www.state.nj.us/treasury/purchase/forms.shtml Form: http://www.state.nj.us/treasury/purchase/forms/AA_%20Supplement.pdf
23	<input type="checkbox"/>	Certificate of Incorporation Website: http://www.nj.gov/treasury/revenue/filecerts.shtml
24	<input type="checkbox"/>	For Profit: NJ Business Registration Certificate with the Division of Revenue. See instructions for applicability to your organization. Website: http://www.nj.gov/njbusiness/registration/ If not applicable, include a written statement.
25	<input type="checkbox"/>	Agency By-laws or Management Operating Agreement if an LLC
26	<input type="checkbox"/>	Tax Exempt Certification Website: http://www.state.nj.us/treasury/taxation/exemption.shtml
27	<input type="checkbox"/>	Disclosure of Investigations & Other Actions Involving Bidder Form (PDF) (signed and dated) Form: http://www.state.nj.us/treasury/purchase/forms/DisclosureofInvestigations.pdf
28	<input type="checkbox"/>	Disclosure of Investment Activities in Iran (PDF) (signed and dated) Form: http://www.state.nj.us/treasury/purchase/forms/DisclosureofInvestmentActivitiesinIran.pdf

29	<input type="checkbox"/>	For Profit: Statement of Bidder/Vendor Ownership Form (PDF) (signed and dated) See instructions for applicability to your organization. Form: http://www.state.nj.us/treasury/purchase/forms/OwnershipFinal12-14.pdf If not applicable, include a written statement
30	<input type="checkbox"/>	For Profit: Two-Year Chapter 51/Executive Order 117 Vendor Certification -and- Disclosure of Political Contributions (signed and dated) [Version: Rev 4/17/15]. See instructions for applicability to your organization. Website: http://www.state.nj.us/treasury/purchase/forms.shtml If not applicable, include a written statement.
31	<input type="checkbox"/>	Certification Regarding Debarment-(Signed and dated) Form: http://www.state.nj.us/dcf/providers/notices/Cert.Debarment.pdf
32	<input type="checkbox"/>	Statement of Assurances – (Signed and dated) Use the RFP forms found directly under the Notices section: Website: www.nj.gov/dcf/providers/notices/ Form: http://www.nj.gov/dcf/providers/notices/Statement.of.Assurance.doc
33	<input type="checkbox"/>	Tax Forms: Non Profit Form 990 Return of Organization Exempt from Income Tax or- For Profit Form 1120 US Corporation Income Tax Return or- LLC Applicable Tax Form and may delete or redact any SSN or personal information

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

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

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

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

C. Requests for Information and Clarification:

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. Inquiries will not be accepted after the closing date of the Question and Answer Period.

Questions must be submitted in writing via email to: DCFASKRFP@dcf.state.nj.us.

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

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

Technical inquiries about forms and other documents may be requested anytime through DCFASKRFP@dcf.state.nj.us.

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

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

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

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

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

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

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

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

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

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

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

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

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

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

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

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

N.J. Stat. § 10:2-1 (2012)

§ 10:2-1. Antidiscrimination provisions

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

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

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

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

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

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