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**Required Performance and Staffing Deliverables**

**for**

**Domestic Violence Housing First Program**

**Effective Date: July 1, 2024**

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**Section I - Summary Program Description:**

The New Jersey Department of Children and Families’ vision is for all New Jersey residents to become safe, healthy, and connected. Domestic violence survivors have listed affordable and safe housing as a top concern for many years. This concern has only increased since the COVID-19 pandemic and the resulting housing crisis. Research shows connecting survivors to safe and affordable housing is critical for recovery and to reduce further violence.

The New Jersey Department of Children and Families’ (DCF), Division on Women (DOW) began implementing the Domestic Violence Housing First model (DVHF) to prevent both homelessness and revictimization by connecting survivors with long-term stable housing more quickly and providing them with ongoing support and assistance.

DVHF encompasses three main components: (1) survivor-driven and trauma-informed mobile **advocacy**; (2) **community engagement** to build connections with community resources; and (3) flexible **financial assistance** that assists survivors with immediate and comprehensive needs.

**Section II - Required Performance and Staffing Deliverables**

**NOTE: After reviewing the required deliverables listed below,** **contractors must sign the statement at the bottom of this Section II to signify acceptance of all of them. Please submit an executed copy as a PDF document with the title heading: *Required Performance and Staffing Deliverables*.**

1. **Subject Matter -** **The below describes the needs the contractor must address in this program, the goals it must meet, and its prevention focus.**

1) **The need for this program as indicated by data regarding the health and human services issues and parent and community perceptions is:**

DCF-DOW has long recognized the importance of housing security to the long-term health of domestic violence survivors (survivors) and has several programs in operation to aid individuals in need. However, following the COVID-19 pandemic, housing continues to be the most urgent and pressing need for survivors in New Jersey, especially those from marginalized and underserved populations.

DCF-DOW engaged in conversations with various stakeholders and other state agencies to plan for shifting its housing focus from emergency housing to supporting more long-term permanent housing solutions. Research has shown that when survivors lack housing and stability, there is an increased risk of revictimization. Connecting survivors to safe and affordable housing is critical for their recovery and to reduce the risk for further violence.[[1]](#footnote-2)

DCF-DOW and DCF’s Office of Strategic Development (DCF-OSD) explored various clearinghouses and literature for evidence-based or evidence-informed housing models. This led to an in-depth exploration using the National Implementation Research Network’s Hexagon Tool, which assesses models for evidence of effectiveness, usability, fit, and support. This analysis coupled with the support of the New Jersey Coalition to End Domestic Violence led DCF to select the Domestic Violence Housing First Program Model (DVHF) to meet the needs of housing stability for survivors.

An evaluation of a DVHF pilot in Washington State showed 96% of survivors retained housing at 18 months. Additionally, 84% or survivors strongly agreed that DVHF increased their safety.[[2]](#footnote-3) Compared with those receiving the DVHF model, research findings indicated that those who did not, experienced greater housing instability, domestic violence exposure, depression, anxiety, and post-traumatic stress disorder. [[3]](#footnote-4)

The DVHF model and its core components are clearly defined in the DVHF toolkit ([Toolkit – Washington State Coalition Against Domestic Violence (WSCADV)](https://wscadv.org/projects/domestic-violence-housing-first/toolkit/)), which contain practice expectations, and have been replicated in other states and communities across the country. Many of those communities included immigrant, refugee or historically marginalized populations, who often encounter challenges with eligibility in other programs. DVHF’s core components provide more flexibility for these communities and act as a low-barrier approach to obtaining housing stability.

2) **The goals to be met by this program are:**

1. **Housing, safety, well-being, and quality of life.**

The DVHF program will increase access to permanent housing thereby enhancing safety, well-being, and quality of life for survivors and their children.

1. **Equity for underserved, marginalized, and adversely affect groups.**

People of color, immigrants and refugees, and other historically marginalized populations experience higher rates of homelessness, domestic violence, and poverty, as well as housing discrimination, than their white non-immigrant counterparts. The DVHF program approach prioritizes accessible housing and programming for culturally relevant, linguistically accessible services in underserved, historically marginalized and adversely affected communities.

1. **Awareness and collaboration**

The DVHF program will increase collaboration among staff within agencies as well as across agencies and entities. Awareness of domestic violence dynamics and housing needs for survivors will be increased and enhanced for all community partners.

3) **The prevention focus(es) of this program is:**

Domestic Violence, Family Separation, Homelessness, Isolation, Physical Abuse, Sexual Abuse, Sexual Violence, Systemic Racism, Use of Foster Care

1. **Target Population - The below describes the characteristics and demographics the contractor must ensure the program serves.**

The DVHF program must be available to all survivors in need of housing. DVHF services shall meet the needs of survivors of domestic violence and dating violence as well as their children and family members. Under the New Jersey Prevention of Domestic Violence Act, N.J.S.A. 2C:25-17 et seq., an act of domestic violence occurs when an adult or an emancipated minor commits one of the predicate offenses, such as assault, harassment, or stalking, to another individual when a special relationship is present. This relationship may or may not be intimate, and can include a household member, or former partner. The act can occur once, or multiple times over the course of several years. Domestic violence can happen to anyone of any race, ethnicity, citizenship status, age, sexual orientation, religion, gender, socio-economic status and educational level regardless of whether they are married, living together or dating.

The DVHF program shall meet the needs of its population and especially those that have been historically underserved. Underserved populations include populations that lack accessible or relevant services due to geographic locations, racial and/or ethnic backgrounds, sexual orientation, or specific needs like language, disabilities, immigration status, or age.

Contractors of DVHF programs are encouraged to participate in the New Jersey Coalition to End Domestic Violence (NJCEDV) Inclusion and Access Initiative to assist with maintaining accessible and inclusive policies and procedures: <https://njcedv.org/>

1. **Age:** NA
2. **Grade:** NA
3. **Gender:** NA
4. **Marital Status**: NA
5. **Parenting Status:** NA
6. **Will the program initiative also serve the children of the primary service recipients?** Yes
7. **DCF CP&P Status:** N/A
8. **Descriptors of the primary service recipient:** Survivors of Domestic Violence
9. **Descriptors of the Family Members/Care Givers/Custodians of the primary service recipients also required**

**to be served by this program initiative:** NA

1. **Other populations/descriptors targeted and served by this program**

**initiative:** NA

1. **Does the program have income eligibility requirements?** No
2. **Activities - The below describes the activities this program initiative requires of contractors, inclusive of how the target population will be identified and served, the direct services and service modalities that will be provided to the target population, and the professional development and training that will be required of, and provided to, the staff delivering those services.**
3. **The level of service increments for this program initiative:**

Unduplicated individual units (# of survivors served)

2) **The frequency of these increments to be tracked:** The contractor shall provide aggregate data to DCF-DOW on a monthly basis.

3) **Estimated Unduplicated Service Recipients:** Varies

4) **Estimated Unduplicated Families:** Varies

5) **Is there a required referral process?** No.

6) **The referral process for enabling the target population to obtain the services of this program initiative:**

Contractors shall collaborate and form partnerships with community providers that will offer survivors substance abuse or specific mental health services and other services that address the domestic violence in a holistic manner.

Contractors shall ensure appropriate accommodations for individuals with disabilities. The Americans with Disabilities Act (ADA) generally requires shelters to provide equal access to the many benefits that shelters and agencies provide. However, for survivors with heightened disabilities, medical care or specialized assistance may be necessary. Contractors shall form partnerships with medical centers and facilities to ensure warm referrals and coordinated service plans.

Services cannot be conditioned on participation in other services like: mental health or substance use disorders treatment, parenting classes, or counseling.

Contractors shall follow their routine screening to: 1) identify domestic violence and 2) assess the immediate needs of the survivor. When the domestic violence survivor indicates a housing need, they shall be referred to the DVHF program. An Advocate from the contracted agency should then meet with the survivor to further assess housing needs and provide options to attain housing stability.

Federal regulations bar programs from administering screening mechanisms like: criminal background checks, sobriety requirements, or mental health or substance use screenings. If a referral is necessary, contractor shall obtain written authorization from the survivor if in-person, or verbal authorization if the screening is taking place over the phone f to share relevant case information in order to facilitate a referral on their behalf.

Contractors shall ensure every survivor is connected with relevant services even if those services cannot be provided in-house.

7) **The rejection and termination parameters required for this program initiative:**

**Rejection**

The denial of domestic violence services to a survivor may contribute to serious injury or death and should be a rare occurrence. Decisions about denying services shall **not** be based on imminent risk, survivors’ personalities, immigration status, mental health, substance abuse history, or their decision to return to the abuser. Only individuals who are not victims of domestic violence and do not have a housing need shall be denied DVHF services

**Terminating Services**

Contractors shall strive to ensure all survivors are connected with appropriate services and accommodations that fit their needs. There are however instances where termination of services is necessary to protect the safety of the survivor, other clients, or staff. Reasons for terminating services may include, but are not limited to:

* use of violence/assault;
* possession of weapons;
* possession of illegal drugs;
* discriminatory actions toward staff or other clients;
* Theft or larceny;
* Destruction of property

8) **The direct services and activities required for this program initiative:**

Providers are required to carry out the following activities:

1) Survivor-Driven, Trauma-Informed Mobile Advocacy

Contractors’ Advocates provide mobile advocacy to meet survivors at locations convenient for them and work together to address the needs that will help them obtain and maintain housing stability. This can include survivor’s home, meeting in the community, etc.

2) Flexible Financial Assistance

Flexible financial assistance may be provided, subject to DCF approval, to survivors to support stable housing and survivor safety based on the eligible uses and associated expenditure categories as explained at: <https://home.treasury.gov/system/files/136/SLFRF-Compliance-and-Reporting-Guidance.pdf>. This may include but is not limited to: rent, mortgage payments, storage units, moving expenses, application or broker fees, utilities, security systems, child-care, transportation, car repairs, employment assistance, education, legal, and basic needs.

3) Community Engagement

Housing Navigators, as explained in Section D.9 below, actively engage the community to build a network of support like landlords, car mechanics, small businesses, community colleges, law enforcement, and employers.

9) **The service modalities required for this program initiative are:**

**a) Evidence Based Practice (EBP) modalities:** Domestic Violence Housing First (DVHF)

**b) DCF Program Service Names:** Domestic Violence Housing First (DVHF)-Domestic Violence Direct Services

**c) Other/Non-evidence-based practice service modalities:** NA

10) **The type of treatment sessions required for this program initiative are:** N/A

11) **The frequency of the treatment sessions required for this program initiative are:** N/A

1. **Contractors are required to communicate with Parent/Family/Youth**

**Advisory Councils, or to incorporate the participation of the communities the contractors serve in some other manner:** N/A

13) **The professional development through staff training, supervision,**

**technical assistance meetings, continuing education, professional board participation, and site visits, required for this program initiative are:**

**Staff Training & Development**

Housing Navigators and other staff working to support the DVHF program shall take the following trainings, which can be found on Coalition Manager at: [https://njcedv.coalitionmanager.org](https://njcedv.coalitionmanager.org/)

**1. DV 40 Hour Training**

Prior to interacting with clients or providing direct services, all staff and volunteers shall complete a minimum 40 hours of training in the field of domestic violence in order to preserve client-counselor privilege as specified by N.J.S.A. 2A:84A-22.14 et seq.

NJCEDV has launched an online and self-paced 40 Hour Training. This not only includes essential components of DVHF like mobile advocacy, but also trauma responsive services, economic justice, supporting undocumented and immigrant survivors, confidentiality and more.

**2. Housing Navigator Intro Training**

**3. DV Housing First 101**

**4. Community Engagement – Landlords and Realtors**

**5. Engaging with the Continuum of Care**

Housing Navigators are also required to attend regional meetings hosted by DCF-DOW, NJCEDV and will include consultation through the Washington State Coalition Against Domestic Violence (WSCADV). The regional meetings occur twice per month. The contractor will be notified of dates and times for these specific meetings.

14) **The court testimony activities, which may address an individual’s compliance with treatment plan(s); attendance at program(s), participation in counseling sessions, required for this program initiative are:**

Contractors shall assist survivors with collecting information needed for court preparation, such as paperwork for restraining orders or other relief, and shall accompany survivors to court (Superior and/or municipal).

15**) The student educational program planning required to serve youth in this program:** N/A

1. **Resources - The below describes the resources required of contractors to ensure the service delivery area, management, and assessment of this program.**

1) **The program initiative’s physical service site is required to be located in:**

2) **The geographic area the program initiative is required to serve is:**

While each contractor may be funded to serve a particular geographic region, services shall be made available to all survivors, without regard to county if that survivor wishes to reside or receive services in that county. Contractors shall not deny a survivor services because they reside in another area.

3) **The program initiative’s required service delivery setting is:** One of the pillars of DVHF includes survivor-driven, trauma-informed mobile advocacy. The contractor shall meet the survivor at a location of their preference. This can be in the office, at a survivor’s home, or in the community.

4) **The hours, days of week, and months of year this program initiative is required to operate:**

Contractors shall at minimum operate the DVHF program Monday through Friday between the hours of 9:00AM-5:00pm. Additionally, contracts should create flexible work hours to accommodate survivors’ employment schedules. This may include evening and/or weekend hours.

5) **Additional procedures for on call staff to meet the needs of those served twenty-four (24) hours a day, seven (7) days a week?** N/A

6) **Additional flexible hours, inclusive of non-traditional and weekend hours, to meet the needs of those served?**

Contractors shall ensure flexible work hours to accommodate survivors’ employment schedules. This may include evening and/or weekend hours.

7) **The language services (if other than English) this program initiative is required to provide:**

No client shall be denied services due to language needs. Contractor’s shall make the necessary accommodations to meet the language needs of any client. The top two (2) languages in the region served (as indicated by census data, and not including English) must be serviced by staff either directly or through translation services both written and verbal.

When possible, programs shall provide treatment in the client’s primary language or a secondary language in which they are fluent. Ideally this would be provided through a bilingual clinician. If not possible, the program shall utilize an interpreting service that may include an in-person translator or language line.

8) **The transportation this program initiative is required to provide:**

Transportation services shall facilitate housing relocation and assist survivors in accessing community resources, court appearances and medical appointments. Transportation may be delivered to survivors directly with the contractor’s own vehicle or indirectly with bus passes, vouchers, sub-contractors, or other arrangements.

9) **The staffing requirements for this program initiative, including the number of any required FTEs, ratio of worker to clients, shift requirements, supervision requirements, education, content knowledge, credentials, and certifications:**

**Staff Hiring**

The provider shall allocate and maintain at least one Housing Navigator, or a Full Time Equivalent (FTE) to carry out the DVHF activities.

**Housing Navigator responsibilities include**:

Housing Navigators are specifically funded positions for DVHF that work in the community to build lasting connections to support survivors’ safety, independence, and housing stability. A Survivor’s needs can be complex, and it is not always possible for programs to have every resource available. Therefore, it is important that organizations make intentional efforts to establish and maintain relationships with other community organizations to pool resources.

Although this may look different at every provider agency, a Housing Navigator’s primary focus should be to map out resources and build relationships with the community organizations who are strategic to securing housing, employment, and other supports for survivors. These community resources can include landlords, housing groups, community-based organizations, faith-based organizations, community colleges, health centers, childcare centers, businesses, government agencies and nonprofit organizations. See here for an example of community resources: <https://wscadv.org/wp-content/uploads/2020/05/Community-resources-example.jpg>.

Housing Navigators may also have additional responsibilities related to DVHF depending on the domestic violence contractor’s staffing structure. Housing Navigators may also provide mobile advocacy, economic assistance, and safety planning as needed. They also may provide training, information, and support to landlords, to encourage availability of rental units for survivors and their families, and to housing and homeless services organizations responsible for finding and developing resources.

The ideal Housing Navigator is an empathic professional who demonstrates a strong commitment to social justice, cultural humility, and equity. Housing Navigators should have knowledge about domestic violence and the impact of violence and trauma on survivors and their children and at least five years of experience in housing, domestic violence, or related social justice field. They should have extensive knowledge of housing resources and options, public benefits, and community resources to meet various survivor needs. A Bachelor’s degree should be preferred, but not required, and bi/multilingualism, Spanish/English, should be strongly preferred.

**Staff and Volunteer Retention**

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

**Supervision**

Trauma-informed supervision is in place to oversee all direct service staff and case management activities. Supervision is provided by qualified individuals who meet applicable professional standards and documented in agency or case records.

**CARI Check Requirement**

NJ Rev Stat § 9.6-8.10f (2017) requires the Department of Children and Families (DCF) to conduct a check of its child abuse registry for each person who is seeking employment in any facility or program that is licensed, contracted, regulated, or funded by DCF to determine if the person is included on the child abuse registry as a substantiated perpetrator of child abuse or neglect. <https://www.njportal.com/dcf/cari>

**Culturally Responsive**

Culture plays a profound role in how victimization is experienced and can drastically affect a survivor’s healing journey. Research shows that survivors have better outcomes when services are tailored to meet their unique cultural and linguistic needs. Programs must consider the unique assets and barriers of survivors from culturally specific communities, taking into account race, ethnicity, gender, religion, ability/disability, language, socioeconomic status, age, and more.

10) **The legislation and regulations relevant to this specific program, including any licensing regulations:**

DCF funded agencies providing services to DOW must comply with relevant sections of:

1. The Violence Against Women Act (34 U.S.C. 12291 et seq);
2. Family Violence Prevention and Services Act (42 U.S.C. 10401 et seq);
3. The Prevention of Domestic Violence Act (N.J.S.A. 2C:25-17 et seq);
4. Shelters for Victims of Domestic Violence Act (N.J.S.A. 30:14-1 et seq);
5. Standards for Shelters for Victims of Domestic Violence Act (N.J.A.C. 3A: 57- 2.1 - 2.10);
6. Survivor-Counselor Confidentiality Privilege (N.J.S.A. 2A:84A-22.13 et seq);
7. Victim’s Assistance and Survivor Protection Act (N.J.S.A. 2C:14-13 et seq.);
8. Licensing standards as set forth in N.J.A.C. Title 5 Chapter 15, Emergency Shelters for the Homeless and as administered by the New Jersey Department of Community Affairs; and
9. New Jersey Law Against Discrimination (N.J.S.A. 10:5-12).
10. The American Rescue Plan Act of 2021, Public Law 117-2 (March 11, 2021) (The ARP Act)
11. Coronavirus Relief Fund, 42 U.S.C. 801 et seq. establishing the Coronavirus State and Local Fiscal Recovery Fund (SLFRF)

11) **The availability for electronic, telephone, or in-person conferencing this program initiative requires:**

Contractors must have a dedicated phone line and other electronic means that allow survivors to connect with staff directly; and are answered by staff during regular business hours, and non-business hours. Contractors should have internet, computers/tablets, Hotspot capabilities, including apps and/or platforms that enable staff to facilitate virtual discussions.

12) **The required partnerships/collaborations with stakeholders that will contribute to the success of this initiative:**

Contractors must develop sustainable collaborative relationships with diverse community groups and organizations that work with specific communities and multicultural populations. One of the pillars of DVHF includes community engagement, which requires Housing Navigators to build and maintain a robust directory of community partners like housing agencies (i.e., Continuum of Care), landlords, employers, and other partners to assist with meeting survivors’ complex and unique needs.

DCF procured model experts that can support training and consultation to community providers to ensure they are supported and have the skills to implement the program. DCF’s Office of Strategic Development (OSD) is responsible for providing the implementation expertise needed through each stage of implementation in addition to the project management expertise to support the tracking of project goals, timelines, project risks, and decisions. DCF offices partner both internally and with external stakeholders using a structured teaming approach to achieve project goals, identify risks and barriers to implementation, and determine mitigation strategies to achieve high-quality implementation of evidence-based programming.

DCF staff checks in with each contractor on a regular basis to gather information on survivor, community and organizational needs and provides them with individualized technical assistance. DCF-DOW also provides a space for culturally specific contractors to meet with each other to share challenges or barriers they have encountered as well as promising practices. DCF-DOW collects information from these discussions, in addition to stakeholder meetings and data collection tools/surveys.

DCF-DOW has retained the assistance of the Washington State Coalition Against Domestic Violence (WSCADV) to lead the model development of DVHF in New Jersey. DCF-DOW and WSCADV will connect with provider agencies through bi-weekly implementation teams, as well as individual consultation and technical assistance. This ongoing communication allows DCF-DOW to adapt the DVHF model to New Jersey’s unique needs.

1. **The data collection systems this program initiative requires:**

Contractors are required s to fill out monthly Survey Monkey forms on the following: # of survivors served; demographics; and flexible funding disbursements.

1. **The assessment and evaluation tools this program initiative**

**requires:**

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

1. **Outcomes - The below describes the evaluations, outcomes, information technology, data collection, and reporting required of contractors for this program.**

1) **The evaluations required for this program initiative:**

The contractor shall participate in the DVHF evaluation led by DCF in partnership with NJCEDV. The DVHF evaluator will develop and implement an evaluation plan for the program. The evaluation plan will ensure that data is disaggregated to understand the impact by race, ethnicity, and outcomes for immigrant and refugee populations.

DCF-DOW already collects data for survivors served that include racial and ethnicdemographics. It also collects data on disabilities, age, gender identity and sexual orientation. DCF-DOW examines where there may be gaps in services by comparing the population of geographic areas to victims served data.

2) **The outcomes required of this program:**

Outcomes for DVHF include:

1. Increased access for survivors to permanent housing
2. Housing retention
3. Enhanced well-being and quality of life for survivors
4. Increased safety for survivors
5. Increased collaboration among staff within the same agency
6. Community partners’ increased awareness of domestic violence dynamics and survivors’ housing needs
7. Increased and enhanced partnerships across agencies and entities
8. **Short Term Outcomes**:

* 80% of households will be placed in permanent housing within 30 days of intake.
* Increased housing stability
* Reduced homelessness.
* Increased housing choice
* Increased quality housing satisfaction
* Positive relationships with landlords, neighbors and other community members

1. **Mid Term Outcomes:**

* 80% of households will be placed in permanent housing within 30 days of intake.
* Increased housing stability
* Reduced homelessness.
* Increased housing choice
* Increased quality housing satisfaction
* Positive relationships with landlords, neighbors and other community members

1. **Long Term Outcomes:**

* Increased housing stability
* Reduced homelessness.
* Maintenance of housing choice, quality and satisfaction even if housing changes.

3) **Required use of databases:**

**Data Collection and Management**

The contractor is required to maintain a clear and organized system of data collection provided by DCF and report data to DCF. The contractor shall avoid recording subjective opinions about a survivor’s behavior and are encouraged to record only factual information related to the survivor and the goals of their service plan. Any data collected or maintained through the implementation of the proposed program shall remain the property of DCF.

4) **Reporting requirements:**

1. **Domestic Violence Services Statistics:** Contractors are required to maintain a flexible financial assistance tracker as well as a monthly service report. Reports are submitted via Survey Monkey to DCF-DOW by the 15th day of each month for the preceding month in which services were provided. All monthly reports must be accurate, verifiable, and submitted in accordance with the format and definitions specified by DCF.
2. **Expenditure and Vacancy Reports:** The contractor shall submit quarterly expenditure and vacancy reports to the Office of Contract Administration and the DCF-DOW program lead.
3. **Signature Statement of Acceptance:**

By my signature below, I hereby certify that I have read, understand, accept, and will comply with all the terms and conditions of providing services described above as *Required Performance and Staffing Deliverables* and any referenced documents. I understand that the failure to abide by the terms of this statement is a basis for DCF’s termination of my contract to provide these services. I have the necessary authority to execute this agreement between my organization and DCF.

Name of the county served:

Name:

Signature:

Title:

Date:

Organization:

Federal ID No.:

Charitable Registration No.:

Unique Entity ID #:

Contact Person:

Title:

Phone:

Email:

Mailing Address:

**Section III Funding Information**

All funding is subject to appropriation. The continuation of funding is contingent upon the availability of funds and resources in future fiscal years.

For SFY25 and SFY26, DCF will make available $100,000 in annualized state monies or up to **$200,000** for the two-year term of the contract, for the Housing Navigator position(s) and **$** in one-time federal grant funds, CFDA # 21.027, i.e., American Rescue Plan Act-Coronavirus State and Local Fiscal Recovery Fund (SLFRF) monies, for the Domestic Violence Housing First Support Program (Program).

The state funds and SLFRF funds support a one-time contract beginning July 1, 2024, and ending June 30, 2026. Payment of these funds will be made via scheduled payments.

DCF will issue a lump sum payment of $125,000 upon execution of the contract. Remaining funds will be released as providers demonstrate capacity to implement the program and utilize the funding through their submission of ROEs and Survey Monkey reports.

The state and federal funds available are to be budgeted to cover the expenses incurred during the 24-month contract term. Contract renewal is contingent on the availability of funds.

Any entities to which DCF provides SLFRF funds:

* Must file monthly reports of expenditures.
* Must use the proceeds of this Grant for “Allowable Costs,” meaning costs that are acceptable pursuant to 2 CFR §200.403, all other applicable federal regulations, and approved as part of the program encompassed by this contract.
* May use the Grant Funds for Direct Costs, as defined in 2 CFR Part §200.413. Contractor shall maintain full documentation of Direct Costs for all expenses incurred and provide access for DCF upon request.
* Must not use the Grant Funds for ineligible costs, as defined by the ARP Act, 42 U.S.C. 802(c)(2), and the U.S. Treasury SLFRF Final Rule, 87 Fed. Reg. 4338, 4422 (Jan. 27, 2022), including the use of funds for debt service or to replenish financial reserves.

The contractor shall prepare and submit an annual budget for each fiscal year of the contract term using the Annex B Budget Form found at:

<https://www.nj.gov/dcf/documents/contract/forms/AnnexB.xls>). The first one must be submitted to your contract administrator no later than July 31, 2024. DCF review and approval of the budget is a condition of the finalization of your contract.

The **first** Annex B Budget will detail expenditures of up to **$** for the months of July 1, 2024, through June 30, 2025. The final report of expenditures for this first Annex B budget will be due **September 1, 2025.**

An additional Annex B Budget Form also must be submitted for the subsequent state fiscal year of the contract term. Each Annex B Budget is subject to DCF approval and requires the subsequent submission of a separate report of expenditures.

The **second** Annex B Budget will detail expenditures of up to **$** from July 1, 2025, through June 30, 2026. The final report of expenditures accounting for this second Annex B Budget will be due **September 1, 2026.**

DCF may consider requests from the contractor for contract modifications to carry forward SLFRF funds budgeted, but not spent by June 30, 2025, into the budget term for the months of July 1, 2025, through June 30, 2026. If approved, the second budget term should account for the increase in the originally intended reimbursable ceiling of **$** by the amount approved to be carried forward from year one into year two.

DCF may elect to refuse to approve the carry forward of unexpended SLFRF funds into the second budget if it determines the contractor will be unable to spend the unexpended SLFRF funds.

DCF also may elect to adjust the contracted funding amount prior to the end of each fiscal year through contract modifications when the unexpended SLFRF funds recorded in the monthly expenditure reports demonstrate underspending and confirm the contractor’s inability to use the funds originally allocated.

By September 30, 2026, DCF will recoup from the contractor all SLFRF funds unspent during the contract term to facilitate the close out of the contract ending June 30, 2026. Unspent state funds will be recouped from the contractor in accordance with DCF’s closeout policy timelines.

This contract is subject to the requirements of Executive Order No. 166 (EO166), which was signed by Governor Murphy on July 17, 2020. The Office of the State Comptroller (“OSC”) is required to make all such contracts available to the public by posting them on the New Jersey transparency website developed by the Governor’s Disaster Recovery Office (GDRO Transparency Website). Accordingly, the OSC will post a copy of the contract, and related contract documents on the GDRO Transparency website.

Contracted providers may designate specific information as not subject to disclosure. However, such provider must have a good faith legal or factual basis to assert that such designated portions of its contract: (i) are proprietary and confidential financial or commercial information or trade secrets; or (ii) must not be disclosed to protect the personal privacy of an identified individual. The location in the contract of any such designation should be clearly stated in a cover letter, and a redacted copy of the contract should be provided. A contractor’s failure to designate such information as confidential in submitting a contract shall result in waiver of such claim.

The State reserves the right to make the determination regarding what is proprietary or confidential and will advise the provider accordingly. The State will not honor any attempt by a provider to designate its entire contract as proprietary or confidential and will not honor a claim of copyright protection for an entire contract. In the event of any challenge to the provider’s assertion of confidentiality with which the State does not concur, the provider shall be solely responsible for defending its designation.

**Section IV - Documents Prerequisite to Contract Execution**

In addition to the executed Signature Statement of Acceptance of the Required Performance and Staffing Deliverables, DCF requires up to date versions of the following documents to be submitted, if not already on file with DCF, as a prerequisite to contract execution.



1)  A **Statement of Adequacy of the Accounting System** describing how your Accounting System has the capability to record financial transactions by funding source, to produce funding source documentation, authorization to support all expenditures, and timesheets which detail by funding source how the employee spent their time, invoices, etc. All federal grant funding must be documented separately within your accounting system. Subrecipients with multiple streams of funding must develop a method to ensure the separate accounting of money received from different sources. If Federal funding is used for personnel expenses, time and effort reporting must be utilized. Subrecipients must maintain records providing assurances that employees are tracking actual time spent on the work funded by the federal grant rather than just reporting budgeted hours per day. Federal grant funds may not be used to support direct medical, dental, mental health or legal services.

2) **Acknowledgement of Receipt** of NJ State Policy and Procedures: Return the receipt to DCF Office of EEO/AA.

Form:<https://www.nj.gov/dcf/documents/contract/forms/DiscriminationAcknowReceipt.pdf>

Policy:<https://www.nj.gov/dcf/documents/contract/forms/AntiDiscriminationPolicy.pdf>

3) **Affirmative Action Certificate:**  Issued after the renewal form [AA302] is sent to Treasury with payment.

Note: The AA302 is only applicable to new startup contractors and may only be submitted during Year One (1). Contractors previously contracted through DCF are required to submit an Affirmative Action Certificate.

Website: <https://www.state.nj.us/treasury/contract_compliance/>

4) **Agency By-Laws** -or- Management **Operating Agreement** if a Limited Liability Corporation (LLC) or Partnership

5) **Annual Report to Secretary of State** proof of filing

Website: <https://www.njportal.com/dor/annualreports>

6) **Statement of Assurances** signed and dated.

Website: https://www.nj.gov/dcf/providers/notices/requests/#2

Form: <https://www.nj.gov/dcf/providers/notices/Statement.of.Assurance.doc>

7) **Attestation Form for Public Law N.J.S.A. 30:1-1.2b** – Complete, sign and date as the Provider. Form: [Attestation.Form.To.Be.Completed.by.Providers.Covered.by.Public.Law.2021c.1.-6.7.21.pdf (nj.gov)](https://www.nj.gov/dcf/providers/contracting/forms/Attestation.Form.To.Be.Completed.by.Providers.Covered.by.Public.Law.2021c.1.-6.7.21.pdf)

Note: Read each statement carefully and do not check all options. Pay attention to the ‘or-either-and’ statements. A signature and date are required.

8) **Annex A - Sections 1.1, 1.3 & 2.4.**

Website: https://www.nj.gov/dcf/providers/contracting/forms

9)  **Annex B Budget Form** for each fiscal year- Include Signed Cover Sheet. Each budget will be subject to the DCF contract close out process.

Form: <https://www.nj.gov/dcf/documents/contract/forms/AnnexB.xls>

Note: The Annex B Expense Summary Form is auto populated. Begin data input on Personnel Detail Tab.

Website: <https://www.nj.gov/dcf/providers/contracting/forms>

10) A completed **Budget Narrative** for the proposed program that: a) clearly articulates budget items, including a description of miscellaneous expenses or “other” items; b) describes how funding will be used to meet the project goals, responsibilities, and requirements; and c) references the costs associated with the completion of the project as entered in the Annex B Budget Form.

11) Dated List of Names, Titles, Emails, Phone Numbers, Addresses and Terms of either the **Board of Directors** of a corporation,or the **Managing Partners** of a Limited Liability Corporation (LLC)/Partnership, or the **members** of the responsible governing body of a county or municipality.

12) For Profit: **NJ Business Registration Certificate** with the Division of Revenue (see instructions for applicability to your organization).

Website:<https://www.nj.gov/treasury/revenue/busregcert.shtml>

13) **Business Associate Agreement/HIPAA** -Sign and date as the Business Associate.

Form: <https://www.nj.gov/dcf/providers/contracting/forms/HIPAA.docx>

14) **Conflict of Interest Policy** (Contractor should submit its own policy,

**not** a signed copy of the DCF model form found at the end of the following DCF policy.)

<https://www.nj.gov/dcf/documents/contract/manuals/CPIM_p8_conflict.pdf>

15) All **Corrective action plans or reviews** in process or completed by DCF (inclusive of DCF Licensing, Divisions and Offices) or other State entities within the last two (2) years.

**If applicable**, a copy of the corrective action plan should be provided and any other pertinent information that will explain or clarify the respondent’s current position under the correction action plan and remedial measures implemented.

**If not applicable**, the respondent is to **include a signed and dated written statement** **on agency letterhead** that it has never been under any Corrective Actions or reviews.

**Respondents 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. **DCF may disqualify** and decline to forward for the review of the Evaluation Committee responses from those under corrective action plans in process with DCF or any other New Jersey state agency or authority.

16) **Certification Regarding Debarment**

Form:<https://www.nj.gov/dcf/documents/contract/forms/Cert.Debarment.pdf>

17) **Chapter 271/Vendor Certification and Political Contribution Disclosure Form**

Form: <https://www.nj.gov/treasury/purchase/forms/CertandDisc2706.pdf>

18) **Disclosure of Investigations & Other Actions Involving Contractor**

Form: <https://www.nj.gov/treasury/purchase/forms/DisclosureofInvestigations.pdf>

19) **Disclosure of Investment Activities in Iran**

Form:  [https://www.nj.gov/treasury/purchase/forms/DisclosureofInvestmentActivitiesinIran.pdf](https://www.nj.gov/treasury/purchase/forms/DisclosureofInvestmentActivitiesinIran.pdf%20%20)

20) **Disclosure of Ownership** **(Ownership Disclosure Form)**

Form: <https://www.nj.gov/treasury/purchase/forms/OwnershipDisclosure.pdf>

The Ownership Disclosure form must be completed and returned by non-profit and for-profit corporations, partnerships, and limited liability companies. The failure of a **for-profit** corporation, partnership, or limited liability company to complete the form shall prohibit the formation of a contract.

21) **Disclosure of Prohibited Activities in Russia and Belarus**

Form: <https://www.nj.gov/treasury/administration/pdf/DisclosureofProhibitedActivitesinRussiaBelarus.pdf>

22) **Source Disclosure Form (Disclosure of Source Location of Services Performed Outside the United States)**

Form: <http://www.state.nj.us/treasury/purchase/forms/SourceDisclosureCertification.pdf>

23) Document showing **Unique Entity ID (SAM)** Number

Website: <https://sam.gov/content/duns-uei>

24) **Employee Fidelity Bond Certificate (**commercial blanket bond - crime/theft/dishonest acts)

Bond must be at least 15% of the full dollar amount of all State of NJ contracts for the current year when the combined dollar amount exceeds $50,000. The $50,000 threshold includes fee-for-service reimbursements made via Medicaid. Not Applicable Note: Should state your agency will not exceed $50,000 in combined State of NJ contracts for the current year.

Email To: [OfficeOfContractAdministration@dcf.nj.gov](mailto:OfficeOfContractAdministration@dcf.nj.gov) and copy your contract administrator   
Policy: [https://www.nj.gov/dcf/documents/contract/manuals/CPIM\_p8\_insurance.pdf](https://www.nj.gov/dcf/documents/contract/manuals/CPIM_p8_insurance.pdf%20)

25) **Equipment Inventory** (of items purchased with DCF funds) Policy: <https://www.nj.gov/dcf/documents/contract/manuals/CPIM_p4_equipment.pdf>

26**) Certificate of Incorporation**

Website: <https://www.nj.gov/treasury/revenue>

27) **Liability Insurance** (Declaration Page/Malpractice Insurance/Automobile Liability Insurance)  
Important: Policy must show:

1. DCF as the certificate holder – NJDCF 50 E State Street, Floor 3, P.O. Box 717, Trenton, NJ 08625
2. Language Stating DCF is “an additional insured.”
3. Commercial Liability Minimum Limits of $1,000,000 an occurrence, $3,000,000 aggregate
4. Commercial Automobile Liability Insurance written to cover cars, vans or trucks; limits of liability for bodily injury and property damage should be at least a $2,000,000/occurrence.

Email To: [OfficeOfContractAdministration@dcf.nj.gov](mailto:OfficeOfContractAdministration@dcf.nj.gov) and copy your contract administrator Policy:[https://www.nj.gov/dcf/documents/contract/manuals/CPIM\_p8\_insurance.pdf](https://www.nj.gov/dcf/documents/contract/manuals/CPIM_p8_insurance.pdf%20)

28) Document showing **NJSTART** Vendor ID Number (NJ's eProcurement System) Website: <https://www.njstart.gov/> Helpline: 609-341-3500 or - [njstart@treas.nj.gov](mailto:njstart@treas.nj.gov)

29) **Notice of Standard Contract Requirements, Processes, and Policies** Sign and date as the provider

Form: [Notice.of.Standard.Contract.Requirements.pdf (nj.gov)](https://www.nj.gov/dcf/providers/contracting/forms/Notice.of.Standard.Contract.Requirements.pdf)

30) **Organizational Chart of contractor -** Ensure chart includes the agency name, current date, and the allocation of personnel among each of the agency's DCF programs with their position titles and names.

31) **Prevent Child Abuse New Jersey's (PCA-NJ) Safe-Child standards -** A brief description (no more than two (2) pages double spaced) of the ways in which contractor’s operations (policies and/or practices) mirror these standards. The document should include the agency name & current date. The Standards are available at: [“Sexual Abuse Safe-Child Standards” (state.nj.us)](https://www.state.nj.us/dcf/SafeChildStandards.pdf)

32) **Professional Licenses and/or Certificates** currently effective related to job responsibilities.

33) **Program Organizational Chart**

Should include agency name & current date.

34) **Schedule of Estimated Claims** (SEC) signed

Form: Provided by contract administrator when applicable.

35) **Standard Language Document (SLD) (or Individual Provider Agreement or Department Agreement with another State Entity as designated by DCF.)**

Sign and date as the provider

Form: <https://www.nj.gov/dcf/documents/contract/forms/StandardLanguage.doc>

36) **Standardized Board Resolution Form** Form:<https://www.nj.gov/dcf/documents/contract/manuals/CPIM_p1_board.pdf>

37) **Subcontracts/Consultant Agreements/ Memorandum of Understanding** related to this contract for DCF review and approval.

38) **System for Award Management** (**SAM)** Submit a printout showing active status and the expiration date. Available free of charge.

Website: [https://sam.gov/content/home](https://sam.gov/content/home%20%20%20)Helpline:1-866-606-8220

39)**** **Tax Exempt Organization Certificate** (ST-5)-or- **IRS Determination Letter** 501(c)(3)

Website: <https://www.nj.gov/treasury/taxation/exemptintro.shtml>

40) **Tax Forms: Submit a copy of the most recent full tax return**   
Non-Profit: Form 990 Return of Organization Exempt from Income Tax -or- For Profit: Form 1120 US Corporation Income Tax Return -or- LLCs: Applicable Tax Form and must delete/redact any SSN or personal information  
Note: Store subsequent tax returns on site for submission to DCF upon request.

41) **Trauma Informed and Cultural Inclusivity Practices -** Submit written policies describing the incorporation of these practices into your provision of services.

**Section V – Reporting and Accountability Requirements of this Contract**

Contractors are required to produce the following reports in accordance with the criteria set forth below, in addition to the reports related to the delivery and success of the program services specified in the Required Performance and Staffing Deliverables.

**A. Reporting Requirements for Contractors**

1. **Audit** or **Financial Statement** (Certified by accountant or accounting firm.)   
   A copy of the Audit must be submitted to DCF by all contractors expending over $100,000 in combined federal/state awards/contracts if cognizant with any department of the State of NJ. As noted in the Audit DCF Policy CON -I-A-7-7.6.2007 Audit Requirements, section 3.13 of the Standard Language Document, DCF also may request at any time in its sole discretion an audit/financial statement from contractors expending under $100,000 that are not cognizant with any department of the State of NJ. Note: Document should include copies of worksheets used to reconcile the department's Report of Expenditures (ROE) to the audited financial statements. (DCF Policy CON -I-A-7-7.6.2007 Audit Requirements)

Contractors are to submit the most recent audit or financial statement with the initial contract and then each subsequent one within 9 months of the end of each fiscal year.

Policy: <https://www.nj.gov/dcf/documents/contract/manuals/CPIM_p7_audit.pdf>

2) **DCF Notification of Licensed Public Accountant Form** (NLPA)**-and-** copy of **Non-Expired Accountant's Certification**

Contractors must ensure DCF form is used, and 2 signatures are provided. Not required for contractors expending under $100,000 in combined federal/state awards or contracts. The $100,000 threshold includes fee-for-service reimbursements made via Medicaid. Also, the NLPA is a State of NJ form and need only list federal/state funds received via contracts with the State of NJ.

Contractors are to submit this form with each Audit, providing info related to the year subsequent to the audit.

Not Applicable Note: Must state your agency will not exceed $100,000 in combined Federal/State awards or contracts.

Form: <https://www.nj.gov/dcf/providers/contracting/forms/NLPA.docx>

3) Photocopies of Licensed Public Accountant firm’s **license to practice**, and most recent **external quality control review** to be submitted with the NPLA.

4) **Reports of Expenditures** **(ROE)**:

Monthly ROEs must be submitted for contracted program budgets funded with federal grants. The format for the ROE must match that of the Annex B Budget form.  **Note:**  Must be prepared in accordance with the governing cost principles set forth in applicable Federal cost principles and State requirements. (See, Federal OMB Circulars A-87, A-122, A-21, etc.; eCFR: 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance); and DCF Contract Reimbursement Manual (CRM Section 6).

5) **Monthly Data Reports**

The contractor shall record number of survivors served, demographic data, and flexible funding disbursements into a monthly survey form.

6) **Significant Events Reporting:**

Report significant events in timely manner as detailed Department Policy DCF.P1.11-2007 (link below). Timely reports as events occur to include, but not be limited to, changes to: (1) Organizational Structure or Name [DCF.P1.09-2007]; (2) Executive and/or Program Leadership; (3) Names, titles, terms and addresses, of the Board of Directors; (4) Clinical Staff; (5) Subcontract/consultant agreements and the development or execution of new ones; (6) a FEIN; (7) Corporate Address; (8) Program Closures; (9) Program Site locations; (10) Site Accreditations (TJC,COA,CARF); (11) the contents of the submitted Standard Board Resolution Form; (12) Debarment and SAM status; and (13) the existence and status of Corrective Action Plans, Audits or Reviews by DCF (inclusive of DCF Licensing, Divisions and Offices) or other State entities.

Note: Contractors are under a continuing obligation, through the completion of any contract with the State of NJ, to renew expired forms filed with the NJ Department of the Treasury and to notify Treasury in writing of any changes to the information initially entered on these forms regarding: Investment Activities in Iran as per N.J.S.A. 52:32-57 et seq.; Investment Activities in Russia or Belarus as per N.J.S.A. 52:32-60.1 et seq.; Disclosures of Investigations of the Vendor; Ownership Disclosure if for profit; Service Location Source Disclosure as per P. L. 2005, C.92; Political Contribution Disclosure as per P.L. 2005, C.271; and Report of Charitable Organizations.

Policy: <https://nj.gov/dcf/documents/contract/manuals/CPIM_p1_events.pdf>

Website: <https://www.state.nj.us/treasury/purchase/forms.shtml>

7) **Subrecipient Risk Assessment Report:**

The subrecipient’s answers provided on this self-assessment questionnaire assist DCF in its determination of a federal grant subrecipient's risk of noncompliance with State and Federal statutes, regulations, and the terms and conditions of the subaward in compliance with 2 CFR §200.331 (b). An entity that enters into an agreement with DCF to provide services funded with at least one federal grant must complete this form and email it to the attention of DCF Federal Grant Administration at [DCF.AskGrants@dcf.nj.gov](mailto:DCF.AskGrants@dcf.nj.gov) when requested.

8) **Return of Unexpended Funds**:

Receipts must be maintained for all expenses that will be reimbursed by the Federal grant. Subrecipients will be required to return unexpended funds to DCF at the end of each funding period. This is Coronavirus State Fiscal Recovery Fund (SFRF) established pursuant to the federal American Rescue Plan Act of 2021, Pub. L. 117-2.   It is one-time funding assigned a Catalog of Federal Domestic Assistance (CFDA) number of CFDA # is 21.027.

(See <https://sam.gov/content/assistance-listings>). Funds are issued through DCF and must be obligated by December 31, 2024. DCF anticipates releasing funding via scheduled payments but may adjust the payment schedule/funding amount in response to programmatic need.



**B: Requirements for Contractors to Store Their Own Organizational Documents on Site to be Submitted to DCF Only Upon Request**

1. Affirmative Action Policy/Plan
2. Copy of Most Recently Approved Board Minutes
3. Books, documents, papers, and records which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts, and transcriptions, and to be produced for DCF upon request.
4. Personnel Manual & Employee Handbook (include staff job descriptions)
5. Contractor’s Own Procurement Policy

1. Glass, N., & Rollins, C. (2010). The SHARE project: Effectiveness of a housing intervention for battered women. Final report submitted to the Centers for Disease Control and Prevention. CDC U49 CE000520. Washington, DC: Centers for Disease Control and Prevention. [↑](#footnote-ref-2)
2. Innovative Programs Research Group & University of Washington. (2015, February). *The Washington State Domestic Violence Housing First Program: Cohort 2 Agencies Final Evaluation Report.* Washington State Coalition Against Domestic Violence. Retrieved January 5, 2024, from

   <https://wscadv.org/wpcontent/uploads/2015/05/DVHF_FinalEvaluation.pdf> [↑](#footnote-ref-3)
3. Sullivan, C.M. *et al.* (2023) ‘Domestic Violence Housing First Model and association with survivors’ housing stability, safety, and well-being over 2 years’, *JAMA Network Open*, 6(6). doi:10.1001/jamanetworkopen.2023.20213. [↑](#footnote-ref-4)