

QUESTIONS AND ANSWERS #2

Keeping Families Together - Pilot Program in Hudson County

Questions? Email us anytime at dcfaskrfp@dcf.state.nj.us

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- 1. Will this program operate under any licensing regulations? If so, which?**

There are no DCF licensing regulations governing program operations.

- 2. What will be the protocol for securing an apartment if the family served is unable to qualify for a lease? Will the provider agency be expected to lease-up the apartment on their behalf?**

Per the RFP (page 6), "Families will have leases and rights and responsibilities of tenancy." The awarded provider should not lease the apartment on a family's behalf.

The awarded provider is expected to support and advocate for clients during the application process. This includes collecting and submitting any required and additional documentation to support their application. If all resources and options have been exhausted and a client's application for tenancy is still denied by the landlord, the awarded provider would work with the next identified family to submit an application.

- 3. The leasing costs with which the providers are to target their budgets are very low. How were these numbers identified? Where do the apartments for which the costs were identified exist?**

The identified units are located in the A. Harry Moore complex at 330 Duncan Avenue in Jersey City. These specific units are low income tax credit units and as such are intended for use by low income families and are rent-restricted. The rental rates are defined by the housing developer.

- 4. If a family doesn't have off-setting income and their housing cost exceeds the above-referenced targets, can the funding ceiling increase to accommodate the family's needs?**

The contracted funding ceiling cannot be increased.

- 5. If a family member meets the eligibility criteria for services by DMHAS, can Medicaid reimbursable community support services (CSS) be provided concurrent to the services described in this RFP?**

If the family is eligible for other needed services, the provider should assist them in accessing and coordinating those services.

- 6. Will the administration of the housing vouchers include collaboration with HMFA's Supportive Housing Connection (SHC)? And if so, does DCF foresee a time that the funds for these vouchers may be transferred from the provider agency to the SHC?**

No.

- 7. How will funding/payments be structured? Do we request based on need or advanced and trued up at year end? If costs exceed the allotted award, is there flexibility for reimbursement?**

If an award is made, it will be in the form of a cost reimbursement contract. DCF will not pay for costs that exceed the contracted ceiling. More information on DCF contract reimbursement contracts can be found at: <http://nj.gov/dcf/providers/contracting/manuals/> . Funding is subject to appropriation and the performance by the provider in accordance with the contract. It is not expected that additional funds shall be available.

- 8. If the family is in need of the in home therapy for the youth can this be provided concurrent to the services in this RFP? Will the provider agency be permitted to provide Medicaid reimbursable in-home services with appropriate staffing?**

If a youth is eligible for other needed services, the provider should assist them in accessing and coordinating those services.

9. With regards to the current programs in Essex and Passaic Counties, when and how did they receive funding?

An RFP was released in February 2014, and a contract reimbursement contract was issued to provide Keeping Families Together services in July 2014.

10. Has DCF determined a ceiling for reimbursement of administrative overhead (G&A).

All administrative or G and A costs reflected in the program budget must be reasonable. Applicants should specify what it being included in this category and how it is being allocated in their budget narrative.

For additional information on G and A costs and how to present them in your Annex B budget, please refer to Sections 4.2 and 5.3 of the DCF Cost Reimbursement Manual, which is available at: <http://nj.gov/dcf/providers/contracting/manuals/#2>.