



REQUEST FOR INFORMATION REGARDING THE PROVISION OF Supportive Housing and Services for Homeless Youth

Allison Blake, Ph.D., L.S.W.
Commissioner

April 5, 2016

The Department of Children and Families (DCF) has recently posted funding opportunities for youth supportive housing utilizing Project Based Section 8 housing vouchers. DCF is seeking information from private or public not-for-profit or for-profit organizations regarding these recently posted RFPs which are attached for review and comment. Please note two attached pdf for:

- Component 3 of the New Jersey Youth At-Risk of Homelessness Federal Project: Connect to Home Three pilot program awards in Burlington, Mercer, and Union Counties
- New Jersey Expectant & Parenting Youth (EPY) Supportive Housing-Southern New Jersey, Central New Jersey and Northern New Jersey

Responses may provide a basis for DCF to develop a final Request for Proposals (RFP) for a housing model for youth in the future.

Some examples of topics for feedback include (but are not limited to):

- RFP process and timeframes
- Amount of program award
- Services to be funded
 - Program philosophy and approach
 - Housing Resources
- Ability for agency to be operational (i.e. access to housing units, allowable expenses, start-up, and timeframes)
- Target population of youth to be served
- Staffing models

All responses to this RFI are due by 12:00 PM EST on or before April 27, 2016. Responses shall be accepted on a rolling basis. Applicants shall not contact the Department directly, in person, or by telephone, concerning this RFI. Applicants may request information and/or assistance from DCFASKRFP@dcf.state.nj.us.

Responses received after 12:00 PM EST on April 27, 2016 may not be considered in our current planning process but can be submitted at any time.

Information about your organization:

Please provide DCF with your agency mission and/or role in the community and the services you provide.

Please provide comments to one or both attached RFPs or a document outlining general feedback.

Methodology for Submitting Responses:

Responses must be signed and dated by the Chief Executive Officer or equivalent. Applicants should submit one (1) original of the response in one of the following ways:

A. MOST PREFERRED-By an attachment to an email to dcfaskrfp@dcf.state.nj.us if less than 10 pages. This submission must be in a pdf format.

B. 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

Applicants submitting responses in person or by commercial carrier should submit one (1) signed original.

Please allow time for the elevator and access through the security guard.

C. 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 responses in person or by commercial carrier should submit one (1) signed original.

D. Online:

DCF offers the alternative for our bidders to submit responses 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/

- [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 response is due. You need to register only if you are submitting a response to this RFI online.

Questions can be addressed to DCFASKRFP@dcf.state.nj.us. Please include the title of this RFI so that your question can be properly addressed.