



STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES

REQUEST FOR PROPOSALS

FOR

Keeping Families Together

New Jersey

Essex County Pilot

Funding of \$400,000 Available

Bidder's Conference: March 14, 2014

Time: 10:00 AM

Place: 30 Van Dyke Avenue, New Brunswick, NJ 08901

Deadline for Receipt of Proposals: April 28 at 12:00 PM

Allison Blake, PhD., L.S.W.

Commissioner

February 27, 2014

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Funding Agency

State of New Jersey
Department of Children and Families
50 East State Street, 5th Floor
Trenton, New Jersey 08625-0717

Special Notice: *Potential Bidders must attend a Mandatory Bidder's Conference at 10:00 AM on March 14, 2014 at 30 Van Dyke Avenue, New Brunswick, NJ 08901. Questions will be accepted in advance of the Bidder's Conference before March 13 at 12 PM by providing them via email to DCFASKRFP@dcf.state.nj.us.*

Section I – General Information

A. Purpose:

The Department of Children and Families (DCF) Division of Child Protection and Permanency (CP&P) and the Department of Human Services (DHS) Division of Mental Health and Addiction Services (DMHAS) announce the availability of funding for supportive housing for child welfare involved families who are confronting homelessness and are diagnosed with a co-occurring mental illness and substance use disorder.

CP&P and DMHAS are partnering on an initiative to strengthen families and keep families together whose housing is unstable, are involved in the child welfare system and who have ongoing substance abuse and mental health challenges. This effort is informed by a three-year, Keeping Families Together (KFT) pilot, funded by the Robert Wood Johnson Foundation and managed by the Corporation for Supportive Housing (CSH), a national non-profit organization that helps communities develop supportive housing to prevent and end homelessness.

One funding award will be granted for the purpose of developing and implementing a Keeping Families Together supportive housing program to serve families in Essex County, New Jersey. The awardee will blend subsidized housing with services for CP&P- involved families. This request for proposals encourages the development of innovative supportive housing services based on family preservation principles with the goal of supporting family reunification, preventing family separation and homelessness, while promoting recovery and positive family functioning. Evidence-based, trauma-informed services must be integral to the service.

This RFP invites eligible providers to submit proposals for the purpose of awarding funds through an open, competitive process to universities (state and private) and non-profit providers. One award will be granted. Up to a total of \$200,000 is available to provide housing subsidies and up to

\$200,000 is available to support the development and implementation of case management and supportive housing services for the targeted population. These funds are expected to serve a minimum of 10 families. The Agency selected will also assist clients with navigating and accessing existing clinical and other services as indicated such as adult substance abuse and mental health treatment; children's behavioral health services; and, other services available through DCF.

B. Background:

DCF's CP&P is charged with serving and safeguarding the most vulnerable children and families in the State and ensuring that service delivery is directed towards their safety, protection, permanency and well-being.

Family homelessness and parental substance use disorders have devastating effects on children, including high rates of family dissolution in the short-term. In the long-term, research shows that these challenges and poor outcomes tend to occur across generations. National research shows that, absent comprehensive interventions, these families often confront out-of-home placements for their children, family dissolution, ongoing substance abuse and mental health disorders, intergenerational poverty, and long-term homelessness. In order to fully address the complex needs of families with recurring child-welfare-involvement and co-occurring mental illness and substance use disorders, a longer-term comprehensive model (i.e. supportive housing) is needed.

Keeping Families Together is a unique permanent supportive housing model, which has demonstrated improvement in child well-being and in decreasing child welfare involvement amongst the most vulnerable families. The goal of Keeping Families Together is to improve outcomes for children by providing a secure place for families to live in an affordable, caring, supportive setting. Children benefit from supportive and stable communities, positive adult role models, and stronger family units. Supportive housing affords parents the ability to enhance their capacity to provide a safe and stable home for their children. A limited but growing body of research suggests that stabilizing individuals in supportive housing can reduce their use of expensive public crisis services such as emergency rooms, psychiatric hospitals, and jails.

The Keeping Families Together pilot was implemented in New York City from 2007-2010 and placed families with extensive child welfare and homeless histories into permanent supportive housing. The goal of the pilot was to determine whether supportive housing could prevent family separation, homelessness, and foster care placement among high-risk families. Families in the pilot received a number of supportive services,

including a case manager to help them navigate the multiple services and systems in which they were involved. In addition, families participated in wellness self-management and parenting/family support groups. Keeping Families Together housing providers also offered employment assistance, clinical assistance, and substance abuse treatment.

Keeping Families Together was evaluated by an independent research firm and measured indicators of family stability and child well-being. Almost all of the families in the pilot had either a past or current history of substance use. Half had a mental health diagnosis. All families had long and complex trauma histories. Despite their challenges, the KFT evaluation found that with supportive housing and dedicated case management, 90% of the pilot families remained in their homes, 61% of child welfare cases were closed in an average of 10 months after move-in, 100% of children returned to their families from foster care and remained with their families for at least 12 months or until the end of the pilot, abuse and neglect reports decreased dramatically, and roughly 63% had no further involvement with the child welfare system.

KFT's results provide compelling evidence that supportive housing can be an effective alternative to recurring child welfare system involvement and foster care placements among families with unstable housing, substance abuse and/or mental health issues. These positive outcomes, amongst families with these complex challenges, suggest that supportive housing is a promising way of preventing abuse and ending traumatic foster care placements for families characterized by extreme poverty, disabling conditions, and instability.

New Jersey's KFT Supportive Housing Program in Essex County will provide appropriate supportive housing and services for families with co-occurring mental illness and substance use disorder, are at-risk of becoming homeless, and whose children are at-risk of foster care placement. This initiative will provide an opportunity for local child welfare, substance abuse treatment, mental health treatment, and other pertinent non-profit providers to introduce or expand the capacity of existing supportive housing units in conjunction with their services. By adapting a high level of fidelity to the program model, it is expected that the social and emotional well-being of children and caregivers will improve.

C. Services to be Funded:

The awardee for this program is expected to have access to or a plan to gain access to housing units. DCF will provide funds for case management and enhanced services, and DMHAS will provide funds for housing subsidies.

Because of the emergent need for this service, applicants shall provide a plan demonstrating that appropriate housing units can be operational within 90 days following the award of these funds.

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 pilot families by receiving the award or by partnering with the awardee.

Overview/Expectations

Successful respondents to this RFP will develop programs that reflect values and practices appropriate to the Housing First model and that demonstrate a holistic approach to supporting individuals in their recovery and well-being.

Housing First principles include the following values:

- Consumer-driven and client-centered, establishing fully collaborative partnerships with the housing consumer that encourage growth towards independence and recovery by both recognizing consumer strengths and resources, on the one hand, and addressing jointly identified consumer needs and priorities, on the other;
- Recovery-oriented, integrating services that encourage support and sustain client-driven recovery by developing the client's awareness of referral resources for service needs. any needed services;
- Flexible in response to individual service preferences, by providing a mix of assistance, support services and on-call crisis response in the individual's home 24 hours a day and 7 days per week as needed, as well as coordinating the timing of in-home service delivery with the hours of operation of other service programs outside the home.
- Team-based, by recruiting and retaining team members comprised of both strong peer role models and specialists experienced in providing motivational counseling, vocational rehabilitation, education, and housing counseling to persons with substance abuse, including those with co-occurring mental health disorders.
- Cultural Competence, the agency will reflect the populations whom they will be serving and will provide services that are respectful of their culture and ethnicity.

Under the Housing First model, consumers do not have to be clean or sober or participate in programming in order to be housed. Though services are voluntary, the expectation is that case managers and provider staff will be successful at engaging clients and ensuring their participation in recommended programs.

In supporting clients' wellness and recovery, proposed programs should also integrate the Substance Abuse and Mental Health Services Administration's (SAMHSA) "Eight Dimensions of Wellness." SAMSHA has promoted whole life healthy living since 2007, specifically encouraging the use of these eight dimensions which include:

1. Emotional – Coping effectively with life and creating satisfying relationships;
2. Financial – Satisfaction with current and future financial situations;
3. Social – Developing a sense of connection, belonging and a well-developed support system;
4. Spiritual – Expanding our sense of purpose and meaning in life;
5. Occupational – Personal satisfaction and enrichment derived from one's work;
6. Physical – Recognizing the need for physical activity, diet, sleep, and nutrition;
7. Intellectual – Recognizing creative abilities and finding ways to expand knowledge and skills; and
8. Environmental – Good health by occupying pleasant, stimulating environments that support well-being.

This section defines project requirements in these areas:

- Target Population
- Intervention
- Implementation
- Collaboration
- Evaluation

TARGET POPULATION

Essex County CP&P Local Offices in consultation with CP&P clinical supports and the awarded provider will identify families for the Keeping Families Together program. The target population for this program will be families preparing for reunification with their children who have been placed in foster care in part or in whole as a result of risk factors created by parental substance abuse.

For the 10 housing slots and services this program will offer, CP&P will target families who have:

- A child(ren) living in foster care;
- A co-occurring diagnoses of mental illness and substance use disorder;
- A case plan for reunification for those deemed ready for reunification, but for whom homelessness presents a barrier to reunification.

CP&P and CP&P Clinical Supports will utilize the following criteria to assist them in identifying families for this program:

Co-Occurring Mental Illness and Substance Use Disorder Criteria (must meet the following):

1. A current substance use disorder or recent history of a substance use disorder documented by a substance abuse treatment provider; and,
2. "Age 18 and over, who currently, or at any time during the past year, have had a diagnosable mental, behavioral, or emotional disorder of sufficient duration to meet diagnostic criteria specified within (Diagnostic and Statistical Manual), that has resulted in functional impairment which substantially interferes with or limits one or more major life activities."¹

Child Welfare Criteria:

1. One or more children in out of home placement
2. Case goal of reunification
3. Family deemed ready for reunification (indicators used to deem readiness may include: frequent, regular and high quality parent-child visitation; completion and/or active participation in recommended services; safety issues resolved.)

Risk of long-term and/or episodic homelessness and/or housing instability (must meet at least 1 of the following)

1. Family has been homeless 3 times in the last 2 years
2. Family has moved twice in the last 12 months
3. Family is currently staying in a homeless shelter, transitional housing or a residential treatment facility
4. Family is currently living with family/friends
5. Parent is in a substance abuse treatment center, is ready for discharge and needs housing

INTERVENTION

The awardee must demonstrate in their application that they have secured or are able to secure housing within the Fair Market Rent within 90 days as the platform for which the Keeping Families Together services will be provided.

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

¹U.S. Department of Health and Human Services, Substance Abuse and Mental Health Services Administration. Federal Register, Vol. 58, No. 96, May 20, 1993, p. 29425

- Families have leases and rights and responsibilities of tenancy. Tenure in housing is not contingent upon families' participation in services, or in being clean and/or sober.
- Rent must be no greater than the Fair Market Rent indicated by the New Jersey Department of Community Affairs Housing Choice Voucher Program Payment Standards (attached).
- All rental subsidies and the size of rented housing units must be approved by DMHAS and meet DMHAS Rental Subsidy Program Policy.
- Rental subsidies for this program will be Sponsor-Tenant based, and consumers will be required to contribute 40% of their adjusted gross income towards the rent.
- 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.

The successful applicant to this funding initiative will ensure that families maintain stability in their living arrangement. Because the target population includes families facing a number of challenges, they may experience crises and setbacks during their housing tenure. The awardee must have the capacity to appropriately realign services and supports to ensure the clients' ongoing permanency in their housing.

Service Model

The safety, stability and wellbeing of vulnerable children and families are complicated, requiring wide ranging 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 interdisciplinary teams to work with families. The team is a source for information, understanding, consultation, joint practice, and accountability. Each member of the team should bring a variety of skills, life experiences and perspectives.

The primary role of Keeping Families Together staff is to:

- Establish a trusting relationship with families to promote recovery and family stability while improving the capacity of caregivers to provide a safe and permanent home for their children.
- Ensure housing retention and improve housing stability among families as a platform for ongoing engagement and family stability.

- Work with families to devise and implement a comprehensive, family-based program that focuses on child safety, positive family functioning and wellness.
- Build a network of support within the program and among tenants that focuses on trust, well-being and social/community integration.
- Advocate on behalf of parents and children to ensure that they understand the requirements of the social services in which they are engaged. Facilitate access to public benefits available to them. Staff will act as a liaison between parent and service provider when necessary while building the capacity of the caregiver and child to communicate effectively and advocate for them.
- Work with caregivers to reduce their use of alcohol and/or drugs.
- Motivate clients to seek substance abuse treatment² or participate in recovery support (e.g., self-help groups).

Awards will fund housing costs such as subsidized rent, negotiations with landlords, and one-time costs to furnish and lease-up units as well as service costs such as staffing, general and administrative costs, transportation, client assistance, and other than personnel costs. It is encouraged that the awardee allocate \$3,000 for furnishings, \$300 for utility start-up costs, and a security deposit equal to one and a half months rent as one-time costs for each family.

Services will aim at achieving community integration, illness management, socialization, work readiness and employment, peer support, and skills and opportunities that foster increased personal responsibility for one's life.

Staffing

Applicants should use their experience and expertise as well as available literature to develop a scope of services and staffing pattern that will best meet the goals and objectives of the pilot and integrates the guiding principles of Keeping Families Together listed above. Information about staffing models from the Keeping Families Together pilot in New York City pilot can be found at: <http://www.csh.org/KeepingFamiliesTogether>

Staffing needs to be reflective of the individuals to be served in the proposed program. Specifically, the proposal must identify that staff have the credentials and/or competency to serve individuals who have a co-occurring disorder. In addition, proposal must address how services will be delivered in a culturally competent fashion.

² Substance abuse treatment programs must be licensed by DMHAS.

IMPLEMENTATION

Families meeting criteria will be identified by DCF/CP&P with input by the provider. Once eligibility for the program has been determined, the provider will identify housing for the family in an appropriate community setting. The awardee will make every effort to ensure that families remain housed and are voluntarily engaged in service options that are appropriate for the needs of the tenant.

Housing Location and Support Responsibilities of Keeping Families Together Staff include:

- The provider will secure all the rental units needed for this project.
- The head of household will directly hold the lease and the provider must maintain a copy of the lease as part of their file. The lease must include the names of all members living in the household, including significant others.
- All adult tenants residing in the unit are required to contribute 40% of their household income toward rent. Income may include employment, public assistance or SSI/SSDI and/or other public benefits.
- All tenants are required to pay their contribution (40%) towards rent directly to the landlord on a monthly basis.
- The provider will also pay the appropriate rental subsidy for each family directly to the landlord on a monthly basis.
- The provider will provide case management and support services that focus on the safety, permanency and well-being of the child and the recovery of the parent.
- The provider will partner with CP&P staff.
- The awardee is expected to be well-versed in community based services for families and ensure that families have access to those services and are actively engaged in their treatment and improving the health and well-being of their families.

Collaboration with the Department of Children and Families and the Department of Human Services' Division of Mental Health and Addiction Services

In order to initiate, implement, and maintain collaboration with the Department of Children and Families, the awardee is expected to maintain cross system coordination and communication across all system partners. CP&P has established a fundamental principle of partnership among all entities working with our families and children. Because many of our families have a co-occurring mental illness and substance use disorder, it is essential

that communication and sharing of data is exchanged in order for positive results to occur.

The recipient awarded this RFP is expected to engage families who are accepted into the permanent supportive housing program by assisting and ensuring that safety, permanency and well being of the child(ren) are one of the main priorities. The awardee must also assure that families and individuals in the program continue treatment and aftercare as recommended by the system partners which would help lead to self-sufficiency and independence.

Awardees will be required to report performance relating to the client's living condition, mental health, substance use, employment status, retention in treatment and aftercare. A reporting format will be provided to the awardee. Awardees must periodically review the performance data on the families in the program and report this to the system partners (CP&P and DMHAS) so that this information can be used to improve management of their grant project.

EVALUATION

The proposal must clearly identify measurable outcomes for the current initiative, and describe the agency's performance improvement processes. This description is to include how the individuals served will have a meaningful role in the performance improvement process.

Key evaluation criteria will include:

1. Decreased involvement with the child welfare system, as indicated by:
 - Fewer number/decreased frequency of reports
 - Case plan with child welfare agency/order from family court has been satisfied
 - Separated families are reunified/no reentry in care
2. Increased housing stability, as indicated by:
 - Maintenance of community tenure
 - Family remains in stable housing situation (i.e. in own housing with a lease and not in temporary situations)
3. Improvements in caregiver outcomes, as indicated by:
 - Improved health and mental health
 - Decreased substance use
 - Increased access to needed health, behavioral health, and supportive services
 - Increased education/employment/earnings and/or access to income supports/benefits (SSI, TANF, etc)

- Increased parental functioning and decreased parental stress
 - Increased social support system
4. Child well-being improves, as indicated by:
- Improved health and behavioral health
 - Increased access to needed health, behavioral health, educational services
 - School attendance and achievement improves (school-age kids)
 - Decreased involvement with juvenile justice system (if applicable for older kids in household)

Applicants are also advised that any data collected or maintained through the implementation of the proposed program shall remain the property of 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.

D. Funding Information:

For the purpose of this initiative, the Department will make available \$400,000 in from July 1, 2014 to June 30, 2015. Up to a total of \$200,000 is available to provide housing subsidies and up to \$200,000 is available to support the development and implementation of case management and supportive housing services for the target population. These funds are expected to serve a minimum of 10 families. Applicants need to submit a detailed spending plan. Continuation funding is contingent upon the availability of funds in future fiscal years.

The funding period for this program is: July 1, 2014 to June 30, 2015.

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 universities (State or private) or not for profit corporations that are duly registered to conduct business within the State of New Jersey.

2. Applicants must be in good standing with all State and Federal agencies with which they have an existing grant or contractual relationship.
3. Applicants may 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.
4. Applicants that are presently under contract with DCF must be in compliance with the terms and conditions of their contract.
5. Where appropriate, all applicants must hold current State licenses.
6. Applicants that are not governmental entities must have a governing body that provides oversight as is legally required.
7. Applicants must have the capability to uphold all administrative and operating standards as outlined in this document.
8. 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.
9. 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 www.dnb.com
10. 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:

February 27, 2014	Notice of Availability of Funds/RFP Publication
March 13, 2014 at 12 PM	Period for Email Questions to be sent to DCFASKRFP@dcf.state.nj.us
March 14, 2014	Mandatory Bidder's Conference
April 28, 2014	Deadline for Receipt of Proposals by 12:00PM
June 9, 2014	Deadline for Appeals

All proposals must be received by 12:00 PM on or before April 28, 2014. Proposals received after 12:00 PM on April 28, 2014 will **not** be considered. Applicants should submit **one (1) signed original** and **one CD ROM**, including a signed cover letter of transmittal 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

Please allow time for the elevator and access through the security guard. Applicants submitting proposals in person or by commercial carrier should submit **one (1) signed original** and **one CD ROM** with all documents including a signed cover letter of transmittal.

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

Applicants submitting proposals in person or by commercial carrier should submit **one (1) signed original** and **one CD ROM** with all documents including a signed cover letter of transmittal.

3) Online- <https://ftpw.dcfhs.state.nj.us>

DCF offers the alternative for our bidders to submit proposals electronically to the web address above. Online training is available at the bidder's conference and on our website at: www.nj.gov/dcf/notices/

We recommend that you do not wait until the date of delivery in case there are technical difficulties during your submission. Only a registered Authorized Organization Representative (AOR) or the designated alternate is eligible to send in a submission. Registration forms are available on our website. Registered AOR forms must be received 5 business days prior to the date the bid is due. You need to register only if you are submitting a proposal online.

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 Bidder's 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.

2. Proposal Review Process

DCF will convene a Proposal Evaluation Committee, minimally to include representatives from CP&P and DMHAS, 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 applicants 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.

- Requested information was covered- 10 Points
- Approach to the contract and program design was thoroughly and clearly explained and was consistent with the RFP requirements- 20 Points
- Background of organization and staffing explained- 10 Points
- Speakers were knowledgeable about topic- 5 Points
- Speakers 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 five (5) calendar 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 November 28, 2014.

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/contract/manual. After accessing the DCF web page, click on Contract & RFP Info.

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:

- Proof of Insurance naming the Department of Children and Families as an additional insured
- Board Resolution Validation
- DCF Standard Language Document and Signature Pages
- Current agency by-laws
- Copy of lease or mortgage (if applicable)
- Certificate of Incorporation
- Conflict of Interest policy
- Affirmative Action policy and certificate
- A copy of all applicable professional licenses
- Current single audit report
- Current IRS Form 990
- Current Pension Form 5500
- Copy of the agency's annual report to the Secretary of State
- Public Law 2005, Chapter 51, Contractor Certification and Disclosure of Political Contributions (not required for non-profit entities)]

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 1½ inches on the left and right. The font may be no smaller than 12 points. There is a 25 page limitation for the narrative portion of the grant application. A one point reduction will be administered to proposals exceeding the total number of pages. The narrative must be organized appropriately and address the key concepts outlined in the RFP. Items included in the transmittal cover letter, Annex B budget pages, and Appendices' listed do not count towards the narrative page limit.

Proposals may be bound or fastened by a heavy-duty binder clip. Do not submit proposals in loose-leaf binders, plastic sleeves or folders.

Each applicant agrees by execution of a proposal to the Standard Terms and Conditions for contracting with DCF, as if executed separately.

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.

Describe the agency's experience working with families who have co-occurring mental illness and substance use disorders.

Provide an indication of the organization's demonstrated commitment to cultural competency and diversity.

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) Demonstration of Ability to be Operational (10 Points)

Because of the emergent need for this service, applicants shall provide information that demonstrates that the proposed facility can be operational within 90 days following the award of these funds. Provide a timeline as an Appendix of when and how the facility and the services shall be ready for operation.

Provide a narrative describing the available housing, including:

- A brief description of the housing model(s) that will be made available (single family homes, shared living, scattered site apartments, apartment building with mixed use, condominiums, etc).
- A rationale for choosing this particular housing design (scattered site, single family, shared, mixed use, etc) and how it will meet the needs of the Target population.
- Municipality (ies)/county (ies) where housing will be located.
- Whether you own/will be purchasing housing or whether housing will be rented for this program.

3) Program Approach (30 Points)

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

- A description of the services to be provided, including the specific goals and objectives of each;
- A description of the activities or methods that program personnel will employ to achieve the service objectives;
- A description of any service coordination, collaborative efforts or processes that will be used to provide the proposed services (attach any affiliation agreements or Memoranda of Understanding);
- Information on the accessibility of services, including the hours and days that services will be available to clients, and the geographic location(s) where services will be provided.
- A description of transportation options available to clients and handicapped accessibility;
- A description of client data to be recorded, the intended use of that data and the means of maintaining confidentiality of client records; and

Indicate the number, qualifications and skills of all staff, consultants, sub-awardees and/or volunteers who will perform the proposed service activities. Describe the hours of on-site services that will be available on a regular basis (including evenings and weekends) and how the organization will be responsive and available onsite 24/7 as needed. 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; salary ranges; and resumes of any existing staff who will perform the proposed services.

Describe the management and supervision methods that will be utilized.

Provide a feasible timeline for implementing the proposed services. Attach a separate Program Implementation Schedule.

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.).

4) Outcome Evaluation (20 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 and attach copies of any evaluation tools that will be used to determine the effectiveness of the program services. Awardees will be required to report performance relating to the client's living condition, mental health, substance use, employment status, parenting ability, retention in treatment and aftercare. Awardees must periodically review the performance data on the families in the program and report this to the system partners (CP&P, DMHAS) so that this information can be used to improve management of their grant project. Describe how your organization shall meet these requirements.

5) Budget (20 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 and narrative for the proposed project/program.

The budget should be reasonable and reflect the scope of responsibilities required to accomplish the goals of this project. The budget should 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 detailed summary of and justification for any one-time operational start-up costs. These costs should be reflected on a separate schedule.

The awardee is expected to adhere to all applicable State cost principles.

Standard DCF Annex B (budget) forms are available at: www.nj.gov/dcf/contract/forms and a description of General and Administrative Costs are available at www.nj.gov/dcf/notices

B. Supporting Documents:

Applicants must submit a complete proposal signed and dated by the Chief Executive Officer or equivalent and a CD ROM containing all the documents in PDF or Word format. 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. Proposal Cover Sheet*
2. Table of Contents
3. Proposal Narrative (in following order)
 - a. Applicant Organization
 - b. Demonstration of Ability to Become Operational
 - c. Program Approach
 - d. Outcome Evaluation
 - e. Budget

Part II: Appendices

1. Job descriptions and credentials of key personnel
2. Current/dated list of agency Board of Directors/Terms of Office
3. Copy of agency Code of Ethics and/or Conflict of Interest policy
4. Statement of Assurances*
5. Certification regarding Debarment*
6. Copy of IRS Determination Letter regarding applicant's charitable contribution or non-profit status (if appropriate)
7. Chapter 51 Certification Regarding Political Contributions**
8. Source Disclosure Certification**
9. Ownership Disclosure-Certification and Disclosure Forms
Note: non-profit entities are required to file the Certification-Disclosure of Investigations starting at Page 3 through 5**
10. Copies of all applicable licenses/organization's licensure status (if appropriate)
11. DCF Annex B Budget Forms*
12. 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>

13. Proposed Program Implementation Schedule
14. Copies of any audits or reviews completed or in process by DCF or other State entities from 2011 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
15. Applicable Consulting Contracts, Memoranda of Agreement, Letters of Commitment and other supporting documents.

* 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

C. Requests for Information and Clarification

Applicants shall not contact the Department directly, in person, or by telephone, concerning this RFP. Applicants may request information and/or assistance from DCFASKRFP@dcf.state.nj.us until the Bidder's Conference. Inquiries will not be accepted after the closing date of the Bidder's Conference. Questions may be emailed in advance of the Bidder's Conference to DCFASKRFP@dcf.state.nj.us.

DCF will provide eligible applicants additional and/or clarifying information about this initiative and application procedures at the technical assistance meeting indicated below. All prospective applicants must attend a Bidder's Conference and participate in an onsite registration process in order to have their applications reviewed. Failure to attend Bidder's Conference will disqualify individuals, agencies, or organizations from the RFP process.

Inclement weather will not result in the cancellation of the Bidder's Conference unless it is of a severity sufficient to cause the official closing or delayed opening of State offices on the above date. In the event of the closure or delayed opening of State offices, the Bidder's Conference will be cancelled and then held on an alternate date.

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.*).