



REQUEST FOR PROPOSALS

FOR

New Jersey Expectant & Parenting Youth (EPY) Supportive Housing

**Southern New Jersey: Atlantic, Camden, Cape May, Cumberland,
Gloucester, and/or Salem Counties.**

**Central New Jersey: Hunterdon, Somerset, Middlesex, Monmouth,
and/or Ocean Counties.**

**Northern New Jersey: Bergen, Essex, Hudson, Morris, Passaic,
Sussex, and/or Warren Counties.**

**Funding of \$110,000 and up to 5 Project Based Section 8 Housing
Vouchers Per Region (Total of 15 Vouchers and \$330,000 in funding).**

Bidders Conference: 1/11/16 from 10:00am-11:30am

Place: DCF Professional Center

30 Van Dyke Avenue New Brunswick, NJ 08901

Bids are due: 2/26/16

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

Commissioner

Date 12/10/15

TABLE OF CONTENTS

Section I - General Information

A. Purpose	Page 1
B. Background	Page 2
C. Services to be Funded	Page 3
D. Funding Information	Page 10
E. Applicant Eligibility Requirements	Page 10
F. RFP Schedule	Page 11
G. Administration	Page 12
H. Appeals	Page 15
I. Post Award Review	Page 15
J. Post Award Requirements	Page 15

Section II - Application Instructions

A. Review Criteria	Page 16
B. Supporting Documents	Page 23
C. Requests for Information and Clarification	Page 26

Exhibit A

Exhibit B

Funding Agency

State of New Jersey
Department of Children and Families
50 East State Street,
Trenton, New Jersey 08625

Special Notice: *Potential Bidders must attend a Mandatory Bidder's Conference on 1/11/16 from 10:00am-11:30am at the DCF Professional Center at 30 Van Dyke Avenue, New Brunswick, NJ 08901. Questions will be accepted in advance of the Bidder's Conference by providing them via email to DCFASKRFP@dcf.state.nj.us.*

Section I – General Information

A. Purpose:

The New Jersey Department of Children and Families' (DCF) Office of Adolescent Services and the Department of Community Affairs (DCA) announces the availability of 15 Project Based Section 8 Housing Vouchers and \$330,000 in DCF Service funding for the purpose of creating long term, stable housing opportunities and supportive services for expectant and/or parenting youth, 18 to 21 years old who are currently involved in and aging out of New Jersey's the Division of Child Protection and Permanency (DCP&P). There will be **three** programs awarded; one grant of 5 Section 8 Housing Vouchers and \$110,000 in **EACH** of the three defined regions.

OAS and DCA are partnering on an initiative to ensure that youth with specific and high needs, such as expectant and parenting youth, have long-term, stable and supportive housing opportunities as they transition into adulthood. This program is informed by research such as the Center for the Study of Social Policy (CSSP) 2015 report: *Expectant and Parenting Youth in Foster Care: Addressing Their Developmental Needs to Promote Healthy Parent and Child Outcomes*.

Three separate awards will be granted for the purpose of developing and implementing the New Jersey Expectant and Parenting Youth (EPY) program; one in the southern region of the state serving 5 youth, one in the central region of the state serving 5 youth, and one in the northern region of the state serving 5 youth. Each of the 3 regional programs will be awarded 5 Project Based Section 8 Housing Vouchers and \$110,000 in service funding. For the purpose of this RFP the regions are defined as followed:

1. Southern: Atlantic, Camden, Cape May, Cumberland, Gloucester, and/or Salem Counties.
2. Central: Hunterdon, Somerset, Middlesex, Monmouth, and/or Ocean Counties.
3. Northern: Bergen, Essex, Hudson, Morris, Passaic, Sussex, and/or Warren Counties.

Applicants must demonstrate the ability to provide services that are research/evidence informed and address the developmental needs of expectant and parenting youth and their children to promote healthy parent and child outcomes.

DCF historically provides services for youth until the age of 21. Youth in this program may reside in a housing unit until the age of 26. The awarded program(s) will work in partnership with DCF to coordinate ongoing services and support for youth in the program upon their 21st birthday and continuing thereafter.

Youth in these programs will undergo typical Section-8 background checks to determine final eligibility for acceptance into a housing unit. The awarded agency (ies) will be responsible for assisting youth with the application process. The awarded program will then facilitate individual enrollment meetings with each approved individual to educate them on the program, policies and agreements related to the Section 8 vouchers.

B. Background:

DCF is charged with serving and safeguarding the most vulnerable children and families in the State and our mission is to ensure the safety, well-being and success of New Jersey's children and families. Our vision statement is "To ensure a better today and even greater tomorrow for every individual we serve."

Teenage pregnancy is a major social and reproductive issue in the United States. As recent as 2013, approximately 3 in 10 girls in the U.S. became pregnant by age 20 (The National Campaign to Prevent Teen and Unwanted Pregnancy, 2015). For the 20,000 youth in foster care who age out each year, there is even greater risk for pregnancy at a young age (Comlossy, M., 2013). According to the National Campaign to Prevent Teen and Unwanted Pregnancy, a teenage girl in foster care is 2.5 times more likely to become pregnant by age 19 than her adolescent peers not in foster care. In addition, this research also indicates that approximately half of 21 year old males transitioning out of foster care

reported getting a partner pregnant compared to 19% of their non-foster care peers (The National Campaign, 2015)

Teenage pregnancy and parenting is challenging for any teen. However teen parents in foster care have additional needs that make it even more difficult for them and their children to thrive. These potential needs include possible unresolved trauma and lack of stable and secure families and supports. These expectant and parenting youth are also less likely to complete high school and more likely to experience difficulties obtaining employment and stable housing upon their exit from care. Research also indicates that teen mothers are twice as likely to be reported for neglect or abuse compared to parents just a few years older. Furthermore, children of teen parents are twice as likely to be placed in the child welfare system. (Comlossy, 2013)

According to the 2007-2011 New Jersey Department of Health data, the statewide birth rate per 1,000 youth 10-19 years old was 11. In each county that is eligible to establish services through this RFP, the birthrate per 1,000 youth for 10-19 years olds was:

Cumberland	33.5
Salem	20.5
Passaic	18.7
Camden	18.6
Hudson	18.2
Atlantic	17.7
Essex	17.7
Cape May	15.0
Ocean	8.5
Gloucester	8.4
Middlesex	7.8
Warren	6.1
Monmouth	6.1
Somerset	5.2
Sussex	4.5
Bergen	3.2
Morris	2.8
Hunterdon	2.1

C. Services to be Funded:

Philosophy and Practice

Service delivery philosophies and practices should support individual choice and empowerment. Empowerment comes from the individual, rather than

from a program. It is the role of the housing program to educate tenants/youth about their rights and ensure that they have a mechanism for exercising their rights. Youth will be encouraged to make their own life choices, and services provided would focus on helping youth achieve their goals, including overcoming obstacles and addressing needs. Services will be expected to help tenants understand and navigate issues and choices related to their ability to remain stably housed. Easy access to services must be available. Interaction may be flexible based on tenants' needs.

Awarded program use a positive youth development services model which assumes that young people will make positive and healthy choices if they have the opportunity to develop social, moral, emotional, physical and cognitive competencies. This model focuses on providing youth with opportunities to develop the skills they need. Youth's service needs and goals will change over time and will require a flexible and responsive approach to service delivery.

Housing

In partnership with DCA, DCF will provide 15 Project Based Section 8 housing vouchers. DCF will also provide funds for supportive case management services. One grantee will be responsible for the oversight of 5 housing vouchers and implementing supportive case management services for 5 expectant and/or parenting youth in the southern, central, and northern regions of the state (1 award in each region). Grantees for this program are expected to have a concrete plan to access 5 housing units for a 15-year period in their proposed county.

Applicants who do not currently own the proposed housing units must attach an agreement or documentation signed by the current owner that includes the number of units that will be made available through a 15 year master lease, the rental rates for the units and a statement indicating that the agreement is contingent upon award of the funding. The awardee will be required to meet with DCA prior to finalizing any agreements (i.e. signing a lease) for housing units that are not currently owned by the awardee.

Section 8 subsidized units must first pass an inspection and be within the permissible rent parameters per the HUD rules stated below:

1. The program regulations (24 C.F.R. §982.404) state that the program must not make any housing assistance payments for a dwelling unit that fails to meet the Housing Quality Standards (HQS), unless the owner corrects the defects within the period specified by the program. DCA staff will conduct the inspections.

2. The units are subject to what HUD calls “rent reasonableness”. The stated purpose of HUD’s rent reasonableness limitation is to ensure that a federally subsidized rent does not exceed the fair rental value of a comparable unit on the private unassisted market. DCA staff will certify that the rent for a unit is reasonable.

These funds may be used to expand existing services attached to a supportive or transitional housing project. The applicant will need to demonstrate their capacity to expand housing services and supports for the proposed number of parents and their children. The applicant will also need to demonstrate how the budgets are separated out as an add-on component.

DCF will award **one (1)** program contract in each of the **three (3)** regions (north, central, and south) as outlined above.

Each awarded program will establish services that ensure that:

- Youth residing in the program will have a lease in their name, and, therefore, have full rights of tenancy under New Jersey landlord-tenant law, including control over living space and protection against eviction.
- Leases do not have any provisions that would not be found in leases held by someone who does not have child welfare involvement, has a psychiatric disability, or is a parent.
- Participation in services is voluntary and that youth cannot be evicted for rejecting services.
- Before moving into the Supportive Housing, youth are asked about their housing preferences and are offered the same range of choices as are available to others at their income level in the same housing market.
- Program rules, if any, are similar to those found in housing for people who do not have special needs and do not restrict visitors or otherwise interfere with a life in the community.
- Housing is affordable, with youth paying no more than 30 percent of their income toward rent and utilities.
- Housing may be integrated and youth have the opportunity to interact with neighbors who do not have special needs.
- As needs change over time, youth can receive more intensive or less intensive support services without losing their homes.

- Youth have choices in the support services that they receive. They are asked about their choices and can choose from a range of services. Tenants receive different types of services based on their needs and preferences.

When provided with decent, safe and affordable rental housing, along with access to relevant, flexible, and responsive services, these youth will be strong parents, heal from past traumas, create community connections, link with needed services, and build the skills they will need to live stable and interdependent lives and have happy and healthy families.

Supportive Case Management Services

The grantee for this program is expected to initiate, coordinate and/or provide an array of trauma/developmentally/culturally informed supportive case management services. Services should target the parent, the child and the parent-child dyad. This two generational approach to services addresses developmental, financial and overall well-being needs of the youth, the youth as a parent and the health and development of their young child(ren).

The service array should knit together multiple programs to serve families. For example, assisting the adolescent to access early childhood programs that address the needs of the child and improve parent-child attachment are expected. Early childhood services include but are not limited to: evidence based home visitation, early childhood development programs, child care assistance programs, referral to child care facilities or school based child care and Head Start/Early Head Start programs. Services are also needed to support the parent in their role as providers while also receiving supports and services that help them to develop competencies and skills as adolescents.

Services and supports for the expectant and/or parenting youth need to promote education, career planning, and well-being for parents. These services for young parents are intended to provide a platform for skill building to increase parent self-sufficiency. Examples of services may include but not be limited to: linkage to employment centers; job shadowing opportunities; job/career presentations; transportation; assistance with enrollment in GED/high school diplomacy program or post-secondary educational institution; financial literacy education; budgeting; grocery shopping; counseling; mental health services; mentoring; youth leadership

opportunities; domestic violence services; trauma informed individual therapy; and/or family counseling.

Research/Evidence-Informed Services

The applicant will utilize a research/evidenced informed approach and will be required to incorporate a protective factors framework lens such as Strengthening Families and Youth Thrive (Center for the Study of Social Policy, 2015). These frameworks emphasize a strengths-based perspective grounded in the belief that all youth and parents have strengths that need to be developed, nurtured, and strengthened in order to mitigate risk. The Strengthening Families and Youth Thrive frameworks are based on five interrelated protective and promotive factors that promote dynamic outcomes in youth and families. The five protective factors are (a) parent/youth resilience, (b) social connections, (c) knowledge of adolescent/child development, (d) cognitive and social-emotional competence, and (e) concrete support in times of need.

The program needs to be trauma-informed in its approach and interaction with parents and children. According to the Federal Substance Abuse and Mental Health Services Administration (SAMHSA), a program, organization or system that is trauma informed has the following four features: 1) realizes the widespread impact of trauma and understands potential paths for recovery; 2) recognizes the signs and symptoms of trauma in clients, families, staff and others involved with the system; 3) responds by fully integrating knowledge about trauma into policies, procedures, and practices; and 4) seeks to actively resist re-traumatization.

Staffing

A critical driver for the success of this project is a team of staff that will support the young parents and their children residing in the housing units. Ensuring the safety, stability and well-being of vulnerable children and families is complicated, requiring a wide range of information and practice knowledge. The program approach will need to utilize dynamic staff who are relentless and passionate in working with youth, especially youth with complicated needs and histories.

The applicant will describe the credentials and/or competencies of the staff and agency that will serve these young parents. The staff will need to effectively work with and identify services/supports for youth who may be facing a range of co-occurring challenges, including mental health, domestic violence, substance use, economic challenges, lack of support, and other needs. The applicant will be expected to describe specific training and

support that staff are provided to help them engage youth in a non-judgmental and developmentally/culturally/trauma informed way. Staff must ultimately be effective and competent at engaging youth, encouraging open communication, cultivating trust, promoting youth voice and choice in planning, supporting youth, harnessing and building their potential, and assisting families with routine services and in moments of crisis.

Program staff must be prepared to work beyond the purview of an ordinary 9am-5pm schedule, recognizing that youth in the program might need support and assistance after hours.

Multisystem Collaboration and Service Coordination

Youth in this program need to be highly encouraged to participate in supportive case management services, however these services are voluntary and under no circumstance be mandated. Staff will provide referrals and support linkages to services and resources in the community, making use of collaborations and partnerships. It is also the expectation that if a youth has an open case with CP&P, Children's System of Care (CSOC), or other service system, program staff is expected to work collaboratively and communicate with these systems and maintain regular communication in order to best plan with and for the youth in the program.

Identification of Youth for Programming

The program and housing vouchers are designated for youth who are expectant and/or parenting and have an open case with the Division of Child Protection and Permanency (CP&P). CP&P Local Offices in consultation with CP&P casework staff, and the Office of Adolescent Services will identify families for the program. In addition to child welfare involvement, youth must be 18 to 20.5 years old upon entrance into the program and housing unit. On a case-by-case basis, youth will be eligible for the program if they have significant history with CP&P, are 18-20, however their CP&P case is closed. Youth that are ages 20.5-20.99 will also be considered on a case-by-case basis. The awarded program(s) will work in partnership with DCF to coordinate ongoing services and support for youth in the program upon their 21st birthday and continuing thereafter.

Youth will undergo typical Section-8 background checks to determine final eligibility for acceptance into a housing unit. The awarded agency(ies) will be responsible for assisting youth with the application process. The awarded program will then facilitate individual enrollment meetings with each approved parent to educate them on the program, policies and agreements related to the Section 8 vouchers.

Impact/Outcomes

DCF is interested in understanding the impact of the Expectant and Parenting Youth (EPY) Supportive Housing Program. The awarded program is expected to clearly identify measurable outcomes and specific assessment/evaluation tools for the initiative. At a minimum, the awardee will monitor and report on housing stability, child well-being, parent/youth well-being, family functioning and achievement of goals. The following are key indicators that are strongly recommended to be measured, but do not represent an exhaustive list:

- Increase in graduation rate of parents from high school with diploma or completion of GED
- Positive employment/education status of parents
- Increase children's early childhood services
- Increase in structured child/parent bonding activities/opportunities
- Increase in parenting education

Successful applicants will provide a logic model (taking into consideration the frameworks discuss above) for the program with a clearly identified theory of change, resources and measureable outcomes. See Attached Logic Model Template.

The proposal will also describe the agency's performance improvement process. This description must include how the individuals served will have a meaningful role in the performance improvement process.

Other Requirements

All applicants are advised that any software purchased in connection with the proposed project must receive prior approval by the New Jersey Office of Information Technology.

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

Organ and Tissue Donation: As defined in section 2 of P.L. 2012, c. 4 (N.J.S.A.52:32-33), contractors are encouraged to notify their employees, through information and materials or through an organ and tissue awareness program, of organ donation options. The information provided to employees

shall be prepared in collaboration with the organ procurement organizations designated pursuant to 42 U.S.C. §1320b-8 to serve in this State.

D. Funding Information:

For the purpose of this initiative, the DCF will make available \$330,000 in funding and 15 Project Based Section-8 housing vouchers. Each of the three regions (north, central, and south) will be awarded 5 vouchers and \$110,000 annually from date of award. Continuation of funding is contingent upon the availability of funds in future fiscal years.

Three proposals will be funded under this program.

Matching funds are not required.

Operational start-up costs are permitted. Applicants must provide a justification and detailed summary of all expenses that must be met in order to begin program operations. See Section II under Budget.

Funds awarded under this program may be used to expand 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 for profit 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. If an Applicant is under a corrective action plan with DCF, or any other New Jersey State agency or authority, the Applicant may not submit a proposal for this RFP. Responses shall not be reviewed and considered by DCF until all deficiencies listed in the corrective action plan have been eliminated to the satisfaction of DCF for a period of 6 months
4. 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.
5. Applicants that are presently under contract with DCF must be in compliance with the terms and conditions of their contract.
6. Where required, all applicants must hold current State licenses.

7. Applicants that are not governmental entities must have a governing body that provides oversight as is legally required.
8. Applicants must have the capability to uphold all administrative and operating standards as outlined in this document.
9. Applicants must have the ability to achieve full operational census within 120 days of contract execution. Further, where appropriate, applicants must execute sub-contracts with partnering entities within 30 days of contract execution. **If the program is not fully operational within 60 days of contract execution then at the option of DCF the agreement may be terminated.**
10. All applicants must have a Data Universal Numbering System (DUNS) number. To acquire a DUNS number, contact the dedicated toll-free DUNS number request line at 1-866-705-5711 or inquire on-line at www.dnb.com
11. Any fiscally viable entity that meets the eligibility requirements, terms and conditions of the RFP, and the contracting rules and regulations set forth in the DCF Contract Policy and Information Manual (N.J.A.C. 10:3) may submit an application.

F. RFP Schedule:

12/10/15	Notice of Availability of Funds/RFP publication
1/7/16	Deadline for Email Questions sent to DCFASKRFP@dcf.state.nj.us
1/11/16	Mandatory Bidders Conference
2/26/16	Deadline for Receipt of Proposals by 12:00PM

All proposals must be received by 12:00 PM on or before 2/26/16. Proposals received after 12:00 PM on 2/26/16 will **not** be considered. Applicants shall submit **one (1) signed original** and should submit **one CD ROM** as indicated below.

Proposals must be delivered either:

1) In person to:

Catherine Schafer, Director of Grants Management, Auditing and Records
 Department of Children and Families
 50 East State Street, 3rd floor
 Trenton, New Jersey 08625-0717

Please allow time for the elevator and access through the security guard. Applicants submitting proposals in person or by commercial carrier shall

submit **one (1) signed original** and should submit **one CD ROM** with all documents.

2) Commercial Carrier (hand delivery, federal express or UPS) to:

Catherine Schafer, Director of Grants Management, Auditing and Records
Department of Children and Families
50 East State Street, 3rd floor
Trenton, New Jersey 08625-0717

Applicants submitting proposals in person or by commercial carrier shall submit **one (1) signed original** and should submit **one CD ROM** with all documents.

3) Online-DCF offers the alternative for our bidders to submit proposals electronically. Only a registered Authorized Organization Representative (AOR) or the designated alternate is eligible to send in a submission by submitting an AOR form.

AOR Registration forms and online training are available on our website at: www.nj.gov/dcf/providers/notices/

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

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

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

G. Administration:

1. Screening for Eligibility, Conformity and Completeness

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

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

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

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

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

2. Proposal Review Process

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

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

and the highest score will be recommended for approval as the winning bidder.

Requested information was covered-	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 six months from the date of issuance of this RFP.

J. Post Award Requirements:

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

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

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

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

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 shall be double-spaced with margins of 1 inch on the top and bottom and 1½ inches on the left and right. The font shall be no smaller than 12 points in Arial or Times New Roman. There is a 25 page limitation for the narrative portion of the grant application. A one (1) point reduction per page will be administered to proposals exceeding the page limit requirements. Five (5) points will be deducted for each missing document. If the deductions total 20 points or more, the proposal shall be rejected as non-responsive. The narrative must be organized appropriately and address the key concepts outlined in the RFP. Annex B budget pages, and attachments do not count towards the narrative page limit.

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

Each proposal narrative must contain the following items organized by heading in the same order as presented below:

1) Applicant Organization (10 Points)

Describe the agency's history, mission and goals, and where appropriate, a record of accomplishments with 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 working with expectant and parenting youth and their children. Describe the agency and/or its partner's background and experience with housing.

Include demonstration of experience and commitment to being a trauma-informed organization that understands the needs of youth especially those who are parents, have experience in the child welfare system, and have trauma histories.

Describe the agency's knowledge of and ability to effectively collaborate with other local community resources and agencies.

Provide an indication of the organization's demonstrated commitment to cultural competency and diversity. The provider shall identify and develop, as needed, accessible culturally responsive services and supports. These shall include, but are not limited to, affiliations with informal or natural helping networks such as language services, neighborhood and civic associations, faith-based organizations, and recreational programs determined to be appropriate. Supervisors must be culturally competent and responsive, with training and experience necessary to manage complex cases in the community across child and youth serving systems. Explain how the provider is working toward a cultural competency plan that describes actions the agency will take to insure that policies, materials, environment, recruitment, hiring, promotion, training and Board membership reflect the community or the intended recipients of the services provided. The applicant will explain how cultural competency of the organization will be promoted and how resources and services will be provided in a way that is culturally sensitive and relevant.

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.

Describe the agency's commitment as a learning organization.

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) Need Justification (10 Points)

Provide documentation describing the local need for the proposed services, including:

- Statements that demonstrate an understanding of the problem and the needs of the target population;
- A summary of existing services, including identified gaps in the current provision and availability of those services; and
- Citations of relevant statistics and discussions of studies that reflect the prevalence of the problem and the unmet needs of the target population

3) Demonstration of Ability to Be Operational (20 points)

Applicants who do not currently own the proposed housing units must attach an agreement or documentation signed by the current owner that includes the number of units that will be made available through a 15 year master lease, the rental rates for those units, and a statement indicating that the agreement is contingent upon award of the funding. The awardee will be required to meet with DCA prior to finalizing any agreements (i.e. signing a lease) for housing units that are not currently owned by the awardee.

Applicants must have a concrete plan to access 5 affordable housing units and demonstrate that they can be secured and ready for sub-lease within 30 Days following the award of these funds.

The successful applicant will provide a plan to have the proposed project to be fully operational within 60 days. Please attach a Program Implementation Schedule in the appendix. The Program Implementation Schedule shall detail how and when the proposed work will be accomplished as well as the responsible parties. It shall include the process and timeframe for establishing a staffing team (i.e. recruiting, hiring, training, etc.), for enrolling and placing expectant or parenting youth into housing, for housing and services to become operational, etc.

Please include a description of factors that could delay or be a barrier to implementation as well as how these factors would be managed.

Where applicable provide a description of the housing locations, including:

- County(ies) and municipalities in which identified housing is located.
- Neighborhood characteristics and nearby amenities (i.e. access to schools, employment opportunities, shopping/food stores, medical facilities, civic and recreational areas, etc.)
- Proximity and types of public transportation available.
- Data on neighborhood safety and crime rates.
- A summary of existing services and supports within the community.

Where applicable provide a narrative describing the properties/developments and housing units, including:

- A description of the number and type of units, buildings and housing model(s) (single family homes, shared living, scattered site apartments, apartment building with mixed use, condominiums, etc.) that will be utilized.
- 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. Discuss the role of consumer choice.
- Whether you own, will be purchasing, or will be renting housing for this program.
- Amenities including security services in place, availability of laundry rooms, community rooms, recreational facilities, parking/garages, and any other amenities that may enhance tenants' quality of life.
- Site accessibility for individuals with disabilities and impairments.
- Provide photographs, site layouts, floor plans, and any other additional information on the units as an appendix.

- Attach as an appendix a summary of the 5 units using the following table (where applicable)

County	Municipality	Address	Type of Housing	Own or Rent	Age of Building/Year build	# of Units, Rental Rates	Utilities (types, included in rent or not, etc.)

Prior to making an award, DCF and/or DCA may request a site visit to view identified rental units.

4) 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 intake process that will be used to create an individualized service/goal setting/transitional plan. This process must outline how the youth will be assessed with regards to housing need, youth/parent needs, needs of the child, and how goals will be identified to meet these needs. Outline how often the plan will be reviewed and updated and how the parenting youth will be included in and drive the planning process. Describe and attach any intake or assessment tools that will be used.
- A description of the services to be provided, including but not limited to:
 - Supportive service and service linkage for the parenting youth that addresses parenting education, developmental and economic well-being, employment readiness/preparation, social support, education, financial literacy, budgeting, life skills, health, etc.
 - Supportive service and service linkage for children that address health and early childhood development, connections to child care, head start and successful transition to elementary school.
 - Services/activities for children and parents that address attachment and bonding, healthy interaction, and overall improvement of parent-child relationships.

- Services are not mandatory for participants in the program. Describe how your proposed staff will engage and establish a trusting relationship with the families to encourage their participation in recommended services.
- A description of 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, a description of transportation options available, and handicapped accessibility;
- Eligibility requirements, referral processes and rejection/termination policies;
- A description of youth/child/family data to be recorded, the intended use of that data and the means of maintaining confidentiality of client records; and
- Information on the level of service (LOS), including a definition of each unit of service and an indication of the level of service anticipated throughout the contract period.
- Outline how the program will incorporate a framework that focuses on strengthening and developing protective factors (i.e. Strengthening Families and Youth Thrive Frameworks), emphasizing how the program will promote and foster resilience, social connections, and develop skills and competencies.
- A description on how the program will be research/evidenced informed in service delivery.

Indicate the number, qualifications and skills of all staff, consultants, sub-grantees and/or volunteers who will perform the proposed service activities. Attach, in the Appendices section of the application, an organizational chart for the proposed program operation; job descriptions that include all educational and experiential requirements; and resumes of any existing staff who will perform the proposed services.

Describe the management and supervision methods that will be utilized and address how supervisory support will address supporting and coaching staff working with youth and families with high needs.

Provide a feasible timeline for implementing the proposed services. Attach a separate Program Implementation Schedule as part of the Appendix.

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

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

The Standards are available at:
<http://www.state.nj.us/dcf/SafeChildStandards.pdf>

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

5) Outcome Evaluation (15 Points)

The proposal must clearly identify measurable outcomes 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 as well as describe the agency's performance improvement process. Provide a logic model (using attached logic model template).

6) Budget (15 Points)

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 narrative must be part of the 25 page proposal. The Annex B Budget forms are to be attached as an Appendix.

The budget shall be reasonable and reflect the scope of responsibilities required to accomplish the goals of this project. The budget shall also reflect a 12 month operating schedule and must include, in separate columns, total funds needed for each line item, the funds requested in this grant, and funds secured from other sources. All costs associated with the completion of the project must be clearly delineated and the

budget narrative must clearly articulate budget items, including a description of miscellaneous expenses or “other” items.

The completed budget proposal must also include a detailed summary of and justification for any one-time operational start-up costs in the narration section marked “Budget Narrative”. These costs must also be reflected on a separate schedule in the Annex B budget form.

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

Standard DCF Annex B (budget) forms are available at: <http://www.state.nj.us/dcf/providers/contracting/forms/> and a description of General and Administrative Costs are available at <http://www.state.nj.us/dcf/providers/notices/>

B. Supporting Documents:

Applicants must submit a complete proposal signed and dated by the Chief Executive Officer or equivalent and a CD ROM containing all the documents in PDF or Word format. There is a 25 page limitation for the narrative portion of the grant application. A one (1) point reduction per page will be administered to proposals exceeding the page limit requirements. Failure to submit any of the required documents requested in this RFP will result in a loss of five (5) points per item from the total points awarded for the proposal.

All supporting documents submitted in response to this RFP must be organized in the following manner:

Part I: Proposal

1. Proposal Cover Sheet*
2. Table of Contents-Please number and label with page numbers if possible in the order as stated in Part I & Part II Appendices
3. Proposal Narrative (in following order)
 - a. Applicant Organization
 - b. Needs Justification
 - c. Demonstration of Ability to Be Operational
 - d. Program Approach
 - e. Outcomes and Logic Model
 - f. Budget Narrative

Part II: Appendices

1. Agreement or documentation demonstrating access to 5 units (per county) of affordable housing for a 15 year period. Applicants who do

not currently own the proposed housing units, must attach an agreement or documentation signed by the current owner that includes the number of units that will be made available through a 15 year master lease, the rental rates for those units, and a statement indicating that the agreement is contingent upon award of the funding. The awardee will be required to meet with DCA prior to finalizing any agreements.

- a. Sect 8 subsidized units must pass an inspection and be within permissible rent parameters per the following HUD rules:
 - i. The program regulations (24 C.F.R. §982.404) state that the program must not make any housing assistance payments for a dwelling unit that fails to meet the Housing Quality Standards (HQS), unless the owner corrects the defects within the period specified by the program. DCA staff conduct the inspections.
 - ii. The units are subject to what HUD calls “rent reasonableness”. The stated purpose of HUD’s rent reasonableness limitation is to ensure that a federally subsidized rent does not exceed the fair rental value of a comparable unit on the private unassisted market. DCA staff will certify that the rent for a unit is reasonable.
2. Photographs, site layouts, floor plan, and/or other additional information on housing units.
3. A written plan for emergency/crisis situations and on-call staffing.
4. Descriptions of key personnel, resumes if available for key personnel (please do not provide home addresses or personal phone numbers)
5. Proposed organizational and staffing chart for program
6. Organizational chart for agency.
7. Proposed program implementation plan and schedule.
8. Proposed logic model.
9. Safe-Child Standards Description of your agency’s implementation of the standards (no more than 2 pages)
10. DCF Annex B Budget Forms*
11. Copy of agency’s Conflict of Interest policy
12. Copies of any audits or reviews completed or in process by DCF or other State entities from 2013 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
13. Letters of Commitment, MOUs, and Letters of Support (limit to 15 pages).
14. Dated List of Names, Titles, Address of Current Board of Directors
15. Signed DCF Standard Language Document
<http://www.nj.gov/dcf/documents/contract/forms/StandardLanguage.doc>
16. Documentation Demonstrating Compliance with Obtaining a DUNS Number. 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>
17. Renewal Printout from the System for Award Management (SAM) website (<https://www.sam.gov/portal/public/SAM/>)
 18. Signed HIPAA Business Associate Agreement (<http://www.nj.gov/dcf/providers/contracting/forms/HIPAA.doc>)
 19. Copies of Applicable Licenses-Licenses are not required but if you have licensed individuals you may provide them or
 20. Current Affirmative Action Certificate or Copy of Renewal Application Sent to Treasury
 21. Certificate of Incorporation
 22. New Jersey Business Registration Certificate with the Division of Revenue
 23. Agency By-laws or Management Operating Agreement if an LLC
 24. Tax Exempt Certification-IRS Determination Letter regarding applicant's charitable contribution or non-profit status, if a non-profit
 25. Disclosure of Investigation and Other Actions Involving Bidder- Full Version** Signed and dated
 26. Disclosure of Investment Activities in Iran** Signed and dated
 27. MacBride Principles** Signed and dated
 28. Statement of Bidder/Vendor Ownership Full Version** Signed and dated
 29. Chapter 271** Signed and dated
 30. Source Disclosure Certification** Signed and dated
 31. Two-Year Chapter 51/Executive Order 117 Vendor Certification and Disclosure of Political Contributions (For-Profit only) **Signed and dated
 32. Annual Report to the Secretary of State (https://www1.state.nj.us/TYTR_COARS/JSP/page1.jsp)
 33. Annual Report- Charitable Organizations (if applicable) (<http://www.njconsumeraffairs.gov/charity/charfrm.htm>)
 34. W-9 form (new agencies only) or (<http://www.state.nj.us/treasury/omb/forms/pdf/W9.pdf>)
 35. Certification regarding Debarment* (<http://www.state.nj.us/dcf/providers/notices/Cert.Debarment.pdf>)
 36. Statement of Assurances*
 37. Form 990 for Non-Profits or Form 1120 intended for For-Profit entities. LLC's shall provide an applicable tax form and may delete or redact any SSN or personal information
 38. Copy of Most Recent Audit or financial statement certified by an accountant or accounting firm

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

Standard DCF Annex B (budget) forms are available at:

<http://www.state.nj.us/dcf/providers/contracting/forms/>

** Treasury required forms are available on the Department of the Treasury website at

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

Click on Vendor Information and then on Forms.

Standard Language Document, the Contract Reimbursement Manual and the Contract Policy and Information Manual.

Applicants may review these items via the Internet at

www.nj.gov/dcf/providers/contracting/manuals

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 Bidders Conference. Inquiries will not be accepted after the closing date of the Bidders Conference. Questions may be emailed in advance of the Bidders 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 Bidders Conference and participate in an onsite registration process in order to have their applications reviewed. Failure to attend the Bidders Conference will disqualify individuals, agencies, or organizations from the RFP process.

Inclement weather will not result in the cancellation of the Bidders 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 Bidders Conference will be cancelled and then held on an alternate date.

Question and Answer:

DCF will provide eligible applicants additional and/or clarifying information about this initiative and application procedures through a time-limited electronic Question and Answer Period. Answers will be posted on the website at: <http://www.state.nj.us/dcf/providers/notices/>

Questions may be submitted in writing in advance of the Bidders conference via email to: DCFASKRFP@dcf.state.nj.us.

All inquiries submitted to this email address must identify, in the Subject heading, the specific RFP for which the question/clarification is being sought.

Written questions must be directly tied to the RFP. Questions should be asked in consecutive order, from beginning to end, following the organization of the RFP. Each question should begin by referencing the RFP page number and section number to which it relates. Written inquiries will be answered and posted on the DCF website as a written addendum to the RFP.

All other types of inquiries will not be accepted. **Applicants may not contact the Department directly, in person, or by telephone, concerning this RFP.** Inquiries will not be accepted after the closing date of the Question and Answer Period except that technical support through DCFASKRFP@dcf.state.nj.us regarding forms or technical issues can be made at any time.

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.*).