



STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES

REQUEST FOR PROPOSALS
FOR
YOUTH (18 TO 21) SUPPORTED
FEMALE HOUSING (minimum of 5 Beds)

Located in Essex County

Funding of \$259,205 (including up to \$43,200 for Start Up)

No Bidders Conference

Questions are due by July 8, 2013 at 12:00pm

Bids are due July 26, 2013 at 12:00pm

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

Commissioner

June 25, 2013

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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: *There is no Bidder's Conference for this RFP. All questions are due by July 5, 2013 at 12:00pm.*

Section I – General Information

A. Purpose:

The New Jersey Department of Children and Families' (DCF) Office of Adolescent Services (OAS) announces the availability of \$259,205 for a minimum of five (5) beds, for the purpose of creating or expanding supportive housing options and services in Essex County for female adolescents ages 18 to 21.

The Request for Proposal (RFP) encourages the development of innovative supportive housing services, based on best practice models, accompanied by the use of independent living skills to promote self-sufficiency, interdependence, and the successful transition into adulthood. For the purposes of this RFP, supportive housing means housing with supportive services, including case management, life skills, counseling and other services. Various housing models can be used to provide these services. It is anticipated that the result of this RFP will be a net increase in the capacity of programs to address the needs of this population.

This RFP invites eligible providers to submit proposals for the purpose of awarding funds, through an open competitive process, to public or private agencies, whether for profit or not-for-profit.

Applicants to this RFP will be expected to address the multiple needs of the target population(s) within their program through the lens of the Youth Thrive Framework (<http://www.state.nj.us/dcf/providers/notices/nonprofit/youth.html>). This RFP will promote a new supportive housing opportunity that will provide access to a continuum of quality services that will meet the young adults' employment, educational, and career preparation needs, teach financial literacy and other independent living skills, address permanency, and the overall well being. Programs should also address the emotional, developmental, and maturational transitions a youth experiences as they transition into adulthood. Services are intended to be individualized and focus on each tenant/resident's unique needs. The array of services

should build upon the protective and promotive factors outlined in the Youth Thrive framework in order to promote dynamic outcomes for and with these young adults.

B. Background:

The Department 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.

In New Jersey and nationally, research demonstrates that homeless youth are in need of safe and stable housing combined with independent living skills that can offer young people the developmental environment they need to become successful and contributing members of society. Further, it is estimated that 30 to 40% of homeless adults were homeless as children. This type of instability often impacts a youth's overall well being including their educational stability and employability. Many of the homeless youth need to further develop skills, competencies, and emotions in order to obtain stable employment, secure adequate housing, and perform the other necessary steps to become truly independent. The Supportive Housing for Homeless Youth Initiative is designed to provide youth with opportunities to transition successfully to adulthood and mitigate risk factors for and with these young adults.

C. Services to be Funded:

The grantee for this program is expected to provide, initiate and/or coordinate an array of services, including:

1. Target Population

This RFP will increase the capacity of supportive housing options in Essex County by creating housing for a minimum of five beds for females in need of housing ages 18 to 21.

The priority population is youth 18 to 21 aging out of DCF and homeless non-DCF involved youth who are homeless or at-risk for homelessness. Many of these youth do not have the resources of a family and are at risk of exploitation and of becoming involved with the juvenile or criminal justice system. This population may include youth living in Basic Center Shelters, youth who do not have a stable living environment, and/or former DCP&P youth who find themselves in any of these situations. National research has indicated that there is an overrepresentation of individuals with a history of involvement

with the child welfare system in the homeless population. Therefore, it is imperative that this RFP provide services that ready these populations for independence and prevent them from becoming permanently homeless.

2. Referrals and Collaboration with DCF

Referrals for the proposed program may come from the Basic Center Shelters, DCF staff, youth independent living skills programs, Street Outreach, aftercare programs, advocates or self-referrals from youth (18 to 21 only). Referrals for housing can be called in to the agency directly or by calling the Adolescent Housing Hub at 1-877-652-7624 (option 4). The Adolescent Housing Hub (“The Hub”) is a real-time database and bed tracking system designed to assist youth with placement into supervised transitional living, transitional living and permanent supportive housing programs. It is the expectation of OAS that the proposed program use the The Hub system to track all youth who are accepted and discharged into and from the proposed program.

3. Evaluation and Outcome Measures

In order to determine the success of the model and/or design of the funded program, the agency will be expected to participate in DCF evaluation studies and to provide outcome data on their tenants/residents.

Programs will be expected to document successful housing retention and household skills outcomes, achievement of educational and/or employment goals, housing stability and sustainability upon discharge, and improved mental and physical health. Such outcomes should include:

- The percentage of participants who remain in the housing program for one year;
- The percentage of participants who maintain housing six months after leaving the program;
- The percentage of participants who achieve and maintain employment lasting at least three months;
- The percentage of participants who entered the program without a high school diploma or GED that enroll in high school or a GED program one month after entering the program;

- The percentage of participants who entered the program without a high school diploma or GED that receive a diploma or GED prior to exiting the program.
- The percentage of program participants who are enrolled in a post-secondary training or educational program six months after admission into the housing program;
- The percentage of program participants who maintain routine healthcare (i.e. medical, mental health, dental, eye care)
- The percentage of youth that have stable and sustainable housing upon discharge.

The proposed program must adhere to the National Youth Transitional Database (NYTD) requirements-report services provided to youth while in the housing program and track individual program participants progress after discharge until age 21.

Applicants must document the strategies that will be employed to accomplish these outcomes within their proposal. For the first year of operation applicants are requested to propose proxy measures to measure those outcomes which will be demonstrated when youth complete the program. Additional goals should be generated from the individualized service plan and must be documented in measurable steps toward the ultimate goal of interdependence and self-sufficiency.

4. Supportive Housing Model

The RFP will fund one program located in Essex County.

For the purposes of this RFP, supported housing provides safe housing through a variety of housing models with a variety of services designed to meet the individual needs of the population. Some examples of housing models are as follows:

- Scattered Site Apartments-the agency will lease apartments and provide the appropriate case management and supervision in this setting.
- Single Site Model-the agency purchases or leases a house where youth have their own bedrooms, but share common living spaces such as the living room, kitchen, etc.: and
- Apartment Model-the agency purchases or leases a residence that provides youth with their own apartment under one dwelling.

Applicants shall provide information that demonstrates that the proposed facility can be operational within three months. Because of the emergent need for this service, it is the

expectation of DCF that the grantees will be operational within three months from the award of these funds and that the housing program will be operational and accepting young adults on site.

Respondents to the RFP must demonstrate that they will use the NJ Casey Life Skills Assessment (CSLA) to assess the needs of the youth. The CSLA will be used to determine which type of services and training that will assist youth to maintain housing, meet educational and employment goals and achieve self-sufficiency. The housing portion of this process will also assist programs in determining if youth have the appropriate home management skills (i.e. laundry, cleaning, cooking) to be successful in the program. The key to a successful program will be the provision of youth driven and informed services to the residents and the appropriate supports and training commensurate with their needs. The program must clearly state how it would address eligibility/safety/inclusion of LGBTQI youth. It is the responsibility of the awarded agency to conduct the appropriate community outreach to ensure that the eligible population is aware of the program's presence. DCP&P will not be the only source of referrals to the program. The proposal must identify the youth that the program is prepared to serve (i.e. pregnant and/or parenting youth, youth with mental health and/or substance use issues, youth with criminal histories). The provider makes the determination if the youth is appropriate for their program. Proposals must clearly describe admission and discharge planning criteria.

Acknowledging that there is no one ideal best practice model for housing services that meets the needs of all youth, a program's design should incorporate a goal of not only providing a safe suitable living environment but to also provide services and links to services that empower the targeted populations to be interdependent and self-sufficient adults. The program will assist the youth in developing the skills necessary to:

- Maintain permanent and sustainable living arrangements;
- Obtain gainful employment;
- Obtain necessary supports to complete or further their education;
- Access and obtain community resources;
- Access appropriate mental health, substance abuse and other treatment services;
- Obtain appropriate medical care, including preventative health services;

- Access services to address any financial education needs, services to address any financial issues and asset building skills;
- Address needs related to permanency and the youth's social connections.

Additionally, programs will incorporate the Youth Thrive Framework (<http://www.state.nj.us/dcf/providers/notices/nonprofit/youth.html>) into their program and will demonstrate within their proposal how this will be accomplished. The Youth Thrive framework identifies protective and promotive factors that build healthy development and well being as youth transition into adulthood. These protective and promotive factors include personal resilience, social connections, adolescent development, concrete support in times of need, and cognitive social-emotional competence of youth. The proposal should address how these protective and promotive factors will be addressed in their program design.

Agencies applying for these funds will be expected to utilize the Casey Life Skills Assessment (CSLA), attend the training sessions associated with this assessment system, and other required planning and training sessions as directed by DCF's Office of Adolescent Services. Programs must agree to bring youth involved in their program to relevant trainings and events sponsored through the DCF's Office of Adolescent Services. Programs will also participate in client data collection efforts mandated under the John Chafee Foster Care Independence Program, National Youth in Transition Database, DCF Youth Supportive Housing Initiative program evaluation requirements, as well as the Adolescent Housing Hub.

5. Geographic and Demographic Restrictions

As a response to a need for housing for female youth in Essex County, this RFP was developed in order to expand and improve the availability and delivery of supportive housing.

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 Department will make available \$259,205 annually for one housing program with a minimum of five beds. It is anticipated that the resulting contract will contain approximately \$259,205. Continuation of funding in subsequent state fiscal years is contingent upon the availability of funds in future fiscal years and achieving of the outcome measures above.

The funding period for this program is: September 1, 2013 through June 30, 2014 with ongoing annual funding starting 7/1/14 at the rate of \$259,205 at the discretion of DCF.

Matching funds are not required.

Operational start-up costs are permitted up to \$43,200. Applicants must provide a justification and detailed summary of all expenses that must be met in order to begin program operations. This shall be provided in a separate document attached as an Appendix.

Proposals that demonstrate the leveraging of other financial resources are encouraged. 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.

Agencies will be required to submit budget proposals that distinguish requests for housing/residential operations and supportive services operations. Funds awarded to the selected provider represents a maximum allocation, contingent upon the provider's compliance with federal and state rules and regulations and the quality and level of services provided, as measured by DCF. Proposals should clearly state the amount of funds being requested through this RFP. Documentation of proposed costs for supportive services must be provided in the application:

1. The obligation of DCF to implement the terms of this RFP and the resulting contracts is contingent upon the availability of appropriated funds from which payment for contract services can be made. No legal responsibility on the part of DCF for payment shall be made

unless and until funds are made available to DCF from the Legislature or Federal Government and incorporated into the DCF budget for this purpose.

2. The Department of Children and Families assumes no responsibility or liability for the costs incurred by an applicant for planning or preparing a proposal in response to this announcement.
3. Grant funds cannot be used to supplant existing funding sources and must be used to create new supportive housing capacity for aging out and/or homeless youth. Agencies are required to document the source and location of new units to be created in response to this proposal.

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. 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. Further, where appropriate, applicants must execute sub-contracts with partnering entities within 10 days of contract execution.
9. 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.
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:

6/25/13	Notice of Availability of Funds/RFP publication
7/8/13	Period for Email Questions sent to DCFASKRFP@dcf.state.nj.us
7/26/13	Deadline for Receipt of Proposals by 12:00PM

All proposals must be received by 12:00 PM on or before 7/26/13. Proposals received after 12:00 PM 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
101 South Broad Street, 7th 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
101 South Broad Street, 7th 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.dhs.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/providers/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 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:

- 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
- 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 15 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. Items included in the transmittal cover letter, Annex B budget pages, and attachments 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 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 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 services for young adults.

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. Preference will be given to organizations with experience in Youth Supportive Housing. Proposals must demonstrate that program supervisor(s) are culturally competent and responsive, trauma-informed, with training and experience necessary to manage complex cases in the community across child and youth serving systems. The provider must explain how has or 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 you provide and promote the cultural competency of the organization and that 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.

Provide an indication of the agency's demonstrated capability to provide services that are consistent with the Department's goals and objectives and meet, enhance and add to the completeness of services to the aging out and homeless youth population. Include information on current programs managed by the agency, the funding sources and if available, and any evaluation or outcome data.

2) Need Justification (5 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) Program Narrative (15 Points)

The narrative should demonstrate the applicant's ability to provide services that meet, enhance, and add to the completeness of services to the aging out and/or homeless youth population, as well as, information on current programs managed by the applicant and the funding sources utilized consistent with this RFP.

The applicant must provide a brief (no more than two pages) program description that includes the following:

- Target population and total number of youth to be served;
- Location of the project (including the way the applicant will address the targeted area);

- Description of the service model to be utilized and whether it will be a scattered site, single site, or apartment model;
- Demonstration of the expertise, experience, and/or the capability to operate and deliver the proposed services;
- Concrete performance measures to document outcomes as outlined in Section I.C.3 of this RFP;
- The organizational structure that will be utilized for providing all services; and
- A justification to substantiate the applicant's ability to meet the objectives stated and the factors that establish the applicant's capability to provide services. A brief description of the applicant's history, purpose, goals and objectives, and evidence of experience with direct services to aging out and/or homeless youth should be included.

4) Service Plan (30 points maximum)

The service plan should address the following:

- A comprehensive description of the target population, and the services appropriate to meet their needs;
- Specific admission, exclusion, and discharge criteria and planning process;
- Specific information on the geographic areas to be served, and how services will be coordinated with other programs, community resources, and/or agencies;
- Any issues and/or barriers that will need to be addressed in order to provide services within three months after contracting;
- A demonstration of how the Youth Thrive Framework and its five protective and promotive factors (personal resilience, social connections, adolescent development, concrete support in times of need, and cognitive social-emotional competence of youth) will be utilized in the program design;
- A demonstration of how youth voice will be integrated into program policies, procedures, and practices;
- A description of each service to be provided, including the specific purpose and goals of each. This should include the types of services, how they will be provided, and level/qualifications of staff that will be providing the services. The service areas which must be addressed by the transitional living programs should include but are not limited to:
 - Independent living skills using the Casey Life Skills Assessment and also utilizing the portfolio process for highlighting the youth's strengths and accomplishments;

- Permanency include family reunification, when possible, or when it is not, a connection to family, friends, or other significant adults in the youth's life, as appropriate;
- A description of the assessment process to address mental health and other issues related to trauma, and facilitation and linkages to mental health services if needed;
- A description of the assessment process to address substance abuse issues, and the facilitation and linkages to services as needed;
- Recreational services;
- Educational services and/or facilitation to educational services including providing access to scholarships for post-secondary education sponsored through DCF;
- Assistance in planning for future long-term permanent housing appropriate to the youth's needs and income;
- Instruction on landlord tenant rights;
- Development of an individual transitional plan for each resident;
- Assistance in accessing other social services as may be appropriate;
 - A demonstration of the relevant services and ancillary agencies that will be utilized by the applicant. Please include existing relationships and those agencies that are expected to be referral sources for these services;
 - Demonstrate the internal coordination with programs available thorough the applicant agency;
 - A description of how formal coordination and referral agreements with other community agencies will be accomplished;
 - A description of the agency's coordination with the DCP&P and/or CMO worker on open DCP&P/CSOC cases, participation in Family Team Meetings/Child Family Team Meeting where this mechanism is being utilized and other efforts at case coordination; and
- A demonstration of community participation including a description on how community members and clients will participate in the function of the applicant's organization, and plans to involve the youth in either the DCF-sponsored Youth Advisory Boards or agency-focused Youth Advisory Boards. Agencies that solicit input from youth on the design will be considered most favorably.
- The proposal's ability to identify and address the needs of the bi-lingual/bi-cultural youth who will be served in this program. Demonstrate how the applicant currently addresses the needs

of multilingual/multicultural clients in general, and how it will specifically address the needs of multilingual/multicultural youth who are eligible to receive services through this proposed program. Describe how access to the program, the program itself, and how outreach and referral are culturally relevant and linguistically appropriate for the population to be served, including the client and family. Identify the actions to be taken to ensure that the needs of multilingual/multicultural clients are served.

Clearly state how it would address eligibility/safety/inclusion of LGBTQI youth.

5) Housing Plan (10 Points)

Strong Proposals will demonstrate the following:

- Evidence of site control, e.g. property deed, option to purchase, executed contract of sale;
- Evidence of commitment from a landlord to provide rental units;
- Identification of property management and how service will be provided.

6) Outcome Evaluation (10 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 as part of the Appendix documentation that will be used to determine the effectiveness of the program services.

7) Budget (15 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.

Operational start-up costs are permitted up to \$43,200. Applicants must provide a justification and detailed summary of all expenses that must be met in order to begin program operations. This shall be provided in a separate document attached as an Appendix.

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/>

8) Implementation Plan (5 Points)

The Implementation Plan should include objectives, timeframes, and milestones. Included in this section should be a narrative demonstrating how services will be provided within three months of contract award of funds for services or within six months or an interim plan, if appropriate.

The implementation plan and objectives should address both the services and residential/housing components of the proposal. The implementation plan must include a timetable for implementing the proposed services, including a phase in of when clients will be accepted into the program. Please provide this information as a separate document from the Narrative in the Appendix.

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. Needs Justification
 - c. Program Narrative
 - d. Service Plan

- e. Housing Plan
- f. Outcome Evaluation
- g. Budget
- h. Leveraging
- i. Implementation Plan

Part II: Appendices

1. Job descriptions of key personnel, resumes for key personnel
2. Current and proposed agency organizational charts
3. Staffing patterns
4. Current/dated list of agency Board of Directors/Terms of Office
5. Copy of agency Code of Ethics and/or Conflict of Interest policy
6. Letters of Commitment/Affiliation Agreements
7. Statement of Assurances*
8. Certification regarding Debarment*
9. Copy of IRS Determination Letter regarding applicant's charitable contribution or non-profit status (if appropriate)
10. All required Certification and Disclosure Forms in accordance with PL 2005, c.51 ("Chapter 51") and Executive Order 117 (2008), if appropriate**
 Note: non-profit entities are exempt from Chapter 51 disclosure requirements).
11. Copies of all applicable licenses/organization's licensure status (if appropriate)
12. DCF Annex B Budget Forms*
13. Start Up Budget. Operational start-up costs are permitted up to \$43,200. Applicants must provide a justification and detailed summary of all expenses that must be met in order to begin program operations. This shall be provided in a separate document.
14. 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>
15. Copies of any audits or reviews completed or in process by DCF or other State entities from 2010 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
16. Applicable Consulting Contracts, Memoranda of Agreement, Letters of Commitment and other supporting documents.
17. Current Form 990 for non-profits
18. Current Single Audit Report for non-profits/ Current Audited Financial Statements for for-profit entities
19. Proposed Implementation Plan required included in the Appendix
20. Tax Clearance Certificate (from the last 12 months) *** Not an application.

Note: P.L. 2007, c. 101 requires that as a precondition to the award of business assistance or incentive or as a component of the application for business assistance or incentive, a person or business seeking a grant, loan, loan guarantee, or other monetary or financial benefit from a department or agency of State government shall obtain a Tax Clearance Certificate

* Standard forms for RFP's are available at www.nj.gov/dcf/providers/notices/

Forms for RFP's are directly under the Notices section. Forms for Budget are available at

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

** Chapter 51 forms are available on the Department of the Treasury website at <http://www.state.nj.us/treasury/purchase/> (Note: non-profit entities are exempt from Chapter 51 disclosure requirements.). Click on Vendor Information and then on Forms.

C. Requests for Information and Clarification

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 must be submitted in writing 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.

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 should only be addressed for technical support through DCFASKRFP@dcf.state.nj.us. Inquiries will not be accepted after the closing date of the Question and Answer Period. Written inquiries will be answered and posted on the DCF website as a written addendum to the RFP.

(REVISED 4/10)

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 provided by the Division and distributed to the public agency through the Division's website at [www.state.nj.us/treasury/contract compliance](http://www.state.nj.us/treasury/contract%20compliance)).

The contractor and its subcontractors shall furnish such reports or other documents to 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 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

*** This section is current through New Jersey 215th Legislature ***
First Annual Session, P.L. 2012 Chapter 16, 18-25.
Annotations current through August 1, 2012

TITLE 10. CIVIL RIGHTS
CHAPTER 2. DISCRIMINATION IN EMPLOYMENT ON PUBLIC WORKS

**GO TO THE NEW JERSEY ANNOTATED STATUTES ARCHIVE
DIRECTORY**

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.).

HISTORY: Amended 1945, c. 171, § 1; 1962, c. 213, § 1; 1970, c. 80, § 7; 1985, c. 490, § 9; 1988, c. 37, § 8; 1991, c. 519, § 10; 2006, c. 100, § 1, eff. June 17, 2007.

NOTES:

Amendment Note:

2006 amendment, by Chapter 100, inserted "gender identity or expression" in a. and b.

Effective Dates:

Section 16 of L. 2006, c. 100 provides: "This act shall take effect on the 180th day following enactment." Chapter 100, L. 2006, was approved on Dec. 19, 2006.

Cross References:

Complaint of violation; decision of attorney general final, see *10:2-2*.

Rules and regulations; notice of complaint and hearing, see *10:2-3*.

Notice of decision; fixing penalty, see *10:2-4*.

Definitions, see *10:5-31*.

Administrative Code:

1. *N.J.A.C. 2:76-6.18* (2012), CHAPTER STATE AGRICULTURE DEVELOPMENT COMMITTEE, SADC grant agreement with county: General provisions.

2. *N.J.A.C. 5:80-18.2* (2012), CHAPTER NEW JERSEY HOUSING AND MORTGAGE FINANCE AGENCY, Causes for debarment of a person(s).

3. *N.J.A.C. 7:1A-2.17* (2012), CHAPTER WATER SUPPLY LOAN PROGRAMS, Loan conditions.

4. *N.J.A.C. 7:22-3.17* (2012), CHAPTER FINANCIAL ASSISTANCE PROGRAMS FOR ENVIRONMENTAL INFRASTRUCTURE FACILITIES, Loan conditions.

5. *N.J.A.C. 7:22-4.17* (2012), CHAPTER FINANCIAL ASSISTANCE PROGRAMS FOR ENVIRONMENTAL INFRASTRUCTURE FACILITIES, Loan conditions.

6. *N.J.A.C. 7:22-6.17* (2012), CHAPTER FINANCIAL ASSISTANCE PROGRAMS FOR ENVIRONMENTAL INFRASTRUCTURE FACILITIES, Loan conditions.

7. *N.J.A.C. 7:22A-2.4* (2012), CHAPTER SEWAGE INFRASTRUCTURE IMPROVEMENT ACT GRANTS, Grant conditions.
8. *N.J.A.C. 7:24A-4.2* (2012), CHAPTER DAM RESTORATION AND INLAND WATERS PROJECTS LOAN PROGRAM, Loan conditions.
9. *N.J.A.C. 7:26-14A.10* (2012), CHAPTER SOLID WASTE, Loan agreement.
10. *N.J.A.C. 7:26-15.12* (2012), CHAPTER SOLID WASTE, Discriminatory practices.
11. *N.J.A.C. 8:43D-4.2* (2012), CHAPTER STANDARDS FOR LICENSURE OF PEDIATRIC COMMUNITY TRANSITIONAL HOMES, Ownership.
12. *N.J.A.C. 10:3-1.2* (2012), CHAPTER CONTRACT ADMINISTRATION, Causes for debarment of a person.
13. *N.J.A.C. 10:49-11.1* (2012), CHAPTER ADMINISTRATION MANUAL, Program participation.
14. *N.J.A.C. 12A:4-12.3* (2012), CHAPTER POLICY AND PROCEDURE FOR CONTRACTS AND AGREEMENTS FOR THE PURCHASE OF GOODS AND SERVICES, Causes for debarment of a person(s).
15. *N.J.A.C. 14:31-1.5* (2012), CHAPTER GRANT AND LOAN PROGRAMS, Submission requirements.
16. *N.J.A.C. 16:44-11.1* (2012), CHAPTER CONSTRUCTION SERVICES, Causes for debarment.
17. *N.J.A.C. 16:72-4.1* (2012), CHAPTER NEW JERSEY TRANSIT PROCUREMENT POLICIES AND PROCEDURES, Causes for debarment of a person(s).
18. *N.J.A.C. 17:12-6.3* (2012), CHAPTER DIVISION OF PURCHASE AND PROPERTY: PROCUREMENT BUREAU; CONTRACT COMPLIANCE AND AUDIT UNIT; AND DISTRIBUTION SUPPORT SERVICES UNIT, Causes for debarment of a person(s).
19. *N.J.A.C. 17:19-4.1* (2012), CHAPTER CLASSIFICATION AND PREQUALIFICATION OF FIRMS, Causes for debarment of a firm(s) or an individual(s).
20. *N.J.A.C. 17:27-2.1* (2012), CHAPTER EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION RULES, Definitions.
21. *N.J.A.C. 19:9-8.2* (2012), NEW JERSEY TURNPIKE AUTHORITY, Causes for debarment of a person(s).
22. *N.J.A.C. 19:30-2.2* (2012), NEW JERSEY ECONOMIC DEVELOPMENT AUTHORITY, Causes for disqualification/debarment of persons.
23. *N.J.A.C. 19:32-4.2* (2012), NEW JERSEY SCHOOLS DEVELOPMENT AUTHORITY, Contract award and compliance.

24. *N.J.A.C. 19:34A-4.2* (2012), NEW JERSEY SCHOOLS DEVELOPMENT AUTHORITY, Contract award and compliance.

25. *N.J.A.C. 19:38A-4.1* (2012), NEW JERSEY SCHOOLS DEVELOPMENT AUTHORITY, Grounds for revocation of prequalification or denial of a renewal application.

26. *N.J.A.C. 19:65-7.2* (2012), CHAPTER CASINO REINVESTMENT DEVELOPMENT AUTHORITY, Cause for debarment.

LexisNexis (R) Notes:

CASE NOTES

1. Restriction on the right of a person lawfully in the United States to earn a living was to be soberly regarded and construed strictly rather than expansively, and therefore enactment of *N.J. Rev. Stat. § 34:9-2*, *N.J. Stat. Ann. § 10:2-1*, and the Law Against Discrimination, former N.J. Stat. Ann. § 18:25-1 et seq. (see now *N.J. Stat. Ann. § 10:5-1* et seq.), was found to have impliedly repealed *N.J. Rev. Stat. § 34:9-1*, which prohibited the employment of aliens in performance of a public contract. *Department of Labor & Industry v. Cruz*, 45 N.J. 372, 212 A.2d 545, 1965 N.J. LEXIS 185, 1 Empl. Prac. Dec. (CCH) P9716, 9 Fair Empl. Prac. Cas. (BNA) 1334, 52 Lab. Cas. (CCH) P9002 (1965).

2. Restriction on the right of a person lawfully in the United States to earn a living was to be soberly regarded and construed strictly rather than expansively, and therefore enactment of *N.J. Rev. Stat. § 34:9-2*, *N.J. Stat. Ann. § 10:2-1*, and the Law Against Discrimination, former N.J. Stat. Ann. § 18:25-1 et seq. (see now *N.J. Stat. Ann. § 10:5-1* et seq.), was found to have impliedly repealed *N.J. Rev. Stat. § 34:9-1*, which prohibited the employment of aliens in performance of a public contract. *Department of Labor & Industry v. Cruz*, 45 N.J. 372, 212 A.2d 545, 1965 N.J. LEXIS 185, 1 Empl. Prac. Dec. (CCH) P9716, 9 Fair Empl. Prac. Cas. (BNA) 1334, 52 Lab. Cas. (CCH) P9002 (1965).