

## **Public Notice of Available Grant Funds**

### **DEPARTMENT OF HUMAN SERVICES DIVISION OF FAMILY DEVELOPMENT 2014 Housing Navigator Program RFP**

Take notice that, in compliance with N.J.S.A. 52:14-34.4 and 34.6, the New Jersey Department of Human Services (DHS), Division of Family Development (DFD), hereby announces this Request for Proposals (RFP) to provide funding under which DHS shall form partnerships with qualifying agencies to provide Housing Navigator Services through the Sandy Social Services Block Grant (SSBG) Supplemental Disaster Relief Grant.

#### **A. NAME OF PROGRAM:**

2014 Housing Navigator Program Request for Proposals (RFP)

#### **B. PURPOSE AND GOALS:**

The purpose of this grant is to provide Housing Navigator services through the Sandy Social Services Block Grant (SSBG) Supplemental Disaster Relief Grant in the five counties of Atlantic, Bergen, Middlesex, Monmouth, and Ocean, which were most heavily impacted by Superstorm Sandy. Services provided under this Request for Proposals (RFP) shall be limited to the provision of housing service needs that are directly related to Superstorm Sandy and may not duplicate service or funding from another program.

This grant aims to serve the targeted population of New Jersey residents from these counties who were displaced by the storm by helping them to obtain stable housing. Award of contracts under the RFP for the Housing Navigator Program is contingent upon a final approved federal grant award and meeting any conditional requirements. Under the authority of the Commissioner of Human Services to provide for the health and safety of clients in exigent circumstances (N.J.A.C. 10:3-3.13), DHS will enter into this contract for professional services through a condensed RFP Process.

**C. AMOUNT OF AVAILABLE FUNDING FOR THE PROGRAM:**

Funding in the amount of \$1,700,000 is being made available through the State of New Jersey, DHS/DFD, for State Fiscal Years (SFYs) 2014 through 2015, to one or more agencies that will serve the following counties in New Jersey: Atlantic, Bergen, Middlesex, Monmouth and Ocean.

**D. CONTRACT PERIOD:**

The contract period will be on or after **June 24, 2014** through **September 30, 2015**.

**E. ORGANIZATIONS THAT MAY APPLY FOR FUNDING UNDER THIS PROGRAM:**

Eligible Applicants are for-profit and not-for-profit qualifying agencies that are legally entitled to operate in New Jersey and are able to provide housing navigation services to clients who meet the eligibility criteria as outlined in the 2014 Housing Navigator Program RFP. Realtors or real estate agencies are not eligible to apply.

**F. QUALIFICATIONS NEEDED BY AN APPLICANT TO BE CONSIDERED FOR FUNDING:**

Applicants submitting proposals in response to this RFP must:

- Comply with the requirements set forth in the following documents:
  - Statement of Assurances;
  - Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion,
  - Executive Order 189-Conflict of Interest,
  - N.J.S.A. 52:34-13.2 Certification-Source Disclosure Certification Form

- Pub.L. 2005, Chapter 51, Executive Order 117 ( formerly Executive Order 134),”Pay to Play” Certification and Disclosure Instructions and Form (**For-profit applicants only**))

In order to be considered eligible for funding, all Applicants must submit one complete original and one copy of the “Certification and Disclosure” form along with their proposals. The form is not to be attached to the Applicant’s proposal package, but included as *a separate and distinct document that must be submitted together with the Applicant’s proposal.*

**G. PROCEDURE FOR ELIGIBLE ORGANIZATIONS TO APPLY:**

Eligible Applicants interested in applying for these funds may obtain a copy of the Request for Proposals (RFP) by contacting the Office of Policy and Standards Development, Grants Management Unit, Division of Family Development, PO Box 716, Trenton, NJ 08625-0716, (609) 584-4040. The RFP document will be available on **April 7, 2014** from the Grants Management Unit or the Department of Human Services web page at <http://www.state.nj.us/humanservices>. The RFP document will also be available at the **Mandatory** Technical Assistance Conference.

The Division of Family Development will conduct a **Mandatory** Technical Assistance Conference as follows:

**Place:** New Jersey Division of Family Development  
  
Quakerbridge Plaza  
Building 6, Second floor, Conference Room 6-2-J  
(Check-in at front desk on first floor of Building 6)  
Mercerville, NJ 08619

**Date:** April 22, 2014

**Time:** 10:00 a.m. to 1:00 p.m.

Directions to the Technical Assistance Conference are provided with the RFP package.

The Technical Assistance Conference will provide potential Applicants an opportunity to ask any and all pertinent questions regarding this RFP and receive technical information from DHS/DFD representatives.

Applicants are asked to pre-register for the Technical Assistance Conference no later than **Thursday, April 17, 2014**, by calling the Grants Management Unit at 609-588-2290, by fax at 609-588-7240.

**H. ALLOWABLE USE OF FUNDS:**

Funding to be used toward the cost of Salary and Fringe Benefits cannot exceed a maximum of \$875,000, and funding to be used toward the cost of Administrative Costs cannot exceed a maximum of \$825,000. Funds may not be used to pay for realty costs or real estate fees.

**I. PROPOSAL SELECTION AND EVALUATION CRITERIA:**

Proposals will be reviewed based on the following criteria:

- Ability to meet standards as indicated in the 2014 Housing Navigator Program Request for Proposals;
- Past performance and effectiveness in working with displaced people;
- Experience of the agency in providing clients with the ability to meet and obtain basic needs in the aftermath of a storm, such as shelter;
- Experience of the agency in developing collaborative relationships; and
- Effectiveness of the total program design, including how the Applicant plans to provide services in the affected areas.

**J. PROPOSAL SUBMISSION:**

Eligible Applicants interested in applying for these funds must submit **one signed original and nine (9) copies** of the complete proposal document, including all support materials, to be received by the **Office of Grants Management no later than 4:00 p.m. on May 6, 2014**. **FAXED proposals/documents will not be accepted**. Proposals may be **e-mailed, mailed or hand delivered**.

If an application is e-mailed, it must also be simultaneously mailed or hand delivered. All emailed applications must be in either Word 97 version or higher or Adobe pdf. The type set (font size) must be at least 12 point Times New Roman or Arial and the margins set to one inch on all sides. The application (not including attachments) is not to exceed fifteen (15) single-spaced, one-sided pages.

**Mail/US Post Office Delivery:**

Amy Shaw  
Office of Policy and Standards Development/Grants Unit  
Department of Human Services  
Division of Family Development  
PO Box 716  
Trenton, New Jersey 08625-0716  
[Amy.Shaw@dhs.state.nj.us](mailto:Amy.Shaw@dhs.state.nj.us)

OR,

**Hand Delivery or Commercial Courier/Mail**

**Service:**

Amy Shaw  
Office of Policy and Standards Development  
NJ Division of Family Development  
Quakerbridge Plaza  
Building 3  
Quakerbridge Road  
Mercerville, New Jersey 08619

**Building # 3 is the only location that  
will be recognized for Hand Deliveries  
or Commercial Courier/Mail Service.**

**K. AWARD NOTIFICATION:**

Applicants will be notified of award status on or after **June 11, 2014**. All awards are contingent upon contract negotiations.

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**Jennifer Velez, Commissioner  
Department of Human Services**

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**Date**