



Governor

Philip Murphy

Commissioner

Jacquelyn Suárez

HEALTHY HOMES INITIATIVE FUND
MANAGEMENT PROGRAM

REQUEST FOR PROPOSALS - SFY26

RFP Due: No later than 5:00 pm on January 5, 2026

I. Executive Summary

The New Jersey Department of Community Affairs (DCA), in partnership with the New Jersey Department of Human Services (DHS) hereby announces the Request for Proposals (RFP) for the **Healthy Homes Initiative Fund Management (HHIFM) program** for State Fiscal Year 2026 (SFY26).

The HHIFM will increase the production of affordable housing for NJ FamilyCare (Medicaid) members by streamlining the process of applying for and receiving funding for New Jersey Healthy Homes Initiative (NJHHI) capital financing. The goal of the NJHHI program is to produce at least 200 units of permanent housing for qualified NJ FamilyCare members.

This RFP will award up to \$90 million to successful grantee(s) to administer and distribute to developers of HHI projects. A flat rate of \$250,000 per year will be provided for programmatic and administrative costs for operation of the HHIFM program, while the remainder will be distributed as affordable housing project financing that includes capital funding and capital repair and replacement reserves. This RFP sets forth the requirements for Community Development Financial Institutions (CDFIs) to apply for this funding. Successful applicants will demonstrate the capacity to successfully manage funds, efficiently process and distribute funding, and provide support and assistance to DCA for the administration of NJHHI funding.

Successful applicants will be expected to provide:

- Outreach to recruit applicants to apply for NJHHI permanent affordable housing financing;
- Support and assistance to potential applicants on program guidelines; Manage and maintain New Jersey Healthy Homes Initiative Fund of up to \$90 million
- Processing payments in coordination with DCA's Housing Production Unit (HPU) throughout full disbursement of NJHHI funding to recipient
- Monitoring and reporting of funding
- Compliance with all federal and State regulations, guidelines and requirements, including fiscal, data and monitoring requirements.

DCA may make one or more awards through this RFP. The term of this award will be February 1, 2026 – January 31, 2031.

II. Overview

The New Jersey Healthy Homes Initiative (NJHHI) program (Program) is an initiative of the New Jersey Department of Human Services (NJ DHS) – Division of Medical Assistance & Health Services (DMAHS), in partnership with the New Jersey Department of Community Affairs (NJ DCA), to house New Jersey FamilyCare Members experiencing, or at risk of experiencing, homelessness or institutionalization by constructing and/or rehabilitating, maintaining, managing, and facilitating the occupation of permanent, affordable, community-based housing across New Jersey. New Jersey has used American Rescue Plan Act (ARPA) Section 9817, also known as New Jersey's Home and Community Based Services (HCBS) Spend Plan, funds to support the Program. These funds will be braided with additional funding from the State, the Capital Operating Reserve & Rental Assistance (CORRA) fund, to assist participants in paying rent. Under NJHHI, DMAHS will provide capital funding and capital repair and replacement reserves to develop approximately 200 deed-restricted rental units for the Program's target population. Once built, Managed Care Organizations (MCOs) will be offered units on a right of first refusal basis in which to permanently house their Members. MCOs will prioritize Members who stand to benefit the most from stable housing. Tenants will pay a subsidized rent of 30% of their adjusted gross income. MCOs will place eligible Members in units and support them during their tenancy. Upon vacancy, units will be reallocated and MCOs will assign new Members to the unit.

Background

In seeking federal approval for the Program, DMAHS submitted the following description to the Centers for Medicare and Medicaid Services (CMS) in 2021: Section 9817 funds will be used for capital expenditures, an enhanced repair & replacement reserve, and the administrative costs needed to develop approximately 200 deed-restricted, subsidized and accessible units. None of these funds will be used for room and board. Working with other state agencies, New Jersey FamilyCare will partner with developers to fund the construction of the units as well as establish a funding pool to fund the ongoing costs of that physical infrastructure. Repair and replacement funding will ensure that the ongoing needs of the building itself are addressed and will not cover rent or other room and board. In January 2022, CMS approved New Jersey's updated Section 9817 spend plan, including Healthy Homes, noting in its approval that capital expenses are acceptable uses of HCBS ARPA funds, but room and board are not

NJHHI is a first-of-its-kind housing program that will fund the construction of new units and support Participants throughout their tenancy. NJHHI is rooted in core principles to ensure that New Jersey is focused on supporting Participants in need and ensuring they can continue to be part of a thriving community and State. NJHHI's guiding principles are:

- Serve people the best way possible, emphasizing simplicity, efficiency, and comprehensiveness in program design to ensure Members receive the services they require
- Build safe and affordable housing units that ensure community access for tenants
- Strive to provide equitable housing opportunities ensuring long-term housing stability for tenants
- Allocate units to Members who will benefit most from the program
- Leverage Managed Care Organization's aligned incentives, expertise, and deep Member knowledge to maximize Member impact
- Leverage existing NJDCA processes and systems where possible to minimize incremental complexity and burden for developers
- Integrate with other initiatives, including 1115 waiver services, to provide housing supports to Members

III. Purpose & Goals of HHIFM

A. Purpose of the Program

The purpose of this program is to oversee the efficient disbursement of funds to ensure timely production of 200 high-quality affordable housing units.

B. Eligible Activities

The following are the eligible activities under the HHIFM :

Support DCA in cultivation of successful applicants for NJHHI and the creation of affordable housing for NJ FamilyCare members

- Outreach and engage potential applicants and projects for NJHHI
- Provide support and technical assistance to potential applicants on the program and its guidelines

Manage NJHHI financing pool according to DCA requirements

- Develop and implement timely and efficient disbursement processes for NJHHI financing, in accordance with DCA policies

- In coordination with the Housing Production Unit, disburse payments of NJHHI capital financing to awardees according to DCA guidelines
- Provide regular financial projections demonstrating timing and utilization of funds, along with reports of progress against projections to DCA
- Provide DCA with information and recommendations on disbursement policies to improve utilization and stewardship
- Track and manage awardee expenditures through completion and lease-up

IV. Eligible Entities

A. General Eligibility

Eligible applicants are certified Community Development Financial Institutions (CDFI) with demonstrated experience and success in administering affordable housing financing and in working with developers with a range of experience from emerging to established. Successful applicants will have knowledge and experience with NJ developers and NJ State affordable housing resources, as well as with delivering training and technical assistance. Successful applicants should also demonstrate experience with permanent supportive housing and/or affordable housing for people with disabilities and/or Medicaid populations.

V. Application Process

All applications must be submitted by the deadline specified on the cover page of this RFP. Proposals received after the deadline will not be considered.

A. Required Narrative

The written narrative is the centerpiece of the application. It must address the following areas in detail:

1. Applicant Mission & Organizational Overview

- Description of the agency's mission, history, and current portfolio of lending and programs.
- Explanation of how the agency's mission aligns with NJHHI's goals.

2. Experience and Outcomes

- Description of applicant's financial products, programs, technical and support services
- Description of applicant's experience in administering public funding
- Description of applicant's outcomes and impact in the past three years, including funding provided, units financed, training and technical assistance delivered
- Description of applicant's experience the New Jersey's affordable and support housing development industry

3. Staffing Capacity

- Organizational chart identifying all staff proposed for HHIFM
- Resumes and qualifications of key staff
- Description of staff training and supervision.

4. Program Design & Service Delivery

- Detailed description of how HHIFM core goals will be delivered
- Detailed description on NJHHI applicant and project cultivation

- Detailed description of fund management policies and protocols
- Detailed description of fund disbursement, monitoring and reporting policies and processes

5. **Data Collection and Reporting**

- Description of data systems used for data collection and reporting.
- Processes for ensuring timeliness, accuracy, and completeness of financial information

6. **Performance and Evaluation**

- Specific outcomes the agency commits to achieve under HHIFM
- Internal performance monitoring tools.
- Use of outcome data to improve quality and address issues throughout operation of program.

C. Budget Proposal

Applicants must submit a **detailed line-item budget** delineating the total amount of funds the applicant will administer. A flat fee of \$250,000 per year may be utilized for applicant's programmatic and administrative costs over five years- not to exceed \$1,250,000. Applicants are encouraged to include **budget narratives** that explain assumptions, justify costs, and demonstrate cost-effectiveness.

D. Required Attachments

All proposals must include the following attachments:

1. Signed Application Cover Letter.
2. Organizational Chart.
3. Resumes of all HHIFM-related staff.
4. Job Descriptions for proposed new hires (if applicable).
5. Certifications Regarding Debarment (attached), Lobbying (attached), and SAM.gov registration.
6. IRS Determination Letter (if applicable).
7. Most recent Audit or Financial Statements.

E. Scoring Criteria

Applications will be scored on a **50-point scale** as follows:

| Category | Points | Description |
|------------------------------|--------|---|
| Agency Experience & Capacity | 15 | Demonstrated track record and capacity in financing affordable housing projects |

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| Program Design & Service Delivery | 10 | Quality and feasibility of the implementation plan. |
| Staffing & Organizational Structure | 5 | Adequacy and qualifications of staff |
| Mission and Experience | 5 | Demonstrated alignment with HHI core goals |
| Data, Reporting, & Performance | 10 | Strength of data collection, reporting, monitoring and compliance mechanisms |
| Budget & Cost-Effectiveness | 5 | Reasonableness and justification of budget. |

F. Submission

Application can be submitted via email to colleen.velez@dca.nj.gov or deliver “hard copies” to:

Colleen Velez
Department of Community Affairs
Division of Housing and Community Resources, 5th Floor
101 South Broad Street
Trenton, New Jersey 08625

G. Timeline

- **RFP Release Date:** December 10, 2025
- **Proposal Submission Deadline:** January 5, 2026; 5:00 pm EST
- **Award Notification Date:** On or about January 13, 2026
- **Grant Term:** February 1, 2026 – January 31, 2031

**New Jersey Department of Community Affairs
APPLICATION FOR GRANT FUNDS**

CERTIFICATION REGARDING DEBARMENT AND SUSPENSION

In accordance with Federal Executive Order 12549, "Debarment and Suspension," the undersigned certifies, to the best of his or her knowledge that as an applicant, this agency or its key employees:

- a. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transaction by any Federal Department or agency, or by the State of New Jersey;
- b. have not within a 3-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense, in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or Local) transaction or contract under a public transportation; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
- c. are not presently indicted or for otherwise criminally or civilly charged by a governmental entity (Federal, State, or Local) with commission of any offenses enumerated in paragraph (b) of this certification; and
- d. have not within 3-year period preceding this application had one or more public transactions (Federal, State, or Local) terminated for cause or default.

The applicant agrees that by submitting this application, it will obtain from all its subgrantees a certification that includes without modification paragraphs (a), (b), (c), (d), of this certification in accordance with Federal Executive Order 12549.

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|--|-------------|
| NAME OF AGENCY | |
| NAME AND TITLE OF OFFICIAL SIGNING FOR AGENCY | |
| SIGNATURE OF ABOVE OFFICIAL | DATE SIGNED |
| <p>NOTE: The following document related to Debarment and Suspension as required by Federal regulations will be used as the basis for completion of this certification:</p> <p>List of <i>parties excluded</i> from Federal Procurement or Non-Procurement Programs. This document is distributed by U.S. General Services Administration, U.S. Printing Office, Washington, D.C. This document can be acquired from the Superintendent of Documents by calling (202) 783-3238.</p> | |

**New Jersey Department of Community Affairs
APPLICATION FOR GRANT FUNDS**

CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge that:

- a. No grant funds awarded from State and/or Federal appropriations have been paid or will be paid, by or on behalf of the grantee, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any grant, the making of any loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any grant, loan, or cooperative agreement.
- b. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this, grant, loan, or cooperative agreement, the grantee shall complete and submit the Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. This form can be found at the following website address: <http://www.hhs.gov/oagam/oam/opportunities/rfp0202/sf111.pdf>.
- c. The grantee shall require that the language of this compliance requirement (certification) be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This requirement (certification) is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

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| Name of Agency | |
| Name and Title of Official Signing for Agency | |
| Signature of Above Official | Date Signed |