



REQUEST FOR PROPOSALS

For

American Rescue Plan Supplemental Funding for Domestic Violence Services

Domestic Violence Funding of up to \$1,500,000 Total Available

Seven (7) awards of up to \$214,285.00

CFDA # 93.671

There will be no Bidders Conference for this RFP

Questions are due by October 15, 2021

Bids are due: November 17, 2021

Christine Norbut Beyer, MSW
Commissioner

September 24, 2021

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Funding Agency

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

Special Notice:

There will be no Bidders Conference for this RFP. Questions will be accepted in advance by providing them via email to DCF.ASKRFP@dcf.nj.gov until **October 15, 2021** by 12PM. Technical inquiries about forms and other documents may be requested anytime.

Section I – General Information

A. Purpose

In response to the unprecedented national Coronavirus (COVID-19) public health emergency, President Biden signed the American Rescue Plan into law. This economic stimulus bill will assist New Jersey's efforts to prepare, prevent, and respond to the COVID-19 pandemic. With the passage of this bill, New Jersey received federal funding through the Family Violence Prevention and Services Program to support and maintain domestic violence shelters, supportive services, and culturally specific programs during this time.

The Department of Children and Families, Division on Women (DCF-DOW) announces the availability of funding for the provision of domestic violence prevention and supportive services for adult and youth victims of family violence, domestic violence, or dating violence, as well as family and household members.

DCF-DOW is aiming to expand its provider network for direct services by making:

Seven (7) awards available at \$214,285 each.

- **Direct service is defined as any combination of allowable services listed in Section D which include but are not limited to: housing; crisis response; counseling; victim advocacy; or legal assistance which is provided to domestic violence victims/survivors and/or their children. The goal of this funding is to allow providers who are not under contract with DCF-DOW for domestic violence services to join its provider network. If you currently contract with DCF-DOW for DV services in any geographic area, then you are not eligible for this funding opportunity.**

Eligible entities include the following:

- Agencies that do NOT currently contract with DCF-DOW for domestic violence direct services.

- Agencies that currently have a contract with **other** Divisions at DCF. Agencies that currently have a contract with DCF-DOW for services **other than** domestic violence direct services such as sexual violence direct services or Displaced Homemakers Programs.

The project period is **March 15, 2021 through September 30, 2025**. Retroactive pre-award costs that have occurred since March 15, 2021 in response to the COVID-19 public health emergency are allowed. ARP supplemental funding will remain available until expended and through the end of Federal Fiscal Year 2025, September 30, 2025, but subgrantees can choose to spend down funds fully prior to that time.

PLEASE NOTE: ARP funds should be used to supplement and not supplant other federal, state, and local public funds in accordance with 42 U.S.C § 10406(c)(6).

Domestic Violence Services and COVID-19

Under the New Jersey Prevention of Domestic Violence Act, an act of domestic violence occurs when an individual commits one of the predicate offenses, such as assault, harassment, or stalking, to another individual when a special relationship is present. This relationship may or may not be intimate, and may include a household member, or former spouse. The act can occur once, or multiple times over the course of several years. (See N.J.S.A. 2C:25-17 et seq.).

Domestic violence has been recognized as a public health issue that can cause serious health-related consequences. Adverse effects may include physical injury like broken bones or head injury or have long term effects on cardiovascular or gastrointestinal systems due to chronic stress and anxiety.¹ The Centers for Disease Control and Prevention (CDC) reports that health costs associated with domestic and intimate partner violence exceed 5.8 billion dollars annually and can result in disability, hospitalization, or death.²

Individuals from all cultures, races, religions, ethnicities, genders, socio-economic classes, sexual orientations, abilities and ages can experience domestic violence. However, individuals from marginalized communities are disproportionately affected by domestic violence as they experience risk factors like poverty, language barriers, social isolation, and lack of access to economic and social resources at a higher rate. These factors make them particularly vulnerable to victimization and create barriers to connecting with services.

Since the pandemic took hold, research has shown an increase in domestic

¹ 1 Black, Michele C., PhD. Intimate Partner Violence and Adverse Health Consequences: Implications for Clinicians. American Journal of Lifestyle Medicine 5.5 (2011)428-439.

² 2 Centers for Disease Control and Prevention (CDC). Costs of Intimate Partner Violence against Women in the United States. Atlanta (GA): CDC, National Center for Injury Prevention and Control; 2018.

violence incidences across the globe. Unemployment and economic stress, medical emergencies, lack of housing and food instability all increase the risk of domestic violence. Social distancing and isolation further exacerbate the situation by making it harder to connect with peers and outside supports.

Despite the stay-at-home orders, New Jersey's hotline calls and requests for services still increased by 63% from 2019. Prior to the pandemic, shelter and housing consistently topped the list of needs for domestic violence survivors and the need has only grown. DCF data shows survivors stayed in shelters longer during the pandemic as housing remains limited. The length of stay in shelter extended by 21% and stays in hotel have extended by 92%. During 2020, hotel and motel placements increased from 2 in 2019 to 1,047 in 2020. The pandemic highlighted that alternative and innovative housing solutions are greatly needed to assist survivors gain permanent and long-term stability.

In addition to the rampant public health concerns, COVID-19 has also had a devastating economic impact on the state as evidenced by over 1.2 million individuals filing for unemployment benefits. Nearly 99% of abusive relationships involve some type of financial abuse. Job loss and job security are often affected by domestic violence. As unemployment rates skyrocketed due to the pandemic, victims and survivors continued to struggle with economic independence.

The pandemic has disproportionately affected underserved and marginalized communities. The Center for Survivor Advocacy and Justice (CSAJ) reported a 50% increase in incidences in communities marginalized by race, gender, ethnicity, sexual orientation, cognitive and physical ability, and immigration status. Additionally, individuals from marginalized populations are experiencing unemployment and financial challenges at a higher rate than their white counterparts. These increased economic burdens added to preexisting health disparities have exacerbated community challenges.

Throughout the course of the pandemic, the transition to telehealth allowed many providers to increase the attendance rate of services significantly. However, access to technological resources ranges. Those living in poverty and in marginalized communities may not have internet or electronic devices for services.

The National Center on Domestic Violence, Trauma and Mental Health report an increased prevalence of victimization by an intimate partner in mental health settings as well as in populations seeking treatment for substance use disorders. Many abusers use individual's experiences with mental health or substance use disorders as a method of control. The stigma associated with each and lack of coordinated responses also creates more barriers for survivors and their children in obtaining assistance. Survivors are best served when advocates can respond holistically to the many manifestations of abuse and trauma.

The Division on Women is committed to promoting trauma-informed services and developing numerous pathways for healing and processing for survivors of domestic violence. For these reasons, DCF-DOW has established the following priority areas for this grant:

- 1) Alternative housing solutions for long-term stability
- 2) Economic and financial programming
- 3) Legal assistance
- 4) Culturally specific programming
- 5) Substance use and/or mental health concerns

Special consideration will be given to applicants that also prioritize these areas.

B. Background

The Department of Children and Families is a family and child serving agency, working to assist New Jersey residents in being or becoming safe, healthy and connected.

In 1974, the Division on Women was established as a pioneering state agency to create, promote and expand the rights and opportunities for all women throughout the state. DOW is housed within DCF and administers state and federal domestic violence and sexual violence to agencies in every county in New Jersey. DOW collaborates with government and non-government agencies on federal, state and county levels to ensure the compassionate treatment of all survivors, and provides resources, support and technical assistance to agencies carrying out the work.

The Family Violence Prevention Services Act (FVPSA) is operated by the Family and Youth Services Board at the Administration for Children and Families, U.S. Department of Health and Human Services. FVPSA was signed into law as Title III of the Child Abuse Amendments of 1984. It is the primary federal resource addressing domestic violence as a public health issue dedicated to the provision of domestic violence shelters, supportive services, and related programming for victims of domestic/dating violence and their dependents.

The American Rescue Plan (ARP) provides critical and unprecedented support to children, families, and communities in response to the COVID pandemic and resulting economic downturn, which have been exacerbated by historic racial injustices. ARP funding provides a comprehensive approach to support children and families, meet communities where they are and address systemic inequities.

C. Target Population/Admission

The ARP funding will support agencies in New Jersey in implementing vital

domestic violence services to assist New Jersey's efforts to prepare, prevent, and respond to the COVID-19 pandemic. The target population includes all victims and survivors of family violence, domestic violence and dating violence as well as their family and household members who reside in New Jersey, whether or not the violence occurred in New Jersey.

Domestic violence programs shall be designed to meet the needs of the target population, especially individuals that have been historically underserved. Underserved populations include groups that lack accessible or relevant services due to geographic locations, racial and/or ethnic backgrounds, sexual orientation, or specific needs like language, disabilities, immigration status, or age.

Eligible organizations include local public agencies and nonprofit organizations, including faith-based, charitable, community-based, Tribal, or voluntary associations that **do NOT currently have a contract with DCF-DOW for domestic violence direct services**. Programs that receive funding must be accessible and delivered without discrimination on the basis of age, disability, gender, gender-identity, sexual orientation race, color, national origin, or religion. (42 U.S.C. §10406). All victims of domestic violence, regardless of citizenship, legal status, or tribal affiliation are to have the same access to services without the need to produce documentation of residency/citizenship. Programs must be able to assist victims of domestic violence with Limited English Proficiency(LEP), and Deaf or hard of hearing.

D. Services to be Funded

Domestic Violence Services

Domestic Violence funding can be used for housing, prevention activities and services to support victims/survivors during the COVID-19 pandemic. Please note, an applicant does not need to operate a physical shelter to apply for these funds. Per FVPSA legislation, at 42 U.S.C. § 10408(b), funds can be used to support voluntary services that include, but are not limited to:

1. Crisis Calls and Intervention

Services can include a means for providing direct emergency assistance to survivors on a 24-hour basis. This can occur through a hotline or chat system. Crisis intervention is a process by which a person identifies, assesses, and intervenes to assist an individual in crisis to restore balance and reduce harmful effects. Crisis intervention can occur in-person and/or telephonically.

2. Housing Options

The funding can support shelter and/or alternative housing options. This includes not only emergency shelter, which complies with Department of Community Affairs licensing standards (N.J.S.A. 55:13C 1 et seq.), but also rental vouchers, hotel/motel placement, and other long-term and/or short-term housing solutions. Funded programs are not required to lease or own apartments or lodgings for survivors and

their families. Additionally, funding can support the provision of food, clothing, and personal supplies for individuals residing in shelter. Nominal moving expenses and furnishings for a survivor's new home may also be provided.

3. Victim Advocacy

Victim advocacy is designed to help the victim/survivor navigate various systems to obtain needed resources or services. This includes assistance with employment, housing, address confidentiality, shelter services, health care, victim's compensation, immigration, courts, law enforcement and more. Services can help survivors create a customized plan that holistically meets the unique needs of clients.

4. Individual and Group Counseling

Counseling services may vary depending on the client's individual needs and may be provided in the following combinations: long or short term; supportive or crisis-oriented; and individual and/or group basis.

5. Legal Advocacy and Legal Representation

Legal advocacy includes assisting clients with criminal and civil legal issues. This includes providing clients with court-related information, preparing paperwork for restraining orders, filing for visas, and accompanying a client to court. This can also include accompanying a client to an administrative hearing, such as unemployment, Social Security, TANF, or SNAP hearing.

6. Medical Accompaniment

As health-related issues are prevalent among domestic violence victims and survivors, medical assistance is vital. Supportive services include accompanying a domestic violence victim to, or meeting a victim at, a hospital, clinic, or medical office.

7. Transportation

Funding may be utilized to provide transportation assistance to facilitate shelter admission or support residential clients to access community supports like court appearances and medical appointments. An organization may utilize its own vehicle (with written approval) or assist indirectly through bus passes, vouchers, sub-contractors, or other arrangements.

8. Community Education and Training

Funding may be used to educate and increase awareness of domestic violence in the community. This may include presentations or trainings about domestic violence and/or services related to victims of domestic violence and their children.

9. Partnership and Collaboration

The organization may identify and forge relationships with community systems. Participation in multi-disciplinary committees, work groups and joint planning activities may also be included. Additionally, funding can be used to cultivate and recruit potential volunteers and referral partners to provide various forms of support.

10. Prevention Services

Applicants may utilize funding for prevention-based services like access to preventive health and behavioral health programs, educational programs in schools, parenting skills classes, and community campaigns designed to alter norms and values conducive to domestic or dating violence.

11. Services for Children

Survivors may need child-care assistance when navigating systems, utilizing healing services, or in gaining valuable skills. Applicants may utilize funding to assist survivors with day care, tutoring, or recreational services. Applicants may use this funding to offer services for children exposed to domestic violence like trauma-focused cognitive behavioral therapy, art therapy, and music, theater, or play therapy.

12. Offender Services

Perpetrator services ARE allowable expenses under this funding source. However, services must be voluntary and cannot be mandated.

13. Technology

Technology enhancements to support transitioning to virtual and remote services. This also includes technology assessments, best practices, and trainings to enable programs to support victims and their families with online learning, employment searches, remote participation in supportive services and case management.

14. Consultant Services

These funds may be used to provide counseling services to staff to assist with staff burnout or vicarious trauma. Consultants may also assist with emergency preparedness.

15. Translation and Interpretation

Services to assist agencies in providing culturally and linguistically appropriate services.

16. Substance use disorders and/or mental health needs

This includes substance use counselors, specialized mental health counselors, support groups, referrals to intensive outpatient programs and other partners, coordinated protocols, and training and technical assistance for domestic violence programs to better support survivors.

See here for a complete list of allowable activities:

https://acf.hhs.gov/sites/default/files/documents/fysb/1_FY%202021%20FVPSA%20American%20Rescue%20Plan%20Supplemental%20Funding%20Program%20Instruction-%20FormulaGrantees_final-05-19-21.pdf

Unallowable Uses of Funds

- Direct cash assistance to victims/survivors
- Construction costs (some exceptions apply)
- Renovation costs (some exceptions apply)
- Any mandatory services

E. Resources

Geographic Area to Be Served

Eligible agencies must be located in New Jersey and provide services to the target population in New Jersey. The programs shall serve any eligible individuals electing to receive services in New Jersey regardless of whether their last known physical address was outside of the state.

Staffing

The applicant shall allocate and maintain proper staffing levels that meet the needs of program activities included in the proposal narrative and budget.

1. Staff and Volunteer Retention

Every effort must be made to hire and retain individuals with recognized expertise in the field of domestic violence, as well as experience with mental health and trauma, substance abuse, social services, and systems advocacy. The applicant shall ensure staff and volunteers reflect the language, race, and cultural backgrounds of the survivors it serves.

2. New Staff Training & Development

Prior to interacting with clients or providing direct services, all staff and volunteers shall complete a minimum 40 hours of training in the field of domestic violence

3. Intern/Volunteer Program

Volunteers are valuable members to domestic violence programs. To build a strong pool of interns and volunteers, the agency must commit to recruiting, training and developing those who want to volunteer. Volunteers shall go through the same screening, orientation and training protocols as staff.

Applicable Laws and Regulations

All DCF funded agencies must comply with:

- The Violence Against Women Act (42 U.S.C. 13701 et seq);
- Family Violence Prevention and Services Act (42 U.S.C. 10401 et seq);

- The Prevention of Domestic Violence Act (N.J.S.A, 2CL15-17 et seq);
- Shelters for Victims of Domestic Violence Act (N.J.S.A. 30:14-1 et seq);
- Standards for Shelters for Victims of Domestic Violence Act (N.J.A.C. 10:130);
- Survivor-Counselor Confidentiality Privilege (N.J.S.A. 2A:84A-22.13 et seq);
- The Sexual Assault Survivor Protection Act (N.J.S.A. 2C:14-13 et seq.);
- Confidentiality of Substance Abuse Records (N.J.S.A. 26:2B-20);
- Licensing standards as set forth in N.J.A.C. Title 5 Chapter 15, Emergency Shelters for the Homeless and as administered by the New Jersey Department of Community Affairs; and
- New Jersey Law Against Discrimination (N.J.S.A. 10:5-12).

The New Jersey Law Against Discrimination makes it unlawful to subject people to differential treatment based on race, creed, color, national origin, nationality, ancestry, age, sex (including pregnancy), familial status, marital status, domestic partnership or civil union status, affectional or sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, liability for military service, mental or physical disability, perceived disability, and AIDS and HIV status. The DCF-funded agency must prohibit discrimination in program admission and the provision of services, as well as agency hiring and promotional process.

Voluntary Participation Only

To ensure safety for domestic violence victims/survivors and their family, the applicant should operate with the highest level of ethical practice and accountability to survivors and the community. The federal government bars Family Violence and Prevention Services Act (FVPSA) recipients from mandating survivors to participate in programming to access other services. All services must be available on a voluntary basis.

Trauma-informed Approach

Additionally, DCF is looking for an organization that articulates a trauma-informed philosophy and healing-centered approach to its service delivery. This approach incorporates an understanding of the pervasiveness of trauma and its impact on every aspect of service provision. Not all survivors will experience violence in the same way, and each survivor will have individual needs. Being trauma-informed requires programs to understand and respond with sensitivity to the culture, behaviors, attitudes and emotional needs of survivors.³

³ Phillips, Heather, MA, Eleanor Lyon, PhD, Mary Fabrisi, PsyD, and Carole Warshaw, MD. *Promising Practices and Model Programs: Trauma-Informed Approaches to Working with Survivors of Domestic and Sexual Violence and Other Trauma*. Center on Domestic Violence, Trauma and Mental Health, 2015.

Acceptance/Remittance Criteria for Services

The denial of domestic violence services to a survivor can have serious and lasting safety implications. Decisions about discontinuing services shall not be based on survivors' personalities, immigration status, mental health, substance abuse history, age of survivor's children or their decision to return to the abuser. The only viable reason for denial is that the individual is not a victim of domestic violence or the individual poses a threat of inflicting harm on staff or residents. When the provider is at capacity, every effort should be made to refer the survivor with another DV county provider.

Protecting Confidentiality

Pursuant to the New Jersey Administrative Code, Section 10:130-2.5 (a) all services are confidential, accessible to the general public, and provided free of charge by specially trained professionals. The applicant shall abide by confidentiality policy at DCF as follows:

- The applicant shall observe the confidentiality provisions in 42 U.S.C. 10406(c) (5) with respect to all information collected by DCF.
- The applicant shall not disclose personal identifying information collected from a service recipient, including persons receiving services via a state or federally funded grant program, to any persons without the informed, written, and reasonably time-limited consent of that person, unless compelled by statute or court.
- If disclosure is required by law or court order, the applicant shall make reasonable efforts to:
 - Inform the person of the necessary disclosure; and
 - Protect the privacy and safety of affected persons.
- The applicant shall not make public the address or location of any domestic violence shelter facility that otherwise maintains a confidential location, except with written authorization of the person or persons responsible for the operation of that shelter.
- The applicant shall have written policies addressing documentation, storage of confidential information and access to other protected material.
- The applicant shall have a policy on the retention and destruction of documents.

Data Collection and Management

The applicant is required to collect data and submit to DOW in a timely fashion. Reporting tools and timelines are established in partnership with DCF. DOW only collects aggregate data that does not include any personally identifying information that could possibly identify a victim of domestic or sexual violence.

Continued Quality Improvement Standards

DCF engages in Continuous Quality Improvement (CQI) to identify and analyze strengths and areas needing improvement. DCF is committed to the process of ongoing evaluation as a vehicle to learn and develop solutions to improve the quality of services. It is expected that the awarded agency will engage in ongoing CQI to ensure programs are systematically and intentionally

increasing positive outcomes for individuals and families they serve.

The applicant shall be required to submit monthly reports of demographics and service data as part of the CQI process. The applicant will be required to collect and report pertinent client and program data, relative to service activities and measurable program outcomes.

F. Funding Information

The Department will make available:

- Seven (7) separate awards, each up to for **\$214,285**.

DCF reserves the right to award all or a portion of the requested amount.

ARP supplemental funding project period is **March 15, 2021 through September 30, 2025**. Retroactive pre-award costs that have occurred from March 15, 2021 in response to the COVID-19 public health emergency are allowed. Activities proposed under ARP supplemental funding may end prior to September 30, 2025. ARP supplemental funding will remain available until expended and through the end of FY 2025, September 30, 2025, but funds may be fully spent down prior to that time.

Matching Funds

No match is required for the FVPSA ARP grant awards.

Funds awarded under this program may not be used to supplant or duplicate existing funding.

Technical Assistance and Support

All newly funded agencies through the ARP grant will be provided comprehensive technical assistance and support through DCF-DOW and its partner, the New Jersey Coalition to End Domestic Violence. This support will assist new providers with grants and financial management, nonprofit administration, sustainability, stakeholder engagement and more.

G. Applicant Eligibility Requirements

1. Applicants must be for profit or non-profit corporations and/or Universities 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 Applicant is **under a corrective action plan with DCF (inclusive of its Divisions and Offices) or any other New Jersey State agency or authority, the Applicant may not submit a proposal for this RFP if written notice of such limitation has been provided to the Agency**

or authority. Responses shall not be reviewed and considered by DCF until all deficiencies listed in the corrective action plan have been eliminated and progress maintained to the satisfaction of DCF for the period of time as required by the written notice.

4. Applicants shall not be suspended, terminated or barred by any agency 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 **60** days of contract execution.
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: <http://fedgov.dnb.com/webform>
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.

H. RFP Schedule

October 15, 2021	Deadline for Email Questions sent to DCF.ASKRFP@dcf.nj.gov
November 17 , 2021	Deadline for Receipt of Proposals by 12:00PM

Proposals received after 12:00 PM on **November 17, 2021** will **not** be considered.

All proposals must be delivered ONLINE:

To submit a proposal online, applicant must submit an AOR form. The AOR form must be completed and sent to DCF.ASKRFP@dcf.nj.gov

- Registration for the Authorized Organization Representative (AOR) Form

Once the AOR is submitted and the applicant is granted permission to proceed, instructions will be provided for submission of the proposal.

Only a registered Authorized Organization Representative (AOR) or the designated alternate is eligible to send in a submission by submitting an AOR form.

We recommend not waiting until the due date to submit your proposal 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.

Submission Requirement:

It is required that you submit your proposal as one PDF document. If the Appendices file is too large, it can be separated into more pdf parts, such as Part 3, Part 4, etc. Please do not upload separate documents.

I. Administration

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. Five (5) points will be deducted for each missing document. If documents are missing from the proposal, DCF may provide an email notice to the Applicant after the bid is submitted. Applicants will have up to five (5) business days after notice from DCF to provide any potentially missing documentation without penalty. If the deductions total 20 points or more, the proposal shall be rejected as non-responsive.

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.

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. Individuals with conflicts or the appearance of a conflict will be disqualified from participation in the review process. The voting members of the Proposal Evaluation Committee will review proposals, deliberate as a group, and then independently score applications to determine the final funding decisions.

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

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- 25 Points

Background of organization and staffing explained- 15 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, or 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.

Special Requirements

The successful Applicant shall maintain all documentation related to proof of services, products, transactions and payments 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, as attached as **Exhibit A**.

Applicants must comply with laws relating to Anti-Discrimination, as attached as **Exhibit B**.

The successful Applicants must comply with the Notice of Standard Contract Requirements, Processes, and Policies, as attached as **Exhibit C**.

Applicants must submit a signed Attestation-Public Law P.L. 2021, c.1 Attestation Form for Providers with DCF Contracts, as attached as **Exhibit D**.

Applicants must comply with the federal requirements-Updated Rider for Purchases Funded by Federal Funds of 2CFR 200.317. See **Attachment 1**.

Applicants must comply with Notice of Executive Order 166. See **Attachment 2**.

Applicants must comply with confidentiality rules and regulations related to the participants in this program including but not limited to:

1. Applicants must comply with 42 CFR Part 2 Confidentiality of Substance Use Disorder Patient Records.
2. Keep client specific and patient personal health information (“PHI”) and other sensitive and confidential information confidential in accordance with all applicable New Jersey and federal laws and regulations including, but not limited to, the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”).
3. Recognize and understand that case information is mandated by N.J.S.A. 9:6-8.10a is to be kept confidential and the release of any such information may be in violation of state law and may result in the conviction of individuals for a disorderly person’s level offence as well as possibly other disciplinary, civil or criminal actions pursuant to N.J.S.A. 9:6-8.10b.

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.

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.

J. 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

This shall be received no later than ten (10) business days following receipt of the notification or by the deadline posted in this announcement.

K. 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: DCF.ASKRFP@dcf.nj.gov.

Post Award Reviews will not be conducted after six months from the date of issuance of this RFP.

L. Post Award Requirements

Successful 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 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. Proof of Insurance naming DCF as additionally insured from agencies

3. Bonding Certificate
4. Notification of Licensed Public Accountant (NLPA) with a copy of Accountant's Certification

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 factor in 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

In conjunction with DCF's review of the narrative descriptions inserted under each numbered subsection below, DCF will assess the documents submitted with responses to this opportunity. DCF will determine the score for each section based on the quality, completeness, and accuracy of both the narrative descriptions and the documents it deems to be relevant.

Applicants must submit a Narrative with the following parameters:

- The narrative portion of the proposal should be double-spaced with margins of 1 inch on the top and bottom and 1 inch on the left and right.
- The font shall be no smaller than 12 points in Arial or Times New Roman.
- There is a (30) page limitation for the narrative portion of the grant application. Annex B budget pages, and attachments do not count towards the narrative page limit. A one (1) point reduction per page will be administered to proposals exceeding the page limit requirements.
- The narrative must be organized appropriately, address the key concepts outlined in the RFP, and include all attachments.

Proposal Narrative

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

I. Organizational History and Capacity (15 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 or federal governmental entities.

Describe the agency's background and experience in implementing the services described in the RFP.

Describe the agency's governance structure and its administrative, management. Note the existence of professional advisory boards that support the operations.

- **Include a Governing Body List. (A "governing body" is any of the following: Board or Directors -or- Managing Partners, if LLC/Partnership, -or- Board of Chosen Freeholders of Responsible Governing Body. List must be dated and include the following: names, titles, emails, phone numbers, addresses, and terms for all members of Governing Body.) as part of the appendix.**
- **Attach a current agency-wide organizational chart.**

Provide an indication of the organization's demonstrated commitment to cultural inclusivity and diversity. Explain how the provider's policies, materials, environment, recruitment, hiring, promotion, training and Board membership reflect the community or the intended recipients of the services you provide. Describe how the organization will provide resources and services in a way that is culturally sensitive and relevant.

Describe how the requirements of this initiative will be met through your policies implementing trauma informed practices.

- **Include written policies implementing trauma informed practices, if available.**

II. Need and Impact (10 Points)

Applicants should clearly describe the need or issue to be addressed, and its impact on the community. The application will be evaluated as to how effectively it:

- Describes the nature and scope of problem with relevant state and local level data as well as agency statistics.
- Discusses the target population to be served and ensure this includes at least one underserved population. The applicant should include population size and demographics as well as any relevant statistics to link the need for assistance.
- A summary of existing services in the geographic location, including identified gaps in the current provision. Describe how your program will bridge identified gaps and overcome barriers to underserved.

III. Program Approach

(30 Points)

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

- A description of the services to be provided. Include how DCF-DOW's priorities areas for this funding will be met;
- An explanation of how the services will be accessible and culturally-responsive;
- A description of any service coordination, collaborative efforts or processes that will be used to provide the proposed services and increase services to underserved populations
 - **Attach any affiliation agreements or Memoranda of Understanding**
 - **Include no more than 2 Professional letter(s) of support** from community organizations that you already partner with **as part of the appendix**. Letters from any New Jersey State employees are prohibited.
- Information on the accessibility of services, including the hours and days that services will be available to clients, and the geographic location(s) where services will be provided. Include also a description of any transportation options available to clients and wheelchair accessibility;
 - **Submit a description of program space as part of the appendix (include address).**
 - **Additional photos and/or floor plans are also welcomed, if available-attach as part of the appendix.**
- A description of client eligibility requirements, referral processes and client rejection/termination policies; and
- A description of the process for maintaining confidentiality of client records.

IV. Staffing and Personnel

(10 Points)

Indicate the number, qualifications and skills of all staff, consultants, sub-grantees and/or volunteers who will perform the proposed service

activities.

Describe how the proposed program will recruit and utilize volunteers.

Attach in the Appendices section of the application the following items:

- **job descriptions that include education, training, and experience;**
- **a sample staff schedule for a month depicting staff shifts and hours; and**
- **resumes of any existing staff who will perform the proposed services, including any professional licenses.**

DCF-DOW supports standards created for domestic violence agencies. DCF endorsed Prevent Child Abuse New Jersey's (PCA-NJ) Safe-Child Standards in August 2013. These standards are used as a tool for implementing policies and procedures and ensure a baseline of quality services.

Describe how the applicant agency's operations mirror or abide by the applicable standards.

- **Include a brief (no more than 1 page double spaced) Safe-Child Standards Description demonstrating ways in which your agency's operations mirror the Standards as part of the appendix.**

The Standards are available at:

<https://nj.gov/dcf/providers/notices/nonprofit/> and

<https://www.nj.gov/dcf/SafeChildStandards.pdf>

V. Program Implementation Schedule (10 Points)

Provide a timeline for fully implementing the proposed services.

- **Attach a separate Program Implementation Schedule as part of the Appendix.**

Provide as part of the narrative how your organization will execute the program implementation schedule and meet the requirements of the RFP. If operating a shelter facility, provide applicable leases or other agreements.

Applicants must have the ability to begin serving the target population within **30** days of contract execution. Describe how the applicant

organization shall commit to develop these requirements and have them available.

VI. Outcome and Evaluation (5 Points)

Provide a brief narrative and **attach copies of any evaluation tools** that will be used to determine the effectiveness and quality of the program services, and the frequency the tools will be used.

VII. Leveraging and Sustainability (5 Points)

Identify the total amount and source of any additional financial resources that will be committed to the proposed project as leverage to ensure sustainability.

VIII. 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 for the first year of operation. The narrative must be part of the 30-page proposal.

- **The 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. Projects may span a period of up to 36 months. The budget should reflect the 12-month funding cycle(s) for which you are applying. For example, if applying for 18 months, please submit 1 twelve-month budget and a 6-month budget. The budget 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. All funding including matching funds and in-kind contributions shall be included in the budget.

The Budget form shall be required for your proposal. Standard DCF Annex B (budget) forms will be required if your organization is awarded.

Forms are available at:

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

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. There is a 30-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.

The narrative must be organized appropriately and address the key concepts outlined in the RFP. Attachments do not count towards the narrative page limit.

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

Part I: Proposal	
1	<input type="checkbox"/> Proposal Cover Sheet – (signed and dated) Website: https://www.nj.gov/dcf/providers/notices/requests/#2 Form: https://www.nj.gov/dcf/providers/notices/Proposal.Cover.Sheet.doc
2	<input type="checkbox"/> Table of Contents – Please number and label with page numbers if possible in the order as stated in Part I & Part II Appendices for paper copies, CD and electronic copies.
3	<input type="checkbox"/> Proposal Narrative in following order 30 Page Limitation <ol style="list-style-type: none"> I. Organization History and Capacity II. Need and Impact III. Program Implementation IV. Staffing and Personnel V. Program Implementation Schedule VI. Outcome and Evaluation VII. Leveraging and Sustainability VIII. Budget
Part II: Appendices	
4	<input type="checkbox"/> Written policies implementing trauma informed practices, if available. If not applicable, include a written statement.
5	<input type="checkbox"/> Governing Body List. (A “governing body” is any of the following: Board or Directors -or- Managing Partners, if LLC/Partnership, -or- Board of Freeholders of Responsible Governing Body). List must be Dated and include the following: <ol style="list-style-type: none"> a. Names b. Titles, c. Emails d. Phone Numbers e. Address and f. Terms
6	<input type="checkbox"/> Current Agency-Wide Organization Chart

7	<input type="checkbox"/>	2 Professional letter(s) of support from community organizations that you already partner with as part of the appendix . Letters from any New Jersey State employees are prohibited.
8	<input type="checkbox"/>	Job Descriptions that include all educational and experiential requirements
9	<input type="checkbox"/>	Resumes of any existing staff who will perform the proposed services (please <u>do not</u> provide home addresses or personal phone numbers), including any professional licenses.
10	<input type="checkbox"/>	A sample staff schedule for a month depicting staff shifts and hours
11	<input type="checkbox"/>	Brief narrative on Staffing Patterns
12	<input type="checkbox"/>	Safe-Child Standards Description of your agency's implementation of the standards (no more than 1 page)
13	<input type="checkbox"/>	Description of program space, if available
14	<input type="checkbox"/>	Additional photos and/or floor plans, if available are also welcomed
15	<input type="checkbox"/>	Summary of evaluation tools that will be used to determine the effectiveness of the program services (no more than 5 pages)
16	<input type="checkbox"/>	Signed Attestation Exhibit D
17	<input type="checkbox"/>	Proposed Program Implementation Schedule or some other detailed weekly description of your action steps in preparing to provide the services of the RFP and to become fully operational within the time specified.
18	<input type="checkbox"/>	Proposed Annex B Budget Form documenting anticipated budget (include signed cover sheet) Annex B: https://www.nj.gov/dcf/documents/contract/forms/AnnexB.xls Note: Expense Summary Form is auto populated. Begin data input on Personnel Detail Tab.
19	<input type="checkbox"/>	Applicant's Conflict of Interest policy

20	<input type="checkbox"/>	<p>Copies of any audits (not financial audit) or reviews (including corrective action plans) completed or in process by DCF (inclusive of DCF Licensing, Divisions and Offices) or other state entities within the last 2 years. If available, a corrective action plan should be provided and any other pertinent information that will explain or clarify the applicant's position. If not applicable, include a written statement.</p> <p>Applicants are on notice that DCF may consider all materials in our records concerning audits, reviews or corrective active plans as part of the review process.</p>
21	<input type="checkbox"/>	<p>Document showing Data Universal Numbering System (DUNS) Number [2006 Federal Accountability & Transparency Act (FFATA) Website: https://fedgov.dnb.com/webform Helpline: 1-866-705-5711</p>
22	<input type="checkbox"/>	<p>System for Award Management (SAM) printout showing "active" status (free of charge) Website: Go to SAM by typing www.sam.gov in your Internet browser address bar Helpline: 1-866-606-8220</p>
23	<input type="checkbox"/>	<p>Applicable Consulting Contracts, Affiliation Agreements related to this RFP. If not applicable, include a written statement</p>
24	<input type="checkbox"/>	<p>Business Associate Agreement/HIPAA (signed/dated under Business Associate) [Version: Rev. 8-2019] Form: https://www.nj.gov/dcf/providers/contracting/forms/HIPAA.docx</p>
25	<input type="checkbox"/>	<p>Affirmative Action Certificate --or-- Renewal Application [AA302] sent to Treasury Note: The AA302 is only applicable to new startup agencies and may only be submitted during Year 1. Any agency previously contracted through DCF is required to submit an Affirmative Action Certificate. Website: https://www.nj.gov/treasury/purchase/forms.shtml Form: https://www.nj.gov/treasury/purchase/forms/AA_%20Supplement.pdf</p>
26	<input type="checkbox"/>	<p>Certificate of Incorporation Website: https://www.nj.gov/treasury/revenue/filecerts.shtml</p>
27	<input type="checkbox"/>	<p>For Profit: NJ Business Registration Certificate with the Division of Revenue. See instructions for applicability to the organization. If not applicable, include a signed/dated written statement on agency letterhead. (Requested with proposal, required prior to award) Website: https://www.nj.gov/njbusiness/registration/</p>
28	<input type="checkbox"/>	<p>Agency By-laws or Management Operating Agreement if an LLC</p>

29	<input type="checkbox"/>	<p>Tax Exempt Organization Certificate (ST-5) -or- IRS Determination Letter 501(c)(3) If not applicable, include a signed/dated written statement on agency letterhead Website: https://www.nj.gov/treasury/taxation/exemptintro.shtml</p>
30	<input type="checkbox"/>	<p>Disclosure of Investigations and Other Actions Involving Bidder Form (PDF) (signed/dated) Website: https://www.nj.gov/treasury/purchase/forms.shtml [Version 3-15-19] Form: https://www.nj.gov/treasury/purchase/forms/DisclosureofInvestigations.pdf</p>
31	<input type="checkbox"/>	<p>Disclosure of Investment Activities in Iran (PDF) (signed/dated) (Requested with proposal, required prior to award) Website: https://www.nj.gov/treasury/purchase/forms.shtml [Version 6-19-17] Form: https://www.nj.gov/treasury/purchase/forms/DisclosureofInvestmentActivitiesinIran.pdf</p>
32	<input type="checkbox"/>	<p>For Profit: Ownership Disclosure Form (PDF) (signed/dated) Website: https://www.nj.gov/treasury/purchase/forms.shtml [Version 6-8-18] Form: https://www.nj.gov/treasury/purchase/forms/OwnershipDisclosure.pdf See instructions for applicability to your organization. If not applicable, include a written statement.</p>
33	<input type="checkbox"/>	<p>For Profit: Chapter 51/Executive Order 117 Vendor Certification --and-- Disclosure of Political Contributions (signed/dated) [Version: Rev 4/1/19] See instructions for applicability to your organization. If not applicable, include a signed/dated written statement on agency letterhead. Website: https://www.nj.gov/treasury/purchase/forms.shtml Form: https://www.nj.gov/treasury/purchase/forms/eo134/Chapter51.pdf</p>
34	<input type="checkbox"/>	<p>Certification Regarding Debarment (signed/dated) Website: https://www.nj.gov/dcf/providers/notices/requests/#2 Form: https://www.nj.gov/dcf/documents/contract/forms/Cert.Debarment.pdf</p>
35	<input type="checkbox"/>	<p>Statement of Assurances – (Signed and dated) Website: https://www.nj.gov/dcf/providers/notices/requests/#2 Form: https://www.nj.gov/dcf/providers/notices/Statement.of.Assurance.doc</p>
36	<input type="checkbox"/>	<p>Tax Forms: <u>Non Profit Form 990</u> Return of Organization Exempt from Income Tax or- For Profit Form 1120 US Corporation Income Tax Return or-LLC Applicable Tax Form and may delete or redact any SSN or personal information</p>

* The above listed standard forms for RFP's are available at:
<https://www.nj.gov/dcf/providers/notices/requests/>

See *Standard Documents for RFPs* for forms.

Standard DCF Annex B (budget) forms are available at:
<https://www.state.nj.us/dcf/providers/contracting/forms/>

** The above listed Treasury required forms are available on the Department of the Treasury website at:
<https://www.state.nj.us/treasury/purchase/forms.shtml>

Click on Vendor Information and then on Forms.

Standard Language Document, and the Contract Reimbursement Manual and Information Manual may be reviewed via the Internet respectively at:

<https://www.nj.gov/dcf/providers/contracting/forms/> and
www.nj.gov/dcf/providers/contracting/manuals

C. Requests for Information and Clarification

Question and Answer:

DCF will provide applicants additional and/or clarifying information about this initiative and application procedures through a time-limited electronic Question and Answer Period. Inquiries will not be accepted after the closing date of the Question and Answer Period.

Questions must be submitted in writing via email to:
DCF.ASKRFP@dcf.nj.gov.

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. All inquiries submitted to DCF.ASKRFP@dcf.nj.gov must identify, in the Subject heading, the specific RFP for which the question/clarification is being sought. 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 at: <https://www.nj.gov/dcf/providers/notices/requests/>

Technical inquiries about forms and other documents may be requested anytime through DCF.ASKRFP@dcf.nj.gov.

All other types of inquiries will not be accepted. **Applicants may not contact the Department directly, in person, or by telephone, concerning this RFP.**

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.*).

EXHIBIT C

Notice of Standard Contract Requirements, Processes, and Policies

I. Instructions:

Please carefully read all the information on these page(s) and then sign, scan, and email this executed document to: OfficeOf.ContractAdministration@DCF.NJ.Gov

II. Organizations awarded contracts are required to comply with:

- A. the terms and conditions of the Department of Children and Families' (DCF) contracting rules and regulations as set forth in the Standard Language Document (SLD), or the Individual Provider Agreement (IPA), or Department Agreement with a State Entity. Contractors may view these items on the internet at: <https://www.nj.gov/dcf/documents/contract/forms/StandardLanguage.doc>;
- B. the terms and conditions of the policies of the Contract Reimbursement Manual and the Contract Policy and Information Manual. Contractors may review these items on the internet at: <https://www.nj.gov/dcf/providers/contracting/manuals>;
- C. all applicable State and Federal laws and statues, assurances, certifications, and regulations;
- D. the requirements of the State Affirmative Action Policy, N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27;
- E. the laws relating to Anti-Discrimination, including N.J.S.A 10:2-1, Discrimination in Employment on Public Works; and
- F. the confidentiality rules and regulations related to the recipients of contracted services including, but not limited to:
 - 1. Compliance with 42 CFR Part 2 Confidentiality of Substance Use Disorder Patient Records.
 - 2. Maintenance of client specific and patient personal health information (PHI) and other sensitive and confidential information in accordance with all applicable New Jersey and Federal laws and regulations including, but not limited to, the Health Insurance Portability and Accountability Act of 1996 (HIPAA).
 - 3. Safeguarding of the confidentiality of case information as mandated by N.J.S.A 9:68.10a with the understanding that the release of any information may be in violation of State law and may result in the conviction of individuals for a disorderly person's level offense as well as possibly other disciplinary, civil or criminal actions pursuant to N.J.S.A. 9:6-8.10b.
 - 4. Ensuring the content of every contractor's web site protects the confidentiality of, and avoids misinformation about the youth served and provides visitors with a mechanism for contacting upper administrative staff quickly and seamlessly.

III. Organizations awarded contracts are advised:

- A. As noted in Section 5.12 of the SLD, or in Section 5.03 of the IPA, the initial provision of funding and the continuation of such funding under this contract is expressly dependent upon the availability to DCF of funds appropriated by the State Legislature and the availability of resources. Funds awarded under this contract program may not be used to supplant or duplicate existing funding. If any scheduled payments are authorized under this contract, they will be subject to revision based on any audit or audits required by Section 3.13 Audit of the Standard Language Document (SLD) and the contract close-out described in: [Contract Closeout - CON-I-A-7-7.01.2007 \(nj.gov\)](#)
- B. All documentation related to products, transactions, proof of services and payments under this contract must be maintained for a period of five years from the date of final payment and shall be made available to the New Jersey Office of the State Comptroller upon request.
- C. Any software purchased in connection with the proposed project must receive prior approval from the New Jersey Office of Information Technology, and any data collected or maintained through the implementation of the proposed program shall remain the property of DCF.
- D. Any data collected or maintained through the implementation of the proposed program shall remain the property of DCF.
- E. Contractors shall maintain a financial management system consistent with all of the requirements of Section 3.12 of the SLD of the IPA.
- F. As defined in 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. §1320 b-8 to serve in this State.
- G. DCF endorsed the Prevent Child Abuse of New Jersey's (PCANJ) Sexual Abuse Safe-Child Standards (Standards) as a preventative tool for contractors working with youth and children to reference when implementing policies and procedures to minimize the risks of the occurrence of child sexual abuse. The Standards are available on the internet at: <https://www.nj.gov/dcf/SafeChildStandards.pdf>
- H. NJ Rev Stat § 9.6-8.10f (2017) requires the Department of Children and Families (DCF) to conduct a check of its child abuse registry for each person who is seeking employment in any facility or program that is licensed, contracted, regulated, or funded by DCF to determine if the person is included on the child abuse registry as a substantiated perpetrator of child abuse or neglect. Contractors are to utilize the Child Abuse Record Information (CARI) Online Application to set-up a facility account by visiting: <https://www.njportal.com/dcf/cari>
- I. Contractors and employees of the contractor who provide direct services will have State and Federal background checks with fingerprinting completed and pass now and every two (2) years thereafter. Instruction on the fingerprinting process and background checks will be provided. Community Agency Head and Employee Certification, Permission for Background Check and Release of Information, is a consent form for fingerprinting, certification regarding

criminal background, and a release of information form. It is signed by respective employees in front of a witness and is not to be included in the application. Only the Community Agency Head's signed form must be submitted with the application.

- J. DCF staff may conduct site visits to monitor the progress and problems of its contractors in conforming to all contract requirements and in accomplishing its responsibilities. The contractor may receive a written report of the site visit findings and may be expected to submit a plan of correction, if necessary, for overcoming any problems found. Corrective Action Plan (CAP) requirements, timeframes and consequences are explained on the internet at: https://www.nj.gov/dcf/policy_manuals/CON-I-A-8-8.03_issuance.shtml
- K. Contractors must have the ability to maintain the full operations census specified in the contract, and to submit timely service reports for Contracted Level of Service (CLOS) utilization in the format and at the time DCF requests.
- L. Contractors awarded contracts must have the ability to achieve full operational census within the time DCF specifies. Extensions may be available by way of a written request to the Contract Administrator, copied to the DCF Director managing the contracted services.
- M. As noted in Section 4.01 of the SLD or the IPA, DCF or the contractor may terminate this contract upon 60 days written advance notice to the other party for any reason whatsoever.
- N. DCF will advise contractors of the documents and reports in support of this contract that they must either timely submit or retain on-site as readily available upon request. The contractor also shall submit all required programmatic and financial reports in the format and within the timeframes that DCF specifies as required by Section 3.02 of the SLD or IPA. Changes to the information in these documents and reports must be reported to DCF. Contractors are under a continuing obligation, through the completion of any contract with the State of NJ, to renew expired forms filed the NJ Department of Treasury and to notify Treasury in writing of any changes to the information initially entered on these forms. Failure to timely submit updated documentation and required reports may result in the suspension of payments and other remedies including termination.

IV. Organizations awarded contracts for the provision of certain types of services additionally shall be aware of the following:

- A. If services are provided at licensed sites, contractors must meet all NJ Department of Children and Families and other applicable Federal Licensure Standards.
- B. If services are paid with Medicaid funds, contractors must have the demonstrated ability, experience, and commitment to enroll in NJ Medicaid, and subsequently submit claims for reimbursement through NJ Medicaid and its established fiscal agent, within prescribed times.
- C. If services are paid with federal funds (including Medicaid funds), contractors must adhere to the provisions set forth in the Rider for Purchases funded in whole or in part, by federal funds. <https://www.nj.gov/dcf/providers/contracting/forms/RIDER-For-Purchases-Funded-by-Federal-Funds-7.31.2020.pdf>

- D. If services are provided by programs licensed, contracted or regulated by DCF and provide services to individuals with developmental disabilities, contractors must comply with:
1. the Central Registry of Offenders against individuals with Developmental Disabilities law, N.K.S.A 30:6D-73 et seq (Individuals on the Central Registry are barred from working in DCF-funded programs for persons with developmental disabilities. If you are not registered to access the Central Registry, DCF will facilitate the qualified applicant's registration into this system); and
 2. Danielle's Law:
(<https://www.state.nj.us/humanservices/dds/documents/fireprocurement/ddd/Danielle%27s%20Law.pdf>)
- E. If services are to be administered by the Contracted System Administrator (CSA), contractors must conform with, and provide services under, protocols that include required documentation and timeframes established by DCF and managed by the CSA. The CSA is the single point of entry for these services and facilitates service access, linkages, referral coordination, and monitoring of CSOC services across all child-serving systems. Contractors of these services will be required to utilize "Youth Link", the CSOC web-based out-of-home referral/bed tracking system process to manage admissions and discharge after being provided training.
- F. If services are to be provided to youth and families who have an open child welfare case due to allegations of abuse and neglect, then contractors shall deliver these services in a manner consistent with the DCF Case Practice Management Plan (CPM) and the requirements for Solution Based Casework (SBC), an evidence-based, family centered practice model that seeks to help the family team organize, prioritize, and document the steps they will take to enhance safety, improve well-being, and achieve permanency for their children. SBC provides a common conceptual map for child welfare case workers, supervisors, leadership, and treatment providers to focus their efforts on clear and agreed upon outcomes. DCF may require contractors to participate in DCF sponsored SBC training, and to be involved in developing plans with the consensus of other participants, incorporating the elements of the plans into their treatment, participating in Family Team Meetings, and documenting progress and outcomes by race, age, identified gender, and other criteria DCF deems relevant and appropriate.
- G. If services provided under a DCF contract are for mental health, behavioral health, or addictions services by a contractor with at least 10 regular full-time or regular part-time employees who principally work for the contractor to provide those services, then P.L. 2021,c.1 (C30:1-1.2b) requires the contractor to:
1. submit no later than 90 days after the effective date of the contract an attestation: (a) signed by a labor organization, stating that it has entered into a labor harmony agreement with such labor organization; or (b) stating that its employees are not currently represented by a labor organization and that no labor organization has sought to represent its employees during the 90-day period following the initiation or renewal of the contract; or (c) signed by a labor organization, stating that it has entered into an agreement or binding obligation to be maintained through the term of the contract that provides a commitment comparable to a labor harmony

agreement, as defined in section 4 of P.L.2021, c.1 (C30:1-1.2c). The required attestation is submitted to ensure the uninterrupted delivery of services caused by labor-management disputes and is a condition of maintaining a DCF contract. The failure to submit it shall result in DCF's issuance of a financial recovery and a Corrective Action Plan (CAP). Should the contractor not adhere to the terms of the CAP, DCF shall cancel or not renew the contract upon obtaining a replacement contractor to assume the contract or otherwise provide the services. An extension of the 90-day deadline shall be warranted if a labor organization seeks to represent a contractor's employees after the contract is renewed or entered into, but within the 90-day period following the effective date of the contract. The Commissioner of DCF may review any interested person's report of a failure by the contractor to adhere to these requirements and upon finding that a covered contractor failed to adhere to the requirements shall take corrective action which may include a CAP, financial recovery and cost recoupment, and cancelling or declining to renew the contract. Should the covered contractor fail to engage in or complete corrective action, the Commissioner of DCF shall cancel or decline to renew the contract; and

2. make good faith efforts to comply with COVID-19 minimum health and safety protocols issued by DCF to adequately ensure the safety of the contractors, employees, and service recipients as per Section 4 of P.L., c.1 (c.30:1-1.2b) until the 366th day following the end of the public health emergency and state of emergency declared by the Governor in Executive Order No. 103 of 2020. The Commissioner of DCF shall take into account, prior to awarding or renewing any contract, any prior failures reported by any interested party to demonstrate a good faith effort to contain, limit, or mitigate the spread of COVID-19 among the covered contractor's employees or service recipients and require at a minimum the submission of a CAP to contain, limit, or mitigate the spread of COVID-19 cases. Should the contractor fail to implement a plan or repeatedly fail to demonstrate good faith efforts to contain, limit, or mitigate the spread of COVID-19, the Commissioner shall take action, including financial penalties or cancellation or non-renewal of the contract.

By my signature below, I hereby confirm I am authorized to sign this document on behalf of my organization. I have read, understand, and have the authority to ensure my organization will comply with the terms and conditions of providing services under my contracts with DCF as described in the text and referenced documents above. The terms set forth in this document govern all executed contracts with DCF and contracts to be entered into with DCF in the future.

Signature _____ **Date:** _____

Printed Name: _____ **Title:** _____

Exhibit D

Public Law P.L. 2021, c.1 Attestation Form for Providers with DCF Contracts

ALL DCF Providers must sign, scan, and email this executed document to:
OfficeOf.ContractAdministration@Dcf.nj.us

By my signature below, I hereby confirm I am authorized to review and sign this document on behalf of my organization. I additionally confirm:

_____ (1) my organization **is not** an entity entering into or renewing a contract or contracts with the Department of Children and Families to provide mental health, behavioral health, or addiction services that employs more than 10 regular full-time or regular part-time employees who principally work for the organization to provide the contracted services as defined in Public Law P.L. 2021, c.1 [if you select this response, please return the signed form as noted above].; OR

_____ (2) my organization **is** such an entity and in compliance with Public Law P.L. 2021, c.1., I therefore must submit within the 90-day period following the initiation or renewal of our DCF contract(s) either:

A. An attestation:

_____ signed by a labor organization confirming entry into a labor harmony agreement with such labor organization; **or**

_____ stating that our employees are not currently represented by a labor organization and that no labor organization has sought to represent our employees during the 90-day period following the initiation or renewal of our DCF contract(s) after the effective date of this act and up to the time of submission; **or**

_____ signed by a labor organization, confirming entry into an agreement or binding obligation to be maintained through the term of the DCF contract that provides a commitment comparable to a labor harmony agreement, as defined in section 4 of P.L.2021, c.1 (C.30:1-1.2c); **or**

B. A notice:

_____ from a labor organization confirming it seeks to represent our employees after the expiration of the 90-day period following the effective date of our DCF contract, to be followed no later than 90 days after the date of notice stating that we have entered into:

- (1) a labor harmony agreement with the labor organization; or
- (2) an agreement or binding obligation to be maintained through the term of the contract that provides a commitment comparable to a labor harmony agreement, as defined in section 4 of P.L.2021, c.1 (C.30:1-1.2c); **and**

C. A COVID-19 health and safety commitment:

I ensure the organization will continue to make a good faith effort to comply with minimum health and safety protocols issued by DCF to adequately ensure the safety of the covered providers' employees, and service recipients at least through the 366th day following the end of the public health emergency and state of emergency declared by the Governor in Executive Order No. 103 of 2020. These efforts include our adherence to the measures service providers may take to prevent and mitigate exposure to, and spread of, the COVID-19 virus while delivering services, as explained by the DCF Commissioner's issuance of Guidance's published on the DCF website at:

https://www.nj.gov/dcf/coronavirus_contractedproviders.html These Guidance's have amended and supplemented, and may continue to amend and supplement, our contract requirements. I additionally

represent I am not aware of any prior failures to demonstrate a good faith effort to contain, limit, or mitigate the spread of COVID-19 among the covered provider's employees or service recipients.

Signature: _____ **Date:** _____

Printed Name: _____ **Title:** _____

Organization Name: _____