



REQUEST FOR PROPOSALS

FOR

Domestic Violence Housing First Program - Newark

Publication Date: October 2, 2024

Response Deadline: October 30, 2024, by 12:00 P.M.

**Funding of \$325,000 Available \$125,000 is ARP Funding:
CFDA # 21.027**

**Christine Norbut Beyer, MSW
Commissioner**

The Department of Children and Families (DCF) is the agency dedicated to ensuring all New Jersey residents are safe, healthy, and connected. To that end, DCF announces to potential respondents its intention to award a new contract.

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Section I - General Information

A. Summary Program Description:

The New Jersey Department of Children and Families (DCF) Division on Women (DOW), announces its intent to award a contract for Domestic Violence Housing First (DVHF) services in Newark, NJ. The DCF vision is for all New Jersey residents to become safe, healthy, and connected. Domestic violence survivors have listed affordable and safe housing as a top concern for many years. This concern has only increased since the COVID-19 pandemic and the resulting housing crisis. Research shows connecting survivors to safe and affordable housing is critical for recovery and to reduce further violence.

DOW began implementing the DVHF model to prevent both homelessness and revictimization by connecting survivors with long-term stable housing more quickly and providing them with ongoing support and assistance.

DVHF encompasses three main components: (1) survivor-driven and trauma-informed mobile advocacy; (2) community engagement to build connections with community resources; and (3) flexible financial assistance that assists survivors with immediate and comprehensive needs.

B. Funding Information:

The Department will make available a total of \$325,000 from state and federal funds from January 1, 2025, through June 30, 2026, in an 18-month contract from January 1, 2025, through June 30, 2026.

DCF will issue \$100,000 in state funding to support a housing navigator position and start-up costs from January 1, 2025, to June 30, 2025, who will address 2 DVHF pillars, mobile advocacy, and community engagement. Of the \$100,000 up to \$50,000 of this funding may be used in start-up costs; the remaining \$50,000 is for the housing navigator position. These funds cannot be carried forward into the budget period beginning July 1, 2025.

DCF will issue \$125,000 in federal grant funds from January 1, 2025, to June 30, 2025; funding unexpended at the end of the budget period can be carried forward into the budget period beginning July 1, 2025. CFDA # 21.027, i.e., American Rescue Plan Act-Coronavirus State and Local Fiscal Recovery Fund (SLFRF) to address the third DVHF pillar, flexible financial assistance for survivors of domestic violence with a housing need. DCF may add additional funds based on local need and the provider's capacity to utilize funds.

DCF will issue \$100,000 in state funding for the housing navigator position for the budget period from July 1, 2025, through June 30, 2026.

All funding is subject to appropriation. The continuation of funding is contingent upon the availability of funds and resources in future fiscal years.

Respondents are on notice that no annual increases will be considered as part of this contract to salaries, fringe, or benefits in future negotiations or contracts, unless approved by the State legislature for all contracting entities. Funds awarded under this program may not be used to supplant or duplicate existing funding.

Any entities to which DCF provides SLFRF funds:

- Must file monthly reports of expenditures.
- Must use the proceeds of this Grant for “Allowable Costs,” meaning costs that are acceptable pursuant to 2 CFR §200.403, all other applicable federal regulations, and approved as part of the program encompassed by this contract.
- May use the Grant Funds for Direct Costs, as defined in 2 CFR Part §200.413. Contractor shall maintain full documentation of Direct Costs for all expenses incurred and provide access for DCF upon request.
- Must not use the Grant Funds for ineligible costs, as defined by the ARP Act, 42 U.S.C. 802(c)(2), and the U.S. Treasury SLFRF Final Rule, 87 Fed. Reg. 4338, 4422 (Jan. 27, 2022), including the use of funds for debt service or to replenish financial reserves.

The anticipated costs required for program operations must be entered for the initial term of this contract into a proposed budget for fiscal year 2025 and submitted with this response using the Proposed Budget Form found at: <https://www.nj.gov/dcf/providers/contracting/forms/> and a justification and detailed summary of the costs must be provided in the Proposed Budget Narrative. The Proposed Budget Form and the Proposed Budget Narrative must be submitted as documents included in PDF 3: Section III - *Documents to be Submitted with This Response, Subsection B. Additional Documents Requested to be Submitted in Support of This Response.*

Applicants will need to submit two Proposed Budget Forms and Narratives. The first Proposed Budget Form and Narrative will detail anticipated expenditures of up to \$225,000 from January 1, 2025, through June 30, 2025; \$100,000 in state funding must be expended by June 20, 2025. The \$125,000 in SLFRF funding can be spent throughout the life of the 18-month contract. Funds remaining at the end of the June 30, 2025, budget period can be carried forward into the budget period starting July 1, 2025. The second Proposed Budget Form and Narrative is for expenditures of up to \$100,000 for the housing navigator from July 1, 2025, through June 30, 2026.

NOTE: The Proposed Budget submitted with a response is not the actual budget an awarded respondent will submit for DCF approval as part of the contract. If awarded a contract, the awarded respondent then shall submit their budget information again using the more detailed Annex B Budget Form found at: <https://www.nj.gov/dcf/documents/contract/forms/AnnexB.xls>.

Each budget will require Reports of Expenditures and be subject to the DCF contract close out process following the end of the contract term in accordance with the DCF Contract Close Out policy at:

https://www.nj.gov/dcf/documents/contract/manuals/CPIM_p7_closeout.pdf DCF will compare the actual approved expenditures appearing on the final report of expenditures and the independent audit with the total contract revenue realized through DCF payments and may recoup as an overpayment the funds that exceeded the actual allowable contract expenditures of the approved budget.

Awarded respondents will be required to submit an Annex B Budget that will detail expenditures of up to \$225,000 for the months of January 1, 2025, through June 30, 2025, and an Annex B up to \$100,000 for the months of July 1, 2025, through June 30, 2026. The final report of expenditures for contract period ending on June 30, 2026, is due September 1, 2026.

An additional Annex B Budget form must be submitted for any subsequent state fiscal year of a renewed contract term. Each Annex B Budget is subject to DCF approval and requires the subsequent submission of a separate report of expenditures.

By September 30, 2026, the contractor must return to DCF all SLFRF funds unspent by June 30, 2026. Unspent state funds will be recouped from the contractor in accordance with DCF's closeout policy timelines.

This awarded contract will involve the allocation and expenditure of COVID-19 Recovery Funds and is subject to the requirements of Executive Order No. 166 (EO166), which was signed by Governor Murphy on July 17, 2020. The Office of the State Comptroller ("OSC") is required to make all such contracts available to the public by posting them on the New Jersey transparency website developed by the Governor's Disaster Recovery Office (GDRO Transparency Website). Accordingly, the OSC will post a copy of the contract, including the RFP, the response, and other related contract documents on the GDRO Transparency website.

In submitting its response, a respondent may designate specific information as not subject to disclosure. However, such respondent must have a good faith legal or factual basis to assert that such designated portions of its response: (I) are proprietary and confidential financial or commercial information or trade

secrets; or (ii) must not be disclosed to protect the personal privacy of an identified individual. The location in the response of any such designation should be clearly stated in a cover letter, and a redacted copy of the response should be provided. A respondent's failure to designate such information as confidential in submitting a response shall result in waiver of such claim.

The State reserves the right to make the determination regarding what is proprietary or confidential and will advise the winning respondent accordingly. The State will not honor any attempt by a winning respondent to designate its entire response as proprietary or confidential and will not honor a claim of copyright protection for an entire response. In the event of any challenge to the winning respondent's assertion of confidentiality with which the State does not concur, the respondent shall be solely responsible for defending its designation.

C. Pre-Response Submission Information:

Respondents may not contact DCF in person or by telephone concerning this RFP. Questions may be sent in advance of the response deadline via email to DCF.ASKRFP@dcf.nj.gov.

Technical inquiries about forms, documents, and format may be requested at any time prior to the response deadline, but **questions about the content of the RFP must be requested by 12 P.M. on October 15, 2024**. Questions should be asked in consecutive order, from beginning to end, following the organization of the RFP and each question should reference the page number and section number to which it relates. All inquiries submitted should reference the program name appearing on the first page of this RFP. Written inquiries will be answered and posted on the DCF website as a written addendum to this RFP at: <https://nj.gov/dcf/providers/notices/requests/>

D. Response Submission Instructions:

All responses must be delivered ONLINE by 12:00 P.M. on October 30, 2024. Responses received after this deadline will not be considered.

To submit online, respondent must first complete an Authorized Organization Representative (AOR) form found at [AOR.pdf \(nj.gov\)](#). The completed AOR form must be signed and dated by the Chief Executive Officer or designated alternate and sent to DCF.ASKRFP@dcf.nj.gov. Only one (1) AOR form is required, even if the respondent intends to file multiple responses. The respondent is required to enter each location to be served on the AOR form

Upon receipt of the completed AOR, DCF will grant the respondent permission to proceed and provide instructions for the submission of the response(s) electronically.

Completed AOR forms should be received in the DCF.ASKRFP mailbox not less than five (5) business days prior to the date the response is due. DCF recommends emailing your AOR forms as soon as you know you will be filing a response to allow time to report to DCF any technical difficulties you may encounter and to timely resolve them.

E. Required PDF Content of the Response:

Submit in response to this RFP separate PDF documents labeled as follows:

PDF 1: *Section II - Required Performance and Staffing Deliverables (ending with a Signed Statement of Acceptance)*

PDF 2: *Section III - Documents Requested to be Submitted with This Response, Subsection A. (Organizational Documents Prerequisite to a DCF Contract Award Requested to be Submitted with the Response)*

PDF 3: *Section III – Documents Requested to Submitted with This Response, Subsection B. (Additional Documents Requested to be Submitted in Support of This Response)*

PDF 4: *Section IV - Respondent's Narrative Responses, subsections ABC (A. Community and Organizational Fit; B. Organizational Capacity; and C. Organizational Supports)*

F. Respondent Eligibility Requirements:

Respondents that have State or Federal grants or contracts must be compliant with all their terms and conditions and in good standing as grantees and contractors.

Respondents must not be suspended, terminated, or barred for deficiencies in the performance of any grant or contract award, and if applicable, all past issues must be resolved as demonstrated by written documentation.

DCF may disqualify and decline to forward for the review of the Evaluation Committee a response from those under a corrective action plan in process with DCF or any other New Jersey State agency or authority.

Respondents must be fiscally viable and be able to comply with the contracting rules and regulations set forth in the DCF Contract Policy and Information Manual (CPIM) found at: [DCF | Contracting Policy Manuals \(nj.gov\)](https://www.nj.gov/dcf/contracting-policy-manuals/).

Where required, all respondents must hold current State licenses.

Respondents must have a governing body that provides oversight as is legally required in accordance with how the entity was formed, such as a board of

directors for corporations, or the managing partners of a Limited Liability Corporation (LLC)/Partnership, or the members of the responsible governing body of a county or municipality.

Respondents must have the capability to uphold all administrative and operating standards as outlined in this RFP.

Respondents must be business entities that are duly registered to conduct business within the State of New Jersey, for profit or non-profit corporations, partnerships, limited liability companies, etc. or institutions of higher education located within the State of New Jersey.

Respondents awarded a contract should ensure their program is operational within 30 days of contract award or the award may be rescinded. Extensions may be available by way of written request to DCF. The contracted program shall be fully staffed to meet the needs of the maximum census of youth within 30 days of being awarded.

Respondents awarded a contract must be prepared to execute any planned sub-contracts, memorandum of agreements with vendors, consultants, or agencies, after the review and approval of DCF, within 30 days of contract execution.

Section II - Required Performance and Staffing Deliverables

NOTE: After reviewing the required deliverables listed below, respondents must sign the statement at the bottom of this Section II to signify acceptance of all of them.

(SUBMIT A COMPLETE COPY OF THE CONTENT OF SECTION II, ENDING WITH YOUR SIGNED STATEMENT OF ACCEPTANCE, AS A SINGLE PDF DOCUMENT. THIS WILL BE THE FIRST PDF SUBMISSION IN YOUR RESPONSE PACKET AND IS TO BE LABELED AS: *PDF 1: SECTION II - REQUIRED PERFORMANCE AND STAFFING DELIVERABLES.*)

A. Subject Matter - The below describes the needs the awarded respondent must address in this program, the goals it must meet, and its prevention focus.

- 1) The need for this program as indicated by data regarding the health and human services issues and parent and community perceptions is:**

DCF-DOW has long recognized the importance of housing security to the long-term health of domestic violence survivors (survivors) and has

several programs in operation to aid individuals in need. However, following the COVID-19 pandemic, housing continues to be the most urgent and pressing need for survivors in New Jersey, especially those from marginalized and underserved populations.

DCF-DOW engaged in conversations with various stakeholders and other state agencies to plan for shifting its housing focus from emergency housing to supporting more long-term permanent housing solutions. Research has shown that when survivors lack housing and stability, there is an increased risk of revictimization. Connecting survivors to safe and affordable housing is critical for their recovery and to reduce the risk for further violence.¹

DCF-DOW and DCF's Office of Strategic Development (DCF-OSD) explored various clearinghouses and literature for evidence-based or evidence-informed housing models. This led to an in-depth exploration using the National Implementation Research Network's Hexagon Tool, which assesses models for evidence of effectiveness, usability, fit, and support. This analysis coupled with the support of the New Jersey Coalition to End Domestic Violence led DCF to select the Domestic Violence Housing First Program Model (DVHF) to meet the needs of housing stability for survivors.

An evaluation of a DVHF pilot in Washington State showed 96% of survivors retained housing at 18 months. Additionally, 84% of survivors strongly agreed that DVHF increased their safety.² Compared with those receiving the DVHF model, research findings indicated that those who did not, experienced greater housing instability, domestic violence exposure, depression, anxiety, and post-traumatic stress disorder.³

The DVHF model and its core components are clearly defined in the DVHF toolkit ([Toolkit – Washington State Coalition Against Domestic Violence \(WSCADV\)](#)), which contain practice expectations, and have been replicated in other states and communities across the country.

¹ Glass, N., & Rollins, C. (2010). The SHARE project: Effectiveness of a housing intervention for battered women. Final report submitted to the Centers for Disease Control and Prevention. CDC U49 CE000520. Washington, DC: Centers for Disease Control and Prevention.

² Innovative Programs Research Group & University of Washington. (2015, February). *The Washington State Domestic Violence Housing First Program: Cohort 2 Agencies Final Evaluation Report*. Washington State Coalition Against Domestic Violence. Retrieved January 5, 2024, from https://wscadv.org/wpcontent/uploads/2015/05/DVHF_FinalEvaluation.pdf

³ Sullivan, C.M. *et al.* (2023) 'Domestic Violence Housing First Model and association with survivors' housing stability, safety, and well-being over 2 years', *JAMA Network Open*, 6(6). doi:10.1001/jamanetworkopen.2023.20213.

Many of those communities included immigrant, refugee or historically marginalized populations, who often encounter challenges with eligibility in other programs. DVHF's core components provide more flexibility for these communities and act as a low-barrier approach to obtaining housing stability.

2) **The goals to be met by this program are:**

a) Housing, safety, well-being, and quality of life.

The DVHF program will increase access to permanent housing thereby enhancing safety, well-being, and quality of life for survivors and their children.

b) Equity for underserved, marginalized, and adversely affect groups.

People of color, immigrants and refugees, and other historically marginalized populations experience higher rates of homelessness, domestic violence, and poverty, as well as housing discrimination, than their white non-immigrant counterparts. The DVHF program approach prioritizes accessible housing and programming for culturally relevant, linguistically accessible services in underserved, historically marginalized and adversely affected communities.

c) Awareness and collaboration

The DVHF program will increase collaboration among staff within agencies as well as across agencies and entities. Awareness of domestic violence dynamics and housing needs for survivors will be increased and enhanced for all community partners.

3) **The prevention focus of this program is:**

Domestic Violence, Family Separation, Homelessness, Isolation, Physical Abuse, Sexual Abuse, Sexual Violence, Systemic Racism, Use of Foster Care

B. Target Population - The below describes the characteristics and demographics the awarded respondent must ensure the program serves.

The DVHF program must be available to all survivors in need of housing. DVHF services shall meet the needs of survivors of domestic violence and dating violence as well as their children and family members. Under the New Jersey Prevention of Domestic Violence Act, N.J.S.A. 2C:25-17 et seq., an act of domestic violence occurs when an adult or an emancipated minor 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 can include a household member, or former

partner. The act can occur once, or multiple times over the course of several years. Domestic violence can happen to anyone of any race, ethnicity, citizenship status, age, sexual orientation, religion, gender, socio-economic status, and educational level regardless of whether they are married, living together or dating.

The DVHF program shall meet the needs of its population and especially those that have been historically underserved. Underserved populations include populations 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.

Awarded respondents of DVHF programs are encouraged to participate in the New Jersey Coalition to End Domestic Violence (NJCEDV) Inclusion and Access Initiative to assist with maintaining accessible and inclusive policies and procedures: <https://njcedv.org/>

- 1) **Age:** N/A
- 2) **Grade:** N/A
- 3) **Gender:** N/A
- 4) **Marital Status:** N/A
- 5) **Parenting Status:** N/A
- 6) **Will the program also serve the children of the primary service recipient?** Yes
- 7) **DCF CP&P Status:** N/A
- 8) **Descriptors of the primary service recipient:** Survivors of Domestic Violence
- 9) **Descriptors of the Family Members / Care Givers / Custodians of the primary service recipients also required to be served:** N/A
- 10) **Other populations/descriptors targeted and served by this program:** N/A
- 11) **Does the program have income eligibility requirements?** No

C. Activities - The below describes the activities this program initiative requires of awarded respondents, inclusive of how the target population will be identified and served, the direct services and service modalities

that will be provided to the target population, and the professional development and training that will be required of, and provided to, those delivering the services.

- 1) **The level of service increments for this program initiative:**
Unduplicated individual units (# of survivors served)
- 2) **The frequency of these increments to be tracked:** The awarded respondent shall provide aggregate data to DCF-DOW on a monthly basis.
- 3) **Estimated Unduplicated Service Recipients:** Varies
- 4) **Estimated Unduplicated Families:** Varies
- 5) **Is there a required referral process?** No
- 6) **The referral process for enabling the target population to obtain the services of this program initiative:**
Awarded respondents shall collaborate and form partnerships with community providers that will offer survivors substance abuse or specific mental health services and other services that address the domestic violence in a holistic manner.

Awarded respondents shall ensure appropriate accommodations for individuals with disabilities. The Americans with Disabilities Act (ADA) generally requires shelters and agencies provide. However, for survivors with heightened disabilities, medical care or specialized assistance may be necessary. Awarded respondents shall form partnerships with medical centers and facilities to ensure warm referrals and coordinated service plans.

Services cannot be conditioned on participation in other services like mental health or substance use disorders treatment, parenting classes, or counseling.

Awarded respondents shall follow their routine screening to: 1) identify domestic violence and 2) assess the immediate needs of the survivor. When the domestic violence survivor indicates a housing need, they shall be referred to the DVHF program. An advocate from the contracted agency should then meet with the survivor to further assess housing needs and provide options to attain housing stability.

Federal regulations bar programs from administering screening mechanisms like criminal background checks, sobriety requirements, or mental health or substance use screenings. If a referral is necessary,

awarded respondents shall obtain written authorization from the survivor if in-person, or verbal authorization if the screening is taking place over the phone to share relevant case information in order to facilitate a referral on their behalf.

Awarded respondents shall ensure every survivor is connected with relevant services even if those services cannot be provided in-house.

7) **The rejection and termination parameters required for this program initiative:**

Rejection

The denial of domestic violence services to a survivor may contribute to serious injury or death and should be a rare occurrence. Decisions about denying services shall not be based on imminent risk, survivors' personalities, immigration status, mental health, substance abuse history, or their decision to return to the abuser. Only individuals who are not victims of domestic violence and do not have a housing need shall be denied DVHF services.

Terminating Services

Awarded respondents shall strive to ensure all survivors are connected with appropriate services and accommodations that fit their needs. There are however instances where termination of services is necessary to protect the safety of the survivor, other clients, or staff. Reasons for terminating services may include, but are not limited to:

- use of violence/assault;
- possession of weapons;
- possession of illegal drugs;
- discriminatory actions toward staff or other clients;
- theft or larceny;
- destruction of property

8) **The direct services and activities required for this program initiative:**

Providers are required to carry out the following activities:

1) Survivor-Driven, Trauma-Informed Mobile Advocacy

Awarded respondents' Advocates provide mobile advocacy to meet survivors at locations convenient for them and work together to address the needs that will help them obtain and maintain housing stability. This can include survivor's home, meeting in the community, etc.

2) Flexible Financial Assistance

Flexible financial assistance may be provided, subject to DCF approval, to survivors to support stable housing and survivor safety

based on the eligible uses and associated expenditure categories as explained at: <https://home.treasury.gov/system/files/136/SLFRF-Compliance-and-Reporting-Guidance.pdf>. This may include but is not limited to rent, mortgage payments, storage units, moving expenses, application or broker fees, utilities, security systems, child-care, transportation, car repairs, employment assistance, education, legal, and basic needs.

3) **Community Engagement**

Housing Navigators, as explained in Section D.9 below, actively engage the community to build a network of support like landlords, car mechanics, small businesses, community colleges, law enforcement, and employers.

- 9) **The service modalities required for this program initiative are:**
- a) **Evidence Based Practice (EBP) modalities:** Domestic Violence Housing First (DVHF)
 - b) **DCF Program Service Names:** Domestic Violence Housing First (DVHF)-Domestic Violence Direct Services
 - c) **Other/Non-evidence-based practice service modalities:** N/A
- 10) **The type of treatment sessions required for this program initiative are:** N/A
- 11) **The frequency of the treatment sessions required for this program initiative are:** N/A
- 12) **Awarded respondents are required to communicate with Parent/Family/Youth Advisory Councils, or to incorporate the participation of the communities the providers serve in some other manner:** N/A
- 13) **The professional development through training, supervision, technical assistance meetings, continuing education, professional board participation, and site visits, required for this program initiative are:**

Staff Training & Development

Housing Navigators and other staff working to support the DVHF program shall take the following trainings, which can be found on Coalition Manager at: <https://njcedv.coalitionmanager.org>

1. DV 40 Hour Training

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 in order to preserve client-counselor privilege as specified by N.J.S.A. 2A:84A-22.14 et seq.

NJCEDV has launched an online and self-paced 40 Hour Training. This not only includes essential components of DVHF like mobile advocacy, but also trauma responsive services, economic justice, supporting undocumented and immigrant survivors, confidentiality and more.

2. Housing Navigator Intro Training

3. DV Housing First 101

4. Community Engagement – Landlords and Realtors

5. Engaging with the Continuum of Care

Housing Navigators are also required to attend regional meetings hosted by DCF-DOW, NJCEDV and will include consultation through the Washington State Coalition Against Domestic Violence (WSCADV). The regional meetings occur twice per month. The awarded respondent will be notified of dates and times for these specific meetings.

- 14) **The court testimony activities, which may address an individual's compliance with treatment plan(s); attendance at program(s), participation in counseling sessions, required for this program initiative are:**

Awarded respondents shall assist survivors with collecting information needed for court preparation, such as paperwork for restraining orders or other relief, and shall accompany survivors to court (Superior and/or municipal).

- 15) **The student educational program planning required to serve youth in this program: N/A**

D. Resources - The below describes the resources required of awarded respondents to ensure the service delivery area, management, and assessment of this program.

- 1) **The program initiative's service site is required to be located in:**
Newark, NJ.
- 2) **The geographic area the program initiative is required to serve is:**
While each awarded respondent may be funded to serve a particular geographic region, services shall be made available to all survivors, without regard to geographic area. If a survivor wishes to reside or

receive services in that area, awarded respondents shall not deny a survivor services.

- 3) **The program initiative's required service delivery setting is:**
One of the pillars of DVHF includes survivor-driven, trauma-informed mobile advocacy. The awarded respondent shall meet the survivor at a location of their preference. This can be in the office, at a survivor's home, or in the community.
- 4) **The hours, days of week, and months of year this program initiative is required to operate:**
Awarded respondents shall at minimum operate the DVHF program Monday through Friday between the hours of 9:00AM-5:00pm. Additionally, contractors should create flexible work hours to accommodate survivors' employment schedules. This may include evening and/or weekend hours.
- 5) **Additional procedures for on call staff to meet the needs of those served twenty-four (24) hours a day, seven (7) days a week? N/A**
- 6) **Additional flexible hours, inclusive of non-traditional and weekend hours, to meet the needs of those served?**
Awarded respondents shall ensure flexible work hours to accommodate survivors' employment schedules. This may include evening and/or weekend hours.
- 7) **The language services (if other than English) this program initiative is required to provide:**
No client shall be denied services due to language needs. Awarded respondents shall make the necessary accommodations to meet the language needs of any client. The top two (2) languages in the region served (as indicated by census data, and not including English) must be serviced by staff either directly or through translation services both written and verbal.

When possible, programs shall provide treatment in the client's primary language or a secondary language in which they are fluent. Ideally this would be provided through a bilingual clinician. If not possible, the program shall utilize an interpreting service that may include an in-person translator or language line.

- 8) **The transportation this program initiative is required to provide:**
Transportation services shall facilitate housing relocation and assist survivors in accessing community resources, court appearances and medical appointments. Transportation may be delivered to survivors directly with the awarded respondent's own vehicle or indirectly with bus passes, vouchers, sub-contractors or other arrangements.

- 9) **The staffing requirements for this program initiative, including the number of any required FTEs, ratio of worker to youth, shift requirements, supervision requirements, education, content knowledge, credentials, and certifications:**

Staff Hiring

The provider shall allocate and maintain at least one Housing Navigator, or a Full Time Equivalent (FTE) to carry out the DVHF activities.

Housing Navigator responsibilities include:

Housing Navigators are specifically funded positions for DVHF that work in the community to build lasting connections to support survivors' safety, independence, and housing stability. A Survivor's needs can be complex, and it is not always possible for programs to have every resource available. Therefore, it is important that organizations make intentional efforts to establish and maintain relationships with other community organizations to pool resources.

Although this may look different at every provider agency, a Housing Navigator's primary focus should be to map out resources and build relationships with the community organizations who are strategic to securing housing, employment, and other supports for survivors. These community resources can include landlords, housing groups, community-based organizations, faith-based organizations, community colleges, health centers, childcare centers, businesses, government agencies and nonprofit organizations. See here for an example of community resources:

<https://wscadv.org/wpcontent/uploads/2020/05/Community-resources-example.jpg>.

Housing Navigators may also have additional responsibilities related to DVHF depending on the domestic violence awarded respondent's staffing structure. Housing Navigators may also provide mobile advocacy, economic assistance, and safety planning as needed. They also may provide training, information, and support to landlords, to encourage availability of rental units for survivors and their families, and to housing and homeless services organizations responsible for finding and developing resources.

The ideal Housing Navigator is an empathic professional who demonstrates a strong commitment to social justice, cultural humility, and equity. Housing Navigators should have knowledge about domestic violence and the impact of violence and trauma on survivors and their children and at least five years of experience in housing,

domestic violence, or related social justice field. They should have extensive knowledge of housing resources and options, public benefits, and community resources to meet various survivor needs. A Bachelor's degree is preferred, but not required, and bi/multilingualism, Spanish/English, is strongly preferred.

Staff and Volunteer Retention

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

Supervision

Trauma-informed supervision is in place to oversee all direct service staff and case management activities. Supervision is provided by qualified individuals who meet applicable professional standards and documented in agency or case records.

CARI Check Requirement

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. <https://www.njportal.com/dcf/cari>

Culturally Responsive

Culture plays a profound role in how victimization is experienced and can drastically affect a survivor's healing journey. Research shows that survivors have better outcomes when services are tailored to meet their unique cultural and linguistic needs. Programs must consider the unique assets and barriers of survivors from culturally specific communities, taking into account race, ethnicity, gender, religion, ability/disability, language, socioeconomic status, age, and more.

10) **The legislation and regulations relevant to this specific program, including any licensing regulations:**

DCF funded agencies providing services to DOW must comply with relevant sections of:

- a) The Violence Against Women Act (34 U.S.C. 12291 et seq);
- b) Family Violence Prevention and Services Act (42 U.S.C. 10401 et seq);
- c) The Prevention of Domestic Violence Act (N.J.S.A. 2C:25-17 et seq);

- d) Shelters for Victims of Domestic Violence Act (N.J.S.A. 30:14-1 et seq);
- e) Standards for Shelters for Victims of Domestic Violence Act (N.J.A.C. 3A: 57- 2.1 - 2.10);
- f) Survivor-Counselor Confidentiality Privilege (N.J.S.A. 2A:84A-22.13 et seq);
- g) Victim’s Assistance and Survivor Protection Act (N.J.S.A. 2C:14-13 et seq.);
- h) 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
- i) New Jersey Law Against Discrimination (N.J.S.A. 10:5-12).
- j) The American Rescue Plan Act of 2021, Public Law 117-2 (March 11, 2021) (The ARP Act)
- k) Coronavirus Relief Fund, 42 U.S.C. 801 et seq. establishing the Coronavirus State and Local Fiscal Recovery Fund (SLFRF)

11) **The availability for electronic, telephone, or in-person conferencing this program initiative requires:**

Awarded respondents must have a dedicated phone line and other electronic means that allow survivors to connect with staff directly; and are answered by staff during regular business hours, and non-business hours. Awarded respondents should have internet, computers/tablets, Hotspot capabilities, including apps and/or platforms that enable staff to facilitate virtual discussions.

12) **The required partnerships/collaborations with stakeholders that will contribute to the success of this initiative:**

Awarded respondents must develop sustainable collaborative relationships with diverse community groups and organizations that work with specific communities and multicultural populations. One of the pillars of DVHF includes community engagement, which requires Housing Navigators to build and maintain a robust directory of community partners like housing agencies (i.e., Continuum of Care), landlords, employers, and other partners to assist with meeting survivors’ complex and unique needs.

DCF procured model experts that can support training and consultation to community providers to ensure they are supported and have the skills to implement the program. DCF’s Office of Strategic Development (OSD) is responsible for providing the implementation expertise needed through each stage of implementation in addition to the project management expertise to support the tracking of project goals, timelines, project risks, and decisions. DCF offices partner both internally and with external stakeholders using a structured teaming

approach to achieve project goals, identify risks and barriers to implementation, and determine mitigation strategies to achieve high-quality implementation of evidence-based programming.

DCF staff checks in with each awarded respondent on a regular basis to gather information on survivor, community and organizational needs and provides them with individualized technical assistance. DCF-DOW also provides a space for culturally specific awarded respondents to meet with each other to share challenges or barriers they have encountered as well as promising practices. DCF-DOW collects information from these discussions, in addition to stakeholder meetings and data collection tools/surveys.

DCF-DOW has retained the assistance of the Washington State Coalition Against Domestic Violence (WSCADV) to lead the model development of DVHF in New Jersey. DCF-DOW and WSCADV will connect with provider agencies through bi-weekly implementation teams, as well as individual consultation and technical assistance. This ongoing communication allows DCF-DOW to adapt the DVHF model to New Jersey's unique needs.

- 13) **The data collection systems this program initiative requires:**
Awarded respondents are required to fill out monthly Survey Monkey forms on the following: # of survivors served; demographics; and flexible funding disbursements.
- 14) **The assessment and evaluation tools this program initiative requires:**
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. The awarded respondent shall engage in ongoing CQI to ensure programs are systematically and intentionally increasing positive outcomes for individuals and families they serve.

E. Outcomes - The below describes the evaluations, outcomes, information technology, data collection, and reporting required of respondents for this program.

- 1) **The evaluations required for this program initiative:**
The awarded respondent shall participate in the DVHF evaluation led by DCF in partnership with NJCEDV. The DVHF evaluator will develop and implement an evaluation plan for the program. The evaluation plan will ensure that data is disaggregated to understand

the impact by race, ethnicity, and outcomes for immigrant and refugee populations.

DCF-DOW already collects data for survivors served that include racial and ethnic demographics. It also collects data on disabilities, age, gender identity and sexual orientation. DCF-DOW examines where there may be gaps in services by comparing the population of geographic areas to victims served data.

2) **The outcomes required of this program initiative:**

Outcomes for DVHF include:

- a) Increased access for survivors to permanent housing
- b) Housing retention
- c) Enhanced well-being and quality of life for survivors
- d) Increased safety for survivors
- e) Increased collaboration among staff within the same agency
- f) Community partners' increased awareness of domestic violence dynamics and survivors' housing needs
- g) Increased and enhanced partnerships across agencies and entities

a) Short Term Outcomes:

- 80% of households will be placed in permanent housing within 30 days of intake.
- Increased housing stability
- Reduced homelessness.
- Increased housing choice
- Increased quality housing satisfaction
- Positive relationships with landlords, neighbors, and other community members

b) Mid Term Outcomes:

- 80% of households will be placed in permanent housing within 30 days of intake.
- Increased housing stability
- Reduced homelessness.
- Increased housing choice
- Increased quality housing satisfaction
- Positive relationships with landlords, neighbors and other community members

c) Long Term Outcomes:

- Increased housing stability
- Reduced homelessness.

- Maintenance of housing choice, quality, and satisfaction even if housing changes.

3) **Required use of databases:**

Data Collection and Management

The awarded respondent is required to maintain a clear and organized system of data collection provided by DCF and report data to DCF. The awarded respondent shall avoid recording subjective opinions about a survivor's behavior and are encouraged to record only factual information related to the survivor and the goals of their service plan. Any data collected or maintained through the implementation of the proposed program shall remain the property of DCF.

4) **Reporting requirements:**

a) **Domestic Violence Services Statistics:** Awarded respondents are required to maintain a flexible financial assistance tracker as well as a monthly service report. Reports are submitted via Survey Monkey to DCF-DOW by the 15th day of each month for the preceding month in which services were provided. All monthly reports must be accurate, verifiable, and submitted in accordance with the format and definitions specified by DCF.

b) **Expenditure and Vacancy Reports:** The awarded respondent shall submit quarterly expenditure and vacancy reports to the Office of Contract Administration and the DCF-DOW program lead.

F. Signature Statement of Acceptance:

By my signature below, I hereby certify that I have read, understand, accept, and will comply with all the terms and conditions of providing services described above as *Required Performance and Staffing Deliverables* and any referenced documents. I understand that the failure to abide by the terms of this statement is a basis for DCF's termination of my contract to provide these services. I have the necessary authority to execute this agreement between my organization and DCF.

Region: Newark, NJ

Name:

Signature:

Title:

Date:

Organization:

Federal ID No.:

Charitable Registration No.:

Unique Entity ID #:

Contact Person:

Title:

Phone:

Email:

Mailing Address:

Section III - Documents Requested to be Submitted with This Response

In addition to the Signature Statement of Acceptance of the Required Performance and Staffing Deliverables, DCF requests respondents to submit the following documents with each response. Respondents must organize the documents submitted in the same order as presented below under one (1) of the two (2) corresponding title headings: A. *Organizational Documents Prerequisite to a DCF Contract Award Requested to be Submitted with This Response* and B. *Additional Documents Requested to be Submitted in Support of This Response*. **Each of these two (2) sections must be submitted as a separate PDF, which would be the second and third PDF submission in your response packet.**

A. Organizational Documents Prerequisite to a DCF Contract Award Requested to be Submitted with this Response:

THIS WILL BE THE SECOND PDF SUBMISSION IN YOUR RESPONSE PACKET AND IS TO BE LABELED AS: *PDF 2: SECTION III - DOCUMENTS REQUESTED TO BE SUBMITTED WITH THIS RESPONSE, SUBSECTION A. (ORGANIZATIONAL DOCUMENTS PREREQUISITE TO A DCF CONTRACT AWARD REQUESTED TO BE SUBMITTED WITH THIS RESPONSE.)*

- 1) A description of how your **Accounting System** has the capability to record financial transactions by funding source, to produce funding source documentation, authorization to support all expenditures, and timesheets which detail by funding source how the employee spent their time, invoices, etc.

- 2) **Affirmative Action Certificate:** Issued after the renewal form [AA302] is sent to Treasury with payment.
Note: The AA302 is only applicable to new startup agencies and may only be submitted during Year One (1). Agencies previously contracted through DCF are required to submit an Affirmative Action Certificate.
Website: https://www.state.nj.us/treasury/contract_compliance/
- 3) **Agency By-Laws -or- Management Operating Agreement** if a Limited Liability Corporation (LLC) or Partnership
- 4) **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>
- 5) Dated List of Names, Titles, Emails, Phone Numbers, Addresses and Terms of either the Board of Trustees of a nonprofit organization, **Board of Directors** of a corporation, the **Managing Partners** of a Limited Liability Corporation (LLC)/Partnership, or the **members** of the responsible governing body of a county or municipality. This is not applicable for sole proprietors.
- 6) For Profit: **NJ Business Registration Certificate** with the Division of Revenue (see instructions for applicability to your organization).
Website: <https://www.nj.gov/treasury/revenue/busregcert.shtml>
- 7) **Business Associate Agreement/HIPAA** - Sign and date as the Business Associate.
Form:
<https://www.nj.gov/dcf/providers/contracting/forms/HIPAA%20Business%20Associate%20Agreement%209.6.24.pdf>
- 8) **Your Organization's Conflict of Interest Policy** (not the DCF Conflict of Interest Policy).
- 9) **Corrective action plans or reviews** in process or completed by DCF (inclusive of DCF Licensing, Divisions and Offices) or other State entities within the last two (2) years.

If applicable, a copy of the corrective action plan should be provided and any other pertinent information that will explain or clarify the respondent's current position under the corrective action plan and remedial measures implemented.

If not applicable, the respondent should complete, sign, date, and submit the Statement of Non Applicability Regarding Corrective Action. Form:

<https://www.nj.gov/dcf/providers/notices/requests/Statement-of-Non-Applicability-Regarding-Corrective-Action.pdf>

Note: DCF may consider all materials in our records concerning audits, reviews, or corrective active plans as part of the review process. DCF may disqualify and decline to forward for the review of the Evaluation Committee responses from those under corrective action plans in process with DCF or any other New Jersey state agency or authority.

10) **Certification Regarding Debarment**

Form: <https://www.nj.gov/dcf/documents/contract/forms/Cert.Debarment.pdf>

11) **Disclosure of Investigations & Other Actions Involving Respondent**

Form:
<https://www.nj.gov/treasury/purchase/forms/DisclosureofInvestigations.pdf>

12) **Disclosure of Investment Activities in Iran**

Form:
<https://www.nj.gov/treasury/purchase/forms/DisclosureofInvestmentActivitiesinIran.pdf>

13) **Ownership Disclosure Form**

* THIS FORM MUST BE SUBMITTED WITH THE RESPONSE. A RESPONSE SHALL BE DEEMED NON-RESPONSIVE UNLESS THIS FORM IS SUBMITTED WITH IT.

Form:
<https://www.nj.gov/treasury/purchase/forms/OwnershipDisclosure.pdf>
The Ownership Disclosure form must be completed and returned by non-profit and for-profit corporations, partnerships, and limited liability companies. The failure of a for-profit corporation, partnership, or limited liability company to complete the form prior to submitting it with the response shall result in rejection of the response.

14) **Disclosure of Prohibited Activities in Russia and Belarus**

Form:
<https://www.state.nj.us/treasury/administration/pdf/DisclosureofProhibitedActivitiesinRussiaBelarus.pdf>

15) **Source Disclosure Form** (Disclosure of Source Location of Services Performed Outside the United States)

Form:
<http://www.state.nj.us/treasury/purchase/forms/SourceDisclosureCertification.pdf>

- 16) **System for Award Management (SAM)** - Submit a printout showing the Unique Entity Identification Number, active status, and the expiration date. Available free of charge.
Website: <https://sam.gov/content/home>
Helpline: 1-866-606-8220
- 17) **Certificate of Incorporation**
Website: <https://www.nj.gov/treasury/revenue>
- 18) **Notice of Standard Contract Requirements, Processes, and Policies**
- Sign and date as the provider
Form: [Notice.of.Standard.Contract.Requirements.pdf \(nj.gov\)](#)
- 19) **Organizational Chart of Respondent** - Ensure chart includes the agency name, current date, and the allocation of personnel among each of the agency's DCF programs with their position titles and names.
- 20) **Chapter 271/Vendor Certification and Political Contribution Disclosure**
[2006 Federal Accountability & Transparency Act (FFATA)]
Form: <https://www.nj.gov/treasury/purchase/forms/CertandDisc2706.pdf>
- 21) **Prevent Child Abuse New Jersey's (PCA-NJ) Safe-Child standards** - A brief description (no more than two (2) pages double spaced) of the ways in which respondent's operations (policies and/or practices) mirror these standards. The document should include the agency name & current date. The Standards are available at: ["Sexual Abuse Safe-Child Standards" \(state.nj.us\)](#)
- 22) **Standard Language Document (SLD)** (or Individual Provider Agreement or Department Agreement with another State Entity as designated by DCF.)
Sign and date as the provider
- SLD Form:**
<https://www.nj.gov/dcf/documents/contract/forms/StandardLanguage.doc>
- Individual Provider Agreement:**
<https://www.nj.gov/dcf/providers/contracting/forms/Individual.Provider.agreement.pdf>
- State Entity Agreement:**
<https://www.nj.gov/dcf/providers/contracting/forms/DCF.Departmental.Agreement.with.Another.State.Entity.pdf>
- 23) **Tax Exempt Organization Certificate (ST-5) -or- IRS Determination Letter 501(c)(3)**

Website: <https://www.nj.gov/treasury/taxation/exemptintro.shtml>

- 24) **Tax Forms:** Submit a copy of the most recent full tax return.
- **Non-Profit:** Form 990 Return of Organization Exempt from Income Tax -or-
 - **For Profit:** Form 1120 US Corporation Income Tax Return -or-
 - **LLCs:** Applicable Tax Form and must delete/redact any SSN or personal identifying information

Note: Store subsequent tax returns on site for submission to DCF upon request.

- 25) **Trauma Informed and Cultural Inclusivity Practices** - Submit written policies describing the incorporation of these practices into your provision of services.

B. Additional Documents Requested to be Submitted in Support of This Response

(THIS WILL BE THE THIRD PDF SUBMISSION IN YOUR RESPONSE PACKET AND IS TO BE LABELED AS: PDF 3: SECTION III – DOCUMENTS REQUESTED TO BE SUBMITTED WITH THIS RESPONSE, SUBSECTION B. ADDITIONAL DOCUMENTS REQUESTED TO BE SUBMITTED IN SUPPORT OF THIS RESPONSE.)

- 1) A completed **Proposed Budget Form** documenting all costs associated with operating the program. If DCF is allowing funding requests for **start-up costs**, document these separately in the appropriate column of the Proposed Budget Form. This form is found at: <https://www.nj.gov/dcf/providers/contracting/forms/>
- 2) A completed **Budget Narrative** is required for the proposed program that:
 - a) clearly articulates budget items, including a description of miscellaneous expenses or “other” items; b) describes how funding will be used to meet the project goals, responsibilities, and requirements; and c) references the costs associated with the completion of the project as entered in the Proposed Budget Form found at: <https://www.nj.gov/dcf/providers/contracting/forms/>. When DCF allows funding requests for start-up costs, include in the Budget Narrative a detailed summary of, and justification for, any one-time program implementation costs documented in the final column of the Proposed Budget Form.
- 3) **2-3 Letters of Collaboration** disclosing informal partnerships or cooperative agreements relevant to your provision of contract services.

- 4) **2-3 Letters of Support** from community organizations with which you already partner. Letters from any New Jersey State employees are prohibited.
- 5) **Proposed Respondent Organizational Chart** for the program services required by this response that includes the respondent's name and the date created.
- 6) **Proposed Subcontracts/ Consultant Agreements/ Memorandum of Understanding**, or a **Letter of Commitment** to demonstrate the intent to enter into a Subcontract/ Consultant Agreement/ Memorandum of Understanding upon award, for the provision of contract services.

Section IV - Respondent's Narrative Responses

Respondents who sign the above Statement of Acceptance to provide services in accordance with the *Required Performance and Staffing Deliverables* additionally must submit a narrative response to every question below. A response will be evaluated and scored as indicated on each of the following three Narrative Sections: A. Community and Organizational Fit; B. Organizational Capacity; and C. Organizational Supports. Respondents must organize the Narrative Response sections submitted in the same order as presented below and under each of the three corresponding title headings.

There is a 25 -page total limitation for the three (3) narrative sections of the response. The narrative should be double-spaced with margins of one (1) inch on the top and bottom and one (1) inch on the left and right. Narrative Sections of the responses should be double-spaced with margins of one (1) inch on the top and bottom and one (1) inch on the left and right. The font shall be no smaller than twelve (12) points in Arial or Times New Roman.

(ALL THREE (3) OF THESE SECTIONS MUST BE SUBMITTED AS A SINGLE PDF DOCUMENT, WHICH WOULD BE THE FOURTH PDF SUBMISSION IN YOUR RESPONSE PACKET AND IS TO BE LABELED AS: PDF 4 – SECTION IV: RESPONDENT'S NARRATIVE RESPONSES, SUBSECTIONS A. COMMUNITY AND ORGANIZATIONAL FIT; B. ORGANIZATIONAL CAPACITY; AND C. ORGANIZATIONAL SUPPORTS.)

A. Community and Organizational Fit (30 Points)

Community and Organizational fit refers to respondent's alignment with the specified community and state priorities, family and community values, culture and history, and other interventions and initiatives.

- 1) Describe how this initiative is consistent with your organization's mission, vision, and priorities.
- 2) Describe how this initiative fits with existing initiatives/programming in your organization.
- 3) Describe any existing services and programs that are categorized as well supported, supported, or promising as per the California Evidence-Based Clearinghouse for Child Welfare definition(s) (CEBC). <https://www.cebc4cw.org/>
- 4) Describe how this initiative is consistent with your organization's experience working with the target (or similar) populations required to be served by this initiative.
- 5) Describe how you will meet the geographic area requirements of this program initiative.

B. Organizational Capacity (35 Points)

Organizational Capacity refers to the respondent's ability to meet and sustain the specified minimum requirements financially and structurally.

- 1) Describe how the organization's leadership is knowledgeable about and in support of this initiative. Include how the requirements of this initiative will be met through your governance and management structure, including the roles of senior executives and governing body (Board of Directors, Managing Partners, or the members of the responsible governing body of a county or municipality). Do leaders have the diverse skills and perspectives representative of the community being served?
- 2) Does the organization currently employ or have access to staff that meet the staffing requirements for this initiative as described and certified to in the Resources/Staff Requirements section of the *Required Performance and Staffing Deliverables* of this RFP. If so, describe.
- 3) Does staff have a cultural and language match with the population they serve, as well as relationships in the community? If so, describe.
- 4) Describe how your Agency plans to fulfill staffing requirements not currently in place by hiring staff, consultants, sub-grantees and/or volunteers who will perform the proposed service activities.
- 5) Are there designated staff with capacity to collect and use data to inform ongoing monitoring and improvement of the program or practice? If so, describe.

- 6) What administrative practices must be developed and/or refined to support the initiative/program/practice? What administrative policies and procedures must be adjusted to support the work of the staff and others to implement the program or practice?
- 7) Describe how the requirements of this initiative will be met through your existing collaborations, partnerships and collaborative efforts with other communities and systems.
- 8) Describe how the requirements of this initiative will be met through your membership in professional advisory boards.
- 9) Describe how the requirements of this initiative will be implemented through the existing or anticipated community partners listed and certified to in the resources section and the collaborative activities listed and certified to in the activities section of the *Required Performance and Staffing Deliverables* of this RFP.
- 10) Describe how the requirements of this initiative will be met through your plans for program accessibility that include, at a minimum, the following details: site description, safety considerations, and transportation options for those served.
- 11) Describe how the requirements of this initiative will be met through your strategies for identifying and engaging the target population and for maintaining their participation in services in accordance with service recipients' need(s).

C. Organizational Supports (35 Points)

Organizational Supports refers to the respondent's access to Expert Assistance, Staffing, Training, Coaching & Supervision.

- 1) Describe how your organization will support this initiative with required/ necessary training, coaching, supervision. Describe your organization's process to evaluate staff performance.
- 2) Describe how your organization will support the staff implementing this initiative by leveraging the resources of providers; communities; and other stake holders.
- 3) Describe how your organization will support the requirements of this initiative for collection, maintenance, and analysis of data. Will this require use of or changes to existing monitoring and reporting systems?

- 4) Describe how this initiative will be supported by your use of the data after it is analyzed and reported to evaluate program performance.
- 5) Describe how this initiative will be supported by your quality assurance and performance improvement processes, including the meaningful role of those to be served.
- 6) Describe how this initiative will be supported by your willingness to engage in participatory, collaborative evaluation planning with DCF to improve and finalize outcome indicators.

Section V - Response Screening and Review Process

A. Response Screening for Eligibility, Conformity, and Completeness:

DCF will conduct a preliminary review of each response to determine whether it is eligible for evaluation or immediate rejection in accordance with the following criteria:

- 1) The response was received prior to the stated deadline.
- 2) The Statement of Acceptance is signed by the person with the necessary authority to execute the agreement.
- 3) The response is complete in its entirety, including all documents requested to be submitted in support of the response listed in Section III. A. and the organizational documents prerequisite to a contract award listed in Section III. B. If any of these documents are missing from the response, DCF may provide an email notice to the respondent after the response is submitted. Respondents will have up to five (5) business days after notice from DCF to provide the missing documentation, except those documents, such as the Ownership Disclosure Form, required by the applicable law to be submitted with the response. If the documents are not then timely submitted in response to that notice, the response may be rejected as non-responsive.
- 4) The response conforms to the specifications set forth in the RFP.

Failure to meet the criteria outlined above, constitutes grounds for rejection of the response.

Responses meeting the initial screening requirements of the RFP will be distributed to the Evaluation Committee for its review and recommendations.

B. Response Review Process:

DCF convenes an Evaluation Committee in accordance with existing policy to review all responses. All voting and advisory reviewers complete a conflict-of-interest form. Those individuals with conflicts or with the appearance of a conflict are disqualified from participation in the review process. The voting members of the Evaluation Committee will review responses, deliberate as a group, and recommend final funding decisions.

DCF reserves the right to reject any response when circumstances indicate that it is in its best interest to do so. DCF's best interests in this context include, but are not limited to, the State's loss of funding, inability of the respondent to provide adequate services, applicant's lack of good standing with a State Department, and an indication or allegation of misrepresentation of information or non-compliance with any State contracts, policies and procedures, or State or Federal laws and regulations.

A response to an RFP may result in a contract award if the Evaluation Committee concludes the respondent will comply with all requirements as demonstrated by submitting the specified documentation and signing the Statement of Acceptance. All respondents are required to provide all the requested documentation, to confirm their ability to meet or exceed all the compulsory requirements, to provide services consistent with the scope of services delineated, and to comply with the service implementation and payment processes described. In addition, a response to an RFP will be evaluated and scored by the Evaluation Committee based on the quality, completeness, and accuracy of each of the three Narrative Sections: A. Community and Organizational Fit; B. Organizational Capacity; and C. Organizational Supports. A response earning the highest score may result in a contract award. The narrative must be organized appropriately and address the key concepts outlined in the RFP. The quality and completeness of the required documents may impact the score of the Narrative Sections to which they relate.

All respondents will be notified in writing of DCF's intent to award a contract.

C. Appeals:

An appeal of a determination to reject a response as incomplete or unresponsive may be considered only to dispute whether the facts of a particular case are sufficient to meet the requirements for rejection and not to dispute the existence of any of the requirements.

An appeal of a determination not to award contract funding may be considered only if it is alleged that DCF has violated a statutory or regulatory provision in its review and evaluation process.

Pursuant to DCF policy P1.08, such appeals must be submitted in writing within ten (10) business days following the date on the Notice of Disqualification or Notice of Regret letter by emailing it to DCF.AHUAppeals@dcf.nj.gov and/or mailing it to:

Department of Children and Families
Office of Legal Affairs
Contract Appeals
50 East State Street 4th Floor
Trenton NJ 08625

Section VI - Post Award Requirements

A. General Conditions of Contract Execution:

Respondents who receive notice of DCF's intent to award them a contract will be referred to the DCF Office of Contract Administration (OCA). As a condition of executing a contract, awarded respondents must resolve with OCA any issues raised in the award letter or otherwise found to be need of clarification. If DCF finds after sending a notice of intent to award that the awarded respondent is incapable of providing the services or has misrepresented any material fact or its ability to manage the program, the award may not proceed to contract execution. DCF determines the effective date of any contract, which is the date compensable services may begin.

An awarded respondent shall be required to comply with the terms and conditions of DCFs' contracting rules, regulations, and policies as set forth in the Standard Language Document, the Notice of Standard DCF Contract Requirements, the Contract Reimbursement Manual, and the Contract Policy and Information Manual. Awarded respondents may review these items via the Internet at: www.nj.gov/dcf/providers/contracting/manuals
<https://www.state.nj.us/dcf/providers/contracting/forms/>.

Awarded respondents also shall comply with all applicable State and Federal laws and statutes, assurances, certifications, and regulations regarding funding.

B. Organizational Documents Prerequisite to Contract Execution to be Submitted After Notice of Award:

The contract administrator assigned to initiate and administer an awarded respondent's contract will require the awarded respondent to submit the following documents prior to finalizing the contract for funding:

Post-Award Documents Prerequisite to the Execution of All Contracts

- 1) **Acknowledgement of Receipt** of NJ State Policy and Procedures:
Return the receipt to DCF Office of EEO/AA.
Form: <https://www.nj.gov/dcf/documents/contract/forms/DiscriminationAcknowReceipt.pdf>
Policy: <https://www.nj.gov/dcf/documents/contract/forms/AntiDiscriminationPolicy.pdf>
- 2) **Annual Report to Secretary of State** proof of filing.
Website: <https://www.njportal.com/dor/annualreports>
- 3) **Attestation Form for N.J.S.A. 30:1-1.2b** - Complete, sign and date as the provider.
Form: <https://www.nj.gov/dcf/providers/contracting/forms/Attestation-of-DCF-Contractors-Required-by-N.J.S.A.-301-1.2b.pdf>
Note: Read each statement carefully and do not check all options. Pay attention to the 'or-either-and' statements. A signature and date are required.
- 4) **Employee Fidelity Bond Certificate** (commercial blanket bond - crime/theft/dishonest acts)

Bond must be at least 15% of the full dollar amount of all NJ State contracts for the current year when the combined dollar amount exceeds \$50,000. The \$50,000 threshold includes fee-for-service reimbursements made via NJ FamilyCare/Medicaid. If not applicable, respondent must submit a signed/dated written statement on agency letterhead stating they will not exceed \$50,000 in combined NJ State contracts for the current year.

Email To: OfficeOfContractAdministration@dcf.nj.gov and copy your contract administrator

Policy: https://www.nj.gov/dcf/documents/contract/manuals/CPIM_p8_insurance.pdf

- 5) **Liability Insurance** (Declaration Page/Malpractice Insurance/Automobile Liability Insurance)
Important: Policy must show:
 - a. DCF as the certificate holder – NJDCF 50 E State Street, Floor 3, P.O. Box 717, Trenton, NJ 08625
 - b. Language Stating DCF is “an additional insured”
 - c. Commercial Liability Minimum Limits of \$1,000,000 an occurrence, \$3,000,000 aggregate
 - d. Commercial Automobile Liability Insurance written to cover cars, vans or trucks, limits of liability for bodily injury and property damage should not be less than \$2,000,000/occurrence.

Email To: OfficeOfContractAdministration@dcf.nj.gov and copy your contract administrator
Policy: https://www.nj.gov/dcf/documents/contract/manuals/CPIM_p8_insurance.pdf

- 6) Document showing **NJSTART Vendor ID Number** (NJ's eProcurement System) Website: <https://www.njstart.gov/> Helpline: 609-341-3500 or - njstart@treas.nj.gov
- 7) **Standardized Board Resolution Form**
Form: https://www.nj.gov/dcf/documents/contract/manuals/CPIM_p1_board.pdf
- 8) **Program Organizational Chart**
Should include agency name & current date

Post-Award Documents Prerequisite to the Execution of This Specific Contract

- 1) **Annex A** – Sections 1.1, 1.3 & 2.4.
Note: Contract Administrators will provide any Annex A forms customized for programs when they are not available on the DCF public website.
Website: <https://www.nj.gov/dcf/providers/contracting/forms>
- 2) **Annex B Budget Form** – Include Signed Cover Sheet
Form: <https://www.nj.gov/dcf/documents/contract/forms/AnnexB.xls>
Note: The Annex B Expense Summary Form is auto populated. Begin data input on Personnel Detail Tab.
Website: <https://www.nj.gov/dcf/providers/contracting/forms>
- 3) **Schedule of Estimated Claims (SEC)** - signed
Form: Provided by contract administrator when applicable.
- 4) **Professional Licenses and/or Certificates** currently effective related to job responsibilities.
- 5) **Subcontracts/Consultant Agreements/ Memorandum of Understanding** related to this contract for DCF review and approval.

C. Reporting Requirements for Awarded Respondents

Awarded respondents are required to produce the following reports in accordance with the criteria set forth below, in addition to the reporting requirements specified above in this RFP related to the delivery and success of the program services.

- 1) **Audit or Financial Statement** (Certified by accountant or accounting firm.)
A copy of the Audit must be submitted to DCF by all agencies expending over \$100,000 in combined federal/state awards/contracts if cognizant with any department of the State of NJ. As noted in the Audit DCF Policy CON -I-A-7-7.6.2007 Audit Requirements, section 3.13 of the Standard Language Document, DCF also may request at any time in its sole discretion an audit/financial statement from agencies expending under \$100,000 that are not cognizant with any department of the State of NJ. Note: Document should include copies of worksheets used to reconcile the department's Report of Expenditures (ROE) to the audited financial statements. (DCF Policy CON -I-A-7-7.6.2007 Audit Requirements)

Awarded respondents are to submit the most recent audit or financial statement with the initial contract and then each subsequent one within 9 months of the end of each fiscal year.

Policy:

https://www.nj.gov/dcf/documents/contract/manuals/CPIM_p7_audit.pdf

- 2) **DCF Notification of Licensed Public Accountant Form (NLPA)-and-copy of Non-Expired Accountant's Certification**

Awarded respondents must ensure DCF form is used, and 2 signatures are provided. Not required for agencies expending under \$100,000 in combined federal/state awards or contracts. The \$100,000 threshold includes fee-for-service reimbursements made via Medicaid. Also, the NLPA is a State of NJ form and need only list federal/state funds received via contracts with the State of NJ.

Awarded respondents are to submit this form with each Audit, providing info related to the year subsequent to the audit.

Not Applicable Note: Must state your agency will not exceed \$100,000 in combined Federal/State awards or contracts.

Form: <https://www.nj.gov/dcf/providers/contracting/forms/NLPA.docx>

- 3) Photocopies of Licensed Public Accountant firm's **license to practice**, and most recent **external quality control review** to be submitted with the NPLA.

- 4) **Reports of Expenditures (ROE):**

A. Scheduled Payments Contract Component: A quarterly ROE is to be submitted during the contract year 15 calendar days after the end of each fiscal quarter, and a Final ROE is to be submitted 120 calendar days after the end of the fiscal year. Alternatively, an ROE is to be submitted in accordance with any separate DCF directive to file ROEs at other intervals for specific contracted programs.

The format for the ROE must match that of the Annex B budget form.
Form: <https://nj.gov/dcf/providers/contracting/forms/>

Note: An ROE must be prepared in accordance with the governing cost principles set forth in the DCF Contract Reimbursement Manual (CRM Section 6). [Microsoft Word - SECTION 6 - Expenditure Reporting.doc \(nj.gov\)](#)

B. Fee for Service Contract Component: Not Required.

5) Level of Service (LOS) Reports

Enter the cited DCF Standard Template Form for each month the number of youth, adults, and families served and ages of those receiving services, and the hours/days, county locations, etc. of those services, or record this data into another form, survey, or database that DCF agrees can serve to track LOS for the contracted program.

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

6) Significant Events Reporting:

Timely reports as events occur to include, but not be limited to, changes to: (1) Organizational Structure or Name [DCF.P1.09-2007]; (2) Executive and/or Program Leadership; (3) Names, titles, terms and addresses, of the Board of Directors; (4) Clinical Staff; (5) Subcontract/consultant agreements and the development or execution of new ones; (6) a FEIN; (7) Corporate Address; (8) Program Closures; (9) Program Site locations; (10) Site Accreditations (TJC,COA,CARF); (11) the contents of the submitted Standard Board Resolution Form; (12) Debarment and SAM status; and (13) the existence and status of Corrective Action Plans, Audits or Reviews by DCF (inclusive of DCF Licensing, Divisions and Offices) or other State entities.

Note: Awarded respondents are under a continuing obligation, through the completion of any contract with the State of NJ, to renew expired forms filed with the NJ Department of the Treasury and to notify Treasury in writing of any changes to the information initially entered on these forms regarding: Investment Activities in Iran as per P.L. 2012, C.25; Investment Activities in Russia or Belarus as per P.L. P.L.2022, c.3; Disclosures of Investigations of the Vendor; Ownership Disclosure if for profit; Service Location Source Disclosure as per P. L. 2005, C.92; Political Contribution Disclosure as per P.L. 2005, C.271; and Report of Charitable Organizations.

Policy:

https://nj.gov/dcf/documents/contract/manuals/CPIM_p1_events.pdf

Website:

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

D. Requirements for Awarded Respondents to Store Their Own Organizational Documents on Site to be Submitted to DCF Only Upon Request

- 1) Affirmative Action Policy/Plan
- 2) Copy of Most Recently Approved Board Minutes
- 3) Books, documents, papers, and records which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts, and transcriptions, and to be produced for DCF upon request.
- 4) Personnel Manual & Employee Handbook (include staff job descriptions)
- 5) Awarded Respondent's Procurement Policy