



REQUEST FOR PROPOSALS

FOR

Domestic Violence Core Services in Passaic County

Publication Date Friday, May 16, 2025

Response Deadline: Wednesday, June 25, 2025 by 12:00 P.M.

Funding of \$1,277,220 Available for Domestic Violence Services

\$110,000 in FVPSA Funding: CFDA # 93.671

\$125,000 in SLFRF funding: CFDA #21.027

and \$1,042,220 in state funds.

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.

TABLE OF CONTENTS

Section I - General Information

A. Summary Program Description	Page 1
B. Funding Information	Page 2
C. Pre-Response Submission Information	Page 4
D. Response Submission Instructions	Page 5
E. Required PDF Content of the Response	Page 5
F. Respondent Eligibility Requirements	Page 6

Section II A - Required Performance and Staffing Deliverables for Domestic Violence Shelter and Supportive Services

A. Subject Matter	Page 7
B. Target Population	Page 8
C. Activities	Page 10
D. Resources	Page 14
E. Outcomes	Page 18
F. Signature Statement of Acceptance	Page 19

Section II B- Required Performance and Staffing Deliverables for Domestic Violence Housing First

A. Subject Matter	Page 20
B. Target Population	Page 23
C. Activities	Page 24
D. Resources	Page 28
E. Outcomes	Page 33
F. Signature Statement of Acceptance	Page 35

Section II C- Required Performance and Staffing Deliverables for Domestic Violence Liaison

A. Subject Matter	Page 36
B. Target Population	Page 37
C. Activities	Page 38
D. Resources	Page 41
E. Outcomes	Page 44
F. Signature Statement of Acceptance	Page 46

Section III –Documents Requested to be Submitted with This Response

A. Organizational Documents Prerequisite to a DCF Contract Award Requested to be Submitted with This Response	Page 47
B. Additional Documents Requested to be Submitted in Support of This Response	Page 51

Section IV - Respondent's Narrative Responses

- | | |
|-------------------------------------|---------|
| A. Community and Organizational Fit | Page 52 |
| B. Organizational Capacity | Page 53 |
| C. Organizational Supports | Page 54 |

Section V - Response Screening and Review Process

- | | |
|--|---------|
| A. Response Screening for Eligibility, Conformity and Completeness | Page 55 |
| B. Response Review Process | Page 55 |
| C. Appeals | Page 56 |

Section VI - Post Award Requirements

- | | |
|--|---------|
| A. General Conditions of Contract Execution | Page 57 |
| B. Organizational Documents Prerequisite to Contract Execution to be Submitted After Notice of Award: | |
| Post-Award Documents Prerequisite to the Execution of All Contracts | Page 57 |
| Post-Award Documents Prerequisite to the Execution of This Specific Contract | Page 59 |
| C. Reporting Requirements for Awarded Respondents | Page 60 |
| D. Requirements for Awarded Respondents to Store Their Own Organizational Documents on Site to be Submitted to DCF Only Upon Request | Page 61 |

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 issue one award for the provision of Domestic Violence Core Services (hereafter Domestic Violence) in Passaic County, which shall consist of **three contracted programs**:

- 1) Domestic Violence Shelter and Supportive Services
- 2) Domestic Violence Housing First
- 3) Domestic Violence Liaison

DCF is a family and child serving agency, working to assist New Jersey residents in being or becoming safe, healthy, and connected. In 1974, DOW 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 contracts with 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.

DOW funds a statewide network of domestic violence service providers throughout New Jersey. DOW ensures that there is a minimum of one DCF contracted provider in each county whose mission is to provide a comprehensive array of domestic violence services to survivors and their families.

Domestic Violence funding shall be used by awarded respondents to support victims and survivors of domestic and dating violence in Passaic County. Services shall be trauma-informed, culturally responsive, and strive to meet each survivor's holistic needs.

Domestic violence shelter and supportive services include, but are not limited to the following:

- 24-hour/ 7-day Hotline and Information/Referral
- Crisis Intervention
- Emergency Shelter and Housing
- Counseling
- Victim Advocacy
- Legal Advocacy
- Medical Accompaniment
- Transportation
- Services for Children

- Prevention Activities
- Community Education and Partnerships

The Domestic Violence Housing First (DVHF) program goal is to prevent both homelessness and revictimization by connecting survivors with long-term stable housing and providing them with ongoing support and assistance.

The Domestic Violence Liaison (DVL) program is a collaborative effort aimed at promoting safety, stability and well-being for children and families when child abuse and domestic violence co-occur.

B. Funding Information:

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.

DCF will make available funding as follows:

- RES, Domestic Violence Shelter and Supportive Services \$872,460, of which \$110,000 is FVPSA funding and requires a 20% match
- Domestic Violence Housing First \$225,000 of which \$100,000 is for Housing Navigator Position \$125,000 for Flex Funding
- Domestic Violence Liaison Program \$179,760 for 2 DVL positions

The funds available support the expenses incurred during the initial term of a contract subject to renewal. The intended funding period for the contract is: July 1, 2025, through June 30, 2026. DCF will not reimburse expenses incurred prior to the effective date of the contract except for approved start-up costs. Contract renewal is contingent on the availability of funds.

The anticipated costs required for program operations must be entered for the initial term of this contract into three separate proposed budgets 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-B Documents to be Submitted with This Response, Subsection B. Additional Documents Requested to be Submitted in Support of This Response.*

The Proposed Budgets will detail anticipated operational expenditures for each of the three programs, up to their total program funding ceilings from the date the program services become operational on July 1, 2025, through June 30, 2026.

DCF may reimburse start-up costs for each of the three programs. Additional funding to pay for permitted start-up costs is not available, so any proposed one-time expenses must be funded with anticipated contract accruals. Applicants must provide a justification and detailed summary of anticipated start-up costs, and the source of anticipated contract accruals, in order to begin program operations.

The anticipated costs required to begin program operations must be entered into the appropriate Start-up Funding column of the Proposed Budget Form found at: <https://www.nj.gov/dcf/providers/contracting/forms/> and a justification and summary of the costs must be included in the Proposed Budget Narrative. The completed 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.*

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>.

The awarded respondent shall prepare and submit an annual budget each fiscal year. DCF will issue payments to the provider on a scheduled basis up to the contract's approved budget amount.

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 the receipt of scheduled payments and may recoup as an overpayment the funds that exceeded the actual allowable contract expenditures of the approved budget.

Once awarded a contract, the awarded respondent shall submit for approval its first Annex B Budget for the period of July 1, 2025 through June 30, 2026. In addition to these first 12 months of operating costs, all start-up costs also must be included in this Annex B Budget.

Matching funds are required for the Domestic Violence Shelter and Supportive Services budget. Respondents are required to contribute a matching share of funds. The matching share is 20% of the FVPSA CFDA 93.671 portion of the award, which is \$110,000 in the Domestic Violence Shelter and Supportive Services budget. Private entities are limited to cash donations only (in-kind match is not permitted). Respondents must identify the source of their matching funds in the Budget submitted with this response. Note: If the DCF funds for this program are from a federal source, the respondent's matching share may not include any other Federal funds.

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

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:

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 May 23, 2025.**

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 June 25, 2025. 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 four (4) separate PDF documents labeled as follows:

Acceptance of Deliverables (three (3) sets required-one for each service type)

PDF 1: RFP Sections II-A, II-B, and II-C – **three (3) sets** of *Required Performance and Staffing Deliverables* ending with **three (3) Signed Statements of Acceptance**

Required Documents (only one (1) set required to support all three service types)

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

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

Narrative Response (one narrative response should include all three service types)

PDF 4: RFP 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 or performance improvement 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 sixty (60) 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 sixty (60) days of being awarded.

Section II - Required Performance and Staffing Deliverables

NOTE: After reviewing the required deliverables listed below, **respondents must sign the statements** at the bottom of Sections II-A, II-B, and II-C to signify acceptance of all of them. **Submit a complete copy of the content of Sections II-A, II-B, and II-C, including the signed statements of acceptance at the end of each section, 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-Acceptance of Deliverables”.

Section II-A – Required Performance and Staffing Deliverables for Domestic Violence Shelter and Supportive Services

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:**

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 can or cannot 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 is a serious public health issue that can have profound adverse health consequences including physical, emotional and psychological trauma. The Centers for Disease Control and Prevention (CDC) reports the health costs associated with domestic and intimate partner violence exceed over 5.8 billion dollars annually and can result in disability, hospitalization, or death.

The National Intimate Partner and Sexual Violence Survey (NISVS), conducted by the CDC, found that nearly 1 in 4 women (25%) and 1 in 10 men (10%) experienced intimate partner violence in their lifetime. According to the latest available statistics from the New Jersey State Police, there were 70,828 domestic violence incidents reported by the police in 2023 a 5 percent increase compared to the 67,512 reported

in 2022. (See [2023 Domestic Violence Reports | New Jersey State Police](#))

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 in connecting with services.

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

Domestic violence shelter and supportive services aim to improve the safety, stability and well-being of adult survivors and their children. Research has shown that trauma-informed victim-centered services lessen the harm caused by domestic violence. Supportive services like crisis intervention, counseling, legal and medical assistance, victim advocacy, and information and referral can improve outcomes and reduce long-term effects. Studies have also shown that survivors find such services to be helpful and decrease distress when provided in a safe and healing environment and in a way that meets their individual needs.

The overarching goals of the Program are to: reduce risk, promote safety, stability, and well-being and to improve outcomes for survivors of domestic violence and their children.

3) The prevention focus of this program is:

Domestic Violence, Emotional Abuse/Neglect, Family Separation, Homelessness, Sexual Abuse, Systemic Racism

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

The target population for domestic violence services includes all victims/survivors of domestic violence as defined by the New Jersey Prevention of Domestic Violence Act (See N.J.S.A. 2C:25-17 et seq.), as well as their family and household members.

Domestic violence services shall be designed to meet the needs of all communities within Passaic County and 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.

Awarded respondents must deliver all programs and services 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.

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 awarded respondent must prohibit discrimination in program admission and the provision of services.

- 1) **Age:** Adult survivors and children
- 2) **Grade:** N/A
- 3) **Gender:** All
- 4) **Marital Status:** N/A
- 5) **Parenting Status:** N/A
- 6) **Will the program also serve the children of the primary service recipient?** Yes, from 0 years of age up to and including 23 years of age.
- 7) **DCF CP&P Status:** N/A
- 8) **Descriptors of the primary service recipient:** All survivors of domestic violence and their children
- 9) **Descriptors of the Family Members / Care Givers / Custodians of the primary service recipients also required to be served:** All
- 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, 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:**
24 Hour Hotline; 24 Hour Shelter Entry; Other services provided during flexible business hours. A minimum of 25 beds for adult survivors and their dependent children shall be provided.

2) **The frequency of these increments to be tracked:** Monthly.

3) **Estimated Unduplicated Service Recipients:** N/A

4) **Estimated Unduplicated Families:** N/A

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:** N/A

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

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 a survivor's personality, 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 or sexual violence, or, in the case of domestic violence survivors seeking shelter, the individual poses a threat of inflicting harm on staff or residents.

In domestic violence services, when the shelter is at capacity, every effort should be made to place a survivor with another county provider or a hotel, based on what the survivor believes to be the best option.

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. This includes providing language services, both written and verbal, through staff or translation services.

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

Awarded Respondents of Domestic Violence Shelter and Supportive Services - shall operate a domestic violence program that includes an emergency shelter and supportive services for victims/survivors, their children and family members. Services to be funded include the following:

- a) **24-Hour Hotline** - Providers shall operate a 24-hour hotline to assist with crisis calls and intervention, shelter, advocacy, safety planning, and information and referral. Hotline services can be offered through live voice, and text or chat system and can be accessed 365 days a year. Hotlines are tollfree and shall meet each survivor's language needs through interpretation services. Additionally, hotlines shall ensure ASL capabilities for Deaf and hard of hearing survivors.
- b) **Crisis Calls and Intervention Services** - shall 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.
- c) **Emergency Shelter** - The funding shall support a shelter facility that complies with Department of Community Affairs licensing standards (N.J.S.A. 55:13C 1 et seq.) to provide emergency housing to survivors of domestic violence and their dependent children. Additionally, funding can support the provision of food, clothing, and personal supplies for individuals residing in shelter. Emergency shelter and housing shall be available to survivors and their dependent children 24 hours a day / 365 days a year. If a shelter facility does not have availability, all efforts shall be made to find alternative housing for survivors. This includes transportation to another county shelter, hotel/motel placement, or rental unit. There is no maximum length of stay for survivors and their children. The determination of length of stay should always be survivor-driven.
- d) **Victim Advocacy** - Victim advocacy is designed to help the victim/survivor navigate various systems to obtain needed resources or services. This includes employment, housing, shelter services, health care, victim's compensation, and more. Services can help survivors create a customized plan that holistically meets the unique needs of clients.
- e) **Counseling Services Specialized** - Supportive counseling services shall be available to all survivors of domestic violence and

their children. 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. Optimally, counseling is provided in the client's primary language; however, when this is unavailable, appropriate interpretation is provided. **When appropriate, referrals for specialized children's services such as TF-CBT and PALS, should be made.**

- f) **Legal Advocacy** - Legal advocacy includes assisting clients with criminal and civil legal issues. This includes providing clients with court-related information, preparing paperwork for restraining orders, and accompanying a client to court. This can also include accompanying a client to an administrative hearing, such as unemployment, Social Security, TANF, or food stamp hearing.
- g) **Housing Advocacy** - Housing advocacy assists survivors in obtaining viable housing solutions. Awarded respondent shall offer assistance with housing searches, filing applications for various housing programs such as Temporary Rental Assistance, Section 8 Housing, and any other federal, state and local program. This may also include providers developing relationships with landlords to secure rental units, providing rental assistance, or funding moving costs. In addition, programs are expected to develop relationships with local landlords to support survivors in securing permanent housing.
- h) **Medical Advocacy/ 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. Medical advocacy may also include creating referral partnerships with health clinics or offices.
- i) **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 or assist indirectly through bus passes, vouchers, sub-contractors, or other arrangements (e.g., Uber).

Additionally, 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.

- j) **Community Education, Training and Networking** - 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. Awarded respondents shall participate in multi-disciplinary committees, work groups and joint planning activities to increase service coordination and improve community responses. Additionally, providers shall cultivate and recruit potential volunteers, and referral partners to provide various forms of support. Written materials, including agency brochures and information regarding prevention and available forms of relief are available in the most prevalent languages of the targeted community.
 - k) **Prevention Services** - Awarded respondents 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.
 - l) **Safety Planning** - Safety of the survivors is paramount and should be continuously assessed in each case. Awarded respondents shall develop individualized safety plans alongside all adult and children survivors taking their unique circumstances into account. Awarded respondents shall stay abreast of all resources available for survivors and ensure it has at least one trained Application Assistant for the Address Confidentiality Program.
- 9) **The service modalities required for this program initiative are:**
 - a) **Evidence Based Practice (EBP) modalities:** N/A
 - b) **DCF Program Service Names:** RES, Domestic Violence Direct Service
 - c) **Other/non-evidence-based practice service modalities:** N/A
- 10) **The type of treatment sessions required for this program initiative are:** Complete intake assessment, Individual (45-minute session), Group, Family, Face to Face, One to One, In Community
- 11) **The frequency of the treatment sessions required for this program initiative are:** As needed for domestic violence service.
- 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: Yes

- 13) **The professional development through training, supervision, technical assistance meetings, continuing education, professional board participation, and site visits, required for this program initiative are:** 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 or sexual violence in order to preserve client-counselor privilege as specified by N.J.S.A. 2A:84A-22.15.

The curriculum and original source documentation verifying each individual's successful completion of the training program shall be retained on file and available for inspection.

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

D. Resources - The below describes the resources required 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:** Passaic County. Program sites, other than shelter, should be centrally located and accessible to families.
- 2) **The geographic area the program initiative is required to serve is:** The awarded respondent in Passaic County shall serve anyone from the target population described above who elects to receive services in their county. No individual shall be refused services if their last known physical address was not within their county.
- 3) **The program initiative's required service delivery setting is:** On site in Passaic County.

NOTE: The awarded provider 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.

- 4) **The hours, days of week, and months of year this program initiative is required to operate:**

- a) Hotline-24 hours/365 days per year
 - b) Shelter Entry-24 hours/365 days per year
 - c) Other services provided during business hours. Business hours shall be flexible to meet survivors' needs
- 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?**
Yes. There must be a supervisor on call at all times to support and back up the 24/7 staff answering the hotline and addressing the needs of shelter residents.
- 6) **Additional flexible hours, inclusive of non-traditional and weekend hours, to meet the needs of those served?**
Flexible business hours shall meet the needs of survivors and their families. This may include after-work and/or weekend hours.
- 7) **The language services (if other than English) this program initiative is required to provide:**
The awarded respondent must ensure meaningful access to services for individuals with limited English proficiency (LEP) and those who are Deaf and hard of hearing. They must provide interpretation and translation services through staff or a language service. They must translate vital documents (e.g., safety plans) into the languages most commonly spoken by the target population.
- 8) **The transportation this program initiative is required to provide:**
Awarded respondents will need to provide valid inspection and maintenance records for all vehicles, and current driver licenses and proof of applicable training for all proposed drivers.

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 or assist indirectly through bus passes, vouchers, sub-contractors, or other arrangements (e.g., Uber).

Additionally, 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:**

The awarded respondent shall allocate and maintain staffing levels that meet the needs of program activities.

- a) **Staff and Volunteer Retention** Every effort must be made to hire and retain individuals with recognized expertise in the field of domestic and/or violence, as well as experience with mental health and trauma, substance abuse, social services, and systems advocacy. The awarded respondent shall ensure staff and volunteers reflect the language, race, and cultural backgrounds of the survivors it serves.
- b) **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 or sexual violence for agencies providing one of the services. For agencies seeking to provide dual services, namely domestic and sexual violence services, staff and volunteers will be expected to complete a minimum of 60 hours of training.
- c) **Intern/Volunteer Program** Volunteers are valuable members to domestic violence and sexual violence programs. To build a strong pool of interns and volunteers, the awarded respondent 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.
- d) **Supervision** The awarded respondent shall ensure that trauma-informed supervision is in place to oversee all direct service staff and case management activities. Supervision is provided by qualified individuals who meet established professional standards and documented in agency or case records.
- e) **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>
- f) **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.

Staff Competencies

Required staff competencies

a) Clinical Positions - Strong clinical, communications, problem-solving, advocacy, networking and collaboration skills. LSW or Licensed Clinical Social Worker (LCSW). LAC or Licensed Professional Counselor (LPC)

b) Advocate/Case Manager Positions – problem solving, networking, advocacy, case management

Strongly preferred staff competency

c) All Positions – some bilingual/bicultural staff strongly preferred in order to meet the needs of the community

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

- a)** The Violence Against Women Act (42 U.S.C. 13701 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. 2CL15-17 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. 10:130);
- f)** Survivor-Counselor Confidentiality Privilege (N.J.S.A. 2A:84A-22.13 et seq);
- g)** g. 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
- h)** h. New Jersey Law Against Discrimination (N.J.S.A. 10:5-12).

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

Awarded respondents will develop a structure where there will be a supervisor familiar with hotline and shelter procedures to be on call 24 hours a day. The supervisor is responsible for supporting staff covering

the 24/7 hotline in the event of crisis that may require additional guidance or consultation.

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

Awarded respondents are expected to partner with community organizations to ensure that program participants receive the levels of care appropriate to their needs. Further, referrals are to be provided as needed and facilitated as “warm hand offs”. A “warm hand off” indicates advocacy, calling the receiving provider or entity ahead of time to ensure availability of services and capacity, supporting the survivor in the transition rather than simply providing the survivor with a list of referrals that the survivor would have to call on their own.

13) **The data collection systems this program initiative requires:**

Survey Monkey for monthly reports, Microsoft Excel for quarterly vacancy, and quarterly expenditure reports.

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 for this program.

1) **The evaluations required for this program initiative:** N/A

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

a) Short Term Outcomes:

- Survivors will increase their knowledge of community services
- Survivors will know more ways to plan for their safety and that of their children

b) Mid Term Outcomes: N/A

c) Long Term Outcomes:

- Increased housing stability
- Reduced homelessness.
- Maintenance of housing choice, quality and satisfaction even if housing changes

- Increase knowledge of and engagement with community resources

3) **Required use of databases:**

The awarded respondent is required to collect data and submit to DOW in a timely fashion. Reporting tools and timelines will be established in partnership with DCF. DOW collects data that does not include any personally identifying information that could possibly identify a victim of domestic or sexual violence or their children. Reports are submitted to DCF-DOW via SurveyMonkey.

4) **Reporting requirements:**

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.

The awarded respondent shall submit monthly reports of demographics and service data as part of the CQI process, by the fifteenth (15th) day of each month following the month in which services were provided. The awarded respondent will be required to collect and report pertinent client and program data, relative to service activities and measurable program outcomes.

Financial reports, including expenditure reports are due to the DCF Business Office administering the contract and the DCF-DOW assigned Program Lead by the tenth (10th) day of the month following the end of the quarter.

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 Section II-A *Required Performance and Staffing Deliverables for Domestic Violence Shelter and Supportive Services* 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.

County to be served: Passaic County

Name:

Signature:

Title:

Date:

Organization:

Federal ID No.:

Charitable Registration No.:

Unique Entity ID #:

Contact Person:

Title:

Phone:

Email:

Mailing Address:

Section II-B – Required Performance and Staffing Deliverables for Domestic Violence Housing First (DVHF)

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:**

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 can or cannot 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 is a serious public health issue that can have profound adverse health consequences including physical, emotional and psychological trauma. The Centers for Disease Control and

Prevention (CDC) reports the health costs associated with domestic and intimate partner violence exceed over 5.8 billion dollars annually and can result in disability, hospitalization, or death.

The National Intimate Partner and Sexual Violence Survey (NISVS), conducted by the CDC, found that nearly 1 in 4 women (25%) and 1 in 10 men (10%) experienced intimate partner violence in their lifetime. According to the latest available statistics from the New Jersey State Police, there were 70,828 domestic violence incidents reported by the police in 2023 a 5 percent increase compared to the 67,512 reported in 2022. (See [2023 Domestic Violence Reports | New Jersey State Police](#))

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 in connecting with services.

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

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.

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. 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:

The overarching goals of the DVHF program are to: reduce risk, promote safety, stability and well-being and to improve outcomes for survivors of domestic violence and their children.

- 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 affected 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

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.

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 respondents 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:** NA
- 2) **Grade:** NA
- 3) **Gender:** NA

- 4) **Marital Status:** NA
- 5) **Parenting Status:** NA
- 6) **Will the program initiative also serve the children of the primary service recipients?** 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 by this program initiative:** NA
- 10) **Other populations/descriptors targeted and served by this program initiative:** NA
- 11) **Does the program have income eligibility requirements?** No

C. Activities - The below describes the activities this program initiative require, 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 individuals (number of survivors served).
- 2) **The frequency of these increments to be tracked:** Aggregate data shall be provided 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 to provide equal access to the many

benefits that 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, the awarded respondent 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 the following acts by the survivor:

- 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:**

Awarded Respondents of DVHF Services are required to provide the following services and activities:

a) Survivor-Driven, Trauma-Informed Mobile Advocacy

DVHF 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.

b) 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.

c) 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:** As needed for domestic violence service.
- 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>

a) 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.

The New Jersey Coalition to End Domestic Violence (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.

b) Housing Navigator Intro Training

c) DV Housing First 101

d) Community Engagement – Landlords and Realtors

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

D. Resources - The below describes the resources required 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:** Passaic County. Program sites, other than shelter, should be centrally located and accessible to families.
- 2) **The geographic area the program initiative is required to serve is:** The awarded respondent in Passaic County shall serve anyone from the target population described above who elect to receive services in their county. No individual shall be refused services if their last known physical address was not within their county.
- 3) **The program initiative's required service delivery setting is:** On site in Passaic County, NJ.

NOTE: 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; however, contractors are expected to have flexible program 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?**
Flexible business hours shall meet the needs of survivors and their families. This may include after-work and/or weekend hours.

7) **The language services (if other than English) this program initiative is required to provide:**

The awarded respondent must ensure meaningful access to services for individuals with limited English proficiency (LEP) and those who are Deaf and hard of hearing. They must provide interpretation and translation services through staff or a language service. They must translate vital documents (e.g., safety plans) into the languages most commonly spoken by the target population.

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:**

The awarded respondent shall allocate and maintain staffing levels that meet the needs of program activities.

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/wp-content/uploads/2020/05/Community-resources-example.jpg>.

Housing Navigators may also have additional responsibilities related to DVHF depending on the 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 should be preferred, but not required, and bi/multilingualism, Spanish/English, should be strongly preferred.

- a) Staff and Volunteer Retention** Every effort must be made to hire and retain individuals with recognized expertise in the field of domestic and/or violence, as well as experience with mental health and trauma, substance abuse, social services, and systems advocacy. The awarded respondent shall ensure staff and volunteers reflect the language, race, and cultural backgrounds of the survivors it serves.
- b) 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 or sexual violence for agencies providing one of the services. For agencies seeking to provide dual services, namely domestic and sexual violence services, staff and volunteers will be expected to complete a minimum of 60 hours of training.
- c) Intern/Volunteer Program** Volunteers are valuable members to domestic violence and sexual violence programs. To build a strong pool of interns and volunteers, the awarded respondent 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.

d) Supervision The awarded respondent shall ensure that trauma-informed supervision is in place to oversee all direct service staff and case management activities. Supervision is provided by qualified individuals who meet established professional standards and documented in agency or case records.

e) 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>

f) 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.

Required Staff Competencies

a) Problem solving, networking, advocacy, case management

Strongly Preferred Staff Competencies

b) Bilingual/Bicultural staff in order to meet the needs of the community

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

- a)** The Violence Against Women Act (42 U.S.C. 13701 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. 2CL15-17 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. 10:130);
- f)** Survivor-Counselor Confidentiality Privilege (N.J.S.A. 2A:84A-22.13 et seq);

- g) 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
- h) New Jersey Law Against Discrimination (N.J.S.A. 10:5-12).

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 check in with each awarded respondent on a regular basis to gather information on survivor, community and organizational needs and provide 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 need.

- 13) **The data collection systems this program initiative requires:**
Survey Monkey for monthly reports, Microsoft Excel for quarterly vacancy, and quarterly expenditure reports.
The data to be collected regarding survivors include:
 - a) # of survivors served;
 - b) demographics; and
 - c) 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 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 includes 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:**

Outcomes for DVHF include:

- Increased access for survivors to permanent housing
- Housing retention

- Enhanced well-being and quality of life for survivors
- Increased safety for survivors
- Increased collaboration among staff within the same agency
- Community partners' increased awareness of domestic violence dynamics and survivors' housing needs
- 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
- Increase knowledge of and engagement with community resources

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:**

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.

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. The awarded respondent will be required to collect and report pertinent client and program data, relative to service activities and measurable program outcomes.

b) Expenditure and Vacancy Reports: Financial reports, including expenditure and vacancy reports are due to the DCF Business Office administering the contract and the DCF-DOW assigned Program Lead by the tenth (10th) day of the month following the end of the quarter.

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 *Section II-B Required Performance and Staffing Deliverables for Domestic Violence Housing First* 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.

County to be served: Passaic County

Name:

Signature:

Title:

Date:

Organization:

Federal ID No.:

Charitable Registration No.:

Unique Entity ID #:

Contact Person:

Title:

Phone:

Email:

Mailing Address:

Section II-C – Required Performance and Staffing Deliverables for Domestic Violence Liaison (DVL)

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:**

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 can or cannot 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 such as, broken bones or head injury or have long term effects on cardiovascular or gastrointestinal systems due to chronic stress and anxiety. The Center for Disease Control reports the health costs associated with domestic and intimate partner violence exceed over 5.8 billion dollars annually and can result in disability, hospitalization, or death.

Breaking the Cycle reports that nationally 1 in 2 women and 2 in 5 men report experiencing intimate partner violence in their lifetimes. Further, the report indicates that every minute 32 individuals experience intimate partner violence (<https://www.breakthecycle.org/domestic-violence-statistics/>). In New Jersey, according to the latest available statistics from the New Jersey State Police, an act of domestic violence occurs approximately every 7 minutes (<https://www.nj.gov/njsp/ucr/domestic-violence-reports.shtml>).

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 in connecting with services.

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

The Domestic Violence Liaison Program reflects the collaborative efforts of the Department of Children and Families (DCF), the New Jersey Coalition to End Domestic Violence (NJCEDV) and DCF funded Domestic Violence Agencies to strengthen and enhance service coordination between New Jersey's child protection and domestic violence service systems. Domestic Violence Liaisons are employed and clinically supervised by DCF funded domestic violence agencies and are co-located in DCF Division of Child Protection and Permanency (CP&P) Area/Local Offices.

The overarching goals of the Program are to: reduce risk, promote safety, stability and well-being and to improve outcomes for children and families when child abuse and domestic violence co-occur; to improve communication and coordination between both service systems; and to ensure the implementation of best practices.

3) **The prevention focus of this program is:**
Domestic Violence, Sexual Violence, Use of Foster Care

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

- 1) **Age:** Adults
- 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, 0 up through 17 years of age
- 7) **DCF CP&P Status:**
CP&P In Home Case; CP&P Out of Home Case; CP&P Adopt/KLG;
Aged Out Youth (>18)
- 8) **Descriptors of the primary service recipient:**
Non-Offending Parent; Survivor of Domestic Violence.
- 9) **Descriptors of the Family Members / Care Givers / Custodians of the primary service recipients also required to be served:**
Survivor of Domestic Violence
- 10) **Other populations/descriptors targeted and served by this program:** Adult victims of domestic violence and their dependent children who are experiencing the co-occurrence of child maltreatment and family violence.
- 11) **Does the program have income eligibility requirements?** No

C. Activities - The below describes the activities this program initiative require, 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 families.
- 2) **The frequency of these increments to be tracked:** Monthly.
- 3) **Estimated Unduplicated Service Recipients:** N/A
- 4) **Estimated Unduplicated Families:** N/A
- 5) **Is there a required referral process?** Yes
- 6) **The referral process for enabling the target population to obtain the services of this program initiative:** CP&P Caseworker

- 7) **The rejection and termination parameters required for this program initiative:** N/A
- 8) **The direct services and activities required for this program initiative:**

Awarded Respondents of Domestic Violence Liaison (DVL) Services are required to provide the following services and activities:

a. Confidential Client Communications:

The Domestic Violence Liaison (DVL) conducts private conversations with non-offending parents at the time of the referral to the DVL and with the consent of the client. Discussions typically include: the dynamics of domestic violence; the connection between domestic violence and the child protective issues identified by DCP&P; information about available options and resources, safety planning; referrals for services; and/or domestic violence education.

Client participation in these discussions is voluntary and confidential. The client must expressly grant the DVL permission to release case-specific information to DCP&P. The information obtained by the DVL is used to (directly or indirectly) assist DCP&P to assess the immediate and on-going safety needs of victims and children, and ultimately inform its case planning and intervention strategies.

b. DCP&P Case Consultation and Planning:

Non-Offending Parent

The DV Liaison participates in the development of DCP&P case plans for non-offending parents, including the identification of gaps and barriers the non-offending parent may face in securing safety and needed supports for themselves and their children; and the advocacy services needed to achieve those goals.

Offending Parent

Consistent with the DV Case Practice Protocol, the DV Liaison also provides consultation and assistance to DCP&P in developing a separate case plan for the offending parent.

c. Safety Planning

The DVL assesses safety in all referred cases in order to help survivors protect themselves and their children from future violence. The DVL

develops an individualized and age-appropriate domestic violence safety plan with adults and their dependent children.

d. Referrals

When necessary and appropriate, the DVL assists CP&P with referrals to DCF funded agencies and helps to ensure the survivor has access to a domestic violence shelter and/or other supportive services described in section II-A of this RFP.

e. Training for DCP&P Staff in Assigned Office(s)

Drawing upon established DCP&P New Worker training curricula, CP&P Domestic Violence Case Practice Protocol, and the required 40-hour Domestic Violence Training approved by the New Jersey Board of Domestic Violence Professionals, the DV Liaison is to provide a minimum of four (4) training sessions per year to CP&P staff.

Through these training efforts, the DV Liaison:

- Educates and mentors CP&P staff in the dynamics of domestic violence, the unique needs of adult victims and their children, best practices, and safe interventions that will result in effective outcomes for CP&P involved families
- Fosters collaborations and cross system advocacy to strengthen community partnerships and enable a coordinated community response when domestic violence and child abuse co-occur.

- 9) **The service modalities required for this program initiative are:**
- a) Evidence Based Practice (EBP) modalities:** N/A
- b) DCF Program Service Names:** Domestic Violence Liaison (DVL)
- 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:** No

- 13) **The professional development through training, supervision, technical assistance meetings, continuing education, professional board participation, and site visits, required for this program initiative are: N/A**
- 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: N/A**
- 15) **The student educational program planning required to serve youth in this program: N/A**

D. Resources - The below describes the resources required 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:**
Anywhere in New Jersey.
- 2) **The geographic area the program initiative is required to serve is:**
County Specific – Passaic County.
- 3) **The program initiative's required service delivery setting is:**
Agency Site, Family Home, Community; CPP.
- 4) **The hours, days of week, and months of year this program initiative is required to operate:**
Liaisons assigned to one CPP office are on site at the CPP office four (4) days per week and one (1) day in their agency home office. Liaisons assigned to multiple CPP offices are to adjust their schedules to ensure equitable time for each CPP office. Standard business hours are expected.
- 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?**
Yes.

The DVL is employed by a DCF contracted DV Direct Service agency. The agency provides 24-hour crisis/supportive hotline services and emergency shelter entry.
- 6) **Additional flexible hours, inclusive of non-traditional and weekend hours, to meet the needs of those served? No**
- 7) **The language services (if other than English) this program initiative is required to provide:**

The awarded respondent must ensure meaningful access to services for individuals with limited English proficiency (LEP) and those who are Deaf and hard of hearing. They must provide interpretation and translation services through staff or a language service. They must translate vital documents (e.g., safety plans) into the languages most commonly spoken by the target population.

8) **The transportation this program initiative is required to provide:**
N/A

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:**

The funding for the DVL Program is for 2 (two) FTE Domestic Violence Liaisons.

Funding requirements: Effective July 1, 2017, all existing and new full-time DVL positions will earn a minimum base salary of \$54,182. Other costs up to \$29,818 may be utilized for costs associated with employing a DVL.

An individual hired as a DVL on or after July 1, 2017, must possess the following qualifications and skills:

Education

- Associate degree **and** five (5) years of experience in the provision of domestic violence services
- Bachelor of Arts degree **and** three (3) years of experience in the provision of domestic violence services; OR
- Master's Degree **and** experience in the provision of domestic violence services.

Certification

- Certification as a Domestic Violence Specialist by the NJ Board of Domestic Violence Professionals at time of hire; OR
- If the DVL does not have the Certification at time of hire, the DVL must complete twenty-five (25) percent of the Certification's requirements for classroom hours and supervised direct practice within one year of the DVL's date of hire.

Training

- The DVL must complete the forty (40) hour training program conducted by their employer in compliance with Victim Counselor Privileged Communication requirements as set forth in N.J.S.A. 2A:84A-2214 et seq.
 - The employer must retain supporting documents verifying compliance with this requirement and make them available upon request for inspection by DCF.
- The DVL must complete, within six (6) months of hire, formal training conducted by CP&P regarding the DCF Domestic Violence Case Practice Protocol, the DCF Case Practice Model, and select modules of the CP&P New Worker Training program.
 - The employer must retain supporting documents verifying compliance with this requirement and make them available upon request for inspection by DCF.

Required Staff Competencies

- Strong clinical, communications, problem-solving, advocacy, networking, and collaboration skills.

Other preferred, but not required, DVL skills and credentials

- LSW or Licensed Clinical Social Worker (LCSW). LAC or Licensed Professional Counselor (LPC)
- Bilingual/bicultural to meet the needs of the CP&P Local Office

Security Checks

- The DVL must clear all CARI/background checks

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

- a. The Violence Against Women Act (42 U.S.C. 13701 et seq);
- b. The Violence Against Women Act (42 U.S.C. 13701 et seq);
- c. Family Violence Prevention and Services Act (42 U.S.C. 10401 et seq);
- d. The Prevention of Domestic Violence Act (N.J.S.A. 2CL15-17 et seq);
- e. Shelters for Victims of Domestic Violence Act (N.J.S.A. 30:14-1 et seq);
- f. Standards for Shelters for Victims of Domestic Violence Act (N.J.A.C. 10:130);
- g. Survivor-Counselor Confidentiality Privilege (N.J.S.A. 2A:84A-22.13 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).
- 11) **The availability for electronic, telephone, or in-person conferencing this program initiative requires:** Preference is for in person conferences; however, as schedules may prevent this, conferences may be conducted via secure communication channels, such as Teams or Zoom.
 - 12) **The required partnerships/collaborations with stakeholders that will contribute to the success of this initiative:** The DVL program is a co-location/co-practice model that requires the DVL to be stationed primarily in their assigned CP&P Office(s) and available to meet with survivors and CP&P staff. Liaisons assigned to one CP&P office are on site 4 days per week; Liaisons assigned to more than one office divide their time accordingly and spend a total of 4 days per week in CP&P sites.
 - 13) **The data collection systems this program initiative requires:** Monthly data submission via a SurveyMonkey survey. Links are provided on a monthly basis. In addition, providers report the aggregate to their respective CP&P offices.
 - 14) **The assessment and evaluation tools this program initiative requires:** N/A

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

- 1) **The evaluations required for this program initiative:** N/A
- 2) **The outcomes required of this program initiative**
 - a) **Short Term Outcomes:**
 - DVLs will engage survivors in confidential communications and safety planning
 - DVLs will support DCP&P workers in DV cases via case consultations and trainings
 - DCP&P workers will increase their knowledge and understanding of domestic violence dynamics and resources available to survivors

b) Mid Term Outcomes:

Survivors will be linked to DV providers in their county of residence.

DVLs and DCP&P workers will collaborate together to support the best possible outcome for survivors and their families

c) Long Term Outcomes:

As a result of contact with the domestic violence program, 65% or more of domestic violence survivors will have more strategies for enhancing their safety

As a result of contact with the domestic violence program, 65% or more of domestic violence survivors will have more knowledge of available community resources

3) Required use of databases:

Reports are submitted to DCF-DOW via SurveyMonkey

4) Reporting requirements:

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.

The awarded respondent shall submit monthly reports of demographics and service data as part of the CQI process, by the fifteenth (15th) day of each month following the month in which services were provided. The awarded respondent will be required to collect and report pertinent client and program data, relative to service activities and measurable program outcomes.

Service data includes but is not limited to:

- Number of referrals received
- Number of individuals served, including non-offending parents, children
- Number and Types of Activities provided, including:
 - Confidential Client Communications
 - Case Practice Consultations
 - Safety Plans
 - Referrals for non-residential DV Core Services
 - Referrals to Shelter
 - Participation in CP&P home visits

- Participation in CP&P family team meetings
- CP&P Staff training sessions
- Client Demographic information

Financial reports, including expenditure reports are due to the DCF Business Office administering the contract and the DCF-DOW assigned Program Lead by the tenth (10th) day of the month following the end of the quarter.

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 *II-C Required Performance and Staffing Deliverables for Domestic Violence Liaison (DVL)* 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.

County to be served: Passaic County

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
(one set required to support all three service types)

In addition to the Signature Statements 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 the 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:

Submit all the documents described in this Section III – Subsection 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 and is to be labeled as: PDF 2-Organizational Documents.

- 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: [HIPAA Form 200-B](#)
- 8) **Your Organization's Conflict of Interest Policy** (not the DCF Conflict of Interest Policy).
- 9) **Corrective action plans, performance improvement 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 or performance improvement 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 or Performance Improvement Plan. 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, performance improvement, 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" \(state.nj.us\)](https://www.state.nj.us/sexualabuse/safechildstandards/)

- 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 (one set required to support all three service types)

Submit all the documents described in this Section III – Subsection B. (Additional Documents Requested To Be Submitted In Support Of This Response). This will be the third PDF submission in your response and is to be labeled as: PDF 3-Additional Documents.

- 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) An **Implementation Plan** for the program that includes a detailed timeline for implementing the proposed services, or some other detailed weekly description of your action steps in preparing to provide the services and to become fully operational.
- 4) Two (2) **Letter(s) of Collaboration** disclosing informal partnerships or cooperative agreements relevant to your provision of contract services.
- 5) Two (2) **Letter(s) of Support** from community organizations with which you already partner. Letters from any New Jersey State employees are prohibited.
- 6) **Private/Public Donor Match** Agreement or Match Responsibilities
- 7) **Proposed Respondent Organizational Chart** for the program services required by this response that includes the respondent’s name and the date created.
- 8) **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, specific to leasing a building or an option to purchase facilities, if available.

- 9) A **Training Curricula Table of Contents** for the current and proposed staff consistent with the requirements described and certified to in the Activities Requirements of the Required Performance and Staffing Deliverables of this RFP.

Section IV - Respondent's Narrative Responses

(one narrative response required to support all three service types)

Respondents who sign the above Statements 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 10 page limitation for each of the three (3) narrative sections of the response for a total of no more than 30 pages. 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.

Submit responses to all the questions described in this Section IV – Subsections A., B., and C. (Respondent's Narrative Responses: Community and Organizational Fit, Organizational Capacity, and Organizational Supports) as a single PDF, within the prescribed page limit. This will be the fourth PDF submission in your response and is to be labeled as: PDF 4-Narrative Response.

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 (50 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 (20 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.
- 5) 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

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/DiscriminationAcknowledgmentReceipt.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 if not a CSOC OOH Contract).
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) **Equipment Inventory** (of items purchased with DCF funds) Policy: https://www.nj.gov/dcf/documents/contract/manuals/CPIM_p4_equipment.pdf
- 4) **Schedule of Estimated Claims (SEC)** - signed
Form: Provided by contract administrator when applicable.
- 5) **Current Health/Fire Certificates** for programs hosting youth, adults, and families or relying on rent, interest, or depreciation in their program budget.
- 6) **Copy of Executed Lease, Mortgage, or Deed** for programs hosting youth, adults, and families or when including rent, interest, or depreciation in the program budget.
- 7) **Current/Continued Certificate of Occupancy** for programs hosting youth, adults, and families or relying on rent, interest, or depreciation in their program budget.
- 8) **Professional Licenses and/or Certificates** currently effective related to job responsibilities.

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

4) **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/>

5) **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