



**New Jersey Department of Children and Families' Division of Family and  
Community Partnerships' Office of Housing**

**2023 Request for Proposals (RFP):**

**Transitional Living Program Focused on Education and Employment**

**QUESTIONS AND ANSWERS**

Technical inquiries about forms and other documents may be requested at any time at [dcf.askrfp@dcf.nj.gov](mailto:dcf.askrfp@dcf.nj.gov)

**Additional Notes**

1. Registered AOR forms must be received by **May 3, 2023**
2. All responses must be submitted **ONLINE** by **May 10, 2023** (by 12:00 NOON)
3. Refer to: Pre-Award Documents Prerequisite to All Contracts #10 Conflict of Interest Policy  
**Clarification:** Provide agency's OWN conflict of interest policy

## RFP QUESTIONS AND ANSWERS

1. **Page 1-Section I-B Understanding that no single organization will be awarded both contracts, may an organization apply for both identified areas?**
  - Yes, you may submit up to 2 applications but there is a limit of ONE award per grantee. Two (2) funding awards will be granted.
2. **Page 2-3  
Annual Operating Expenses – Would the grant cover all or part of the purchase price of a residential property? If not, does the grant cover only facilitate lease/up housing including security deposit and monthly lease rent? Grant funds cannot be used to purchase a residential property.**
  - Yes. The grant covers leasing costs, including security deposit and monthly rent.
3. **Page 2-Section I-C  
Given rapidly rising housing costs, will there be any provision in renewal contracts for annual rent increases?**
  - The application is for one year of funding and the proposed budget should reflect the annualized expenses. Any potential funding changes in subsequent years will be assessed at the appropriate time.
4. **Page 2-Section I-C  
Are there limitations on G&A expenses (Indirect Costs) under this award?**
  - No. DCF recognizes that allowable general and administrative costs (G&A) are essential and legitimate costs of provider agencies. These indirect costs of the provider represent costs which are incurred for common or joint objectives in providing services. Such costs are distributed to all provider programs on an allocation basis; that is, a "fair share" of expenses is distributed to each service program.
5. **Page 3 – Start-up Costs  
What are the allowable uses of the budgeted start-up costs? Are there any funding restrictions for one-time startups? Are one-time startup costs intended for furnishings and household items?**
  - Examples of allowable uses for start-up funds include but are not limited to purchasing furniture, household items, equipment, vehicle leases, etc. All purchases should be pre-approved by DCF's Office of Contracting.

6. **Page 3-Section I-C**  
**What is the period awarded start-up funding can be expended? Must start-up costs awarded be expended no later than 9/30/23? Can start-up costs incurred by 9/30/23 be accrued and paid subsequent to 9/30/23?**
- Start-up funds expire for services prior to 9/30/23 and must be fully liquidated, any excess funds must be returned to DCF before 12/30/23. Providers must make any payments for goods etc. purchased prior to 9/30/23 and return excess funds by the date identified by DCF.
7. **Page 3-Section I-C**  
**Can start-up funding be used to acquire a vehicle to assist with the transportation needs of youth and staff? What are the current limitations on vehicle acquisition?**
- Start-up funding can be used to lease a vehicle.
8. **Page 3:**  
***DCF may reimburse up to \$130,000 in budgeted start-up costs for this program: Would renovation be included in start-up costs for this program?***
- No
9. **Page 4-Section I-D**  
**If the provider has a Corrective Action Plan which has been accepted by a state agency (not DCF) and for which the provider expects to achieve compliance targets by the dates accepted by the state agency, but not before due date for this application, is the provider eligible to apply?**
- No. The provider is not eligible because the corrective action plan will still be in process when the application is due. Corrective Action Plans must be completed before the application due date in a manner satisfactory to the state agency.
10. **Page 4-Section I-D**  
**Is it expected that all units be available for occupancy as of the contract date of 7/1/23 or is there a phase-in period? Does the agency have ninety (90) days after contract award to lease the units needed to achieve full operational census?**
- All units do not have to be available by 7/1/23. Respondents awarded a contract should achieve full operational census within ninety (90) days of contract award. Extensions may be available by way of written request to DCF.

- 11. Page 4-Section I-D**  
**Respondents awarded a contract must be prepared to execute any contracts/agreements with vendors within thirty (30) to forty-five (45) days of contract execution after the review and approval of DCF. What is the anticipated date of contract execution with DCF?**
- The anticipated contract start date is July 1, 2023.
- 12. Page 8-Section II-C**  
**For youth with dependent children are there regulations that apply regarding sharing of rooms (parent and child) and/or the sharing of apartments in which there are minor children?**
- The regulations regarding the sharing of rooms and/or apartments should align with the Department of Community Affairs (DCA) standards. For more information please review the link here:  
[Section 5:42-3.2 - Bedroom requirements, N.J. Admin. Code § 5:42-3.2 | Casetext Search + Citator](#)
- 13. Page 9-Section II-C**  
**Under this award, other than facilitation of assessments, tutoring and workshops, is it anticipated that agencies would incur direct costs of youth completion of education and/or job training? If so, what types of costs would you anticipate seeing budgeted?**
- The expectation is for the grantee to support youth in meeting the identified educational needs by leveraging both direct and in-direct resources (i.e., in partnership with other stakeholders). The awarded agency can expect to assist youth with minor educational expenses (such as small school supplies and application fees). It is not the expectation that grantees pay for students' tuition, room and board, etc., DCF and CP&P will demonstrate reasonable flexibility as these needs emerge.
- 14. Page 9-Section II-C**  
**Youth will be expected to pay 30% of earned income toward rent. Are youth expected to pay the landlord or the provider? Is the provider able to retain these funds to offset program costs?**
- The awardee shall serve as the master-lessor of the units/apartments. Where applicable, youth are expected pay 30% of earned income to the Awardee/Provider.
  - Providers are not allowed to retain funds to offset operational expenses.

- 15. Page 9: Access to Housing and Independent Living Skills: The awardee shall serve as the master-lessor of the units/apartments. Would consumer (tenant) based lessor be reconsidered?**
- No.
- 16. Page10-Section II-C**  
**Understanding that the recommended duration of the program is 36 months and youth must be admitted before their 21<sup>st</sup> birthday, does this mean agencies can serve youth through their 24<sup>th</sup> birthday? Or is there a specific age at which youth must be discharged?**
- Yes, under this initiative, providers can serve youth ages 18-24 years old.
- 17. Page10-Section II-D**  
**When applying for the Middlesex/Somerset awards, are housing units required to be located in both counties? Are housing units permitted to be located in one of the two counties but serve youth referred from either county?**
- Yes, units must be located in the indicated areas, in this case Middlesex and Somerset counties.
  - Youth from the indicated areas will be prioritized for referral. *Note*, youth from any NJ county can be referred for this intervention.
- 18. Page11-Section II-D**  
**Under this award, are agencies required to provide youth participants with cell phones and service?**
- No, awardees are not required to provide youth with cellular devices nor service. It is the expectation that awardees support youth in accessing connectivity resources (i.e., cell phone, internet access etc.) within the community.
- 19. Can awardee partner with community-based agencies to access housing vouchers for financial support? As the operational budget will likely not cover all of the operating expense.**
- Applicants should consider the holistic needs of youth and collaborate with multiple stakeholders, professionals, and systems to integrate services that are flexible and responsive. Providers with established partnerships and experience working collaboratively with community partners to serve youth will be well-positioned for this opportunity.