

STATE OF NEW JERSEY
Department of Law & Public Safety
Juvenile Justice Commission
Application

2023 Transitional Housing Program

(Under Public Laws 93-415 and 102-586 as amended)

SUBGRANT PERIOD:
4/1/23 – 3/31/24

UEI NUMBER:	CCR NUMBER:
VENDOR ID NUMBER:	

GRANT NUMBER	DATE APPROVED
--------------	---------------

Applicant Cover Page

Please indicate whether your housing program is located in or within 30 miles of any of the following priority locations. If your housing program is located elsewhere, check "Other" and enter the city and county.

- Newark (Essex)
- Trenton (Mercer)
- Other: _____
- Atlantic City (Atlantic)
- City of Camden (Camden)
- Jersey City (Hudson)
- Paterson (Passaic)

Agency: _____

Agency Address: _____ City: _____, New Jersey Zip: _____

County: _____

Project Director: _____

Telephone: () - _____ Email Address: _____

Contact Person: _____

Mailing Address: _____ City: _____, New Jersey Zip: _____

Telephone: () - _____ Fax: () - _____

Email Address: _____

Financial Officer _____

Mailing Address: _____ City: _____, New Jersey Zip: _____

Telephone: () - _____ Email Address: _____

Total Amount of JJDP Funds Requested \$ _____

Name/Title _____

Signature: _____

JJC Staff Signature _____

Background & Purpose:

Youth in the Juvenile Justice Commission (JJC) are serving a term of incarceration pursuant to a disposition imposed by New Jersey's Family Courts. Supervision continues even if the juvenile reaches the age of majority. Youth ages on parole range from 16-28 with 52% of parolees being over the age of 20. The average age of a youth upon discharge from the JJC is 20.3 for males and 23 for females. The total average age of those currently being supervised in the community is 20.5. The JJC's involvement ends after completion of the sentence and any term of post-incarceration supervision by the JJC's Office of Juvenile Parole and Transitional Services (JP&TS).

The JJC implements a reentry plan that provides opportunities for successful reintegration for each youth. Reflecting best practices, the JJC's reentry process begins at admission and includes individualized case planning based on a needs assessment and pre-release transitional reentry planning with community-based partners; however, reentry challenges still exist and vary by individual need and available resources in the receiving county. A lack of suitable, stable housing is one such challenge.

Housing stability matters throughout life but may be especially important during certain developmental stages such as the transition to adulthood because of its relationship to healthy interdependence and self-sufficiency. Moreover, a lack of stable housing can impede these efforts to become self-sufficient. It is difficult for young people to pursue education and training, or to find and keep a job, if their housing is unstable. Conversely, young people are better able to continue their schooling and maintain gainful employment if they are stably housed (Johnson et al. 2010; Sommer, Wu, and Mauldon 2009).

The JJC seeks to establish a contract with up to three providers throughout the state of New Jersey to support transitional housing for young adults on parole status who are returning to the community from the Juvenile Justice Commission. This transitional program will provide an opportunity for youth on parole for whom housing stability is a concern and whose circumstances would normally make access to housing programs difficult to learn and practice new skills in a supervised setting before moving on to more independent living. To that end, assistance would be needed to support the development of basic life skills. Areas of support provided by the program beyond housing may include, but are not limited to: budgeting, time management, health, nutrition,

hygiene, food shopping and preparation, employment readiness, transportation, and conflict resolution.

The JJC is seeking transitional housing service providers to support a seamless transition for release of the harder-to-place youth from the JJC to the community. The priority locations are programs situated within 30 miles surrounding Paterson (Passaic County), Jersey City (Hudson County), Atlantic City (Atlantic County), City of Camden (Camden County), Newark (Essex County), and Trenton (Mercer); however, proposals will be considered from other areas of the state as well.

Preference will be given to applicants having experience working with court-involved young adults and having the existing physical plant accommodations. Program slots must not be carved out from existing funded transitional housing slots/beds provided under an existing contract with any other federal, state, county or municipal entity. Any organization providing slots/beds under an existing contract that wishes to apply for this opportunity must demonstrate how the slots/beds provided through this opportunity represent new slots/beds added to existing inventory. Based on the youth's needs, bedrooms may be single or double occupancy.

Type of Award: The JJC is seeking to contract for up to two (2) guaranteed slots in the central and northern region reserved solely for the use by the JJC regardless whether slot(s) are occupied or unoccupied. Therefore, payment will be made regardless whether slot(s) are occupied or unoccupied.

Needed Slots: up to 2 guaranteed beds.

Award Period: One year with possible option to renew, with anticipated award dates of 4/1/23 – 3/31/24.

Target Population:

The target population will include youth (males and females) of at least 18 years of age, up to age 26 who are on parole supervision. The target population may include youth on the sex offender registry, those with undocumented legal status, gang involved youth, youth with a history of violent offenses, or those with other barriers.

While youth in the target population may include those with complex circumstances, the JJC works with youth in our care to ensure preparation for a successful transition back to their community by cultivating individuals' strengths and by addressing any wraparound needs. Prior to release, youth on parole have achieved many successes within the JJC, which include but are not limited to, receiving and completing therapeutic and treatment services and pursuing educational goals and vocational training opportunities. While on parole and in a transitional housing program, the JJC's JPATS staff will continue to provide support to youth as they navigate reentry and will communicate and coordinate with the selected housing provider.

Facility Requirements:

The provider shall comply with standards required by fire and health authorities. The provider shall ensure that all buildings and grounds, as well as equipment and furnishings, are maintained in a manner that provides a safe, sanitary, and comfortable environment for youth.

Applicant must agree to comply with the "Expectations of Providers" outline below.

Expectations of Providers

- House youth on parole between the ages of 18 and 26.
- Notify the JJC of any and all concerns regarding a youth, which will allow JJC staff to address questions, issues or concerns.
- Prior to deciding to administratively remove a JJC youth from the program, the provider shall agree to have a discussion with the JJC's JPATS staff to determine if the issue can be resolved, and to provide JJC an opportunity to locate alternate housing, if the issue cannot be resolved.

Application Information and Format

The scored components must be included in the grant application. Applications that do not score at least 80 points out of a possible 100 will not be considered for funding. Applicants who meet the minimum eligibility requirements and score 80 out of 100 possible points may be visited

by a team of JJC staff to tour the facility. The visit may be incorporated into the overall applicant total score. If applicable, site visits would take place on 12/15/22 or 12/16/22.

The application format must include the section headings listed below. Each section must address the subsequent questions in that segment. The application must be double-spaced using a standard 12-point font and must not exceed 10 pages, not including the attachments. The application and required attachments/forms should be emailed to jjdpcommittee@jjc.nj.gov. You must include “*2023 Transitional Housing Program*” in the subject of the email. Required attachments and forms are available at <https://www.njoag.gov/about/divisions-and-offices/juvenile-justice-commission-home/jjc-funding-opportunities/>. Applicants must complete and submit the application and all required attachments/forms by the submission deadline. Applications that do not comply with the requirements of the Notice of Availability of Funds (NOAF) or are received after the submission deadline will be administratively rejected.

Applicants should be advised that applications should reflect service delivery philosophies that support individual empowerment and the conditions of parole. Services will be expected to help participants understand and navigate issues and choices related to their ability to remain stably housed. Easy access to services must be available. Interaction may be flexible based on needs. Programs are expected to use a positive youth development services model which assumes that residents will make positive and healthy choices if they have the opportunity to develop social, moral, emotional, physical and cognitive competencies. This approach focuses on providing residents with opportunities to develop the skills they need with a flexible and responsive approach to service delivery.

The housing environment must promote safety and structure, belonging and membership, self-worth and an ability to contribute, independence and control over one’s life, closeness and several good relationships and competence and mastery.

Interested applicants must submit a program narrative that presents a description of the proposed model of service delivery that will provide stable housing for targeted young adults leaving the Juvenile Justice Commission

Please note that applications are only being accepted via **e-mail at jjdpcommittee@jjc.nj.gov**. Mailed applications will not be accepted. Applications and all required attachments must be received by 3:00 pm on 11/28/22.

Application (100 points total):

Mandatory Facility Requirements and Provider Expectations

Please check that you have read and agree to the following. All contracts awarded as a result of this process will include these requirements.

- The provider shall comply with standards required by fire and health authorities.
- The provider shall ensure that all buildings and grounds, as well as equipment and furnishings, are maintained in a manner that provides a safe, sanitary, and comfortable environment for residents.
- The provider shall notify the JJC of any and all concerns regarding a youth, which will allow JJC staff to address questions, issues or concerns.
- Prior to deciding to administratively remove our youth from the program, the provider agrees to have discussion with the Commission's JPATS staff to determine if the issue can be resolved, or in order to find alternate housing.

PROGRAM NARRATIVE:

The application will be scored on the following criteria:

Applicant Capacity (20 points)

1. Briefly describe the applicant's mission and vision.
2. Briefly describe the applicant agency's experience in providing services specifically to justice involved young adults.
3. Describe the applicant's current housing program, current population (gender, age, etc.), capacity, and number of beds per room.
4. What is the status of the applicant? (Please check one):
 - An approved non-profit organization with 501C3 status
 - A for-profit youth serving organization

A faith-based organization

Program Information (50 points)

5. Describe any excluded populations or charges and rationale for the exclusion.
6. Describe the safety and security of youth in the facility, including, as applicable, staff supervision, video surveillance methods, and program policies such as curfew.
7. Describe staff supervision and the level of supervision (e.g., minimal, moderate, or maximum supervision, 24 hours, on call, shifts, etc.). What is the youth to staff ratio?
8. What is your policy regarding the use of medication?
9. Describe any restrictions to visitation, including from family members.
10. Does your program have any restrictions on medication? Specifically medical marijuana and a diabetic that administers insulin via needles.
11. Does your program have “black-out” dates or movement restrictions? If so describe (e.g. length, restrictions, etc.). Are there exceptions to the black-out policy? Is the Applicant willing to allow JJC youth an exception to the policy, when needed, in order to meet the conditions of their parole?
12. Describe if and how your program provides transportation services (to employment, appointments, etc.). State if there are any limitations as to when/where/how often, etc.
13. Is the youth permitted to have personal transportation? Can the youth make their own transportation arrangements? Are youth permitted to utilize ride share vehicles such as Uber or Lyft?
14. Is your program located near public transportation? If yes, describe the public transportation available within one (1) mile of the program.
15. State what services and or case management model your program provides. Are these services provided by your agency staff, contracted, and or outsourced? If outsourced, does the program make referrals or ensure youth are connected to the services? Are services provided on the premises?
16. Are youth required to work to participate in any aspect of the services? If so describe.

17. What are your program criteria for positive and negative discharge?

Budget and Budget Narrative: (30 points)

The JJC is seeking to contract for up to two (2) slots statewide that are guaranteed for JJC youth. Guaranteed slots are reserved solely for use by the JJC regardless of whether the slot(s) are occupied or unoccupied. Therefore, payment will be made whether slot(s) are occupied or unoccupied.

1. Please complete the chart below based on your daily rate for a guaranteed slot.

Number of Slots (1 – 2)	Daily rate for a guaranteed slot	Location of program	Males only	Females only	Both

2. Describe what costs are included with each of the daily rates. (e.g., staffing, security, services, etc.)

The following costs are not allowable:

- Supplanting: Funds **cannot** replace those funds which have been appropriated for the same purpose.
- Purchasing or acquiring land
- Vehicle acquisition
- Lobbying
- Bonuses, commissions, honorariums or overtime

Attachments

The following documents referenced in the application **MUST** be attached to this application. Please note that any application missing the required attachments will not be considered for

funding. These documents can be found at <https://www.njoag.gov/about/divisions-and-offices/juvenile-justice-commission-home/jjc-funding-opportunities/>.

1. Application Authorization Form
2. Federal Single Audit Requirements Certification & New Jersey State Audit Requirements Form
3. Proof of Compliance with Single Audit Act
4. Certification of Debarment, Lobbying, Suspension and other Responsibility Matters and Drug Free Workplace
5. Department of Law & Public Safety Debarment & Suspension Certification
6. Certified Standard Assurances

In addition to the required documents listed above, applicants should include the following:

1. Copy of Agency's Federally approved indirect cost rate, if applicable.
2. Copy of Program Agreement/Contract
3. Copy of Resident Handbook

If awarded the following documents are required:

- Title II Award Conditions and Assurances
- Federal Financial Accountability & Transparency Form (FFATA)
- Resolution & Certification with Seal
- Civil Rights Compliance Checklist/Questionnaire
- Department of Justice Equal Employment Opportunities Plan (EEOP) Certification Checklist
- Department of Justice Compliance with Equal Employment Opportunities Plan (EEOP) Requirements
- Certificate of Compliance w/LPS Online Civil Rights Training
- Office of Justice Programs Certification regarding Debarment, Suspension, Ineligibility & Voluntary
- Disclosure of Lobbying Activities

- Proof of System for Award Management (SAM) Status
- Vendor Certification & Political Contribution Disclosure Form