



REQUEST FOR PROPOSALS

FOR

Transitional Living Program

Focused on Education and Employment

Publication Date March 31, 2023

Response Deadline: May 10, 2023, by 12:00 P.M.

Funding of \$3,160,000 Available

Christine Norbut Beyer, MSW

Commissioner

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

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Section I - General Information

A. Pre-Response Submission Information:

There will be no Conference for this RFP. Respondents may not contact the Department directly, in person, or by telephone, concerning this RFP. Questions may be sent in advance of the response deadline via email to DCF.ASKRFP@dcf.nj.gov.

Technical inquiries about forms, documents, and format may be requested at any time prior to the response deadline, but **questions about the content of the response must be requested by 12:00 P.M. on April 19, 2023**. Questions should be asked in consecutive order, from beginning to end, following the organization of the RFP and 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/>

B. Summary Program Description:

The New Jersey Department of Children and Families' Division of Family and Community Partnerships' Office of Housing announces the availability of funding to implement a transitional housing intervention primarily focused on education and employment, for child welfare involved youth in the following areas: 1. Middlesex and Somerset and 2. Union.

The intervention is intended to strengthen the capacity of youth aged eighteen (18) up to twenty-one (21) (youth must be under twenty-one (21) at entrance but may stay in the program beyond age twenty-one (21)) with a history of child welfare involvement who are experiencing homelessness or housing instability. The grantee will be required to support youth in accessing housing and provide individualized education and academic engagement, employment support and career exploration. The intervention should foster a sense of permanency and stability while building youths' capacity to be self-sufficient in the long-term.

Two (2) funding awards will be granted for the purpose of implementing an education and employment focused transitional housing intervention that serves youth in each of the identified areas. There is a limit of one award per grantee. Each grantee must identify apartments for thirty (30) youth and provide supportive services. Note, multiple youth may reside in one unit, as long as they have their own bedroom.

Joint proposals may be submitted, but a lead agency must be identified; if selected, DCF's contract will be with the lead agency. One award each will be granted to serve youth with child welfare histories in the following areas:

Region	Youth to be served /level of service	One-time startup	Ongoing annualized	First year total
Middlesex & Somerset	30	\$130,000	\$1,500,000	\$1,630,000
Union	30	\$130,000	\$1,400,000	\$1,530,000
		\$260,000	\$2,900,000	\$3,160,000

For each area, the level of service represents the number of youth grantees must serve at one time with the available funds. To be eligible, respondents must demonstrate partnerships with property owners willing to lease available units to the target population.

C. 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.

This is a competitive process. 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.

The Department of Children and Families’ Office of Housing will make available **\$3,160,000** in FY24. DCF reserves the right to award all or a portion of this amount.

It is anticipated that approximately **\$3,160,000** will fund two resulting contracts. The funds support the first year of a contract subject to renewal. Funds awarded under this program may not be used to supplant or duplicate existing funding.

The intended funding period for the contract is: July 1, 2023, through June 30, 2024. The funds available are to be budgeted to cover the expenses incurred during the contract term. DCF will not reimburse expenses incurred prior to the effective date of the contract except for approved start-up costs.

Respondents are to complete and submit a Proposed Budget Form found at: <https://www.nj.gov/dcf/providers/contracting/forms/> and included in PDF 2: Section III - Documents Required to be Submitted with This Response, subsection B. Additional Documents to be Submitted in Support of This Response. For Middlesex and Somerset Counties, this form must document anticipated expenses of up to **\$1,630,000**, of which **\$1,500,000** is available for

annual operating expenses, and up to **\$130,000** is available for one-time startup costs. For Union County, this form must document anticipated expenses of up to **\$1,530,000** of which **\$1,400,000** is available for annual operating expenses, and up to **\$130,000** is available for one-time startup costs.

DCF may approve for reimbursement up to **\$130,000** in budgeted start-up costs respondents propose for each program. The anticipated start-up costs required to begin program operations must be entered into the final column of this first Proposed Budget Form and a justification and summary of these costs explained in the Budget Narrative. All start-up costs are subject to contract negotiations and DCF approval. Start-up cost funds will be released upon the execution of a finalized contract and are paid via Scheduled Payments.

Note: If awarded a contract, the awardee then will be required to 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 awardee shall prepare and submit two (2) Annex B Budgets for one (1) program, the first for the period of July 1, 2023, through September 30, 2023, and the second for the period of October 1, 2023, through June 30, 2024. Each budget will require a Reports of Expenditures and be subject to the DCF contract close out process. For the program for **Middlesex and Somerset Counties** the **first budget** will detail expenditures of up to \$130,000 in start-up costs plus \$375,000 for three (3) months of operating costs, and the **second budget** will detail expenditures of \$1,125,000 for nine (9) months of operating costs. For the program for **Union County**, the **first budget** will detail expenditures of up to \$130,000 in start-up costs plus \$350,000 for three (3) months of operating costs, and the **second budget** will detail expenditures of \$1,050,000 for nine (9) months of operating expenses. \$1,050,000 for nine (9) months of operating expenses.

DCF may reimburse up to **\$130,000** in budgeted start-up costs for this program. A justification and summary of the anticipated costs required to begin program operations must be entered into the final column of the Proposed Budget Form.

The completed form must be submitted as a document included in PDF 2: Section III - *Documents Required to be Submitted with This Response, subsection A. Documents to be Submitted in Support of This Response*. Respondents may propose total start-up costs of up to **\$130,000**. All start-up costs are subject to contract negotiations and DCF approval. Start-up cost funds will be released upon the execution of a finalized contract and are paid via Scheduled Payments.

Matching funds are not required.

Contingent upon the availability of funds and resources in future fiscal years, DCF expects to make available **\$2,900,000** for funding the ongoing operational budgets of a these two (2) fully implemented programs in the years following the

first awarded contract term. That is, \$1,500,000 will fund the program in Middlesex & Somerset counties and \$1,400,000 will fund the program in Union County.

D. Respondent Eligibility Requirements:

Respondents must be in good standing with all State and Federal agencies with which they have an existing grant or contractual relationship and in compliance with all terms and conditions of those grants and contracts.

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

DCF will not accept, receive, or consider a response from those under a corrective action plan in process with DCF or any other New Jersey State agency or authority.

Respondents must be fiscally viable and be able to comply with the contracting rules and regulations set forth in the DCF Contract Policy and Information Manual (N.J.A.C. 10:3).

Where required, all respondents must hold current State licenses.

Respondents that are not governmental entities 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 trustees, non-profit, for profit, limited liability company.

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

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 achieve full operational census within ninety (90) days of contract award or the award will be subject to be rescinded. Extensions may be available by way of written request to DCF.

Respondents awarded a contract must be prepared to execute any planned sub-contracts, memorandum of agreements with vendors, consultants, or agencies, after the review and approval of DCF, within thirty (30) to forty-five (45) days of contract execution. OR Respondents must submit with their proposals for review and approval the proposed sub-contracts/memorandum of agreements with vendors, consultants, or agencies they will execute if awarded a contract.

E. Response Submission Instructions:

All responses must be delivered ONLINE on the due date by 12:00 P.M. Responses received after 12:00 P.M. on **May 10, 2023**, will not be considered.

To submit online, respondent must complete an Authorized Organization Representative (AOR) form. 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

Authorized Organization Representative (AOR)
Form: <https://www.nj.gov/dcf/providers/notices/requests/AOR.docx>

Registered AOR forms must be received not less than five (5) business days prior to the date the response is due. Upon receipt of the completed AOR, DCF will grant the Respondent permission to proceed and provide instructions for the submission of the response. DCF recommends not waiting until the due date to submit your response in case there are technical difficulties during your submission.

F. Required PDF Content of the Response:

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

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

PDF 2: *Section III - Documents Required to be Submitted with This Response, subsection A. Organizational Documents Prerequisite to a Contract Award to be Submitted with the Response*

PDF 3: *Section III - Documents Required to Submitted with This Response, subsection B. Additional Documents to be Submitted in Support of This Response*

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

Section II - Required Performance and Staffing Deliverables

NOTE: AFTER REVIEWING THE REQUIRED DELIVERABLES LISTED BELOW, RESPONDENTS MUST SIGN THE STATEMENT AT THE BOTTOM OF THIS SECTION II TO SIGNIFY ACCEPTANCE OF ALL OF THEM.

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

A. Subject Matter - The below describes the needs the program must address in this program, the goals it must meet, and the vulnerabilities that must be targeted for prevention.

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

National data trends demonstrate that homelessness and housing instability are on the rise, and young adults are at particularly high risk of negative housing outcomes without swift and comprehensive intervention. The available data consistently highlights the critical need for housing and related supports for vulnerable youth, of note:

- One (1) in every ten (10) young adults (ages 18–25), experience some form of homelessness over the course of a year.
- On a single night in 2020, over 34,000 unaccompanied youth were experiencing homelessness nationally. Of these youth, ninety (90) percent were between the ages of eighteen (18) to twenty-four (24) and fifty (50) percent of were unsheltered.¹
- For youth aging out of care the housing need is even more critical, with about twenty (20) percent of foster youth become homeless the day they age out of care;² while an additional twenty-five (25) to fifty (50) percent are unstably housed—either doubling up, sleeping on friends’ couches, or facing eviction.
- These alarming statistics are compounded by lack of economic security for youth at a pivotal point in their life span. An estimated sixteen (16) percent of young adults are neither in school nor working.

New Jersey’s most recent point in time homelessness count largely reflects the national picture – with more households experiencing homelessness and housing instability than in previous years. The pandemic has made the critical housing need for young adults even more acute.

We know housing instability impacts every aspect of safety, health and well-being, and the connection between housing and the social determinants of

¹ [Home - National Alliance to End Homelessness](#)

² Christina Dronen (March 2022). 42 Aging Out of Foster Care Statistics. Finally Family Homes.

health is well-documented.³ Across diverse disciplines, the literature, makes clear the connection between homelessness/housing instability and health problems⁴, developmental delays, academic achievement, behavioral and mental health conditions⁵, life expectancy⁶ and long-term earning potential.⁷ For young adults, homelessness and housing hardship alone, can be life altering. When added to other risk factors (such as aging out of care, disability, health concerns, substance misuse, high school incompleteness, runaway status, teenage pregnancy and identifying as LGBTQI) these young people face circumstances that feel insurmountable.

To comprehensively address the needs of youth experiencing homelessness and housing instability, an integrated response is vital – one in which the child and family serving system partners with young people to advance youth-centered evidence-informed housing interventions, deepen collaborations beyond the child and family system and bolster the capacity of community partners to change the life trajectory of young adults.

2) **The goals to be met by this program are:** Youth are provided safe housing, which allows them to focus on strengthening the self-sufficiency skills they need to become independent adults.

- Youth make progress in their educational attainment by finishing high school and enrolling in college.
- Youth improve their economic security by increasing their job skills and career readiness.
- Youth develop healthy living skills.

3) **The prevention focus of this program is to avert or mitigate:**

Homelessness, Housing Instability, Unemployment

B. Target Population - The below describes the characteristics and demographics of those the program must serve.

³ Housing And Health: An Overview of The Literature,” Health Affairs Health Policy Brief, June 7, 2018. DOI: 10.1377/hpb20180313.396577 Retrieved from Housing and Health: An Overview Of The Literature | Health Affairs

⁴ Housing and Health: An Overview of The Literature,” Health Affairs Health Policy Brief, June 7, 2018. DOI: 10.1377/hpb20180313.396577

⁵ Rafferty, Y. Shinn (1991). The Impact of homelessness on children. *American Psychologist*, 46, 1170-1179.

⁶ Journal of the American Medical Association. 2013. Mortality Among Homeless Adults in Boston: Shifts in Causes of Death Over a 15-year Period. Accessed at:

www.ncbi.nlm.nih.gov/pmc/articles/PMC3713619/pdf/nihms-493296.pdf

⁷ Andersson F., Haltiwanger, J., Kutzbach, M., Palloni, G., Pollakowski, H. & Weinberg, D. 2017. Living in Subsidized Housing Is Positively Associated with Adult Well-Being. Retrieved from:

hbm-brief-public-housing-better-economic-outcomes.pdf (macfound.org)

- 1) **Age:** 18 up to 21(youth must be under 21 at entrance but may stay in the program beyond age 21).
- 2) **Gender:** All
- 3) **Marital Status:** N/A
- 4) **Parenting Status:** Expectant, biological, in addition to single individuals without children.
- 5) **Will the program initiative serve children as well as their parent or caregiver?** Yes
- 6) **DCF CP&P Status:** Aged Out Youth (>18). The target population for this intervention is youth aged 18 up to 21 (youth must be under 21 at entrance but may stay in the program beyond age 21) who are unstably housed and have current or past child welfare placement history.
- 7) **Descriptors of the youth to be served:** Homeless, Housing Instability, Survivor of Domestic Violence, Survivor of Human Trafficking, Survivor of Sexual Violence, Underemployed and Unemployed.
- 8) **Descriptors of the Family Members/Care Givers/Custodians required to be served by this program initiative:** In addition to single youth, Expectant and Parenting youth and their child(ren) may also access this program.
- 9) **Other populations/descriptors targeted and served by this program initiative:**
Candidates will be primarily identified by the Child Protection and Permanency (CP&P) Local Offices; with local Continuum of Care (CoC)s and advocates also able to make referrals in conjunction with the community Provider Partner. Youth may also self-refer to this intervention.

The Office of Housing will confirm eligibility, verifying both housing status and child welfare placement history. Priority will be given to eligible young adults with child welfare placement experience stemming from CP&P Local Offices in Middlesex, Somerset and Union Counties.

Please see HUD's homeless youth criteria outlined below for additional information on homelessness status:

<https://files.hudexchange.info/resources/documents/Determining-Homeless-Status-of-Youth.pdf>

- 10) Does the program have **income eligibility** requirements? No.

C. Activities - The below describes the activities this program initiative requires of respondents, inclusive of how the target population will be identified and served, the direct services and service modalities that will be provided to the target population, and the professional development and training that will be required of, and provided to, the staff delivering those services.

- 1) **The level of service increments for this program initiative:** Unduplicated individuals.
- 2) **The frequency of these increments to be tracked:** Monthly at a minimum, or at any given time.
- 3) **Estimated Unduplicated Clients:** Sixty (60) (thirty (30) per program)
- 4) **The referral process for this program initiative (the required referral process for enabling the target population to obtain the services of this program initiative) include:** Community Referral, DCP&P Local Office Resource Development Specialist (RDS), Gatekeeper, Self-Referral, and Community Provider Partner
- 5) **The rejection and termination parameters required for this program initiative:** Rejection for not meeting eligibility requirements.
- 6) **The direct services and activities required for this program initiative:**

The grantee will facilitate the following activities:

Access to Housing and Independent Living Skills: Facilitate/Lease up housing within the community based on accessibility to public transportation, community resources, and education and employment opportunities. Facilitate sessions focused on building healthy living skills, communication and conflict resolution, training in financial management, identifying unhealthy influences, and setting boundaries with friends and family. Facilitate the planning and coordination of childcare, if applicable. The awardee shall serve as the master-lessor of the units/apartments. In addition to the cost of the housing, the awardee will be required to cover basic utilities including electric, gas, water, and internet, as well as initial move-in costs (i.e., security deposits) using specific assistance funds. Once employed, youth will be expected to pay 30% of earned income toward rent.

Education and Academic Support: Provide youth with one-on-one support to complete their high school diploma or GED certificate and, once eligible, enrolling in postsecondary education or trade school. Facilitate education assessments and academic tutoring and education workshops and activities to prepare youth for employment. Youth enrolled at the postsecondary level receive support in course selection and accessing financial aid and academic support resources.

Employment Support and Career Exploration: Provide youth with one-on-one support and facilitate employment workshops focused on job training and retention, goal setting, resume/cover letter development, and building work readiness skills. Broker relationship among youth and local businesses and employment service agencies

to facilitate apprenticeships, internships and jobs that will help youth improve their long-term economic security.

- 7) **The service modalities required for this program initiative are:**
 - a) **Evidence Based Practice (EBP) modalities:** The grantee will implement a youth-centered intervention that utilizes Housing First Principles, Positive Youth Development and Trauma-Informed Care components.
 - b) **DCF Program Service Names:** Transitional Living Program
- 8) **The type of treatment sessions or prevention services] required for this program initiative are:** One to One sessions and Group sessions.
- 9) **The frequency of the treatment sessions or prevention services required for this program initiative are:** Recommended youth meet with Youth Advocate once weekly. Weekly support groups are also available/encouraged. Recommended duration of program involvement – thirty-six (36) months.
- 10) **Providers 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, Youth Advisory Council and other community stakeholders (discussed in the collaboration section).
- 11) **The professional development through staff training, supervision, technical assistance meetings, continuing education, professional board participation, and site visits, required for this program initiative are:** The grantee is expected to complete recommended training, coaching and supervision as required to implement the initiative as intended. In addition, the grantee may participate in additional professional development opportunities. Awarded respondents are required to participate in all DCF trainings, meetings and site visits related to this initiative.

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

- 1) **The program initiative's service site is required to be located in:** **One Site** for Middlesex and Somerset counties and a second site for Union County.
- 2) **The geographic area the program initiative is required to serve is:** N/A
- 3) **The program initiative's required service delivery location is:** Agency Sites and Community. (Middlesex, Somerset and Union counties)
- 4) **The hours, days of week, and months of year this program initiative is required to operate:** All year, 24/7.

- 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, Staff must be accessible twenty-four (24) hours a day, seven (7) days a week; via phone where in person isn't applicable.
- 6) **Additional flexible hours, inclusive of non-traditional and weekend hours, to meet the needs of those served?** Yes
- 7) **The transportation this program initiative is required to provide:**
While programs are not required to provide transportation, programs are expected to assist youth with their transportation needs when applicable.
- 8) **The staffing requirements for this program initiative, including the number of any required FTEs, ratio of staff to clients, shift requirements, supervision requirements, education, content knowledge, staff credentials, and certifications:**

Staffing requirements per identified Area:

- One (1) FTE Program Manager (Masters or BA with four (4) years' experience)
- Two (2) FTE Youth Advocates (Masters Level - Non-Clinical Therapist or BA with two (2) years' experience) (Youth Advocates are expected to serve fifteen (15) youth)
- One (1) FTE Employment and Education Specialist
- One (1) FTE Housing Specialist (Bachelors Level)

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

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

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

The needs of vulnerable youth cannot be met by one public service system. Respondents shall consider the holistic needs of youth and collaborate with multiple services, professionals, and systems to integrate services that are flexible and responsive. Providers with established partnerships and experience working collaboratively to serve youth will be well-positioned for this opportunity.

The grantee and DCP&P staff shall work collaboratively and communicate regularly to ensure the youth's safety, permanency, well-

being, and their overall success. It is anticipated that a young adult's DCP&P case may close following enrollment and stabilization; the DCP&P case does not need to remain open for youth to continue participation in the intervention.

The grantee shall demonstrate partnerships and/or develop collaborative relationships with local service systems and provider networks to effectively advocate for and access needed community resources and supports for these youth. The successful respondent will demonstrate experience and success in routine consultation and interaction with other agencies, shared outcomes, and processes for communication and information sharing. Respondents shall propose a plan that includes collaboration with critical service providers and other stakeholders.

The grantee shall conduct and participate in ongoing case conferences with DCP&P and other community providers to ensure coordinated planning with the youth and an integration of services and resources.

- 11) **The data collection systems this program initiative requires:**
Grantees will be expected to adhere to DCF requirements for data management and use of related data systems. Programs are expected to collect and report on individual-level program data including, but not limited to, participant demographics, outcomes, and practitioner adherence to model requirements.
- 12) **The assessment and evaluation tools this program initiative require:**
DCF will provide awarded respondents with details of data collection tools and processes that will be used to implement the intervention. Grantees will be expected to adhere to DCF requirements for maintenance of data and timely submission of reports.

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

- 1) **The evaluations required for this program initiative:**
The successful respondent must agree to participate in all technical assistance, teaming, and evaluation-related activities for the program and collaborate with DCF and any additional third-party evaluators and/or consultants. Therefore, grantees must:
 - Have capacity to measure and report on outcome indicators identified by DCF and any other outcomes proposed in their application;
 - Maintain clear and organized data collection systems;

- Agree to participate on implementation and evaluation teams with DCF and other Partners;
- Participate in continuous quality improvement processes and activities; and,
- Meet with DCF staff and or external evaluators/consultants at regular intervals to ensure implementation, evaluation and data reporting requirements are met. It is anticipated that there will be monthly individual and group calls with program managers and at least two (2) annual grantee meetings held in person, by phone, or through webinar. At least two staff from each grantee shall participate in these grantee meetings.

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

a) Midterm Outcomes

- Youth secure stable housing & experience increased tenant responsibility.
- Youth make progress in their educational attainment by enrolling in educational settings (i.e., high school, college, and trade school).
- Youth enroll in employment opportunities and improve job skills and career readiness.
- Youth develop healthy living skills, experience improved sense of safety and comfort.
- Youth expand social network and linkage to community resources.

b) Long Term Outcomes:

- Increased housing stability.
- Increased self-sufficiency and improved social connections.
- Increased educational achievement (i.e., high school, college, or trade school graduation).
- Improved economic security and employment stability.
- Increased confidence and sense of agency.

3) **Required use of databases:**

Grantees are expected to enter program data into a data management information system, as identified by DCF.

4) **Reporting requirements:**

In addition to the general contractor reporting requirements specified below, the following reports related to the delivery and success of the program services are required:

Monthly Reports:

Monthly service reports shall be submitted to DCF, unless otherwise generated through the data management system established by DCF.

Quarterly and Annual Reports:

Quarterly and annual reports regarding utilization, youth outcomes and other measures will be provided to DCF, consultant or other evaluation partner.

NOTE: the final frequency and format of reports will be determined collaboratively with grantees post-award.

F. Signature Statement of Acceptance:

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

Name:

Signature:

Title:

Date:

Organization:

Federal ID No.:

Charitable Registration No.:

Unique Entity ID #:

Contact Person:

Title:

Phone:

Email:

Mailing Address:

Section III - Documents Required to be Submitted with This Response

In addition to the Signature Statement of Acceptance of the Required Performance and Staffing Deliverables, DCF requires respondents to submit the following documents with each response. Respondents must organize the documents submitted in the same order as presented below under one (1) of the two (2) corresponding title headings: A. *Organizational Documents to be Submitted with This Response* and B. *Additional Documents 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 Contract Award Required to be Submitted with this Response:

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

Pre-Award Documents Prerequisite to All Contracts

(The below listed documents must be collected with all RFPs.)

- 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) **Attestation Form for Public Law P.L. 2021, c.1** - Complete, sign and date as the provider.
Form: [Attestation.Form.To.Be.Completed.by.Providers.Covered.by.Public.Law.2021c.1.-6.7.21.pdf \(nj.gov\)](https://www.nj.gov/treasury/revenue/busregcert.shtml)
- 6) Dated List of Names, Titles, Emails, Phone Numbers, Addresses and Terms of either the **Board of Directors** of a corporation, or the **Managing Partners** of a Limited Liability Corporation (LLC)/Partnership, or the **members** of the responsible governing body of a county or municipality.
- 7) 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>
- 8) **Business Associate Agreement/HIPAA** - Sign and date as the Business Associate.
Form: <https://www.nj.gov/dcf/providers/contracting/forms/HIPAA.docx>
- 9) For Profit: **Chapter 51/Executive Order 117** Vendor Certification and Disclosure of Political Contributions (See instructions for applicability to your organization). Website: <https://www.nj.gov/treasury/purchase/forms.shtml>
- 10) **Conflict of Interest Policy** DCF Policy:
https://www.nj.gov/dcf/documents/contract/manuals/CPIM_p8_conflict.pdf
- 11) All **Corrective action plans or reviews** completed by DCF (inclusive of DCF Licensing, Divisions and Offices) or other State entities within the last two (2) years. If applicable, a copy of the corrective action plan should be provided and any other pertinent information that will explain or clarify the respondent's position. If not applicable, the respondent is to include a signed written statement that it has never been under any Corrective Actions or reviews. Respondents are on notice that DCF may consider all materials in our records concerning audits, reviews, or corrective active plans as part of the review process. Respondents subject to a Corrective Action not yet completed are not eligible to apply.
- 12) Certification Regarding **Debarment**
Form: <https://www.nj.gov/dcf/documents/contract/forms/Cert.Debarment.pdf>
- 13) Disclosure of **Investigations & Other Actions Involving Respondent**
Form: <https://www.nj.gov/treasury/purchase/forms/DisclosureofInvestigations.pdf>
- 14) **Disclosure of Investment Activities in Iran**

Form:

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

15) **Disclosure of Ownership (Ownership Disclosure Form)**

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 application **shall result in rejection of the proposal**.

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

Form:

<https://www.nj.gov/treasury/purchase/forms/Certification.on.NonInvolvement.Prohibited.Activities.in.Russia.or.Belarus.pdf> (nj.gov)

17) **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>

18) Document showing **Unique Entity ID (SAM) Number**

Website: <https://sam.gov/content/duns-uei>

19) **Certificate of Incorporation**

Website: <https://www.nj.gov/treasury/revenue>

20) **Notice of Standard Contract Requirements, Processes, and Policies**

Sign and date as the provider

Form: [Notice.of.Standard.Contract.Requirements.pdf](#) (nj.gov)

21) **Organizational Chart for Agency** - 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.

22) **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 agency'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" \(state.nj.us\)](#)

23) **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

Form:

<https://www.nj.gov/dcf/documents/contract/forms/StandardLanguage.doc>

- 24) **System for Award Management (SAM)** Submit a printout showing active status and the expiration date. Available free of charge.
Website: <https://sam.gov/content/home>
Helpline: 1-866-606-8220
- 25) **Tax Exempt Organization Certificate (ST-5) -or- IRS Determination Letter 501(c)(3)**
Website: <https://www.nj.gov/treasury/taxation/exemptintro.shtml>
- 26) **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 may delete/redact any SSN or personal information
Note: Store subsequent tax returns on site for submission to DCF upon request.
- 27) **Trauma Informed and Cultural Inclusivity Practices** - Submit written policies describing the incorporation of these practices into your provision of services.

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

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

- 1) A completed **Proposed Budget Form** documenting all costs associated with operating the program. If DCF is providing funding for **start-up costs**, document these separately in the final 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 additional funding for start-up costs is provided, 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) **Letter(s) of Collaboration** specific to a service to demonstrate commitment to the program.
- 5) **Letter(s) of Commitment** demonstrating commitment to lease units to the provider, if available.
- 6) **Proposed Program Organizational Chart** for the program services required by this response that includes the agency name and the date created.
- 7) **Proposed Subcontracts/Consultant Agreements/ Memorandum of Understanding** to be used for the provision of contract services.
- 8) 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

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

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

(ALL THREE (3) OF THESE SECTIONS MUST BE SUBMITTED AS A SINGLE PDF DOCUMENT, WHICH WOULD BE THE FOURTH PDF SUBMISSION IN YOUR RESPONSE PACKET AND IS TO BE LABELED AS: PDF 4 – SECTION IV:

RESPONDENT'S NARRATIVE RESPONSES, SUBSECTIONS A. COMMUNITY AND ORGANIZATIONAL FIT; B. ORGANIZATIONAL CAPACITY; AND C. ORGANIZATIONAL SUPPORTS.)

A. Community and Organizational Fit (15 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 (60 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, including but not limited to lease acquisition, 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).
- 12) Describe how your agency plans to implement this initiative. The plan should be a narrative that includes objectives, timeframes, and milestones. It should demonstrate how services will be provided within ninety (90) days of contract award. The plan and objectives should address both the services and housing components of the proposal and include a timetable for implementing the proposed services, including a phase in of when clients will be accepted into the program. Please provide the timetable as

a separate document from the narrative (see Section III-B: Additional Documents to be Submitted in Support of This Response)

C. Organizational Supports (25 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 an authorized Chief Executive Officer or designated alternate.
- 3) The response is complete in its entirety, including all documents required 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 required by the RFP and/or applicable law to be submitted with the proposal. If the documents are not then timely submitted in response to that notice, the application may be rejected as non-responsive.

4) The response conforms to the specifications set forth in the RFP.

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

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

B. Response Review Process

The Department convenes an Evaluation Committee in accordance with existing regulation and 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.

The Department reserves the right to reject any response when circumstances indicate that it is in its best interest to do so. The Department's best interests in this context include, but are not limited to, the State's loss of funding, inability of the respondent to provide adequate services, respondent's lack of good standing with the Department, and 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 the content of the submitted documents and 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 the Department's intent to award a contract.

C. Appeals

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

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

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

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

Section VI - Post Award Requirements

A. General Conditions of Contract Execution:

Respondents who receive notice of DCF's intent to award them a contract will be referred to the DCF Office of Contract Administration (OCA). As a condition of executing a contract, awardees 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 awardee 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.

A respondent awarded a contract shall be required to comply with the terms and conditions of the Department of Children and Families' 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. Awardees may review

these items via the Internet at www.nj.gov/dcf/providers/contracting/manuals and <https://www.state.nj.us/dcf/providers/contracting/forms/>. Awardees 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 OCA contract administrator assigned to initiate and administer an awardee's contract will require the awardee to submit the following documents prior to finalizing the contract for funding:

Post-Award Documents Prerequisite to the Execution of All Contracts

- 1) **Acknowledgement of Receipt** of NJ State Policy and Procedures:
Return the receipt to DCF Office of EEO/AA.
Form: <https://www.nj.gov/dcf/documents/contract/forms/DiscriminationAcknowReceipt.pdf>
Policy: <https://www.nj.gov/dcf/documents/contract/forms/AntiDiscriminationPolicy.pdf>
- 2) **Annual Report to Secretary of State** proof of filing.
Website: <https://www.njportal.com/dor/annualreports>
- 3) **Employee Fidelity Bond Certificate** (commercial blanket bond - crime/theft/dishonest acts)

Bond must be at least 15% of the full dollar amount of all State of NJ contracts for the current year when the combined dollar amount exceeds \$50,000. The \$50,000 threshold includes fee-for-service reimbursements made via Medicaid. Not Applicable Note: Should state your agency will not exceed \$50,000 in combined State of NJ 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

- 4) **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

- 5) Document showing **NJSTART** Vendor ID Number (NJ's eProcurement System) Website: <https://www.njstart.gov/> Helpline: 609-341-3500 or -njstart@treas.nj.gov
- 6) **Standardized Board Resolution Form**
Form: https://www.nj.gov/dcf/documents/contract/manuals/CPIM_p1_board.pdf
- 7) **Chapter 271/Vendor Certification and Political Contribution Disclosure Form**
[2006 Federal Accountability & Transparency Act (FFATA)]
Form: <https://www.nj.gov/treasury/purchase/forms/CertandDisc2706.pdf>
- 8) **Program Organizational Chart**
Should include agency name & current date

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

- 9) **Annex B Budget Forms** - 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. The awardee shall prepare and submit two (2) Budgets for one (1) program, the first for the period of July 1, 2023, through September 30, 2023, and the second for the period of October 1, 2023, through June 30, 2024.

Website: <https://www.nj.gov/dcf/providers/contracting/forms>
- 10) **Certification Regarding Exemptions**
Website: <https://www.nj.gov/dcf/providers/contracting/forms>
- 11) **Certification Regarding Reporting**
Website: <https://www.nj.gov/dcf/providers/contracting/forms>
- 12) **Schedule of Estimated Claims (SEC)** signed
Form Provided by contract administrator when applicable.

- 13) For Programs Hosting Youth, Adults, and Families or relying on Rent, Interest, or Depreciation in their proposed budget: current **Health/Fire Certificates**
- 14) For Programs Hosting Youth, Adults, and Families or relying on Rent, Interest, or Depreciation in their proposed budget: copies of an executed **Lease, Mortgage or Deed.**
- 15) For Programs Hosting Youth, Adults, and Families or relying on Rent, Interest, or Depreciation in their proposed budget: current/continued **Certificate of Occupancy.**
- 16) **Professional Licenses and/or Certificates** currently effective related to job responsibilities.
- 17) **Subcontracts/Consultant Agreements/ Memorandum of Understanding** related to this contract for DCF review and approval.

C. Contractor Requirements for Reporting

Contractors 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)

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

Policy:

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

- 2) **DCF Notification of Licensed Public Accountant Form (NLPA)-and-copy of Non-Expired Accountant's Certification**
Contractor must ensure DCF form is used, and 2 signatures are provided. Not required for agencies expending under \$100,000 in combined federal/state awards or contracts. The \$100,000 threshold includes fee-for-

service reimbursements made via Medicaid. Also, the NLPA is a State of NJ form and need only list federal/state funds received via contracts with the State of NJ.

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

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

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

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

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

A. Scheduled Payments Contract Component: To be submitted two times during the contract year: Interim (15 days from the end of the 6th month, and Final (120 days after the end of the fiscal year); or in accordance with any separate DCF directive to file additional ROEs for specific contracted programs. **Quarterly ROEs must be submitted for contracted program budgets funded with federal grants.** The format for the ROE must match that of the Annex B budget form. **Note:** Must be prepared in accordance with the governing cost principles set forth in the DCF Contract Reimbursement Manual (CRM Section 6)

B. Fee for Service Contract Component: Not Required

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

5) **Level of Service (LOS) Reports**

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

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

6) **Significant Events Reporting:**

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

by DCF (inclusive of DCF Licensing, Divisions and Offices) or other State entities.

Note: Agencies 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 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; Report of Charitable Organizations, and the Two-Year Chapter 51 Vendor Certification and Disclosure.

Policy:

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

Website:

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

D. Contractor Requirements to Store Organizational Documents on Site

- 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) Procurement Policy