

JUVENILE JUSTICE COMMISSION
Transitional Housing Program Application

This solicitation is issued by the New Jersey Juvenile Justice Commission (JJC) in conjunction with the Governor's Juvenile Justice Delinquency and Prevention (JJDP) Committee.

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 on parole range in age 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 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 (JPATS).

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 providers offering transitional housing and supportive services for young adults on parole status returning to the community from the Juvenile Justice Commission. This transitional housing program will provide an opportunity for youth on parole for whom housing is a concern 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:

- Independent living skills, shopping, budgeting, laundry, meal preparation, hygiene, etc.
- Individualized case management and counseling
- Educational support and enrollment in vocational programs
- Job readiness training and employment placement assistance
- Life skills development, including financial literacy and conflict resolution
- Access and or referral to mental health and substance abuse treatment services
- Referrals to community resources and advocacy

The transitional housing program is intended to facilitate the development of independent living skills in a supervised setting. Housing stability, financial literacy, and employment are key components of self-sufficiency.

Applicants are encouraged to develop creative opportunities for youth participants to prepare for independence and success. For example, applicants proposing job readiness and financial literacy training may consider partnering with local businesses to develop internship opportunities, offering a stipend to transitional program youth, helping with opening and managing a bank account, preparing a budget, etc.

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 with experience working with court-involved young adults and 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 seeks to solicit proposals from licensed housing programs to offer transitional housing and support services for JJC youth transitioning from secured care to parole. The goal is to facilitate their successful reintegration into the community by addressing their housing, educational, vocational, and/or social support needs.

Number of Slots: up to 3 guaranteed beds

Award Period: One year - anticipated award dates of 12/1/24 – 11/30/25.

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 addressing any wraparound needs. Before release, youth on parole have achieved many successes within the JJC, including 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 support youth as they navigate reentry and communicate and coordinate with the selected housing provider.

Facility Requirements:

The provider shall comply with all standards required by the State, municipality, fire, and health authorities. The provider shall ensure that all buildings, grounds, 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 following requirements:

- House youth on parole between the ages of 18 and 26.
- Offer supportive services to youth.

- Notify the JJC of any concerns regarding youth, allowing JJC staff to address questions, issues, or concerns.
- The provider agrees to prioritize a collaborative approach before considering discharging a JJC youth from the program. The provider will engage in discussion with the JJC's JPATS staff to explore potential solutions and work together towards a resolution.

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 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 total score of the overall applicant. If applicable, in-person or virtual site visits will occur the week of **October 28, 2024**.

The application format must include the following sections, Applicant Capacity, Program Information, and Budget. 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 (please number the pages), not including the attachments. The application and required attachments/forms should be emailed to jjdpcommittee@jjc.nj.gov. You must include "2024 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 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. Services must be easy to access. Programs are expected to use a positive youth development services model, which assumes that residents will make positive and healthy choices if they can 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 and supportive services for targeted young adults leaving the Juvenile Justice Commission

Please note that applications are only 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 October 18, 2024.**

Applicant Bidder's Conference

To assist candidates in applying for these funds, a virtual bidder's conference will be held on **October 1, 2024**, at 10:00 am. Please read this funding application in its entirety prior to the event and be prepared to discuss any questions you may have. Please note, the information provided during this bidder's conference will not be made available in any other form to those who do not attend. Please R.S.V.P via email to JJDPcommittee@jjc.nj.gov if you are attending the bidder's conference and you will receive the login information.

Date by which applicants will be notified of approval or disapproval of funding

Applicants will be notified no later than **November 19, 2024**.

Post Award Meeting

To assist candidates in understanding the award process, a mandatory virtual post award meeting will be held. The post award meeting will be held on **December 5, 2024**, at 10:00 am. The program director and a fiscal representative are required to attend.

Funding Subject to Appropriations

Please note that funding allocations and individual subaward amounts are subject to change. Subrecipients shall recognize and agree that both the initial provision of funding and the continuation of such funding under an agreement is expressly dependent upon the availability to the JJC of funds appropriated by the State or Federal Legislature from State and/or Federal revenue or such other funding sources as may be applicable. A failure of JJC to make any payment under an agreement or to observe and perform any condition on its part to be performed under an agreement as a result of the failure of the State or Federal Legislature to appropriate funds shall

not in any manner constitute a breach of a grant agreement by JJC or an event of default under an agreement and JJC shall not be held liable for any breach of an agreement because of the absence of available funding appropriations. In addition, future funding shall not be anticipated from JJC beyond the duration of the award period set forth in an agreement and in no event shall an agreement be construed as a commitment by JJC to expend funds beyond the termination date set in an agreement.

NJSTART

If awarded, the applicant must register with NJSTART.

<https://www.njstart.gov/bsa/view/homepage/homePage.xhtml>

NJSTART Assistance

<https://www.nj.gov/treasury/purchase/vendor.shtml>

email support: njstart@treas.nj.gov

phone support: 609-341-3500

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

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

2024 Transitional Housing Program

SUBGRANT PERIOD:
12/1/24 – 11/30/25

UEI NUMBER:	CCR NUMBER:
VENDOR ID NUMBER:	

GRANT NUMBER	DATE APPROVED
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Applicant Cover Page

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

- Newark (Essex) Trenton (Mercer) Other (state, city, and county): _____
 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: _____ Date: _____

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 all standards required by State, municipal, fire, and health authorities.
- The provider shall ensure that all buildings, grounds, 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 concerns regarding our youth, allowing JJC staff to address questions, issues, or concerns.
- The provider agrees to prioritize a collaborative approach before considering discharging a JJC youth from the program. The provider will engage in discussion with the JJC's JPATS staff to explore potential solutions and work together towards a resolution

PROGRAM NARRATIVE

The application will be scored on the following criteria:

Applicant Capacity (30 points)

1. Briefly describe the applicant's mission and vision.
2. Briefly describe the applicant'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. Describe the applicant's ability to provide supportive services, the type of service(s) provided, and how often they are provided.
5. 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 (40 points)

6. Describe any excluded populations or charges and the rationale for the exclusion.
7. Describe the safety and security of youth in the facility, including, as applicable, staff supervision, video surveillance methods, and program policies such as curfew.
8. 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?
9. What is your policy regarding the use of medication?
10. Does your program have any restrictions on medication? Specifically medical marijuana and/or a diabetic that administers insulin via needles.
11. Describe any restrictions on visitation, including from family members.
12. 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?
13. 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.
14. Are youth permitted to have personal transportation? Can they make their own transportation arrangements? Are youth permitted to utilize ride-sharing vehicles such as Uber or Lyft?
15. Is your program located near public transportation? If yes, describe the public transportation available within one (1) mile of the program.
16. State what services and or case management model your program provides.
17. Are the services described in #16 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?

18. Are youth required to work to participate in any aspect of the services? If so, describe.

19. 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 three (3) guaranteed slots statewide for JJC youth in a Transitional Housing program that provides support services to assist parolees in becoming successful members of the community. Guaranteed slots are reserved solely for use by the JJC, regardless of whether the slot(s) are occupied or unoccupied. Payment will be made even if the slot is unoccupied.

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

Number of Slots (1 – 3)	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

Required Attachments

The following documents MUST be attached to this application. 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