

## **ANNOUNCEMENT**

### **2023-2024 COMMUNITY RESOURCE DEVELOPMENT FUNDS** **REQUEST FOR PROPOSALS (RFP)**

**October 21, 2022**

Dear Community Provider,

Circle of Care for Families and Children of Passaic County (COC) provides care management services to youth experiencing emotional, behavioral, developmental, intellectual, and substance use needs, and to their families. As part of our contract with the New Jersey Children's System of Care (CSOC), COC has access to funds designated for one time use by community organizations to promote and develop new, additional, and/or unique resources addressing an unmet or under-served need in Passaic County.

This letter serves as a "Request for Proposals" (RFP) to support the development, enhancement and/or expansion of the availability of community-based resources that reduce risks to child and youth well-being and to promote their safety, health, and connections at home and in the community in Passaic County.

**A maximum total of \$ 67,788.07 (less can be applied for) is available to fund one or more projects. This funding is available for the period of July 1<sup>st</sup>, 2023 – June 30, 2024.**

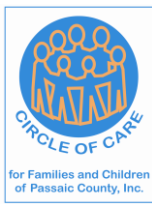
The overall goal of this RFP is twofold: **to develop and/or increase the availability of resources to Passaic County and to increase positive outcomes for youth and their families.** Applicants must commit to working in partnership with Circle of Care for Families and Children of Passaic County (COC), other system partners, and community-based resources. They must embody the values of the NJ Children's System of Care.

Funding is not intended to purchase services for specific individuals or families, but rather, to support new or existing activities or services in the community.

There have been noted gaps and needs in quality, community-based mental health services, as evidenced by system-wide surveys and needs assessments, including the 2020 Passaic County HSAC-DCF Needs Assessment, 2022 Paterson Kids Count, the Rutgers-DCF "Profile of Family and Community Indicators", ongoing discussions at community roundtables such as CIACC, Paterson Alliance meeting, internal polls at Circle of Care and state and county specific data dashboards.

The following are the most prominent needs as identified in above outlets:

- There is a significant lack of programming that provides formal or informal mentoring, enrichment classes and other opportunities for development and enhancement of social skills, self-regulation and self-management, services for LGBTQI+ youth, and other programming that engages at risk youth and that is accessible to children and families in urban areas



(Passaic, Paterson) and upper county (West Milford) without system involvement (DCP&P, CSOC or court).

- Job, Career Readiness and Financial Literacy: Passaic county has the 4<sup>th</sup> highest rate of “disconnected youth” (youth between 16-19 years old not working and not enrolled in school) in NJ. Similarly, high school graduation rates and post-secondary enrollment for youth in our county is among the lowest in the state.
- Inclusive services for youth with developmental disabilities: long waitlists for I/DD specific services, staffing challenges, ease of access for specialized services through CSOC are among challenges reported by system partners and advocacy entities.
- Services and activities aimed at prevention and/or early intervention for homelessness in the student population as well as supportive services to assist recently immigrated youth and families who are at risk for homelessness: McKinney Vento data shows a significant increase in the number of registered homeless students, predominantly in Passaic, Paterson and Clifton school districts. Anecdotal data from the McKinney Vento liaisons shows that many of these students are from recently immigrated families whose stories of traumatic migration experiences and fleeing from community violence compounds the complexity of these youth and families’ needs.

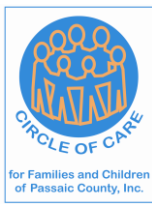
Projects that address the following needs will be considered, in no specific order:

- Programming that supports skill development (social skills, anger management, stress/anxiety management skills, self-regulation, character development, positive self-image, LGBTQI support groups, etc.), psychoeducation and socialization opportunities for neurotypical youth and/or for youth with autism and other developmental and/or intellectual disabilities.
- Programming that supports teens in their efforts to transition to adulthood, such as college and career readiness, financial literacy, employment readiness.
- Service navigation that is culturally responsive, trauma-informed and inclusive for non-English speaking youth and caregivers, that engages youth and families who are at-risk for or experiencing homelessness with wraparound resources.

This funding solicitation reflects current needs of youth in Passaic county, as well as youth served by Passaic County’s Children’s System of Care and the NJ Children’s System of Care Community Resource Development (CRD) funding guidelines.

Collaborative applications that maximize the impact of these funds are encouraged as well as projects that include family participation.

***All awards are contingent on the sufficiency and availability of CSOC funding. Final decisions regarding grant awards will be at the discretion of CSOC.***



Only complete proposals that are submitted on time, following indicated format and with all the attachments will be considered. All applications will be reviewed and scored via a panel consisting of COC Community Relations & Resource Development Director, member(s) of COC Board of Trustees, representatives from COC leadership and staff, and various members of the Passaic County Children’s Interagency Coordinating Council (CIACC), including parents.

All proposals shall be submitted using the template form attached, and include the following information and will be evaluated based on the “Rating Scale” included with this announcement;

**1. A Needs Statement:**

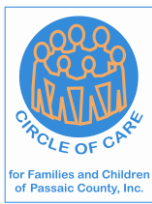
- A clearly defined and outlined explanation/rationale/justification for the proposed activity
- Statement should display an understanding of the needs of youth and families in our community that are being targeted by the proposed service/program.
- Knowledge and understanding of the NJ Children’s System of Care;
- General and specific knowledge of cultural competencies necessary to be successful in Passaic County.

**2. Description of Agency and History of Service to Youth and Families:**

- Provide a brief overview of the organization, including mission statement, length of existence, current programs, incorporation and tax status.

**3. Description of Service(s) to be funded:**

- Organizational capability to initiate and sustain current and proposed program (what experience does the organization have in addressing the targeted need).
- Eligibility criteria for targeted population is clearly defined, outlining who and how many youth/families will receive the service, and the frequency and length of service.
- Clearly outlined project activities and services to be offered during the funding period and beyond, that show a clear path to how these will address the unmet needs that project has identified and seeks to target.
- Proposal should clearly state how the program/service will be announced to the community and how referrals will be accepted. Agreement to provide equitable access of the services/supports to all youth and families with the identified needs, and the assurance that the access process will be free from any form of discrimination. The referral process should ensure equitable access to services or supports for the youth and families that are eligible to receive them.



- Hours of operation, staffing needs, and location(s) of program(s) being offered.
- The effective period or term of the service or activity;

#### **4. Anticipated Outcomes**

- Clearly defined anticipated outcomes, which should be specific, measurable, attainable, realistic and time-framed, and should demonstrate the impact and benefit of the service to youth and families (What is the tangible impact the proposed program/service is seeking to attain?).

#### **5. Sustainability Plan**

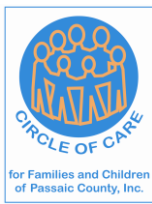
- All projects must demonstrate sustainability after initial funding. Demonstrate that the service is sustainable after the end of the effective term and provide a plan outlining relevant strategies, that include leveraging existing community capacity. Agency history and proven fund-raising ability and donation procurement are acceptable proof of sustainability when combined with a current plan. Strong affiliations with larger well-established community resources can be provided as a source of sustainability strategies.

#### **6. Evaluation Methods**

- Documentation of quality assurance and outcomes monitoring plan. This should include what monitoring process will be used to ensure consistent high-quality service provision, and what tools will be used to show a measure of improvement or benefit to the individuals serviced. Tools may include satisfaction surveys, attendance counts or other specific tools.
- Affirmation of required periodic fiscal and/or program reports to demonstrate compliance with the bid requirements.
- Awardee(s) must agree to submit quarterly comprehensive reports, documenting a quality assurance effort, program performance reports and expenditure reports that include detailed submission of all documents that substantiate funding use (receipts, time logs, invoices, mileage, etc.)

#### **7. Budget**

- Exact amount of funds requested and detailed budget for the expenditure of these funds.
- Costs should be reasonable, provide adequate justification of costs **SPECIFIC ONLY** to this proposal.
- Requested funding must be used towards direct services for youth and families. Funding is not intended to purchase services or items for specific individuals or families, but rather, to support new or existing activities or services. All purchased items must be equitably accessible to all participants and relevant to program content.



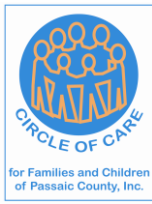
- Administrative costs are allowable but must be reasonable and outlined in detail within the budget.

### **Exclusions**

- CRD funds cannot be used for capital expenditures, including the acquisition or maintenance of fixed assets such as land, buildings, vehicles and equipment not directly related to the provision of the service.
- Families cannot incur any cost or fees when receiving CRD funded services.
- Initiation of services cannot be dependent on procurement of unsecured funding and/or partnerships that are not yet established.
- Funds cannot be used to pay for services currently funded by DCF or other sources.
- Operations of the program cannot be directly funded by the work and contributions of participating youth and families it serves, without appropriate compensation for hours worked.
- Services provided directly though CRD funds cannot be also billed through Medicaid or other established funding sources such as private insurance – causing payment duplication.

### **References:**

- Passaic Count HSAC/DCF 2020 Needs Assessment: <https://www.nj.gov/dcf/about/divisions/opma/docs/Passaic%20County%20Needs%20Assessment%20Report%202020.pdf>
- Paterson Kids Count 2022: <https://acnj.org/paterson-kids-count-2022-a-city-profile-of-child-well-being/>
- CIACC Dashboard: <https://www.nj.gov/dcf/childdata/interagency/index.html>
- Rutgers/DCF “A Profile of Family and Community Indicators, updated November 2021: <https://dcfdata.ssw.rutgers.edu/Passaic>
- DCF Rutgers Data Hub and Portal: <https://njchilddata.rutgers.edu/csoc>



## **RFP Timeline**

### **Bidders Virtual Conference Calls:**

The meeting(s) will be held virtually. This is an informational meeting where all questions regarding the RFP process will be addressed. Meeting(s) is not mandatory, but attendance is strongly encouraged. Bidders may use these meetings as technical assistance during the RFP writing process. Interested parties may use the links below to register:

Tuesday November 8<sup>th</sup>, 2022 – 1pm [REGISTRATION LINK](#)  
Thursday, November 17<sup>th</sup>, 2022 – 4pm [REGISTRATION LINK](#)

### **Submission Deadline: December 16<sup>th</sup>, 2022 5:00 PM**

Proposals received after this deadline will not be considered for funding. The preferred method for submission for the Request for Proposal is a Word or PDF document attachment via email sent to: [pdutton@cocucmo.org](mailto:pdutton@cocucmo.org). Applicants will receive an email confirmation of receipt within 24 hours of submission.

### **COC Submission of CRD Funding Recommendation to CSOC: Monday February 6th, 2023**

Proposal(s) are anticipated to be recommended to NJ-CSOC based on the approval of the Circle of Care CEO. RFP timelines are subject to change.

### **Announcement of CRD Funding Award: Monday, April 17th, 2023**

CSOC will notify COC of approved proposals. Upon approval, COC and awardee(s) will sign MOU supporting CRD award.

### **Disbursement of funds and program implementation is anticipated for July 1<sup>st</sup>, 2023.**

The program is expected to run for no longer than twelve (12) months, commencing from the actual date of funding.

Please feel free to contact me at 973-987-7685 if you have any questions. Your consideration of this request is greatly appreciated.

Sincerely,

*Paulina Dutton, LAC, NCC*

Community Relations & Resource Development Director  
Circle of Care for Families and Children of Passaic County

cc: Cynthia Heller, LCSW, Circle of Care - CEO

**Distribution:**

Passaic County Human Service Advisory Council  
Passaic Community Provider List  
Passaic Youth Service Commission  
Passaic CIACC Member List  
Passaic CNA Member List  
Paterson Alliance (Vibrant Paterson) Member List

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