

October 30, 2024

COMMUNITY RESOURCE DEVELOPMENT FUNDS FY2024

REQUEST FOR PROPOSAL (RFP)

Dear Community Provider,

Circle of Care for Families and Children of Passaic County (COC) provides care management services to children and 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 for Passaic County youth experiencing emotional, behavioral, developmental, intellectual and/or substance use needs and their families.

A maximum total of \$ 67,697.70 (less can be applied for) is available to fund one or more projects. This funding is available for the period of July 1st, 2025 – June 30, 2026.

Proposals submitted must either be a one-time initiative that can have a sustained impact or serve as seed money to initiate a new resource. 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.

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

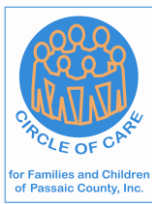
cc: Jose L. Posos, LPC, M.Ed., Executive Director of Clinical Administration - COC
Shari Rosenberg, Executive Director of Business Administration - COC

Distribution:

Passaic County Human Service Advisory Council
Passaic Community Provider List
Passaic Youth Service Commission
Passaic CIACC Member List
Circle of Care LinkedIn

Post:

Circle of Care Website
Passaic ResourceNet
Circle of Care Facebook
Passaic CNA Member List
Paterson Alliance (Vibrant Paterson) Member List



BACKGROUND AND RATIONALE

Circle of Care has reviewed recent county and statewide data and needs assessments that have documented areas of need for Passaic County. Projects submitted should address at least one of the following identified areas of need in their proposals (see last page for references):

- **Community mentoring programs** (group or individual), that can support youth currently in or at risk for entering restrictive/intensive settings or levels of care, such as Youth Detention Center, Intensive Outpatient, Partial Hospitalization/IOP, inpatient programs (CCIS, OOH, etc.), with the objective of engaging them and supporting them to make successful transitions to lower levels of care (i.e. remain safe in the community).
- Skill development programming (social skills, anger management, stress/anxiety management skills, character development, etc.) **with preference to upper Passaic County.**
- After school enrichment programs for **youth with developmental disabilities** that provide recreational, psychoeducation and socialization opportunities.
- Programming that is culturally responsive, trauma-informed and inclusive for **non-English language youth and caregivers.**
- Peer support programming and **affirming spaces and services for LGBTQ+ youth.**

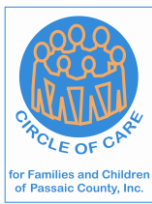
Only programs that take place in Passaic County will be considered.

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. 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.

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

PROPOSAL NARRATIVE



Only complete proposals that are submitted on time, following the 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 via the JotForm below (including attachments), and include the following information and will be evaluated based on the “Rating Scale” included with this announcement.

- [Passaic CRD Funds Application Link](#)
- **Agency’s W9 Form**
- Provide **resume/CV(s) for all personnel who will be directly delivering program services**, highlighting relevant qualifications, experience and expertise in working with the target population.

1. A Needs Statement:

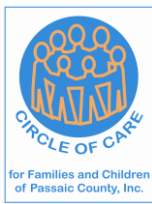
- A clearly defined and outlined explanation/rationale/justification for the proposed activity, that draws a direct connection to any of the areas of need identified in this RFP.
- Statement should display an understanding of the needs of youth and families in our community that are being targeted by the proposed service/program.
- Knowledge and understanding of the New Jersey 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 outlines the expected number of youth and/or families to be served by project.
- 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. Outcomes should clearly show the impact that the proposed program seeks to attain.

5. Sustainability Plan

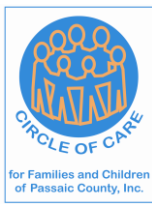
- All projects must demonstrate sustainability after initial funding. Demonstrate that the service is sustainable after the end of the effective term and provide a plan outlining relevant strategies, that include leveraging existing community capacity. Agency history and proven fund-raising ability and 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.



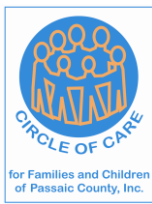
- Costs should be reasonable, provide adequate justification of costs SPECIFIC ONLY to this proposal.
- Requested funding must be used towards direct services for youth and families. Funding is not intended to purchase services or items for specific individuals or families, but rather, to support new 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.

Eligibility Requirements

- Applicants must be in good standing with all State and Federal agencies in which they have an existing grant or contractual relationship.
- Applicants must agree to serve all eligible Children's System of Care youth (no eject-no reject) in Passaic County.
- Applicants must embody the values of Circle of Care and the New Jersey Children's System of Care.
- Applicants must commit to working in partnership with Circle of Care, other system partners, and community-based services.
- Applicants must have the capacity to operate the proposed program July 1, 2025 to June 30th, 2026.

Exclusions:

- Previous Passaic county CRD Funds recipients who are seeking funding for the same project(s) previously funded through this initiative within the last 3 fiscal years.
- 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 (i.e. pending additional funding or unestablished partnerships with third party agencies for referrals, service delivery, training, etc.)
- Funds cannot be used to pay for services currently funded by DCF.
- 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.



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. **Attendance to (at least) ONE of the Bidders session is MANDATORY.** Bidders may use these meetings as technical assistance during the RFP writing process. Interested parties may use the links below to register:

Tuesday November 19th, 2024 – 3pm [REGISTRATION LINK](#)

Tuesday December 3rd, 2024 – 10am [REGISTRATION LINK](#)

Submission Deadline: January 24th, 2025 5:00 PM

Proposals received after this deadline will not be considered for funding.

Application should be submitted via the following link:

[Passaic CRD Funds Application Link](#)

(if you have challenges with submission, please reach out to pdupton@cocucmo.org BEFORE the submission deadline)

Applicants will receive an email confirmation of receipt within 24 hours of submission.

COC Submission of CRD Funding Recommendation to CSOC: February 28th, 2025

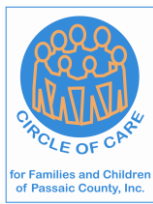
Proposal(s) are anticipated to be recommended to NJ-CSOC based on the approval of the Circle of Care CEO. RFP timelines are subject to change.

Announcement of CRD Funding Award: May 16th, 2024

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

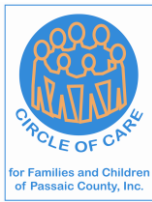
Disbursement of funds and program implementation is anticipated for July 1st, 2025.

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



References

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