

October 30, 2025

COMMUNITY RESOURCE DEVELOPMENT FUNDS FY2027

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 \$ 67,697.00 (less can be applied for) is available to fund one or more projects. This funding is available for the period of July 1st, 2026 – June 30, 2027.

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

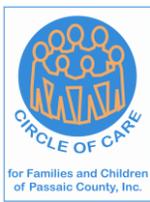
cc: Jose L. Posos, LPC, M.Ed., Executive Director of Clinical Administration - COC
Shari Rosenberg, Executive Director of Business Administration - COC

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
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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):

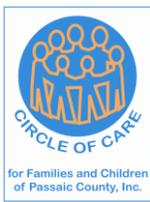
- **Community mentoring programs** (group or individual) that support youth who are currently in, or at risk of entering, restrictive or intensive care settings (e.g., detention centers, intensive outpatient, or inpatient programs). Programs should aim to engage youth and support successful transitions to lower levels of care while staying safe in the community. Preference is given to mentors with lived experience or who serve as credible messengers, bringing authenticity and relatability to their guidance.
- **After-school programs** for youth, including those with developmental disabilities, that combine skill development and enrichment. These programs provide recreational activities, socialization opportunities, and psychoeducational support, focusing on social skills, emotional regulation (anger, stress, and anxiety management), and character development to promote overall growth and positive community engagement.
- **Culturally and linguistically responsive programs** that support youth and families who are new to the country or primarily speak a language other than English (Spanish, Arabic, Bengali, etc.), providing resources, guidance, and services to help them navigate education, mental health, and community systems.
- **Tutoring and homework support programs** for youth to address ongoing learning gaps, helping reinforce academic skills, boost confidence, and provide targeted support to ensure students stay on track for grade-level expectations.

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.

[CRD Funds FY2027 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:

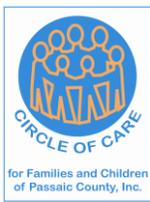
- A clearly defined and outlined explanation/rationale/justification for the proposed activity, that draws a direct connection to any of the areas of need identified in this RFP.
- Statement should display an understanding of the needs of youth and families in our community that are being targeted by 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

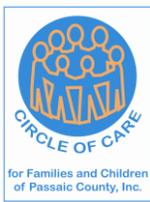
- Clearly defined anticipated outcomes, which should be specific, measurable, attainable, realistic and time-framed, and should demonstrate the impact and benefit of the service to youth and families. Outcomes should clearly show the impact that the proposed program seeks to attain.

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 3 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.
- The funding requested 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.
(Budget Template provided and sample for reference)

Eligibility Requirements

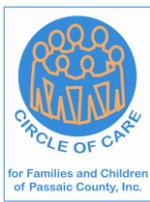
- **NEW FOR FY2027: Completion of CARI (Child Abuse Record Information) checks for all staff working directly with youth is required for agencies whose proposals are recommended for award. Detailed guidance is provided in Appendix A**
- Applicants must be in good standing with all State and Federal agencies 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, 2026 to June 30th, 2027.

Exclusionary Criteria

- 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 are not intended to purchase items for specific individuals or families. All purchased items must be equitably accessible to all participants and relevant to the program content. (i.e. gift cards, personal bills, electronics, etc.)
- 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 service



- 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 being funded by DCF or other sources.
- Administrative costs are allowable – but must be reasonable and outlined in detail within the budget.
- 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 through CRD funds cannot also be billed through Medicaid or other established funding sources such as private insurance – causing payment duplication



APPENDIX A: CARI CHECKS FOR RECOMMENDED AWARDEES

CARI Instructions and Certification Form

Why CARI Checks Are Required

All agencies funded by DCF must complete Child Abuse Record Information (CARI) checks for any staff who will have direct contact with youth under 18, as required by New Jersey law (N.J.S.A. 9:6-8.10f). This ensures the safety of children participating in programs.

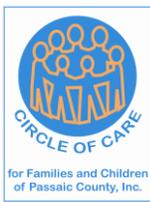
Important: CARI checks are not required at the time of submitting a proposal.

They must be completed only after your proposal is recommended for award to CSOC. By submitting a proposal, all applicants attest that they will work with the Circle of Care (COC) to complete the CARI requirement in a timely manner if recommended for funding.

If your agency already conducts CARI checks as part of normal operations or under a separate law, you do not need to submit new applications. You must, however, provide the CARI Certification Form included at the end of this guidance, confirming that all staff working directly with youth have cleared the requirement.

Steps to Complete CARI Checks (After Recommendation for Award)

1. **Register Your Agency with the State of NJ**
 - Obtain an **Employee Identification Number (EIN)** (\$75 fee) and a **tax ID number** at <https://business.nj.gov/>.
2. **Create a Vendor Record**
 - Visit <https://www.njstart.gov/bsol/> to create a record and receive a **Vendor Identification Number** (\$150 fee).
3. **Register with the CARI System**
 - Visit <https://www.njportal.com/dcf/cari> to create a **facility account**.
 - Identify an **account administrator** responsible for managing submissions and results.
 - Provide your **Vendor ID** (starts with “V” followed by 8 digits).
 - Create a **My New Jersey username** to log in.
4. **Invite Staff to Complete CARI Forms**
 - The administrator invites staff to complete their online CARI applications via email.
 - Staff can complete the application on a computer or smartphone.
 - The email link **expires after 2 weeks**.
5. **Review CARI Results**
 - CARI notifies the administrator if staff are cleared or need to be removed from direct contact with youth.
 - Agencies must verify in writing that any staff who did not pass are no longer working directly with youth.



6. Submit the CARI Certification Form

- After all staff are cleared, submit the **CARI Certification Form** to the CMO with your proposal recommendation.
- This form confirms your agency meets the CARI requirements.

Timing and next steps:

- CARI checks are generally completed within **one week**.
- Once staff are cleared, send the **CARI CERTIFICATION FORM (see attached)**, to the Community Relations and Resource Development Director (Paulina Dutton: pdutton@cocucmo.org)
- If staff do not meet CARI requirements, and this affects your ability to proceed, notify the CRD Director listed above **immediately** to discuss next steps.
- Recommended awardees will require to sign the DCF CARI Attestation Form, certifying that any additional staff hired during the award period will also complete CARI checks before working in funded program(s) and any staff found ineligible will not be allowed to work in the grant-funded programming. (see attached for reference)

Please note Circle of Care WILL NOT receive individual CARI results, only confirmation that staff are cleared.



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:

- **November 19, 2025 10am** [Registration Link](#)
- **January 8th, 2026 12pm** [Registration Link](#)

- **January 16, 2026: Submission deadline**

Proposals received after this deadline will not be considered for funding.
Application should be submitted via the following link:

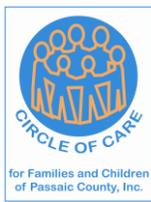
[Passaic CRD Funds Application Link](#)

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

- **January 30, 2026:** Recommended awardees will be notified by COC to complete CARI Checks
- **February 9, 2026:** CARI CERTIFICATION FORM & DCF CARI Attestation Form Due to COC
- **February 13, 2026:** COC Submission of CRD Funding Recommendation(s) including CARI attestation/forms to CSOC
- **May 15, 2026:** Pending notice from CSOC, COC will notify awardees of CSOC acceptance of recommendations.
- **July 1, 2026:** Pending CSOC release of CRD Funds to CMO, awardee(s) will begin implantation of funded project(s).

Post award

- **Within 30 days of program implementation:** Launch report due to COC.
- **December 15, 2026:** Interim report due to COC.
- **June 15, 2027:** Final report due to COC.



References

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