



CGS Family Partnership, Inc.

November 1, 2022

REQUEST FOR PROPOSALS

Dear Community Provider,

The New Jersey Department of Children and Families (NJDCF) Children's System of Care (CSOC) and CGS Family Partnership, Inc. (CGS) announce the availability of Community Resource Development (CRD) funds. This letter serves as a "Request for Proposals" (RFP) to develop and/or increase the availability of community-based resources for youth and families in Cumberland, Gloucester, and Salem Counties. This one-time funding in the amount of **\$67,788.07** (less may be applied for) must be used by June 30, 2024. This funding is contingent on the sufficiency and availability of CSOC funding. Final decisions regarding grant awards will be at the discretion of CSOC.

The NJDCF is a statewide family and child-serving agency, working to assist NJ youth and families in becoming or remaining safe, healthy, and connected. CGS is the care management organization (CMO) which provides care coordination services to children and youth experiencing emotional, behavioral, developmental, intellectual, and substance use needs, and their families in Cumberland, Gloucester, and Salem Counties.

Rationale:

Community Resource Development (CRD) funds are designated for the purpose of developing or expanding existing sustainable community resources or services based on the unmet needs of youth and families in Cumberland, Gloucester, or Salem Counties. The most recent Human Services Advisory Council (HSAC) Needs Assessment identified the need for childcare services in Cumberland, Gloucester, and Salem counties. Use of childcare services can be impacted by barriers to access such as transportation, expense, waitlists, and awareness. County Inter-Agency Coordinating Councils (CIACC) Dashboards demonstrate the need for respite services for families with youth with Intellectual and/or Developmental Disabilities (*data sources in Appendix III*).

Request for Proposals (RFP):

CGS requests proposals from community-based organizations to either expand or create a **Before and/or After School childcare or program for children and youth aged of 5-10, 11-13, and 14-17 in Cumberland, Gloucester, and Salem Counties. Activities/services must include youth with intellectual and/or developmental disabilities and incur no cost to families.** Applicants applying for this funding should be able to serve underserved remote areas of Cumberland, Gloucester, and Salem. Programs which offer trauma, ID/DD, and transportation support are strongly encouraged to apply. Applications must be submitted according to the enclosed instructions and are due by **December 12, 2022**.

Sincerely,

James Sampson
CGS Director of Community Resources

TO APPLY

All proposals shall include the information listed in *Appendix I – FY 2024 Community Resource Development Funds Application* and will be evaluated based on the *Appendix II - Community Resource Development Funds Proposals Rating Scale*. Incomplete proposals will not be considered for funding. The preferred method for proposal submission is a Word or PDF document attachment via email sent to: jsampson@cgscmo.org and Ronald Hudak rhudak@cgscmo.org. **Please leave a phone message or text at 856.341.6453 to confirm receipt.**

** 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. Nor may CRD funds be used to pay for services currently being funded by DCF or other state sources.*

PROPOSALS SUBMISSION TIMELINE FY24

Virtual Bidder's O&A Meeting: 10:00 AM, Tuesday, November 29, 2022

This sole meeting will be held virtually. During this informational meeting, CGS Family Partnership's Community Resource Department (CRD) will answer any questions regarding the RFP purpose and timeline. Bidders who would like to attend can request the meeting Zoom link from CGS Director of Community Resources James Sampson at jsampson@cgscmo.org. Attendance is optional.

Proposals Submission Deadline: Monday December 12, 2022

CRD will not accept any RFPs after the submission deadline. The preferred method for submission of the RFP is a Word or PDF document attached via email sent to jsampson@cgscmo.org and copy Community Resource Manager Ronald Hudak at rhudak@cgscmo.org. CRD will also accept proposals through the United States Postal Service, and same day delivery services on or before December 12, 2022.

CSOC Funding Approval: April 17, 2023

CSOC will issue its CRD Funding Approval to CGS Family Partnership.

CGS Award Notification for Chosen Proposals: April 17, 2023

CRD will notify CRD funds awardee by phone and send an official email to the awarded entity April 17, 2023.

Disbursement of CRD funds and Program Implementation: July 1, 2023

Upon disbursement of funds, NJDCF and CGS expect the new or expanded program to serve children and/or families for one year with the CRD fund. After the CRD fund is sunset, the new or expanded activity/program is expected to be maintained with a sustainable funding source.

Appendix I – 2024 Community Resource Development Funds Application

Legal Name of Organization:

Date of Proposal:

Mailing Address:

Contact Person:

Telephone:

Email:

Address and Phone *(if different from above)*:

1. Organizational Overview and History:

- Provide an organizational overview and history. Describe organizational capability to initiate and sustain current and proposed programs, preferably using best practices, Evidence Based Practices (EBPs), or promising practices, where applicable (Mission, time in existence, current programs).

2. Needs Statement:

- Explanation of how the proposed activity or service will address the need for a **Before and/or After School childcare or program for children and youth ages 5-10, 11-13, and or 14-17 in Cumberland, Gloucester, and Salem Counties. Do the activities/services include youth with intellectual and/or developmental disabilities and incur no cost to families?** Is transportation or other barriers to access activity or service addressed?

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

- Specific implementation plan, informed by a qualified purveyor of that best practice, promising practice, or evidence-based practice, particularly around fidelity to the model when applicable.
- Activities and services to be provided during the funding period, and those to commence beyond the funding period.
- Background, qualifications, and justification of organization to provide work as part of this proposal.
- Must demonstrate equitable access of the proposed activity or service. Agreement to serve all youth eligible for care in NJ Children’s System of Care. Is there affirmation of a no reject- eject policy?
- The effective period or term of the service or activity.

4. Anticipated Outcomes:

- Defined anticipated quantifiable deliverables, level of service, and/or outcomes (specific, measurable, attainable, realistic, and timely). Which age group(s) and how many youths will receive the service? What is the frequency and length of the service?
- Affirmation required periodic fiscal and or program reports will be provided to demonstrate compliance with the bid requirements.

5. Evaluation Methods (Quality assurance and outcomes monitoring plan):

- Evaluation of practice or program adherence/fidelity/effectiveness and participation in ongoing outcomes research, if applicable, to the practice or program proposed.
- Documentation of a quality assurance effort and outcomes monitoring plan. Tools may include satisfaction surveys; attendance counts; or other specific tools.

6. Budget

- Exact amount of funds requested and detailed budget for the expenditure of these funds.
- Affirmation of required periodic fiscal and or program reports to demonstrate compliance with the funding requirements.

7. Sustainability

- Sustainability plan. All proposals must demonstrate sustainability after initial funding. It must demonstrate that the service is sustainable after the end of the effective term and provide a plan outlining relevant strategies. Please describe how these services will continue, including any plans for third party reimbursement, funding, and/or client fees.

Note: There may be further information required before a cooperative agreement can be executed. All awards are contingent on the sufficiency and availability of state funding.

Appendix II - Community Resource Development Funds Proposals Rating Scale

Organizational Overview and History - 10 points

- Does the agency or program have the ability to provide services to youth and families who are experiencing emotional, behavioral, developmental, intellectual, or substance use needs? Is the agency duly prepared to operate the service or program element for which funding is applied?

Needs Statement - 20 points

- Are the needs of the community(s) which this proposal aims to address well-articulated and based on reliable sources of information and data?
- Does the need statement address the development of new services where service expansion is necessary because services cannot be secured through an existing agency; or service availability is non-existent?
- Demonstrates understanding that services should be made available (No Eject-No Reject policy) for all eligible NJ Children's System of Care youth/families.
- Demonstrates knowledge of cultural considerations necessary to be successful in Cumberland, Gloucester, and/or Salem Counties.

Description of Service (s) to be funded - 20 points

- Is the target population and number of youth and families to be served identified?
- Describe program components and how they differ from existing programs. Is the description of the service(s) or program element well-articulated, reasonably attainable and based on best practice models?
- What are the staffing considerations? Does the proposal articulate the staffing structure of the proposed program or service?
- Is value to the community and inclusivity articulated?
- What is the implementation plan and schedule? Is there a clear plan on how to implement and start/expand the program? Include effective period or term of the service or activity.
- Embodiment of CSOC values including No eject - No reject policy and an agreement to serve Medicaid-eligible youth and their families, and all eligible youth in Cumberland, Gloucester, and Salem Counties.

Program Evaluation Methods and Outcome Indicators - 15 points

- Are the anticipated outcomes quantifiable deliverables, level of service, and/or outcomes realistic, measurable, observable, and verifiable?
- Are the outcomes and methods of evaluation relevant to the need(s) that the program aims to address and the services to be provided?
- Does the project demonstrate sustainability after initial funding?
- Does the proposal describe how services will be evaluated, including how activity will be monitored and accountability will be assured?
- Is there adequate administration, programmatic and fiscal oversight of the program or service?
- Does the proposal acknowledge the obligation to provide reports of activity to CGS Family Partnership?
- Documentation of a quality assurance effort and outcomes monitoring plan.
- Affirmation that the required periodic fiscal and program reports will be provided to demonstrate compliance with the bid requirements.

Program Budget - 20 points

- Is a complete and clear budget included?
- Is the budget reasonable based on established rates for services and the amount of funds available?
- Does the budget account for all staff, supplies, and services included in the description of service(s) or program element to be funded (either through fund request or match by other funding source)?
- Are other funding sources cited viable to be applied as a match to community resource development funds?
- Is the service for which funding is requested clearly a new service/program element or expansion of services/programs not otherwise funded by another source?

Sustainability 15 points

- Does the proposal demonstrate a clear path to sustainability for the expanded or new service or program after the period of Community Resource Development Funding?

Appendix III - Data Sources

* Data sources referenced in this RFP, as well as others, are listed below. **Bidders may reference additional credible data sources which support their approach to the needs referenced in this RFP.** *

1. Cumberland County HSAC Needs Assessment 2020 - [CumberlandCountyHSACNeedsAssessmentReport2020.pdf \(nj.gov\)](#)
2. Gloucester County HSAC Needs Assessment
[Gloucester County Needs Assessment Report 2020.pdf \(nj.gov\)](#)
3. Salem County HSAC Needs Assessment
[Salem County Needs Assessment Report 2020.pdf \(nj.gov\)](#)
4. DCF Commissioner's Dashboard: <https://www.nj.gov/dcf/childdata/continuous/index.html>
5. DCP&P Dashboard: [DCF Needs Assessment 2018 \(nj.gov\)](#)
6. DCF Rutgers Data Hub and Portal: <https://njchilddata.rutgers.edu/>
7. NJ DOH COVID Data Dashboard: [New Jersey COVID-19 Data Dashboard \(nj.gov\)](#)
8. DCF Adverse Childhood Experiences: [DCF | Adverse Childhood Experiences \(ACEs\) \(nj.gov\)](#)
9. Kids Count: [New Jersey Kids Count 2020 | Advocates for Children of New Jersey \(acnj.org\)](#)
10. CIACC Dashboards: <https://www.nj.gov/dcf/childdata/interagency/index.html>

Additional data sources:

- Department of Mental Health and Addiction Services: [Department of Human Services | Statistical Reports \(nj.gov\)](#)
- DCF HSAC Needs Assessment: [DCF | DCF/HSAC County Needs Assessment \(nj.gov\)](#)