



REQUEST FOR PROPOSALS

October 30, 2023

Dear Community Provider,

The Department of Children and Families- Children's System of Care (DCF-CSOC) and Partners for Kids and Families, Inc. (PFKF), announce the availability of Community Resource Development (CRD) funds. The total amount of funding is \$67,697.70 and will be available to fund one or more projects. The final decision regarding grant awards will be at the discretion of CSOC.

PFKF is committed to developing and expanding additional community resources to meet the needs of children and families in Burlington County. This letter serves as a Request for Proposals (RFP) to increase the availability of community-based resources for Burlington County.

Our mission is to build a sustainable team of community supports with families affected by the challenges of mental health, developmental disabilities, and substance use. CSOC through PFKF is offering Community Resource Development (CRD) funds to support new or existing activities or services offered by community providers which directly promote child and family wellbeing, safety, and health.

The CRD funds are designated solely for the purpose of developing or expanding existing sustainable community resources or services based on the unmet needs of youth and families in Burlington County. CRD funds cannot be used to purchase land, buildings, vehicles, or equipment.

Sincerely

Sharon McMillon
Community Resource Director



A maximum total of 67,697.70 is available to fund one or more projects. Funding is to be used for expansion or creation of resources available to Burlington County youth experiencing emotional/behavioral needs, intellectual/developmental disabilities, and substance use needs, and their families. All projects that result in the expansion or creation of community-based resources will be considered with a preference given to those programs addressing the following needs:

- Children & Youth Ages 5-21
- Intellectual/Developmental Disabilities Programs
- Diversionary Programs
- COVID-19
- Suicide Prevention

All proposals shall show evidence of the following elements:

- Applicant embodies the values of the CSOC which include child-centered, family friendly, strength-based, culturally competent, individualized, community-based, and easily accessible.
- Programs will be tailored to meet the needs of the children and families in Burlington County.
- Applicant commits to working in partnership with Partners for Kids & Families, Inc., and other community-based resources.
- Ability to document and measure program outcomes.
- Budget outlining how funds will be used.
- PFKF's expectations are that all services/supports should be available to all youth and families that meet the needs. The referral process should ensure that there is fair access to services/supports for the youth and families that are eligible for the services. The access process will be free to any form of discrimination.
- Sustainability plan beyond the initial funding.



Data sources used to determine the need.

HSAC Need Assessments: [DCF | DCF/HSAC County Needs Assessment \(nj.gov\)](#)

DCF Commissioner's Dashboard: [DCF | Commissioner's Monthly Reports \(nj.gov\)](#)

DGP&P Dashboard: [DCF | Child and Family Services Review \(nj.gov\)](#)

DCF Rutgers Data Hub and Portal: [NJ Child Welfare Data Hub | Data Hub \(rutgers.edu\)](#)

NJ DOH COVID Data Dashboard: [New Jersey COVID-19 Data Dashboard \(nj.gov\)](#)

Kids Count: [New Jersey Kids Count Dashboard - Advocates for Children of New Jersey \(acnj.org\)](#)

Suicide Prevention Resource: [New Jersey – Suicide Prevention Resource Center \(sprc.org\)](#)

New Jersey Youth Suicide Prevention: [DCF | New Jersey Youth Suicide Prevention \(nj.gov\)](#)

CDC Suicide Prevention: [Suicide Prevention | Suicide | CDC](#)

NJ Governor's Study Commission on Violence: [State of New Jersey \(nj.gov\)](#)

New Jersey Violent Death Reporting System: [Violent Death Reporting System \(NJVDRS\)](#)



Proposals Submission Timeline for Fiscal Year 2025

Virtual Q&A Session: 10:00AM, Thursday, January 4, 2024

During this Q&A session, Partners for Kids and Families Community Resource Department will answer questions regarding the RFP purpose and timeline. Applicants who attend should request the Teams link from PFKF Community Resource Director (CRD)

Sharon.mcmillon@burlingtoncmo.org

Proposal Submission Deadline: 5:00 PM, Friday, January 12, 2024

CRD will not accept any RFPs after the submission deadline. The preferred method for submission of the RFP is in Word or PDF document attached via email sent to Sharon.mcmillon@burlingtoncmo.org. RFP will be accepted through the United States Postal Service. Submission should be sent to: Partners for Kids and Families, Inc. Attn: Sharon McMillon, 122B Burrs Road, Mt. Holly, NJ 08060 by 5:00PM deadline.

PFKF Submission of CRD Funding Recommendation to CSOC: Monday, February 5, 2024

The final decision regarding grant award(s) will be at the discretion of CSOC. Disbursement of funds and implementation is anticipated for July 1, 2024.

Upon disbursement of funds, DCF-CSOC and PFKF expect the new and expanded program to serve children, and or families for one year with CRD funds.

**RFP timelines are subject to change*



APPLICATION FOR COMMUNITY RESOURCE DEVELOPMENT FUNDS 2025

COVER SHEET

Date of RFP: _____

Name of Organization: _____

Project Name: _____

Contact Person: _____

Mailing Address: _____

Telephone: _____

Email: _____

Website: _____

Corporate Status: Non-profit for profit

Has your organization received community resource development funding from us in the past?

Yes No

If yes, please indicate nature of project and dates funded:

**** Please include cover sheet when submitting proposal****



Proposal: An outline of the proposal format including the documentation required, outcomes to be achieved, and the plan for sustainability will be given to those organizations that respond to the invitation. Each proposal must be submitted using the following headings in table of content format. Table of Contents (1 page maximum).

Proposed Project Description (3 pages maximum):

- Describe your organization’s need for funding. You may include a discussion of any barriers your organization is facing including but not limited to a loss in funding or an increase in the number of people served.
- Include demographics of populations to be served and specific program components.
- Indicate stated goals and objectives for the funding.
- How will this program benefit children and families?
- Describe how this funding will enhance your current programs, and clearly define program operations, including hours of operation.
- PFKF’s expectations are that all services/supports should be available to all youth and families that meet the needs. The referral process should ensure that there is fair access to services/supports for the youth and families that are eligible for the services. The access process will be free to any form of discrimination.

Program Evaluation and Outcome indicators (2 pages maximum): Describe the measurable outcomes of your program and services. 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 outcome monitoring plan.

Proposed budget (2 pages maximum): Attach a proposed budget for this project including line items and total costs. Include a budget narrative.

Sustainability (1 page maximum): Describe how this project will be sustained on an on-going basis after being initially funded. Staff Licenses, Certifications, Insurance verification: Include a copy of all corresponding licenses, certifications and insurance for all staff that will provide direct service and/or supervision of program/services.

References: provide (3) letters of recommendation and/or support.

Note: Use 12-point font (Arial or Times New Roman). Application should not exceed 10 pages (excluding licenses, certifications, insurance verification and letters of support). Submit application cover sheet via email to **Sharon McMillon, Community Resource Director** sharon.mcmillon@burlingtoncmo.org by **January 12, 2024, or mail to Partners for Kids and Families, Inc. 122B Burrs Road, Mt. Holly, NJ 08060**

All applications will be reviewed by our *RFP Review Committee*. All decisions from the review committee will be final. Award notifications will be made upon receiving final approval from CSOC.



FAQ

1. Can an applicant bid for more than one RFP? **Answer: Yes**
2. How do you implement “no eject/no reject” if there is a youth who is not appropriate for the program or whose behavior becomes a safety concern? **Answer: Our expectation is that agencies will be able to serve our youth and families even when they are exhibiting challenging behaviors. In their application, agencies can describe how they would respond to challenging behaviors, including how they would partner with Partners for Kids and Families to ensure the youth/families are being served.**
3. In the budget description, what is the ratio of administrative staff to program staff? **Answer: We are looking for something reasonable such as no more than 20% of the budget dedicated to administrative costs.**
4. How detailed should the budget be? **Answer: The bidder has 2 pages to lay out their budget. In general, we are looking for information on salaries, administrative costs, program costs, etc.**
5. Should children from the Burlington CMO be given priority for being accepted into the program? **Answer: There is no specific priority given to CMO youth. However, our expectation is that CMO youth will be able to access these programs as easily as any other youth from the community.**
6. After the funding is awarded, will the award winner be required to submit any type of reporting? **Answer: Yes. The award winner would need to submit a written report on their outcome measures and how the money was spent. There are three reports that are required by CSOC: the launch report, 12/31/2025 and 6/30/2025.**
7. Will the Partners Community Resource Director conduct site visits? **Answer: Yes. As part of her job, Sharon conducts face-to-face visits with our providers to check in and problem solve.**
8. Will we split funding for the same program among two different agencies? **Answer: No.**
9. Can a bidder limit the area served to a specific township? **Answer: Yes. If the bidder wishes to limit service to a specific town or municipality in Burlington County, then that is acceptable. It is not necessary to serve all of Burlington County. They should provide documentation on why this area is needed.**
10. Can the bidder request to use Partners’ building to hold their program? **Answer: No, we would prefer for the services to take place in the community.**
11. If a program becomes independent of CRD funding, can flex funds be used for any CMO children for their ongoing participation? **Answer: We would take an individualized approach. Flex funds could be temporarily used but they are not a sustainable strategy.**
12. Must the youth served under these programs reside in Burlington County? **Answer: Yes**
13. Because a residential program in Burlington County serves youth from various locations aside from Burlington County, can those youth participate in the programs? **Answer: Yes.**

- 14. Should the service be provided in Burlington County? Answer: Yes. The facility where service is provided should be in Burlington County.**
- 15. Is the funding given in one lump sum? Can a provider submit a proposal that allocates the funding over a period of several years? Answer: Yes, the funding is given in one lump sum. An applicant may submit a proposal that allocates the funding over a period of several years. The review committee would then consider the merits of the proposal.**
- 16. Can applicants expect the funding to be ongoing or is this a one-time only grant? Answer: Applicants should not expect Partners CRD to be an ongoing source of funding. Our approach is one-time only.**
- 17. What type of licenses/certifications do you need included in the application? Answer: The type of licenses/certifications you would submit would be specific to your operation. For example, if your operation requires certification from the Health Department, you should include that in your application. Applicants may include any special certifications which their staff has. Applicants should submit a copy of their liability insurance declaration page.**