NEW JERSEY DEPARTMENT OF
CHILDREN AND FAMILIES

The New Jersey Department of Children and Families
Training and Technical Assistance Grants and RFP Development

Agenda: Part One

1. Key components of the grant process

2. Items you can prepare in advance

3. Statement of need and building support

4. Problem statement and program plan

Send comments or questions to DCF.ASKRFP@dcf.nj.gov

Agenda: Part Two

1. Research tools

2. Letters of support or collaboration

3. Budget forms and budget narratives

4. Elements of Matching Funds

5. DCF evaluation methodology and rating factors

Send comments or questions to DCF.ASKRFP@dcf.nj.gov

Key Components of the RFP Process

- DCF Issues an RFP

- Preparation of Notice of Intent to Bid

- Attending Bidders Conference

- Questions and Answers

- Response to RFP/Grant

- Award and Contract Negotiation

Send comments or questions to DCF.ASKRFP@dcf.nj.gov

Items to Prepare in Advance

Our website - http://www.nj.gov/dcf/

- Applicants must have Data Universal Numbering System (DUNS). Contact toll-free DUNS number 1-866-705-5711 or _____

- Contractor Certification and Disclosure of Political Contributions *

- Ownership Disclosure Form *

  * Forms available on Department of the Treasury website _____ (Note: non-profit entities are **exempt** from Chapter 51 disclosure requirements).

- Addendum to Individual Provider Contracts (Executive Order 189)

- Statement of Assurances

- Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion

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Statement of Need and Building Support

- Emphasize coordination among local partners, regional groups and state agencies that provide necessary services

- Describe the implementation plan

- Show how subcontracts will be used

- Show how often will you meet to coordinate

- Engage corporations and foundations as partners

- Outcomes

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Statement of Need

- Clearly describe: 1) the need exists in your community; and 2) who is effected by the problem

- Clearly and simply state the geographic area to be served (counties and/or municipalities)

- Type of community - urban, rural, etc.

- Economic conditions - poverty, unemployment rate, etc.

- The primary population for participation, for example:

    - all pregnant women, first-time pregnant women, parents

    - infants and children up to age three

    - youth ages 14 to 18

    - what extent this problem is causing harm to others - the number of individuals and/or families affected

    - language access or cultural needs

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Data Support

Describe Characteristics/Risk Factors for Target Community

- US Census Data/Poverty Indicators

- Data relevant to program design – e.g. teen births, single mothers

- Include Child Abuse and Neglect Data (see websites)

- Other descriptive data – crime, homelessness, housing

Community Needs Assessment Data Resources [Be sure to cite your sources]

- _____ for US Census data

- _____ for NJDHSS MCH data

- _____ for ACNJ 2006 *Kids Count* data

- _____ for DCF data

Send comments or questions to <u>DCF.ASKRFP@dcf.nj.gov</u>

Describe Links to Existing Community Resources

- Health Services – prenatal care, OB deliveries, pediatric care, WIC, mental health, addiction treatment, etc.

- Community Services & Supports – perinatal outreach, domestic violence/intimate partner violence, father involvement, home visitation, school-based services, Differential Response, Family Success Centers, etc.

- Other Resources: transportation, childcare, emergency assistance, housing, etc.

- Specify any Gaps in Services - which services and supports are inadequate or not available?

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Program Plan & Outcomes

Program Implementation Examples

- Identify the specific program model

- Describe the key concepts/domains of the model

- Tell how you will implement key components of the model.

- Specify activities & strategies to reach the target participants for your program.

- How many families will enroll in the program?

- How long will families be enrolled?

- What strategies will you use to ensure that families stay enrolled & complete the services?

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Program Plan & Outcomes

Partnerships & Collaborative Efforts

- Identify key community partnerships (specify existing or new) that will enhance your effort to reach participants.

- Provide Memoranda of Understanding (MOU) or Letters of Commitment, if requested.

Program Staffing

- Identify supervisory and direct service staff. Specify if consultants.

- Will you have bilingual/multi-bicultural capacity (specify)?

- Discuss staff orientation & training needs for the model.

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Program Plan & Outcomes

Goals and Objectives

- Describe specific results or outcomes you plan to accomplish.

- GOAL - a *broad statement* of what you wish to accomplish - a general statement about the final impact of the project.

    - Make sure the goal links back to the need statement.

    - *"Improve the well-being of infants and children under age 3."*

- OBJECTIVE - represents a step toward accomplishing a goal.

    - An objective is more precise, tangible, concrete, and measured.

    - Objectives should be S.M.A.R.T. - Specific, Measurable, Attainable, Realistic, and Time-bound.

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Program Plan & Outcomes

Process Objectives:

- Projected # of referrals and initial assessments

- Projected enrollment # of individuals/families

- Retention of participating individuals/families

Participant Objectives – Impact / Outcomes

Examples:

- 80% of participants will keep scheduled appointments

- 75% of parents show improved parenting skills

- Reduction in unplanned subsequent pregnancies

- No substantiated child abuse or neglect during participation

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Program Plan & Outcomes

Timeline

- Outline all key phases/action steps/activities of the project

- When will each step be completed? (month/year increments)

- Timeframe - from the start date to the end of the grant period

Task	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Yr 2
Hire staff	x												

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Grant Research Techniques and Tools

- www.grants.gov
- Get on our list to receive notices

Letters of Support and Collaboration

- Ask for support based upon an existing not a future relationship

- If there is a MOU include it in the package.

- If you need a letter of support for a federal grant application, DCF may provide one. Requests may be forwarded to

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Budget Forms

- The forms are on our website and the rules about the forms are in the DCF Contract Reimbursement Manual.

- Step by Step – how to find the Annex B on our website

  1) Go to your Web site: _____

  2) On the right side click on Contact & RFP information

  3) On right side, click on Contact Forms

  4) See the links to the Annex B – these may take time to download depending upon speed of your computer

Send comments or questions to DCF.ASKRFP@dcf.nj.gov

Annex B Summary Page

1. Expense Summary

2. Personnel Detail

3. Fringe Benefits

4. Consultants & Professional Fees

5. Materials & Supplies

6. Facility Costs

7. Specific Assistance

8. Other

Send comments or questions to DCF.ASKRFP@dcf.nj.gov

Annex B Summary Page Continued

9. General & Administrative Cost Allocation

10. Schedule 1 Cost Allocation Data

11. Schedule 2 Revenue

12. Schedule 3 Applicable Credits

13. Schedule 4 Related Organization

14. Schedule 5 Depreciation/Use Allowance

15. Schedule 6 Cost of Equipment

Send comments or questions to DCF.ASKRFP@dcf.nj.gov

Budget Forms

- If you have budget questions after the QA period, we cannot answer them so do your budget early.

- As you develop your program and plan, keep a tight, running list of all programs expenses.

Send comments or questions to DCF.ASKRFP@dcf.nj.gov

Budget Narratives

- Clarify and describe why costs are needed

- Describe how funds are allocated

- If you are sharing people or services between programs, be very clear about allocations.

- Highlight your internal and accounting controls.

- Do not run out of time to do this important piece

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Elements of an Effective Matching Fund Plan

- Identification of funds that are available to be spent in advance or simultaneously with DCF funds

- Ensure that the reporting of funds is separate and distinct

- If in-kind matching funds are permitted – show each match of personnel and services in the budget and separate the costs.

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Criteria and Rating Factors

- DCF selects criteria and uses a point based ranking system based upon the Request for Proposal and its requirements. Often a checklist is used to cover all the requirements of the RFP. DCF will be looking for items described in the RFP.

- The RFP will state the ranking methodology generally elements like:
  - Applicant Organization
  - Community Needs Justification
  - Program Implementation Plan
  - Project Objectives
  - Project Timeline
  - Budget and Budget Narrative

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Evaluation Methodology

- All reviewers, voting and advisory, will complete a conflict of interest form.

- Those individuals with conflicts or the appearance of a conflict will be disqualified from participation in the review process.

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Evaluation Methodology

- The voting members of the Proposal Evaluation Committee will :

    1) Review proposals,

    2) Deliberate as a group, and

    3) Independently score applications to determine the final funding decisions in the priority order of applicant scores.
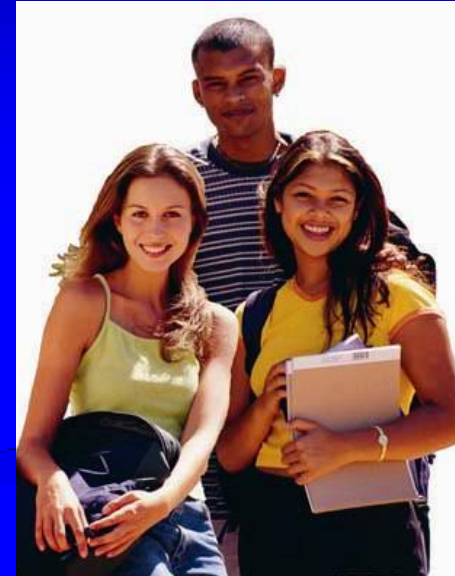
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We welcome your participation

Give us your feedback

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