



REQUEST FOR PROPOSALS

FOR

Central Region – Monmouth, Mercer and Middlesex Counties

FATHERHOOD/HEALTHY RELATIONSHIP INITIATIVE

Funding of \$120,000 Available per Year for Three Years

There will be no Bidders Conference for this RFP.

Questions are due to DCFASKRFP@dcf.state.nj.us

October 13, 2016 at 12:00PM

Bids are due: November 3, 2016 at 12:00PM

Allison Blake, PhD., L.S.W.

Commissioner

September 22, 2016

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Funding Agency

State of New Jersey
Department of Children and Families
50 East State Street,
Trenton, New Jersey 08625

Special Notice: *There will not be a Bidder's Conference for this RFP. Questions regarding this RFP will be accepted via email to DCFASKRFP@dcf.state.nj.us.*

Section I – General Information

A. Purpose:

The New Jersey Department of Children and Families' (DCF) Family and Community Partnerships (FCP) announces the availability of \$120,000 in funding in the form of one (1) competitive grant for one (1) or more Father Engagement Specialist(s) to work within the identified communities and support DCF's fatherhood engagement efforts.

The funding is made available through New Jersey's Children's Trust and Prevention Fund. The New Jersey Children's Trust Fund (NJCTF) is a private/public partnership created by law in 1985 to fund child abuse and neglect prevention programs in New Jersey. The NJCTF supports local evidence-based and evidence-informed child abuse and neglect prevention programs.

The purpose of this funding is to support father engagement efforts in target communities, promote healthy relationships, build and/or strengthen social supports, and target education and employment achievement for expectant and parenting fathers. The Father Engagement Specialist/Specialists will collaborate with community-based programs and offer additional services and resources to engage and strengthen fathers.

B. Background:

The New Jersey Department of Children and Families is the state's agency dedicated to ensuring the safety, well-being and success of children, youth, families and communities. DCF's vision is to ensure a better today and an even greater tomorrow for every individual we serve. DCF collaborates with a wide range of community partners, including the NJ Task Force on Child Abuse and Neglect (NJTFCAN).

New Jersey Task Force on Child Abuse and Neglect (NJTFCAN)

The purpose of the NJTFCAN is to study and develop recommendations regarding the most effective means of improving the quality and scope of child protective and preventative services provided or supported by State government. The NJTFCAN consist of twenty nine members: the Commissioners of the Departments of Children and Families, Human Services, Education, Community Affairs, Corrections, Health and Senior Services, the Attorney General, the Chief Justice of the Supreme Court, the Public Defender, the Superintendent of State Police, or their designees, a County Prosecutor, two members of the Senate and the General Assembly, representing both political parties; and 13 public members appointed by the Governor. In the area of prevention, the NJTFCAN is responsible for three important areas; these include developing and providing oversight for the:

- Children's Trust Fund

<http://www.dcf.state.nj.us/fcp/ecs/Pages/default.aspx>

- Standards for Prevention Programs

<http://www.state.nj.us/dcf/news/reportsnewsletters/taskforce/Standards.for.Prevention.Programs.pdf>

- Statewide Prevention Plan

<http://nj.gov/dcf/news/reportsnewsletters/taskforce/SupportingStrongFamiliesandCommunitiesinNew%20Jersey.pdf>

New Jersey Standards for Prevention Programs

Recognizing the importance of preventing child maltreatment and the need for evidence based prevention programs and strategies, the Prevention Subcommittee of the New Jersey Task Force on Child Abuse was charged with developing Standards for Prevention Programs. The Prevention Program Standards Work Group was created in 2001. The Work Group reviewed the existing literature on effective prevention programs from multiple fields including child welfare, public health, juvenile justice, substance abuse, and mental health. The Standards were meant to provide a broad overview of the critical components of any prevention program, and not a critique of individual programs. The original Standards for Prevention Programs were copyrighted by the State of New Jersey, Department of Human Services in 2003.

In 2014, The New Jersey Task Force on Child Abuse and Neglect, in collaboration with the DCF, approved a revision of the Standards for

Prevention Programs. The Standards reflect the most current research, best available clinical practice information and also incorporate elements of the prior Standards that remain relevant. The Standards are founded on strength based family support principles which are consistent with family and individual values. The Standards reflect the emphasis the Division of Family and Community Partnerships places on Protective Factors and incorporate the Center for Diseases Control *Essentials for Childhood which promote Safe and Stable Nurturing Relationships and Environments for Children and Families*. Together with parents, caregivers, public and private organizations and communities, the Standards can ensure an effective network of proven family support services, public education and local neighborhood involvement to promote healthy children, youth and families.

The NJTFCAN granted responsibility for administering the Children's Trust Fund to the New Jersey Department of Children and Families (DCF).

Statewide Prevention Plan: Supporting Strong Families and Communities in NJ- Preventing Child Abuse & Neglect, 2014-2017

This Statewide Prevention Plan (Prevention Plan) highlights the need for prevention partners to come together to enhance child/caregiver relationships by assessing community needs and resources and effectively addressing areas for improvement so that all NJ families and children can thrive. The Prevention Plan provides a framework to prevent child abuse, neglect and adversity and offers opportunities for improving prevention efforts.

The Prevention Plan outlines risk factors such as parents' lack of understanding of children's needs, child development, and parenting skills; parenting stress, poor parent-child relationships, and negative interactions; and how certain parental characteristics such as single parenthood and low income, can contribute to the risk for child maltreatment. In addition to delineating potential risk factors for child abuse and neglect, NJTFCAN and stakeholders also identified opportunities for growth within prevention efforts in New Jersey. Employment, education and poverty were among the most important aspects to strengthening families and caregivers which NJ prevention efforts should address.

To attend to these opportunities for growth, the Prevention Plan highlights nationally recognized protective factors which can support caregivers in becoming less vulnerable to child abuse and neglect. Protective factors such as knowledge of parenting and child development, parental resilience, social connections, concrete supports in times of need, parental employment, and social and emotional competence of children can strengthen families and enhance child/caregiver relationships. The Department of Children and Families and prevention partners work to increase protective factors and decrease risk factors with all families, children and communities.

Father Engagement

The 2012 U.S. Census estimates that New Jersey is home to 2.2 million fathers, with 6.1% of all NJ families headed by a father alone. While this is a small percentage, 32,309 NJ families with children had fathers, who were not working, an increase of 7% from 2009. While more studies are needed regarding single fathers, these examples of single father families and unemployed fathers overall offer insight to multiple risk factors faced by New Jersey fathers. (Source: O'Dea, C. (2014 June 13). *Statistics for New Jersey's Dads Don't Follow Nationwide Trends*. NJSpotlight. Retrieved from: <http://www.njspotlight.com/stories/14/06/12/new-jersey-fathers/>)

DCF seeks to address the risk factors associated with fathers and increase protective factors to support them and their families. Literature and experts support this endeavor:

- According to the National Fatherhood Initiative, *“a study examining father involvement with 134 children of adolescent mothers over the first 10 years of life, researchers found that father-child contact was associated with better socio-emotional and academic functioning. The results indicated that children with more involved fathers experienced fewer behavioral problems and scored higher on reading achievement. This study showed the significance of the role of fathers in the lives of at-risk children, even in case of nonresident fathers”*. (Source: Howard, K. S., Burke Lefever, J. E., Borkowski, J.G., & Whitman , T. L. (2006). Fathers' influence in the lives of children with adolescent mothers. *Journal of Family Psychology*, 20, 468- 476.).
- *“Responsible, engaged fathers are critical to the financial, emotional, intellectual, and spiritual well-being of children, and, therefore to the strength and health of American families and communities.”* (Source: President Barack Obama, Speech delivered Father's Day 2008, Apostolic Church of God in Chicago. The White House, “Promoting Responsible Fatherhood.” June 2012)
- *Engaging fathers is a new approach in the maternal/child model of care. Changing an approach from “this is how we've always done it” to “we need to be open to change” requires education and effort. It requires helping people move from acknowledging a problem to considering what actions are needed to change it....”* Children with engaged fathers:
 - Have higher school performance.
 - Have higher SAT scores.

- Have 38% higher grades.
- Demonstrate greater ambition.
- Participate in extracurricular activities.
- Enroll in college at a higher rate (daughters specifically).

Source: U.S. Dept. of Education, National Center for Educational Statistics, Father Involvement for Healthy Child Outcomes: Partners Supporting Knowledge Development and Transfer, March 1, 2007. Source: Coley, R. L. "Children's Socialization Experiences and Functioning in Single-Mother Households: The Importance of Fathers and Other Men." Child Development, 69 (February 1998): 219-230.

As the research indicates, father involvement is associated with numerous positive outcomes that support the overall health and wellbeing for children.

DCF envisions a culture that values and embraces father involvement in families and communities. The goal of the Father Engagement Initiative is to reduce the barriers that impede the ability of fathers to participate in the well-being of their children, support their understanding of their role as a parent, promote healthy co-parenting relationships and educate the community about the importance of the father's role.

C. Services to be Funded:

Applicants are expected to engage a diverse group of community members in determining what factors shall be considered in formulating its strategy for implementing a Father Engagement Initiative model. The model shall benefit the target population of **Monmouth, Mercer and Middlesex Counties**.

The services of the Father Engagement Initiative must be available year round. The awarded funds will pay for Father Engagement Specialist/Specialists staffing for 12 months; travel expenses; consultant costs associated with implementing the program model; materials and supplies; and program incentives.

The selected applicant is expected to begin service planning upon signing a contract and be fully operational within 30 days of contract execution.

It is DCF's expectation that successful applicants shall demonstrate how their proposed Father Engagement Initiative will be implemented and effective in reaching the goals of this RFP.

Services:

DCF is seeking to award one (1) grant to a qualifying entity to implement services that target the:

- Individual/Family
- Community/Systems

Individual/Family Service

- **Fatherhood Leadership Group**

Forty (40) parenting or expectant fathers and/or individuals shall participate in the Fatherhood Leadership Group. The intent of this group is to improve parenting skills and co-parenting/healthy relationship skills. Programming for the Leadership Group shall utilize an evidence-based or evidence informed-curriculum, (i.e. 24/7 Dads), to support expectant and/or parenting fathers. Applicants shall include a description of the program chosen and indicate the level of evidence (evidence-based; evidence informed; or evidence supported/promising practice using the definitions outlined below) and include appropriate citations. Program requirements such as professional qualifications and training shall be included. See below for a definition of evidence-based and evidence-informed programming.

- Evidence-based is defined as a manualized program/practice/intervention, which is included in a national clearinghouse or registry of evidence-based interventions; has documented evidence of effectiveness based on at least two rigorous, external research studies; and has demonstrated sustained effects at least one year post treatment.
- Evidence-informed is defined as having demonstrated effectiveness with one rigorous research study.
- Evidence-supported or promising practice is defined as showing some evidence of effectiveness through less rigorous research studies.

Community/Systems Services

- **Community Education for Community Partners:**

Provide workshops, resources (such as a directory of community fatherhood services) and more to educate community partners about the importance of father engagement and best-practice approaches on how to best engage fathers.

- **Technical Support for DCF Community-based Programs:**

As needed, provide technical support and general education to other DCF programs such as Family Success Centers, Kinship Navigator Program,

Child Protection and Permanency Local Offices, County Councils for Young Children, Home Visiting Services, etc.

- E.g. support sites in developing and creating a father friendly environment, developing recruitment and marketing strategies to target fathers, etc.
- Father Resource Linkage:
Build and strengthen community father engagement supports to link fathers to necessary resources. See Exhibit I- Young Fathers Healthy Teen Network. Community support services are provided to expectant and parenting fathers in order to: 1) help them reach their highest level of personal functioning; 2) promote healthy relationships; 3) meet responsibilities of fatherhood and care for their child; 4) and link participants to resources, referring to the County Central Intake Hub when appropriate, to reach their goals and address their needs. Services in the community can be provided in one or a combination of individual, group or family case management modalities. The link to all Central Intake Sites is below.
http://www.state.nj.us/dcf/families/early/visitation/Central%20Intake%20Sites%20-%20DOH_DCF.pdf

Individuals receiving general fatherhood services shall be encouraged to participate in the Fatherhood Leadership Group. All services provided to the Fatherhood Leadership Group and General Fatherhood population will reflect the following protective factors. Examples of how to strengthen and build each of the protective factors are provided below.

- Personal Resiliency
 - Internal, adaptive traits that evolve from a father's positive or adverse life experiences that can serve as a source of strength:
 - Self-worth
 - Positive Identity
 - Sense of personal responsibility
 - Self-Advocacy
 - Anger Management
- Social Connections
 - Manhood development
 - Peer support groups
 - Relationships skills education
 - My Brother's Keeper Community Challenge
 - <http://www.whitehouse.gov/my-brothers-keeper>
- Concrete Supports in times of Need
 - Legal support-- child support, child welfare, legal assistance and other public services,
 - Job readiness and search skills
- Knowledge of Parenting

- Parenting education,
- Parenting Skills
- Co-parenting skills
- Knowledge of Youth Development
 - Education related to the biopsychosocial and cognitive development of youth, including the impact of trauma

*Source guide: www.fatherhood.gov Responsible Fatherhood Toolkit

Note: Fathers in the community requiring services to address mental health symptoms and associated functional impairment or psychosocial adjustments are to be referred out for appropriate care.

Plan for Implementation Supports

The successful proposal will include a well-developed plan that will support the implementation of the model. This plan shall include:

Father Engagement Staffing Plan

The proposal must include a well-developed staffing plan. According to the National Responsible Fatherhood Clearinghouse, *“What Works” in Fatherhood Programs? Ten Lessons from Evidence Based Practice* (Exhibit F), hire staff members who resemble your target population, age, culture, gender, or personal background. Please see Exhibit D for a Job Description of the Fatherhood Engagement Specialist.

The awarded funds will pay for Father Engagement Specialist/Specialists staffing for 12 months plus any travel, supplies and program incentives.

In addition, the Father Engagement Specialist/Specialists must have knowledge of father engagement strategies, adolescent development and family strengthening practices. Familiarity with strength based approaches, organizational sustainability, and case management is essential in order to achieve positive outcomes.

Minimum staffing requirements include a bachelor’s degree in a health or human service field and two years’ experience working with fathers and families

Father Engagement Training Plan – The successful proposal will include a well-developed training plan designed to support staff to have the knowledge and skills needed to begin implementing the model.

Coaching/Supervision – Necessary skills and knowledge shall be introduced in training and are also learned on the job with coaching/supervision. The proposal shall include a plan for supporting staff with coaching/supervision.

Quality Improvement Practices

The proposal must clearly describe the agency's plan for continuous quality improvement as it relates to the proposed program. This description is to include how the individuals served will have a meaningful role in the performance improvement process.

D. Funding Information:

For the purpose of this initiative, the Department will make available **\$120,000** annually, for a three (3) year period. The initial award may be pro-rated and the continuation of funding into State Fiscal Years 18 and 19 is contingent upon the availability of funds in future fiscal years and compliance with contractual obligations, achieving performance outcomes and contracted level of service.

DCF is making available **one-time** start-up funding (up to \$6,000) that may be used for:

- Laptop & office supplies
- Marketing and recruitment materials, events
- Father Engagement Incentives
- Evidence Based Curriculum

This funding must be fiscally segregated from other funding and reported on individually for the purposes of accounting. Your audit must reflect this funding as a separate item in the annual audit report submitted to DCF. Timesheets shall be required for the two positions with descriptions of the activities conducted with respect to this funding. Timesheets shall be available for audit and review. See Exhibit J Timesheets and Payroll Guidance. Reporting on expenditures is expected monthly, at the discretion of DCF, as well as a monthly level of service report, at the discretion of DCF.

The twelve month budget, not to exceed \$120,000 shall include at a minimum:

- Salary for 12 month Father Engagement Specialist(s)
- Engagement Specialist/Specialists travel costs associated with outreach and community events
- Marketing, Training and Recruitment Materials
- Resource Linkages such as Legal support services for child support, criminal record expungement for minor offenses that can be an employment barrier
- Program Incentives e.g.:

- Transportation support bus ticket, gas card
- Job readiness support- grooming/haircuts, interview clothing
- Point/reward gift exchange system which allows fathers to earn gift cards that support parent child interaction through program participation.
- Consultant
- English as Second Language Classes

Start- up – funding is available through accruals. If you are seeking one-time start-up funding (not to exceed \$6,000), identify the accruals, proposed costs, and source of anticipated accruals, in the budget narrative.

Proposals are encouraged to demonstrate the leveraging of other community and financial resources to operate a community program to support expectant and fathers.

Funds awarded under this program may not be used to supplant or duplicate existing funding.

All applicants are advised that any software purchased in connection with the proposed project must receive prior approval by the New Jersey Office of Information Technology.

Any expenses incurred prior to the effective date of the contract will not be reimbursed by DCF.

E. Applicant Eligibility Requirements:

1. Applicants must be for profit or not for profit corporations that are duly registered to conduct business within the State of New Jersey.
2. Applicants must be in good standing with all State and Federal agencies with which they have an existing grant or contractual relationship.
3. If Applicant is under a corrective action plan with DCF, or any other New Jersey State agency or authority, the Applicant may not submit a proposal for this RFP. Responses shall not be reviewed and considered by DCF until all deficiencies listed in the corrective action plan have been eliminated to the satisfaction of DCF for a period of 6 months
4. Applicants that are presently under contract with DCF must be in compliance with the terms and conditions of their contract.
5. Where required, all applicants must hold current State licenses.
6. Applicants that are not governmental entities must have a governing body that provides oversight as is legally required.
7. Applicants must have the capability to uphold all administrative and operating standards as outlined in this document.

8. Applicants must have the ability to achieve full operational census within 30 days of contract execution. Further, where appropriate, applicants must execute sub-contracts with partnering entities within 30 days of contract execution.
9. All applicants must have a Data Universal Numbering System (DUNS) number. To acquire a DUNS number, contact the dedicated toll-free DUNS number request line at 1-866-705-5711 or inquire on-line at www.dnb.com
10. Any fiscally viable entity that meets the eligibility requirements, terms and conditions of the RFP, and the contracting rules and regulations set forth in the DCF Contract Policy and Information Manual (N.J.A.C. 10:3) may submit an application.

F. RFP Schedule:

September 22, 2016	Notice of Availability of Funds/RFP publication
October 13, 2016	Deadline for Email Questions sent to DCFASKRFP@dcf.state.nj.us
November 3, 2016	Deadline for Receipt of Proposals by 12:00PM

All proposals must be received by 12:00 PM on or November 3, 2016. Proposals received after 12:00 PM on November 3, 2016 will **not** be considered.

Proposals must be delivered ONLINE:

Bidders are expected to submit proposals electronically. Only a registered Authorized Organization Representative (AOR) or the designated alternate is eligible to send in a submission by submitting an AOR form.

AOR Registration forms and online training are available on our website at: www.nj.gov/dcf/providers/notices/

Forms are directly under the Notices section-See Standard Documents for RFPs

- [Submitting Requests for Proposal Electronically PowerPoint \(pdf\)](#)
- [Registration for the Authorized Organization Representative \(AOR\) Form](#)

We recommend that you do not wait until the date of delivery in case there are technical difficulties during your submission. Registered AOR forms may be received 5 business days prior to the date the bid is due.

G. Administration:

1. Screening for Eligibility, Conformity and Completeness

DCF will screen proposals for eligibility and conformity with the specifications set forth in this RFP. A preliminary review will be conducted to determine whether the application is eligible for evaluation or immediate rejection.

The following criteria will be considered, where applicable, as part of the preliminary screening process:

- a. The application was received prior to the stated deadline
- b. The application is signed and authorized by the applicant's Chief Executive Officer or equivalent
- c. The applicant attended the Bidders Conference (if required)
- d. The application is complete in its entirety, including all required attachments and appendices
- e. The application conforms to the specifications set forth in the RFP

Upon completion of the initial screening, proposals meeting the requirements of the RFP will be distributed to the Proposal Evaluation Committee for its review and recommendations. Failure to meet the criteria outlined above, or the submission of incomplete or non-responsive applications constitutes grounds for immediate rejection of the proposal if such absence affects the ability of the committee to fairly judge the application.

In order for a bid to be considered for award, at least one representative of the Bidder must have been present at the Bidders Conference commencing at the time and in the place specified below. Failure to attend the Bidders Conference will result in automatic bid rejection.

2. Proposal Review Process

DCF will convene a Proposal Evaluation Committee in accordance with existing regulation and policy. The Committee will review each application in accordance with the established criteria outlined in Section II of this document. 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. The voting members of the Proposal Evaluation Committee will review proposals, deliberate as a group, and then independently score applications to determine the final funding decisions.

The Department reserves the right to request that applicants present their proposal in person for final scoring. In the event of a tie in the scoring by the Committee, the bidders that are the subject of the tie will provide a presentation of their proposal to the evaluation committee. The evaluation committee will request specific information and/or specific questions to be answered during a presentation by the provider and a brief time-constrained presentation. The presentation will be scored out of 50 possible points, based on the following criteria and the highest score will be recommended for approval as the winning bidder.

Requested information was covered-	10 Points
Approach to the contract and program design was thoroughly and clearly explained and was consistent with the RFP requirements-	20 Points
Background of organization and staffing explained-	10 Points
Speakers were knowledgeable about topic-	5 Points
Speakers responded well to questions -	5 Points

The Department also reserves the right to reject any and all proposals when circumstances indicate that it is in its best interest to do so. The Department's best interests in this context include, but are not limited to: State loss of funding for the contract; the inability of the applicant to provide adequate services; the applicant's lack of good standing with the Department, and any indication, including solely an allegation, of misrepresentation of information and/or non-compliance with any State of New Jersey contracts, policies and procedures, or State and/or Federal laws and regulations.

All applicants will be notified in writing of the Department's intent to award a contract.

3. Special Requirements

The successful Applicant shall maintain all documentation related to products, transactions or services under this contract for a period of

five years from the date of final payment. Such records shall be made available to the New Jersey Office of the State Comptroller upon request.

Applicants must comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27, the State Affirmative Action policy. A copy is attached as **Exhibit A.**

Applicants must comply with laws relating to Anti- Discrimination as attached as **Exhibit B.**

H. Appeals:

An appeal of the selection process will be heard only if it is alleged that the Department has violated a statutory or regulatory provision in awarding the grant. An appeal will not be heard based upon a challenge to the evaluation of a proposal. Applicants may appeal by submitting a written request to

Office of Legal Affairs
Contract Appeals
50 East State Street 4th Floor
Trenton NJ 08625

No later than five (5) calendar days following receipt of the notification or by the deadline posted in this announcement.

I. Post Award Review:

As a courtesy, DCF may offer unsuccessful applicants an opportunity to review the Evaluation Committee's rating of their individual proposals. All Post Award Reviews will be conducted by appointment.

Applicants may request a Post Award Review by contacting:
DCFASKRFP@dcf.state.nj.us

Post Award Reviews will not be conducted after six months from the date of issuance of this RFP.

J. Post Award Requirements:

Selected applicants will be required to comply with the terms and conditions of the Department of Children and Families' contracting rules and regulations as set forth in the Standard Language Document, the Contract Reimbursement Manual and the Contract Policy and Information

Manual. Applicants may review these items via the Internet at www.nj.gov/dcf/providers/contracting/manuals

Selected applicants will also be required to comply with all applicable State and Federal laws and statutes, assurances, certifications and regulations regarding funding.

Upon receipt of the award announcement, and where appropriate, selected applicants will be minimally required to submit one (1) copy of the following documents:

- Proof of Insurance naming the Department of Children and Families as an additional insured
- Board Resolution Validation
- DCF Standard Language Document and Signature Pages
- Current agency by-laws
- Copy of lease or mortgage (if applicable)
- Certificate of Incorporation
- Affirmative Action policy and certificate
- A copy of all applicable professional licenses
- Copy of the agency's annual report to the Secretary of State

The actual award of funds is contingent upon a successful Contract negotiation. If, during the negotiations, it is found that the selected Applicant is incapable of providing the services or has misrepresented any material fact or its ability to manage the program, the notice of intent to award may be rescinded.

Section II – Application Instructions

A. Proposal Requirements and Review Criteria:

All applications will be evaluated and scored in accordance with the following criteria:

The narrative portion of the proposal shall be double-spaced with margins of 1 inch on the top and bottom and 1 inch on the left and right. The font shall be no smaller than 12 points in Arial or Times New Roman. There is a 25 page limitation for the narrative portion of the grant application. A one (1) point reduction per page will be administered to proposals exceeding the page limit requirements. Five (5) points will be deducted for each missing document. If the deductions total 20 points or more, the proposal shall be rejected as non-responsive. The narrative must be organized appropriately and address the key concepts outlined in the RFP. Annex B budget pages, and attachments do not count towards the narrative page limit. Proposals may be fastened by a heavy-duty binder clip. Do not submit proposals in loose-leaf binders, plastic sleeves or folders.

Each proposal narrative must contain the following items organized by heading in the same order as presented below:

1) Applicant Organization (5 Points)

- a) Describe the agency's history, mission and goals, and where appropriate, a record of accomplishments in working in collaboration with the Department of Children and Families and/or relevant projects with other State governmental entities.
- b) Describe the agency's background and experience in implementing the types of services described in the RFP.
- c) Describe the agency's governance structure and its administrative, management and organizational capacity to enter into a third party direct State services contract with the Department of Children and Families. Note the existence (if any) of professional advisory boards that support the operations. If applicable, indicate the relationship of the staff to the governing body. Attach a current organizational chart in Appendices.
- d) Describe your history of collaboration with formal and informal organizations and your capacity to engage fathers and families in co-designing your services. Include 5 Letters of Commitment and other supporting documents. Please include telephone numbers and e-mail for all references so they may be contacted directly.
- e) Provide an indication of the agency's demonstrated capability to provide services that are consistent with the Department's goals and objectives for the program to be funded. Include information on current programs managed by the agency, the funding sources and if available, any evaluation or outcome data. Include your total budget and percent used for prevention and family support.
- f) Briefly explain why the agency is qualified to coordinate services for fathers in Monmouth, Mercer and Middlesex counties based on NJ's need assessment data and what connections you have with other community agencies to support fathers, children and families.

2) Need Justification (15 Points)

The applicant must provide supporting documentation (including input from expectant fathers and parenting fathers, families, etc.) pertaining to expectant fathers and parenting fathers, poverty levels, homelessness, unemployment, crime rates and other relevant areas.

The applicant must provide citations of relevant statistics and discussions of studies that reflect the prevalence of the problem and the unmet needs of the target population from a local and/or county level.

The applicant must identify any father engagement support facilities or programs in the community and outline their scope and level of service.

- Note any gaps in services and any barriers to assisting families (i.e. waiting lists, language, transportation, hours).

3) Program Approach (25 Points)

Note: The Applicant must incorporate all the requirements set forth in the section “Services to be funded”

The applicant must specify a program design approach that includes proposed services that will target the 1) Individuals/Family and 2) Community/Systems. Applicant must include a description of the services to be provided, including the specific goals and objectives of each.

Individuals/Family

Fatherhood Leadership Group

Services for the Fatherhood Leadership Group must include the selected evidence-based, evidence-informed, evidence supported/promising practice curricula that will be implemented. Guidance in selecting an evidence based curriculum can be found on the California Evidence-Based Clearinghouse:

- <http://www.cebc4cw.org/topic/father-involvement-interventions/>
- National Responsible Fatherhood Clearinghouse, “*What Works*” in *Fatherhood Programs? Ten Lessons from Evidence Based Practice* (Exhibit F)
- Elements of Promising Practice for Fatherhood Programs: Evidence-Based Research Findings on Programs for Fathers (Exhibit G)

In addition to selecting a curriculum, include the following components in the response:

- Implementation supports required by the model curriculum developer to execute the curriculum as intended (with fidelity). This shall include a discussion of staff development (hiring process, training and supervision), and evaluation tools and data collection mechanisms available. If an evidence informed or evidence supported/promising practice curriculum is proposed that does not have implementation supports in place, the applicant shall include a plan for addressing each of the above implementation supports.
- In this section of the narrative, provide the total cost for organization to implement the curriculum including the supports listed above

- The answer shall include any experience the applicant has with the implementation of the curricula to be utilized with this program.

Community/Systems

Provide evidence of how the Father Engagement Initiative will support the engagement efforts of DCF community-based programs, (such as Family Success Centers, CP&P, Home Visiting Services, etc.), and provide services for expectant fathers and parenting fathers in the targeted communities with an emphasis on:

- Community Education for Community Partners: Provide workshops and resources (such as a directory of community fatherhood services) to educate community partners about the importance of father engagement and best-practice approaches on how to best engage fathers.
- Father Resource Linkage: Build and strengthen community father engagement supports to link fathers to necessary resources. Community support services are provided to expectant and parenting fathers in order to: 1) help them reach their highest level of personal functioning; 2) promote healthy relationships; 3) meet responsibilities of fatherhood and care for their child; 4) and link participants to resources, referring to the County Central Intake Hub when appropriate, to reach their goals and address their needs. Services in the community can be provided in one or a combination of individual, group or family case management modalities. The link for Central Intake sites is below.
http://www.state.nj.us/dcf/families/early/visitation/Central%20Intake%20Sites%20-%20DOH_DCF.pdf
- Technical Support and General Education for DCF Community-based Programs: Describe how the Fatherhood Engagement Specialist will work to provide technical support to the established DCF community based programs and avoid duplication of services and/or service confusion to ensure the expectant and parenting fathers can benefit from the entire system of care available. DCF programs such as Family Success Centers, Kinship Navigator Program, Child Protection and Permanency Local Offices, County Councils for Young Children, Home Visiting Services, etc.
 - E.g. support sites in developing and creating a father friendly environment, developing recruitment and marketing strategies to target fathers, etc.

For all services provided to the Fatherhood Leadership Group and General Fatherhood population, responses shall include:

- **Partnerships/Collaboration:** The successful establishment of a Fatherhood Engagement Initiative requires community collaboration. The applicant shall describe:
 - the process for identifying the collaborators on this grant. Clearly identify the relationships between collaborators before the writing of the grant.
 - how services will be coordinated with any partners to create a comprehensive system of care and include any established MOU/MOA or letters of support as evidence.
 - any service coordination, collaborative efforts or processes that will be used to provide the proposed services (attach any affiliation agreements or Memoranda of Understanding).

- **Program Staffing, Training and Supervision:** The applicant must provide a clear description of the staffing, training and supervision plan for this program in the Narrative and attach certain items as instructed below:
 - Indicate in the Narrative, the number, qualifications and skills of all staff, consultants, sub-grantees and/or volunteers who will perform the proposed service activities.
 - Attach, in the Appendices section of the application, an organizational chart for the proposed program operation; job descriptions that include all educational and experiential requirements; salary ranges; and resumes of any existing staff who will perform the proposed services. The proposal must include Staffing Patterns as an item to be attached which include the days and times staff will be available to this population. Also include a sample timesheet to cover the activities that are proposed as part of the Appendix.
 - Describe in the Narrative the training that will be provided to staff.
 - Describe management and supervision methods that will be utilized.

- **Implementation:** Provide a feasible timeline for implementing the proposed services. Attach a separate Program Implementation Schedule as part of the Appendix.

- Describe how the proposed program will meet the needs of various and diverse cultures within the target community based on the Law Against Discrimination (N.J.S.A. 10:51 et seq.).
- Location and Accessibility: The answer must identify the community location for services to be offered to parenting or expectant fathers in the community. Provide information on the accessibility of services, including the hours and days that services will be available to expectant fathers and parenting fathers in the community.
- Recruitment, Retention & Referral: Describe the eligibility requirements, recruitment/referral processes, enrollment, retention procedures, and client rejection/termination policies for program participants.
- Data Collection Capacity: Describe how the organization collects, maintains and uses any data collected. Include in the response answers to the following questions:
 - Is there a database system in the organization?
 - If there is no existing database for the data, how do you track the data (i.e. excel spreadsheets)?
 - Who is responsible for collecting the data?
 - Who is responsible for data input?
 - Who analyzes and reports the data?
 - How is the data used once analyzed?

Safe Child Standards: The New Jersey Department of Children and Families endorsed Prevent Child Abuse New Jersey's (PCA-NJ) Safe-Child Standards in August 2013 (The "Standards"). The Standards are a preventative tool for implementing policies and procedures for organizations working with youth and children and through their implementation, an organization can minimize the risks of the occurrence of child sexual abuse.

The Standards are available at:

<http://www.state.nj.us/dcf/SafeChildStandards.pdf>

As an Appendix, provide a brief (no more than 2 pages double spaced) Standards Description demonstrating ways in which your agency's operations mirror the Standards.

4) Outcome Evaluation (25 Points)

Describe how the DCF identified outcome measures that will be used to determine that the service goals and objectives of the program have been met. Provide a brief narrative and attach a sample of evaluation tools that

will be used to determine the effectiveness of the program services. (No more than 2 pages).

The applicant must provide a descriptive list of activities in the Narrative that will be implemented to achieve the DCF required goals and objectives. See Exhibit C for a description and guide to DCF Goals and Objectives.

5) Budget (20 Points)

Applicants must clearly indicate how this funding will be used to meet the project goals and/or requirements. Provide a line item budget and narrative for the proposed project/program. The narrative must be part of the 25 page proposal. The services of the Father Engagement Initiative must be available year round. The awarded funds will pay for Father Engagement Specialist/Specialists staffing for 12 months; travel expenses; consultant costs associated with implementing the program model; materials and supplies; and program incentives.

The Budget form is to be attached as an Appendix.

The budget shall be reasonable and reflect the scope of responsibilities required to accomplish the goals of this project. The budget shall also reflect a 12 month operating schedule and must include, in separate columns, total funds needed for each line item, the funds requested in this grant, and funds secured from other sources.

All costs associated with the completion of the project must be clearly delineated and the budget narrative must clearly articulate budget items, including a description of miscellaneous expenses or “other” items.

Complete the attached one-page Budget Form (Exhibit H) that reflects program implementation for a 12-month period. The Budget Form also includes a column for Start-up Funds (Accruals). Start-up – funding is available through accruals. If you are seeking one-time start-up funding (not to exceed \$6,000), identify the accruals, proposed costs, and source of anticipated accruals, in the budget narrative and Exhibit H under Start – up Funds. Attach the completed form to your proposal as an Appendix.

The grantee is expected to adhere to all applicable State cost principles.

If selected as a grantee, you will be required to complete the Standard DCF Annex B (budget) forms. You may view these forms at: <http://www.state.nj.us/dcf/providers/contracting/forms/> and a description of General and Administrative Costs are available at <http://www.state.nj.us/dcf/providers/notices/>

If selected as the grantee, you will be required to submit Monthly Reports of Expenditures at the discretion of DCF.

6) Sustainability Plan (10 points)
The applicant must describe in the Narrative how they will effectively leverage partnerships and resources to continue providing the father engagement core services well beyond the grant funding period.

The grantee is expected to utilize the eight key factors of sustainability (See Exhibit E- Sustainability Plan- 8 Key Factors). The “Build Sustainable Programs: the Resource Guide” is available through the Office of Adolescent Health at <http://www.hhs.gov/ash/oah/oah-initiatives/paf/training/sustainability.html>.

- a) Create an action strategy
- b) Assess the environment
- c) Be adaptable
- d) Secure community
- e) Integrate programs and services into local infrastructure
- f) Build a leadership team
- g) Create strategic partnerships
- h) Secure diverse financial opportunities

B. Supporting Documents:

Applicants must submit a complete proposal signed and dated by the Chief Executive Officer or equivalent in PDF or Word format. There is a 25 page limitation for the narrative portion of the grant application. A one (1) point reduction per page will be administered to proposals exceeding the page limit requirements. Failure to submit any of the required documents requested in this RFP will result in a loss of five (5) points per item from the total points awarded for the proposal.

All supporting documents submitted in response to this RFP must be organized in the following manner:

Part I: Proposal	
1	<input type="checkbox"/> Proposal Cover Sheet – Use the RFP forms found directly under the Notices section on Website: www.nj.gov/dcf/providers/notices/ Form: http://www.nj.gov/dcf/providers/notices/Proposal.Cover.Sheet.doc

2	<input type="checkbox"/>	Table of Contents – Please number and label with page numbers if possible in the order as stated in Part I & Part II
3	<input type="checkbox"/>	Proposal Narrative in following order a) Applicant Organization b) Needs Justification c) Program Approach d) Outcome Evaluation e) Budget Narrative f) Sustainability Plan
Part II: Proposal		
1	<input type="checkbox"/>	Job descriptions of key personnel, resumes if available for key personnel (please do not provide home addresses or personal phone numbers)
2	<input type="checkbox"/>	Staffing patterns
3	<input type="checkbox"/>	DCF Budget Form (Exhibit H)
4	<input type="checkbox"/>	Copy of agency's Conflict of Interest policy
5	<input type="checkbox"/>	Sample of Evaluation Tools that will be used to determine the effectiveness of the program. (no more than 2 pages)
6	<input type="checkbox"/>	Flow chart of the Fatherhood Engagement Initiative referral process
7	<input type="checkbox"/>	Timesheet examples for staff. See <u>Exhibit J</u> for Timesheet and Payroll Guidance
8	<input type="checkbox"/>	Proposed Agency Organization chart
9	<input type="checkbox"/>	5 Letters of Commitment and other supporting documents. Please include telephone numbers and e-mail for all references so they may be contacted directly.
10	<input type="checkbox"/>	Applicable Consulting Contracts , Affiliation Agreements/Memoranda of Understanding related to this RFP. If not applicable, include a written statement
11	<input type="checkbox"/>	Safe-Child Standards Description of your agency's implementation of the standards (no more than 2 pages)
12	<input type="checkbox"/>	Proposed Program Implementation Schedule
13	<input type="checkbox"/>	Dated List of Names of Board of Directors a. Titles, b. Address and c. Terms

14	<input type="checkbox"/>	Signed Standard Language Document (SLD) [Version: Rev. June 6, 2014] Form: http://www.nj.gov/dcf/documents/contract/forms/StandardLanguage.doc
15	<input type="checkbox"/>	Document showing Data Universal Numbering System (DUNS) Number [2006 Federal Accountability & Transparency Act (FFATA)] Website: http://www.dnb.com Helpline: 1-866-705-5711
16	<input type="checkbox"/>	System for Award Management (SAM) printout (or Renewal) showing "active" status (free of charge). Website: https://www.sam.gov/portal/public/SAM Helpline: 1-866-606-8220
17	<input type="checkbox"/>	Business Associate Agreement/HIPAA , with signature under Business Associate [Version: Rev. 9-2013] Form: http://www.nj.gov/dcf/providers/contracting/forms/HIPAA.doc
18	<input type="checkbox"/>	Professional Licenses related to job responsibilities for this RFP. If not applicable, include a written statement
19	<input type="checkbox"/>	Affirmative Action Certificate -or- Renewal Application [AA302] sent to Treasury Website: http://www.state.nj.us/treasury/purchase/forms.shtml Form: http://www.state.nj.us/treasury/purchase/forms/AA_%20Supplement.pdf
20	<input type="checkbox"/>	Certificate of Incorporation Website: http://www.nj.gov/treasury/revenue/filecerts.shtml
21	<input type="checkbox"/>	For Profit: NJ Business Registration Certificate with the Division of Revenue. See instructions for applicability to your organization. Website: http://www.nj.gov/njbusiness/registration/ If not applicable, include a written statement.
22	<input type="checkbox"/>	Agency By-laws
23	<input type="checkbox"/>	Tax Exempt Certification Website: http://www.state.nj.us/treasury/taxation/exemption.shtml
24	<input type="checkbox"/>	Disclosure of Investigations & Other Actions Involving Bidder Form (PDF) Form: http://www.state.nj.us/treasury/purchase/forms/DisclosureofInvestigations.pdf
25	<input type="checkbox"/>	Disclosure of Investment Activities in Iran (PDF)

		Form: http://www.state.nj.us/treasury/purchase/forms/DisclosureofInvestmentActivitiesinIran.pdf
26	<input type="checkbox"/>	For Profit: Statement of Bidder/Vendor Ownership Form (PDF) See instructions for applicability to your organization. Form: http://www.state.nj.us/treasury/purchase/forms/OwnershipFinal12-14.pdf If not applicable, include a written statement
27	<input type="checkbox"/>	Chapter 271** Signed and dated http://www.state.nj.us/treasury/purchase/forms/CertandDisc2706.pdf
28	<input type="checkbox"/>	Source Disclosure Certification Form [P.L. 2005, c 92-formerly Executive Order 129] Website: http://www.state.nj.us/treasury/purchase/forms.shtml Form: http://www.state.nj.us/treasury/purchase/forms/SourceDisclosureCertification.pdf
29	<input type="checkbox"/>	For Profit: Two-Year Chapter 51/Executive Order 117 Vendor Certification -and- Disclosure of Political Contributions [Version: Rev 4/17/15]. See instructions for applicability to your organization. Website: http://www.state.nj.us/treasury/purchase/forms.shtml If not applicable, include a written statement
30	<input type="checkbox"/>	Annual Report to Secretary of State Please provide a copy of your filing confirmation and/or report. Website: https://www1.state.nj.us/TYTR_COARS/JSP/page1.jsp
31	<input type="checkbox"/>	Non Profit: Annual Report - Charitable Organizations Website: http://www.njpublicsafety.org/ca/charity/charfrm.htm If not applicable, include a written statement
32	<input type="checkbox"/>	Certification Regarding Debarment Form: http://www.state.nj.us/dcf/providers/notices/Cert.Debarment.pdf
33	<input type="checkbox"/>	Statement of Assurances - Use the RFP forms found directly under the Notices section: Website: www.nj.gov/dcf/providers/notices/ Form: http://www.nj.gov/dcf/providers/notices/Statement.of.Assurance.doc
34	<input type="checkbox"/>	Tax Forms: Non Profit Form 990 Return of Organization Exempt from Income Tax - or- For Profit Form 1120 US Corporation Income Tax Return
35	<input type="checkbox"/>	Most recent Audit or Financial Statement (certified by accountant or accounting firm)

		<u>Audit</u> : For agencies expending over \$100,000 in combined Federal/State Awards -or- <u>Financial Statement</u> : For agencies expending under \$100,000 <u>Policy</u> : http://www.nj.gov/dcf/documents/contract/manuals/CPIM_p7_audit.pdf
36	<input type="checkbox"/>	Copies of any audits or reviews completed or in process by DCF or other State entities from 2014 to the present. If available, a corrective action plan should be provided and any other pertinent information that will explain or clarify the applicant's position

* Standard forms for RFP's are available at:
www.nj.gov/dcf/providers/notices/ Forms for RFP's are directly under the Notices section.

** Treasury required forms are available on the Department of the Treasury website at
<http://www.state.nj.us/treasury/purchase/forms.shtml>
Click on Vendor Information and then on Forms.

Standard Language Document, the Contract Reimbursement Manual and the Contract Policy and Information Manual. Applicants may review these items via the Internet at www.nj.gov/dcf/providers/contracting/manuals

C. Requests for Information and Clarification

Question and Answer:

DCF will provide eligible applicants additional and/or clarifying information about this initiative and application procedures through a time-limited electronic Question and Answer Period. Inquiries will not be accepted after the closing date of the Question and Answer Period.

Questions must be submitted in writing via email to: DCFASKRFP@dcf.state.nj.us.

Written questions must be directly tied to the RFP. Questions should be asked in consecutive order, from beginning to end, following the organization of the RFP. All inquiries submitted to DCFASKRFP@dcf.state.nj.us must identify, in the Subject heading, the specific RFP for which the question/clarification is being sought. Each question should begin by referencing the RFP page number and section number to which it relates.

Written inquiries will be answered and posted on the DCF website as a written addendum to the RFP at: <http://www.state.nj.us/dcf/providers/notices/>

Technical inquiries about forms and other documents may be requested anytime through DCFASKRFP@dcf.state.nj.us.

All other types of inquiries will not be accepted. **Applicants may not contact the Department directly, in person, or by telephone, concerning this RFP.**

EXHIBIT A
MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)
N.J.A.C. 17:27
GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE
CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any

recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302 (electronically available at [www.state.nj.us/treasury/contract compliance](http://www.state.nj.us/treasury/contract%20compliance)).

The contractor and its subcontractors shall furnish such reports or other documents to the Department of Children and Families, the Division of Purchase & Property, CCAU, EEO Monitoring Program as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Department of Children and Families, the Division of Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27**.

EXHIBIT B

TITLE 10. CIVIL RIGHTS
CHAPTER 2. DISCRIMINATION IN EMPLOYMENT ON PUBLIC WORKS
N.J. Stat. § 10:2-1 (2012)

§ 10:2-1. Antidiscrimination provisions

Antidiscrimination provisions. Every contract for or on behalf of the State or any county or municipality or other political subdivision of the State, or any agency of or authority created by any of the foregoing, for the construction, alteration or repair of any public building or public work or for the acquisition of materials, equipment, supplies or services shall contain provisions by which the contractor agrees that:

a. In the hiring of persons for the performance of work under this contract or any subcontract hereunder, or for the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under this contract, no contractor, nor any person acting on behalf of such contractor or subcontractor, shall, by reason of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex, discriminate against any person who is qualified and available to perform the work to which the employment relates;

b. No contractor, subcontractor, nor any person on his behalf shall, in any manner, discriminate against or intimidate any employee engaged in the performance of work under this contract or any subcontract hereunder, or engaged in the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under such contract, on account of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex;

c. There may be deducted from the amount payable to the contractor by the contracting public agency, under this contract, a penalty of \$ 50.00 for each person for each calendar day during which such person is discriminated against or intimidated in violation of the provisions of the contract; and

d. This contract may be canceled or terminated by the contracting public agency and all money due or to become due hereunder may be forfeited, for any violation of this section of the contract occurring after notice to the contractor from the contracting public agency of any prior violation of this section of the contract.

No provision in this section shall be construed to prevent a board of education from designating that a contract, subcontract or other means of procurement of goods, services, equipment or construction shall be awarded to a small business enterprise, minority business enterprise or a women's business enterprise pursuant to P.L.1985, c.490 (*C. 18A:18A-51 et seq.*).

Exhibit C: DCF goals and objectives

- Goal 1: Strengthen father involvement and co-parenting/healthy relationships.

Objective 3a: A minimum of 40 fathers (combination of expectant and/or parenting fathers) will be served.

Objective 3b: 80% of fathers served will gain knowledge and strategies that promote positive co-parenting relationships.

Objective 3c: The provider will implement the selected evidence based curriculum to fidelity and collect data utilizing measurement tools provided within the curriculum

Goal 2: Develop/create a technical assistance protocol for DCF community-based programs to access services as needed.

Objective 1a: 100% of the targeted DCF community-based sites will indicate awareness of the procedures.

Objective 1b: 80% of the DCF community based sites that utilize the technical support of the Father Engagement Specialist will report supports to be helpful.

Goal 3: Build and strengthen community father engagement supports to link fathers to the necessary resources to increase awareness of resource.

Objective 2a: 100% of the participating fathers are provided information packets related to local and state resources available for expectant and parenting fathers.

Objective 2b: The provider will participate in a community advisory boards or committees pertaining to the needs of fathers.

Objective 2c: At minimum, quarterly, community education workshops will be provided about the importance of father engagement.

Exhibit D
DCF Division of Family & Community Partnership
Father Engagement Specialist Job Description

Title: Father Engagement Specialist

Position Overview

This is a full-time grant position responsible for the provision of father engagement services to young fathers in a community setting.

Responsibilities:

- Monitor program activities and service levels
 - Responsible for program intake and transitioning of program participants
 - Track and collect levels of services and program outcome data
 - Maintain appropriate participant records and data collection
 - Responsible for recruitment and retention of program participants
- Oversee the coordination of case management and referral services for the program participants
 - Advocate for appropriate resources for participants, their children and their families with community agencies including parole and probation officers in the community
 - Collaborate with other staff members, referral sources, and social support network to provide appropriate services to participants and their families.
- Provide General Counseling (individual, group and as needed family counseling)
- Facilitate workshops to support fatherhood engagement with an emphasis:
 - Educational services
 - Relationship education
 - Parenting education
 - Job skills training/readiness
- Provide development guidance to expectant and parenting fathers
 - Parental resilience
 - Social connections
 - Knowledge of parenting and child development

- Concrete support in times of need
- Children’s social and emotional development
- Provide technical assistance relating to fatherhood engagement to all DCF programs.
- Facilitate program’s involvement with its supporting community
 - Recommend and collaborate with external community individuals, Business Leaders, Civic Leaders, Faith-Based Leaders, and Philanthropists to facilitate services for participants
- Actively participate in DCF meetings

Qualifications:

- An advanced degree in a health or human service field or a Bachelor’s degree in a health or human service field and two years of experience.
- Experience working with young fathers, expectant and parenting teens, adolescents and families
- Knowledge of community organization and collaboration building.
- Excellence in written and oral communication.
- Awareness of cultural diversity and its impact on planning and provision of services
- Ability to build relationships with persons at all levels of human services
- It is required that Father engagement staff must possess a valid New Jersey Driver’s License, and have access to a personal vehicle

Exhibit E Key Factors of Sustainability

No two sustainability planning processes are alike. Each grantee can tailor their plan to best meet their needs. These action steps will help grantees begin sustainability planning and they can use and/or adapt the questions and worksheets, thereby creating a process and plan that is appropriate for their program or services.

Eight Factors of Sustainability

1. Create an action strategy

- a. Start planning early
 - i. What does sustainability mean for grantees' programs or services?
 - ii. What services or programs are priorities to sustain?
 - iii. How can these programs and services be sustained and evolve over time?
 - iv. What actions need to be taken to sustain these programs or services?
- b. Create a shared vision with partners and community leaders
 - i. With the help of partners and community leaders, what does the grantee want to achieve from its program or services?
 - ii. Do partners share the grantee's vision for the program or service?
 - iii. What are the shared visions and goals?
 - iv. What are the shared immediate and intermediate outcomes that the grantee expects from the program?
 - v. What resources or support can partners offer to create and implement the shared vision?
- c. Incorporate sustainability activities into daily program operations
 - i. Which staff members should be included in the sustainability planning efforts?
 - ii. How can sustainability discussions be incorporated into regularly scheduled staff meetings?
 - iii. How can sustainability be included as a core part of staff's role and responsibilities?
 - iv. From where can they allocate resources to support sustainability planning and outreach?
- d. Create a sustainability plan
 - i. Components of an effective sustainability plan
 1. Goals and objectives

2. Description of services that will best address the needs of the community and the activities needed to achieve sustainability
 3. Timelines for implementing activities and achieving the goals
 4. Names of person(s) responsible and resources needed to accomplish goals
 5. Measures of success and outcomes expected
- e. Incorporate measures of success into the sustainability plan
- 2. Assess the environment**
- a. Embed continuous assessments throughout the life of the program or service
 - b. Identify focus areas for conducting an environmental assessment
 - i. What are the program's or service's current strengths and how do these relate to the environments in which they function?
 - ii. What are the current barriers or challenges and how do these relate to the environments in the programs or services function?
 - iii. What may be the program's or service's future strengths?
 - iv. What may be the program's or service's future challenges?
 - c. Use the information gathered
- 3. Be adaptable**
- a. Match services offered to community needs and uphold the fidelity or best practice of the model to be implemented
 - i. Are there high-need areas in the community they serve, and how are they changing, economically, socially, demographically?
 - ii. How do these changes affect the programs and services grantees offer with respect to the manner, location, and type of service/program offered?
 - iii. What are grantees doing to respond to these changes? What do they need to do?
 - iv. Is there new research and/or evaluation data or information that identifies new approaches they can or should use?
 - b. Create opportunities for innovation and utilization of successful practices
- 4. Secure community support**
- a. Formulate a communication approach and message
 - b. Promote the program and its services

- c. Use program leaders, strategic partners, and community champions to share the program's or service's message
- 5. Integrate programs and services into local infrastructure**
 - a. Streamline service delivery, policies, and practices
 - b. Integrate programs, services, and practices into the broader community fabric
- 6. Build a leadership team**
 - a. Identify strong internal leaders
 - b. Keep organizational leaders engaged and secure their commitment
 - c. Identify external community champions
 - d. Promote leadership development
- 7. Create strategic partnerships**
 - a. Develop strategic partnerships
 - b. Assess existing partnerships continuously
 - c. Establish a shared vision and commitment to sustainability
 - d. Engage partners to help market program success
 - e. Leverage partner resources
- 8. Secure diverse financial opportunities**
 - a. Review the program budget to identify core activities and services
 - b. Identify and seek funding opportunities
 - c. Develop a strategy for securing funding
 - d. Create a budgetary line item
 - e. Build fundraising and grant writing capacity

Exhibit H-Budget Spreadsheet (12-month operational budget and start-up budget)

BUDGET CATEGORIES	12 Month ANNUALIZED BUDGET	RFP Funds Requested	Cash or In-Kind Funds note sources below*	One-Time Start-Up Costs
A. Personnel - Salary (hours/week)				
Fringe (% rate)				
B. Consultants & Professional Fees				
C. Materials & Supplies				
D. Facility Costs				
E. Specific Assistance to Clients				
F. Other				
G. Gen. & Adm. (G&A) Costs				
H. Total Operating Costs				
I. Equipment				
J. Total Cost				
K. Revenue (deduct)*	()	n/a	n/a	
L. Funding Request		n/a	n/a	

The budget request shall indicate the Agency's total proposed budget for delivery of the service(s) reduced by the other sources of funding (Line K). If applicable, indicate the sources of leveraged funding and the dollar amounts for each below:

*Other Sources of Funding for this Program: (Specify These)				
Other Funding Amounts:	0	0	0	

Exhibit J
Guidance Memo
Provider Agencies Payroll Costs

The following information is a suggested listing and description of potential documentation, reports, data and forms that can be used to adequately support costs charged to DCF grants. The information presented in this memo does not purport to be an exclusive list and it does not preclude each provider from using any other similar or generic forms or other items in their normal course of business to support costs charged under their contract.

- I. Programs with funds charged to labor cost:
 - a) Employees whose payroll cost is 100% charged to grant activities should have a weekly timesheet that displays total hours worked each day, a clear indication of program name, the grant activity performed by the employee on the timesheet and a signature from the employee and supervisor approving the hours & activities. (See DCF Contract Reimbursement Manual – Section (4.6.I.2) for detail regulations and additional information.) (Also See Example #1- timesheet below.)
 - b) Employees whose payroll cost is partially charged to grant activities should have a weekly timesheet that displays total hours worked each day and the distribution of the total hours and activities between each grant program. In addition, the timesheet should include a clear indication of the grant activities performed by the employee and a signature from the employee and the supervisor approving the hours & activities. (See DCF Contract Reimbursement Manual – Section (4.6.I.2) for detail regulations and additional information.) (Also See Example #1 - timesheet below.)

EXAMPLE #1 TIMESHEET

Weekly Payroll Timesheet		DATE							
Employee Name	Mickey Mouse	Mon	Tues	Weds	Thurs	Fri	Sat	Sun	Total
PROGRAM NAME	DV-Staffing program	2/3	2/4	2/5	2/6	2/7	2/8	2/9	
Case Management		8				8			
Support service work (Screening new clients & counseling activity)			3.5						
Outreach work (name)			4.5						
PRGM NAME	ABC Foundation Services								
Designing & Researching children's special programming				8	8				
	Total Hours	8	8	8	8	8			40
Prepared by:	Mickey Mouse 2/15/14 (Employee Name & Date)								
Approved by:	Walt Whitman 2/18/14 (Employee Name & Date)								