



**REQUEST FOR PROPOSALS
FOR
FAMILY FRIENDLY CENTER IN PASSAIC COUNTY**

Funding up to \$45,463 Available

There will be no Bidder's Conference

Questions are due January 26, 2017 at 12:00PM

Bids are due February 9, 2017 at 12:00PM

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

Commissioner

December 20, 2016

TABLE OF CONTENTS

Section I - General Information

A. Purpose	Page 1
B. Background	Page 1
C. Services to be Funded	Page 3
D. Funding Information	Page 9
E. Applicant Eligibility Requirements	Page 10
F. RFP Schedule	Page 11
G. Administration	Page 12
H. Appeals	Page 14
I. Post Award Review	Page 14
J. Post Award Requirements	Page 14

Section II - Application Instructions

A. Review Criteria	Page 15
B. Supporting Documents	Page 20
C. Requests for Information and Clarification	Page 24

Exhibit A–The State Affirmative Action Policy

Exhibit B–Anti-Discrimination Provisions

Exhibit C–FFC Contract Term

Exhibit D–Program Catchment Area Form

Exhibit E–Project Implementation Timeline

Exhibit F–DCF Budget Form

Exhibit G–FCP & DOW Logic Model- posted separately

Funding Agency

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

Section I – General Information

A. Purpose:

The New Jersey Department of Children and Families' (DCF) Division of Family and Community Partnerships (FCP) Office of School-Linked Services (OSLS) announces the availability of \$45,463 for the purpose of developing a Family Friendly Center (FFC) for students enrolled in one (1) Passaic county traditional or public charter school elementary and/or middle school. The awarded provider is encouraged to partner with other schools in the surrounding community to allow those students access to the FFC.

The FCP's Office of School-Linked Services contracts with organizations and school districts throughout the State to provide a variety of prevention and support services that enrich existing public/charter afterschool programs. FFCs enhance afterschool programming in elementary and middle schools by providing constructive academic, recreational, and social enrichment activities to students and their families. FFCs emphasize positive youth development, encourage parental participation, and seek to establish partnerships with school and community stakeholders to meet the unique needs of youth and their families. All FFCs offer afterschool services throughout the 10 month school year; some FFCs also elect to offer services during the summer months.

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.

According to research cited by the Afterschool Alliance, *children in afterschool programs go to school more, see improvement in their behavior, and increase their likelihood of moving onto the next grade level and graduating.* In addition, afterschool programs keep children

active and support their consumption of nutritious foods. The studies cited by the National Alliance indicate students in afterschool programs are more physically fit than students not in a program. Last but not least, the U.S. Department of Education found that 10-16 year olds who have a relationship with a mentor are 46% less likely to start using drugs and 27% less likely to start drinking alcohol.

The Family Friendly Center (FFC) approach was established in 1998 by the Department of Human Services (DHS) Office of Special Initiatives to help students succeed by promoting their intellectual, social, emotional, and physical development. FFCs enrich existing afterschool programming by offering education, recreation, social services, and family enrichment services in a creative, caring environment. FFCs collaborate with host schools, schools in the surrounding community, and the community at large to offer services that the schools could not otherwise offer on their own. By doing such, FFCs also accommodate the needs of parents/guardians by providing a supervised, safe, and supportive environment during afterschool hours when youth are at increased risk of substance abuse, sexual activity and juvenile crime. Ultimately, FFCs promote healthy youth development, enhance family strengths, and support continued learning.

Target Population

All students enrolled in identified public/charter elementary or middle school where services will be provided and students enrolled in schools in the surrounding community that partner with the FFC provider.

Cultural Competency

The awarded FFC provider and its policies must affirm plus strengthen cultural identity, sensitivity, and cultural responsiveness to its fullest diversity of New Jersey family structures, cultural values and life stages. Programs and policies must be flexible and tailored to the unique needs of the families involved in the FFC.

The awarded provider shall identify and develop, as needed, accessible culturally responsive services and supports. For instance, sufficient time for and intensity of services must be provided in order to achieve positive outcomes for diverse families. Other examples include, but are not limited to, employing staff who reflect the diversity of the community being served and affiliations with informal or natural helping networks such as language services, neighborhood and civic associations, faith based organizations, and recreational programs determined to be appropriate.

C. Services to be Funded:

Funding is available to a qualifying applicant to initiate, coordinate and develop an FFC to support elementary and/or middle school students enrolled in one (1) public/ charter school in Passaic County. FFC services can only be operated at one (1) public/charter school. However, FFC services can also be made available to students attending schools in the surrounding community.

According to the US Department of Education, *charter schools are public schools that operate with freedom from many of the local and state regulations that apply to traditional public schools. Charter schools allow parents, community leaders, educational entrepreneurs, and others the flexibility to innovate and provide students with increased educational options within the public school system. Charter schools are sponsored by local, state, or other organizations that monitor their quality while holding them accountable for academic results and responsible fiscal practices.*

For more information see:

(<http://www2.ed.gov/parents/schools/choice/definitions.html>)

The awarded provider will be responsible for clearly articulating in the proposal how the below approach, standards, and framework will be integrated into the proposed FFC model.

- FFC is designed and implemented in a non-stigmatizing manner through partnership with youth, school administration, parents/caregivers, and relevant community service agencies.
- FFC activities may vary based on the unique needs of the school community, however all FFCs must be grounded in:
 - NJ Standards for Prevention Programs: *Building Success through Family Support*
 - The Center for the Study of Social Policy's Youth Thrive Promotive and Protective Factors Framework (Youth Thrive)

The New Jersey Standards for Prevention Programs articulates the NJ DCF’s approach to child abuse prevention and intervention. To learn more visit:

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

Standards for Prevention Programs: Building Success through Family Support		
Conceptual Standards	Practice Standards	Administrative Standards
Family centered	Flexible and responsive	Sound program structure and practices
Community based	Partnership approach	Committed caring staff
Culturally sensitive and competent	Links with informal and formal supports	Data collection and documentation
Early Start	Universally available and voluntary	Measurable outcomes and program evaluations
Developmentally appropriate	Easy accessible	Adequate funding and long range plans
Participate as partners	Long term and adequate intensity	Participant and community collaboration.
Empowerment and strength based approaches		

The Youth Thrive Framework articulates the NJ DCF’s approach to support the healthy development and well-being of youth. To learn more visit: <http://www.cssp.org/reform/child-welfare/youththrive>

Youth Thrive
Youth Resilience allows a youth to manage stress and functioning when faced with stressors, challenges, or adversity; the outcome is personal growth and positive change.
Social Connections provides youth with the opportunity to have healthy, sustained relationships with people, institutions, the community, and a force greater than oneself that promote a sense of trust, belonging, and that one matters.
Knowledge of adolescent Development (including brain development and the impact of trauma) the understanding of the unique aspects of adolescent development; implementation of developmentally and contextually appropriate best practices will set youth on a path toward healthy outcomes in adulthood.
Concrete Support in Times focuses on two interactive components, youths’ positive help-seeking behavior and high-quality service delivery. This is important because all youth need help sometimes, whether they are working on challenging homework, trying to figure out the dynamics of interpersonal relationships, considering their next steps after high school or trying circumstances over and above those faced by young people generally.
Cognitive and Social-Emotional Competence is the awareness that adolescence is a period marked by significant neurological, physical, psychological, cognitive, social and emotional developmental transitions. During this time, youth need nurturing adult support, positive peer relationships, and wholesome experiences to acquire skills and attitudes to form an independent identity. The outcome will help youth navigate transitions and have a productive, responsible, and satisfying adulthood.

FFC OPERATING PROCEDURES

The expectation is for the awarded provider to adhere to the following general operating procedures:

- All programs are encouraged to utilize evidence based, evidence informed, and/or evidence supported/promising curricula and best practice strategies *whenever possible*. Definitions for each are provided below:
 - 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.
- All programs adhere to the FCP & DOW Logic Model [Exhibit G]
- The FFC atmosphere and décor of the space is expected to be professional, youth appropriate, fun, warm, welcoming and non-stigmatizing.
- The FFC must provide or have access to sufficient space to accommodate program services, including:
 - classroom or similar area with chairs and tables conducive to studying, tutoring and enrichment activities
 - Indoor and outdoor areas for recreational use as weather permits
 - “quiet” area with comfortable seating for reading and relaxation
- The FFC shall provide and promote services that are safe, non-stigmatizing, culturally sensitive, supportive, enriching, educational and age-appropriate.
- The FFC is required to obtain parental consent for student participation in the program. Signed release of information consent forms are valid for one (1) year and must be renewed upon expiration. All consent forms must be retained in each student’s record.
- All FFCs shall adhere to strict guidelines regarding confidentiality. Students and families are informed verbally and in writing prior to the disclosure of confidential information, about legal and ethical circumstances that will permit or require the release of such

information without consent, including N.J.S.A. 9:6-8.40 which states that every citizen is mandated to report any suspected or actual incidence of child abuse or neglect.

- The FFC shall adhere to confidentiality of individual student records and maintain records in a secure location within the FFC space. Progress notes and attendance logs shall be maintained to document student participation and development.
- The FFC programs shall coordinate and integrate services with school activities *whenever possible*.
- The FFC programs shall ensure that promotional and access information regarding New Jersey's *Youth Helpline 2NDFLOOR* is readily available to all students.
- All FFC promotional materials, including brochures, posters and advertisements shall include the words, "*New Jersey Department of Children and Families Funded Program*".

FFC SERVICES

Family Friendly Centers enhance afterschool programming for elementary and middle schools students and their families. All FFC activities are enriching, educational, age appropriate, and intended to reinforce the skills and information learned during the school day. **All FFCs offer the following FFC targeted services:**

- **Family Support Services:** Education, enrichment, recreation, and social services to help strengthen families by enhancing parental resilience, and social connections. Support is provided directly or through referral to outside sources that strengthen and promote family stability. Related activities may include: "Parent Night"; recreational activities; seminars and workshops regarding relevant issues that impact family life (i.e. employment strategies, nutritional health, and budgeting); etc.
- **Recreation:** Recreational activities promote physical health and positive youth development, and typically include: indoor and outdoor games; sports; nature play; and cultural, seasonal and educational field trips to foster positive peer relationships and healthy social skill development.
- **Social Services:** General social services are offered to all participating students to help them develop their full potential, address needs, and support their success. Services include: consultations; advocacy; information sharing; and linkages to community-based agencies and programs that meet their physical, emotional, or psychosocial needs.

All programs maintain an up to date information and referral directory of available local, county and state supported services and resources. FFC staff will follow-up on referrals to ensure that services are accessible, appropriate, and responsive to the needs of students and their families.

Programs also provide services and activities that fall within other FFC targeted service areas. With input from students, schools, families and the community, programs select at least 2 additional fields of concentration each year.

- **Educational Support:** Educational services support learning by addressing individual student needs and interest. Services include but are not limited to: tutoring, homework assistance, literacy services; basic skills instruction; and other activities that increase knowledge or learning proficiency.
- **Enrichment Services:** Enrichment activities enhance learning, personal or social development, leadership or cultural awareness and include: discussions with knowledgeable adults and peers; leisure reading; writing; hobbies, strategy games (such as chess, checkers, etc.); museum visits; theatre; music; crafts; and technology instruction.
- **Health and Nutrition:** Health and nutrition services promote education and learning activities for youth and families to encourage healthy lifestyles. Examples include: guest speakers, instruction and strategies for ensuring a healthy diet, food preparation techniques, shopping tips, etc.

LEVEL OF SERVICE

Programs are expected to achieve the minimum level of service in the FFC targeted services and the two additional fields of concentration. This information will be entered and tracked on the web-based data system supplied by DCF.

Students enrolled in the FFC afterschool enhancement component of the existing afterschool program are clearly tracked and identified. The provider is expected to have clear process to identify and distinguish services to these students and families.

During the 10 month year of operation, a minimum of 30 unduplicated youth will be served and 15 unduplicated families.

PROGRAM OUTCOMES

92% of participating youth will demonstrate improvement in their academic performance and/or social and emotional well-being.

80% of participating families will demonstrate awareness of supports and resources available in the community.

REPORTING & COMMUNICATION REQUIREMENTS

Applicants are expected to submit an attestation statement that delineates operation in accordance to the following reporting requirements and communication expectations.

All reports are submitted electronically by the Chief Program Administrator or other authorized personnel in accordance with the guidelines specified below:

a. Monthly Service Reports

Monthly service reports are available by the fifteenth day of each month for the preceding month in which services were provided. All data is entered on a web-based management information system and submitted in the specific format prescribed by the Division.

b. Bi-Annual Service Reports

NJ FFC Bi-Annual Reports are completed in the format prescribed by the DCF's Division of Family and Community Partnerships (FCP) and submitted to the Office of School-Linked Services and Contract Administrator by January 15th and July 15th of each year.

c. Communication

All programs must maintain open lines of communication with the DCF Office of School-Linked Services, the student population and the community. All programs must have a multi-function voicemail system, email address, internet connection with the capability to access emergency phone numbers and provide information in all languages as appropriate.

FFC Coordinators are also required to attend periodic meetings as called by the OSLS.

STAFFING REQUIREMENTS

All FFC services are delivered by qualified staff. Staffing patterns vary by site and program type, but all programs minimally employ a designated FFC Coordinator. The FFC Coordinator is available to the program during hours

of operation and ensures that services are delivered in accordance with DCF contract expectations.

STUDENT ELIGIBILITY

Students currently enrolled in the host school and other schools in the surrounding community may participate in FFC programs. Students are able to access services after school hours from September through June, and in some cases during the summer months. Participation is voluntary and students may withdraw at any time, however, every effort is made to engage youth and maintain their involvement in the program.

Family Friendly Centers support and uphold the code of conduct and behavioral expectations of the host school. Students who are suspended or expelled from school may not participate in program activities without the consent of the school administration.

LOCATION OF SERVICES

At times, FFC services may be delivered off school grounds depending on available resources and the needs of the student population (e.g., weekly use of community swimming pool or theater). When services are provided within the community, FFCs ensure the safe transport of students to and from the site. Procedures and protocols for conducting program activities off school grounds are retained on file and available for DCF inspection.

SOFTWARE AND DATA

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.

Applicants are also advised that any data collected or maintained through the implementation of the proposed program shall remain the property of DCF.

D. Funding Information:

For the purpose of this initiative, the Department will make available annualized funding of \$45,463. Funding is subject to approval of the Appropriations Act and continuation funding is contingent upon the availability of funds in future fiscal years and the grantee's performance under the provisions of this RFP and the resulting Contract.

One (1) proposal will be funded under this program.

DCF anticipates the funding start date is April 1, 2017

Matching funds are required.

- The matching share is 25% of the total amount of the award (cash and/or in-kind funds may be used)
- Applicants must identify the source of their matching funds
- Private entities are limited to cash donations only (in-kind match is not permitted)

Additional start-up funds are not available. Reasonable operational start-up costs (one-time) are permitted, and all start-up costs (one-time) must be funded with accruals. Applicants must provide a justification and detailed summary of anticipated start-up costs in order to begin program operations.

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

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 shall not be suspended, terminated or barred for deficiencies in performance of any award, and if applicable, all past issues must be resolved as demonstrated by written documentation.
5. Applicants that are presently under contract with DCF must be in compliance with the terms and conditions of their contract.
6. Where required, all applicants must hold current State licenses.
7. Applicants that are not governmental entities must have a governing body that provides oversight as is legally required.

8. Applicants must have the capability to uphold all administrative and operating standards as outlined in this document.
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:

December 20, 2016	Notice of Availability of Funds/RFP publication
January 26, 2017	Deadline for Email Questions sent to DCFASKRFP@dcf.state.nj.us
February 9, 2017	Deadline for Receipt of Proposals by 12:00PM

All proposals must be received by 12:00 PM on or before February 9, 2017. Proposals received after 12:00 PM on February 9, 2017 will **not** be considered.

Online:

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, if required 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:

1. A copy of the Acknowledgement of Receipt of the NJ State Policy and Procedures returned to the DCF Office of the EEO/AA
2. DCF Third Party Contract Reforms Attestation
3. Proof of Insurance naming DCF as additionally insured from agencies
4. Bonding Certificate
5. Notification of Licensed Public Accountant (NLPA) with a copy of Accountant's Certification
6. ACH- Credit Authorization for automatic deposit (for new agencies only)

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 should 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 twenty five (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. Exhibit F- DCF Budget form and attachments do not count towards the narrative page limit.

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

1) Applicant Organization (10 Points)

Describe the agencies progress toward achieving accreditation of the National Association for the Education of Young Children (NAEYC). If none describe how you will achieve accreditation within 48 months of contract award.

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.

Describe the agency's background and experience in implementing the types of services described in the RFP.

Provide an indication and explanation of the organization's demonstrated commitment to cultural competency and diversity. The provider shall identify and develop, as needed, accessible culturally responsive services and supports. These shall include, but are not limited to:

- affiliations with informal or natural helping networks such as language services, neighborhood and civic associations, faith based organizations, and recreational programs determined to be appropriate.
- culturally competent and responsive Supervisors, with training and experience necessary to manage complex cases in the community across child and youth serving systems.
- a cultural competency plan that describes actions your agency will take to insure that:
 - policies, materials, environment, recruitment, hiring, promotion, training and Board membership reflect the community or the intended recipients of the services and promote
 - the cultural competency of the organization and that resources and services will be provided in a way that is culturally sensitive and relevant.

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.

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.

2) Need Justification (10 Points)

Provide documentation describing the local need for the proposed services, including:

- statements that demonstrate an understanding of the problem and the needs of the target population;
- a summary of existing services, including identified gaps in the current provision and availability of those services; and
- citations of relevant statistics and discussions of studies that reflect the prevalence of the problem and the unmet needs of the target population.

3) Program Approach Total (45 Points)

Specify a program approach for the Family Friendly Center that includes an overview of the proposed services and their anticipated impact on the target population, including:

Programmatic (20 Points)

- A description, goals and objectives for each of the services/activities to be provided:
 - Family Support Services
 - Recreation
 - Social Services
 - And at least two of the following:
 - Education Support
 - Enrichment Services
 - Health and Nutrition
 - Include a description of the variety of educational and recreational activities offered throughout each week of the year and how the children choose from among various clubs that are offered to foster educational (math, science, literacy, culture, languages, etc.) and recreational (sports, team building, gardening, and other skills). At the end of each cycle of a given club, provide how your agency will

provide a culminating event for involvement of parents and families to participate in the result of their children's work. In addition, complete Exhibit C – FFC Contract term form.

- A description of the school that has committed to receive the FFC services and the applicant agency's relationship with that school. In addition, complete Exhibit D- Program Catchment Area form.
- A description of the applicant agency's relationship with local police, health agencies, juvenile justice, health and mental health agencies that will provide support to the program.
- A description of how your agency shall accommodate and provide inclusion for youth and families with special needs children enrolled in your programs. Describe how your agency will coordinate care and schedules so special needs children who are eligible for participation can attend programs.
- A description of the activities or methods that program personnel will employ to achieve the service objectives;
- A description of any service coordination, collaborative efforts or processes that will be used to provide the proposed services (attach any affiliation agreements or Memoranda of Understanding);
- Information on the accessibility of services, including the hours and days that services will be available to clients, and the geographic location(s) where services will be provided;
- Student/family eligibility requirements, referral processes and student/family rejection/termination policies;
- A description of any fees for services, sliding fee schedules and waivers;
- A description of student data to be recorded, the intended use of that data and the means of maintaining confidentiality of student records. All programs adhere to strict guidelines regarding confidentiality. Students and families are informed verbally and in writing about legal and ethical circumstances that will permit or require the release of such information without consent, including N.J.S.A. 9:6-8.40 which states that every citizen is mandated to report any suspected or actual incidence of child abuse or neglect. Outside of mandated reporting, parents/guardians authorization to disclosure of confidential information is required prior to release. Release of information forms are valid for one (1) year and retained in the student's FFC record.
- 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.).

Level of Service

(10 Points)

- Describe the non-stigmatizing process that will be used to identify and select the 30 students and 15 families to be supported through FFC.
- Describe the process that will be used to identify and track the level of service from the general afterschool program.

Program Implementation Schedule

(5 Points)

Provide a feasible timeline for implementing the proposed services. Attach a separate Program Implementation Schedule as part of the Appendix. See Exhibit E for an example of the format of this schedule.

Staffing, Management and Supervision

(10 Points)

- Indicate 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; and resumes of any existing staff who will perform the proposed services.
- Describe the management and supervision methods that will be utilized.

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, attach 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/ Assessment Tools (20 Points)

Submit an evaluation plan or describe the evaluation plan including tools that will be used to measure the progress on the outcome indicators below.

92% of participating youth will demonstrate improvement in their academic performance and/or social and emotional well-being.

80% of participating families will demonstrate awareness of supports and resources available in the community.

Describe procedures that will be used for data collection, management and timely reporting. Provide a description of student data to be recorded, the intended use of that data and the means of maintaining confidentiality of student records. *Applicants are reminded that any data collected or maintained through the implementation of the proposed program shall remain the property of DCF*

5) Budget

(15 Points)

The Department will consider the cost efficiency of the proposed budget as it relates to the anticipated level of services (LOS). Therefore, 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 budget narrative must be part of the 25 page proposal. The Budget form example is Exhibit F

The budget should 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.

The completed budget proposal must also include a detailed summary of and justification for any one-time operational start-up costs. These costs should be reflected on a separate schedule. See Exhibit F for the required format.

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

Standard DCF Annex B (budget) forms are available 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/>

B. Supporting Documents:

Applicants must submit a complete proposal signed and dated by the Chief Executive Officer or equivalent and should submit a CD ROM containing all the documents 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	
<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
<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 Appendices for paper copies, CD and electronic copies.
<input type="checkbox"/>	Proposal Narrative (25 Pages) in following order <ol style="list-style-type: none"> 1. Applicant Organization 2. Needs Justification 3. Program Approach 4. Outcome Evaluation 5. Budget Narrative
Part II: Appendices	
1.	<input type="checkbox"/> Exhibit C- FFC Contract Term
2.	<input type="checkbox"/> Exhibit D-Program Catchment Area
3.	<input type="checkbox"/> Job descriptions of key personnel, resumes if available for key personnel (please do not provide home addresses or personal phone numbers)
4.	<input type="checkbox"/> Staffing patterns
5.	<input type="checkbox"/> Current or Proposed Agency Organization Chart
6.	<input type="checkbox"/> Proposed Program Implementation Schedule (see Exhibit E for the required format.)
7.	<input type="checkbox"/> Safe-Child Standards Description of your agency's implementation of the standards (no more than 2 pages)
8.	<input type="checkbox"/> Exhibit F- DCF Budget Form -Note that the budget, start-up costs and the 25% match are required to be included both on this form and a description in the Narrative.
9.	<input type="checkbox"/> Copy of agency's Conflict of Interest policy

10.	<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. If not applicable, include a written statement.
11.	<input type="checkbox"/>	Dated List of Names of Board of Directors <ol style="list-style-type: none"> a. Titles, b. Address and c. Terms
12.	<input type="checkbox"/>	Signed Standard Language Document (SLD) [Version: Rev. June 6, 2014] Form: http://www.nj.gov/dcf/documents/contract/forms/StandardLanguage.doc
13.	<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
14.	<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
15.	<input type="checkbox"/>	Applicable Consulting Contracts , Affiliation Agreements/Memoranda of Understanding related to this RFP. If not applicable, include a written statement
16.	<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
17.	<input type="checkbox"/>	Professional Licenses related to job responsibilities for this RFP. If not applicable, include a written statement
18.	<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
19.	<input type="checkbox"/>	Certificate of Incorporation Website: http://www.nj.gov/treasury/revenue/filecerts.shtml
20.	<input type="checkbox"/>	<u>For Profit</u> : 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.

21.	<input type="checkbox"/>	Agency By-laws
22.	<input type="checkbox"/>	Tax Exempt Certification Website: http://www.state.nj.us/treasury/taxation/exemption.shtml
23.	<input type="checkbox"/>	Disclosure of Investigations & Other Actions Involving Bidder Form (PDF) Form: http://www.state.nj.us/treasury/purchase/forms/DisclosureofInvestigations.pdf
24.	<input type="checkbox"/>	Disclosure of Investment Activities in Iran (PDF) Form: http://www.state.nj.us/treasury/purchase/forms/DisclosureofInvestmentActivitiesinIran.pdf
25.	<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
26.	<input type="checkbox"/>	Chapter 271** Signed and dated http://www.state.nj.us/treasury/purchase/forms/CertandDisc2706.pdf
27.	<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
28.	<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
29.	<input type="checkbox"/>	Annual Report to Secretary of State Website: https://www1.state.nj.us/TYTR_COARS/JSP/page1.jsp
30.	<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
31.	<input type="checkbox"/>	W-9 form (new agencies only) http://www.state.nj.us/treasury/omb/forms/pdf/W9.pdf If not applicable, include a written statement

32.	<input type="checkbox"/>	Certification Regarding Debarment - (Signed and dated) Form: http://www.state.nj.us/dcf/providers/notices/Cert.Debarment.pdf
33.	<input type="checkbox"/>	Statement of Assurances - (Signed and dated) 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: <u>Non Profit Form 990</u> Return of Organization Exempt from Income Tax -or- <u>For Profit Form 1120</u> 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 Policy: http://www.nj.gov/dcf/documents/contract/manuals/CPIM_p7_audit.pdf

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

Standard DCF Annex B (budget) forms are available at:
<http://www.state.nj.us/dcf/providers/contracting/forms/>

** 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 may be reviewed via the Internet at:

www.nj.gov/dcf/providers/contracting/manuals

C. Requests for Information and Clarification

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).

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
FFC Contract Term

Programs also provide services and activities that fall within other FFC targeted service areas. With input from students, schools, families and the community, programs select at least 2 additional fields of concentration each year.

Check all that apply to this contract term and provide a brief description (5 sentences or less) of the activities to be undertaken in each selected FFC service area:

- Educational Support:** Educational services support learning by addressing individual student needs and interests. Services include but are not limited to: tutoring; homework assistance; literacy services; basic skills instruction; and other activities that increase knowledge or learning proficiency. *Briefly describe the services to be provided:*

- Enrichment Services:** Enrichment activities enhance learning, personal or social development, leadership or cultural awareness and include: discussions with knowledgeable adults and peers; leisure reading; writing; hobbies; strategy games (such as chess, checkers, etc.); museum visits; theatre; music; crafts; and technology instruction. *Briefly describe the services to be provided:*

- Health and Nutrition:** Health and nutrition services promote education and learning activities for youth and families to encourage healthy lifestyles. Examples include: guest speakers, instruction and strategies for ensuring a healthy diet, food preparation techniques, shopping tips, etc. *Briefly describe the services to be provided:*

- Other** (Specify here and briefly describe below): _____

FFCs are not required to operate during the summer. However, those that choose to provide a reduced level of service during non-school months are authorized to allocate 10% of contract funding for that purpose.

If summer programming will be offered, identify the FFC targeted service area(s) and describe the activities that will be provided:

FFC Service Areas: Family Support Social Services Recreation
 Enrichment Health/Nutrition Educational Support

Service Activities:

Exhibit D
Program Catchment Area

Describe the neighborhood(s) and the building(s) where each program site(s) is located. Detail accessibility to mass transportation. Identify the program catchment area.

SITE #1: _____	
<input type="checkbox"/> Elementary School	<input type="checkbox"/> Middle School
Program Name:	
Street Address:	
Phone Number:	Email:
<input type="checkbox"/> Located on School Grounds	<input type="checkbox"/> Services provided off-site <small>(i.e. educational support, enrichment activities, health/nutrition)</small>

SITE #2: _____	
<input type="checkbox"/> Elementary School	<input type="checkbox"/> Middle School
Program Name:	
Street Address:	
Phone Number:	Email:
<input type="checkbox"/> Located on School Grounds	<input type="checkbox"/> Services provided off-site <small>(i.e. educational support, enrichment activities, health/nutrition)</small>

SITE #3: _____	
<input type="checkbox"/> Elementary School	<input type="checkbox"/> Middle School
Program Name:	
Street Address:	
Phone Number:	Email:
<input type="checkbox"/> Located on School Grounds	<input type="checkbox"/> Services provided off-site <small>(i.e. educational support, enrichment activities, health/nutrition)</small>

SITE #4: _____	
<input type="checkbox"/> Elementary School	<input type="checkbox"/> Middle School
Program Name:	
Street Address:	
Phone Number:	Email:
<input type="checkbox"/> Located on School Grounds	<input type="checkbox"/> Services provided off-site (i.e. educational support, enrichment activities, health/nutrition)

SITE #5: _____	
<input type="checkbox"/> Elementary School	<input type="checkbox"/> Middle School
Program Name:	
Street Address:	
Phone Number:	Email:
<input type="checkbox"/> Located on School Grounds	<input type="checkbox"/> Services provided off-site (i.e. educational support, enrichment activities, health/nutrition)

SITE #6: _____	
<input type="checkbox"/> Elementary School	<input type="checkbox"/> Middle School
Program Name:	
Street Address:	
Phone Number:	Email:
<input type="checkbox"/> Located on School Grounds	<input type="checkbox"/> Services provided off-site (i.e. educational support, enrichment activities, health/nutrition)

SITE #7: _____	
<input type="checkbox"/> Elementary School	<input type="checkbox"/> Middle School
Program Name:	
Street Address:	
Phone Number:	Email:
<input type="checkbox"/> Located on School Grounds	<input type="checkbox"/> Services provided off-site (i.e. educational support, enrichment activities, health/nutrition)

Exhibit F-DCF Budget Form

BUDGET CATEGORIES 12-Month Budget	TOTAL COSTS	DCF Funding request	Other Cash or In-Kind Funding Sources*	START- UP FUNDING REQUEST
A. Personnel - Salary (FTEs/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) Cost Allocation				
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) 25% Match				
Other Funding Amounts:	0	0	0	

Exhibit G Logic Model is posted on the DCF website
<http://nj.gov/dcf/providers/notices/>