



**REQUEST FOR PROPOSALS
FOR
FATHERHOOD/HEALTHY RELATIONSHIP INITIATIVE**

Funding of \$190,000 Available

CFDA # 93.500

There will be no Bidders Conference for this RFP.

Questions are due: February 17th, 2015 at 12:00 PM

Proposals are due: March 5th, 2015 at 12:00 PM

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

Commissioner

February 3, 2015

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 8
E. Applicant Eligibility Requirements	Page 10
F. RFP Schedule	Page 10
G. Administration	Page 11
H. Appeals	Page 13
I. Post Award Review	Page 13
J. Post Award Requirements	Page 14

Section II - Application Instructions

A. Review Criteria	Page 15
B. Supporting Documents	Page 23
C. Requests for Information and Clarification	Page 25

Exhibit A-Affirmative Action Policy

Exhibit B-Discrimination Policy

Exhibit C- Goals and Objectives

Exhibit D-Fatherhood Engagement Specialist Job description

Exhibit E-Sustainability plan- 8 Key Factors

**Exhibit F-National Responsible Fatherhood Clearinghouse, “*What Works*” in
*Fatherhood Programs? Ten Lessons from Evidence Based Practice***

Exhibit G-Evidence-Based Research Findings on Programs for Fathers

Exhibit H-Budget Form

Exhibit I-Young Fathers Healthy Teen Network

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 for this RFP will be accepted until February 17, 2015 at 12:00 PM providing them 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 \$190,000 in funding in the form of one (1) competitive grant for two (2) Father Engagement Specialists to work within the identified communities and support DCF's Parent Linking Program (PLP) and Project TEACH (Teen Education and Child Health) programs. The PLP provides culturally competent services to enable expectant and parenting teens to successfully meet their parenting, educational, vocational and healthcare responsibilities. Project TEACH is an alternative year-round education program operated in DCF's Regional Schools.

The funding is made available through Pregnancy Assistance Fund (PAF) Program: Support for Pregnant and Parenting Teens and Women (CFDA # 93.500) awarded to DCF (August 1, 2013-July 31, 2017) by the US Department of Health and Human Services (HHS), Office of Adolescent Health (OAH)

The purpose of this initiative is to support community father engagement efforts in target communities, promote healthy relationships, build and/or strengthen social supports, education and employment achievement for expectant and parenting young fathers and fathers of adolescents.

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.

The Parent Linking Program operates under the auspices of the New Jersey School Based Youth Services Program (SBYSP). The NJ SBYSP was initiated by the New Jersey Department of Human Services (DHS) in 1988 to help young people navigate the adolescent years, finish their education, obtain skills leading to employment or continuing education, and graduate healthy and drug free. The SBYSP integrates a range of services for youth at one location in or near their school. The SBYSP is available in 92 public schools across the state of New Jersey.

Effective August 1, 2013 DCF was awarded an annual grant of \$1.5M by the US Department of Health and Human Services (HHS), Office of Adolescent Health (OAH) through its Pregnancy Assistance Fund authorized under the Patient Protection and Affordable Care Act (Public Law 111-148). These funds are expected to be available on an annual basis until July 31, 2017 to support NJ's PLP enhancement project Promoting Success for Expectant & Parenting Teens (PSNJ). The PSNJ funding provides NJ with an opportunity to expand and enhance support services for pregnant and parenting teens, and improve the coordination of existing services.

Parent Linking Program History

In 1980 PCA-NJ (Prevent Child Abuse NJ) developed the PLP to offer educational and supportive services to urban adolescent parents through groups and newsletters. The PLP was developed because PCA-NJ recognized that teenage parents were at an increased risk of becoming abusive due to their lack of economic resources, maturity, and limited knowledge about parenting and child development. In 1984, PCA-NJ developed a more comprehensive approach to the PLP and added childcare services. In exchange for free childcare, teen parents attended weekly workshops on parenting, parent-child interaction, and life skills.

In 1989, PLP became a component of the New Jersey's SBYSP and on an as needed basis incorporated counseling and crisis intervention services. The demands to support teen parents were greater than the SBYSP staff could manage. Therefore, support from the school district, local childcare facilities, and community based organizations was elicited to provide childcare either on-site or within close proximity to the teen's school. In addition, the service required the staffing of a full-time social worker or a case manager. Over the years the components have expanded to include comprehensive family life education, and access to healthcare services.

The overarching goal of the additional program funding is to strengthen case management and child care supports for expectant and parenting teens to:

- successfully complete their education and/or gain employment skills;
- improve birth spacing and reduce the likelihood of repeat teen pregnancies;

- increase parenting skills for fathers and their families;
- strengthen father involvement and co-parenting relationships, as appropriate;
- decrease intimate partner violence; and raise awareness of and coordinate available state and local resources to better support expectant and parenting young fathers and fathers of adolescents.

Project TEACH is a program operated by the Department of Children and Families' (DCF) Office of Education (OOE) for pregnant and parenting teens. It is a comprehensive alternative education program that serves New Jersey's high-risk pregnant and parenting youth between ages 13-21 (referred by local districts and placed by DCF or the court) in six counties. Project TEACH gives youth the skills needed to create a positive life for themselves and their children; and strives to have each student complete high school and receive their diploma.

DCF envisions a culture that values father involvement in families and communities. Research has shown that father involvement is associated with better outcomes for children:

- better academic achievement
- improved behavior,
- Improved health and wellbeing and psycho-social development.

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.).

C. Services to be Funded:

DCF is seeking to award one (1) grant to a qualifying entity to: 1) work collaboratively within targeted communities to implement a father engagement initiative that will service expectant and parenting young fathers and fathers of adolescents; and 2) provide technical support as needed to the PLP and Project TEACH sites. The awarded funds will pay for (2) full time (35 hours/week) 12 month Father Engagement Specialists, travel,

supplies and program incentives. Describe how you will utilize the (2) full time Specialists to cover both regions.

The Fatherhood Specialists will provide father engagement services in both the following regions:

Southern region	Northern region
Atlantic County	Essex County <ul style="list-style-type: none"> • Newark • Irvington • East Orange
Camden County	Passaic County
Cape May County	Hudson County <ul style="list-style-type: none"> • Jersey City • Union City
Cumberland County	
Salem County	

It is DCF’s expectation that successful applicants will utilize evidence based/evidence informed curricula to demonstrate how their proposed Father Engagement Initiative will be implemented and effective in reaching the goals of this RFP. The Father Engagement Initiative is expected to focus on:

- Community Education: Provide workshops, resources and more to educate community partners about the importance of father engagement and best-practice approaches on how to best engage fathers.
- PLP and Project TEACH Technical Support: *As needed*, provide technical support and general education to PLP and Project TEACH sites
 - E.g. support sites in developing and creating a father friendly environment, developing recruitment and marketing strategies to target expectant and young fathers, etc.
- Father Resource Linkage: Build and strengthen community father engagement supports to link fathers to necessary resources.
- Healthy Relationships: Strengthen families through education related to parenting skills and co-parenting/healthy relationship education.

Applicants are expected to engage a diverse group of community members in determining what factors should be considered in formulating its strategy for implementing a Father Engagement Initiative model. The model should benefit the target group identified above.

The services of the Father Engagement Initiative must be available year round.

The selected applicant is expected to begin service planning no later than April 30, 2015 and be fully operational by June 1, 2015.

Father Engagement Initiative Design

Defining Father Engagement

The goal of the Father Engagement Initiative is to reduce the barriers that impede the ability of fathers to become more purposeful 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.

“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.”—
President Barack Obama, Speech delivered Father's Day 2008, Apostolic Church of God in Chicago

Source: 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.

Core Services

The grantee of this initiative is expected to

- provide technical assistance as needed to PLP and Project TEACH sites and
- coordinate an array of supports, workshops and referral services to a minimum of 40 individuals (expectant and young fathers/couples and fathers of adolescents from the community) in each of the two regions with an emphasis on:
 - Relationships skills education
 - Parenting education
 - Jobs skills training
 - Strengthening Families Five Protective Factors
 - Parental resilience,
 - Social connections,
 - Knowledge of parenting and child development,
 - Concrete support in times of need, and
 - Children’s social and emotional development:

Technical Assistance: PLP and Project TEACH

Services provided to expectant and young fathers at PLP and Project TEACH sites are prevention orientated and are provided to help them cope with daily living as they navigate the responsibilities of being a young parent while attending school and to help them graduate. The grantee will work in collaboration with the PLP and Project TEACH staff to enhance services provided to expectant and young fathers and increase father recruitment and retention by:

1. Supporting PLP and Project TEACH sites with completing a father friendly check-up and
2. Developing an action plan based on the father friendly check-up that focus on:
 - a. Leadership development,
 - b. Organizational development,
 - c. Program development and
 - d. Community engagement.

The father friendly check-up is based on the recommendations highlighted in the “Father Friendly Check-UP” by the National Fatherhood Initiative, www.fatherhood.org.

Community Support Services

Community support services are provided to expectant and young fathers and fathers of adolescents 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 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 program will utilize an evidence

based/informed curriculum to engage individuals in at least five (5) of the following areas:

- 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 devilmment of youth including the impact of trauma

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

Note: Students and or 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.

Fatherhood Engagement Staffing

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.

In addition, the Father Engagement 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. The following are the minimum staffing requirements: Exhibit D

- (2) Full time positions with 100% of time dedicated to the provision of services to PLP sites, Project TEACH and support to a minimum of 40 individuals in each region (expectant and young fathers/couples and fathers of adolescents)
- a bachelor's degree in a health or human service field and two years' experience working with fathers, adolescents and families

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.

Organ and Tissue Donation: As defined in section 2 of P.L. 2012, c. 4 (N.J.S.A.52:32-33), contractors are encouraged to notify their employees, through information and materials or through an organ and tissue awareness program, of organ donation options. The information provided to employees shall be prepared in collaboration with the organ procurement organizations designated pursuant to 42 U.S.C. §1320b-8 to serve in this State.

D. Funding Information:

For the purpose of this initiative, the Department will make available \$190,000 for one (1) Pregnancy Assistance Fund (PAF) competitive grant for a twelve month period. The initial award may be pro-rated and the continuation of funding into State Fiscal Years 16 and 17 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 \$5,000) that may be used for:

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

Start-up funds must be fully expended by June 30, 2015.

This funding is part of a federal grant CFDA#93.500 and 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 federal funding. Timesheets shall be available for audit and review. Reporting on expenditures is expected monthly as well as a monthly level of service report indicating the type of service provided and the target population.

These Federal funds may not be combined or comingled with other Federal funded programs.

The twelve month budget, not to exceed \$190,000 shall include at a minimum:

- Salary for (2) full-time 12 month Father Engagement Specialists
- Engagement Specialist travel costs associated with outreach and community events
- Marketing, Training and Recruitment Materials
- Program Incentives e.g.
 - Transportation support bus ticket, gas card
 - Job readiness support- grooming/haircuts, interview clothing
 - Point/reward gift exchange system fathers earn gift cards that support parent child interaction through program participation.
 - Consultant
 - legal support services regarding child support, criminal record expungement for minor offenses that can be an employment barrier
 - English as Second Language Classes

If you are seeking one-time funding (not to exceed \$5,000), include proposed costs 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.

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. Applicants may 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.
4. 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.
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. Applicants must have the ability to achieve full operational census by June 1, 2015. Further, where appropriate, applicants must execute sub-contracts with partnering entities within 30 days of contract execution.
10. 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
11. 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:

February 3, 2015	Notice of Availability of Funds/RFP publication
February 17, 2015	Deadline for Email Questions sent to DCFASKRFP@dcf.state.nj.us at 12:00PM
March 5, 2015	Deadline for Receipt of Proposals by 12:00PM

All proposals must be received by 12:00 PM on or before March 5, 2015. Proposals received after 12:00 PM on March 5, 2015 will **not** be considered.

Proposals must be delivered:

Online- <https://ftpw.dcf.state.nj.us>

DCF offers bidders to submit proposals electronically to the web address above. Online training is available at the bidder's conference and on our website at: www.nj.gov/dcf/providers/notices/

We recommend that you do not wait until the date of delivery in case there are technical difficulties during your submission. Only a registered Authorized Organization Representative (AOR) or the designated alternate is eligible to send in a submission. Registration forms are available on our website. Registered AOR forms must be received 5 business days prior to the date the bid is due. You need to register only if you are submitting a proposal online.

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 should be double-spaced with margins of 1 inch on the top and bottom and 1½ inches on the left and right. The font may be no smaller than 12 points. 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. Items included in the transmittal cover letter, the budget spreadsheet and attachments do not count towards the narrative page limit. Please number all pages from Proposal Narrative through Appendix 24.

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. Describe your history of collaboration with formal and informal organizations and your capacity to engage young father and families in co-designing your services. 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. 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.

e. Include your total budget and percent used for prevention and family support.

f. Briefly explain why the agency is qualified to coordinate services for young fathers enrolled in PLP, Project Teach and in target communities based on NJ's need assessment data and what connections you have with other community agencies to support fathers, children and families.

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

2) Need Justification (15 Points)

The applicant must provide supporting documentation, including input from expectant and parenting teens, specifically young fathers, families and school representatives, relevant school community and local facts, statistics, study findings, etc. pertaining to, young fathers, teen pregnancy, 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 describe its ability to implement support for expectant and young fathers and fathers of adolescents in accordance with the expected services within the RFP.

- Include an overview of existing services and identify gaps and/or barriers in services.

The applicant must identify any father engagement and teen parenting 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).
- The applicant should explain how services will be coordinated with any partners to create a comprehensive array of services, address unmet needs and avoid duplication.

3) Program Approach

(25 Points)

The applicant must specify a program approach that includes an overview of the proposed services and their anticipated impact on the target population, including:

Provide evidence of how the Father Engagement Initiative will support the engagement efforts of PLP and Project TEACH sites and provide service for expectant and young fathers and fathers of adolescents in the targeted community with an emphasis on:

- Relationships skills education
- Parenting education
- Jobs skills training
- Strengthening Families Five Protective Factors
 - Parental resilience:
 - Social connections:
 - Knowledge of parenting and child/adolescent development:
 - Concrete support in times of need:
 - Children’s social and emotional development:

- Provide information on the accessibility of services, including the hours and days that services will be available to expectant and young fathers and fathers of adolescents in the community.

- A description of the services to be provided, including the specific goals and objectives of each;

- 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);

- The answer must include the selected evidence based/evidence informed curricula that will be used and associated costs should be outlined in the budget narrative. 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)
- The answer should include any experience the applicant has with the implementation of the evidence based curricula to be utilized with this program;
- The answer must identify the community location for services to young fathers and fathers of adolescents in the community;
- Client eligibility requirements, referral processes and client rejection/termination policies;
- A description of client data to be recorded, the intended use of that data and the means of maintaining confidentiality of client records.

Program Staffing: The applicant must provide a clear description of the staffing plan for this program

- 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; salary ranges; and resumes of any existing staff who will perform the proposed services.
- Describe the management and supervision methods that will be utilized. Attach the form of timesheet to use used by the program that is to be available for audit at all times. The timesheet must include time and activities for the time submitted for reimbursement.

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.).

Partnerships/Collaboration: The successful establishment of a Fatherhood Engagement Initiative requires community collaboration.

a. The applicant should explain 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.

b. The applicant must describe how the Fatherhood Engagement Specialist will work with to provide technical support to the established PLP and Project TEACH 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.

The answer should describe the process for identifying the collaborators on this grant. Clearly identify the relationships between collaborators before the writing of the grant.

Recruitment, Retention & Referral: Describe how the program will recruit and provide services to expectant and parenting young fathers and fathers of adolescents.

The applicant must describe the recruitment, enrollment and retention procedures for the program.

The applicant must provide a flow chart and descriptive overview of the Fatherhood engagement Initiative referral process. In addition, describe the referral process for additional resources expectant and parenting teens and their families may need as it pertains to formal and informal resources

Measurable Success and Outcomes: Applicants must demonstrate how the intervention selected achieves the following objectives that support the intent of the grant:

- Community Education: Provide workshops, resources and more to educate community partners about the importance of father engagement and best-practice approaches on how to best engage fathers.
- PLP and Project TEACH Technical Support: *As needed*, provide technical support and general education to PLP and Project TEACH sites
 - E.g. support sites in developing and creating a father friendly environment, developing recruitment and marketing strategies to target young fathers, etc.
- Father Resource Linkage: Build and strengthen community father engagement supports to link fathers to necessary resources.
- Healthy Relationships: Strengthen families through education related to parenting skills and co-parenting/healthy relationship education.

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 that will be implemented to achieve the DCF required goals and objectives. Include the following as part of the Appendices:

- Exhibit C: DCF goals and objectives

Goal 1: Develop/create a technical assistance protocol for PLP and Project TEACH sites to access services as needed.

Objective 1a: 100% of the PLP and Project TEACH will indicate awareness of the procedures.

Objective 1b: 80% of the PLP and Project TEACH sites that utilize the technical support of the Father Engagement Specialist will report supports to be helpful.

Goal 2: 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 young and fathers of adolescents.

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

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

Goal 3: Strengthen father involvement and co-parenting/healthy relationships.

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

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 and incorporate programming in the following:

- 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 devilmment of youth including the impact of trauma

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

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 Budget form is to be attached as an Appendix.

The budget should be reasonable and reflect the scope of responsibilities required to accomplish the goals of this project. The budget should 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. Attach this 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.

- 6) Sustainability Plan (10 points)**
The applicant must describe 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 (Exhibit E). 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 and 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

- 1. Proposal Cover Sheet*
- 2. Table of Contents
- 3. 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: Appendices

1. Job descriptions that include all educational and experiential requirements; salary ranges; and resumes of any existing staff who will perform the proposed services
2. Proposed agency organizational charts
3. Current/dated list of agency Board of Directors/Terms of Office
4. Staffing patterns
5. Proposed Program Implementation Schedule
6. Safe-Child Standards Description of your agency's implementation of the standards (no more than 2 pages)
7. Sample of evaluation tools that will be used to determine the effectiveness of the program services. (no more than 2 pages)
8. Flow chart of the Fatherhood Engagement Initiative referral process
9. Timesheets for staff
10. Copy of agency's Conflict of Interest policy
11. One-page Operational Budget Form
12. Applicable Consulting Contracts, Affiliation Agreements/Memoranda of Understanding, 5 Letters of Commitment and other supporting documents.
13. 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 <http://www.dnb.com>
14. Statement of Assurances*
15. Certification regarding Debarment*
16. Chapter 51 Certification Regarding Political Contributions** (Required by for profit entities)
17. Source Disclosure Certification**
18. Ownership Disclosure-Certification and Disclosure Forms
Note: non-profit entities are required to file the Certification-Disclosure of Investigations starting at Page 3 through 5**
19. Copies of all applicable licenses/organization's licensure status
20. Copies of any audits or reviews completed or in process by DCF or other State entities from 2013 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
21. Signed DCF Standard Language Document
22. Copy of IRS Determination Letter regarding applicant's charitable contribution or non-profit status
23. Current Form 990 for non-profits
24. Current Single Audit Report for non-profits/ Current Audited Financial Statements for for-profit entities

* 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.
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. Answers will be posted on the website at: <http://www.state.nj.us/dcf/providers/notices/>

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

All inquiries submitted to this email address must identify, in the Subject heading, the specific RFP for which the question/clarification is being sought.

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. Each question should begin by referencing the RFP page number and section number to which it relates.

All other types of inquiries will not be accepted. **Applicants may not contact the Department directly, in person, or by telephone, concerning this RFP.** Inquiries should only be addressed for technical support through DCFASKRFP@dcf.state.nj.us. Inquiries will not be accepted after the closing date of the Question and Answer Period. Written inquiries will be answered and posted on the DCF website as a written addendum to the 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 H-Budget Spreadsheet (12-month operational budget and start-up budget)

BUDGET CATEGORIES 12-Month Budget	TOTAL COSTS	DCF Funding request	Cash or In-Kind Funds <small>note sources below*</small>	Start-Up Funds
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	