



REQUEST FOR PROPOSALS

FOR

Four (4) New Jersey Youth Advisory Network (YAN) Regional Chapters

Region 1-Bergen, Hudson, Morris, Passaic, Sussex, Warren up to \$175,000

Region 2- Hunterdon, Mercer, Middlesex, Monmouth, Ocean, and Somerset up to \$160,000

Region 3- Essex and Union up to \$130,000

Region 4- Atlantic, Burlington, Camden, Cape May, Cumberland, Gloucester, and Salem up to \$185,000

Funding up to \$650,000.00 Available

**There will be no Bidders Conference for this RFP. Questions are due by
March 17, 2017**

Bids are due: April 27, 2017 at 12:00 PM

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

Commissioner

February 13, 2017

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Funding Agency

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

Special Notice: *There will be no bidder's conference for this RFP. Questions will be accepted until March 17, 2017 at 12:00 PM via email to DCFASKRFP@dcf.state.nj.us. Technical inquiries about forms and other documents may be requested anytime.*

Section I – General Information

A. Purpose:

The New Jersey Department of Children and Families' (DCF) Office of Adolescent Services announces the availability of up to **\$650,000.00** in State funding for the purpose of awarding four (4) New Jersey Youth Advisory Network (YAN) regional chapters. These YAN regional chapters will coordinate efforts to promote and effectuate youth participation, advocacy, and leadership to inform DCF's policy, practice, and resource priorities and further sustain child welfare reform progress in New Jersey.

The New Jersey YAN regional chapters shall implement a multifaceted approach to youth advocacy and leadership to ensure that youth with experience in the child welfare system and/or with homelessness are:

1. Included in decision-making and evaluation of supports, services, and practice offered through DCF;
2. Developing leadership and advocacy skills to strengthen protective factors and promote interdependence; and
3. Addressing regional and statewide issues affecting DCF-involved and homeless youth.

The New Jersey YAN regional chapters will target DCF adolescent and young adult serving providers and adult partners (such as resource parents, family members, mentors, or other informal youth supports) that are working with youth ages 14 to 22 who have current or previous experience with New Jersey's child welfare system (Child Protection and Permanency) and/or homelessness.

B. Background:

The Department is charged with serving and safeguarding the most vulnerable children and families in the State, and its mission is to ensure the safety, well-being, and success of New Jersey's children and families.

In 1985, youth advisory boards began to emerge nationwide after federal funding was made available to states to provide youth in foster care with independent living services. These initial youth advisory boards were a significant departure from existing philosophy, which previously excluded youth from policy and practice decisions in child welfare systems.¹ By 1999, the U.S. General Accounting Office found that 22 states had established youth advisory boards, which were starting to inform child welfare policies and services across the country.²

New federal regulations under the 1999 passage of the Foster Care Independence Act and the first set of Child and Family Services Reviews further required that youth with experience in foster care be included in decision making and program design/evaluation.³ According to a 2014 web survey, 47 states now have youth advisory boards with varying formats and objectives.¹

Since 2001, DCF has supported Youth Advisory Boards (YABs) across New Jersey. Historically, the YABs have been county or regionally-based and primarily designed to give input to DCF, while also teaching life skills, promoting peer networking, encouraging engagement in community and recreational activities, and providing youth with a platform to share feedback about their experience in foster care.

DCF continues to believe that youth involvement and voice is critical in fostering systems change and improvements and implementing effective supports and services, which promote dynamic outcomes for and with youth as they transition to adulthood.

The new model will create a network of programming and culture in New Jersey that values youth leadership and voice; ensuring that youth get their voices and concerns heard, and that they continue to play a critical role in changing and improving both the DCF system and local communities in New Jersey.

This RFP seeks to redesign and align youth advisory efforts to ensure that youth are effectively and authentically advising DCF in system change and improvement efforts. The new model will include a multi-faceted approach to engagement, capacity-building, building motivation, creating opportunity, and effectuating change.

C. Services and Activities to be Funded:

Funding is available for **four (4)** Youth Advisory Network (YAN) regional chapters. The YAN regional chapter staff will train DCF contracted youth

¹ Havlicek, J., Lin, C-H., & Villalpando, F. (2016). Web survey of foster youth advisory boards in the United States. *Children and Youth Services Review*, (60), 109-118.

² <http://www.gao.gov/assets/230/228309.pdf>

³ <http://citeseerx.ist.psu.edu/viewdoc/download?doi=10.1.1.473.5689&rep=rep1&type=pdf>

serving providers and other adult partners in principles and concepts of youth leadership and advocacy. The YAN staff will then be responsible for coaching and providing technical assistance to these providers and adult partners so they can implement their own leadership and advocacy training with youth they are working with. These youth will then acquire and strengthen their own leadership and advocacy skills so they are appropriately prepared to provide feedback and recommendations to DCF regarding policy, practice, resources, and other issues of interest in their communities that impact youth with current or previous experience in foster care or homelessness. The youth will also gain valuable skills that they can utilize in their own lives as they move towards self-sufficiency and interdependence.

For the purpose of this RFP, the following table provides a breakdown of the counties served and available funding for each region:

Region	Counties Served	Available Funding
Region 1	Bergen, Hudson, Morris, Passaic, Sussex, Warren	\$175,000
Region 2	Hunterdon, Mercer, Middlesex, Monmouth, Ocean, and Somerset	\$160,000
Region 3	Essex and Union	\$130,000
Region 4	Atlantic, Burlington, Camden, Cape May, Cumberland, Gloucester, Salem	\$185,000

Target Population

The New Jersey YAN regional chapters will provide training, coaching, and technical assistance to DCF contracted adolescent and young adult serving provider agencies and adult partners (such as resource parents, family members, mentors, or other informal youth supports) across the state who are serving or working with youth ages 14 to 22 who have current or previous experience with New Jersey’s child welfare system (Child Protection and Permanency) and/or homelessness.

DCF will work with the awarded YAN regional chapters to identify adolescent provider agencies and other adult partners that will receive training, coaching, and technical assistance.

Program Goals

The goals of the New Jersey YAN regional chapters are to provide the necessary training, coaching, and technical assistance to adolescent and young adult serving providers and adult partners so they are able to:

1. Support, prepare, and train youth to be included in decision-making and evaluation of supports, services, and practice offered through DCF;
2. Develop and strengthen a youth's leadership and advocacy skills in order to strengthen their protective factors and promote interdependence; and
3. Assist youth to identify, help elevate, and effectuate change regarding regional and statewide issues affecting DCF involved and homeless youth.

Program Standards

To successfully accomplish the goals outlined above, awarded agencies must:

- Be knowledgeable about fostering effective youth and adult partnerships.
- Use creative strategies to train, coach, and provide technical assistance to the adolescent and young adult serving providers and adult partners.
- Be familiar with the youth serving agencies and stakeholders in the region and demonstrate an ability to engage and collaborate with them.
- Endorse and utilize the Youth Thrive framework⁴ by committing to a foundational understanding of adolescent development; maintaining an awareness of the importance of a youth's social connections and resilience; having capacity to promote a youth's knowledge of community resources and supports, and constantly identify creative opportunities to strengthen a youth's cognitive and social-emotional competencies.

Program Overview

The New Jersey YAN regional chapters shall implement a multifaceted approach to youth advocacy and leadership that engages adolescent and young adult service providers, adult partners, and youth to create a network of programming and culture in New Jersey that values youth leadership and voice. The YAN aims to ensure that youth get their voices and concerns heard and that they continue to play a critical role in changing and improving the DCF system and issues of interest within their local communities in New Jersey. This strategy empowers youth to become agents of change in the child welfare and homeless youth serving systems and to acquire invaluable advocacy and leadership skills in their transition to adulthood.

⁴ <http://www.cssp.org/reform/child-welfare/youth-thrive>

Each regional chapter will include a mix of full and part time staff, with flexible opportunities for paid youth internships or apprenticeship opportunities.

The YAN regional chapter staff will be responsible for implementing a youth leadership and advocacy training approach to adolescent and young adult service providers and adult partners who will then deliver the training to youth they are working with. YAN staff will be responsible for supporting these providers and adult partners with implementation through follow up coaching and technical assistance with ongoing training to be provided when there is staff turnover or new adult partners involved.

YAN regional chapter staff will also be responsible for coordinating quarterly regional meetings with the providers, adult partners, and youth representatives to develop and strengthen the YAN in that region.

YAN staff will also assist providers and adult partners to support their youth in elevating and giving feedback to local issues within their communities and/or regional or statewide issues related to DCF.

Each regional YAN will be expected to participate in an annual Statewide Youth Advisory Network Day of Action to elevate issues that are selected by the youth. YAN staff will be responsible for working with the adolescent and young adult service providers, adult partners, and youth in that region to identify issues and ready youth representatives for researching and presenting these issues and recommendations at the Day of Action.

YAN staff will make efforts to acknowledge the success of the involved youth, youth serving providers, and adult partners through celebrations and recognition activities.

All YANs will identify strategies to maintain regular contact with the DCF Office of Adolescent Services regarding themes of youth issues, circumstances requiring immediate attention, information or resource needs, successes, and other programmatic concerns that arise.

Staffing

Each YAN regional chapter will be staffed by a team of full and part-time staff.

It is preferred that there are opportunities for paid internships or apprenticeships for youth that are supportive, educational, and enriching.

Awarded agencies must adhere to the following staffing model and qualifications:

Staffing Model:

- Each program must have at least 1 full-time and 1 part-time staff.

Staff Qualifications:

- Full-time staff must have at least a Bachelor's Degree, at least two years of experience post-degree including experience and/or strong knowledge of youth development, leadership and advocacy concepts, and a background or familiarity with the policy development and implementation process.
- Part-time staff must have at least a high school diploma or GED, at least two years of experience post-diploma or GED, and a strong knowledge of youth development.

YAN Regional Chapter Activities

YAN regional chapter staff will be expected to initiate, coordinate, and organize all chapter activities, including but not limited to:

- Partnering with the DCF Office of Adolescent Services to identify the adolescent and youth service providers that will be engaged in training, technical assistance, and coaching.
- Engaging adult partners (such as resource parents, family members, mentors, or other informal youth supports) working with youth who are not connected to adolescent and youth service providers, in order to also train and engage these youth in the YAN regional chapter.
- Engage adolescent and young adult service providers throughout the region in a thoughtful, strengths-based, and respectful way that considers the unique needs, schedule, and structure of each program and the youth they serve.
- Developing and delivering an engaging leadership and advocacy training for adolescent and young adult service providers and adult partners in that region. The training will cover topics such as: strategic sharing, knowledge and understanding of the child welfare system, leadership, advocacy, identifying problems, seeking feedback and input, developing action plans and recommendations, and public speaking. The training will be held at the adolescent and young adult service providers' preferred location in that region. Training location for adult partners will be determined on a case-by-case basis.

- Providing coaching and technical assistance to adolescent and young adult service providers and adult partners in order to effectively implement the training with the youth they are working with.
- Tracking knowledge acquisition and skill development of youth serving stakeholder and adult partner progress regarding incorporation of leadership and advocacy training information into their agency culture and/or practice/working relationship with a youth, and tracking policy issues and recommendations elevated by youth.
- Coordinate quarterly regional meetings with providers, adult partners, youth representatives, CP&P staff, and OAS to: develop and strengthen the YAN regional chapter, identify emerging youth issues and themes, share resources and information regarding DCF initiatives and updates, and discuss the overall progress and status of the YAN regional chapter.
- Assist providers and adult partners to support youth they work with to identify, research, elevate, and give feedback/recommendations regarding regional or statewide issues related to DCF, youth homelessness, and/or local issues within their communities.
- Collaborate with the adolescent and young adult service providers, adult partners, and youth in that region to identify issues and ready youth representatives for researching and presenting issues and recommendations at the annual Statewide Youth Advisory Network Day of Action.
- Acknowledge the success of the youth, adolescent and young adult service providers, and adult partners through organizing and coordinating celebrations and recognition activities.
- Maintain regular contact with the DCF Office of Adolescent Services regarding themes of youth issues, circumstances requiring immediate attention, information or resource needs, successes, and other programmatic concerns that arise.
- Participate in quarterly Statewide Youth Advisory Network meetings with the Office of Adolescent Services, staff from the other YAN regional chapters, and other representatives from each YAN region.
- Use of social media and other online platforms to assist the YAN in that region to stay connected.
- Participate in other meetings and trainings as required by DCF.

Evaluation, Reporting, and Quality Improvement

DCF practices continuous quality improvement (CQI) to identify and analyze strengths and areas needing improvement and is committed to the process of ongoing evaluation as a vehicle to learn and develop solutions to improve the quality of services. With this in mind, DCF is interested in better understanding the quality and impact of the Statewide Youth Advisory Network regional chapter program in addition to strengthening implementation supports and working with awarded providers to build their capacity to implement the model. Awarded providers must agree to participate in all CQI and evaluation-related activities for the program and collaborate with DCF and any additional third-party evaluators and consultants. Therefore, the awarded providers must:

- Have capacity to measure and report on outcome indicators as identified by DCF and/or the awarded agency.
- Meet with DCF staff and/or external evaluators/consultants at regular intervals to support program implementation and ensure any evaluation and data reporting requirements are met. It is anticipated there will be at least 4 annual grantee meetings held in person, by phone, or via webinar. At least two staff from each grantee shall participate in these meetings.
- Participate in any learning opportunities facilitated by DCF or partners that may include learning collaboratives, convenings, forums, etc.

Other

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 up to \$650,000 in State funding. Based on the anticipated level of service for each region, the resulting contracts will contain the following approximate dollar amounts:

Region	Counties Served	Available Funding
Region 1	Bergen, Hudson, Morris, Passaic, Sussex, Warren	\$175,000
Region 2	Hunterdon, Mercer, Middlesex, Monmouth, Ocean, and Somerset	\$160,000
Region 3	Essex and Union	\$130, 000
Region 4	Atlantic, Burlington, Camden, Cape May, Cumberland, Gloucester, Salem	\$185,000

Funds will be ongoing. Continuation funding is contingent upon the availability of funds in future fiscal years. No additional funds can be provided outside of this award. No additional requests for fringe or cost of living adjustments will be considered.

Four awards will be made; a separate award will be made for each region. Agencies can apply for more than one region, but the agency must submit a separate proposal and budget for each region.

Matching funds are not required.

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 all one-time expenses necessary to begin program operations.

Proposals that demonstrate the leveraging of other financial resources are encouraged.

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.

Universities are reminded that this is a competitive process and on notice that no annual increases will be considered as part of this contract to salaries, fringe or benefits for future negotiations or contracts, unless approved by the State legislature for all contracting entities.

E. Applicant Eligibility Requirements:

1. Applicants must be institutions of higher education, for profit, nonprofit, 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. Applicants must have the ability to achieve full operational census within **60** days of contract execution. Further, where appropriate, applicants must execute sub-contracts with partnering entities within **60** 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. 10:122D-2.6) may submit an application.

F. RFP Schedule:

February 13, 2017	Notice of Availability of Funds/RFP publication
March 17, 2017 at 12:00 PM	Deadline for Email Questions sent to DCFASKRFP@dcf.state.nj.us
April 27, 2017 at 12:00 PM	Deadline for Receipt of Proposals by 12:00PM

Proposals received after 12:00 PM on April 27, 2017 will **not** be considered. Applicants shall submit **one (1) signed original** and should submit **one CD ROM** as indicated below.

Proposals must be delivered either:

1) In person to:

Catherine Schafer, Director of Grants Management, Auditing and Records
Department of Children and Families
50 East State Street, 3rd floor
Trenton, New Jersey 08625-0717

Please allow time for the elevator and access through the security guard. Applicants submitting proposals in person or by commercial carrier shall submit **one (1) signed original** and should submit **one CD ROM** with all documents.

2) Commercial Carrier (hand delivery, federal express or UPS) to:

Catherine Schafer, Director of Grants Management, Auditing and Records
Department of Children and Families
50 East State Street, 3rd floor
Trenton, New Jersey 08625-0717

Applicants submitting proposals in person or by commercial carrier shall submit **one (1) signed original** and should submit **one CD ROM** with all documents.

3) Online:

DCF offers the alternative for our bidders to submit proposals electronically. Only a registered Authorized Organization Representative (AOR) or the designated alternate is eligible to send in a submission by submitting an AOR form.

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

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

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

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

G. Administration:

1. Screening for Eligibility, Conformity and Completeness

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

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

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

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

In order for a bid to be considered for award, at least one representative of the Bidder must have been present at the Bidders Conference, 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 25 page limitation for the narrative portion of the grant application. A one (1) point reduction per page will be administered to proposals exceeding the page limit requirements. Five (5) points will be deducted for each missing document. If the deductions total 20 points or more, the proposal shall be rejected as non-responsive. The narrative must be organized appropriately and address the key concepts outlined in the RFP. Annex B budget pages, and attachments do not count towards the narrative page limit.

Proposals may be fastened by a heavy-duty binder clip. Do not submit proposals in loose-leaf binders, plastic sleeves or folders or staples.

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 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 activities described in the RFP. If applicable, include your agency's experience with:

- Implementing an agency culture that promotes or demonstrates youth informed policy, practice, and programming.
- Developing and delivering training and skill development programming designed for adolescents and young adults.
- Establishing and implementing effective and creative outreach strategies to engage youth, youth service providers, advocates, and other stakeholders.
- Using social media and other online platforms.
- Promoting youth-adult partnerships.
- Working with youth who are/were in foster care and/or homeless.
- Providing a trauma-informed approach throughout service delivery.

Describe the agency's existing relationships and partnerships within the community including other youth serving agencies, CP&P, advocacy organizations, and other relevant youth related stakeholders.

Provide an indication 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. Supervisors must be culturally competent and responsive, with training and experience necessary to manage complex cases in the community across child and youth serving systems. Explain how the provider is working toward 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 you provide 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) Program Approach (40 Points)

Provide a detailed and comprehensive description of your program approach.

Include a plan for each of the following areas:

Outreach and Engagement

- Engaging adolescent and young adult service providers throughout the region in a thoughtful, strengths-based, and respectful way that considers the unique needs, schedule, and structure of each program and the youth that they serve.
- Engaging adult partners (such as resource parents, family members, mentors, or other informal youth supports) working with youth and youth who are not connected to adolescent and youth service providers, in order to also train and engage these youth in the YAN regional chapter.
- Strategies to acknowledge the success of the youth, adolescent and young adult service providers, and adult partners through organizing and coordinating celebrations and recognition activities.
- Methods of using social media and other online platforms to assist the YAN in that region to stay connected.

Training and Skill Development

- Developing and delivering an engaging leadership and advocacy training for adolescent and young adult service providers and adult partners in that region. The training will cover topics including (but not limited to): strategic sharing, knowledge and understanding of the child welfare system, leadership, advocacy, identifying problems, seeking feedback

and input, developing action plans and recommendations, and public speaking. Please include estimated time, frequency, and length of training.

- Developing and implementing a coaching and technical assistance model to adolescent and young adult service providers and adult partners in that region in order to effectively implement the leadership and advocacy training with the youth they are working with. Please include estimated time and frequency of coaching and technical support.

A sample training, coaching, and technical support schedule (no more than 3 pages) shall be attached as an Appendix item and will not count towards the overall page limit.

- Action steps to assist providers and adult partners to support youth they work with to identify, research, elevate, and give feedback/recommendations regarding regional or statewide issues related to DCF, youth homelessness, and/or local issues within their communities.
- Collaborating with the adolescent and young adult service providers, adult partners, and youth in that region to identify issues and ready youth representatives for researching and presenting issues and recommendations at the annual Statewide Youth Advisory Network Day of Action.

Systems Collaboration

- Organizing quarterly regional meetings with providers, adult partners, youth representatives, CP&P staff, and OAS to: develop and strengthen the YAN regional chapter, identify emerging youth issues and themes, share resources and information regarding DCF initiatives and updates, and discuss the overall progress and status of the YAN regional chapter.
- Effectively maintaining regular contact with the DCF Office of Adolescent Services regarding themes of youth issues, circumstances requiring immediate attention, information or resource needs, successes, and other programmatic concerns that arise.
- Any existing partnerships the applicant agency has that can be leveraged to enrich the YAN regional chapter. For these partnerships, discuss your existing relationship, the role of the partner in this program and the available services or supports.

Attach any affiliation agreements, memoranda of understanding, contracts, etc. in the appendices.

Provide a description of how the applicant will accommodate the schedule of the adolescent and youth service providers and adult partners they will be working with. Please include the YAN proposed staff schedule (hours and days) and the geographical location where the staff will work

Please see the New Jersey Youth Resource Spot website www.njyrs.org for an overview of adolescent and young adult service providers in each region by reviewing programming in each county. The targeted adolescent and young adult service providers will include (but not limited to): youth housing providers (also known as Adolescent Housing Hub providers), life skills programs, aftercare programs, and permanency programs. Please also note that DCF will work with awarded agencies to identify other DCF contracted youth serving providers that are not on the New Jersey Youth Resource Spot website or youth serving providers that work with DCF involved or homeless youth however do not receive DCF funding.

Program Philosophy

Provide a description of your proposed philosophy and approach to working with the target population, including:

- The activities or methods that program personnel will employ to engage youth who have been impacted by trauma, experienced difficult family dynamics, and/or have specific needs (identity issues, mental health histories, expectant/parenting, etc.).
- How the program will incorporate a framework that focuses on strengthening and developing protective factors (i.e. Youth Thrive Framework).

Staffing

Describe how the applicant agency will meet the outlined staffing model and qualifications and ensure high quality staff is available to implement the activities and expectations of the YAN regional chapter:

- Indicate the number, qualifications and skills of all staff, consultants, sub-grantees and/or volunteers who will perform the proposed service activities.
- Discuss the process for recruiting, hiring, and training new staff. Describe how you will hire staff best suited for these roles and prepare them to work with the target population.
- Discuss your agency's ongoing staff development and training policy/plan and any specific training(s) that will be provided for staff involved in this program.

- Describe the management and supervision methods that will be utilized and the frequency of staff supervision.
- If applicable, describe how your agency will provide opportunities for paid internships or apprenticeships for youth that are supportive, educational, and enriching.
- Describe how your proposed staff will engage and establish a trusting relationship with youth to encourage their participation in services.
- Discuss your agency's staffing capacity to meet the anticipated annual level of service.
- In the appendices, attach an organizational chart for the proposed program operation and 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.

Other

Describe any client data to be recorded, the intended use of that data and the means of maintaining confidentiality of client records.

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.).

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.

3) Evaluation, Reporting, and Quality Improvement

(15 Points)

DCF seeks to understand the applicant's existing capacity, experience and willingness to participate in evaluation planning and implementation of evaluation, data collection, reporting and quality improvement practices.

- Willingness to Participate

Attach an attestation statement (no more than one page) in the appendices stating the agency's commitment to collaborate with DCF and any additional third-party evaluators and/or consultants and willingness to participate in evaluation activities that may include but are not limited to:

- Have capacity to measure and report on outcome indicators as identified by DCF and/or the awarded agency
- Meet with DCF staff and/or external evaluators/consultants at regular intervals to support program implementation and ensure any evaluation and data reporting requirements are met. It is anticipated there will be at least 4 annual grantee meetings held in person, by phone, or via webinar. At least two staff from each grantee shall participate in these meetings.
- Participate in any learning opportunities facilitated by DCF or partners that may include learning collaboratives, convenings, forums, etc.

- Data Collection and Reporting Capacity

Describe how the organization collects, maintains, and uses any data collected. Include in the narrative responses to the following questions:

- Does the agency have a database system?
- If there is no existing database, how do you track data (i.e. excel spreadsheets)?
- Who is responsible for collecting data?
- Who is responsible for data input?
- Who analyzes and reports the data?
- How is the data used once analyzed?
- Provide a brief description of client data to be recorded, the intended use of that data and the means of maintaining confidentiality of client records.

- Evaluation

- Briefly describe and attach in the appendices any assessment, evaluation, or data collection tools you plan to use in the proposed program.
- Describe any outcomes indicators you are proposing to measure, these might include:
 - Tracking knowledge acquisition and skill development of those youth that receive leadership and advocacy training.

- Tracking stakeholder and adult partner progress regarding incorporation of leadership and advocacy training information into their agency culture and/or practice/working relationship with a youth.
 - Tracking policy issues and recommendations elevated by youth and whether they help inform system change and local communities.
- Quality Improvement
Describe the agency's quality assurance and performance improvement processes, and discuss how individuals served will have a meaningful role.

4) Budget

(25 Points)

The Department will consider the cost efficiency of the proposed budget as it relates to the expected service activities. Therefore, applicants must clearly indicate how this funding will be used to meet the project goals and/or requirements. Provide a 12 month line item budget and narrative for the proposed project/program on the attached Exhibit D. The 12 month Budget Narrative and the Exhibit D must be consistent. The Budget form (Exhibit D) and Budget Narrative shall be attached as an Appendix.

The budget shall be reasonable and reflect the scope of responsibilities required to accomplish the goals of this project. The budget shall also reflect a 12 month operating schedule and must include, in separate columns, total funds needed for each line item, the funds requested in this grant, and funds secured from other sources. All costs associated with the completion of the project must be clearly delineated and the budget narrative must clearly articulate budget items, including a description of miscellaneous expenses or "other" items.

One time start-up costs are permitted from accruals. 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 Exhibit D. The Start Up Budget Narrative shall also include a detailed description of all one-time start-up costs. The Budget Narrative and the Exhibit D must be consistent.

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

For your reference, 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/>

5) Program Implementation Plan and Overall Program Plan (10 Points)

Using the attached Program Implementation Timeline template in Exhibit C, provide a detailed program implementation plan and attach it to your proposal as an Appendix item. In addition, describe your ability to become operational within 60 days in your proposal narrative.

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 – (signed and dated) 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 in following order a) Applicant Organization b) Program Approach c) Evaluation, Reporting, and Quality Improvement d) Program Implementation Plan
Part II: Appendices	
1.	<input type="checkbox"/> Job descriptions of key personnel, resumes if available for key personnel (please do not provide home addresses or personal phone numbers. Include all educational and experiential requirements, salary ranges, if available.
2.	<input type="checkbox"/> Staffing patterns including a proposed staff schedule
3.	<input type="checkbox"/> Proposed Agency Organization Chart
4.	<input type="checkbox"/> Proposed Program Implementation Schedule

5.	<input type="checkbox"/>	Any assessment tools that will be used in the program
6.	<input type="checkbox"/>	A sample Training, Coaching, and Technical Support Schedule (no more than 3 pages) shall be attached as an Appendix item and will not count towards the overall page limit
7.	<input type="checkbox"/>	Attestation Statement regarding collaboration and participation in evaluation activities
8.	<input type="checkbox"/>	Safe-Child Standards Description of your agency's implementation of the standards (no more than 2 pages)
9.	<input type="checkbox"/>	DCF Exhibit D Budget Form and Budget Narrative
10.	<input type="checkbox"/>	Copy of agency's Conflict of Interest policy
11.	<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.
12.	<input type="checkbox"/>	Dated List of Names of Board of Directors a. Titles, b. Address and c. Terms
13.	<input type="checkbox"/>	Signed Standard Language Document (SLD) [Version: Rev. June 6, 2014] Form: http://www.nj.gov/dcf/documents/contract/forms/StandardLanguage.doc
14.	<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
15.	<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
16.	<input type="checkbox"/>	Applicable Consulting Contracts, Affiliation Agreements/Memoranda of Understanding related to this RFP. If not applicable, include a written statement
17.	<input type="checkbox"/>	Business Associate Agreement/HIPAA , with signature under Business Associate [Version: Rev. 9-2013] Form: http://www.nj.gov/dcf/providers/contracting/forms/HIPAA.doc
18.	<input type="checkbox"/>	Professional Licenses related to job responsibilities for this RFP. If not applicable, include a written statement
19.	<input type="checkbox"/>	Affirmative Action Certificate -or- Renewal Application [AA302] sent to Treasury Website: http://www.state.nj.us/treasury/purchase/forms.shtml Form: http://www.state.nj.us/treasury/purchase/forms/AA_%20Supplement.pdf

20.	<input type="checkbox"/>	Certificate of Incorporation Website: http://www.nj.gov/treasury/revenue/filecerts.shtml
21.	<input type="checkbox"/>	For Profit: NJ Business Registration Certificate with the Division of Revenue. See instructions for applicability to your organization. Website: http://www.nj.gov/njbusiness/registration/ If not applicable, include a written statement.
22.	<input type="checkbox"/>	Agency By-laws
23.	<input type="checkbox"/>	Tax Exempt Certification Website: http://www.state.nj.us/treasury/taxation/exemption.shtml
24.	<input type="checkbox"/>	Disclosure of Investigations & Other Actions Involving Bidder Form (PDF) (signed and dated) Form: http://www.state.nj.us/treasury/purchase/forms/DisclosureofInvestigations.pdf
25.	<input type="checkbox"/>	Disclosure of Investment Activities in Iran (PDF) (signed and dated) Form: http://www.state.nj.us/treasury/purchase/forms/DisclosureofInvestmentActivitiesinIran.pdf
26.	<input type="checkbox"/>	For Profit: Statement of Bidder/Vendor Ownership Form (PDF) (signed and dated) See instructions for applicability to your organization. Form: http://www.state.nj.us/treasury/purchase/forms/OwnershipFinal12-14.pdf If not applicable, include a written statement
27.	<input type="checkbox"/>	Chapter 271** Signed and dated Website: http://www.state.nj.us/treasury/purchase/forms.shtml Form: http://www.state.nj.us/treasury/purchase/forms/CertandDisc2706.pdf
28.	<input type="checkbox"/>	Source Disclosure Certification Form [P.L. 2005, c 92-formerly Executive Order 129] (signed and dated) Website: http://www.state.nj.us/treasury/purchase/forms.shtml Form: http://www.state.nj.us/treasury/purchase/forms/SourceDisclosureCertification.pdf
29.	<input type="checkbox"/>	For Profit: Two-Year Chapter 51/Executive Order 117 Vendor Certification - and- Disclosure of Political Contributions (signed and dated) [Version: Rev 4/17/15]. See instructions for applicability to your organization. Website: http://www.state.nj.us/treasury/purchase/forms.shtml If not applicable, include a written statement.
30.	<input type="checkbox"/>	Annual Report to Secretary of State Please provide a copy of your filing confirmation and/or report. Website: http://www.state.nj.us/treasury/revenue/dcr/programs/ann_rpt.shtml
31.	<input type="checkbox"/>	Non Profit: Annual Report - Charitable Organizations Website: http://www.njpublicsafety.org/ca/charity/charfrm.htm If not applicable, include a written statement

32.	<input type="checkbox"/>	Certification Regarding Debarment-(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- For Profit Form 1120 US Corporation Income Tax Return
35.	<input type="checkbox"/>	Most recent Audit or Financial Statement (certified by accountant or accounting firm) <u>Audit:</u> For agencies expending over \$100,000 in combined Federal/State Awards -or- <u>Financial Statement:</u> For agencies expending under \$100,000 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

Question and Answer:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302 (electronically available at www.state.nj.us/treasury/contract_compliance).

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
DEPARTMENT OF CHILDREN AND FAMILIES
PROJECT IMPLEMENTATION TIMELINE

AWARDEE/PROGRAM: _____

DATE: _____

Tasks to Complete	Responsible Party	Proposed Start Date	Proposed Finish Date	Comments

Exhibit D

Exhibit D YAN 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)				
Other Funding Amounts:	0	0	0	

Add Narrative Here:
