

**State of New Jersey  
Department of Children and Families  
Proposal Cover Sheet**

Please complete this form in its entirety

**Incorporated Name of Applicant:** Robins' Nest Inc.

**Public**

Enter X as appropriate

**Private-for-Profit**

**Private-Non-Profit X**

**Federal ID No.** [REDACTED] **Charitable Registration No.:** CH1881-00959  
**DUNS #:** 022728588 (if applicable)

**Applicant Mailing Address:** 42 Delsea Drive South, Glassboro, NJ 08028

**Contact Person:** Anthony N. DiFabio, Psy.D

**Phone Number:** 856-881-8689 **Fax:** [REDACTED] **Email:** adifabio@robinsnestinc.org

**Title of RFP:** Sandy-SSBG Funded Family Success Center Outpost Serving Atlantic City

**County to be Served:** Atlantic

**Location of Service(s) to be provided (if known):** Atlantic City, New Jersey

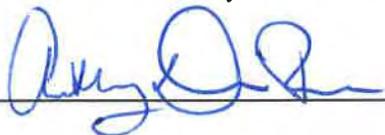
**Total dollar amount requested:** \$122,000

**Funding Period:** From Award to 6/30/15

**Brief description of services by program name and type of service to be provided:** Family Success Center outposts are community-based, family-centered, neighborhood gathering places where any community resident can go for family support. Staff will work with families to identify needs and ensure they receive the support and connections they need without the family experiencing it as an intrusion. Center services will be flexible and responsive to the specific needs determined by the Atlantic City residents. The center provides access to information, support and resources families need to cope with the aftermath of Superstorm Sandy.

**Authorization**

**Chief Executive Officer:** Anthony N. DiFabio, Psy.D

**Signature:** 

**Date:** 3/10/14

**CEO Email:** adifabio@robinsnestinc.org

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## **1) Applicant Organization**

Incorporated in 1968 as a non-profit agency, Robins' Nest pioneered the group home movement in New Jersey. In 1983, Robins' Nest again showed vision by developing the first home-based treatment program for troubled children and families in New Jersey. Since then, the agency has developed a broad array of innovative prevention, child welfare, behavioral health, juvenile justice, and supportive housing programs with the shared goal of strengthening families and achieving safety, well-being and permanency for Southern New Jersey's children and youth. Consistent with our mission to “protect children, strengthen families and empower communities through innovative, life-enhancing services,” Robins' Nest has a long and well documented history of working collaboratively and successfully with DCF. Providing services for vulnerable children and families for 45 years, Robins' Nest provides a broad range support and treatment programs from primary prevention services to crisis intervention services.

Robins' Nest embraces diversity and is committed to providing culturally-sensitive services. Our demonstrated commitment to cultural competency and diversity is outlined on page seventeen of this document.

Robins' Nest's sound administrative practices and proven track record of implementing services in accordance with best practice standards which exceed contractual obligations demonstrates our leadership and organizational capacity to enter into a third party direct service contract with DCF. Day-to-day operations are the responsibility of a twelve member Management Team with expertise in various areas of governance. Robins' Nest has a nineteen member Board of Directors and is accredited by both the Council on Accreditation of Services for Families and Children and Healthy Families America. Accreditation provides assurance that the agency has sound administrative and governance practices, and delivers services consistent with best practice

standards. Our extensive history of collaboration with formal and informal organizations is evident by our Memoranda of Understandings with both formal and informal community service providers and resources. Our reputation in collaborating with other service providers is well respected within the Southern New Jersey area.

Our capacity to engage families and residents in co-designing our services and assuming leadership positions is most evident through our advisory boards; 1)Parent Advisory Board(Winslow Township Family Success Center), 2) Parent Advisory Board (Glassboro Family Success Center), 3) Parent Advisory Board (Penns Grove Family Success Center), 4)Maternal, Infant and Early Childhood Advisory Board for our maternal health home visiting programs, and 5) Residents/Tenant Advisory Group for our supportive housing programs. All of the above Advisory boards afford families, residents, and program participants the opportunity to engage in leadership roles, provide input and insight into program operations and design, serve as ambassadors for the agency / program / community and advise on solutions to meet gaps in services and engage families. Program Directors are present to facilitate discussions, support the decision making process and gather board input.

Through the agency's broad continuum of DCF-funded services, we have consistently demonstrated ability to develop and implement innovative programs with measurable outcomes and provide services that are consistent with the DCF goals and objectives for the Family Success Center. Robins' Nest successfully operates three Family Success Centers located in Winslow, Glassboro and Penns Grove. At these centers we have demonstrated exceptional performance, exceeding contractual level of service and outcome benchmarks. We have also established strong community partnerships, so that local support for the FSC's is strong and vibrant. Our current performance on contract performance measures are as follows:

- 1) 89% of families improve their ability to provide for their children as evidenced in successful linkages to formal and informal supports, exceeding the target of 70%;
- 2) Parent Community Advisory Board (PCAB) operating with 81% of parent involvement as evidenced in parent and community members taking on leadership roles, exceeding the 70% target;
- 3) 80% of families are strengthened as evidenced in their ability to reach goals on their family success plan, exceeding the 70% target.

## **2) Community-Based Initiative Justification**

Atlantic City has numerous strengths and assets that give it a strong base to build on. It is a tourism center, as a major resort city in the northeast known for its casinos, boardwalk and beach and is the home of the Miss America Pageant. According to the 2010 US Census there were 39,558 people, 15,504 households, and 8,558 families residing in Atlantic City. The population density was 3,680.8 inhabitants per square mile. There were 20,013 housing units at an average density of 1,862.2 per square mile. The racial makeup of the city was 26.65% (10,543) white, 38.29% (15,148) black or African American, 0.61% (242) native American, and 15.55% (6,153) Asian. Hispanic or Latino of any race was 30.45% (12,044) of the population.

Of the 15,504 households, 27.3% had children under the age of 18 living with them, 25.9% were married couples living together, 22.2% had a female householder with no husband present, and 44.8% were non-families. 37.5% of all households were made up of individuals and 14.3% had someone living alone who was 65 years of age or older. The average household size was 2.50 and the average family size was 3.34.

In the city, 24.6% of the population were under the age of 18, 10.2% from 18 to 24, 26.8% from 25 to 44, 25.8% from 45 to 64, and 12.7% who were 65 years of age or older. The

median age was 36.3 years. For every 100 females there were 96.2 males. For every 100 females age 18 and over, there were 94.4 males.

Among the challenges of the city is the resilience of residents in coping with the devastating aftermath of Superstorm Sandy. According to a DCF conducted risk and needs assessment (need citation), children and families experience many negative psychological and social impacts following disasters including mental health, domestic violence, child abuse and the overall erosion of family life due to the stress associated with recovery. Resources and supportive services that enhance family and community resiliency are necessary to prevent potential negative impacts of the disaster on children and families and to strengthen and sustain a strong family unit.

Robins' Nest has a proven track record of developing partnerships and a strong network of support with community leaders and local agencies. Community providers and leaders in Atlantic City will be engaged with families to make the community more supportive of family needs. Professional services, voluntary supports and community resources will be integrated by collaborating with local partners to coordinate services into an accessible, seamless network. Utilizing a strength-based approach, parents, community leaders, businesses, faith-based entities and others will serve as resources and mentors. Coordination and collaborative efforts to provide services will occur on two levels. First, local community members will be engaged in providing input into needed services, identifying their own unique skill sets, expertise and interests in mentoring center participants and / or taking on a leadership role by facilitating an event or activity. Utilizing the strengths and skills of local community family members we will further empower families to take responsibility for the center along with staff, help them identify and develop their strengths and serve as resources to their own members, other families, programs

and communities; promote upward mobility among community members, strengthen the sense of community and experience the rewarding opportunity to give back to the community by assisting others in increasing their knowledge, skills and family situation. Second, local agency providers will be engaged to provide on-site services to meet the needs and interests of community members. To encourage a strengths-focused, asset-based approach to engage families, we look forward to the opportunity to network and partner with local community providers integrating the Protective Factors into all types of community and family services in Atlantic City.

### 3) Program Approach

Prevention through family support is critical for building strong communities and helping families learn and use the knowledge and skills they need to be effective as a family within their community. This family centered approach functions from the premise that the community has “ownership” of the Center, its function, programming and direction. The Center will provide a platform for families to recognize, develop and nurture their strengths, through programming that reflect their interests and needs. The programmatic approach described below addresses the psychosocial needs of families affected by Superstorm Sandy, incorporates the principles of family support practice and integrates the protective factors into each of the expanded outpost services offered at the Family Success Center.

PROTECTIVE FACTORS								
<b>FSC Outpost Services</b>	Parental Resilience	Social Connections	Parenting & Child Development	Concrete Support	Social Emotional Competence of Children	Nurturing, & Attachment	Prob. Solving & Communication	Healthy Relationships

Health Education.								
Individual and Family Advocacy								
Stress Reduction Activities								
Self-help, Emotional Support Groups								
Information & Referral Service								
Parent-Child Services								
Individual & Family Services								

Emotional Support								
Social Connections								

**Health Education Services**

Community Health Fairs will be organized through a collaborative effort of community members, FSC staff and parent volunteers, to provide a large array of health related options and increase community awareness of the varied ways in which health and wellness affects the family. Community health fairs will be held on the grounds of our local faith -based partners or the community parks grounds. Local providers such as NJ Family Care, Dental Offices, Department of Health and Human Services, Nutritionists, etc, will be asked to participate.

Mental Health Services

Mental health providers will be engaged to assist in the provision of psychosocial supports for the Atlantic City residents experiencing Sandy related trauma. We aim to ease the restoration of life at a 'normal' functioning level. The center will facilitate affected residents participation in their own recuperation and reduce the negative consequences that may have developed from in the aftermath of super storm Sandy. Providers who have a demonstrated competency in treating trauma will be recruited to assist in this effort, including the Traumatic Loss Coalition.

We look to engage the various sectors of the Atlantic City community in an on-going process of collecting and analyzing current needs to ensure that appropriate programming is implemented to address present psychosocial needs. These free psychosocial supports will be delivered through a network of resources located in Atlantic City. Families in need of extensive mental health services will be linked to the appropriate mental health provider / professional.

### **Advocacy for Individuals and Families**

Empowerment and communication workshops through providers like *Art of Conversationality*, and leadership training through *Picture U Perfect* will provide the platform for an advocacy development in the individuals and families we serve. When the skill of advocacy is developed and properly employed, it can be a powerful tool for parental resilience. Families will be able to create meaningful and lasting social connections to others and extend the advocacy they use on their own behalf to themselves, their family, children, and larger community. High-quality communication and advocacy skills will assist families in obtaining the concrete supports they need.

### **Stress Reduction Activities and Services**

Robins' Nest Inc. has successfully developed partnerships with certified instructors and therapists who have provided skilled seminars and workshops at our existing Family Success Centers. Richard E. Pearson has offered to provide his services to our participants. He is a certified massage therapist as well as licensed mental health counselor. Yoga, Ti Chi Cha and Breathing techniques have been taught by Michelle Carlino among other providers. These activities and seminars will be offered to continue to reduce the stress experienced by the Atlantic City residents.

Seminars such as Conflict Resolution and Developing Healthy Relationships will be

offered to provide the skills needed to recognize and provide ways of coping, healing and developing ways of seeking support.

### **Self-help and Emotional Support Groups for Individuals and Families**

#### Self-help

Robins' Nest will offer leadership workshops for all families, in particular advisory board members and participant leaders. Other life skills training workshops will include communication, character education, violence prevention and healthy relationships. These workshops will be specialized by age group. *Picture U Perfect* will offer Self Esteem and Empowerment workshops. Basic workshops on household repair and weatherization will be offered through the local contractors. Serenity One Source general contracting company has offered to deliver these types of workshops in kind for our existing Family Success Center. *Cooking for the Crew* will offer information on how to cook a large amount of food for the best value and incorporate basic nutrition. These workshops and programs create an ease on the financial burden to families and promote self-reliance. Furthermore, Robins' Nest Inc. will purchase *Foundations in Financial Literacy a Dave Ramsey Curriculum* through funding received from TD Charitable Foundation. Teaching the principles of money management is fundamental to self-reliance which leads to the reduction of stress and increased resilience. This program will include budgeting and financial literacy, allowing families to meet their basic needs, and create and maintain stability over time. Services will be extended to those who need assistance in fixing their credit. This model will be used to build families' skill sets and enhance their resumé. Providers and partners will offer workshops for families to develop their image and self-esteem, and to increase their employability. *Picture U Perfect* will offer Dress for Success and Customer Service workshops.

### Emotional Support Groups

Understanding the importance of community participation in facilitating resilience the Family Success Center will offer support groups to provide an opportunity for community members to make meaningful social connections with each other and share concerns and solutions. Parent Leaders will be engaged to lead a discussion or workshop on a topic of interest and will receive incentives, training, and support for doing so. Local community providers will also be engaged to present workshops on-site. The Center will host support groups for various populations, including, fathers, parents, seniors and the general population such as Father Time, Parents Anonymous, Seniors Raising Grandchildren and The Pursuit of Happiness.

### **Information & Referral Services**

All families will have on-going access to the South Jersey Resource Directory that includes over 800 up-to-date resources provided by various agencies across the region.

Families will be given hard copies of current resources relevant to their interests and circumstance. Through accessing these resources families will develop an ability to problem-solve, communicate and strengthen their self-advocacy skills.

This web-based resource directory, which contains formal and informal resources, will be used to link disaster victims and other Atlantic City families with needed resources and human service agencies that provide support services. The directory contains both primary and secondary prevention resources for non-traditional service providers and is continuously updated. Families will be empowered and assisted as needed to use this directory to search for information. When appropriate, families will be linked with mentors/advocates help them navigate the system. We will partner with the existing central intake provider in Atlantic county to connect families with services and collaborate with Atlantic City agencies involved in disaster

response. Staff and family volunteers will respond to the diverse needs of families by connecting families to a broad range of services based upon a family's needs such as: health care, financial, food, and housing assistance; prenatal services; child care, school readiness and early intervention programs; job training; family support centers; substance abuse treatment; and domestic violence services. Our existing relationship with Federally Qualified Health Centers (FQHC) and local hospitals will be leveraged to facilitate families' access to health services.

Any family in need of Sandy related referrals will be linked to them by Family Success Center staff. Several programs regarding housing, restoration and development exist through the Department of Community Affairs. Services designed to respond to the emotional needs of Superstorm Sandy affected individuals and families are offered through the South Jersey Perinatal Cooperative. New Jersey legal assistance through LSNJ Law is available to offer guidance and support to these residents as well. Furthermore, staff will ensure that Atlantic City participants are referred to their local hospitals or Federally Qualified Health Center, at either of the AtlantiCare Health Services locations or either of the Southern Jersey Family Medical Center locations.

### **Parent-Child Services**

Families will participate in a variety of small scale parent-child activities and larger scale family events and outings. Through the direction of the participants, families will enjoy time together that will deepen their sense of connection to each other and the larger community. Small scale events will include but are not limited to: fitness and movement, such as Family "Zumba" and Toddler Tumble Time, and Craft and Creations provided by volunteers and participant leaders. Large scale events and outings will include movie nights, Community Family Fairs, Adopt a Highway project and community clean up.

Understanding the importance of early bonding in the parenting relationship, the Family Success Center Staff will provide workshops and information on the role of nurturing throughout childhood. We will develop “Mommy & Me” and “Papa & Pumpkin” courses which will provide information on movement, wellness, parenting, child development and attachment. Workshops developed will follow the "read one, see one, do one" model, where families will be mentored by experts to lead the workshops. We will also partner with existing Maternal Health Home Visiting programs (Healthy Families-TIP, Parents As Teachers and Nurse-Family Partnership) to host parent education groups.

### **Individual and Families Services**

Effective individual and family services will be delivered as an avenue to the development of problem solving and communication skills. Families may consult with a Family Partner to assist them in identifying goals that are important to them. Utilizing motivational interviewing techniques, individualized services will be delivered to families and individuals who desire one on one attention. Through motivational interviewing, families and individuals will be helped to identify their own strengths and use those strengths to reach their goals and objectives.

### **Emotional Support**

Staff are skilled to provide effective and strength based emotional support to the participants who access center services. Support groups will be developed for individual, children and families living in Atlantic City. Those engaged in the support groups will find mutual support of the life circumstances of the other members in their groups and learn to offer empowering emotional support to each other. Creating access to support will help families gain skills in effective problem- solving and communication. This will allow for participants to move

closer to their personal goals as well as develop their ability to encourage their group members to reach goals of their own. Robins' Nest Inc. has established three Family Success Centers that have developed a culture of mutual respect and support for all participants.

### **Social Connections**

Involving community members in the early stages of the center's development will foster the development of relationships among individuals who would otherwise not have been engaged with each other. Working alongside individuals of varying backgrounds, skill sets and experiences allows for participants to expand their social connections and increase their world view for potential solutions to reaching their life goals. Furthermore, the design of the activities and groups promotes social connections, because it is marketed to the general population appealing to individuals across social/cultural groups allowing for participants to meet and interact with others in their own community they may have been isolated from. In this way, we aim to continually establish ways to bridge social connections among residents of Atlantic City. Removing barriers for participation will ensure that individuals and families will have reduced isolation from others in their community.

### **Expanded Services, Outreach and Marketing**

As with the successful implementation of our three current Family Success Centers, Robins' Nest will engage a broad cross-section of the community to provide a strong network of supports to families. Robins' Nest Inc. will coordinate expanded services and develop active collaborations with Kinship Navigator Program, Healthy Families, Strengthening Families, Nurse-Family Partnership, Women's Shelter, Parents As Teachers and Head Start. Additionally, we will seek to engage community leaders and interested community members in promoting and supporting the work of the FSC, so that broad community support will be achieved.

We will use the expertise we have developed in our current FSC's to create an outreach and marketing plan. Outreach and marketing strategies will be used as a means to engage families, encourage their participation in FSC activities and events and help families to become an integrated part of the FSC through the innovative and engaging methods that produced consistent success in utilization of the services we provide through our existing Family Success Centers.

Robins' Nest will use a variety of strategies to promote the center, distribute information about the Center's services and resources and attract families and community members. Initially, we will promote a grand opening of the center by holding an open house and inviting a wide range of guests, including state and local political figures, local community providers, all of our partner agencies, members of the media, school officials, church members, business leaders and, most importantly, families. This event will be promoted through mass mailings and e-mail blasts to our partner agencies, supporters and families, the media using free public service announcements, as well as our agency's website and other providers within the community. We will look to leverage the use of social media to advertise and share information. Ongoing communication shall occur to keep participants informed and involved in activities and events at the center.

Ongoing promotion for the Center will be accomplished by distributing information via local access news such as Press of Atlantic City. We will also utilize email and printed materials to our partner agencies and local community service providers including but not limited to the Board of Social Services, clinics, schools, daycares, DCP&P offices, etc. FSC staff and volunteer family members will set up mobile resource fairs and outreach activities in various locations such as churches, housing developments, apartment complexes, schools and daycares. We will

work with our community partners to reach families across all socio-economic and ethnic populations and all segments of the community. Providing programs and services in the community and in “public places” allow families to access services and support without any stigma attached. An incentive program will be used to encourage families to bring friends and neighbors to the center activities. For example, if an existing family brings a new family to the center for an event, the veteran family will receive a voucher for free movie passes, bowling, supermarket gift cards, etc. In addition, we will provide light refreshments and utilize volunteers to provide free child care for parents who want to visit the center with young children.

Robins' Nest will meet the changing needs of families and the community by continually assessing the satisfaction of current families and participating in community committees such as CEAS, CIACC and the DCP&P Advisory Board, etc., to stay in touch with the changing needs of the community. The FSC staff and volunteers will continually conduct outreach to the communities that we serve and become well-known in the community. Center staff will also conduct regular surveys from participants to ensure that families’ needs are met. Through feedback received from families, program services will be continuously enhanced and adaptable to meet changing needs of the families.

A variety of methods that we have found to be successful across our current FSC’s will be used to outreach to families in 2-3 locations in Atlantic City and reach a minimum of 100 unduplicated families. Acknowledging that families may not immediately trust traditional providers, the center will host, fun-filled family events to attract families and local community members. These events will occur at least twice per month and include family fun nights, a weekend carnival event, and family enrichment activities such as a child safety event, fire prevention event and healthy kid’s day. These events will be planned around the needs and

priorities of the community to attract a wide variety of families, and will be promoted in area church bulletins, day cares, schools, boys and girls clubs, etc. These events will promote the FSC as a fun, warm and inviting place that is open to all members of the community. Participants will quickly learn that the Family Success Center embraces an appreciation of ethnic diversity and that that the FSC staff and volunteers are committed to community and family involvement in all aspects of the program. We will actively recruit parents and teens to assist in event planning to ensure that we have a broad range of interests represented. The parent/participant leadership will provide ideas on how to reach a broader audience of families. It will be important to be flexible in planning activities to meet the needs of working families as well as families who are available during daytime hours. We will also hold workshops and activities in at least three locations throughout the city to meet families on their own turf. These events will make it possible to reach a broad range of families in many different neighborhoods to establish that the Family Success Center is available to all members of the community, regardless of where they live. Through these creative outreach events, the FSC staff will identify families who need transportation to come to the center and we will work with those families to provide transportation vouchers or partner them with families who do have transportation.

Recognizing the importance of the location and accessibility of the FSC, Robins' Nest has secured three outpost locations that are in different parts of the city to ensure service access to a variety of cultural neighborhoods. These locations include Atlantic City Free Public Library located on 1 North Tennessee Avenue; Asbury United Methodist Church located on 1213 Pacific Avenue; and Saint James AME Church located at 101 North New York Avenue. All have accessible parking and are easily visible, connected to bus routes and within walking distance. These central locations are key to providing access to families of the entire city. The sites will

be easily identifiable by signage which will convey a welcoming environment. All printed materials (available in English and Spanish) will reflect the community demographics. All visitors will be greeted by a warm, courteous, staff member.

Robins' Nest is committed to community engagement and the grass root development of the center to ensure community members across sectors have a voice in the design of the center, its operational procedures and practices, and that services are reflective of the needs and interests of community members. The initial meetings with participant leaders will focus on the development and implementation of center operations and community focused programs, events and activities to respond to the needs of families affected by Superstorm Sandy. A sample calendar of events is included in the appendices. Regular meetings will include a brainstorming session with Parents to continually generate ideas to not only serve existing families, but also to find ways to encourage new families to use the center. Consistent with DCF Standards for Prevention Training: Building Success through Family Support, staff will provide services in a *family-centered* manner that is non-threatening and involves the entire family in the planning and implementation of services. We recognize the importance of seeing the child in the context of the family and the community. We understand that the "family" is the unit of people responsible for raising children, not just the natural parents. As such, many of the Center's activities will be geared towards promoting *family* participation. Our services will be community based in order to effectively support families in using the natural supports available to them.

To promote a cross-cultural understanding and respect for differences and help families integrate into society and culture, Robins' Nest has a cultural competency plan that focuses on a strategic process for recruitment of minority staff/board members or those that reflect the community served, and the development of cultural competency and sensitivity of all staff/board

members through training. Upon hire, agency personnel complete a three-hour Cultural Competency Orientation conducted monthly by the agency's Cultural Competence Specialist. This training will be extended to Advisory Board members and will include the Definitions of Culture, The Role and Impact of Culture, a Group Exercise - Whom to Leave Behind (this exercise is designed to bring about awareness of learned prejudices and fears and how they impact the decision-making process) and Awareness Handouts.

When identifying cultural needs, staff considers not only race, class, sexual orientation, ethnicity and religion but they also learn to consider economic status, family values, attitudes, beliefs about child rearing, hopes, and dreams. This broad view of culture takes into consideration the way the family sets goals, makes decisions, handles discipline, communicates and views outsiders, etc.

Robins' Nest will solicit input from community members to identify strategies to engage families who are not part of the culture in the neighborhood. We will implement viable strategies identified through targeted outreach activities; community based focused groups and participant brainstorming meetings to engage these families.

The FSC services will be open to all members of the community Monday, Wednesday and Friday 10:00am – 5:00pm and Tuesday and Thursday 11:00am – 7:00pm. The center will be open at least two Saturdays or Sundays a month to accommodate special events and provide greater community access. The FSC will operate out of the Atlantic City Free Public Library on Mondays. On Tuesdays and Wednesdays the FSC will offer programming at the Asbury United Methodist Church. Thursdays, Fridays and on weekends the FSC will offer programming at St. James AME building. The Parent/Community Advisory Board will make recommendations for hours of operations to accommodate the community needs, ensuring we attract a wide variety of

families, including working families. Families and members of the community will have easy access to the center services and its staff and volunteers. All participants are welcomed with no appointment needed. Services will be adaptable to the unique needs of families. Many of our resources will be accessible and user friendly to encourage families to help themselves or receive assistance when needed. A Mobile Outreach Team comprised of staff and volunteers will outreach to families that experience challenges getting to the Center. These activities will be planned with the guidance of the Parent/Community Advisory Board and will be held in several locations throughout the city such as the community room of area housing complexes, the local library, or neighborhood churches to ensure that all families in the county have the benefit of FSC services. Once established, the schedule of outreach activities will be printed and distributed to community members so that families will know when to expect the Mobile Outreach Team in their neighborhood. FSC staff will be equipped with laptop computers that will allow them to assist a family by linking to the on-line resource directory or to any web-based service, including food stamp application, LIHEAP application, LSNJ law application, Affordable Care Act applications etc.

Proper record keeping is an essential component of program operations. Data recorded will collect descriptive information at the onset of services and amounts of service received throughout the duration of family involvement and shall include: 1) Intake and attendance data to measure the number of unduplicated families touched, 2) calendar of events and activities to record the types of activities and number of families participating in each, and, 3) family visit logs to record the date and time each family accessed the center, the reason for the visit, linkages made and success in getting needs met.

Robins' Nest treats all client records and information with the standards of privilege and

confidentiality and complies with Sections 3 and 4 of Public Law 1971, c.437 as well as with the regulations and requirements of HIPAA. A Release of Information Form signed by the family participant is required for sharing of information in family records. Access to family records is limited to personnel authorized to see specific family information on a “need-to-know” basis. Requests for records must be submitted to the Agency’s Privacy Officer for approval; access will be granted as permitted by law. Master files are maintained electronically.

Quality of staff is a key factor for how successful the program is at reaching the intended outcomes for participants. Staff and volunteers should possess the following characteristics and skills: warmth, authenticity and empathy, communication skills in presenting and listening, openness and willingness to share; sensitivity to family and group process; dedication, flexibility, humor and credibility.

As such, the Family Success Center will be staffed with one full-time and one part-time Family Partner Bachelor-level staff. Hiring professional degreed staff will ensure the level of sophistication, maturity and initiative needed to empower families and mobilize community providers to participate in center services. Our three existing Family Success Centers are thriving with qualified staff willing, and committed to the success of the Atlantic City Family Success Center Outpost. Center staff will be supervised by Niurca Louis. Niurca is the Program Director of our three existing centers and has a proven track record of implementing and overseeing the successful operations of the centers. Having worked in a prevention program for 7 years and possessing a mastery of local resources, Niurca is knowledgeable of the prevention standards and demonstrate a competency to effectively implement the protective factors and provide services consistent with a Family Support model. The job descriptions and qualifications of staff positions are attached.

Quality supervision ensures that staff develops and maintains the skills needed to be effective in working with families. Robins' Nest utilizes a *Supervision for Success* model to provide supervision and management of staff. Supervision for Success is a strength-based practice model that defines job success, provides staff with the tools and knowledge to be successful in their job performance, addresses problems in a way that is highly respectful and accountable, and supervises the success of a person in their job. Family Success Center staff will meet individually with their supervisor on a weekly basis. The content of supervision is documented on a standardized form and shall include acknowledgment of staff achievement, clarification of performance expectations, discussion of performance concerns utilizing constructive confrontation techniques to improve job performance, inquiring about staff concerns and ideas and specifying new plans and agreements. This method of supervising and supporting staff promotes staff development and growth in their position and delivery of services.

The Program Director will be supervised by the agency's Chief of Staff. The Chief of Staff is a member of the agency's Management Team, so the Program Director's supervision is conducted at the highest level of agency management. This ensures that all programs receive the same quality of managerial oversight, regardless of their size.

#### **4) Program Implementation Schedule**

If awarded the contract, the proposed services shall be implemented within sixty days of execution of the contract as identified on the attached implementation schedule.

#### **5) Budget Narrative**

**Salaries** includes program staff: 25% of one full-time Program Director to provide implementation and oversight, and one full-time (preferably bilingual) and one part-time (20 hours/week) Family Partner to provide outreach, engage families, and facilitate family

involvement at the Center; a small portion (2.5%) of the Chief of Staff, who provides managerial support and supervises the Program Director; and other support staff, such as the Quality Assurance Specialist, HR Assistant, Compliance staff, and IT Manager, whose salaries are prorated based on the actual number of hours they spend in this program.

**Payroll Taxes** include mandatory payroll taxes (FICA, Medicare, NJ Unemployment, and NJ Disability).

**Fringe Benefits** includes insurance benefits (health, dental, life, long-term disability, workers' compensation and professional liability) as well as a 401(k) match.

**Audit Fees** includes a pro rata portion of the annual audit fee based on the number of programs audited.

**Materials and Supplies** includes office supplies such as toner, file folders, forms; computer and copier costs; program supplies such as toys, craft supplies, resources and workshop materials; printing costs for brochures and pamphlets; and, refreshments for Center activities and special promotional events.

**Facility Costs** are the costs to operate and maintain a welcoming and family-friendly environment for clients including meeting and office space in three locations, one of which has computers available for a client "computer lab". These costs include rent for two locations and insurance costs for three locations.

**Travel and Transportation** includes mileage reimbursement for staff at \$0.50 per mile, as well as tolls incurred for this program.

**Communications** includes the cost of a cell phone used exclusively for this program in order to maintain mobility between the three locations with a single contact number, as well as the cost for internet access.

**Training** includes the cost of training program staff through the agency web-based system in areas of risk, compliance, customer delight, workplace harassment and discrimination, HIPAA, and, client self-harm awareness and assessment, as well as any other trainings deemed appropriate by the Program Director or Management.

**General & Administrative Costs (10% of direct program costs)** are indirect common costs which cannot be readily assignable to a particular program. These costs will be covered through other private funding sources for this program.

#### **6) Leveraging**

In addition to \$12,849 of general and administrative costs that will be covered by Robins' Nest through other sources, we will use \$6,490 of funds received through a private grant for program supplies. In addition, we anticipate in-kind support from a network of parents, places of worship, and providers who are committed to supporting the efforts of the Family Success Center. In addition to these services, Robins' Nest shall leverage the following in-kind services: 1) Provide Maternal Health and Early Childhood Education workshops on-site facilitated by our Nurse-Family Partnership program staff; 2) Provide a rich library of current and relevant resources to meet the needs of local community members; and, 3) Provide volunteer recruitment services, which include criminal background checks and training.

Our strategic plan to continue Center services beyond the contract period and any renewals include securing funding from private foundations or other viable sources.

## **Family Partner Job Description**

Supervisor: Program Supervisor  
Classification: Non-Exempt  
Salary Range: \$14 - \$16 per hour

**Job Function:** Responsible for providing prevention programs to families by developing and maintaining a robust family engagement approach; facilitates parent involvement and parent leadership at the Center; develops Family Success Plans in partnership with families based on the goals of the family; incorporates and implements the Principles of Family Support and the Protective Factors into all aspects of their work; Advocates for/with families as needed; increases the family's ability to problem-solve and advocate for themselves and their children; establishes a trusting relationship with the families; participates and assists in coordination of Center activities and events.

**To be successful in this position you must become able to do the following essential duties and responsibilities always:**

1. Functions within agency's policies and procedures as outlined on agency public documents.
2. Operates according to program operations manual.
3. Meets communication requirements as outlined in job expectations section below.
4. Meets supervision requirements as outlined in job expectations section below.
5. Meets program quality requirements as outlined in job expectations section below.
6. Meets client interaction requirements as outlined in job expectations section below.

### **Job Expectations**

#### **Communication Requirements**

- Communicates programmatic or job related concerns to supervisor and makes suggestions for improvement in an appropriate and timely manner.
- Communicates any performance concerns or training needs to supervisor in an appropriate and timely manner.
- Conducts self in a professional manner that positively reflects the agency culture.
- Demonstrates competent written and verbal communication with referral sources and external customers.
- Is attentive and responsive to customer needs in a helpful, supportive and timely manner.
- Works collaboratively with coworkers and agency staff to effectively communicate and problem solve.

#### **Supervision Requirements**

- Meets with supervisor in accordance with program and licensing requirements.
- Utilizes supervision effectively to address client related issues.
- Utilizes supervision effectively to address performance issues and concerns.
- Utilizes supervision effectively to explore professional development and training needs.

### Program Quality Requirements

- Meets obligations of program (contractual, licensing, Medicaid, etc.).
- Follows program policies and procedures and encourages same in others.
- Educates self on issues impacting the program population.
- Operates conscientiously in accordance with program budget (i.e., use of client engaging funds, office supplies).
- Completes and submits accurate written reports and documentation per established guidelines.
- Ensures quality and accuracy of written and verbal communications.
- Submits Level of Service (LOS) within program requirements.
- Attends agency and program meetings and trainings within established time frames.
- Plays an active role in meetings and trainings designed to enhance agency and program operations.

### Client Interaction Requirements

- Provides culturally competent service delivery.
- Upholds ethical standards in accordance with Social Work Code of Ethics.
- Effectively engages all client populations.
- Continually assesses clients' needs.
- Provides appropriate intervention strategies and adjusts services accordingly.

### **Necessary Skills and Abilities**

- Must demonstrate initiative, creativity, be dependable, reliable and work well independently.
- Must be able to exercise independent thinking and good judgment under all circumstances.
- Must be able to analyze work, set goals, develop plans and utilize time effectively and efficiently.
- Must regularly be able to see, speak and hear. Frequently required to stand, sit, walk, bend, use hands and arms and must occasionally lift up to 20 pounds.
- Must be sensitive, flexible and responsive to gender, race, ethnicity, socio-economic status, religion, age, sexual orientation or any other special needs as reflected in the ability to communicate with staff and/or clients.
- Assume an active role in agency events.

### **To qualify for this job you need to have the below minimum requirements and experience:**

- Bachelors degree in human services or related field
- A minimum of one year experience in human services field preferred
- Must have and maintain a valid driver's license, use of an insured vehicle and an acceptable driving record.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Note: Statements included in this description are intended to reflect the general duties and responsibilities of this position and are not to be interpreted as being inclusive.

**State of New Jersey  
Department of Children and Families  
Statement of Assurance**

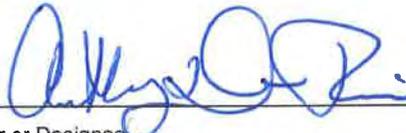
As the duly authorized Chief Executive Officer/Administrator, I am aware that submission to the Department of Children and Families of the accompanying application constitutes the creation of a public document and as such maybe made available upon request at the completion of the RFP process. This may include the application, budget, and list of applicants (bidders list). In addition, I certify that the applicant:

- Has legal authority to apply for the funds made available under the requirements of the RFP, and has the institutional, managerial and financial capacity (including funds sufficient to pay the non Federal/State share of project costs, as appropriate) to ensure proper planning, management and completion of the project described in this application.
- Will give the New Jersey Department of Children and Families, or its authorized representatives, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with Generally Accepted Accounting Principles (GAAP). Will give proper notice to the independent auditor that DCF will rely upon the fiscal year end audit report to demonstrate compliance with the terms of the contract.
- Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain. This means that the applicant did not have any involvement in the preparation of the RFP, including development of specifications, requirements, statement of works, or the evaluation of the RFP applications/bids.
- Will comply with all federal and State statutes and regulations relating to non-discrimination. These include but are not limited to: 1.) Title VI of the Civil Rights Act of 1964 (P.L. 88-352; 34 CFR Part 100) which prohibits discrimination on the basis of race, color or national origin; 2.) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794; 34 CFR Part 104), which prohibits discrimination on the basis of handicaps and the Americans with Disabilities Act (ADA), 42 U.S.C. 12101 et. seq.; 3.) Age Discrimination Act of 1975, as amended (42 U.S.C. 6101 et. seq.; 45 CFR part 90), which prohibits discrimination on the basis of age; 4.) P.L. 2975, Chapter 127, of the State of New Jersey (N.J.S.A. 10:5-31 et. seq.) and associated executive orders pertaining to affirmative action and non-discrimination on public contracts; 5.) Federal Equal Employment Opportunities Act; and 6.) Affirmative Action Requirements of PL 1975 c. 127 (N.J.A.C. 17:27).

- Will comply with all applicable federal and State laws and regulations.
- Will comply with .the Davis-Bacon Act, 40 U.S.C. 276a-276a-5 (29 CFR 5.5) and the New Jersey Prevailing Wage Act, N.J.S.A. 34:11-56.27 et. seq. and all regulations pertaining thereto.
- Is in compliance, for all contracts in excess of \$100,000, with the Byrd Anti-Lobbying amendment, incorporated at Title 31 U.S.C. 1352. This certification extends to all lower tier subcontracts as well.
- Has included a statement of explanation regarding any and all involvement in any litigation, criminal or civil.
- Has signed the certification in compliance with federal Executive Orders 12549 and 12689 and State Chapter 51 and is not presently debarred, proposed for debarment, declared ineligible, or voluntarily excluded. Will have on file signed certifications for all subcontracted funds.
- Understands that this provider agency is an independent, private employer with all the rights and obligations of such, and is not a political subdivision of the Department of Children and Families
- Understands that unresolved monies owed the Department and/or the State of New Jersey may preclude the receipt of this award.

Robins' Nest Inc.

Name of Applicant Organization

Signature  Date 3/10/14

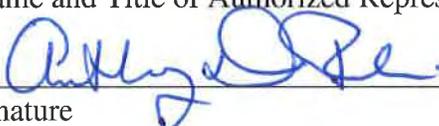
Chief Executive Officer or Designee

Certification Regarding Debarment, Suspension, Ineligibility and  
Voluntary Exclusion Lower Tier Covered Transactions

**READ THE ATTACHED INSTRUCTIONS BEFORE SIGNING THIS CERTIFICATION.  
THE INSTRUCTIONS ARE AN INTEGRAL PART OF THE CERTIFICATION.**

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by an Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Anthony DiFabio, President and CEO  
Name and Title of Authorized Representative

  
Signature

3/10/14  
Date

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion  
Lower Tier Covered Transactions

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of facts upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by

which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

**State of New Jersey  
Department of Children and Families  
Annex B-3 Monthly Report  
Budget/Expenditure**

**Provider Agency:** Robins' Nest Inc.

**Type of Report:**  
(circle)

**Program:** Family Success Center - Atlantic City

Budget       Expense

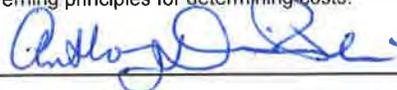
**Contract Period**      **From:** 7/1/14      **To:** 6/30/15

Mod       Final

**Contract #:** \_\_\_\_\_ **Monthly Report (MM/YY):** \_\_\_\_\_

REPORT OF EXPENDITURE:					
Budget Line Item:	Original Budget Amount	Leveraged Funds		YTD Expenditure	Balance Remaining
Salaries	\$ 70,178			\$ -	\$ 70,178
Payroll Taxes	\$ 6,560			\$ -	\$ 6,560
Fringe Benefits	\$ 14,551			\$ -	\$ 14,551
Audit Fees	\$ 280			\$ -	\$ 280
Materials & Supplies	\$ 7,400	\$ 6,490		\$ -	\$ 7,400
Facility Costs	\$ 9,025			\$ -	\$ 9,025
Travel & Transportation	\$ 11,831			\$ -	\$ 11,831
Communications	\$ 1,884			\$ -	\$ 1,884
Training	\$ 291			\$ -	\$ 291
General & Administrative Costs	\$ -	\$ 12,849		\$ -	\$ -
	\$ -			\$ -	\$ -
	\$ -			\$ -	\$ -
	\$ -			\$ -	\$ -
	\$ -			\$ -	\$ -
	\$ -			\$ -	\$ -
<b>TOTAL COST OF PROGRAM</b>	<b>\$122,000</b>	<b>\$19,339</b>		<b>\$0</b>	<b>\$122,000</b>

I certify that the data used to prepare the budget and the expenditures reported herein are current, accurate, and in accordance with the contract terms and governing principles for determining costs.

Authorized Signature: 

Date: 3/10/14

Address any reply to: P. O. Box 270, Newark, N. J. 07101

# US Treasury Department

District Director

## Internal Revenue Service

Date:

December 13, 1968

In reply refer to:

Au:R:E:JWG



▷ Robins' Nest, Inc.  
421 Beech Avenue  
Woodbury Heights, N. J. 08096

Gentlemen:

Purpose:  
Address Inquiries and File Returns with District  
Director of Internal Revenue:

Charitable

Newark, N. J., 07101

Form 990-A Required:  
Accounting Period Ending:

Yes  No

December 31

On the basis of your stated purposes and the understanding that your operations will continue as evidenced to date or will conform to those proposed in your ruling application, we have concluded that you are exempt from Federal income tax as an organization described in section 501(c)(3) of the Internal Revenue Code. Any changes in operation from those described, or in your character or purposes, must be reported immediately to your District Director for consideration of their effect upon your exempt status. You must also report any change in your name or address.

You are not required to file Federal income tax returns so long as you retain an exempt status, unless you are subject to the tax on unrelated business income imposed by section 511 of the Code, in which event you are required to file Form 990-T. Our determination as to your liability for filing the annual information return, Form 990-A, is set forth above. That return, if required, must be filed on or before the 15th day of the fifth month after the close of your annual accounting period indicated above.

Contributions made to you are deductible by donors as provided in section 170 of the Code. Bequests, legacies, devises, transfers or gifts to or for your use are deductible for Federal estate and gift tax purposes under the provisions of section 2055, 2106 and 2522 of the Code.

You are not liable for the taxes imposed under the Federal Insurance Contributions Act (social security taxes) unless you file a waiver of exemption certificate as provided in such act. You are not liable for the tax imposed under the Federal Unemployment Tax Act. Inquiries about the waiver of exemption certificate for social security taxes should be addressed to this office, as should any questions concerning excise, employment or other Federal taxes.

This is a determination letter.

Very truly yours,

*R. H. Nash, Jr.*

R. H. Nash, Jr.

District Director

# CITY OF ATLANTIC CITY



ATLANTIC CITY DIVISION OF HEALTH  
1301 BACHARACH BOULEVARD - 4TH FLOOR  
ATLANTIC CITY, NJ 08401-4603

February 26, 2014

Dr. Anthony DiFabio, CEO  
Robins' Nest Inc.  
42 S. Delsea Drive  
Glassboro, NJ 08028

Dear Dr. Difabio,

The Atlantic City Health Department is excited about the prospect of working with Robins' Nest Inc. in Southern New Jersey. We recognize the scarcity of resources in this area and feel that the expansion of Robins' Nest Inc. services will meet this challenge, by providing support to families in our municipality. This will be done in a family friendly, strength based and culturally sensitive manner.

We are committed to building strong families as is Robins' Nest Inc. Our partnership will ensure the coordination and expansion of available resources for the benefit of families and children. The expansion of Robins' Nest Inc. programs to Atlantic City will assist in community building and supplement the engagement of the civic, business, and faith-based communities. Moreover, Robins' Nest programs will also provide the needed resources to expand support to the families and children in our community.

In summary, the Atlantic City Health Department supports your organization as you pursue the opportunity to continue to expand resources, which we know will make a positive impact on Southern New Jersey families. We will endeavor to assist you through our referral network and collaborative efforts that are continuous throughout the year.

Sincerely,

A handwritten signature in cursive script that reads "Ronald Cash".

Ronald Cash, MPP, MPA, H.O.  
Director of Health & Human Services  
City of Atlantic City

Phone: (609) 347-5663 Fax: (609) 347-5662

## Asbury United Methodist Church

1213 Pacific Avenue

Atlantic City, New Jersey 08401

(609) 348-1941 Fax (609) 340-8077

Email – [Asburyumcac@yahoo.com](mailto:Asburyumcac@yahoo.com)

WebSite – [www.Asburyumcac.org](http://www.Asburyumcac.org)

Rev. William M. Williams, III  
Senior Pastor

Mr. Allen Maddox, Sr.  
Lay Leader

Ms. Carolyn Pendleton  
Chair, Administrative Council

February 28, 2014

Dr. Anthony DiFabio, CEO  
Robins' Nest Inc.  
42 S. Delsea Drive  
Glassboro, NJ 08028

Dear Dr. DiFabio,

The Asbury United Methodist Church (hereinafter, the "Church") is excited about the prospect of continuing to work with Robins' Nest Inc. in Southern New Jersey. We recognize the scarcity of resources in this area and feel that the expansion of Robins Nest Inc. services will meet this challenge by providing services and supports to families with a family friendly, strength based and culturally sensitive approach.

The Church is committed to building strong families as is Robins' Nest Inc. Our continuing partnership will ensure the coordination and expansion of available resources and supports for the benefit of families and children. The expansion of Robins' Nest Inc. programs will allow the continuation of engagement in community building and enhancement in engagement of the civic, business, and faith-based communities. Additional Robins' Nest programs will also provide the needed resources to expand supports to the families and children in our community. In addition to the excellent working relationship our agency has with Robins' Nest Inc. we acknowledge the quality care and advocacy that Robins' Nest workers provide to our consumers.

The Church supports you as you pursue the opportunity to continue to expand resources and supports, which we know will make a positive impact on Southern New Jersey families. This partnership will allow our two entities to respond positively to families impacted by Superstorm Sandy in the hope of providing space located at 1213 Pacific Avenue for recreation and education.

Sincerely,

William M. Williams, III  
Senior Pastor  
Asbury United Methodist Church  
Atlantic City, New Jersey

Cc: Lay Leader, Administrative Council chairperson, Board of Trustees (file)

February 21, 2014

Dr. Anthony DiFabio, CEO  
Robins' Nest Inc.  
42 S. Delsea Drive  
Glassboro, NJ 08028

Dear Dr. DiFabio,

As a teacher in Atlantic City I'm excited about the prospect of continuing to work with Robins' Nest Inc. in Southern New Jersey. There is a need for resources in this area and feel that the expansion of Robins Nest Inc. services will meet this challenge by providing services and supports to families with a family friendly, strength based and culturally sensitive approach.

I would gladly promote the expansion of available resources and supports for the benefit of families and children. The expansion of Robins' Nest Inc. programs will allow the continuation of engagement in community building and enhancement in engagement of the civic, business, and faith-based communities. Additional Robins' Nest programs will also provide the needed resources to expand supports to the families and children in our community.

I will support you as your pursue the opportunity to continue to expand resources and supports, which I know will make a positive impact on Southern New Jersey families.

Sincerely,



Adhan J. Perez  
Teacher Sovereign Ave. School  
Atlantic City, NJ



# atlantic city free public library

ONE NORTH TENNESSEE AVENUE • ATLANTIC CITY, N.J. 08401 • 609-345-2269 • FAX 609-345-5570

March 7, 2014

Dr. Anthony DiFabio, CEO  
Robins' Nest Inc.  
42 S. Delsea Drive  
Glassboro, NJ 08028

Dear Dr. DiFabio,

That Atlantic City Free Public Library is pleased to write in support of the application submitted by Robins' Nest Inc. for funding to develop a Family Success Center in Atlantic City. There is an ongoing need for the services for children and parents that will be provided by the Family Success Center and those services will have a positive impact on families in Atlantic City. We understand that Robins' Nest Inc. plans to coordinate and expand available resources and supports for the benefit of families and children and continue their engagement in community building.

The Atlantic City Free Public Library, a service of the City of Atlantic City, is committed to providing the library resources and services that build strong families and will work with Robins' Nest Inc. to provide information about the valuable services that will be available through the Family Success Center. We look forward to working with you in the future.

Sincerely,

A handwritten signature in purple ink that reads "Maureen Sherr Frank".

Maureen Sherr Frank  
Library Director

### Family Success Center Implementation Schedule

Activity	Milestones	Timeframe
Initiate contracting process.	Submit Annex A and B Finalize Contract	Month 1
Secure site location Furnish Site	Secure rental space; sign lease Obtain furniture and arrange for delivery	Month 1 Month 1
Hire and train staff  Recruit and train Participant Leaders and Volunteers.	Advertise and post job openings Interview and hire staff New employee orientation Risk management and cultural competency training Staff training on the Standards for Prevention, Principles of Family Support and Protective Factors.  Recruit participant leaders and volunteers Train volunteers on Board operations, the Standards for Prevention, Principles of Family Support and Protective Factors.	Month 1
Set up services	Hold focus groups to obtain input from local community members on program services Create Calendar of events based on above input Set up learning stations Set up Resource center	Months 1&2
Outreach to families	Initiate community outreach and marketing campaign	Months 1&2
Market Center to agencies	Educate agencies and other community providers	Month 2
Hold Grand Opening	Distribute invitations to community members and provider agencies	Month 2
Initiate services	Meet and Greet families Establish Family Success Plans Provide services	Month 2

<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thu</b>	<b>Fri</b>	<b>Sat</b>
Location: Library 1 N. Tennessee Ave.	Location: UMC 1213 Pacific Ave	Location: UMC 1213 Pacific Ave	Location: AME 101 N. New York Ave	Location: AME 101 N. New York Ave	Location: AME 101 N. New York Ave
<b>3</b>  Career Café 10am-2pm Resumes, & Job-Searching <hr/> Family Game Night 3:30PM-5PM	<b>4</b>  Coaching Corner 11am-2pm Stop in for One to One assistance <hr/> Parent & Child Cooking for the Crew Class 4:30PM-6:30PM	<b>5</b>  Do-It-Yourself! Electrical 101 5:30PM-7PM	<b>6</b>  Coaching Corner 11am-2pm Stop in for One to One assistance <hr/> The ABC's Of Starting A Small Business 5:30PM-7PM	<b>7</b>  Foundations in Personal Finance A Dave Ramsey Curriculum 3:30PM-5:00PM	<b>8</b>  <b>Family Zumba</b> 12PM-1PM
<b>10</b>  Career Café 10am-2pm Resumes, & Job-Searching	<b>11</b>  Coaching Corner 11am-2pm Stop in for One to One assistance <hr/> Family Movie Night 5:30PM-6:30PM	<b>12</b>  Stress Reduction Yoga 4PM-5PM 	<b>13</b>  Do-It-Yourself! Plumbing 101 5:30PM-7PM	<b>14</b>  One-on-One ACA/"Obamacare" App Assistance 2:30PM-4:30PM	<b>15</b>  CENTER CLOSED
<b>17</b>  Career Café 10am-2pm Resumes, & Job-Searching <hr/> Family Craft Time 3:30PM-5PM	<b>18</b>  Coaching Corner 11am-2pm Stop in for One to One assistance <hr/> "The Calm After the Storm": workshop on restoring peace in our lives. 6:00PM-7:00PM	<b>19</b>  Spring Cleaning 101 Workshop 1:30P-2:30P	<b>20</b>  Coaching Corner 11am-2pm Stop in for One to One assistance <hr/> Parent & Child Cooking for the Crew Class 4:30PM-5:30PM	<b>21</b>  Foundations in Personal Finance A Dave Ramsey Curriculum 3:30PM-5:00PM	<b>22</b>  <b>Family Zumba</b> 12PM-1PM
<b>24</b>  Career Café 10am-2pm Resumes, & Job-Searching	<b>25</b>  Coaching Corner 11am-2pm Stop in for One to One assistance <hr/> Consumer Advocacy 6PM-7PM	<b>26</b>  Stress Reduction 4PM-5PM 	<b>27</b>  Coaching Corner 11am-2pm Stop in for One to One assistance <hr/> Weatherization 101 (Energy Saving) 5:30PM-6:30PM	<b>28</b>  One-on-One ACA/"Obamacare" App Assistance 11AM-4PM	<b>29</b>  CENTER CLOSED
<b>31</b>  Career Café 10am-2pm Resumes, & Job-Searching <hr/> Family Craft Time 3:30PM-5PM					

## For Adults

### Seminars/Classes

**ABCs of Starting a Business:** Come to this FREE class designed to teach you the how-tos and ins and outs of starting & running a small business!

**Utility Assistance Programs Overview:** A professional will give us an overview of all utility assistance programs~ how they can help us with our utility bills and how we can apply!

**Consumer Advocacy:** Speak with a local professional about how to understand your consumer rights and what to do.

**Stress Reduction Yoga:** An intro to basic yoga techniques; Led by a certified instructor recently featured on the front pg of the CourierPost!

**Weatherization 101 (Energy Saving):** See Description in Center Highlights.

**Spring Cleaning 101!** Speak with a local professional about how to de-clutter and get organized and ready for spring!

**DIY Electrical 101:** Speak with a local professional about how to understand your electric use in your home and what to do.

**DIY Plumbing 101:** Speak with a local professional about how to understand your home's plumbing and what to do.

### Applications/Assistance

**Apply for Affordable Care Act/Obamacare:** See Description in Center Highlights

## For Youth

**Parent/Child Cooking:** Fun for the whole family!

**Family Zumba:** Free! . Fun for the whole family, led by a certified instructor!

## Family Activities

**Zumba:** Free! Fun for the whole family, led by a certified instructor!

**Parent/Child Cooking:** Fun for the whole family! Learn to dine on a dime. Tips on how to cook for a lot of folks for a few bucks!

**Family Craft Time:** Make a fun family craft with us!

**Family Movie Night:** A FREE movie and snacks for the whole family!

See Calendar for Locations:  
St. James AME  
Asbury UMC  
Atlantic City Free Public Library  
609-555-5555

[www.acoutpostfsc.org](http://www.acoutpostfsc.org)  
[fscacoutpost@gmail.com](mailto:fscacoutpost@gmail.com)

### Always Available

All Services are always FREE!

**Resources:** Need Info: call, come in or online  
@ [www.sjresourcedirectory.org](http://www.sjresourcedirectory.org)

**Career Café:** Every Monday One on One assistance with resumes, Interview Prep & Job Searching.

**Coaching Corner:** Every Monday One on One assistance with resources, applications and general questions.

### Center Highlights

**"The Calm After the Storm":** Join this dynamic workshop to learn how to restore balance and peace in ours everyday lives.

#### *Job Fair:*

Temp agency is coming here to accept resumes and job applications.

#### *Weatherization 101 (Energy Saving):*

Learn tips from a contracting professional about how to save energy (and money!) by weatherizing your home!

#### *"Obamacare"/Affordable Health Care Act: Applications:*

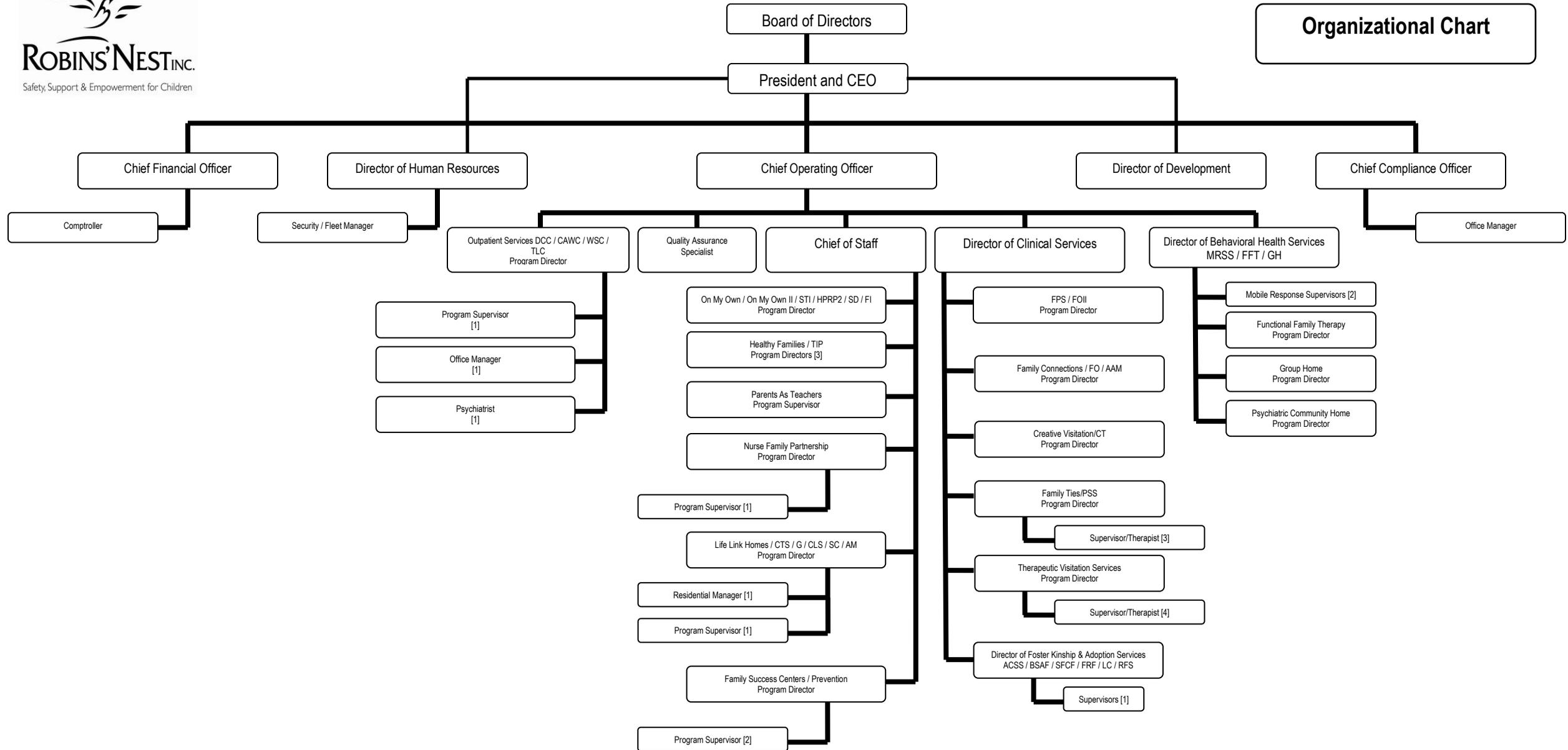
Attend one of our one-on-one application assistance days to apply on the spot!

**\*Please call for appointment time!**

#### **Foundations in Personal Finance: Dave Ramsey's Curriculum**

Take control of your family's financial future with one of our nation's most successful financiers.

# Organizational Chart



President and CEO

Chief Operating Officer

Chief of Staff

**On My Own/On My Own II / HPRP / STI / SD  
Program Director**

- Independent Living Coordinators [5]
- Wraparound Administrator [1]
- HPRP Case Manager [1]
- Street Dreams Counselor [1]

**Healthy Families  
Program Directors [3]**

- Family Assessment Workers [2]
- Family Support Workers [13]
- Administrative Assistant [1]

**Nurse Family Partnership  
Program Director**

- Program Supervisor [1]
  - Nurse Home Visitors [5]
  - Administrative Assistant [1 PT]
- Nurse Home Visitors [6]
- Administrative Assistant [1]

**Life Link Homes / CTS / G / CLS / SC / AM  
Program Director**

- LLH Residential Manager [1]
  - Intake Coordinator [1]
  - Independent Living Coordinators [3]
  - Activity Coordinator [1]
- CTS / G / CLS / SC / AM Program Supervisor [1]
  - Mentor/Employment Specialist [1]
  - Counselors [3]

**Family Success Centers / Prevention  
Program Director**

- Family Partner [1 FT] [1 PT]
- Volunteer Coordinator [1 PT]
- Program Supervisor [2]
  - Family Partner [2 FT] [2 PT]
  - Volunteer Coordinator [2 PT]
  - Case Managers [5]

**Parents As Teachers  
Program Director**

- Parent Educators [5]

