



REQUEST FOR PROPOSALS

FOR

THREE REGIONAL ACES COLLABORATIVES (RAC)

FOR COMMUNITY INNOVATION MICROGRANTS

Funding Up to \$3,000,000 available for community collaboration and innovation microgrants over two (2) years. Each RAC shall receive up to \$425,000 per year for community innovation microgrants

There will be a Non-Mandatory Informational Bidders Conference for this RFP On October 19, 2021 at 12:00PM on Zoom.

Questions are due by October 15, 2021 at 12:00 PM

Bids are due: November 10, 2021 at 12:00 PM

Christine Norbut Beyer, MSW
Commissioner

October 8, 2021

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Exhibit A–The State Affirmative Action Policy

Exhibit B–Anti-Discrimination Provisions

Exhibit C–Exhibit C- Public Law P.L. 2021, c.1 Attestation Form

Exhibit D–Microgrant Guidelines

Exhibit E–Notice of Standard Contract Requirements, Processes, and Policies

Funding Agency

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

Special Notice:

There will be an Informational Bidders Conference for this RFP on October 19, 2021 on Zoom. The link to register for the bidders' conference is:

https://www.zoomgov.com/webinar/register/WN_4XXgR9VITeCGIKbcqvVdGQ

Interested parties need to go to that link and enter the information by 11:00 AM on the day of the conference.

Questions will be accepted in advance of the proposal deadline by providing them via email to DCF.ASKRFP@dcf.nj.gov until **October 15, 2021 at 12PM**. Technical inquiries about forms and other documents may be requested at any time.

All bids must be submitted electronically through our online system. To submit online, applicant must submit an AOR form. The AOR form must be completed and sent to DCF.ASKRFP@dcf.nj.gov. (see Section G).

Section I – General Information

A. Purpose:

Adverse Childhood Experiences (**ACEs**) have a tremendous impact on future violence victimization and perpetration, and lifelong health and opportunity. The New Jersey Department of Children and Families' (DCF) Office of Resilience (OOR) announces the availability of up to \$3,000,000 in New Jersey (NJ) State funding for the purpose of creating three (3) Regional ACE Collaboratives (RAC) that shall assist DCF in the process of providing microgrants to serve communities in the work to reduce adverse childhood experiences in creative and innovative ways. DCF is also assisted by the OOR-New Jersey Trauma Informed technical assistance center (TICTAC) that engages New Jersey communities to imagine and co-create healing, supportive, thriving futures.

The purpose of each RAC is to encourage individual, community and cross-agency commitment, collaboration, and mobilization to support children and families facing adversity through grants for social services relating to ACEs. These grants include grant payments to individuals, private or nonprofit recipients for the accomplishment of a particular purpose or service program related to ACEs.

B. Background:

DCF is the state's first Cabinet-level agency devoted exclusively to serving and supporting at-risk children and families. It is made up of about 6,600 staff who are focused on and committed to assisting and empowering residents to be safe, healthy and connected. The DCF OOR was created in June 2020, led by an executive on loan through the generous support of the New Jersey ACEs Collaborative, an alliance of three NJ philanthropic organizations (the Burke Foundation, The Nicholson Foundation and the Turrell Fund), in partnership with DCF. The purpose of the office is to host, coordinate and facilitate statewide initiatives related to raising awareness of and creating opportunities to eradicate Adverse Childhood Experiences, or ACEs, through grassroots and community-led efforts, technical assistance and strategic support for organizations already pursuing this work. Additional information regarding the OOR can be found at the following web address: <https://www.nj.gov/dcf/resilience.html>

In NJ, ACEs affect more than 40 percent of children across socioeconomic strata and can have lifelong implications for physical, social, and psychological health. Informed by community voices through focus groups and other convenings, and supported by state government and the philanthropic sectors, the NJ ACEs Action Plan calls for a coordinated, cross-sector, statewide response to prevent and mitigate the lasting effects of ACEs on children's health and well-being.

In the work of a child - and family-serving system, or law enforcement, or education or healthcare – as just a few examples - ACEs provides a concept and context for family behaviors, as well as our own. The challenges experienced by a person in childhood can trickle into adult interactions with their own children – putting ACEs in a relational, and generational context.

The difference between individuals who experience ACEs and have negative outcomes vs. those who experience ACEs and *avoid* negative outcomes can be as simple as one caring and competent adult, creating a pathway to healing.

With the support of Governor Murphy and his 'whole of government' approach, NJ is forging ahead collectively – state agencies, law enforcement, educators, social service organizations and stakeholders - to make ACEs and healing-centered practice integral to its work and policies.

The development of regional community based microgrants recognizes and leverages the ingenuity of local innovations and interventions, highlighting how we all can play a part to reduce the effects of childhood adversity, through actions both large and small that demonstrate compassion and promote a sense of emotional safety.

C. Regions to Be Awarded:

Regions to be served and awarded are:

North: Warren, Sussex, Morris, Essex, Passaic, Bergen and Hudson Counties

Central: Hunterdon, Somerset, Union, Mercer, Middlesex, Monmouth and Ocean Counties

South: Burlington, Camden, Gloucester, Salem, Cumberland, Cape May and Atlantic Counties

D. Scope of Work:

1. Role of the Regional ACE Collaborative

A Regional ACE Collaborative or RAC is a NJ based organization that has ties to the community and understands the importance of implementing ACES in the community. Their primary role is to participate and manage the offering, selection and implementation process with innovation microgrant awardees. Additionally, they will be responsible for assisting, where needed, with the development of all required reports. The RAC will be the intermediary between DCF, the Innovation Grant Review Board (IGRB) described below and innovation grantees.

2. Innovation Grant General Structure

Each RAC shall participate in a regional Collaborative Learning Community, led by the DCFOOR. The Collaborative Learning Community shall include but not be limited to anyone awarded a grant, the RAC, OOR and other capacity building organizations in the particular region.

Each RAC will publish and advertise a Request for Ideas (RFI) for innovation grants for community-based projects in the region. The initial request shall be for interested innovators to submit a Letter or Email Proposal. All communications shall be coordinated with DCF and will be subject to prior review and approval. A committee formed by OOR shall determine the selection of applications for funding which shall include the RAC and the IGRB described below.

Each RAC shall provide the approved funded applicant with an agreement to complete the project in accordance with the requirements in Exhibit D.

Each RAC shall be responsible for having financial management systems in place to oversee the distribution and use of microgrant funds by approved awardees, including recouping funds if required. It is expected that 25% of the innovation funding may be released initially to the RAC and thereafter based upon invoices and monthly expenditures.

Each RAC shall meet at least quarterly with each innovation grantee and provide a report to the RAC/DCF team of the progress of each initiative.

The OOR shall provide a capacity building process for each awarded innovation grantee.

Innovation Grant Review Board (IGRB)

This IGRB selection team shall meet with the RAC once the proposals have been received and shall make recommendations for the invitations to submit an application through the RAC. The RAC shall then bring the completed application to the IGRB for review and commitment for funding. If necessary DCF shall provide the resources for translation of proposals. The IGRB shall consist of the following:

Three (3) Members from the DCF OOR

One (1) Member from a DCF Powerful Families Powerful Communities Demonstration Project

Two (2) Members from OOR Community Advisory Board

One (1) Member from the Trauma-Informed Care Technical Assistance Center (TICTAC)

One (1) Member from the DCF Office of Diversity, Equity and Inclusion

One (1) Member each from the RAC (Total of 3)

3. Operating Requirements for Regional ACE Collaboratives (RAC)

a. Hours of Operations

Appointments with innovators are expected to be scheduled at the innovators' convenience at the RAC location or a location that is convenient to the innovator. General hours of availability for appointments shall be within the hours of 10AM to 6PM weekdays with 2 weekdays of evening hours 6PM to 10PM and one weekend day per month.

b. Languages spoken

The RAC shall have bi-lingual staff and/or access to language services in order to engage and assist innovators with their proposals and implementation.

c. Transportation arrangements

RACs are required to provide transportation for innovators to meet concerning their applications and implementation of their projects if needed.

d. Staffing

Staffing proposed by the RAC shall be funded within the annual \$75,000 budget.

e. Required use of Data Bases/Data Collection for Evaluation

The RAC will work with the OOR to determine a methodology for evaluation and participate in an evaluation with the data and information submitted by innovators.

f. Accounting/fiscal management

The RAC will have financial systems that conform with DCF's Cost Reimbursement Manual, including but not limited to Section 2 Management Systems. The RAC will be responsible for issuing payments to approved applicants and maintaining detailed, auditable records of expenditures for contract services, including expenditures related to approved applicants' projects.

4. Required Activities for Regional ACE Collaboratives

Required activities include but are not limited to:

a. System Collaboration through Community Meetings, Outreach efforts, accommodation of DCF site visits, marketing/publications.

b. Actively Promote the Innovation Microgrant Request for Ideas (RFI) process. DCF shall assist in translating the promotion materials as required.

c. Participate in planning and have a representative attend annual conference.

d. Actively participate in the selection process for the applicants.

5. Availability

The RAC shall be available for conferences, telephonic and electronic conferencing capability and/or in person once a month with DCF OOR.

6. Expected Outputs

a. Call for Ideas

Within ninety (90) days of award, the RAC shall issue and publish a request or call for ideas in the region it is awarded for programs that support children and families that may have experienced an ACES event(s) or to prevent an ACES event in the community. DCF shall assist in translating the promotion materials as required. The publication and communication of the Call for Ideas shall be coordinated with DCF Communications, OOR and community partners. See Exhibit D for the Program Guidelines.

b. Award by RAC

After consultation with the IGRB, and acceptance of the idea, the RAC shall work with each recipient to craft a formal application for funding. Upon award a memorandum shall be offered to the innovation grant recipient in accordance with the guidelines in Exhibit D.

c. Monitoring and Reporting by RAC

Each RAC shall provide a report of each innovation project monthly to the IGRB and efforts to support and monitor each grant. Successful innovation applicants will be required to clear a Child Abuse Registry Inquiry (CARI) check and each RAC shall be required to keep all records in connection with this requirement.

d. Availability of staff and program documents to facilitate DCF qualitative reviews.

RAC staff shall be available for meetings/ teleconferences at least monthly with DCF.

E. Funding Information:

All funding is subject to appropriation. Funding for each RAC is available up to \$75,000 per year for approximately 18 months. Year 1 is anticipated to be from contract execution until June 30, 2022 and Year 2 is July 1, 2022 to June 30, 2023. Year 1's award is expected to be \$75,000; year 2's budget is anticipated to be 12 months of operating expenses at \$75,000.

To assist with drafting responses for this RAC RFP, DCF intends on making up to \$425,000 in funding available, per region, per year for funded community innovation microgrants. The number and cost of innovation microgrants awarded within each region is dependent upon the community innovation grants and funded amount approved from its Region, however the total amount of funding for Community Innovation Microgrants, across all 3 Regions, is capped at \$1,275,000 per year.

DCF reserves the right to award all or a portion of the requested amounts for the RAC and microgrants. Continuation of funding is contingent upon the availability of funds in future fiscal years. 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.

Additional funds are not available for start-up, so any proposed one-time RAC expenses must be funded with **anticipated** contract accruals. Applicants must provide a justification and detailed summary of anticipated start-up costs, and the source of anticipated contract accruals, in order to begin program operations.

Up to three (3) regional RACs will be awarded.

The funding period for this program is expected to be November 1, 2021 to June 30, 2023.

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.

F. Applicant Eligibility Requirements:

1. Applicants must be non-profit corporations and/or Universities 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 (inclusive of its Divisions and Offices) or any other New Jersey State agency or authority, the Applicant may not submit a proposal for this RFP if written notice of such limitation has been provided to the Agency or authority.** Responses shall not be reviewed and considered by DCF until all deficiencies listed in the corrective action plan have been eliminated and progress maintained to the satisfaction of DCF for the period of time as required by the written notice.
4. Applicants shall not be suspended, terminated or barred for deficiencies in performance of any award, and if applicable, all past issues must be resolved as demonstrated by written documentation.
5. Applicants that are presently under contract with DCF must be in compliance with the terms and conditions of their contract.
6. Where required, all applicants must hold current State licenses.
7. Applicants that are not governmental entities must have a governing body that provides oversight as is legally required.
8. Applicants must have the capability to uphold all administrative and operating standards as outlined in this document.
9. All applicants must have a Data Universal Numbering System (DUNS) number. To acquire a DUNS number, contact the dedicated toll-free DUNS number request line at 1-866-705-5711 or inquire on-line at: <http://fedgov.dnb.com/webform>.
10. Any fiscally viable entity that meets the eligibility requirements, terms and conditions of the RFP, and the contracting rules and regulations set forth in the DCF Contract Policy and Information Manual (N.J.A.C. 10:3) may submit an application.

G. RFP Schedule:

October 15, 2021	Deadline for Email Questions sent to DCF.ASKRFP@dcf.nj.gov
November 10, 2021	Deadline for Receipt of Proposals by 12:00PM

Proposals received after 12:00 PM on November 10, 2021 at 12:00 PM will **not** be considered.

All proposals must be delivered ONLINE:

To submit a proposal online, applicant must submit an AOR form. The AOR form must be completed and sent to DCF.ASKRFP@dcf.nj.gov

- Registration for the Authorized Organization Representative (AOR) Form

Once the AOR is submitted and the applicant is granted to proceed, instructions will be provided for the submission of the proposal.

We recommend not waiting until the due date to submit your proposal 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.

Submission Requirement:

It is required that you submit your proposal as one PDF document. If the Appendices file is too large, it can be separated into more pdf parts, such as Part 3, Part 4, etc. Please do not upload separate documents.

H. 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.

For a bid to be considered for award, at least one representative of the Applicant must have been present at the Bidders Conference, if required, commencing at the time and in the place specified above. 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 Applicant that are the subject of the tie will provide a presentation of their proposal to the Proposal 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 Applicant.

Requested information was covered	15 Points
Approach to the contract and program design was thoroughly and clearly explained and was consistent with the RFP requirements	25 Points
Background of organization and staffing explained	10 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 Applicants shall maintain all documentation related to proof of services, products, transactions and payments 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.

The successful 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 as attached as **Exhibit A**.

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

Applicants must submit a signed Attestation-Public Law P.L. 2021, c.1 Attestation Form for Providers with DCF Contracts as attached as **Exhibit C**.

The successful Applicants must comply with the Notice of Standard Contract Requirements, Processes, and Policies as attached as **Exhibit E**.

The successful Applicants must comply with confidentiality rules and regulations related to the participants in this program including but not limited to:

1. Applicants must comply with 42 CFR Part 2 Confidentiality of Substance Use Disorder Patient Records.
2. Keep client specific and patient personal health information ("PHI") and other sensitive and confidential information confidential in accordance with all applicable New Jersey and federal laws and regulations including, but not limited to, the Health Insurance Portability and Accountability Act of 1996 ("HIPAA").
3. Recognize and understand that case information is mandated by N.J.S.A. 9:6-8.10a to be kept confidential and the release of any such information may be in violation of state law and may result in the conviction of individuals for a disorderly person's level offence as well as possibly other disciplinary, civil or criminal actions pursuant to N.J.S.A. 9:6-8.10b.

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.

I. 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 ten (10) business days following receipt of the notification or by the deadline posted in this announcement.

J. 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: DCF.ASKRFP@dcf.nj.gov.

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

K. 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. Proof of Insurance naming DCF as additionally insured from agencies
3. Bonding Certificate
4. Notification of Licensed Public Accountant (NLPA) with a copy of Accountant's Certification
5. 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:

Applicants must submit a narrative that addresses the following criteria below.

In conjunction with DCF's review of the narrative descriptions DCF will assess the documents you submitted with your response to this opportunity. DCF will determine the score for each section based on the quality, completeness, and accuracy of both the narrative descriptions and the documents it deems to be relevant.

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. There is a 25-page limitation for the narrative portion of the proposal. The font shall be no smaller than 12 points in Arial or Times New Roman. A one (1) point reduction per page will be administered to proposals exceeding the page limit requirements.

A penalty of 5 points will be deducted for each missing document. If documents are missing from the proposal, DCF may provide an email notice to the Applicant after the bid is submitted. Applicants will have up to five (5) business days after notice from DCF to provide any potentially missing documentation without penalty. 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.

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

I. Community and Organizational Fit (30 Points)

Community and Organizational fit refer to Applicant's alignment with the specified community and state priorities, family and community values, culture and history, and other interventions and initiatives.

- 1) Describe how this initiative is consistent with your mission and vision, and priorities. Describe how this initiative fits with existing initiatives/programming in your organization.
- 2) Describe any existing services and programs that are categorized as well as supported and promising as per the California Evidence-Based Clearinghouse for Child Welfare definition (CEBC). <https://www.cebc4cw.org/>
- 3) Describe how this initiative is consistent with your organization's experience working with the target (or similar) populations required to be served by this initiative.
- 4) Describe your organization's policies related to trauma-informed practice. Describe how the requirements of this initiative will be met through your policies implementing trauma informed practices.
 - **Include written policies implementing trauma informed practices, if available as part of the appendix.**
- 5) Describe how you will meet the geographic area requirements of this program initiative.

II. Organizational Capacity (25 Points)

Organizational Capacity refers to the Applicant's ability to financially and structurally meet and sustain the specified minimum requirements.

- 1) Describe how the organization's leadership is knowledgeable about and in support of this initiative. Include how the requirements of this initiative will be met through your governance and management structure, including the roles of senior executives and governing body (Board of Directors, Managing Partners, Board of Freeholders). Do leaders have the diverse skills and perspectives representative of the community being served?

- **Include a Governing Body List.** (A “governing body” is any of the following: Board or Directors -or- Managing Partners, if LLC/Partnership, -or- Board of Chosen Freeholders of Responsible Governing Body. List must be dated and include the following: names, titles, emails, phone numbers, addresses, and terms for all members of Governing Body.), as part of the appendix.
 - **Include a current Agency-Wide Organizational Chart as part of the appendix.**
- 2) Does the organization currently employ or have access to staff that meet the staffing requirements for this initiative?
 - 3) Does the staff have a cultural and language match with the population they serve, as well as relationships in the community. If so, describe.
 - 4) Describe how your Agency plans to fulfill staffing requirements not currently in place by hiring staff, consultants, sub-grantees and/or volunteers who will perform the proposed service activities.

Indicate the number, qualifications and skills of all staff, consultants, sub-grantees and/or volunteers who will perform the proposed service activities. Describe the management and supervision methods that will be utilized.

- **Include an organizational chart for the proposed program operation as part of the appendix.**
 - **Include job descriptions that include all educational and experiential requirements as part of the appendix.**
 - **Include resumes of any existing staff who will perform the proposed services as part of the appendix.**
 - **Include a brief narrative on staffing patterns as part of the appendix.**
- 5) Are there designated staff with capacity to collect and use data to inform ongoing monitoring and improvement of the program or practice? If so, describe.
 - 6) What administrative practices must be developed and/or refined to support the initiative/program/practice? What administrative policies and procedures must be adjusted to support the work of the staff and others to implement the program or practice?
 - 7) Describe how the requirements of this initiative will be met through your plans for program accessibility that include, at a minimum, the following details: site description, safety considerations, and transportation options for clients served.

- 8) Describe how the requirements of this initiative will be met through your strategies for identifying and engaging the target population and for maintaining their participation in services in accordance with service recipients' need(s).
- 9) Describe how the requirements of this initiative will be implemented through the community partners listed as follows:
 - **Include no more than (3) Professional letter(s)** of support from community organizations that you already partner with as part of the appendix. Letters from any New Jersey State employees are prohibited.
- 10) Describe your plans to ensure the needs of the target community will be met in a manner consistent with your commitment to cultural competency and diversity and the Law Against Discrimination (NJSA 10:51 seq.).
- 11) Demonstrate through a **one-page narrative**, your history of working with diverse communities through concrete examples and of diverse communities you serve.
- 12) Provide a Proposed Program Implementation Plan, including a detailed timeline for implementing the proposed services
 - **Include a Program Implementation Schedule attached as part of the appendix.**

III. Organizational Supports (25 Points)

Organizational Supports refers to the Applicant's access to Expert Assistance, Staffing, Training, Coaching & Supervision.

- 1) Describe how your organization will support this initiative with required/necessary training, coaching, supervision. Describe your organization's process to evaluate staff performance.
- 2) Submit a **signed Attestation (Exhibit C) as an appendix.**
- 3) Describe how this initiative will be supported by your quality assurance and performance improvement processes, including the meaningful role of those to be served.

IV. Budget (20 Points)

The Department will consider the cost efficiency of the proposed budget as it relates to the anticipated level of services (LOS). Therefore, applicants must clearly indicate how this funding will be used to meet the project goals and/or requirements. Provide a line

item budget and narrative for the proposed project/program for each of the two years as a budget form November 2021 to June 30, 2022 and July 1, 2022 to June 30, 2023. The narrative must be part of the proposal.

- **The Budget forms are to be attached as an appendix.**

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

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

Standard DCF Annex B (budget) forms are available at: <https://www.state.nj.us/dcf/providers/contracting/forms/> and a description of General and Administrative Costs are available at <https://www.nj.gov/dcf/providers/notices/requests/>

See *Standard Documents for RFPs* for forms.

B. Supporting Documents:

Applicants must submit a complete proposal signed and dated by the Chief Executive Officer or equivalent. There is a twenty-five (25) page limitation for the narrative portion of the grant application. A one (1) point reduction per page will be administered to proposals exceeding the page limit requirements.

A penalty of five (5) points will be deducted for each missing document. If documents are missing from the proposal, DCF may provide an email notice to the Applicant after the bid is submitted. Applicants will have up to five (5) business days after notice from DCF to provide any potentially missing documentation without penalty. 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. Attachments do not count towards the narrative page limit.

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

Part I: Proposal	
1	<input type="checkbox"/> Proposal Cover Sheet – (signed and dated) Website: https://www.nj.gov/dcf/providers/notices/requests/#2 Form: https://www.nj.gov/dcf/providers/notices/Proposal.Cover.Sheet.doc
2	<input type="checkbox"/> Table of Contents – Please number and label with page numbers if possible in the order as stated in Part I & Part II Appendices.
3	<input type="checkbox"/> Proposal Narrative in following order 25 Page Limitation <ol style="list-style-type: none"> I. Organizational Community & Fit II. Organizational Capacity III. Organizational Support IV. Budget Narrative
Part II: Appendices	
4	<input type="checkbox"/> Written policies implementing trauma informed practices, if available. If not applicable, include a written statement.
5	<input type="checkbox"/> Governing Body List. (A “governing body” is any of the following: Board or Directors -or- Managing Partners, if LLC/Partnership, -or- Board of Freeholders of Responsible Governing Body). List must be Dated and include the following: <ol style="list-style-type: none"> a. Names b. Titles, c. Emails d. Phone Numbers e. Address and f. Terms
6	<input type="checkbox"/> Current Agency-Wide Organization Chart
7	<input type="checkbox"/> Proposed Organizational Chart for services required by this response - include agency name and date created
8	<input type="checkbox"/> Job Descriptions that include all educational and experiential requirements
9	<input type="checkbox"/> Resumes of any existing staff who will perform the proposed services (please <u>do not</u> provide home addresses or personal phone numbers)
10	<input type="checkbox"/> (3) Professional Letter(s) of Support from community organizations that you already partner with. Letters from any New Jersey State employees are prohibited.

11		Brief narrative on staffing patterns
12	<input type="checkbox"/>	Signed Attestation
13	<input type="checkbox"/>	Proposed Program Implementation Schedule or some other detailed weekly description of your action steps in preparing to provide the services of the RFP and to become fully operational within the time specified.
14	<input type="checkbox"/>	Proposed Annex B Budget Form documenting anticipated budget (include signed cover sheet) Annex B: https://www.nj.gov/dcf/documents/contract/forms/AnnexB.xls Note: Expense Summary Form is auto populated. Begin data input on Personnel Detail Tab.
15	<input type="checkbox"/>	Agency's Conflict of Interest policy
16	<input type="checkbox"/>	Copies of any audits (not financial audit) or reviews (including corrective action plans) completed or in process by DCF (inclusive of DCF Licensing, Divisions and Offices) or other State entities within the last 2 years. 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. Applicants are on notice that DCF may consider all materials in our records concerning audits, reviews or corrective active plans as part of the review process.
17	<input type="checkbox"/>	Document showing Data Universal Numbering System (DUNS) Number 2006 Federal Accountability & Transparency Act (FFATA) Website: https://fedgov.dnb.com/webform Helpline: 1-866-705-5711
18	<input type="checkbox"/>	System for Award Management (SAM) printout showing "active" status (free of charge) Website: Go to SAM by typing www.sam.gov in your Internet browser address bar Helpline: 1-866-606-8220
19	<input type="checkbox"/>	Business Associate Agreement/HIPAA (signed/dated under Business Associate) [Version: Rev. 8-2019] Form: https://www.nj.gov/dcf/providers/contracting/forms/HIPAA.docx
20	<input type="checkbox"/>	Affirmative Action Certificate --or-- Renewal Application [AA302] sent to Treasury Note: The AA302 is only applicable to new startup agencies and may only

		<p>be submitted during Year 1. Any agency previously contracted through DCF is required to submit an Affirmative Action Certificate.</p> <p>Website: https://www.nj.gov/treasury/purchase/forms.shtml</p> <p>Form: https://www.nj.gov/treasury/purchase/forms/AA_%20Supplement.pdf</p>
21	<input type="checkbox"/>	<p>Certificate of Incorporation</p> <p>Website: https://www.nj.gov/treasury/revenue/filecerts.shtml</p>
22	<input type="checkbox"/>	<p>For Profit: NJ Business Registration Certificate with the Division of Revenue. See instructions for applicability to your organization. If not applicable, include a signed/dated written statement on agency letterhead.</p> <p>Website: https://www.nj.gov/njbusiness/registration/</p>
23	<input type="checkbox"/>	<p>Agency By-laws or Management Operating Agreement if an LLC</p>
24	<input type="checkbox"/>	<p>Tax Exempt Organization Certificate (ST-5) -or- IRS Determination Letter 501(c)(3)</p> <p>If not applicable, include a signed/dated written statement on agency letterhead</p> <p>Website: https://www.nj.gov/treasury/taxation/exemptintro.shtml</p>
25	<input type="checkbox"/>	<p>Disclosure of Investigations and Other Actions Involving Bidder Form (PDF) (signed/dated)</p> <p>Website: https://www.nj.gov/treasury/purchase/forms.shtml [Version 3-15-19]</p> <p>Form: https://www.nj.gov/treasury/purchase/forms/DisclosureofInvestigations.pdf</p>
26	<input type="checkbox"/>	<p>Disclosure of Investment Activities in Iran (PDF) (signed/dated)</p> <p>Website: https://www.nj.gov/treasury/purchase/forms.shtml [Version 6-19-17]</p> <p>Form: https://www.nj.gov/treasury/purchase/forms/DisclosureofInvestmentActivitiesinIran.pdf</p>
27	<input type="checkbox"/>	<p>For Profit: Ownership Disclosure Form (PDF) (signed/dated)</p> <p>Website: https://www.nj.gov/treasury/purchase/forms.shtml [Version 6-8-18]</p> <p>Form: https://www.nj.gov/treasury/purchase/forms/OwnershipDisclosure.pdf</p> <p>See instructions for applicability to your organization. If not applicable, include a written statement.</p>
28	<input type="checkbox"/>	<p>For Profit: Chapter 51/Executive Order 117 Vendor Certification --and-- Disclosure of Political Contributions (signed/dated) [Version: Rev 4/1/19]</p>

		See instructions for applicability to your organization. If not applicable, include a signed/dated written statement on agency letterhead. Website: https://www.nj.gov/treasury/purchase/forms.shtml Form: https://www.nj.gov/treasury/purchase/forms/eo134/Chapter51.pdf
29	<input type="checkbox"/>	Certification Regarding Debarment (signed/dated) Website: https://www.nj.gov/dcf/providers/notices/requests/#2 Form: https://www.nj.gov/dcf/documents/contract/forms/Cert.Debarment.pdf
30	<input type="checkbox"/>	Statement of Assurances – (Signed and dated) Website: https://www.nj.gov/dcf/providers/notices/requests/#2 Form: https://www.nj.gov/dcf/providers/notices/Statement.of.Assurance.doc
31	<input type="checkbox"/>	Tax Forms: <u>Non Profit Form 990</u> Return of Organization Exempt from Income Tax or- <u>For Profit Form 1120</u> US Corporation Income Tax Return or-LLC Applicable Tax Form and may delete or redact any SSN or personal information

* Standard forms for RFP's are available at:
<https://www.nj.gov/dcf/providers/notices/requests/>

See *Standard Documents for RFPs* for forms.

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

** Treasury required forms are available on the Department of the Treasury website at: <https://www.state.nj.us/treasury/purchase/forms.shtml>

Click on Vendor Information and then on Forms.

Standard Language Document, and the Contract Reimbursement Manual and Information Manual may be reviewed via the Internet respectively at:
<https://www.nj.gov/dcf/providers/contracting/forms/> and
www.nj.gov/dcf/providers/contracting/manuals

C. Requests for Information and Clarification:

Question and Answer:

DCF will provide potential 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: DCF.ASKRFP@dcf.nj.gov.

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 DCF.ASKRFP@dcf.nj.gov 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:

<https://www.nj.gov/dcf/providers/notices/requests/>

Technical inquiries about forms and other documents may be requested anytime through DCF.ASKRFP@dcf.nj.gov.

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

Public Law P.L. 2021, c.1 Attestation Form for Providers with DCF Contracts

ALL DCF Providers must sign, scan, and email this executed document to:
OfficeOf.ContractAdministration@Dcf.nj.us

By my signature below, I hereby confirm I am authorized to review and sign this document on behalf of my organization. I additionally confirm:

_____ (1) my organization **is not** an entity entering into or renewing a contract or contracts with the Department of Children and Families to provide mental health, behavioral health, or addiction services that employs more than 10 regular full-time or regular part-time employees who principally work for the organization to provide the contracted services as defined in Public Law P.L. 2021, c.1 [if you select this response, please return the signed form as noted above].; OR

_____ (2) my organization **is** such an entity and in compliance with Public Law P.L. 2021, c.1., I therefore must submit within the 90-day period following the initiation or renewal of our DCF contract(s) either:

A. An attestation:

_____ signed by a labor organization confirming entry into a labor harmony agreement with such labor organization; **or**

_____ stating that our employees are not currently represented by a labor organization and that no labor organization has sought to represent our employees during the 90-day period following the initiation or renewal of our DCF contract(s) after the effective date of this act and up to the time of submission; **or**

_____ signed by a labor organization, confirming entry into an agreement or binding obligation to be maintained through the term of the DCF contract that provides a commitment comparable to a labor harmony agreement, as defined in section 4 of P.L.2021, c.1 (C.30:1-1.2c); **or**

B. A notice:

_____ from a labor organization confirming it seeks to represent our employees after the expiration of the 90-day period following the effective date of our DCF contract, to be followed no later than 90 days after the date of notice stating that we have entered into:

- (1) a labor harmony agreement with the labor organization; or
- (2) an agreement or binding obligation to be maintained through the term of the contract that provides a commitment comparable to a labor harmony agreement, as defined in section 4 of P.L.2021, c.1 (C.30:1-1.2c); **and**

C. A COVID-19 health and safety commitment:

I ensure the organization will continue to make a good faith effort to comply with minimum health and safety protocols issued by DCF to adequately ensure the safety of the covered providers' employees, and service recipients at least through the 366th day following the end of the public health emergency and state of emergency declared by the Governor in Executive Order No. 103 of 2020. These efforts include our adherence to the measures service providers may take to prevent and mitigate exposure to, and spread of, the COVID-19 virus while delivering services, as explained by the DCF Commissioner's issuance of Guidance's published on the DCF website at: https://www.nj.gov/dcf/coronavirus_contractedproviders.html These Guidance's have amended and supplemented, and may continue to amend and supplement, our contract requirements. I additionally represent I am not aware of any prior failures to demonstrate a good faith effort to contain, limit, or mitigate the spread of COVID-19 among the covered provider's employees or service recipients.

Signature: _____ **Date:** _____

Printed Name: _____ **Title:** _____

Organization Name: _____

EXHIBIT D REGIONAL ACES COLLABORATIVES (RAC)

DRAFT MICROGRANT GUIDELINES

The purpose of the Adverse Childhood Experiences (ACE) Microgrant Program is to create an opportunity for community generated ideas to provide services to address ACES. These grants are designed to address a lack of funding and support to those New Jersey communities most directly impacted. Through this process communities will, in partnership with DCF, have an opportunity to gain capacity to respond to typical state Requests for Proposals.

The ACE Microgrant program is funded by the New Jersey Department of Children and Families (DCF) and administered the Office of Resilience in partnership with the Regional ACEs Collaboratives (RAC).

The New Jersey's ACES Collaborative is a public-private partnership consisting of the Burke Foundation, The Nicholson Foundation, the Turrell Fund, the New Jersey Department of Children and Families and the New Jersey Office of Resilience. The ACES Collaborative's vision is to make New Jersey a trauma-informed, healing-centered state – a place where children and families can thrive regardless of who they are or where they live. To do this, the ACES Collaborative aims to increase public awareness of ACEs and encourage behaviors that can mitigate the impact ACEs can have on children, families and communities.

These microgrants will highlight how we all can play a part to reduce the effects of childhood adversity, through actions both large and small that demonstrate compassion and promote a sense of emotional safety. How will you act to address ACEs in your community?

ELIGIBLE APPLICANTS

The ACE Microgrant Program awards grants to projects or programs within New Jersey. The Program will consider proposals from individuals, groups, agencies, and organizations whose interests are consistent with the goals of the Program. The Program will not consider grant proposals for retroactive funding of projects already completed. The Program is open to residents of New Jersey, if individuals, and agencies, groups, organizations doing business and /or registered to do business in New Jersey.

TYPES OF ELIGIBLE PROJECTS

The ACEs Microgrants Program will award grants for:

- Any project, program or service that is community driven and responds to a need not already met addressing ACEs that has a prevention focus.

- Any project, program or service that is community driven and led that enhances already existing programs or services that have a prevention focus.
- Projects for third-party providers in reimbursement for services to private individuals who are eligible for public assistance or are medically indigent, to defray the cost thereof. Items falling under this category include: payments for hospital and convalescent care centers, foster care, nursing homes, payments to doctors, and other professionals providing services for clients of State agencies where the agency itself is neither the consumer of the service, nor the receiver of direct benefits associated with such services. This does not include contractual services for residents or patients of State institutions and hospitals.

TYPES OF PROJECTS PREFERRED

- PROJECTS THAT ADDRESS ACES AND ARE DESIGNED IN PARTNERSHIP WITH THOSE MOST DIRECTLY IMPACTED BY ACES.
- PROJECTS THAT ARE PREVENTION FOCUSED.
- HAVE COMMUNITY AS LEADERS IN THE PROJECT.
- ADDRESS FROM THE PERSPECTIVE OF YOUTH AND HAVE YOUTH AS PART OF THE LEADERSHIP PROCESS.
- FOCUS ON TRAUMA AS A COMMUNITY IMPACTING EVENT.

TYPES OF PROJECTS NOT ELIGIBLE

The following projects are not eligible: a) direct subsidy of care for individuals; b) direct subsidy of existing services funded by the state of New Jersey; c) projects identified with political parties of any kind;d) organizations that practice discrimination of any kind; e) general contributions to capital campaigns; f) operating deficits or retirement of debt; g) endowment programs; and h) construction projects or real estate acquisitions.

APPLICATION PROCEDURE

An initial Request or Call for Ideas shall be issued by the RAC to solicit responses from interested applicants. Interested applicants can submit their responses via letter or Email. Applicants whose ideas are accepted shall be invited and supported in the submission of the following formal proposal application.. The formal proposal requests information about the need for the project, its goals, plan of action, and a budget. The proposal may be accompanied by letters of support from community partners and supporters, this can be families and individuals who shall receive services proposed. Include resumes of applicants applying in their individual capacity. Use a copy of the attached proposal form for each project submitted for approval. Should the proposal be reviewed favorably, a memorandum of agreement which provides clarification or more information about the proposed project may be requested.

REVIEW PROCESS AND EVALUATION CRITERIA

Submissions will be reviewed by designated representatives of Innovation Grant Review Board (IGRB) with input from the OOR, the OOR Community Advisory Board, and the OOR Trauma-Informed-Healing Centered Technical Assistance Center. Applicants will be contacted if further information is needed.

The following criteria will be used to evaluate proposals:

- **Significance** - How well do the goals address ACES? How clearly are the goals and objectives stated? Are people most at risk targeted? How many people will benefit? How does project address the needs of underserved populations?
- **Action plan** - How well defined is the action plan? How closely tied is the action plan with the stated goals? Are the actions designed to change behavior? Are community members who are affected by ACES involved in the development of goals, objectives, and plans of action? Does the action plan involve collaboration among community members?
- **Likelihood of success** - How feasible is the project in terms of time, budget requests, and available resources? Likelihood of success is NOT an “ automatic elimination factor”.

Please mail completed applications to:

[Insert Address]

BACKGROUND CHECK REQUIREMENT

Successful applicants will be required to clear a Child Abuse Registry Inquiry (CARI) check.

MINI-GRANT APPLICATION

A sample mini-grant application, including an action planning form.

APPLICANT INFORMATION

Applicant Name & Title:

Organization:

Address:

Phone Number:

Project Title:

Contact Person:

PROJECT GOAL

List the broad goal(s) of the proposed project:

1. PROJECT OBJECTIVES

List the specific objectives for the project. List the specific changes in policies, programs, personal competence, or resources that will result from this project. Specific aims should refer to outcomes or changes in the community that can reduce risk of or mitigate the impact of ACEs.

2. RELEVANCE TO ACES

Describe how the identified problem is relevant to the ACEs Collaborative’s goals:

3. COMMUNITY INVOLVEMENT

Indicate how community members are involved in setting goals, objectives, plans of action, and program implementation. Describe the people that will be affected by the project and where the project will take place.

4. PROJECT ACTION PLAN

List the steps needed to complete the project. Complete the Action Plan below.

Specific Objectives	Action	Date	Target	Actors	Location	Intended Outcome

5. PROJECT EVALUATION AND MAINTENANCE

Describe how you will monitor progress to identify what works and what needs improvement.

6. SIGNIFICANCE

Indicate how the project is important and innovative.

7. BUDGET

Briefly describe expected project costs (for example: wages; facility expenses; materials/supplies) .

REVIEWER RATING SHEET

Instructions to the reviewer: Please rate each application on each of the four criteria below. For each criterion, assign a maximum of 25 points.

Then add all four ratings together, to arrive at the total point score.

- **Creativity:** How creative is the proposal?
- **Feasibility:** How feasible is the project in terms of time, budget, and available resources?
- **Significance:** How well do the goals address local health concerns? Are people most at risk targeted? How clearly are the goals and objectives stated? How many people will benefit?
- **Action Plan:** How well defined is the action plan? How closely tied is the action plan to the stated goals? Are the actions designed to change behavior? Are community members who are affected by the health problem involved in the development of goals , objectives, and plans of action?\

Application #	Creativity (out of 25)	Feasibility (out of 25)	Significance (out of 25)	Action Plan (out of 25)	Total (out of 100 points)

MEMORANDUM OF AGREEMENT (MOA) BETWEEN THE RAC AND THE
INNOVATION GRANT PARTICIPANT

A SAMPLE LETTER OF AGREEMENT FOR APPLICANTS TO SIGN
BEFORE THEY ARE GIVEN THEIR GRANT AWARD.

- I will give the Department of Children and Families' (DCF) Office of Resilience (ORR) and the RAC a report of how the project went and what was accomplished no later than [DATE].
- I will return any money that I did not spend to the RAC by [DATE].
- I will spend the money I get only on things I said I would in my budget. If I need to make changes, I will contact the RAC first.
- This money is not being used to replace, or free up for other use, funds which are presently being used for services funded by the RAC or retroactive funding for any projects already completed. .
- I will let DCF and RAC staff (and their designees) check up on my program any time they wish to see how it's going and how I'm spending my money.
- I will get the best photographs I can of my project, and I will return the disposable camera that the RAC will give me. I understand that the photographs belong to DCF and that they will be used to show others the benefits of the microgrants program. I will tell DCF if someone in my project does not want his or her picture used.
- If I am part of an organization, then my signature indicates that I'm the one who has the right to enter into contracts with others for my organization.
- I will let the RAC check my background (criminal background and CARI) to see that all this information I've provided is true.

Please Sign Here:_____ Date:_____

EXHIBIT E

Notice of Standard Contract Requirements, Processes, and Policies

I. Instructions:

Please carefully read all the information on these page(s) and then sign, scan, and email this executed document to: OfficeOf.ContractAdministration@DCF.NJ.Gov

II. Organizations awarded contracts are required to comply with:

- A. the terms and conditions of the Department of Children and Families' (DCF) contracting rules and regulations as set forth in the Standard Language Document (SLD), or the Individual Provider Agreement (IPA), or Department Agreement with a State Entity. Contractors may view these items on the internet at: <https://www.nj.gov/DCF/documents/contract/forms/StandardLanguage.doc>;
- B. the terms and conditions of the policies of the Contract Reimbursement Manual and the Contract Policy and Information Manual. Contractors may review these items on the internet at: <https://www.nj.gov/DCF/providers/contracting/manuals>;
- C. all applicable State and Federal laws and statues, assurances, certifications, and regulations;
- D. the requirements of the State Affirmative Action Policy, N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27;
- E. the laws relating to Anti-Discrimination, including N.J.S.A 10:2-1, Discrimination in Employment on Public Works; and
- F. the confidentiality rules and regulations related to the recipients of contracted services including, but not limited to:
 - 1. Compliance with 42 CFR Part 2 Confidentiality of Substance Use Disorder Patient Records.
 - 2. Maintenance of client specific and patient personal health information (PHI) and other sensitive and confidential information in accordance with all applicable New Jersey and Federal laws and regulations including, but not limited to, the Health Insurance Portability and Accountability Act of 1996 (HIPAA).
 - 3. Safeguarding of the confidentiality of case information as mandated by N.J.S.A 9:68.10a with the understanding that the release of any information may be in violation of State law and may result in the conviction of individuals for a disorderly person's level offense as well as possibly other disciplinary, civil or criminal actions pursuant to N.J.S.A. 9:6-8.10b.
 - 4. Ensuring the content of every contractor's web site protects the confidentiality of, and avoids misinformation about the youth served and provides visitors

with a mechanism for contacting upper administrative staff quickly and seamlessly.

III. Organizations awarded contracts are advised:

- A. As noted in Section 5.12 of the SLD, or in Section 5.03 of the IPA, the initial provision of funding and the continuation of such funding under this contract is expressly dependent upon the availability to DCF of funds appropriated by the State Legislature and the availability of resources. Funds awarded under this contract program may not be used to supplant or duplicate existing funding. If any scheduled payments are authorized under this contract, they will be subject to revision based on any audit or audits required by Section 3.13 Audit of the Standard Language Document (SLD) and the contract close-out described in: [Contract Closeout - CON-I-A-7-7.01.2007 \(nj.gov\)](#)
- B. All documentation related to products, transactions, proof of services and payments under this contract must be maintained for a period of five years from the date of final payment and shall be made available to the New Jersey Office of the State Comptroller upon request.
- C. Any software purchased in connection with the proposed project must receive prior approval from the New Jersey Office of Information Technology, and any data collected or maintained through the implementation of the proposed program shall remain the property of DCF.
- D. Any data collected or maintained through the implementation of the proposed program shall remain the property of DCF.
- E. Contractors shall maintain a financial management system consistent with all of the requirements of Section 3.12 of the SLD of the IPA.
- F. As defined in 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. §1320 b-8 to serve in this State.
- G. DCF endorsed the Prevent Child Abuse of New Jersey's (PCANJ) Sexual Abuse Safe-Child Standards (Standards) as a preventative tool for contractors working with youth and children to reference when implementing policies and procedures to minimize the risks of the occurrence of child sexual abuse. The Standards are available on the internet at: <https://www.nj.gov/dcf/SafeChildStandards.pdf>
- H. NJ Rev Stat § 9.6-8.10f (2017) requires the Department of Children and Families (DCF) to conduct a check of its child abuse registry for each person who is seeking employment in any facility or program that is licensed, contracted, regulated, or funded by DCF to determine if the person is included on the child abuse registry as a

substantiated perpetrator of child abuse or neglect. Contractors are to utilize the Child Abuse Record Information (CARI) Online Application to set-up a facility account by visiting: <https://www.njportal.com/dcf/cari>

- I. Contractors and employees of the contractor who provide direct services will have State and Federal background checks with fingerprinting completed and pass now and every two (2) years thereafter. Instruction on the fingerprinting process and background checks will be provided. Community Agency Head and Employee Certification, Permission for Background Check and Release of Information, is a consent form for fingerprinting, certification regarding criminal background, and a release of information form. It is signed by respective employees in front of a witness and is not to be included in the application. Only the Community Agency Head's signed form must be submitted with the application.
- J. DCF staff may conduct site visits to monitor the progress and problems of its contractors in conforming to all contract requirements and in accomplishing its responsibilities. The contractor may receive a written report of the site visit findings and may be expected to submit a plan of correction, if necessary, for overcoming any problems found. Corrective Action Plan (CAP) requirements, timeframes and consequences are explained on the internet at: https://www.nj.gov/dcf/policy_manuals/CON-I-A-8-8.03_issuance.shtml
- K. Contractors must have the ability to maintain the full operations census specified in the contract, and to submit timely service reports for Contracted Level of Service (CLOS) utilization in the format and at the time DCF requests.
- L. Contractors awarded contracts must have the ability to achieve full operational census within the time DCF specifies. Extensions may be available by way of a written request to the Contract Administrator, copied to the DCF Director managing the contracted services.
- M. As noted in Section 4.01 of the SLD or the IPA, DCF or the contractor may terminate this contract upon 60 days written advance notice to the other party for any reason whatsoever.
- N. DCF will advise contractors of the documents and reports in support of this contract that they must either timely submit or retain on-site as readily available upon request. The contractor also shall submit all required programmatic and financial reports in the format and within the timeframes that DCF specifies as required by Section 3.02 of the SLD or IPA. Changes to the information in these documents and reports must be reported to DCF. Contractors are under a continuing obligation, through the completion of any contract with the State of NJ, to renew expired forms filed the NJ Department of Treasury and to notify Treasury in writing of any changes to the information initially entered on these forms. Failure to timely submit updated documentation and required reports may result in the suspension of payments and other remedies including termination.

IV. Organizations awarded contracts for the provision of certain types of services additionally shall be aware of the following:

- A. If services are provided at licensed sites, contractors must meet all NJ Department of Children and Families and other applicable Federal Licensure Standards.
- B. If services are paid with Medicaid funds, contractors must have the demonstrated ability, experience, and commitment to enroll in NJ Medicaid, and subsequently submit claims for reimbursement through NJ Medicaid and its established fiscal agent, within prescribed times.
- C. If services are paid with federal funds (including Medicaid funds), contractors must adhere to the provisions set forth in the Rider for Purchases funded in whole or in part, by federal funds. <https://www.nj.gov/dcf/providers/contracting/forms/RIDER-For-Purchases-Funded-by-Federal-Funds-7.31.2020.pdf>
- D. If services are provided by programs licensed, contracted or regulated by DCF and provide services to individuals with developmental disabilities, contractors must comply with:
 - 1. the Central Registry of Offenders against individuals with Developmental Disabilities law, N.K.S.A 30:6D-73 et seq (Individuals on the Central Registry are barred from working in DCF-funded programs for persons with developmental disabilities. If you are not registered to access the Central Registry, DCF will facilitate the qualified applicant's registration into this system); and
 - 2. Danielle's Law:
<https://www.state.nj.us/humanservices/dds/documents/fireprocurement/ddd/Danielle%27s%20Law.pdf>
- E. If services are to be administered by the Contracted System Administrator (CSA), contractors must conform with, and provide services under, protocols that include required documentation and timeframes established by DCF and managed by the CSA. The CSA is the single point of entry for these services and facilitates service access, linkages, referral coordination, and monitoring of CSOC services across all child-serving systems. Contractors of these services will be required to utilize "Youth Link", the CSOC web-based out-of-home referral/bed tracking system process to manage admissions and discharge after being provided training.
- F. If services are to be provided to youth and families who have an open child welfare case due to allegations of abuse and neglect, then contractors shall deliver these services in a manner consistent with the DCF Case Practice Management Plan (CPM) and the requirements for Solution Based Casework (SBC), an evidence-based, family centered practice model that seeks to help the family team organize, prioritize, and document the steps they will take to enhance safety, improve well-

being, and achieve permanency for their children. SBC provides a common conceptual map for child welfare case workers, supervisors, leadership, and treatment providers to focus their efforts on clear and agreed upon outcomes. DCF may require contractors to participate in DCF sponsored SBC training, and to be involved in developing plans with the consensus of other participants, incorporating the elements of the plans into their treatment, participating in Family Team Meetings, and documenting progress and outcomes by race, age, identified gender, and other criteria DCF deems relevant and appropriate.

G. If services provided under a DCF contract are for mental health, behavioral health, or addictions services by a contractor with at least 10 regular full-time or regular part-time employees who principally work for the contractor to provide those services, then P.L. 2021,c.1 (C30:1-1.2b) requires the contractor to:

1. submit no later than 90 days after the effective date of the contract an attestation: (a) signed by a labor organization, stating that it has entered into a labor harmony agreement with such labor organization; or (b) stating that its employees are not currently represented by a labor organization and that no labor organization has sought to represent its employees during the 90-day period following the initiation or renewal of the contract; or (c) signed by a labor organization, stating that it has entered into an agreement or binding obligation to be maintained through the term of the contract that provides a commitment comparable to a labor harmony agreement, as defined in section 4 of P.L.2021, c.1 (C30:1-1.2c). The required attestation is submitted to ensure the uninterrupted delivery of services caused by labor-management disputes and is a condition of maintaining a DCF contract. The failure to submit it shall result in DCF's issuance of a financial recovery and a Corrective Action Plan (CAP). Should the contractor not adhere to the terms of the CAP, DCF shall cancel or not renew the contract upon obtaining a replacement contractor to assume the contract or otherwise provide the services. An extension of the 90-day deadline shall be warranted if a labor organization seeks to represent a contractor's employees after the contract is renewed or entered into, but within the 90-day period following the effective date of the contract. The Commissioner of DCF may review any interested person's report of a failure by the contractor to adhere to these requirements and upon finding that a covered contractor failed to adhere to the requirements shall take corrective action which may include a CAP, financial recovery and cost recoupment, and cancelling or declining to renew the contract. Should the covered contractor fail to engage in or complete corrective action, the Commissioner of DCF shall cancel or decline to renew the contract; and
2. make good faith efforts to comply with COVID-19 minimum health and safety protocols issued by DCF to adequately ensure the safety of the contractors, employees, and service recipients as per Section 4 of P.L., c.1 (c.30:1-1.2b) until the 366th day following the end of the public health emergency and state of emergency declared by the Governor in Executive Order No. 103 of 2020.

The Commissioner of DCF shall take into account, prior to awarding or renewing any contract, any prior failures reported by any interested party to demonstrate a good faith effort to contain, limit, or mitigate the spread of COVID-19 among the covered contractor's employees or service recipients and require at a minimum the submission of a CAP to contain, limit, or mitigate the spread of COVID-19 cases. Should the contractor fail to implement a plan or repeatedly fail to demonstrate good faith efforts to contain, limit, or mitigate the spread of COVID-19, the Commissioner shall take action, including financial penalties or cancellation or non-renewal of the contract.

By my signature below, I hereby confirm I am authorized to sign this document on behalf of my organization. I have read, understand, and have the authority to ensure my organization will comply with the terms and conditions of providing services under my contracts with DCF as described in the text and referenced documents above. The terms set forth in this document govern all executed contracts with DCF and contracts to be entered into with DCF in the future.

Signature _____ **Date:** _____

Printed Name: _____ **Title:** _____