

December 10, 2020

Dear Community Provider,

Capitol County Children's Collaborative, Inc. (CCCC) provides care management services to children and youth experiencing emotional, behavioral, developmental, intellectual, and substance use needs, and their families. As part of our contract with the New Jersey Children's System of Care (CSOC), CCCC has access to limited funds designated for one time use by community organizations to promote and develop new, additional, and/or unique resources addressing an unmet or under-served need in Mercer County.

**This letter serves as a "Request for Proposals" (RFP) to develop and/or increase the availability of community based resources to Mercer County youth experiencing emotional, behavioral, developmental, intellectual, and substance use needs, and their families.**

A maximum total of \$25,000 is available to fund one or more projects. Funding is to be used for expansion or creation of resources available to Mercer County youth experiencing emotional, behavioral, developmental, intellectual, and substance use needs, and their families. All types of projects that result in the expansion or creation of community-based resources will be considered with preference given to those programs that address needs related to:

- Intellectual/Developmental Disabilities
- Children under 6 years old
- Aging Out Youth
- Race Equity
- LGBTQ+ Community
- Covid-19

This funding solicitation reflects current needs of youth served by Mercer County's Children's System of Care and the NJ Children's System of Care Community Resource Development (CRD) funding guidelines. Collaborative applications that maximize the impact of these limited funds are encouraged as well as projects that include family participation. The overall goal of this RFP is twofold: to develop and/or increase the availability of resources to Mercer County youth and their families; and to increase positive outcomes for youth experiencing emotional, behavioral, developmental, intellectual, and substance use needs. *All awards are contingent on the sufficiency and availability of CSOC funding.* Final decisions regarding grant awards will be at the discretion of the CSOC.

All proposals with attachments shall include the following information specific to this solicitation and will be evaluated based on the "Rating Scale" included with this announcement.

1. Needs Statement:
  - Understanding needs of Mercer County youth with emotional, behavioral, developmental, intellectual, and substance use needs especially in regards to Medicaid and Evidence Based Practices (EBPs), promising practices, or best practices, where applicable.
  - Understanding of referral needs for all NJ Children's System of Care Partners;
  - General and specific knowledge of cultural competencies necessary to be successful in Mercer County.
2. Description of Agency and History of Service to Youth and Families:
  - Organizational capability to initiate and sustain current and proposed program, preferably Evidence Based Practices (EBPs), promising practices, or best practices, where applicable.
3. Description of Service(s) to be funded:
  - Specific implementation plan, informed by a qualified purveyor of that best practice, promising practice, and EBP particularly around fidelity to the model when applicable;
  - Activities and services to be provided during the funding period, and those to commence beyond the funding period;
  - Background, qualifications, and justification of organization to provide work as part of this proposal;
  - Agreement to serve Medicaid-eligible youth and their families;
  - Agreement to serve all eligible NJ Children's System of Care youth (No eject - No reject).
  - The effective period or term of the service or activity;
4. Anticipated Outcomes
  - Sustainability plan. All projects must demonstrate sustainability after initial funding. Demonstrate that the service is sustainable after the end of the effective term and provide a plan outlining relevant strategies. Please describe how these services will continue into the future, including plans for third party reimbursement and/or client fees.
  - Defined anticipated quantifiable deliverables, level of service, and/or outcomes.
  - Affirmation of required periodic fiscal and or program reports to demonstrate compliance with the bid requirements
5. Evaluation Methods
  - Evaluation of practice or program adherence/fidelity/effectiveness and participation in ongoing outcomes research, if applicable, to the practice or program proposed.
  - Documentation of a quality assurance effort and outcomes monitoring plan;
6. Budget
  - Exact amount of funds requested and detailed budget for the expenditure of these funds.



**RFP Timeline**

**Submission Deadline: 5:00 PM Monday, January 4th, 2021**

Proposals received after this deadline will not be considered for funding. The preferred method for submission for the Request for Proposal is a Word or PDF document attachment via email sent to: [Dwinter@capitolkids.org](mailto:Dwinter@capitolkids.org) **To ensure email delivery, please leave a phone message at 609-273-6616 or 609-584-0888 ext. 155 that the proposal was sent.**

**Bidders Virtual Conference Call: 10:00 am Tuesday, December 15, 2020**

The meeting will be held virtually. This is an informational meeting where all questions regarding this solicitation will be addressed at this time. The meeting is not mandatory but attendance is strongly encouraged. [Dwinter@capitolkids.org](mailto:Dwinter@capitolkids.org)

**Proposal Review Meeting: 1:00 pm Monday, January 11, 2021**

Selected applicants may be invited to present their proposals. Proposals will be evaluated by a review team consisting of members of the Mercer County CIACC and Capitol County Children's Collaborative. Due to time constraints and the volume of applications, not all proposals may be selected for presentation.

Proposal(s) are anticipated to be recommended to NJ-CSOC by Friday, January 22, 2021 based on the approval of the CCCC Board Trustees. RFP time-lines are subject to change. Disbursal of funds and program implementation is anticipated for Late Winter- Early Spring 2021. The program is expected to run for no longer than twelve (12) months, commencing from the actual date of funding.

Please feel free to contact me at 609-273-6616 or 609-584-0888 ext. 155 if you have any questions. Your consideration of this request is greatly appreciated.

Sincerely,

Daniel Winter, MSW  
Community Resource Manager  
Capitol County Children's Collaborative, Inc.

cc: Michelle Madiou, MC CIACC  
Board of Trustees , Capitol County Children's Collaborative  
Angela Drayton, CMO Community Service Line Manager, CSOC

Distribution:  
CCCC Community Provider List  
MC CIACC Member List  
MC Traumatic Lost Coalition  
MC Youth Services Commission

Post: [www.capitolkids.org](http://www.capitolkids.org)  
Post: [www.mercerresourcenet.org](http://www.mercerresourcenet.org)





**APPLICATION FOR COMMUNITY RESOURCE DEVELOPMENT FUNDS 2021  
COVER SHEET**

Date of Request: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Contact person for this proposal: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Project Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Web site: \_\_\_\_\_

Corporate Status:         Non-profit                 for profit

Has your organization received community resource development funding from us in the past?

Yes                 No

If yes, please indicate nature of project and dates funded:

\_\_\_\_\_

\_\_\_\_\_

**\*\* Please be sure to include this cover sheet when submitting proposal\*\***

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## FY21 CRD Proposal Review Scoring Sheet

Agency: \_\_\_\_\_

Program: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

<b>Organizational Overview</b> <b>10 points</b>	<b>Points Earned</b> <b>/10</b>	<b>Comments:</b>
Please provide a brief overview of your organization, including mission statement, length of existence, existing programs, incorporation and tax status.		
<b>Proposed Project</b> <b>20 points</b>	<b>Points Earned</b> <b>/20</b>	<b>Comments:</b>
Describe the new or enhanced outpatient service/ program to be implemented with this grant and specific service/program components. Include how your organization will staff this service/program, hours of operation, staff qualifications, and capacity to serve Medicaid youth and families. Please also indicate the number of children and/or families that will be served by the service/program.		
<b>Program Evaluation and Outcome Indicators</b> <b>15 points</b>	<b>Points Earned</b> <b>/15</b>	<b>Comments:</b>
Describe the measurable outcomes of this proposed service/program (i.e. behavior changes, skills developed, etc., projected decrease in wait list).		
<b>Proposed Budget</b> <b>15 points</b>	<b>Points Earned</b> <b>/15</b>	<b>Comments:</b>
Attach a proposed budget for this service/program including line items and total costs. A percentage of overhead costs for the agency <b>cannot</b> be part of the budget. Only additional costs specific to the proposal will be considered eligible.		

<b>Sustainability 10 points</b>	<b>Points Earned /10</b>	<b>Comments:</b>
Describe how this new or enhanced community service/program will be sustained on an on-going basis after being initially “seeded” by CSOC.		
<b>Licenses, Certifications, Insurance 10 points</b>	<b>Points Earned /10</b>	<b>Comments:</b>
If the service/program you are proposing requires any specific licenses, certifications, or insurance, please include a copy of these documents or indicate how you will obtain the required documents.		
<b>Access/Transportation 10 points</b>	<b>Points Earned /10</b>	<b>Comments:</b>
Address how your proposed youth/families will be able to get to the service/program you are offering. Identify public transportation system access if available.		
<b>Outreach/Communication 10 points</b>	<b>Points Earned /10</b>	<b>Comments:</b>
What is the plan to make sure your proposed youth/families learn about your service/program?		
<b>Total = 100 Points</b>	<b>Points Earned XX/100</b>	