



CGS Family Partnership, Inc.
Serving Cumberland, Gloucester, and Salem Counties

October 30, 2024

REQUEST FOR PROPOSALS

Dear Community Provider,

The New Jersey Department of Children and Families (NJDCF) Children's System of Care (CSOC) and CGS Family Partnership, Inc. (CGS) announce the availability of Community Resource Development Funds (CRDF). The available CRDF of **\$67,697.00** (less may be applied for) is contingent on the sufficiency and availability of CSOC funding. Final decisions regarding grant awards will be at the discretion of CSOC.

The NJDCF is a statewide family and child-serving agency, working to assist NJ families in becoming or remaining safe, healthy, and connected. CGS provides care management services to children and youth experiencing emotional, behavioral, developmental, intellectual, and substance use needs, and their families in Cumberland, Gloucester, and Salem Counties.

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

The CRDF is designated solely for the purpose of developing or expanding existing sustainable community resources or services based on the unmet needs of youth and families in Cumberland, Gloucester, or Salem Counties. CRD Funds cannot be used to purchase services. CGS will have access to limited CRD Funds designated for one time use by community organizations to promote and develop new, additional, and/or unique resources to address an unmet or under-addressed need(s) in Cumberland, Gloucester, and Salem Counties. NJDCF and CGS expect the initial program to serve children and or families for one year with CRDF and to continue the program with sustainable funding sources after the initial year.

FY2026 RFP Description

CGS is issuing this Request for Proposals (RFP) to seek proposals from local organizations to expand or create an academic, social and emotional learning after-school program for youth in grades three to eight. The awarded program, along with providing a respite opportunity for caregivers, will provide academic tutoring and programming for its participants, which include those with intellectual or developmental disabilities, and other educational needs e.g. home instruction. The successful program will provide opportunities for the youth to develop self-confidence in their abilities and develop healthy social, emotional, and functional behaviors. The maximum total of Community Resource Development Funds available to fund this program is **\$67,697.00**. **Proposals which provide this service in all three counties (Cumberland, Gloucester, and Salem) or address barriers to access (i.e., transportation) will receive increased consideration.**



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Additionally, the awarded program will provide at least one nutritious meal during participation and ideally should address barriers to access which could cause some youth not to participate in the service. As with all CSOC and CGS sponsored programming, linking the youth to additional wraparound services, when needed, should be a part of the program design.

The awarded program (s) will provide academic, social and emotional learning opportunities to youth in Cumberland, Gloucester, and/or Salem Counties who are eligible for services through CSOC, DCPD and other child serving systems. All youth, including youth with intellectual and/or developmental disabilities, must be included in the program design under the No Eject/ No Reject policy adopted by CSOC and CGS.

***The Selection Committee will give added attention to proposals which are able to creatively incorporate service animals into their programming.**

Collaborative and innovative 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 youth and their families; and to increase positive outcomes for youth experiencing emotional, behavioral, developmental, intellectual, and/or substance use needs in Cumberland, Gloucester, and Salem Counties.

This funding solicitation reflects the needs of youth in Cumberland, Gloucester and Salem Counties as well as youth served by these counties Local Systems of Care and the NJ Children's System of Care Community Resource Development (CRD) funding guidelines.

Please feel free to contact me on 856.341.6453 if you have any questions. Thank you so much for your consideration to improve the lives of our most vulnerable youth and families.

Sincerely,

James Sampson
Director of Community Resources, CGS Family Partnership, Inc.

RFP Distribution List

- CSOC Leadership
- CIACC member and distribution lists in Cumberland, Gloucester, and Salem Counties
- Youth Services Commission in Cumberland, Gloucester, and Salem Counties
- Human Services Advisory Council in Cumberland, Gloucester, and Salem Counties
- CGS Community Provider List
- Special Education Directors in Cumberland, Gloucester, and Salem Counties
- CGS Staff and Board of Directors
- Posted on: www.cgscmo.org and www.cgsresourcenet.org



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Timeline for FY 2026

Virtual Bidder's Q&A Meeting: 10:00 AM, Tuesday, December 3, 2024

This sole meeting will be held virtually. During this informational meeting, CGS Family Partnership's Community Resource Department (CRD) will answer any questions regarding the RFP purpose and timeline. Bidders who would like to attend can RSVP and request the meeting Zoom link from CGS Director of Community Resources James Sampson at jsampson@cgscmo.org and copy Ronald Hudak, Community Resource Manager at rhudak@cgscmo.org. Attendance is optional but encouraged.

Proposals Submission Deadline: 5:00 PM, Monday January 6, 2025

All proposals shall include the information listed in *Appendix I –Community Resource Development Funds Application* and will be evaluated based on the *Appendix II - CRD Funds Proposal Proposals Rating Scale*. The preferred submission format is a Word or PDF document attached via email sent to:

Submit proposals to: James Sampson, Director of Community Resources
jsampson@cgscmo.org

Copy proposals to: Ronald Hudak, Community Resource Manager
rhudak@cgscmo.org

CRD will also accept proposals through the United States Postal Service, and same day delivery services, before the 5 PM deadline. Respondents are encouraged to leave a phone message (856. 341.6453) to confirm your proposal was received. Incomplete proposals or proposals received after this deadline will not be considered.

CGS Submission of CRD Funding Recommendation(s) to CSOC: February 28, 2025

CRD will submit recommended proposal(s) to DCF's Children's System of Care for review and approval.

CSOC Funding Approval Date: May 16, 2025

CSOC will notify CRD of the funding approval decision.

CGS Award Notification: May 17, 2025

CGS Community Resource Department will notify the awarded entity by phone and official email.

Disbursement of CRD Funding and Program Implementation: July 1, 2025

It is the expectation of NJDCF and CGS that the chosen entity initiate the proposed programming by July 1, 2025. CGS will disburse funds to the awarded entity once funds are made available by NJDCF. FY26 CRD Funds are designated to help support the chosen program in accordance with the proposed budget for 12 months. After the initial year, the awarded entity is expected to continue the program with sustainable funding.



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Appendix I – Community Resource Development Funds Application

Legal Name of Organization:

Date of RFP:

Mailing Address:

Contact:

Telephone:

Fax:

Email:

Address and Phone (*if different from above*)

Please also include in your proposal information for each of the numbered application topics listed below.

1. Organizational Overview and History

- Organizational capability to initiate and sustain current and proposed programs, preferably Evidence Based Practices (EBPs), promising practices, or best practices, where applicable (mission, time in existence, current programs).

2. Needs Statement

- Understanding needs of youth in Cumberland, Gloucester, and Salem Counties with emotional, behavioral, developmental, intellectual, and substance use needs especially regarding 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 Cumberland, Gloucester, and Salem Counties.

**** Important - Please cite data sources. Data sources referenced in this RFP and recommended data sources are listed in Appendix III. Data sources are not limited to those listed in Appendix III. Bidder may provide additional credible data sources ****

3. Impact & Accessibility (Reducing barriers to access)

- What is the potential reach or impact of the proposed services/programming (number of youth, diversity or needs of youth served, impact across Cumberland, Gloucester, Salem)?
- Are transportation and accessibility needs addressed (location, any assistance with transportation, easily accessible for people with different mobility needs, multiple locations, etc.)?
- How are participants recruited to participate? Does recruitment promote a broader reach of participation for youth eligible for CSOC & DCPD services?



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4. Description of Service(s) to be funded

- Specific implementation plan, informed by a qualified purveyor of that best practice, promising practice, or evidence-based practice, 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.

5. 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, including any plans for third party reimbursement, funding, 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.

6. 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.

7. Budget

- Exact amount of funds requested and detailed budget for the expenditure of these funds.

8. Sustainability

- Does the proposal demonstrate a clear path to sustainability for the expanded or new service or program?



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Appendix II - CRD Funds Proposals Rating Scale

Organizational Overview and History - 10 points

- Is the agency well equipped and experienced providing services to youth and families who are experiencing emotional, behavioral, developmental, intellectual, and substance use needs? Is the agency duly prepared to operate the service or program element for which funding is applied? [OBJ]

Needs Statement - 20 points

- Are the needs of the community which this proposal aims to address well-articulated and based on reliable sources of information and data?
- Do the needs cited in the proposal coincide with the criteria for usage of funds targeted to agencies serving youth and families experiencing serious emotional, behavioral, developmental, intellectual, and substance use needs?
- Does the need statement address the development of new services where service expansion is necessary because services cannot be secured through an existing agency; or is service availability non-existent?
- Do the needs cited in the proposal coincide with service need priorities identified by local planning bodies?
- Demonstrate an understanding of referral needs for all NJ Children's System of Care Partners.
- General and specific knowledge of cultural considerations necessary to be successful in Cumberland, Gloucester, and Salem Counties.

Description of Service (s) to be funded - 20 points

- Is the target population and number youth and families to be served identified?
- Describe program components and how they differ from existing programs. Is the description of the service(s) or program element well-articulated, reasonably attainable and based on best practice models?
- What are the staffing considerations? Does the proposal articulate the staffing structure of the proposed program or service?
- Is value to the community and inclusivity articulated?
- What is the implementation plan and schedule? Is there a clear plan on how to implement and start/expand the program? Include effective period or term of the service or activity.
- Embodiment of CSOC values including No eject - No reject policy and an agreement to serve Medicaid-eligible youth and their families, all eligible youth in Cumberland, Gloucester and Salem Counties.

Program Evaluation Methods and Outcome Indicators - 15 points

- Are the anticipated outcomes quantifiable deliverables, level of service, and/or outcomes realistic, measurable, observable, and verifiable?
- Are the outcomes relevant to the need(s) that the program aims to address and the services to be provided?
- Does the project demonstrate sustainability after initial funding? [OBJ]



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- Does the proposal describe how services will be evaluated, including how case activity will be monitored, and accountability will be assured?
- Is there an adequate description of administration and programmatic and fiscal oversight of the program or service?
- Does the proposal acknowledge the obligation to provide reports of activity to CGS Family Partnership, Inc.?
- Evaluation of practice or program adherence/fidelity/effectiveness and participation in ongoing outcomes research, if applicable, to the practice or program proposed.
- Documentation of quality assurance effort and outcomes monitoring plan
- Affirmation of required periodic fiscal and or program reports to demonstrate compliance with the bid requirements.

Program Budget - 20 points

- Is a complete and clear budget included?
- Is the budget reasonable based on established rates for services and the amount of funds available?
- Does the budget account for all staff, supplies, and services included in the description of service(s) or program element to be funded (either through fund request or match by other funding source)?
- Are other funding sources cited viable to be applied as a match to community resource development funds?
- Is the service for which funding is requested clearly a new service/program element or expansion of services/programs not otherwise funded by another source?

Sustainability 15 points

- Does the proposal demonstrate a clear path to sustainability for the expanded or new service or program?



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Appendix III - Data Sources

CIACC Dashboards: <https://www.nj.gov/dcf/childdata/interagency/index.html>

HSAC Needs Assessments: https://www.nj.gov/dcf/about/divisions/opma/hsac_needs_assessment.html

DCF Commissioner's Dashboard: <https://www.nj.gov/dcf/childdata/continuous/index.html>

DCP&P Dashboard: <https://www.nj.gov/dcf/childdata/protection/index.html>

DCF Rutgers Data Hub and Portal: <https://njchilddata.rutgers.edu/>

NJ DOH COVID Data Dashboard: [New Jersey COVID-19 Data Dashboard \(nj.gov\)](https://www.nj.gov/doh/covid-19-data-dashboard/)

Kids Count: [New Jersey Kids Count 2020 | Advocates for Children of New Jersey \(acnj.org\)](https://www.kidscountnj.org/)

[Benefits of Afterschool Programs for Youth with Intellectual and Developmental Disabilities | USU](https://www.usu.edu/center-for-youth-development/)

[Positive Youth Development - The Annie E. Casey Foundation \(aecf.org\)](https://www.aecf.org/)

[Gloucester County Needs Assessment Report 2020.pdf \(nj.gov\)](#)

[CumberlandCountyHSACNeedsAssessmentReport2020.pdf \(nj.gov\)](#)

[Salem County Needs Assessment Report 2020.pdf \(nj.gov\)](#)

[Benefits of Mentoring for Young People | Youth.gov](https://www.youth.gov/)