



REQUEST FOR EARLY CHILDHOOD SUCCESS MINI-GRANTS

PART I **Instructions To Applicants**

1.0 PURPOSE

The **Community Planning and Advocacy Council (CPAC)** is pleased to announce that applications will be accepted from eligible organizations interested in providing prevention services for Early Childhood Success in Camden County. A Community Review Process administered by the Community Planning & Advocacy Council (CPAC) will evaluate applications for the allocation of these funds. This Request is based on the availability of **funds from the New Jersey Department of Children and Families, Prevention Reinvestment funding** for Camden County. These funds are allocated to enhance the continuum of prevention supports, services and approaches in Camden County.

Organizations responding to this Request should have experience and a knowledgeable background and qualifications in the provision of the services described herein.

This funding is focusing on primary and secondary prevention, as defined by the Division of Family and Community Partnerships (DFCP):

- **Primary Prevention** targets the general population and offers services and activities **before** any signs of undesired behaviors become present; there is no screening.
- **Secondary Prevention** is directed at those who are **“at risk”** of possible maltreating or neglecting children. Secondary prevention efforts and services are provided before child abuse or neglect occurs. (Note: some programs may provide both primary and secondary prevention.)

Despite any language contained herein to the contrary, this Request does not constitute a bid and is intended solely to obtain applications from which CPAC may choose a contractor(s) that best meet(s) the County’s needs. It is CPAC’s intent that no statutory, regulatory, or common law bidding requirement apply to this Request.

Official application documents are available from CPAC as described herein at no cost to the vendor. Potential applicants are cautioned that they are submitting at their own risk if a third party supplied an application that may or may not be complete. CPAC is

not responsible for third party supplied documents.

2.0 BACKGROUND INFORMATION

The intent of this Request and resulting award contract is to increase services for Early Childhood Success in Camden County.

With the guidance of the Community Planning and Advocacy Council, the Camden County Board of Freeholders and City of Camden has undertaken a Covenant for Children, Youth and Families (“Covenant”). The **Vision of the Covenant** is that all children, youth and families in Camden County and Camden City will have the resources, opportunities and support they need to reach their greatest potential as safe, responsible, productive and caring members of their families and communities.

The **Mission of the Covenant** is to mobilize the greater Camden County community to advance child, youth and family well-being through planned and intentional collaboration and concrete actions and outcomes. The Covenant activities are focused on three areas with specific goals:

- 1) Early Childhood Success which has the goal that all children will enter school being safe, healthy and ready to learn;
- 2) Positive Youth Development with the goal that all school age children and youth will be at home, in school, on track and connected to their community; and
- 3) Strong Families, Strong Communities which focuses on the goal that every family and every neighbor will have the skills, resources and motivation to successfully raise their children, our children from birth to adulthood.

AWARD

The amount of the mini-grant awards will range from \$1,000 to \$2,000.

Recommendation for funding is based on the merit of the application. If your agency has received a grant in the prior fiscal year, your performance will also be taken into consideration for funding. Applications scored less than 75 by reviewers will not be recommended for funding. Award and denial letters are e-mailed to the appropriate organization.

ELIGIBILITY

Eligible Services

The goal of these early childhood success services is to ensure that children will be safe, healthy and ready to learn (ages 0 – 8).

Priority objectives include:

- Increased enrollment of children in Pre-K childcare and enhancement of family linkages to healthcare and other needed resources.
- Expansion of infant/toddler (0-3) and young children (4-8) services & supports both

in home and in community, to increase child safety and support positive development.

- Improved outcomes in children’s developmental health and family well-being.
- Increased parents’ participation in the early childhood success and early childhood development activities and in decision making process.
- Strengthen collaboration between parents, families, and local community stakeholders with health, early care and education, family support, and other service providers.

Specific program examples include, but not limited to:

- Prenatal care and outreach services to at risk/pregnant women or women of young children regarding domestic violence, substance abuse, mental health and other issues.
- Education, awareness and access to the concrete supports for parents related to formal and informal sources of support (i.e. Early Child Development and Early Intervention Services etc.)
- Empower and strengthen adults in their roles as parents, enhance parental capacity, parenting skills, and empower parents to act on their own behalf.
- Strengthening parent/child relationship/bonding and increase the stability of families.
- Promote growth-producing behavior—positive behaviors and outcomes.
- Support school readiness programs, preschool enrichment with family engagement.
- Raise public awareness - support policy analysis and advocacy.
- Advocate for fair, responsive, and accountable systems for early childhood development.
- Provide Early Childhood Success conferences, trainings, webinars, workshops, and distribute publications.

Eligible Applicants

Agencies responding to this Request should have experience and a knowledgeable background and qualifications in the provision of the services described herein.

Notice: Applicants are strongly encouraged to read the entire Request carefully and observe the application formatting requirements listed in this request and provide all requested attachments.

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED!

- In order to be considered for funding, an applicant must be a non-profit 501 (c) (3) agency or a public agency (municipal, county, or state).
- Agencies must demonstrate and document that all Prevention Funds WILL be spent in Camden County and for Camden County residents and exhausted by 12/31/2017.
- Any funded agency delinquent with quarterly and/or expenditure reports at the time of the application and/or has a history of delinquencies may not be eligible for funding.
- Any agency NOT adequately demonstrating quantifiable and measurable outcomes **MAY NOT** be considered for funding.

- If applicable provide letters of support from all collaborating partners with the application. The letter must detail the collaborating organization's responsibilities with the lead organization. The letter must also indicate if the lead agency will be subcontracting with the collaborating organization.

Notice: If another organization is acting as a fiscal agent, include a letter from them documenting the arrangement; if there are collaborating partners for the program, letters confirming their involvement should also be included.

Mini-Grant Project Timeline:

Funding will be awarded for the October 1- December 31, 2017 time period.

- Application release date: August 22, 2017
- Pre bid/application assistance meeting: August 28, 2017 at 1:00 pm
- Application deadline September 12, 2017 at 3:00 pm
- Announcement of mini-grant awards or denials September 25, 2017
- MOU submission September 29, 2017
- Project start date October 1, 2017
- Technical Support Meeting October 6, 2017
- Project end date December 31, 2017
- Programmatic and Expenditure Reports due January 15, 2018

Reporting Requirements

The grant recipients are required to submit a Programmatic and Expenditure Reports to CPAC by January 15, 2018. Reporting forms and templates will be provided to grant recipients.

Actual expenditures must be reported using the Budget form (**Appendix C**) on a cumulative basis by January 15, 2018.

Notice: Grantee's eligibility for reimbursement of expenses and continued funding are contingent on the agency achieving quarterly and annual performance objectives, along with other contractual obligations. Final payments are not issued until receipt, review and approval of the reports.

The expenditure reports must contain an original signature of the fiscal officer designated by the agency for this program.

Evaluation, Monitoring and Grantee Learning Activities

In an effort to further the overall program goals of this Request, grantees will be asked to participate in a technical assistance meeting(s).

Grant monitoring and evaluation allows us to observe compliance with requirements and progress against project goals, identify opportunities to provide technical assistance and ensure that adequate controls are in place to improve accountability of state funds.

3.0 COMPLIANCE WITH LAWS

The successful firm(s) shall comply with all applicable federal, state and local statutes, rules and regulations.

4.0 PROCEDURE FOR RESPONDING TO REQUEST FOR APPLICATIONS

4.1 SUBMISSION OF APPLICATIONS

Five (5) copies of the Application, INCLUSIVE OF ALL INFORMATION required in Part II, Application Requirements should be provided. Applications must be provided to the Community Planning and Advocacy Council – 2500 McClellan Ave., Suite 110, Pennsauken, NJ 08109. Applications are scheduled to be opened on Monday, September 12, 2017 at 3:00 p.m. Any applications received after said opening whether by mail or otherwise, will be returned unopened. Applications should be provided in a sealed envelope with the title of the Application clearly marked on the outside. It is recommended that each application package be hand delivered. CPAC assumes no responsibility for delays in any form of carrier, mail, or delivery service causing the application to be received after the above-referenced due date and time. Submission by fax, telephone, or e-mail is NOT PERMITTED.

Final recommendations for awards shall be approved by the CPAC Board of Trustees. Memorandum of Understanding(s) for services will be provided by CPAC.

4.2 QUESTIONS REGARDING REQUEST FOR PROPOSALS

4.2.1 Any questions regarding this Request for Applications must be made in writing to Hilary Dugger Colbert, Director of Grants Management at CPAC, 2500 McClellan Avenue, Suite 110, Pennsauken, NJ 08109 or hcolbert@cpachvi.org by September 1st, 2017.

4.2.2. Pre Bid/Application Assistance Meeting with ample time for Q & A, at 1:00 pm August 28, 2017.

4.3 ACCEPTANCE OF OFFER

The signed application shall be considered an offer on the part of the offeror. Such offer shall be deemed accepted upon execution of a signed contract.

PART II

APPLICATION REQUIREMENTS

Vendors are requested to propose Early Childhood Success services in the County of Camden, New Jersey.

FORMAT

To assure consistency, responses must conform to the following format:

A. Application Form (Appendix A)

The Application Form must be completed and signed. The rest of the application should follow in narrative format with appendices completed as appropriate.

A.1 Please provide the mission statement and organizational background of your organization. (5 points)

A.2 General Program Goals (10 points)

Goal(s) should be a broad statement of what the program intends to achieve. Goals should clearly relate to the problem and lend themselves to objective measurements. CPAC is requesting services for Early Childhood Success for Camden County residents as outlined on Page 3 (examples of eligible services).

A.3 Briefly describe the measurable objectives and outcomes of this program/event (15 points)

A.4 Please describe how this program/event will improve early childhood success and development (15 points)

A.5 What are the specific activities for this program/event? (15 points)

A.6 Program Outreach (10 Points)

Describe how the applicant will recruit people for the program (publication, referral resources, etc.).

B. Outcome Evaluation Tool/Logic Model (10 points) **(Appendix B)**

- A logic model is a map of your program. It is a simple, logical illustration of what you do, why you do it and how you will know if you are successful.
- The logic model is a tool to demonstrate program progress and evaluate program effectiveness. The logic model should be clear and include detailed short, intermediate, and long term implementation strategies and outcomes.

C. Fees/Costs: Budget & Budget narrative (15 points)

- **Appendix C**
- Please refer to **Appendix D** Schedule of Allowable/Unallowable Expenses for certain

services for additional information.

*Please explain what your budget will be. Clearly outline any administrative costs within cost per unit of service. **Max of 10%** of budget can be used for administrative costs.)*

Please explain your ability to exhaust all funds by 12/31/2017.

Attachments (5 points)

Completed IRS Form W-9

Copy of NJ Business Registration Certification (BRC)

List of Board of Directors

Note: CPAC reserves the right to negotiate with any or all vendors meeting the evaluation criteria set forth herein.

2017 Early Childhood Success Application Form

**Funding will be awarded for October 1, 2017 through December 31, 2017
(One time funding)**

Program Name	
Implementing Agency	
Program Contact Person and Information	
Fiscal Contact Person and Information	
Other Contact Person and Information (Optional)	
Requested Funding Level/Allocation	
Unit Cost for Service (<i>ex: if one hour of service is equal to one unit, what is the cost per hour of service</i>)	
Level of Service to be Provided for Each Program Component (<i>ex: 100 outreach, 40 case management, 20 workshops, 15 linkages</i>)	
How many program dollars are serving Camden County residents?	
Is program new or an existing program?	
Target Population to be served	
Geographic area to be served	
Projected number of clients in program during 3 month contract period	
Minimum number of unduplicated clients served during 3 month contract period	

A.1 PLEASE BRIEFLY PROVIDE THE MISSION STATEMENT AND ORGANIZATIONAL BACKGROUND OF YOUR ORGANIZATION

A.2 GENERAL PROGRAM GOALS

A.3 BRIEFLY DESCRIBE THE MEASURABLE OBJECTIVES AND OUTCOMES OF THIS PROGRAM/EVENT

A.4 PLEASE DESCRIBE HOW THIS PROGRAM/EVENT WILL IMPROVE EARLY CHILDHOOD SUCCESS AND DEVELOPMENT

A.5 WHAT ARE THE SPECIFIC ACTIVITIES FOR THIS PROGRAM/EVENT?

A.6 PROGRAM OUTREACH

Signed By

Date Submitted

Logic Model

APPENDIX B

2017 Early Childhood Success Mini-Grants: Contract Period September 1 – December 31, 2017

Agency:						
Program Name:						
Contact Person:						
Logic Model Completed By:						
Vision Program Vision (sometimes called Long-Term Impact or Goal): This is a brief statement about your hope for the future. What do you want for the youth and families? A vision statement may not be measurable, and your program is not necessarily responsible for single-handedly achieving it. (Do not exceed 150 words)						
Target Population Population Served (sometimes called Consumers, Participants, or Target Audience). As specifically as possible, identify the people who will receive your services						
Assumptions Assumptions/Underlying Theory: The services offered should be based on what is known to be effective (evidence-based or evidence-informed practice). If you are uncertain of the empirical foundations of your approach, review the research related to what works in child abuse prevention programs.						
Outcome	Services/ Activities	Resources	Indicator	Measurem ent Tool	Timeline	Responsible Parties
Short-Term						
Intermediate						
Long Term						

PROGRAM BUDGET SUMMARY
2017 EARLY CHILDHOOD SUCCESS MINI-GRANTS

APPENDIX C

Agency Name: _____

Agency Federal I.D. #: _____

Address: _____

Charities Registration #: _____

Phone: _____

Non-Profit Agency ___ Public Agency ___

Budget Period: 10/1/17 - 12/31/17

Agency Fiscal Year

Ends: _____

Chief Executive Officer: _____

Budget Prepared by: _____

<u>EXPENSES</u>	Total Budget for this Program	FUNDS REQUESTED	OTHER COUNTY & STATE FUNDING Provide Source (e.g. name of RFP)	OTHER FUNDS
<i>Add additional line items if needed</i>				<i>Attach a list of all other funding sources and amounts</i>
SALARIES				
<i>List all program employees by title and percent dedicated to program. Add additional lines to spreadsheet if needed</i>				

FRINGE BENEFITS				
RENT/OFFICE SPACE				
UTILITIES				
MATERIALS/ SUPPLIES				
DIRECT ASSISTANCE				
<i>i.e. Food/Services</i>				
NEW EQUIPMENT				
OTHER				
TOTAL				

PLEASE ATTACH BREAKDOWN FOR "OTHER EXPENSES"

APPENDIX D

Camden County
Exhibit of Allowable & Unallowable expenses

Camden County follows OMB Circular A-122 for determining allowable and unallowable costs. Certain allowable costs covered under OMB A-122 are allowable with conditions as specified below. All Costs deemed unallowable in OMB A-122 are unallowable by the County.

The Following are examples of allowable and unallowable costs.

Item of Costs	Allowable	Unallowable	With Conditions
Advertising	x		
Alcoholic Beverages		x	
Bad Debts		x	
Banking Fees	x		Note 1
Car Allowance		x	
Communications	x		Note 2
Donations		x	
Employee Morale	x		Note 3
Entertainment Costs		x	
Fines/Penalties		x	
Good or Services for personal use		x	
Meetings & Conferences (In House)	x		Note 4
Membership	x		Note 5
Participant Incentives	x		Note 6
Participant support costs.	x		Note 7
Staff Meals		x	
Taxes	x		Note 8
Transportation	x		
Travel	x		Note 9

Note 1 – The following banking fees are not allowable: ATM usage fees, late charges, overage fees.

Note 2 - Proper documentation must be kept to determine program usage.

Note 3 - Example of employee morale are in-house publications, health clinics & recreational activities. Costs are allowable if incurred with established practice, reasonable, equitably distributed to all activities and offset by income earned.

Note 4 – Cost associated with meeting and conferences hosted by the Sub recipient are

allowable with the following condition: Costs for meals must receive pre-approval as well as facility costs. Attendance to out of state conferences must have pre-approval.

Note 5 – Business Memberships and subscriptions are allowable. Costs of membership in any country club, social or dining club or organization are unallowable.

Note 6 – An example of participant incentives would include gift cards or lunches/dinner for positive behavior or reaching program goals. Participant incentives are allowable if the agency has set policy and procedures identifying the reward system which must be pre-approved by the county. Please refer to the county's gift card policy attached to and made a part hereof.

Note 7 – These costs include stipends or subsistence allowances, travel allowances and registrations fees paid to or on behalf of participants or trainees (but not employees) in connection with meetings, conferences, symposia, or training projects and are allowable as direct costs with the prior approval of the awarding agency. Costs associated with participant support require proper documentation detailing the participants along with itemized receipts.

Note 8 - Taxes from which exemptions are available are unallowable for example sales tax for nonprofit organizations.

Note 9 – Local travel will be reimbursed at the agency mileage rate not to exceed the federal mileage rate. Out of state travel costs must be pre-approved by the granting agency. Lodging, meals and incidental costs must not exceed the rates outlined in the Federal Per Diem guidelines.

Camden County Gift Card Policy & Procedure

1. Purchase gift cards as needed.
2. Maintain a log which includes date purchased, type of gift card (store/visa), amount, bar code ID number, issued to, issued by.
3. Receipt of gift card signature form which will include – Participants name, reason for giving gift card, date received, type of gift card, amount, the bar code number, signature and print of received by and issued by.
4. Copy front/back of gift card.
5. Attach copy of the gift card to the receipt.
6. Originals should be maintained and copies sent with reimbursement request.
7. The costs of service or activation fee for gift cards is unallowable.