



REQUEST FOR CAMDEN COUNTY PREVENTION RE-INVESTMENT 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 child abuse and neglect prevention services for Early Childhood Success, Positive Youth Development and Strong Families and Strong Communities Services 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 anticipated amount of the mini-grant awards will range from \$1,000 to \$4,000.

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.

Target population: The target population is Camden County children and youth (ages 9-18) and their families who are in need of human services assistance to prevent child abuse and neglect and improve their quality of life.

Services will be dispersed throughout Camden County with particular attention to the Lindenwold/Pine Hill/Winslow/Pennsauken/Cherry Hill/ Gloucester Township/Camden City municipalities.

ELIGIBILITY

Eligible Services

Early Childhood Success

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:

- 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.
- Increase parent leadership, knowledge and skill on healthy child development, decreased child abuse and neglect
- Increased awareness on trauma informed care (TIC) and adverse childhood experience (ACE)
- Expansion of parent support services (parents of infant/toddler (0-3) and young children (4-8) both in home and in community, to increase child safety and support positive development.
- Increased enrollment of children in Pre-K childcare and enhancement of family linkages to healthcare and other needed resources; and,

Specific program examples include but are not limited to:

- Training program for parents on trauma informed care (TIC) and adverse childhood experience (ACE) to reduce the risk of child abuse and neglect as children transition to pre-kindergarten to first grade
- 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
- In-home parenting support programs for mothers of young children, including teen moms, grandparents raising grandchildren and families with children with intellectual/developmental disabilities
- Strengthening parent/child relationship/bonding (example: Baby College, Zero to Three)
- Education, awareness and access to children's health care and Early Intervention Services.
- Support school readiness programs, preschool enrichment with family engagement
- Literacy Program
- Lead prevention
- Safe Sitter Classes
- In-home tutoring
- Mommy and Me, Daddy and Me activities

Positive Youth Development

The goal of these services is that school age children & youth (ages 9-18) will be at home, in school, on track and connected to their community.

Priority objectives include:

- Promotion youth leadership, resilience and self esteem
- Preparation of youth to become self-sufficient
- Promote positive youth development, healthy lifestyle and healthy relationship

Specific program examples include but are not limited to:

- Life skills to increase positive development, personal responsibility, self-esteem and confidence
- Mentoring programs for pre-teens & young parents
- Youth leadership development programs
- Training on healthy relationships, sexual health including abstinence
- Programs to educate parents on substance abuse prevention and the safe use of the internet by children
- Recreation and employment programs for youth in the summer and after school
- Youth educational support services that promotes staying in school and on track
- Culture/art activities designed to provide students with opportunities to express themselves through music, dance, photography and drama. Collaborate with external organizations and individuals, particularly with museums, universities, private businesses, and community centers
- Education, awareness and accessing children's mental health services
- Programming to identify creative activities (i.e. photography, technology based training, and culinary arts)

Strong Families and Strong Communities

The goal of these services is that every family and neighborhood will have the skills, resources, motivation and support that they need to successfully raise their children from birth to adulthood.

Priority objectives include:

- Increase family resilience and access to services available in community
- Strengthen families by increasing social connections
- Increase family health and wellness
- Increase access to healthy food

Services to be provided include but are not limited to:

- Educational programs to promote quality of life and healthy lifestyle
- Empowering families to make healthy choices: workshops for families on healthy diet, tobacco free living, preventing drug abuse and excessive alcohol use

- Mental and emotional wellbeing (stress management, how to deal with unpleasant emotions, building healthy relationships etc.) awareness
- Workshops, training and activities to increase knowledge of parenting and child development
- Financial literacy classes – with appropriate curriculum for adults and older youth
- Financial planning/budgeting support – through work with individuals, families or groups
- Job readiness and job development services, in cooperation with the Camden County One Stop Career Center
- Linkage to the community resources

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 12/31/2018.
- 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 July 1- December 31, 2018 time period.

- Application release date: May 23, 2018
- Pre bid/application assistance meeting: May 23, 2018 at 9:30 am
- Application deadline June 15, 2018 at 1:00 pm
- Announcement of mini-grant awards or denials June 28, 2018
- MOU submission July 1, 2018
- Project start date July 1, 2018

- Project end date December 31, 2018

Reporting Requirements

The grant recipients are required to submit cumulative programmatic and expenditure reports to CPAC by January 15, 2019. Reporting forms and templates will be provided to grant recipients.

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

A total of six (6) 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 120, Pennsauken, NJ 08109. Applications are scheduled to be opened on Friday, June 15, 2018 at 1:00 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 120, Pennsauken, NJ 08109 or hcolbert@cpachvi.org by May 31st, 2018.

4.2.2. Pre Bid/Application Assistance Meeting with ample time for Q & A, at 9:30 am May 23, 2018.

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 child abuse and neglect prevention, Early Childhood Success, Positive Youth Development and Strong Families Strong Communities 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 Organizational Background and the Mission Statement (5 points)

A.2 Brief Description of the Program (10 points)

A.3 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.

A.4 Measurable Outcomes and Indicators (15 points)

Outcomes are the result and expected impact of the program based on the specific objectives listed above. For example: Children use prosocial behaviors to communicate and to get their needs met; the participants/parents manage child behavior in nurturing and effective manner (behavior management, discipline).

Indicators answer the question, "What would I see or hear that would tell me that a desired outcome was being achieved?" Example: 85% participants demonstrate increased knowledge on positive behavior management and discipline.

A.5 Specific Activities or Services of the Program (15 points)

A.6 Program Outreach (10 Points)

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

A.7 Evaluation Method(s) (10 points)

(This is the process used to obtain information which will indicate how well the program has achieved its expected outcomes. For example: pre and post surveys, behavior assessment forms, child behavior checklist)

B. Logic Model (Appendix B) (10 points)

- 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 (Appendix C) (15 points)

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 12/31/2018.

Note: Please refer to **Appendix D** Schedule of Allowable/Unallowable Expenses for certain services for additional information.

Attachments

- Completed IRS Form W-9
- Copy of NJ Business Registration Certification (BRC)
- List of Agency Board of Directors

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



**2018 Camden County Prevention Re-Investment Funds
Mini-Grants Application**

*Funding will be awarded for July 1, 2018 through December 31, 2018
(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 (ex: if one hour of service is equal to one unit, what is the cost per hour of service)	
Level of Service to be Provided for Each Component (ex: 100 outreach, 40 case management, 20 workshops, 15 linkages)	
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 6 month contract period	
Minimum number of unduplicated clients served during contract period	

Organizational Background and the Mission Statement

Brief Description of Program/Services to be Provided

General Program Goal(s):

Measurable Outcomes and Indicators:

Specific Activities or Services of the Program:

Program Outreach:

Evaluation Method(s):

Budget Narrative:

Signed By

Date Submitted

Logic Model

APPENDIX B

2018 Prevention Re-Investment Funds Mini-Grants: Contract Period July 1 – December 31, 2018

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	Measureme nt Tool	Timeline	Responsible Parties
Short-Term						
Intermediate						
Long Term						

APPENDIX C

BUDGET SUMMARY FORM

2018 Prevention Re-Investment Funds Mini-Grants			
BUDGET CATEGORY	TOTAL BUDGET	Prevention Funds	Other Funds
Personnel			
Consultants / Professional Fees			
Materials & Supplies			
Facility Costs			
Specific Assistance to Clients			
General & Administrative Costs			
Equipment			
Other			
Other			

UNITS

UNITS OF SERVICE	
UNIT COST	

PLEASE NOTE THE MINIMUM AMOUNT OF FUNDING REQUIRED TO OPERATE THE PROGRAM: _____

Note: Budget Narrative must support the proposed budget above

APPENDIX D

Allowable & Unallowable expenses

CPAC 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 considered unallowable. 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.

The following procedure must be followed for any project using gift cards:

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 not allowable.