



October 31, 2018

**Juvenile Justice Commission  
Camden County Youth Services Commission**

**2019 REQUEST FOR PROPOSALS**

**2019 Positive Youth Development Services and  
2019 Innovative Youth Detention Alternative Services**

The Camden County Board of Freeholders is pleased to announce that proposals will be accepted from eligible organizations interested in providing the specified services outlined further for youth and their families who are involved with or at risk of involvement with the Juvenile Justice System. A Review Committee of the Camden County Youth Services Commission administered by CPAC: The Community Planning & Advocacy Council will evaluate proposals and make recommendations through CPAC’s Board of Trustees to the Camden County Board of Freeholders on the allocation of these funds. **This Request for Proposal (RFP) is based on the availability of funds.**

**Amount Available:** To be determined.  
**Pre-Bid Meeting:** 11:00 a.m.  
**Date:** Wednesday, November 7, 2018  
**Location:** CPAC, 2500 McClellan Avenue  
Suite 160, Conference Room A  
Pennsauken, NJ 08109

**Although not mandatory, all bidders are encouraged  
to participate in the pre-bid meeting.**

**Contracting Period:** January 1, 2019 – December 31, 2019

**Deadline for Proposal:** **Date:** Tuesday, November 27, 2018  
**Time:** 5:00 p.m.  
**Location:** CPAC  
2500 McClellan Ave, Suite 110  
Pennsauken, NJ 08109

**REQUEST FOR PROPOSALS FOR CAMDEN COUNTY:  
2018 Positive Youth Development Services and  
2018 Innovative Youth Detention Alternative Services**

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**PART I  
Instructions To Vendors**

**This is a 69 page document. Please be sure to read each and every page, including, without limitation, all attachments.**

**Please note: the terms “firm”, “provider”, “contractor”, “proposer”, “vendor” and “respondent” may be used interchangeably throughout this document.**

**1.0 PURPOSE**

The intent of this Request For Proposals and resulting contract is to obtain the specified services outlined further for youth and their families in Camden County who are involved with or at risk of involvement with the Juvenile Justice System. This RFP is the result of a planning process coordinated for the purposes of the 2018-2020 Camden County Youth Service Commission Comprehensive Plan for youth services.

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

**Despite any language contained herein to the contrary, this Request For Proposals does not constitute a bid and is intended solely to obtain competitive proposals from which the County may choose a contractor(s) that best meet(s) the County’s needs. It is the County’s intent that no statutory, regulatory, or common law bidding requirement apply to this Request For Proposals. The County intends to award this contract pursuant to N.J.S.A. 40A:11-5(1)(c).**

**Official County RFP documents are available from the County as described herein at no cost to the vendor. Potential proposers are cautioned that they are proposing at their own risk if a third party supplied the RFP document that may or may not be complete. The County is not responsible for third party supplied RFP documents.**

**2.0 BACKGROUND INFORMATION**

The Camden County Youth Services Commission (YSC) was created by County resolution in 1984 to serve as an advocacy, planning, and coordinating body, addressing the issues and needs of youth involved with or at risk of involvement with the Family Court.

**Camden County Covenant for Children, Youth and Families:**

The Camden County Board of Freeholders 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 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.

This RFP strives to address three areas that are further detailed under eligible services. The focus areas of this RFP are Positive Youth Development and Strong Families, Strong Communities.

**Camden County strongly encourages collaborative efforts among service providers. Favorable consideration will be given to applicants who adhere to this request.**

**2019 Positive Youth Development Services**

Contracts will be for 12 months; January 1 - December 31, 2019

<b>PROGRAMS</b>	<b>AVAILABLE FUNDS</b>
<b>2019 Positive Youth Development Services</b>	
<b>Primary Delinquency Prevention</b>	
<i>After-school/Weekend/Summer Services</i>	<b>\$35,000</b>
<i>Gender Specific Services</i>	<b>\$30,000</b>
<i>Mentoring</i>	<b>\$25,000</b>
<i>Gang Abatement</i>	<b>\$15,000</b>
<b>Diversion</b>	
<i>Arson Diversion</i>	<b>\$37,000</b>
<i>After-school/Weekend/Summer Services</i>	<b>\$30,000</b>
<i>FCIU</i>	<b>\$203,298</b>
<b>Detention</b>	
<i>Evening/Weekend Reporting Center</i>	<b>\$85,000</b>

<b>Disposition</b>	
<i>Intensive Supervision/In-Home Services w/ Specialized Clinical Therapeutic Services-MST</i>	<b>\$130,000</b>
<i>Treatment for Out-patient Juvenile Sex Offender Services</i>	<b>\$52,500</b>
<i>Anger Management</i>	<b>\$15,000</b>
<i>Gang Intervention Services</i>	<b>\$35,000</b>
<b>Re-Entry</b>	
<i>Transitional Support Services</i>	<b>\$23,000</b>
<b>Total</b>	<b>\$715,798</b>

**\*Up to 5% of the total of any sub-award from the county to a contracted provider can be used for/allocated to the provider's administrative costs.**

### **2019 Innovative Youth Detention Alternative Services**

Contracts will be for 12 months; January 1 - December 31, 2019

<b>PROGRAMS</b>	<b>AVAILABLE FUNDS</b>
<b>2019 Innovative Youth Detention Alternative Services</b>	
<i>Girls Self Advocacy Program</i>	<b>\$25,000</b>
<i>Juvenile Justice Family Partnership Program</i>	<b>\$59,000</b>
<i>Camden County Asset Mapping Project</i>	<b>\$30,000</b>
<b>Project Total</b>	<b>114,000</b>

**\*Up to 5% of the total of any sub-award from the county to a contracted provider can be used for/allocated to the provider's administrative costs.**

**Target population:** The target population is Camden County youth and their families who are in need of human services intervention/assistance to improve their quality of life; Camden County youth and families who are placed on a Detention Alternative Program in need of an in home family support and access to human services intervention/assistance.

**Anticipated Impact:**

- Reduce contacts with the legal system including contacts with Family Court and local law enforcement officers
- Provide Family Court with detention and dispositional alternatives.
- Reduce detention admissions and/or length of stay in Detention Center
- Provide support and stabilize families
- Reduce recidivism
- Increase the number of youth successful on an alternative via a reduction in the number of youth who are unsuccessful due to program non-compliance
- Increase in the number of youth who are successful on probation by reducing the number of VOPs filed for a technical violation of Probation

- Reduce detention admissions for VOPs and detention alternative violations
- Reduce Average Length of Stay (ALOS) in detention prior to release to a detention alternative
- Increase the amount of Family Engagement activities

**Reporting Guidelines:**

Agencies shall submit monthly, quarterly, & yearly reports as requested by the County and required by the State Juvenile Justice Commission, including reporting via the internet. This includes but is not limited to YSC monthly spreadsheets, and JAMS (Juvenile Automated Management System) Intakes and Completions and Quarterly Fiscal and Programmatic Narratives.

**Spending Guidelines:**

The Freeholders firmly believe in the benefits of a competitive process. Any applicant, who meets the eligibility criteria, as outlined within this RFP, is encouraged to apply. The evaluation of proposals will be based on the criteria outlined below and those elements included in the Review Instrument (available for pick up at CPAC).

County funds should be targeted to provide services for customers who have no other resources/funding streams to purchase a service or for a service that categorical funding streams will not fund.

**County funds cannot supplant current funding; applications for funding should propose new/unique service approaches, complement existing services/programs to increase service effectiveness, or expand the number of customers who are not served by categorical funding.**

County funds should be used as the dollar of last resort. Applicants must clearly document that they have approached appropriate, alternative funding sources and that they have been denied funding, and/or that the service proposed in their request will support critical core services.

**ELIGIBLE APPLICANTS:**

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). A copy of the IRS letter, or a statement that the applicant is a public agency, must be attached to the proposal.

To be eligible for consideration, agencies must have received a compliance rating of 75% or above from the Management Assistance Program (MAP) administered by CPAC. Agencies wishing to apply for 2018 who have not participated in MAP should submit a **Notice of Intent to be MAPPED / Notice of Intent to Apply (Section M) no later than Thursday November 9, 2018 at 5:00 pm.**

All MAP documentation must be submitted to CPAC by **Friday, November 16, 2018 at**

**5:00 pm.** The results of the MAP review will be considered by the Review Committee as one factor among many in recommending allocations.

Those agencies recommended for funding must have an accounting system and conduct an annual audit. Two copies (2) of your most recent audit must be included with proposal submittal or be on file at CPAC: The Community Planning and Advocacy Council, 2500 McClellan Ave, Suite 110, Pennsauken, New Jersey.

Applicants must practice non-discrimination; applicants must comply with all requirements of New Jersey Law 1975, Chapter 127 regarding affirmative action. When submitting proposal please complete and sign the attached Affirmative Action Questionnaire.

If a non-profit organization, the applicant must have a volunteer governing body such as a Board of Trustees or Directors.

The fore given requirements, and contracting restrictions, should be taken into account when making the application.

All applications must include the Certification Regarding the Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction form (**Section J**).

Applicants must also complete the Disclosure of Investment Activities in Iran certification form (**Section L**).

The specific extent and character of the services to be provided shall be subject to the general control and approval of the Camden County Board of Freeholders.

### **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 PROPOSALS**

### **4.1 SUBMISSION OF PROPOSALS**

**An original plus eight copies for a total of nine (9) copies** of the Proposal, INCLUSIVE OF ALL INFORMATION required in Part II, Proposal Requirements should be provided. Proposals must be provided to CPAC, 2500 McClellan Avenue, Suite 110, Pennsauken, NJ 08109. **Proposals are scheduled to be opened on WEDNESDAY NOVEMBER 27, 2018 at 5:00 p.m.** Any proposals received after said opening whether by mail or otherwise, will be returned unopened. Proposals should be provided in a sealed envelope with the title of the RFP clearly marked on the outside. It is recommended that each proposal package

be hand delivered. CPAC nor the County assumes any responsibility for delays in any form of carrier, mail, or delivery service causing the proposal to be received after the above-referenced due date and time. Submission by fax, telephone, or e-mail is NOT PERMITTED.

Final selection of firm(s) shall be made by Camden County Youth Services Commission.

#### **4.2 QUESTIONS REGARDING REQUEST FOR PROPOSALS**

Any questions regarding this Request For Proposals must be made in writing to Hilary Dugger Colbert at CPAC, 2500 McClellan Avenue, Suite 110, Pennsauken, NJ 08109 or [hcolbert@cpachvi.org](mailto:hcolbert@cpachvi.org) by Friday November 9, 2018.

#### **4.3 ADDENDA/REVISIONS TO REQUEST FOR PROPOSALS**

Addenda/revisions to this Request For Proposals shall be provided to all firms who have received this Request For Proposals.

#### **4.4 ACCEPTANCE OF OFFER**

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

### **5.0 INSURANCE**

Prior to commencing work under contract, the successful firm(s) shall furnish the County with a certificate of insurance as evidence that it has procured the insurance coverage required herein. This coverage must be provided by a carrier approved by the County and rated appropriately through A.M. Best. Firms must give the County a thirty-day notice of cancellation, non-renewal or change in insurance coverage.

The successful firm(s) shall provide and maintain the following minimum limits of insurance coverage during the period of performance required under the contract resulting from this Request For Proposals and provide proof of same by supplying a certificate of insurance naming the County as additional insured with the signed contract. The notice to proceed and/or purchase order will not be issued by the County until the certificate of insurance is provided with the signed contract.

#### **5.1 PROFESSIONAL LIABILITY**

\$1,000,000.00 errors and omissions/malpractice per occurrence.

#### **5.2 WORKERS COMPENSATION AND EMPLOYERS' LIABILITY**

Statutory coverage for New Jersey; \$500,000.00 Employer's Liability

### **5.3 GENERAL LIABILITY**

\$1,000,000.00 per occurrence/ \$3,000,000.00 aggregate for bodily injury and property damage.

### **5.4 AUTO LIABILITY**

\$1,000,000.00 per occurrence. This coverage is required if the operation of any vehicle is required in the performance of the services detailed herein (including but not limited to the use of a vehicle to make any on-site visits).

## **6.0 INDEMNIFICATION**

The contractor shall assume all risk of and responsibility for, and agrees to indemnify, defend, and save harmless the County of Camden and its officials and employees from and against any and all claims, demands, suits, actions, recoveries, judgments and costs and expenses in connection therewith on account of the loss of life, property or injury or damage to the person, body or property of any person or persons whatsoever, which shall arise from or result directly or indirectly from the work and/or materials supplied under this contract. This indemnification obligation is not limited by, but is in addition to the insurance obligations contained in this agreement.

## **7.0 MISCELLANEOUS REQUIREMENTS**

**7.1** Camden County will not be responsible for any expenses incurred by any firm in preparing or submitting a proposal. All proposals shall provide a straightforward, concise delineation of the firm's capabilities to satisfy the requirements of this Request For Proposals. Emphasis should be on completeness and clarity of content.

**7.2** The contents of the proposal submitted by the successful firm(s) and this Request For Proposals may become part of the contract for these services. The successful firm(s) will be expected to execute contract with the County of Camden.

**7.3** Proposals shall be signed in ink by the individual or authorized principal of the responding party. Proposals submitted shall be valid for a minimum of 60 days from the date of opening.

**7.4** The County of Camden reserves the right to reject any and all proposals received by reason of this Request For Proposals, or to negotiate separately in any manner necessary to serve the best interests of Camden County. Firms whose proposals are not accepted will be notified in writing.



**7.5** Any selected firm is prohibited from assigning, transferring, conveying, subletting or otherwise disposing of this agreement or its rights, title, or interest therein or its power to execute such agreement to any other person, company or corporation without the prior written consent of the Camden County Administrator.

**7.6** The selected firm(s) shall be required to comply with the requirements of P.L. 1975, c. 127 (see attached affirmative action language) and submit an employee information report or certificate of employee information report approval. This requirement will be addressed upon execution of agreement.

**7.7** The selected firm(s) shall be required to complete the Certification Regarding the Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions (see attached certification) prior to the commencement of services. This requirement will be addressed upon execution of agreement.

**7.8** All responses to this Request For Proposals shall be subject to public scrutiny in accordance with New Jersey statutes, rules, and regulations.

**7.9** Any contract for services shall be subject to the availability and appropriation of sufficient funds for this purpose annually.

**7.10** Contracts awarded pursuant to this Request For Proposals may be amended to provide for closely related services, the need for which may arise or become apparent after the original contract award. Any contract amendment for closely related services must be approved by resolution of the Board of Chosen Freeholders.

**7.11** The selected firm(s) shall be prohibited during the term of its contract from representing any individual or entity in any matter in which an adverse party is the County of Camden, the County Board of Chosen Freeholders, the County Prosecutor, the County Sheriff, any County Row Officer or any officers, employees, departments or subdivisions of any of the aforementioned or in any matter which, in the sole discretion of the County, shall constitute a conflict of interest or shall have the appearance of impropriety.

**7.12** All Firms are advised that, pursuant to N.J.S.A. 19:44A-20.13, it is their responsibility to file an annual disclosure statement with the New Jersey Election Law Enforcement Commission (“ELEC”) if, during the calendar year, they receive a contract(s) in excess of \$50,000 from public entities, including Camden County. It is the firm’s responsibility to determine if such filing is necessary. Additional information on this requirement is available from ELEC at 888-313-3532.

**7.13** All Firms are further advised that effective September 1, 2004, c. 7 expands the State Contractor Business Registration Program to contracting units

as defined in the Local Public Contracts Law. Effective January 18, 2010, P.L. 2009, c.315 revises the State Contractor Business Registration requirement and permits filing a BRC prior to award of contracts if not filed with bid or RFP. ALL BIDDERS (AND THEIR SUBCONTRACTORS) COMPETING FOR COUNTY CONTRACTS MUST PROVIDE A COPY OF THEIR BUSINESS REGISTRATION CERTIFICATE BY THE DATE THE BID OR RFP IS AWARDED. FAILURE TO DO SO WILL RESULT IN A REJECTION OF YOUR BID OR PROPOSAL. (see also Part II, Section I, herein).

**7.14 APPROVAL AND CERTIFICATION OF BILLING STATEMENT:**

Authorization for payment of periodic billing, final payments or retainage monies requires approval and certification by formal resolution of the Camden County Board of Chosen Freeholders. Pursuant to P.L. 2006, c. 96, all billing amounts due under a contract with the successful bidder and all required purchasing documents must be received at least ten (10) days in advance of the next scheduled public meeting of Board of Freeholders for the month in which payment is requested. Approved and certified amounts due will be paid during the County's subsequent payment cycle.

**7.15** Regardless of any language to the contrary, the County of Camden shall not be responsible for payment of any interest or late fees.

**7.16 N.J.A.C. § 17:44-2.2 AUTHORITY TO AUDIT OR REVIEW CONTRACT RECORDS:**

(a) Relevant records of private vendors or other persons entering into contracts with covered entities are subject to audit or review by OSC pursuant to N.J.S.A. 52:15C-14(d).

(b) As of November 15, 2010, all covered entities shall insert the following language in any new contract:

"(The contract partner) shall maintain all documentation related to products, transactions or services 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."

## **8.0 CRITERIA FOR EVALUATION OF PROPOSALS**

The RFP Committee will independently evaluate each submission and selection will be made upon the basis of the criteria listed below:

- 8.1** Proven record of experience, including referrals, in providing the type of services detailed herein.
- 8.2** Ability to provide services in a timely manner.
- 8.3** Personnel qualifications (i.e., resumes of key personnel who will be responsible for and assigned to the work).
- 8.4** Location of office and availability of personnel.
- 8.5** Understanding of the services requested (including completeness and clarity of submission), and qualitative nature of the services proposed.
- 8.6** Cost of services (i.e. price proposal).

## **9.0 Miscellaneous Requirements**

9.1 Agencies receiving funding under 2019 Positive Youth Development or 2019 Innovative Youth Detention Alternative Services funds are required to report in the Juvenile Automated Management System (JAMS.)

9.2 Proposals must include the following philosophical approach and insure services are provided for children, youth and families that are:

- **Culturally Competent:** Applicant is aware of the cultural composition of the target population and has made appropriate provision in service delivery to meet any special needs of the target population.
- **Continuity of Service:** Program provides for appropriate transfer/follow-up of services.
- **Community Based:** Service delivery is provided in the least restrictive setting for the target population.
- **Coordinated and integrated:** Coordination and integration of services around resident access and ease of service delivery.
- **Resident/Family Centered:** Able to engage families and residents in Camden County by providing services that are resident and family focused.
- **Leverages** other funding.

## **PART II** **PROPOSAL REQUIREMENTS**

The intent of this Request For Proposals and resulting contract is to obtain the specified services outlined further for youth and their families in Camden County who are involved with or at risk of involvement with the Juvenile Justice System. This RFP is the result of a planning process coordinated for the purposes of the 2018-2020 Camden County Youth Service Commission Comprehensive Plan for youth services.

### **FORMAT**

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

- Attachment A- Application Summary
- Attachment A-1 Funding Proposal Cover Sheet
- Attachment A-2 Program Profile (separate attachment)
- Attachment A-3 Logic Model (separate attachment)
- Attachment E – Service Calendar of Days (separate attachment)

- Abstract /Executive Summary
- Statement of the Problem
- Structure of Services
- Resume and Program Administration and Staffing (B-1 and B-2)
- Facilities
- Budget Narrative/Fees (***Note: Program Budget Summary D-1 thru D-5 must also be completed***)
- Monitoring and Evaluation
- Conflict of Interest
- Form of Contract
- MBE/WBE Tracking Information (Section H)
- Other Information
- State Contractor Business Registration Program
- Certification of Debarment (Section J)
- Disclosure of Investment Activities in Iran (Section L)

All sections are to be addressed and specifically referenced.

## **10.0 ELIGIBLE SERVICES**

### **10.1 Delinquency Prevention**

*The goal of delinquency prevention is to prevent youth from engaging in anti- social and delinquent behavior and from taking part in other problem behaviors that are pathways to delinquency.*

#### **After-school/Weekend/Summer Services (Up to \$35,000)**

To provide delinquency prevention services in a group setting including but not limited to academic enhancement such as tutoring, help transitioning from middle school to high school and homework help; life skills to increase personal responsibility, self-esteem and confidence. Community building activities to strengthen leadership skills, community awareness and civic responsibility; Recreation/Health & Fitness activities to promote healthy lifestyles such as cooking programs and organized sports. 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. **A structured social program in an already existing setting MUST be the basis of all applications.**

**TARGET POPULATION:** Lindenwold/Pine Hill/Winslow/Pennsauken/Cherry Hill/ Gloucester Township/Camden City Municipalities in Camden County, youth between 8 to 15 years of age and their families

The application **MUST** include:

- Establish collaboration with local community center
- Establish collaboration with local Family Success Centers
- Description of family engagement in program
- Description of education on healthy relationships
- Description of cultural awareness activities that will be provided
- Flexible scheduling that is mindful of the target population's needs and academic calendar (i.e. summer vacation, weekends and holiday breaks)
- Detailed description of the referral/intake process as well as terms of discharge planning process
- Provisions of assessment, case planning & referral linkages to appropriate support services
- Explanation of the program's therapeutic approach or philosophy to services to be provided
- Social skills, life skills and financial responsibility
- Anti-alcohol and drug abuse education
- Conflict resolution skills
- Sexual Abuse Awareness and personal sexual responsibility and accountability

- Tutorial and Homework Assistance
- Peer counseling and relations workshop
- Educational and Recreational activities
- Description of and ability to provide Healthy Meals
- Ability to provide or link to transportation services
- Community Services Projects
- Group Counseling
- Maximum number of youth expected to be enrolled at one time and minimum number of youth expected to be served over 12 month contract period
- Provisions for gender specific programming for female participants
- Ensure that youth are aware of where to get working papers and how to complete them
- Assist youth with obtaining credentials necessary for employment or referral to agencies with credentials
- Detailed description of marketing and outreach plan including but not limited to schools, Family Success Centers and other Youth Service Commission funded programs
- Maintain accurate records and submit required reports to the County Youth Services Commission and Juvenile Justice Commission on a timely basis

Applicants are encouraged to develop this program around the employment and training of staff that understands and can relate to the age of the target population. Partnerships with other community and governmental agencies are strongly encouraged.

### **Gender Specific Services, Females (Up to \$30,000)**

To provide individual and group support that addresses the developmental process of female adolescents, provides a structure to channel difficult emotions, promotes positive self-expression and creative thinking, aids in the development of pro-social and leadership skills within a safe and nurturing environment to female youth who have been identified by their local school districts, FCIU, families, local police, or community as being in need of positive female development to reduce at risk behaviors.

**TARGET POPULATION:** Lindenwold/Pine Hill/Winslow/Pennsauken/Cherry Hill/  
Gloucester Township/Camden City females 10-18 years old

The application **MUST** include the following:

- Detailed description of the referral/intake process as well as terms of discharge planning process
- Provisions of assessment, case planning & referral linkages to appropriate support services
- Explanation of the program's therapeutic approach or philosophy to services to be provided
- Description of family engagement in program

- Description of education on healthy relationships
- Description of and ability to provide Healthy Meals
- Social and Life skills
- Anti-alcohol and drug abuse education
- Conflict resolution skills
- Sexual Abuse Awareness and personal sexual responsibility and accountability
- Anger Management activities
- Maximum number of youth expected to be enrolled at one time and minimum number of youth expected to be served over 12 month contract period
- Personal development and traumatic stress concerns
- Crime Prevention
- Detailed description of marketing and outreach plan including but not limited to schools, Family Success Centers and other Youth Service Commission funded programs
- Ability to provide or link to transportation services
- Ensure that youth are aware of where to get working papers and how to complete them
- Assist youth with obtaining credentials necessary for employment or referral to agencies with credentials
- Maintain accurate records and submit required reports to the County Youth Services Commission and Juvenile Justice Commission on a timely basis

Applicants are encouraged to develop this program around the employment and training of staff that understands and can relate to the gender of the target population. Partnerships with other community and governmental agencies are strongly encouraged.

### **Youth Mentoring Services** (Up to \$25,000)

To provide individual Leadership and Mentoring services to youth that will address their personal goals and achievements. Youth should have open communication and access to mentors as needed. These mentors will be encouraged to make contact with youth weekly. Time spent with a mentor may include going to sporting events, movies and cultural activities in addition to developing a bond between the mentor and mentee.

**TARGET POPULATION:** Lindenwold/Pine Hill/Winslow/Pennsauken/Cherry Hill/Gloucester Township/Camden City youth between the ages of 10-18 years old

The application **MUST** include the following:

- Detailed description of the referral/intake process as well as terms of discharge planning process
- Provisions of assessment, case planning & referral linkages to appropriate

- support services
- Explanation of the program's approach or philosophy to services to be provided
- Description of family engagement activities in program
- Description of education on healthy relationships
- Description of and ability to provide Healthy Meals
- Social and Life skills
- Anti-alcohol and drug abuse education
- Conflict resolution skills
- Sexual Abuse Awareness and personal sexual responsibility and accountability
- Anger Management activities
- Maximum number of youth expected to be enrolled at one time and minimum number of youth expected to be served over 12 month contract period
- Personal development and traumatic stress concerns
- Crime Prevention
- Detailed description of marketing and outreach plan including but not limited to schools, Family Success Centers and other Youth Service Commission funded programs
- Ability to provide or link to transportation services
- Ensure that youth are aware of where to get working papers and how to complete them
- Assist youth with obtaining credentials necessary for employment or referral to agencies with credentials
- Maintain accurate records and submit required reports to the County Youth Services Commission and Juvenile Justice Commission on a timely basis

Applicants are encouraged to develop this program around the employment and training of staff that understands the development of Matches and Youth Mentoring Services. Partnerships with other community and governmental agencies are strongly encouraged.

### **Gang Abatement Program** (Up to \$15,000)

Provide age appropriate anti-gang programming to youth. These workshops maybe conducted in schools, afterschool programs, recreation or community centers, etc. Programming should incorporate a broad spectrum of research-based interventions to address the range of personal, family, and community factors that contribute to juvenile delinquency and gang activity. Additionally the program should provide competence in skills such as problem solving, problem avoidance, refusal and "escape" skills, coping effectively with highest risk factors, asking for help from safe and supportive people, feelings management (self-monitoring and emotional intelligence), gang resistance, and impulse control.



**TARGET POPULATION:** Camden County youth with preference in Lindenwold/Pine Hill/Winslow/Pennsauken/Cherry Hill/ Gloucester Township/Camden City youth between the ages of 8-16 years old

**ANTICIPATED IMPACT:**

- Reduce gang involvement
- Provide gang refusal skills
- Reduce contacts with the legal system including contacts with Family Court and local law enforcement officers
- Provide support and anti-gang information to families

Application **MUST** include:

- Detailed description of the referral/intake process as well as terms of discharge planning process
- Provisions of assessment, case planning & referral linkages to appropriate support services
- Explanation of the program's therapeutic approach or philosophy to services to be provided
- Description of family engagement in program
- Description of education on healthy relationships
- Description of and ability to provide Healthy Meals
- Social and Life skills
- Anti-alcohol and drug abuse education
- Conflict resolution skills
- Sexual Abuse Awareness and personal sexual responsibility and accountability
- Anger Management activities
- Maximum number of youth expected to be enrolled at one time and minimum number of youth expected to be served over 12 month contract period
- Personal development and traumatic stress concerns
- Crime Prevention
- Detailed description of marketing and outreach plan including but not limited to schools, Family Success Centers and other Youth Service Commission funded programs
- Ability to provide or link to transportation services
- Ensure that youth are aware of where to get working papers and how to complete them
- Assist youth with obtaining credentials necessary for employment or referral to agencies with credentials
- Maintain accurate records and submit required reports to the County Youth Services Commission and Juvenile Justice Commission on a timely basis

## **10.2 Diversion**

*The goal of Diversion is to provide services and/or formal sanctions to youth who have begun to engage in antisocial and low level delinquent behavior in an effort to prevent youth from continuing on a delinquent pathway.*

### **Arson Diversion (Up to \$37,000)**

Provide Fire Setters Prevention Services to “at risk” youths exhibiting fire setting behaviors through intervention and assessments. Agencies applying for these funds **MUST** have a solid history of offering arson diversion services to this population. **No new or start up programs will be considered.** The agency should counsel and assist youth with behavior modification methods (including communication, conflict resolution, life skills, and the like).

Proposals must specify the total level of service. Family Court Judge(s) and other referral sources may choose to send any youth deemed appropriate for the service. These youth may have multiple issues and needs, which may include substance abuse, mental illness, juvenile justice involvement, protective service involvement, developmental disabilities, etc., or any combination thereof.

**TARGET POPULATION:** Camden County youth up to the age of 18 years of age.

Arson Diversion applications **MUST** include the following essential elements:

- Detailed description of the referral/intake process as well as terms of discharge and discharge planning process
- Explanation of the programs approach to anger management
- Identify evaluation tool
- Provisions of assessment, case planning, and referral linkages to appropriate support services
- Explanation of the program’s therapeutic approach to the treatment of fire setters
- Availability to provide on-site crisis intervention at the request of the Fire Marshal’s Office
- Reduction of the number of arson related incidences through early intervention and comprehensive assessment of youth “at risk” of fire setting
- Maximum number of youth expected to be enrolled at one time and minimum number of youth expected to be served over 12 month contract period
- Description of family engagement in program
- Description of education on healthy relationships
- Description of and ability to provide healthy snacks
- Experience recruiting, training and supervising and demonstrated experience working with this population

- Ability to provide or link to transportation services
- The applicant has the responsibility to ensure the qualification of the clinician providing the direct services
- This program must provide immediate response to the therapeutic needs of youth and families with no or limited insurance resources and that are not eligible for Medicaid support
- Maintain accurate records and submit required reports to the County Youth Services Commission and Juvenile Justice Commission on a timely basis
- Referrals made to this program will include, but are not limited to fire departments, police departments, schools, parents, social service providers and Family Court

Applicants are encouraged to develop this program around the employment and training of staff that understands and can relate to the age of the target population. Partnerships with other community and governmental agencies are strongly encouraged.

#### **Out of School Hours - After-school/Weekend/Summer Services (Up to \$30,000)**

To provide diversionary services in a group setting including but not limited to academic enhancement such as tutoring, help transitioning from middle school to high school and homework help; life skills to increase personal responsibility, self-esteem and confidence. Community building activities to strengthen leadership skills, community awareness and civic responsibility; Recreation/Health & Fitness activities to promote healthy lifestyles such as cooking programs and organized sports. 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. The sole purpose of these funds is to provide diversionary services to referred youth and their families from the Family Court. **A structured social program in an already existing setting MUST be the basis of all applications.**

**TARGET POPULATION:** Camden County youth with preference in Lindenwold/Pine Hill/Winslow/Pennsauken/Cherry Hill/ Gloucester Township/Camden City youth between the ages of 10-18 years old

The application **MUST** include:

- Establish collaboration with local community center
- Establish collaboration with local Family Success Centers
- Description of family engagement in program
- Description of education on healthy relationships
- Description of cultural awareness activities that will be provided
- Flexible scheduling that is mindful of the target population's needs and

academic calendar (i.e. summer vacation, weekends and holiday breaks)

- Detailed description of the referral/intake process as well as terms of discharge planning process
- Provisions of assessment, case planning & referral linkages to appropriate support services
- Explanation of the program's therapeutic approach or philosophy to services to be provided
- Social skills, life skills and financial responsibility
- Anti-alcohol and drug abuse education
- Conflict resolution skills
- Sexual Abuse Awareness and personal sexual responsibility and accountability
- Tutorial and Homework Assistance
- Peer counseling and relations workshop
- Educational and Recreational activities
- Description of and ability to provide Healthy Meals
- Ability to provide or link to transportation services
- Community Services Projects
- Group Counseling
- Maximum number of youth expected to be enrolled at one time and minimum number of youth expected to be served over 12 month contract period
- Provisions for gender specific programming for female participants
- Ensure that youth are aware of where to get working papers and how to complete them
- Assist youth with obtaining credentials necessary for employment or referral to agencies with credentials
- Detailed description of marketing and outreach plan including but not limited to schools, Family Success Centers and other Youth Service Commission funded programs
- Maintain accurate records and submit required reports to the County Youth Services Commission and Juvenile Justice Commission on a timely basis

Applicants are encouraged to develop this program around the employment and training of staff that understands and can relate to the age of the target population. Partnerships with other community and governmental agencies are strongly encouraged.

If referred by Family Court, this service should target youth with known anger issues or that have exhibited delinquent behaviors. The service should be intensive and provide intervention services. The service needs to be in an accessible community location, can be offered during non-school hours of operation. The agency should counsel and assist youth with behavior modification methods (including communication, conflict resolution,

life skills, and the like).

Proposals must specify the total level of service. Family Court Judge(s) and other referral sources may choose to send any youth deemed appropriate for the service. These youth may have multiple issues and needs, which may include substance abuse, mental illness, juvenile justice involvement, protective service involvement, developmental disabilities, etc., or any combination thereof.

**TARGET POPULATION:** Camden County youth with preference in Lindenwold/Pine Hill/Winslow/Pennsauken/Cherry Hill/ Gloucester Township/Camden City youth between the ages of 10-18 years old

The application **MUST** include the following:

- Detailed description of the referral/intake process as well as terms of discharge planning process.
- Explanation of the program's therapeutic approach or philosophy to services to be provided
- Description of family engagement in program
- Description of education on healthy relationships including but not limited to:
  - Social and Life skills
  - Social Media
    - Anti-alcohol and drug abuse education.
    - Conflict resolution skills.
    - Sexual Abuse Awareness and personal sexual responsibility and accountability.
    - Anger Management activities.
- Description of and ability to provide Healthy Meals
- Maximum number of youth expected to be enrolled at one time and minimum number of youth expected to be served over 12 month contract period
- Personal development and traumatic stress concerns
- Crime Prevention
- Detailed description of marketing and outreach plan including but not limited to schools, Family Success Centers and other Youth Service Commission funded programs
- Ability to provide or link to transportation services
- Maintain accurate records and submit required reports to the County Youth Services Commission and Juvenile Justice Commission on a timely basis

Applicants are encouraged to develop this program around the employment and training of staff that understands and can relate to the gender of the target population. Partnerships with other community and governmental agencies are strongly encouraged.

## **Family Crisis Intervention Unit (FCIU)/ Anger Management/Cyber Harassment/Anti-bullying Workshops (Up to \$203,298)**

These funds are for the operation of an out of court Family Crisis Intervention Unit (FCIU) in Camden County. The sole purpose of these funds is to provide crisis intervention services to referred youth and their families from the Family Court, police, schools, community and other agencies. The FCIU can provide services to resolve the immediate crisis leading to delinquency, thereby preventing the juvenile and his or her family from entering the formal court system. The FCIU will also provide anger management, cyber harassment, and anti-bullying workshops. Agencies applying for these funds **MUST** have a solid history of offering crisis intervention services to this population. **No new or start up programs will be considered.**

**TARGET POPULATION:** Camden County youth between the ages of 8-17 years of age

All FCIU proposals **MUST** include the following:

- The Program Therapist(s) **must** possess a minimum of a Master's level degree in counseling, psychology, or social work with specialized training working with court involved youth and families. Provider **must** submit credentials for all professionals associated with the program if awarded contract.
- Detailed description of the referral/intake process as well as terms of discharge planning process. **Client and families should be assessed at an initial interview and determined the appropriate service needs.**
- Provisions of assessment, case planning & referral linkages to appropriate support services. A treatment plan should be developed and should include the following: an evaluation assessment, counseling progress notes and goals, court appearances, case management services, and a discharge plan. Family plan includes and identifies community service linkages for after-care.
- Explanation of the program's therapeutic approach or philosophy to services to be provided
- Description of family engagement in program
- Description of and ability to provide healthy snacks
- Maximum number of youth expected to be enrolled at one time and minimum number of youth expected to be served over 12 month contract period
- Must develop a curriculum for anger management, cyber harassment, and anti-bullying workshops.
- Show willingness to work closely with the County's Mobile Response Stabilization Unit in stabilizing youth and families in crisis
- Provider **MUST** be available to provide crisis intervention twenty-four hours per day, seven days per week as well as on-call employees for emergency responses
- Willingness to act as the screening body for juveniles to be placed in the shelter beds at the YES Facility.

- To provide group workshops that addresses Relational aggression that acknowledges and defuses complex social/emotional games that victimize others through exclusion or isolation, rumors, gossip, eye-rolling, pitting friends against one another, sarcasm, revealing and altering personal secrets. The workshops need to be insightful interventions that will help learn other, more appropriate, ways to engage with their friends and family. Develop pro-social, leadership, social media, and healthy relationship skills.
- Willingness to submit required reports to County Youth Services Commission, Family Court and Juvenile Justice Commission on a timely basis
- Detailed description of marketing and outreach plan including but not limited to schools, Family Success Centers and Youth Service Commission funded programs
- Agency must establish a 24 hour hotline number for supportive services.

**SPECIAL NOTE:** The successful applicant **must** abide by the guidelines of the Administrative Office of the Courts for the Family Crisis Intervention Unit. See Supplement A for Juvenile/Family Crisis Operations Manual. Manual may be downloaded from CPAC's website – [www.cpachvi.org](http://www.cpachvi.org).

Applicants are encouraged to develop this program around the employment and training of staff that understands and can relate to the age of the target population. Partnerships with other community and governmental agencies are strongly encouraged.

### **10.3 Detention Alternatives**

*The goal of Detention Alternatives is to reduce the unnecessary and inappropriate use of detention while maintaining public safety and court appearance rate. Reduce the number of youth who incur a new Violation of Probation. Increase the number of youth successfully released from a detention alternative program.*

#### **Evening/Weekend Reporting Center (Up to \$85,000)**

The Evening and Weekend Reporting Center is a highly structured program for pre-adjudicated juvenile offenders who would otherwise be in detention. Program participants eligible for referral can include in school and out of school youths and individuals on electronic monitoring bracelets and on house arrest. Annual level of service is expected to be 48 to 50 female and male youth. The length of stay is expected to be 30-45 days or until the court case is disposed. Agency must have the ability to transport youth. Must be able to provide separate environments for female and male youth during downtime of programming.

Services must be provided from Monday through Friday from 3:00 pm to 9:00 pm and on weekends. The successful applicant will determine the actual weekend times of operation. Program schedule should be flexible to accommodate holidays and summer hours.

Program site **must** be in compliance with appropriate building codes and located in the **northwestern end of Camden County**.

**Collaboration between community-based agencies is highly encouraged.**

**TARGET POPULATION:** Camden County youth up to the age of 18 years of age

Applicant **MUST** include provision for:

- Detailed description of the referral/intake process as well as terms of discharge planning process
- Provisions of referral linkages to appropriate support services, when necessary
- Explanation of the program's philosophy to services to be provided and methodology for handling non-compliant youth
- Description of recreational and educational activities
- Transportation to ensure youth's participation to and from the program site
- Description of family engagement in program
- Description of Gang and Bully education
- Description of education on healthy relationships
- Description of health education
- Description of education on domestic violence
- Description of education on job readiness
- Description of and ability to provide healthy meals
- Description of how program will ensure that youth remains arrest free and returns to court
- Homework assistance
- Williness to work closely with JMDT, Family Court and Youth Center personnel in providing supervision of youth while awaiting final court disposition
- Any collaborative agreements with other agencies that may result in program services
- Demonstrate a commitment to work cooperatively with the Camden County Youth Services Commission to document outcomes
- Maintain accurate records and submit required reports to the County Youth Services Commission and Juvenile Justice Commission on a timely basis

Applicants are encouraged to develop this program around the employment and training of staff that understands and can relate to the age of the target population. Partnerships with other community and governmental agencies are strongly encouraged.



#### **10.4 Dispositional Options**

*The goal of Disposition is to provide sanctions, supervision, and services that address the known causes and correlates of delinquency.*

#### **Wrap Around Family Therapy Intensive Supervision/In-Home Services / Multi-Systemic Therapy Services (MST) (Up to a total of \$130,000) FOR DISPOSTIONAL (\$65,000) AND DIVERSIONARY ( 65,000) OPTIONS**

Provides intensive supervision of youth and in-home services to address circumstances within the family to strengthen the family unit, and maintain youth within their own environment with minimal disruption to daily activities (i.e., school and employment). Applicant must utilize the Multi-systemic therapy (MST) philosophy as an intensive family-based treatment that addresses the known determinants of serious antisocial behavior in adolescents and their families. MST treats those factors in the youth's environment that are contributing to his or her behavior problems. Such factors might pertain to individual characteristics of the youth (e.g., poor problem solving skills), family relations (e.g., inept discipline), peer relations (e.g., association with deviant peers), and school performance (e.g., academic difficulties). On a highly individualized basis, treatment goals are developed in collaboration with the family, and family strengths are used as levers for therapeutic change. The family will be assisted through referral, advocacy, and case management in utilizing services to address issues contributing to the problem. Case management will be directly related to the Family Court's orders for services under Dispositional Options. Services as a Diversionary options should be made available to Family Intake, Law-Enforcement, and Juvenile Case Conferencing Committees.

**TARGET POPULATION:** Camden County youth with dispositional age 12 - 17.5 years of age

Applicant **MUST** include provision for:

- Detailed description of the referral/intake process as well as terms of discharge planning process
- Provision of assessment, case planning & referral linkages to appropriate support services
- Probation youth participants
- In-Home service treatment, intervention and respite
- Family Treatment Philosophy with a modality directed toward the intervention of the behaviors responsible for the family's involvement in the Family Court for services under Dispositional Options
- Caseloads not to exceed 6:1 ratio
- Individual and Family therapy
- Identified linkage with Probation
- Identified linkage to Family Intake, Law Enforcement, Juvenile Case Conferencing Committees.
- Clear description of diversionary aspect of the Model

- Length of program stay not to exceed four(6) months
- Family plan includes and identifies community linkages for after-care
- Educational and vocational interventions
- Employment linkages/referrals
- Description of education on healthy relationships
- Description of education on domestic violence
- Intensive supervision for post adjudicated youth
- Transportation to ensure youth's participation
- Maximum number of youth expected to be enrolled at one time and minimum number of youth expected to be served over 12 month contract period
- Scheduled court appearances and any other court ordered services and serve as a level of graduated sanction of a probation continuum and a diversion from a Juvenile Justice Commission program/facility
- Reports back to Family Intake, Law Enforcement, and Juvenile Case Conferencing Committees
- Maintain accurate records and submit required reports to the County Youth Services Commission and Juvenile Justice Commission on a timely basis

Therapists must have a Master's-level or highly clinically skilled Bachelor's-level mental health background and be accessible to their clients. The primary goals of MST are to reduce rates of antisocial behavior in the adolescent, reduce out-of-home placements, and empower families to resolve future difficulties.

Applicants are encouraged to develop this program around the employment and training of staff that understands and can relate to the age of the target population. Partnerships with other community and governmental agencies are strongly encouraged.

### **Treatment for Outpatient Juvenile Sex Offenders Services (Up to \$52,500)**

Specialized outpatient treatment program for adjudicated juvenile sex offenders. Priority is given to youth on probation. Services should be defined in tiers to meet the various levels of service needs for youth. These funds are exclusively for Family Court youth who are not eligible for these services from any other funding source.

**TARGET POPULATION:** Camden County adjudicated youth sex offenders up to the age of 18 years

All proposals **MUST** include the following:

- Explanation of the program's philosophical approach to treatment of sex offenders
- Detailed description of the referral/intake process as well as terms of discharge planning process

- Description of family engagement in program
- Description of education on healthy relationships
- Description of education on domestic violence
- Description of and ability to provide healthy snacks
- Provisions of assessment, case planning & referral linkages to appropriate support services
- Must demonstrate how recidivism rate will decrease
- How the applicant will maximize all revenue resources? What third party billing practices will be utilized?
- On-going sex offender specific training for staff
- Ability to show certification and/or memberships to sex offender specific associations, commissions, etc. (i.e. A.T.S.A.)
- Minimum qualifications of therapist
- Length of stay in program must be described
- Length of stay **may not** exceed the 12 month contract period
- Maximum number of youth expected to be enrolled at one time and minimum number of youth expected to be served over 12 month contract period
- Staff's training background specific in sex offender's training
- Knowledge of effects of "Megan's Law" on juvenile sex offenders
- Maintain accurate records and submit required reports to the County Youth Services Commission and Juvenile Justice Commission on a timely basis

Applicants are encouraged to develop this program around the employment and training of staff that understands and can relate to the age of the target population. Partnerships with other community and governmental agencies are strongly encouraged.

### **Anger Management (Up to \$15,000)**

**TARGET POPULATION:** Post adjudicated Camden County males 13 years of age and older who have, have had, or are at risk of having gang involvement.

Referred by Family Court, this service should target post-adjudicated youth with known anger issues. The service should be intensive and provide therapeutic intervention services. The service needs to be in an accessible community location, during non-school hours of operation. The agency should counsel and assist youth with behavior modification methods (including communication, conflict resolution, life skills, and the like).

Proposals must specify the total level of service. Family Court Judge(s) and other referral sources may choose to send any youth deemed appropriate for the service. These youth may have multiple issues and needs, which may include substance abuse, mental illness, juvenile justice involvement, protective service involvement, developmental disabilities, etc., or any combination thereof.

The application **MUST** include the following:

- Detailed description of the referral/intake process as well as terms of discharge planning process
- Provisions of assessment, case planning & referral linkages to appropriate support service
- Explanation of the therapeutic approach or philosophy to services to be provided
- Identify evaluation tool
- Maximum number of youth \expected to be enrolled at one time and minimum number of youth expected to be served over 12 month contract period
- Letter of support or memorandum of agreement from Juvenile Probation
- Staff with appropriate skills and written job descriptions for all staff positions
- Written administrative and program procedures
- Inclusiveness of racial, economic and gender representation as appropriate to the program
- Maintain accurate records and submit required reports to the County Youth Services Commission and Juvenile Justice Commission on a timely basis

### **Gang Abatement / Intervention Services (Up to \$35,000)**

This program will provide competence in skills such as problem solving, problem avoidance, refusal and "escape" skills, coping effectively with highest risk factors, asking for help from safe and supportive people, feelings management (self-monitoring and emotional intelligence), gang resistance, and impulse control.

**TARGET POPULATION:** Camden County youth on Probation between the ages of 10-21 who have, have had, or are at risk of having gang involvement.

#### **ANTICIPATED IMPACT:**

- Reduce gang involvement
- Reduce contacts with the legal system including contacts with Family Court and local law enforcement officers
- Prepare youth for successful reintegration into their community
- Provide support to families
- Reduce recidivism

Services **MUST** have the ability to include:

- Detailed description of the referral/intake process as well as terms of discharge planning process
- Provisions of assessment, case planning & referral linkages to appropriate support services

- Explanation of how the program’s approach to the multi-systemic therapy philosophy will be provided
- Life skills and social skills development
- Job readiness training. Job placement assistance
- Positive peer counseling and support elements
- Conflict resolution and crisis intervention services
- Positive role model to assist in positive social skills development
- Regular group meetings for youth to discuss outcomes (successes, problems, issues, concerns, etc.)
- Positive decision making skills training
- Maximum number of youth expected to be enrolled at one time and minimum number of youth expected to be served over 12 month contract period
- Referrals and coordination of individualized services and resources
- Knowledge of community resources
- Full case management for youth who have “maxed out” of parole and are still in need of case management services
- Anticipated program length of involvement for levels of various intensifications
- Maintain accurate records and submit required reports to the County Youth Services Commission and Juvenile Justice Commission on a timely basis

### **10.5 Re-Entry**

*The goal of Reentry is providing the additional support during this transitional period that is necessary to foster the successful reintegration of juveniles into their communities.*

#### **Transitional Support Services (Up to \$23,000)**

Program shall provide an extensive array of supportive aftercare services for male **AND** female youths, returning from a JJC (Juvenile Justice Commission) placement, and their families. These services include but are not limited to: advocacy, case management, role modeling , job coaching, education on developmental process of female adolescents, ways to channel difficult emotions and promotes positive self-expression .

**TARGET POPULATION:** Camden County male **AND** females 13-21 years of age returning from a JJC placement.

#### **ANTICIPATED IMPACT:**

- Reduce contacts with the legal system including contacts with Family Court and local law enforcement officers
- Successfully reintegrate youth into their community
- Provide support to families
- Reduce recidivism

The applicant **must** provide the following information:

- Knowledge of community resources
- Knowledge of local Family Success Centers
- Ability to assist youth with obtaining credentials necessary for employment
- Availability of individual job coaching services to assist youth in gaining employment
- Description of recreational activities for youth.
- Description of family engagement in program
- Description of Case Management
- How you will provide support to families to help youth remain in the community
- Description of education on healthy relationships
- Description of education on domestic violence
- Description of and ability to provide healthy snacks
- Assist with setting and reaching educational goals including identifying appropriate educational placement for youth
- Ability to assist with getting youth back into school
- Assist with reintegration of youth into their community
- Reduce recidivism
- Ability to provide or link to transportation services
- Maximum number of youth expected to be enrolled at one time and minimum number of youth to be served during 12 month contract period
- How they will maintain accurate records and submit required reports to the County Youth Services Commission and Juvenile Justice Commission on a timely basis

Applicants are encouraged to develop this program around the employment and training of staff that understands and can relate to the age of the target population. Partnerships with other community and governmental agencies are strongly encouraged.

## **10.6 - 2019 Innovative Youth Detention Alternative Services**

Funding contracts will be for 12 months; January 1 - December 31, 2019.

<b>PROGRAMS</b>	<b>AVAILABLE FUNDS</b>
<b>2019 Innovative Youth Detention Alternative Services</b>	
Girls Self Advocacy Program	<b>\$25,000.00</b>
Juvenile Justice Family Partnership Project	<b>\$59,000.00</b>
Camden County Asset Mapping Project	<b>\$30,000.00</b>
<b>Project Total</b>	

### **Girls Advocacy Program (Up to \$25,000.00)**

Applicants are encouraged to develop this program around the employment and training of the Evidence Based Practice Model of the Community Advocacy Project. Staff serving the program should have knowledge of females involved in the Juvenile Justice System.

The Girls Advocacy Program is a program that targets young women between the ages of 14-21 using an advocacy framework, the advocacy program responds to the girls' need for access to resources rather than focusing on pathology as an explanation for behavior. It is composed of a twelve-week, seminar-based training component where undergraduate advocates read and discuss materials related to juvenile justice and the provision of advocacy services. After successful completion of this rigorous training, advocates, who are junior and senior level students at a local university, are assigned to work with a juvenile justice-involved girl in the community, on a one-on-one basis, for a period of 10-15 weeks. Advocacy for the girls involves four phases: assessment of needs and rights, increasing access to resources to meet those needs, monitoring whether the resources are helping to meet the unmet needs, and intensifying efforts to transfer "self-advocacy" skills to the girls themselves. The model is strength based, youth guided and community centered. Its primary goal is to make the community more responsive to the needs of juvenile justice-involved girls and to change the context of girls' lives.

**Objective #1:** To collaborate with a local university to oversee project, train students and monitor each participant pair.

**Objective #2:** Provide comprehensive assessments that allow a University student to get to know the young woman she will be working with and collect information on her specific needs and goals.

**Objective #3:** Connect program participants to the appropriate community resources available to her to meet previously established needs. Referrals and personal contacts to various community resources are made during this process.

Objective #4: In the monitoring phase, students will supervise the progress and quality of the resources in serving the program participant's needs. If any adjustments are needed, the secondary implementation phase is initiated to reanalyze what services are needed for success.

Objective #5: The advocate reemphasizes the newfound knowledge and skills the young woman has learned so she can continue accessing resources on her own.

The University will work with the County Council on Juvenile Justice Systems Improvement to Develop and Coordinate the program.

### **Juvenile Justice Family Partnership Project (Up to \$59,000)**

Applicants are encouraged to develop this program around the employment and training of Peer Parent/ Family staff that understands and can relate to families of the target population involved in the Juvenile Justice System. Agencies applying for these funds **MUST** have a solid history of offering Peer/Parent Engagement services to this population. Outcomes from prior family engagement practices and clear framework **MUST** be outlined.

Camden County is interested in using this philosophy of family engagement to begin building toward a comprehensive approach to collaborating with families of juvenile justice system-involved youth. Towards this end, Camden County will contract with a single provider agency to provide Family Engagement supports in the form of advocacy, education, telephone line, and support group networks. At a minimum this agency will facilitate and/or encourage families to participate in a family-support network, will link families to both court and community based resources and develop orientation and training programs for involved families and court staff. The family-support network will consist of parents/guardians whose youth have been involved in the juvenile justice system or are currently involved. The participating families that receive training will become a resource for other families.

These efforts will ultimately lead to greater involvement and collaboration of all key participants in the Juvenile Justice System. Clearly, by focusing on the need for mutual respect among key actors as well as the empowering of family members will lead to an increased presence of these families in both the courtroom and throughout the entire process. This newfound involvement will in turn, help to create safe, well-supervised environments for youth. This, in turn will ultimately increase the viability of detention alternatives for juveniles who under the core principles of JDAI, do not belong in secure detention facilities.

The agency would also work with families of juveniles placed in the detention center in an effort to strengthen their involvement in their child's life during the period of



incarceration. Lastly, the agency will serve as a point of coordination for families in the development of a family - support network where families can share information regarding the juvenile justice system.

Objective #1: To develop trainings for families and peer parent leaders whose youth are involved in the Juvenile Justice System

Objective # 2: To develop a family-support network group for families whose youth are involved in the Juvenile Justice System

Objective #3: To promote stronger connections and communication between youth, family members and staff at the Juvenile Detention Center

Objective #4: To increase the success rate of youth who are in detention or who are on a detention alternative program

Objective # 5: To engage families, the Family Engagement Coordinator will meet with parents/guardians before or after court events

The agency will work with the County Council on Juvenile Justice Systems Improvement to Develop and Coordinate the program.

### **Camden County Asset Mapping (Up to \$30,000)**

Asset mapping provides information about the strengths and resources of a community and can help uncover solutions. Once community strengths and resources are collected and depicted on a map, you can more easily think about how to build on these assets to address community needs and improve health. Finally, asset mapping promotes community involvement, ownership, and empowerment.

A community asset or resource is anything that improves the quality of community life. Assets include the capacities and abilities of community members; a physical structure or place (examples school, hospital, church, library, recreation center or social club; a business that provides jobs and supports the local economy; associations of citizens (examples Neighborhood Watch or a Parent Teacher Association); and local private, public, and nonprofit institutions or organizations. Stakeholders should remember that community members will best understand the challenges children face and will be most motivated to step up and do something positive.

Camden County is seeking the collection and development of policies and activities based on an understanding, or 'map,' of the community's resources. This includes individual capacities and abilities, and organizational resources with the potential for promoting personal and community development as it relates to supporting youth and their families during and after the detention alternative phase of the juvenile justice system process. This 'mappings' sole purpose is to promote connections or relationships between individuals, between individuals and organizations, and between organizations and the County Council on Juvenile Justice Systems Improvement.

Community Asset Mapping will occur in at least seven zip codes in Camden County to include zip codes: 08104, 08105, 08103, 08021, 08081, 08012 and 08102.

Objective #1:To contract with a qualified individual and/or organization to provide professional consulting services to complete an Asset Mapping of up to 7 zip codes in Camden County.

Objective #2: Work in collaboration with the Council to identify the neighborhoods and schools, where a community-based program would have the greatest impact.

Objective #3: Interview and gather data from potential partners utilizing the most up to date practices and tools to collect and assess the information.

Objective #4: Increased interagency collaboration that will allow networking and streamlined resources to allow better support.

The agency will work with the County Council on Juvenile Justice Systems Improvement to Develop and Coordinate the program.

The following explains what is expected in each of the major sections.

## **SECTION A - SCOPE OF SERVICES**

### **ABSTRACT/EXECUTIVE SUMMARY** *Limit: 1 page (no point value)*

Provide a summary of application that includes the following:

- A. Agency Overview:** Briefly describe the philosophy/mission of the agency itself. Include information on its incorporation date and status. Attach a copy of the agency's mission statement and a brief statement of the agency's history (can be placed in attachment section).
1. Problem area to be addressed.
  2. Target population and geographic area to be served.
  3. Brief overview of the service.
  4. Intended effect of service on the problem and customer.
  5. Total program cost and amounts being requested by this funding source.
  6. Definition of a unit of service, including cost per unit of service, and how many units of service will be provided with these resources.
  7. Any limitations, restrictions or priorities on the services delivered with these resources.
  8. Any unique capabilities (multi-lingual, special reading programs, etc.).

### **STATEMENT OF THE PROBLEM** *Limit: 3 pages (Value of 5 points)*

**B. Statement of the Problem**

A statement of the problem describes the condition of the people that require improvement.

1. Describe the specific nature of the problem.
2. Describe who is experiencing the problem.
3. Describe the locale of the people who are experiencing the problem?
4. Provide relevant information/data, which indicates that there is a problem.  
(NOTE: The source of any documentation, data or statistics **MUST** be documented).

### **STRUCTURE OF SERVICES** *Limit: 8 pages (Value of 30 points)*

**C. Program Components**

Describe the service components to be provided through this program. Include a clear delineated plan for direct family involvement and aftercare, as these are key factors in the success of local programming.

1. Describe the nature of services and sanctions that will be provided (e.g. mentoring, tutorial, counseling and personal development, etc.
2. Describe the service in detail. Include who will be served; number of customers served daily/weekly/annually, intake criteria, length of stay requirements, termination criteria, program participation requirements etc.
3. Treatment Modality: Describe the treatment modality to be used in the program and how this addresses the identified population. Include what empirical data was used to determine choosing this modality.
4. Program Components must be demonstrated and match the Logic Model submitted.

**D. Target Population/Eligibility**

1. List eligibility criteria. Include who will be served, (a description of the target population to be served including offense history, age, gender, etc.); and number of customers served daily/weekly/annually.
2. Explain rationale for selecting this population segment.
3. Identify geographic service area for this program.
4. Provide a description of transportation options for clients in obtaining service. (Accessibility of the program for participants and their families, including availability of public transportation routes, barriers to access and strategies to address those barriers).
5. Describe handicapped limitations. Provide a description of handicapped accessibility accommodations. Location should meet basic safety standards and ADA guidelines.

**E. Outreach**

1. Describe how the applicant will recruit people for the program (publication, referral resources, etc.).
2. Describe how the affiliation agreements are developed and/or established with other community agencies, or if subcontracts will be utilized using identified vendors (if applicable.)
3. Attach affiliation agreements, subcontracts, and/or memorandum of understanding. (If agreements are pending award of application, attach letter requesting an agreement. Once an agency is confirmed documentation approving agreement must be submitted within 15 days of the award letter.) (If applicable)

**F. Admission Criteria**

1. Describe referral/intake process, (*i.e., review paperwork-reports, forms, documents needed for admission, interview the juvenile, etc.*). Include the

length of time from referral to acceptance/admission. Discuss allowable parameters for the length of time from court order to program admission.

2. Describe limitations, if any of program to accept referrals.
3. Describe maintenance of a waiting list, should this become necessary.
4. Describe method for prioritization of intake requests.

**G. Hours of Service**

Complete attached **2019 Calendar of Service Days** form (**Attachment E**). List program service days/holidays schedule.

1. Where will the service be provided? Specify location of program.
2. When will the service be provided, the hours and days that each service will be available to clients, including how emergencies are handled; for example, closure policies, crisis, after-hour contacts, etc.

**H. Level of Service** (How do you deliver the service?)

1. What is the definition of Unit of Service? (i.e. Beds, Classes, Days, Evaluations, Other, Position, Group Sessions, Hours, Individual Sessions, Youth Slots)
2. What is the expected level of service (LOS) for each unit for this contract period? (This must specify the number of youth to be served and the duration of the program/services per youth).
3. What is the total level of service anticipated throughout the contract period?
4. Describe the process and timeframe you will utilize to operate this program.
5. Indicate those services that will require a subcontract and what organization will provide these sources (if known).
6. Describe how the affiliation agreements are developed and/or established with other community vendors. (If applicable).
7. The timeline of youth served and description of the level of service must be demonstrated and match the Logic Model and Program Profile submitted.

**I. Program Duration**

1. Identify program funding period
2. Attach an **Implementation Timeline** Chart.
3. Implementation Chart must be clear and provide information of intensity of services that are not demonstrated in the Logic Model.

## **SECTION B – RESUME**

### **B.1 RESUME (Value – 5 points)**

This section shall address areas as outlined:

1. Name and address of your firm and the corporate officer authorized to execute agreements.
2. Briefly describe your firm's history, ownership, organizational structure, location of its management, and licenses to do business in the State of New Jersey.
3. Describe in general your firm's regional, statewide, and local service capabilities.
4. Provide and identify the names, experience, qualifications, and applicable licenses held by the individual primarily responsible for servicing the County and any other person(s), whether as employees or subcontractors, with specialized skills that would be assigned to service the County.
5. Provide a listing of local governmental clients with which you have similar contracts; include the name, address and telephone number of the contact person.
6. Provide a statement that your firm will comply with the insurance coverage requirement as set forth in Part I, Section 5 of this RFP.
7. Provide a statement of assurance to the effect that your firm is not currently in violation of any regulatory rules and regulations that may have an impact on your firm's operations.

### **B.2 PROGRAM ADMINISTRATION AND STAFFING *Limit: 3 pages (Value of 15 points)***

#### **A. Statement of Organizational Capability**

1. Describe the organization's experience in serving the targeted population group.
2. Provide list of current programs managed by your organization and the funding sources (may be included as an attachment).
3. State whether the proposed service has been previously provided by the agency and the agency's experience in providing the service.
4. In order to be considered for funding, an applicant must be an existing provider of services and a non-profit 501 (c) (3) agency or a public agency (municipal, county, or state). A copy of the IRS letter, or a statement that the applicant is a public agency, must be attached to the proposal.
5. If a non-profit organization, the applicant must have a volunteer governing body such as a Board of Trustees or Directors. A copy of governing body roster must be attached to proposal, listing members and their affiliations.

6. Provide a copy of the Applicant's code of ethics and/or conflict of interest policy (may be included as an attachment).
7. Provide a statement that your firm will comply with the insurance coverage requirement as set forth in Part I, Section 5 of this RFP. (May be included as an attachment).
8. Provide a statement of assurance to the effect that your firm is not currently in violation of any regulatory rules and regulations that may have an impact on your firm's operations. (May be included as an attachment).
9. Applicants must practice non-discrimination and applicants must comply with all requirements of New Jersey Law 1975, Chapter 127 regarding affirmative action. (Refer to Part II, Section XI, below).

**B. Cultural Needs**

Describe the capability of this program to meet the cultural needs of the clients to be served.

**C. Rationale/Mission of Program**

Describe the need that is being addressed and the methods/modalities to implement the program design.

Describe the philosophical theory on which the program is based. (Describe why the program should work.)

**D. Staff Organization (limit: 2 pages)**

Describe the staffing configuration of the program, the number of staff needed, and the necessary qualifications to perform their duties. Attach a copy of an organizational chart and job descriptions for the program (can be placed in attachment section).

1. Detail the supervision lines of the program in relationship to overall agency operation.
2. Include organizational chart.
3. Detail who will be providing the service and the staffing requirements. Identify staff and their respective functions to implement this program. Identify staff supervision, reporting structure, and who is responsible for each program component.
4. Identify specific clinical staff titles, with qualifications and licenses to be included in the program and their respective functions.
5. List all other staff titles, qualifications, and functions.

**E. Data Collection**

1. Describe client record keeping system.
2. Include a written statement that the agency will comply with all requirements pertaining to the timely collection and submission of data

for the Juvenile Automated Management System and any other data requirements as outlined by the local County Youth Services Commission and the Juvenile Justice Commission.

**ATTACHMENTS:**

- Agency’s Mission Statement
- Provide list of current programs managed by organization and the funding sources (**1 page synopsis, please do not attach agency brochures**).
- Provide a copy of the applicant’s Code of Ethics and/or Conflict of Interest Policy.

**SECTION C – FACILITIES (5 points)**

This section should address areas as outlined:

1. **OFFICE LOCATIONS**

- a. For your firm's facilities which are located closest to Camden County, New Jersey, provide:
  - 1. The location.
  - 2. Firm personnel assigned to this location.
  - 3. The activities performed at this location.
- b. For those facilities and activities located elsewhere, please explain the activities performed elsewhere and why these are best performed at a different office.  
Firms where all activities are performed at one location should leave this paragraph blank.

**SECTION D - CONFLICT OF INTEREST (0 points)**

This section should disclose any potential conflicts of interest that the firm may have in performing these services for Camden County.

**SECTION E – FEES/BUDGET (Value of 25 points)**

This section should address:

- 1. The proposed rate for the services to be provided.
- 2. Any fees for non-hourly costs or services which would be chargeable to the County.



**A. Budget Narrative**

**Please provide a budget for each of the following:**

1. A total operational budget request for program funding for contract period. (A line item budget must be included)
2. Briefly describe each budget line item listed on attachment D-2 Contract Expense Summary.
3. State what percent of the agency's total budget the proposed program represents.
4. Detail personnel cost. List job titles with number of positions, a brief summary of job responsibilities, the salary and fringe benefits for each position, number of positions and number of full-time equivalents for each. Total of detailed salaries should equal the total for this item on the budget form.
5. Define a unit of service and the cost of a unit of service.
6. Indicate sources of income and specify whether they are projected or confirmed. Note assumptions upon which you have based any client-generated income and for third party reimbursement.
7. The budget section must also provide a rationale describing how these budget figures were calculated (Use Budget Narrative Forms Attached)
8. Include a written statement that the agency will comply with the timely submission of quarterly narrative and fiscal reports to be submitted by the provider agency through the County Youth Services Commission to the Juvenile Justice Commission.
9. ***In the event that less money is available than your original request from this funding source, indicate at what level of funding would you be unable to implement this program.***

**B. Fees/Contributions**

1. Describe fees for service (if any), sliding fee schedules, donation policy and process to waiver fees, as necessary.
2. If applicable, describe co-payment systems.
3. Describe fee for service assessment.

**C. Budget Worksheets**

Please complete and submit the following worksheets:

Attachment D-1	Program Budget Summary
Attachment D-2	Contract Expense Summary
Attachment D-3	Personnel
Attachment D-4	Other than Personnel
Attachment D-5	Revenue

**Note: Camden County reserves the right to negotiate with any or all vendors meeting the evaluation criteria set forth herein. Negotiations will be conducted in accordance with the County's Request For Proposals policy.**

## **SECTION F - FORM OF CONTRACT/AMENDMENT OF CONTRACT**

1. The form of contract will be supplied by Camden County.
2. Contracts awarded pursuant to this Request For Proposals may be amended to provide for closely related services, the need for which may arise or become apparent after the original contract award. Any contract amendment for closely related services must be approved by the County of Camden.

## **SECTION G – OTHER INFORMATION**

### **1. MONITORING, EVALUATION, GOALS & OBJECTIVES** *Limit: 3 pages* (Value of 20 Points)

#### **A. Monitoring and Evaluation**

The purpose of evaluation is to document measurable achievements in meeting desired client impact, showing that a program is doing what it said it would be doing.

1. Describe the expected outcomes of the proposed program and services.
2. Describe the methodology for determining the program effectiveness.
3. Explain how the program correlates/evaluates outcomes in relation to its goals and objectives.
4. List the indicators that will be measured to determine if outcome objectives are being met and rationale for selecting these indicators.
5. Describe the tools and internal processes to measure and monitor client change as a result of having received services.
6. Describe prior evaluation results.
7. Describe how evaluation information is used to improve program services and customer success.
8. Describe prior monitoring and evaluation for services if agency has served under Camden County Youth Service Commission
9. Describe prior outcomes of services
10. Include a written statement that the agency will be cooperatively involved with the monitoring of the contracted program conducted by the County Youth Services Commission and Juvenile Justice Commission.
11. Include a written statement that the provided agency will comply with all requirements pertaining to the timely collection and submission of data as outlined by the County Youth Services Commission and the Juvenile Justice Commission.

#### **B. Goals and Objectives (Services/activities, Indicators)**

Outline the purpose of the program design. Identify quantifiable goals, objectives, and outcomes and describe activities and resources to meet these goals and objectives.

Among these goals should be a strong emphasis upon reducing subsequent offending by youth served.

1. Identify the specific goals of the program/services.
2. Describe the measurable effects that the program will have on the problem.
3. Describe the effect the program that will have on clients.
4. How much and when change is expected?
5. Explain how/why program design is expected to result in stated outcomes.
6. If your program was funded last year, what were the outcomes achieved through funding? (Identify funding source)
7. All goals and objectives must be demonstrated and match the Logic Model and Program Profile submitted. (In Logic model Objectives, outcomes and indicators are listed)

### **Definitions**

**Goals:** are general statements of ultimate ends. The Program Goals summarize the ultimate impact on the problem. Goals should clearly relate to the problem and lend themselves to objective measurements.

*Example: The goal of the Juvenile Detention Alternative Innovation Funds is to reduce the unnecessary and inappropriate use of detention while maintaining public safety and court appearance rates.*

**Specific Objectives:** Objectives for the Juvenile Detention Alternative Initiatives have been outlined on pages 5-9. In addition to the objectives provided by the JDAI please provide short term objective which describes your LOS.

*Example: Total of 25 youth and their families (5 youth and their families at any point of time) provided with intensive family support services at least 3-4 hour week.)*

**Outcomes:** are changes in attitudes, beliefs, or behaviors that take place as a result of your services. Outcomes can be short-term (participant engagement and learning), intermediate (participant behavior change) or long term (sustainable implementation/impact)

*Example: Parents assume an active role in ensuring compliance and success pre- and post- disposition.*

***Please limit the number of outcomes to 3 or 4 for each specific objective.***

**Indicators:** answer the question, "What would I see or hear that would tell me that a desired outcome was being achieved?"

*Example: Parents participate 85% of/during court hearings, in creating service plan and activities.*

**Please limit the number of indicators to 2 or 3 for each outcome**

**Evaluation Methods/Measurement Tools:** are the process utilized to obtain information that the program has achieved its outcomes. *Example: The names of youth within the program will be cross-references with complaints filed with Family Court for the time period between the juveniles release from detention to the adjudicatory hearing.*

**Services/Activities:** Briefly describe the services your participants will receive and detailed activities or action steps that will assist the program in reach its goal. You may include the numbers of participants to receive services, the service "dose" and any specific model or curriculum. (Service details, especially the core components of your services, should be spelled out elsewhere, such as in your program's operations manual or work plan.)

*Example: "25 families will receive 10, 2-hour Families Together parent education classes."*

**Resources (sometimes called Inputs or Investments):** List the tangibles needed to provide services.

*Example: This could include staff, parent-group facilitator, transportation, phone line, supplies, and equipment etc.*

### **C. Logic Model** (See Attachment A-3)

1. 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.
2. The logic model is a beneficial tool to demonstrate program progress and evaluate program effectiveness. The logic model should be clear and include fully detailed short, intermediate, and long term implementation strategies and outcomes.

**Important Note: You must complete Section G and return it as part of your response to this Request for Proposal.**

**SECTION H - MBE/WBE TRACKING INFORMATION**

Definitions:

A **Minority Business Enterprise (MBE)** is defined in the Camden County Affirmative Action Plan as "a business which is independently owned and operated and is at least 51% owned and controlled by minority group members". Minority group members are defined in the Camden County Affirmative Action Plan as "persons who are Black, Hispanic, Portuguese, Asian-American, American Indian or Alaskan Natives"

A **Women Business Enterprise (WBE)** is defined in the Camden County Affirmative Action Plan as "a business which is independently owned and operated and is at least 51% owned and controlled by women".

Using the definitions above, please check the following space which best describes your firm:

\_\_\_ **Minority Business Enterprise (MBE)**

\_\_\_ **Women Business Enterprise (WBE)**

\_\_\_ **Neither**

**NAME OF FIRM:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**DATE:** \_\_\_\_\_

## **SECTION I – Other Information**

### **STATE CONTRACTOR BUSINESS REGISTRATION PROGRAM**

Effective September 1, 2004, P.L. 2004, c. 57 expands the State Contractor Business Registration Program to contracting units as defined in the Local Public Contracts Law. (see attached sample Business Registration Certificate). Effective January 18, 2010, P.L. 2009, c.315 revises the State Contractor Business Registration requirement and permits filing a BRC prior to award of contracts if not filed with bid or RFP. **ALL BIDDERS (AND THEIR SUBCONTRACTORS) COMPETING FOR COUNTY CONTRACTS MUST PROVIDE A COPY OF THEIR BUSINESS REGISTRATION CERTIFICATE BY THE DATE THE BID OR RFP IS AWARDED. FAILURE TO DO SO WILL RESULT IN A REJECTION OF YOUR BID OR RFP.** Questions regarding this law may be directed to the New Jersey Department of Taxation. To obtain a Business Registration Certificate go to: [www.state.nj.us/treasury/revenue](http://www.state.nj.us/treasury/revenue)

**The County strongly recommends that all vendors provide their BRC (and BRC's for each subcontractor) with submission of bids or RFP's.**

**STATE OF NEW JERSEY**  
**BUSINESS REGISTRATION CERTIFICATE**  
**FOR STATE AGENCY AND CASINO SERVICE CONTRACTORS**

DEPARTMENT OF TREASURY  
 DIVISION OF REVENUE  
 PO BOX 252  
 TRENTON, N J 08646-0252

TAXPAYER NAME: **TAX REGISTRATION TEST ACCOUNT**      TRADE NAME: **CLIENT REGISTRATION**


TAXPAYER IDENTIFICATION#: **970-097-382/500**      SEQUENCE NUMBER: **0107330**

ADDRESS: **847 ROEBLING AVE**      ISSUANCE DATE: **07/14/04**  
**TRENTON NJ 08611**

EFFECTIVE DATE: **01/01/01**

FORM-BRC(08-01)      *John S. Tully*  
 Acting Director

This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.



**STATE OF NEW JERSEY**  
**BUSINESS REGISTRATION CERTIFICATE**

**Taxpayer Name:** TAX REG TEST ACCOUNT

**Trade Name:**

**Address:** 847 ROEBLING AVE  
 TRENTON, NJ 08611

**Certificate Number:** 1093907

**Date of Issuance:** October 14, 2004

**For Office Use Only:**  
 20041014112823533

**SAMPLES OF BUSINESS REGISTRATION CERTIFICATIONS**

**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:

1. Letter of Federal Affirmative Action Plan Approval; or
2. Certificate of Employee Information Report; or
3. Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at [www.state.nj.us/treasury/contract\\_compliance](http://www.state.nj.us/treasury/contract_compliance))

The contractor and its subcontractors shall furnish such reports or other documents to 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 Division of Public Contracts Equal Employment Opportunity Compliance for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

**AMERICANS WITH DISABILITIES ACT**  
**Mandatory Language**

Equal Opportunity for Individuals with Disabilities.

The Contractor and the County do hereby agree that the provisions of Title II of the Americans With Disabilities Act of 1990 (the "Act") (42 U.S.C. s12101 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant thereunto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the County pursuant to this contract, the Contractor agrees that the performance shall be in strict compliance with the Act. In the event that the Contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the Contractor shall defend the County in any action or administrative proceeding commenced pursuant to this Act. The Contractor shall indemnify, protect, and save harmless the County, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The Contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the County's grievance procedure, the Contractor agrees to abide by any decision of the County, which is rendered pursuant to, said grievance procedure. If any action or administrative proceeding results in an award of damages against the County or if the County incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the Contractor shall satisfy and discharge the same at its own expense.

The County shall, as soon as practicable after a claim has been made against it, give written notice thereof to the Contractor along with full and complete particulars of the claim. If any action or administrative proceeding is brought against the County or any of its agents, servants, and employees, the County shall expeditiously forward or have forwarded to the Contractor every demand, complaint, notice, summons, pleading, or other process received by the County or its representatives.

It is expressly agreed and understood that any approval by the County of the services provided by the Contractor pursuant to this contract will not relieve the Contractor of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the Owner pursuant to this paragraph.

It is further agreed and understood that the Owner assumes no obligation to indemnify or save harmless the Contractor, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this agreement. Furthermore, the Contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the Contractor's obligations assumed in this agreement, nor shall they be construed to relieve the Contractor from any liability, nor preclude the Owner from taking any other actions available to it under any other provisions of this agreement or otherwise at law.

**SECTION J**

**CERTIFICATION REGARDING THE DEBARMENT, SUSPENSION, INELIGIBILITY  
AND VOLUNTARY EXCLUSION – LOWER TIER COVERED TRANSACTIONS**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, titled Participants' Responsibilities. The Regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211)

**I am** \_\_\_\_\_ **of the firm** \_\_\_\_\_  
(Your Title) (Name of Your Organization)

\_\_\_\_\_  
(Address of Your Organization)

**CHOOSE THE FOLLOWING**

- ( ) A. I hereby certify on behalf of \_\_\_\_\_,  
(Name of Your Organization)  
that neither it nor its principals are debarred, suspended,  
proposed for debarment, declared ineligible, or voluntarily  
excluded from participation in this transaction by any  
federal department or agency.
- ( ) B. I am unable to certify to any of the statements set forth  
in this certification. I have attached an explanation to  
this form.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Type Name & Title

Date: \_\_\_\_\_

\_\_\_\_\_

## INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal, the prospective recipient of Federal assistance funds is providing the certification as set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department of Labor (USDOL) may pursue available remedies, including suspension and/or debarment.
3. The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective recipient of Federal funds learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms “covered transaction”, “debarred”, “suspended”, “ineligible”, “lower tier covered transaction”, “participant”, “person”, “primary covered transaction”, “principal” “proposal”, and “voluntary excluded”, as used in this clause, have the meanings as set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective recipient of Federal assistance funds agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction unless authorized by the USDOL.
6. The prospective recipient of Federal assistance funds further agrees by submitting this proposal that it will include the clause titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions” without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of prospective participants in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may, but is not required to check the List of Parties Excluded from Procurement or Nonprocurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the USDOL may pursue available remedies, including suspension and/or debarment.

## SECTION K

### **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	
Goods 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.

**SECTION L - DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN**

**PART 1: CERTIFICATION**

**BIDDERS MUST COMPLETE PART 1 BY CHECKING EITHER BOX. FAILURE TO CHECK ONE OF THE BOXES WILL RENDER THE PROPOSAL NON-RESPONSIVE.**

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's website at: <http://www.state.nj.us.treasury/purchase/pdf/Chapter25List.pdf>.

Bidders **must** review this list prior to completing the below certification. **Failure to complete the certification and return it with the RFP will render a bidder's proposal non-responsive and the RFP will be rejected.** If the Director finds a person or entity to be in violation of law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

PLEASE CHECK THE APPROPRIATE BOX:

**I certify, pursuant to Public Law 2012, c. 25, that neither the bidder listed above nor any of the bidder's parents, subsidiaries, or affiliates is listed on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012 c. 25, ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. I will skip Part 2 and sign and complete the Certification below.**

OR

**I am unable to certify as above because the bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 List. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.**

**PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN - add additional sheets if necessary.**

You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing below:

Name of Entity: \_\_\_\_\_; Relationship to Bidder: \_\_\_\_\_

Description of Activities: \_\_\_\_\_

Duration of Engagement: \_\_\_\_\_ Anticipated Cessation Date: \_\_\_\_\_

Bidder/Offeror Contact Name: \_\_\_\_\_; Contact Phone: \_\_\_\_\_

**Sign Certification - next page**

**SECTION L - continued**

**DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN**

**BIDDER:** \_\_\_\_\_

**Certification:**

**I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge that I am authorized to execute this certification on behalf of the bidder, that the County of Camden is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with the County to notify the County in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the County of Camden, permitting the County to declare any contract(s) resulting from this certification void and unenforceable.**

Full Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



**Section M**

**NOTICE OF INTENT TO APPLY FOR MAP**

**2019 Positive Youth Development Services and  
2019 Innovative Youth Detention Alternative Service**

Name of Agency: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

I wish to apply for **2019 Positive Youth Development Services and/or 2019 Innovative Youth Detention Alternative Service** and have not completed the self-evaluation process and Team Evaluation under the Management Assistance Program (MAP). Please arrange for me to receive necessary materials in order to complete the MAP evaluation.

Return this form no later than **Friday, November 9, 2018 by 5:00 p.m.**

Hilary Colbert, Director of Grants Management  
CPAC: The Community Planning & Advocacy Council  
2500 McClellan Avenue, Suite 110  
Pennsauken, NJ 08109

**Deadline for MAP documentation: Friday, November 16, 2018 by 5:00 p.m.**

*Information about the Management Assistance Program (MAP)  
may be found on CPAC's website under  
Human Services Planning at [www.cpachvi.org](http://www.cpachvi.org)*

**2019 Positive Youth Development and Innovative Youth Detention**  
**Alternative Services**  
**(Agency Use Only)**  
**Application Summary**

The following items are required and must be returned with your submittal to comply with this Request for Proposal (RFP):

One Original + 8 Copies of your Program Proposal Narrative and 1 electronic version saved on a USB:

1. Attachment A- Application Summary
2. Attachment A-1 – Funding Proposal Cover Sheet
3. Attachment A-2 Program Profile
4. Attachment A-3 Logic Model
5. Structure of Services
6. Program Administration and Staffing / Resume
7. Facilities (use/refer to Attachment A-1)
8. Monitoring and Evaluation
9. Budget / Fees
10. Conflict of Interest
11. Form of Contract ( if applicable)
12. Other information
13. MBE/WBE Tracking Information
14. State Contractor Business Registration Program
15. Certification of Debarment

One original application and one (1) copy to include the following information  
**UNLESS** you have submitted your Annual “RFP Completeness Package” to CPAC:

Copy of most recent Annual Audit (**Audit cannot be dated**  
**\_\_\_\_\_ back no later than (2) years previous).**

**Juvenile Justice Commission**  
**2019 Positive Youth Development and Innovative Youth Detention Alternative Services**  
**Funding Proposal**  
**Cover Sheet**

**Proposal Summary Information**

Incorporate Name of Applicant: \_\_\_\_\_

Type:                    Public \_\_\_\_\_ Profit \_\_\_\_\_ Non-Profit \_\_\_\_\_ Hospital-Based \_\_\_\_\_

Federal ID Number: \_\_\_\_\_ Charities Reg. Number: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_  
 \_\_\_\_\_

Address of Service(s) \_\_\_\_\_  
 (Attach list if necessary)  
 \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone No.: \_\_\_\_\_ Email: \_\_\_\_\_ FAX \_\_\_\_\_

Total dollar amount requested: \_\_\_\_\_ Total match required: \_\_\_\_\_  
 (if applicable)

Funding period: From \_\_\_\_\_ to \_\_\_\_\_

Services: \_\_\_\_\_  
 (for which funding is requested)

Total number of (**check one**) \_\_\_\_\_ duplicated \_\_\_\_\_ unduplicated clients to be served: \_\_\_\_\_

Brief description of services by Program Name and Level of Service to be provided: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Brief Description of a Unit of Service: \_\_\_\_\_  
 \_\_\_\_\_

Cost per Unit of Service \_\_\_\_\_ Level of Service: \_\_\_\_\_

**Authorization:**

Chief Executive Officer (Print) \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_

<b>PLEASE CIRCLE ONE PER PROPOSAL SERVICES APPLIED FOR</b>				
<b>Delinquency Prevention</b>	<b>Diversion</b>	<b>Detention/Detention Alternative</b>	<b>Dispositional</b>	<b>Reentry</b>
Afterschool/Weekend Summer	Arson Diversion	Evening/Weekend Reporting Center	Intensive Supervision/ In-Home MST	Transitional Services
Gender Specific	FCIU	<b>Innovative Youth Detention Alternative Services</b>	Juvenile Sex Offender Services	
Mentoring	Afterschool/Weekend Summer	Asset Mapping	Anger Management	
Gang Abatement	Gender Specific Seminars	Girls Advocacy Program		
		Juvenile Justice Family Partnership Program	Gang Intervention	

**ATTACHMENT A-2**

**(SEE PROGRAM PROFILE ATTACHED AS A SEPARATE DOCUMENT)**

## Logic Model

**2019 Camden County Youth Service Commission:** Contract Period Jan 1 – December 31, 2019

**Agency:**

**Program Name:**

**Contact Person:**

**Logic Model Completed By:**

**Vision**

**Target Population**

**Assumptions**

<b>Outcome</b>	<b>Services/ Activities</b>	<b>Resources</b>	<b>Indicator</b>	<b>Measurem ent Tool</b>	<b>Timeline</b>	<b>Responsible Parties</b>
----------------	---------------------------------	------------------	------------------	------------------------------	-----------------	--------------------------------

**Short-Term (engagement)**

**Intermediate  
(implementation)**

**Long Term (sustained  
implementation)**

## AUDIT REQUIREMENTS

The Applicant shall permit the *Juvenile Justice Commission and the Camden County Board of Freeholders* and/or its independent auditors to have access, at a reasonable time and place, to the records and financial statements necessary to comply with the following audit requirements as applicable:

### TYPE OF CONTRACTOR

### AUDIT REQUIREMENTS

Non-Profits and Institutions of Higher Education

State Funds N.J.O.M.B. Circular  
Letter 98-07

Federal Funds - OMB Circular  
A-133

State and Local Governments

State Funds - N.J.O.M.B. Circular  
Letter 98-07

Federal Funds - OMB Circular  
A-133

For Profit

Camden County requirement of  
access as detailed above

Copies of the above-referenced circulars are available upon request, from the Camden County Internal Auditor.

All non-profits, institutions of higher education, and state and local government agencies shall annually forward a copy of their Single Audit Report to the County of Camden Internal Auditor, Court House - 16th Floor, 520 Market Street, Camden, New Jersey 08102.

**AFFIRMATIVE ACTION QUESTIONNAIRE**

Kindly complete this questionnaire in the event that your firm is awarded this contract. The necessary forms will be sent by our office, upon award. This questionnaire should be submitted with your bid.

1. Our Company has a Federal Affirmative Action Plan Approval.

YES \_\_\_\_\_ NO \_\_\_\_\_

- a) if yes, submit a photo static copy of said approval.
- b) if no, submit a photo static copy of the New Jersey Certificate of Employee Information Report.

NONE OF THE ABOVE \_\_\_\_\_

2. We have neither State nor Federal Affirmative Action evidence therefore please send us Form AA-302 (Affirmative Action Employee Information Report application).  
(Check if applicable) \_\_\_\_\_

I certified that the above information is correct to the best of my knowledge.

**NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**CHIEF EXECUTIVE OFFICER:** \_\_\_\_\_

**AGENCY:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

***AN EQUAL OPPORTUNITY EMPLOYER***

**2019 Positive Youth Development and Innovative Youth Detention Alternative Service**

***Program Budget Summary Form***

***Page 1 of 5***

Agency Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Chief Executive Officer: \_\_\_\_\_  
 Prepared by: \_\_\_\_\_

Agency Federal I. D. #: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
 Charities Registration #: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
 Non-Profit Agency\_\_\_\_ For-Profit Agency\_\_\_\_ Public Agency\_\_\_\_  
 Budget Period: From \_\_\_\_ To\_\_\_\_ Agency Fiscal Year Ends: \_\_\_\_

Program Name	Reimbursable Ceiling	Type of Service	Payment Method	Provider Agency, Contact Person & Telephone #

Budget: I certify that the cost data used to prepare this contract budget is current, complete, and in accordance with the governing principles for determining costs.

X \_\_\_\_\_ (Print & Sign)



**2019 Positive Youth Development and Innovative Youth Detention Alternative Services**

***Contract Expense Summary***

***Page 2 of 5***

	1	2	3	4	5	6	7	8	9
BUDGET CATEGORY	TOTAL							UNALLOWABLE COSTS	GENERAL & ADMINISTRATIVE COSTS
A. PERSONNEL									
B. CONSULTANTS & PROFESSIONAL FEES									
C. MATERIALS & SUPPLIES									
D. FACILITY COSTS									
E. SPECIFIC ASSISTANCE TO CLIENTS									
F. OTHER									
G. GENERAL & ADMINISTRATIVE COST ALLOCATION	>>>>>>>>>								
H. TOTAL OPERATING COSTS									
I. EQUIPMENT									
J. TOTAL COST									
K. LESS: REVENUE									
L. NET COST									
M. PROFIT									
N. REIMBURSABLE CEILING									
O. UNITS OF SERVICE									
P. UNIT COST									

**2019 Positive Youth Development and Innovative Youth Detention Alternative Services**  
**Personnel**  
**Page 3 of 5**

<b><u>BUDGET CATEGORY: PERSONNEL</u></b>				<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
<b><u>POSITION TITLE/NAME OF EMPLOYEE</u></b>	<b><u>POSITION NUMBER</u></b>	<b><u>DATE EMPLOYED</u></b>	<b><u>HOURS /WEEK</u></b>	<b><u>TOTAL COST</u></b>	<b><u>        </u></b> <b><u>        </u></b>	<b><u>        </u></b> <b><u>        </u></b>	<b><u>        </u></b> <b><u>        </u></b>	<b><u>        </u></b> <b><u>        </u></b>	<b><u>        </u></b> <b><u>        </u></b>	<b><u>        </u></b> <b><u>        </u></b>	<b>UNALLOWABLE COSTS</b>	<b>GENERAL &amp; ADMINISTRATIVE COSTS</b>

**2019 Positive Youth Development and Innovative Youth Detention Alternative Services**  
***Other than Personnel (i.e. equipment)***  
***Page 4 of 5***

		1	2	3	4	5	6	7	8	9
BUDGET CATEGORY	BASIS FOR ALLOCATION	TOTAL COST	=====	=====	=====	=====	=====	=====	UNALLOWABLE COSTS	GENERAL & ADMINISTRATIVE COSTS

**2019 Positive Youth Development and Innovative Youth Detention Alternative Services**  
*Revenue*  
*Page 5 of 5*

	1	2	3	4	5	6	7	8	9
DESCRIPTON	TOTAL							UNALLOWABLE COSTS	GENERAL & ADMINISTRATIVE COSTS
SUPPORTING DOCUMENTATION IS REQUIRED TO SUBSTANTIATE THE ALLOCATIONS									

County of Camden  
Juvenile Justice Commission

2019 Calendar of Service Days  
(Include one calendar for each program component)

Service will be provided as followed: (fill in times)

Program name/component \_\_\_\_\_

Site Location \_\_\_\_\_

- Sunday \_\_\_\_\_
- Monday \_\_\_\_\_
- Tuesday \_\_\_\_\_
- Wednesday \_\_\_\_\_
- Thursday \_\_\_\_\_
- Friday \_\_\_\_\_
- Saturday \_\_\_\_\_

Emergency Provisions:  
\_\_\_\_\_  
\_\_\_\_\_

Holiday Schedule - Service will not be provided on the following:

Occasion Dates