



REQUEST FOR PROPOSALS Prevention Reinvestment Fund

The **Community Planning and Advocacy Council (CPAC)** is pleased to announce that proposals will be accepted from eligible organizations interested in providing services for Early Childhood Success and Positive Youth Development to prevent child abuse and neglect in Camden County. A Community Review Process administered by the Community Planning & Advocacy Council (CPAC) will evaluate proposals on the allocation of these funds. Each organization can send in only two (2) applications per funding cycle, but the two applications can be from any of the three (3) categories. **This Request for Proposal (RFP) is based on the availability of funds.**

Amount Available: **\$ 1,290,000.00**

Pre Bid Meeting: **Date:** **December 20, 2019**
2:00 P.M.

Location: **CPAC Conference Room A**
2500 McClellan Avenue
Suite 110
Pennsauken, NJ 08109-4212

Technical Assistance after this date must be submitted to CPAC in writing and provided to the organization requesting technical assistance as well as all organizations that attended the Pre-Bid Meeting and those who picked up an RFP.

Deadline for Proposals: **Thursday, January 9,**
2020

Time Due: **1:00 P.M.**
Deliver to:
CPAC
2500 McClellan Avenue
Suite 120
Pennsauken, NJ 08109-4212

REQUEST FOR PROPOSALS FOR 2020 PREVENTION REINVESTMENT FUNDS

PART I Instructions to Vendors

This is a 58 page document. Please be sure to read each and every page, including, without limitation, all attachments.

Please note: the terms “organization”, “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 Division of Prevention and Community Partnerships of the New Jersey Department of Children and Families, Prevention Reinvestment funding for Camden County. These funds are allocated to enhance the continuum of child abuse and neglect prevention support, services and approaches in Camden County. CPAC is authorized to conduct a Community Review Process through a Review Committee inclusive of community residents that will evaluate proposals and forward recommendations to the Camden County Human Services Advisory Council (HSAC) and then the CPAC Board of Trustees for their approval.

Organizations 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 CPAC may choose a contractor(s) that best meet(s) the County's needs. It is the CPAC's intent that no statutory, regulatory, or common law bidding requirement apply to this Request for Proposals. The CPAC intends to award this contract pursuant to N.J.S.A. 40A:11-5(1) (c).

Official RFP documents are available from the CPAC 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 CPAC is not responsible for third party supplied RFP documents.

2.0 BACKGROUND INFORMATION

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

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

- 1) Early Childhood Success which has the goal that all children will enter school being safe, healthy, happy 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 two areas which are further detailed under eligible services. The focus areas of this RFP are Early Childhood Success and Positive Youth Development.

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

The specific extent and character of the prevention services to be performed shall be subject to the general control and approval of CPAC.

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

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

Anticipated Impact:

- Reduced child abuse and neglect in Camden County.
- Increased community awareness and involvement in prevention of child abuse and neglect.
- Integrate trauma informed care (TIC) and adverse childhood experience (ACE) to prevention programs.
- Increased parenting skills to support child maximum developmental achievement.
- Enhanced supports to families related to family resilience and self sufficiency.
- Reduced family isolation, increased access to support system and network.
- Increased protective factors to prevent youth negative behavior system.
- Increased supportive services to keep youth safe non-school hours (afterschool/weekend/summer).
- Youth develop positive behavior and resilience to successfully transition to adulthood.
- Increase the amount of family engagement activities in all prevention programs.

Prevention Reinvestment Funds Reporting Requirements:

Provider Agencies are required to prepare and submit quarterly Programmatic and Fiscal Reports to CPAC.

A. Programmatic Reports

Provider Agencies must prepare reports using the DCF Prevention Funds Programmatic Report (template will be provided to awarded agencies), and submit them by ***April 15, July 15, October 15, and January 15*** to CPAC.

B. Fiscal/Expenditure Reports

Actual expenditures must be reported using provided forms and along with support documents form on a cumulative basis by the 15th day of the following month after the close of each calendar quarter which would be ***April 15, July 15, October 15, and January 15***.

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

ALL REPORTS ARE REQUIRED TO CONTAIN ALL SUPPORTING DOCUMENTS FOR ALL EXPENDITURES FOR THAT QUARTER. I.E. RECIEPTS OF PURCHASES OR SERVICES, EMPLOYEE PAYROLL DOCUMENTS, ETC. All reports and supporting documentation should be sent to CPAC.

There will also a one page monthly report due on the 15th of each month with your current level of financial expenditures called a “**FLASH Report**”. It will allow CPAC foresight into whether or not you will be underspent or overspent anywhere within your budget before the quarterly reports are due. This will help CPAC come up with a strategic plan that can be created between CPAC and the Provider to ensure proper use of all allocated funds.

Please Note: It is extremely important reports are submitted on a timely and accurate basis. Failure to do so could result in possible fiscal penalties during your contract or recoupment of contract funding upon closeout of your contract.
Reimbursement payments are not issued until receipt, review and approval of report of expenditures.

Spending Guidelines:

The Freeholders and Covenant Partners 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).

Prevention 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.

Prevention 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.

Prevention funds should be used as a last resort resource. 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, public schools, or state). A copy of the IRS letter, or a statement that the applicant is a public agency, must be attached to the proposal.

Agencies must demonstrate and document that all Prevention Funds WILL be spent in Camden County and for Camden County residents.

An eligible organization, as outlined here, may submit up to two (2) proposals.

To be eligible for consideration, agencies must have received a compliance rating of 80% or above from the Management Assistance Program (MAP) administered by CPAC. Agencies wishing to apply for 2020 Prevention Funds who have not participated in MAP should submit a Notice of Intent to Apply for 2020 Prevention Funds form (Section M) no later than Friday, December 20, 2019 5:00 pm and schedule a MAP evaluation in time for the Review Committee to be able to consider the results of the evaluation as part of the review process. All MAP documentation must be submitted to CPAC by Friday, January 9, 2020 by 5:00 pm. The results of the MAP review will be considered by the Review Committee as one factor among many in recommending allocations for funding.

Any agency receiving less than an 80% compliance rating under the Management Assistance Program will NOT be considered for funding.

Any agency delinquent with quarterly and/or expenditure reports at the time of the application and/or has a history of delinquencies may not be eligible for funding.

Any agency NOT adequately demonstrating quantifiable and measurable outcomes MAY not be considered for funding.

Review Committee recommendations is 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 120, 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 CPAC.

COLLABORATION:

The grantees must seek active collaboration and/or discussion with parents, youth, community partners, stakeholders, service providers and county agencies to integrate with other services to minimize duplication and address gaps in existing services.

COMMUNITY OUTCOMES REQUIREMENT:

All applications must demonstrate how their program services impact families. **These outcomes must be measurable. Goals and outcomes must be clearly defined and tools for collecting data must be included in applicant proposals. A clear unit of service must be defined.**

Outputs WILL NOT be considered. Measurable outcomes MUST be included in your proposal. All contracts will include program/service outcomes, will be reported quarterly and will be monitored by a Review Committee overseen by CPAC that includes community residents.

3.0 COMPLIANCE WITH LAWS

The successful organization (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

One original (1) and seven (7) copies of the Proposal, INCLUSIVE OF ALL INFORMATION required in Part II, Proposal Requirements should be provided. Proposals must be provided to the Community Planning and Advocacy Council, 2500 McClellan Ave. Suite 120, Pennsauken, New Jersey, 08109. Proposals are scheduled to be opened on Thursday, January 9, 2020 at 1:00 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 assumes no 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 organization (s) shall be made by CPAC by formal resolution. Contract(s) for services will be provided by CPAC.

4.2 QUESTIONS REGARDING REQUEST FOR PROPOSALS

Any questions regarding this Request for Proposals must be made in writing to Hilary Colbert, Director of Grants Management, CPAC, 2500 McClellan Avenue, Suite 120, Pennsauken, NJ 08109 or hcolbert@cpachvi.org or (856) 663-3998 x 222.

4.3 ADDENDA/REVISIONS TO REQUEST FOR PROPOSALS

Addenda/revisions to this Request For Proposals shall be provided to all organization s 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 CPAC. Such offer shall be deemed accepted upon execution of a signed contract.

5.0 INSURANCE

Prior to commencing work under contract, the successful provider(s) shall furnish CPAC 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 CPAC and rated appropriately through A.M. Best. AM Best is the only global credit rating agency with a unique focus on the insurance industry. Best's Credit Ratings, which are issued through A.M. Best Rating Services, Inc., are a recognized indicator of insurer financial strength and creditworthiness. Organizations must give CPAC a thirty-day notice of cancellation, non-renewal or change in insurance coverage.

The successful organization (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 CPAC as additional insured with the signed contract. The notice to proceed and/or purchase order will not be issued by the CPAC until the certificate of insurance is provided with the signed contract.

5.1 PROFESSIONAL LIABILITY

\$1,000,000.00 errors and omissions/malpractice for 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 CPAC 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 CPAC will not be responsible for any expenses incurred by any organization in preparing or submitting a proposal. All proposals shall provide a straightforward, concise delineation of the organization'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 organization (s) and this Request For Proposals may become part of the contract for these services. The successful organization (s) will be expected to execute said contract with CPAC.

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

7.4 The CPAC 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 residents.

7.5 Any selected organization 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 CPAC.

7.6 The selected organization (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 organization (s) shall be required to complete the Certification Regarding the Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions (see Section J for attached certification) prior to the commencement of services.

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 CPAC.

7.11 The selected organization (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 CPAC or any officers, employees, departments or subdivisions of any of the aforementioned or in any matter which, in the sole discretion of CPAC, shall constitute a conflict of interest or shall have the appearance of impropriety.

7.12 All Organizations 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 organization’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 Organization s 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 CPAC 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 CPAC. Approved requests for payment will be paid by CPAC according to availability of funds.

7.15 Regardless of any language to the contrary, CPAC shall not be responsible for the 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 Review 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 TERM & TERMINATION

Term of agreement shall be 11 months commencing February 1, 2020 to December 31, 2020. Renewal application, while not guaranteed will be considered for a one-month retroactive pro-rated award. Applicant must prove hardship and/or provide proof that disruption in service would have proven detrimental.

CPAC may terminate the agreement for any reason upon thirty (30) days written notice to the organization. In this event, CPAC shall only be responsible for payment up to the effective date of termination.

10.0 Miscellaneous Requirements

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. CPAC is placing a heavy emphasis moving forward on Building Racial Equity within our Covenant as outlined at our 2019 LEAD Forum.
- **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 or coordinate resources whenever possible.
- **Provide trauma informed care (TIC) service delivery and adverse childhood experience (ACE) training.**
- **Use evidence based programs (EBP)** to the greatest extent possible.
- **Make data driven decisions.**
- **Include parenting education and/or involvement** as a component of funded services.
- **Include community engagement and advocacy.**
- **Promotes** attendance for parents/leaders at Parent Leadership Breakfast held in February by CPAC.
- **Participates** as a Covenant Partner at specific related Covenant events such as :
 - Parent Leadership Breakfast
 - LEAD Forum
 - Quarterly Family Success Network meetings
 - Other trainings & conferences that enhance service delivery systems to align services with Covenant goals for target population.

PART II PROPOSAL REQUIREMENTS

Vendors are requested to propose child abuse and neglect prevention services for the County of Camden, New Jersey.

PROPOSALS, WHICH DO NOT CONFORM TO THE PROPOSAL FORMAT OR ARE INCOMPLETE, MAY NOT BE SUBMITTED TO THE REVIEW COMMITTEE.

Proposals **must** be submitted in the following format and should contain only the information requested:

FORMAT

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

FORMAT

- A. Scope of Services
- B. Resume
- C. Facilities
- D. Conflict of Interest
- E. Fees/Budget
- F. Form of Contract
- G. Other Information
- H. MBE/WBE Tracking Information
- I. State Contractor Business Registration Program
- J. Certification of Debarment
- K. Schedule of Allowable/Unallowable Expenses for certain services
- L. Disclosure of Investment Activities in Iran - **must sign and return with RFP**
- M. Notice of Intent to Apply for MAP

Attachments:

- Attachment A- Application Summary
- Attachment A-1 Funding Proposal Cover Sheet
- Attachment A-2 Program Profile
- Attachment A-3 Logic Model
- Attachment B – Audit Requirements
- Attachment C – Affirmative Action Questionnaire
- Attachment D – Budget Form (D1-D4), include Budget Narrative
- Attachment E – Service Calendar of Days

All sections are to be addressed and specifically referenced.

The following explains what we expect in each of the major sections.

11.0 ELIGIBLE SERVICES

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

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

Only those services that are applicable under the following three (3) service clusters will be considered for funding.

11.1 Early Childhood Success

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

***Training, support services for parents** (A total of \$420,000 annualized is available to fund programs under this priority; grant awards are expected to be between \$20,000 - \$125,000)*

Target population: The target population is Camden County children (ages 0 – 8) and families who are in need of human services assistance to prevent child abuse and neglect and improve their quality of life.

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

Priority objectives include:

- Increase parent knowledge and skill on healthy child development, decreased child abuse and neglect
- Increased awareness on trauma informed care (TIC) and adverse childhood experience (ACE)
- Expansion of parent support services (parents of infant/toddler (0-3) and young children (4-8) both in home and in community, to increase child safety and support positive development.
- Increased parent leadership and involvement in child abuse and neglect prevention. I.E. the “intentional inclusion of fathers” focus of CPAC.

Specific program examples include:

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

The application **MUST** include:

- Establish collaboration with local community center and school districts
- Establish collaboration with local Family Success Centers
- Description of cultural awareness activities that will be provided
- Flexible scheduling that is mindful of the parent's needs and academic calendar (i.e. summer vacation, weekends and holiday breaks
- Incentivized services: description of and ability to provide healthy meals/snacks; ability to provide transportation services; childcare services.
- Provisions referral linkages to appropriate support services
- Decrease family isolation and increase social support network
- Ability to provide trauma informed care (TIC) and adverse childhood experience (ACE)
- Child abuse and neglect prevention awareness
- Peer counseling and relations workshop
- Educational and Recreational activities

- Community Service Projects
- Maximum number of parents expected to be enrolled at one time and minimum number of parents expected to be served over 11 month contract period
- Capacity to involve and manage volunteer work
- Detailed description of marketing and outreach plan including but not limited to schools, Family Success Centers and other community services
- Maintain accurate records and submit required reports to CPAC on a timely basis

11.2 Positive Youth Development

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

A. After-school/Weekend Services (A total of \$450,000 annualized is available to fund programs under this priority; grant awards are expected to be between \$25,000 to \$150,000)

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

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

Priority objectives include:

- Provide safe and nurturing environment and supportive services during non-school hours to prevent youth from negative behavior involvement.
- Increase academic knowledge and social/emotional and leadership skills.
- Promote healthy lifestyle and healthy relationship.
- Provide volunteer and employment opportunities for youth, improve job skills.

Specific program examples include:

To provide **after-school/weekend** 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.
- Social skills, life skills and financial responsibility
- Anti-alcohol and drug abuse education
- Development of healthy relationships
- Conflict resolution skills
- Peer counseling and relations workshop
- Educational and Recreational activities
- Some of the programming can be during school hours/time
- Provisions for gender specific programming for male/female participants

B. Eight (8) Week Summer Programs (Grant awards are expected to be between \$10,000 to \$50,000)

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

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

Priority objectives include:

- Provide recreational activities and leadership opportunities
- Promote youth leadership, resilience and self esteem
- Preparation of youth to become self-sufficient
- Provide safe and nurturing environment and supportive services during non-school hours to prevent youth from negative behavior involvement.
- Increase academic knowledge and social/emotional and leadership skills.
- Promote healthy lifestyle and healthy relationship

Specific program examples include:

To provide summer services in a group setting including but not limited to:

- Summer enrichment programs
- Summer Camp program
- Summer volunteer and internship programs
- Summer learning programs to improve educational and career development
- 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.

The application **MUST** include:

- Establish collaboration with local community centers, including 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
- Provisions of referral linkages to appropriate support services
- Explanation of the program's therapeutic approach or philosophy to services to be provided
- Sexual Abuse Awareness and personal sexual responsibility and accountability
- Ability to provide trauma informed care (TIC) and adverse childhood experience (ACE)
- Child abuse and neglect prevention awareness
- Description of and ability to provide healthy meals
- Ability to provide or link to transportation services
- Maximum number of youth expected to be enrolled at one time and minimum number of youth expected to be served over 11 month contract period

- Detailed description of marketing and outreach plan including but not limited to schools, Family Success Centers and other community programs
- Maintain accurate records and submit required reports to CPAC on a timely basis
- Capacity to involve and manage volunteer work

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.

11.3 Strong Families Strong Communities

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

A. Family/Community Services (A total of \$420,000 annualized is available to fund programs under this priority; grant awards are expected to be between \$25,000 to \$150,000)

Target population: The target population is Camden County youth families and neighborhoods that may lack essential community resources.

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

Priority objectives include:

1. Increasing the efficiency of early childhood success and positive youth development by sustaining strong communities and families
2. Being aware of neighborhood versus political divisions, and working to decrease them.
3. Empowering parents and communities to be their best selves which will in turn empower the youth within our county.
4. Bring stakeholders, especially parents, to the table and in leadership roles.

Specific program examples include:

1. Strong Families – The continuation of the Family Success Center outreach sites that provide their local community with extended resources and activities.

2. A Financial Empowerment Program will provide financial literacy and empowerment throughout the County. These services are a long-established priority for the Covenant, due to the dire economic conditions that exist as a result of the recession. While many communities have seen unemployment, foreclosure, and poverty levels rise as a result of the poor economy, urban areas such as the City of Camden have been disproportionately affected, resulting in more families with children falling below the poverty level or ending up homeless.
3. Create a community-based Covenant Training Academy for individuals, caregivers, co-parents and married couples to develop parent leadership skills utilizing trauma informed care and other practices associated with Family Success.
4. Health and Wellness programs will promote healthy lifestyle, including regular physical activity and healthy diet, community gardens to become self-reliant on sustained organic food supply, prevents health risk factors in children, youth and adults.

The application **MUST** include:

- Establish collaboration with local community center and school districts
- Establish collaboration with local Family Success Centers
- Description of cultural awareness activities that will be provided
- Flexible scheduling that is mindful of the parent's needs and academic calendar (i.e. summer vacation, weekends and holiday breaks)
- Incentivized services: description of and ability to provide healthy meals/snacks; ability to provide transportation services; childcare services.
- Provisions referral linkages to appropriate support services
- Decrease family isolation and increase social support network
- Ability to provide trauma informed care (TIC) and adverse childhood experience (ACE)
- Child abuse and neglect prevention awareness
- Peer counseling and relations workshop
- Educational and Recreational activities
- Community Service Projects
- Maximum number of parents expected to be enrolled at one time and minimum number of parents expected to be served over 11 month contract period
- Capacity to involve and manage volunteer work
- Detailed description of marketing and outreach plan including but not limited to schools, Family Success Centers and other community services
- Maintain accurate records and submit required reports to CPAC on a timely basis
-

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 NEED *Limit: 3 pages (Value of 5 points)*

B. Statement of Need

A statement of need describes a lack of resource or environment that you plan to focus on that will be improved.

1. Describe the specific nature of the need/lack of resource.
2. Describe who is experiencing the need/ lack thereof.
3. Describe the locale of the people who are experiencing the need. Who will benefit?
4. Provide relevant information/data, which indicates that there is a need or lack of resource. (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 activities 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. 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 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

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 consumers, 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. Classes, Days, Evaluations, Position, Group Sessions, Hours, Individual Sessions, Youth Slots, Other)
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.
8. Attach the schedule of services (calendar).

SECTION B – RESUME

RESUME *Limit: 2 pages (Value – 5 points)*

This section shall address areas as outlined:

1. Name and address of your organization and the corporate officer authorized to execute agreements.
2. Briefly describe your organization'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 organization'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 Prevention Re-Investment funded program and any other person(s), whether as employees or subcontractors, with specialized skills that would be assigned to service the Prevention Re-Investment funds. **ALL INDIVIDUALS WORKING UNDER DCF FUNDING ARE NOW REQUIRED TO GET NEW BACKGROUND CHECKS. The Child Abuse Record Information (CARI) Unit performs the background checks for child abuse/neglect for the New Jersey Department of Children and Families (DCF). As a subcontractor of DCF Funding, all prevention fund providers are required to follow the CARI mandate. CPAC will send out CARI Requirement information.**
5. Provide a listing of local governmental clients/stakeholders with which you have similar contracts; include the name, address and telephone number of the contact person.

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 organization 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 organization is not currently in violation of any regulatory rules and regulations that

may have an impact on your organization'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. Going forward, CPAC is placing a specific emphasis on Building Racial Equity within our Covenant. So CPAC would like to know what the racial equity plan for the program is to meet the racial, gender, sexual orientation, and cultural identities of the consumers.

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 (not included in page limit).
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 and reports to CPAC.

ATTACHMENTS REQUIRED FOR THIS SECTION:

- 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:

OFFICE LOCATIONS

- A. For your organization’s facilities which are located closest to Camden County, New Jersey, provide
 1. The location.
 2. Organization 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. Organizations 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 organization may have in performing these services for CPAC.

SECTION E – FEES/BUDGET (Value of 20 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 grant.

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 to the CPAC.
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

SECTION F - FORM OF CONTRACT/AMENDMENT OF CONTRACT

1. CPAC will supply the formal MOU which will incorporate the terms and conditions of the within document and the successful proposal, fees and costs. Applicant may not vary the material terms of this document or include its own version of a contract with its proposal.

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

SECTION G – OTHER INFORMATION

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 CPAC.
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 CPAC.
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 CPAC.

B. Goals and Outcomes (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 on preventing abuse or neglect and increasing resources for family success.

1. Identify the specific goals of the program/services.
2. Describe the measurable effects (outcomes) that the program will have on the problem.
3. Describe the effect the program that will have on participants.
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 outcomes must be demonstrated and match the Logic Model and Program Profile submitted. (In Logic model Objectives, outcomes and indicators are listed)**

ATTACHMENTS REQUIRED FOR THIS SECTION:

- Blank evaluation/outcome tracking tools used for proposed service (i.e. surveys, questionnaires, pre and post-tests)

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.

DEFINITIONS

Goals

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.

Detail the goals of the program.

Example:

Goal 1: *To identify and assist unemployed and underemployed individuals in the community in acquiring and retaining employment.*

Goal 2: *To remove barriers to employment and insure job retention through a system of responsive, effective support services.*

Outcomes

An outcome is a problem related, attainable, and measurable statement of a program's intended effects on client. 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). What the short term results are: learning, awareness, knowledge, attitudes, skills, opinions, aspirations, motivations

Intermediate (participant behavior change): What the medium term results are: action, behavior, practice, decision-making, policies, social action.

Long term (sustainable implementation / impact). What the ultimate impact(s) is: conditions, social, economic, civic, environmental, etc.

Example

Outcome 1: *Participants will be placed in employment.*

Outcome 2: *Participants will improve their employment as a result of participation in the Job Prep Center, through increased wages, upgrading skills and/or career advancement.*

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

Example

Outcome 1: *85% participants will be placed in employment during the program year.*

Evaluation Methods/Measurement Tools: are the process utilized to obtain information that the program has achieved its outcomes. The purpose of monitoring and evaluation is to document measurable achievements in meeting desired client impact, showing that a program is doing what it said it would be doing.

Evaluation:

Example:

Indicator 1: An instrument will be developed to chart employment status of program participants.

Indicator 2: A questionnaire for employed clients will be developed to identify barriers, receive feedback and make corrective program adjustments, as needed.

Services/Activities: Briefly describe the services your participants will receive and detailed activities or action steps that will assist the program in reach its defined LOS. You must include the numbers of participants to receive services, the Level of Service, 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: "50 individuals will receive 10, 2-hour job skills building educational classes."

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

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

Important Note: You must complete all sections and return them in response to this Request for Proposal.

VENDORS ARE REQUIRED TO USE CPAC'S FORMS AND SHALL NOT RECREATE IN ANY WAY THE FORMS PROVIDED WITH THIS RFP. FAILURE TO USE THE CPAC FORMS OR ADDING TO, AMENDING, ALTERING, OR REVISING THE CPAC FORMS, INCLUDING, BUT NOT LIMITED TO, CONVERTING THE CPAC PDF TO A WORD DOCUMENT, SHALL BE CAUSE FOR REJECTION OF VENDOR'S 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 organization:

___ **Minority Business Enterprise (MBE)**

___ **Women Business Enterprise (WBE)**

___ **Neither**

NAME OF ORGANIZATION:

ADDRESS:

DATE: _____

SECTION I – 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

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, NJ 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 TRENTON NJ 08611	ISSUANCE DATE: 07/14/04	
EFFECTIVE DATE: 01/01/01	<i>John S. Tully</i> Acting Director	
FORM-BRC(08-01)	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

SAMPLE OF BUSINESS REGISTRATION CERTIFICATION

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)

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 **N.J.A.C. 17:27-1.1 et seq.**

AMERICANS WITH DISABILITIES ACT Mandatory Language

Equal Opportunity for Individuals with Disabilities.

The Contractor and CPAC 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 thereto, are made a part of this contract. In providing any aid, benefit, or service on behalf of CPAC 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 CPAC in any action or administrative proceeding commenced pursuant to this Act. The Contractor shall indemnify, protect, and save harmless the CPAC, 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 CPAC's grievance procedure, the Contractor agrees to abide by any decision of the CPAC, which is rendered pursuant to, said grievance procedure. If any action or administrative proceeding results in an award of damages against CPAC or if CPAC 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.

CPAC 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 CPAC or any of its agents, servants, and employees, CPAC shall expeditiously forward or have forwarded to the Contractor every demand, complaint, notice, summons, pleading, or other process received by CPAC or its representatives.

It is expressly agreed and understood that any approval by CPAC 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 organization _____

(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 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 Non-procurement 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

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. This policy has been adopted by CPAC in relationship to the Prevention Re-Investment Funds.

The Following are examples of allowable and unallowable costs.

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

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

Note 2 - Proper documentation must be kept determining 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 CPAC. 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.

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 are 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

**2020 Positive Youth Development Services and
2020 Innovative Youth Detention Alternative Service**

Name of Agency: _____

Contact Person: _____

Address: _____

Telephone: _____

I wish to apply for **2020 Prevention Re-Investment Funds** 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, December 20, 2019 by 5:00 p.m.**

Hilary Colbert, Director of Grants Management
CPAC: The Community Planning & Advocacy Council
2500 McClellan Avenue, Suite 120
Pennsauken, NJ 08109

Deadline for MAP documentation: Friday, January 2, 2020 by 5:00 p.m.

*Information about the Management Assistance Program (MAP)
may be found on CPAC's website under
Early Childhood Success at www.cpachvi.org*

2020 Prevention Reinvestment Funds

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.

FORMAT

- A. Scope of Services
- B. Resume
- C. Facilities
- D. Conflict of Interest
- E. Fees/Budget
- F. Form of Contract
- G. Other Information
- H. MBE/WBE Tracking Information
- I. State Contractor Business Registration Program (for your information, do not attach)
- J. Certification of Debarment
- K. Schedule of Allowable/Unallowable Expenses for certain services (for your information, do not attach)
- L. Disclosure of Investment Activities in Iran - **must sign and return with RFP**
- M. Notice of Intent to Apply for MAP (If Applicable)

Attachments:

- Attachment A- Application Summary
- Attachment A-1 Funding Proposal Cover Sheet
- Attachment A-2 Program Profile
- Attachment A-3 Logic Model
- Attachment B – Audit Requirements (for your information, do not attach,)
- Attachment C – Affirmative Action Questionnaire
- Attachment D – Budget Form (D1-D4), include Budget Narrative
- Attachment E – Service Calendar of Days

Additional Attachments:

- Agency’s Mission Statement
- Organizational Chart
- Provide list of current programs managed by organization and the funding sources (**1 page synopsis, please do not attach agency brochures**).
- Code of Ethics and/or Conflict of Interest Policy.
- Blank evaluation/outcome tracking tools used for proposed service.
- One original application and one (1) copy to include the following information
UNLESS you have submitted your Annual “*RFP Completeness Package*” to CPAC:

One (1) Copy of most recent Annual Audit (**Audit cannot be dated back no later than (2) years previous**).

**2020 Prevention Reinvestment Funding
Funding Proposal
Cover Sheet**

Proposal Summary Information

Incorporate Name of Applicant: _____

Type: Public _____ Profit _____ Non-Profit _____ Local Government _____

Federal ID Number: _____ Charities Reg. Number: _____

Address of Applicant: _____

Address of Service(s): _____
(Attach list if necessary)

Contact Person: _____

Phone No.: _____ FAX _____

EMAIL _____

Total dollar amount requested: _____ Total match required: _____ Match Secured: Yes ___ No ___
(If applicable)

This funding (check one) does ___ or does not ___ serve as a match for other funding.

Funding period: Feb 1 – December 31, 2020

Authorization:

Chief Executive Officer (Print): _____

Signature: _____ Date _____

Proposal is for: **Early Childhood Success** _____
 Positive Youth Development _____
 Strong Families Strong Communities _____

Service type: **Primary Prevention** _____
 Secondary Prevention _____



**CPAC: The Community Planning and Advocacy Council
Program Profile**

A program profile must be completed for EACH proposed program to be funded through the Camden County Prevention Reinvestment funds.

Funding Source: 2020 Prevention Reinvestment Funds

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

during 11 month contract period	
Minimum number of unduplicated clients served during contract period	

Brief Description of Program/Services to be provided:

General Program Goal: *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.*

Outcomes: *An outcome is a problem related, attainable, and measurable statement of a program's intended effects on client. Outcomes are changes in attitudes, beliefs, or behaviors that take place as a result of your services.*

Monitoring and Evaluation Method(s): *Are the process utilized to obtain information that the program has achieved its outcomes. The purpose of monitoring and evaluation is to document measurable achievements in meeting desired client impact, showing that a program is doing what it said it would be doing.*

Justification: *If this application describes a program that has been previously funded, indicate the funding source and detail the outcomes that have been achieved that would warrant continued funding of this program.*

Logic Model

ATTACHMENT A-3

2020 Prevention Reinvestment Funding: Contract Period Feb 1 – December 31, 2020

Agency:						
Program Name:						
Contact Person:						
Logic Model Completed By:						
Vision						
Target Population						
Assumptions						
Short-Term Outcome (engagement)	Services/ Activities	Resources	Indicator	Measureme nt Tool	Timeline	Responsible Parties
Intermediate Outcome (implementation)	Services/ Activities	Resources	Indicator	Measureme nt Tool	Timeline	Responsible Parties
Long Term Outcome (sustained implementation)	Services/ Activities	Resources	Indicator	Measureme nt Tool	Timeline	Responsible Parties

AUDIT REQUIREMENTS

The Applicant shall permit the Community Planning and Advocacy Council (CPAC) 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

All non-profits, institutions of higher education, and state and local government agencies shall annually forward a copy of their Single Audit Report to CPAC as part of their Management Assistance Program (MAP) compliance requirements.

AFFIRMATIVE ACTION QUESTIONNAIRE

Kindly complete this questionnaire in the event that your organization 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

2020 Prevention Reinvestment Funds
Program Budget Summary Form
 Page 1 of 4

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)

2020 Prevention Reinvestment Funds
Contract Expense Summary
Page 2 of 4

	1	2	3	4	5	6	7	8
BUDGET CATEGORY	TOTAL	Prevention	Other Funds	Other Funds	Other Funds	Other Funds	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								

- * Unallowable Cost - Cost that cannot be included in this grant, based on the Funder's definition of what they will or will not pay for. These may be activities outside of the contract that the Funder will not fund but are included in your program.
- * Support the budget with a written narrative.

2020 Prevention Reinvestment Funds
Personnel
Page 3 of 4

<u>BUDGET CATEGORY: PERSONNEL</u>				1	2	3	4	5	6	7	8
<u>POSITION TITLE</u>	<u>POSITION NUMBER</u>	<u>DATE EMPLOYED</u>	<u>HOURS /WEEK</u>	<u>TOTAL COST</u>	Prevention	Other Funds	Other Funds	Other Funds	Other Funds	UNALLOWABLE COSTS	GENERAL & ADMINISTRATIVE COSTS

2020 Prevention Reinvestment Funds
Other than Personnel (i.e. equipment)
Page 4 of 4

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

2020 Prevention Reinvestment Funds

2020 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:
