

STATE OF NEW JERSEY  
DEPARTMENT OF HUMAN SERVICES  
DIVISION OF DEVELOPMENTAL DISABILITIES

REQUEST FOR LETTERS OF INTEREST

**PREVENTION OF DEVELOPMENTAL DISABILITIES**

March 14, 2017

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Division of Developmental Disabilities

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## I. Introduction & RLI Purpose

The Department of Human Services (DHS), Division of Developmental Disabilities (Division), Office for the Prevention of Developmental Disabilities (OPDD), is issuing this Request for Letters of Interest (“RLI”) to solicit innovative ideas to assist DHS in reducing the incidence of intellectual and developmental disabilities in New Jersey.

Intellectual and Developmental Disabilities (IDDs) are disorders that are usually present at birth and affect the trajectory of the individual’s physical, intellectual, and/or emotional development.<sup>1</sup> About one in six children in the U.S. have one or more developmental disabilities or other developmental delays.<sup>2</sup> Some conditions considered to be developmental disabilities include: intellectual disabilities, cerebral palsy, autism, epilepsy, spina bifida, traumatic brain injuries and certain neurological disorders.

Preventing developmental disabilities begins long before a woman gets pregnant and continues long after her children are born. Numerous developmental disabilities can be stopped through good maternal, paternal and child health practices.

Developmental disabilities begin anytime during the developmental period and usually last throughout a person’s lifetime. Most developmental disabilities begin before a baby is born, but some can happen after birth because of injury, infection, or other factors.

Most developmental disabilities are thought to be caused by a complex mix of factors. These factors include genetics; parental health and behaviors (such as smoking and drinking) during pregnancy; complications during birth; infections in the mother, during pregnancy or that the baby might have very early in life; unintentional injury during childhood; or exposure of the mother or child to high levels of environmental toxins, such as lead.<sup>3</sup>

There is a body of research that supports the effectiveness and cost savings attributable to prevention interventions. Effective prevention efforts use multifaceted systems approaches that range in scope from educating individuals to influencing policy and legislation. They involve interdisciplinary collaborations on an increasing continuum of levels. The various intervention levels include increasing the awareness and knowledge of individuals and community groups, educating providers, establishing advisory boards and coalitions to coordinate efforts and make recommendations, and influencing policy and legislation. Another important piece of the prevention puzzle is developing surveillance and tracking systems that provide baseline data and capture information over time that allow for comparisons and identification of trends.

Funding for approved projects will be provided for the following types of projects:

- **Statewide Projects:** Projects must address prevention activities that will have an impact throughout the State, and cannot be limited to one geographic area. Projects can

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<sup>1</sup> <http://www.nichd.nih.gov/health/topics/idds/conditioninfo/Pages/default.aspx>

<sup>2</sup> <http://www.cdc.gov/ncbddd/developmentaldisabilities/index.html>

<sup>3</sup> <http://www.cdc.gov/ncbddd/developmentaldisabilities/facts.html>

be focused on specific age groups (i.e., birth - 5, 6-10, teens, etc.), issues (FASD, lead poisoning, helmet use, etc.) or populations (pregnant women, newborns, etc.).

- **Special Projects:** Projects should address the unique needs of populations and/or specific underserved regions throughout the State. Evidence and rationale for the need of a specific focus on a region or topic must be provided.

The following summarizes the RLI schedule:

- |  |                     |
|--|---------------------|
| • Notice of Funding Availability               | March 14, 2017      |
| • Q&A Period                                   | March 14 – 21, 2017 |
| • Submission of Letters of Interest (Round 1)  | March 31, 2017      |
| • Request for Submission of Proposal (Round 2) | April 18, 2017      |
| • Submission of final proposal (Round 2)       | May 10, 2017        |
| • Preliminary award announcement               | May 25, 2017        |
| • Appeal deadline                              | June 3, 2017        |
| • Final award decision                         | June 9, 2017        |
| • Anticipated contract start date              | July 1, 2017        |

## II. Background

The OPDD was established in 1987. The OPDD's mission is to reduce the frequency of occurrence of severe chronic intellectual/developmental and physical disabilities that originate during pregnancy or early childhood. This goal is achieved by many means, including, but not limited to:

- Educating the public, targeting potentially young and new parents about the preventable causes of disabilities, such as ingesting lead paint and non-lead paint sources such as jewelry, toys, stoneware etc., as well as maternal alcohol consumption during pregnancy, or unintentional injury during childhood;
- Alerting health care providers and others to new discoveries that suggest ways to reduce the risks of permanent damage to children before, during, or after birth;
- Publicizing newly discovered causes of disability that arise from societal or environmental changes;
- Fostering coordination among different agencies, each of which may be part of the solution to a problem;
- Stimulating research to push forward the frontiers of biomedical knowledge including basic science research to fill important gaps in the sciences of the prevention of disabilities; and
- Advocating for changes in social conditions that endanger children.

The following subjects are provided as examples of past and potential future areas of focus for OPDD funding:

- Lead poisoning
- Fetal Alcohol Spectrum Disorder
- Folic Acid
- Genetic Metabolic Screening

- Chemical, Social and Environmental Impact on Maternal and Child Health
- Unintentional Injury

The most recent projects focusing on prevention of developmental disabilities funded through the OPDD can be found at:

- <http://www.nj.gov/humanservices/opmrdd/home/programs/>

The most recent long term planning documents from the Governor's Council on the Prevention of Developmental Disabilities and its standing committees can be found at:

- <http://www.state.nj.us/humanservices/opmrdd/news/ChangesChallengesBooklet.pdf>
- <http://www.state.nj.us/humanservices/opmrdd/news/BeintheKnowFINAL12.12.pdf>

The latest published data on prevalence rates in New Jersey can be found in the Childhood Lead Poisoning in New Jersey Annual Report for FY 14 (July 1, 2013-June 30, 2014) which can be found at:

- <http://www.state.nj.us/health/fhs/documents/childhoodlead2014.pdf>

The New Jersey Childhood Lead Poisoning Elimination Plan, published in 2004, outlined strategies to eliminate lead poisoning (blood lead levels greater than or equal to 10 ug/dL) in New Jersey's children. Although the 2010 goal was not met, the New Jersey Department of Health, in cooperation with many of its sister Departments, Agencies, and Offices, continues to focus on this common vision spearheaded nationally by the U.S. Centers for Disease Control.

- <http://www.cdc.gov/nceh/lead/StrategicElimPlans/New%20Jersey%20Lead%20Poisoning%20Elimination%20Plan%20Final.pdf>
- <http://www.cdc.gov/nceh/lead/about/fedstrategy2000.pdf>

Prevention information from the Substance Abuse and Mental Health Services Administration (SAMHSA) can be found here:

- TIP 58 - <http://store.samhsa.gov/shin/content//SMA13-4803/SMA13-4803.pdf>
- <http://captus.samhsa.gov/prevention-practice/prevention-and-behavioral-health/levels-risk-levels-intervention/2>

Useful data and information from the NJ Department of Health (DOH) can be found here:

- <http://www.state.nj.us/health/chs/hnj2020/about/topics/> objectives related to childhood lead poisoning. Within the provided link, click on the topic Maternal and Child Health, and locate objectives MCH-11 and MCH-12.
- <http://www.state.nj.us/health/fhs/nbs/index.shtml>
- <http://www26.state.nj.us/doh-shad/home/Welcome.html>

### III. Qualifications

- Applicants must be a fiscally viable for-profit or non-profit organization or governmental entities.  
Applicants must currently meet, or be able to meet, the terms and conditions of the Department of Human Services contracting rules and regulations as set forth in the

Standard Language Document, the Contract Reimbursement Manual (CRM), and the Contract Policy and Information Manual (CPIM)

- Applicants, other than governmental entities, must demonstrate that they are incorporated or registered through the New Jersey Department of State and provide documentation of their current non-profit status under Federal 501(c) (3) regulations, as applicable.
- If an applicant is a for-profit entity, it must obtain a business registration certificate from the New Jersey Department of the Treasury prior to the time the contract is awarded.

For-profits may obtain this certificate at

<http://www.state.nj.us/treasury/revenue/busregcert.shtml>

#### **IV. Funding Availability**

For a two (2) year fiscal funding cycle (2018 – 2019), contracts of up to \$125,000 per year, for programs that are Statewide, and grants up to \$50,000 per year, for special projects (i.e., regional, intended to support specific underserved populations, etc.) may be available, subject to State appropriations.

Contracts will be renewed on a yearly basis provided that funded agencies fulfill their DHS and OPDD contractual obligations.

#### **V. Requirements for Submission**

Letters of interest must address the following:

1. Funding Proposal Cover Sheet –Utilize Template Attachment
2. Project Description (Max five (5) Pages)
  - a) What is the target population for the project? Who do you look to serve with this plan? Please include current statistics regarding target population.
  - b) How does this project meet the purpose and background information described in sections I and II of this RLI?
  - c) What are the goals and objectives of this project (must be measurable). Please describe how your program activities will achieve the stated goals and objectives.
  - d) The tracking of outcomes and the evaluation of the outcomes will be an important aspect of funded projects. Please note methods to be used to measure the achievement of identified goals and objectives.
    - Please be aware that if your project is funded you will be required to secure a program evaluation by an outside entity (NJ preferred) focusing on the efficacy or potential efficacy of your project, at the end of the contract period. Quarterly reporting will also be required.
  - f) What is the staffing (Full time and part time) required to administer this project.
  - g) Provide a cost analysis for the administration of this project. How much will it cost? What are the most significant aspects of the program budget?

#### **VI. Question & Answer Period**

Technical assistance regarding this RLI will be provided via the DHS web site. Potential applicants are encouraged to submit questions to the OPDD at [ddd.preventiondd@dhs.state.nj.us](mailto:ddd.preventiondd@dhs.state.nj.us) no later than March 21, 2017. Responses to submitted questions will be posted on the DHS website location <http://www.state.nj.us/humanservices/providers/grants/rfprfi/> no later than March 23, 2017.

## **VII. Submission of Letters of Interest (Round 1)**

DHS assumes no responsibility and bears no liability for costs incurred by the bidder in the preparation and submittal of a proposal in response to this RLI.

Submit your letter in a PDF formatted file via email to Jonathan Sabin, Director, Office for the Prevention of Developmental Disabilities, Division of Developmental Disabilities at [jonathan.sabin@dhs.state.nj.us](mailto:jonathan.sabin@dhs.state.nj.us). Your email "subject" should include your agency name, and the project name and date. Program narratives must be no more than 5 pages in length. Your submission should use Times New Roman or Arial font and can be no smaller than 12 point.

RLI responses must be received at the above addresses no later than 4:00 P.M. on March 31, 2017. Facsimile submissions will not be accepted.

## **VIII. Review of Letters of Interest and Notification of Need for Additional Information**

Letters of interest received after the due date and time will be rejected by the Department. There will be a review process for all timely submissions which meet all the requirements outlined in this RLI.

An advisory group comprised of members of the Governor's Council on the Prevention of Developmental Disabilities will evaluate all submissions and provide their comments to the Division. Staff from the Division will then inform agencies if their letter of interest has been selected and will be directed to submit the additional information required during the second (final) selection review.

## **IX. Appeal of Round 1 Rejection Decisions**

All appeals must be made in writing and must be received by the Division at the address below no later than seven days after the rejection letter date. The written request must clearly set forth the basis for the appeal. Appeal correspondence should be addressed to:

Jonathan Sabin, Director, Office for the Prevention of Developmental Disabilities  
Division of Developmental Disabilities, Department of Human Services  
P.O. Box 726  
Trenton, NJ 08625-0726

Please note that all costs incurred in connection with any appeals are considered unallowable costs for purposes of the Division's contract funding.

## **X. Submission of Proposal (Round 2)**

Agencies selected for the second round of review will be asked to submit a detailed proposal on or around April 18, 2017. The detailed proposal will ask for new information as well as clarification regarding information requested in the agency's original letter of interest. If selected for the final review process, agencies will be provided with a proposal template that will include, but is not limited to, the following:

- a) Statement of need for target population.
- b) Agency history and experience with the target population.
- c) Formal scope of work.
- d) Collaborations with partner agencies.
- e) Formal plan of program evaluation including tools and methods to measure outcomes. Please be aware that if your project is funded you will be required to secure a program evaluation by an outside entity (New Jersey preferred) focusing on the efficacy or potential efficacy of your project, at the end of the contract period. Quarterly reporting will also be required.
- f) Staffing details.
- g) Budget utilizing DHS Annex B grid with narrative.

Additional required documents for those agencies selected to submit materials in the second round of review include:

- a) Overview of agency services;
- b) Documentation of incorporation status;
- c) Proof of 501c (3) status, if applicable;
- d) Agency organization chart;
- e) Agency code of ethics and /or conflict of interest policy;
- f) Most recent audited financial statement;
- g) Current Board of Directors, officers and terms of each; and
- h) Current Agency Licensure/Accreditation Status.
- i) All budget data, if approved and included in signed contracts, will be subject to the provisions of the DHS Contract Policy & Information Manual, and the DHS Contract Reimbursement Manual. These manuals can be accessed from the Office of Contract Policy and Management (OCPM) webpage at: <http://www.state.nj.us/humanservices/olra/ocpm/resources/manuals/>. The Contracting Manuals' link is available from the webpage sidebar.
- j) Any agency, selected for funding via this RLI, will be required to attend a training class pertaining to the Division's contracting requirements.

The second round proposal will, again, need to be in a PDF formatted file and submitted via email to Jonathan Sabin, Director, Office for the Prevention of Developmental Disabilities, Division of Developmental Disabilities at [jonathan.sabin@dhs.state.nj.us](mailto:jonathan.sabin@dhs.state.nj.us).



Your email “subject” should include your agency name, and the project name and date. Your proposal submission will, again, need to be in Times New Roman or Arial font and should not be smaller than twelve (12) point.

Additionally, one hard copy of the proposal with an original signature and six additional hard copies will need to be submitted to the attention of Jonathan Sabin at the address below:

Jonathan Sabin, Director, Office for the Prevention of Developmental Disabilities  
Division of Developmental Disabilities, Department of Human Services  
P.O. Box 726  
Trenton, NJ 08625-0726

## **XI. Review of Round 2 (Final Proposal)**

The Round 2, detailed proposal will need to be received at the above addresses no later than 4:00 P.M. on May 10, 2017 to be considered eligible. Facsimile submissions will not be accepted.

A committee, comprised of staff from the Division, will review and score the full project proposals and make recommendations for funding.

The Division reserves the right to reject all proposals when circumstances indicate that it is in its best interest to do so. The Division’s best interests in this context include, but are not limited to, loss of funding, inability of the applicant(s) to provide adequate services, and indication of misrepresentation of information and/or non-compliance with State and federal laws and regulations, existing DHS contracts, and procedures set forth in DHS CPIM Policy Circular P1.04. The Division will notify all applicants of awards, contingent upon the satisfactory final negotiation of a contract with the Office of Contract Administration, no later than May 25, 2017.

## **XII. Appeal of Award Decisions**

Appeals of any award determinations may be made only by the respondents to this RLI. All appeals must be made in writing and must be received by the Division at the address below no later than 4:00 P.M. on June 1, 2017. The written request must clearly set forth the basis for the appeal.

Appeal correspondence should be addressed to:  
Jonathan Sabin, Director, Office for the Prevention of Developmental Disabilities  
Division of Developmental Disabilities, Department of Human Services  
P.O. Box 726  
Trenton, NJ 08625-0726

Please note that all costs incurred in connection with any appeals of the Division’s decisions are considered unallowable costs for purposes of the Division’s contract funding.

The Division will review any appeals and render final decisions no later than June 8, 2017. Awards will not be considered final until all timely appeals have been reviewed and final decisions rendered.

**Attachment A**

Received

\_\_\_\_\_ Date

**STATE OF NEW JERSEY  
DEPARTMENT OF HUMAN SERVICES  
Division of Developmental Disabilities**

Cover Sheet

Name of  
RLI \_\_\_\_\_

Incorporated Name of Applicant:

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

Federal ID Number: \_\_\_\_\_ Charities Reg. Number (if applicable)  
\_\_\_\_\_

Address of Applicant:

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

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

Total dollar amount requested: \_\_\_\_\_ Fiscal Year End: \_\_\_\_\_

Funding Period: From \_\_\_\_\_ to \_\_\_\_\_

County/Countries in which program and/or services are to be  
provided: \_\_\_\_\_

Brief description of the project and its purpose:

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

Authorization: Chief Executive Officer (printed  
name): \_\_\_\_\_

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