



**REQUEST FOR PROPOSALS**  
**FOR**  
**County Council for Young Children-Passaic County**

**Child Care Development Block Grant Funding CFDA: 93.575**

**Preschool Development Grant Birth through Age Five**

**Funding of \$75,000 Available Through December 31, 2019**

**There will be no Bidders Conference for this RFP.**

**Questions are due by March 22, 2019**

**Bids are due: April 10, 2019**

Christine Norbut Beyer, MSW

Commissioner

February 22, 2019

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**Funding Agency**

State of New Jersey  
Department of Children and Families  
50 East State Street,  
Trenton, New Jersey 08625

**Special Notice:**

There will be no Bidders Conference for this RFP. Questions will be accepted in advance by providing them via email to [DCF.ASKRFP@dcf.nj.gov](mailto:DCF.ASKRFP@dcf.nj.gov) until March 22, 2019 12PM. Technical inquiries about forms and other documents may be requested anytime.

**Section I – General Information**

**A. Purpose:**

The New Jersey Department of Children and Families' (DCF) and the Division of Family and Community Partnerships (FCP) announces the availability of \$75,000 in Child Care Development Block Grant (CCDBG) and Preschool Development Grant Birth through Age Five (PDG B-5) funds to establish a local County Council for Young Children in Passaic County. DCF and the New Jersey Department of Human Services (DHS) are partnering to implement County Councils with the DHS CCDBG funding.

New Jersey was awarded the Preschool Development Grant Birth through Five (PDG B-5) to support New Jersey's continuing efforts to ensure access to high quality early childhood care and education services, within our existing mixed-delivery system, with a special emphasis on promoting school readiness for the state's most vulnerable children and families. PDG B-5 funds are issued to New Jersey by the U.S. Department of Health and Human Services. At the state level, DCF is the lead administrative agency.

The purpose of the County Council for Young Children is to create a platform for parents/families to come together at the local level with providers and other community stakeholders as active partners to identify/discuss the needs, concerns, aspirations and successes regarding issues that affect the health, education and well-being of their children. The work of the County Council extends outreach to families, enhances NJ's mixed delivery approach, and enhance our collaborative and community partnerships. The County Council networks are established in all 20 counties and comprised of parents/families, health care providers, early childhood educators, social service agencies and other local stakeholders (local government, church/faith-based organizations, businesses, civic groups, etc.). The

County Council actively seeks family engagement, mentors' parents in leadership roles and promotes community action to improve the health, education and well-being of children, including families with high needs.

NJ DCF funded a lead agency in Passaic County through the Fall of 2018 and the County has a functioning CCYC. DCF will provide the successful applicant with contact information of CCYC members, along with information and other resources that have been produced by the CCYC.

## **B. Background**

The Department is charged with serving and safeguarding the most vulnerable children and families in the State and our mission is to ensure the safety, well-being and success of New Jersey's children and families. Our vision statement is "To ensure a better today and even greater tomorrow for every individual we serve."

The Division of Family and Community Partnership's Office of Early Childhood Services (OECS) is responsible for the planning, development, implementation and evaluation of prevention services for families and caregivers of children from pregnancy/birth to kindergarten. OECS provides oversight and technical support to ensure evidence-based practice, ongoing quality improvement, and positive impacts for participants of funded programs. OECS works in close collaboration with local, state and national partners to ensure integration of maternal, parent, infant and early childhood services to promote family health and well-being and prevent child neglect and abuse.

## **C. Target Population-Passaic County**

The target population is community members experiencing pregnancy; and children from newborn to age eight who reside in Passaic County. Key cities/communities, and sub-populations—parents' age(s), race, ethnicity, immigrant families, migrant families, languages spoken, and other characteristics relevant to the county/community are to be identified by using local resources. Data sources and other recent county/local needs assessments and reports, e.g. Human Services Advisory Council (HSAC), that are relevant to the target population—are to be utilized.

## **D. Resources**

The County Council for Young Children project is linked to New Jersey's state-level early childhood infrastructure that encompasses families, services and communities from pregnancy to age eight. Key aspects of NJ's early childhood infrastructure include:

- New Jersey Early Learning Commission and the associated Interdepartmental Planning Group actively working across departments—DOE, DHS, DOH and DCF—to ensure integration and coordination of state-funded services across sectors; and
- New Jersey Council for Young Children (NJCYC) which brings together public and private partners to provide input and make recommendations that support the comprehensive early childhood system of care.

This state-level infrastructure supports NJ's overarching goal and early childhood plan to ensure a well-functioning, statewide system of services that is high quality, coordinated and comprehensive for every infant and young child, their families, providers, and communities in NJ.

DCF and DHS expect that Passaic CCYC structure will align with the NJCYC bringing together parents/families, community leaders, health care, child care, school districts, family support, and other local partners that care about the well-being of infants and young children. The County Councils are charged with developing resources for children/families in underrepresented and special populations. New Jersey's expectation is that the Passaic County Council will help reach the goal of ensuring that children are ready for school and will sustain their developmental and educational gains.

#### Priorities for County Councils:

- Establish a County Council in each county that builds working relationships between families with children (prenatal to age 8), child care, preschool, health, home visiting, Head Start/Early Head Start, family support, early intervention, and other community service providers, and local stakeholders;
- Implement a shared leadership model that supports parents in leadership roles and brings parents and providers together as partners;
- The County Council is inclusive and will recruit parents that reflect the racial, home language and cultural composition of local families and to promote their active participation as a voice for change at the family, community, and state level;
- Provide parents with an orientation, ongoing mentoring, and leadership training opportunities;
- Provide concrete supports to enable parent/family participation (e.g. childcare, transportation, light meal, and/or other incentive);
- Recognize, support and encourage parents as decision makers and leaders and create an engaging and respectful environment that welcomes their presence and input;
- The governance structure is composed of parent representatives, and public and private community-based service providers to link parents

to service and incorporates their input in the planning and development of policies and comprehensive services respective of parents' views and priorities to meet their family needs within their community;

- Contribute to the development and implementation of high quality early childhood services, such as NJ's quality rating improvement system (QRIS), Grow NJ Kids; and
- Identify professional development training needs for the local workforce that best supports the proposed policies, priorities, services and/or practices that were developed by the County Council.

New Jersey's expanding network of early learning and development programs fully embrace parents, families and other caregivers as partners in ensuring high quality care for infants and young children.

The County Councils for Young Children will have a direct link to the New Jersey Council for Young Children. The County Councils will solicit input from parents/families to ensure that NJ's families and communities are knowledgeable about the available services/supports that comprise NJ's comprehensive early childhood system of care and will share their findings to the NJCYC.

Note: Each CCYC will receive TTA from DCF Program Specialists and/or other designated consultants/partners as follows:

- Strengthening Families Protective Factors Framework
- Parent Cafés
- Parent Advocacy and Leadership
- Project Planning and Development--Environmental Scan, Strategic Plan, Logic Model, and Evaluation/CQI Plan
- Plus, additional Training and Technical Assistance as identified by DCF

DCF is providing funding of up to \$75,000 to one (1) successful applicant to serve as Passaic CCYC Lead Agency.

## **E. Activities**

The Passaic CCYC Lead Agency's administration is expected to facilitate a climate that supports the success of the CCYC and the assigned CCYC Project Coordinator. Management and supervision will support project coordination and day-to-day responsibilities and the implementation and staffing plan (i.e. number and qualifications of staff, use of consultants, and use of volunteers). Through this initiative, services and activities required through the County Councils are to host meetings/workshops to expand and strengthen family and community engagement and consumer education

components within the comprehensive early childhood system of care. The County Councils will extend outreach to families to get their input on their knowledge of resources and to increase better access to needed services to promote the healthy development of children and family outcomes through referrals and connections to other supportive services. The County Council will play a vital role supporting, engaging and adding parent's input and voice, while enhancing our mixed delivery approach to helping families to easily learn and access child care and family support services.

The lead agency for the County Council will appoint a project coordinator to work collaboratively with local stakeholders—parents, families and community organizations—and will oversee the day-to-day work of the County Council. The Project Coordinator will ensure stakeholder investment and participation in the council, and/or related workgroups/activities—conduct outreach and make personal visits, when necessary and participate in local evaluation activities. Involvement in professional advisory boards is required.

At a minimum, the work of the lead agency will include:

- Appoint a County Council Project Coordinator.
- Survey the counties' existing resources to assess their alignment with the target populations' key needs and taking into consideration other factors that may inform resource needs, such as: parents' ages, race, ethnicity, immigrant families; migrant families, languages spoken, and other characteristic relevant to the county and communities within it.
- Survey existing data sources and other relevant county/local needs assessments and reports, e.g. Human Services Advisory Council (HSAC) and incorporate, as needed, into the Council's planning activities.
- Integrate the Strengthening Families Protective Factors Framework into the CCYC's operational model.
- Build strong relationships with parents, families and other community stakeholders in the county.
- Ensure stakeholder investment and participation in the County Council, and/or related workgroups/activities—conduct outreach and make personal visits, when necessary.
- Assess and address parents' leadership training needs.
- Be a knowledgeable resource for parent-child health, family support, and early childhood education, and other cross-sector services that support families from pregnancy to age 8; and facilitate connections.
- Develop and maintain positive working relationships with the county's Central Intake site, Community Health Workers and Child Care Resource and Referral Agency; and participate in a joint needs assessment, environmental scan, and strategic planning process in support of the target population.

- Establish a project timeline to ensure that key tasks are identified, assigned and addressed/completed. Provide regular status reports, updates and revisions, as needed.
- Review and assess the progress of the County Council in reaching goals, performance targets, and benchmarks.
- Prepare reports and updates to the County Council Steering Committee and general members.
- Communicate with the designated state-level contact in the DCF-FCP.
- Submit FCP quarterly and year-end reports, as required.
- Communicate with the NJCYC and attend meetings, as needed.
- County Council Project Coordinator will be required to participate in the Statewide Peer Learning Collaborative when it's convened.
- DCF will require that grantees seek active participation from other DCF-funded grantees, e.g. Home Visitation programs, Family Success Centers, etc., and invite their families to become County Council members. See the Division of Family and Community Partnerships' Community Program Directory located at: <https://nj.gov/dcf/families/dfcp/DFCPDirectory.pdf>.

All funding shall be subject to the appropriation of sufficient funds and the availability of sufficient resources.

## **F. Outputs**

This initiative requires the monitoring through monthly progress reporting on program goals and objectives, performance targets and benchmarks to ensure continuous quality improvement for the Passaic County Council for Young Children (CCYC).

### Reporting and Data

The awardee will be required to complete a quarterly report and submit it to the OECS no later than 15 days after the end of each quarter. See Attachment for Exhibit F.

## **G. Funding Information:**

All funding is subject to appropriation. Funding is available up to \$75,000 until December 31, 2019. DCF reserves the right to award all or a portion of the requested amount. Up to one award may be made. For this initiative, the Department will allocate Child Care Development Block Grant (CCDBG) and Preschool Development Grant Birth through Age Five (PDG B-5) funds in the amount of \$75,000.



Continuation funding is contingent upon the availability of funds in future fiscal years. Universities are reminded that this is a competitive process and on notice that no annual increases will be considered as part of this contract to salaries, fringe or benefits for future negotiations or contracts, unless approved by the State legislature for all contracting entities.

DCF will award funds for one County Council for Young Children in Passaic County.

The funding period for this program is from the point of a signed contract through December 31, 2019.

Matching funds are not required. Proposals that demonstrate the leveraging of other financial resources will receive additional consideration in the proposal review process.

Funds awarded under this program may not be used to supplant or duplicate existing funding.

Any expenses incurred prior to the effective date of the contract will not be reimbursed by DCF.

#### **H. Applicant Eligibility Requirements:**

1. Applicants must be for profit or non-profit corporations and/ or Universities that are duly registered to conduct business within the State of New Jersey.
2. Applicants must be in good standing with all State and Federal agencies with which they have an existing grant or contractual relationship.
3. If Applicant is under a corrective action plan with DCF (inclusive of its Divisions and Offices) or any other New Jersey State agency or authority, the Applicant may not submit a proposal for this RFP if written notice of such limitation has been provided to the Agency or authority. Responses shall not be reviewed and considered by DCF until all deficiencies listed in the corrective action plan have been eliminated and progress maintained to the satisfaction of DCF for the period of time as required by the written notice.
4. Applicants shall not be suspended, terminated or barred for deficiencies in performance of any award, and if applicable, all past issues must be resolved as demonstrated by written documentation.
5. Applicants that are presently under contract with DCF must be in compliance with the terms and conditions of their contract.

6. Where required, all applicants must hold current State licenses.
7. Applicants that are not governmental entities must have a governing body that provides oversight as is legally required.
8. Applicants must have the capability to uphold all administrative and operating standards as outlined in this document.
9. Applicants must provide a viable plan to leverage funds and resources and include a feasible sustainability plan for continuation of the County Council.
10. All applicants must have a Data Universal Numbering System (DUNS) number. To acquire a DUNS number, contact the dedicated toll-free DUNS number request line at 1-866-705-5711 or inquire on-line at: <http://www.dnb.com>
11. Any fiscally viable entity that meets the eligibility requirements, terms and conditions of the RFP, and the contracting rules and regulations set forth in the DCF Contract Policy and Information Manual (N.J.A.C. 10:3) may submit an application.

**I. RFP Schedule:**

<b>March 22, 2019</b>	<b>Deadline for Email Questions sent to</b> <a href="mailto:DCF.ASKRFP@dcf.nj.gov">DCF.ASKRFP@dcf.nj.gov</a>
<b>April 10, 2019</b>	<b>Deadline for Receipt of Proposals by 12:00PM</b>

Proposals received after 12:00 PM on April 10, 2019 will **not** be considered. Applicants shall submit **one (1) signed original** and should submit **one CD ROM** as indicated below.

Proposals must be delivered either:

**1) In person to:**

Catherine Schafer, Director of Grants, Integrity and Accountability  
 Department of Children and Families  
 50 East State Street, 3rd floor  
 Trenton, New Jersey 08625-0717

Please allow time for the elevator and access through the security guard. Applicants submitting proposals in person or by commercial carrier shall submit **one (1) signed original** and should submit **one CD ROM** with all documents.

## **2) Commercial Carrier (hand delivery, Federal Express or UPS) to:**

Catherine Schafer, Director of Grants, Integrity and Accountability  
Department of Children and Families  
50 East State Street, 3rd floor  
Trenton, New Jersey 08625-0717

Applicants submitting proposals in person or by commercial carrier shall submit **one (1) signed original** and should submit **one CD ROM** with all documents.

## **3) Online:**

DCF offers the alternative for our bidders to submit proposals electronically. Only a registered Authorized Organization Representative (AOR) or the designated alternate is eligible to send in a submission by submitting an AOR form.

AOR Registration forms and online training are available on our website at:  
<http://www.nj.gov/dcf/providers/notices/requests/>

See *Standard Documents for RFPs* for forms.

- [Submitting Requests for Proposal Electronically PowerPoint \(pdf\)](#)
- [Registration for the Authorized Organization Representative \(AOR\) Form](#)

We recommend that you do not wait until the date of delivery in case there are technical difficulties during your submission. Registered AOR forms may be received 5 business days prior to the date the bid is due.

## **J. Administration:**

### **1. Screening for Eligibility, Conformity and Completeness**

DCF will screen proposals for eligibility and conformity with the specifications set forth in this RFP. A preliminary review will be conducted to determine whether the application is eligible for evaluation or immediate rejection.

The following criteria will be considered, where applicable, as part of the preliminary screening process:

- a) The application was received prior to the stated deadline
- b) The application is signed and authorized by the applicant's Chief Executive Officer or equivalent
- c) The applicant attended the Bidders Conference (if required)
- d) The application is complete in its entirety, including all required attachments and appendices
- e) The application conforms to the specifications set forth in the RFP

Upon completion of the initial screening, proposals meeting the requirements of the RFP will be distributed to the Proposal Evaluation Committee for its review and recommendations. Failure to meet the criteria outlined above, or the submission of incomplete or non-responsive applications constitutes grounds for immediate rejection of the proposal if such absence affects the ability of the committee to fairly judge the application.

For a bid to be considered for award, at least one representative of the Bidder must have been present at the Bidders Conference, commencing at the time and in the place specified above. Failure to attend the Bidders Conference will result in automatic bid rejection.

## **2. Proposal Review Process**

DCF will convene a Proposal Evaluation Committee in accordance with existing regulation and policy. The Committee will review each application in accordance with the established criteria outlined in Section II of this document. All reviewers, voting and advisory, will complete a conflict of interest form. Those individuals with conflicts or the appearance of a conflict will be disqualified from participation in the review process. The voting members of the Proposal Evaluation Committee will review proposals, deliberate as a group, and then independently score applications to determine the final funding decisions.

The Department reserves the right to request that applicants present their proposal in person for final scoring. In the event of a tie in the scoring by the Committee, the bidders that are the subject of the tie will provide a presentation of their proposal to the evaluation committee. The evaluation committee will request specific information and/or specific questions to be answered during a presentation by the provider and a brief time-constrained presentation. The presentation will be scored out of 50 possible points, based on the following criteria and the highest score will be recommended for approval as the winning bidder.

Requested information was covered-	10 Points
Approach to the contract and program design was thoroughly and clearly explained and was consistent with the RFP requirements-	20 Points
Background of organization and staffing explained-	10 Points
Speakers were knowledgeable about topic-	5 Points
Speakers responded well to questions-	5 Points

The Department also reserves the right to reject any and all proposals when circumstances indicate that it is in its best interest to do so. The Department's best interests in this context include but are not limited to: State loss of funding for the contract; the inability of the applicant to provide adequate services; the applicant's lack of good standing with the Department, and any indication, including solely an allegation, of misrepresentation of information and/or non-compliance with any State of New Jersey contracts, policies and procedures, or State and/or Federal laws and regulations.

All applicants will be notified in writing of the Department's intent to award a contract.

### **3. Special Requirements**

The successful Applicant shall maintain all documentation related to proof of services, products, transactions and payments 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.

Applicants must comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27, the State Affirmative Action policy. A copy is attached as **Exhibit A.**

Applicants must comply with laws relating to Anti- Discrimination as attached as **Exhibit B.**

All applicants are advised that any software purchased in connection with the proposed project must receive prior approval by the New Jersey Office of Information Technology.

Applicants are also advised that any data collected or maintained through the implementation of the proposed program shall remain the property of DCF.

Organ and Tissue Donation: As defined in section 2 of P.L. 2012, c. 4 (N.J.S.A.52:32-33), contractors are encouraged to notify their employees, through information and materials or through an organ and tissue awareness program, of organ donation options. The information provided to employees shall be prepared in collaboration with the organ procurement organizations designated pursuant to 42 U.S.C. §1320b-8 to serve in this State.

**K. Appeals:**

An appeal of the selection process will be heard only if it is alleged that the Department has violated a statutory or regulatory provision in awarding the grant. An appeal will not be heard based upon a challenge to the evaluation of a proposal. Applicants may appeal by submitting a written request to:

Office of Legal Affairs  
Contract Appeals  
50 East State Street 4<sup>th</sup> Floor  
Trenton NJ 08625

no later than ten (10) business days following receipt of the notification or by the deadline posted in this announcement.

**L. Post Award Review:**

As a courtesy, DCF may offer unsuccessful applicants an opportunity to review the Evaluation Committee's rating of their individual proposals. All Post Award Reviews will be conducted by appointment.

Applicants may request a Post Award Review by contacting:  
[DCF.ASKRFP@dcf.nj.gov](mailto:DCF.ASKRFP@dcf.nj.gov)

Post Award Reviews will not be conducted after six months from the date of issuance of this RFP.

**M. Post Award Requirements:**

Selected applicants will be required to comply with the terms and conditions of the Department of Children and Families' contracting rules and regulations as set forth in the Standard Language Document, the Contract

Reimbursement Manual and the Contract Policy and Information Manual. Applicants may review these items via the Internet at [www.nj.gov/dcf/providers/contracting/manuals](http://www.nj.gov/dcf/providers/contracting/manuals)

Selected applicants will also be required to comply with all applicable State and Federal laws and statutes, assurances, certifications and regulations regarding funding.

Upon receipt of the award announcement, and where appropriate, selected applicants will be minimally required to submit one (1) copy of the following documents:

1. A copy of the Acknowledgement of Receipt of the NJ State Policy and Procedures returned to the DCF Office of the EEO/AA
2. DCF Third Party Contract Reforms Attestation
3. Proof of Insurance naming DCF as additionally insured from agencies
4. Bonding Certificate
5. Notification of Licensed Public Accountant (NLPA) with a copy of Accountant's Certification
6. ACH Credit Authorization for automatic deposit (for new agencies only)

The actual award of funds is contingent upon a successful Contract negotiation. If, during the negotiations, it is found that the selected Applicant is incapable of providing the services or has misrepresented any material fact or its ability to manage the program, the notice of intent to award may be rescinded.

## **Section II – Application Instructions**

### **A. Proposal Requirements and Review Criteria:**

All applications will be evaluated and scored in accordance with the following criteria:

The narrative portion of the proposal should be double-spaced with margins of 1 inch on the top and bottom and 1 inch on the left and right. The font shall be no smaller than 12 points in Arial or Times New Roman. There is a 25-page limitation for the narrative portion of the grant application. A one (1) point reduction per page will be administered to proposals exceeding the page limit requirements. Five (5) points will be deducted for each missing document. If the deductions total 20 points or more, the proposal shall be

rejected as non-responsive. The narrative must be organized appropriately and address the key concepts outlined in the RFP. The DCF Budget does not count towards the narrative page limit.

Proposals may be fastened by a heavy-duty binder clip. Do not submit proposals in loose-leaf binders, plastic sleeves or folders. Proposals may not be stapled.

Each proposal narrative must contain the following items organized by heading in the same order as presented below:

**I. ORGANIZATIONAL FIT (20 Points)**

Describe how this current initiative is consistent with your:

- mission and vision;
- past experience implementing similar initiatives;
- past experience working with parents and families involved with DCF or other agencies that serve parents; and
- current programming.

**II. ORGANIZATIONAL CAPACITY (40 Points)**

1) Describe how the requirements of this initiative will be met through your governance and management structure, including the roles of senior executives and Board officers.

- Include Board of Directors list as part of the appendix.
- Include a current organizational chart that shows the placement of the proposed CCYC program within the organizational structure as part of the appendix.

2) Describe how the requirements of this initiative will be met through your existing collaborations, partnerships and collaborative efforts with other community and systems partners.

Use the following criteria and format (Table 1 below), describe and provide examples of the current participation of parents/families within your organization with a focus on early childhood--pregnancy to age 8. Parent roles may include:

- Parent Consumers - Parents receive services from your agency (e.g. home visiting services, food bank, child care, etc.).



- Parent Involvement - Parents attend agency-sponsored program events and support the priorities of the program/organization (e.g. parents attend a monthly parent meeting).
- Parent Engagement - Parents routinely provide input/feedback (e.g. parents actively participate in meetings/board in an advisory capacity) and advise on set program and/or organizational priorities
- Parent Organizing - Parents are equal partners with agency organizers and help to set priorities with the broader community.

**Table 1** (add as many rows as is needed):

Agency Program/Activity	Target Population	Parent Role	# of Parents

Adapted from *Parent Organizing as a Strategy for Sustainable Policy Change*—Ada Sanchez and Ron White, Peppercorn Foundation. *Grantmakers for Children, Youth & Families*, Issue 6, 2011.

a) **Mobilizing for Parent Involvement and Shared Leadership**

- Based on your knowledge of the target county/community, describe how the organization will recruit, mobilize and engage parents for community action and parent leadership.

Document resources to support your recruitment efforts. For example, see Data Sources below:

1. U.S. Census: <https://www.census.gov/quickfacts/fact/table/US/PST045217>
2. NJ Dept. of Health: <https://www-doh.state.nj.us/doh-shad/query/selection/birth/BirthSelection.html>
3. NJ Kids Count (2018) <https://acnj.org/kids-count/#NJKCreports> to assist your efforts on reporting on your county.

- Provide information on the number of parents/caregivers you hope to recruit during the first year of implementation.
- Provide information on the strategic use of appropriate supports and incentives for ongoing parent participation—such as stipends, transportation, child care, refreshments/meals, etc. during working meetings.
- How will the project recognize the contributions of parents?

**b) Other Partners to Support Parent Involvement & Shared Leadership:**

- Describe how the applicant will facilitate and mobilize county-wide organizations and other community partners to be supportive and committed to active parent involvement and shared leadership.
- Identify the local Central Intake lead agency in Passaic County and, if applicable, Community Health Worker lead agency. CCYCs will be required to work collaboratively with these core programs to ensure coordination and collaboration within the local system of early childhood services; and to act in an advisory capacity to these related early childhood initiatives.
- Describe your plan to develop and maintain effective relationships with other existing community-based programs *across early childhood sectors* to facilitate active participation and shared leadership in CCYC workgroups and key activities, e.g. Family Success Centers (FSC), Head Start/Early Head Start, Child Care Resource and Referral Agency (CCR&R), childcare and preschool providers, Strengthening Families childcare sites, home visiting programs, Parent Linking Program, Fatherhood services, health care providers, Early Intervention Services, Special Child Health, Human Service Advisory Councils, social service agencies, school districts, Family Support Organizations, and others as appropriate for your county.
- The lead agency will support parents as they take on lead roles in their community to advocate for the needs of children and families.
- While working with the family and community agencies the lead agency and project coordinator will embrace and implement the Principles of Family Support as demonstrated in The Standards for Prevention Programs: Building Success through Family Support - found online at <http://www.state.nj.us/dcf/documents/about/commissions/njtfcan/StandardsPrevention.pdf>.
- The lead agency and staff will also be knowledgeable on the Strengthening Families Protective Factors Framework and must integrate this framework into the work of the local council.

The five protective factors are: 1) Nurturing and Attachment / Social-Emotional Well Being of Children; 2) Knowledge of Parenting and Child Development; 3) Parental Resilience; 4) Social Connections; and 5) Concrete Supports in Times of Need.

Provide examples of how your project aligns with and integrates the Protective Factors Framework and the Standards for Prevention Programs.

Research shows that strategies that promote these five factors result in a lower incidence of child abuse and neglect. Information on the protective factors is available at the Center for the Study of Social Policy website -- <https://cssp.org/wp-content/uploads/2018/10/Core-Meanings-of-the-SF-Protective-Factors-2015.pdf>

- Include completed Exhibit C - Protective Factors/Standards for Prevention Worksheet as part of the appendix.
- Include 3 letters of commitment or MOU as part of the appendix (if relevant to your program). If not applicable, include a written statement.
- Include no more than (3) letters of support as part of the appendix.

3) Describe how the requirements of this initiative will be met through your membership in professional advisory boards.

4) Describe how the requirements of this initiative will be met through your policies implementing Prevent Child Abuse New Jersey's Safe Child standards. The Standards are available at:

<http://www.nj.gov/dcf/SafeChildStandards.pdf>

- Include a brief (no more than 2 pages double spaced) Safe-Child Standards Description demonstrating ways in which your agency's operations mirror the Standards as part of the appendix.

5) Describe how the requirements of this initiative will be met through your commitment to cultural competency and diversity and plans to ensure needs of various and diverse cultures within the target community will be met in a manner consistent with the Law Against Discrimination (NJSA 10:51 seq.). These shall include, but are not limited to, affiliations with informal or natural helping networks such as language services, neighborhood and civic associations, faith-based organizations, and recreational programs determined to be appropriate. Staff must be culturally competent and responsive, with training and experience necessary to manage the complex needs of families in the community across child and youth serving systems. Explain how the provider is currently working toward a cultural competency plan that describes actions your agency will take to ensure that policies, materials, environment, recruitment, hiring, promotion, training and Board

membership reflect the community or the intended recipients of the services you provide and promote the cultural competency of the organization.

6) Applicants are encouraged to draw from other recent county/local needs assessments and reports, e.g. Human Services Advisory Council (HSAC), *that are relevant to the target population*—pregnancy to age eight.

From your agency's perspective, and/or from your work with parents and families, where there are gaps in services, identify a few key priorities for the work of the County Council—in health, child care, special needs, education, family strengthening/family support, family asset-building, child welfare, etc.

7) Council Structure and Development-Describe the proposed structure of the CCYC, and the implementation and staffing plan (i.e. number and qualifications of staff, use of consultants, and use of volunteers). Describe how the lead agency's administration facilitate a climate that supports the success of the CCYC and Project Coordinator. Describe the process for management and supervision that will support project coordination and day-to-day responsibilities.

- Include Exhibit E-job description that include all educational and experiential requirements as part of the appendix; and Include resumes of any existing staff who will perform the proposed services as part of the appendix.
- Include an organizational chart for the proposed program operation as part of the appendix.
- Include Professional Licenses related to job responsibilities as part of the appendix, if applicable.
- Include staff patterns as part of the appendix.

8) Provide a feasible timeline for implementation the proposed services.

- Include a Program Implementation Plan as part of the appendix.

### **III. ORGANIZATIONAL SUPPORTS**

**(20 Points)**

1) Describe how this initiative will be supported by your management, supervision, coaching and evaluation of staff performance.

2) Describe how this initiative will be supported by your collection, maintenance and analysis of data, either through an identified database system or specified alternative methods (i.e. excel spreadsheets).

3) Describe how this initiative will be supported by your use of the data after it is analyzed and reported to evaluate program performance (provide the name(s) of any assessment tools used).

4) Reflecting on the program information and County Council priorities outlined in this RFP, identify at least five preliminary core objectives for implementation of the CCYC in your county. Be sure to specify how you will measure progress in reaching these objectives and in what timeframe.

5) Describe your plan for monitoring your progress in achieving program objectives and for ensuring continuous quality improvement for the CCYC.

- Include a summary of evaluation tools that will be used to determine the effectiveness of the program services as part of the appendix (Summary should be no more than 5 pages).

6) Describe procedures that will be used for data collection, management and timely reporting.

7) Submit a **signed Attestation as an appendix.**

8) Describe how this initiative will be supported by your quality assurance and performance improvement processes, including the meaningful role of those to be served.

9) Describe how this initiative will be supported by your willingness to engage in participatory, collaborative evaluation planning with DCF to improve and finalize outcome indicators.

10) Training and Technical Assistance (TTA) Support: Identify applicant's plans for supplemental trainings for the CCYC--staff, parents, community agency partners, and volunteers and transportation staff.

#### **IV. BUDGET**

**(10 Points)**

The Department will consider the cost efficiency of the proposed budget as it relates to the anticipated level of services (LOS). Therefore, applicants must clearly indicate how this funding will be used to meet the project goals and/or requirements.

Applicant must describe a viable plan to leverage funds and resources and include a feasible sustainability plan for the continuation of the Passaic County Council. Identify the total amount and the source of any additional

financial resources that will be committed to the proposed project as a leveraging mechanism.

Describe your ideas for sustainability of the County Council, and any concrete plans to ensure that the CCYC will remain a viable and active resource to the community.

Provide a line item budget and narrative for the proposed project/program. The narrative must be part of the 25-page proposal.

- The DCF Budget form, Exhibit D is to be attached as an Appendix.
- Include a Sustainability Plan as part of the appendix.

The budget shall be reasonable and reflect the scope of responsibilities required to accomplish the goals of this project. The budget shall also reflect a 12-month operating schedule and must include, in separate columns, total funds needed for each line item, the funds requested in this grant, and funds secured from other sources. All costs associated with the completion of the project must be clearly delineated and the budget narrative must clearly articulate budget items, including a description of miscellaneous expenses or “other” items.

There is a 10% maximum cap on General and Administrative (G&A) costs with these funds.

The grantee is expected to adhere to all applicable State cost principles.

Standard DCF Annex B (budget) forms are available at: <http://www.state.nj.us/dcf/providers/contracting/forms/> and a description of General and Administrative Costs are available at

<http://www.nj.gov/dcf/providers/notices/requests/>

See *Standard Documents for RFPs* for forms.

## **V. COMPLETENESS**

**(10 Points)**

The Department will also consider the completeness of the application and the clarity of statements within the proposal, including the availability and accuracy of all supporting documentation.

**B. Supporting Documents:**

Applicants must submit a complete proposal signed and dated by the Chief Executive Officer or equivalent and should submit a CD ROM containing Word or PDF versions of all required documents. There is 25-page limitation for the narrative portion of the grant application. A one (1) point reduction per page will be administered to proposals exceeding the page limit requirements. Failure to submit any of the required documents requested in this RFP will result in a loss of five (5) points per item from the total points awarded for the proposal.

All supporting documents submitted in response to this RFP must be organized in the following manner:

<b>Part I: Proposal</b>	
1	<input type="checkbox"/> <b>Proposal Cover Sheet</b> – (signed and dated) Website: <a href="http://www.nj.gov/dcf/providers/notices/requests/#2">http://www.nj.gov/dcf/providers/notices/requests/#2</a>  Form: <a href="http://www.nj.gov/dcf/providers/notices/Proposal.Cover.Sheet.doc">http://www.nj.gov/dcf/providers/notices/Proposal.Cover.Sheet.doc</a>
2	<input type="checkbox"/> <b>Table of Contents</b> – Please number and label with page numbers if possible in the order as stated in Part I & Part II Appendices for paper copies, CD and electronic copies.
3	<input type="checkbox"/> <b>Proposal Narrative</b> in following order <b>25-Page Limitation</b> <ul style="list-style-type: none"> <li>I. Organizational Fit</li> <li>II. Organizational Capacity</li> <li>III. Organizational Support</li> <li>IV. Budget</li> <li>V. Completeness</li> </ul>
<b>Part II: Appendices</b>	
4	<input type="checkbox"/> <b>Job Description (See Exhibit E)</b> that include all educational and experiential requirements and Include <b>Resumes</b> of any existing staff who will perform the proposed services. (please do not provide home addresses or personal phone numbers).
5	<input type="checkbox"/> <b>Staffing patterns</b>
6	<input type="checkbox"/> Current Agency <b>Organization Chart</b> with placement of the <b>proposed CCYC program</b>
7	<input type="checkbox"/> <b>3 Letters of Support</b>

8	<input type="checkbox"/>	<b>3 Letters of Commitment or MOU</b>
9	<input type="checkbox"/>	<b>Summary of evaluation tools that will be used to determine the effectiveness of the program services (Summary should be no more than 5 pages).</b>
10	<input type="checkbox"/>	<b>Signed Attestation</b>
11	<input type="checkbox"/>	<b>Program Implementation Plan</b>
12	<input type="checkbox"/>	<b>Sustainability Plan</b>
13	<input type="checkbox"/>	<b>Safe-Child Standards Description</b> of your agency's implementation of the standards (no more than 2 pages)
14	<input type="checkbox"/>	<b>Exhibit C - Integration of the Protective Factors/Standards for Prevention Worksheet</b>
15	<input type="checkbox"/>	<b>Exhibit D - DCF Budget form</b>
16	<input type="checkbox"/>	Copy of agency's <b>Conflict of Interest policy</b>
17	<input type="checkbox"/>	<b>Copies of any audits (not financial audit) or reviews</b> (including corrective action plans) completed or in process by DCF (inclusive of DCF Licensing, Divisions and Offices) or other State entities within the last 2 years. If available, a corrective action plan should be provided and any other pertinent information that will explain or clarify the applicant's position. If not applicable, include a written statement. Applicants are on notice that DCF may consider all materials in our records concerning audits, reviews or corrective active plans as part of the review process.
18	<input type="checkbox"/>	Dated List of Names of <b>Board of Directors</b> a. Titles, b. Address <b>and</b> c. Terms --or- <b>Managing Partners</b> , if an LLC or Partnership --or-- <b>Chosen Freeholders</b> of Responsible Governing Body
19	<input type="checkbox"/>	<b>DCF Signed Standard Language Document (SLD)</b> [Version: Rev. June 6, 2014] Form: <a href="http://www.nj.gov/dcf/documents/contract/forms/StandardLanguage.doc">http://www.nj.gov/dcf/documents/contract/forms/StandardLanguage.doc</a>
20	<input type="checkbox"/>	Document showing <b>Data Universal Numbering System (DUNS)</b> Number [2006 Federal Accountability & Transparency Act (FFATA)] Website: <a href="http://www.dnb.com">http://www.dnb.com</a> Helpline: 1-866-705-5711
21	<input type="checkbox"/>	<b>System for Award Management (SAM)</b> printout (or <b>Renewal</b> ) showing " <b>active</b> " status (free of charge). Website: <a href="https://www.sam.gov/portal/public/SAM">https://www.sam.gov/portal/public/SAM</a> Helpline: 1-866-606-8220
22	<input type="checkbox"/>	Applicable Consulting <b>Contracts, Affiliation Agreements/Memoranda of Understanding</b> related to this RFP. If not applicable, include a written statement



23	<input type="checkbox"/>	<b>Business Associate Agreement/HIPAA</b> , with signature under Business Associate [Version: Rev. 9-2013] Form: <a href="http://www.nj.gov/dcf/providers/contracting/forms/HIPAA.doc">http://www.nj.gov/dcf/providers/contracting/forms/HIPAA.doc</a>
24	<input type="checkbox"/>	<b>Professional Licenses</b> related to job responsibilities for this RFP. If not applicable, include a written statement
25	<input type="checkbox"/>	<b>Affirmative Action Certificate -or- Renewal Application [AA302]</b> sent to Treasury Website: <a href="http://www.state.nj.us/treasury/purchase/forms.shtml">http://www.state.nj.us/treasury/purchase/forms.shtml</a> Form: <a href="http://www.state.nj.us/treasury/purchase/forms/AA_%20Supplement.pdf">http://www.state.nj.us/treasury/purchase/forms/AA_%20Supplement.pdf</a>
26	<input type="checkbox"/>	<b>Certificate of Incorporation</b> Website: <a href="http://www.nj.gov/treasury/revenue/filecerts.shtml">http://www.nj.gov/treasury/revenue/filecerts.shtml</a>
27	<input type="checkbox"/>	<b>For Profit: NJ Business Registration</b> Certificate with the Division of Revenue. See instructions for applicability to your organization. Website: <a href="http://www.nj.gov/njbusiness/registration/">http://www.nj.gov/njbusiness/registration/</a> If not applicable, include a written statement.
28	<input type="checkbox"/>	<b>Agency By-Laws or Management Operating Agreement if an LLC</b>
29	<input type="checkbox"/>	<b>Tax Exempt Organization Certification - (ST-5) -or- IRS Determination Letter 501(c)(3)</b> Website: <a href="http://www.state.nj.us/treasury/taxation/exemptintro.shtml">http://www.state.nj.us/treasury/taxation/exemptintro.shtml</a>
30	<input type="checkbox"/>	<b>Disclosure of Investigations &amp; Other Actions Involving Bidder Form (PDF)</b> (signed and dated) <a href="#">[Version 8-4-17]</a> Form: <a href="http://www.state.nj.us/treasury/purchase/forms/DisclosureofInvestigations.pdf">http://www.state.nj.us/treasury/purchase/forms/DisclosureofInvestigations.pdf</a>
31	<input type="checkbox"/>	<b>Disclosure of Investment Activities in Iran (PDF)</b> (signed and dated) <a href="#">[Version 6-19-17]</a> Form: : <a href="http://www.state.nj.us/treasury/purchase/forms/DisclosureofInvestmentActivitiesinIran.pdf">http://www.state.nj.us/treasury/purchase/forms/DisclosureofInvestmentActivitiesinIran.pdf</a>
32	<input type="checkbox"/>	<b>For Profit: Statement of Bidder/Vendor Ownership Form (PDF)</b> (signed and dated) <a href="#">[Version 6-19-17]</a>  See instructions for applicability to your organization. Form: <a href="http://www.state.nj.us/treasury/purchase/forms/OwnershipDisclosure.pdf">http://www.state.nj.us/treasury/purchase/forms/OwnershipDisclosure.pdf</a>  If not applicable, include a written statement

33	<input type="checkbox"/>	<p><b>For Profit:</b> Two-Year <b>Chapter 51/Executive Order 117</b> Vendor Certification -and- Disclosure of Political Contributions (signed and dated) [Version: Rev 4/17/15]. See instructions for applicability to your organization.          Website: <a href="http://www.state.nj.us/treasury/purchase/forms.shtml">http://www.state.nj.us/treasury/purchase/forms.shtml</a>          If not applicable, include a written statement.</p>
34	<input type="checkbox"/>	<p><b>Certification Regarding Debarment-(Signed and dated)</b>          Website: <a href="http://www.nj.gov/dcf/providers/notices/requests/#2">http://www.nj.gov/dcf/providers/notices/requests/#2</a>           Form: <a href="http://www.state.nj.us/dcf/providers/notices/Cert.Debarment.pdf">http://www.state.nj.us/dcf/providers/notices/Cert.Debarment.pdf</a></p>
35	<input type="checkbox"/>	<p><b>Statement of Assurances – (Signed and dated)</b> Website:  <a href="http://www.nj.gov/dcf/providers/notices/requests/#2">http://www.nj.gov/dcf/providers/notices/requests/#2</a>           Form:  <a href="http://www.nj.gov/dcf/providers/notices/Statement.of.Assurance.doc">http://www.nj.gov/dcf/providers/notices/Statement.of.Assurance.doc</a></p>
36	<input type="checkbox"/>	<p><b>Tax Forms:</b>  <b>Non Profit Form 990</b> Return of Organization Exempt from Income Tax  <b>or- For Profit Form 1120</b> US Corporation Income Tax Return  <b>or-LLC Applicable Tax Form</b> and may delete or redact any SSN or personal information</p>

\* Standard forms for RFP's are available at:  
<http://www.nj.gov/dcf/providers/notices/requests/>

See *Standard Documents for RFPs* for forms.

Standard DCF Annex B (budget) forms are available at:  
<http://www.state.nj.us/dcf/providers/contracting/forms/>

\*\* Treasury required forms are available on the Department of the Treasury website at:  
<http://www.state.nj.us/treasury/purchase/forms.shtml>

Click on Vendor Information and then on Forms.

Standard Language Document, the Contract Reimbursement Manual and the Contract Policy and Information Manual may be reviewed via the Internet at:  
[www.nj.gov/dcf/providers/contracting/manuals](http://www.nj.gov/dcf/providers/contracting/manuals)

## C. Requests for Information and Clarification:

### Question and Answer:

DCF will provide eligible applicants additional and/or clarifying information about this initiative and application procedures through a time-limited electronic Question and Answer Period. Inquiries will not be accepted after the closing date of the Question and Answer Period.

Questions must be submitted in writing via email to: DCF.ASKRFP@dcf.nj.gov.

Written questions must be directly tied to the RFP. Questions should be asked in consecutive order, from beginning to end, following the organization of the RFP. All inquiries submitted to DCF.ASKRFP@dcf.nj.gov must identify, in the Subject heading, the specific RFP for which the question/clarification is being sought. Each question should begin by referencing the RFP page number and section number to which it relates.

Written inquiries will be answered and posted on the DCF website as a written addendum to the RFP at:

<http://www.nj.gov/dcf/providers/notices/requests/>

Technical inquiries about forms and other documents may be requested anytime through DCF.ASKRFP@dcf.nj.gov.

All other types of inquiries will not be accepted. **Applicants may not contact the Department directly, in person, or by telephone, concerning this RFP.**

**EXHIBIT A**  
**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:

Letter of Federal Affirmative Action Plan Approval  
Certificate of Employee Information Report  
Employee Information Report Form AA302 (electronically available at [www.state.nj.us/treasury/contract\\_compliance](http://www.state.nj.us/treasury/contract_compliance)).

The contractor and its subcontractors shall furnish such reports or other documents to the Department of Children and Families, 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 Department of Children and Families, the Division of Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

**EXHIBIT B**  
TITLE 10. CIVIL RIGHTS  
CHAPTER 2. DISCRIMINATION IN EMPLOYMENT ON PUBLIC WORKS  
*N.J. Stat. § 10:2-1 (2012)*

§ 10:2-1. Antidiscrimination provisions

Antidiscrimination provisions. Every contract for or on behalf of the State or any county or municipality or other political subdivision of the State, or any agency of or authority created by any of the foregoing, for the construction, alteration or repair of any public building or public work or for the acquisition of materials, equipment, supplies or services shall contain provisions by which the contractor agrees that:

a. In the hiring of persons for the performance of work under this contract or any subcontract hereunder, or for the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under this contract, no contractor, nor any person acting on behalf of such contractor or subcontractor, shall, by reason of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex, discriminate against any person who is qualified and available to perform the work to which the employment relates;

b. No contractor, subcontractor, nor any person on his behalf shall, in any manner, discriminate against or intimidate any employee engaged in the performance of work under this contract or any subcontract hereunder, or engaged in the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under such contract, on account of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex;

c. There may be deducted from the amount payable to the contractor by the contracting public agency, under this contract, a penalty of \$ 50.00 for each person for each calendar day during which such person is discriminated against or intimidated in violation of the provisions of the contract; and

d. This contract may be canceled or terminated by the contracting public agency, and all money due or to become due hereunder may be forfeited, for any violation of this section of the contract occurring after notice to the contractor from the contracting public agency of any prior violation of this section of the contract.

No provision in this section shall be construed to prevent a board of education from designating that a contract, subcontract or other means of procurement of goods, services, equipment or construction shall be awarded to a small business enterprise, minority business enterprise or a women's business enterprise pursuant to P.L.1985, c.490 (*C.18A:18A-51 et seq.*).

## Exhibit C -- Integration of the Protective Factors and the Standards for Prevention

A. Consider how your program/model addresses the five Protective Factors. *Check ALL the protective factors that are addressed by your program/model. Then, briefly expand on each protective factor in the accompanying section:*

Protective Factors:	Key Program Characteristics / Strategies (bullets are acceptable)
Social & Emotional Development of Children, Parent-Child Interaction; Nurturing and Attachment	
Knowledge of Parenting and Child Development	
Parental Resilience	
Social Connections	
Concrete Supports in Times of Need	

B. Consider how your agency and/or program model addresses the Standards for Prevention. *Check ALL the standards that are addressed by your agency and or program. Then, briefly expand on at least two standards in each section:*

<b>Conceptual Standards</b>	
Family Centered:	
Community Based:	
Culturally Sensitive & Competent:	
Early Start:	
Developmentally Appropriate:	
Participatory:	
Strengths-Based:	
<b>Practice Standards</b>	
Flexible and Responsive:	
Partnership Approaches:	
Informal & Formal Supports:	
Universally Available & Voluntary:	
Comprehensive & Integrated:	
Easily Accessible:	
Duration & Intensity:	
<b>Administrative Standards</b>	
Sound Program Structure, Design & Practices:	
Committed & Caring Staff:	
Data Collection & Documentation:	
Measures Outcomes & Conducts Evaluation:	
Adequate Funding & Long-Range Plan:	

**Exhibit D – Budget Form (12-month operational budget)**

<b>BUDGET CATEGORIES 12-Month Budget</b>	<b>TOTAL COSTS</b>	<b>DCF Funding request</b>	<b>Cash or In-Kind Funds note sources below*</b>
A. Personnel - Salary (hours/week)			
Fringe (% rate)			
B. Consultants & Professional Fees			
C. Materials & Supplies			
D. Facility Costs			
E. Specific Assistance to Clients			
F. Other			
G. Gen. & Adm. (G&A) Costs			
H. Total Operating Costs			
I. Equipment			
J. Total Cost			
<b>K. Revenue (deduct)*</b>	(    )	n/a	n/a
<b>L. Funding Request</b>		n/a	n/a

The budget request shall indicate the Agency's total proposed budget for delivery of the service(s) reduced by the other sources of funding (Line K). If applicable, indicate the sources of leveraged funding and the dollar amounts for each below:

<b>*Other Sources of Funding for this Program: (Specify These)</b>			
Other Funding Amounts:	0	0	0



## **Exhibit E – CCYC Project Coordinator – Job Description**

**Job Summary:** Provides leadership and works closely with the local CCYC Steering Committee and general membership to address the needs of families in early care and education, social service or health programs in communities and schools. Oversees the day-to-day work of the council. Specific responsibilities include:

- Build strong relationships with parents, families and other community stakeholders in the county
- Ensure stakeholder investment and participation in the council, and/or related workgroups/activities- conduct outreach and make personal visits, when necessary
- Be a resource and facilitate links for parent-child health, family support, and early childhood education
- Facilitate the process to develop a CCYC *Early Childhood Plan* in collaboration with local stakeholders, and in consultation with other state or regional partners
- Establish a project timeline to ensure that key tasks are identified, assigned and addressed/completed. Provide regular status reports, updates and revisions as needed
- Review and assess the progress of the council in reaching goals, performance targets, and benchmarks; and participate in local evaluation activities
- Work with parents and other community stakeholders to assess leadership training or other special training needs to support the work of the council
- Prepare bi-monthly reports and updates to the CCYC Steering Committee and general members
- Communicate with designated state-level staff at DCF and NJ Council for Young Children, as needed

### **Qualifications:**

*Education:* HS diploma required; additional training/courses in related fields preferred; graduation from an accredited college/university preferred

### *Special Requirements*

- Valid driver's license
- Resident of the county
- Fluency in Spanish

- Excellent reading and writing skills
- Computer skills/use of basic software (MS Word, MS Excel)
- Critical thinking and problem-solving skills – thinking out of the box
- Professionalism, business-minded, leadership qualities and skills
- Strong organizational skills
- Understands basic budgeting
- Able to complete assignments independently; and work productively in collaborative situations

*Communication and Interpersonal Skills*

- Positive attitude – friendly outgoing and caring
- Believes in, and committed to people; empathetic to the needs of parents/caregivers of children
- Not judgmental; good listener – objective – open to new ideas
- Ability to bring diverse people together for the common goal – team builder
- Easily engages in conversation with people; comfortable in speaking in front of groups of people
- Willing to learn and apply new concepts
- Ability to convey complex concepts or finding in easily understood language

*Knowledge and Experience*

- Experience in outreach or working with residents at the local level – preferably in the county
- Experience working with children and families; knowledge of local resources and school districts
- Experience working across cultures
- Experience in running meetings or making presentations; or coordinating a community program

**Salary Range:** To be determined (estimated at \$48,000 with benefits)

**Work Hours:** To be determined - 1.0 FTE (could be 1 Full time or 2 Part time)