



## **REQUEST FOR APPLICATIONS**

**FOR**

### **Formula Based Child Advocacy Development Grants: Treatment Services, Programs, Technology and Capital Improvement**

**GRANTS FOR FUNDING TO COUNTIES WITH EXISTING OR  
DEVELOPING CHILD ADVOCACY CENTERS  
FUNDING UP TO \$4,500,000 AVAILABLE**

**Questions are due by September 17, 2021**

**Bids are due: October 28, 2021**

Christine Norbut Beyer, MSW  
Commissioner

September 2, 2021

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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:**

Questions will be accepted in advance of the proposal deadline by providing them via email to [DCF.ASKRFP@dcf.nj.gov](mailto:DCF.ASKRFP@dcf.nj.gov) until **September 17, 2021 by 12PM**. Technical inquiries about forms and other documents may be requested at any time.

All bids must be submitted electronically through our online system. To submit online, applicant must submit an AOR form. The AOR form must be completed and sent to [DCF.ASKRFP@dcf.nj.gov](mailto:DCF.ASKRFP@dcf.nj.gov). (see Section F)

## **Section I – General Information**

### **A. Purpose:**

The New Jersey Department of Children and Families' (DCF) announces the availability of up to \$4,500,000 in funding provided through the Child Advocacy Center (CAC)-Multidisciplinary Team Advisory Board for funding 1) treatment services, programs, and technology ("Treatment Services"); AND 2) construction, renovations, technology improvements, expansion or redesign ("Capital Improvements") of child advocacy centers with existing or developing child advocacy centers in New Jersey. Funding is available up to \$4,500,000 for up to 21 awards. Each county may apply for funding up to the allocated amount for its county (see Attached Exhibit G). This formula has both a base amount of \$125,000 and an amount based upon a formula that allocates that funding according to the number of children served in 2019. Data collected in 2019 is being used rather than more current due to the interim effects of COVID-19.

The funds for these projects must be obligated by June 30, 2022 for services that were rendered prior to June 30, 2022. These funds may be used for capital expenses, treatment services, program, and technology that are consistent with the standards set forth in Exhibit C as the "*National Children's Alliance • Standards for Accredited Members • 2017 Edition*" standards for child advocacy centers. Grants are one-time funding. All funding shall be subject to the appropriation of sufficient funds and the availability of sufficient resources. Funding shall be provided to those applicants that demonstrate a need for services consistent with the requirements in Exhibit C.

All applicants for capital expenses, treatment services, programs, technology and/or transportation funds for a County must:

1) Be an existing or developing CAC operating as part of a County Government or Prosecutor's Office or 2) be an existing CAC operating as a non-profit corporation that is duly registered to conduct business in the State of New Jersey and be affiliated with a County Prosecutor's Office by means of a prior Memorandum of Understanding (MOU) or other written agreement or 3) be an existing CAC operated by a County Multidisciplinary Diagnostic Team (MDT) affiliated with a County Prosecutor's Office.

Organizations may submit **one** Application to request funds for Treatment Services and Capital Improvements but must include **separate** budgets for Treatment Services and Capital Improvements

**B. Background:**

The Department is a family and child serving agency, working to assist NJ families in being or becoming safe, healthy and connected.

For the purpose of this Request for Applications (RFA), a Child Advocacy Center (CAC) is defined as a separate, child focused space designed to provide a safe, comfortable and neutral place where forensic interviews can be conducted and other services can be provided for children and families. Transportation services are defined as services for transportation of children (ages 0-21) and/or families to or from medical appointments in connection with an investigation and/or transportation to or from the CAC or the CAC contracted provider. Currently, CACs operate in a range of locations including small, refurbished houses, a renovated wing of a county office building or community hospital, and in newly built facilities. A physically safe space is central to the creation of a child-focused setting. The location and services must be accessible, and the services tailored to meet the individualized and unique needs of children and families regarding culture, development, and special needs throughout the investigation, intervention, and case management processes. The space in which the services are provided are unique and must adhere to the National Children's Alliance • Standards for Accredited Members • 2017 Edition as described in Exhibit C.

**C. Services to be Funded Within the Award Period:**

**Applicant Pre-Requisites**

An Applicant for Treatment Services' funds or Capital Improvement funds must:

1) Be an existing or developing CAC operating as part of a County Government or Prosecutor's Office or 2) be an existing CAC operating as a non-profit corporation that is duly registered to conduct business in the State of New Jersey and be affiliated with a County Prosecutor's Office by means of a prior Memorandum of Understanding (MOU) or other written agreement to operate as the only CAC in the County or 3) be an existing CAC operated by a County Multidisciplinary Diagnostic Team (MDT) affiliated with a County Prosecutor's Office.

The grantee for this program may propose to provide, initiate and/or coordinate the following services as part of an existing CAC or CAC in development.

### **Treatment Services:**

Funds secured through this RFA are to be used to support the provision of services for children in alignment with the National Children's Alliance • Standards for Accredited Members • 2017 Edition as described in Exhibit C. Children may be served who are **not** otherwise being served by DCF's Division of the Children's System of Care or Division of Child Protection and Permanency. Please note that DCF contract funds may be used for services and/or expenses incurred on or prior to June 30, 2022. The following are examples of allowable uses of the available funds:

- Hire a Bi-Lingual (Spanish and English) Clinical Counselor and Child Advocate for clinical program to provide extensive trauma focused clinical counseling.
- Hire a new or continue to fund present two clinical therapists for clinical programs to provide trauma focused mental health services.
- Hire a part time Intake and Treatment Coordinator who will provide intake and treatment coordination to meet the needs of the MDT. The ideal candidate will be Bi-Lingual in Spanish and English.
- Hire a new consulting position as an MDT Coordinator. New CAC's may apply for this position one time only.
- Hire a consultant to perform the duties of CAC Coordinator.
- Hire a consultant to perform the duties of a Family Advocate to help meet the NCA Standards which require an advocate to be present at every forensic interview to provide families with information and support.
- Provision of funding for an additional mental health provider at partner mental health agency to better serve CAC clients.

**Programs:**

Funding can be used to provide programming consistent with the goals of the child advocacy center and consistent with the National Children's Alliance • Standards for Accredited Members • 2017 Edition as described in Exhibit C

- Telehealth
- Forensic interviewing
- Mental Health Services
- Clinical programs
- Telemedicine

**Technology:**

Any technology purchased with these funds must be used to facilitate the programs and/or services being offered. For example, tablets may be purchased for use for telehealth/telemedicine services.

The following are examples of allowable uses of funding for technology:

- Laptops
- Tablets
- Computers
- Technology upgrades to be able to facilitate increased remote access to services

**Capital Improvements:**

The Applicant for Capital Improvement funds may propose to provide, initiate and/or coordinate "enhancing" an existing CAC; or "developing" a new CAC. Capital Improvements funds may be used for the construction, lease and or development of an identified safe comfortable and neutral space in which forensic interviews are to be conducted and other services or supports may be provided.

Projects must be consistent with or moving towards the Accreditation Standards as set forth in Exhibit C.

Applicants may include architects' cost estimates for estimated expenses. State contracts may also be used to estimate costs.

For the purpose of this RFA:

- “Developing” is defined as new construction or leasing a location to create a new CAC.
- “Enhancing” is defined as enhancing/renovating an existing CAC space or leasing a location to relocate an existing CAC. Please note that this funding can only be used for lease payments through June 30, 2022.

### **Proposal to Enhance an Existing Child Advocacy Center**

An Applicant may submit a proposal to enhance an existing Child Advocacy Center. As a reminder, “enhancing” is defined as enhancing/renovating an existing CAC space.

Funding may be provided to those applicants that demonstrate a need for renovation, technology improvements or enhancement of their space consistent with the requirements in Exhibit C.

General considerations for submission of the proposals:

Funds may be used for items such as generators for the CAC space or related space. Funding may not be used for vehicles.

#### **D. Funding Information:**

All funding is subject to appropriation.

Funding is available up to \$4,500,000 to counties with existing or developing CACs.

An award shall be made for treatment services that are consistent with the standards set forth in Exhibit C as the *“National Children’s Alliance • Standards for Accredited Members • 2017 Edition”* standards for child advocacy centers. DCF reserves the right to award all or a portion of the requested amount. Up to 21 awards may be made. The funds for treatment services will need to be obligated by June 30, 2022 and can be used for services rendered prior to June 30, 2022.

Applicants may use funds for qualifying expenses incurred retroactively to July 1, 2021 if supporting documentation is provided that clearly shows funding is being used for qualified expenses and is not being used to supplant previous funding.

Examples of supporting documentation:

- Rental budget showing 12-month amount (7/1/21 to 6/30/22)
- Proof of purchase date for capital expenses (computers, furniture, etc.)
- Proof of payment date

Funding for capital improvements is one time and proposals shall demonstrate that the contracts for renovations and /or improvements shall be completed, or funding obligated by June 30, 2022. Funds for capital improvements will be distributed by the end of FY22 if work is in process and moving toward completion with written contracts in place. That would not mean the work and fiscal commitments would need to be completed by that point in time, but legally binding agreements are required to be in place. It would be reasonable given the amount of funding for each project that this might take an extended period to complete.

It would be reasonable given the amount of funding for each project that this might take an extended period to complete.

Funds awarded under this program may not be used to supplant or duplicate existing funding. To further clarify, agencies may not reduce other funds for an activity specifically because state funds are available (or expected to be available) to fund that same activity. If a question of supplanting arises, the applicant or grantee will be required to substantiate that the reduction in non-state resources occurred for reasons other than the receipt or expected receipt of state funds.

If an existing funded CAC renovation or equipment renovation requires additional funding in order to move toward completion this is an acceptable application. Training staff on the use of new equipment is acceptable if the new equipment is part of your capital award. Any expenses incurred prior to the effective date of the contract will not be reimbursed by DCF.

**E. Applicant Eligibility Requirements:**

1. Only Counties with existing or developing CACs may apply.
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. 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 <https://fedgov.dnb.com/webform>
  10. 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.

**F. RFA Schedule:**

<b>September 17, 2021</b>	<b>Deadline for Email Questions sent to <a href="mailto:DCF.ASKRFP@dcf.nj.gov">DCF.ASKRFP@dcf.nj.gov</a></b>
<b>October 28, 2021</b>	<b>Deadline for Receipt of Proposals by 12:00PM</b>

Proposals received after 12:00 PM on **October 28, 2021** will **not** be considered.

**All proposals must be delivered ONLINE:**

To submit online, applicant must submit an AOR form. The AOR form must be completed and sent to [DCF.ASKRFP@dcf.nj.gov](mailto:DCF.ASKRFP@dcf.nj.gov)

- [Registration for the Authorized Organization Representative \(AOR\) Form](#)

Once granted permission, instructions will be provided.

Only a registered Authorized Organization Representative (AOR) or the designated alternate is eligible to send in a submission by submitting an AOR form.

We recommend not waiting until the due date to submit your application 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.

### **Submission Requirement:**

It is required that you submit your application as one PDF document. If the Appendices file is too large, it can be separated into more pdf parts, such as Part 3, Part 4, etc. Please do not upload separate documents.

## **G. Administration:**

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

DCF will screen proposals for eligibility and conformity with the specifications set forth in this RFA. 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 application is complete in its entirety, including all required attachments and appendices.
- d) The application conforms to the specifications set forth in the RFA.

Upon completion of the initial screening, proposals meeting the requirements of the RFA will be reviewed for funding 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.

### **2. Application Review Process**

DCF will review each application in accordance with the established criteria outlined in Section II of this document.

The Department reserves the right to reject any and all applications 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 Applicants 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.

The successful 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 as attached as **Exhibit A**.

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

Applicants must submit a signed Attestation-Public Law P.L. 2021, c.1 Attestation Form for Providers with DCF Contracts as attached as **Exhibit F**

The successful Applicants must comply with the Notice of Standard Contract Requirements, Processes, and Policies as attached as **Exhibit H**.

The successful Applicants must comply with confidentiality rules and regulations related to the participants in this program including but not limited to:

1. Applicants must comply with 42 CFR Part 2 Confidentiality of Substance Use Disorder Patient Records.
2. Keep client specific and patient personal health information ("PHI") and other sensitive and confidential information confidential in accordance with all applicable New Jersey and federal laws and regulations including, but not limited to, the Health Insurance Portability and Accountability Act of 1996 ("HIPAA").
3. Recognize and understand that case information is mandated by N.J.S.A. 9:6-8.10a to be kept confidential and the release of any such information may be in violation of state law and may result in the conviction of individuals for a disorderly person's level offence as well as possibly other disciplinary, civil or criminal actions pursuant to N.J.S.A. 9:6-8.10b.

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.

**H. 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.

**I. 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 RFA.

**J. 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. Proof of Insurance naming DCF as additionally insured from agencies
3. Bonding Certificate
4. Notification of Licensed Public Accountant (NLPA) with a copy of Accountant's Certification
5. 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 Activities Requirements:**

Applicants must submit a narrative that addresses the following requirements below.

In conjunction with DCF's review of the narrative descriptions you insert under each numbered subsection below, DCF will assess the documents you submitted with your response to this opportunity. DCF will determine approval of the application based on the quality, completeness, and accuracy of both the narrative descriptions and the documents it deems to be relevant.

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. There is a 25-page limitation for the narrative portion of the proposal. The font shall be no smaller than 12 points in Arial or Times New Roman.

The narrative must be organized appropriately and address the key concepts outlined in the RFA. Annex B budget pages, and attachments do not count towards the narrative page limit.

**Applications for Proposed Activities Requirements:**

Separate submissions must include an application for proposed Treatment Services and proposed Capital Improvement. The application is to include a description of the categories/areas/activities (as described in Exhibit C as the “*National Children’s Alliance • Standards for Accredited Members • 2017 Edition*” standards for child advocacy centers. ) to be supported with Child Advocacy Center grant funds over the 12 month period following submission of the application.

The Application should include:

1. the goals and objectives of each proposed project;
  2. approaches to be used to achieve the goals and objectives of each proposed project;
  3. a clear budget for each proposed project (Treatment Services and Capital Improvement).
- **Each application shall include submission of the DCF Annex B-3 Budget/Expenditure Report (please see EXHIBIT D).** Leveraging of other resources shall be an important consideration.

The grantee is expected to adhere to all applicable State cost principles. Standard DCF Annex B (budget) forms are available at: <https://www.state.nj.us/dcf/providers/contracting/forms/> and a description of General and Administrative Costs are available at <https://www.nj.gov/dcf/providers/notices/requests/>

4. evaluation efforts related to each project, as appropriate;
5. an explanation of the extent to which each project is consistent with or moving towards the Accreditation Standards as set forth in Exhibit C.
6. In table format, provide a detailed outline of the project implementation action steps and timeline. See the format for the **Project Implementation Timeline in Exhibit E** and attach or upload the correct form and format as part of your proposal.

In addition, the application should include relevant information about your agency to include:

1. how the proposed project(s) fits with existing programming/initiatives in your organization;
2. how the requirements of this initiative will be met through your policies implementing trauma informed practices;
3. 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.);
4. a description of the space available or planned to accommodate treatment services, and how the space will be able to accommodate all services provided at the existing CAC site or at another location;
5. how the requirements of this initiative will be met through your existing collaborations, partnerships and collaborative efforts with other community and systems partners (Include relevant affiliation agreements or Memoranda of Understanding. If not applicable, include a written statement.);
6. how your organization will support the requirements of this initiative for collection, maintenance, and analysis of data.
7. how this initiative will be supported by your use of the data after it is analyzed and reported to evaluate program performance.
8. Additionally, for capital projects, the following is required:

**Provide One Bid/Quote** for each proposed work if application is for construction. If, for example, a roof has a quote as well as new sidewalk construction - include both bids/quotes. If software and/or technology is being purchased, a quote is required.

**B. Supporting Documents:**

Applicants must submit a complete application signed and dated by the Chief Executive Officer or equivalent. There is a 25-page limitation for the narrative portion of the grant application.

The narrative must be organized appropriately and address the key concepts outlined in the RFA. Attachments do not count towards the narrative page limit.

**All supporting documents submitted in response to this RFA shall be organized in the following manner for:**

1. An applicant operating as a **non-profit** corporation that is duly registered to conduct business in the State of New Jersey and be affiliated with a County Prosecutor’s Office by means of a prior Memorandum of Understanding (MOU) or other written agreement to operate as the only CAC in the County OR
  
2. An independently organized county-based **non-profit** Multidisciplinary Diagnostic Team (MDT) organization affiliated with a County Prosecutor’s office

**CAPITAL IMPROVEMENT AND/OR TREATMENT SERVICES**

<b>Part I: Proposal</b>	
1	<input type="checkbox"/> <b>Proposal Cover Sheet</b> – (signed and dated) Website: <a href="https://www.nj.gov/dcf/providers/notices/requests/#2">https://www.nj.gov/dcf/providers/notices/requests/#2</a> Form: <a href="https://www.nj.gov/dcf/providers/notices/Proposal.Cover.Sheet.doc">https://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
3	<input type="checkbox"/> <b>Proposal Narrative-Proposed Activities Requirements-25 pg. limitation</b>  <b>Separate narratives for Treatment Services and Capital Improvement</b>  <b>Separate budget for Treatment Services and Capital Improvement</b>
<b>Part II: Appendices</b>	
4	<input type="checkbox"/> <b>Provide One Bid/Quote</b> for each proposed work if application is for construction.
5	<input type="checkbox"/> <b>Current Agency Organization Chart</b>  [first time applicant for these funds]
6	<input type="checkbox"/> Dated List of Names, Titles, Emails, Phone Numbers, Addresses & Terms of <b>Board of Directors</b> -or- <b>Managing Partners</b> , if an LLC/Partnership -or- <b>Chosen Freeholders</b> of Responsible Governing Body  [first time applicant for these funds]
7	<input type="checkbox"/> <b>Safe-Child Standards Description</b> of your agency’s implementation of the standards (no more than 2 pages)



8	<input type="checkbox"/>	<b>Exhibit D DCF Annex B-3</b> Budget Form <b>Separate budgets for Treatment Services and Capital Improvement</b>
9	<input type="checkbox"/>	<b>Exhibit E</b> Project Implementation Timeline
10	<input type="checkbox"/>	<b>Exhibit F</b> Public Law P.L. 2021, c.1 Attestation Form
11	<input type="checkbox"/>	<p>Copies of any audits (not financial audit) or reviews (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.</p> <p>[first time applicant]</p> <p>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</p>
12	<input type="checkbox"/>	<p>Document showing <b>Data Universal Numbering System (DUNS)</b> Number [2006 Federal Accountability and Transparency Act (FFATA)] Website: <a href="https://fedgov.dnb.com/webform">https://fedgov.dnb.com/webform</a> Helpline: 1-866-705-5711</p> <p>[first time applicant]</p>
13	<input type="checkbox"/>	<p><b>System for Award Management (SAM)</b> printout showing active status and expiration date Note: Should be obtained free of charge Website: Go to SAM by typing <b>www.sam.gov</b> in your Internet browser address bar Helpline: 1-866-606-8220</p>
14	<input type="checkbox"/>	Applicable Consulting <b>Contracts</b> , Affiliation <b>Agreements/Memoranda</b> of Understanding related to this RFA. If not applicable, include a written statement
15	<input type="checkbox"/>	<p><b>Business Associate Agreement/HIPAA</b> (signed/dated under Business Associate) [Rev. 8-2019] Form: <a href="https://www.nj.gov/dcf/providers/contracting/forms/HIPAA.docx">https://www.nj.gov/dcf/providers/contracting/forms/HIPAA.docx</a></p>
16	<input type="checkbox"/>	<p><b>Affirmative Action Certificate</b> --or-- <b>Renewal Application</b> [AA302] sent to Treasury with payment. <u>Note:</u> The AA302 is only applicable to new startup agencies and may only be submitted during Year 1. Agencies previously contracted through DCF are required to submit an Affirmative Action Certificate. Website: <a href="https://www.nj.gov/treasury/purchase/forms.shtml">https://www.nj.gov/treasury/purchase/forms.shtml</a> Form: <a href="https://www.nj.gov/treasury/purchase/forms/AA_%20Supplement.pdf">https://www.nj.gov/treasury/purchase/forms/AA_%20Supplement.pdf</a></p>

17	<input type="checkbox"/>	<b>Certificate of Incorporation [only if non-profit]</b> Website: <a href="https://www.nj.gov/treasury/revenue/filecerts.shtml">https://www.nj.gov/treasury/revenue/filecerts.shtml</a>
18	<input type="checkbox"/>	<b>Agency By-laws or Management Operating Agreement if an LLC</b>  [first time applicant only]
19	<input type="checkbox"/>	<b>Tax Exempt Organization Certificate (ST-5) -or- IRS Determination Letter 501(c)(3) [first time applicant]</b> If not applicable, include a signed/dated note, on agency letterhead, stating the tax exempt requirement does not apply and include a brief explanation as to why. Website: <a href="https://www.nj.gov/treasury/taxation/exemptintro.shtml">https://www.nj.gov/treasury/taxation/exemptintro.shtml</a>
20	<input type="checkbox"/>	<b>Disclosure of Investigations and Other Actions Involving Bidder</b> (signed/dated) [Rev. 3-15-19]  <b>NON PROFITS ONLY</b> Website: <a href="https://www.nj.gov/treasury/purchase/forms.shtml">https://www.nj.gov/treasury/purchase/forms.shtml</a> Form: <a href="https://www.nj.gov/treasury/purchase/forms/DisclosureofInvestigations.pdf">https://www.nj.gov/treasury/purchase/forms/DisclosureofInvestigations.pdf</a>
21	<input type="checkbox"/>	<b>Disclosure of Investment Activities in Iran</b> (signed/dated) [Version 6-19-17]  <b>NON PROFITS ONLY</b>  Website: <a href="https://www.nj.gov/treasury/purchase/forms.shtml">https://www.nj.gov/treasury/purchase/forms.shtml</a> Form: <a href="https://www.nj.gov/treasury/purchase/forms/DisclosureofInvestmentActivitiesinIran.pdf">https://www.nj.gov/treasury/purchase/forms/DisclosureofInvestmentActivitiesinIran.pdf</a>
22	<input type="checkbox"/>	<b>Certification Regarding Debarment</b> (signed/dated) Website: <a href="https://www.nj.gov/dcf/providers/notices/requests/#2">https://www.nj.gov/dcf/providers/notices/requests/#2</a> Form: <a href="https://www.nj.gov/dcf/documents/contract/forms/Cert.Debarment.pdf">https://www.nj.gov/dcf/documents/contract/forms/Cert.Debarment.pdf</a>
23	<input type="checkbox"/>	<b>Statement of Assurances</b> – (signed and dated) Use the RFP forms found directly under the Notices section: Website: <a href="http://www.nj.gov/dcf/providers/notices/">www.nj.gov/dcf/providers/notices/</a> Form: <a href="https://www.nj.gov/dcf/providers/notices/Statement.of.Assurance.doc">https://www.nj.gov/dcf/providers/notices/Statement.of.Assurance.doc</a>
24	<input type="checkbox"/>	<b>Tax Forms – Full Return Required</b>  <b>NON PROFITS ONLY</b>

		<p><u>Non-Profit</u> Form <b>990</b> Return of Organization Exempt From Income Tax - or-  <u>For Profit</u> Form <b>1120</b> US Corporation Income Tax Return -or-  <b>LLC Applicable Tax Form</b> and may delete or redact any SSN or personal information</p>
25	<input type="checkbox"/>	<p>Most recent <b>Audit or Financial Statement (certified by accountant or accounting firm)</b></p> <p><b>NON PROFITS ONLY</b></p> <p><u>Audit</u>: For agencies expending over \$100,000 in combined Federal/State Awards -or-  <u>Financial Statement</u>: For agencies expending under \$100,000  Policy:  <a href="https://www.nj.gov/dcf/documents/contract/manuals/CPIM_p7_audit.pdf">https://www.nj.gov/dcf/documents/contract/manuals/CPIM_p7_audit.pdf</a></p>

**All supporting documents submitted in response to this RFA shall be organized in the following manner for:**

1. A new or existing Child Advocacy Center existing as part of a **County Government or Prosecutor's Office** OR
2. **County Government or Prosecutor's Office** on behalf of an MDT in counties developing a CAC or independently organized MDT capable of bidding.

## CAPITAL IMPROVEMENT AND/OR TREATMENT SERVICES

<b>Part I: Proposal</b>	
1	<input type="checkbox"/> <b>Proposal Cover Sheet</b> – (signed and dated) Website: <a href="https://www.nj.gov/dcf/providers/notices/requests/#2">https://www.nj.gov/dcf/providers/notices/requests/#2</a> Form: <a href="https://www.nj.gov/dcf/providers/notices/Proposal.Cover.Sheet.doc">https://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
3	<input type="checkbox"/> <b>Proposal Narrative-Proposed Activities Requirements-25 pg. limitation</b>  <b>Separate narratives for Treatment Services and Capital Improvement</b>  <b>Separate budget for Treatment Services and Capital Improvement</b>
<b>Part II: Appendices</b>	
4	<input type="checkbox"/> <b>Provide One Bid/Quote</b> for each proposed work if application is for construction.
5	<input type="checkbox"/> <b>Current Organization Chart</b>  [first time applicant for these funds]
6	<input type="checkbox"/> <b>A List of the Public members</b> (such as the board of freeholders), if you are a public entity or a Prosecutors Office.  [first time applicant for these funds]
7	<input type="checkbox"/> <b>Safe-Child Standards Description</b> of your agency’s implementation of the standards (no more than 2 pages)
8	<input type="checkbox"/> <b>Exhibit D</b> DCF <b>Annex B-3</b> Budget Form Separate budget for <b><u>Treatment Services and Capital Improvement</u></b>
9	<input type="checkbox"/> <b>Exhibit E</b> Project Implementation Timeline
10	<input type="checkbox"/> <b>Exhibit F</b> Public Law P.L. 2021, c.1 Attestation Form
11	<input type="checkbox"/> Applicable Consulting <b>Contracts</b> , Affiliation <b>Agreements/Memoranda</b> of Understanding related to this RFA. If not applicable, include a written statement

\* Standard forms for RFP's are available at:  
[www.nj.gov/dcf/providers/notices/](http://www.nj.gov/dcf/providers/notices/) Forms for RFP's are directly under the Notices section.

Standard DCF Annex B (budget) forms are available at:  
<https://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 potential 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 RFA. Questions should be asked in consecutive order, from beginning to end, following the organization of the RFA. All inquiries submitted to DCF.ASKRFP@dcf.nj.gov must identify, in the Subject heading, the specific RFA for which the question/clarification is being sought. Each question should begin by referencing the RFA 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 RFA at:

<https://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 RFA.**

**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-CRITERIA - Essential Components

### National Children's Alliance • Standards for Accredited Members • 2017 Edition

**A. The CAC is a designated, task-appropriate facility which aligns to the following criteria:**

1. The CAC is maintained in a manner that is physically and psychologically safe for children and families.
2. The CAC provides observation or supervision of clients within sight or hearing distance by CAC staff, MDT members or volunteers at all times.
3. The CAC is convenient and accessible to clients and MDT members.
4. Areas where children may be present as well as toys and other resources are "childproofed," cleaned, and sanitized to be as safe as possible.

**STATEMENT OF INTENT:**

The CAC has an identified, separate, child focused space designed to provide a safe, comfortable and neutral place where forensic interviews can be conducted, and other services can be provided for children and families. CACs range from small, refurbished houses, to a renovated wing of a county office building or community hospital, to newly built facilities. A physically safe space is central to the creation of a child- focused setting. This can be a challenge as centers are host to children of a variety of ages and developmental stages. Materials and center furnishings should be selected with this in mind. To assure a physically and psychologically safe environment, children and families must be observed or supervised by CAC staff, MDT members, or volunteers ensuring that they are within sight or hearing distance at all times. Some CACs are built so that the waiting room can be seen from the receptionist's desk. Other CACs have volunteers scheduled to supervise play in the waiting room whenever the center is open for clients. When planning the location of a center, it is important to evaluate the site's accessibility for clients and MDT partner agencies. Considerations should include transportation assistance, travel distances, availability of parking, public transportation, and how welcoming a particular neighborhood is for clients of diverse cultural and socioeconomic backgrounds. Additionally, planning should include consideration for clients who will return to the center for ongoing services such as follow-up meetings, medical appointments, or therapy services.

**B. The CAC has, and abides by, written policies and procedures that ensure separation of victims and alleged offenders.**

**STATEMENT OF INTENT:**

The CAC has written policies and procedures that ensure the separation of victims and alleged offenders during the investigative process and as appropriate throughout delivery of the full array of CAC services. During the investigative process, logic dictates that children will not feel free to disclose abuse if the alleged offender accompanies them to the interview and/or

remains on-location throughout the duration of intervention. This separation of children from alleged offenders should also extend to children and perpetrators in unrelated cases. If a CAC shares space with an existing agency that provides services to offenders, facility features and scheduling must assure separation between children and family members and alleged offenders. Many CACs serve a vital role in their communities by providing services to children with problematic sexual behaviors. CACs that offer services to this population should have policies and procedures in place to maintain physical and psychological safety for child victims and their families. This includes protected service times during which child victims are not at the center, separate entrances and waiting areas, or off-site services through linkage agreements.

**C. The CAC makes reasonable accommodations to make the facility physically accessible.**

**STATEMENT OF INTENT:**

Not all centers are located in custom-designed or new buildings; however, CACs should make reasonable accommodations to make the facility physically accessible to clients and family members as needed. If the CAC cannot be structurally modified, arrangements for equivalent services should be made at alternate locations. CACs must be in compliance with guidelines stipulated in the Americans with Disabilities Act (ADA) and/or state legislation.

**D. The facility allows for live observation of interviews by MDT members.**

**STATEMENT OF INTENT:**

Multiple interviews and/or interviewers are often stressful for children, particularly those children already experiencing trauma. In lessen or eliminate the need for duplicative interviews, interviews should be observed by MDT members in a space other than the interview room, whether or not interviews are recorded. The MDT should also have the ability to communicate with the interviewer in some manner to provide input and feedback during the live interview with the child.

**E. Separate and private area(s) are available for case consultation and discussion, for meetings or interviews, and for clients awaiting services.**

**STATEMENT OF INTENT:**

To assure a physically and psychologically safe environment for children and families, confidentiality and respect for client privacy is of paramount concern in a CAC. It is not acceptable for team members or CAC staff to discuss cases with children or families at a location where visitors or others not directly involved with the case may overhear them. Separate areas should also be made available for private family member interviews and so that individual family members may privately discuss aspects of their case. Care should be taken to assure that private meeting areas are not only

physically separate, but also soundproofed so that conversations cannot be overheard. Some centers place soundproofing materials in walls when building or refurbishing their centers. Others place stereos or “white noise” machines in rooms to block sound.

National Children’s Alliance • Standards for Accredited Members • 2017 Edition

**EXHIBIT D**

**DEPARTMENT OF CHILDREN AND FAMILIES**

**DCF B-3 Budget Form**

**Child Advocacy Center-Treatment Services**

<b>BUDGET CATEGORIES 12-Month Budget</b>	<b>TOTAL COSTS</b>	<b>DCF Funding request</b>	<b>Leveraging Other Cash or In- Kind Funding Sources*</b>	
A. Consultants & Professional Fees Personnel (List each position)				
B. Materials & Supplies				
C. Contracts with Agencies to provide CAC Services				
D. Technology				
E. Other				
F. Total Cost				
G. Revenue (deduct)*	(     )	n/a	n/a	
<b>H. Funding Request</b>		n/a	n/a	
The budget request shall indicate the Agency's total proposed budget for <b>Treatment Services</b> reduced by the other sources of funding. If applicable, indicate the sources of leveraged funding and the dollar amounts for each below:				
Other Sources of Funding for this Program: (Specify These)				
Other Funding Amounts:	0	0	0	

**EXHIBIT D**

**DEPARTMENT OF CHILDREN AND FAMILIES**

**DCF B-3 Budget Form**

**Child Advocacy Center-Capital Improvement**

<b>BUDGET CATEGORIES 12-Month Budget</b>	<b>TOTAL COSTS</b>	<b>DCF Funding request</b>	<b>Leveraging Other Cash or In- Kind Funding Sources*</b>	
A. Consultants & Professional Fees				
B. Permitting fees				
C. Materials & Supplies				
D. Equipment				
E. Personnel (List each position)				
F. Other				
G. Total Cost				
H. Revenue (deduct)*	( )	n/a	n/a	
<b>I. Funding Request</b>		n/a	n/a	
The budget request shall indicate the Agency's total proposed budget for delivery the <b>Capital Improvement</b> reduced by the other sources of funding. If applicable, indicate the sources of leveraged funding and the dollar amounts for each below:				
Other Sources of Funding for this Program: (Specify These)				
Other Funding Amounts:	0	0	0	



## **EXHIBIT F**

### **Public Law P.L. 2021, c.1 Attestation Form for Providers with DCF Contracts**

**ALL DCF Providers must sign, scan, and email this executed document to:  
[OfficeOf.ContractAdministration@Dcf.nj.us](mailto:OfficeOf.ContractAdministration@Dcf.nj.us)**

By my signature below, I hereby confirm I am authorized to review and sign this document on behalf of my organization. I additionally confirm:

\_\_\_\_\_ (1) my organization **is not** an entity entering into or renewing a contract or contracts with the Department of Children and Families to provide mental health, behavioral health, or addiction services that employs more than 10 regular full-time or regular part-time employees who principally work for the organization to provide the contracted services as defined in Public Law P.L. 2021, c.1 [if you select this response, please return the signed form as noted above].; **OR**

\_\_\_\_\_ (2) my organization **is** such an entity and in compliance with Public Law P.L. 2021, c.1., I therefore must submit within the 90-day period following the initiation or renewal of our DCF contract(s) either:

#### **A. An attestation:**

\_\_\_\_\_ signed by a labor organization confirming entry into a labor harmony agreement with such labor organization; **or**

\_\_\_\_\_ stating that our employees are not currently represented by a labor organization and that no labor organization has sought to represent our employees during the 90-day period following the initiation or renewal of our DCF contract(s) after the effective date of this act and up to the time of submission; **or**

\_\_\_\_\_ signed by a labor organization, confirming entry into an agreement or binding obligation to be maintained through the term of the DCF contract that provides a commitment comparable to a labor harmony agreement, as defined in section 4 of P.L.2021, c.1 (C.30:1-1.2c); **or**

#### **B. A notice:**

\_\_\_\_\_ from a labor organization confirming it seeks to represent our employees after the expiration of the 90-day period following the effective date of our DCF contract, to be followed no later than 90 days after the date of notice stating that we have entered into:

- (1) a labor harmony agreement with the labor organization; or
- (2) an agreement or binding obligation to be maintained through the term of the contract that provides a commitment comparable to a labor harmony agreement, as defined in section 4 of P.L.2021, c.1 (C.30:1-1.2c); **and**

**C. A COVID-19 health and safety commitment:**

I ensure the organization will continue to make a good faith effort to comply with minimum health and safety protocols issued by DCF to adequately ensure the safety of the covered providers' employees, and service recipients at least through the 366th day following the end of the public health emergency and state of emergency declared by the Governor in Executive Order No. 103 of 2020. These efforts include our adherence to the measures service providers may take to prevent and mitigate exposure to, and spread of, the COVID-19 virus while delivering services, as explained by the DCF Commissioner's issuance of Guidance's published on the DCF website at: [https://www.nj.gov/dcf/coronavirus\\_contractedproviders.html](https://www.nj.gov/dcf/coronavirus_contractedproviders.html) These Guidance's have amended and supplemented, and may continue to amend and supplement, our contract requirements. I additionally represent I am not aware of any prior failures to demonstrate a good faith effort to contain, limit, or mitigate the spread of COVID-19 among the covered provider's employees or service recipients.

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

**Printed Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Organization Name:** \_\_\_\_\_



**EXHIBIT G-COUNTY ALLOCATION**

<b>County</b>	<b>Base amount</b>	<b>Additional Percentage</b>	<b>Total Funds Available</b>
Atlantic	\$125,000.00	\$92,818	\$217,818
Bergen	\$125,000.00	\$43,230	\$168,230
Burlington	\$125,000.00	\$77,136	\$202,136
Camden	\$125,000.00	\$113,161	\$238,161
Cape May	\$125,000.00	\$68,236	\$193,236
Cumberland	\$125,000.00	\$44,078	\$169,078
Essex (Wynona's House)	\$125,000.00	\$412,381	\$537,381
Gloucester	\$125,000.00	\$147,067	\$272,067
Hudson	\$125,000.00	\$142,405	\$267,405
Hunterdon	\$125,000.00	\$47,892	\$172,892
Mercer	\$125,000.00	\$99,175	\$224,175
Middlesex	\$125,000.00	\$136,472	\$261,472
Monmouth	\$125,000.00	\$115,704	\$240,704
Morris (Deirdre's House)	\$125,000.00	\$55,521	\$180,521
Ocean (Tina's House)	\$125,000.00	\$80,103	\$205,103
Passaic	\$125,000.00	\$47,468	\$172,468
Salem	\$125,000.00	\$13,139	\$138,139
Somerset	\$125,000.00	\$15,25	\$140,258
Sussex (Ginnie's House)	\$125,000.00	\$27,972	\$152,972
Union	\$125,000.00	\$72,47	\$197,474
Warren	\$125,000.00	\$23,310	\$148,310
<b>Totals</b>	<b>\$2,625,00.00</b>	<b>\$1,875,000.00</b>	<b>\$4,500,000</b>

## Exhibit H

### **Notice of Standard Contract Requirements, Processes, and Policies**

#### **I. Instructions:**

Please carefully read all the information on these page(s) and then sign, scan, and email this executed document to: [OfficeOf.ContractAdministration@DCF.NJ.Gov](mailto:OfficeOf.ContractAdministration@DCF.NJ.Gov)

#### **II. Organizations awarded contracts are required to comply with:**

- A. the terms and conditions of the Department of Children and Families' (DCF) contracting rules and regulations as set forth in the Standard Language Document (SLD), or the Individual Provider Agreement (IPA), or Department Agreement with a State Entity. Contractors may view these items on the internet at: <https://www.nj.gov/dcf/documents/contract/forms/StandardLanguage.doc>;
- B. the terms and conditions of the policies of the Contract Reimbursement Manual and the Contract Policy and Information Manual. Contractors may review these items on the internet at: <https://www.nj.gov/dcf/providers/contracting/manuals>;
- C. all applicable State and Federal laws and statues, assurances, certifications, and regulations;
- D. the requirements of the State Affirmative Action Policy, N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27;
- E. the laws relating to Anti-Discrimination, including N.J.S.A 10:2-1, Discrimination in Employment on Public Works; and
- F. the confidentiality rules and regulations related to the recipients of contracted services including, but not limited to:
  - 1. Compliance with 42 CFR Part 2 Confidentiality of Substance Use Disorder Patient Records.
  - 2. Maintenance of client specific and patient personal health information (PHI) and other sensitive and confidential information in accordance with all applicable New Jersey and Federal laws and regulations including, but not limited to, the

Health Insurance Portability and Accountability Act of 1996 (HIPAA).

3. Safeguarding of the confidentiality of case information as mandated by N.J.S.A 9:68.10a with the understanding that the release of any information may be in violation of State law and may result in the conviction of individuals for a disorderly person's level offense as well as possibly other disciplinary, civil or criminal actions pursuant to N.J.S.A. 9:6-8.10b.
4. Ensuring the content of every contractor's web site protects the confidentiality of, and avoids misinformation about the youth served and provides visitors with a mechanism for contacting upper administrative staff quickly and seamlessly.

### **III. Organizations awarded contracts are advised:**

- A. As noted in Section 5.12 of the SLD, or in Section 5.03 of the IPA, the initial provision of funding and the continuation of such funding under this contract is expressly dependent upon the availability to DCF of funds appropriated by the State Legislature and the availability of resources. Funds awarded under this contract program may not be used to supplant or duplicate existing funding. If any scheduled payments are authorized under this contract, they will be subject to revision based on any audit or audits required by Section 3.13 Audit of the Standard Language Document (SLD) and the contract close-out described in: [Contract Closeout - CON-I-A-7-7.01.2007 \(nj.gov\)](#)
- B. All documentation related to products, transactions, proof of services and payments under this contract must be maintained for a period of five years from the date of final payment and shall be made available to the New Jersey Office of the State Comptroller upon request.
- C. Any software purchased in connection with the proposed project must receive prior approval from the New Jersey Office of Information Technology, and any data collected or maintained through the implementation of the proposed program shall remain the property of DCF.
- D. Any data collected or maintained through the implementation of the proposed program shall remain the property of DCF.

- E. Contractors shall maintain a financial management system consistent with all of the requirements of Section 3.12 of the SLD of the IPA.
- F. As defined in 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. §1320 b-8 to serve in this State.
- G. DCF endorsed the Prevent Child Abuse of New Jersey's (PCANJ) Sexual Abuse Safe-Child Standards (Standards) as a preventative tool for contractors working with youth and children to reference when implementing policies and procedures to minimize the risks of the occurrence of child sexual abuse. The Standards are available on the internet at: <https://www.nj.gov/dcf/SafeChildStandards.pdf>
- H. NJ Rev Stat § 9.6-8.10f (2017) requires the Department of Children and Families (DCF) to conduct a check of its child abuse registry for each person who is seeking employment in any facility or program that is licensed, contracted, regulated, or funded by DCF to determine if the person is included on the child abuse registry as a substantiated perpetrator of child abuse or neglect. Contractors are to utilize the Child Abuse Record Information (CARI) Online Application to set-up a facility account by visiting: <https://www.njportal.com/dcf/cari>
- I. Contractors and employees of the contractor who provide direct services will have State and Federal background checks with fingerprinting completed and pass now and every two (2) years thereafter. Instruction on the fingerprinting process and background checks will be provided. Community Agency Head and Employee Certification, Permission for Background Check and Release of Information, is a consent form for fingerprinting, certification regarding criminal background, and a release of information form. It is signed by respective employees in front of a witness and is not to be included in the application. Only the Community Agency Head's signed form must be submitted with the application.
- J. DCF staff may conduct site visits to monitor the progress and problems of its contractors in conforming to all contract requirements and in accomplishing its responsibilities. The contractor may receive a written

report of the site visit findings and may be expected to submit a plan of correction, if necessary, for overcoming any problems found. Corrective Action Plan (CAP) requirements, timeframes and consequences are explained on the internet at: [https://www.nj.gov/dcf/policy\\_manuals/CON-I-A-8-8.03\\_issuance.shtml](https://www.nj.gov/dcf/policy_manuals/CON-I-A-8-8.03_issuance.shtml)

- K. Contractors must have the ability to maintain the full operations census specified in the contract, and to submit timely service reports for Contracted Level of Service (CLOS) utilization in the format and at the time DCF requests.
- L. Contractors awarded contracts must have the ability to achieve full operational census within the time DCF specifies. Extensions may be available by way of a written request to the Contract Administrator, copied to the DCF Director managing the contracted services.
- M. As noted in Section 4.01 of the SLD or the IPA, DCF or the contractor may terminate this contract upon 60 days written advance notice to the other party for any reason whatsoever.
- N. DCF will advise contractors of the documents and reports in support of this contract that they must either timely submit or retain on-site as readily available upon request. The contractor also shall submit all required programmatic and financial reports in the format and within the timeframes that DCF specifies as required by Section 3.02 of the SLD or IPA. Changes to the information in these documents and reports must be reported to DCF. Contractors are under a continuing obligation, through the completion of any contract with the State of NJ, to renew expired forms filed the NJ Department of Treasury and to notify Treasury in writing of any changes to the information initially entered on these forms. Failure to timely submit updated documentation and required reports may result in the suspension of payments and other remedies including termination.

**IV. Organizations awarded contracts for the provision of certain types of services additionally shall be aware of the following:**

- A. If services are provided at licensed sites, contractors must meet all NJ Department of Children and Families and other applicable Federal Licensure Standards.

- B. If services are paid with Medicaid funds, contractors must have the demonstrated ability, experience, and commitment to enroll in NJ Medicaid, and subsequently submit claims for reimbursement through NJ Medicaid and its established fiscal agent, within prescribed times.
- C. If services are paid with federal funds (including Medicaid funds), contractors must adhere to the provisions set forth in the Rider for Purchases funded in whole or in part, by federal funds.  
<https://www.nj.gov/dcf/providers/contracting/forms/RIDER-For-Purchases-Funded-by-Federal-Funds-7.31.2020.pdf>
- D. If services are provided by programs licensed, contracted or regulated by DCF and provide services to individuals with developmental disabilities, contractors must comply with:
  - 1. the Central Registry of Offenders against individuals with Developmental Disabilities law, N.K.S.A 30:6D-73 et seq (Individuals on the Central Registry are barred from working in DCF-funded programs for persons with developmental disabilities. If you are not registered to access the Central Registry, DCF will facilitate the qualified applicant’s registration into this system); and
  - 2. Danielle’s Law:  
<https://www.state.nj.us/humanservices/dds/documents/fireprocurement/ddd/Danielle%27s%20Law.pdf>
- E. If services are to be administered by the Contracted System Administrator (CSA), contractors must conform with, and provide services under, protocols that include required documentation and timeframes established by DCF and managed by the CSA. The CSA is the single point of entry for these services and facilitates service access, linkages, referral coordination, and monitoring of CSOC services across all child-serving systems. Contractors of these services will be required to utilize “Youth Link”, the CSOC web-based out-of-home referral/bed tracking system process to manage admissions and discharge after being provided training.
- F. If services are to be provided to youth and families who have an open child welfare case due to allegations of abuse and neglect, then contractors shall deliver these services in a manner consistent with the DCF Case Practice Management Plan (CPM) and the requirements for

Solution Based Casework (SBC), an evidence-based, family centered practice model that seeks to help the family team organize, prioritize, and document the steps they will take to enhance safety, improve well-being, and achieve permanency for their children. SBC provides a common conceptual map for child welfare case workers, supervisors, leadership, and treatment providers to focus their efforts on clear and agreed upon outcomes. DCF may require contractors to participate in DCF sponsored SBC training, and to be involved in developing plans with the consensus of other participants, incorporating the elements of the plans into their treatment, participating in Family Team Meetings, and documenting progress and outcomes by race, age, identified gender, and other criteria DCF deems relevant and appropriate.

G. If services provided under a DCF contract are for mental health, behavioral health, or addictions services by a contractor with at least 10 regular full-time or regular part-time employees who principally work for the contractor to provide those services, then P.L. 2021,c.1 (C30:1-1.2b) requires the contractor to:

1. submit no later than 90 days after the effective date of the contract an attestation: (a) signed by a labor organization, stating that it has entered into a labor harmony agreement with such labor organization; or (b) stating that its employees are not currently represented by a labor organization and that no labor organization has sought to represent its employees during the 90-day period following the initiation or renewal of the contract; or (c) signed by a labor organization, stating that it has entered into an agreement or binding obligation to be maintained through the term of the contract that provides a commitment comparable to a labor harmony agreement, as defined in section 4 of P.L.2021, c.1 (C30:1-1.2c). The required attestation is submitted to ensure the uninterrupted delivery of services caused by labor-management disputes and is a condition of maintaining a DCF contract. The failure to submit it shall result in DCF's issuance of a financial recovery and a Corrective Action Plan (CAP). Should the contractor not adhere to the terms of the CAP, DCF shall cancel or not renew the contract upon obtaining a replacement contractor to assume the contract or otherwise provide the services. An extension of the 90-day deadline shall be warranted if a labor organization seeks to represent a contractor's employees after the contract is renewed or entered

into, but within the 90-day period following the effective date of the contract. The Commissioner of DCF may review any interested person's report of a failure by the contractor to adhere to these requirements and upon finding that a covered contractor failed to adhere to the requirements shall take corrective action which may include a CAP, financial recovery and cost recoupment, and cancelling or declining to renew the contract. Should the covered contractor fail to engage in or complete corrective action, the Commissioner of DCF shall cancel or decline to renew the contract; and

2. make good faith efforts to comply with COVID-19 minimum health and safety protocols issued by DCF to adequately ensure the safety of the contractors, employees, and service recipients as per Section 4 of P.L., c.1 (c.30:1-1.2b) until the 366<sup>th</sup> day following the end of the public health emergency and state of emergency declared by the Governor in Executive Order No. 103 of 2020. The Commissioner of DCF shall take into account, prior to awarding or renewing any contract, any prior failures reported by any interested party to demonstrate a good faith effort to contain, limit, or mitigate the spread of COVID-19 among the covered contractor's employees or service recipients and require at a minimum the submission of a CAP to contain, limit, or mitigate the spread of COVID-19 cases. Should the contractor fail to implement a plan or repeatedly fail to demonstrate good faith efforts to contain, limit, or mitigate the spread of COVID-19, the Commissioner shall take action, including financial penalties or cancellation or non-renewal of the contract.

**By my signature below, I hereby confirm I am authorized to sign this document on behalf of my organization. I have read, understand, and have the authority to ensure my organization will comply with the terms and conditions of providing services under my contracts with DCF as described in the text and referenced documents above. The terms set forth in this document govern all executed contracts with DCF and contracts to be entered into with DCF in the future.**

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

Printed Name \_\_\_\_\_