



**REQUEST FOR PROPOSALS
FOR
EnlightenMENT, Peer2Peer Mentoring**

Publication Date: February 2, 2026

Questions Due: February 13, 2026

AOR Form Due: February 26, 2026

Response Deadline: by 12:00 Noon March 5, 2026

Funding of \$968,400 Available

**There will be a non-mandatory virtual conference on
February 10, 2026, at 10:00 A.M.**

**The link for the conference is:
<https://www.zoomgov.com/j/1617323024>**

**Christine Norbut Beyer, MSW
Commissioner**

The Department of Children and Families (DCF) is the agency dedicated to ensuring all New Jersey residents are safe, healthy, and connected. To that end, DCF announces to potential respondents its intention to award a new contract.

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Section I - General Information

A. Summary Program Description:

The New Jersey Department of Children and Families (DCF), Division of Family and Community Partnerships (FCP), through its Office of Family Preservation and Reunification (OFPR) administers the New Jersey Mentoring Peer2Peer Program (P2P), also known as EnlightenMENT. This program provides young people, who are ages 14 to and including 21-year-olds, and in the care of the DCF's Division of Child Protection and Permanency (CP&P), with peer support through trained professional staff and credible messengers with lived experience in the state's child welfare system. The EnlightenMENT program delivers supportive services, including advice, guidance, and empowerment strategies, that assist young people to navigate and thrive while involved in New Jersey's foster care system. Generally, youth engage in direct services for up to a year and are eligible for up to three months of after care services.

This proposal seeks to expand the existing EnlightenMENT program from its current ten county service area to statewide coverage through the inclusion of Region 4 (Cumberland, Gloucester, Salem and Cape May counties) and Region 5 (Bergen, Passaic, Sussex, Hunterdon and Warren counties). A respondent may apply for both regions but may only be awarded one region. A separate application must be submitted for each region if applying for both.

B. Funding Information:

All funding is subject to appropriation. The continuation of funding is contingent upon the availability of funds and resources in future fiscal years.

This is a competitive process. Respondents are on notice that no annual increases will be considered as part of this contract to salaries, fringe, or benefits in future negotiations or contracts, unless approved by the State legislature for all contracting entities. Funds awarded under this program may not be used to supplant or duplicate existing funding.

DCF will make available \$968,400 in funding (\$484,200 per award for up to two (2) fifteen-month awards). DCF reserves the right to award all or a portion of these funds. DCF will not reimburse expenses incurred prior to the effective date of the contract except for approved start-up costs. Contract renewal is contingent on the availability of funds.

Intended funding period: The intended funding period for the contract is fifteen months: April 1, 2026 – June 30, 2027. The funds available are to be budgeted to cover the expenses incurred during the initial contract term to implement the program and operate program services for fifteen months.

FY26: DCF will make available up to \$172,900 in funding per award for up to two awards in FY26. Each award supports anticipated operating costs of up to \$77,900 for the 3-month FY26 budget period beginning April 1, 2026, through June 30, 2026, and one-time approved start-up costs of up to \$95,000. Funding awarded for FY26 may not be carried forward into the FY27 budget period.

Start-up: DCF may reimburse start-up expenditures for these initial contracts.

- Respondents may propose up to \$95,000 for start-up expenditures to be expended in FY26.
- Start-up costs shall include but shall not be limited to two vehicles (one per Navigator), laptops/tablets equipped with broadband to be used in the field and the purchasing of or upgrades to Electronic Health Records (EHR) to align with documentation expectations. Start-up costs may also include staff recruitment and a percentage of administrative staff costs.
- All start-up costs are subject to contract negotiations and DCF approval. Funds for approved start-up cost funds will be released upon the execution of a finalized contract and will be paid via Scheduled Payments.

FY27: DCF anticipates making available up to \$311,300 in funding per award for the 12-month budget period beginning July 1, 2026, through June 30, 2027, contingent on availability.

Matching funds: Matching funds are **not** required. Responses that demonstrate the leveraging of other financial resources are encouraged.

Proposed budgets and budget narratives: Two proposed budgets (one for each fiscal year) are required with your response to this RFP. Those proposed budgets, including anticipated costs for program operations and start-up, if applicable, must be submitted using the Proposed Budget Form for NJ DCF found at: <https://www.nj.gov/dcf/providers/contracting/forms/>. Award amounts may **not** exceed the proposed budget amounts for a budget period.

- One proposed budget is required for the initial 3-month budget period from April 1, 2026, through June 30, 2026. This proposed budget should detail proposed operating expenses of up to \$77,900 and proposed start-up expenses of up to \$95,000 for a total DCF funding request of up to \$172,900.
- A second proposed budget is required for the 12-month budget period from July 1, 2026, through June 30, 2027. This proposed budget should detail proposed operating expenses for a total DCF funding request of up to \$311,300.

In addition to the proposed budgets, your response requires proposed budget narratives that include a justification and detailed summary, including basis of allocation and a breakdown of categories where applicable, for the costs in each of the two proposed budgets.

The proposed budget forms and the proposed budget narratives must be submitted as documents included in “PDF 3” of your proposal. For additional information on PDF 3, see Section III, *Documents Requested to be Submitted with This Response*, below.

Actual Budgets: The proposed budget submitted with a response is not the actual budget an awarded respondent will submit for DCF approval as part of the contract. If awarded a contract, the awarded respondent then will be required to submit budget information again using the more detailed Annex B Budget Form found at: <https://www.nj.gov/dcf/documents/contract/forms/AnnexB.xls>.

The awarded respondent shall prepare and submit an annual budget each fiscal year. Each budget will require Quarterly Reports of Expenditures to be submitted 10 days following the close of the quarter and be subject to the DCF contract close out process.

Once awarded a contract, the awarded respondent will submit for approval its first Annex B Budget for the fifteen-month period of April 1, 2026, through June 30, 2027. For the April 1, 2026, through June 30, 2026, budget period, in addition to these first 3 months of operating costs, all start-up costs also must be included in this Annex B Budget.

The awarded respondent shall prepare and submit an annual budget each fiscal year. Each budget will require Quarterly Reports of Expenditures to be submitted 10 days following the close of the quarter and be subject to the DCF contract close out process.

At the time of contract close out following the end of the first contract term, DCF will compare the actual approved expenditures appearing on the final report of expenditures and the independent audit with the total contract revenue realized through the receipt of scheduled payments. DCF may complete a preliminary closeout at the end of the contract’s first budget period. DCF may determine that the funds from scheduled payments in excess of the approved budgets reimbursable ceiling is an overpayment to be refunded to DCF in accordance with the DCF Contract Close Out policy at:

https://www.nj.gov/dcf/documents/contract/manuals/CPIM_p7_closeout.pdf

C. Pre-Response Submission Information:

There will be a non-mandatory Virtual Conference for all respondents held on Tuesday, February 10, 2026, at 10:00 A.M.

Join ZoomGov Meeting

<https://www.zoomgov.com/j/1617323024>

Meeting ID: 161 732 3024

One tap mobile
+16692545252,,1617323024# US (San Jose)
+16468287666,,1617323024# US (New York)

Dial by your location

- +1 669 254 5252 US (San Jose)
- +1 646 828 7666 US (New York)
- +1 646 964 1167 US (US Spanish Line)
- +1 551 285 1373 US (New Jersey)
- +1 669 216 1590 US (San Jose)
- +1 415 449 4000 US (US Spanish Line)

Meeting ID: 161 732 3024

Find your local number: <https://www.zoomgov.com/u/a0GosG9TX>

Join by SIP

- 1617323024@sip.zoomgov.com

Join by H.323

- 166.108.98.42 (US West)
- 166.108.66.42 (US East)

Meeting ID: 161 732 3024

Questions: Respondents may not contact DCF in person or by telephone concerning this RFP. Questions may, however, be sent in advance of the response deadline via email to DCF.ASKRFP@DCF.NJ.GOV.

Technical inquiries about forms, documents, and format may be submitted at any time prior to the response deadline, but **questions about the content of the RFP must be submitted by 12 p.m. on February 13, 2026.**

Questions should be asked in consecutive order, from beginning to end, following the organization of the RFP and each question should reference the page number and section number to which it relates. All inquiries submitted should reference the program name appearing on the first page of this RFP.

Answers: Written inquiries will be answered and posted on the DCF website as a written addendum to this RFP at: <https://nj.gov/dcf/providers/notices/requests/>

D. Response Submission Instructions:

All responses must be submitted electronically online by 12:00 p.m. on March 5, 2026 to be considered.

To submit online, respondent must first complete and submit an Authorized Organization Representative (AOR) form found at [AOR.pdf\(nj.gov\)](http://AOR.pdf(nj.gov)). The completed AOR form must be signed and dated by the respondent's Chief Executive Officer or designated alternate and sent to DCF.ASKRFP@DCF.NJ.GOV. Only one AOR form is required per respondent, even if the respondent intends to file multiple responses. The respondent is required to enter each location to be served on the AOR form.

Upon receipt of the completed AOR, DCF will grant the respondent permission to proceed and provide instructions for the submission of the response(s) electronically.

Completed AOR forms should be received in the DCF.ASKRFP@DCF.NJ.GOV mailbox not less than five business days prior to the date the response is due. **AOR registration forms received after close of business February 26, 2026, may not be processed in time for the response due date.** DCF recommends emailing your AOR forms as soon as you know you will be filing a response to allow time to report to DCF any technical difficulties you may encounter and to timely resolve them.

Upon receipt of the completed AOR, DCF will grant the respondent permission to proceed and provide instructions for the submission of the response(s) electronically.

E. Required PDF Content of the Response:

In response to this RFP, you are required to submit separate PDF documents labeled as follows:

- **PDF 1: Section II - Required Performance and Staffing Deliverables** (ending with a Signed Statement of Acceptance)
- **PDF 2: Section III - Documents Requested to be Submitted with This Response, Subsection A. (Organizational Documents Prerequisite to a DCF Contract Award Requested to be Submitted with the Response)**
- **PDF 3: Section III – Documents Requested to be Submitted with This Response, Subsection B. (Additional Documents Requested to be Submitted in Support of This Response)**
- **PDF 4: Section IV - Respondent's Narrative Responses, subsections ABC** (A. Community and Organizational Fit; B. Organizational Capacity; and C. Organizational Supports)

The required contents of these four PDFs are detailed in Sections II through IV of this RFP.

F. Respondent Eligibility Requirements:

Respondents that have state or federal grants or contracts must be compliant with all their terms and conditions and in good standing as grantees and contractors.

Respondents must not be suspended, terminated, or barred for deficiencies in the performance of any grant or contract award, and if applicable, all past issues must be resolved as demonstrated by written documentation.

DCF may disqualify and decline to forward for the review of the Evaluation Committee a response from those under a corrective action or performance improvement plan in process with DCF or any other New Jersey state agency or authority.

Respondents must be fiscally viable and be able to comply with the contracting rules and regulations set forth in the DCF Contract Policy and Information Manual (CPIM) found at: [DCF | Contracting Policy Manuals \(nj.gov\)](http://DCF | Contracting Policy Manuals (nj.gov)).

Where required, all respondents must hold current State licenses.

Respondents must have a governing body that provides oversight as is legally required in accordance with how the entity was formed, such as a board of directors for corporations, or the managing partners of a Limited Liability Corporation (LLC) or Partnership, or the members of the responsible governing body of a county or municipality.

Respondents must be able to uphold all administrative and operating standards as outlined in this RFP.

Respondents must be business entities that are duly registered to conduct business within the State of New Jersey, for profit or non-profit corporations, partnerships, limited liability companies, etc. or institutions of higher education located within the State of New Jersey.

Respondents awarded a contract should ensure their program is operational within 60 days of contract award or the award may be rescinded. Extensions may be available by way of written request to DCF. The contracted program shall be fully staffed to meet the needs of the maximum census of youth within 30 days of being awarded.

Section II - Required Performance and Staffing Deliverables

After reviewing the required deliverables listed below, respondents must sign the statement at the bottom of this Section II to signify acceptance of all of them.

With your proposal, you must submit a complete copy of the content of section II, ending with your signed statement of acceptance, as a single pdf document. This will be the first pdf submission in your response packet and must be labeled as: **PDF 1: Section II - Required Performance and Staffing Deliverables**.

A. Subject Matter - The below describes the needs the awarded respondent must address in this program, the goals it must meet, and its prevention focus.

- 1) **The need for this program as indicated by data regarding the health and human services issues and parent and community perceptions is:**

Children and youth experiencing out-of-home care encounter a myriad of challenges. Adverse outcomes to their mental health, physical health and social emotional well-being can be tied to a young person's experience in out-of-home care (Marsh et al., 2025).¹ For adolescents in care, research has demonstrated poorer academic achievement, increased rates of truancy, lower high school completion rates and fewer positive experiences compared to their peers with no experience in out-of-home care. In addition, studies indicate adolescents who age out of child welfare care will often struggle with achieving core milestones to successfully transition into adulthood, such as stable living arrangements, employment and community integration (Marsh et al., 2025).

Having at least one positive adult connection while in out-of-home care has demonstrated to be tied to greater positive outcomes for adolescents transitioning into adulthood (Marsh et al., 2025). Research has indicated that participating in a mentorship program, particularly when there are committed, open-ended connections with mentors who are easily accessible, goal-oriented, and empathetic, are often more favorable for youth when placed in out-of-home care (Marsh et al., 2025). The concept of credible messenger's mentor programs is to achieve exactly these feats. Credible messengers are individuals with lived experiences in the same systems for whom they are mentoring, such as the child welfare system. Emerging evidence shows that

¹ Marsh, J., Lilleston, P., Bourgault, K., Connor, B., Gagliano, N., Curran, S., Guarda, D., Borden, J., Altomari, E., & Moore, B. (2025). Co-design in action: How the New Jersey Department of Children and Families' Youth Council led the work to envision, develop, and evaluate a peer mentoring program for youth in foster care. *Child Welfare*. Available at: <https://community.cwla.org/store/viewproduct.aspx?id=26810457>

credible messenger and near-peer mentoring programs have a positive effect on adolescents in care (Marsh et al., 2025).

The DCF Youth Council—comprised of young adult advocates with lived experience in New Jersey’s child welfare system—recommended, in alignment with research on the effectiveness of peer-based and credible messenger models, the creation of a mentoring initiative to connect adolescents in out-of-home care with trusted mentors who share similar lived experiences. In response to this recommendation, DCF launched the EnlightenMENT Program in 2021. The credible messenger mentors, referred to as Peer Navigators, provide peer support and offer advice, guidance and empowerment strategies that support young people to navigate and thrive while involved in New Jersey’s foster care system.

Through this RFP, the EnlightenMENT Program will expand beyond its current ten counties of service to provide statewide services to youth and young adults ages 14 through and including 21 who are in the care or custody of CP&P. Youth ages 14 through 17 must reside in an out-of-home CP&P placement to be eligible. Young adults ages 18 through and including 21 who have voluntarily agreed to receive adolescent services from CP&P are also eligible, including those attending college, living independently or with roommates, and/or receiving an Independent Living Stipend.

Successful organizations will fully integrate Peer Navigators as valued members of the workforce through clearly defined roles, responsibilities, and agency-wide collaboration. Grounded in research on effective peer mentoring models, organizations will embed best-practice near-peer program principles into their culture, policies, practice, and program evaluation. Leadership will foster respect, inclusion, and shared decision-making by consistently incorporating Peer Navigator input into program design and policy development. Further, organizations will also provide structured training, supervision, and professional growth opportunities to ensure program sustainability and positive youth outcomes.

2) The goals to be met by this program are:

EnlightenMENT is intended to help increase youth’s ability to articulate and work toward their goals, interact with professionals, and be able to initiate connections to resources on their own. To support youth in achieving their goals and successfully completing the program, a three-phased approach is utilized which includes teaming with youth and the systems they interact with. The three phases are Engagement, Empowerment, and Connections.

- Engagement: During this phase, the Peer Navigator builds a positive, empathetic and trusting relationship with a youth based on the understanding that they have walked in the same shoes as the youth. They will meet the youth where they are developmentally and complete

- engaging and positive sessions to get to know the youth, who is in the youth's life, who is important to them, and their aspirations.
- Empowerment: The Empowerment phase is strength-based and youth-driven. Peer Navigators will listen to the youth's priorities, assist the youth in goal planning, and focus on building and strengthening the youth's skills. During this phase, the Peer Navigator will help model behaviors with the youth through role-play and positive reinforcement, with the goal that the young person will mirror them with professionals and family members to help achieve their goals.
- Connections: During the final phase of Connections, the Peer Navigator is working with the youth to ensure they are able to make connections on their own. The youth will have spent time prior to this phase learning and applying skills necessary to achieve their goals and build advocacy. With these skills in tow, more independence is built and less reliance on the Peer Navigator, creating a smooth transition to graduation and discharge from the program.

The prevention goal for EnlightenMENT is to promote stability by preventing placement disruptions and reducing prolonged or future involvement in the criminal justice, welfare or other equivalent adult systems, enabling young adults to become resilient, thriving members of society. Therefore, EnlightenMENT will be focusing on the prevention of the following:

- Reduction in the number of youth who age out of the system without permanent connections or support.
- Reduction in the length of time that children/youth spend in foster care.
- Reduction in the number of moves or disruptions experienced by children in out-of-home care.

3) **The prevention focus of this program is:**
 Domestic Violence, Emotional Abuse/Neglect, Family Separation, Physical Abuse, Sexual Abuse, and Use of Foster Care.

B. Target Population - The below describes the characteristics and demographics the awarded respondent must ensure the program serves.

- 1) **Age:** Youth and young adults, from 14 through and including 21, with the possibility of being served up until their 22nd birthday, if still open with CP&P. Youth can receive services after age 21 and up until their 22nd birthday, however, CP&P must continue to remain open.
- 2) **Grade:** N/A
- 3) **Gender:** All.

- 4) **Marital Status:** Youth and young adults of any marital status are to be served inclusive of those single, married, divorced, separated, widowed, or in a civil partnership.
- 5) **Parenting Status:** Pregnant and parenting youth and young adults must not be disqualified from being served.
- 6) **Will the program also serve the children of the primary service recipient?** No.
- 7) **DCF CP&P Status:** Youth ages 14 through 17 in CP&P out-of-home care and young adults 18 through 21 years old (up until their 22nd birthday if their CP&P case remains open) who have agreed to receive voluntary adolescent services from CP&P are eligible. This includes young adults attending college, in their own or shared apartment, and/or receiving an Independent Living Stipend.
- 8) **Descriptors of the primary service recipient:** Youth aged 14 through 17 in CP&P out-of-home care and young adults 18 through and including 21 years old (up until their 22nd birthday if their CP&P case remains open) who have agreed to receive voluntary adolescent services from CP&P are eligible. This would include young adults attending college, in their own or shared apartment, and/or receiving an Independent Living Stipend.
- 9) **Descriptors of the Family Members / Care Givers / Custodians of the primary service recipients also required to be served:** Sessions are primarily conducted on an individual basis with the young person but may include informal or formal supports when appropriate.
- 10) **Other populations/descriptors targeted and served by this program:** Youth who have been in placement 18 months or less will be given priority for enrollment into the program. Young Adults 18 through and including 21 years old (up until their 22nd birthday if their CP&P case remains open) who have agreed to receive voluntary adolescent services from CP&P are eligible. This would include young adults attending college, in their own or shared apartment, and/or receiving an Independent Living Stipend.
- 11) **Income eligibility requirements:** No.

C. Activities - The below describes the activities this program initiative requires of awarded respondents, inclusive of how the target population will be identified and served, the direct services and service modalities that will be provided to the target population, and the professional development and training that will be required of, and provided to, those delivering the services.

- 1) **The level of service increments for this program initiative:**
Individuals, unduplicated youth.
- 2) **The frequency of these increments to be tracked:** At any given time on an ongoing basis.
- 3) **Estimated Unduplicated Service Recipients:**

Each region shall serve up to 20 unduplicated youth at any point in time (PIT) and, at minimum, 20 youth per contract year. Length of service is one year per youth.

The minimum number of unduplicated youth served is based on needs data and specified by the county, detailed below:

Region 4: Cumberland, Gloucester, Salem and Cape May	Counties	Approximate Percentage of Caseload	Estimated Youth Served PIT = 20
Cumberland	34%	7	
Gloucester	45%	9	
Salem	9%	2	
Cape May	12%	2	

Region 5: Bergen, Passaic, Sussex, Hunterdon and Warren	Counties	Approximate Percentage of Caseload	Estimated Youth Served PIT = 20
Bergen	37%	7	
Passaic	40%	8	
Sussex	8%	2	
Hunterdon	6%	1	
Warren	9%	2	

- 4) **Estimated Unduplicated Families:** N/A
- 5) **Is there a required referral process?** Yes.
- 6) **The referral process for enabling the target population to obtain the services of this program initiative:**

Referrals are primarily generated by CP&P in partnership with OFPR. Other stakeholders, such as Law Guardian, Resource Parent, Court Appointed Special Advocate, Care Management Organization, or self-referrals, may recommend youth, however, CP&P casework staff complete and submit the referral. Eligibility is assessed by the provider in partnership with CP&P. Referrals must be initiated prior to the

youth's 21st birthday in order to receive a full year of services. Youth who have been in placement 18 months or less will be given priority for enrollment into the program.

Upon receipt of the referral, the awarded respondent completes a review and consultation with CP&P to confirm the family is eligible for services.

7) The rejection and termination parameters required for this program initiative:

This is a voluntary service. Nevertheless, repeated missed or cancelled visits could allow, but should not automatically call for, termination or suspension of the service. Awarded respondents will communicate termination parameters with youth at the time of enrollment.

Exclusionary criteria include any youth with significant impairment in their ability to meet goals as a result of chronic mental health issues (e.g., frequent hospitalizations), psychotic behavior not controlled by medications (e.g., hallucinations, delusions, paranoia), developmental or intellectual disabilities, or other mental illness that is not stabilized or precludes youth's ability to function on a daily basis. The program shall utilize clinical judgement to determine appropriateness.

For youth in any Children's System of Care (CSOC) setting, acuity and setting restrictions are discussed along with discharge/transition timing in order to make an informed decision about timing/appropriateness of enrollment.

Unsuccessful discharges from the program include youth requesting to withdraw from program, youth disengaging from program with no contact for more than 60 days, and referrals to other programs and supports, such as youth requiring higher level of care, which would initiate discharge from EnlightenMENT.

8) The direct services and activities required for this program initiative:

The goal of EnlightenMENT is for Peer Navigators to help increase youth's ability to articulate and work toward their goals, interact with professionals, and be able to initiate connections to resources on their own.

To support youth in achieving their goals and successfully completing the program, a three-phased approach is utilized that includes teaming with youth and the systems they interact with.

Financial assistance shall be provided for recreational activities, meals to support service goals, as well as any concrete supports that are not able to be supported by DCF.

Service provision shall be delivered in full alignment with the requirements and standards outlined in the [EnlightenMENT Program Manual](#). Activities include:

Relationship Building and Engagement: Developing rapport with youth through intentional engagement during the early phases of EnlightenMENT. Building trust by meeting youth where they are and maintaining consistent, supportive presence.

Systems Education and Navigation: Teaching youth about the roles and responsibilities of professionals involved in their lives. Empowering youth to understand and effectively interact with the child welfare system. Supporting youth participation and preparedness for Family Team Meetings.

Skill Development and Youth Empowerment: Empowering youth to advocate for themselves in meetings, services, and life decisions. Role modeling appropriate communication, boundaries, and decision-making in formal and informal settings. Supporting youth in identifying and pursuing personal, educational, and programmatic goals.

Social Connection and Community Integration: Connecting youth to formal and informal social support networks. Facilitating recreational and enrichment activities aligned with youth interests and goals. Encouraging positive peer and community relationships.

Resource Linkage and Concrete Supports: Providing direct assistance and linking youth to concrete resources and community-based supports. Offering guidance, tools, and referrals to address immediate and long-term needs.

Resilience and Positive Identity Development: Modeling resilience and healthy coping strategies related to challenges within the child welfare system. Reinforcing strengths, self-efficacy, and long-term stability.

Discharge and Aftercare Support: Encouraging and supporting youth through the discharge and graduation process of the program. Post-discharge, aftercare support is initiated. The Peer Navigator (or Coach Supervisor) remains an ongoing resource to the youth by providing relevant resources, linkages and referrals. Aftercare services are voluntary and are provided for no more than three months post-discharge at a frequency of once a month, or as needed. If a youth's

discharge occurs one or two months prior to their 22nd birthday, the three months of post-discharge services may extend beyond their 22nd birthday.

Service provision shall be delivered in full alignment with the requirements and standards outlined in the [EnlightenMENT Program Manual](#).

- 9) **The service modalities required for this program initiative are:**
 - a) **Evidence Based Practice (EBP) modalities:** None.
 - b) **DCF Program Service Names:** Mentoring, P2P, EnlightenMENT
 - c) **Other/Non-evidence-based practice service modalities:** EnlightenMENT was adapted from the evidence-informed practice, BraveLife Intervention. It is built on the tenets of near-peer support service models.
- 10) **The type of treatment sessions required for this program initiative are:**

Face-to-face, individual, in-community, in-home, and group.
- 11) **The frequency of the treatment sessions required for this program initiative are:**

Youth participate in the three-phase model over a 12-month period, with a minimum of two contacts per month. Contact frequency and duration will be individualized based on the youth's developmental stage and needs. At least one contact per month will be conducted in person; the second contact may be in person, virtual, or by phone.
- 12) **Awarded respondents are required to communicate with Parent/Family/Youth Advisory Councils, or to incorporate the participation of the communities the providers serve in some other manner:**

Yes. Awarded respondents must demonstrate the ability to create a supportive, respectful, and empowering environment for Peer Navigators and youth with lived experience. This includes recognizing their expertise, understanding the impact of lived experience, adapting professionalism expectations to reflect diverse backgrounds, and supporting authenticity and peer culture. Respondents should also be mindful of the risk of re-traumatization and provide appropriate supervision and supports.

Awarded respondents are expected to meaningfully engage Peer Navigators and youth in program implementation, continuous improvement, and evaluation. This includes actively seeking and incorporating their input into program design, service delivery, policies, and decision-making processes. Meaningful engagement should go beyond consultation and reflect shared responsibility, transparency, and accountability, fostering ownership, empowerment, and improved program effectiveness.

Awarded respondents are expected to participate in advisory councils/boards in their local community/area of service. Programs are required to incorporate participation of the community in which they serve. For example, programs should partner and collaborate with schools, CSOC partners, health care centers, etc. to facilitate awareness of program availability, eligibility criteria and referral process.

Specific advisory councils and boards include, but are not limited to:

- Connecting NJ Advisory Board
- Human Service Advisory Council
- Children's Interagency Coordinating Council
- New Jersey Statewide Student Support Services (NJ4S) Advisory Boards

13) **The professional development through training, supervision, technical assistance meetings, continuing education, professional board participation, and site visits, required for this program initiative are:**

Awarded respondents shall use the [EnlightenMENT Program Manual](#) as a guide for successful implementation to achieve desired outcomes. It is critical that all awarded respondents adhere to the practice and service standards outlined in the manual to ensure EnlightenMENT program fidelity, and ultimately, benefit from the successful outcomes enjoyed by the youth and young adults who participate in EnlightenMENT.

DCF will provide required model-specific training through the DCF Learning Management System, as well as supplemental training as indicated below:

Professional Development Training:

- **EnlightenMENT Program Model Training.** Program staff will be introduced to the theory and application of the model. Program staff are trained and coached to develop the skills and competencies to perform their role effectively prior to working with youth.

- **EnlightenMENT Supervisor's Training.** EnlightenMENT Coach Supervisors and Clinical Coordinators are trained in how to coach and supervise Peer Navigators through professional and personal development goals. Supervisory roles will be clarified and refreshers related to trauma, countertransference and strategic sharing will be reviewed.
- **Youth Thrive Training.** EnlightenMENT staff learn content organized around the five Youth Thrive Protective and Promotive factors: Knowledge of adolescent development, social connections, cognitive & social/emotional competence, Concrete supports in times of need & Resilience. This training teaches practical techniques to work with young people who have been affected by the child welfare system.
- **Got Adolescents Training.** EnlightenMENT staff are oriented to DCF's adolescent policies and practice. The training will include information about healing centered engagement, youth leadership & advocacy, and other youth related topics.
- **Adolescent Legal System Overview.** This pre-recorded webinar provides participants an overview of child welfare court proceedings in New Jersey.

EnlightenMENT Implementation Support and Consultation:

- **OFPR Operations Calls:** Monthly calls with OFPR Program Lead, awarded respondent supervision team, and others, as needed, to discuss relevant topics regarding EnlightenMENT implementation. Topics may include ramp up, data collection, other operational needs, agency relationships, referral and intake processes, current evaluation and data updates, provider strengths, successes and areas for growth.
- **OFPR Partnership Meetings:** Quarterly calls with OFPR Program Lead and Supervisor, awarded respondent supervision team, Peer Navigators, and others, as needed, to discuss relevant topics regarding EnlightenMENT statewide implementation. Topics may include state/provider updates, data review, provider bright spots and high-level operational needs. Best practices of Continuous Quality Improvement (CQI) and data trends will be discussed regularly.
- **Case Consultation:** All referrals shall be reviewed with DCP&P through a case consultation process. In addition, all enrolled youth shall be discussed monthly in consultation with DCP&P; youth identified as high risk shall be reviewed more frequently, in coordination with DCP&P, as needed to ensure appropriate oversight and support.
- **Evaluation/CQI Team:** Monthly calls, or as needed, for all involved parties to develop CQI dashboards, key performance indicators,

and/or fidelity tools and to advise on evaluation analysis and findings. Refine program manual and model training, as needed.

- **Technical Assistance:** Program staff will also meet with assigned OFPR Program Lead for technical assistance related to program development, implementation and/or contracting deliverables.

14) **The court testimony activities, which may address an individual's compliance with treatment plan(s); attendance at program(s), participation in counseling sessions, required for this program initiative are:**

Peer Navigators, Coach Supervisors and Clinical Coordinators may on rare occasions be called upon/subpoenaed to testify in court. Sources that may call upon EnlightenMENT staff are Public Defenders (parental representation) and/or Deputy Attorneys General (DCF representation.)

15) **The student educational program planning required to serve youth in this program:** N/A

D. Resources - The below describes the resources required of awarded respondents to ensure the service delivery area, management, and assessment of this program.

1) **The program initiative's service site is required to be located in:**

Agencies must have a presence in each of the counties within their region. This may be their own agency's physical location, a partner agency location with an agreement, or a pre-established public location that can be accessible for youth sessions, meetings, or events, as needed.

2) **The geographic area the program initiative is required to serve is:**

The awarded respondent is required to serve one of the regions listed below. All counties listed in each region must be served.

Region	Counties
4	Cumberland, Gloucester, Salem and Cape May
5	Bergen, Passaic, Sussex, Hunterdon and Warren

3) **The program initiative's required service delivery setting is:**

Services are to be provided where the young person feels comfortable and/or is available to meet which can include their resource home, family home, school, or locations within the community.

4) The hours, days of week, and months of year this program initiative is required to operate:

Due to the varying schedules of the young adults being served, EnlightenMENT staff will sometimes need to work flexible hours to meet those needs. Supervisors should ensure that staff are scheduling their week to meet the needs of the youth. This will require the staff to work non-traditional work hours which could include evenings and weekends.

5) Additional procedures for on call staff to meet the needs of those served twenty-four (24) hours a day, seven (7) days a week:

No on call procedure required.

6) Additional flexible hours, inclusive of non-traditional and weekend hours, to meet the needs of those served?

Programs should employ a flexible service delivery model that meets the needs of youth, including availability during non-traditional, e.g., evening and/or weekend hours.

7) The language services (if other than English) this program initiative is required to provide:

Awarded respondents shall demonstrate the capacity to communicate effectively with youth by prioritizing the recruitment and retention of bilingual or multilingual staff who reflect the linguistic and cultural makeup of the communities served. Awarded respondents must make every effort to hire staff from the local community who meet the language needs of participating youth. When bilingual staff are not available, they shall utilize qualified translation services or live interpreters to ensure meaningful engagement and communication.

All providers delivering DCF-purchased services must actively assess and respond to the linguistic diversity of the target population, including documenting bilingual recruitment strategies within their staffing plans. Differential compensation for bilingual or multilingual staff is encouraged to support recruitment and retention.

8) The transportation this program initiative is required to provide:

Awarded respondents shall implement strategies to ensure that agency policy, procedures and service delivery practices promote equitable access and minimize barriers to service, as much as possible. Providers will assess and address any access obstacles related to transportation.

Awarded respondents are permitted to request funds towards the purchase or leasing of vehicles in their proposed start-up budgets. Vehicles are primarily used by Peer Navigators and intended to alleviate transportation barriers for youth served by the program.

Awarded respondents shall maintain accurate and current records, including drivers' information and vehicle fleet information (ex. copies of drivers' licenses; driver's abstract; vehicle insurance and inspection records), as well as ensuring that staff are familiar with state law and best practices for transporting children safely.

- 9) **The staffing requirements for this program initiative, including the number of any required FTEs, ratio of worker to youth, shift requirements, supervision requirements, education, content knowledge, credentials, and certifications:**

Title	Qualifications	Responsibilities
Program Director	<ul style="list-style-type: none"> ▪ Candidate must be a licensed clinical professional (e.g., LSW, LCSW, LAC, LPC) 	<ul style="list-style-type: none"> ▪ Responsible for overall oversight of the program to ensure quality program delivery, team development, management and successful program outcomes.
Clinical Coordinator (0.25 FTE)	<ul style="list-style-type: none"> ▪ Candidate must be a licensed clinical professional (e.g., LSW, LCSW, LAC, LPC) and have at least 3 years working the youth/young adults in out-of-home placement ▪ May or may not have lived experience in child welfare. ▪ Must have at least 2 years of coaching/leadership experience or at least four years of working experience within the community-based services field, and significant experience engaging and empowering young people. 	<ul style="list-style-type: none"> ▪ Provides oversight of day-to-day operations, in addition to providing guidance, structure, supervision and coaching to the Coach Supervisor; ▪ Responsible for providing and/or ensuring training and coaching is provided to all newly hired program staff; ▪ Supports the Coach Supervisor by providing additional individual support to Peer Navigators, as needed. Group clinical support is provided at least monthly, to include but not limited to; discussing and identifying triggers, mindfulness, and self-care.
Coach Supervisor (0.5 FTE)	<ul style="list-style-type: none"> ▪ Graduation from an accredited college or university with a Bachelor's degree. Preference for individuals with lived experience. ▪ Must have at least 2 years of experience in working in the community-based services field. 	<ul style="list-style-type: none"> ▪ Provides daily guidance and coaching, and weekly supervision to Peer Navigators; ▪ Responsible for providing training, coaching and modeling to all newly hired program staff; ▪ Assists Clinical Coordinator with administrative duties related to daily operations.

Title	Qualifications	Responsibilities
Peer Navigator (2 FTE) Minimum Salary \$43,500 (commensurate with education and/or experience)	<ul style="list-style-type: none"> ▪ Must have at least a GED or High School Diploma with lived experience in the child welfare system. ▪ Peer Navigators are considered “near peers” and are required to be relatable to the youth. ▪ License: Required to possess a valid driver's license in good standing. <ul style="list-style-type: none"> ○ 	<ul style="list-style-type: none"> ▪ Young adults with lived experience must have demonstrated the ability to effectively advocate within the system while maintaining the appropriate level of diplomacy and model these skills to youth being served; ▪ Young adults who can harness their lived experiences in navigating foster care goals to engage, empower and connect with youth currently involved with the child welfare system; ▪ Serve as credible messengers that may be better positioned to authentically and meaningfully engage with youth experiencing a range of feelings as they enter the foster care system; ▪ Mentor and support 10 young people ages 14 through and including 21 during their preparation for adulthood.

Note: Best practice indicates that Peer Navigators are recommended to have a closed CP&P case at the time of hire and no longer be eligible for CP&P supports and services. This level of distance from active system involvement supports emotional readiness and professional boundaries and helps reduce the potential for transference or re-traumatization when working with youth in similar circumstances.

10) **The legislation and regulations relevant to this specific program, including any licensing regulations:**

The EnlightenMENT Program aligns with DCF's 2025–2029 Chafee Plan by supporting youth ages 14 and older through trauma-informed, developmentally appropriate services that promote economic stability, community connections, and access to healthcare. The EnlightenMENT program further reinforces this alignment by centering youth voice and applying an equity-informed approach to policy, practice, and program development. [See current Chafee Plan here.](#)

CP&P Policy III.C.2.150 Service Provision:

<https://dcfpolicy.nj.gov/api/policy/download/CPP-III-C-2-150.pdf>

directs the use of services for families to protect the child, reduce stressful situations within the family, and increase the family's abilities to function more adequately without the constant and ongoing intervention of a social service agency.

Awarded respondents are reminded of their obligation to comply with legislative and regulatory requirements found in the Standard

Language Document and the Notice of Standard DCF Contract Requirements found at:
<https://www.nj.gov/dcf/providers/contracting/forms/>.

11) The availability for electronic, telephone, or in-person conferencing this program initiative requires:

In-person or virtual meetings occur between the awarded respondent, OFPR, and CP&P at least monthly.

EnlightenMENT staff maintain regular communication with referring CP&P staff, including a monthly conference to discuss each youth's progress in services; these conferences may occur in person, telephonically, or electronically. During program start-up, weekly email communication to local offices will be provided to confirm referral receipt, participant enrollment, and program capacity.

Awarded respondents must ensure staff are able to engage youth through multiple methods of communication, including monthly face-to-face contact, as well as telephone and electronic communication such as text, email, and video conferencing.

To support these activities, staff must be equipped with laptops and reliable Wi-Fi access while working in the field.

12) The required partnerships/collaborations with stakeholders that will contribute to the success of this initiative:

Providers shall establish and maintain collaborative relationships with community-based agencies and programs that serve the same youth population to support coordinated, high-quality service delivery. Providers shall function as resource brokers, connecting youth to local services that support identified needs, inform service interventions, and facilitate referrals for aftercare and ongoing supports.

Providers shall implement a youth-driven service delivery approach that prioritizes youth voice and lived experience as central to program design and implementation. Agencies shall develop or leverage existing structured mechanisms—such as surveys, focus groups, youth advisory boards, or other feedback tools—to meaningfully engage youth in informing program and agency policy, practice, and operations. Clear feedback loops must be established to ensure youth input is reviewed, integrated, and communicated back to participants.

Agencies shall partner closely with DCF's CP&P, OFPR, and other service providers involved with the youth to ensure alignment and continuity of care. Agencies must also collaborate with the program

evaluator and shall engage with any consultants, model purveyors, or individuals designated by DCF to support model fidelity, capacity building, and continuous quality improvement for the youth served.

13) **The data collection systems this program initiative requires:**

All data collection systems are provided by DCF and is no cost to the agency. These include NJ Spirit Extension for National Youth in Transition Database Data Collection, Tableau, Microsoft Excel, Survey Monkey and myNewJersey Document Library for data collection, reporting and evaluation purposes.

Adaptations to existing EHR systems may be required to meet the reporting expectations of EnlightenMENT. In addition, awarded respondents may be required to use a DCF approved data collection and reporting system.

14) **The assessment and evaluation tools this program initiative requires:**

Fidelity Tool: Supervisors or Coaches will observe Peer Navigator–youth interactions and use a fidelity checklist to assess adherence to the model. Providers may participate in the development, refinement, and testing of the fidelity tool to support consistent implementation and quality improvement.

Outcomes Surveys: Youth receiving EnlightenMENT services complete assessment surveys at baseline, 3 months, 6 months, 12 months, and 3 months post-completion. These surveys are listed below:

- BraveLife Intervention 15-item Screen
- BraveLife Intervention Engagement Interaction Instrument (*completed by Peer Navigators*)
- Multidimensional Scale of Perceived Social Support
- Youth Efficacy/Empowerment Scale – Self Subscale
- Understanding of System Network/Staff
- Self-Advocacy Scale
- Rosenberg’s Self Esteem Scale
- UCLA Loneliness Scale
- Brief Resilience Scale
- Family Team Meeting Rating Form
- Fidelity Checklist
- Modified Mentoring Processes Scales

Post-evaluation Screening: After the evaluation phase is completed for EnlightenMENT, the program will continue utilizing the following

post evaluation screening tools as part of a continued service delivery and CQI process:

- BraveLife Intervention 15-item Screen
- BraveLife Intervention Engagement Interaction Instrument
- Understanding of System Network/Staff
- Family Team Meeting Rating Form

The evaluation and post-evaluation screening tools and protocol are subject to change.

Collaborative Quality Improvement: Awarded respondents will also be required to participate in the Collaborative Quality Improvement process.

E. Outcomes - The below describes the evaluations, outcomes, information technology, data collection, and reporting required of respondents for this program.

1) The evaluations required for this program initiative:

DCF will conduct a mixed-method approach to measure the outcomes and impact of this program initiative the EnlightenMENT Program. Quantitative data provided by the awarded respondents will be included in the evaluation to examine the characteristics of youth who enroll/decline the program, how many youth complete the program, and others. Interviews will be included in the qualitative portion of the evaluation. The evaluation will commence at the time of program implementation, beginning with the baseline assessment of youth as they enroll. Surveys will be given to youth at baseline, 3-month, 6-month, and 12-month intervals, as well as three months post-discharge. Surveys will also be administered to Navigators at baseline and 6-month timepoints to assess for changes in Navigator's psychological and emotional wellbeing. Additionally, youth and Navigators will be asked to complete a survey that assesses the quality of the youth-navigator relationship after six months of working together. Also, evaluations will include interviews from both Navigators (individually) and youth (group format) to attain an in-depth understanding of the program.

Adaptations to the evaluation may occur. Awarded agencies will be responsible to work with evaluator through any changes.

2) The outcomes required of this program initiative:

a) Short Term Outcomes:

Youth enrolled in the program shall:

- show interest in building a trusting relationship with their Peer Navigator;
- begin to develop knowledge of what soft skills are and can begin identifying skills to achieve;
- begin to develop knowledge of social emotional well-being;
- begin to express interest in developing new social opportunities and connections.

In addition, Peer Navigators will have developed a positive rapport with youth and set appropriate boundaries with them.

b) Mid Term Outcomes:

Youth enrolled in the program shall have increased their:

- trusting relationship with their Peer Navigator through the engagement phase;
- soft skill capacity with Peer Navigator's support;
- social emotional well-being (self-esteem, self-efficacy, self-advocacy, perceived resilience, and empowerment);
- social support, connections, and their capacity to work with and relate to peers and professionals.

In addition, Peer Navigators shall have learned effective tools for processing their experiences in working with youth and identifying possible triggers when working with those with whom they share similar lived experiences.

c) Long Term Outcomes:

Youth enrolled in the program shall have:

- fully established a trusting relationship with their Peer Navigator;
- utilized learned soft skills in achieving goals;
- increased their social emotional well-being and are able to apply these tools to care for their future selves;
- established and maintained their social supports and connections.

In addition, Peer Navigators will have an increased perceived self-awareness, social support, empowerment, self-advocacy, self-esteem, resiliency, and social connectedness.

3) Required use of databases:

Awardees shall organize, collect, and maintain their data in their own database system or have the capacity to track and keep confidential data and narrative reports through another process that they outline.

Awardees also shall utilize NJ Spirit Extension, Tableau, Microsoft Excel, Survey Monkey (web-based, DCF-licensed account, no user account required), the My New Jersey Document Library, and other DCF-licensed data collection systems.

4) **Reporting requirements:**

The documents and reports required for data collection, reporting, and ongoing quality improvement for this program initiative:

Client Data: Data shall be collected to capture real-time EnlightenMENT client information. Providers will be responsible to maintain this data on a HIPPA-compliant computer and submit the data in regularly dedicated intervals. These will be submitted through a DCF-licensed data collection system and can include youth status reports, Navigators' reports of sessions attended, goal pursuits, and levels of engagement, per youth.

Monthly OFPR Program Report: Providers shall be required to submit EnlightenMENT Program Reports to OFPR Program Lead monthly that will capture staffing updates, trainings, programmatic successes and challenges, as well as any recruitment efforts and justification of extra funds spent on youth and/or Navigators.

Monthly CP&P Report: Providers shall be required to submit a monthly progress summary to the youth's assigned CP&P caseworker and CP&P supervisor that summarizes the monthly visits with enrolled youth, any concerns, requests, referrals made, as well as overall youth progress in the program.

Case Notes: Providers shall be responsible to maintain documentation from any case consultations with CP&P staff regarding potential referrals of youth, as well as consultations with enrolled youth. All enrollment packets and intake information related to the youth will be kept in the youth's file. All service plans, goal setting documents, session notes, and enrollment information shall be maintained in the agency's electronic system. Any critical incidents during the program that involve enrolled youth will be documented and kept in the youth's file and submitted to DCF as per policy. At any time, these documents can be requested by DCF for review.

Providers shall organize, collect, and maintain their data in their own database system or have capacity to track and keep confidential data and narrative reports through another process that they outline. There may be other data systems that contractors will need to report into, this will be further clarified by DCF. This could also include agreeing to data

sharing with a third party and/or reporting into the Department's data management systems if requested by DCF.

Satisfaction Surveys: Providers shall complete and maintain satisfaction surveys to assess satisfaction with services and allow for the Coach Supervisor to follow up with any dissatisfaction a young adult may have. Satisfaction surveys should be completed minimally at the time of discharge and maintained in the youth's case record.

NYTD Reporting: To comply with federal reporting requirements, the contracted EnlightenMENT agency shall report on NYTD Independent Living Services funded by DCF. It is the contractor's responsibility to identify one NYTD user per program and an agency-wide liaison who are responsible for inputting the information below. The agency-wide liaison is also responsible for notifying the NJ Spirit Helpdesk and their OFPR Program Lead of any changes to the designated NYTD users based on staff leaving the programs or new staff being hired. There are two components of reporting, which are outlined below:

1. The mechanism for electronic reporting is done by utilizing the NJ Spirit Extension Application. The NJ Spirit Extension Application is accessed via the myNewJersey Portal (www.nj.gov), login instructions will be provided to each agency user by DCF. The NJ Spirit Extension will be used to enter and submit the NYTD Independent Living services provided to youth. Monthly summary data will be entered electronically on the NJ Spirit Extension Application. Submission dates for entering NYTD Services into the NJ Spirit Extension will be anytime during the last week of the month until the Friday of the first full week of the following month. Each reporting period will capture data from the previous month's activities.
2. Supporting documentation (i.e., a case notes summary) of the activities and work that was completed, for the previous month with the specific adolescent, are submitted to the assigned CP&P caseworker for each adolescent. For youth who are not open with CP&P, ensure such documentation exists in the youths' program record.

Expenditures-- Awarded respondents shall complete and submit quarterly expenditure reports (ROE) 15 calendar days after the end of each fiscal quarter to their identified DCF Business Office and the other reports specified in Section VI - Post Award Requirements, Subsection C. Reporting Requirements for Awarded Respondents.

F. Signature Statement of Acceptance:

By my signature below, I hereby certify that I have read, understand, accept, and will comply with all the terms and conditions of providing services described above as *Required Performance and Staffing Deliverables* and any referenced documents. I understand that the failure to abide by the terms of this statement is a basis for DCF's termination of my contract to provide these services. I have the necessary authority to execute this agreement between my organization and DCF.

If submitting for both regions, two separate applications are required.

Region you will serve if this response results in an award (select only one):

- Region 4 (Cumberland, Gloucester, Salem and Cape May counties)
- Region 5 (Bergen, Passaic, Sussex, Hunterdon and Warren counties).

Name:

Signature:

Title:

Date:

Organization:

Federal ID No.:

Charitable Registration No.:

Unique Entity ID #:

Contact Person:

Title:

Phone:

Email:

Mailing Address:

Section III - Documents Requested to be Submitted with This Response

In addition to the Signature Statement of Acceptance of the *Required Performance and Staffing Deliverables*, DCF requests respondents to submit the following documents with each response. Respondents must organize the documents submitted in the same order as presented below under one of the two corresponding title headings: A. *Organizational Documents Prerequisite to a DCF Contract Award Requested to be Submitted with This Response* and B. *Additional Documents Requested to be Submitted in Support of This Response*. **Each of these two sections must be submitted as a separate PDF, which would be the second (“PDF 2”) and third (“PDF 3”) PDF submission in your response packet.**

A. Organizational Documents Prerequisite to a DCF Contract Award Requested to be Submitted with this Response:

This will be the second pdf submission in your response packet and must be labeled as: ***PDF 2: Section III - Documents Requested to be Submitted with this Response, Subsection A, Organizational Documents Prerequisite to a DCF Contract Award Requested to be Submitted with this Response.***

- 1) A description of how your **accounting system** has the capability to record financial transactions by funding source, to produce funding source documentation, authorization to support all expenditures, and timesheets which detail by funding source how the employee spent their time, invoices, etc.
- 2) **Affirmative Action Certificate:** Issued after the renewal form [AA302] is sent to Treasury with payment.
Note: The AA302 is only applicable to new startup agencies and may only be submitted during Year One. Agencies previously contracted through DCF are required to submit an Affirmative Action Certificate.
Website: https://www.state.nj.us/treasury/contract_compliance/
- 3) **Agency By-Laws -or- Management Operating Agreement** if a LLC or Partnership
- 4) **Statement of Assurances** signed and dated.
Website: <https://www.nj.gov/dcf/providers/notices/requests/#2>
Form:
<https://www.nj.gov/dcf/providers/notices/Statement.of.Assurance.doc>
- 5) Dated list of names, titles, emails, phone numbers, addresses and terms of either the **Board of Trustees** of a nonprofit organization, **Board of Directors** of a corporation, the **Managing Partners** of a LLC or Partnership, or the **members** of the responsible governing body of a county or municipality. This is not applicable for sole proprietors.

- 6) For Profit: **NJ Business Registration Certificate** with the Division of Revenue (see instructions for applicability to your organization).
Website: <https://www.nj.gov/treasury/revenue/busregcert.shtml>
- 7) **Business Associate Agreement/HIPAA** - Sign and date as the Business Associate.
Form: [HIPAA Form 200-B](#)
- 8) **Your Organization's Conflict of Interest Policy** (not the DCF Conflict of Interest Policy).
- 9) **Corrective action plans, performance improvement plans, or reviews** in process or completed by DCF (inclusive of DCF Licensing, Divisions and Offices) or other State entities within the last two years.

If applicable, a copy of the corrective action or performance improvement plan should be provided and any other pertinent information that will explain or clarify the respondent's current position under the corrective action plan and remedial measures implemented.

If not applicable, the respondent should complete, sign, date, and submit the Statement of Non-Applicability Regarding Corrective Action or Performance Improvement Plan Form.

<https://www.nj.gov/dcf/providers/notices/requests/Statement-of-Non-Applicability-Regarding-Corrective-Action.pdf>

Note: DCF may consider all materials in our records concerning audits, reviews, performance improvement, or corrective active plans as part of the review process. DCF may disqualify and decline to forward for the review of the Evaluation Committee responses from those under corrective action plans in process with DCF or any other New Jersey state agency or authority.

- 10) **Certification Regarding Debarment**
Form: <https://www.nj.gov/dcf/documents/contract/forms/Cert.Debarment.pdf>
- 11) **Disclosure of Investigations & Other Actions Involving Respondent**
Form:
<https://www.nj.gov/treasury/purchase/forms/DisclosureofInvestigations.pdf>
- 12) **Disclosure of Investment Activities in Iran**
Form:
<https://www.nj.gov/treasury/purchase/forms/DisclosureofInvestmentActivitiesinIran.pdf>

13) Ownership Disclosure Form

* THIS FORM MUST BE SUBMITTED WITH THE RESPONSE. A RESPONSE SHALL BE DEEMED NON-RESPONSIVE UNLESS THIS FORM IS SUBMITTED WITH IT.

Form:

<https://www.nj.gov/treasury/purchase/forms/OwnershipDisclosure.pdf>

The Ownership Disclosure form must be completed and returned by non-profit and for-profit corporations, partnerships, and limited liability companies. The failure of a for-profit corporation, partnership, or limited liability company to complete the form prior to submitting it with the response shall result in rejection of the response.

14) Disclosure of Prohibited Activities in Russia and Belarus

Form:

<https://www.state.nj.us/treasury/administration/pdf/DisclosureofProhibitedActivitesinRussiaBelarus.pdf>

15) Source Disclosure Form (Disclosure of Source Location of Services Performed Outside the United States)

Form:

<http://www.state.nj.us/treasury/purchase/forms/SourceDisclosureCertification.pdf>

16) System for Award Management (SAM) - Submit a printout showing the Unique Entity Identification Number, active status, and the expiration date. Available free of charge.

Website: <https://sam.gov/content/home>

Helpline: 1-866-606-8220

17) Certificate of Incorporation

Website: <https://www.nj.gov/treasury/revenue>

18) Notice of Standard Contract Requirements, Processes, and Policies -

Sign and date as the provider

Form: [Notice.of.Standard.Contract.Requirements.pdf \(nj.gov\)](Notice.of.Standard.Contract.Requirements.pdf (nj.gov))

19) Organizational Chart of Respondent - Ensure chart includes the agency name, current date, and the allocation of personnel among each of the agency's DCF programs with their position titles and names.

20) Chapter 271/Vendor Certification and Political Contribution Disclosure

[2006 Federal Accountability & Transparency Act (FFATA)]

Form: <https://www.nj.gov/treasury/purchase/forms/CertandDisc2706.pdf>

21) Prevent Child Abuse New Jersey's (PCA-NJ) Safe-Child standards - A brief description (no more than two pages double spaced) of the ways in

which respondent's operations (policies and/or practices) mirror these standards. The document should include the agency name & current date. The Standards are available at: [“Sexual Abuse Safe-Child Standards” \(state.nj.us\)](https://state.nj.us/sexual_abuse_safe-child_standards)

22) **Standard Language Document (SLD)** (or Individual Provider Agreement or Department Agreement with another state entity as designated by DCF.) Sign and date as the provider.

SLD Form:

<https://www.nj.gov/dcf/documents/contract/forms/StandardLanguage.doc>

OR

Individual Provider Agreement:

<https://www.nj.gov/dcf/providers/contracting/forms/Individual.Provider.Agreement.pdf>

OR

State Entity Agreement:

<https://www.nj.gov/dcf/providers/contracting/forms/DCF.Departmental.Agreement.with.Another.State.Entity.pdf>

23) **Tax Exempt Organization Certificate (ST-5) -or- IRS Determination Letter 501(c)(3)**

Website: <https://www.nj.gov/treasury/taxation/exemptintro.shtml>

24) **Tax Forms:** Submit a copy of the most recent full tax return.

- **Non-Profit:** Form 990 Return of Organization Exempt from Income Tax -or-
- **For Profit:** Form 1120 US Corporation Income Tax Return -or-
- **LLCs:** Applicable Tax Form and must delete/redact any SSN or personal identifying information

Note: Store subsequent tax returns on site for submission to DCF upon request.

25) **Trauma Informed Practices** - Submit written policies describing the incorporation of these practices into your provision of services.

B. Additional Documents Requested to be Submitted in Support of This Response

This will be the third pdf submission in your response packet and must be labeled as: **PDF 3: SECTION III – Documents Requested to be Submitted with this Response, Subsection B. Additional Documents Requested to be Submitted in Support of this Response.**

- 1) Two completed **Proposed Budget Forms** documenting all costs associated with operating the program. If DCF is allowing funding requests for **start-up costs**, document these separately in the appropriate column of the Proposed Budget Form. This form is found at:
<https://www.nj.gov/dcf/providers/contracting/forms/>
- 2) Two completed **Budget Narratives** that: a) clearly articulates budget items, including a description of miscellaneous expenses or “other” items; b) describes how funding will be used to meet the project goals, responsibilities, and requirements; and c) references the costs associated with the completion of the project as entered in the Proposed Budget Form. If DCF allows funding requests for start-up costs, include in the Budget Narrative a detailed summary of, and justification for, any one-time program implementation costs documented in the final column of the Proposed Budget Form.
- 3) An **Implementation Plan** for the program that includes a detailed timeline for implementing the proposed services, or some other detailed weekly description of your action steps in preparing to provide the services and to become fully operational.
- 4) Two **Letters of Support** from community organizations with which you already partner. Letters from any New Jersey State employees are prohibited.
- 5) **Proposed Respondent Organizational Chart** for the program services required by this response that includes the respondent’s name, and the date created.

Section IV - Respondent’s Narrative Responses

Respondents who sign the above Statement of Acceptance to provide services in accordance with the *Required Performance and Staffing Deliverables* additionally must submit a narrative response to every question below. A response will be evaluated and scored as indicated on each of the following three Narrative Sections: A. Community and Organizational Fit; B. Organizational Capacity; and C. Organizational Supports. Respondents must organize the Narrative Response sections submitted in the same order as presented below and under each of the three corresponding title headings.

There is a 20-page limitation for the combined three narrative sections of the response. The 20-page narrative should be double-spaced with margins of one inch on the top and bottom and one inch on the left and right. The font shall be no smaller than 12 points in Arial or Times New Roman.

All three of these sections must be submitted as a single pdf document, which would be the fourth pdf submission in your response packet and is to be labeled as: **PDF 4**

– Section IV: Respondent’s Narrative Responses, Subsections A. Community and Organizational Fit; B. Organizational Capacity; And C. Organizational Supports.

A. Community and Organizational Fit (35 Points)

Community and Organizational fit refers to respondent’s alignment with the specified community and state priorities, family and community values, culture and history, and other interventions and initiatives.

- 1) Describe how your organization’s mission, values, and existing initiatives align with the goals of the EnlightenMENT program. Provide at least one concrete example of how your values are operationalized in practice for the families and youth served.
- 2) Specify the geographic area(s) for which you are applying and describe your organization’s current presence in those communities. Include an example of how this community knowledge has informed program design or service delivery.

Provide data demonstrating your understanding of the community’s demographics, strengths, needs, and diversity (at minimum county-level data), including race, ethnicity, culture, and languages spoken.

Utilize local resources and/or the following data sources to complete this section:

- U.S. Census: <https://www.census.gov/quickfacts/fact/table/US/PST045222>
- NJ Dept. of Health: <https://www-doh.state.nj.us/doh-shad/home/Welcome.html>
- NJ Child Welfare Data Hub: <https://njchilddata.rutgers.edu/#home>
- NJ Kids Count (2024): <https://acnj.org/new-jersey-kids-count-county-pocket-guide-2024/>
<https://acnj.org/new-jersey-kids-count-county-pocket-guide-2024/>

Applicants are encouraged to draw from other recent county/local needs assessments and reports, e.g., Human Services Advisory Council.

- 3) Describe your organization’s relationships with and involvement in the communities to be served, including partnerships with traditional and non-traditional community-based organizations and systems that support families and youth. Provide at least one example of a partnership that improved access, engagement or outcomes for families and youth.
- 4) Describe your organization’s experience addressing inequities and racism and providing cultural responsive services. Include:

- a. How these efforts are embedded in organizational policies and service delivery,
- b. How staff are supported to address inequities and racism,
- c. Examples of accessible and culturally responsive services, and
- d. At least one example demonstrating impact or change.

5) From your agency's perspective and/or your work with families identify gaps in services within the proposed community, and anticipated challenges in implementing the program and your organization's experience addressing similar challenges. Provide at least one example of how your organization successfully addressed a comparable challenge.

B. Organizational Capacity (35 Points)

Organizational Capacity refers to the respondent's ability to meet and sustain the specified minimum requirements financially and structurally.

- 1) Describe how organizational leadership and governance support the EnlightenMENT program. Include organizational structure, leadership diversity, and how senior leadership and the governing body will ensure program requirements are met. Provide an example of leadership involvement in program oversight or implementation.
- 2) Describe the proposed staffing and implementation plan, including:
 - a) Roles, qualifications, and use of staff with lived experience,
 - b) Strategies to recruit and retain a diverse, bi/multi-lingual workforce reflective of the community,
 - c) Staff retention strategies, and
 - d) Provide examples of successful recruitment and retention efforts, including any data available.
- 3) Describe how your organization:
 - a) Supports staff wellness, safety and mental health,
 - b) Ensures continuity of services during staffing disruptions,
 - c) Adapts service delivery in response to staffing or engagement challenges, and
 - d) Provide at least one example of how your organization maintained service delivery during a staffing challenge and what was learned.
- 4) Describe the administrative practices, policies, and procedures that will support program implementation, with a focus on incorporating and supporting persons with lived experience. Include details on any practices that need to be developed or refined. Provide an example of an administrative change that improved efficiency or compliance while enhancing the involvement of individuals with lived experience.

- 5) Describe your organization's experience partnering with community services and systems to support families involved with child welfare. Explain how you will collaborate with DCF on marketing, referral pathways, and strategies to engage participants. Provide examples of successful referral pathways or engagement strategies used in other programs.
- 6) Describe the strategies your organization will implement to ensure equitable access and minimize barriers to participation, including language, transportation, hours of operation, locations, signage, safety, and physical accessibility. Provide examples of how barriers were identified and reduced in prior service delivery.

C. Organizational Supports (30 Points)

Organizational Supports refers to the respondent's access to Expert Assistance, Staffing, Training, Coaching & Supervision.

- 1) The EnlightenMENT program has defined requirements around training, coaching and supervision. Describe your organization's experience implementing training, coaching, and supervision models to ensure fidelity to evidence-based, evidence-informed or externally required program models. Explain how new staff receive required training and supervision within their first 30 business days of hire. Provide an example of a training or supervision model currently or previously in use.
- 2) Describe your organization's experience collecting, analyzing, and reporting data for program administration, CQI, and funder reporting. Explain how data will be used to monitor performance, outcomes, and fidelity. Provide an example of how data was used to improve program performance or fidelity.
- 3) Describe the role the families and/or youth play in program feedback, quality assurance, and performance improvement processes. Provide an example of how family or youth input led to a programmatic change.

Section V - Response Screening and Review Process

A. Response Screening for Eligibility, Conformity, and Completeness:

DCF will conduct a preliminary review of each response to determine whether it is eligible for evaluation or immediate rejection in accordance with the following criteria:

- 1) The response was received prior to the stated deadline.
- 2) The Statement of Acceptance is signed by the person with the necessary authority to execute the agreement.
- 3) The response is complete in its entirety, including all documents requested to be submitted in support of the response listed in Section III. A. and the organizational documents prerequisite to a contract award listed in Section III. B. If any of these documents are missing from the response, DCF may provide an email notice to the respondent after the response is submitted. Respondents will have up to five business days after notice from DCF to provide the missing documentation, except those documents, such as the Ownership Disclosure Form, required by the applicable law to be submitted with the initial response. If the documents are not then timely submitted in response to that notice, the response may be rejected as non-responsive.
- 4) The response conforms to the specifications set forth in the RFP.

Failure to meet the criteria outlined above, constitutes grounds for rejection of the response.

Responses meeting the initial screening requirements of the RFP will be distributed to the Evaluation Committee for its review and recommendations.

B. Response Review Process

DCF convenes an Evaluation Committee in accordance with existing policy to review all responses. All voting and advisory reviewers complete a conflict-of-interest form. Those individuals with conflicts or with the appearance of a conflict are disqualified from participation in the review process. The voting members of the Evaluation Committee will review responses, deliberate as a group, and recommend final funding decisions.

DCF reserves the right to reject any response when circumstances indicate that it is in its best interest to do so. DCF's best interests in this context include, but are not limited to, the State's loss of funding, inability of the respondent to provide adequate services, applicant's lack of good standing with a State Department, and an indication or allegation of misrepresentation of information or non-compliance with any State contracts, policies and procedures, or state or federal laws and regulations.

A response to an RFP may result in a contract award if the Evaluation Committee concludes the respondent will comply with all requirements as demonstrated by submitting the specified documentation and signing the Statement of Acceptance. All respondents are required to provide all the requested documentation, to confirm their ability to meet or exceed all the compulsory

requirements, to provide services consistent with the scope of services delineated, and to comply with the service implementation and payment processes described. In addition, a response to an RFP will be evaluated and scored by the Evaluation Committee based on the quality, completeness, and accuracy of each of the three Narrative Sections: A. Community and Organizational Fit; B. Organizational Capacity; and C. Organizational Supports. A response earning the highest score may result in a contract award. The narrative must be organized appropriately and address the key concepts outlined in the RFP. The quality and completeness of the required documents may impact the score of the Narrative Sections to which they relate.

All respondents will be notified in writing of DCF's intent to award a contract.

C. Appeals

An appeal of a determination to reject a response as incomplete or unresponsive may be considered only to dispute whether the facts of a particular case are sufficient to meet the requirements for rejection and not to dispute the existence of any of the requirements.

An appeal of a determination not to award contract funding may be considered only if it is alleged that DCF has violated a statutory or regulatory provision in its review and evaluation process.

Pursuant to DCF policy P1.08, such appeals must be submitted in writing within 10 business days following the date on the Notice of Disqualification or Notice of Regret letter by emailing it to DCF.AHUAppeals@DCF.NJ.GOV and/or mailing it to:

Department of Children and Families
Office of Legal Affairs
Contract Appeals
50 East State Street 4th Floor
Trenton NJ 08625

Section VI - Post Award Requirements

A. General Conditions of Contract Execution:

Respondents who receive notice of DCF's intent to award them a contract will be referred to the DCF Office of Contract Administration (OCA). As a condition of executing a contract, awarded respondents must resolve with OCA any issues raised in the award letter or otherwise found to be in need of clarification. If DCF finds after sending a notice of intent to award that the awarded respondent is incapable of providing the services or has misrepresented any material fact or its ability to manage the program, the award may not proceed to contract

execution. DCF determines the effective date of any contract, which is the date compensable services may begin.

An awarded respondent shall be required to comply with the terms and conditions of DCFs' contracting rules, regulations, and policies as set forth in the Standard Language Document, the Notice of Standard DCF Contract Requirements, the Contract Reimbursement Manual, and the Contract Policy and Information Manual. Awarded respondents may review these items via the Internet at: www.nj.gov/dcf/providers/contracting/manuals <https://www.state.nj.us/dcf/providers/contracting/forms/>.

Awarded respondents also shall comply with all applicable state and federal laws and statutes, assurances, certifications, and regulations regarding funding.

B. Organizational Documents Prerequisite to Contract Execution to be Submitted After Notice of Award:

The DCF contract administrator assigned to initiate and administer an awarded respondent's contract will require the awarded respondent to submit the following documents prior to finalizing the contract for funding:

Post-Award Documents Prerequisite to the Execution of All Contracts

- 1) **Acknowledgement of Receipt** of NJ State Policy Prohibiting Discrimination in the Workplace and associated procedures: Return the receipt to DCF Office of Equal Employment Opportunity/ Affirmative Action.
Form: <https://www.nj.gov/dcf/documents/contract/forms/DiscriminationAcknowReceipt.pdf>
Policy: <https://www.nj.gov/dcf/documents/contract/forms/AntiDiscriminationPolicy.pdf>
- 2) **Annual Report to Secretary of State:** Provide proof of filing.
Website: <https://www.njportal.com/dor/annualreports>
- 3) **Attestation Form for N.J.S.A. 30:1-1.2b** - Complete, sign and date as the provider.
Form: <https://www.nj.gov/dcf/providers/contracting/forms/Attestation-of-DCF-Contractors-Required-by-N.J.S.A.-301-1.2b.pdf>
Note: Read each statement carefully and do not check all options. Pay attention to the 'or-either-and' statements. A signature and date are required.
- 4) **Employee Fidelity Bond Certificate** (commercial blanket bond - crime/theft/dishonest acts)

Bond must be at least 15% of the full dollar amount of all New Jersey state contracts for the current year when the combined dollar amount exceeds \$50,000. The \$50,000 threshold includes fee-for-service reimbursements made via NJ FamilyCare/Medicaid. If not applicable, respondent must submit a signed and dated written statement on agency letterhead stating they will not exceed \$50,000 in combined New Jersey state contracts for the current year.

Email To: OfficeOfContractAdministration@DCF.NJ.GOV and copy your contract administrator
Policy: https://www.nj.gov/dcf/documents/contract/manuals/CPIM_p8_insurance.pdf

- 5) **Liability Insurance** (Declaration Page/Malpractice Insurance/Automobile Liability Insurance)
Policy must show:
 - a. DCF as the certificate holder – DCF, 50 East State Street, Floor 3, P.O. Box 717, Trenton, NJ 08625
 - b. Language stating DCF is “an additional insured”
 - c. Commercial Liability Minimum Limits of \$1,000,000 an occurrence, \$3,000,000 aggregate.
 - d. Commercial Automobile Liability Insurance written to cover cars, vans or trucks, limits of liability for bodily injury and property damage should not be less than \$2,000,000/occurrence.

Email To: OfficeOfContractAdministration@DCF.NJ.GOV and copy your contract administrator
Policy: https://www.nj.gov/dcf/documents/contract/manuals/CPIM_p8_insurance.pdf

- 6) Document showing **NJSTART Vendor ID Number** (New Jersey's eProcurement System) Website: <https://www.njstart.gov/> Helpline: 609-341-3500 or - njstart@treas.nj.gov
- 7) **Standardized Board Resolution Form**
Form: https://www.nj.gov/dcf/documents/contract/manuals/CPIM_p1_board.pdf
- 8) **Program Organizational Chart**
Should include agency name & current date

Post-Award Documents Prerequisite to the Execution of This Specific Contract

- 1) **Copy of Accreditation** (Joint Commission, COA, CARF, as applicable)
Cancellation of accreditation must be reported immediately.
- 2) **Annex A** – Sections 1.1, 1.3 (& 2.4 if not a CSOC OOH Contract).
Note: Contract administrators will provide any Annex A forms customized for programs when they are not available on the DCF public website. Website: <https://www.nj.gov/dcf/providers/contracting/forms>
- 3) **Annex B Budget Form** – Include signed cover sheet
Form: <https://www.nj.gov/dcf/documents/contract/forms/AnnexB.xls>
Note: The Annex B Expense Summary Form is auto populated. Begin data input on Personnel Detail Tab.
Website: <https://www.nj.gov/dcf/providers/contracting/forms>
- 4) **Certification Regarding Exemptions**
Website: <https://www.nj.gov/dcf/providers/contracting/forms>
- 5) **Certification Regarding Reporting**
Website: <https://www.nj.gov/dcf/providers/contracting/forms>
- 6) **Equipment Inventory** (of items purchased with DCF funds) Policy:
https://www.nj.gov/dcf/documents/contract/manuals/CPIM_p4_equipment.pdf
- 7) **Schedule of Estimated Claims (SEC)** - signed
Form: Provided by contract administrator when applicable.
- 8) **Fixed Rate Information Summary** – signed
Form: Provided by contract administrator when applicable.
- 9) **Professional Licenses and/or Certificates** currently effective related to job responsibilities.
- 10) **Subcontracts/Consultant Agreements/ Memorandum of Understanding** related to this contract for DCF review and approval.

C. Reporting Requirements for Awarded Respondents

Awarded respondents are required to produce the following reports in accordance with the criteria set forth below, in addition to the reporting requirements specified above in this RFP related to the delivery and success of the program services.

- 1) **Audit or Financial Statement** (Certified by accountant or accounting firm.)
A copy of the Audit must be submitted to DCF by all agencies expending over \$100,000 in combined federal/state awards/contracts if cognizant with any department of the State of New Jersey. As noted in the Audit DCF Policy CON-I-A-7-7.6.2007 Audit Requirements, Section 3.13 of the Standard Language Document, DCF also may request at any time in its sole discretion an audit/financial statement from agencies expending under \$100,000 that are not cognizant with any department of the State of New Jersey. Note: Document should include copies of worksheets used to reconcile the Department's Report of Expenditures (ROE) to the audited financial statements. (DCF Policy CON-I-A-7-7.6.2007 Audit Requirements.)

Awarded respondents are to submit the most recent audit or financial statement with the initial contract and then each subsequent one within nine months of the end of each fiscal year.

Policy:

https://www.nj.gov/dcf/documents/contract/manuals/CPIM_p7_audit.pdf

- 2) **Reports of Expenditures (ROE):**

A. Scheduled Payments Contract Component: A quarterly ROE is to be submitted during the contract year 15 calendar days after the end of each fiscal quarter, and a Final ROE is to be submitted 120 calendar days after the end of the fiscal year. Alternatively, an ROE is to be submitted in accordance with any separate DCF directive to file ROEs at other intervals for specific contracted programs.

The format for the ROE must match that of the Annex B budget form.

Form: <https://nj.gov/dcf/providers/contracting/forms/>

Note: An ROE must be prepared in accordance with the governing cost principles set forth in the DCF Contract Reimbursement Manual (CRM Section 6). [Microsoft Word - SECTION 6 - Expenditure Reporting.doc \(nj.gov\)](https://nj.gov/dcf/providers/contracting/forms/)

B. Fee for Service Contract Component: Not Required.

- 3) **Level of Service (LOS) Reports**

Enter the cited DCF Standard Template Form for each month the number of youth, adults, and families served and ages of those receiving services, and the hours/days, county locations, etc. of those services, or record this data into another form, survey, or database that DCF agrees can serve to track LOS for the contracted program.

Website: <https://www.nj.gov/dcf/providers/contracting/forms/>

- 4) **Significant Events Reporting:**

Timely reports as events occur to include, but not be limited to, changes to: (1) Organizational Structure or Name [DCF.P1.09-2007]; (2) Executive and/or Program Leadership; (3) Names, titles, terms and addresses, of the Board of Directors; (4) Clinical Staff; (5) Subcontract/consultant agreements and the development or execution of new ones; (6) a FEIN; (7) Corporate Address; (8) Program Closures; (9) Program Site locations; (10) Site Accreditations (TJC, COA, CARF); (11) the contents of the submitted Standard Board Resolution Form; (12) Debarment and SAM status; and (13) the existence and status of Corrective Action Plans, Audits or Reviews by DCF (inclusive of DCF Licensing, Divisions and Offices) or other State entities.

Note: Awarded respondents are under a continuing obligation, through the completion of any contract with the State of New Jersey, to renew expired forms filed with the New Jersey Department of the Treasury and to notify Treasury in writing of any changes to the information initially entered on these forms regarding: Investment Activities in Iran as per P.L. 2012, C.25; Investment Activities in Russia or Belarus as per P.L. P.L.2022, c.3; Disclosures of Investigations of the Vendor; Ownership Disclosure if for profit; Service Location Source Disclosure as per P. L. 2005, C.92; Political Contribution Disclosure as per P.L. 2005, C.271; and Report of Charitable Organizations.

Policy:

https://nj.gov/dcf/documents/contract/manuals/CPIM_p1_events.pdf

Website:

<https://www.state.nj.us/treasury/purchase/forms.shtml>

D. Requirements for Awarded Respondents to Store Their Own Organizational Documents on Site to be Submitted to DCF Only Upon Request

- 1) Affirmative Action Policy/Plan
- 2) Copy of Most Recently Approved Board Minutes
- 3) Books, documents, papers, and records which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts, and transcriptions, and to be produced for DCF upon request.
- 4) Personnel Manual & Employee Handbook (include staff job descriptions)
- 5) Awarded Respondent's Procurement Policy