

STATE OF NEW JERSEY
DEPARTMENT OF HUMAN SERVICES
DIVISION OF DISABILITY SERVICES

REQUEST FOR PROPOSALS

Inclusive Healthy Communities (IHC) Grant Program

Issued: February 2, 2022 – Proposals due March 23, 2022

Peri L. Nearon, MPA, Executive Director
Division of Disability Services

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I. Purpose and Intent

The Inclusive Healthy Communities (IHC) Grant Program provides funding opportunities to communities and nonprofit organizations in New Jersey to promote and implement initiatives that support the health and well-being of individuals with disabilities in the communities where they live. This Request for Proposals (this RFP) is issued by the New Jersey Department of Human Services (DHS), Division of Disability Services (DDS), which seeks partners to implement initiatives beginning July 1, 2022 and ending June 30, 2023. Contingent upon available appropriations, with funding and oversight provided by DDS, awardees will undertake initiatives through one of two possible grant options: *Capacity Building* or *Implementation*, to address the following three mutually reinforcing, specific objectives with a broad focus on all people with disabilities, regardless of age, race, ethnicity, sexual orientation, immigration status, and/or income:

1. Adopt processes that are inclusive of people with disabilities as part of efforts to plan and create healthy communities; and
2. Plan and implement sustainable strategies that deliver the benefits of healthy communities to people with disabilities; and
3. Advance sustainable practice, systems, and environmental change that address the pre-existing physical, environmental, social, and economic challenges that prevent people with disabilities from having full access to the opportunities that support health and well-being.

In accordance with the IHC core principles and priority considerations, outlined below, proposals should seek to advance policy, practice, systems, and environmental changes to enhance healthy community outcomes for people with disabilities.

Approximately \$1.54 million dollars are available to support the IHC grant program for the 12 month grant cycle. Grant determinations will be made by DDS and awarded grants will be provided directly to successful bidders by DDS.

DDS has engaged the Edward J. Bloustein School of Planning and Public Policy at Rutgers, The State University of New Jersey (Rutgers Bloustein), to coordinate the IHC Grant Program and offer Technical Assistance (TA) and support to interested bidders and awardees. Rutgers Bloustein has created a dedicated website for the IHC grant program which can be found at: <http://eac.rutgers.edu/ihc-grant-program/>. Rutgers Bloustein has posted two resources to assist potential bidders in developing proposals in response to this RFP.

- A web-based interactive tool that can assist with providing information about disability at the municipal and county level. This tool can be especially helpful in developing a disability profile which is a required element of the IHC grant program proposal; and
- A document with background on *Resources for Planning Inclusive HealthyCommunities*.

Both resources can be found under “Resources” at: <http://eac.rutgers.edu/ihc-grant-program/>.

Bidders are invited to apply for *either* a Capacity Building grant or an Implementation grant. Bidders may not apply for both. If bidders have previously received a prior IHC grant for Capacity Building in 2021-22, then they may only submit a proposal for an Implementation grant, they can submit a proposal for another Capacity Building grant. If bidders have previously received an IHC Implementation grant, then the proposals must strongly demonstrate how this grant will build upon the existing Implementation grant to:

- expand the impact of the initiative beyond the initial implementation activities; and

- lead to sustainable policy, practice, systems and environmental changes.

Through a partnership with the New Jersey Department of Environmental Protection, DDS is asking for proposals to specifically improve public access to coastal resources to enhance recreational and enjoyment opportunities for people with disabilities. Up to \$144,000 in federal funds from the National Oceanic and Atmospheric Association (NOAA) are available for planning purposes and may not be used for capital improvements or construction purposes. For these targeted proposals, you may apply for either a Capacity Building or Implementation Grant and you may propose an additional amount for planning specific purposes up to \$30,000. These funds are supplemental for the specific purpose of increasing access to coastal resources for people with disabilities.

The following summarizes the anticipated RFP schedule:

Date	Action
February 2, 2022	Notice of Funding Availability
February 14, 18, 24, 2022	3 Identical mandatory virtual workshops for prospective bidders. At least one team member name in a bidder's proposal must attend at least one of the workshops. Participants must pre-register for workshops (links below): February 14, 2022 from 12:00 pm – 2 pm: https://rutgers.zoom.us/meeting/register/tJ0rcemspi4rHdxu0h7Zpqsy1OcRRUqXVvQt February 18, 2022 from 9:00 am – 11:00 am: https://rutgers.zoom.us/meeting/register/tJMtdemsqD0vHNHmUZL0Me0ZtU1ZBcPgGk4X February 24, 2022 from 2:00 pm – 4:00 pm: https://rutgers.zoom.us/meeting/register/tJlqc--oqz8rHd3QZ9mriv82z_bnUCaH7PRx
February 23, 2022- 5:00 pm	Deadline for prospective bidders to submit questions to ihc@ejb.rutgers.edu . All questions received, along with answers, will be posted within five days of receipt at: http://eac.rutgers.edu/ihc-grant-program/
March 7, 2022- 5:00 pm	Deadline for bidders to submit a Letter of Intent (LOI) to apply. LOIs must be submitted to: ihc@ejb.rutgers.edu .
March 23, 2022- 5:00 pm	Deadline for receipt of proposals. Proposals must be submitted to: ihc@ejb.rutgers.edu no later than 5pm on March 23, 2022. Complete proposals shall include a <u>single PDF</u> of all required documents (see Proposals Instructions, below) along with a completed budget using the provided budget template form.
April 29, 2022	Preliminary award announcement by DDS.
May 9, 2022	Appeal Submittal Deadline. See instructions below.
May 16, 2022	Final award announcement
June 1, 2022	In-person convening of IHC cohorts 1 and 2. Meeting site: Rutgers Cook Campus Center, New Brunswick. All members of IHC Cohorts 1 and 2 are invited to participate; at minimum, team leads are required to attend.

Requirements

Proposals submitted in response to this RFP must meet the following requirements:

- At least one named team member of the proposal must participate in one of three identical virtual workshops about the IHC grant program hosted by DDS in partnership with Rutgers Bloustein. These workshops will be conducted virtually on February 14, 18, 24, 2022. Bidders must pre-register for the workshops at the links listed above. Failure to have at least one member of the bidder's team participate in one of the workshops will result in disqualification of the proposal. Bidders will be asked to identify the team member(s) that participated in a workshop as part of their proposal;
- All bidders must have submitted a mandatory LOI no later than **5:00 pm Monday, March 7, 2022** to ihc@ejb.rutgers.edu. The LOI is intended to provide DDS and Rutgers Bloustein with an understanding of the volume of proposals expected in response to this RFP. Bidders will not receive input from DDS or Rutgers Bloustein on the content of the LOI. The LOI may be submitted by any partner in a proposal, not necessarily the primary bidder, but it should identify who the lead organizational bidder will be. The LOI should contain the following information: expected partners; type of proposal (Capacity Building or Implementation); and the expected geographic area to be served by the anticipated proposal. Bidders must meet the eligibility criteria, and each successful bidder can only be the primary bidder on one grant;
- Proposals are due no later than March 23, 2022 at 5:00 pm EST. Proposals must be submitted via email to: ihc@ejb.rutgers.edu. Instructions on the content of proposals and submittal are below;
- Funds from this RFP may be used to support collaborations between multiple organizations. Each proposal should identify the primary bidder and any other partners that will receive grant funds encompassed by this RFP, if awarded;
- Capacity Building grants may not exceed \$60,000 during the 12-month grant period, and Implementation grants may not exceed \$150,000 during the 12-month grant period;
- Matching funds are not required but leveraged support, including in the form of in-kind services, are encouraged and may strengthen a bidder's proposal;
- Bidders must be willing to:
 - Participate in an in-person, convening of all IHC Cohort 1 and 2 successful bidders which will be held at Rutgers University in New Brunswick, NJ on June 1, 2022. The convening will be designed to provide IHC successful bidders with opportunities for training, orientation, networking and community-building with key DDS staff and statewide leaders. DDS will monitor public health guidelines regarding COVID-19 in planning the June 1, 2022 convening and adjust as needed;
 - Participate in two meetings with staff from Rutgers Bloustein during the 12-month grant program. One meeting will take place at the onset of the grant and the second will take approximately halfway through the 12 month grant term. These on-site or virtual meetings are intended to provide the successful bidders with an opportunity to report on their plans and progress associated with their grant work plan;
 - Submit a written quarterly progress report on a survey form provided by Rutgers Bloustein;
 - Promote their IHC initiative by creating and posting at least two blogs on their website and/or partner website(s), (which will also be posted on the IHC website) and to issue a press release or media advisory to announce the receipt of their IHC grant. Successful bidders are also strongly encouraged to post about their IHC initiative on their own social media, the IHC Facebook page, and partners' social media;
 - Use standard language and the DDS logo, both of which will be provided, to acknowledge the

DDS as the source of IHC grant funding.

- Successful bidders are encouraged to participate in virtual all-successful bidders networking meetings to be hosted by Rutgers Bloustein during the 12-month grant term (specific timing TBD). These meetings are intended to provide successful bidders with a community of practice and an opportunity to network and exchange insights, information, and strategies about their grant work plan with other successful bidders;
- Proposals are required to identify indicators to measure initiative progress for 6, and 12-month timeframes in addition to a qualitative discussion of anticipated outcomes. Successful bidders are expected to use these measurable indicators of progress as part of progress reporting during the 12-month grant period;
- Successful bidders will be paid quarterly by DDS based on a schedule of estimated claims included in the initiative budget. All successful bidders must provide a final progress and final report within 30 days of the June 30, 2023 completion of the 12-month grant period;
- All successful bidders are required to register with NJSTART, the State of New Jersey's eProcurement system, which enables organizations to be paid. To register, go to www.njstart.gov.

II. Background and Population to Serve

The U.S. Centers for Disease Control and Prevention (CDC) estimates that 1 in 4 New Jersey adults have some type of disability. For the purpose of the IHC Grant Program, a disability is “any condition of the body or mind that makes it more difficult for the person with the condition to do certain activities and interact with the world around them. Disabilities can affect a person’s vision, movement, thinking, memory and recall learning, communicating, hearing, mental health, and social relationships. Disabilities can be related to conditions that are present at birth and may affect functions later in life, including cognition, mobility, vision, hearing, behavior, and other areas. Disability can be associated with developmental conditions that become apparent during childhood, related to an injury, associated with a longstanding condition and/or progressive.” For more information about disability, see the Centers for Disease Control and Prevention’s [Disability and Health Overview](#).

DDS works to improve access to services and information that promote and enhance independent living for individuals with all disabilities by facilitating coordination and cooperation between local, county and state government agencies. DDS provides a single point of entry for those seeking disability-related information in New Jersey and promotes maximum independence and the full participation of people with disabilities within all aspects of community life. The IHC Grant Program is intended to advance the DDS’ mission by expanding opportunities for people with disabilities to benefit from the opportunities in communities that support their health and well-being.

Healthy Communities

Healthy communities are ones in which all residents have access to the opportunities and systems that enable them to live the healthiest life possible. Across the United States and in New Jersey, communities are working to ensure equitable access for all residents to nutritious food, social services and income support, transportation, quality schools, stable housing, good jobs with fair pay, clean environments, and safe places to exercise and play. According to the U.S. Centers for Disease Control and Prevention, people with disabilities are disproportionately affected by chronic diseases and conditions. Adults with disabilities are more likely to: be inactive, have high blood pressure, smoke and/or be obese.

Healthy communities reinforce lifestyles that support well-being through practices and actions where considerations of health and equity are systematically factored into community planning and design. Residents of healthy communities have access to the systems and conditions that allow them to live the healthiest lives possible and where principles of equity, diversity and inclusion are routinely practiced in

civic processes and decision-making. Healthy communities are where all residents have access to quality and affordable healthcare as well as access to the physical, social, economic, and environmental conditions that support health and well-being, such as: arts and culture, nutritious food, clean environments, safe, resilient, and affordable housing, quality education, accessible transportation, safe neighborhoods, opportunities for recreation and socializing, good jobs with fair wages, social and health services, income supports, and emergency preparedness. The CDC's Disability and Health Overview emphasizes that "it is very important to improve the conditions in communities by providing accommodations that decrease or eliminate activity limitations and participation restrictions for people with disabilities, so they can participate in the roles and activities of everyday life."

Core Principles

The IHC Grant Program is designed to advance efforts that result in tangible and sustainable transformation of policies, practices, systems, and environmental conditions to ensure that people with disabilities equitably benefit from efforts to build healthy communities: The IHC grant program is rooted in three core principles:

- **Health Equity** – *Health equity* means that everyone has a fair and just opportunity to be as healthy as possible. This requires removing obstacles to good health such as poverty; discrimination including favoring people who are "able-bodied" (known as "ableism"); underrepresentation in decision-making and civic processes; lack of access to the conditions that support good health including jobs with fair pay, quality education, safe and affordable housing, clean and safe environments; and affordable quality health care;
- **Policy, practice, systems and environmental (PSE) change** - *PSE change* involves strategies that go beyond programming and individual assistance and, instead, focuses on fundamental and lasting transformation of the societal structures, decision-making processes and the conditions in which we work, live and play. PSE change is not limited to government. It can also include changes in healthcare systems, businesses, educational systems, mechanisms that build personal wealth, the natural and built environment and the processes by which those entities make decisions. Inherent in PSE change is the concept of universal design which is the practice of ensuring that places, products, or services are designed in ways that meet the need of all people who wish to use it. Universal design ensures that, by considering the diverse needs and abilities of all people, places, products and services meet all peoples' needs.
- **Equity, diversity and inclusion** – *Equity, diversity and inclusion* go hand-in-hand but they are not the same. Equity recognizes that some people have an uneven "starting place" and that systems are needed to address or correct the imbalance to ensure that everyone, including people with disabilities, have access to the conditions needed to be healthy; equity is different from equality which means that everyone is treated the same regardless of each person's unique situation. Diversity, which includes racial/ethnic, cultural, and linguistic diversity, ensures that a variety of voices are involved in decision-making whereas inclusion ensures that underrepresented populations, such as people with disabilities, are valued, encouraged to lead and grow, and offered support (if needed) to meaningfully engage in decision-making.

Priority Consideration

The IHC Grant Program gives priority consideration to proposals that include the following provisions that are strongly encouraged but not required:

- Seek to advance practice, systems, and environmental changes to enhance healthy community outcomes for people with disabilities who also may experience societal discrimination as a result of, but not limited to: age, race, socioeconomic or immigration status, and/or sexual orientation;
- Serve participants in areas of highest need in terms of disability population, economic burden, and underserved communities;

- Leverage matching funds through direct dollars or in-kind services;
- Employ people with disabilities at a fair wage.

Targeted Proposals – Improving Access to Coastal Resources

- Through a partnership with the New Jersey Department of Environmental Protection, DDS is asking for proposals to specifically improve public access to coastal resources to enhance recreational and enjoyment opportunities for people with disabilities. Up to \$144,000 in federal funds from the NOAA are available for planning purposes and may not be used for capital improvements or construction purposes. For these targeted proposals, you may apply for either a Capacity Building or Implementation Grant and you may propose an additional amount for planning specific purposes up to \$30,000. The core principles and priority considerations of the IHC program (pages 5-6 of this RFP) also apply to the NJDEP funds.

Potential IHC applicants are encouraged to understand several important factors associated with these additional funds from NJDEP:

- New Jersey's Coastal Zone – Many people may think that the state's coastal zone is limited to the Atlantic "shore." Rather, New Jersey's coastal zone encompasses tidal and non-tidal waters, waterfronts and inland areas. The coastal zone includes the Hudson River from the New York border and related tidal waters, south to the Raritan Bay. It continues along the Raritan Bay and extends south from Sandy Hook to Cape May Point encompassing the state territorial waters of the Atlantic Ocean and associated tidal water bodies. From Cape May Point, the coastal zone trends north to Trenton and contains waters of the Delaware Bay and River and includes tidal portions of their tributaries. A portion of more than 230 municipalities resides in the state's coastal zone. Prospective applicants can find a map of NJ's coastal zone and a list of municipalities in the zone at: <https://www.state.nj.us/dep/cmp/docs/new-detailed-cafra-map.pdf>.

III. Who Can Apply?

To be eligible for consideration for an IHC grant, the bidder must satisfy the following requirements:

- The bidder must be a (a) county or municipal government entity, including local and county authorities such as a Board of Education, or (b) an organization with a current status of having an approved IRS approved 501(c)(3) status; and
- The bidder must be in good standing with DDS if they have an existing grant or contract in place. The bidder must have all outstanding Plans of Correction for deficiencies submitted to DDS for approval prior to submission; and
- The bidder must be fiscally viable based upon an assessment of the bidder's audited financial statements. If an bidder is determined, in DDS' sole discretion, to be insolvent or to present insolvency within the twelve (12) months after bid submission, DDS will deem the proposal ineligible for grant award; and
- The bidder must not appear on the State of New Jersey Consolidated Debarment Report at <http://www.state.nj.us/treasury/revenue/debarment/debarsearch.shtml> or be suspended or debarred by any other State or Federal entity from receiving funds; and
- The bidder shall not employ a member of its Board of Directors in a consultant capacity. The proposal must indicate if the Board of Directors votes on contract-related matters.
- The bidder must be licensed or credentialed to provide the required services as detailed in the Scope of Work.

IV. Scope of Work

Successful bidders will undertake initiatives in compliance with all laws, regulations, and guidelines as specified by DDS that further the objectives of the IHC Grant Program. Unless the bidder previously was

previously awarded a IHC contract, successful bidders will conduct initiatives through **one of two** possible grant options:

- **Capacity Building grants** – Capacity Building grants are available for bidders that are in the early stages of their efforts to build disability inclusion into a healthy community effort. Capacity Building grants are intended to enhance and catalyze initial efforts of bidder partners to identify priorities, build partnerships and plan strategies that result in lasting practice, systems and environmental change. Capacity Building grants are intended to provide bidder teams with the knowledge, data, analysis, and skills to advance collaborative partnership building that leads to cohesive, strategic and lasting practice, systems and environmental change. It is anticipated that bidders to the IHC Capacity Building grant will dedicate a portion of the grant funding for implementation efforts before the end of the 12-month grant period. Capacity Building grants may not exceed \$60,000.
- **Implementation grants** – Implementation grants are available for bidders who have already undertaken efforts to strategically identify priorities for action, build a shared vision among partners, and develop an action plan for addressing critical challenges facing disability inclusion in healthy community efforts. The expectation is that previous planning efforts that contributed to strategic identification of priorities for action involved inclusion of people with disabilities. Program bidders are asked to outline in their proposals the nature of involvement of people with disabilities as part of previous strategic planning efforts. Implementation grants may not exceed \$150,000.

Up to \$30,000 may be added to capacity building and implementation grants for purposes of enhancing access to coastal resources for recreational purposes for people with disabilities.

If a bidder is a previous IHC successful bidder and received a Capacity Building grant, then they must apply for an Implementation grant. If the previous IHC successful bidder received an Implementation grant, then the grant proposal must strongly demonstrate how this grant will build upon the existing Implementation grant to: expand the impact of the initiative beyond the initial implementation activities; and lead to sustainable policy, practice, systems and environmental changes.

Allowable Costs

No funds from the IHC grant program may be used for lobbying activities as defined in accordance with guidance issued by the New Jersey Election Law Enforcement Commission at: https://www.elec.nj.gov/forcandidates/gaa_forms.htm.

The following costs are considered allowable under the IHC Grant Program:

- Strategic planning consultation services and data collection;
- Stakeholder engagement consultation services;
- Training and facilitation;
- Provision of direct services;
- In-state travel;
- Business meeting costs;
- Translation services, including American Sign Language;
- Services, supplies to facilitate engagement of people with disabilities;
- Community planning and capital investment design;
- Equipment purchase;
- Capital improvements that are in direct service to the proposed program or activity. For the purpose of the IHC grant program, allowable capital improvements include those that are permanent installations on property that increase the capital value or useful life of the property. For Capacity Building grants, use of IHC grant funds for capital improvements should be limited to the 12-month grant program.

Funds for planning to improve access to coastal resources cannot be used for capital improvements and/or construction efforts.

For the purpose of the IHC grant program, indirect costs may not exceed 10% of the total amount requested from the IHC grant program. Indirect costs are sometimes referred to as an overhead rate or burden costs. It is calculated as a percentage of overhead associated with, and allocable to, activities associated with the IHC grant. Indirect costs are actual expenses that are incurred for common or joint objectives and, therefore, cannot be identified readily and specifically with a particular sponsored initiative. The bidder may include a separate line item in the budget for costs that bidder can identify as being specifically tied to IHC grant funded activities, such as supplies, provided that such costs are not also included in the indirect cost category.

For the purpose of the IHC program, all grant funds must be fully expended or contractually allocated by the end of the grant period of June 30, 2023. Successful bidders are required to provide an accounting of all funds as part of their grant fiscal reporting.

V. General Contracting Information

Bidders must meet the terms and conditions of the DHS contracting rules and regulations set forth in the Standard Language Document (“SLD”), the Contract Reimbursement Manual (“CRM”), and the Contract Policy and Information Manual (“CPIM”). These documents are available on the DHS website at: <https://www.state.nj.us/humanservices/olra/contracting/policy/>

Bidders are required to comply with the Affirmative Action Requirements of Public Law 1975, c. 124 (N.J.A.C. 17:27) and the requirements of the Americans with Disabilities Act of 1991 (P.L. 101-336).

Budgets should accurately reflect the scope of responsibilities in order to accomplish the goals of this program.

All bidders will be notified in writing of DHS’ intent to award a contract. All proposals are considered public information and will be made available for a defined period after announcement of the contract awards and prior to final award, as well as through the State Open Public Records Act process at the conclusion of the RFP process.

In accordance with DHS Policy P1.12 available on the web at: <https://www.state.nj.us/humanservices/olra/assets/documents/CPIManual.pdf>, funds awarded pursuant to this RFP will be kept separate from existing programs in place between the bidder and DDS until DDS determines, in its sole discretion, that the program is stable in terms of service provision, expenditures, and applicable revenue generation.

Should service provision be delayed through no fault of the successful bidder, funding continuation will be considered on a case-by-case basis. Under no circumstances shall DDS continue funding when service commitments are not met, and in no case shall funding be provided for a period of non-service provision in excess of three (3) months. In the event that the timeframe will be longer than three (3) months, DDS must be notified so the circumstances resulting in the anticipated delay may be reviewed and addressed. Should services not be rendered, any funds which have been provided pursuant to this agreement shall be returned to DDS.

VI. Written Intent to Apply and Contact for Further Information

All prospective bidders must submit a LOI no later than **5:00 pm on Monday, March 7, 2022** to the following email address: ihc@ejb.rutgers.edu. The LOI is intended to provide DDS and Rutgers Bloustein

with an understanding of the volume of proposals expected in response to this RFP. Bidders will not receive input on the content of the LOI. The LOI may be submitted by any partner in an proposal, not necessarily the primary bidder. The LOI should contain the following information: expected partners; type of proposals: Capacity Building or Implementation; and expected area to be served by the anticipated proposal. Any bidder applying for targeted proposals to improve access to coastal resources should indicate if they will be requesting additional planning funds in their LOI. Submitting a LOI does not obligate a bidder to apply.

Any questions regarding this RFP should be emailed to ihc@ejb.rutgers.edu no later than **5:00 pm on February 23, 2022**. All questions received, along with answers, will be posted within five business days of receipt at <http://eac.rutgers.edu/ihc-grant-program/>. Bidders should use the information in this RFP and the posted responses to questions in order to develop their proposals. Specific guidance, other than what is provided at the virtual session in February, will not be provided to individual bidders.

VII. Required Proposal Content

A complete IHC proposal must include the following 5 items:

1. **Funding Proposal Cover Sheet** - (Use the template in **Attachment A**)
2. **Written Narrative** - All bidders should follow the written narrative outline in **Attachment B**:
3. **Budget** – Bidders should complete the budget form using the budget template that can be found at: <http://eac.rutgers.edu/wp-content/uploads/IHC-Budget-Template.xlsx>;
4. **Audit** - Most recent single audit report (A133) or certified statements and any other audits performed in the last two (2) years. If the bidder currently has a contract with DDS and these documents are current and on file with DDS, the bidder does not have to resubmit them as part of their IHC proposal.
5. **Appendices** – The following items must be included as appendices with the bidder's proposal. Appendices are limited to a total of 50 pages. Please note that if items 8-11 are not submitted, the proposal will not be considered. Additional attachments that are requested in the written narrative section and not part of the Appendices listed below do not count towards the 50-page limit for appendices.
 1. Bidder's mission statement;
 2. Organizational chart;
 3. Job descriptions of key personnel;
 4. Resumes of proposed personnel if on staff, limited to two (2) pages each;
 5. A description of all pending and in-process audits identifying the requestor, the firm's name and telephone number, and the type and scope of the audit;
 6. List of the board of directors, officers and terms;
 7. Copy of documentation of the bidder's charitable registration status;
 8. Department of Human Services Statement of Assurances (RFP Attachment D);
 9. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion ~~Low~~ Tier Covered Transactions (RFP Attachment E);
 10. Disclosure of Investment in Iran (www.nj.gov/treasury/purchase/forms.shtml);
 11. Statement of Bidder/Vendor Ownership Disclosure (www.nj.gov/treasury/purchase/forms.shtml);
 12. Three (3) original and/or copies of letters of commitment/support from other agencies or organizations who have worked with you or know firsthand about your work.

VIII. Review Criteria

A. Alignment with IHC Principles (5 points)

For Capacity Building grants, discuss how the proposed activities will enhance and advance efforts of

bidder partners to identify priorities, build partnerships and plan strategies that will result in sustained practice, systems and environmental change. Discuss what knowledge, data, analysis, collaborative partnership building, planning, priority setting and engagement with people with disabilities are needed to form a cohesive and strategic plan resulting in lasting practice, systems and environmental change that creates healthy communities and promotes positive health outcomes for individuals with disabilities. For proposals to the Capacity Building component of the IHC Grant Program, the narrative should include:

- a sound approach for racial, ethnic, cultural and language diversity and inclusive engagement of people with disabilities in the planning and execution of the Capacity Building process; and
- a comprehensive approach to strategically identify priorities for action, building partnerships, and assessing current conditions. (1 page)

or

For Implementation grants, discuss prior efforts that led to the strategic identification of priorities for action, a shared vision among partners, and development of an action plan for addressing critical challenges facing disability inclusion in healthy community efforts. Discuss how these prior efforts involved engagement of people with disabilities or, if they did not, discuss how the bidder partners will ensure engagement of people with disabilities to affirm that planned actions are priorities to advance inclusive practice, systems and environmental healthy communities efforts. For proposals to the Implementation grant component of the IHC Grant Program, the narrative should include:

- sufficient documentation that a previous strategic planning, stakeholder engagement, or analytical process led to the identification of the proposed action(s) as a priority to advance practice, systems and environmental changes that increase access for people with disabilities to the physical, social, economic and environmental conditions that support health and well-being; and
- the extent to which people with disabilities were involved or engaged as part of any previous planning, stakeholder engagement or analytical processes.
- Plans to engage individuals with disabilities in the initiative.
- The actionable items the bidder is planning to implement including implementation and completion timeframes. (1 page)

If you are a previous IHC successful bidder, describe how this grant will leverage the previous grant initiative to advance efforts to become institutionalized practices and/or implement policy changes.

B. Focus and Scope (15 points)

- The proposal demonstrates strong awareness of challenges in the bidder's geographic area where people with disabilities may not have adequate access to the physical, social, economic, and environmental conditions that support health and well-being, such as: arts and culture; nutritious food; clean environments; safe, resilient and affordable housing; quality education; accessible transportation; safe neighborhoods; opportunities to recreate and socialize; good jobs with fair wages; social and health services; income supports; and emergency preparedness;
- The proposal provides a profile of disability in the target geographic area;
- The proposal identifies a specific need, gap or opportunity that, if addressed, can significantly enhance opportunities for people with disabilities to have access to conditions and systems in the community that promote health and well-being;
- The proposal proposes a work plan that offers elements that have the potential to be highly replicable in other communities throughout New Jersey;
- The proposal reflects the core principles of the IHC program outlined on page 5 of this RFP;
- The proposal receives priority consideration if it reflects the priorities outlined on page 6 of this RFP.

C. Collaboration (10 points)

- The proposal represents a collaborative effort of at least two separate entities;
- The proposal provides for meaningful participation of people with disabilities;
- The proposed initiative will lead to lasting collaboration among the partners focused on advancing the health and well-being of people with disabilities.

D. Work Plan (25 points)

The proposal documents a detailed, clear, and manageable set of tasks that:

- Align with the work plan's intended outputs and outcomes;
- Include a clear 12-month schedule of tasks and milestones and that can reasonably be completed in the 12-month timeframe;
- Result in specific outcomes and outputs that are realistic given available resources;
- Align with qualifications, and roles and responsibilities of the initiative partners;

E. Budget (20 points)

Provide a budget narrative, not to exceed one page, that clearly describes budget categories and funds allocation consistent with the data provided in the budget template. Leveraged funds either through direct contributions or donations will receive priority consideration for the proposal. Bidders must:

- Demonstrate an efficient use of IHC grant resources;
- Identify any leveraged or matched funds that will be used as part of the initiative;
- Propose to use IHC grant funds for eligible costs as outlined in the Request for Proposal;
- Include a statement acknowledging that no funds from this award will be used for lobbying.

F. Outcomes and Outputs (25 points)

- The proposal documents deliverables, impacts, products, partnerships, and outcomes that will result from the proposed initiative that advance practice, systems and environmental changes that increase access for people with disabilities to the physical, social, economic and environmental conditions that support health and well-being;
- The proposal includes a plan for publicly communicating and promoting initiative outcomes and outputs to other communities in New Jersey; and
- The proposal includes measurable indicators of progress for both 6 and 12-month timeframes.

IX. Submission of Proposal Requirements

Bidders should combine all proposal materials in a single PDF with the exception of the completed budget template. Bidders should email (a) the combined single PDF document and (b) completed budget form to ihc@ejb.rutgers.edu no later than **5:00 pm EST on March 23, 2022**.

X. Review of Proposals

IHC program staff at Rutgers Bloustein will review incoming proposals for completeness. Any proposal that is deemed to be incomplete will be referred to DDS and not be further reviewed. DDS will disqualify incomplete proposals and notify the bidders.

Proposals deemed complete will be preliminarily reviewed by Rutgers Bloustein staff in accordance with the review criteria above. Rutgers Bloustein will make preliminary recommendations to DDS based on the review criteria above. DDS is solely responsible for all award decisions; for awards using NJDEP funds, DDS will render award decisions in consultation with NJDEP. A team of DDS staff will review the proposals and the Rutgers Bloustein preliminary recommendations and make final decisions on awards.

The bidder is advised that the contract award may be conditional upon final contract and budget negotiation.

Additionally, if a bidder is determined, in DDS' sole discretion, to be insolvent or to present potential insolvency within the twelve (12) months after bid submission, DDS will deem the proposal ineligible for grant award.

DDS reserves the right to reject any and all proposals when circumstances indicate that it is in its best interest to do so. DDS' best interests in this context include, but are not limited to, loss of funding, inability of the bidder(s) to achieve performance, an indication of misrepresentation of information and/or non-compliance with State and federal laws and regulations, existing DHS contracts, and procedures set forth in DHS Policy Circular P1.04 (<https://www.state.nj.us/humanservices/olra/contracting/policy/>).

DDS will notify all bidders of grant awards, contingent upon the satisfactory final negotiation of a contract, by May 16, 2022.

XI. Appeal of Award Decisions

An appeal of any award decision may be made only by a respondent to this RFP. All appeals must be made in writing and be received by DDS at the address below no later than 4:00 p.m. on May 9, 2022. The written appeal must clearly set forth the basis for appeal. Any bidder intending to submit an appeal is strongly encouraged to do so via email.

Appeals should be addressed to:

Peri L. Nearon, MPA
Executive Director
Division of Disability Services Department of Human Services
DHSCO-DDS-Information@dhs.nj.gov
PO Box 705
Trenton, NJ 08625-0705

Please note that all costs incurred in connection with appeals of DDS decisions are considered unallowable costs for the purpose of DDS funding. DDS will review all appeals and render a final decision by May 16, 2022. Grant award(s) will not be considered final until all timely filed appeals have been reviewed and final decisions rendered.

XII. Post Award Required Documentation

Upon final award announcement, the successful bidder(s) must be prepared to submit one (1) original signed copy of the documents below (if not already on file), as well as any other required documents. Copies, rather than original signed documents, may be submitted only where indicated below:

- a. Most recent IRS Form 990/IRS Form 1120, and Pension Form 5500 (if applicable)(submit two [2] copies);
- b. Copy of the Annual Report-Charitable Organization (for information visit: http://www.state.nj.us/treasury/revenue/dcr/programs/ann_rpt.shtml);
- c. A list of all current contracts and grants as well as those for which the bidder has applied for from any federal, state, local government or private agency during the grant term proposed herein, including awarding agency name, amount, period of performance, and purpose of the contract/grant, as well as a contact name for each award and the phone number;
- d. Proof of insurance naming the State of New Jersey, Department of Human Services, Division of

- Disability Services, Trenton, NJ 08625-0705 as an additional insured;
- e. Board Resolution identifying the authorized staff and signatories for grant actions on behalf of the bidder;
 - f. Current Agency By-laws;
 - g. Current Personnel Manual or Employee Handbook;
 - h. Copy of Lease or Mortgage;
 - i. Certificate of Incorporation;
 - j. Co-occurring policies and procedures;
 - k. Conflict of Interest Policy;
 - l. Affirmative Action Policy;
 - m. Affirmative Action Certificate of Employee Information Report, newly completed AA 302 form, or a copy of Federal Letter of Approval verifying operation under a federally approved or sanctioned Affirmative Action program. (AA Certificate must be submitted within 60 days of submitting completed AA302 form to Office of Contract Compliance);
 - n. A copy of all applicable licenses;
 - o. Local Certificates of Occupancy;
 - p. Current State of New Jersey Business Registration;
 - q. Procurement Policy;
 - r. Current equipment inventory of items purchased with DHS funds (Note: the inventory shall include: a description of the item [make, model], a State identifying number or code, original date of purchase, purchase price, date of receipt, location at the successful bidder, person(s) assigned to the equipment, etc.);
 - s. All subcontracts or consultant agreements related to the DHS contract signed and dated by both parties;
 - t. Business Associate Agreement (BAA) for Health Insurance Portability and Accountability Act of 1996 compliance, if applicable, signed and dated;
 - u. Updated single audit report (A133) or certified statements, if differs from ones submitted with proposal;
 - v. Business Registration (online inquiry to obtain copy at https://www1.state.nj.us/TYTR_BRC/jsp/BRCLoginJsp.jsp; for an entity doing business with the State for the first time, it may register at <http://www.nj.gov/treasury/revenue>);
 - w. Source Disclosure (EO129) (www.nj.gov/treasury/purchase/forms.shtml); and
 - x. Chapter 51 Pay-to-Play Certification (www.nj.gov/treasury/purchase/forms.shtml).

XIII. Attachments:

(See following pages)

Attachment A – Proposal Cover Sheet

STATE OF NEW JERSEY DEPARTMENT OF HUMAN SERVICES
Division of Disability Services IHC Proposal Cover Sheet

Initiative Title: _____

Incorporated Name of Bidder: _____

Eligibility Type (check one):

_____ New Jersey county or municipality

_____ Non-profit organization with IRS approved 501(c)(3) status

Previous IHC successful bidder (check one): YES _____ NO _____

Type of grant being applied for (check one)

_____ Capacity Building grant

_____ Implementation grant

Federal ID Number: Charities Reg. Number (if applicable) _____

DUNS Number: _____

Address of Bidder: _____

Website of Bidder: _____

Bidder Organization Profile - State mission and briefly describe areas of expertise and focus:

Chief Executive Officer Name and Title: _____

Phone No.: _____ Email Address: _____

Contact Person Name and Title: _____

Phone No.: _____ Email Address: _____

Total IHC grant funds requested: _____

Total number of residents to be impacted: _____

Geographical area where initiative is to be implemented: _____

Name of team member(s) who attended IHC workshops and dates of which workshops were attended (Dates TBD): _____

Brief description of proposed initiative and intended impact: _____

Proposal partners (include additional sheets as necessary)

Organization Name: _____

Address: _____

Website: _____

Initiative Contact – name, email, phone: _____

Proposal organization profile _____

Authorization: Chief Executive Officer (printed name):

Signature: _____ Date: _____

Attachment B – Proposal Template

STATE OF NEW JERSEY DEPARTMENT OF HUMAN SERVICES Proposal Template

All bidders must submit a written narrative proposal that addresses the following topics, adheres to all instructions, and includes supporting documentation as noted below:

INTRODUCTION AND CONTEXT

1. Please provide a brief summary description of the proposed initiative. Include a problem statement and overview of the proposed solution addressing how the proposed initiative will effect change. *(1-2 paragraphs)*
2. Please provide a brief profile of disability in the targeted geographic region. *(1-2 pages)*. Bidders are encouraged to include the following types of information in their profile:
 - Background information on disability demographics within the target geography for the proposed initiative. This background does not need to be a highly complex analysis. Rather, a simple summary of current status of who are the people with disabilities in the target geography is needed. An easy-to-use summary of U.S. Census/American Community Survey information about disability can be found at this link: <https://tessera.rutgers.edu/disability-snapshots/>;
 - Scan of partner organizations/strategic collaborators/community champions to potentially integrate into the proposed initiative;
 - How the proposed program aligns with community goals or needs as evidenced in municipal plans, community health planning, or other documented local priorities; and
 - A brief discussion of how inclusive programming is currently being delivered and how it is likely to change through the proposed effort.

PROPOSAL NARRATIVE *(5 pages or less)* - Address the following questions in your narrative:

1. What problem or gap in expanding inclusion to people with disabilities as part of healthy community efforts does the initiative seek to address and how? Identify the type of disability/disabilities the initiative is intended to address.
2. How does the initiative build on existing services/resources and capacities of initiative partners or others?
3. How will the initiative be developed and implemented? (Please include an initiative development timeline.)
4. Please provide a logic model that includes the following information:
 - a. Current conditions that the proposed initiative will address
 - b. Ultimate outcomes if the proposed initiative is fully successful
 - c. Bidder's theory of change
 - d. Tasks
5. Describe proposed outcomes and outputs. Bidders may include outcomes and outputs in the logic model if preferred.

6. Please list measurable indicators of progress for the following timeframes: 6 months and 12 months. Bidders may reflect these indicators in the logic model if preferred.
7. Describe the bidder's efforts to broadly communicate its efforts under its proposed program using traditional outreach and communication methods as well as social media and networking strategies.
8. Please outline how the proposed initiative will lead to practice, systems and/or environmental change that will advance lasting outcomes. Be as specific as possible.
9. Discuss the extent to which the initiative seeks to intersect efforts to advance practice, systems and environmental changes that enhance healthy community outcomes for people with disabilities who also may experience societal discrimination as a result of, but not limited to: age, race, socioeconomic or immigration status, and/or sexual orientation. Discuss the extent to which the initiative serves participants in areas of highest need in terms of disability, economic burden and underserved communities.

STAFFING PLAN (2-3 pages)

1. Briefly describe the material contribution that each partner/collaborator will bring to the proposed initiative. How do they complement one another?
2. Please provide brief bios for each of the key team members, including an explanation of their role on the proposed initiative.
3. Identify efforts to include individuals with disabilities in your proposed staffing plan.

BUDGET NARRATIVE (1 page or less)

SPECIFIC PROGRAM REQUIREMENTS

1. Explain how your proposed initiative will engage individuals with disabilities.
2. For Capacity Building grants, please discuss how the proposed activities will enhance and catalyze efforts of bidder partners to identify priorities, build partnerships and plan strategies that will result in lasting practice, systems and environmental change. Discuss what knowledge, data, analysis, collaborative partnership building, planning, priority setting and engagement with people with disabilities are needed to form a cohesive and strategic plan resulting in lasting practice, systems and environmental change. (1 page)

Or

For Implementation grants, please discuss how prior efforts that led to the strategic identification of priorities for action, a shared vision among partners, and development of an action plan for addressing critical challenges facing disability inclusion in healthy community efforts. Discuss how these prior efforts involved engagement of people with disabilities or, if they did not, discuss how the bidder partners will engage people with disabilities to affirm that planned actions are priorities to advance inclusive practice, systems and environmental healthy communities efforts. If you are a previous IHC Capacity Building successful bidder, describe how this grant will leverage efforts from the previous grant. If you are a previous IHC Implementation successful bidder, must strongly demonstrate how this grant will help expand and achieve systemic change. The proposal must include a strategy for how the implementation of priority actions to achieve change will be sustained after the grant program is completed. Matching funds through direct contributions or donations-, showing commitment to the program will strengthen the proposal and are strongly encouraged. (1 page)

3. Include a statement as to whether the lead bidder organization's Board of Directors votes on contract-related matters

4. Include a statement that the bidder and all initiative partners are aware that, under no circumstances, will any portion of grant funds be used for lobbying, attempting to influence government or activities that could be construed as lobbying. For the purpose of the IHC grant program, the term "lobbying" is defined in accordance with guidance issued by the New Jersey Election Law Enforcement Commission at:
https://www.elec.nj.gov/pdffiles/Lobbying/Lobbying_Overview_May_2016.pdf.

Attachment C – Addendum to RFP for Social Service and Training Contracts

STATE OF NEW JERSEY DEPARTMENT OF HUMAN SERVICES ADDENDUM TO REQUEST FOR PROPOSAL FOR SOCIAL SERVICE AND TRAINING CONTRACTS

Executive Order No. 189 establishes the expected standard of responsibility for all parties that enter into a contract with the State of New Jersey. All such parties must meet a standard of responsibility that assures the State and its citizens that such parties will compete and perform honestly in their dealings with the State and avoid conflicts of interest.

As used in this document, "successful bidder" or "successful bidder" means any person, firm, corporation, or other entity or representative or employee thereof that offers or proposes to provide goods or services to or performs any contract for the Department of Human Services.

In compliance with Paragraph 3 of Executive Order No. 189, no successful bidder shall pay, offer to pay, or agree to pay, either directly or indirectly, any fee, commission, compensation, gift, gratuity, or other thing of value of any kind to any State officer or employee or special State officer or employee, as defined by

N.J.S.A. 52:13D-13b and e, in the Department of the Treasury or any other agency with which such successful bidder transacts or offers or proposes to transact business, or to any member of the immediate family, as defined by N.J.S.A. 52:13D-13i, of any such officer or employee, or any partnership, firm, or corporation with which they are employed or associated, or in which such officer or employee has an interest within the meaning of N.J.S.A. 52:13D-13g.

The solicitation of any fee, commission, compensation, gift, gratuity or other thing of value by any State officer or employee or special State officer or employee from any successful bidder shall be reported in writing forthwith by the provider agency to the Attorney General and the Executive Commission on Ethical Standards.

No successful bidder may, directly or indirectly, undertake any private business, commercial or entrepreneurial relationship with, whether or not pursuant to employment, contract or other agreement, express or implied, or sell any interest in such successful bidder to, any State officer or employee or special State officer or employee having any duties or responsibilities in connection with the purchase, acquisition or sale of any property or services by or to any State agency or any instrumentality thereof, or with any person, firm or entity with which he is employed or associated or in which he has an interest within the meaning of N.J.S.A. 52:13D-13g. Any relationships subject to this provision shall be reported in writing forthwith to the Executive Commission on Ethical Standards, which may grant a waiver of this restriction upon proposal of the State officer or employee or special State officer or employee upon a finding that the present or proposed relationship does not present the potential, actuality or appearance of a conflict of interest.

No successful bidder shall influence, or attempt to influence or cause to be influenced, any State officer or employee or special State officer or employee in his official capacity in any

manner which might tend to impair the objectivity or independence of judgment of said officer or employee.

No successful bidder shall cause or influence, or attempt to cause or influence, any State officer or employee or special State officer or employee to use, or attempt to use, his official position to secure unwarranted privileges or advantages for the successful bidder or any other person.

The provisions cited above shall not be construed to prohibit a State officer or employee or special State officer or employee from receiving gifts from or contracting with successful bidders under the same terms and conditions as are offered or made available to members of the general public subject to any guidelines the Executive Commission on Ethical Standards may promulgate.

Attachment D – Statement of Assurances

Department of Human Services Statement of Assurances

As the duly authorized Chief Executive Officer/Administrator, I am aware that submission to the Department of Human Services of the accompanying proposal constitutes the creation of a public document that may be made available upon request at the completion of the RFP process. This may include the proposal, budget, and list of bidders (bidder's list). In addition, I certify that the bidder:

- Has legal authority to apply for the funds made available under the requirements of the RFP, and has the institutional, managerial and financial capacity (including funds sufficient to pay the non-Federal/State share of initiative costs, as appropriate) to ensure proper planning, management and completion of the initiative described in this proposal.
- Will give the New Jersey Department of Human Services, or its authorized representatives, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with Generally Accepted Accounting Principles (GAAP). Will give proper notice to the independent auditor that DHS will rely upon the fiscal year end audit report to demonstrate compliance with the terms of the contract.
- Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain. This means that the bidder did not have any involvement in the preparation of the RFP, including development of specifications, requirements, statement of works, or the evaluation of the RFP proposals/bids.
- Will comply with all federal and State statutes and regulations relating to non-discrimination. These include but are not limited to: 1) Title VI of the Civil Rights Act of 1964 (P.L. 88- 352;34 CFR Part 100) which prohibits discrimination based on race, color or national origin; 2) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794; 34 CFR Part 104), which prohibits discrimination based on handicaps and the Americans with Disabilities Act (ADA), 42 U.S.C. 12101 et seq.; 3) Age Discrimination Act of 1975, as amended (42 U.S.C. 6101 et. seq.; 45 CFR part 90), which prohibits discrimination on the basis of age; 4) P.L. 2975, Chapter 127, of the State of New Jersey (N.J.S.A. 10:5-31 et. seq.) and associated executive orders pertaining to affirmative action and non-discrimination on public contracts; 5) federal Equal Employment Opportunities Act; and 6) Affirmative Action Requirements of PL 1975 c. 127 (NJAC 17:27).
- Will comply with all applicable federal and State laws and regulations.

- Will comply with the Davis-Bacon Act, 40 U.S.C. 276a-276a-5 (29 CFR 5.5) and the New Jersey Prevailing Wage Act, N.J.S.A. 34:11-56.27 et seq. and all regulations pertaining thereto.
- Is in compliance, for all contracts in excess of \$100,000, with the Byrd Anti-Lobbying amendment, incorporated at Title 31 U.S.C. 1352. This certification extends to all lower tier subcontracts as well.
- Has included a statement of explanation regarding any and all involvement in any litigation, criminal or civil.
- Has signed the certification in compliance with federal Executive Orders 12549 and 12689 and State Executive Order 34 and is not presently debarred, proposed for debarment, declared ineligible, or voluntarily excluded. The bidder will have signed certifications onfile for all subcontracted funds.
- Understands that this successful bidder is an independent, private employer with all the rights and obligations of such, and is not a political subdivision of the Department of Human Services.
- Understands that unresolved monies owed the Department and/or the State of New Jersey may preclude the receipt of this award.

Bidder Organization

Signature: CEO or equivalent

Date

Typed Name and Title

6/97

Attachment E - Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions

READ THE ATTACHED INSTRUCTIONS BEFORE SIGNING THIS CERTIFICATION. THE INSTRUCTIONS ARE AN INTEGRAL PART OF THE CERTIFICATION.

**Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion
Lower Tier Covered Transactions**

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by a Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name and Title of Authorized Representative

Signature

Date

This certification is required by the regulations implementing Executive order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of facts upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-- Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal

Procurement and Non-Procurement Programs.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Attachment F - Mandatory Equal Employment Opportunity Language

EXHIBIT A

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE

N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)

N.J.A.C. 17:27

GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or bidder for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such bidders in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and bidders for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified bidders will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and bidders for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or

sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at www.state.nj.us/treasury/contract_compliance)

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Public Contracts Equal Employment Opportunity Compliance for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27**

Attachment G- Attestation of Contract Requirements

**STATE OF NEW JERSEY
DEPARTMENT OF HUMAN SERVICES
Division of Disability Services**

Please note that if this Attestation of Contract Requirements is not submitted, the bidder's proposal will not be considered. Every box must be checked, and this attestation must be signed by the bidder's Chief Executive Officer.

Name of RFP: Inclusive Healthy Communities (IHC) Grant Program

Incorporated Name of Bidder:

Address Where Services Will Be Delivered:

Attests that:

- All outstanding Plans of Correction (PoCs) for any deficiencies in all contracts currently with DMHAS have been submitted to DMHAS for approval before this proposal has been submitted, as stated in section, *Who Can Apply?*

- It is in compliance with contract commitments in regard to programmatic performance and level of service, as stated in the section, *General Contracting Information.*

Authorization: _____

Chief Executive Officer (printed name): _____