

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

REQUEST FOR PROPOSALS

Inclusive Healthy Communities (IHC) Grant Program

Issued October 6, 2020 – Applications due November 20, 2020

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I. Purpose and Intent (Executive Summary)

The Inclusive Healthy Communities (IHC) Grant Program is an initiative designed to provide funding opportunities to communities and organizations in New Jersey to promote inclusive practices that support the health and well-being of individuals with disabilities in the communities where they live.

This Request for Proposals (RFP) is issued by the New Jersey Department of Human Services (DHS), Division of Disability Services (DDS) which seeks partners to implement state-wide projects beginning Jan 11, 2021 and ending June 30, 2022. Contingent on 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 and with the broad focus on all people with disabilities, regardless of age, race, ethnicity, sexual orientation, immigration status and/or income:

- Adopt processes that are inclusive of people with disabilities as part of efforts to plan and create healthy communities;
- Plan and implement lasting strategies that deliver the benefits of healthy communities to people with disabilities; and
- 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 conditions that support health and well-being.

Applications should 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. The IHC grant program will also prioritize applications from areas of highest need in terms of disability population, economic burden and underserved communities.

Approximately \$1.4 million dollars are available to support the IHC grant program in the first six months. Contingent upon availability of funding, an additional \$1.6 million dollars will be available for the remaining 12 months of the 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, to coordinate the IHC Grant Program and offer Technical Assistance (TA) and support to interested bidders and awardees. The Bloustein School has made two resources available to assist potential bidders in developing applications in response to this RFP. The following resources are available:

- Planning Inclusive Healthy Communities Resources : <http://eac.rutgers.edu/ihc-grant-program/>
- 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 application - <https://tessera.rutgers.edu/disability-snapshots/>

These resources are provided as a tool that potential bidders may use to inform their applications.

Bidders are invited to apply for *either* a Capacity Building grant **OR** an Implementation grant. Bidders may not apply for both.

The following summarizes the RFP schedule:

Date	Action	Notes
October 6, 2020	Notice of Funding Availability	
October 13, 15 and 19, 2020; 10:00 am - 12:00 pm EST	Identical mandatory virtual workshops for prospective bidders	At least one team member named in an application must attend at least one of the workshops. Participants must pre-register for the workshops at: http://eac.rutgers.edu/ihc-grant-program/
October 26, 2020 – 5:00 pm EST	Deadline for intent to apply	Letter of Intent must be submitted to ihc@ejb.rutgers.edu .
October 28, 2020 at 5:00 pm EST	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/
November 20, 2020 – 5:00 pm EST	Deadline for receipt of proposals	Applications must be submitted to ihc@ejb.rutgers.edu no later than 5 pm. Complete applications shall include a single PDF of all required documents (see Applications Instructions, below) along with a completed budget template form.
December 14, 2020	Preliminary award announcement	
December 21, 2020	Appeal Deadline	
December 28, 2020	Final award announcement	
January 11, 2021	Anticipated grant start date	

Requirements

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

- At least one named team member of the application must participate in one of three virtual workshops about the grant program hosted by DDS in partnership with the Rutgers University Bloustein School of Planning and Public Policy. These workshops will take place virtually on October 13, 15 and 19 from 10:00 am – 12:00 pm. Bidders must pre-register for the workshops at: <http://eac.rutgers.edu/ihc-grant-program/>.
- Failure to have at least one member of the bidder’s team participate in one of the workshops will result in ineligibility of the application;
- All bidders must have submitted a mandatory Letter of Intent (LOI) by **5:00 pm Monday, October 26, 2020** to ihc@ejb.rutgers.edu. The LOI is intended to provide DDS and the Bloustein School with an understanding of the volume of applications expected in response to this RFP. Bidders will not receive input from DDS or the Bloustein School on the content of the LOI. The LOI may be submitted by any partner in an application, not necessarily the primary bidder. The LOI should contain the

following information: expected partners; type of application: capacity building or implementation; and the expected area to be served by the proposed application;

- Bidders must meet the eligibility criteria and each grantee may be the primary bidder on only one grant;
- Full applications are due no later than November 20, 2020 at 5:00 pm EST. Applications must be submitted via email to: ihc@ejb.rutgers.edu. Instructions on content of applications and submittal are below;
- Grant funds may be used to support collaborations between multiple organizations. Each application should identify the primary bidder and any other partners that will be funded by this grant, if awarded;
- Capacity building grants may not exceed \$100,000 during the 18-month grant period and Implementation grants may not exceed \$250,000 during the 18-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;
- Grantees must be willing to participate in a mid-term, independent evaluation of the grant program by the Rutgers University School of Social Work at approximately month 10; this evaluation is focused on assessing the extent to which the IHC grant program is on track to meet its objectives. Participation may include taking an online survey and engaging in an in-person or virtual, confidential interview;
- Grantees must be willing to participate in two all-grantee networking meetings to be hosted by the Rutgers University Bloustein School at approximately months 4 and 13 of the 18-month grant program. Depending on the status of public health restrictions associated with the COVID-19 pandemic, these meetings may take place virtually or in person. These meetings are intended to provide grantees with a community of practice and an opportunity to exchange insights, information and strategies about their grant work plan with other grantees;
- Grantees must also be willing to participate in two meetings with staff from the Rutgers University Bloustein School at approximately months 3 and 12 of the 18-month grant program. These on site or virtual meetings are intended to provide the grantees with an opportunity to report on their plans and progress associated with their grant work plan;
- Applications are required to identify indicators to measure project progress for 6, 10 and 18-month timeframes in addition to a qualitative discussion of anticipated outcomes. Grantees are expected to use these measurable indicators of progress as part of progress reporting during the 18-month grant period;
- Bidders that are awarded grants will be required to prepare quarterly progress reports following guidance that will be provided to all grantees;
- Grantees will be paid quarterly by DHS based on a schedule of estimated claims included in the project budget. All grantees must provide a final progress and final report within 30 days of the June 30, 2022 completion of the 18-month grant period;
- All awardees are required to register with NJSTART, the state of NJ'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 (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, remembering, 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.”¹ 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 among 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. Establishment of the IHC Grant Program is intended to advance the DDS’ mission by expanding opportunities for people with disabilities to benefit from the conditions in communities that support their health and well-being.

Healthy Communities

Healthy communities are ones in which all residents have access to the conditions 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 with chronic diseases and conditions. Adults with disabilities are more likely to: be inactive, have high blood pressure, smoke and/or be obese.²

Healthy communities are ones in which local practices and actions inherently reinforce lifestyles that support health and well-being and where consideration of health and equity is systematically factored into community planning and design. Healthy communities are ones in which all residents 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 ones in which 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 to recreate and socialize; good jobs with fair wages; social and health services; income supports; and emergency preparedness. 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.”

Practice, Systems, and Environmental Changes

The IHC Grant Program is designed to advance efforts that result in tangible and sustainable transformation of practices, systems, and environmental conditions to ensure the inclusion of people with disabilities in healthy community initiatives rather than one-time/limited projects or

¹ <https://www.cdc.gov/ncbddd/disabilityandhealth/disability.html>

² <https://www.cdc.gov/ncbddd/disabilityandhealth/impacts/new-jersey.html>

events. The program is adopting evidence-based practices informed by the CDC's Disability and Health Promotion efforts.

- **Systems change** affects a large number of people beyond a single organization, such as an entire healthcare system, school system, or multiple sites for large companies. Systems changes often consist of policy changes that occur at a system level.
- **Environmental change** involves physical, social, material, and/or architectural changes to the environment that influence behavior and/or the practices of people within the environment.
- **Community change** involves education and outreach to help thought leaders across communities engage and develop new strategies and initiatives informed by community thinking that is specifically designed to be inclusive of people with disabilities.

Other concepts that are inherent in the IHC Grant Program are the concepts of inclusion and universal design:

- **Inclusion** means ensuring that all community members have the same opportunities to participate in all aspects of life to the best of their abilities and desires, the way our communities are built can either strongly encourage access or serve as a major barrier for individuals with disabilities. "Inclusion is not a strategy to help people fit into the systems and structures which exist in our society, it is about transforming those systems and structures to make it better for everyone"³. The aim of the IHC Grant Program is to address and ameliorate barriers in our communities.
- **Universal Design (UD)** is a strategy for making products, environments, operational systems, and services welcoming and usable to the most diverse range of people possible. It is an effective strategy for increasing the inclusion of people with disabilities, but has broad benefit to all.

III. Who Can Apply?

To be eligible for consideration to be awarded a grant, the bidder must satisfy the following requirements:

- The bidder must be a non-profit, or a county or municipal governmental entity, including local and county authorities such as a local Board of Education. Eligible non-profit bidders may include:
 - Bidders with IRS approved 501(c)(3) status that provide direct services within the community. These may include faith-based organizations, nonprofit Independent Living Centers, nonprofit organizations that provide wrap-around resources and support for families, nonprofit healthy living programs, etc.; and
 - Bidders with IRS approved 501(c)(3) status that have a regional or statewide presence with a focus on systems change as long as the application includes demonstration of grant outcomes in a community-based setting.
- The bidder must be in good standing with DDS if there is an existing grant or contract in place. The bidder must have all outstanding Plans of Correction (PoC) for deficiencies submitted to DDS for approval prior to submission.
- The bidder must be fiscally viable based upon an assessment of the bidder's audited financial statements. If a bidder is determined, in DDS' sole discretion, to be insolvent or to present insolvency within the twelve (12) months after bid submission, DDS will

³ Quote from Diane Richler; Past President, Inclusion International

deem the proposal ineligible for grant award.

- The bidder must not appear on the State of New Jersey Consolidated Debarment Report at <http://www.state.nj.us/treasury/revenue/debar-ment/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.

IV. Scope of Work

Awardees will undertake initiatives in compliance with all laws, regulations, and guidelines as specified by the Division of Disability Services that further the objectives of the IHC Grant Program.

Awardees 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 will 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 18-month grant period. Resources that may be helpful in informing development of capacity building grants can be found on the Bloustein IHC grant program website at: <http://eac.rutgers.edu/ihc-grant-program/>. Capacity building grants may not exceed \$100,000.
- **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 applicants are asked to outline in their applications the nature of involvement of people with disabilities as part of previous strategic planning efforts. Implementation grants may not exceed \$250,000.

Awardees shall participate in a mid-term, independent evaluation of the grant program by Rutgers University School of Social Work at approximately 10 months'. Please include a statement about your willingness to participate in a mid-term assessment of the grant program. Awardees shall participate in two all-grantee meetings to be hosted by the Rutgers University Bloustein School of Planning and Public Policy at approximately months 4 and 13. Meetings will provide an opportunity for grantees to exchange insights, information and strategies about their projects, participate in a "learning network", as well as to receive additional training from experts in the field. Please include a statement about your willingness to participate in the two all-grantee meetings.

At least one lead team member of each awardee shall participate in two on-site or virtual on-site visits by Rutgers University Bloustein School of Planning and Public Policy at approximately months 3 and 12. Visits are intended to provide grantees an opportunity to

report on their plans and progress relative to the grant work plan. Please include a statement in the proposal about your willingness for at least one lead team member to participate in the two on-site or virtual on-site visits.

V. General Contracting Information

Bidders must meet the terms and conditions of the DHS contracting rules and regulations as 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:

<http://www.nj.gov/humanservices/olra/ocpm/resources/manuals/>.

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:

<http://www.nj.gov/humanservices/olra/ocpm/resources/manuals/>, 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, October 26, 2020** to the following email address: ihc@ejb.rutgers.edu. The LOI is intended to provide DDS and the Bloustein School with an understanding of the volume of applications 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 application, not necessarily the primary bidder. The LOI should contain the following information: expected partners; type of application: capacity building or implementation; and expected area to be served by the proposed application. Submitting a letter of intent does not obligate a bidder to apply.

Any questions regarding this RFP should be directed electronically to ihc@ejb.rutgers.edu no later than **5:00 pm on October 28, 2020**. All questions received, along with answers, will be posted within five days of receipt at <http://eac.rutgers.edu/ihc-grant-program/>. Bidders are guided to rely upon 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 sessions in October, will not be provided to individual bidders.

VII. Required Proposal Content

All bidders must submit a written narrative that addresses the following topics, adheres to all instructions and includes the following documentation as noted below. The IHC Grant Program gives priority consideration to applications that 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. The IHC Grant Program prioritizes applications that serve participants in areas of highest need in terms of disability population, economic burden and underserved communities.

Funding Proposal Cover Sheet (RFP Attachment A)

Specific Requirements (5 points)

For capacity building grants, 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 that creates healthy communities and promotes better outcomes for individuals with disabilities. (1 page)

For applications to the Capacity Building component of the IHC Grant Program, the narrative should include:

- a sound approach for inclusive engagement of people with disabilities in the planning and execution of the capacity building process; and
- a well-thought-out approach to strategically identify priorities for action, building partnerships, and assessing current conditions.

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. (1 page)

For applications to the Implementation 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;

- 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; and
- The actionable items the bidder is planning to implement including implementation and completion timeframes.

Focus and Scope (15 points)

- The application demonstrates strong awareness of challenges in their 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 application provides a profile of disability in the target geographic area;
- The application 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 application proposes a work plan that offers elements that have the potential to be highly replicable in other communities throughout New Jersey;
- The application goes beyond supporting individual projects at the community level by broadening impact through practice, systems and environmental changes; and
- The application gives priority consideration to applications that seek to advance practice, systems and environmental changes through projects and/or strategies 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. The IHC grant program prioritizes applications that serve participants in areas of highest need in terms of disability, economic burden and underserved communities.

Collaboration (10 points)

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

Work Plan (25 points)

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

- align with the work-plan intended outputs and outcome;
- include a clear 18-month timeline;
- result in specific outcomes and outputs, and are realistic given available resources;
- the application documents roles and responsibilities of the project partners;
- the bidder team possesses relevant experience and expertise required to complete the work plan; and
- the application demonstrates that the proposed work plan can be completed in the timeframe of the IHC grant program and with available resources.

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.

Bidders must:

- Demonstrate an efficiency of use of IHC grant resources;
- Identify any leveraged funds that will be used as part of the project;
- Propose to use IHC grant funds for eligible costs as outlined in the Request for Proposal; and
- Include a statement acknowledging that no funds from this award will be used for lobbying (see allowable cost).

The 18-month grant period spans two state fiscal years. The first six months of the IHC grant program (January 11, 2021-June 30, 2021) are funded from Fiscal Year 2021 funds and the subsequent 12 months of the IHC grant program (July 1, 2021-June 30, 2022) are funded by Fiscal Year 2022 funds. As such, bidders are required to use the budget template provided that distinguishes budget accordingly. Funding for the second 12 months of the grant program will be contingent on availability of funds as well as successful grantee performance during the first 6 months of the grant program.

For the purpose of the IHC program, all grant funds must be encumbered during the state fiscal year in which the funds are allocated. For the purpose of this grant program, *encumbered* means that by the end of the state fiscal year in which the funds are allocated, the funds have been fully spent or contractually allocated. Grantees are expected to provide an accounting of all funds and relative encumbrances as part of their grant fiscal reporting.

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;
- Facilitated engagement of people with disabilities;
- Community planning and capital investment design;
- Equipment purchase; and
- 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 last 12 months of the 18-month grant program.

For the purpose of the Inclusive Healthy Communities grant program, indirect costs may not exceed 10% of the total amount requested from the Inclusive Healthy Communities 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 project. 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.

Outcomes and Outputs (25 points)

- The bidder documents deliverables, impacts, products, partnerships, and outcomes that will result from the proposed project 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 application includes a plan for publicly communicating project outcomes and outputs to other communities in New Jersey; and
- The application includes measurable indicators of progress for 6, 10 and 18-month timeframes.

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.

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 Lower 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); a
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.

Additional attachments that are requested in the written narrative section and not listed in the items above under Appendices do not count towards the 50-page limit for appendices. Appendix information exceeding 50 pages will not be reviewed. The documents listed below are also required with the proposal, unless the bidder has a current contract with DDS and these documents are current and on file with DDS. Audits do not count towards appendices 50-page limit.

Most recent single audit report (A133) or certified statements (submit only two [2] copies); and any other audits performed in the last two (2) years (submit only two [2] copies).

VIII. Submission of Proposal Requirements

ATTACHMENT B includes an application form that is also available as a Word document along with a Budget template (Excel spreadsheet) for download at <http://eac.rutgers.edu/ihc-grant->

program/. All applications must include the following combined as a single PDF with the exception of the completed budget template that must be attached to the transmittal email:

- a. Completed Application Form;
- b. All materials contained in the list of Appendices in Section VII of this RFP; and
- c. Completed Budget Template (in Excel format) as a separate document attached to the application transmittal email.

The completed application form using the template in Attachment B and the Appendices outlined in Section VII of this RFP should be combined into a single PDF document. 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>. Bidders should email the combined single PDF document and completed budget form to ihc@ejb.rutgers.edu no later than **5:00 pm EST on November 20, 2020**.

IX. Review of Proposals

The Bloustein School will convene a review committee of faculty and staff for a preliminary review of each proposal in accordance with the review criteria below. It will make preliminary recommendations to DDS based on such factors as the proposed scope, quality, bidder history and experience, as well as the viability of the budget. DDS is solely responsible for all award decisions. DDS will convene a review committee of public employees to review the recommendations and make final award decisions. 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 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(<http://www.nj.gov/humanservices/olra/ocpm/resources/manuals/>).

DDS will notify all bidders of grant awards, contingent upon the satisfactory final negotiation of a contract, by December 14, 2020.

X. 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 5:00 p.m. on December 21, 2020. The written appeal must clearly set forth the basis for appeal.

Appeals should be addressed to:

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

PO Box 705
11A Quaker Bridge Plaza
Trenton, NJ 08625-0705

Please note that all costs incurred in connection with appeals of DDS decisions are considered unallowable cost for the purpose of DDS funding.

DDS will review all appeals and render a final decision by December 28, 2020. Grant award(s) will not be considered final until all timely filed appeals have been reviewed and final decisions rendered.

XI. 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:

1. Most recent IRS Form 990/IRS Form 1120, and Pension Form 5500 (if applicable) (submit two [2] copies);
2. Copy of the Annual Report-Charitable Organization (for information visit: http://www.state.nj.us/treasury/revenue/dcr/programs/ann_rpt.shtml);
3. 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;
4. Proof of insurance naming the State of New Jersey, Department of Human Services, Division of Disability Services, Trenton, NJ 08625-0362 as an additional insured;
5. Board Resolution identifying the authorized staff and signatories for grant actions on behalf of the bidder;
6. Current Agency By-laws;
7. Current Personnel Manual or Employee Handbook;
8. Copy of Lease or Mortgage;
9. Certificate of Incorporation;
10. Co-occurring policies and procedures;
11. Conflict of Interest Policy;
12. Affirmative Action Policy;
13. 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);
14. A copy of all applicable licenses;

15. Local Certificates of Occupancy;
16. Current State of New Jersey Business Registration;
17. Procurement Policy;
18. 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.);
19. All subcontracts or consultant agreements related to the DHS contract signed and dated by both parties;
20. Business Associate Agreement (BAA) for Health Insurance Portability Accountability Act of 1996 compliance, if applicable, signed and dated;
21. Updated single audit report (A133) or certified statements, if differs from one submitted with proposal;
22. Business Registration (online inquiry to obtain copy at https://www1.state.nj.us/TYTR_BRC/jsp/BRCLLoginJsp.jsp; for an entity doing business with the State for the first time, it may register at <http://www.nj.gov/treasury/revenue>);
23. Source Disclosure (EO129) (www.nj.gov/treasury/purchase/forms.shtml); and
24. Chapter 51 Pay-to-Play Certification (www.nj.gov/treasury/purchase/forms.shtml).

XII. Attachments:

(See following pages)

Attachment A – Proposal Cover Sheet

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

Project Title: _____

Incorporated Name of Bidder: _____

Eligibility Type (check one):

_____ Non-profit bidder with IRS approved 501(c)(3) status that provide direct services within the community. These may include faith-based organizations, nonprofit Independent Living Centers, nonprofit organizations that provide wrap-around resources and support for families, nonprofit healthy living programs, etc.

_____ Non-profit bidder with IRS approved 501(c)(3) status that have a regional or statewide presence with a focus on systems change as long as the application includes demonstration of grant outcomes in a community-based setting;

Type of grant (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 project is to be implemented: _____

Name of team member(s) who attended IHC workshops and dates of which workshops were attended (October 13, 15 and/or 19):

Brief description of proposed project and intended impact: _____

Application partners (include additional sheets as necessary)

Organization Name: _____

Address: _____

Website: _____

Project Contact – name, email, phone: _____

Application organization profile _____

Authorization: Chief Executive Officer (printed name):

Signature: _____ **Date:** _____

Attachment B – Application Template

STATE OF NEW JERSEY DEPARTMENT OF HUMAN SERVICES Application 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 project. Include a problem statement and overview of the proposed solution addressing how the proposed project 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 project. 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 project;
 - 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 narrative 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 project seek to address and how? Identify the type of disability/disabilities the project is intended to address.
2. How does the project build on existing services/resources and capacities of project partners or others?
3. How will the project be developed and implemented? (Please include a project development timeline.)
4. Please provide a logic model that includes the following information:
 - a. Current conditions that the proposed project will address
 - b. Ultimate outcomes if the proposed project 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, 10 months, 18 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 project 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 project 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 project 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 project. 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 project.
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 project 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)*
3. 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 ensure engagement of people with disabilities to affirm that planned actions are priorities to advance inclusive practice, systems and environmental healthy communities efforts. *(1 page)*
4. Include a statement that the bidder and all project 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/forcandidates/gaa_forms.htm.

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" 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 application 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 application 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 application, budget, and list of applicants (bidder's list). In addition, I certify that the applicant:

- 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 project costs, as appropriate) to ensure proper planning, management and completion of the project described in this application.
- 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 applicant 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 applications/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 applicant will have signed certifications on file 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.

Applicant 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.