



2024-2025 Community Resource Development Funds Request for Proposals

Caring Partners of Morris/Sussex, Inc. is a non-profit Care Management Organization (CMO) that serves youth up to age 21 and their families in Morris and Sussex counties. We are part of the NJ Children's System of Care (CSOC) which provides supports to children and young adults with emotional, behavioral, substance use, and intellectual/developmental disability needs. As part of CSOC, Caring Partners of Morris /Sussex, Inc. has access to funding that is allocated for the development of new resources or the expansion of current programs. Caring Partners is currently seeking proposals from community organizations to develop or expand activities/programs that promote the well-being, safety, and health of children and young adults with emotional, behavioral, substance use, and intellectual/developmental disability needs in Morris and Sussex counties.

Caring Partners has reviewed recent county and state data and needs assessments that have documented areas of need for Morris and Sussex counties. Applicants should be able to link their proposed activity/program to the needs cited in this RFP.

Proposals that address the following priority areas will be considered (*in no specific order*):

- Inclusive activities/services for youth with intellectual/developmental disabilities [3,6,7,8,16,17,18,19,21]
- Youth/family enrichment programs (I.e., recreation, before/after school programs, mentoring, camp, etc.) [1,5,6,9,10,16,19,20,21]
- Innovative programs that enhance emotional well-being [1,5,6,11,12,15,16,19,20,21]
- Resiliency [2,14,15,16]
- Transition to Adulthood/Independent Living Skills Services [4,5,6,9]
- Suicide Prevention [1,11,12,13,15,16]
- Identity-affirming spaces and services for Transgender and LGBTQ+ youth [1,6,9,16]

The needs identified above are referenced in the [Caring Partners Background and Rationale](#).

This one-time funding of \$67,697.70 (less can be applied for) is available to fund one or more programs and must be utilized from July 1st, 2024 to June 30th, 2025. Proposals will be assessed by a Committee comprised of various community members from Morris and Sussex counties. ***All awards are contingent on the sufficiency and availability of State funding. Final decisions regarding the awards are at the discretion of CSOC.***



Eligibility Requirements

1. Applicants must be a non-profit or for-profit organization that is duly registered to conduct business within the State of New Jersey.
2. Applicants must be in good standing with all State and Federal agencies in which they have an existing grant or contractual relationship.
3. Applicants must agree to serve all eligible Children's System of Care youth (no eject-no reject) in both Morris and Sussex counties
4. Applicants must embody the values of Caring Partners and the New Jersey Children's System of Care.
5. Applicants must commit to working in partnership with Caring Partners, other system partners, and community-based services.
6. Applicants must have the capacity to operate the proposed program **July 1, 2024 to June 30th, 2025.**

Exclusionary Criteria

The following are considered exclusionary criteria for funding:

1. Funds are not intended to purchase items for specific individuals or families (i.e., gift cards, personal bills, electronics, etc.) All purchased items must be equitably accessible to all participants and relevant to the program content.
2. Funds cannot be used for capital expenditures, including the acquisition or maintenance of fixed assets such as land, buildings, vehicles, and equipment not directly related to service provision.
3. Families cannot incur any costs or fees when receiving Community Resource Development funded services.
4. Initiation of services cannot be dependent on procurement of unsecured funding and/or partnerships that are not yet established.
5. Funds cannot be used to pay for services currently being funded by DCF or other sources.
6. Operations of the program cannot be directly funded by the work and contributions of participating youth and families it serves – without appropriate compensation for hours worked.
7. Services provided directly through these funds cannot also be billed through Medicaid or other established funding sources such as private insurance – causing payment duplication.

Proposals containing exclusionary elements will not be reviewed.

PROPOSAL NARRATIVE

MISSION AND HISTORY

State your organization's mission and provide a brief history of your organization including incorporation and tax status. The organization should be able to demonstrate the following:



- Mission is in keeping with the mission and values of Caring Partners and the Children's System of Care
- Mission encompasses the service population of Caring Partners and the Children's System of Care
- Agency has experience with proposed service
- Agency has experience with the population to be served
- Agency has a strong connection to the community

PROGRAM DESCRIPTION

Describe the nature and the scope of the unmet need(s) and its impact on the community

- Describe the unmet need(s) being targeted
- Provide statistical or experiential data that demonstrates the unmet need

Describe how your organization proposes to meet this need

- Organization must demonstrate that services/supports are equally accessible to all youth and families with the identified needs. Organization should address how they will ensure that eligibility criteria and referral processes will not unfairly rule out any eligible youth and families based on race, ethnicity, sexual orientation, age, or any other category.
- Anticipated quantifiable deliverables and level of service are clearly outlined.
- The amount of service (# of hours, frequency, etc.) will meet the needs of the population
- Staffing ratios are reasonable and sufficient to ensure the safety and quality provision of services
- Staff qualifications are appropriate for the level/intensity of service
- Supports are in place or available to provide service (i.e. space, transportation, etc.)
- Services/activities are appropriate for the targeted age group
- Description of how services/activities will attain the desired outcomes

OUTCOME MEASURES

Describe your procedures for monitoring the management of outcomes.

- Outcomes are specific and measurable
- Outcomes are realistic and attainable within specified time frames
- Outcomes demonstrate the impact and benefit of the service to youth and families
- Quality assurance efforts are clearly outlined. This should include what monitoring process will be used to ensure consistent high-quality service provision, and what tools will be used to show a measure of improvement or benefit to the individuals served. Tools may include satisfaction surveys; attendance counts or other specific tools.

SUSTAINABILITY PLAN

Describe how these services will continue beyond the fiscal year.

- Description of the plan for sustainability is clearly defined. Agency history and proven fund-raising ability and donation procurement are acceptable proof of sustainability when combined with a current plan.
- Demonstrate a reasonable plan that outlines relevant strategies to pursue funding after the grant period, and that includes leveraging existing community capacity. Strong affiliations with larger well-established community resources can be provided as a source of sustainability strategies.

PROJECT BUDGET

- Adequate substantiation of costs
- Costs are reasonable; administrative costs are allowable – but must be reasonable and outlined in detail within the budget.
- Funds have been identified to cover all expenses
- Funds will not be used to purchase items for specific individuals or families (i.e., gift cards, personal bills, electronics, etc.)
- Total request is within guidelines

The following must be submitted with the proposal:

- List of Board Members (if applicable)
- Evaluation tools (if applicable)

RFP TIMELINE

Monday, November 6th, 2023 at 2 pm

Virtual Bidders Conference- Meeting will address all your questions about the RFP can be addressed. Attendance is not required but is strongly encouraged. [REGISTER HERE](#)

Wednesday, November 15th, 2023 at 9:30 am

Virtual Bidders Conference- Meeting will address all your questions about the RFP can be addressed. Attendance is not required but is strongly encouraged. [REGISTER HERE](#)

Friday, January 5th, 2024 at 12 pm

Deadline submission for proposals. Proposals received after the deadline will not be considered for funding.

Wednesday, May 1st, 2024

CSOC notifies Caring Partners of Community Resource Development funding approval. Caring Partners will notify all applicants and will schedule a date and time to sign a Memorandum of Understanding (MOU) with the awardee(s).

Friday, July 1, 2024 (Anticipated)



Disbursement of funds and program implementation. The program is expected to run FY 2024-2025.

All proposals must be submitted via the online [Community Resource Development Fund Application](#). Incomplete applications will not be accepted. You will receive an email notification once your proposal is received. If you have any questions, contact Maria Augustowicz, Director of Community Engagement & Resource Development at 973-770-5505 ext.102 or at maugustowicz@cpcmo.org