



February 28, 2022

Dear Community Partners and Service Providers,

Partnership for Children of Essex (PCE) provides care management services to children and youth experiencing emotional, behavioral, developmental, intellectual, and substance use needs, and their families. As part of our contract with the New Jersey Children's System of Care (CSOC), PCE has access to limited funds designated for one time use by community organizations to promote and develop new, additional, and/or unique resources addressing an unmet or under-served need in Essex County.

***This letter serves as a "Request for Proposals" (RFP) to develop and/or increase the availability of community-based resources to Essex County youth experiencing emotional, behavioral, developmental, intellectual, and substance use needs, and their families.***

A maximum total of **\$68,678.46** is available to fund one or more projects. Funding is to be used for expansion or creation of resources available to the youth and their families of Essex County that are experiencing emotional, behavioral, developmental, intellectual, and substance use needs. All projects that result in the expansion or creation of community-based resources will be considered with preference given to those programs that address needs related to:

- Arts and Recreational Support Services
- Intellectual/Developmental Disabilities
- Children under 10 years old
- Youth Ages 18-21 years old
- LGBTQ Community
- Bilingual Services
- Substance use and Recovery services

This funding solicitation reflects current needs of youth served by Essex County's Children's System of Care and the NJ Children's System of Care Community Resource Development (CRD) funding guidelines. Collaborative applications that maximize the impact of these limited funds are encouraged as well as projects that include family participation. The overall goal of this RFP is twofold: to develop and/or increase the availability of resources to Essex County youth and their families; and to increase positive outcomes for youth experiencing emotional, behavioral, developmental, intellectual, and substance use needs. *All awards are contingent on the sufficiency and availability of CSOC funding.* Final decisions regarding grant awards will be at the discretion of the CSOC.

All proposals with attachments shall include the following information specific to this solicitation and will be evaluated based on the "Rating Scale" included with this announcement.



1. Needs Statement:
  - An explanation of the proposed activity or service need referencing the needs assessment outcomes and identified areas of need in Essex County
  - Understanding the needs of Essex County youth with emotional, behavioral, developmental, intellectual, and substance use needs especially regarding Medicaid and Evidence Based Practices, promising practices, or best practices, where applicable.
  - Understanding of referral needs for all NJ Children’s System of Care Partners.
  - General and specific knowledge of cultural competencies necessary to be successful in Essex County.
2. Description of Agency and History of Service to Youth and Families:
  - Organizational capability to initiate and sustain current and proposed program, preferably Evidence Based Practices, promising practices, or best practices, where applicable.
3. Description of Service(s) to be funded:
  - Specific implementation plan, informed by a qualified purveyor of that best practice and Evidenced Based Practices particularly around fidelity to the model when applicable.
  - Activities and services to be provided during the funding period, and those to commence beyond the funding period.
  - Background, qualifications, and justification of organization to provide work as part of this proposal.
  - Agreement to serve Medicaid-eligible youth and their families.
  - Agreement to serve all eligible NJ Children’s System of Care youth (No eject - No reject).
  - The effective period or term of the service or activity.
4. Anticipated Outcomes
  - Sustainability plan. All projects must demonstrate sustainability after initial funding. Demonstrate that the service is sustainable after the end of the effective term and provide a plan outlining relevant strategies. Please describe how these services will continue (sustainability), including plans for third party reimbursement and/or client fees.
  - Defined anticipated quantifiable deliverables, level of service, and/or outcomes.
  - Affirmation of required periodic fiscal and or program reports to demonstrate compliance with the bid requirements
5. Evaluation Methods
  - Evaluation of practice or program adherence/fidelity/effectiveness and participation in ongoing outcomes research, if applicable, to the practice or program proposed.
  - Documentation of a quality assurance effort and outcomes monitoring plan.
6. Budget
  - Exact amount of funds requested and detailed budget for the expenditure of these funds.



**RFP Timeline**

**Submission Due Date: 4:30 PM on April 1st, 2022**

Proposals received after this deadline will not be considered for funding. The preferred method for submission for the Request for Proposal is a Word or PDF document attachment via email sent to: [omontes@pcenj.org](mailto:omontes@pcenj.org).

**Proposal Review Meeting: 2:00 pm Tuesday April 5, 2022**

**Final review and scoring: 4:30 pm Monday April 11, 2022**

Selected applicants may be invited to present their proposals. Proposals will be evaluated by a review team consisting of members of the Essex County CIACC and PCE. Due to time constraints and the volume of applications, not all proposals may be selected for presentation.

Proposal(s) are anticipated to be recommended to NJ-CSOC by Monday, April 18, 2022, based on the approval of the PCE COO and CEO. RFP timelines are subject to change. **Disbursement of funds and program implementation is anticipated for Late Winter- Early Spring 2022/2023. The program is expected to run for no longer than twelve (12) months, commencing from the actual date of funding.**

Please feel free to contact Opal Montes, Community Outreach Coordinator at 973-323-3000 ext. 2078, if you have any questions.

Sincerely,

Opal A. Montes, MA  
Community Outreach Coordinator  
Partnership for Children of Essex

cc: Victor Alvarez, LCSW  
Chief Executive Officer  
Partnership for Children of Essex

Distribution:

CIACC Member List  
Essex Community Provider List  
Human Services Advisory Board

Essex Youth Service Commission  
Essex Mental Health Board

**2022-23 Essex County Community Resource Development Funds Application**

Name of Organization \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Name of Organization Representative \_\_\_\_\_

Telephone \_\_\_\_\_ E-Mail \_\_\_\_\_

*Please respond to the following questions as attachments (word or pdf format):*

**NARRATIVE:**

1. State your organization's mission.
2. Provide a brief history of your organization including incorporation, tax status, and experience with the proposed project.
3. Provide information regarding Medicaid provider status.
4. Project Description:
  - a. Describe the unmet need(s) you are targeting with any experiential or statistical data you may have.
  - b. Describe how your organization proposes to meet this need:
    - i. Describe the target group of children/youth to be served: needs, ages, number to be served (if relevant).
    - ii. Describe relevant details such as hours of operation, staff qualifications, location, etc.
    - iii. Describe the actual activities/services. Explain how this proposal addresses the goal as explained in the request for proposals Background and Rationale statement.
  - c. Describe the outcomes expected and how you will measure them, for example, number of contacts or recipients; number of successful discharges; family and youth satisfaction reports.
  - d. Explain how this project will be sustained on an on-going basis after the grant money has been used.
  - e. Explain how this project will provide equitable access to all youth families.
5. Provide any additional information about your organization, program or experience which will be helpful in the selection process.

**PROJECT BUDGET**

Submit a line-item budget, describing each item, the total cost, and the amount you are requesting from Partnership for Children of Essex (PCE). Include a brief justification for the amounts you have included. Funds should not be used to supplant existing funds.

The following must be included with this application:

- List of Board Members
- Set of recent financial statements (at least six months)

**Note: There may be further information or documentation required before a cooperative agreement can be executed.**

**Only complete packets will be eligible for review. Packets must be in PDF format and emailed to the following address no later than 4:30pm on Friday April 1st, 2022, addressed to:**

Opal A. Montes  
Community Outreach Coordinator  
omontes@pcenj.org



## Essex County Community Resource Development Funds Background and Rationale, Fiscal Year 2022-23

The NJ Children's System of Care (CSOC), Essex County, and Partnership for Children of Essex (PCE), are interested in expanding services and programs for youth in the county with mental health, behavioral health, developmental/intellectual, and substance use needs. **This one-time funding of \$68,678.46 (less may be applied for) must be utilized in full by: June 30, 2023 and will become available to the awardee(s) after that date.** Proposals submitted must either be a one-time initiative that can have a sustained impact or serve as seed money to initiate a new resource. Applicants must commit to working in partnership with Partnership for Children of Essex (PCE), other system partners, and community-based resources. They must embody the values of the NJ Children's System of Care.

All applications will be reviewed and scored via a panel consisting of PCE's Community Outreach Coordinator, PCE employees, and various members of the Essex County Children's Interagency Coordinating Council (CIACC).

There have been noted gaps and needs in quality, community-based mental health services through various system-wide surveys and needs assessments. While the proposals do not have to narrowly target any one population, keeping the identified needs of our county is advised. Any need identified should be supported with documentation within the RFP narrative.

The priority needs for funding identified are (no specific order):

- Programs that provide recreational and psycho-education opportunities through the arts
- Programming that serve and support Intellectual/ Developmental youth and their families
- Programming that addresses a specific need or gap youth and families are facing due to lack of resources for specific age group
- Programming that targets the prevention of substance use and supports for youth and family

\*The barriers and needs have been collected from various sources including the Children's Interagency Coordinating Council (CIACC), the Multidisciplinary Team (MDT) of the Child Advocacy Center; the Youth Services Commission (YSC), and PCE Staff. \*

All applicants must demonstrate the ability to manage the finances and implement the practice/program applied for in their application. Applicants must agree to submit a comprehensive midterm and final report by the dates listed below:

- Midterm report by: 12/30/2022
- Final report by: 06/30/2023
  - a. Program Performance Reports
  - b. Expenditure Reports that include a detailed submission of all documents that substantiate funding use (receipts, time logs, invoices, mileage, etc.)

Thank You,

Opal A. Montes, M.A  
Community Outreach  
Coordinator Partnership for  
Children of Essex  
omontes@pcenj.org