



## REQUEST FOR PROPOSALS

November 1, 2022

Dear Community Provider,

The Department of Children and Families- Children's System of Care (DCF-CSOC) and Partners for Kids and Families, Inc. (PFKF), announce the availability of Community Resource Development (CRD) funds. The available funds of 67,788.07 will be equally divided among two awardees. The final decision regarding grant awards will be at the discretion of CSOC.

PFKF is committed to developing and expanding additional community resources to meet the needs of children and families in Burlington County. This letter serves as a Request for Proposals (RFP) to increase the availability of community-based resources for Burlington County.

PFKF's mission is to build a sustainable team of community supports with families affected by the challenges of mental health, developmental disabilities, or substance use. CSOC through PFKF is offering Community Resource Development (CRD) funds to support new or existing activities or services offered by community providers which directly promote child and family wellbeing, safety and health.

The CRD funds are designated solely for the purpose of developing or expanding existing sustainable community resources or services based on the unmet needs of youth and families in Burlington County. CRD funds cannot be used to purchase land, buildings, vehicles, or equipment.

Sincerely

Sharon McMillon  
Community Resource Director



## **Proposals Submission Timeline for Fiscal Year 2024**

### **Virtual Bidder's Conference: 10:00AM Thursday, January 5, 2023**

During this informational meeting, Partners for Kids and Families Community Resource Department will answer questions regarding the RFP purpose and timeline. Bidders who attend should request the Teams link from PFKF Community Resource Director (CRD) Sharon McMillon at [Sharon.mcmillon@burlingtoncmo.org](mailto:Sharon.mcmillon@burlingtoncmo.org). Attendance is mandatory.

### **Proposal Submission Deadline: 5:00 PM, Friday, January 20, 2023**

CRD will not accept any RFPs after the submission deadline. The preferred method for submission of the RFP is a Word or PDF document attached via email sent [Sharon.mcmillon@burlingtoncmo.org](mailto:Sharon.mcmillon@burlingtoncmo.org). RFP will be accepted through the United States Postal Service, and same Day delivery services, by 5:00PM deadline.

### **PFKF Submission of CRD Funding Recommendation to CSOC: Monday, February 6, 2023**

CRD will submit the chosen RFP or RFPs to the Children's System of Care (CSOC) for review and approval.

### **CSOC Funding Approval Date: Monday, April 17, 2023**

CSOC will issue the CRD Funding to PFKF.

### **PFKF Award Notification for Chosen Proposal: Monday, April 17, 2023**

CRD will notify awardee (s) by phone and email of the awarded entity.

### **Disbursement of CRD funds and Program Implementation: Saturday, July 1, 2023**

Upon disbursement of funds, DCF-CSOC and PFKF expect the new and expanded program to serve children and or families for one year with CRD fund, but continue the new or expanded program on with the sustainable funding source.

*\*RFP timelines are subject to change*



### *Community-based Programs for At-Risk Youth*

A maximum total of 33, 894.04 is available to fund one project. Awardee will use the funds to expand or create resources *At-Risk Youth* in Burlington County.

All proposals shall show evidence of the following elements:

- Applicant embodies the values of the CSOC which include child-centered, family voice and choice, strength-based, culturally competent, individualized, community-based and easily accessible.
- Programs will be tailored to meet the needs of the children and families in Burlington County
- Applicant commits to working in partnership with Partners for Kids and Families, Inc., and other community-based resources.
- Ability to document and measure program outcomes
- Budget outlining how funds will be used.
- Sustainability plan beyond the initial funding.

For Burlington County the following needs have been identified through county and State data:

#### **Community Safety**

- Increased crime rate amongst juvenile in Burlington.
  - Need to reduce racial disparities.
  - Vandalism and violence offenses in schools.
  - Domestic violence on the rise.
  - Substance use has increased.
  - Accessible transportation.
  - Gun and sex offenses on the rise.
  - Need for quality programs to address prevention and awareness
- 
- **Employment & Career Readiness**
    - Increased drop out rate.
    - Lack of job readiness programs.
  
  - **Behavioral Health Services for Youth & Adults**
    - Increased suicide rate
    - Lack of awareness of services



### ***Community-based Programs for Youth with Intellectual and Developmental Disabilities***

A maximum total of 33, 894.04 is available to fund one project. Awardee will use the funds to expand or create resources ***Community-based Programs for Youth with Intellectual and Developmental Disabilities*** in Burlington County.

All proposals shall show evidence of the following elements:

- Applicant embodies the values of the CSOC which include child-centered, family voice and choice, strength-based, culturally competent, individualized, community-based and easily accessible.
- Programs will be tailored to meet the needs of the children and families in Burlington County.
- Applicant commits to working in partnership with Partners for Kids and Families, Inc., and other community-based resources.
- Ability to document and measure program outcomes.
- Budget outlining how funds will be used.
- Sustainability plan beyond the initial funding.

For Burlington County the following needs have been identified through county and State data:

- **Special Education**
  - Increase in students receiving special education.
  - Developmental Disabilities eligible youth receiving services has increased.
  - Harassment, intimidation, bullying offenses in schools on the rise.
  
- **Behavioral Health Services for ID/DD Youth**
  - Difficulty in accessing services.
  - Lack of services for children between the ages of 3-5.
  - Insufficient life skills services for young adults 16-19.
  - Youth of color experience challenges with access to quality treatment.
  - Lack of services for high need youth.
  - Need for more supportive services for youth and families.
  - Long wait list
  - Community lacks awareness for services for ID/DD youth



**APPLICATION FOR COMMUNITY RESOURCE DEVELOPMENT FUNDS 2024  
COVER SHEET**

Date of RFP: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Project Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

Corporate Status:       Non-profit                       for profit

Has your organization received community resource development funding from us in the past?

Yes                                       No

If yes, please indicate nature of project and dates funded:

---

---

---

**\*\* Please include cover sheet when submitting proposal\*\***



**The Proposal:** An outline of the proposal format including the documentation required, outcomes to be achieved, and the plan for sustainability will be given to those organizations that respond to the invitation. Each proposal must submit using the following headings in table of content format.

- Table of Contents (1 page maximum).
- Organizational overview (1 pages maximum): Provide a brief overview of your organization, including mission statement, length of existence, existing programs, incorporation, and tax status.
- Proposed Project Description (3 pages maximum):
  - Describe your organization’s need for funding. You may include a discussion of any barriers your organization is facing including but not limited to a loss in funding or an increase in the number of people served.
  - Include demographics of populations to be served and specific program components.
  - Indicate stated goals and objectives for the funding.
  - How will this program benefit children and families?
  - Describe how this funding will enhance your current programs, and clearly define program operations, including hours of operation.
- Program Evaluation and Outcome indicators (2 pages maximum): Describe the measurable outcomes of your program and services.
- Proposed budget (2 pages maximum): Attach a proposed budget for this project including line items and total costs. Include a budget narrative.
- Sustainability (1 page maximum): Describe how this project will be sustained on an on-going basis after being initially funded.
- Staff Licenses, Certifications, Insurance verification: Include a copy of all corresponding licenses, certifications and insurance for all staff that will provide direct service and/or supervision of program/services.
- References: provide **(3)** letters of recommendation and/or support.

**Note:**

Please use 12-point font (Arial or Times New Roman). Application should not exceed 10 pages (excluding licenses, certifications, insurance verification and references). Submit (2) copies and application cover sheet via email to **Sharon McMillon, Community Resource Director, [sharon.mcmillon@burlingtoncmo.org](mailto:sharon.mcmillon@burlingtoncmo.org) by January 20, 2023.**

---

All applications will be reviewed by our *RFP Review Committee*. All decisions from review committee will be final. Award notifications will be made upon receiving final approval from CSOC.

---