



## REQUEST FOR PROPOSALS

Dear Community Provider:

The Department of Children and Families- Children's System of Care (DCF-CSOC) and Partners for Kids and Families, Inc. (PFKF) are pleased to announce the availability of Community Resource Development (CRD) funds. The total amount is \$67,697.00 and will be able to fund one or more projects. 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 support with families affected by the challenges of mental health, developmental disabilities, or substance use. Through PFKF, CSOC is offering 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



A maximum total of \$67,697.00 is available to fund one or more projects. Funding is to be used for expansion or creation of resources available to Burlington County youth experiencing emotional, behavioral, developmental, intellectual, and substance use needs, and their families. All projects that result in the expansion or creation of community-based resources will be considered with a preference given to those programs addressing the following needs:

- Children & Youth Ages 5-21
- Intellectual/Developmental Disabilities Programs
- Diversionary Programs
- COVID-19
- Suicide Prevention

All proposals shall show evidence of the following elements:

- The Applicant embodies the values of the CSOC which include child-centered, family friendly, 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.
- The Applicant commits to working in partnership with Partners for Kids & Families, Inc. and other community-based resources.
- Ability to document and measure program outcomes.
- Budget outlining how funds will be used.
- PFKF's expectations are that all services/supports should be available to all youth and families that meet the needs. The referral process should ensure that there is fair access to services/supports for the youth and families that are eligible for the services. The access process will be free to any form of discrimination.
- Sustainability plan beyond the initial funding.

### **Data Sources Used to Determine the Needs**

- HSAC Need Assessments: [DCF | DCF/HSAC County Needs Assessment nj.gov](#)
- DCF Commissioner's Dashboard: [DCF | Commissioner's Monthly Reports j.gov](#)
- DCP&P Dashboard: [DCF | Child and Family Services Review \(nj.gov\)](#)



- DCF Rutgers Data Hub and Portal: [NJ Child Welfare Data Hub | Data Hub \(rutgers.edu\)](#)
- NJ DOH COVID Data Dashboard: [New Jersey COVID-19 Data Dashboard \(nj.gov\)](#)
- Kids Count: [New Jersey Kids Count Dashboard - Advocates for Children of New Jersey \(acnj.org\)](#)
- Suicide Prevention Resource Center: [New Jersey – Suicide Prevention Resource Center \(sprc.org\)](#)
- New Jersey Youth Suicide Prevention: [DCF | New Jersey Youth Suicide Prevention \(nj.gov\)](#)
- CDC Suicide Prevention Info: [Suicide Prevention | Suicide Prevention | CDC](#)
- NJ Governor's Study Commission on Violence Report: [State of New Jersey \(nj.gov\)](#)
- New Jersey Violent Death Reporting System: [Violent Death Reporting System \(NJVDRS\)](#)

## **Proposals Submission Timeline for Fiscal Year 2026**

### **Virtual Q&A Session: Tuesday, December 3, 2024 at 10AM**

During this Q&A session, Partners for Kids and Families Community Resource Department will answer questions regarding the RFP purpose and timeline. Applicants who attend should request the Teams link from PFKF Community Resource Director (CRD) [Sharon.mcmillon@burlingtoncmo.org](mailto:Sharon.mcmillon@burlingtoncmo.org)

### **Proposal Submission Deadline: Friday, January 10, 2025 at 5PM**

CRD will not accept any RFPs after the submission deadline. The preferred method for submission of the RFP is in Word or PDF document attached via email sent to [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: Friday, February 28, 2025**

The final decision regarding the grant award(s) will be at the discretion of CSOC. Disbursement of funds and implementation is anticipated for July 1, 2025.

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 funds.

*\*RFP timelines are subject to change*



**APPLICATION FOR COMMUNITY RESOURCE DEVELOPMENT FUNDS 2026**

**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:

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

**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 be submitted using the following headings in the table of content format. Table of Contents (1 page maximum):

- Organizational overview (2 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. Evaluation of practice or program adherence/fidelity/effectiveness and participation in ongoing outcomes research, if applicable, to the practice or program proposed. Documentation of quality assurance effort and outcome monitoring plan.
- 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:**

Use 12-point font (Arial or Times New Roman). Application should not exceed 10 pages (excluding licenses, certifications, insurance verification and letters of support). 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 10, 2025 by 5PM.

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

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