

August 19, 2019

Dear Community Service Provider:

Tri County Care Management Organization (TCCMO) is a non-profit organization contracted by the NJ Children's System of Care (CSOC) to provide care management services to children and youth with behavioral health, developmental or intellectual disability, and substance use challenges in Warren, Somerset and Hunterdon counties. As part of our contract with CSOC, TCCMO has access to limited funds designated for one-time use by community organizations to develop and promote new, additional, and/or unique resources addressing an unmet or under-served need in our three counties.

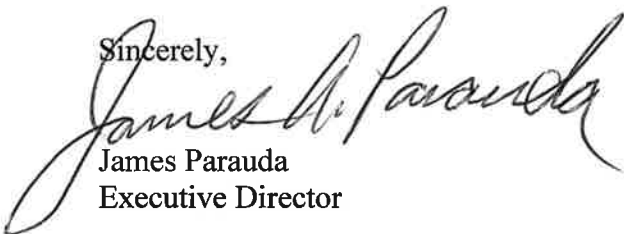
**This letter serves as a "Request for Proposals" (RFP) to develop and/or increase the availability of community-based resources to Somerset, Warren and Hunterdon youth experiencing emotional, behavioral, developmental, intellectual, and substance use challenges.** Proposals that result in the creation or expansion of best practice services will be considered, with preference given to those that:

- foster recreational programming and social skills development for youth with developmental and intellectual challenges;
- target the prevention of substance use while engaging both youth and parents.

A maximum total of \$25,000 is available to fund one or more projects or proposals. Funding from this proposal must be utilized within 12 months of receiving the funding. The program must commence within 6 months of receiving funding. CSOC reserves the right to request a return of funds if programming does not commence within 6 months. 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 TCCMO, other system partners, and community-based resources. They must also embody the wraparound model values inherent within CSOC. All applicants must demonstrate the ability to manage the finances and implement the programming applied for. Note that all awards are contingent on the availability of CSOC funding. Final decisions regarding grant awards will be at the discretion of the CSOC.

I am very excited that we can support children and families in Somerset, Warren and Hunterdon counties by providing these funds and I look forward to receiving many innovative and creative proposals. For further information, please contact the *TCCMO Community Resource Manager, Linda Zimmermann, 908-526-3900, ext. 120.*

Sincerely,



James Parauda  
Executive Director

**Requests For Proposals FY2020  
Community Resource Development**

The Tri County Care Management Organization (TCCMO), as part of the New Jersey Children's System of Care (CSOC), is committed to partnering with existing providers/agencies in the development and expansion of additional community-based resources to meet the needs of children and families.

TCCMO is announcing the availability of funds specifically designated to aid community-based agencies to create and/or expand services that foster recreational programming and social skills development for youth with developmental and intellectual challenges or target the prevention of substance use while engaging both youth and parents. The application with an explanation of the proposal components is attached.

**Application deadline is Friday, September 27, 2019 at 4:30 p.m.**  
**Late applications will not be accepted.**

The Community Resource Manager is available to assist with the application process. Please feel free to call Linda Zimmermann at **908-526-3900 x120**.

- foster recreational programming and social skills development for youth with developmental and intellectual challenges;
- target the prevention of substance use while engaging both youth and parents.

Applications will be reviewed by a selection team using the following criteria:

- Applicant embodies the values of the NJ Children's System of Care and TCCMO (<https://www.performcarenj.org/families/values.aspx>).
- Services will be child-centered, family-friendly, strength-based, culturally competent, individualized, community-based and easily accessible.
- Applicant commits to a "no eject, no reject" policy.
- Applicant commits to working in partnership with TCCMO and other community-based resources.
- Ability to document and measure service outcomes.
- Sustainability of services is demonstrated beyond this initial funding.
- Applicant is **preferably** a developing "grassroots" provider with a record of assisting children and families in the tri-county community of Somerset, Warren and Hunterdon Counties.

## Proposal Topic/Program Area Description

### Projects that:

- foster recreational programming and social skills development for youth with developmental and intellectual challenges;
- target the prevention of substance use while engaging both youth and parents.

## Proposal Components

**Each proposal should be submitted using the following component headings:**

- I. **Organizational Overview:** Please provide a brief overview of your organization, including mission statement, length of existence, existing programs, incorporation and tax status.
- II. **Proposed Project:** Describe the new or enhanced outpatient service/ program to be implemented with this grant and specific service/program components. Include how your organization will staff this service/program, hours of operation, staff qualifications, and capacity to serve Medicaid youth and families. Please also indicate the number of children and/or families that will be served by the service/program.
- III. **Program Evaluation and Outcome Indicators:** Describe the measurable outcomes of this proposed service/program (i.e. behavior changes, skills developed, etc., projected decrease in wait list).
- IV. **Proposed Budget:** Attach a proposed budget for this service/program including line items and total costs. A percentage of overhead costs for the agency **cannot** be part of the budget. Only additional costs specific to the proposal will be considered eligible.
- V. **Sustainability:** Describe how this new or enhanced community service/program will be sustained on an on-going basis after being initially “seeded” by CSOC.
- VI. **Licenses, Certifications, and Insurance:** If the service/program you are proposing requires any specific licenses, certifications, or insurance, please include a copy of these documents or indicate how you will obtain the required documents.
- VII. **Access/Transportation:** Address how your potential audience/clients will be able to get to the service/program you are offering. Identify public transportation system access if available.
- VIII. **Outreach/Communication:** What is the plan to make sure your target audience/clients learns about your service/program?

Proposals should not exceed ten (10) pages. **The preferred method for submission for Request for Proposal is a MS Office Word email attachment.** Submit cover sheet and completed proposal to [lzimmermann@tricountycmo.org](mailto:lzimmermann@tricountycmo.org) To ensure RFP email receipt, please leave a phone message at 908-526-3900 x120 relaying that the proposal was sent.

All applications will be reviewed and scored via a committee comprised of the TCCMO Community Resource Manager, tri-county CIACC and various member of the System of Care. The Committee will contact the author(s) of the proposal for further information if needed. Proposal(s) will be recommended to NJ CSOC no later than Friday, October 25, 2019. The award recipient will be notified on or prior to Monday, November 25, 2019 of a recommendation for funding. Disbursal of funds and program implementation is anticipated for Fall 2019.

**APPLICATION FOR COMMUNITY DEVELOPMENT FUNDS FY2020**

**Cover Sheet\***

Date of Request: \_\_\_\_\_

Project/Service Name \_\_\_\_\_

Contact Person for this Proposal: \_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

\*Please be sure to include this cover sheet when submitting proposals.