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STATE OF NEW JERSEY
DEPARTMENT OF HUMAN SERVICES
DIVISION OF DEVELOPMENTAL DISABILITIES

**REQUEST FOR LETTERS OF INTEREST
TO PARTICIPATE IN THE
PREVENTION OF DEVELOPMENTAL
DISABILITIES**

March 27, 2019

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I. Purpose and Intent

The Department of Human Services (“DHS”), Division of Developmental Disabilities (“DDD”), Office for the Prevention of Developmental Disabilities (“OPDD”), is issuing this Request for Letters of Interest (“RLI”) to solicit from Vendors innovative ideas to assist DHS in reducing the incidence of intellectual and developmental disabilities (“IDDs”) in New Jersey.

IDDs are disorders that are usually present at birth and affect the trajectory of the individual's physical, intellectual, and/or emotional development.¹ About one in six children in the U.S. have one or more developmental disabilities or other developmental delays.² Some conditions considered to be developmental disabilities include: intellectual disabilities, cerebral palsy, autism, epilepsy, spina bifida, traumatic brain injuries and certain neurological disorders.

Preventing developmental disabilities begins long before a woman gets pregnant and continues long after her child is born. Numerous developmental disabilities can be prevented through maternal, paternal, and child health practices.

There is a body of research that supports the effectiveness and cost savings attributable to prevention interventions. Effective prevention efforts use multifaceted, systems approaches that range in scope from educating individuals to influencing policy and legislation. These efforts involve interdisciplinary collaborations on an increasing continuum of levels. The various intervention levels include increasing the awareness and knowledge of individuals and community groups, educating providers, establishing advisory boards and coalitions to coordinate efforts and make recommendations and influencing policy and legislation. Another important aspect is developing surveillance and tracking systems that provide baseline data and capture information over time that allow for comparisons and identification of trends.

- Funding will be provided for 3 projects for a total of up to \$185,000 per project.

The following summarizes the RLI schedule:

- Notice of Funding Availability March 27, 2019
- Q&A Period April 1 – 5, 2019
- Submission of Letters of Interest (Round 1) April 24, 2019
- Round 1 Proposal Decision Announcement May 10, 2019
- Request for Submission of Proposal (Round 2) May 10, 2019
- Appeal of Round 1 Rejection Decisions By May 16, 2019
- Final Round 1 Rejection Appeal Decisions May 17, 2019
- Submission of final proposal (Round 2) May 31, 2019
- Preliminary award announcement June 21, 2019
- Appeal deadline June 28, 2019

¹ www.nichd.nih.gov/health/topics/idds/conditioninfo/Pages/default.aspx

² <https://www.cdc.gov/ncbddd/developmentaldisabilities/index.html>

- Final award decision July 1, 2019
- Anticipated contract start date July 8, 2019

II. Background

The OPDD was established in 1987. The OPDD's mission is to reduce the frequency of occurrence of chronic intellectual/developmental and physical disabilities that originate during pregnancy or early childhood. This goal is achieved by many means, including, but not limited to:

- Educating the public, targeting potentially young and new parents about the preventable causes of disabilities, such as ingesting lead paint and non-lead paint sources such as jewelry, toys, stoneware etc. as well as maternal alcohol consumption during pregnancy, or unintentional injury during childhood;
- Alerting health care providers and others to new discoveries that suggest ways to reduce the risks of permanent damage to children before, during, and after birth;
- Informing professionals and the public about the impact of maternal and paternal age at time of conception;
- Publicizing newly discovered causes of disability that arise from societal or environmental changes;
- Fostering coordination among different agencies, each of which may be part of the solution to a problem;
- Stimulating research to push forward the frontiers of biomedical knowledge including basic science research to fill important gaps in the sciences of the prevention of disabilities; and
- Advocating for changes in social conditions that endanger children.

The following topics are examples of past areas of focus for OPDD funded projects:

- Lead poisoning
- Fetal Alcohol Spectrum Disorder
- Folic Acid
- Genetic Metabolic Screening
- Maternal Health
- Unintentional Injury (specifically, head injury)

The most recent projects focusing on prevention of developmental disabilities funded through the OPDD can be found at:

- <http://www.nj.gov/humanservices/opmrdd/home/programs/>

The most recent long term planning documents from the Governor's Council on the Prevention of Developmental Disabilities and its standing committees can be found at:

- <http://www.state.nj.us/humanservices/opmrdd/news/ChangesChallengesBooklet.pdf>
- <http://www.state.nj.us/humanservices/opmrdd/news/BeintheKnowFINAL12.12.pdf>

The latest published data on prevalence rates in New Jersey can be found in CHILDHOOD LEAD EXPOSURE IN NEW JERSEY ANNUAL REPORT, STATE

FISCAL YEAR 2016 (July 1, 2015-June 30, 2016)

- <http://www.nj.gov/health/childhoodlead/documents/reports/childhoodlead2016.pdf>

On September 18, 2017, the New Jersey Department of Health (“DOH”) amended its rules for the provision of case management and environmental interventions for children with elevated blood lead levels. The rules require public health action at a single, venous blood lead level of 5 ug/dL or greater. Universal screening of children at ages one and two years old is still required by health care personnel and facilities that provide health services to young children.

In August 2017, the Pew Charitable Trusts issued the document "10 Policies to Prevent and Respond to Childhood Lead Exposure," summarizing health impact findings of lead exposure on children and the communities in which they live.

- <https://www.pewtrusts.org/en/research-and-analysis/reports/2017/08/10-policies-to-prevent-and-respond-to-childhood-lead-exposure>

The Strategic Plan to End Childhood Lead Poisoning developed by the Green and Healthy Homes Initiative lists actions that can be taken by federal, state and local agencies.

- <https://www.greenandhealthyhomes.org/strategic-plan-end-childhood-lead-poisoning/>

Useful data and information from the DOH can be found here:

- <http://www.state.nj.us/health/chs/hnj2020/about/topics/> objectives related to childhood lead poisoning. Within the provided link, click on the topic Maternal and Child Health, and locate objectives MCH-11 and MCH-12.
- <http://www.state.nj.us/health/fhs/nbs/index.shtml>
- <https://www26.state.nj.us/doh-shad/home/Welcome.html>

III. Project Goals

The goal of this RLI is to solicit new and innovative ideas to assist DHS in reducing the incidence of IDD in New Jersey. Vendors are encouraged to submit proposals that address the prevention of developmental disabilities that are novel or unique to the current developmental disability prevention work underway in our State. By utilizing the outcome evaluation methods described in section VI 2(e), DHS has the intended goal to fund developmental disability prevention projects that will eventually be bolstered by empirically supported research. Based upon these outcomes, OPDD may consider future support for projects models that are able to show their efficacy and are believed to have the potential for further replication throughout New Jersey.

IV. Qualifications

To be eligible for consideration for this RLI, the vendor must satisfy the following requirements:

- Vendors must be a fiscally viable for-profit or non-profit organization or a

- governmental entity.
- Vendors must currently meet, or be able to meet, the terms and conditions of the Department of Human Services contracting rules and regulations as set forth in the Standard Language Document, the Contract Reimbursement Manual (CRM), and the Contract Policy and Information Manual (CPIM)
 - Vendors, other than governmental entities, must demonstrate that they are incorporated or registered through the New Jersey Department of State and provide documentation of their current non-profit status under Federal SOI(c) (3) regulations, as applicable.
 - If a vendor is a for-profit entity, it must obtain a business registration certificate from the New Jersey Department of the Treasury prior to the time the contract is awarded. For-profits may obtain this certificate at: <http://www.state.nj.us/treasury/revenue/busregc.html>

V. Funding Availability

Funding is available for up to 3 proposals with the following restrictions:

1. Funding for three years (July 8, 2019 – June 30, 2022);
2. A maximum award of \$185,000 will be available for each year;
3. The project should focus on innovative approaches to the prevention of developmental disabilities. Letters of interest must describe activities or interventions that are targeted, measurable and duplicable.

VI. Required Content for Round 1

Letters of interest must address the following:

1. Funding Proposal Cover Sheet –Utilize Template Attachment A
2. Project Description (Max five (5)Pages)
 - a) What is the target population for the project? Who do you look to serve with this plan? Please include current statistics regarding target population. Include geographical information that shows any expansion of impact area during the three years of project funding.
 - b) How does this project meet the purpose and background information described in section I and II of this RLI?
 - c) What are the goals and objectives of this project (should be measurable)? Please describe your program activities and explain how they will achieve the stated goals and objectives.
 - d) Provide a timeline for years one through three that includes an acceleration of activities intended to meet the aforementioned goals and objectives. During this three year period, how will the program grow?
 - e) The tracking of outcomes and the evaluation of the outcomes will be an important aspect of funded projects. Please note methods to be used to measure the achievement of identified goals and objectives.

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- Please be aware that if your project is funded you will be required to secure a program evaluation by an outside entity (NJ preferred) focusing on the efficacy or potential efficacy of your project, at the end of each contract year.
 - Quarterly reporting will also be required.
- f) What is the staffing (full time and part time) required to administer this project?
- g) Provide a budget for the administration of this project. How much will it cost? What are the most significant aspects of programs budget?

VII. Question & Answer Period for Round 1

Technical assistance regarding this RLI will be provided via the DHS web site. Potential applicants are encouraged to submit questions to the OPDD at ddd.preventiondd@dhs.state.nj.us no later than 3:00 P.M. on April 5, 2019. Responses to submitted questions will be posted on the DHS website location <http://www.state.nj.us/humanservices/providers/grantslrfrfi/> no later than 4/9/19.

VIII. Submission Instructions for Round 1

DDD assumes no responsibility and bears no liability for costs incurred by the Provider Agency in the preparation and submittal of a Letter of Interest. Letters of Interest must be no longer than five (5) pages and must use either Times New Roman or Ariel font style and the font size can be no smaller than 12 point. The letter must be submitted no later than 4:00 p.m. local time on April 24, 2019. It is preferred that letters be submitted as an email attachment with the vendor's name, project name and date in the subject line of the email. Email submissions should be sent to: jonathan.sabin@dhs.state.nj.us

For U.S. Postal Service delivery:

Jonathan Sabin, Director,
Office for the Prevention of Developmental
Disabilities Division of Developmental
Disabilities
Department of Human Services
P.O. Box 726
Trenton, NJ08625-0726

The Provider Agency may mail or hand-deliver its submission, however, DMAHS is not responsible for items mailed but not received by the submission deadline. Provider Agencies should note that U.S. Postal Service two-day priority mail delivery to the post office box listed above may result in the Provider Agency's submission not arriving timely and, therefore, being deemed ineligible for participation in the Project. The Provider Agency will not be notified that its submission has been received. DMAHS will not accept facsimile transmission of submissions.

IX. Review of Letters of Interest (Round 1)

There will be a review process for all timely submitted Letters of Interest, which materially comply with the content requirements in this RLI. DDD will convene a review committee comprised of members of the Governor's Council on the Prevention of Developmental Disabilities to conduct a review of each Letter of Interest accepted for review and provide DDD a recommendation.

Staff from DDD will then inform vendor's whose letters were selected to submit the additional information required during the second (final) selection review.

X. Appeal of Round 1 Decisions

An appeal of any decision may be made only by a respondent to this RLI. All appeals must be made in writing and received by DDD at the address below no later than May 16, 2019. The written request must clearly set forth the basis for the appeal and be sent to: jonathan.sabin@dhs.state.nj.us. A decision regarding any appeals will be made by May 17, 2019.

Please note that all costs incurred in connection with any appeals of the Division of Developmental Disabilities decisions are considered unallowable costs for purposes of the Division of Developmental Disabilities contract funding.

Your proposal submission will need to be in Times New Roman or Arial font and should not be smaller than 12 point.

Additionally, one hard copy of the proposal with an original signature and six additional hard copies will need to be submitted to the attention of Jonathan Sabin at the address below:

Jonathan Sabin, Director
Office for the Prevention of Developmental
Disabilities Division of Developmental
Disabilities
Department of Human Services
P.O. Box 726
Trenton, NJ 08625-0726

XI. Review of Round 2 (Final Proposal)

Round 2 proposals will need to be received at the above addresses by 4:00 P.M. on May 31, 2019, to be considered eligible. Facsimile submissions will not be accepted. There will not be a Question and Answer Period for Round 2.

A committee, comprised of staff from DDD, will review and score the full project

proposals and make recommendations for funding.

DDD reserves the right to reject all proposals when circumstances indicate that it is in DDD's best interest to do so. DDD's best interests in this context include, but are not limited to, loss of funding, inability of the Applicant(s) to provide adequate services, and indication of misrepresentation of information and/or non-compliance with State and federal laws and regulations, existing Department Contracts, and procedures set forth in DHS CPIM Policy Circular PI.04. The Division will notify all applicants of awards, contingent upon the satisfactory final negotiation of a contract with the Office of Contract Administration, by 6/21/19.

XII. Appeal of Award Decisions

Appeals of any award determinations may be made only by the respondents to this RLI. All appeals must be made in writing and must be received by the Division at the address below no later than 4:00 P.M. on June 28, 2019. The written request must clearly set forth the basis for the appeal.

Appeal correspondence should be addressed to:

Jonathan Sabin, Director
Office for the Prevention of Developmental Disabilities
Division of Developmental Disabilities,
Department of Human Services
P.O. Box 726
Trenton, NJ 08625-0726

Please note that all costs incurred in connection with any appeals of the Division's decisions are considered unallowable costs for purposes of the Division's contract funding.

The Division will review any appeals and render final decisions no later than July 1, 2019. Awards will not be considered final until all timely appeals have been reviewed and final decisions rendered.

_____ Date Received

**STATE OF NEW JERSEY
DEPARTMENT OF HUMAN
SERVICES**

Division of Developmental Disabilities

Letter of Interest Cover Sheet

Name of RLI: Prevention of Developmental Disabilities

Incorporated Name of Bidder: _____

Type: Public _____ Profit _____ Non-Profit _____ Hospital-Based _____

Federal ID Number: _____ Charities Reg. Number (if applicable) _____

Address of Bidder: _____

Chief Executive Officer Name and Title: _____

Phone No.: _____ Email Address: _____

Contact Person Name and Title: _____

Phone No.: _____ Email Address: _____

Total dollar amount requested: _____ Fiscal Year End: _____

Funding Period: From _____ to _____

Total number of unduplicated consumers to be served: _____

County in which services are to be provided: _____

Brief description of services by program name and level of service to be provided:

Authorization: Chief Executive Officer (printed name): _____

Signature: _____ Date: _____

