

QUESTIONS AND ANSWERS

Family Success Center-Kearny, Hudson County

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- 1. On p.7 of the RFP under “Staffing” it indicates that “the FSC is required to employ 3 full time staff”. My question is: can any of these staff be FTE’s? FTE’s might mean 6 staff whose total time devoted to the project equals 35 hours x 3 = 105 hours/week. FTE’s allow the agency to provide the expertise of more than just 3 staff members on the project and, in my opinion, provides for a better result.**

No, staff must be full-time. Two Full Time Equivalents (FTE’s) cannot take the place of one full time staff member.

- 2. P.20- Is the Performance Outcome Chart to be included as an Appendix or is it included in the 25 page narrative?**

The performance outcome chart is to be included in the 25 page narrative.

- 3. Does “mid-term” really mean that you want only activities that will be delivered in the first 6 months of year 1?**

The first and second outcomes would seem to be accomplished by almost any and all activities in which members might engage, from a financial literacy session to a health screening. Please advise.

Activities should be delivered throughout the duration of the contract, not just in the first six months. Performance outcomes may be attainable during the contract period or it may be necessary to track their attainment over a longer period of time.

The first and second outcomes can be met in a variety of ways and through a myriad of activities and programs. It is the responsibility of the applicant to list specific activities that will produce the desired outcomes.

- 4. As a follow-up to question #3, it does not seem possible to include all activities that the FSC provides in order to reach the performance outcomes.**

Even a lengthy list of activities that lead to the performance outcomes should fit in the 25 page limit. It is not necessarily expected that an agency list all of the activities, but that they focus on those that are key in achieving the performance outcome.

- 5. Can we use 10 point font in charts? Using a chart to provide information sometimes makes the information easier for the reader and also is a more efficient use of space. Most funders allow a 10 point font in such charts/tables.**

The font in the narrative is to be 12 point, but in the appendices 10 point font may be used. Anything included, i.e. charts, in the narrative are expected to be in 12 point font.

- 6. What is the difference between the request for 3 Letters of Commitment and other agreements such as MOU's, Affiliation Agreements?**

The applying agency is required to submit three letters of commitment (not letters of *support*) in their proposal. Many agencies wish to show in their proposals that they have more than three partnerships or important affiliation agreements with additional agencies in their community in the appendices. This would be where a submitting agency might want to submit additional letters of commitment, memos of understanding, affiliation agreements and consulting contracts. Cooperation with other agencies is key to the success of the FSC; however, an agency should be selective in their partnerships to ensure that the partner shares the same visions and missions of the FSC.

- 7. Should the agency use an outside evaluator for performance outcomes?**

No.

8. Do the grant monies cover the purchase of food?

It is expected food will be donated or provided by the families to encourage a greater sense of community and ownership in the FSC. Some of the grant funding may be for food for events or keeping coffee available at the FSC. If an event or expenditure is above \$350, the provider must obtain the permission of the program officer for the expense.

9. What does “start-up costs” mean?

The RFP outlines the parameters of what is included in the start-up costs, but we cannot specify what the start-up costs would be at each FSC. The needs of the new FSC will determine how the 5% start-up costs will be utilized.

10. Why was Kearny chosen for a FSC site?

Many factors go into the decision of where to locate an FSC, some of which include: data of child abuse and neglect, domestic violence, labor statistics, demographics etc.

11. Please clarify appendices #2 on page 22.

We are looking for the agency to provide a staffing pattern and schedule, including the reasons behind the staffing pattern as well as how the reasoning relates to the community being served. We want to ensure that the FSC is adequately covered during hours of operation by an FSC staff member. Include which employee will work on which day and time, and the hours of operation of the FSC itself. Additionally, please identify if the FSC will offer evenings and weekends.

12. Can you use the budget for more than three full time staff?

Yes.

13. Is leveraging of services a requirement?

Leveraging of services is not required, but is key for success.