

## QUESTIONS AND ANSWERS

### **2016 NJ School Based Youth Services Program-Middle School**

#### **Essex County**

Questions? Email us anytime at [dcfaskrfp@dcf.state.nj.us](mailto:dcfaskrfp@dcf.state.nj.us)

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#### **IMPORTANT CHANGES TO THIS RFP:**

- The page limit for the narrative is no longer 20 pages. The new page limit is **25 pages**.
- Question #15: **To clarify**, the funding amounts are: \$120,000 + \$60,000 for a total available funding amount of \$180,000. The expectation is for program services to begin November 2016.

1. **On page 2 of the RFP, it delineates funding being available to community based agency, hospital, school district, college and/or university. If the organization does not currently operate a SBYSP nor cannot demonstrate a similar SBYSP in place in a high school, is the organization disqualified to submit and receive the funding and would be disqualified for the RFP consideration?**

No. The organization would not be disqualified. It would be advised that this is addressed in some capacity. Community based agencies, hospitals, school districts, colleges and/or universities are eligible.

- 2. Is it acceptable to target a school with grades K -8? The services would only be delivered to the 6-8 population. Or does the school need to be a grade 6-8 building only?**

The school may be a K-8 but the services would only be available to students defined as middle school students in the district.

- 3. The RFP reads “serving and safeguarding the most vulnerable children and families in the State.” How are you assessing/defining the “most vulnerable”?**

The applicant will be responsible for using existing data to qualify their target population as “most vulnerable”. A good source may be the 2016 KIDS COUNT® Data Book from the Annie E. Casey Foundation but other data sources exist.

- 4. Will consideration be given to the statistics surrounding challenges faced by LGBTQ youth living in Title One areas specifically or will you be focusing on the statistics relating to Title One youth as a whole?**

Both. Middle School students in the identified school will be considered as a whole. Specific challenges should be highlighted in the proposal, as applicable. Follow instructions in the needs justification section with specific emphasis on bullet 2 and 3.

- 5. The RFP reads “A memorandum of understanding (MOU) and/or a letter of commitment is required with all proposals, except where the school district is the applicant.” Does the MOU and or letter of commitment need to come from both the district and the middle school or either or?**

The MOU must clearly provide for the legal commitment to provide the services in the middle school. The Applicant must check to see which has the legal authority. The proposal needs to include a true partnership between the school district and the applicant.

- 6. P.2, Section A, 1<sup>st</sup> bullet at top of page: Does the proposed middle school program need to be in the same school district as one of our existing SBYSP high school programs?**

No. However if it does not operate in the same area of the existing High School SBYSP the applicant should follow the 2<sup>nd</sup> bullet and demonstrate a similar SBYSP support system will be in place for corresponding high school.

- 7. P.3, Section C, para.1: One of our potential district partners has a middle school which is grades 6 thru 9. The 9<sup>th</sup> graders in this school are already accessing SBYSP services at our physically adjacent high school SBYSP. Would we be allowed to serve all 4<sup>th</sup> graders under this new program or would we need to serve the 9<sup>th</sup> graders only through our adjacent high school SBYSP?**

If your school district defines your middle school as grades 6-9 then that will be your target population. Ensure your application clearly articulates this as the district's designation.

- 8. P.15, Section D. para.1 states that first year funding will be \$120,000 for 9 months (\$13.33k/month). Annual funding is earlier stated as \$180,000 (\$15k/month). Is there a typo somewhere?**

Clarification: For the purpose of this initiative, the Department will make available prorated funds of \$120,000 in federal and state funds for operational services to begin November 1, 2016- In addition, Operational start-up funds of no more than \$60,000 is permitted for the first year of the contract ONLY.

- 9. P.15, Section D. last paragraph states that start-up costs of up to \$60k are permitted and must be detailed in the Budget Narrative. P.26, Section 2.A.5., top of page states that budget proposal must also include start-up costs based on year 1 accruals.**

- a. Which is correct?
- b. Are start-up costs to be detailed in both the "12-month Budget Form" AND in the Budget Narrative?

Yes. The budget form provides a column to detail start-up funding request. A budget narrative is required both start-up costs and the on-going operational costs for the year.

- 10.P.27, Part II, No.9: What are we supposed to do to/with the Resiliency Tool and Impact Evaluation in this Appendix?**

As per the RFP on page 25-Outcome Evaluation section, reference the tool when providing a "*clear statement that acknowledges the*

*understanding that all grantees are expected to incorporate the OSLS' Resiliency and Impact Evaluation tools in your overall outcome evaluation plan".*

**11.P.27, Part II, No.12: Should all letters of support be from the proposed school district or can the also be from other districts in which we have SBYSP's?**

Letters of support should be from students, school administration (including superintendent, teachers, guidance etc.) and parents.

**12.P.27, Part II, No.'s 21-36: For those applicants who already have SBYSP's all of these required documents are already on file at DCF. Can these please be assigned only to applicants who do not already have an SBYSP/other DCF contract?**

To keep the competition fair we ask for the same documents from all. We will still need these forms submitted.

**13.Are the \$60,000 start-up budget costs separate from the \$135,000 funding?**

Yes, the \$60,000 is in addition.

**Clarification:** For the purpose of this initiative, the Department will make available prorated funds of \$120,000 in federal and state funds for operational services anticipated to begin November 1, 2016. In addition, Operational start-up funds of no more than \$60,000 is permitted for the first year of the contract ONLY.

**14.Can the 25% cash or in-kind match include the rented space at the school, computers, phones, etc...?**

Yes the above examples may be counted toward the matching funds, and the applicant should include the value of the in-kind items. This can be accomplished by using a public/private donor form. The applicant should also include the square footage of the space intended to be used for this program.

**15.Can you clarify the total amount of available funding?**

Refer to Important Changes Notes above.

**16. Can we also use expected accruals for start-up costs?**

There should not be any need to, as we have already accounted for the expected accruals.

**17. The RFP states an expectation for 30 unduplicated students, are we expected to maintain those 30 students for the year?**

We are aware that there will be a certain 'drop-off percentage' of students, and we are asking you to anticipate this drop-off as well. In your proposal we are looking for the agency to explain the process that will be implemented to entice students to stay a part of the program. The agency should also discuss how they will identify, maintain and incentivize the students.

**18. Can we include the student's family (the student's siblings that attend another school, for example) in some way? Should our agency explain how we plan to engage not just the student, but the student's family? Should this explanation be a part of the narrative? Could we add an appendix to discuss this?**

Yes, the agency should plan to include and engage the student's family. This should be explained in the narrative and would count toward the 25 page limit. The agency can not include an appendix to discuss this topic.

**19. Are the required letters of support counted toward the narrative's 25 page limit?**

No, these are a separate attachment.

**20. Could the staffing coordinator and the mental health professional be the same person?**

No, these must be separate positions.

**21. Can this funding cover activities that includes parents into the program?**

Yes. This is also a good opportunity to leverage your funding and collaborate with the school, for example, by integrating this program into other school events.

**22. The scoring adds up to 90 points for each section. Is this correct?**

Note the following changes to the scoring for the section concerning:

Program services	was 10 now 15 Points
Level of Service	(15 Points)
Program Implementation Schedule	(5 Points)
Staffing, Management, Supervision	was 10 now 15 Points

This section is now revised as follows:

**Program Approach (50 Points)**

Specify a program approach that includes an overview of the proposed services and their anticipated impact on the target population, including:

**Program Services/Activities (15 Points)**

- Describe the SBYSP services/activities to be provided, including the specific goals and objectives of each;
- Describe the activities or methods that program personnel will employ to achieve the service objectives;
- Describe student eligibility requirements, referral processes and student rejection/termination policies;
- Describe the parent/caregiver events/activities and the anticipated schedule of events.
- Describe any service coordination, collaborative efforts or processes that will be used to provide the proposed services (attach any affiliation agreements or Memoranda of Understanding);
- Describe school based accessibility including the hours and days that school based will be available to students, and the geographic location(s) where services will be provided;
- Describe how the proposed program will meet the needs of various and diverse cultures within the target community based on the Law Against Discrimination (N.J.S.A. 10:51 et seq.).
- Description of program space (additional photos and/or floor plans are also welcomed).

**Level of Service (15 Points)**

- Describe the non-stigmatizing process that will be used to identify and select the 30 students to be supported through the Mentor Leadership Group.
- Describe the process that will be used to identify and targeted level of service for this general student support population. Include the anticipated number of students that will be supported throughout the contract period.

**Program Implementation Schedule**

**(5 Points)**

- Provide a feasible timeline for implementing the proposed services. Attach a separate Program Implementation Schedule as part of the Appendix.

**Staffing, Management, Supervision**

**(15 Points)**

- Indicate the number, qualifications and skills of all staff, consultants, sub-grantees and/or volunteers who will perform the proposed service activities. Attach, in the Appendices section of the application, an organizational chart for the proposed program operation; job descriptions that include all educational and experiential requirements; and resumes of any existing staff who will perform the proposed services.
- Describe the management and supervision methods that will be utilized.

The New Jersey Department of Children and Families endorsed Prevent Child Abuse New Jersey's (PCA-NJ) Safe-Child Standards in August 2013 (The "Standards"). The Standards are a preventative tool for implementing policies and procedures for organizations working with youth and children and through their implementation, an organization can minimize the risks of the occurrence of child sexual abuse.

The Standards are available at:

<http://www.state.nj.us/dcf/SafeChildStandards.pdf>

As an Appendix, provide a brief (no more than 2 pages double spaced) Standards Description demonstrating ways in which your agency's operation mirror the Standards.