

## **QUESTIONS AND ANSWERS**

### **Family Success Center-Ocean County**

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

Phone number and contact person for date of delivery:

Main Number: 609-888-7730

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Deliver proposal to: 50 East State Street, 3rd Floor  
Trenton, New Jersey 08625-0717

#### **\*\*PLEASE NOTE:**

- **Appendix D to be included in Narrative as per the RFP.**
- **Administration Expense is capped at 12%.**

- 1. In reference to the startup costs in the budget, are we required to provide a budget for year 1 and year 2?**

No, only the first year budget.

- 2. If there are two locations, main and satellite, does it matter which one is the primary location?**

No.

- 3. Zoning is an issue in Barnegat, will you assist with this?**

Once an agency is awarded the grant, we will discuss the zoning limitations with the agency. The hope is that once the community leaders understand the purpose of the FSC, they will welcome it into the community.

**4. Are we required to submit a letter of commitment for the location of our proposed FSC?**

A letter of commitment is always a great addition to your proposal. It is advantageous, but not required.

**5. If our agency includes tables in our proposal, can we use a smaller font than 12 point and can they be single spaced?**

Yes, you may use smaller than 12 point font in a table and you may also use single spacing.

**6. What is the difference between on-going funding and continuation funding and is it guaranteed?**

There is no real difference between on-going and continuation funding; however our funding is always subject to appropriation. Funding cannot be guaranteed.

**7. How can we submit a plan for continued funding if there is no guarantee that there will be continued funding from the state?**

Potential investors and other funding sources are usually drawn to the FSC and want to assist with funding once they see the work that the FSC is doing within the community. There are many additional ways to find funding through grants, donation, etc. Additionally, the agency must utilize leveraging to gain funding as well.

**8. Are we required to have a full operational census of 300 upon receipt of funding?**

No. The FSC is required to have a full operational census of 300 within 12 months of operation. Holding focus groups within the community prior to opening the FSC is a good way to get an idea of what types of programming the community needs, and a great way to acquire future FSC participants. The agency is required to discuss its plan to attract community members to the FSC in their proposal.

**9. In previous RFPs, there have been restrictions on including food in the budget, is that the case with this RFP?**

There are no budget restrictions for allocating funding for food in this RFP.

**10. For this RFP, are we required to include the line-item budget in the narrative as well as including an Annex B?**

Yes, both a line-item budget in the narrative and an Annex B are required for this RFP.

**11. On page 22 of the RFP, it says \$5,000 in financial assistance or 'specific assistance to clients'. This seems very restrictive, is this required in our budget?**

Specific assistance to clients is not a required budget item. On page 22 it also says that you are authorized to allocate funds for this purpose, not that you are required to do so.