

QUESTIONS AND ANSWERS

County Councils for Young Children Race to The Top-Early Learning Challenge (20 Counties)

Questions? Email us anytime at dcfaskrfp@dcf.state.nj.us

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- 1. As we review the CCYC our organization has a question regarding the scope of information that should be presented if a collaborative of organizations are applying together. Specifically, should the application reflect the parent-centered activities provided by all the agencies or just the lead agency? As an example the lead agency provides tax-preparation and early literacy services and a partner agency hosts parenting classes, should all 3 services be included in Table 1 of the application or just the services provided by the lead agency?**

It will add strength to your application to provide the information from the lead and all core partner agencies (specify the agency names).

- 2. Page 5, 5th bullet refers to a " central Intake site"- What is considered the county's central intake site?**

Central Intake (CI) is a county-level single point of entry (via telephone, fax, email or internet) that helps individuals (consumers and providers) make early connections to needed community services and supports—health care, home visiting, early care and education, family support, social services, and more. While central intake can assist any individual across the lifespan, **the primary focus** is on **pregnancy, parenting and early childhood**. This developing network of CI hubs is supported with funds from the Department of Health and DCF. CI currently operates in 15 counties, as identified in the following table. [Note: RTT-ELC funds will

provide funding support to the Department of Health to expand CI to the remaining six counties.]

County	CI Lead Agency	Manager/Primary Staff Person	Telephone
Atlantic	Southern NJ Perinatal Consortium	Barbara May/Judy Stark	856-665-6000/609-345-6420
Burlington	Burlington Community Action Program	Alicia Bowker	609-239-4718
Camden	Southern NJ Perinatal Consortium	Barbara May	856-665-6000
Cumberland, Gloucester & Salem	Robin's Nest	Debra Cornelius	856-881-8689, x136
Essex	Essex Pregnancy & Parenting Connection	Karen Benjamin	973-621-9157, x140
Hudson	Partnership for MCH of Northern NJ	Marie Kinsella	973-268-2280
Mercer	Children's Futures	June Gray / Tonya Bellamy	609-695-1977, x110
Middlesex & Somerset	Central Jersey Family Health Consortium	Velva Dawson / Porsha Moody	732-937-5437, x113
Monmouth & Ocean	Central Jersey Family Health Consortium	Velva Dawson / Porsha Moody	732-937-5437, x113
Passaic	Partnership for MCH of Northern NJ	Marie Kinsella/Martha Pleasant	973-268-2280
Union	Partnership for MCH of Northern NJ	Marie Kinsella	973-268-2280

3. Page 5, bullet 13-Can you describe how the CCYC Project Coordinator will be expected to participate the Statewide Peer Learning Collaborative? Specifically in terms of time and travel?

We do not have the details at this time, but can project that CCYCs will be expected to participate in quarterly in-person meetings, held in either Trenton or New Brunswick, as well as interim monthly meetings via telephone conferencing.

4. Page 27, budget- What are examples of allowable start-up expenses?

Start-up expenses are typically one-time purchases that will support getting the program up and going. Here are some examples--office furniture (desk or workstation), cell phone purchase (not ongoing service), laptop or tablet computer and related equipment/supplies, conference phone, outreach promotional items, educational materials (in languages & literacy level that reflect your target populations), parent incentives (may include gift cards). We expect applicants to make reasonable suggestions based on the experience of your agency and your key partners.

5. If an agency has a representative on a subcommittee of the Council for Young Children, are they still eligible to apply?

The only committee of the NJCYC that would pose a potential conflict is the Family & Community Engagement Committee, but this should not stop an interested agency from applying, you would simply need to step off of that particular committee until the applications are submitted on 9/18. After that time, the applicant would be able to resume active participation in the NJCYC committee work.

6. Can the project management coordinator position be a full-time equivalent?

Yes.

7. Does there need to be two copies of the Standard Language Agreement?

No, just one copy is required.

8. Does DCF expect that the council be 100% parents, or can it be 51%?

The council does not have to be 100% parents, just a cross-sector representation of local providers and parents as stakeholders. While we do have an overall RTT-ELC goal of 51% parent participation by the end of Year 3, the RFP guidance does not specify a minimum. We expect your proposal to describe how many parents you think you can reach, and address how you will increase parental involvement over time.

9. Should the agency focus on specific communities (ex: larger cities) in the county, or should they spread across smaller communities as well?

The applicant should use the community assessment data to identify target communities in the county. The plan should describe how the CCYC will focus on these communities and broaden its reach to other parts on the county, as needed, over the 3-year timeframe.

10. Does the agency need to disclose the source of their funding for the 15% match in the third year?

Yes, the agency must list their source. The proposal may not include federal funding, but DCF is flexible with any other sources.

11. Is the \$20,000 start-up funding on top of the year one \$75,000 budget?

Yes.

12. What type of budget items are considered as in-kind? Are training resources a quantifiable budget component?

An in-kind contribution consists of goods and services from the lead agency (or documented partners) that relate to the direct operations of the council. The proposal Budget Narrative should itemize any in-kind that directly applies to the agency's submission.

Yes, training resources for relevant training topics may be quantified as an in-kind contribution.

13. Are there any participant restrictions for membership on the council?

There are no restrictions and they will vary by county. There is no set number, and no minimum or maximum.

14. What kind of experience/characteristics is DCF looking for in a lead agency?

DCF is looking for a lead agency with experience in working with both child-serving providers and parents/families in the community. We expect that the characteristics of the lead agency may differ because of the varying constituents that comprise the 20 target counties. We also expect to see evidence of consensus among relevant community partners/stakeholders that will support the lead agency, e.g. letters of support, letters of commitment, and/or MOUs.

15. What are some of the best practices in Cumberland County thus far?

Some items that lead to best-practices are:

- Establishing a strong base of parent representation, and building on this over time
- Building on an existing infrastructure, process, and/or relationships, e.g. Cumberland lead agency is also a FSC lead
- Scheduling meetings on days/times when families are available, in Cumberland meetings started out monthly with day and evening hours
- Provide child care and a light meal to facilitate attendance
- Ensuring bilingual/multilingual capabilities, in Cumberland County this included Spanish-speaking staff
- Understanding that the needs assessment process is ongoing and includes parent input and focus groups
- DCF helped to facilitate Parent/Community Cafés to solicit input and identify key issues and concerns. In Cumberland, these identified a range of issues to help support infants/children and families:
 - transitions for children from community-based and preschool programs to Kindergarten/Elementary School
 - special education
 - transportation
 - employment and other economic issues
 - quality of life issues

16. Does a statewide learning collaborative already exist?

No, not at this time.

17. In the budget for year one, if the agency receives other DCF funding, does DCF want to see how the other DCF funded infrastructure will support this grant?

Yes.

18. Please clarify the Year 3 match.

The matching requirement is set at 15% of the total annual funds of \$75,000. Matching funds are only required in Year 3.

19. Is DCF looking for parent involvement and engagement examples for all four categories listed on page 14?

Applicants are required to provide relevant examples of how your agency has engaged with parents. You only need to submit information for the

levels of engagement that actually pertain to your prior and current experience. There is no expectation that this will include all 4 categories.

20. Should the agency submit a needs assessment in the RFP by the deadline?

For the application due date, we have asked applicants to provide a basic needs assessment in the proposal narrative, as described in the RFP on page 15. This information should demonstrate that you understand the population/subpopulation needs of your target community/county. Nothing else is expected from applicants at this time.

21. If the anticipated start date is 10/1/14 and the contract is for three years, are there extra months?

Awardees will receive three full years of funding, beginning at the contract award. The funding will end on 12/31/17, regardless of the start date.

22. Is there anticipated funding after 12/31/17?

No, Race to the Top-Early Learning Challenge funds end on 12/31/17.

23. How should the agency address the central intake component of the RFP if central intake does not yet exist in their county?

The proposal shall address central intake if it is in place. In the 6 counties without a central Intake, the applicant shall demonstrate a plan that engages cross sector stakeholders--those that you currently have in place, and those that you will further develop for this initiative.

24. Should the agencies address any/all populations between birth and 8 years of age?

Applicants are not expected to know and address all populations, initially, but they should by the third year of the grant. Applicants shall provide a description of the initial plan for recruiting parents/families/stakeholders how they will address all key populations by year three.

Central Intake Overview (please see Question #2 above)

- Central intake (CI) is a county-based single point of entry for prevention-oriented services.
- The CI lead agency does not typically serve clients in person. Referrals come in via telephone/fax/email from partner agencies and community outreach providers, including Community Health Workers in counties where these grants are funded, to link pregnant women, infants/children and families to needed services and supports.
- CI is based on a life course model, primarily focusing on pregnancy/birth to age eight.
- CI simplifies referral links and helps to link families to services earlier, e.g. pregnancy and birth.
- Already exists in 15 counties. See Q2 table above for lead agency and contact information for the current 15 counties.
- There will soon be an RFP from the NJ Department of Health to expand central intake to the 6 counties who do not already have it. These are Bergen, Cape May, Hunterdon, Morris, Sussex, and Warren.
- A copy of New Jersey's Central Intake system diagram is attached.