



## QUESTIONS AND ANSWERS

### Family and Community Partnerships (FCP), Office of Family Support Services (FSS) 2025 New Jersey Child Assault Prevention Training / Technical Assistance Program

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Written questions related to the *content* of this RFP were due on **September 18, 2025**.

Written *technical* questions about forms, documents, and format may be emailed at any time up to the due date to [dcf.askrfp@dcf.nj.gov](mailto:dcf.askrfp@dcf.nj.gov).

All responses must be submitted ONLINE.

To submit online, respondent must **first** complete and submit an Authorized Representative (AOR) registration form: AOR Registration Form.

**[Click here to access the AOR Form.](#)**

AOR Registration forms must be received by **Wednesday, October 1, 2025**.

Responses must be received by **Wednesday, October 8, 2025** (by 12:00 NOON)

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### **Staffing and Salary**

1. Is the minimum listed salary of \$100,000 for one staff member, or can that be divided among the two trainers and one administrative support staff?

**Answer: The \$100,000 minimum applies per Trainer position (annualized; commensurate with education/experience). It does not apply to the administrative support role.**

2. Are the two Trainers and one Administrative Support Staff the only allowable staff for the program, or could we include additional positions?

**Answer: The awardee may budget additional positions, but total grant funding does not increase.**

3. Can two part-time trainers be hired that would equate to 1 FTE?

**Answer: Yes, two part-time trainers can be hired to equate to 1 FTE.**

4. Can a consultant be utilized if they work FT hours?

**Answer: No, a consultant cannot be utilized to staff the Master Trainer position.**

5. How much time would the administrative support staff be expected to dedicate to this program?

**Answer: The administrative role may be part-time, provided program needs (scheduling, materials, data intake/report routing) are met. During start-up, expanded hours may be needed.**

6. Page 14 - Staffing requirements: Ideally, how soon after the award would staff be hired?

**Answer: The awardee is expected to begin recruiting for staff as soon as the award is granted.**

7. Page 15 - Minimum Salary: This salary level is out of synch with our pay scale and the person with dual master's degrees who would oversee this program. Is there any flexibility regarding the minimum salary?

**Answer: No, the expectation is that the master trainer(s) will be provided a salary of \$100,000, at minimum as detailed in the RFP.**

8. Page 14 - (D. Resources: #9) Assuming all deliverables can be met, are trainers and support staff required to be full-time on this project?

**Answer: The Master Trainers are preferred to be Full time positions. However, DCF will allow 2 part time trainers to be equivalent to a full-time position. The administrative support role can be part time.**

9. Page 15 - Is the minimum salary requirement fixed or commensurate with experience? Is the minimum salary requirement for all program staff or just for the trainer(s)?

**Answer: The minimum salary is set at \$100,000 and is commensurate with education and/or experience. The salary requirement is for the trainer(s).**

10. On Page 15 it states that the minimum salary is \$100,000; should that be prorated down for the first 6 months of the award? Does the \$100,000 include fringe and benefits within that salary?

**Answer: Yes, the \$100,000 should be pro-rated based on the timing of the award being granted. Fringe and salary are not included in that minimum salary.**

11. How should we interpret and apply the "Minimum Salary: \$100,000 (commensurate with education and/or experience) comment on page 15 under Resources?

- Could the minimum salary be applied to the six-month RFP and cover all positions?

**Answer: No.**

- Could the minimum salary be applied to the annual salary of one training position?

**Answer: No, the requirement is that this initiative have two trainers and an administrative support person.**

- Could the minimum salary be interpreted to cover only the training positions for the six-month RFP?

**Answer: Yes, this could be split to cover the salaries for the two trainers in the first six months of start-up.**

12. Page 14 - Under 9) Positions: Two (2) Trainers and (1) administrative support staff

Questions:

- A. Do trainers need to be FT's (full time 100% on this grant) or can they be FTE's (Full time equivalent)?

**Answer: The Master Trainers are preferred to be Full time positions. However, DCF will allow 2 part time trainers to be equivalent to a full-time position. The administrative support role can be part time.**

- B. Same question for Administrative Support staff

**Answer: Administrative staff can be part-time to the NJCAP grant provided program needs are met.**

- C. Can there be additional staff if needed i.e., for supervision and observation purposes

**Answer: The Master Trainer will be responsible for the delivery of the NJCAP certification training, including observations of facilitators to ensure fidelity to the model. NJ4S hubs are responsible for the direct supervision of the facilitators.**

13. Are all 3 positions intended to be full-time and must be full time? 2 trainers and admin?

**Answer: Yes. The Master Trainers are preferred to be Full time positions. However, DCF will allow 2 part time trainers to be equivalent to a full-time position. The administrative support role can be part time.**

14. Minimum salary: \$100,000, is this the minimum allotted for all the salaried positions, for the first 6-month award or in any year?

**Answer: This salary requirement is for a full year for each Master Trainer and can be pro-rated depending on the timing of the award being granted.**

### Training, Certification, and Evaluation

15. What are the scheduling parameters for each training? For example, how many days of training must be received before they can be certified?

**Answer: Facilitators must become certified in the program(s) they wish to deliver. Certification requires completion of the full sequence: initial three-day training, eight (8) hours of rehearsal/practical application, a one-day review training, and two in-class observations with evaluation. Certification is awarded after all steps are completed.**

16. What does the observation requirement entail?

**Answer: The observation requirement involves an in-class observation of the facilitator delivering NJCAP (to students, parents, and/or school staff) with an accompanying evaluation.**

17. Are we allowed to cover two counties in a single training? If so, would this count as one training or two trainings?

**Answer: Yes, combining multiple counties in one training is allowed. This would count as one training.**

18. What is the maximum number of participants per training?

**Answer: The maximum number of participants (to become certified in facilitating NJCAP workshops) is twenty (20) per training.**

19. How often does the NJCAP training occur, and will our staff be able to access one within the 14 days post-award?

**Answer: Point of clarification regarding the 14 business days requirement for awardee to have Master Trainer certified: currently there is no certification process for the Master Trainer. Awardee will be given training materials and any hired individual for the role will need to be well versed in the content upon their start. Certification is for the facilitators at each of the NJ4S hubs.**

20. Are we expected to develop the pre/post training knowledge tests, or will DCF provide this to us?

**Answer: DCF will provide pre/post instruments, along with all training materials. The awardee may propose refinements (subject to DCF approval).**

21. Is there any part of this curriculum that is virtual, or does all training take place within the school?

**Answer: Trainings for parents/caregivers can be offered virtually, however training for school staff and students must take place in-person within the school setting. The facilitator training, the Master Trainer provides, can be done virtually, however, the observations will need to be completed in person.**

22. Is there an estimate of how many people would be attending in-person meetings and how often the in-person meetings are expected to be held?

**Answer: Trainers would be supporting a network of hubs, attendance varies by hub size and the number of NJCAP facilitators contracted. The awardee should plan for statewide/regional meetings. Cadence to be set at their discretion, and some meetings may be virtual.**

23. Page 8 - Facilitator Training & Certification / Level of Service: Is the program currently operating? Are there presently any certified facilitators who will require recertification during the initial period? Previously, how many facilitators were certified by region or in total?

**Answer: At the time of this writing, the program is not currently operating. The NJ4S hubs are permitted to start hiring existing certified facilitators, if they are deemed the right fit after completing the interview process. The recertification status of the existing facilitators is unknown. As of June 2025, there were approximately ninety active facilitators. (Facilitator counts varied by county.)**

24. Page 10 - Program Activities: Would the trainers receive any orientation or trainings from NJ4S on the curriculum, NJ4S network/software, or policies/procedures related to the program during start-up?

**Answer: No separate NJ4S-led orientation is planned. Hubs may provide local onboarding for their systems to the facilitators they contract with.**

25. Page 12 - Documentation & Distribution: The awardee retains copies of each of the curriculums. Will these curricula be provided by NJ4S to each NJ4S hub for the facilitators, or will the awardee be expected to provide as part of the facilitator trainings? What resources should be provided to facilitators as part of the trainings for which the awardee will incur costs?

**Answer: DCF will provide curricula and training materials.**

**For NJ4S hubs that will need to offer a NJCAP training to a school ahead of the onboarding of the Master Trainer, they will be encouraged to reach out to their DCF Program Office for guidance.**

26. Page 2 - NJCAP Summary: How many NJ4S staff are to be trained annually? This will impact the cost of software to track participation, so even a ballpark estimate is helpful. Is the expectation that all NJ4S staff will be trained, or a more fixed number like four staff per NJ4S hub, for example?

**Answer: There is no fixed number. Each hub may contract facilitators as needed, considering local demand. Some hubs may also have their own hub staff trained to facilitate NJCAP.**

27. Page 2 - Curricula Highlights:

- Preschool (ages 3½–5): 45 minutes/day for three days; two facilitators.
- Kindergarten: Two sessions, 60 minutes each over two days; three facilitators.
- Elementary (Grades 1–6): 1.5-hour classroom session; three facilitators.
- Teen (Grades 7–12): Three class periods, 40–45 minutes each.
- Special Needs: Adapted curriculum for children with developmental disabilities.

Questions:

- A. In each bullet above, they reference “two facilitators”, “three facilitators”, does that mean that those sessions require multiple facilitators to implement?

**Answer: Yes, the curricula require multiple facilitators per session.**

- B. What is the process to become a Master Trainer in the CAP Curriculum?

**Answer: There is currently no formal process to become a Master Trainer. See job description for preferred qualifications. Awardee will be given training materials and any hired individual for the role will need to be well versed in the content upon their start.**

- C. How will the 14-day requirement be met if a trainer needs to be hired?

**Answer: If the awardee employs a trainer who possesses NJCAP certification and the preferred skills outlined in the job description, the work could begin immediately; otherwise, individuals hired without NJCAP certification shall begin the process of obtaining certification within 14 business days of hire date.**

- D. Are there existing Master Trainers in the state currently?

**Answer: This is the first time NJCAP is being implemented in this way, therefore, there are no individuals doing this type of work at the moment.**

- E. Does facilitator training prepare facilitators to teach all levels and populations?

**Answer: Yes.**

28. Page 2 - Under Facilitator Certification Requirements:

- Initial three-day training.
- Eight hours of rehearsal/practical application.
- One-day review training.
- Two in-class observations with evaluation.

Questions:

- A. When was the CAP Curriculum last updated/evaluated? Will the grantee be expected to ensure material is updated and currently meeting EBP standards

**Answer: NJCAP has not undergone a formal evidence-based clearinghouse evaluation. DCF will work with the awardee to ensure curriculum content remains current and effective.**

- B. Are all components to the facilitator training (noted above) required to be in person, or can they also be delivered virtually?

**Answer: Components may be offered virtually except observations, which must occur in-person in a live classroom setting.**

29. Page 8 - Descriptors of the Primary Service recipient

Questions:

- A. Is it expected that all NJ4S staff and consultants at each hub will be trained or will there just be a few selected staff to be certified?

**Answer: Not all NJ4S staff will be trained; each hub decides how many facilitators to employ/train.**

- B. Will NJ4S Hubs be expected to be responding within a certain time frame to meet school requests?

**Answer: Hubs are expected to respond promptly to school requests once they have certified facilitators available.**

30. Page 10 - Top of Page: Requests from NJ4S HUB to Awardee for Technical Assistance (TA)

Will all of the requests happen through Salesforce or will there be another mechanism utilized to manage this created by grantee?

**Answer: This program will not utilize Salesforce and another mechanism will track requests for TA.**

31. Page 10 - Under 8) Develop, update and distribute necessary NJCAP applications, forms, guides, handouts and facilitator badges to trained NJ4S staff.

Questions:

A. What are the facilitator badges?

**Answer: Formal identification as a NJCAP certified facilitator.**

B. Re: Facilitate the renewal of NJCAP training certifications every three (3) years in accordance with program requirements

Does the applicant need to outline the “every three (3) years” recertification process or is there something in place?

**Answer: The recertification process exists and includes supplemental training events every 3 years. The awardee will facilitate, not redesign, the process.**

32. Does the Train-the-Trainer curriculum for NJCAP need to be developed by the awardee or is that being provided with the materials?

**Answer: Materials will be provided for the Train-the-Trainer to the awardee by DCF.**

33. Are there any specific requirements for the recertification process (every three years)?

**Answer: DCF will work with awardee for the specific recertification process.**

34. Does NJCAP have a Spanish version of the curriculum? Should we consider delivery in languages other than English?

**Answer: No. However, awardee should be prepared to deliver services in languages spoken by the students, staff, and parents/caretakers.**



35. For the parents and school staff, is there a curriculum for these audiences? And how is it delivered or expected to be delivered (example: 1 hr. in person etc.)?

**Answer: Yes. DCF will provide curricula materials to awardee once the RFP process is complete.**

36. “DCF will provide the awardee with the NJCAP training materials and curricula upon contract award” how will the awardee receive this information, will this be provided through a training by DCF, or will the materials just be emailed?

**Answer: There will be no DCF training. Materials will be transferred post-award, scheduling time with awardee to collect materials.**

37. Teen and Special Needs curricula highlights do not specify how many facilitators.

**Answer: The NJCAP curriculum specifies a required number of facilitators required for preschool, kindergarten, and elementary, but it does not require a specific number of facilitators for teen or special needs youth.**

38. Can you clarify the facilitator certification requirements?

- Initial 3-day training will the awardee sit through the 3-day training from NJCAP or DCF prior to providing it to NJ4S hubs.
- Eight hours of rehearsal/practical application, can you clarify how this is expected to be done and monitored? Do facilitators rehearse among themselves?
- One day review training, is this referring to the SCR review? Or something else? Can you specify what this looks like/covers?
- Observations with evaluations, is the evaluation already created, does this have to be at two separate presentations/audiences? Can multiple facilitators be observed and at the same time?
- Recertification through supplemental training, does this mean that the recertification can be additional information and resources? How long is the expected recertification training? Does this recertification process exist or is this something that needs to be created or adjusted?

**Answer: DCF will collaborate with the awardee to finalize the facilitator certification requirements.**

39. Does NJCAP currently provide a policy recommendations/templates/guidelines, in place for disclosures as a result of the NJCAP presentations to youth?

**Answer: Yes, the NJCAP curricula includes a detailed process for handling disclosures.**

40. Have any hubs started the NJCAP training and have facilitators who are already certified, or is no one yet certified?

**Answer: At present, hubs are not running NJCAP trainings. Some hubs may choose to hire facilitators who were previously certified under the Camden County College contract. Certification status will need to be verified at the time of hire.**

41. Are classroom observations isolated to the certification process or are classroom observations required as part of CQI?

**Answer: Classroom observations are isolated to the certification process.**

42. How many trainings are expected to be delivered by the NJ4S hubs annually or is it based on community need?

**Answer: The number of trainings will depend on community demand and hub capacity. NJCAP is a Tier 1 service, so any public or non-public school PreK–12 can request it. There is no fixed quota.**

43. CAPA Events

- Who is responsible for these events? Are the hubs doing the events and then they are reporting to the awardee on the event?
- How many events are expected annually, and is it one per hub? Is this a requirement?
- Is TA expected to support the CAPA events?

**Answer: Hubs are responsible for hosting CAPA (Child Assault Prevention Awareness) events. These could be considered a Tier 1 event that a hub offers. Each hub is expected to hold at least one event annually. The awardee's TA role is to share strategies for meaningful events and to collect information on statewide CAPA activities.**

44. On page 9, What does the Annual SCR review training referring to? Does the awardee take a training, conduct a training, what kind of review is required? Is this a review from the SCR to the NJ4S hubs? Is this a requirement of the facilitators?

**Answer: Yes. It is a requirement that all facilitators complete a training that is conducted in conjunction with DCP&P SCR staff.**

45. On page 9, “quarterly Completed Trainings report” is referring to all trainings, including students, Staff, and Parents? Does a training count as each individual session or a whole curricula or cohort which would be multiple times to complete the curricula?

**Answer: The report should capture all components of the offered training (students, staff, and parents). A “training” is counted when the full curriculum for that audience is completed (not each individual session within the curriculum).**

46. Can the quarterly facilitator meetings be virtual? Are the facilitator meetings for all hubs to attend or are they regional?

**Answer: Facilitator meetings can be virtual or in-person depending on what is most practical. They are intended as statewide meetings so that all facilitators receive the same information and can share across hubs.**

47. Renewal of NJCAP training certifications...in accordance with program requirements” What are the specific requirements for recertification?

**Answer: DCF will work with the awardee on the recertification requirements.**

48. Reporting Pre and post knowledge scores, do the pre/posttests exist, do the children also have pre/post surveys?

**Answer: Yes. Pre/post knowledge surveys exist for parents/caregivers, and school staff workshops. DCF will provide these instruments at award. The awardee may recommend refinements if a more impactful approach to measuring knowledge gained is identified.**

49. Point of clarification, states “bi-annual meetings with NJ4S facilitators” are these meetings quarterly or twice a year?

**Answer: Meetings are held bi-annually with all trained facilitators but could be increased, if needed.**

50. Does the professional development need to be monitored by the awardee, or is it sufficient to provide the information as opportunities arise? If monitoring, what documentation is expected or required?

**Answer: The Master trainer is responsible for the certification, data collection and reporting of NJCAP facilitator's work. Professional development of the facilitators is the responsibility of the NJ4S hub directors.**

51. Are site visits in person or virtual?

**Answer: Site visits are completed in person.**

52. Page 8 - Bottom of page under CQI: under definition it is referenced "Includes fidelity checks and post observation feedback sessions"

Is there an established tool or will the development be the responsibility of the funded agency? There are several forms (evaluation, observation, etc.) noted in the RFP, are these procedures established within the curriculum or will the funded agency need to develop them?

**Answer: Some procedures and forms exist within the current curriculum (evaluations, observations). The awardee will be expected to develop additional tools as needed in collaboration with DCF.**

53. Pages 17–18 Evaluation

Are the evaluation and outcome requirements related to the effectiveness of the facilitator training and readiness or is the grantee also responsible to measure the effectiveness of the curriculum with the youth, parents, etc.?

**Answer: The awardee's primary responsibility will be evaluating the effectiveness of facilitator training and readiness.**

**The awardee will work with DCF in revising and developing outcome requirement tools to assess effectiveness of the NJCAP certification training for facilitators.**

**Note: the awardee will not design a new curriculum evaluation but will participate in outcome measurement.**

54. Page 11 - Reporting and Analysis

Collect and analyze hub-reported training data, including:

- Type of training provided
- Number of students, staff, and parents trained
- Pre- and post-knowledge scores
- Success stories and qualitative feedback

Does the grantee need to develop a system to collect the above data from the NJ4S staff or will they be using the Salesforce data system they currently use to collect and share the information on sessions completed and # of students/school staff or parents reached?

**Answer: DCF will collaborate with the funded agency to create tools to collect data, including the number of sessions and number of**

**students/school staff and parents/caregivers reached. This will not be integrated into Salesforce.**

55. On page 9, Reporting frequency, which quarter will be Q1, Jan-March 2026?

**Answer: Quarter 1 on the state fiscal year will be July-Sept.**

56. For CQI, are the fidelity checks already established? Or is this something that needs to be developed? Are there any requirements to how these fidelity checks are done? How often are the fidelity checks required?

**Answer: The awardee will be responsible for developing and implementing these tools consistently. Frequency will be tied to facilitator certification and ongoing monitoring needs.**

57. Page 17 - Outcomes: To confirm our understanding, Year 1-1.5 would be dedicated to the startup of the program, including recruiting and training of facilitators across the state; school-based programming is targeted to begin by Year 1.5.

**Answer: School-based programming should begin as soon as facilitators are trained and certified—not delayed to 1.5 years. NJ4S hubs will also be encouraged to contract with an existing certified facilitators to meet the demand of schools that have already submitted an application for the 2025/26 school year. This may require some hubs to deploy facilitators earlier than the trainer(s) are onboarded by the awardee.**

### Miscellaneous

58. Is there an anticipated date of award for the grant?

**Answer: The intended funding period for the contract is January 1, 2026, through June 30, 2026.**

59. Number 19 on the additional documents says: “**Organizational Chart of Respondent** - Ensure chart includes the agency name, current date, and the allocation of personnel among each of the agency's DCF programs with their position titles and names.” Is there a template provided to use? Should we include both current AND prospective personnel or just our current structure?

**Answer: The Organizational Chart of the Respondent requested on page 19 should represent the current structure of the organization. The Proposed Organizational Chart requested on page 24 should represent the prospective personnel for the proposed services for this RFP. There's no set template.**

60. Page 24 - Letters of Collaboration: Please confirm that these letters will be with a NJ4S hub. If not, who would you anticipate these letters would be with?

**Answer: These letters can be from any key stakeholders within your community such as Family Success Centers and the Traumatic Loss Coalition as referral resources for students, parents, and caregivers. Please ensure that their contact details are included in the letter.**

61. Page 23 - Proposed Budget Form: Related to travel reimbursement, does the NJ mileage rate of \$.74 per mile apply? If not, what is the allowable rate?

**Answer: The awardee may use a mileage reimbursement rate that is consistent with the provider's policy, provided that the mileage rate does not exceed the IRS rate.**

62. Our organization utilizes a 15% De Minimus G&A rate, does DCF honor that or is there another standard per DCF policy?

**Answer: The 15% de minimus rate is acceptable.**

63. Will the awardee be able to reallocate the one-time startup expenses the following year?

**Answer: No. State dollars awarded for start-up must be expended within the initial contract term.**

64. Page 3 - It is noted that in the initial term, up to \$20,000 from anticipated accruals of the awarded amount may be proposed as one-time start-up expenses.

Please clarify: is the \$20,000 part of the \$184,238 and should be built into the budget proposal or is the \$20,000 additional available dollars?

**Answer: The \$20,000 is part of the \$184,238 (not in addition to).**

65. Are there any programmatic requirements that have a cost that should be included in the budget? Does the curriculum require materials to be purchased? Are there printing costs or training costs for the curriculum, or travel expenses for expected travel that should be included as part of the budget?

**Answer: Yes, there are programmatic costs for things like office supplies, printing, postage, etc., that may be included in the budget. If there are additional materials that need to be purchased, DCF will discuss with the awardee during the implementation of the program. Yes, printing and travel expenses may be allocated in the budget for the master trainer(s).**