

## **QUESTIONS AND ANSWERS**

### **Four (4) New Jersey Youth Advisory Network (YAN) Regional Chapters**

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

Phone number and contact

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Deliver proposal to: 50 East State Street, 3rd Floor  
Trenton, NJ

- 1. How are the youth going to be involved? Because when I was reading the new program it really didn't explain how the youth is going to be involved?**

Youth will be involved through receiving consistent formal training in leadership and advocacy by staff at their programs where they attend (such as housing programs, life skills, aftercare, and other programs). If youth are not connected to a program or service the Youth Advisory Network in that region is responsible for identifying strategies to engage youth to have their voices heard and elevated. Through receiving this training youth will have the necessary skills and preparation to verbalize, research, and communicate their concerns and recommendations for system change and improvement as well as exercise empowerment and self-advocacy on their own behalf. Youth will then be able to elevate their concerns and recommendations for system change and improvement at quarterly regional Youth Advisory Network meetings and also during the annual Statewide Youth Advisory Network Action Day. Youth will also receive feedback from DCF on areas of concern at the quarterly regional meetings and at the action day.

Instead of county based boards, the involvement and voices of youth will be elevated through support and assistance from the staff at the programs they are connected to, offering a more coordinated and comprehensive approach.

The plan is to reach youth in their programs, help them to develop leadership and advocacy skills, raise concerns to DCF on a frequent basis, and help promote action and change. DCF believes that in this new format more youth voices will be heard, raised, and responded to.

The model is shifting from a format of a county board to a format of having a network of youth whose voices are being heard regardless of housing setting or type of services a youth is receiving.

**2. What is the anticipated start and end date of the grant period?**

The start date shall be when a contract negotiation is completed and the contract is signed. Our contracts typically are scheduled by the State fiscal year July 1 to June 30. Contracts are typically renewed annually subject to performance under the contract and, of course, subject to continued appropriation.

**3. Can you provide a copy of past submitted/funded YAN proposal(s) so that current 2017 applicants can review? (Do you require a request via OPRA or will this question suffice?)**

Please be advised that the YAN program structure outlined in this RFP is different from the previous Youth Advisory Board (YAB) program structure. If you still wish to see the narrative we shall make copies available on April 20 between the hours of 10am and 3pm at 50 East State Street, 3<sup>rd</sup> floor Trenton NJ.

**4. RFP p. 9, middle of page: "Additional start-up funds are not available. Reasonable operational start-up costs (one-time) are permitted, and all start-up costs (one-time) must be funded with accruals."**

- a. Does this mean startup costs, if any, must be included within the total maximum request for the region? (For example, if applying for Region 3 Union/Essex funding, any startup costs would have to be part of a request not to exceed \$130,000, correct?)**

Yes.

- b. Also, can you explain what is meant by “must be funded with accruals?”**

Providers will have up to 60 days from the contract start date to implement the program. Providers may propose utilizing anticipated accruals towards one-time start-up costs.

- 5. RFP p. 11, under #3 “Online,” bottom of page: “Registered AOR forms may be received 5 business days prior to the date the bid is due.”**

- a. YAN proposals are due noon 4/27; does this mean AOR registration forms must be received by DCF by 4/20/2017 – OR -- does it mean they must not be submitted to DCF prior to 4/20/2017?**

In order to process the AOR forms, we need to receive them no later than 5 days before the bid due date which will be 4/20/17. We can accept them up to 4/20/17.

- b. Last sentence on page reads, “Registered AOR forms...” Does this mean AOR registration forms?**

Yes

- 6. When will QA be posted on Public Notices web page for this RFP?**

Inquiries will be answered and posted on the DCF web site after the deadline so that all participants have the benefit of reading the answers. There is no set timeline.

- 7. RFP p. 4 (Program Standards) asks providers to endorse and make use of the Youth Thrive framework. Are there any other evidence-based models DCF would prefer to see us incorporate into our proposed program?**

There are no other preferred models.

- 8. RFP p. 5 (Program Overview) mentions participation in an Annual Statewide Youth Advisory Network Day of Action. Can you clarify what exactly the annual Statewide Youth Advisory Network Day of Action will entail? Will it meet separately from the quarterly meetings? Who will plan the Day of Action? Will any funding be made available to facilitate the attendance and participation of YAN staff and youth?**

Please see page 5. Each regional YAN will be expected to participate in an annual Statewide Youth Advisory Network Day of Action to elevate issues that are selected by the youth. YAN staff will be responsible for working with the adolescent and young adult service providers, adult partners, and youth in that region to identify issues and ready youth representatives for researching and presenting these issues and recommendations at the Day of Action.

The Day of Action will meet separately from the quarterly meetings. In collaboration with each of the Youth Advisory Network Regions, the Statewide Youth Advisory Network Coordinator (DCF Staff) will plan the Day of Action. Each YAN Region will be responsible for planning for attendance and participation in the Day of Action. Program funds may be used for staff and youth travel if needed.

- 9. RFP p. 7 (YAN Regional Chapter Activities) mentions quarterly meetings for each region. Can you clarify whether the quarterly meetings must be attended by all counties within a region, or whether separate sub-region meetings are possible? Can YAN programs choose to meet more regularly? In more geographically vast regions covering multiple large counties, in particular, would a program be able to have separate sub region meetings (i.e. if Camden and Burlington youth met together, then Gloucester and Cumberland, etc.) on a more regular basis and then only come together as a whole region for the quarterly meetings?**

All adolescent program staff, youth, and adult partner representatives engaged by the YAN in that region will need to meet quarterly. All adolescent program staff, youth, and adult partner representatives engaged by the YAN at that point in time will attend the quarterly YAN meeting. These stakeholders may or may not be representing all counties in that region. DCF would prefer to have all stakeholders engaged from all counties in each YAN region.

If the applicant chooses to have additional meetings in sub region meetings that is allowable, however a quarterly YAN meeting engaging all stakeholders in that region is required.

**10. Can you clarify the structure? Will there be ongoing YAN meetings? Through this structure how will youth in programs across the region network?**

The YAN structure is different from DCF's previous structure for seeking youth voice and developing leadership skills (formerly Youth Advisory Boards-YABs). . The YAN staff will be responsible for providing the necessary training and technical assistance to adolescent program staff and adult partners so they are able to train youth they are working with to develop and strengthen leadership and advocacy skills so youth recommendations and concerns can be heard and elevated. These recommendations and concerns from youth will be elevated through the quarterly YAN meeting in that region. Youth who attend the quarterly YAN meeting for that region can network with other youth at that time. Additionally if adolescent programs or adult partners engaged by the YAN in that region choose to network, this is allowable, however is not required to be facilitated or coordinated by awarded YAN staff in that region.