

**A Family Success Center located in Lodi, New Jersey  
(Bergen County)**

**Questions and Answers**

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

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- 1. Note: On page 24, Part II: Appendices #23, Copy of the Cultural Competency Plan has been eliminated as a separate submission requirement. Cultural Competency should be integrated within your narrative.**
- 2. For the RFP, is it sufficient to identify a location to be used for the Family Success Center and then, upon notification of the grant award, additional documentation and any pertinent agreements would be submitted?**

Yes, it is sufficient to identify a location to be used for the Family Success Center. Be as specific as possible as to the proposed location. Inclusion of pictures of the proposed FSC stand-alone location is encouraged.

- 3. While the facility is to be located in Lodi, NJ, the RFP seems to imply that families can be recruited throughout Bergen County, especially southern BC—Garfield and its environment?**

The Family Success Center is to be located in Lodi, NJ; however, the Center is to serve any Bergen County resident. There is a Family Success Center in Englewood, NJ that serves Englewood and Teaneck, NJ.

- 4. We are required to collaborate with existing centers. Does that mean the centers in our own county or others throughout NJ?**

Although, we want the grantee to collaborate with all existing DFCP funded programs in Bergen County, including the Family Success Center; we encourage the grantee to collaborate with all DFCP funded programs

throughout the state that provide services that can benefit the families served by the Center.

**5. Are there a specific number of people required to make up the advisory board?**

No, there are not a specific number of people required to make up the advisory board.

**6. Is the resource directory to be a listing of services, or are commitment letters required?**

The resource directory should be a listing of non-traditional “primary” and “secondary” prevention resources; such as houses of worship, businesses, and grassroots organizations. Commitment letters are not required, but Letters of Support are strongly encouraged.

**7. While statistics used cannot be older than 2 years, some span a period of time such as 2008-2010. Is that acceptable?**

Yes, that is acceptable.

**8. Can we use several part-time staff to cover the hours for a full-time staff?**

No, the two staff positions must be full time as the RFP requires. The Family Success Center model is successful when you have full-time staff because this allows for building trusting relationships.

**9. Is anyone eligible to use the Family Success Center?**

Yes. All families in Bergen County are eligible. We encourage strong families to use the center. Participation of services is not mandatory.

**10. If an agency wants to initiate a Family Success Center independently from the Department of Children and Families (DCF), can they still participate in the Rutgers University Training?**

Yes. If funding and space allows, privately funded Family Success Centers can participate in the Family Development Credential program training provided by the Rutgers' School of Social Work's Institute for Families.

**11. What kind of site are you looking for?**

The Center must be a stand-alone and not part of a larger agency. It is to be delineated separately from the main agency and is not just another “program”. If the FSC is physically located in the same facility, there must be a separate entrance and a welcoming atmosphere where there is no stigma associated with entering the Center.

FSCs are to be housed in home-like settings that embody the look and feel of their community at large.

**12. Can you describe some of the established Family Success Center sites?**

The entrances into Family Success Centers are set up similar to a family home environment. Instead of walking into a waiting room, families see a living room with a variety of decorations. There are small kitchens and a few rooms for privacy. The ambience is warm and welcoming.

**13. Is the start-up costs part of the total budget of \$240,000?**

No more than five percent (5%) of the \$240,000 budget may be allocated for start-up costs.

**14. How extensive do you want the Local Resource Directory?**

Include just the informal resources. If the resources are significant to Lodi, then you want to add it to your directory.

**15. Is the Local Resource Directory limited to just the groups we collaborate with?**

Include all the informal resources that are significant to Lodi and Bergen.

**16. Is the start-up budget separate from the narrative?**

Yes. You may wish to include a separate start up budget as an Appendix. You may want to refer to this document in your 15 page narrative to clarify your use of the funding.

**17. Should we encourage families that we see through home visiting (page 7, #10) to the Family Success Center sites?**

Yes, you may encourage families that you see through informal home visiting to the center.

**18. Please describe Life Skills training.**

Life Skills training is held at the Family Success Centers on various life skill topics such as nutrition and budgeting.