

2014 Parent Linking Program

QUESTIONS AND ANSWERS

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

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- 1. We currently operate a PLP program, and are considering applying for this RFP to operate a second program in the same county. My question is, due to the small amount of funding proximity of the two school districts, is it possible to have full one program coordinator for the two programs (20 hours a week from each grant/location)?**

Yes, but only for the in-kind position since part time is acceptable. Please refer to the RFP:

On Pg. 3, it states: ...In addition, the service required the staffing of a full-time social worker or a case manager. AND

On Pg. 9, it states: ...**In-kind position** – the position is a 12 month full-time (preferred) or part-time position.

- 2. Is an applicant agency allowed to use a social work intern as the PLP in-kind case manager?**

Yes, if the social work intern meets the definition of case manager qualifications below. Please refer to the RFP:

On Pg. 9, it states:

- “...**In-kind position** – the position is a 12 month full-time (preferred) or part-time position
 - (1) co-located position from a municipal health department, school, or social service agency to

provide case management for the expectant and parenting teens, or

(2) an in-kind position identified by the DCF contracted agency, from a funding source other than DCF.

On Pg. 19 & 20, it states:**Program Staffing:** The applicant must provide a clear description of the staffing plan for this program. Include in the answer the method used for supervisory oversight:

- a. Indicate the number, qualifications and skills of all staff, consultants, sub-grantees and/or volunteers with experience in children and adolescent field who will perform the proposed service activities.
- b. Attach, in the Appendices section of the application, an organizational chart for the proposed program operation; job descriptions that include all educational and experiential requirements; salary ranges; and resumes of any existing staff who will perform the proposed services.
- c. Indicate the entity that will be responsible for the in-kind social worker/case manager positions and provide a description of the lines of supervision for persons. AND

On Pg. 35, it states: ...**EXHIBIT E Parent Linking Program Job Description**

Title: Case Manager Qualifications:

- An advanced degree in social work or a comparable human service field and related experience or a Bachelor's degree in social work or a comparable human service field and related experience, with supervision by a person with an advanced degree in social work or a comparable human service field and a minimum of two years' experience in direct services or case management.
- 3. Please confirm that a total of \$130,000 is available per PLP per 12-month period, funded annually for 4 years at the same amount. If this amount and term is incorrect, please specify the correct grant amount per year, and contract term.**

Yes, you are correct. A total of \$130,000 is available per PLP per 12-month period, funded annually for 4 years at the same amount. Please refer to the RFP:

On Pg. 10: **Funding Information:**

For the purpose of this initiative, the Department will make available \$390,000 for 3 competitive grants (\$130,000 each) which is allocated across 4 years. Continuation of funding annually is contingent upon the availability of funds in future fiscal years and compliance with contractual obligations, achieving performance outcomes and contracted level of service

- 4. Please confirm that the grant amount of \$130,000 per year is to be used to pay for the coordinator and case manager positions, as described in Exhibit E, and other-than-personnel costs (excluding the items specified in the RFP).**

Yes. The grant amount of \$130,000 per year is to be used to pay for the coordinator and case manager positions.

- 5. Please confirm that there is no program cost associated with the head teacher or direct caregivers, in cases where the applicant agency plans to contract for the childcare slots from an outside source. In other words, it is assumed that those personnel costs are to be assumed by the contract childcare agency as part of its annual operating budget, comprised of public childcare voucher funding, private pay, and any other funding sources that contribute to the childcare agency's revenue. Is this a correct assumption?**

The only funding limitations are outlined on page 11. Otherwise, each applicant has the latitude to determine how personnel costs are to be covered. This should also be clearly explained in the budget narrative.

- 6. In cases where the applicant agency plans to contract with a childcare agency for the 12 childcare slots, is it required to submit the courtesy DCF inspection, floor plans and photos, or is this only applicable when the applicant agency plans to directly operate the childcare component using a space outside of the high school?**

This is required for both contracted childcare and direct operations. In addition, if services are contracted out, then a copy of the agreement/MOU must be submitted.

- 7. For an applicant agency that opts to contract for the 12 childcare slots, how would it earn the 5 bonus points specified in the RFP for accreditation? Are we to show the selected contracted childcare agency's accreditation documents, or can the applicant show other types of accreditations such as Joint Commission?**

A copy of the accreditation certificate or notification with expiration date is acceptable.

- 8. Since the 12 childcare slots are to be free for teen PLP participants, is the applicant agency required to sign-up each participant in one of NJ's publicly-funded childcare voucher programs in order for the cost to be covered? Is it required that the contract childcare agency's MOA/letter of commitment with the applicant agency specify how it plans to fund (cover the cost of) the 12 slots it is promising to the PLP?**

This is highly recommended to ensure there is no cost to the student for childcare. Therefore, an MOA/agreement of commitment can serve as evidence in the application submission to demonstrate how it will ensure there is no cost to the student for childcare services.

- 9. If the in-kind (to be funded by a non-DCF source) and/or the co-located position required in the RFP staffing pattern equals 25% of the grant amount (salary and fringe), is that sufficient in meeting the match requirement?**

That can be sufficient.

- 10. Can we use existing SBYSP space to house the required PLP staff, since PLP is a component of SBYSP?**

Absolutely, provided there is adequate space for services to be carried out as expected in the grant.

- 11. If an outside childcare agency provides childcare services for PLP, is it correct that PLP children should be fully integrated with all of the other non-PLP children using the childcare center? In other words, is any reserved space required for specialized programming for the PLP children within the childcare center?**

The children that are PLP can benefit from the services of the childcare center, however, a clear process has to be in place to identify PLP babies and toddlers. The answer should provide clear procedures to demonstrate how PLP childcare slots will be distinguished from general child care services, e.g. records, attendance logs, etc.

12. Please clarify the specific board of education/school district party or parties who must demonstrate authorization to use space within an existing SBYSP, e.g. superintendent, high school principal, and/or board of education chairperson?

The applicant must provide evidence of the approval of the school district that childcare services can and will be provided on behalf of the students enrolled in the school.

13. Does authorization/commitment need to come from all 3 of these individuals/parties? The board of education, for example, does not have a board meeting scheduled prior to the proposal deadline.

Authorization simply needs to come from the authorized entity and/or individual that can speak on behalf of the school.