

QUESTIONS AND ANSWERS

FOR SIX (6) Regional Academic and Career Exploration to Success (ACES) Programs

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

Phone number and contact

Main Number: 609-888-7730

Contacts: Jessica Lique
Loren LaBadie

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

Special Notice: There is a correction in the RFP. Page 20, Section B, Under Supporting Documents-4th sentence. *"The font shall be in smaller than 12 Ariel or Times New Roman."*

It should state: *"The font shall be no smaller than 12 points in Arial or Times New Roman."*

- 1. Is the level of service per year or is the expectation that case managers will follow the same youth over four years?**

Each ACES Coach will be expected to support up to 25 youth at any given time. Coaches are expected to work with each student from the student's 11th grade in high school until the student completes their sophomore year in college. Coaches working with students attending two year community colleges or vocational technical schools would continue to work with those students until completion of their Associate degree or certificate program.

There will be flexibility around service completion for students that need additional assistance.

During the first year of the program, students who meet eligibility criteria and may be transitioning from other post-secondary support programs will also be screened for these new services.

2. Are there specific outcomes/measurements that you are looking for? Are there expectations regarding follow-up?

Please see information on page 19 (below):

Describe any outcomes indicators you are proposing to measure.

DCF is not providing any further guidance on specific outcomes, measurements, or expectations regarding follow-up.

3. The RFP states that participants should be juniors. Would be only be serving youth who are beginning their junior years? If a participant drops out, can we take in new participants?

Due to the dynamic nature of the foster care population, students may be served at any point of time during their 11th grade. In addition, there may be other students that might be referred in their senior or post-secondary years.

4. Is a vehicle considered a reasonable startup cost? If so, is there any restriction on the type of vehicle or cost?

A vehicle may be considered a startup cost provided that the explanation as to why the purchase of the vehicle is required to fulfill contractual obligations is reasonable; there is an assurance that no one provider agency employee will be permanently assigned the vehicle; and there is an assurance that the provider agency has sufficient funds to cover the vehicle's operating costs for the anticipated useful life of the vehicle.

The maximum cost of the vehicle including all dealer fees and charges may not exceed \$30,000 per vehicle. This limitation excludes passenger vans, or specialized and adaptive vehicles for handicapped consumers.

Please refer to the DCF Contract Reimbursement Manual at: http://www.nj.gov/dcf/documents/contract/manuals/CPIM_p4_equipment.pdf

5. Could you give me an idea of other startup costs you think would be reasonable?

Operational startup costs may include, but are not limited to, advertising for recruitment of personnel, costs of educational assessments, educational software.

For additional information on allowable expenses please refer to the DCF Contract Reimbursement Manual:
<http://www.nj.gov/dcf/documents/contract/manuals/CRM4.pdf>

6. If an agency wishes to apply for awards for more than one region, would it be appropriate and acceptable for that agency to submit a short explanation of the potential implications of receiving multiple awards (e.g., potential advantages, a combined budget, etc.) as an appendix document?

Agencies that apply for more than one region must submit a separate proposal and budget for each region.

Please be advised that proposals for each region are scored separately.

7. We are housed in the High School, but we are a DCF funded grant. We are a school based youth services program grantee. Are we able to apply for this grant? If so, how will we know if a student is currently in foster care and eligible for the program?

Agencies that are receiving DCF funded grant(s) and are in good standing with all State and Federal agencies with which they have an existing grant or contractual relationship may apply for this RFP. Please refer to Section E- Applicant Eligibility Requirements in the RFP.

Referrals will be generated from a number of sources including but not limited to CP&P workers, caregivers, CASA volunteers, law guardians, and agency providers; however, the final determination for this program will come from the Office of Educational Support and Programs within the DCF Office of Adolescent Services.

8. RFP page. 8, below middle of page: says, “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.”

- **Does this mean startup costs, if any, must be included within the total maximum request for the region? (For example, if applying for Region 4 funding, any startup costs would have to be part of a request not to exceed \$378,400, correct?)**

Yes

- **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.

- 9. Would the cost of a tutor for an individual youth come from DCF/DCPP funds or would those costs need to be included in the grant budget?**

When a youth is open with CP&P, CP&P funds must first be exhausted. When a youth is closed with CP&P wraparound funds must be explored first. Since there is no guarantee that funds will be available from these sources, costs for a tutor and other similar educational expenses may be included in the budget.

- 10. Aside from Masters in Education or Guidance Counseling, what related fields would qualify? Eg, if a licensed masters Social Worker or Licensed Counselor, Masters in Human resources, has extensive experience in working with this population, would they be eligible to apply for coach position?**

Please see page 5. Qualifications: ACES Coaches must have a Master’s degree in education, school counseling, or a related field.

- 11. Would the supervisor of the Coaches have to be Masters level? Again thinking of long term staff who have run similar programs?**

There is no requirement for the supervisors of Coaches to have a Masters level degree. Supervisors must be culturally competent and responsive, with training and experience necessary to manage complex cases in the community across child and youth serving systems.

12.If we have a teacher with 30 plus years who has a Masters in Theology would she be eligible for a Coach position/supervisor position?

Please see page 5. Qualifications: ACES Coaches must have a Master's degree in education, school counseling, or a related field. Please see page 17. The applicant will need to indicate the number, qualifications and skills of all staff, consultants, subgrantees and/or volunteers who will perform the proposed service activities. The applicant will need to discuss the process for recruiting, hiring, and training new staff and describe how staff will be hired that are best suited for these roles and prepare them to work with the target population.

13.Referrals-what will the ongoing requirements be for admission into the program? Are there assessments that will need to be done before hand or will we be responsible for administering assessments?

Please see page 4: The target population for the ACES programs will be youth and young adults ages 16-21 who are eligible for NJFC Scholars as well as additional youth in foster care do not meet eligibility for NJFC Scholars as determined by DCF. The ACES Programs will generally begin working with students in their junior year of high school and services will generally end after their second year of college or when services and supports are no longer needed. During the first year of the program, students who meet eligibility criteria and may be transitioning from other post-secondary support programs will be screened for these new services. Referrals will be generated from a number of sources; however, the final determination for this program will come from the Office of Educational Support and Programs within the DCF Office of Adolescent Services

No specific assessments are required for admission to the programs. Applicants are expected to utilize assessment tools (see page 5 and page 19) and are requested to propose assessment tools that will assist in providing relevant services.

14.Will all applications for college, PSAT, SAT, etc. be covered by NJFC scholars program or DCF?

When a youth is open with CP&P, DCF funds may be used to cover these expenses. CP&P funds must first be exhausted. When a youth is closed with CP&P wraparound funds must be explored first. Since there is no guarantee that funds will be available from these sources, these costs and other similar educational expenses may be included in the budget.

15. For the arrangement of supplemental instruction would we need to create this as a budget item? If so, is there a cap to it? Or any other restrictions?

Costs associated with supplemental instruction should be included as a budget item. There is no cap but should be reasonable and customary for that geographic area.

16. If CPP dollars are exhausted and we need to access wrap around dollars, what mechanism would we need to go through to access those funds for the individual?

If CP&P funds are exhausted, awarded programs may use program funds to support an education related expense. Wraparound funds can only be used for youth that are closed with CP&P.