

## **QUESTIONS AND ANSWERS**

### **Displaced Homemaker Program** **Cape May and Salem Counties**

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

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#### **1. Page 3 – Target Population/Admission Criteria.**

**How many consumers are expected to be served? What is the expected level of service?**

- Minimum 90 new displaced homemakers every fiscal year.
- 20% of the contracted minimum level of serve must achieve short term educational certificates.
- Minimum six (6) workshops must be offered per year; with one “in demand” careers as identified by the Statewide Demand Occupations list as defined by the DOL.
- One (1) structured career and job readiness classroom series, which may include, but is not limited to Adkins Life Skills and/or GOALS.

#### **2. Page 3 – Target Population/Admission Criteria. Is service provision expected to be county-wide or can it be within a specific catchment area?**

- Programs must serve the entire county.
- Programs may serve the individuals from neighboring counties if:
  - The particular service or training is not offered in their county of residence.
  - Transportation is not readily available in their county of residence.
  - Or for a variety of other reasons.
- Programs may share individuals seeking services from each county.

**3. Page 4 – Section D: Staffing**

**Is there a specific function or role required for the part-time position?**

There is no specific function or role required. Nonetheless, part-time staff members must have experience with preparing program participants for the goals of this grant. Examples of functions and roles that align with this position include, but are not limited to, job developer, computer instructors, financial literacy advisor, social services counselor.

**4. Page 5 – Section D: Trauma-Informed Approach**

**Define “livable-wage”.**

The term Livable Wage is reflective of the geographic area in which a participant resides/or works. Livable Wage is defined as the type of wage/salary the participant needs to reach economic stability within their community or county.

**5. Are there requirements for the type of employment for the consumers? (i.e., full time? part-time? wage requirements?)**

There is no requirement for a specific type of employment. The goal is economic self-sufficiency through planning, training and/or education that positions a participant to gain employment or earn more income. This will vary based on the needs and circumstances of the participants and the geographic area in which they reside/or work.

**6. Page 18 - Question Number 8**

**Describe/Define what you mean and require for Staffing Patterns.**

A staffing pattern summarizes how your workers will be used to deliver the service. The staffing pattern should show how staff with the right skills, job title, and experiences will be used at the right time to fulfill the requirements of this RFP. Staffing should include supervisory management and administration needed to achieve the program goals. Your proposal shall also include the days/hours your staff is available to work.

**7. Page 19 – Budget**

**Are we required to submit Annex B as well?**

No, Annex B is not required. The DCF Budget Form is provided as Exhibit C with this RFP.

## **8. Page 19 – Budget**

### **What is the allowable General and Administrative Cost?**

As per DCF policy, G&A expenses need to be reasonable and allowable. At the minimum, the following factors must be considered in the allowability of Individual items within the cost cluster:

- a. Is the cost reasonable?
- b. Is it allowable?
- c. Generally accepted accounting principles and practices appropriate to the circumstances will be applied to G&A cost determinations.
- d. Limitations or exclusions set forth in the contract specifications as to type or amount of cost item.

## **9. Is there specific software we can use?**

Yes. DCF has a web-based data management system that will be available to all programs.

## **10. Is there training available?**

Yes. There will be training available.

## **11. Are we required to partner with colleges?**

No, but if it is beneficial to you then you may want to consider a partnership with a college.

## **12. Where does affordable housing fit it in the goals of DHP and the removal of three barriers to reaching economic self-sufficiency?**

Affordable housing is another barrier DHPs are to consider when addressing the needs of their participant (s). The particular need(s) of your community may not be one of the top three barriers identified by the Division on Women (DOW), and this is acceptable. The DOW identified these three barriers across the State but is aware that housing and other barriers exist that are specific to local communities. Describe your specific needs in the narrative and address how partnering with community agencies can assist. Housing data will also be tracked.

## **13. Are Family Success Centers (FSC) in our state using this grant money?**

FSC's are not using DHP grant funds. FSCs receive separate funding. As appropriate, it is important to have a connection to the FSC in your county and collaborate with them for various services that are needed. If entering

into a collaborative relationship, clearly outline in the application who will be the lead with each service.

**14. How is each encounter with a participant counted?**

- If a participant is part of a group/workshop (6 sessions), then this will be counted as one group service.
- If there is a face-to face meeting, a phone conversation or an intake session, then these encounters are counted as one individual session each.

**15. In the *Displaced Homemakers Act*, the definition states that the DH individual needs be at least 40 years of age? Can the age be flexible? A number of our participants are under age 40.**

Yes, there is flexibility with the age. Participants must first meet the Displaced Homemaker definition as outlined in Public Law 1979, Chapter 125 “Displaced Homemaker Act”, and meet any one of the a, b, c items listed under definitions.

**16. What is the difference between active participants and participants as stated in the RFP?**

An active participant is anyone who is participating and active at any given time. There is a minimum requirement of 90 new participants for every new fiscal year, and they are included in the count of active participants. A program would count all new (90) and any ongoing participants from a previous fiscal year, as the combined active participant number.

**17. When do you plan to announce the award?**

There is no specified award date. The award announcement will be made after all eligible proposals have been evaluated and scored and a funding recommendation is approved by the Commissioner of the Department of Children and Families. You will be notified via letter and email when a decision has been made.

**18. On page 17 of the RFP, it states to include a letter of commitment or MOU and three letters of support. Are you requiring just one or multiple letters?**

The applying agency is required to submit one letter of commitment specific to a service or one MOU in their proposal. The MOU must be submitted with the proposal to demonstrate commitment to the program. It does not refer solely to a copy of a blank document.

Also, the applying agency is required to submit (3) three letters of support. Provide letters of support from community organizations that you already partner with. You are not allowed to submit letters of support from State entities such as the DCP&P local and area offices.

Cooperation with other agencies is key to the success of the program, however, an agency should be selective in their partnerships to ensure that the partner shares the same vision and mission.

**19. Is program space for the DHP required upon submission?**

No, we do not require that program space be finalized at the time the application is submitted. However, applicant must provide a detailed description of the intended program space in their application. Renting is acceptable.

**20. Is the DCF Supporting Documentation list required to be included in our proposals?**

No. Be sure, however, to include a Table of Contents and page numbers.

**21. Can we add item lines to the DCF Budget form?**

Yes, line item breakdown is acceptable.

**22. Do you want justification in our budget narrative?**

Yes. We require a Budget Narrative and Exhibit C-DCF Budget Form.

**23. Are start-up funds provided?**

No.

**24. Is there annualized finding?**

We cannot promise future funding at this time. 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.