

QUESTIONS AND ANSWERS

2021 RFP: American Rescue Plan Supplemental Funding for Domestic Violence Services

Questions? Email us anytime at dcf.askrfp@dcf.nj.gov

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- 1. Could you please provide clarification between what is an "agency" verses a "program"?**

An agency refers to the legal entity making an application for this grant. A program refers to services you deliver.

- 2. We receive funding from the DOW for domestic violence services in our programs. Can we apply for this funding since we receive DOW funding in other counties? Can programs in other counties that do not receive DOW funding be eligible to apply for this funding or would they be ineligible since other programs already receive DOW funding?**

An agency refers to the legal entity making the application for this grant. The RFP states agencies that already have a contract with DCF-DOW for domestic violence services in any geographic area are ineligible for this funding.

- 3. Page 3: Section I – General Information – The RFP indicates that agencies currently funded with DCF-DOW for domestic violence direct services are not eligible to apply. If an agency is funded by DCF-DOW in specific counties, is the agency able to apply for this funding for a service area/county that is different from which it is currently funded? Or is the agency ineligible to apply at all?**

An agency refers to the legal entity making the application for this grant. The RFP states agencies that already have a contract with DCF-DOW for domestic violence services in any geographic area are ineligible for this funding.

- 4. Does this grant pay for staffing or case management hours? Please see page 7 section D and/or page 10. section E.**

Funding can be used to support staff who carry out case management. Allowable services listed in Section D are not exhaustive. See FVPSA legislation, at 42 U.S.C. § 10408(b) for more information. Additionally, Section E of the RFP requires successful applicants to maintain appropriate staffing to carry out services.

- 5. What type of reporting tool are awardees expected to use? Please see page 12, section E.**

A reporting tool will be given to successful applicants by DCF-DOW.

- 6. Does the reporting and data management require a special software? Please see page 12, section E. and page 17, section I.**

No.

- 7. Is attending a technical meeting prior to the proposal submission required? Please see page 15, section I.**

No. There will be no mandatory Bidders Conference for this RFP.

- 8. When will awards be announced? Please see page 18, section L.**

DCF does not have a specific time frame, but you will be notified via email and letter.

- 9. Are you able to clarify or refer me to something that will elaborate on what the “Safe-Child Standards” description is?**

The Safe-Child Standards (Standards) is a preventative tool for contractors working with youth and children to reference when implementing policies and procedures to minimize the risks of the occurrence of child sexual abuse.

This RFP is asking applicants to briefly explain how their staff will implement these standards.

10. In regard to this funding opportunity, would a program which serves victims of sex trafficking qualify? While the two are not synonymous, we felt there are enough overlaps, and so many trafficking victims are also victims of domestic violence.

Direct services for victims of sex trafficking is not an allowable use of FVPSA funding. If an agency program serves victims of domestic violence who also are victims of sex trafficking, this would be allowable.

The American Rescue Plan Supplemental funding through the Family Violence Prevention Services Act must follow the parameters set by the law. Please see 42 U.S.C. § 10408 for detailed information on allowable uses of funds.

11. On Page 15, the instruction indicates that the proposal should be submitted as a PDF document. The budget form -- Annex B Budget Form -- is an Excel file. Would you like each page of the Excel document saved as a PDF and integrated into the Proposal PDF? Or can applicants submit the budget form as an Excel file?

Yes, you can submit Annex B as one Excel file and submit separately.

12. If Annex B Budget Form is to be submitted as an Excel file, what would suffice for the signatures on the Cover Sheet (the signatures area is locked and will not permit electronic signatures).

You can write in your signature and scan. If not, an attached email approval will suffice.

13. On Page 24, the instruction indicates that all documents must be submitted in the order listed on Pages 24 - 27. The budget appears twice on this list: On Page 24, under Document #3 - the Proposal Narrative -- includes "Budget." On Page 23, Document # 18, is "Annex B Budget Form"

Where should the budget appear in the order of the proposal -- as the last item of the Proposal Narrative (as part of Document #3) -- or as Document #18?

Both. Applicants are required to draft a Budget Narrative as part of the narrative portion and also attach a separate Annex B Budget Form to the appendix.

14. On Page 25, does Document # 16 - "Signed Attestation" refer to Exhibit D on Pages 37 - 38 of the RFP?

Yes. They are the same document.

15. Can I get a copy of a previously approved RFP on Domestic Violence?

[Hunterdon RFP](#) for domestic violence services was approved in 2021.

16. What qualification is required for the employees?

This RFP does not set parameters for staff. Successful applicants shall develop their own qualifications and must follow all state licensure laws.

17. p. 3. Eligible Entities: We understand that existing providers may not apply but is it possible to use any funds received from the grant for partnering with an existing DOW grantees for consulting services e.g., compensating them for training services?

Consulting fees and services are an allowable expense under funding rules. See pages 16 – 18 for more information on allowable funding uses:

https://www.acf.hhs.gov/sites/default/files/documents/fysb/1_FY%202021%20FVPSA%20American%20Rescue%20Plan%20Supplemental%20Funding%20Program%20Instruction-%20FormulaGrantees_final-05-19-21.pdf

18. p. 10. Geographic area served: Is it expected that the project is statewide, or can we focus on a region or county?

There is no geographic requirement. Services can be available statewide, regional, local, or focused on a community. There is no limit.

19. p. 25. Please clarify what is meant by #11 in Supporting Documents titled 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.

20. Page 3: Can you confirm that each award is \$214,285 every fiscal year until the project end date?

This is the total amount. It can be expended over the course of the grant period.

21. Page 13: Can you confirm the expected project start date (excluding retroactive costs)?

DCF does not have a specific time frame, but you will be notified via email and letter of whether your agency was awarded funding. The RFP states successful applicants have 30 days from the date of the award to begin serving.

22. Can you confirm if there is a level or unit of service minimum?

There is no level of service minimum. The successful applicant's level of service will be established in collaboration with DCF-DOW.

23. Will the referrals come only from DCF or can referrals come to provider agencies via any source including but not limited to self-referrals?

Successful applicants should receive referrals from any source like partnering agencies, community, self-referrals, law enforcement, etc.

24. Is the intent of funding to provide services to those not already being served by existing domestic violence programs or can it be additional services to those already receiving services from domestic violence agencies?

Survivors may receive supports from more than one program. For example, a survivor could receive counseling through one agency and legal services support through another.

There are organizations in New Jersey that serve domestic violence survivors who do not receive any funding from DCF-DOW. The intent of the funding is to allow these unfunded providers the opportunity to apply for DCF-DOW funding for the domestic violence services they provide. The intent is to ensure all agencies serving domestic violence survivors have the resources and support to continue doing so.

The goal is to create a comprehensive provider network that can provide holistic services to all survivors in New Jersey.

25. For the supporting documents listed that are not required for my agency, do we submit a document that states that document does not apply or just leave the document out? For example, there are various documents that apply to for-profit entities only.

Provide a statement that the document does not apply.

26. Page 14: Applicant Eligibility Requirement

Bullet point 6: "Where required all applicants must hold current State Licenses."

Please advise which State Licenses are required in order to be an eligible applicant.

Applicants must hold a current State license only when required such as for mental health counseling. See state licensing laws for further guidance.

27. Is there a required level of service for this project?

At this time there is no level of service minimum. The successful applicant's level of service will be established in collaboration with DCF-DOW program staff.