



## Q&A

### QUESTIONS AND ANSWERS

#### FAMILY & COMMUNITY PARTNERSHIPS

### 2026 EnlightenMENT, Peer2Peer Mentoring

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Written questions related to the *content* of this RFP were due on **February 13, 2026**

A non-mandatory conference was held on **February 10, 2026**

Written *technical* questions about forms, documents, and format may be emailed at any time up to the due date to [dcf.askrfp@dcf.nj.gov](mailto:dcf.askrfp@dcf.nj.gov).

All responses must be submitted ONLINE.

To submit online, respondent must **first** complete and submit an Authorized Representative (AOR) registration form.

[Click here to access the AOR Registration Form.](#)

AOR Registration forms must be received by **February 26, 2026**

All responses must be received by **March 5, 2026** (by 12:00 NOON)

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### QUESTIONS

1. RFP states that an agency may apply for both regions but can only receive funding for one of the 2 regions. I am wondering if an agency currently has an EnlightenMENT, Peer2Peer contract, are they eligible to apply and receive funding for one of the current regions?

Answer: Yes, existing EnlightenMENT, Peer Mentoring contractors are eligible to apply for and receive funding for one of the new regions.

2. The virtual conference mentioned that the agency needs physical presence throughout regions 4 or 5. If a provider is located in Freehold NJ and has qualified therapists that can conduct virtual sessions

**online, as well as therapists that live in some of the areas mentioned, does the therapist have to physically travel to the geographies associated with this project? Or does the practice have to have an address in these regions?**

Answer: Awarded agencies must establish and maintain a presence within the designated catchment area (either region 4 or region 5). This may include a physical office location, a shared space with a community-based nonprofit partner, or access to a reservable public space that is consistently available for service delivery. Peer Navigators are required to conduct in-person sessions with assigned youth within the catchment area where the youth reside. While Peer Navigators are not required to reside in the catchment area, they must be able and willing to travel to the area to provide services. Virtual sessions may be conducted, as needed, for the second monthly visit; however, conducting both sessions in person is considered best practice.

**3. Is it allowable to submit more than two letters of support?**

Answer: Yes, you are allowed to submit multiple letters of support. The minimum requirement is two letters, not the maximum.

**4. Can multiple positions be filled by the same individual, as long as it does not go over the 1 FTE? For example, could the Project Director and Clinical Coordinator be the same person with split responsibilities as long as it does not exceed 1 FTE?**

Answer: In general, multiple positions should not be filled by the same individual. Staff in supervisory roles cannot fill positions they directly supervise or positions that supervise them.

The only scenario where dual roles may be appropriate is at the leadership level (e.g., Program Director and Clinical Coordinator). In those cases, the individual must still meet all RFP requirements, including maintaining a dedicated 0.25 FTE allocation to the Clinical Coordinator role.

**5. Is the Program Director position 1 FTE?**

Answer: No, there is not a specific FTE requirement for the Program Director position. There is an understanding that the Clinical Coordinator may report to a Program Director or agency equivalent. In practice, this typically means a small percentage of that individual's time may be allocated to supporting this award.

**6. Is there a maximum amount of money that can be allocated per youth?**

Answer: The RFP budget includes an allocation of up to \$480 per youth, per year, to support recreational activities and food. These funds are intended to facilitate engagement and support service delivery. All activities and related expenditures must align with program deliverables and be directly connected to supporting the youth in achieving their identified program goals.

**7. Can you provide a list of specific levels of service for youth that are eligible for this program? Of the following: RTC, Co-Occurring Disorders, Group Home, Foster Home, Transitional Living, and Supportive Housing, which youth would be eligible for the program?**

Answer: Youth who are 14-21 years old in an out of home placement and still open with the Division of Child Protection and Permanency (CP&P) are eligible for EnlightenMENT. All levels of care are eligible; however, clinical judgment shall be utilized to review whether a youth is emotionally, physically, developmentally, and mentally stable for this program based on their level of need. See exclusionary criteria in RFP.

**8. RFP-pg. 17- Just to clarify, agencies do not have to have physical sites in each county, as long as there are pre-determined meeting locations and/or agreements to use a partner agency's space?**

Answer: Yes, agencies must have a presence in each county within their regions. They do not have to have physical locations, but they must have agreements with locations where they can be accessible for youth sessions, meetings, or events as needed.

**9. RFP-pgs. 20-21 - Do you have a recommended salary range for the positions other than the Peer Navigator?**

Answer: There are no minimum salary requirements established for other positions. Salaries should be commensurate with experience and aligned with fair market value within the relevant geographic area.

**10. RFP-pgs. 20-21 - For the Clinical Coordinator, is the 0.25 FTE the minimum or the set amount?**

Answer: For the purposes of this award, the required FTE levels for each position are outlined in the RFP. In limited and justifiable circumstances, and within the contract ceiling, DCF may consider requests for adjustment during contract negotiations. DCF reserves the right to approve or deny such requests and may deny any request that exceeds the FTE levels specified in the RFP.

**11.RFP-pgs. 20-21 For the Coach Supervisor, is the 0.5 FTE the minimum or the set amount?**

Answer: See above response to question 10.

**12.RFP-pgs. 20-21 - Can we hire additional staff to support program goals?**

Answer: See above response to question 10.

**13.RFP- pg. 21- Can you define a “near peer”?**

Answer: For the purposes of this RFP, a “near peer” is defined as an individual with lived experience in the child welfare system whose age and life experiences are closely aligned with those of the youth served, allowing for relatability and meaningful engagement. The Peer Navigator uses this shared lived experience to establish trust, build rapport, and provide mentorship, guidance, and support. The near peer role is intended to leverage personal experience to help youth navigate challenges, access resources, and work toward their identified goals.

**14.RFP-pg. 23 - What is the name of the fidelity tool to be utilized and is there a cost?**

Answer: The fidelity tool is called that EnlightenMENT: NJ Peer2Peer Mentoring Program Fidelity Checklist. There is no cost for the tool.

**15.RFP-pg. 24 - Please describe what the Collaborative Quality Improvement process entails?**

Answer: The Collaborative Quality Improvement (CQI) process is an ongoing approach to monitoring program performance and strengthening service delivery. This includes regular review of program data, such as referrals, engagement, and youth outcomes, as well as participation in meetings with DCF to assess progress, address challenges, and identify areas for improvement. Providers are expected to use CQI activities to ensure services are delivered in alignment with program expectations and to support continuous program improvement.

**16.RFP-pg. 6 - “Respondents awarded a contract should ensure their program is operational within 60 days of contract award or the award may be rescinded. Extensions may be available by way of written request to DCF. The contracted program shall be fully staffed to meet the needs of the maximum census of youth within 30 days of being awarded.” Please provide clarity on “operational within 60 days of award” and “fully staffed...within 30 days of award”.**

Answer: As stated, awardees are expected to be fully staffed within 30 days of award. During this period, staff may be completing the agency's onboarding process. Staff should also be prepared to participate in the training required to support service delivery and must be ready to serve youth within 60 days of award. Job descriptions and hiring protocols will be provided at the time of award.

**17. Given the criteria for Peer Navigators to be “near peers” - young adults with lived experience who have navigated the foster care and CP&P system - will NJDCF have available or provide resources for recruiting these particular individuals for hire?**

Answer: A hiring packet for the Peer Navigators will be made available to awardees to assist in the hiring process. This will include job postings, interview questions, and job responsibilities. Technical assistance regarding recruiting and hiring will be available from DCF's Office of Family Preservation and Reunification Services (OFPR) during the start-up period.

**18. Do we only get access to the platform one week prior to the grant deadline even if AOR form is submitted early?**

Answer: Yes. You will only be able to access the FTP site after the AOR deadline of February 25th. You will receive an email from the [DCF.ASKRFP@dcf.nj.gov](mailto:DCF.ASKRFP@dcf.nj.gov) with instructions on how to access the FTP site.