



QUESTIONS AND ANSWERS

Family and Community Partnerships

2025 Request for Proposals for School Based Youth Services Program (SBYSP) in two high schools in Cumberland County

Written questions related to the *content* of this RFP were due on **August 21, 2025**.

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.

All responses must be submitted ONLINE.

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

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

AOR Registration forms must be received by **Thursday, September 4, 2025**.

All responses must be received by **Thursday, September 11, 2025 (by 12:00 NOON)**

MATCHING FUNDS QUESTIONS

1. **Q. Are matching funds mandatory?**
A. Yes.
2. **Q. What would matching funds be allocated to?**
A. Matching funds of 25% of the awarded amount shall support School Based Youth Services program operations.
3. **Q. Would matching funds need to be 25% of the total funding for each school?**

A. The matching share is 25% of the total amount of each award.

4. Q. If my organization does not have 25% for matching funds, should we not apply for this RFP?

A. Matching funds are required from either the managing agency or the school district. Matching funds may be financial or in-kind contributions to the SBYS program. In-kind contributions may include consultants, facility costs, materials and supplies, copier services, janitorial services, and school personnel to provide support to the program.

5. Q. Are there any suggestions on how to obtain matching funds?

A. NJ DCF encourages applicants to explore a variety of approaches. These may include cultivating relationships with local businesses, foundations, or community stakeholders; developing a clear case for support that highlights program goals and impact; using data and stories to demonstrate outcomes; and leveraging existing partnerships. Lastly, applicants should seek matching funds from sources that align with the SBYSP program model and school/community needs.

6. Q. Would the funder accept a match waiver, waving the 25% matching requirement?

A. Matching funds are required and cannot be waived.

7. Q. Is the Matching Funds percentage based on the full award amount, including start-up funds, or only the program operations award?

A. This percentage is based on the full funding amount. The matching share is 25% of the total amount of each award.

8. Q. For the 25% match requirement, will DCF provide specific audit or documentation guidance for in-kind contributions to ensure compliance?

A. You may refer to the document below:

[Microsoft Word - P6 01 Match Requirements Policy and Attachments .doc](#)

9. Q. Can the agency provide a draft of a projected agreement to satisfy the Additional Documents #6? Page 2/31

A. Yes, drafts of projected agreements may be submitted. You may refer to this document: [PublicDonorAgrmt.doc](#)

10. Q. May the source of the matching funds include school resources used for the program?

A. Resources may include, professional consultants, facility costs, materials and supplies, copier services, janitorial services, and school personnel to provide support to the program.

11. **Q. May the source of matching funds be from another NJ State department if not otherwise designated as Federal funds?**
A. No. The source of matching funds cannot be from another state department.

FUNDING INFORMATION QUESTIONS

12. **Q. Regarding RFP page 3: Respondents are on notice that no annual increases will be considered as a part of this contract...**

Please clarify if this extends into renewal years (from July 2026 onward) or if it applies only to the initial award term?

A. Annual increases for this contract will not be considered for renewals unless approved by the state legislature for all contracting entities.

13. **Q. Regarding RFP page 3: Awarded Funds May Be Used for General & Administrative Costs may not exceed ten percent (10%) of program award.**

Will the funder consider aligning the di minimis rate with the federal di minimis rate of 15%?

A. General & Administrative costs may not exceed 10%.

14. **Q. Regarding RFP page 3: Awarded Funds May Be Used for "General & Administrative Costs may not exceed ten percent (10%) of program award.**

Is this calculated on the total award amount or only on direct program expenses?

A. General & Administration costs are calculated from the total funding amount.

15. **Q. Regarding RFP page 3: DCF will compare the actual approved expenditures and the independent audit with the total contract revenue realized through the receipt of scheduled payments and may recoup as an overpayment funds that exceeded the actual allowable contract expenditures of the approved budget.**

Will there be an option for carryforward of underspent funds, or must all unspent funds be returned at contract closeout?

A. Programs cannot carry forward underspent funding into the next contracting year. All unspent funding will be returned to DCF.

16. **Q. Regarding RFP page 3: Award funds may be used for...costs associated with establishing internet connection.**

Are the schools wired, and will the organization have access to this resource and be able to connect?

A. Yes. Wi-fi is obtainable within the host school for the use of SBYSP staff.

17. **Q. Regarding RFP page 5: The awarded respondent shall prepare and submit an annual budget each fiscal year. DCF will issue payments to the provider on a scheduled basis up to the contract's approved budget amount.**

Are budget modifications allowed during the contract year? If so, what are the thresholds and approval processes for such changes?

A. Yes. Budget modifications may be submitted during the contract year with approval from DCF, Division of Family and Community Partnerships in conjunction with the DCF business office. Please see the DCF policy on contract modifications: [Policy Circular P1.10](#)

18. **Q. Regarding RFP page 5: Responses that demonstrate the leveraging of other financial resources are encouraged.**

Can we supplement operational cost by billing Medicaid for youth who have Medicaid?

A. No. This program model is not designed to bill insurance or be supplemented by Medicaid. The intent of the School Based Youth Services Program is to ensure universal access, meaning all services must be free of charge and voluntary for youth and their families, regardless of their insurance coverage or ability to pay.

OTHER QUESTIONS

19. **Q. The RFP states the initial contract runs from December 1, 2025, through June 30, 2026, with funds to cover seven (7) months. Please clarify the actual dates for the seven-month period?**

A. The initial funding period will be from December 1, 2025 to June 30, 2026. The funds available are to be budgeted to cover 7 months. If the contract is renewed, a 12-month contract period will begin July 1, 2026.

20. **Q. Does each high school require a mental health practitioner and a youth development specialist so that the total RFP includes two for each, one per school?**

A. Each high school requires three contracted positions:

- A School Based Youth Services Director
- A Mental Health Clinician
- A Youth Development Specialist.

21. **Q. Can one High School Coordinator cover both high schools (or do you need one in each school)?**
A. No. Each high school requires their own School Based Youth Services Director.
22. **Q. Regarding letters of collaboration and support: how many letters total are we allowed to submit? May we exceed 3 letters for each category?**
A. 2-3 letters are required in each category. We highly encourage prospective applicants to submit no more than 3 letters for each.
23. **Q. Regarding RFP pgs. 2-3: Is there space in the school already designed for the SBYSP?**
A. Each host school has space to accommodate a School Based Youth Services Program.
24. **Q. May the organization visit the school site prior to the proposal being submitted?**
A. No. You will not have access to the site before submitting the proposal.