

## **QUESTIONS AND ANSWERS**

### **Child Advocacy Development Grants**

Questions? Email us anytime at [dcfaskrfp@dcf.state.nj.us](mailto: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 Notices**

- 1) \*McBride is no longer required.**
  - 2) On page 3 of the RFP project funds must be obligated by June 30, 2017. However, I on page 5 of the RFP it states project funds must be obligated by June 1, 2017. The date on Page 5 is corrected to be June 30, 2017.**
- 
- 1. At this time our agency provides in-home clinical services, advocacy and prevention/education groups in schools. We specialize in providing trauma informed services that are language accessible and culturally sensitive, for Spanish speaking families, families with members with hearing loss, and children with developmental disabilities. We would like to expand our services to offer in-office group counseling for children and families dealing with trauma. We would do this by using a Mindfulness based curriculum that we have developed "EmpoderArte", the Trauma Assessment Skills and Knowledge (TASK) curriculum for parents and Structured Psychotherapy for Adolescents Responding to Chronic Stress (SPARCS) curriculum for adolescents. Our questions are as follows:**
    - Would these services be relevant to this grant?**

Services to be funded under this RFP include treatment services for children and families not otherwise being served through existing programming that DCF funds.

- **The RFQ states that the non-profit agency must be affiliated with the prosecutor's office; however upon speaking to someone from the Atlantic County Prosecutor's Office, she was unsure what this meant as they would not be directly referring individuals to this agency. She stated that they would come through Performcare with whom they do have an affiliation. Would you mind clarifying what is meant by the affiliation and what an agency would need to do to become affiliated?**

Please see page 1 for applicant eligibility criteria. This application is not open to all non-profit agencies. As discussed at the bidder's conference, you are encouraged to partner with a county, if possible.

- 2. Can the funds be used to hire a mental health clinician at a CAC? Relatedly, can the funds be used to pay fringe benefits for said mental health clinicians, such as health insurance and parking?**

Yes. But please keep in mind that this is one time funding and applicants should articulate a sustainability plan if funds will be used to support staff.

- 3. Can the funds be used to contract with a partner mental health agency that provides evidence-based mental health treatment, particularly for those CACs that do not offer on-site mental health treatment?**

Yes.

- 4. Assuming 1 and 2 are allowable expenses, can a CAC or county-based MDT create a multi-year contract for mental health treatment for up to \$140,000? More specifically, if a mental health clinician is hired, can the funds be used towards a multi-year contract?**

Yes.

**5. Can the funds be used for existing mental health clinician positions?**

Yes, as long as there is written commitment of the funding by June 30, 2017.

**6. Can the funds be used for personnel that support existing mental health positions?**

Yes.

**7. Can the funds be used to supplement a contract for a mental health clinician currently on staff? More specifically, if grant funding was lost to support an existing clinician position, can these funds be used to fill the lost grant funding?**

Yes.

**8. Can we use the funds to train mental health clinicians (existing and new, if hired under this RFP) in evidence-based assessment and treatment?**

Yes.

**9. Page 3, Section C states” “Organ and Tissue Donation: As defined in section 2 of P.L. 2012, c. 4 (N.J.S.A.52:32-33), contractors are encouraged to notify their employees, through information and materials or through an organ and tissue awareness program, of organ donation options. The information provided to employees shall be prepared in collaboration with the organ procurement organizations designated pursuant to 42 U.S.C. §1320b-8 to serve in this State.”**

**How is the following requirement achieved?**

This is a statutory requirement to be included in this RFP. There is no action or further demonstration needed to be taken. Also, this does not need to be addressed in your proposal.

**10. Can the funds be used for technology/equipment for the High Tech/Cyber Crimes units?**

If this aligns with the standards for CAC's this is acceptable.

**11. If #10 is allowable, could the funds be used for trainings and certifications needed for high tech crimes detectives to operate the technology/equipment?**

See above.

**12. Page 3, section D states: "The funds for these projects will need to be obligated by June 30, 2017." In the same paragraph, it states, "Funding is one time and proposals shall demonstrate that the improvements shall be completed or funding obligated by June 1, 2017."**

**Do funds need to be obligated by June 1 or June 30, 2017?**

June 30, 2017.

**13. Page 3, section D states: "The funds for these projects will need to be obligated by June 30, 2017. The funds will be distributed by the end of FY17 if the project is in process and moving toward completion with written contracts and commitments in place. That would not mean the work and fiscal commitments would need to be completed by that point in time but legally binding agreements are required to be in place."**

**Please clarify by which date the funds need to be spent, as opposed obligated.**

The commitment of the funding through a contract or other legally binding document must be in place by June 30, 2017. As stated above, some of the construction may take longer to complete as well as the expenditure of funding for services. You should state in your proposal a proposed timeframe.

**14. Can the funds be used to purchase vehicles for a CAC vehicles to be used by Sexual Assault Nurse Examiners (SANEs) and Victim Advocates to transport children to medical exams at RDTCs or to**

**meet a child at a local medical facility to provide medical services? Vehicles could also be used by Victim Witness Advocates to transport families to court and related services or by Sex Crimes detectives for investigative tasks.**

No.

**15. Can the funding be used toward outstanding balances for projects approved under the last DCF RFP for development of new CACs and enhancement of existing CACs?**

Yes. A blended proposal is acceptable.

**16. Please clarify the following statement found on page 2, Section C: "Applicants are also advised that any data collected or maintained through the implementation of the proposed program shall remain the property of DCF."**

This RFP does not have a data collection requirement so this does not apply.

**17. Are you requiring the applicant to identify a specific mental health service provider that would be providing mental health treatment in the grant proposal? Our plan is to provide a timeline in the grant application for identifying the mental health treatment provider.**

Yes this would be acceptable. Provide as much detail as possible. Funds must be obligated by June 30, 2017.

**18. Are health insurance costs for employees allowable?**

Yes.

**19. Could our agency utilize these funds for existing employees?**

The agency could attempt to make a strong argument in their proposal; however, the goal here is to create new services and/or maintain accreditation.

**20. Is this one-time or ongoing funding?**

This is one time funding.

**21. This RFP specifies that a non-profit agency must be affiliated with a prosecutor's office to bid for these funds. How can we do this?**

The goal of this RFP is to strengthen and assist the CAC's in becoming nationally accredited. A non-profit agency would need to partner with a prosecutor's office and either agency could take the lead.

**22. Can we fund 2 bi-lingual positions one clinical and one to greet at the door ?**

Yes. This would appear to benefit families coming to your CAC and meet or exceed the standards.

**23. Because the National Children's Alliance has been requiring that domestic violence data be collected, would cameras, computers, and other data collection equipment be allowable for use in collecting domestic violence child victims data?**

If this is an extension of the CAC it would be allowable.

**24. Are generators for the computer crimes unit allowable?**

Yes, include in your proposal how this aligns with the standards.

**25. Are vehicles allowable?**

No.

**26. If an item is needed in order to operate a portion of the CAC, would it be allowable?**

Yes, include in your proposal how this aligns with the standards.

**27. Is the timeline (due date and obligation date) set in stone?**

Yes.

**28. Regarding the encumbrance requirement, is a requisition acceptable instead of a purchase order?**

Yes.

**29. If my agency has an existing contract with DCPD in Essex County and we are interested in opening a new CAC, can we apply for this RFP?**

No. Essex County already has a CAC and the goal of this legislation is to provide support to existing CAC's or to establish a new CAC in counties in which there isn't one.

**30. Is leased equipment allowable?**

Yes, include in your proposal how this aligns with the standards.

**31. How should we express agreements to provide services in our proposal?**

Once an award is made, DCF will enter into a contract for services to be provided with your agency. Subsequently, the agency will need to contract with service providers who are agreeing to provide the required service(s). The agency should submit an MOU or letter of support from the service provider in which they agree in writing to perform the agreed upon service(s).

**32. If we intend to replace furniture, do we have to order it before June 30, 2017?**

Yes.

**33. In our agency, we interview suspects on the second floor of our building which has a separate entrance. Could we use these funds to purchase interview equipment?**

If only suspects associated with the CAC are being interviewed with the equipment, then yes. If other suspects are interviewed as well, then no.

**34. What happens if our agency does not have a service contract with DCF?**

One would be setup. This is a different type of contract than in phase 1 of this grant.

**35. Can we provide a timeline and proposed plan in our proposal or do we need to specifically identify a mental health service provider?**

A timeline is acceptable.

**36. How long does this funding last?**

The funds will last until they are gone.



**37. If this proposal is due on May 9, 2017, and must be obligated by June 30, 2017, how quickly will you make the award?**

We will make an award as quickly as possible. The more complete your application is, the faster we can make the awards.

**38. Can we use these funds for training bi-lingual clinicians?**

Training is allowable if it is linked to the treatment services.

**39. In our proposed budget, can we include a contingency line?**

Yes, provided that it is a reasonable contingency.