

STATE OF NEW JERSEY

COMMUNITY SERVICES BLOCK GRANT

REQUEST FOR PROPOSAL

FOR DESIGNATION

AS A COMMUNITY ACTION AGENCY

MONMOUTH COUNTY



State of New Jersey
Chris Christie, *Governor*

Department of Community Affairs
Richard E. Constable, III, *Commissioner*

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NOTICE IS HEREBY GIVEN by the New Jersey Department of Community Affairs that applications are being accepted for Community Action Agency designation in Monmouth County.

BACKGROUND NARRATIVE ON NEW JERSEY CSBG PROGRAMS

State Administrative Agency

The New Jersey Department of Community Affairs (DCA) is designated to administer the Community Services Block Grant (CSBG) under the provisions of Public Law 97-35, Omnibus Budget Reconciliation Act of 1981 (OBRA); Public Law 98-668, Human Services Re-authorization Act of 1986; July 6, 1982, Federal Register, "Block Grant Programs: Final Rules;" October 13, 1987, Federal Register, amendment to the "Block Grant Programs: Final Rules;" Public Law 101-501, Augustus F. Hawkins Human Services Re-authorization Act of 1990; P. L. 103-252, Human Services Amendments of 1994 and the Poverty Income Guidelines as required under Section 673(2) of the Act. The DCA funds twenty-five agencies that successfully administer a wide variety of community programs.

The CSBG program provides a range of services and activities having a measurable and potentially major impact on the causes of poverty in New Jersey. The activities will be directed toward assisting low-income participants and families to achieve the CSBG goals. A key to success is the active participation of the low-income community, in tandem with public officials and leaders of the private sector, in the design and implementation of programs.

The mission of the State Office of Community Action (OCA) is to work with the Community Action network of New Jersey to promote self-sufficiency, family stability and healthy communities for low-income people residing in the state. Through the use of Results Oriented Management and Accountability ([ROMA](#)) outcomes the State will measure the effectiveness of CSBG programs and how they impact the low-income population.

OCA Goals and Objectives

The CSBG program provides assistance to local populations, working through a network of Community Action Agencies (CAAs) to alleviate the causes and conditions of poverty, the revitalization of low-income communities, and the empowerment of low-income families and individuals to become fully self-sufficient. CSBG-funded programs create, coordinate, and deliver a broad array of programs and services to low-income individuals. Agencies receiving funds under the CSBG program are required to provide services and activities addressing employment, education, better use of available income, housing, nutrition, emergency services and/or health.

The DCA utilizes funds appropriated for the CSBG program by the United States Department of Health and Human Services. The funds provide for the implementation of the following goals and objectives which address the overall CSBG purpose and meet the requirements of Section 672 of the CSBG Act. Following each objective are measurable methodologies that outline specific activities to be undertaken to accomplish the stated objectives.

Goal 1: Self Sufficiency

Provide direction and services that increase the number of individuals who become Self-sufficient.

Objective: Increase the resource base of programs designed to eliminate poverty therefore increasing the quality and quantity of programs targeting underserved families and individuals.

Methods:

- Seek and identify additional funding sources that will complement services provided under the CSBG program.
- Fund programs which complement the services provided by CSBG eligible entities.
- Utilize ROMA and standardized [Logic Models](#) to determine benchmarks of client/family self-sufficiency.

Goal 2: Improve Community Conditions

Facilitate improvement of the conditions under which low-income people reside.

Objective: Increase the resource base for development of projects designed to improve communities and neighborhoods therefore enhancing the quality of living conditions for underserved families and individuals.

Methods:

- Fund programs that seek to fill identified gaps in service delivery.
- Fund programs which complement the services provided by CSBG eligible entities.
- Fund projects designed to address identified community needs.
- Utilize ROMA standardized Logic Models to determine the impact of CSBG programs on communities and neighborhoods.

Goal 3: Collaboration

Provide direction and resources that increase collaboration among other community based providers, state agencies, local and county governments.

Objective 1: Respond to local and statewide needs and conditions through the strengthening of communities' ability to coordinate resources and activities designed to eliminate poverty.

Methods:

- Coordinate a minimum of four meetings annually between the Community Action Partnership of New Jersey and CSBG Staff, allowing time to network, share ideas, and collaborate on similar or complementary projects.
- Collaborate with other statewide and local initiatives that share the vision of eliminating poverty by participating in forums, attending relevant meetings, and sharing information on an on-going basis, to improve linkages to service providers on the state and local levels.
- DCA staff will develop feasible mechanisms for sharing information gleaned from participation in statewide and local forums with CAA's and other State sponsored

programs on a regular basis.

- Identify and disseminate information regarding funding opportunities to CAA's and other community partners, as appropriate.

Objective 2: Ensure that CAAs are complementary of other community partners in offering a range of comprehensive services for low-income families and individuals, in an attempt to create measurable impacts on the causes of poverty in the community leading to self-sufficiency for underserved families.

Methods:

- Inventory and assess social service programs provided within the State through the development and continued maintenance of a comprehensive uniform database.
- Fund programs that seek to fill identified gaps in service delivery.

Objective 3: To increase the participation of community members in an effort to empower residents to respond to the unique problems and needs within their communities.

Methods:

- Assess the needs of targeted neighborhoods and low-income families to identify gaps in services.
- Collaborate with interested municipalities to develop comprehensive strategic plans designed to address identified needs.
- Fund projects designed to address identified needs.
Replicate, as appropriate, programs that have demonstrated effectiveness. The State will use the joint meetings between the Office of Community Action and the New Jersey Community Action Network to showcase "Best Practice" models governing programs, service delivery, and the effective/cost efficient administration of the CSBG grant.

Goal 4: Data Collection and Analysis

Strengthen the organizations' ability to collect and analyze data and to use that information for the purposes of strengthening and improving programs and achieving measurable outcomes.

Objective 1: Require CSBG funded CAAs to report on outcomes that occur as a result of services provided. Standardized Logic Models have been developed to collect data on a uniform basis so reporting accurately reflects program delivery and reporting on CSBG funded activities and programs using CSBG leveraged funds. Software has been disseminated to CAAs so that data collection is compiled uniformly, thus producing reports and data that better reflect the conditions of poverty (and its amelioration) in the state.

Methods:

- Implement the 12 National Indicators through the use of standardized Logic Models and ROMA.

- Provide agencies with training necessary to report on the 12 National Indicators.
- Provide technical assistance on outcomes-based reporting.

Objective 2: Distribute annual outcomes data to interested parties for the purposes of strengthening and improving programs.

Methods:

- Require CAAs to submit quarterly reports utilizing the 12 National Indicators which are compiled for the annual report. Prepare an Annual Report on the CSBG program and distribute to interested parties.

Goal 5: Needs Assessment/Capacity Building

Increase, develop, and strengthen programs and services that address the problems identified in the communities’ needs assessments.

Objective: Develop and implement innovative and effective community-based strategies attacking the causes and effects of poverty by requiring agency needs assessments as an instrument to determine programs and services.

Methods:

- Assess the needs of targeted neighborhoods to identify gaps in services.
- Collaborate with interested municipalities to develop comprehensive strategic plans designed to address identified needs.
- Fund projects designed to address identified needs.
- Replicate, as appropriate, programs that have demonstrated effectiveness.

DESIGNATION APPLICATION PROCESS

- A. Name of grant program:** Community Services Block Grant - Designation as Community Action Agency (CAAs) for Monmouth County
- B. Purpose of the grant:** The purpose of this RFP is to designate an agency as the CAA for Monmouth County. This agency will receive CSBG funding to alleviate the causes and conditions of poverty in Monmouth County and to foster self-sufficiency in individuals and families. The purpose of the CSBG program is established by regulations Subtitle B—Community Services Block Grant Program, 42 USC 9901 SEC.672 Purposes and Goals.
- C. Available funding:** The projected funding is approximately \$800,000 annually.
- D. Eligible entities:** A private, non-profit agency located in Monmouth County; a private, non-profit eligible entity that is geographically located in an area contiguous to or within reasonable proximity of Monmouth County.
- E. Target populations:** Individuals and families in Monmouth County living at or below 125% of the federal poverty level.

F. Eligible activities:

The following samples of programs and activities which may be provided:

- Child care services in Monmouth County
- Youth at Risk programs
- Information & Referral
- Emergency services such as food
- Employment training

Programmatic services, activities, personnel, and administrative costs are allowed in the following areas:

- Employment
- Education
- Income Management
- Housing
- Nutrition
- Emergency Services
- Health

G. Ineligible activities:

- Purchase or improvement of land
- Purchase, construction, or permanent improvement (other than low-cost residential weatherization or other energy-related home repairs) of any building or other facility

H. Grant term: First year, October 2014-September 2015. Annual awards, October – September.

I. Qualifications of applicants in order to be considered for funding under grant program:

Funding eligibility is limited to private, non-profit agencies capable of providing a broad range of services designed to eliminate poverty and foster self-sufficiency, and that meet the requirements of Subtitle B Community Services Block Grant Program. Agencies must have documented non-profit 501(c)(3) status, be in good financial standing and must have the appropriate organizational capabilities to receive and administer public grant funds on a reimbursable basis. Applicants must present a transition plan and be willing to work with interim service provider to transfer current programs offered in service area, if appropriate.

Non-CAA applicants must have an established presence in good standing of at least five years in Monmouth County and an Executive Director who is responsible for the day-to-day management of the organization. They must have a strong working relationship with other Monmouth County agencies and government entities. If successful, the selected organization must establish a governing Tripartite Board of Directors within six months of receiving the designation.

J. Application Process: All applicants must submit:

Agency must submit information on organizational letterhead that includes all relevant contact information for the organization, including but not limited to,

the name of the contact person, their phone number and e-mail address. The applicant must also identify key staff including the Executive Director, Chief Financial Officer, fiscal staff and program staff.

1. Briefly describe the current philosophy/mission of the organization and include the following:
 - Information on the history and current practice of delivering programs and services.
 - Describe the needs of the community and how those needs have been assessed.
 - Describe the current population served including income, households, age, sex, and ethnicity/race.
 - Describe programs and services currently administered by your agency and where provided, especially in Monmouth County.
 - Explain how your organization evaluates the outcomes of the current program(s). Provide information on your current program outcomes.
 - All applicants are expected to collaborate and network with other service providers in the community to ensure client success. Describe current relationships and how they will be leveraged to accomplish the goals of ameliorating poverty. Identify the five most active partnerships.
 - List funding sources for all programs. Submit goals and actual outcomes from each program.
 - Describe the policy for staff growth and development and incorporate the organization's plan for on-going training and professional development.
2. Statement of Need: The proposal must include a preliminary Statement of Need or Needs Assessment for the service area based on existing information/data resources including but not limited to the latest census reports on income, population, poverty, housing, etc., information provided by New Jersey Departments, e.g. employment information from the Department of Labor and other available sources. This presentation must be limited to five (5) pages. The successful applicant will be expected to prepare a complete Community Needs Assessment (for guidance see National Association for State Community Services Programs publication, A Community Guide to Comprehensive Community Needs Assessments, November 2011) and Strategic Plan as part of the FY16 CSBG application, i.e., completed by September 2015.
3. Describe the issue(s) or problem(s) you wish to address in Monmouth County as well as all programs and services you plan to offer in the identified service area. Provide details on how these activities will be implemented and where they will be located and explain how services will help strengthen the financial status of Monmouth County low-income residents.
4. Describe why your organization is in the best position to serve this area as the CAA.

5. Provide a proposed budget.
6. Describe how you will address one or more of the six national goals.
7. Provide ROMA Logic Models for services proposed (available at www.nj.gov/dca/divisions/dhcr/offices/comact.html). Provide outcomes that will be met.
8. Provide a timeline for each program and service.
9. Provide information on current and proposed staffing, both administration and program. Provide job descriptions, which include their respective functions for the proposed programs. Provide resumes of current staff.
10. Applicant must demonstrate a commitment to work with the current designated CAA to ensure a smooth transition of services.
11. Applicant must provide a plan showing how they will transition services from the current designated CAA.

The transition plan should include but is not limited to:

- A timeline (without specific days at this point) including:
 - Execution of the contract with NJDCA
 - Meetings/conference calls with NJDCA staff to share information and the implementation ideas/strategies
 - Meetings with current interim service provider to learn of programs and physical aspects thereof, as well as the possibility of utilizing current interim provider staff for new programs
 - Period for review of the needs of the service area
 - Period for review of past and proposed programs and proposed sites for their implementation
 - Meetings with existing service providers and governmental entities
 - Proposed dates for the initiation of each program taking into consideration the staffing and securing of service locations
 - ❖ Provide an estimate of the date when full operation may be in place.
- Identification of the person with overall responsibility for the transition plan
- Preparation and implementation of a marketing plan

Required Application Attachments:

- Certificate of Incorporation and By-Laws
- Organizational chart including lines of supervision within organization
- Organization operating budget
- IRS 501(c)(3) determination letter
- SAM Registration
- List of Officers and Board of Directors

- List of all other current funding sources and uses (include any CSBG and non-CSBG funding)
- 2013 Annual Report or most recent
- Three most recent Financial Audits including significant findings and responding Corrective Action Plan, if not already on file at NJDCA.
- Most recent Strategic Plan or equivalent
- ROMA Logic Models
- Latest monitoring reports from all other non-CSBG and CSBG funding sources that conduct monitoring

Administrative costs are limited to a **maximum of 16%** for this grant cycle.

Budget Category	Funds Requested
<i>Administration- Personnel</i>	Maximum of 16% Administrative costs for all categories.
Salaries/Wages	
Fringe Benefits	
Travel	
Training	
<i>Administration- Operating Costs</i>	
Space Costs	
Consumables	
Equipment Purchase	
Equipment Rental	
Other	
<i>Administration- Purchased Services</i>	
Audit	
Other	

**Provide separate budgets for each program.
There are no caps on programming costs.**

<i>Program- Personnel</i>	
Salaries/Wages	
Fringe Benefits	
Travel	
Training	
<i>Program- Operating Costs</i>	
Space Costs	
Consumables	
Equipment Purchase	
Equipment Rental	
Other	
<i>Program- Purchased Services</i>	
Consultant	
Other	

K. Proposal submission: The application packet must contain one original signed application and five application copies and be mailed or hand delivered to:

Patricia Swartz
NJ Department of Community Affairs
Division of Housing and Community Resources
Office of Community Action
101 S. Broad Street
PO Box 811
Trenton NJ 08625-0811

L. Grant requirements: Compliance with applicable federal statutes

- CSBG Reauthorization Act Section 676 (B)
- Cost Principles for State and Local Governments (OMB Circular A-87)
- Cost Principles for Non-Profit Organizations (OMB Circular A-122)
- USDHHS, Office of Community Services, Information Memorandum 37:Costs Principles

M. Threshold Criteria: In order for an application to get to review status and be eligible for scoring, it must meet the following threshold criteria:

- Original & five copies of the application submitted
- The applicant is a private, non-profit agency located in the service area (Monmouth County) for at least 5 years OR the applicant is a Community Action Agency contiguous to the service area
- Agency providing a broad range of services
- Application must address at least one (1) of the six (6) National Goals
- Application includes a transition plan
- Executive Director responsible for the day to day operation of the organization
- Administrative cost is at or below 16%
- Asset to Liability Ratio at or above 1
- The applicant provided the required documents
 - Certificate of Incorporation and By-Laws
 - Organizational Chart
 - Organization operating budget
 - IRS determination letter
 - SAM registration
 - List of Officers and Board of Directors
 - List of all other current funding sources and uses
 - 2012 Annual Report or most recent
 - Three (3) most recent Financial Audits including significant findings and responding Corrective Action Plan
 - ROMA Logic Models
 - Latest monitoring reports from all non-CSBG funding sources
 - Timeline for implementation

N. Review Criteria

Applications will be reviewed and evaluated based on a 100 point system as follows:

1. Overall applicant capacity as demonstrated by the following indicators. (15 Points)
 - Experience and quality of Executive Staff.
 - A strong working relationship with other Monmouth County agencies and government entities.
 - A transition plan and willingness to work with the interim service provider to transfer current programs offered in service area.
2. The applicant's financial management capability based on the indicators below. (15 points):
 - The budget is realistic and reasonable for the services being provided.
 - Audited financial statement indicates fiscal soundness and adequate liquidity.
 - Audit findings indicate applicant complies with laws and regulations of program.
3. The applicant's current success in meeting its philosophy/mission as demonstrated by its assessment of need, population served, programs provided, outcomes from all grant programs and the evaluation thereof, partnerships, funding sources and organization's development and training. Did the applicant achieve targeted outcomes from other grants? (Include CSBG and non-CSBG grants) (20 points)
4. Proposed services based on the unmet needs in the community? (20 points)
 - The applicant should provide activities such as child care, youth at risk programs, information & referral, emergency services, employment, housing, health care and education.
5. Are the ROMA Logic Models reasonable & benchmarks /outcomes realistic? (10 Points)
 - The applicant must provide ROMA Logic Models that correspond with CSBG-funded services to be provided. These Logic Models must reflect the benchmarks and outcomes the applicant expects to achieve during the course of the grant period.
6. Applicant leveraging their funds with other resources? (5 points)
7. How well is the applicant positioned to serve area on a permanent basis? (10 points)
8. What is the applicant's timeframe for implementation? (5 points)

O. Reporting requirements: Grant recipients are required to provide quarterly program and fiscal reports.

P. Performance outcomes:

- Applicants must have results within 80% of the target ROMA Logic Model benchmarks and goals.
- Agencies must leverage the CSBG funds with other state and/or federal resources.
- Agency must provide multiple services.

The agency will address one or more of the following six national goals:

- 1) Low-income people become more self-sufficient;
- 2) The conditions in which low-income people live are improved;
- 3) Low-income people own a stake in their community;
- 4) Partnerships among supporters and providers of service to low-income people are achieved;
- 5) Agencies increase their capacity to achieve results;
- 6) Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive systems

Q. Deadlines: A timeline for the major milestones of this engagement is set forth below. This timeline is subject to change by DCA, at DCA’s sole discretion, as events and conditions warrant.

Workshop: A Technical Assistance Workshop will be held at the NJ Department of Community Affairs Building, 101 South Broad Street, Trenton, NJ 08625	June 6, 2014, 2:00 pm
Deadline for Indicating Interest in Applying: An agency interested in submitting an application for Consideration of CAA Designation must indicate their intent to apply by indicating their interest to apply on the sign-in sheet at the June 6 workshop or by emailing: csbgprogram@dca.state.nj.us by June 6, 2014.	June 6, 2014
Application Due Date: Complete Applications for Consideration of CAA Designation.	Must be submitted by 4 pm July 30, 2014
Site Visit: An in person visit will be conducted, whereby DCA Division of Housing & Community Resources staff will meet with the agency’s Board of Directors, Executive Director and Chief Financial Officer.	TBA: Before a final determination has been made.
Notification: Applicants will be notified of the final determination.	August 2014

Questions: Any questions regarding the RFP should be directed to the contacts below.

Contact	Phone	Email
Pat Swartz	609-984-6654	patricia.swartz@dca.state.nj.us
Dennis Funaro	609-633-9770	dennis.funaro@dca.state.nj.us
Jen Underwood	609-292-5855	jennifer.underwood@dca.state.nj.us
Kate Butler	609-633-6265	kathleen.butler@dca.state.nj.us
Linda Ditmars	609-984-7534	linda.ditmars@dca.state.nj.us

SAMPLE COVER SHEET

Date of Application:

Name of Organization (legal name):

Purpose of Grant (one sentence):

Address of Organization:

Telephone Number:

Executive Director:

Email:

Phone #:

Contact Person and Title (if not executive director):

Email:

Phone #:

Is your organization an IRS 501(c)(3) not-for-profit? (Yes or No):

If No, please explain:

Total Organizational Budget (for current fiscal year):

Budget Period (month/day/year):

Chair, Board of Directors:

Email:

Phone #:

CFO :

Email:

Phone #:

Program Main Contact:

Email:

Phone #: