

PUBLIC NOTICE

HUMAN SERVICES

DIVISION OF FAMILY DEVELOPMENT

NOTICE OF AVAILABLE GRANT FUNDS

2014 Supplemental Nutrition Assistance Program Employment and Training Provider Project (SNAP ETP) RFP

Take notice that, in compliance with Pub.L. 2013, Chapter 45, the New Jersey Department of Human Services (DHS), Division of Family Development (DFD), hereby announces this Request for Proposals (RFP) to provide funding under which DHS shall form partnerships with qualifying agencies to provide employment and training services to eligible participants under NJ SNAP ETP.

A. Name of program:

2014 Supplemental Nutrition Assistance Program Employment and Training Provider Project (SNAP ETP) Request for Proposals (RFP)

B. Purpose:

The purpose of this grant is to provide funding under which DHS shall form partnerships with qualifying agencies to provide employment and training services to eligible SNAP ETP participants and receive federal reimbursements for those services. These services include assisting SNAP recipients with acquiring the skills, training, work, or experience necessary to obtain regular employment.

C. Amount of available funding:

Funding of up to 45 percent of the federal SNAP reimbursement is being made available for Fiscal Year (FY) 2015, for three or more qualifying agencies to service New Jersey through the New Jersey DHS/DFD, for this RFP.

D. Contract period:

The contract period will be from October 8, 2014 through October 8, 2018.

E. Organizations that may apply for funding under this program:

Eligible applicants are qualifying agencies that are able to provide 100 percent matching funds from non-federal sources. A qualifying agency means a local government, non-profit entity, institution of higher education, foundation or other

eligible community-based organization that qualifies for allowable federal SNAP reimbursement pursuant to the federal “Food and Nutrition Act of 2008,” Pub. L. 110-246(7 U.S.C. S.2011 et seq.) by providing allowable services that help SNAP recipients acquire the skills, training, work, or experience necessary to obtain regular employment. A qualifying agency may also be a consortium of organizations.

F. Qualifications needed by an applicant to be considered for funding:

In selecting partnering providers for participation in the project the department shall prioritize partnering providers that would:

- Serve SNAP recipients with significant barriers to employment, including, but not limited to: able-bodied adults without dependents required to participate in employment and training programs as a condition of receiving SNAP benefits; individuals with low literacy or limited English proficiency; veterans who are not eligible for other employment and training programs; individuals with a history of substance abuse; and persons who are 16 through 24 years of age;
- Serve unemployed or underemployed parents, including non-custodial parents and parents who have exceeded their Work First New Jersey Temporary Assistance for Needy Families’ 60-month lifetime limit on cash assistance;
- Provide training in both vocational and technical skills, as well as “soft skills,” including, but not limited to: workplace preparation training, teamwork, problem solving, time management, and conflict resolution;
- Provide training that results in marketable credentials and that prepares participants for employment or reemployment in industries with projections of growth.
- Provide 100 percent matching funds. 100 percent matching funds means that providers give the total 50% to match the amount of Federal funding. Matching funds can be produced from cash donations or in-kind contributions but must come from a non-federal source.
- Conduct job development activities and identify how job opportunities will be secured to maximize SNAP recipients’ permanent placement in

employment providing compensation at the level of a living wage and opportunities for wage progression;

- Demonstrate a proven history of job placement and retention; and
- Comply with DHS' Contract Reimbursement Manual and the Contract Policy and Information Manual as well as state and federal audit requirements found on the DHS website in the contract section by the following link:
<http://www.state.nj.us/humanservices/ocpm/home/resources/manuals/>
- **Procedure for eligible applicants to apply:**
- Eligible applicants interested in applying for these funds may obtain a copy of the RFP document by contacting the Office of Grants Management, Division of Family Development, PO Box 716, Trenton, NJ 08625, (609) 588-2290, Fax (609) 588-7240. The RFP document will be available on **June 16, 2014** from the Office of Grants Management, on the DHS web page <http://www.state.nj.us/humanservices>, and at the **Mandatory** Technical Assistance Conference.

The Technical Assistance Conference is scheduled as follows:

Place: New Jersey Division of Family Development
Quakerbridge Plaza
Building 7, 2nd floor, Conference Rooms A-C
(Check-in at front desk on first floor of Building 6)
Quakerbridge Plaza Road
Mercerville, NJ 08619

Date: June 23, 2014

Time: 10:00 a.m. – 1 p.m.

Directions to the Technical Assistance Conference site are provided in the RFP package.

The Technical Assistance Conference will provide potential Applicants an opportunity to ask any and all pertinent questions regarding the RFP and receive technical information regarding the RFP from DHS/DFD representatives. Attendance at the conference is MANDATORY. Applicants are asked to pre-register for the Technical Assistance conference no later than **June 19, 2014** by calling the Office of Grants Management at 609-588-2290, or by fax at 609-588-7240. Each applicant will be limited to two representatives at the conference.

G. Proposal submission:

Eligible agencies, organizations, and consortia interested in applying for these funds must submit **one (1) signed original and 9 (nine) exact copies** of the completed application document and all support materials to be received by DFD **no later than 4:00 p.m.** on **July 23, 2014**. Applications may be **emailed, mailed or hand delivered.** If an application is emailed, it must also be simultaneously mailed or hand delivered. All emailed applications must be in either Word 97 version or higher or Adobe pdf. The type set (font size) must be at least 12 point Times Roman or Arial and the margins set to one inch on all sides. The application (not including attachments) is not to exceed fifteen (15) single –spaced, one-sided pages.

Email/US Mail Delivery:

Penelope Casarico
Office of Policy Development, Research & Reporting
Grants Management Unit
Department of Human Services
PO Box 716
Trenton, New Jersey 08625
penelope.casarico@dhs.state.nj.us

Hand Delivery or Commercial Courier/Mail Service:

Penelope Casarico
Office of Policy Development, Research & Reporting
Grants Management Unit

NJ Division of Family Development
Quakerbridge Plaza, Building 3
Quakerbridge Road
Mercerville, New Jersey 08619

H. Proposal submittal deadline:

Whether emailed, mailed or hand-delivered, all proposals and related information must be received by DFD, Office of Grants Management, **no later than 4:00 p.m.** on **July 23, 2014.**

I. Award notification:

Applicants will be notified of the award on or after **September 10, 2014.** The award will be contingent upon contract negotiations and approval by the FNS (Food and Nutrition Service), USDA (United States Department of Agriculture), of this project in the Employability and Training plan.

Jennifer Velez, Commissioner
Department of Human Services

Date