

**NEW JERSEY SUPPLEMENTAL
NUTRITION ASSISTANCE PROGRAM
EMPLOYMENT AND TRAINING
PROVIDER PROJECT 2014**

REQUEST
FOR
PROPOSALS

**Issued By:
Department of Human Services
Division of Family Development
Jeanette Page-Hawkins, Director**

June 16, 2014



Jennifer Velez, Commissioner

NEW JERSEY SUPPLEMENTAL NUTRITION ASSISTANCE
PROGRAM EMPLOYMENT AND TRAINING PROVIDER
(NJ SNAP ETP) PROJECT 2014
REQUEST FOR PROPOSALS

TABLE OF CONTENTS

PURPOSE OF FUNDING:	4
BACKGROUND:	4
PROJECT GOALS:	4
AMOUNT OF AVAILABLE FUNDING:	5
CONTRACT PERIOD:	5
REPORTING REQUIREMENTS:	5
ELIGIBLE APPLICANTS:	6
APPLICANT QUALIFICATIONS:	7
ALLOWABLE USE OF FUNDS:	8
PERFORMANCE EVALUATION:	9
PERFORMANCE STANDARDS:	9
BENCHMARKS:	10
TECHNICAL ASSISTANCE:	11
TIMETABLE:	12
APPLICATION PROCESS:	13
NOTIFICATION OF ACCEPTANCE OR REJECTION OF AWARD:	14
APPEAL PROCESS:	14
CONTRACT NEGOTIATIONS:	15
PROPOSAL SELECTION AND EVALUATION CRITERIA:	15
PROPOSAL CONTENT OUTLINE:	16
PROGRAM NARRATIVE REQUIREMENTS:	18

LIST OF ATTACHMENTS

ATTACHMENT A	Statement of Assurances
ATTACHMENT B	Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion
ATTACHMENT C	Proposal Authorization/Cover Sheet
ATTACHMENTS D1-D4	Budget
ATTACHMENT E	Executive Order 189-Conflict of Interest
ATTACHMENT F	Executive Order 129 Certification-Source Disclosure Certification Form
ATTACHMENT G	Pub.L. 2005, Chapter 51/EO 117, (formerly Executive Order 134) Certification and Disclosure Instructions and Form
ATTACHMENT H	RFP Checklist
ATTACHMENT I	Directions to Division of Family Development, Office of Grants Management at Quakerbridge Plaza (Proposal Delivery Site for Hand Delivery or Commercial Courier/Mail Service)
ATTACHMENT J	Directions to Mandatory Technical Assistance Conference Site
ATTACHMENT K	Technical Assistance Conference Pre Registration Form
ATTACHMENT L	State of New Jersey Division of Purchase and Property, Disclosure of Investment Activities in Iran

**NEW JERSEY SUPPLEMENTAL NUTRITION ASSISTANCE
PROGRAM EMPLOYMENT AND TRAINING
PROVIDER (NJ SNAP ETP) PROJECT 2014
REQUEST FOR PROPOSALS (RFP)**

PURPOSE OF FUNDING:

The New Jersey Department of Human Services (DHS), Division of Family Development (DFD), announces the availability of funds for the New Jersey Supplemental Nutrition Assistance Program Employment and Training Provider (NJ SNAP ETP) Project. This program is intended 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 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.

BACKGROUND:

The Supplemental Nutrition Assistance Program (SNAP), formerly the Food Stamp Program, puts healthy food on the table for millions of low income Americans every month. The program supplements the budgets of low-income people by providing benefits via an electronic benefit card which is used like a debit card at most food retailers. Through nutrition education partners, the program helps clients learn to make healthy eating and active lifestyle choices. The Food and Nutrition Service (FNS), United States Department of Agriculture (USDA), reports that as of February 2014, New Jersey serves a total of 856,916 SNAP recipients.

On April 15, 2013, Governor Christie signed legislation, Pub.L. 2013, Chapter 45, establishing a Supplemental Nutrition Assistance Program Employment and Training Provider Project in an effort to assist eligible SNAP participants obtain job training and develop the necessary skills to find and keep regular employment.

PROJECT GOALS:

The overall goal of the NJ SNAP ETP RFP is for DHS to establish partnerships with qualifying agencies that will provide the necessary services, such as job skills and job training, to lead eligible NJ SNAP recipients to regular employment and self-sufficiency, eliminating their dependence on SNAP. The targeted population includes, but is not limited to, SNAP recipients who are either unemployed youth aged 16 to 24 years of age, or individuals with substance abuse barriers.

AMOUNT OF AVAILABLE FUNDING:

Funding of up to 45 percent of the federal SNAP reimbursement is made available for State Fiscal Year (SFY) 2015, for three or more qualifying agencies to service New Jersey through the DHS, Division of Family Development (DFD). The department shall select no fewer than three partnering providers, from among qualifying agencies submitting proposals for this Request for Proposals. The department may select partnering providers that would provide NJ SNAP ETP services within any service area including, but not limited to: the entire State; one or more regions encompassing several counties; or a single county. Funding for this initiative is subject to the availability of federal matching funds.

CONTRACT PERIOD:

The four-year contract period will be from October 8, 2014 through October 8, 2018. The Department reserves the right not to issue a grant for a subsequent year of this project under certain circumstances, such as, but not limited to, the availability of federal funds, the unsatisfactory performance of the partnering provider, failure to submit required contract documentation within prescribed timeframes, or failure to meet contract requirements.

Continuation of funding in subsequent years will be based on performance standards that relate to community outreach expectations; being compliant with DFD program monitoring; and accuracy of fiscal and contract level of service reporting.

REPORTING REQUIREMENTS:

DHS shall, in consultation with the county welfare agencies and the Department of Labor and Workforce Development:

- Submit requests for federal SNAP ETP reimbursements and fulfill all reporting and other SNAP ETP administrative responsibilities required by the Food and Nutrition Service in the United States Department of Agriculture;
- Distribute federal SNAP ETP reimbursements received by the State under this project to the partnering providers whose non-federal resources and program expenditures generated the federal reimbursements;
- Collect data concerning partnering providers and project participants, activities, and outcomes; and

- Audit partnering providers on a routine basis to ensure fiscal and program integrity.

ELIGIBLE APPLICANTS:

Eligible Applicants are qualifying agencies that are able to provide 100 percent matching funds from non-federal sources. One hundred percent matching funds means that providers give the total 50% to match the amount of Federal funding. 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 include a consortium of organizations.

Eligible Applicants must comply with the following statements, as well as any requirements set forth in the following documents:

- Statement of Assurances (**Attachment A**)
- Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion (**Attachment B**)
- Executive Order 189- Conflict of Interest (**Attachment E**)
- Executive Order 129 Certification-Source Disclosure Certification Form (**Attachment F**)
- Pub.L. 2005, Chapter 51 (Executive Order 134) "Pay to Play" Certification and Disclosure Form, and Executive Order 117 Certification of Compliance forms (**Attachment G**)
- State of New Jersey- Division of Purchase and Property, Disclosure of Investment Activities in Iran (**Attachment L**)

In order to be considered eligible for funding consideration, all Applicants must submit one complete original and one copy of the "Certification and Disclosure" form along with their proposals. The form is not to be included as part of the Applicant's proposal package, but as **a separate and distinct document** that must be submitted together with the Applicant's proposal.

APPLICANT QUALIFICATIONS:

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 TANF 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, as DHS identifies those industries in collaboration with the Department of Labor and Workforce Development;
- Provide 100 percent matching funds. Matching funds can be produced from cash donations or in-kind contributions but must come from a non-federal source. Matching funds means the total 50% to match Federal funding. The agency can expect to receive 45 percent back in reimbursements from the State. The State will not reimburse the agency unless and until federal funds are made available to DFD and incorporated in the DFD budget for this purpose. The State is not responsible for any changes in federal funding availability;
- 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 at the following link: <http://www.state.nj.us/humanservices/ocpm/home/resources/manuals/>.

ALLOWABLE USE OF FUNDS:

Each partnering provider shall be required to perform the following financial functions and to maintain sufficient capacity to perform the functions effectively:

- (1) Maintain cash flow necessary to manage the delay from program outlays to SNAP ETP reimbursements;
- (2) Manage federal grants, track expenditures, and ensure that non-federal resources and program expenditures qualify for federal SNAP ETP reimbursements;
- (3) Perform cost allocation using multiple funds;
- (4) Track staff time devoted to NJ SNAP ETP activities under the project; and
- (5) Maintain records for State audits.

DHS may solicit, receive, and accept grants, funds, or anything of value from any public or private entity and receive and accept contributions of money, property, labor, or any other thing of value from any legitimate source to support the project, provided the DHS does not have reason to believe that the entity may have a vested interest in the decisions of the DHS concerning the selection of specific partnering providers. Funds provided by the selected partnering providers for the RFP should be able to provide the full match of the federal dollars.

The department may reserve up to five percent of the federal SNAP ETP reimbursements generated as a direct result of the activities of the partnering providers and received by the State pursuant to P.L. 2013, Chapter 45, the NJ SNAP ETP Act, for operating expenses and staff directly related to the administration, oversight, and evaluation of this project. The remaining federal SNAP ETP reimbursements will be generated as a result of the activities of the partnering providers. When received by the State, they will be paid to the providers as appropriate.

PERFORMANCE EVALUATION:

Upon selection of a partnering provider, the Department of Human Services (DHS) shall negotiate a Memorandum of Understanding (MOU) with the partnering provider, the Department of Labor and Workforce Development, and county welfare agencies, as applicable. The MOU shall define the extent and degree of assistance among DHS, the Department of Labor and Workforce Development, the county welfare agencies, and the partnering provider.

DHS shall establish performance standards for partnering providers conducting project activities including, but not limited to, standards for performing required programmatic and financial functions pursuant to the NJ SNAP ETP Act, Pub.L. 2013, Chapter 45. The MOU shall include a performance-based system for distributing and monitoring federal SNAP ETP reimbursements to each partnering provider based upon the partnering provider's achievement of the performance standards. Funding will be contingent upon the individual progress of the SNAP participant, and agency progress in reaching certain benchmarks.

If DHS finds that a partnering provider has not conducted its project activities in accordance with the established performance standards, or that a provider has otherwise failed to comply with the requirements of Pub.L. 2013, Chapter 45, DHS may: take such action to correct the deficiencies of the provider; and terminate the partnering provider's participation in the project if the provider fails to take remedial action.

PERFORMANCE STANDARDS:

Performance Standards are the performance-based standards that will be used by the DHS to measure the capacity for, and progress of, partnering providers conducting educational training, job-training; certificate-based training, and providing assistance with getting and keeping a job.

In order to receive the allowable federal reimbursement of 45 percent, partnering providers must meet the following performance standards:

- Enrollment for educational and training programs will be measured by capacity and attendance. The minimum required capacity for enrollment shall be at least 80 percent per class or training.

- Participant Involvement: Participants must have a minimum attendance rate of 90 percent.
- Successful outcomes shall include completion of the class, obtaining the certificate, and/or successfully finding employment.

For partnering providers who conduct educational and/ or job-related certificate training, the federal reimbursement of 45 percent will be earned by successfully meeting these benchmarks:

- 50% of the provider's share of the 45 percent federal reimbursement will be provided when the minimum attendance rate is at least 90 percent (This is applicable to all participants); and
- 50% of the provider's share of the 45 percent federal reimbursement will be provided when a class is successfully completed.

For partnering providers who provide job search activities, the federal reimbursement of 45 percent will be earned by successfully meeting the following benchmarks:

- 50% of the provider's share of the 45 percent federal reimbursement will be provided when the minimum attendance rate is at least 90 percent (This is applicable to all participants); and
- 50% of the provider's share of the 45 percent federal reimbursement will be provided when the participant successfully completes the program by finding employment, and is still employed 90 days later.

Please note that partnering providers will be obligated to provide support services for 90 days to those participants who have obtained a job to assist with job retention.

BENCHMARKS:

In addition to meeting the applicant qualifications and performance standards defined in the RFP, the selected agency will required to:

- Keep individual client records.
- Report progress among program participants.
- Report benchmarks around training.
- Report benchmarks around achieving goals with the program recipient.

TECHNICAL ASSISTANCE:

The DFD will conduct a Technical Assistance Conference that will provide clarifying information about the **New Jersey Supplemental Nutrition Assistance Program Employment and Training Provider Project Request for Proposals** and related proposal procedures.

Attendance at the conference is **MANDATORY**. **A representative of your agency must attend and sign-in at the conference. Proposals submitted by any agency or organization not officially represented at the conference will be considered disqualified for funding consideration at time of proposal receipt.** At the conference, persons attending who are representing more than one agency/organization **must sign-in separately for each agency or organization.**

The Technical Assistance Conference will provide potential Applicants an opportunity to ask any and all pertinent questions regarding this RFP and receive technical information regarding this RFP from Department representatives.

NOTE: No further technical assistance on the programmatic aspects of this RFP will be provided after the Technical Assistance Conference is held.

APPLICANTS ARE ASKED TO PRE-REGISTER FOR THE TECHNICAL ASSISTANCE CONFERENCE NO LATER THAN THURSDAY, 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.

If pre-registering by phone, please leave a message on our voice mail that includes your name, agency affiliation, address, telephone number and the number of attendees (maximum of 2 persons). In addition, please advise if special accommodations for someone with a physical disability will be required.

The Technical Assistance Conference is scheduled as follows:

**Place: New Jersey Division of Family Development
Quakerbridge Plaza
Building 7, 2nd Floor, Room 200, A-C
Mercerville, NJ 08619**

Date: Monday, June 23, 2014

Time: 10:00 A.M. to 1:00P.M.

Directions to the Technical Assistance Conference site are provided with this RFP package as **Attachment J**.

TIMETABLE:

Time frames for completion of the RFP process are as follows:

June 16, 2014	Public Notice of Availability of Funds
June 19, 2014	Deadline Date for Pre-Registration for the Mandatory Technical Assistance Conference
June 23, 2014	MANDATORY Technical Assistance Conference
July 23, 2014	<u>Deadline for Receipt of Grant Proposals (No later than 4:00 P.M.)</u>
September 10, 2014	Notification of Grant Award (Subject to Funding Availability and FNS approval)
October 8, 2014	Contract Begins (Subject to Funding Availability and FNS approval)

NOTE: In the event of an official closing of State Offices (e.g., due to an official "State of Emergency", such as bad weather conditions), the Technical Assistance Conference will be rescheduled. Announcements concerning the closure of State Offices are broadcast on radio stations throughout the State. The rescheduled date will be faxed, phoned or mailed to anyone who has pre-registered for the conference.

APPLICATION PROCESS:

Eligible agencies, organizations, and consortia interested in applying for these funds must submit **one signed original and nine (9) copies** of the completed application document and all support materials to be received by the Division, **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 New 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.**

US Mail Delivery:

Penelope Casarico
Division of Grants Management
Division of Family Development
Department of Human Services
PO Box 716
Trenton, New Jersey 08625-0716
penelope.casarico@dhs.state.nj.us

or,

**Hand Delivery or
Commercial Courier/Mail Service:**

Division of Grants Management
Division of Family Development
Quakerbridge Plaza
Building #3*
Quakerbridge Road
Mercerville, New Jersey 08619-0716

***ONLY the Building #3 Grants Unit location will be recognized for proposal hand delivery or commercial courier/mail service. Proposal hand deliveries or courier services delivered to other buildings will not be accepted.**

Directions to Quakerbridge Plaza for proposal hand deliveries are contained in **Attachment I**.

- ◆ FAXED DOCUMENTS/INFORMATION WILL NOT BE ACCEPTED AT ANY TIME.
- ◆ APPLICANTS ARE RESPONSIBLE FOR MAILING AND DELIVERING PROPOSALS WELL IN ADVANCE OF July 23, 2014 AT 4:00 P.M. TO ENSURE THAT THE PROPOSALS ARE RECEIVED ON TIME.
- ◆ POSTMARKS AND OTHER SIMILAR DOCUMENTS DO NOT ESTABLISH RECEIPT OF A PROPOSAL.
- ◆ PROPOSALS THAT DO NOT MEET THE CRITERIA STATED ABOVE AND/OR ARE NOT RECEIVED BY THE DEADLINE DATE AND TIME ARE DEEMED LATE AND WILL NOT BE CONSIDERED FOR FUNDING.
- ◆ ANY DOCUMENTS THAT ARRIVE UNDER SEPARATE COVER WILL NOT BE INCLUDED AS PART OF THE PROPOSAL PACKAGE.

NOTIFICATION OF ACCEPTANCE OR REJECTION OF AWARD:

Applicants will be notified of the award on or after **September 10, 2014**. The award will be contingent upon subsequent contract negotiations and approval by the FNS, USDA, of this project in the Employability and Training plan.

The Department reserves the right to reject any and all proposals when it is in the Department's best interest to do so. The Department's best interests include, but are not limited to, loss of funding, inability of the Applicant to provide adequate services, an indication of misrepresentation of information, and/or non-compliance with State and Federal laws and regulations.

The Department reserves the right to base the final contract on the total amount of funds available at the time of contract negotiations.

APPEAL PROCESS:

An appeal will not be heard based on a challenge to the subjective evaluation of a proposal.

An appeal of the selection process will be heard only if it is alleged that the Division has violated a provision of its contracting manual in the awarding of a grant. Applicants requesting an appeal based on a statutory or regulatory violation must submit a written request stating the alleged violation to the Department of Human Services, Division of Family Development, Office of the Director, PO Box 716, Trenton, New Jersey 08625-0716, no later than 10 calendar days following the date of a non-award notification.

CONTRACT NEGOTIATIONS:

Upon award notification, the Department of Human Services, DFD will negotiate a contract with the selected Applicants and proceed with the process of preparing and finalizing formal contracts with the selected Applicants, as appropriate.

Funding and issuance of this proposed contract is contingent upon the availability of 100 percent Matching Funds provided by the selected applicant and sufficient resources in the DFD budget. No legal responsibility for payment on the part of DFD shall be made, unless and until Federal funding is made available to DFD and incorporated in the DFD budget for this purpose.

The Department assumes no responsibility or liability for the costs incurred by an Applicant for the planning or preparing of a proposal in response to this RFP. The Department also reserves the right to conduct a facility inspection and/or pre-award survey with any individual, agency or organization that submits a proposal in response to this RFP.

All proposals are considered public information and as such will be made available, upon request, after the completion of this RFP process.

PROPOSAL SELECTION AND EVALUATION CRITERIA:

A review team of at least three people will review and evaluate each proposal. The review team will consist of staff members of the DFD, DHS, and may include representatives of other State/local agencies and organizations.

Proposals will be rated based on overall proposal content. Applicants are eligible to receive a maximum point score of 100 points for proposal content. The maximum point score for each Narrative section is provided in the Program Narrative Requirements section of this RFP. Proposals receiving an average numerical rating of 65 or less will not be considered for funding.

Applicants should note that at least one point may be deducted from each section of the Narrative where there is failure to comply with format or content specifications.

During the selection process, additional information may be requested. A panel of individuals designated by DFD will meet with the three (3) highest rated proposals/applicants prior to making the final recommendations. Final approval and funding of the project/contract is subject to FNS approval.

PROPOSAL SELECTION CRITERIA:

Each qualifying agency's proposal shall include a program plan describing how the agency's activities under the project would fulfill the purposes of NJ SNAP ETP. The program plan shall include, but not be limited to, the following information:

- The program goals and objectives, including the agency's priorities for serving eligible participants in the State;
- The program design, including: strategies for targeting and recruiting eligible participants; educational skills and training activities; work-related activities; job preparation, placement, and retention activities; strategies for coordinating with the county welfare agencies and Department of Labor and Workforce Development; and strategies for providing support services, including case management, early intervention, career counseling, and referrals to additional programs and services;
- The program budget, including the overall resources to be used to support the agency's NJ SNAP ETP activities, the specific non-federal SNAP ETP reimbursements, and the intended utilization of anticipated federal SNAP ETP reimbursements;
- The extent to which community partners, including subcontractors, will be involved in the agency's activities; and
- The ability to demonstrate a proven history of job placement and retention.

PROPOSAL CONTENT OUTLINE:

Applicants must submit a proposal package which consists of **one signed original and nine (9) copies** of the complete proposal package. **In addition, one completed original and one copy of the required Pub.L. 2005, Chapter 51 (formerly Executive Order No. 134), Certification and Disclosure Forms (Attachment G), are to be submitted as separate documents along with the proposal.**

Failure to submit a signed original and the required number of copies will result in the proposal not being considered for funding (disqualification).

Note: It is suggested that a **blue ink** pen be used for all required signatures.

All proposals submitted for consideration must:

- Include all of the following items **in the order stipulated**; and

- Be securely fastened.

- A. PROPOSAL/AUTHORIZATION COVER SHEET (ATTACHMENT C)
(SIGNATURE REQUIRED)
- B. CHECKLIST (ATTACHMENT H)
- C. TABLE OF CONTENTS
- D. PROGRAM NARRATIVE: All applications (not including attachments) provided including Sections I through VIII of the Program Narrative below shall not exceed fifteen (15) single-spaced, one-sided pages. The Applicant must use a type set (font size) at least 12 point Times Roman or Arial and the margins set to one inch on all sides.
- I. Applicant Overview
 - II. Agency Performance
 - III. Service Goals and Objectives
 - IV. Program Approach
 - V. Management Plan
 - VI. Service Coordination/Collaboration
 - VII. Performance Standards
 - VIII. Budget/Matching Funds
- E. BUDGET FORMS (ATTACHMENTS D1-D4)
- F. STATEMENT OF ASSURANCES (ATTACHMENT A)
(SIGNATURE REQUIRED)
- G. CERTIFICATION REGARDING DEBARMENT, SUSPENSION,
INELIGIBILITY AND VOLUNTARY EXCLUSION (ATTACHMENT B)
(SIGNATURE REQUIRED)
- H. OTHER REQUIRED DOCUMENTS

Failure to submit the following required documents will render the proposal ineligible for funding consideration.

- Copy of the Applicant's organizational chart
- Copy of the most recent organization-wide audit report or financial statement (**original proposal only**)

- Agency's Code of Ethics/Conflict of Interest Policy (Must include Policy of Applicant Agency. **Attachment E** is provided **only** for guidance.)
- Attachment F, N.J.S.A. 52:34-13.2 Certification-Source Disclosure Certification Form (formerly known as Executive Order 129)
- Attachment L, State of New Jersey-Division of Purchase and Property, Disclosure of Investment Activities in Iran

- List of the Board of Directors, Officers and their terms **(non-profits only)**
- Charitable registration status **(non-profits only)**
- Applicant's Certificate of Incorporation
- Letters of support/collaboration and/or collaboration agreements from neighborhood and community resources, local businesses and social service agencies, as appropriate
- Certification of support for available funding that indicates the applicant has secured the matching funds necessary to apply

PROGRAM NARRATIVE REQUIREMENTS:

I. Applicant Overview

- a. Provide a brief description of the Applicant's history, purpose and goals and how they relate to the administration of this RFP. Specify which programs the agency currently administers.
- b. Provide a description of current collaborative efforts with county welfare agencies, DHS, and the Department of Labor and Workforce Development, within the geographical area to be served.

II. Agency Performance

- a. Describe the Applicant's experience and outcomes in providing project participants with support services, including case management, early intervention, career counseling, and referrals to additional programs and services.
- b. Describe the Applicant's ability to provide effective outreach activities to collaborate with county welfare agencies to develop processes and materials that: inform eligible participants regarding project activities in each county, in accordance with each partnering provider's service area; facilitate eligible participants' communications with partnering

providers regarding participation in project activities; and assist eligible participants with rendering decisions regarding their participation in project activities.

III. Service Goals and Objectives

- a. Identify the Applicant's goals and objectives for providing those services as set forth in this RFP, i.e., how many recipients will be served, timeframes, etc.
- b. Describe how the Applicant will meet the performance evaluation standards set forth in this RFP (see Page 9).

IV. Program Approach

Provide a comprehensive description of the service delivery system to be utilized to address the needs of the targeted population. Include the following:

- a. Describe the Applicant's proposed overall delivery system, i.e., steps the Applicant will follow from contract inception.
- b. Specify the plan of action for each of the services to be provided.

V. Management Plan

- a. Indicate the number, qualifications and cultural diversity of the staff that will administer and deliver the services. Attach resumes or job descriptions as available.
- b. Describe the supervisory methods that will be utilized in the delivery of the services to be provided.

VI. Service Coordination/Collaboration

- a. Describe in detail how the Applicant will collaborate with the DHS and county welfare agencies to ensure that appropriate linkages are in place to meet the identified needs of the targeted population. Identify, by name, the community/neighborhood resources and the services to be provided by the collaborating county welfare agency.
- b. Describe the methodology to be used for coordinating, monitoring and evaluating the services that will be provided by the established community/neighborhood linkages.
- c. Attach letters of support or collaborative agreements with community resources.

VII. Performance Standards

- a. Describe in detail how the Applicant will work with individual SNAP recipients in achieving certain benchmarks, i.e., educational achievement, job training and/or secure employment, needed to ensure successful completion of the program.
- b. Describe the methods the Applicant will use to keep records, report progress among program recipients, report benchmarks around training, and report benchmarks in keeping goals with the program recipient.

VIII. Budget/Matching Funds

- a. Provide a narrative that explains how the costs in the budget forms **(Attachments D1-D4)** were derived and how they relate to the proposed project.
- b. Provide a completed accurate budget, i.e., does it add down and across, and does the information from the budget detail pages carry forward to the summary page.