

Questions & Answers

C	Bidder Question	DHS Answer	Secti ons	Pgs.	D a t e
1.	Is there a minimum amount that you will consider for a grant request?	There is no minimum funding requirement for successful proposals. Bidders should request sufficient funds to meet the objectives of their grant proposal, with consideration of their initiative's ability to target long-term sustainable change.	I	3	
2.	Can a division within the New Jersey Department of Human Services apply for an IHC grant?	No. The bidder must be a county or municipal government entity, including local and county authorities such as a Board of Education, or an organization with approved IRS 501(c)(3) status at the time of submitting its IHC application.	III	11, 12	
3.	How do you define a cross-sectoral organizational partner?	IHC initiatives create strong working partnerships between various types of entities. The primary grantee must be a municipal or county governmental entity, or 501(c)3 organization. Organizational partners can be from other groups within these eligible groups (e.g., a	I, VIII	5, 19	

		<p>municipality can partner with a 501(c)3 organization), and/or from various industries with related interests. In the past, organizational partners have included healthcare professionals, universities, research centers, service providers, governing bodies, emergency responders, media/web developers, various municipal departments, environmental protection groups, and more. There is no strict expectation for who these cross-sectoral partnerships should include, but applicants should explain what each partner brings to the initiative.</p>			
4.	<p>What defines an organization being in [the disability] sector?</p>	<p>Organizations considered to be in the disability sector are those whose work is primarily focused on providing disability-related services or advocacy/education relating to disability. If an organization is large and is not primarily focused on disability, but the unit within that organization that is applying for the grant is primarily focused on disability,</p>	I, VIII	5, 19	

		this would be considered to be an organization within the disability sector. (E.g., If a county office of disability services applied, it would be considered to be within the disability sector, whereas, if the office of public works applied, it would not.)			
5.	How do you define a partner from outside of the disability sector?	Any organizational partner that does not primarily focus on work relating to disability, whether through direct service provision or advocacy/education work is considered to be outside of the disability sector.	I, VIII	5, 19	
6.	Can the cross-sectoral partner also be the outside of the disability-service sector partner?	Yes. While multiple partnerships are encouraged, only one partnership is required if it fulfills both the cross-sector and outside of disability-services sector requirements.	I, VIII	5, 19	
7.	This says "a" lead grantee and not "the" lead" grantee- but are you saying the applicant should be from outside of the disability- service sector?	The lead bidder can be from within or outside of the disability-services sector.	II	11	
8	[What does it mean that] "the lead bidder includes at least one cross-sector organizational partner"?	Either the lead bidder or a minimum of one organizational partner must be from outside of the disability-services sector.	VIII	19	

9.	Is there a template/format specified for the Letter of Intent (LOI)?	No.	I, VI	5, 15	
10.	Is there any content that is required within the LOI?	No. We request an LOI so that our administrative team can plan for the volume of applications we will need to review. We do not provide feedback regarding the contents of LOIs and bidders are not required to submit a proposal with content that aligns with what they submitted in their LOI, if their proposal concepts continue to evolve between the LOI due date and when they submit their applications. While there is no specific information required, most applicants provide a sentence or paragraph expressing their intent to submit a proposal, a working title of the initiative (if available), the name of their organization, and any confirmed partners to date. However, the content will not be assessed as part of the application assessment process.	I, VI	5, 15	

1 1.	On pg. 17, Appendices, point 8, it says "Provide an ownership chart that shows the financial and voting interests, among other attributes. The company ownership chart must identify the types of legal entities and FEIN, limited to four (4) pages". Please address the following: How is it different from an organizational chart? Is the goal here to show the relationship of parent companies to subsidiaries? How do we show financial and voting interests on a chart?	An ownership chart shows business structure of legal entities that have a financial and/or voting interest. An organizational chart would show how employees, titles, and groups are structured within an organization.	VII	17
1 2.	Does the budget count in any of the page limit requirements?	No. The budget will be uploaded as an attachment. There are word limits only for the text box questions within the application.	VII, VIII	16, 19
1 3.	Are there page limits or any other word or character limits for the project narrative?	Yes, there are word limits for some questions within the text box entry portion of the application. Those sections with word limits have been marked with the word limit in the preparatory document .	VII, VIII	16, 18
1 4.	Will the sections of the narrative be uploaded into a form, or will we upload the whole document?	You will enter responses to each question into text boxes within the form. After submitting your LOI, you can work directly within the application portal and save your work prior to submitting the application, or you can use the Word document provided to prepare outside of the system, if that is preferred.	VII, VIII	16, 18

1 5.	Is it a requirement for the lead applicant to partner with an external applicant to execute the initiative and or/ proposal?	Yes. Applicants must name at least one cross-sectoral organizational partner who will contribute to the initiative.	VIII	19
1 6.	Are you open to reviewing requests that aim to update dashboards/reports on disability to include accessibility features that will help dismantle accessibility barriers?	Applications proposing systems change are eligible for submission	II, VIII	10, 18
1 7	We plan on having a diverse group of NJ partners. Are we able to include anyone who is out of state?	Yes, as long as the entirety of the project is solely implemented within New Jersey to serve its residents.	III	11
1 8.	The RFP specifically mentions that "a county or municipal government entity, including local and county authorities such as a Board of Education" are eligible applicants. Are regional governing bodies, such as metropolitan planning organizations, also eligible applicants?	No. Metropolitan Planning Organizations do not meet the definition of a county or municipal government entity or a 501(c)(3) non-profit organization.	III	11 - 12
1 9	Is it permissible for two collaborating partners to use the funding for two different projects? For example, could two proposals be awarded in which Org A is the lead bidder on one proposal, with Org B listed as a partner and Org B is the lead bidder on a different proposal with Org A listed as a partner?	Assuming this question is referring to two separate proposals, there are no stipulations written into the RFP that prohibit a primary partner from one bidder's lead proposal from being the lead bidder on a separate proposal and vice versa. However, as one important element of the IHC grant program is the development of a robust community of practice working toward	I, VIII	5, 19

		inclusion, it would be beneficial if proposals by lead bidders that list each other as partners include additional partners as part of their proposals as well. If this question refers to submitting a proposal for two separate initiatives within one proposal, this is not allowable.			
20.	Can an organization submit more than one proposal for the Cohort 4 program as the lead agency?	Yes, however an LOI must be submitted for each application filed.	VI	15	2 / 3
21.	Can an organization be listed as a partner on more than one proposal for the Cohort 4 program?	Yes. There is no limit to how many proposals on which you can be a named partner.	VIII	19	2 / 3
22.	Can an organization be listed as the lead agency on one proposal and then listed as a partner on others?	Yes.	VIII	19	2 / 3
23.	If an LOI for a proposed project is submitted by an individual from organization X, but then the grant for the same project is later submitted by an individual from organization Y (i.e., lead and partner roles evolve over the grant development period), would the grant submission still meet the requirement for the required LOI?	Yes. The LOI can be submitted by the lead bidder OR a partner organization.	VI	15	2 / 3
24.	Will the OMB Memorandum M-25-13, Temporary Pause of Agency Grant, Loan, and Other Financial Assistance Programs have an effect on funding for the IHC grants?	Funding is contingent upon available appropriations.	N/A	N/A	2 / 4

2 5.	Can you provide some examples of people with disabilities leading and participating in planning and decision-making processes in previous grant applications? Does a committee made up of individuals with disabilities meet this grant requirement?	There are many ways to engage people with disabilities to lead and participate in planning and decision-making processes at all stages of development and implementation of initiatives in ways that are upfront, ongoing, meaningful, and authentic. Some ways in which prior awardees have done so include: hiring people with disabilities as core staff members, partnering with organizations led by people with disabilities, forming long-term advisory committees, hiring consultants with disabilities, hiring media and design companies led by people with disabilities, and engaging volunteers with disabilities in long-term, meaningful advisory roles.	II	10	2 / 4
2 6	Where can we put in-kind costs, such as salaries of staff who will support the project but not be charged to the grant? Can we put that in the budget form in the left-most column, or should we just put it in the budget narrative	In-kind contributions should be described, in detail, within the budget narrative.	IV	14	
2 7	Are clients with the following conditions considered to have disabilities as defined by the grant program: (a) those who identify as neurodivergent, and (b) those with mild-moderate cognitive impairment?	The Inclusive Healthy Communities Grant Program utilizes the definition of disability espoused by the CDC at the time the RFP was	II	7	

		<p>released. As noted in section II, p. 7 of the RFP, "A disability is defined as: "any condition of the body or the mind that makes it more difficult for the person to do certain activities and interact with the world around them. Disabilities can affect a person's vision, movement, thinking, memory, and recall learning, communicating, hearing, mental health, and social relationships. Disabilities can be related to conditions that are present at birth and may affect functions later in life, including cognition, mobility, vision, hearing, behavior, and other areas. Disability can be associated with developmental conditions that become apparent during childhood, related to an injury, associated with a longstanding condition and/or progressive." This definition would include both neurodivergence and cognitive impairment if these conditions make it more difficult for the individuals to do certain activities or</p>			
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		to interact with the world around them.			
28	Can a university apply for this opportunity?	Any entity with a 501(c)3 tax status may apply. If an entity does not have this tax status, it may not apply as the lead bidder, but could be a partner on the application of a lead bidder with the appropriate tax status, or a lead bidder that is a County or Municipal government entity.	III	12	
29	It says on page 12 of the RFP that "The bidder may be a current or previous grantee". Does this mean that the bidder must be a current or previous grantee?	No. The RFP is open to new bidders as well as previous bidders and awardees.	III	12	
30	Can you please specify what type of audit is necessary to include with an application? The RFP lists "Audited financial statements and Single Audits (A133), prepared for the two (2) most recent fiscal years;" in the Required Attachments section. Does this mean that a Single Audit is necessary?	Single audits are only required if applicable.	VII IX	17 20	
31	In the budget narrative it says "Include a statement as to whether the lead bidder organization's Board of Directors votes on contract-related matters." Can you please clarify what this is for? Are you referring to the contract-related matters of the grant?	The non-profit lead bidder must provide a statement on whether it's Board of Director's authority to enter into contract related matters relies on voting.	VII	16	

3 2	If awarded, what will the written quarterly progress reports look like? Will we be required to submit receipts and/or time sheets for any salaries and/or any other expenses?	At this time, questions are limited to the RFP process.	I	6	
3 3	We have two different disability-related communities that are associated with our organization. Can we identify both in our proposal?	You should identify all communities who are central to the work involved in your proposal.	N/A		
3 4	I am seeking clarification regarding the inclusion of a State employee in our grant proposal. Similarly, can I include a letter of support from a State employee. I understand we should not include DHS employees in our proposal as this may be seen as a potential conflict of interest. So, my two questions: A. Can we include a State employee (not from NJ DHS) within our application as a core partner? B. Can we include a State employee's (not from NJ DHS) letter of support within our proposal?	State employees are prohibited from using or attempting to use their official position to secure privileges or advantages for themselves or others.	N/A		
3 5	What do you want in terms of "include a discussion about each category of funding" - Not sure what you mean by each category of funding?	The categories we are referring to are those listed on the mandatory budget template, such as personnel/salaries, and materials and supplies. You should write a brief justification explaining how you would use the funding and align your discussion to how you set up your proposed budget.	F	34	

3 6	What is leveraged funding?	Leveraged funding refers to financial resources that are used to attract or secure additional funding from other sources. In grant programs, leveraged funding often includes matching funds, in-kind contributions, or complementary grants that enhance the impact of the primary funding source.	IV VII	14 19	
3 7	Our organization submitted tax returns (990's) and they are available, the organization has not had to undergo an audit. Will this preclude them from submitting the grant proposal.	Bidders are required to submit audited financial statements, as well as single audits if applicable.	VII IX	17 20	
3 8	Is this the correct form for the Statement of Bidder/Vendor Ownership? https://www.nj.gov/treasury/purchase/forms/OwnershipDisclosure.pdf	Yes.	VII	17	
3 9	What is required for the following: Copy of documentation of the bidder's charitable registration status?	Non-profit organizations operating within New Jersey are required to register with the state. Please visit this website: https://njconsumeraffairs.nj.gov/public-charity-search-results/ , search for your organization so it is the only result that shows on the page, and use the print, "Save as PDF" function to create the document needed for submission.	VII	17	

40	How many letters of commitment/support are required?	A completed bid must include supporting statements from outside organizations, however, there is no specific number required.	VII	17	
41	Are applicants able to save upload and save attachments prior to final submission? Or should all required documents be submitted at the time of final submission?	The portal will save information entered when you close out so that you can exit and return later to complete your submission. Once uploaded, a document will stay in your unsubmitted application unless you remove or replace it, even if you log out of the system.	N/A		
42	In Section I of the RFP, Purpose and Intent, it says: "The Inclusive Healthy Communities (IHC) Grant Program provides funding opportunities to local government and nonprofit organizations in New Jersey to undertake initiatives that support the health and wellbeing of individuals with disabilities in the communities where they live." Is a project eligible if the lead organization is a national organization not based in NJ, but all the partners in the project are in NJ? I didn't see a stipulation anywhere else in the RFP, including the Section III. Who Can Apply.	Yes, a national organization is eligible as long as the entirety of the work is implemented in New Jersey and provides verification of compliance with New Jersey rules around a non-profit and/or charitable organization.	III	11	
43	On the Disclosure of Investment in Iran form: What is "Bid Solicitation and Title"? What is "Vendor Name"?	Bid solicitation and title refers to the Inclusive Healthy Communities Round 4 RFP. Vendor name is the name of the Lead Bidder organization.	VII	17	

4 4	Where do we get a DUNS number?	Check to see if your organization has a DUNS number here: https://www.dnb.com/duns-number/lookup.html If not, you can sign up for a DUNS number here: https://www.dnb.com/en-us/smb/duns/get-a-duns.html Please check deadlines for application to ensure your number will arrive prior to the application deadline.			
4 5	Where or how do we get a "Bid Solicitation #" for the Disclosure of Investment Activities in Iran form?	This can remain blank on the form.	VII	17	
4 6	I am wondering if you need the budget vs. actual from a municipality for the entire year of 2024 or what other documents can be used for the following: "All interim financial statements prepared since the end of the the bidder's most recent fiscal year. If interim financial statements have not already been prepared, provide interim financial statements (balance sheet, income statement and cash flows) for the current fiscal year thru the most recent quarter ended prior to submission of the bid".	Budgets vs. actual comparisons are not required.			
4 7	Is there a template for the letters of commitment/support?	No. An organization should express their commitment in a formal business-style letter, but it should be free form.	VII	17	

48	Should the organization(s) listed as partners/ collaborators also provide a letter of commitment/support?	Yes. The letters of commitment/support should include those from cross-sectoral partners who will engage with your initiative.	VII	17	
49	Would you please provide more detail on what constitutes an Ownership Chart? If we are a non-profit, does that apply? Not sure what you mean by financial and voting interests. We are governed by a Board of Directors.	This document is not applicable to non-profits or municipal entities, however, Board Directors must be identified as required in Appendix item #6”	VII	17	
50	Can IHC grant application required attachments be submitted with signatures added through DocuSign on the attachments?	Yes	N/A		
51	Can an applicant to the IHC submit a letter of support for a separate application that is not their own project/application?	Yes	N/A		
52	If our proposal is requesting \$125,000.00 in its first and second year, will we need to expend the entire \$125,000.00 in year one? Or can a portion of this year one funding also be spent in year two?	Grantees will receive payments totaling \$125,000 in each year, however expenses accrued in year one may be paid in year two			
53	Will any budget modifications will be allowed after award? If so, how many budget modifications can be made throughout the life of the project?	There is no limit to <u>approved</u> budget modifications undertaken over the life of the project.			
54	Is an Exempt Organization Certificate, Form ST-5 from the State of NJ sufficient for documentation of the bidder’s charitable registration status (http://www.njconsumeraffairs.gov/charities)	While a Form ST-5 may be submitted, you must provide additional documentation to verify your current status as a			

		non-profit organization. See Question #39.			
5 5	If our part of a large organization is applying under a larger umbrella of other parts of the organization, does this fulfill the partnership requirement?	No, you may not have cross-sectoral partners who are part of your proximate organizational chart.	I	5	
5 6	We would like to submit an application to IHC to provide leveraged/in-kind matching funds to supplement a project funded by another grant. As part of that grant, we have already conducted public engagement sessions to plan the project. Would this type of capital project be eligible for IHC funding?	In order to comply with a bidder must submit a proposal that meets the IHC review criteria including engaging people with disabilities and expectations around capital improvements. Please view the RFP Potential Bidders Workshop available at "Step 3", which addresses both of these points.	VIII	18, 19	
5 7	As a local government, we would make the final close-out payment to the successful bidder in year 2. Taking this into consideration, would we be eligible for \$125,000 or \$250,000 in IHC grant funds?	IHC grantees are awarded \$125,000 in each year, for a total of \$250,000			
5 8	A Business Registration Certificate (BRC) is listed as a requirement for post award. We previously attempted to obtain a BRC but have been unsuccessful. The BRC portal is geared towards a corporation and the State has not been responsive in addressing our issues. Is this required for a municipality?	No, this is not required for a municipality.			

<p>5 9</p>	<p>Regarding the interim financial statements prepared since the end of the bidder's most recent fiscal year, should they be from the end of 2024? From the end of January? or February 2025?</p>	<p>Different organizations run on different fiscal cycles (for example the Federal Fiscal year runs from October through September, while New Jersey's fiscal year is from July through June.) The requirement here is for you to include interim financial statements for the months that have transpired since the end of the most recent fiscal year for your organization. For example, if your fiscal year aligns with the federal cycle, you would include interim statements that address October 2024 to present, all of which would be part of the current fiscal year for your organization.</p>			
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