CHPRD

CENTER FOR HISPANIC POLICY RESEARCH & DEVELOPMENT

Application Handbook & Funding Guidelines

Fiscal Year 2022

CHPRD Application Handbook and Funding Guidelines

CHPRD

CHPRD Center for Hispanic Policy, Research and Development (CHPRD) was established in 1975 mainly to address the needs of the Garden State's Hispanic community recognizing the importance of this growing segment of New Jersey's population, which may have been historically under-served. Among other things, the office provides funding for Hispanic initiatives in the Garden State, notably via Hispanic-oriented community based organizations (CBOs). CHPRD is managed by an executive director and the Center's advisory committee members are directly appointed by the governor.

CHPRD administers an annual appropriation from the State of New Jersey. CHPRD seeks to empower, provide financial support and technical assistance to primarily Hispanic community-based organizations throughout the state and also ensures the executive and legislative branches are informed of policies and legislative initiatives with potential impact on the Hispanic community. CHPRD seeks to promote a new model of community development that is focused on making **REAL** impacts in people's lives while helping CBOs achieve greater self-sufficiency.

Mission and Goals

The mission of the New Jersey Center for Hispanic Policy, Research and Development is to improve the quality of life and the empowerment of the state's Hispanic community using CHPRD's new model of community development. Its goals are:

- Increase public and private resources invested well in the growth, development and long-term stability of high quality Hispanic Community Based Organizations.
- Develop public/private partnerships that enrich and promote the Office's programs and initiatives in support of Hispanics across the State.
- Provide the necessary tools and assistance in creating training and employment opportunities for Hispanics.
- Facilitate the professional and leadership development of Hispanics.

CHPRD Funding Philosophy

Center for Hispanic Policy, Research and Development, with a mission of service to the entire state, views the recipients of the funds entrusted to it, as partners in the delivery of programs and services that create and sustain public value to people and communities in our great state.

It views the funding it provides as an investment in organizations and the people they serve. As a custodian of public funds, CHPRD insists on maintaining the highest standards of accountability both in its operations and in those of the organizations in which it invests.

It is equally committed to the principals of fairness, equal access and funding determinations based on merit. This is facilitated through the processes of independent review clearly focused on criteria of excellence and serving the needs of the state's Hispanic community.

Moreover, CHPRD strives to attain a mandate for leadership in the field by encouraging high standards, best practices, collaboration and leadership. This will be facilitated by providing assistance for growth and development, stimulating and celebration the very greatest achievements possible and in creating avenues, incentives and support to Hispanic community based organizations (HCBOs).

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Application Assistance Available

The following assistance is available to applicants:

- There will be application workshops with ample time for Q & A. (To Be Announced)
- Questions may be submitted via email at maria.miranda@sos.nj.gov

Application Deadlines

Deadline listed is for e-filing via the System for Administering Grants Electronically (SAGE). No paper applications are accepted.

March 31, 2021, 4:00 pm is the application deadline for all categories.

Please note, any and all troubleshooting calls must be made by 2:00 pm on the deadline date. Waiting until the last minute may prevent you from submitting your application on time and there is nothing that can be done after the submission deadline has past.

Should the application be funded, applicants who experience significant changes that will affect the RFP in staffing, programming, or finances after the application deadline, should notify CHPRD in writing and discuss those changes with CHPRD staff, understanding that pertinent changes can affect funding.

CHPRD Eligibility Criteria

To be eligible to receive a grant under the CHPRD, an applicant must:

1. Have a clearly articulated Hispanic mission and focus for the organization and its program. Primary consideration for CHPRD funding will be provided to HCBO's who provide direct services and whose staff and clientele mirrors the community it will serve.

2. At the time of application, applicants must have been in existence and actively providing public programs or services for at least the past three years.

3. Must have a valid Business Registration and Certificate of Incorporation, and Standing Certificate. Standing Certificates may be obtained from the Division of Revenue and Enterprise Services within the Department of Treasury. http://www.state.nj.us/treasury/revenue/stancert.shtml. Instructions of Higher Education. Institutions of Higher Education, K-12 schools and school districts are not eligible, but may be a partner or collaborator on a project with an eligible applicant.

4. Must be tax-exempt by determination of the Internal Revenue Service in accordance with Sections 501 (c) 3. Be registered with the NJ Charities Registration Bureau, a bureau within the New Jersey Department of Law and Public Safety at: https://www.njconsumeraffairs.gov/

5. Have organizational bylaws and a board of directors empowered to formulate policies and be responsible for the governance and administration of the organization, its programs and finances.

6. Comply with all pertinent state and federal regulations including, but not necessarily limited to fair labor standards (regarding the payment of fair wages and the maintenance of safe and sanity working conditions), the civil rights act of 1964; section 504 of the rehabilitation act of 1973, as amended; title 9 of the education amendments 1972; the age discrimination act of 1975; the Americans with disabilities act of 1990 (all barring discrimination on, among other things, the basis of

race, color, national origin, disability, age or sex); the drug free work place act of 1988 (guaranteeing the maintenance of same); and section 913 of 18 U.S.C. Section 319 of P.L. 101-121) barring lobbying when in the receipt of federal and state funds). Grantees are prohibited from hiring lobbying firms with state funded grants.

7. Must be in good standing with prior year monitoring of program and financial reports.

Grants Process

Applications are reviewed by an independent review panel. Panels are configured to provide a variety of different viewpoints within the discipline and a broad Hispanic demographical representation. Panels use the evaluation criteria and the CHPRD's priorities identified in these guidelines in accessing applications. *Panels provide numerical ratings on applications and evaluation commentary that represent the group consensus.

These rating and only the consensus comments are forwarded to CHPRD's Executive Director for further individual review.

Application Process

The first step in the application process is to thoroughly read the Guidelines and Application. CHPRD staff can offer general information concerning the preparation of applications, but are not able to review and evaluate a draft application. Assistance to applicants with special needs is available upon request. In order to provide you the best service, we ask that appointments be requested for dates no later than two weeks prior to deadline.

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New Jersey Department of State
Center for Hispanic Policy, Research and Development
609-943-4990
maria.miranda@sos.nj.gov

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CHPRD Grants: CHPRD grants will provide funds to linguistically and culturally competent community-based organizations that afford social, education, and entrepreneurial services to low and moderate income New Jersey residents. The program is geared to build the capacity of New Jersey community-based organizations and enhance their ability to implement effective community programming. The CHPRD's grant program is competitive and grant awards are dependent upon available funding.

To be eligible to receive a CHPRD grant, applicants must meet the program specific eligibility criteria as per the Grants Guidelines.

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Applicants Can Apply For A Maximum Of Two (2) Funding Categories

New Agencies Applying For CHPRD Funding Can Only Apply For One (1) Funding Category

Hispanic Entrepreneurship Category

Maximum amount that can be applied for is $75,000

Hispanic Entrepreneurship Assistance Program (HEAP) – is designed to develop and implement Hispanic Entrepreneurship Assistance Programs. Funded agencies will serve as community HEAP Centers, providing entrepreneur development services to Hispanic residents who have recently started a business and in depth assistance to those looking to create a new business.

Citizenship and Integration Category

Maximum amount that can be applied for is $65,000

Citizenship and Integration Program – The Citizenship and Integration Grant offers a salient opportunity for naturalization programs across New Jersey. Permitted organizations must promote civic integration through improved knowledge of English, U.S. history and civics, and properly prepare residents for naturalization. Prospective grantees must demonstrate a need for such services in their community and promote mutual benefits for newcomers that allows enhanced civic participation and improved economic mobility.

Workforce Development Category

Maximum amount that can be applied for is $70,000

Empowerment Centers for Workforce Development to Adults and Dislocated Workers Program – This program will create and develop a comprehensive workforce development system that will engage the entire Hispanic community towards increasing levels of self-sufficiency.

Workforce Investment In-School and Out-of-School Youth Program Category

Maximum amount that can be applied for is $60,000

Workforce Investment In-School and Out-of-School Youth Program – This program is designed to provide workforce development program services to at-risk youth.

Community Service Category

Total amount that can be applied for is $75,000

Community Service Programs – This category promotes and encourages community service programs that are culturally competent, whose effective services address the following target areas.

- **Children at Risk**
- **Prevent Health Risks and Disease**
- **Senior Citizen Assistance**
- **Mental Health Service**

Family Violence Prevention and Services Program Grant

Maximum amount that can be applied for is $60,000

Family Violence Prevention and Services Program – The Family Violence Prevention and Services Program Grant is to support the establishment, maintenance, and expansion of programs and projects.

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The Agency must:
- Be a Hispanic community based non-profit and/or a culturally competent community based organization whose staff is reflective of the community it serves.
- Provide evidence that the program has been in existence for the past two consecutive years.
- The organization may not partner with its sister organization (for profit and non-profit organization);

Funding Provisions – *All organizations receiving funds from the New Jersey Department of State, Center for Hispanic Policy, Research and Development will be required to comply with all items listed below.*

- The New Jersey Law Against Discrimination (N.J.S.A. 10:5-12) *(LAD)*
  Makes it unlawful to subject people to differential treatment based on race, creed, color, national origin, nationality, ancestry, age, sex (including pregnancy), familial status, marital status, domestic partnership or civil union status, affectional or sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, liability for military service, and mental or physical disability, perceived disability, and AIDS and HIV status. The LAD prohibits unlawful discrimination in employment, housing, places of public accommodation, credit and business contracts. Not all of the foregoing prohibited bases for discrimination are protected in all of these areas of activity. For example, familial status is only protected with respect to housing. The Division has promulgated regulations that explain that a place of public accommodation must make reasonable modifications to its policies, practices or procedures to ensure that people with disabilities have access to public places. The regulations also explain that under the LAD, these reasonable accommodations may include actions such as providing auxiliary aides and making physical changes to ensure paths of travel.

- Recognition of Cultural Sensitivity
  All organizations must assure programs are linguistically appropriate and culturally relevant to groups within the community. Appropriate accommodations for services will be developed and maintained for those individuals who are deprived of reasonable access to those services due to language barriers or ethnic and cultural differences. All programs and services *must* be reflective of the demographic needs of the community, while providing all people the opportunity to experience any and all available services irrespective of their ethnic or cultural heritage.

- Reporting Requirements
  All organizations will be required to submit an interim and final programmatic and fiscal report at the conclusion of the grant. The due dates for reporting periods and program terms will be provided upon notification of preliminary approval of award and will be identified in the Grant Agreement, which also identifies specific actions for non-compliance with these requirements.

- Training
  All organizations are required to attend technical assistance and training sessions, which are scheduled throughout the year by the Center for Hispanic Policy, Research and Development.

Program Procedures: Applications are submitted to CHPRD on the System for Administering Grants Electronically (SAGE) and reviewed by an outside independent panel. Final determinations will be made by the Director. Recommendation for funding is based on the merit of the application. If your agency has received a grant in the prior fiscal year, your performance will also be taken into consideration for funding. Applications that are rated 69 percent and under may not be considered for funding. Award and denial letters are e-mailed to the appropriate organization via the SAGE system. CHPRD funding period is from July 1, 2021 to June 30, 2022.

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At the execution of the contracts grantees will receive 25% percent of the grant funds. The remaining payments will be on a reimbursement basis upon the timely submittal of grantees interim and final reports.

General Information: Applicants can only apply for a maximum of <u>two</u> funding categories. One of which can be from the programs listed under the Community Service Programs. If an applicant submits more than two proposals, all proposals involved will be disqualified from review.

<p style="text-align:center; color:red;"><u>*ALL AWARDS ARE SUBJECT TO THE AVAILABILITY OF FUNDING*</u></p>

<u>**Application Requirements**</u>

The proposal is to be submitted via the Department of State – System for Filing Grants Electronically (SAGE) no later than **March 31, 2021, 4:00 pm**. **Applicants will be notified of the results by the end of June 2021.** (Date is subject to change).

<u>Please note any and all troubleshooting calls must be made by 2:00 pm on the deadline date. Waiting until the last minute may prevent you from submitting your application on time and there is nothing that can be done after the submission deadline has past.</u>

<u style="color:red">Must Provide Key Milestones If The Agency Is Applying For The Same Program That Was Awarded In FY 2021.</u>

<u style="color:red">New Agencies Applying For CHPRD Funding Can Only Apply For One (1) Funding Category.</u>

All applications **<u>must</u>** consist of and include the following items in order to be considered complete:

<u>**Application Format & Scoring**</u>

Section 1 – Executive Summary (not to exceed 7000 characters)
- Provide an overall statement and summary of the proposal.

Section 2 – Organizational Background (Not to exceed 7000 characters)
- Indicate a brief history and governing structure of the organization, target population(s), and services provided.

Section 3 – State of Need (Not to exceed 7000 characters)
- Must indicate why this project is necessary. Utilize facts and statistics that best support the need for the project. Assure that the program addresses the need differently or better than other projects that preceded it.

Section 4 – Project Description – (Not to exceed 8000 characters)
- Summarize the elements of the proposal and provide the following:
- Title of the Project;
- Names of those that will be implementing the project;
- Qualifications of those involved in the implementation of the project;
- Project major goals and objectives;
- An explanation of how the project is organized;
- How the project will provide the identified service;

- Impact of the project. (i.e., How will the project promote teaching, training, learning or other opportunities, how will the community/society benefit from the project how will the project be promoted and results be shared with others?)
- **Must provide key milestones if the agency is applying for the same program that was awarded in FY 2021.**

B. Project Methodology - (Not to exceed 5000 characters)

This section should focus on the process of project implementation and should be able to provide a literal visualization of the implementation of the project.

C. Project Goals - (Not to exceed 5000 characters)
Indicate the project goals

D. Project Outcome Objectives – (measurable) (Not to exceed 4000 characters)
Each outcome objective should be measured, evaluated and indicate the major outcome(s) each client will achieve as per their participation in the project.

E. Evaluation – (Not to exceed 3000 characters)
Explain the strategies that will be used to evaluate the effectiveness of the project and its implementation. Address benchmarks that will be identified that would guide the project to be reviewed while it's being implemented for effectiveness.

G. Sustainability – (Not to exceed 3000 characters)
Explain how the project will sustain itself with current and future funding. What plan will be implemented to assure continued implementation of the project?

H. Project Timetable & Days and Hours of Operation – (Not to exceed 650 characters)
- The start date of programs are July 1, 2021 through June 30, 2022).
- Indicate days and hours of operation.
- Indicate if project occurs during summer months, non-summer months, or is project year-round.

Section 5 – Budgets and Ineligible Costs
Complete all budget forms on the SAGE system.

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Percentage CAPS
- Only 15% of the grant's total budget award may be earmarked for Administrative expenses (i.e. Fiscal and or other administrative personnel's salary).
- Only 7% of the grant's total budget award can be earmarked for the agency's Executive Director.
- The remaining balance of 78% of the total budget award must be earmarked for programmatic expenses (i.e. program coordinator/manager salary, program assistant salary, program marketing, program supplies, program rental, and program insurance). All amounts must be reasonable and will be subject to CHPRD's approval.

Ineligible Use of CHPRD Grant Funds
- Capital improvements and acquisitions
- Hospitality costs (e.g. meals, entertainment)
- Domestic or Foreign travel
- Deficits or replacement of funds normally budgeted for previously established programs, initiatives and or activities
- IRS Payments
- Fundraising events
- Student publications or scholarship fund
- Mortgage, Mortgage Interest, Amortization

Consider using the funds for the following, some examples are:
- Program Supplies
- Rent only a certain percentage allowed towards this – Only 7% of the total Grant Award amount can be used for Facility Rental Space. Refer to the numbers below.

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$0.00 - $15,000 cannot exceed $1050.00
$15,000 - $25,000 cannot exceed $1,750.00
$25,001 - $50,000 cannot exceed $3,500.00
$50,001 – and above cannot exceed $5,000.00

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- Technology Equipment and/or Technology Upgrades (not to exceed $5,000)
- Staff Development (not to exceed over $3,000)
- **Only 15% of the grant's total budget award may be earmarked for Administrative expenses (i.e. Fiscal and or other administrative personnel's salary).**
- **Only 7% of the grant's total budget award can be earmarked for the agency's Executive Director.**

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*All budget items are subject to CHPRD final approval and can be reduced.

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Section 6 – Required Appendices
Please attach the following documents under the Required Appendices section in SAGE:
- Copy of Certificate of Incorporation
- Copy of IRS 501(c)3 Status Determination Letter
- Board Resolution
    - Job Description and Resumes of Key Personnel:
        - Executive Leadership Resumes
        - Fiscal Management
        - Program Staff

Please attach the following required appendices under the miscellaneous attachments section in SAGE:

- Supporting Documents (i.e., press clippings, event programs, brochures, flyers etc.)
- Applications that are missing requested information will be disqualified from review.
- Applications that are rated 69 percent and below may not be considered for funding.
- Applications may not be funded if there are significant audit findings.

Please note any and all troubleshooting calls must be made by 2:00 pm on the deadline date. Waiting until the last minute may prevent you from submitting your application on time and there is nothing that can be done after the submission deadline has past.

Applications Due Date: March 31, 2021, 4:00 pm via SAGE.

DETAILED INFORMATION FOR EACH FUNDING CATEGORY
CHPRD is seeking to fund programs under the following categories:

- Hispanic Entrepreneurship Category – Hispanic Entrepreneurship Assistance Program (HEAP)

- Citizenship and Integration Category – Citizenship and Integration Program (CIS)

- Workforce Development Category – Empowerment Centers for Workforce Development to Adults and Dislocated Workers Program – (WDEC)

- Workforce Investment In-School and Out-of-School Youth Program – (WIP)
- Community Service Category (CSC)
    - Children at Risk
    - Prevent Health Risks and Disease
    - Senior Citizen Assistance
    - Mental Health Service

- Family Violence Prevention and Services Program

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Hispanic Entrepreneurship Category – Hispanic Entrepreneurship Assistance Program (HEAP)

Program Purpose and Guidelines

Through this RFP, funding will be made available to organizations to serve as community HEAP centers, providing entrepreneur development services to Hispanic residents who have recently started a business and in depth assistance to those looking to create a new business. Such assistance started is especially important in economically distressed areas where high levels of unemployment and declining infrastructure further limit the ability for businesses to develop. Effective programs are built on a working knowledge of the needs and resources of a community and its region.

We are looking to fund regional HEAP Centers serving communities with high concentrations of Hispanics in North, Central and South Jersey counties. Though it is not expected for the organizations to have a physical presence in each county, funding priorities will be given to organizations that demonstrate the ability to serve constituents from within our established regions which will be divided as follows:

North Jersey: Serves clients residing in Bergen, Essex, and Hudson, Morris, Passaic counties.
Central Jersey: Serves clients residing in Mercer, Middlesex, Monmouth, Somerset and Union counties.
South Jersey: Serves clients residing in Atlantic, Burlington, Camden, Cumberland, Gloucester, and Ocean counties.

HEAP assists new and aspiring Hispanic entrepreneurships in developing basic business management skills, refining business concepts, devising early-stage marketing plans and preparation of action plans. In addition, the program actively assists HEAP client's efforts to obtain business financing.

Centers are encourages to operate or form affiliations with a micro-loan fund. HEAP Centers should actively recruit minorities, women, dislocated workers, public assistance recipients, disabled persons, and veterans. Services should be offered in English and or Spanish depending on the service area and client population.

A typical HEAP center provides the following in-depth services to owners and operators of start-up businesses:
1. Counseling on the feasibility of starting a business provided by a qualified individual.
2. Assistance in refining a business concept and developing a business plan.
3. Education in established management principles and practices.
4. In-depth business counseling in product development and marketing.
5. Guidance in exporting, contract procurement and licensing.
6. One-on-One counseling in identifying and accessing capital and credit by a qualified individual.
7. Provide access to business support networks.
8. Ongoing and continued technical assistance to program graduates including linkages to other small business services.

Eligibility

HEAP centers have the following effects on the community in which they are located:
- Increase in Hispanic business ownership;
- Hispanic-owned start-ups making the transition into small-growth companies;
- Increased access to financing by Hispanic owned firms;
- Significantly expanded sales among minority and women-owned firms; and
- Creation of jobs.

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A HEAP center must provide the following program services:

Enterprise Formation Assistance: One 60-hour entrepreneurship course supplemented by a minimum of 15 hours of intensive technical assistance to help new entrepreneurships complete business plans and to help them develop a viable business. Technical assistance should encompass refinement of business concept, break-even analysis and financial management, and marketing plans and market development.

Enterprise Expansion Assistance: Centers shall maintain ongoing relationships with clients who have taken the entrepreneurship course in order to assist those new businesses to become small growth companies. Enterprise expansion technical assistance shall include the following:
- Working capital and cash flow management;
- General management skills new market development, hiring and managing employees,
- Managing growth;
- Accessing credit and capital;

Evaluation, Monitoring and Grantee Learning Activities
Grantees will be expected to meet CHPRD's requirements for the submission of financial and narrative reports, including an interim progress report, final report, and/or presentation to CHPRD staff highlighting progress in meeting specific performance objectives regarding business creation and expansion, increased sales, job creation and business financing during the contract period.

In an effort to further the overall program goals of this RFP, grantees will be asked to participate in periodic meetings to share information on project activities and best practices. Grantee's eligibility for reimbursement of expenses and continued funding are contingent on the center achieving quarterly and annual performance objectives, along with other contractual obligations.

Client Eligibility
New Jersey State residents who are seeking to start a business or who have owned a business for five years or less.

Total Award
This year's appropriation will allow for the potential award of up to $75,000.00 per applicant. This is not representative of future appropriations. However, positive outcomes may ensure overall program recognition.

<u>**Citizenship and Integration Category – Citizenship and Integration Program (CIS)**</u>

Program Purpose and Guidelines
The Citizenship and Integration Grant offers a salient opportunity for naturalization and integration programs across New Jersey. Permitted organizations must promote civic integration through improved knowledge of English, U.S. history and civics, and properly prepare residents for naturalization. Prospective grantees must demonstrate a need for such services in their community and promote mutual benefits for newcomers that allows enhanced civic participation and improved economic mobility.

Program Goals
1. Citizenship instruction to help permanent residents improve their English language proficiency, increase their knowledge of U.S. history and civics, and understand the rights and responsibilities of U.S. citizenship.
2. Naturalization application services to support permanent residents in the naturalization application and interview process.
3. Families have access to high quality legal services- they avoid immigration fraud and know their rights.
4. Engage the community in the successful integration of newcomers. All residents of New Jersey live in welcoming inclusive communities, sharing our cultures and building stronger neighborhoods.

By providing access to affordable and reliable immigration legal services provided by non-profit community organizations will enable large numbers of immigrants to obtain legal status that may lead to citizenship, better jobs, family unification, health care, increased educational opportunities for children and adults, and fuller participation in community life.

Funding will be provided for:
- Organizations that promote the rights and responsibilities of citizenship through citizenship education and naturalization preparation programs for both undocumented and legal permanent residents (LPR's).
- Proposed activities must include a citizenship education component consisting of citizenship or civic-focused English as a Second Language (ESL) instruction and citizenship instruction (U.S. history and government) to prepare LPR's for the civics, English reading, writing and speaking components of the naturalization test.
- Demonstrate creativity and innovation to engage the successful integration of newcomers. Establishing partnerships with local agencies such as, libraries, law enforcement agencies and but not limited to universities.
- Quality legal services that in addition serve to network and build relationships throughout the state on-site.

Evaluation, Monitoring and Grantee Learning Activities
Grantees will be expected to meet the CHPRD requirements for the submission of financial and narrative reports, including an interim progress report, final report and/or presentation to CHPRD staff within the timeline allowed. In an effort to further the overall program goals of this RFP, grantees may be asked to participate in periodic meetings to share information on project activities and best practices.

Grantees eligibility for reimbursement of expenses and continued funding are contingent on the organization achieving quarterly and annual performance objectives, along with other contractual obligations.

Total Award
This year's appropriation will allow for the potential award of up to $65,000 per applicant. This is not representative of future appropriations. However, positive outcomes may ensure overall program recognition.

Workforce Development Category – Empowerment Centers for Workforce Development to Adults and Dislocated Workers Program – (WDEC)

Program Purpose and Guidelines
To create, develop and maintain a highly skilled employment ready workforce that supports and enhances the economic health of the Hispanic community, local businesses, and state.

This Request of Proposal (RFP) solicits cost effective proposals for the purpose of:
1. Development and implementation of an Empowerment Center funded by this grant in partnership with other community partners serving employers and customers seeking jobs, career counseling, training, and advancement.
2. Providing more intensive workforce development services for eligible adults and dislocated workers.

We are looking to fund Empowerment Centers (ECs) serving communities with high concentrations of Hispanics in one of the North, Central, and South Jersey county regions. Though it is not expected for the organizations to have a physical presence in each country, funding priorities will be given to organizations that demonstrate the ability to serve constituents from within our established regions which will be divided as follows:

North Jersey: Serves clients residing in Bergen, Essex, and Hudson, Morris, Passaic, and counties.
Central Jersey: Serves clients residing in Mercer, Middlesex, Monmouth, Somerset and Union counties.

South Jersey: Serves clients residing in Atlantic, Burlington, Camden, Cumberland, Gloucester, and Ocean counties.

CHPRD encourages innovative service delivery proposals that meet the purposes of this RFP, and are characterized by integration accountability, continuous improvement and results. Through these services, the CHPRD expects to achieve a measurable and positive impact on the success of employers and workers, and therefore the economic development and standard of distressed neighborhoods in our communities. CHPRD also hopes to expect the Empowerment Centers will become the "first stop" for employers and job seekers in your region.

Program Objectives:
- A premier workforce development system that will ensure the economic competitiveness of employers and workers;
- Maximization of the employment potential of the individual;

- Positive and measurable impact on the success of employers and workers in the entire community;

The Empowerment Center will:
- Provide centralized intake, orientation, and initial assessment for the individual seeking employment assistance from all Empowerment Center partners, and a streamline path from one partner to another using a common referral process.
- Offers core services for the individual seeking employment or advancement: These are self-service activities and services with modest staff assistance.
- Offers business services that provide a single point of contact for employers in search of qualified candidates, tailored services, and on-the-job training and customized training.
- Reduce barriers to self-sufficiency and increasing workforce participation, retention, and advancement.
- Offer interpersonal skills training.
- Training that leads to certifications, licenses and/or leads to higher education.
- Move workers from low skill entry-level positions to full occupational proficiency.
- Provide greater employment opportunities for members of disadvantage classes, unemployed/dislocated workers, veterans, disable, and students.
- Develop a highly skilled workforce that possesses the skills and qualifications demanded by businesses in New Jersey.
- Engage business and industry to build relationship and understand immediate and future workforce needs.

Evaluation, Monitoring and Grantee Learning Activities

Grantees will be expected to meet CHPRD's requirements for the submission of financial and narrative reports, including an interim progress report, final report, and/or presentation to CHPRD staff.

Grantee's eligibility for reimbursement of expenses and continued funding are contingent on the center achieving quarterly and annual performance objectives, along with other contractual obligations.

Total Award

This year's appropriation will allow for the potential award of up to $70,000 per applicant. This is not representative of future appropriations. However, positive outcomes may ensure overall program recognition.

Workforce Investment In-School and Out-of-School Youth Program – (WIP)

Program Purpose and Guidelines

The Request for Proposal (RFP) is issued to solicit innovative youth workforce development programs from Hispanic community-based organizations, faith based organizations, agency collaborative, etc., to provide workforce development program services to at-risk youth.

Providers are engaged to serve out-of-school and in-school youth. Emphasis will be placed on in-school youth at risk for dropping out. CHPRD is interested in programs that attempt to address specific issues facing New Jersey's Hispanic youth. Work experience correlated to career goals must be present for each youth served. The work experience may be volunteer or subsidized.

CHPRD has expressed interest in seeing program proposals which deal with specific target groups including: Pregnant and parenting teens, youth on probation and parole, youth in foster care or after care, drop outs or youth without any post-secondary education and those who are basic skills deficient.

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The overall goals of the program are:

For out-of-school youth to attain employment, training skills (occupational, work readiness and academic skills that lead to employment) and or post-secondary education counseling and case management. For in-school youth to complete a high school diploma or equivalent GED, transition into skilled employment and/or postsecondary education counseling and case management.

The funding purpose for youth activities under this RFP are:
- To provide eligible youth seeking assistance in achieving academic and employment successes with effective and comprehensive services, which shall include a variety of options for improving educational and skill competencies and foster effective relations with employers;
- To ensure ongoing mentoring opportunities for eligible youth with adults committed to providing such opportunities;
- To provide continued supportive services for youth;
- To provide incentives for recognition and achievement to youth; and
- To provide opportunities for youth in activities related to leadership development, decision making, conflict resolution, civic engagement, and community service.

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CHPRD has six priorities that it is looking to fulfill in programs that it will fund. These priorities are:

1. Meeting Needs: Programs should meet the needs of at-risk youth populations and underserved communities while providing a broad range of services that meet the academic, employment, and youth development needs of young people. Programs should be aimed at ensuring that economically disadvantaged youth in school and out of school have the opportunities and support needed to become productive members of the workforce and achieve economic self-sufficiency.

2. Youth Development: Effective programs are built on a well-conceived and implemented approach to youth development. A commitment to youth development is exemplified by a conscious and professional reliance on youth development principles, including high expectations, caring relationships, holistic service strategies that build responsibility and identity, and a view towards youth as resources.

3. Skill Development: Effective programs clearly emphasize the development of skills, knowledge, and competencies that lead to jobs and careers. Programs should strongly link work and learning and academic and occupational learning.

4. Key strategies CHPRD is looking for in this area are linkages to apprenticeships, community colleges and employers; transition services, and how participants will gain academic credit and skills credentials.

5. Involvement of Employers and Links to Local Labor Markets: Programs should have the strong involvement of local employers and should be linked to local labor market needs and growing economic sectors. Programs should provide effective connections to intermediaries with strong links to the job market and local and regional employers.

6. Collaboration and Leveraging Partnerships: Programs are sought that demonstrate how partnerships and the involvement of the community will be used to meet the program goals. Involving the local community means developing real partnerships among educational institutions, employers, community-based organizations, private sector employers, and/or other organizations and members of the community interested in youth. Respondents are encouraged to access resources from these partnerships and use them in the program to provide quality youth opportunities.

7. Producing Results: Programs should ensure that young people are gaining the skills to complete high school or its equivalent and transition to postsecondary education, advanced training or-skilled employment. Programs should track these results and strive to continuously improve their programs and their outcomes for youth based on information and date.

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Evaluation, Monitoring and Grantee Learning Activities

Grantees will be expected to meet CHPRD's requirements for the submission of financial and narrative reports, including an interim progress report, final report, and/or presentation to the CHPRD staff.

Grantee's eligibility for reimbursement or expenses and continued funding are contingent on the center achieving quarterly and annual performance objectives, along with other contractual obligations.

Total Award

This year's appropriation will allow for the potential award of up to $60,000 per applicant. This is not representative of future appropriations. However, positive outcomes may ensure overall program recognition.

Community Service Category

This Request for Proposal (RFP) solicits applications for the CHPRD's Community Service Grants, a competitive grant process for non-profit organizations with effective services to address specific target areas. CHPRD request proposals from non-profit organizations with effective services to address specific target areas. CHPRD request proposals from non-profit organizations that contribute their services to one of the following target areas:

Children at Risk

The purpose of the Children at Risk grant is to empower our youth through mentorship, counseling, and a form of expression through arts and cultural awareness. Our vision is to assist our youth with breaking the educational barriers through tutoring and early childhood development. To develop community-based network partnerships to integrate family support services for children at risk.

Program Goals
- Provide training and support in early childhood development and education for parents and caregivers.
- Improve learning for at risk students through innovative programs and curriculum.
- Educate youth through mentorship and counseling in relation to peaceful conflict resolution techniques.

Youth centers are often in underserved neighborhoods with the goal of helping keep children busy and off the streets after school. They find more self-confidence, self-esteem, and are able to create big goals for themselves. Whether it's professional, personal, or spiritual, mentoring is often a catalyst for growth and accomplishment. Regardless of the context, mentors offer steady support, hope, wise guidance, experience, and critical encouragement.

Funding will be provided for:
- Organizations that improve the quality of services for youth and families within their communities through mentorship, counseling, and educational fundamentals
- Organizations that provide children and adolescents identified as having emotional, behavioral or social factors, and their parents/caregivers a comprehensive range of family
  support services that are individualized, coordinated, family driven, youth guided, culturally competent and strength based.
- Develop and maintain a referral and follow up process for services not provided within your agency.
- Build relationships with colleges/universities, school districts, and other non-profit organizations that serve children at risk for referral services.

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Senior Citizen Assistance

Purpose: The Senior Citizens grant is to assist our senior community by connecting them to needed services that provide information, referral and other services that maintain seniors' health and independence.

Program Goals:
- Provide case management assistance that help seniors live independently.
- Provide access to services such as transportation to appointments, case management, personal care, legal services, health screenings, and recreational activities.

Funding will be provided for:
- Case management
- Translation services
- Referral and arranging services for seniors in need
- Outreach to seniors in need of assistance

Mental Health Services

The mental health grant is for grantees who can increase mental health literacy and understanding, promoting health and connecting people to care. Decrease stigma associated with mental illness and substance abuse improved engagement and awareness.

Program Goals and Objectives:
- Provide the prevention of mental health-related crises by educating the general public of strategies that assist in early intervention and access appropriate treatment.
- Provide counseling and treatment for individuals who are seeking assistance in mental health and substance abuse.
- Provide services to clients and their families on how to cope and work through the crises.

Prevent Health Risks and Disease

This grant is to educate and create awareness on the health issues affecting the Hispanic community. It will provide access to care and educate on early prevention. Applicants should establish partnerships among health institutions to maximize resources of existing programs.

Program Goals:
- Provide assistance and education in relation to enrollment for health care coverage and self-care
- Provide access to quality health care

- Develop relationships with health care clinics and other health professionals.

Funding will be provided for:
- Educate the community on the health issues affecting Hispanic communities.
- Build partnerships with existing organizations and entities with similar resources.
- Provide outreach and referrals to the community on health services.
- Educate individuals on the different health care options available to meet their needs.
- Assist individuals in applying and obtaining coverage.

Evaluation, Monitoring and Grantee Learning Activities

Grantees will be expected to meet CHPRD's requirements for the submission of financial and narrative reports, including an interim progress report, final report, and/or presentation to the CHPRD staff.

In an effort to further the overall program goals of this RFP, grantees will be asked to participate in periodic meetings to share information on project activities and best practices. Grantee's eligibility for reimbursement of expenses and continued funding are contingent on the center achieving quarterly and annual performance objectives, along with other contractual obligations.

Total Award

This year's appropriation will allow for the potential total award up to $75,000 per applicant. This is not representative of future appropriations. However, positive outcomes may ensure overall program recognition.

Family Violence Prevention and Services Program Grant

Program Purpose and Guidelines

The Family Violence Prevention and Services Program Grant is to support the establishment, maintenance, and expansion of programs and projects:

1. To prevent incidents of family violence, domestic violence, and dating violence;
2. To provide immediate shelter, supportive services and access to resources for victims of family violence, domestic violence, or dating violence, and their dependents; and
3. To provide specialized services for children exposed to family violence domestic violence, or dating violence.

Federal Definitions

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the following factors: The length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

- Includes physical, sexual, psychological, emotional violence, financial abuse within a dating relationship, including stalking.

- Covers in person or online abuse or other forms of manipulation occurring between current/former dating partners regardless of actual or perceived sexual orientation or gender identity.

Domestic Violence: Felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

- Includes criminal or noncriminal acts constituting intimidation, control, coercion and coercive control, harassment, emotional and psychological abuse, expressive and psychological abuse and behavior, expressive and psychological aggression, financial abuse, harassment, tormenting behavior, disturbing or alarming behavior, and additional acts.

Family Violence: Any act or threatened act of violence, including any forceful detention of an individual, that results or threatens to result in physical injury and is committed by a person against another individual, to whom such person is related by blood or marriage, or is or was otherwise legally related, or is or was lawfully residing.

Shelter: The provision of temporary refuge in conjunction with supportive services in compliance with applicable State or Tribal law or regulations governing the provision, on a regular basis, of shelter, safe homes, meals, and supportive services to victims of family violence, domestic violence, or dating violence, and their dependents.

- Includes emergency and immediate shelter, which may include housing provision, rental subsidies, temporary refuge, or lodging in properties that could be individual units for families and individuals (such as apartments) in multiple locations around a local jurisdiction, Tribe/reservation, or State.
- Temporary refuge includes a residential service, including shelter and off-site services such as hotel or motel vouchers or individual dwellings, which are not transitional or permanent housing, but must also provide comprehensive supportive services.
- The mere act of making a referral to shelter or housing shall not itself be considered provision of shelter.

Supportive Services: Services for adult and youth victims of family violence, domestic violence, or dating violence, and their dependents that are designed to meet the needs of such victims and their dependents for short-term, transitional, or long-term safety and recovery.

- Supportive services include, but are not limited to: Direct and/or referral-based advocacy on behalf of victims and their dependents, counseling, case management, employment services, referrals, transportation services, legal advocacy or assistance, child care services, health, behavioral health and preventive health services, culturally and linguistically appropriate services, and other services that assist victims or their dependents in recovering from the effects of the violence.

Funding will be provided for:

- Assistance in developing safety plans and supporting efforts of victims of family violence, domestic violence, or dating violence to make decisions related to their ongoing safety and well-being.
- Provision of individual and group counseling, peer support groups, and referral to services to assist family violence, domestic violence, and dating violence victims, and their dependents, in recovering from the effects of the violence
- Provision of services, training, technical assistance, and outreach to increase awareness of family violence, domestic violence, and dating violence, and increase the accessibility of family violence, domestic violence, and dating violence services.
- Provision of services for children exposed to family violence, domestic violence, or dating violence, including age-appropriate counseling, supportive services, and services for the non-abusing parent that support that parent's role as a caregiver, which may, as appropriate, include services that work with the non-abusing parent and child together.

- Provision of advocacy, case management services, and information and referral services, concerning issues related to family violence, domestic violence, or dating violence intervention and prevention, including:
  - legal advocacy to assist victims and their dependents;
  - medical advocacy, including provision of referrals for appropriate health care services (including mental health, alcohol, and drug abuse treatment
  - assistance locating and securing safe and affordable permanent housing and homelessness prevention services;
  - transportation, child care, respite care, job training and employment services, financial literacy services and education financial planning, and related economic empowerment services; and
  - parenting and other educational services for victims and their dependents.

- Interpreters
  - The use of interpreters may be needed at times in order to effectively deliver services and/or assist with legal counseling. It is recommended that the program

  - utilize the services of the Language Line (1-877-886-3885) in order to assist non-English speaking clients.

In addition to the information listed above, programs are encouraged to utilize the New Jersey Domestic Violence Procedures Manual as a tool for developing program services and structure for this type of program. https://njcourts.gov/courts/assets/family/dvprcman.pdf?c=Qu9

Evaluation, Monitoring and Grantee Learning Activities

Grantees will be expected to meet the CHPRD requirements for the submission of financial and narrative reports, including an interim progress report, final report and/or presentation to CHPRD staff within the timeline allowed. In an effort to further the overall program goals of this RFP, grantees may be asked to participate in periodic meetings to share information on project activities and best practices.

Grantees eligibility for reimbursement of expenses and continued funding are contingent on the organization achieving quarterly and annual performance objectives, along with other contractual obligations.

Total Award

This year's appropriation will allow for the potential award of up to $60,000 per applicant. This is not representative of future appropriations. However, positive outcomes may ensure overall program recognition.

Staff Directory

All staff can be reached by calling 609-943-4990 or by e-mail at the addresses below.

Program Services
Maria Miranda
Program Development Specialist
Maria.miranda@sos.nj.gov

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Please note any and all troubleshooting calls must be made by 2:00 pm on the deadline date. Waiting until the last minute may prevent you from submitting your application on time and there is nothing that can be done after the submission deadline has past. The SAGE (System for Administering Grants Electronically) will lock you out and no one can override the system.