



CENTER FOR HISPANIC POLICY RESEARCH & DEVELOPMENT

Application Handbook  
&  
Funding Guidelines

Fiscal Year 2025

# **CHPRD Application Handbook and Funding Guidelines**

## **About the CHPRD**

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

The CHPRD administers an annual appropriation from the State of New Jersey. It seeks to empower and provide financial support and technical assistance to primarily Hispanic community-based organizations throughout the state. Additionally, it ensures that the executive and legislative branches are informed of policies and legislative initiatives that could potentially impact the Hispanic communities. The CHPRD aims to promote a new model of community development focused on making tangible impacts in people's lives while assisting CBOs in achieving 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 empower the state's Hispanic community using CHPRD's new model of community development. Its goals are:

- Increase public and private resources invested wisely 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**

The Center for Hispanic Policy, Research, and Development, dedicated to serving the entire state, considers the recipients of entrusted funds as partners in delivering programs and services that generate and sustain public value for people and communities in our great state.

It perceives the funds it provides as investments in organizations and the individuals they serve. As a steward of public funds, CHPRD emphasizes maintaining the highest standards of accountability, both in its operations and in those of the organizations it supports.

The CHPRD is equally committed to principles of fairness, equal access, and funding determinations based on merit. This commitment is realized through independent reviews that are clearly focused on criteria of excellence and addressing the needs of the state's Hispanic communities.

Furthermore, CHPRD aspires to secure a mandate for leadership in the field by promoting high standards, best practices, collaboration, and leadership. This goal will be facilitated by offering assistance for growth and development, fostering and celebrating the very best achievements possible, and creating avenues, incentives, and support for Hispanic community-based organizations (HCBOs).

## **Application Assistance**

Applicants can access the following support:

- Application workshops with sufficient time for questions and answers will be conducted (To Be Announced).
- Questions can be submitted via email to [maria.miranda@sos.nj.gov](mailto:maria.miranda@sos.nj.gov).

## **CHPRD Application Handbook and Funding Guidelines**

### **Application Deadline**

The deadline specified is for e-filing via the System for Administering Grants Electronically (SAGE). No paper applications will be accepted.

**The application deadline for all categories is Thursday, February 22, 2024, at 1:00 pm.**

Please be aware that any troubleshooting calls must be made by 11:00 am on the deadline date. Waiting until the last minute may hinder your ability to submit your application on time, and no action can be taken after the submission deadline has passed.

In the event that the application is funded, applicants experiencing significant changes affecting staffing, programming, or finances after the application deadline should notify the CHPRD in writing. It is advisable to discuss these changes with the CHPRD staff, recognizing that such changes can impact funding.

### **CHPRD Eligibility Criteria**

1. To qualify for a grant under CHPRD, applicants must meet the following criteria:
2. Clearly articulate a Hispanic mission and focus for the organization and its programs. Priority consideration for CHPRD funding will be given to Hispanic Community-Based Organizations (HCBOs) that provide direct services and whose staff and clientele reflect the community they serve.
3. Have been in existence and actively providing public programs or services for at least the past three years at the time of application.
4. Possess a valid Business Registration, Certificate of Incorporation, and Standing Certificate. Standing Certificates can be obtained from the Division of Revenue and Enterprise Services within the Department of Treasury (<http://www.state.nj.us/treasury/revenue/stancert.shtml>). Institutions of Higher Education, K-12 schools, and school districts are not eligible but may serve as partners or collaborators on a project with an eligible applicant.
5. Be tax-exempt as determined by the Internal Revenue Service under Sections 501(c)(3) and registered with the NJ Charities Registration Bureau, a bureau within the New Jersey Department of Law and Public Safety (<https://www.njconsumeraffairs.gov/>).
6. 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.
7. Adhere to all relevant state and federal regulations, including but not necessarily limited to fair labor standards (pertaining to fair wages and the maintenance of safe and sanitary working conditions), the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973 (as amended), Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990 (prohibiting discrimination based on race, color, national origin, disability, age, or sex). Compliance with the Drug-Free Workplace Act of 1988 is also required, guaranteeing the maintenance of a drug-free workplace, along with Section 913 of 18 U.S.C. Section 319 of P.L. 101-121, barring lobbying when in receipt of federal and state funds. Grantees are prohibited from hiring lobbying firms with state-funded grants.
8. Maintain good standing with the prior year's monitoring of program and financial reports.

## **CHPRD Application Handbook and Funding Guidelines**

### **Grants Review Process**

Applications undergo thorough review by an independent panel\*, carefully configured to encompass diverse perspectives within the discipline and offer broad representation of the Hispanic demographic. The panels employ the evaluation criteria and priorities outlined in these guidelines to assess applications. \*Numerical ratings and consensus comments are provided by panels, reflecting the collective judgment of the group.

These ratings and only the consensus comments are then forwarded to the CHPRD's Executive Director for individual review. The average score based on the review panel scores for each application will largely dictate the award grant amount provided for approved grantees. Additional factors will be considered for final grant award amount such as prior grant performance, ability to spend funds, and provide timely and accurate reporting.

### **Application Procedure**

The initial step in the application process is to carefully read the Guidelines and Application. While CHPRD staff can furnish general information regarding application preparation, they are unable to review and evaluate draft applications. Assistance for applicants with special needs is available upon request. To ensure the most effective service, we recommend scheduling appointments for dates no later than two weeks prior to the deadline.

New Jersey Department of State  
Center for Hispanic Policy, Research and Development  
Maria Miranda  
609-777-4413  
[maria.miranda@sos.nj.gov](mailto:maria.miranda@sos.nj.gov)

**CHPRD Grants:** The CHPRD grants aim to allocate funds to community-based organizations that demonstrate linguistic and cultural competence while offering social, educational, and entrepreneurial services to low- and moderate-income residents of New Jersey. The program is designed to strengthen the capacity of Hispanic community-based organizations in New Jersey, enhancing their ability to execute impactful community programming. The CHPRD's grant program is competitive, and the awards are contingent on the availability of funding.

To qualify for a CHPRD grant, applicants must meet the specific eligibility criteria outlined in the Grants Guidelines.

## **CHPRD Application Handbook and Funding Guidelines**

**Applicants may seek funding from up to three (3) programs.**

New agencies applying for CHPRD funding are limited to one (1) funding program, and are defined as organizations that have neither applied for nor received funding from the CHPRD within the past 5 years.

### **Category: Hispanic Entrepreneurship**

The maximum amount that can be applied for is \$75,000.

The Hispanic Entrepreneurship Assistance Program (HEAP) is specifically crafted to provide culturally and linguistically appropriate business education and mentorship services. It aims to support Hispanic residents who have recently initiated a business and offer comprehensive assistance to individuals aspiring to establish a new business.

### **Category: Citizenship and Integration**

The maximum amount that can be applied for is \$80,000.

Citizenship and Integration Program – The primary goal of the Citizenship and Integration Grant Program is to enhance the accessibility of high-quality citizenship preparation services for lawful permanent residents nationwide. It aims to offer opportunities for lawful permanent residents to acquire the knowledge and skills essential for seamless integration into the fabric of American society.

- Citizenship Instruction (\$40,000)
- Naturalization Application (\$40,000)

### **Category: Workforce Development**

The maximum amount that can be applied for is \$70,000.

Workforce Development Supportive Services for Adults and Dislocated Workers Program – This initiative aims to deliver high-quality employment-focused activities and services to tackle specific challenges encountered by New Jersey's Latino adult population.

- Job Search and Job Placement
- Job Readiness Program
- Supported Work Program

### **Category: Youth Workforce Investment In-School and Out-of-School Program**

The maximum amount that can be applied for is \$50,000.

The Youth Workforce Investment In-School and Out-of-School Program is tailored to offer workforce experience services to at-risk youth.

## **CHPRD Application Handbook and Funding Guidelines**

### **Category: Community Service**

The maximum amount that can be applied for is \$60,000.

Community Service Programs – This category advocates for and supports culturally competent community service programs. These effective services focus on addressing the following target areas:

- Children at Risk
- Preventing Health Risks and Disease
- Senior Citizen Assistance

### **Category: Health and Wellness**

The maximum amount that can be applied for is \$75,000.

Health and Wellness Programs - This category is formulated to aid families in crisis, enhancing social and psychological functioning to maximize family well-being.

- Mental Health Services
- Family Violence Prevention and Services Program Grant

#### **The organization must:**

- Qualify as a Hispanic community-based non-profit and/or a culturally competent community-based organization with staff reflective of the community it serves.
- Present evidence of the program's existence for the past two consecutive years.
- Not collaborate with its sister organization, whether it is for-profit or non-profit.

**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.

## **CHPRD Application Handbook and Funding Guidelines**

- **Acknowledgment of Cultural Sensitivity**  
All organizations must ensure that programs are linguistically suitable and culturally pertinent to various groups within the community. Adequate accommodations for services will be established and upheld for individuals facing challenges in accessing services due to language barriers or ethnic and cultural differences. All programs and services should align with the demographic needs of the community, ensuring that everyone has the opportunity to access all available services, regardless of their ethnic or cultural background.
- **Reporting Requirements**  
Every organization must submit both interim and final programmatic and fiscal reports upon the completion of the grant. The deadlines for reporting periods and program terms will be communicated upon notification of the preliminary approval of the award and will be outlined in the Grant Agreement, which also delineates specific consequences for non-compliance with these requirements.
- **Training**  
Mandatory technical assistance and training sessions, organized throughout the year by the Center for Hispanic Policy, Research and Development, must be attended by all organizations.

**Program Procedures:** Applications must be submitted to CHPRD through the System for Administering Grants Electronically (SAGE) and undergo review by an independent external panel. Final decisions will rest with the Executive Director. Funding recommendations are made based on the application's merit, with consideration given to the performance of agencies that received grants in the prior fiscal year. Applications scoring 69 percent and below may not be considered for funding. Award and denial letters are transmitted electronically through the SAGE system to the respective organizations. The CHPRD funding period spans from July 1, 2024, to June 30, 2025. Upon contract execution, grantees will receive an initial 30% of the grant funds, with the remaining payments disbursed on a reimbursement basis upon the timely submission of interim and final reports by the grantees.

**General Information:** Each applicant is limited to applying for a maximum of three (3) funding categories. If an applicant submits more than three proposals, all involved proposals will be disqualified from the review process.

Please note: ALL AWARDS ARE CONTINGENT UPON FUND AVAILABILITY.

### **Application Requirements:**

- The proposal must be submitted through the Department of State – System for Filing Grants Electronically (SAGE) no later than 1:00 pm on Thursday, February 22, 2024. Applicants will receive notification of results by the end of July 2024 (date subject to change).
- Please be aware that any troubleshooting calls must be made by 11:00 am on the deadline date. Waiting until the last minute may hinder timely submission of your application, and no action can be taken after the submission deadline has passed.
- If applying for the same program awarded in FY 2024, agencies must provide key milestones.
- New agencies seeking CHPRD funding are limited to applying for one (1) funding program.

**All applications must be complete and include the following components for consideration:**

# **CHPRD Application Handbook and Funding Guidelines**

## **Application Format & Scoring**

### **Section 1 – Executive Summary** (Not to exceed 7,000 characters)

Present an overall statement and summary of the proposal.

### **Section 2 – Organizational Background** (Not to exceed 7,000 characters)

Provide a brief history and outline the governing structure of the organization, including target population(s) and services offered.

### **Section 3 – State of Need** (Not to exceed 7,000 characters)

Clearly articulate why this project is essential. Utilize facts and statistics that strongly support the project's necessity. Ensure that the program addresses the need differently or more effectively than preceding projects.

### **Section 4 – Project Description** – (Not to exceed 8,000 characters)

#### **A. Summarize the elements of the proposal and include the following:**

- Title of the Project;
- Names of those involved in project implementation;
- Qualifications of those involved in the implementation of the project;
- Major goals and objectives of the project;
- Explanation of the project's organizational structure;
- How the project will deliver the identified service(s);
- Project impact, including how it promotes teaching, training, learning, or other opportunities, how the community/society benefits, and how project promotion and results will be shared with others;
- Provide key milestones if the agency is applying for the same program awarded in FY 2024.

#### **B. Project Methodology** (Not to exceed 5,000 characters)

This section should concentrate on the steps involved in project implementation and should offer a clear and descriptive visualization of the project's execution.

#### **C. Project Goals** (Not to exceed 5,000 characters)

Specify the project goals.

#### **D. Project Outcome Objectives – Measurable** (Not to exceed 4,000 characters)

Ensure each outcome objective is measurable, evaluated, and indicates the significant outcomes each client will achieve through their participation in the project.

#### **E. Evaluation** (Not to exceed 3,000 characters)

Elaborate on the strategies to evaluate the project's effectiveness and implementation. Address the benchmarks that will guide the ongoing review of the project for its effectiveness.

#### **G. Sustainability** (Not to exceed 3,000 characters)

Clarify how the project will sustain itself with current and future funding. Describe the plan that will be implemented to ensure the continued implementation of the project.

#### **H. Project Timetable & Days and Hours of Operation** (Not to exceed 650 characters)

The program's start date is July 1, 2024, through June 30, 2025. Specify days and hours of operation. Indicate if the project occurs during summer months, non-summer months, or is year-round.

## **CHPRD Application Handbook and Funding Guidelines**

### **Section 5 – Budgets and Ineligible Costs**

Complete all budget forms on the SAGE system.

#### **Percentage CAPS:**

- Only 15% of the grant's total budget award may be allocated for administrative expenses (e.g., fiscal and administrative personnel salaries).
- Only 7% of the grant's total budget award can be allocated for the agency's Executive Director.
- The remaining balance of 78% of the total budget award must be allocated for programmatic expenses (e.g., program coordinator/manager salary, program assistant salary, program marketing, program supplies, program rental, and program insurance). All amounts must be reasonable and are 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
- Gift Cards
- Student publications or scholarship fund
- Mortgage, mortgage interest, amortization

Consider utilizing the funds\* for the following purposes, with examples including:

- Program Supplies
- Rent, subject to specific percentage limitations – Only 7% of the total Grant Award amount can be allocated for facility rental space. Refer to the figures below:

\$0.00 - \$15,000: cannot exceed \$1,050.00  
\$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

- Technology support, including a Business Zoom Account and Management Information System (MIS) (not to exceed \$2,500).
- Staff development (not to exceed \$1,500).
- Only 15% of the grant's total budget award may be allocated for administrative expenses (e.g., fiscal and other administrative personnel salaries).
- Only 7% of the grant's total budget award can be allocated for the agency's Executive Director.

\*Please note: All budget items are subject to CHPRD's final approval and may be reduced.

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### **Section 6 – Mandatory Appendices**

Please upload the following documents in the Required Appendices section on 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 include the following mandatory appendices in the miscellaneous attachments section in SAGE:

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

Please be aware that any troubleshooting calls must be made by 11:00 am on the deadline date. Waiting until the last minute may hinder your ability to submit the application on time, and there is no recourse after the submission deadline has passed.

**Application Deadline: Thursday, February 22, 2024, 1:00 pm via SAGE.**

### **DETAILED INFORMATION FOR EACH FUNDING CATEGORY**

The CHPRD aims to support initiatives within the following classifications:

- **Hispanic Entrepreneurship Category:** Hispanic Entrepreneurship Assistance Program (HEAP)
- **Citizenship and Integration Category:**
  - Citizenship Instruction
  - Naturalization Application
- **Workforce Development Category:** Workforce Development Support Services to Adults and Dislocated Workers Program
  - Job Search and Job Placement
  - Job Readiness Program
  - Supported Work Program
- **Youth Workforce Investment In-School and Out-of-School Program – (WIP)**
- **Community Service Category (CSC):**
  - Support for Children at Risk
  - Prevention of Health Risks and Diseases
  - Assistance for Senior Citizens
- **Health and Wellness Category:**
  - Mental Health Services
  - Program for the Prevention of Family Violence and Support Services

## **CHPRD Application Handbook and Funding Guidelines**

### **Hispanic Entrepreneurship Assistance Program (HEAP): Program Objectives and Criteria**

This Request for Proposals (RFP) outlines the purpose and guidelines of the Hispanic Entrepreneurship Assistance Program (HEAP). The initiative seeks to allocate funding to organizations that will function as community HEAP centers, delivering culturally and linguistically appropriate entrepreneur development services. These services are aimed at Hispanic individuals who have recently initiated a business, as well as those seeking comprehensive assistance in establishing a new venture. The significance of such support is particularly pronounced in economically distressed areas where unemployment rates are high, and infrastructure challenges impede business development. Effective programs should be rooted in an understanding of a community's needs and resources.

Funding priorities are directed toward regional HEAP Centers catering to communities with substantial Hispanic populations in North, Central, and South Jersey counties. While physical presence in each county is not mandatory, organizations demonstrating the capacity to serve constituents within the established regions will receive preference. The regions are divided as follows:

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

HEAP is designed to assist new and aspiring Hispanic entrepreneurs in developing fundamental business management skills, refining business concepts, creating early-stage marketing plans, and formulating action plans. Additionally, the program actively supports HEAP clients in obtaining business financing.

Centers are encouraged to operate or establish affiliations with micro-loan funds. HEAP Centers should proactively recruit individuals from diverse backgrounds, including minorities, women, dislocated workers, public assistance recipients, disabled persons, and veterans. Services should be offered in English and/or Spanish based on the service area and client population.

A typical HEAP center provides the following comprehensive services to owners and operators of startup businesses:

1. Counseling on the feasibility of starting a business by qualified individuals.
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 qualified individuals.
7. Providing access to business support networks.
8. Ongoing and continued technical assistance to program graduates, including linkages to other small business services.

### **Eligibility Criteria**

HEAP centers contribute to the community in the following ways:

- Increased ownership of Hispanic businesses.
- Transition of Hispanic-owned startups into small-growth companies.
- Enhanced access to financing for Hispanic-owned firms.
- Significant expansion of sales among minority and women-owned firms.
- Job creation.

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**A HEAP center is required to offer the following program services:**

### **Enterprise Formation Assistance:**

One 60-hour entrepreneurship course, supplemented by a minimum of 15 hours of intensive technical assistance. This assistance aids new entrepreneurs in completing business plans and developing viable businesses. Technical support includes refining business concepts, break-even analysis, financial management, and marketing plans.

### **Enterprise Expansion Assistance:**

Centers must maintain ongoing relationships with clients who have completed the entrepreneurship course. Assistance for enterprise expansion should cover:

- Working capital and cash flow management.
- General management skills, including new market development, hiring and managing employees, managing growth.
- Accessing credit and capital.
- Ongoing support and referral services.

### **Evaluation, Monitoring and Grantee Learning Activities**

Grantees are expected to meet CHPRD's requirements for submitting financial and narrative reports, including interim progress reports and final reports. Grantees may also be required to present progress to CHPRD staff, highlighting achievements in business creation and expansion, increased sales, job creation, and business financing during the contract period.

To further the goals of this RFP, grantees will participate in periodic meetings to share information on project activities and best practices. Eligibility for reimbursement of expenses and continued funding is contingent on the center achieving quarterly and annual performance objectives, along with other contractual obligations.

### **Client Eligibility**

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

### **Total Award**

This year's appropriation allows for a potential award of up to \$75,000.00 per applicant. It is important to note that this amount does not represent future appropriations. However, positive outcomes may contribute to overall program recognition.

# **CHPRD Application Handbook and Funding Guidelines**

## **Citizenship and Integration Program (CIS): Program Objectives and Criteria**

### **Program Purpose and Guidelines**

The Citizenship and Integration Grant presents a significant opportunity for the implementation of naturalization and integration programs throughout New Jersey. Eligible organizations are required to advance civic integration by enhancing English proficiency, knowledge of U.S. history and civics, and adequately preparing residents for naturalization. Prospective grantees must demonstrate the community need for such services and articulate mutual benefits for newcomers, facilitating increased civic participation and improved economic mobility. The primary goal of the Citizenship and Integration Grant Program is to broaden the availability of high-quality citizenship preparation services for lawful permanent residents nationwide, fostering the acquisition of knowledge and skills necessary for integration into American society.

### **Program Goals**

1. Provide citizenship instruction to help permanent residents enhance their English language proficiency, increase knowledge of U.S. history and civics, and understand the rights and responsibilities of U.S. citizenship.
2. Offer naturalization application services to support permanent residents in the naturalization application and interview process.
3. Ensure families have access to high-quality legal services, thereby avoiding immigration fraud and understanding their rights.
4. Engage the community in the successful integration of newcomers, promoting welcoming, inclusive communities where residents of New Jersey share cultures and build stronger neighborhoods.

By facilitating access to affordable and dependable immigration legal services provided by non-profit community organizations, the program aims to empower a large number of immigrants to obtain legal status. This status may lead to citizenship, improved employment opportunities, family unification, healthcare access, increased educational opportunities for children and adults, and fuller participation in community life.

### **Funding Allocation for Program and Services**

#### **A. Citizenship Instruction:**

- Prepare lawful permanent residents for the naturalization test and interview.
- Design programs that primarily deliver instruction in English, covering U.S. history and government for test preparation and the promotion of civic integration.
- Include activities that foster civic and linguistic integration.
- Provide English as a Second Language (ESL) instruction in reading, writing, and speaking for Naturalization Interview and Test preparation.
- Deliver instruction primarily in English on the naturalization process and eligibility interview.
- Offer ongoing support and referral services.

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B. Naturalization Application services, conducted within the authorized practice of immigration law, to assist lawful permanent residents in the naturalization application and interview process. These services must encompass:

- Conducting naturalization eligibility screening.
- Preparing and submitting Form N-400, Application for Naturalization, along with Form G-28, Notice of Entry of Appearance as Attorney or Accredited Representative.
- Providing ongoing immigration case management.
- Utilizing the services of a U.S. Department of Justice (DOJ) Office of Legal Access Programs (OLAP) Accredited Representative (partial accreditation is acceptable) or an attorney employed by the applicant organization or its sub-awardee organization.

### **Evaluation, Monitoring and Grantee Learning Activities**

Grantees are required to adhere to CHPRD guidelines for submitting financial and narrative reports, which include an interim progress report, final report, and/or presentation to CHPRD staff within the designated timeline.

To advance the overarching program goals outlined in this RFP, grantees may be invited to participate in periodic meetings aimed at sharing information on project activities and exchanging best practices.

The eligibility of grantees for expense reimbursement and continued funding is contingent upon the organization's achievement of quarterly and annual performance objectives, in addition to fulfilling other contractual obligations.

### **Total Award**

This year's allocation permits a potential award of up to \$80,000 per applicant. It is essential to note that this amount does not serve as a representation of future appropriations. Nevertheless, positive outcomes may contribute to the overall recognition of the program.

## **CHPRD Application Handbook and Funding Guidelines**

### **Workforce Development Support Service for Adults and Dislocated Workers Program (WDEC): Program Objectives and Criteria**

The objective of the Workforce Development Support Service Category is to offer high-quality employment-focused activities and services tailored to address specific challenges encountered by New Jersey's Latino adult population. Programs and services should be crafted to enhance employment readiness, facilitate employment achievement, and provide intensive support, enabling participants to have a lasting positive impact on both their community and the workforce.

These programs aim to maximize employment preparedness, self-sufficiency, and the transition into unsubsidized employment while addressing the distinctive needs of New Jersey's Latino adult population. The primary purpose is to guide participants toward economic self-sufficiency and long-term employment by facilitating the acquisition of the following:

- Attainment of work readiness skills, competencies, and attitudes necessary for placement into employment.
- Assistance in developing a career path for increased employability and preparation for seeking and attaining employment.
- Introduction to current Labor Demand Occupations in the state and regional economy.
- Knowledge of community services and programs available for utilization if necessary.

The CHPRD strongly encourages innovative service delivery proposals aligned with the objectives of this RFP, characterized by integration, accountability, continuous improvement, and tangible results. Through these services, CHPRD aims to achieve measurable and positive impacts on the success of employers and workers, consequently contributing to the economic development and upliftment of distressed neighborhoods in our communities.

#### **Program Objectives:**

1. To assist participants in overcoming barriers to employment.
2. To empower participants to become self-sufficient and able to secure employment.

#### **Funding can be utilized to provide the following Workforce development programs and services:**

##### **A. JOB SEARCH (JS) AND JOB PLACEMENT (JP):**

This program entails a comprehensive assessment period followed by job search activities. Its goal is to secure employment for job-ready individuals with basic workplace skills and work experience relevant to the labor market. The program emphasizes workplace expectations, life skills training, appropriate attire and behavior, effective job-seeking skills, resume preparation, and knowledge of suitable job opportunities. Job Retention skills, including punctuality, interpersonal relations, and time management, are also covered. Participants are required to practice and enhance their computer skills.

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### **B. JOB READINESS PROGRAM:**

This program provides participants with opportunities for organized employment-related activities to facilitate full-time employment. An Employability Assessment evaluates the customer's employment history, educational level, interests, strengths, weaknesses, and any barriers to employment. The program covers job search preparation, resume development, job application completion, interviewing skills, and understanding job market information. Additional services may include life-coping skills, time management, and stress reduction. Participants are required to practice and upgrade their computer skills.

### **C. SUPPORTED WORK PROGRAM:**

Designed for customers facing severe barriers to employment, this program offers comprehensive and intensive job readiness services. The primary goal is to equip participants with the tools necessary to navigate the workforce development and social services systems towards self-sufficiency. Components may include testing and assessment, Employability Plan Development, teaching Positive Workplace Behaviors, work simulation activities, job search skills, fiscal literacy, goal setting, and assistance in meeting personal needs. The ultimate objective is for participants to achieve self-sufficiency and secure employment.

### **Evaluation, Monitoring, and Grantee Learning Activities**

Grantees are expected to comply with CHPRD's requirements for submitting financial and narrative reports, including interim progress reports, final reports, and/or presentations to CHPRD staff. Grantee eligibility for expense reimbursement and continued funding is contingent on the center achieving quarterly and annual performance objectives, along with other contractual obligations.

### **Total Award**

This year's appropriation allows for a potential award of up to \$70,000 per applicant. It is important to note that this amount is not indicative of future appropriations. However, positive outcomes may contribute to the overall recognition of the program.

# **CHPRD Application Handbook and Funding Guidelines**

## **Youth Workforce Investment In-School and Out-of-School Program (WIP): Program Objectives and Criteria**

### **Program Purpose and Guidelines**

The issuance of this Request for Proposal (RFP) aims to garner innovative youth workforce development programs from Hispanic community-based organizations, agency collaboratives, etc., to deliver workforce development services to at-risk youth. CHPRD is particularly interested in program proposals targeting specific groups, including pregnant and parenting teens, youth on probation and parole, those in foster care or aftercare, homeless youth, English Language Learners (ELL), dropouts or those without post-secondary education, and individuals with basic skills deficiencies requiring additional assistance for educational program entry or completion or securing/holding employment.

### **Program Goals:**

1. Help youths understand proper workplace behavior and the necessary steps to attain and retain employment.
2. Assist youth in acquiring the personal attributes, knowledge, and skills needed to secure employment and advance in their careers.

### **Funding Purpose for Youth Workforce Investment In-School and Out-of-School Program under this RFP:**

#### **A. Work experience with Educational Component:**

The Work Experience program aims to eliminate barriers to education and employment, providing personalized services to enhance job and career options for at-risk youth. Additionally, it offers opportunities for career exploration, skill development, and instills good work habits essential for employment. The program is designed to guide youth through the critical process of developing a career pathway, exposing them to realistic working conditions and tasks. It includes an educational component covering Work Readiness, job search skills, financial literacy, and intensive life-coping skills aligned with their Career Pathways.

Work experience can occur in various sectors, either subsidized or unsubsidized, and may encompass summer employment, internships, job shadowing, on-the-job training, and exposure to different industry facets. Excluded worksites involve gambling establishments, aquariums, zoos, golf courses, or swimming pools. Additionally, youth should not be employed in facilities used for sectarian instruction or religious worship.

Emphasis will be on in-school youth at risk of dropping out, addressing specific issues facing New Jersey Hispanic Youth.

### **CHPRD Priorities:**

1. Meeting Needs: Programs should cater to the needs of at-risk youth and underserved communities, providing services that encompass academic, employment, and youth development needs. The focus is on ensuring economically disadvantaged youth have opportunities for workforce integration and economic self-sufficiency.
2. Youth Development: Effective programs should align with youth development principles, fostering high expectations, caring relationships, and holistic service strategies.

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3. **Skill Development:** Programs must emphasize skill, knowledge, and competency development leading to job and career opportunities. Strong links between work and learning and academic and occupational learning are essential.
4. **Key Strategies:** CHPRD looks for strategies like apprenticeship linkages, community college partnerships, employer engagement, transition services, and academic credit and skills credential attainment.
5. **Involvement of Employers and Links to Local Labor Markets:** Programs should actively involve local employers, align with local labor market needs, and connect with growing economic sectors.
6. **Collaboration and Leveraging Partnerships:** Programs should showcase partnerships with educational institutions, employers, community-based organizations, and private sector employers, utilizing resources for quality youth opportunities.
7. **Producing Results:** Programs should track and improve outcomes, ensuring youth gain skills to complete high school, transition to postsecondary education, advanced training, or skilled employment.

### **Evaluation, Monitoring, and Grantee Learning Activities**

Grantees must meet CHPRD's requirements for submitting financial and narrative reports, including interim progress reports, final reports, and/or presentations to CHPRD staff. Grantee eligibility for reimbursement and continued funding hinges on achieving quarterly and annual performance objectives and meeting contractual obligations.

### **Total Award**

This year's appropriation allows for a potential award of up to \$50,000 per applicant. It is crucial to note that this amount does not signify future appropriations, but positive outcomes may contribute to overall program recognition.

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### **Community Service Category: Program Objectives and Criteria**

This Request for Proposal (RFP) invites applications for CHPRD's Community Service Grants—a competitive grant process tailored for non-profit organizations offering effective services to target specific areas. CHPRD welcomes proposals from non-profit organizations dedicated to contributing their services to one of the following target areas:

#### **Children at Risk**

The Children at Risk grant aims to empower our youth through mentorship, counseling, and artistic expression, fostering cultural awareness. Our vision is to break educational barriers by providing tutoring and early childhood development, alongside establishing community-based network partnerships to integrate family support services for at-risk children.

#### Program Goals:

1. Provide academic enrichment activities to help youth meet state and local achievement standards.
2. Offer a diverse array of additional services, programs, and activities, such as youth development activities, designed to reinforce and complement the regular academic program, positively impacting student outcomes like school attendance and engagement while reducing behavioral risk factors.
3. Provide literacy and educational development services to the families of children served in the program.

Youth centers, often located in underserved neighborhoods, aim to keep children engaged after school, fostering self-confidence, self-esteem, and the ability to set significant goals. Regardless of the context—be it professional, personal, or spiritual—mentoring serves as a catalyst for growth and accomplishment, offering steady support, hope, wise guidance, experience, and critical encouragement. Funding can be utilized to provide the following programs and services:

- Afterschool activities emphasizing language skills and academic achievement for English learner students.
- Art, music, and cultural programs.
- Programs promoting a healthy and active lifestyle, including nutritional education and structured physical activity.
- Telecommunications and technology education programs.
- Assistance programs for students with a history of truancy, suspension, or expulsion, aiming to improve academic achievement.
- Skill-building programs in science, technology, engineering, and mathematics (STEM), including computer science, fostering innovation in learning through nontraditional STEM education methods.
- Partnerships with local workforce in-demand fields, building career competencies and readiness skills, ensuring alignment with local workforce needs.
- Access to high-quality mentoring programs as a proven strategy to help close achievement gaps.
- Programs that providing access to high-quality mentoring programs is a strategy proven to help close the achievement gaps.

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### **Senior Citizen Assistance**

The Senior Citizens grant aims to support our senior community by facilitating their connection to activities and services that foster health and independence within the community.

#### Program Goals:

To enrich the lives of older adults by preventing, improving, and maintaining their physical, mental health, and social well-being through the provision of tailored senior services.

Funding can be utilized to provide the following programs and services:

- Case management
- Translation and interpret services
- Nutritionist Meals
- Wellness and Fitness
- Transportation services
- Recreational and Social Activities
- Educational programs covering various topics
- Referral and arrangement services for seniors in need
- Outreach to seniors requiring assistance

### **Prevention of Health Risks and Diseases**

This grant aims to educate and raise awareness about health issues impacting the Hispanic community, with a focus on providing access to care and promoting early prevention. Applicants are encouraged to establish partnerships with health institutions to optimize existing program resources.

#### Program Goals:

- Assist and educate individuals in enrolling for health care coverage and practicing self-care.
- Provide access to quality health care.
- Develop relationships with health care clinics and other health professionals.
- Engage and empower individuals and communities to adopt healthy behaviors.
- Implement changes that reduce the risk of chronic diseases and other morbidities prevalent in the Hispanic community, such as heart disease and stroke, cancer, diabetes, arthritis, obesity, and respiratory diseases.

Funding can be utilized to provide the following programs and services:

- Implement or coordinate educational programs supporting a healthy and active lifestyle, including nutritional education and structured physical activity programs.
- Provide educational or preventive programs addressing health issues affecting Hispanic communities, such as heart disease and stroke, diabetes, obesity, cancer, among others.
- Build partnerships with existing organizations and entities sharing similar resources.
- Offer outreach and referrals to the community regarding health services.
- Educate individuals on the various health care options available to meet their needs.

### **Evaluation, Monitoring and Grantee Learning Activities**

Grantees are expected to adhere to CHPRD's requirements for submitting financial and narrative reports, including an interim progress report, final report, and/or presentation to the CHPRD staff.

In alignment with the overarching program goals of this RFP, grantees will be invited to partake in periodic meetings, fostering the exchange of information on project activities and best practices. The eligibility of

## **CHPRD Application Handbook and Funding Guidelines**

grantees for expense reimbursement and continued funding hinges on the center's achievement of quarterly and annual performance objectives, in addition to fulfilling other contractual obligations.

### **Total Award**

The current year's allocation permits a potential total award of up to \$60,000 per applicant. It is essential to note that this figure does not serve as a representation of future appropriations. However, favorable outcomes may contribute to overall program recognition.

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## **Health and Wellness Programs: Program Objectives and Criteria**

### **Program Purpose and Guidelines**

Health and Wellness programs are brief, family-oriented services crafted to aid families in crisis, enhancing social and psychological functioning and optimizing overall family well-being. The program's purpose encompasses activities that aim to mitigate or prevent specific issues, safeguard existing well-being, or foster desired outcomes or behaviors. Priority is accorded to community organizations delivering specialized services to underserved populations, particularly victims who are part of racial and ethnic minority groups. Special emphasis is placed on supporting community-based projects with proven effectiveness.

### **Health and Wellness Programs Goals:**

- Strengthen and address the health and resilience of individuals or families grappling with domestic violence, trauma, and mental health challenges.
- Stabilize crises, impart new problem-solving skills to families, and disrupt the cycle of family dysfunction.
- Provide tangible support for parents, including basic needs assistance and access to services such as physical and mental health care, substance abuse treatment, and domestic violence services.
- Teach parental resilience, encompassing stress coping and problem-solving strategies.
- Connect families with community outreach services to facilitate access to additional resources.

## **Mental Health Services**

The mental health grant is intended for recipients capable of enhancing mental health literacy and understanding, fostering health, and facilitating connections to care. The aim is to diminish the stigma associated with mental illness and substance abuse while promoting improved engagement and awareness.

### **Program Goals and Objectives:**

1. Prevent mental health-related crises by educating the general public about strategies for early intervention and access to appropriate treatment.
2. Offer counseling and treatment for individuals seeking assistance with mental health and substance abuse.
3. Provide services to clients and their families on coping mechanisms and navigating through crises.

Funding can be allocated for the following programs and services

- Access and linkage to services.
- Implementation of educational programs, information dissemination, and referrals.
- Support groups and rehabilitation services for those facing mental health challenges and their loved ones.
- Professional education for individuals working in the mental health field.

## **Family Violence Prevention and Services (FVPS) Program Grant: Program Objectives and Criteria**

The Family Violence Prevention and Services (FVPS) support programs aim to prevent occurrences of family violence, domestic violence, and dating violence. The FVPS Program strives to break the cycle of violence and fortify families by furnishing essential tools for self-sufficiency through the provision of emergency shelter, supportive services, and access to community-based programs for victims of family violence, domestic violence, or dating violence, as well as their dependents.

# **CHPRD Application Handbook and Funding Guidelines**

## **Program Purpose and Guidelines**

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

1. Prevent incidents of family violence, domestic violence, and dating violence.
2. Offer immediate shelter, supportive services, and access to resources for victims of family violence, domestic violence, or dating violence, along with their dependents.
3. 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.

## **CHPRD Application Handbook and Funding Guidelines**

- 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.

### **Utilization of Funding for Program and Service Provision**

The funding is intended for the implementation of the following programs and services:

- Assistance in formulating safety plans and aiding victims of family violence, domestic violence, or dating violence in making decisions pertaining to their ongoing safety and well-being.
- Offering individual and group counseling, peer support groups, and referral services to support victims of family violence, domestic violence, and dating violence, as well as their dependents, in recovering from the impacts of the violence.
- Delivering services, training, technical assistance, and outreach to enhance awareness of family violence, domestic violence, and dating violence, and augment the accessibility of related services. Providing 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 to reinforce their role as a caregiver, potentially involving services that work with both the non-abusing parent and child simultaneously.
- Supplying advocacy, case management services, and information and referral services addressing issues related to family violence, domestic violence, or dating violence intervention and prevention. This includes legal advocacy, medical advocacy with referrals for appropriate healthcare services, assistance in finding safe and affordable permanent housing, homelessness prevention services, transportation, child care, respite care, job training, employment services, financial literacy services and education financial planning, and related economic empowerment services. Additionally, parenting and other educational services for victims and their dependents are encompassed.
- Interpreters
  - Interpreters may be required to effectively deliver services and assist with legal counseling. The use of interpreters, particularly via the Language Line (1-877-886-3885), is recommended to support non-English speaking clients.

In addition to the provided information, programs are encouraged to utilize the New Jersey Domestic Violence Procedures Manual as a guide for developing program services and structure.  
<https://njcourts.gov/courts/assets/family/dvprcman.pdf?c=Qu9>

## **CHPRD Application Handbook and Funding Guidelines**

### **Evaluation, Monitoring and Grantee Learning Activities**

Grantees are anticipated to fulfill the submission requisites outlined by CHPRD, encompassing financial and narrative reports, interim progress updates, a final comprehensive report, and/or presentations to CHPRD staff, adhering to the stipulated timeline. In alignment with the overarching goals of this Request for Proposal (RFP), grantees might be invited to engage in periodic meetings aimed at exchanging insights on project activities and best practices.

The eligibility of grantees for expense reimbursement and sustained funding is contingent upon the organization attaining quarterly and annual performance objectives, in addition to meeting other contractual obligations.

### **Total Award**

For the ongoing fiscal year, the potential award stands at a maximum of \$75,000 per applicant. It's important to note that this figure does not serve as a representative measure of future appropriations. Nonetheless, the realization of positive outcomes holds the potential to garner program-wide recognition.

## **CHPRD Application Handbook and Funding Guidelines**

### **Contact Information for Program Services**

For inquiries related to program services, please reach out to the following staff members:

**Maria Miranda**  
Program Development Specialist  
[Maria.miranda@sos.nj.gov](mailto:Maria.miranda@sos.nj.gov)

Marelyn Rivera  
Executive Director  
[Marelyn.Rivera@sos.nj.gov](mailto:Marelyn.Rivera@sos.nj.gov)

All staff members can be contacted either by phone at 609-777-4413 or via email using the addresses provided.

### **Important Note on Troubleshooting Calls**

Any troubleshooting calls must be initiated no later than 11:00 am on the deadline date. Waiting until the last minute may hinder the timely submission of your application, as the SAGE (System for Administering Grants Electronically) will automatically lock you out after the submission deadline, and no overrides will be possible. Ensure that all necessary actions are taken before the specified deadline to avoid any complications.