



## **NEW JERSEY PUERTO RICO COMMISSION (NJPRC) Request for Proposals (RFP) & Funding Guidelines – Fiscal Year 2026**

### **Introduction and Background**

The New Jersey Puerto Rico Commission (NJPRC), housed within the New Jersey Department of State, is issuing this Request for Proposals (RFP) to fund projects and initiatives located in Puerto Rico. These projects aim to address quality of life challenges while highlighting the interconnected challenges facing Boricuas on the Island and within the Garden State. Grantee objectives for FY2026 are to establish, complete, or expand upon an initiative that improves quality of life conditions on the Island. The NJPRC seeks to fund projects and strengthen relationships between organizations on the Island and within the State of New Jersey.

### **Mission Alignment**

The RFP aligns with the mission of the New Jersey Puerto Rico Commission: The purpose of the NJPRC is to maintain and improve ties with the government and people of Puerto Rico.

### **Funding Overview**

- Total Available Funding: \$200,000
  - New Jersey Based Organizations (2 grants of \$50,000 available)
  - Puerto Rico Located Organizations (2 grants of \$50,000 available)
- Funding Categories:
  - *Energy*
  - *Health*
  - *Empowerment*
  - *Food*
- Maximum Grant per Category: \$50,000
- Grant Type: Fixed amount (not cost-reimbursable)
- This competitive funding is intended to help eligible organizations create transformative community-based projects designed for impact.

### **Eligible Applicants**

Organizations must:

1. Be located in Puerto Rico or New Jersey
  - Proposed project or services must be operated in Puerto Rico.
2. Be a:
  - Non-profit organization (501(c)(3))
  - Municipal or local government entity
  - Private sector partner (a for profit can apply)



- Philanthropic organization (a foundation can apply)
- 3. Have operated public programs/services for at least 3 years
- 4. Puerto Rico-based nonprofits must also have their PR 1103.03 certification to be recognized as a nonprofit on the Island.
  - Also IRS determination letter
- 5. NJ Nonprofit must upload the following into SAGE:
  - IRS Determination letter
  - Charity Registration number and compliance
  - Business Registration Number and Certificate
  - Certificate of Incorporation
  - Certificate of Standing

### **Project Categories, Goals, and Objectives**

#### **Funding categories include:**

1. **Energy:** This project focuses on a solar panel or generator installation in Puerto Rico. Prior to any installation, organizations must obtain all necessary paperwork including local Puerto Rico permitting requirements or licenses for equipment ownership/transfer.
2. **Food:** This project focuses on community's right to healthy, adequate, and culturally appropriate food produced through ecologically sound and sustainable methods.
3. **Empowerment:** This project focuses on domestic violence and abuse prevention.
4. **Health:** This project improves community health outcomes, increases access to healthcare services including prenatal/maternal care, or addresses a specific public health challenge on the Island.

#### **Full rubric attached with scoring guide by section.**

- Proposals should address the potentially transformative nature of the proposed work for communities in Puerto Rico
- Projects should be tailored to fit the unique needs of the community
- Projects should increase resources for self-advocacy and determination, prioritizing funding towards organizations with community ties, who have identified a specific need and have intentionally come together to address that need
- Utilize facts and statistics that best support the need for the project
- Explain the broader impact of the project



## **Application Deadline**

- **Deadline: Wednesday, May 13, 2026 12:00PM EST**
- Submission Platform: SAGE (System for Administering Grants Electronically)
- SAGE.NJ.GOV
- No late or paper applications accepted.

## **Proposal Format**

Required Sections from SAGE:

- Executive Summary (Max 7,000 characters)
- Organizational Background (Max 7,000 characters)
- Statement of Need (Max 7,000 characters)
- Project Description (Max 8,000 characters)
- Project Goals (Max 5,000 characters)
- Budget Information

## **Budget Guidelines**

Sample Eligible Uses include but are not limited to:

- Program Supplies
- Solar energy system
- Generator
- Solar powered batteries/chargers
- Emergency use chargers
- Medical refrigerators
- Medical equipment
- Public/community facility infrastructure or equipment improvements
- Agricultural supplies
- Rent (subject to cap based on grant size)
- Technology: MIS/Zoom (up to \$2,500)
- Staff Development
- Curriculum materials

## **Evaluation and Awards**

- Independent external panel reviews all applications
- Scoring Threshold: 70% to be considered for funding
- All applications will be evaluated by peer reviewers.
- Award notifications sent via SAGE by end of July 2026
- Funding Distribution:
  - Initial Disbursement: 85% upon contract execution
  - Final 15% on reimbursement after reporting requirements



### **Post Award**

- Quarterly virtual check-ins with NJPRC Executive Director
- Participation in technical assistance sessions.

### **Contact Information**

Primary Contact- NJPRC Executive Director

Awilda Pomales-Diaz - [awilda.pomales-diaz@sos.nj.gov](mailto:awilda.pomales-diaz@sos.nj.gov)

## **NEW JERSEY PUERTO RICO COMMISSION RUBRIC RATING SHEET**

**Applicant Name:** [To be filled in]

**Service Category:** [To be filled in]

**Panel Name – Panel Code:** [To be filled in]

**Recusal:** Please check if you are recusing yourself from reviewing this application.

### **OVERVIEW – 5 SECTIONS**

- **SECTION 1 – EXECUTIVE SUMMARY**
- **SECTION 2 – ORGANIZATIONAL CAPACITY**
- **SECTION 3 – STATEMENT OF NEED**
- **SECTION 4 – PROJECT DESCRIPTION**
- **SECTION 5 – BUDGET & REQUIRED APPENDICES**

### **SECTION 1 – EXECUTIVE SUMMARY**

Overall summary of the program proposed by the organization:

- Does the applicant provide a clear summary of the proposal?
- Does summary state the purpose of the project and major goal?
- Does project aim to improve quality of life conditions in Puerto Rico?

### **SECTION 2 – ORGANIZATIONAL CAPACITY**

Provide a brief history and governing structure of the organization:

- Does the applicant: target population(s) located in Puerto Rico; provide services to majority Puerto Rican population in New Jersey, or provide services in Puerto Rico?
- Is the organization located in New Jersey or Puerto Rico?

### **SECTION 3 – STATEMENT OF NEED**

Must indicate why this project is necessary. Utilize facts and statistics that best support the need for the project:

- Does the applicant indicate the necessity of the project proposed?
- Does the applicant utilize current facts, data, and statistics that best support the need for the project?
- Is project tailored to fit the unique needs of the community?



#### **SECTION 4 – PROJECT DESCRIPTION**

Must indicate the project goals.

- Does the applicant summarize the elements of the proposal and provide the following information: title of project, major goals and objectives, an explanation of organization, how the project will provide the identified service, impact, and relevance to the community?
- Does the applicant indicate the project goals and outcome objectives in a clear manner indicating major outcomes?
- Does the applicant indicate the target population that will receive services and the projected number of clients that will participate in the program?
- Does the applicant indicate the start and end date or timeline?

#### **SECTION 5 – BUDGET & REQUIRED APPENDICES**

- Are the following items attached in the required appendices: certificate of incorporation, 501(c)3 status determination letter, board resolution, and audit.
  - Puerto Rico-based nonprofits must also have their PR 1103.03 certification to be recognized as a legitimate nonprofit on the Island.
- Does the applicant's budget correlate to the project described in the narrative description?
- Do the budget and other financial information demonstrate that the organization is in good financial health?
- Has the organization established a sound approach to fiscal management and control?