



## FY2022 REQUEST FOR PROPOSAL VIOLENCE PREVENTION

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ISSUE DATE:  
CLOSING DATE:



FEBRUARY 20, 2023  
MARCH 21, 2023

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ISSUED BY: THE CITY OF JERSEY CITY  
STEVEN M. FULOP, MAYOR  
DIVISION OF COMMUNITY DEVELOPMENT  
DEJA ANDERSON/ DIRECTOR  
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## Overview

### RFP Overview



The City of Jersey City Division of Community Development (DCD) is accepting applications from qualified organizations providing public services that will address a targeted priority under the 2020–2024 Consolidated Plan. Funding is available from the following grant programs:

- **Community Development Block Grant CARES Act (CDBG-CV)** funding supports a broad range of services for low- and moderate-income (LMI) persons in Jersey City, including youth services, substance abuse services, services for domestic violence victims, public safety and violence prevention. These programs and activities should prevent, prepare for, and respond to SARS-COV-19, also known as Coronavirus-19 (COVID-19) in their communities.

## Background

This past year, the U.S. was gripped by two public health crises: the Coronavirus, (SARS-COV-19) COVID-19 pandemic and a historic rise in homicide and community violence. The pandemic has revealed and exacerbated psychological distress including but not limited to uncertainty, insecurity, substance abuse, depression and anxiety, due to increased social isolation through stay-at-home orders, disruptions in daily routines, homelessness and a lack of economic opportunity. The increase in violence can be traced to systemic economic isolation and decades of disinvestments, disproportionately affecting Black and Latino communities. As we review our current status the crime statistics for Jersey City reports that as of January 2023 there have been 5 shooting incidents, 5 shooting victim and 2 homicides. Measures must be taken to ensure that these numbers do not increase over time. These incidents are a stark reminder that greater public health resources and actions are needed in order to, prevent community violence, and build equitable, and safer neighborhoods even as we continue to mitigate the ongoing pandemic.

Cities throughout the United States are experimenting with various methods to prevent and reduce violence, especially gun violence. Numerous strategies appear to be promising, but the most celebrated models in the United States are usually led by law enforcement and rely on the influence of suppression, deterrence, or both. Suppression models attempt to extinguish violent behavior with aggressive law enforcement alone. The deterrence approach is designed to create deeper effects by deterring the offender (i.e., specific deterrence) as well as by setting an example that persuades others in the community to avoid illegal behavior (i.e., general deterrence). Both approaches depend heavily on the power of the state to punish criminal behavior.

Enforcement-based violence reduction approaches have the potential immediate results, but they require the continued coordination of complex bureaucracies that must be supported and sustained to have a lasting impact on violence. Additionally, these models do not necessarily lead to deeper social change. Scholars and practitioners alike in recent years have suggested that real and lasting progress in the fight against community violence requires changing the social norms that perpetuate violence and the use of communities. Such strategies are consistent with the public health approach to violence reduction.

Community-based community violence reduction models act as an alternative to heavy-handed policing and have proven to be some of the most successful urban community violence reduction initiatives in the US and globally. These programs stop the transmission of violence in a manner



similar to that of public health interventions designed to curtail epidemics, and typically involve community mobilization, street outreach, and intensive social service supports and the use of civilian responses, such as credible messengers and the input of grassroots organizations.

Promising strategies to reduce community violence include practices that come from the local community and are grounded on practice-based evidence (PBE) and/or lived experiences of People of Color. PBE approaches are developed over time and are often embedded in culture, accepted as effective by local communities and support community healing from a cultural framework. Community healing can be imagined as establishing community-based resources, such as mentorship programs that allow members of the community to be involved in or lead violence prevention initiatives. This framework creates access for mobilizing efforts while being mindful of communities that are unable to trust criminal justice institutions due to their historical background.

## Purpose

In October of 2022, the Federal government reported a significant decrease in shootings in Jersey City. The Violent Crimes Initiative has reduced gun violence by 27%. This decrease in crime took place even while dealing with the residual effects of COVID which exacerbated psychological distress, social isolation, increased homelessness, and fewer economic opportunities. Mayor Fulop credits the reduction in gun violence to the strategies of the city police working in concert with multiple agencies within the city. The implementation of Community Policing working along with non-profit and faith-based initiatives has contributed to this positive outcome. The Division of Community Development's goal is to further reduce violence by funding effective programming that can address:

- **Youth violence including truancy, gun and gang violence.**
- **Recidivism reduction rates for Jersey City**

The applicant will choose one of the above categories as its focus. Using the model of Prevention/Intervention, we will set a goal of reducing overall violence within Jersey City by 50%.

Prevention programs are designed to strengthen, empower and create a safe and healthy environment for residents by giving individuals the tools to combat adversity. Intervention is intended to serve individuals who demonstrated risky behavior such as gang involvement or other antisocial behaviors, by providing access to mentors or mental health programs when needed. Services include implementing informal and formal controls through government agencies such as probation and parole. Using the Prevention/Intervention model we are looking for organizations to address either youth violence, or recidivism reduction. Organizations will receive referrals from City institutions such as DCF, Jersey City Public schools, Hudson County Courts, Probation and Parole Juvenile Police, Truancy Court, Health and Human Services, as well as referrals directly from residents that are identified as needing or seeking help with avoiding violent situations.

Jersey City Police Department reported 469 contacts with juveniles during the year 2022, 147 of these incidents resulted in actual arrests. Other situations included youth brought into the police



station and released to their parents, incidents requiring mediation or conflict resolution and or the use of de-escalation techniques. These high numbers are partly due to the residual effects of COVID and other related issues. With Anti – Violence funding we are looking to reduce the number of violent incidents and youth arrests in Jersey City.

Recidivism is a vital issue that raises concern. The city’s reason for its proactive approach to Re-entry and recidivism rates is the state’s decision to implement the New Jersey Public health Emergency Credit Act (S2519). This Act allowed prisoners who are within one year of release and those who have met other criteria a reduction in their sentence due to a public health emergency. Over 2,000 prisoners have been released since November 2020. The New Jersey Re-entry Corp. has reported an average recidivism rate of approximately 20% in New Jersey. Our goal is to drastically reduce this number by providing additional services the formerly incarcerated. Many of these individuals have been diagnosed with substance abuse and mental health issues that require supportive services. Ensuring a safe transition back into the community is critical. Participation and collaboration of the family unit is key for successful outcomes. With many of our existing providers already overburdened putting programs in place to serve this population while continuing to find ways to reduce violent incidents are necessary to maintain a safe and healthy environment in the city.

These funds require use of evidence-based interventions and must have disadvantaged communities as the focus of grant activity.

## Eligible Model

### Prevention

Applicant will be required to provide activities and services that address issues regarding youth violence and reduction in recidivism rates. Services provided can include but are not limited to are workshops, mentoring, anti- violence community events, career exploration, experiential learning opportunities and job placement.

- **Community Mobilization** focuses on residents, local businesses, service organizations, and members of the faith community to build a safer and more viable community. This component allows to energize a base of support to stop shootings and killings, while changing underlying conditions that lead to long term violence and killings.
- **Outreach** challenges outreach workers to establish relationships and build sufficient trust with high-risk individuals who have a history or are currently involved in violent behaviors. The outreach workers are tasked with redirecting them to pursue positive alternatives.
- **Public Education** is a broad-based public campaign in place to facilitate behavior changes and promote nonviolence. Neighborhoods are saturated with posters, flyers, pamphlets, yard



signs, t-shirts and other materials that disparage violence and carrying pointed messages about the consequences of shootings and killings.

- **Leadership Involvement** includes community and faith-based leaders who are in a unique position to influence both behaviors and thinking of community members and those at risk of being involved in community violence and killings. Leaders assert a powerful presence on the streets and can counsel and support to those who seek to change their lives through positive alternatives. They also can adopt, mentor and open safe havens for high-risk individuals in the community.
- **Criminal Justice Participation** This component supports individuals who have been held responsible for shootings, domestic violence, and other violent crimes while they are being accountable for their actions have been held or the involvement of police, courts, and correction agencies. Selected agency must maintain contact and serve as additional support with probation and parole for identified participants while assisting with supportive services.
- **Internship and Job Placement** Seek and provide opportunity to gain GED preparation, job skills, stipend internship and or job placement with jobs paying a living wage for program participants.
- **Community Policing Involvement** Develop relationships with assigned community police to assess and address the unique issues of the area while reducing area crime and other incidents.

## Intervention

Intervention activities can include but are not limited to case management, referrals, trainings, workshops, community events, mentoring, job placement and housing assistance.

- **Multiple Daily Contacts & Life Coaching** with Program Staff, trained/certified support providers check in with each individual participant daily, multiple times a day. In addition, daily interaction between staff members and participants staff provides participants with support, guidance, encouragement, and mentorship that are often absent in other parts of their lives. Documentation of training /Education relevant to the population serviced is required.



- **Life Management Action Plan (LifeMAP)** is completed by a credible messenger and the incoming participant during intake and provides an individual comprehensive assessment of a participant's circumstances in key areas, including housing, education, employment, transportation, finances, safety, family/relationships, physical health, mental health, and spiritual, recreational, and social connections. For each of these areas, the LifeMAP outlines the participant's short term and long-term goals and specific steps for achieving them. The LifeMAP is updated every six months, considering the participant's accomplishments as well as areas of challenge.
- **Social Services Navigation Support/Referrals** Based on documented needs in one's LifeMAP, participants will be referred to available and responsive community services, such as Life Skills training. Notably, a mentor does not simply give a participant the contact information for a service provider and instruct him to report to that provider organization. Instead, the mentor will attend the first few meetings of the class or services with the participant in order to provide onsite support, such as helping the participant complete enrollment paperwork and become comfortable in the setting. As importantly, the mentor will observe the class content, the instructor or facilitator's interaction with the participant, monitor how they participate in the program.
- **Intergenerational Mentoring** The intergenerational mentor represents a powerful addition to the daily mentoring program. A group of volunteers are recruited and trained to provide intergenerational mentorship to participants. Mentors are respected in the community and bring a wide range of experience and talent to share with participants and staff. After developing trust with participants, mentors provide participants with individualized job-search assistance and guidance on topics such as family dynamics and family relationships. Local program staff also benefit from this intergenerational mentorship opportunity.
- **Social Services Navigation Referrals** Collaborate with other agencies that provide supportive services. Assist with additional services such as expungements, and other referrals to services such as food, clothing and housing.

## Requirement

Applicant must provide supporting documents that attest to agency staff being qualified to carry out assigned tasks based on education, experience and training.

Applicant must demonstrate arrangements for certifying and providing ongoing training in the field of non-violence and related topics for staff. Training can be obtained from institutions such as Rutgers University and Department of Child and Family Services.

Applicant must have signed agreements with collaborating partners who will assist by providing quality services for program participants to meet program goals.

A successful applicant must demonstrate the use of the Prevention/Intervention model and how it will be used to tackle either youth, family or domestic violence.



These funds require use of evidence-based interventions and must have disadvantaged communities as the focus of grant activity.

### Funding Availability and Period of Performance

This RFP will be a highly competitive procurement for limited funds and with an estimated funding amount.

Grant Program (CARES Act)	Estimated Amount Available
CDBG CARES (CDBG-CV)	\$500,000

The City of Jersey City does not predetermine the amount of funds to be dedicated toward each program model. The type and quality of proposals submitted will determine the funds awarded. Selection for funding will be contingent upon an evaluation of the organizational capacity, program design, expected outcomes, and the availability of federal funding.

**CDBG-CV** contracts resulting from this RFP are anticipated to commence on April 1, 2023, and end on March 31, 2024. Contracts are awarded for a one-year period.

### Eligibility Criteria

#### Who Should Apply

This is an open and competitive procurement process. All eligible applicants must hold an active System for Award Management (SAM) identification number.

**ELIGIBLE APPLICANTS UNDER THIS RFP:**

- Non-profit organizations 501(c)(3)
- Faith-based organizations (non-religious public services)
- Governmental agencies of Jersey City
- Autonomous agencies within Jersey City

**INELIGIBLE APPLICANTS UNDER THIS RFP:**

- Private individuals
- Individual homeowners or landlords
- Religious institutions/churches for religious purposes

Allowable programs should have the experience to operate and fulfill the core components of Cure Violence and Advance Peace Models.





Applicants should be proficient in languages found within Jersey City. Such languages include, but are not limited to:

- English
- Spanish
- Arabic
- Haitian Creole
- Tagalog
- Hindu
- Other Indo-European languages

These funds are intended to support services to disadvantaged communities. Funds count as being targeted towards economically disadvantaged communities if the project funds are spent on at least one of the following:

- A program or service where the primary intended participants live within a Qualified Census Tract.
- A program or service for which the eligibility criteria are such that the primary intended participants earn less than 80 percent of the annual median income for the relevant jurisdiction (e.g., State, county, metropolitan area, or another jurisdiction); or
- A program or service for which the eligibility criteria are such that over 51 percent of intended participants are at or below the annual median income (AMI).

According to the U.S Department of Housing and Urban Development, qualified Census Tracts are those in which 50% or more of the households are income eligible and the population of all census tracts that satisfy this criterion does not exceed 20% of the total population of the respective area.

The City of Jersey City gives priority to community-based organizations with a record of providing services to low and low-moderate income residents of the city while maintaining high standards of program management and accountability. Faith-based organizations proposing to provide services in a secular manner are eligible to apply; however, **using public resources to promote a particular religious point of view is prohibited.**

## Allowable Uses: CDBG CARES Act

The requirements for Community Development Block Grant-Public Services, Cares Act (CDBG-CV) are as follows:



- All grant funds must be used to provide services as outlined in this RFP.
- Funds may be used to provide new or expanded services that prepare for, prevent and recover from the impacts of the coronavirus pandemic.
- Funds must benefit a clientele who are low- and moderate-income, or generally presumed to be principally low- and moderate income.
- Funds must meet a CDBG National objective.
- Funds for administrative costs under the CDBG program **are not prohibited**.

Administrative costs refer to central executive functions that do not directly support a specific project or service incurred for common objectives that benefit multiple programs administered by the grantee organization. Administrative costs are not readily assignable to a particular program funding stream. Administrative costs relate to the general management for the grantee organization, such as strategic direction, board development, executive director functions, accounting, budgeting, personnel, procurement, and legal services.

## Participant Eligibility and Target Populations

All participants served with DCD funds must meet all the following eligibility characteristics:

Grant Program	Eligibility Characteristics
CDBG-CV	<ul style="list-style-type: none"> <li>• All persons served must be residents of the <b>City of Jersey City</b>. Non-residents cannot be served with these funds.</li> <li>• Individuals, including youth, adults, and seniors, with <b>household incomes below the 80% area median income (AMI)</b> for Jersey City, as defined by HUD, can be served with these funds.</li> <li>• These programs and activities should prevent, prepare for, and respond to Coronavirus-19 Pandemic</li> </ul>

CDBG income limits are based on federal poverty guidelines. The most recent limits are as follows:

FAMILY SIZE								
INCOME LEVEL:	ONE	TWO	THREE	FOUR	FIVE	SIX	SEVEN	EIGHT
EXTREMELY LOW (0-30% AMI)	\$24,150	\$27,600	\$31,050	\$34,450	\$37,250	\$40,000	\$42,750	\$46,630
VERY LOW (31-50% AMI)	\$40,250	\$46,000	\$51,750	\$57,450	\$62,250	\$66,650	\$71,250	\$75,850
LOW (51-80% AMI)	\$64,350	\$73,550	\$82,750	\$91,900	\$99,300	\$104,650	\$114,000	\$121,350



## How to Apply

### Getting Started with Neighborly

All proposals in response to this RFP must be created and submitted in the Division of Community Development's (DCD) online submission system (Neighborly). The system will be available on *January 18, 2023*, for all organizations interested in applying for funding under this RFP. Only applications submitted in Neighborly will be considered. No other form of submission will be acceptable. Neighborly can be located at the following web address:

<https://portal.neighborlysoftware.com/JERSEYCITYNJ/participant>

**\*\*\*\*Applications are due by 11:59 pm, March 21, 2023. \*\*\*\***

#### Creating a Neighborly Account

If you **DO NOT** already have a Neighborly account, you will have to create a new account. Please go to <https://portal.neighborlysoftware.com/JERSEYCITYNJ/participant> and enter the following information under the "**New Neighborly™ Account**" header:

- a. **Email:** Enter an email that is (preferably) issued by your agency and easy to remember. Please keep this information in a safe and secure location. After creating your Neighborly account, you will be asked for this email every time you log in.
- b. **Password:** The password must be at least eight (8) characters and contain one (1) letter and one (1) number that is not 0. Please keep this information in a safe and secure location. After creating your Neighborly account, you will be asked for this password every time you log in.
- c. **First Name:** Enter your first name.
- d. **Last Name:** Enter your last name.
- e. Click the "**New Account**" button. A new page should load which confirms your successful account creation. Toward the bottom of this page, click on "**2023 RFP - Violence Prevention**" as your "Open Programs" choice.

#### If You Already Have a Neighborly Account

Go to <https://portal.neighborlysoftware.com/JERSEYCITYNJ/participant> and log in at the top right-hand corner of the screen. Go to "Open Programs" and click on "2023 RFP - Violence Prevention."

Please note: the URL below links specifically to the application referenced:



<https://portal.neighborlysoftware.com/JERSEYCITYNJ/participant>

## The Library Section

The Library Section provides a listing of documents that may be useful to you as you prepare all the sections of your Neighborly application for this RFP: i.e., the Summary Section, the Pre-Application Section, the Application Section, the Budget Section, the Tables Section, and the Documents Section.

1. Once you click on **"2023 RFP - Violence Prevention,"** (per instructions above), you will be brought to a page with the following buttons at the top: "Summary," "Requirements," "Restrictions," "Contact Admin," and "Announcements."
2. Beneath the above tabs, you will see two headers: "Summary," "Requirements," and "Restrictions." Please familiarize yourself with the overview information provided here.
3. Directly under the above headlines, you will see a header titled "Library." Here, you will be able to access instructions as well as other documents that will help you proceed through the Neighborly application process.
4. No matter where you are electronically as you move through the Neighborly application process, you will be able to scroll to the top of whatever page you are on and be able to view the "Library" header and access its contents. Below are the current Library resources available. Numbered resources correspond to documents to be uploaded in the Threshold Requirements and Attachments tabs of the application.
  - a. Jersey City RFP Violence Prevention 2023
  - b. Jersey City Universal Application Checklist
  - c. Jersey City 2023 HUD Income Limits
    - 1 - SAM Registration Link (<https://sam.gov/SAM/pages/public/index.jsf>)
      - i. 1A - Sample Proof of Active SAM Registration
      - ii. 1B - Instructions for Obtaining Proof of Active SAM Registration
    - 2 - NJ Online Business Registration (<https://www.njportal.com/DOR/BusinessRegistration/>)
      - i. 2A - Sample IRS Determination Letter
      - ii. 2B - Sample Business Registration Certificate
      - iii. 2C - Business Registration Status Verification ([https://www1.state.nj.us/TYTR\\_BRC/servlet/common/BRCLLogin](https://www1.state.nj.us/TYTR_BRC/servlet/common/BRCLLogin))
    - 3 - NJ Business Records Service (<https://www.njportal.com/DOR/businessrecords/>)
      - i. 3A - Sample Certificate of Good Standing
      - ii. 3B - Certificate of Good Standing Validation (<https://www.njportal.com/DOR/businessrecords/Validate.aspx>)
    - 13 - Jersey City Universal Budget Form
    - 21 - JC Exhibit A Mandatory EEO Language
    - 22 - JC Appendix A Mandatory ADA Language
    - 23 - NJ Premier Business Services ([https://www16.state.nj.us/NJ\\_PREMIER\\_EBIZ/jsp/home.jsp](https://www16.state.nj.us/NJ_PREMIER_EBIZ/jsp/home.jsp))
      - i. 23A - Sample Certificate of Employee Information Report



- ii. 23B - Instructions for Premier Business Services Online Forms Account
- iii. 23C - NJ Certificate of Employee Information Report Renewal Package
- iv. 23D - NJ Certificate of Employee Information Report FAQs
- v. 23E - NJ Form Duplicate Cert. of Employee Information Report Request
- vi. 23F - NJ Public Contracts Equal Employment Opportunity Compliance Monitoring Program ([https://www.nj.gov/treasury/contract\\_compliance/](https://www.nj.gov/treasury/contract_compliance/))
- vii. 23G - Sample Letter of Federally Approved Affirmative Action Plan
- j. 24 - JC ODI Supplier Diversity Bidder Questionnaire
- k. 25 - JC DCD Application Certification Page

## SAM Registration

All applicants must hold an active System for Award Management (SAM) identification number in order to receive funding. Applicants without active SAM status will be disqualified. **This is a common pitfall for applicants and a major reason that applications are rejected!** To register for SAM, visit <https://sam.gov/SAM/pages/public/index.jsf>. You must attach proof of your SAM status in the Threshold Requirements section (item 1) of your application in order to be considered for funding. Refer to 1A - Sample Proof of Active SAM Registration and 1B - Instructions for Obtaining Proof of Active SAM Registration in the Library section for assistance.

## Equal Employment Opportunity Compliance

All organizations awarded funding by DCD must complete the required Equal Employment Opportunity (EEO) forms in order to receive federal funds. These are represented in the Attachments tab by items 21-24. While items 21, 22, and 24 are straightforward to complete, item 23, **Valid Certificate of Employee Information Report OR Letter of Federally Approved Affirmative Action Plan OR Copy of Submitted Form AA302**, can be complicated to obtain. **This is another common pitfall for applicants and a major reason that funding can be delayed after award!**

**Most organizations submit a Certificate of Employee Information Report to comply with EEO requirements.** It is obtained from the State of New Jersey, and the application links to NJ Premier Business Services, the preferred method of obtaining a Certificate of Employee Information Report (see 23B - Instructions for Premier Business Services Online Forms Account). If you do not wish to apply online, documents 23C through 23F in the library section provide instruction on how to obtain your Certificate by mail. To apply for a new Certificate or renew an expiring certificate, complete Form AA302 — Employee Information Report (23C) and submit it to the NJ Department of the Treasury along with the non-refundable \$150 fee. If you lost your Certificate, complete the Duplicate Certificate of Employee Information Report Request form (23E) and submit it to the NJ Department of the Treasury along with the non-refundable \$75 fee. **The Certificate of Employee Information**



**Report documents are included for your convenience. However, they must be submitted to the NJ Department of the Treasury, not the City of Jersey City. Jersey City cannot process these forms!**

The Certificate of Employee Information Report application/renewal process may take up to 60 days. **Plan ahead!** If you are still in the process of obtaining a Certificate, or if this is your first-time doing business with the City of Jersey City, you may attach a completed copy of Form AA302 — Employee Information Report to your application instead of your Certificate (be sure to submit the Form to the Treasury department as well!). However, if awarded funding, your organization must be able to provide a valid Certificate of Employee Information Report or Letter of Federally Approved Affirmative Action Plan in order to actually receive the money.

## Application Review

### Proposal Specifications

Applicants should ensure their proposals comply with the following requirements:

- A response to each section of the RFP is required and should follow the guidelines and sequences as specified in the Proposal Guidelines in DCD's online system (Neighborly) as stated in section III of this RFP.
- Every section of the RFP should be completed in full. If funded, the proposal will provide the basis for contract negotiations, and final negotiated terms will be incorporated within the contract as the Statement of Work.
- Proposals should include all requested documents uploaded as attachments as requested in Neighborly. Failure to comply may result in non-recommendation of funding.

### Evaluation and Scoring

Proposals will be evaluated on the quality of the proposal, congruence with the goals of this RFP, past program and grant management performance for existing DCD-funded programs, geographic distribution of services, and benefit to the target population. Proposals will be scored on a 100-point scale and categorized as follows:

#### **Highly Advantageous – (80-100 points)**

- The Proposal significantly exceeds the standard for evaluation in all aspects.

#### **Advantageous – (70-79 points)**

- The Proposal exceeds, to varying degrees, one or more of the following requirements or meets all aspects of the standard for evaluation.



**Not Advantageous – (69 or below)**

- The Proposal is below the standard or has major shortcomings when measured against the standard for evaluation.



**2022 City of Jersey City  
Violence Prevention RFP  
Evaluation Committee Scorecard**

**THRESHOLD ELIGIBILITY REQUIREMENTS**

1. Proof of <b>active</b> SAM registration	<b>Requirements must be met, or application is disqualified</b>
2. IRS 501(c)3 exemption determination letter OR valid Business Registration Certificate	
3. Valid Certificate of Good Standing (NJ Short Form) <b>issued within the last year</b>	
4. <b>Most recent</b> tax return or IRS Form 990	
5. <b>Most recent</b> audit (required if a charitable organization has a total annual revenue of \$500,000 or above) or letter of financial audit exemption	
6. Articles of incorporation	
7. By-laws	
8. Current board of directors list with contact information	
9. Financial policies and procedures	
10. Organizational chart	
11. Certificate of insurance (if providing housing; ESG/HOPWA applicants only)	
12. State of NJ/DCA-issued shelter license (if a shelter project; ESG applicants only)	





<b>SCORING CRITERIA</b>	<b>MAX. SCORE</b>
<b>Statement of Need</b>	<b>10</b>
<ul style="list-style-type: none"> <li>Provides evidence of need for proposed program, including problem to be solved, and target population and target service area, if applicable.</li> </ul>	5
<ul style="list-style-type: none"> <li>Clearly defines participant eligibility criteria and any restrictions/fees.</li> </ul>	5
<b>Program Design</b>	<b>35</b>
<ul style="list-style-type: none"> <li>Clearly defines the structures and purpose of program, as well as how it addresses a Consolidated Plan priority.</li> </ul>	5
<ul style="list-style-type: none"> <li>Identifies specific services that program will provide and key program components; demonstrates overall strength of program design.</li> </ul>	15
<ul style="list-style-type: none"> <li>Identifies personnel that can feasibly provide the proposed services.</li> </ul>	5
<ul style="list-style-type: none"> <li>Demonstrates how program reaches target population, and process of verifying participant eligibility.</li> </ul>	5
<ul style="list-style-type: none"> <li>Identifies how program addresses persons with Limited English Proficiency (LEP).</li> </ul>	5
<b>Organizational Capacity</b>	<b>20</b>
<ul style="list-style-type: none"> <li>Demonstrates capacity to carry out the proposed service program, including qualified staff and any collaborations/partnerships.</li> </ul>	10
<ul style="list-style-type: none"> <li>Demonstrates broad and deep organizational experience in providing services to the target population.</li> </ul>	10
<b>Performance</b>	<b>15</b>
<ul style="list-style-type: none"> <li>Defines goals that are sufficient and reasonable for proposed program.</li> </ul>	5
<ul style="list-style-type: none"> <li>Describes strategies that will produce the projected outcomes.</li> </ul>	5
<ul style="list-style-type: none"> <li>Demonstrates process for measuring accomplishments and outcomes.</li> </ul>	5
<b>Budget and Financial Capacity</b>	<b>20</b>
<ul style="list-style-type: none"> <li>Demonstrates that budget is reasonable, and all expenses are eligible.</li> </ul>	10
<ul style="list-style-type: none"> <li>Demonstrates a reasonable cost-per-client benefit to LMI persons.</li> </ul>	5
<ul style="list-style-type: none"> <li>Demonstrates overall financial capacity and program sustainability, including ability to leverage other funding sources.</li> </ul>	5



**ADDITIONAL REQUIRED ORGANIZATIONAL DOCUMENTS**

1. Completed budget form, including job descriptions for all grant-funded positions	<b>Requirements must be met, or application is disqualified</b>
2. Any letters of commitment/award from other funding sources	
3. Any memoranda of understanding or letters of support/coordination/participation with other organizations	
4. Community Needs Assessment (REQUIRED unless program serves homeless/at-risk and/or persons with HIV/AIDS and their families)	
5. Map listing the Census tract(s) and block group(s) where the program will be carried out (if using LMA National Objective)	
6. Any examples of outreach material used to inform eligible participants about program	
7. Any examples of forms/applications used to verify participant eligibility	
8. Exhibit A - Mandatory EEO Language form (signed by hand and scanned)	
9. Appendix A - Mandatory ADA Language form (signed by hand and scanned)	
10. Valid Certificate of Employee Information Report OR Letter of Federally Approved Affirmative Action Plan OR Copy of Submitted Form AA302 (only if you are doing business with the City of Jersey City for the first time)	
11. Completed Supplier Diversity Bidder Questionnaire	
12. Application certification page from CEO and Board President (signed by hand and scanned)	



## Compliance and Monitoring Requirements

In accordance with Federal, State and local regulations, DCD is required to monitor the use of the funds distributed under this RFP. Compliance and monitoring requirements are necessary for evaluation performance, needs assessments, and use of federal funds. At the time of proposal submission, applicants will be prompted and required to present documents that project clientele outcomes, target populations and source of documentations collected to verify participants. DCD will consider these data during the review process. Compliance of proposals will be categorized in three phases as follows:

- Threshold Review
- Scoring
- Recommendation

All the information and instructions that an applicant needs to meet requirements and build a responsive, high scoring application is contained in this RFP, and can be uploaded into Neighborly at the initial application phase. Applicants awarded funding are required to comply with the rules and regulations that govern the Division of Community Development and all federal requirements. For more information on specific grant programs, see the following table:

Grant Program	Detailed Information Source
CDBG-CV	<a href="https://www.hudexchange.info/programs/cdbg-cv/">https://www.hudexchange.info/programs/cdbg-cv/</a>

## Terms of Procurement

This solicitation is offered in accordance with federal and state requirements governing procurement of professional services. Accordingly, The City of Jersey City reserves the right to negotiate an agreement based on fair and reasonable compensation for the scope of work and services proposed, as well as the right to reject all responses that no application received is either feasible, meets a local need, or serves eligible or intended beneficiaries.

Funds for DCD-awarded grants may **not** be used to replace local or state government funds; or for specific activities which have lost local or state funds within the past twelve (12) months; or be used to fund political activities.



## Application Deadline

Responses to this RFP must be received by the City of Jersey City Division of Community Development by **11:59 p.m., March 21, 2023**. It is the sole responsibility of the applicant to ensure their proposal is complete, submitted and uploaded in a timely manner into the DCD's online system at:

Proposals that miss the deadline as outlined in this RFP will be disqualified from the competitive process. Only electronic submission in Neighborly will be accepted. Facsimiles and mailed applications will not be considered.

Questions regarding the Request for Proposals should be directed to:

**Division of Community Development  
4 Jackson Square  
Jersey City, NJ 07305  
Deja Anderson, Director  
Donalda James, Program Manager**

## Application Checklist

The following must be submitted with each proposal:

- Completed 2023 Violence Prevention Application
- Proof of active System for Award Management (SAM) registration
- IRS 501(c)3 exemption determination letter OR valid Business Registration Certificate
- Valid Certificate of Good Standing (NJ Short Form) issued within the last year
- Most recent tax return or IRS Form 990
- Most recent audit (required if a charitable organization has a total annual revenue of \$500,000 or above) or letter of financial audit exemption
  - o Per N.J.A.C. 13:48, charitable organizations with total annual revenue of \$500,000 or above must submit independent audits. Those with less than \$500,000 must have financial statements certified by the organization president or an authorized officer.
- Articles of incorporation
- By-laws
- Current board of directors list with contact information
- Financial policies and procedures
- Organizational chart
- Certificate of insurance (if providing housing)



- State of NJ/DCA-issued shelter license (if a shelter program)
- Completed budget form, including job descriptions for all grant-funded positions
- Letters of commitment/award from other funding sources (if applicable)
- Memoranda of understanding or letters of support/coordination/participation with other organizations (if applicable)
- Community Needs Assessment (REQUIRED unless program serves homeless/at-risk and/or persons with HIV/AIDS and their families)
- Map listing the Census tract(s) and block group(s) where the program will be carried out (if using LMA National Objective)
- Examples of outreach material used to inform eligible participants about program (if applicable)
- Examples of forms/applications used to verify participant eligibility (if applicable)
- Full job descriptions for all grant-funded positions (if program serves persons with HIV/AIDS and their families)
- Exhibit A - Mandatory EEO Language form (signed by hand and scanned)
- Appendix A - Mandatory ADA Language form (signed by hand and scanned)
- Valid Certificate of Employee Information Report OR Letter of Federally Approved Affirmative Action Plan OR Copy of Submitted Form AA302 (only if you are doing business with the City of Jersey City for the first time; see III. How to Apply for instructions)
- Completed Supplier Diversity Bidder Questionnaire
- Application certification page from CEO and Board President (signed by hand and scanned)

