FY2022 REQUEST FOR PROPOSAL
VIOLENCE PREVENTION

ISSUE DATE: JANUARY 18, 2022
CLOSING DATE: FEBRUARY 18, 2022

ISSUED BY: THE CITY OF JERSEY CITY
STEVEN M. FULOP, MAYOR

DIVISION OF COMMUNITY DEVELOPMENT
SAULO DIAZ, ACTING DIRECTOR
JASMINE DREW, MSW, PROGRAM MANAGER
# Table of Contents

Overview ............................................................................................................................................. 3
RFP Overview ......................................................................................................................................... 3
Background ........................................................................................................................................... 3
Purpose .................................................................................................................................................. 4
Eligible Models ...................................................................................................................................... 4
Funding Availability and Period of Performance ..................................................................................... 7
Eligibility Criteria .................................................................................................................................... 7
Who Should Apply .................................................................................................................................. 7
Allowable Uses: CDBG CARES Act ......................................................................................................... 8
Participant Eligibility and Target Populations ......................................................................................... 9
How to Apply .......................................................................................................................................... 10
Getting Started with Neighborly ............................................................................................................... 10
https://portal.neighborlysoftware.com/JERSEYCITYNJ/participant .......................................................... 10
The Library Section ................................................................................................................................ 10
SAM Registration .................................................................................................................................... 12
Equal Employment Opportunity Compliance .......................................................................................... 12
Application Review ................................................................................................................................. 13
Proposal Specifications ............................................................................................................................ 13
Compliance and Monitoring Requirements .............................................................................................. 13
Terms of Procurement ............................................................................................................................. 14
Application Deadline ............................................................................................................................... 14
Application Checklist ............................................................................................................................... 14
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. These consequences are a stark reminder that greater public health resources and actions are needed in order to address, prevent community violence, and build equitable, 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.

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

Cure Violence and Advance Peace Models are two violence prevention frameworks that recognize (a) ‘health’ is a complete state of physical, mental, and social well-being, not merely the absence of disease, (b) violence is a disease that affects the structure and function of the brain and causes morbidity and mortality, and (c) prevention demands stopping the ‘transmission’ and spread through a combination of behavioral sand structural, meaning legal, policy and social norm, interventions.

Eligible Models

The Cure Violence Model, developed by Gary Slutkin, is a public health approach to preventing community violence through a multicomponent intervention. The Cure Violence model theorizes that violence spreads similarly to an epidemic and can be managed using three strategies to combat and control disease. These three strategies include detection and interruption, identifying and treating individuals at the highest risk of violence, and changing system and group norms to reduce tolerance of violence. The cure violence model further posits that one learns violent behavior through everyday interactions with friends, family, and those they admire the most. Cure Violence program staff aim to engage individuals at risk of direct violence through multisector collaboration with key sectors, including the justice system, community-based organizations, and educational institutions. The Cure Violence Model identifies and classifies high-risk individuals with a list in which a client must meet at
least four of a list of client criteria. Ideally, they are to be between the ages of 16 and 25, have a prior history of offending and arrests, be a member of a gang, have been in prison, or been the recent victim of a shooting, and involved in “high risk street activity,” which in practice meant involvement in street drug markets. The core components consist of the following:

- **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.

- **Youth Outreach** challenges outreach workers to establish relationships and build sufficient trust with both youth and high-risk individuals who are involved in gangs. The outreach workers are tasked with redirecting them to pursue positive alternatives, including (but not limited to) job trainings, jobs and returning to school.

- **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 consequence 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 have the ability to counsel and support to those who seek to change their lives through positive alternatives. They also can adopt, mentor and open safe havens for youth in the community.

**The Advance Peace Model (AP)** is a supplemental framework that identifies the most lethal individuals at the center of community violence in a community, provides them with seven days-a-week mentoring and supportive relationships, uses street outreach workers and delivers services and supports to these individuals during an twelve-month program called the Peacemaker Fellowship. Advance Peace builds upon elements of successful focused deterrence and public-health programs, such as Ceasefire and Cure Violence but has significant differences that sets it apart and distinguishes its approach and measures of impact. These differences focus on healing those at the center of community violence that have experienced trauma, and recognize that unacknowledged and unaddressed trauma are often behind violent behaviors, especially those of young people whose brains and other systems are not fully developed. Healing occurs through the involvement of influential members and organizations of a community, as well as individual, one-on-one mentorships. The core components consist of the following:
- **Multiple Daily Contacts & Life Coaching** with Program Staff, credible messengers check in with each individual Fellow on a daily basis, multiple times a day. In addition, daily interaction between staff members and Fellows provides Fellows with support, guidance, encouragement, and mentorship that are often absent in other parts of their lives.

- **Life Management Action Plan (LifeMAP)** is completed by a credible messengers and the incoming Fellow during intake, and provides an individual comprehensive assessment of a Fellow’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 Fellow’s short term and long-term goals and specific steps for achieving them. The LifeMAP is updated every six months, taking into account the Fellow’s accomplishments as well as areas of challenge.

- **Social Services Navigation Support/Referrals** Based on documented needs in one’s LifeMAP, Fellows will be referred to available and responsive community services, such as GED preparation or handling anger appropriately. Notably, a credible messenger does not simply give a Fellow the contact information for a service provider and instruct him to report to that provider organization. Instead, the credible messenger will attend the first few meetings of the class or services with the Fellow in order to provide onsite support, such as helping the Fellow complete enrollment paperwork and become comfortable in the setting. As importantly, the credible messengers will observe the class content, the instructor or facilitator’s interaction with the Fellow, and the Fellow’s participation in the programming.

- **Credible Messenger—Intergenerational Mentoring** The Credible Messenger represents a powerful addition to the daily mentoring credible messengers and program staff provide to Fellows. A group of volunteers are recruited and trained to provide intergenerational mentorship to Fellows. Credible Messengers are respected in the community and bring a wide range of expertise including finance, psychology, and philanthropy to the Fellows network. Within the Fellowship structure, the credible messengers meet with Fellows and local AP staff twice a month for a two hour meeting. After developing trust with participants, credible messengers provide Fellows 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.

- **Internship Opportunities** Some Fellows have the opportunity to gain job skills through a stipend internship. Placement in an internship generally occurs after a Fellow has participated in the Fellowship for at least 6 months. This timing allows the local AP staff to stabilize Fellows and address their basic needs such as housing or substance-use treatment prior to intern placement. To guide placement, local staff work individually with a Fellow to determine the work that interests he/she and the skills he would like to gain or improve, then facilitate a match with an interested employer.
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.

<table>
<thead>
<tr>
<th>Grant Program (CARES Act)</th>
<th>Estimated Amount Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDBG CARES (CDBG-CV)</td>
<td>$500,000</td>
</tr>
</tbody>
</table>

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, 2022, and end on March 31, 2023. 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
- Ebonics
- 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, or the organization as a whole. 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 of the following eligibility characteristics:

<table>
<thead>
<tr>
<th>Grant Program</th>
<th>Eligibility Characteristics</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDBG-CV</td>
<td>• All persons served must be residents of the City of Jersey City. Non-residents cannot be served with these funds.</td>
</tr>
<tr>
<td></td>
<td>• These programs and activities should prevent, prepare for, and respond to Coronavirus-19 Pandemic</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>FAMILY SIZE</th>
<th>ONE</th>
<th>TWO</th>
<th>THREE</th>
<th>FOUR</th>
<th>FIVE</th>
<th>SIX</th>
<th>SEVEN</th>
<th>EIGHT</th>
</tr>
</thead>
<tbody>
<tr>
<td>INCOME LEVEL:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EXTREMELY LOW (0–30% AMI)</td>
<td>$21,750</td>
<td>$24,850</td>
<td>$27,950</td>
<td>$31,050</td>
<td>$33,550</td>
<td>$36,050</td>
<td>$38,550</td>
<td>$41,000</td>
</tr>
<tr>
<td>VERY LOW (31–50% AMI)</td>
<td>$36,250</td>
<td>$41,400</td>
<td>$46,600</td>
<td>$51,750</td>
<td>$55,900</td>
<td>$60,050</td>
<td>$64,200</td>
<td>$68,350</td>
</tr>
<tr>
<td>LOW (51–80% AMI)</td>
<td>$58,000</td>
<td>$66,250</td>
<td>$74,550</td>
<td>$82,800</td>
<td>$89,450</td>
<td>$96,050</td>
<td>$102,700</td>
<td>$109,300</td>
</tr>
</tbody>
</table>
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, 2022, 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, February 18, 2022.****

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 “2022 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 “2022 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 particular 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 “2022 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 2022
   b. Jersey City Universal Application Checklist
   c. Jersey City 2022 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
   d. 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/BRCLogin)
   e. 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)
   f. 13. Jersey City Universal Budget Form
   g. 21. JC Exhibit A Mandatory EEO Language
   h. 22. JC Appendix A Mandatory ADA Language
   i. 23. NJ Premier Business Services (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
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.

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 of 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:

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

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 any and 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., February 18, 2022**. 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  
Saulo Diaz, Acting Director  
Jasmine Drew, Program Manager

Application Checklist
The following must be submitted with each proposal:

- Completed 2022 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
  - 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)