



**AMENDED**

**Extended Submission Deadline**

**THE CITY OF PLAINFIELD**

**REQUEST FOR SOCIAL SERVICES NONPROFIT**

**PILOT GRANT PROGRAM APPLICATION**

**2021 - 2022**

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**THE CITY OF PLAINFIELD REQUEST FOR SOCIAL SERVICES NONPROFIT PILOT  
GRANT PROGRAM APPLICATION**

**AMENDED 8/26/2021**

***EXTENDED DEADLINE***

**Issue Date:** Monday, August 2, 2021  
Amended August 30, 2021

**Title:** The City of Plainfield Social Services Nonprofit Pilot Grant Program

**Issuing Agency:** The Department of Health & Social Services  
515 Watchung Avenue, Plainfield, NJ 07062

**Contact Information:** Mr. Shep Brown, Director, Health and Social Services

**Application Submission:**

Please submit 3 hard copies of the completed application and  
a USB drive to:

**PLAINFIELD ACTION SERVICES**

510 Watchung Ave, 1<sup>st</sup> Floor  
Plainfield, NJ, 07060  
Monday- Friday between 10am -4pm

**Application Due Date:** Friday, October 1, 2021, by 4:00 PM

**Period of Funding:** November 19, 2021 – November 18, 2022

**Anticipated Number of Awards:** Multiple

All inquiries for information should be directed to: [nonprofits@plainfieldnj.gov](mailto:nonprofits@plainfieldnj.gov)

# Award Requirements

## Purpose of Request for Grant Application (RFA)

The purpose of the City's nonprofit pilot grant program is to strengthen the City's coordination with nonprofit partners and ensure opportunities for local funds to be leveraged most effectively for services that assist vulnerable and disadvantaged individuals and families in meeting critical needs for safety and health security, and independence.

## Priority

The City of Plainfield prioritizes investment in high-quality social services that provide documented and positive outcomes for City residents.

## Areas of Need

Organizations interested in applying to receive funds from the City of Plainfield must provide a program or service impacting one or more of the Areas of Need established by Mayor Adrian O. Mapp in consultation with the Department of Health & Social Services.

The four Areas of Need are:

- **Prevention and Self-Sufficiency**: Services focused on assisting individuals and families in becoming and/or remaining independent and stable and providing tools, skills, strategies, and resources to individuals and families.
- **Crisis Intervention and Diversion**: Services provided to individuals and families in crisis help overcome immediate problems and reduce or prevent the need for more restrictive and expensive higher-level services.
- **Long-term Support**: Services that focus on assisting individuals with continued long-term support needed to remain healthy, safe, and independent in the community.
- **Improved Quality of Social Services**: Services and opportunities provided to individuals, organizations, and communities that enhance the quality, accessibility, accountability, and coordination of services offered by a community organization

## Eligibility Requirements

Applicants must meet the following baseline criteria to be eligible for an FY 2021/2022 nonprofit grant:

- Be a nonprofit certified as a 501(c)3 by the Internal Revenue Service at the time of submission of the application;
- Have a mission that is consistent with serving the City's Areas of Need;
- Be in good standing with the New Jersey Department of Community Affairs;
- Subject to limited exceptions, New Jersey law prohibits localities from appropriating public funds to organizations controlled in whole or in part by churches (to include other houses of worship such as temples, mosques, synagogues, etc.) or sectarian societies. Therefore, a faith-based

organization may be eligible to receive grants from the City of Plainfield only if it can submit evidence satisfactory to City staff demonstrating that

- (i) The program is not controlled in whole or in part by a church (or other houses of worship) or sectarian society; and
- (ii) The programs of such organizations do not discriminate based on and are not otherwise contingent upon the religious affiliation of participants or that qualified assistance. Furthermore, City grants may not be used for any religious purpose or activity, including, but not limited to, religious worship, instruction, or proselytization.

To be considered for funding, applicants must demonstrate the following criteria:

- Present a documented, data-driven need for the organization's program or service;
- Show demonstrated outcomes for the program or service
- Show that the program or services provide a direct benefit to Plainfield residents;
- Demonstrate that the program or service enhances the quality of life for City of Plainfield residents
- Show documented efforts by the organization to secure funding from other sources
- Demonstrate that the organization has the administrative resources to administer funds and to implement and oversee the program or service
- Agree to sign a Memorandum of Understanding with the City and adhere to reporting requirements
- Show that the funding requested is realistic given the service level and that the organization does not rely predominantly on City grant funds.

Applicants for the FY 2021/2022 may only submit one application.

For FY 2021/2022, questions will not be accepted via phone or in person. A question and answer (Q&A) page, where answers to all applicant questions will be posted publicly and available on the City website. Questions may be submitted only via email to: **nonprofits@plainfieldnj.gov**.

City staff is unable to answer questions regarding specific program/service design or plans.

The **RFA** is a competitive grant application process in which each applicant will be competing against other applicants for a limited amount of funding. After the application period, all applications will be reviewed by a team of City staff that includes representatives from health, social services, and finance departments.

## Funding Options

The City has two options for organizations wishing to apply for funds through the health and social services nonprofit grant process:

- 1 - The standard nonprofit application process for organizations wishing to apply for awards of \$5,001 - \$100,000; and,
- 2 – A mini-grants process with a simplified application for any organization applying for a small grant of \$5,000 or less. For mini-grants, organizations will be awarded the total amounts they request.

## Period of Performance

November 19, 2021 – November 18, 2022

## Funding Limits and Restrictions

Individual awards will be limited to no more than \$100,000 to ensure that the City retains the capacity to make multiple awards across all areas of need. The amount of funding requested should be presented and explained, and consistently tied to the need described throughout the application. City funding can be used to fund costs that are required to run an organization. At the same time, there are no restrictions on the number of grant funds that applicants can apply towards funding these operating expenses; funds requested should align with the City's imperative of investing in high-quality social services that meet the needs of our residents.

The final approved funding amount for organizations will be based on a combination of factors: the total amount of funds available, the total amount of awarded requests, the application score, and a review of the reasonability of proposed budget items and cost for services. The ratio of City funding to the organization's overall operating budget will be reviewed to ensure a healthy fund mix that does not rely predominantly on City grant funds (no more than 30 percent). The funding allocation is applied to all awards, with the requested amount awarded based on the application score.

### ***The following are specific examples of unallowable expenses but is not a complete list:***

- Corporate debts
- Contingencies
- Contributions and donations
- Entertainment costs
- Fines and penalties
- Interest and other financial costs
- Legislative expenses
- Fiscal agents may not charge their administrative fee to the City award
- Any religious activity

## GRANT TIMELINE

1. Grant application release date August 2, 2021
2. Grant application due October 1, 2021
3. Award recommendations October 2021
4. Award funding begins November 19, 2021
5. 1st quarter report due March 2022
6. Mid-Year report due June 2022

7. Third-quarter report due September 2022
8. Final report due November 18, 2022

The AGENCY application should include the following sections:

1 – Cover Form (***ON PAGE 8***)

2 – Grant Application

a. Statement of Need

b. Project Description and Timeline for Program Completion

c. Organizational Background, Qualifications, and Expertise

d. Evaluation and Sustainability

e. Budget and Supporting Financial Documents – ***PROVIDED BY APPLYING AGENCY***

- ✓ 2019, 2020 financial statements
- ✓ Organization's current year operating budget
- ✓ 2019 990 form
- ✓ New Jersey Business Registration Certificate
- ✓ W-9

• Required attachments to be completed by the applicant - ***PROVIDED BY APPLYING AGENCY***

- ✓ Demographic Information
- ✓ Staff and Board Information
- ✓ Outcome and Evaluation Plan
- ✓ Proposed Budget

All questions are required to be answered. If a question does not apply to your organization, please enter "not applicable" or "N/A."

# THE CITY OF PLAINFIELD REQUEST FOR SOCIAL SERVICES NONPROFIT PILOT GRANT PROGRAM APPLICATION

## Application Cover Form

*(Grant Application Starts below)*

1. Organization:
2. Name (Organization Legal Name, if different):
3. Project Name(s):
4. Organization's Federal Tax ID#:
5. Year Established:
6. The number of Years the Organization has operated in City of Plainfield or served City of Plainfield Residents:
7. Organization's Mailing Address:
8. Organization's Plainfield Address (if different):
9. The organization's Authorizing Official Contact Information:
10. Organization's Application Contact Person (if different):
11. Requested City Funds/Total Cost:
12. Organization 2020 Operating Budget:
13. Current Fiscal Year State/End Date:
14. Brief Overview of Request: (100-word max.)
15. Applying for Mini-Grants of \$5,000 or less:



# Nonprofit Pilot Grant Application Scoring Explanation

## Statement of Need - 25 points

### **A. Describe the scope of the need for your service(s), including:**

1. What need does your program address? Describe what the proposed funding will be used for and its relation to the Area of Need chosen above. 750-word limit. (7 points) **Mini-grant question (7 points)**
2. Describe your service population's needs within the City of Plainfield (i.e., number of children in poverty; the number of women in shelters, number of LGBTQ served, the number of homeless housed, number of Latinx, number of clients on a waitlist, number of City of Plainfield residents served specifically within the service area, etc.). 750-word limit. (7 points)
3. Describe how you track the overall number of City of Plainfield residents served by your program? Are you able to track unduplicated numbers of participants among all of your programs? If so, how? 750-word limit (7 points)
  - Provide data that supports your description within the Demographic Information Table.
4. Describe the data collected to inform and improve service delivery to this population (i.e., client satisfaction surveys, pre, and post-surveys, client focus groups, client participation on your board) for assessing the proposed service. 250-word max (4 points)

### **B. Project Description and Timeline - 20 points**

Based on your responses in the Statement of Need, please respond to the following:

1. What is your proposed solution to the need identified? Why was this service approach chosen? 1,000-word limit (8 points) **Mini-grant question (8 points)**
2. Describe any program characteristics or specializations that set your services apart from similar providers in the City of Plainfield. 100-word limit (2 points)
3. Describe the duration (number of visits) and intensity (minutes or hours per visit) of your services provided to the population described. 100-word limit (2 points)
4. What is your plan for implementing the program or service? 250-word limit. (4 points)
5. What results are you committed to achieving during the grant period? These results will be part of your evaluation plan. What evidence will you provide to show how you achieved your results? 250-word limit. (4 points)

### **C. Organizational Background, Qualifications, and Expertise – 15 points**

Based on your responses in sections A. and B., respond to the following questions about your organization:

1. Describe organizational capacity to achieve project objectives (including proven ability to manage grants, program management, prior experience with area of need, and how this program fits your organization's mission, goals, and values). 500-word limit. (6 points)

2. On the Staff and Board Information table, describe your staff and the role and Expertise of your board of directors. (3 points)
3. If your organization has multiple programs, briefly describe the overall populations served. 100-word limit. (3 points)
4. Describe current activities, recent accomplishments within the past two years. 100-word limit. (3 points) **Mini-grant question (4 points).**

#### **D. Evaluation and Sustainability (15 points)**

Based on your responses in the previous sections, please respond to the following:

1. Outcome and Evaluation Plan (6 points) **Mini-grant (6 points) PROVIDED BY APPLYING AGENCY**

2. Describe how your organization plans to sustain services long-term if City funds do not continue beyond FY 2022. Describe other resources, including donations that your organization will use to support the service. 100-word limit. (3 points)
3. List the top three grants or contracts your organization held in the last two years. Include the name and email of the point of contact, previous Social Services Nonprofit grants, CDBG grants, etc. City staff may contact at least three individuals on the list for a reference (1.5 points).
4. Briefly describe your most significant collaborations with other agencies in your field or geographic area. 100-word limit (1.5 points).
5. If this is not a new program, show the program's impact in 2019 or 2020—100-word limit. (3 points).

#### **E. Budget and Supporting Financial Documents (25 points)**

1. Submit a Budget and Budget Justification. (10 points) **Mini-grant question (10 points) - PROVIDED BY APPLYING AGENCY**

2. Did your organization request funds under any of these programs in response to COVID-19? If yes, please select the funding source(s) from the list below, indicate the amount, and describe the purpose of the funds. Select all that apply. (0 points)

- CDBG (CARES)
- PPP
- City of Plainfield Economic Development Small Business
- City of Plainfield Food Assistance
- Other (explain)

3. Submit all of the following: (15 points) Mini-grant (15 points)

- 2019, 2020 financial statements
- Organization's current year operating budget
- 2018, 2019 990 forms (For mini-grant, most recent 990)
- New Jersey Business Registration Certificate
- W-9

## **Directions for Completing the Budget:**

### **Personnel/Employee:**

Provide projected salary and fringe costs for your proposed program. The calculation for percent FTE - list as .20, .80, etc. Explain how the positions requested relate to the objectives proposed.

### **Fringe Benefits:**

Justify your agency's fringe benefit rate should include what benefits are covered under the fringe. The fringe rate should be applied to the total salary.

### **Consultants/Contractual:**

Provide a list of positions or activities carried out by consultants or through contracts. Provide the unit of payment; this could be by the hour or the completed task, and provide the cost of each unit and the number of units being contracted. In the justification, explain how the consultants/contractual relationships relate to the objectives proposed.

### **Supplies:**

This line should indicate the total projected costs of supplies needed to administer your program, e.g., paper, pens, folders, printer ink, etc. In the justification, explain how the supplies requested relate to the objectives proposed.

### **Equipment:**

Long-term equipment purchases that exceed \$5,000. These purchases must be pre-approved by City of Plainfield grants staff. In the justification, explain how the equipment costs requested relate to the objectives propose

### **Client Cost:**

This should include specific client costs related to your program, e.g., fare cards, incentives (where allowed), and other program-appropriate client costs. In the justification, explain how the client costs relate to the objectives proposed.

### **Communications:**

This should include costs associated with maintaining communications necessary to administer your program, e.g., telephone, cell phones, internet, fax lines, copying. You should complete a projected cost

for each item, indicate the unit and number. Explain how the communication costs relate to the objectives proposed.

## Post-Award Requirements

All organizations approved for funding must complete a Memorandum of Understanding (MOU) prepared by the City and signed by the appropriate authority for the organization. This agreement will outline the requirements for receiving the grant award. The MOU will include important terms relative to the grant award as follows:

### ***Funding Term and Disbursement***

The funding term will begin on November 19, 2021, and, unless sooner terminated, will expire on November 18, 2022.

All organizations approved for funding will be required to have a W-9 and a Business Registration Certificate (BRC).

The City will make two payments to the organization:

- The first half of the funding award will be made at the end of FY 2021.
- The second half of the funding will be awarded after submission and approval by the City of a mid-year progress report and expenditure report. The City may delay or cancel payments for failure by the organization to comply with any part of the MOU.

For mini-grants, one payment of the full amount will be made at the end of FY 2021.

### ***Tracking of Expenditures and Use of Funds***

The organization will account for all expenditures made from the awarded funding and submit the expenditure portion of both the mid-year and final reports. The City will supply these forms.

The organization shall repay to the City:

- Any funds that remain at the end of the fiscal year;
- Any funds expended for purposes other than those stated in the funding applications.

### ***Reporting Requirements***

Grant recipients will be required to submit quarterly reports and a final report that provide information on expenditures and the organization's progress in meeting the performance measures identified in the funding application. The template used in the evaluation plan for the application will serve as the reporting template as well. Quarterly reports are due no later than 15 days after the end of the quarter. The final report is due 30 days after the end of the grant period.

Organizations not meeting at least 75 percent of their mid-year target for any performance measure will be reviewed by the City. If City staff determines that there may be a performance issue underlying the lack of progress toward the goal, they will request that the organization complete a corrective action plan before the second fund disbursement is given. A corrective action plan consists of a statement of the issue

needing improvement and a request for the organization to present a remedy, in writing, within a specific timeframe.

\*Mini-grant recipients only have to complete final, not quarterly, reports and will be paid in full for the year.

### ***Invoicing Requirements***

Grant recipients will also be required to invoice the City for the bi-annual disbursements of the approved grant award. The invoices should be included when submitting the signed copies of the MOU and the mid-year report. Invoices should be submitted to the contract manager on organizational letterhead and have the date, invoice number, and amount disbursed.

### ***Fiscal Agency***

If an organization with a fiscal agent receives City funds, the executive directors of both organizations must sign the MOU, signifying their mutual acceptance of the terms of the agreement.

Questions about the application form or process may be directed to [Nonprofits@plainfieldnj.gov](mailto:Nonprofits@plainfieldnj.gov)

## **Helpful Tips To Complete The Application**

Below are some tips that will help improve your application.

- Assume that the reviewers are not familiar with your organization; scores are based on application content only.
- Emphasize results achieved by the program and any specific service you are applying for funding.
- All questions are scored independently, so you may need to repeat answers or explicitly refer to another question.
- Ensure that costs in the requested budget are reasonable, explained, and within industry standards.
- Be sure that responses to questions:
  - ✓ Directly answer the question;
  - ✓ Are concise, specific, and thorough;
  - ✓ Are specific to the City of Plainfield.
- Be sure that all required documents have been provided, or explain why you cannot provide them.