

CITY OF PATERSON
DEPARTMENT OF HEALTH &
HUMAN SERVICES

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JOSÉ “joey” TORRES
MAYOR

July 24, 2015

The Paterson Department of Health & Human Services awards Paterson serving community/faith-based organizations the opportunity to partner with the city through an annual Request for Proposal (RFP) process.

The 2015-2016 Paterson Department of Health & Human Services RFP release date is Friday, July 24, 2015 thru Monday August 10, 2015 and available for pickup at 125 Ellison Street 1st floor, Paterson or download from our Paterson website: www.patersonnj.gov.

The purpose of our Social Service program is to build and sustain a stronger Paterson and create, improve and/or expand the delivery of services to the citizens of Paterson. Our grants support local efforts to provide our community and/or faith-based organizations the opportunity to enhance their program services.

Please review the guidelines, eligibility criteria, and the procedures on the following pages and carefully complete and submit your proposal in the requested format.

Your services must address the Scope of Services as outlined below:

- ✓ Provide meaningful educational/recreational activities for youth;
- ✓ Support effective senior service programs;
- ✓ Domestic violence education and prevention services (Serving both genders)
- ✓ Re-entry Support Services
- ✓ Utilize evidence-based projects to ensure positive performance outcomes.
- ✓ Foster collaboration among different community agencies, and city government;
- ✓ Reflect a comprehensive approach to identify and meet specific goals and objectives as specified.

This information will be presented during our Technical Assistance meeting
Thursday, August 20, 2015 in City Hall 4th Floor Conference Room @ 5:30 – 7:00 p.m.

Please feel free to contact Hilda Perez should you require additional information: 973.321.1242 or email hperez@patersonnj.gov

We look forward to working with you.

**CITY OF PATERSON
DEPARTMENT OF HEALTH & HUMAN SERVICES
OFFICE OF PLANNING & PROGRAM ANALYSIS**

**2015 - 2016 SOCIAL SERVICE
REQUEST FOR PROPOSAL APPLICATION (RFP)**

GENERAL INFORMATION

Release Date: Friday, July 24, 2015 thru Monday, August 10, 2015

Submission Date: Applications must be clearly typed and each section must be completed. An original and three (3) copies must be submitted by September 10, 2015 at 3:30pm to the Department of Health & Human Services – Office of Planning & Program Analysis, 125 Ellison Street, 1st Floor, Paterson, New Jersey 07505
ATTN: Hilda Perez, Senior Program Monitor.

Eligibility: Applicant must be recognized as a 501 (c) 3 organization within the City of Paterson and/or serving the citizens of Paterson;

Applicants must include a completed Application Checklist **attached to original application only.**

The information provided for the checklist must be current. If not, you must provide an explanation on a separate sheet.

Nonprofit Corporation with proof of 501(c) 3 tax-exempt status;

A minimum of five years of experience in providing social services;

Strong board involvement and competent leadership; and

Proven track record of relationships fostered with other organizations and constituencies in the community, and city government.

Grant Request: \$6,000 - \$15,000

TA Support: Technical Assistance (TA) meeting will be held:
Thursday, August 20, 2015 from 5:30 – 7:00 p.m.
City Hall 4th Floor Conference Room

**Application
Due Date:** Thursday, September 10, 2015 at 3:30 p.m.

**CITY OF PATERSON
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OFFICE OF PLANNING & PROGRAM ANALYSIS**

2015 - 2016 SOCIAL SERVICE RFP

Application Checklist

Please Note: The following documents must be attached to this check list and submitted with the original application only.

All items listed below must be attached to the 2015-2016 Social Service RFP Original Application. Please place an 'X' on the line preceding each item signifying attachment in the order as listed.

1. _____ Current after school program license (if applicable);
2. _____ Current Annual Audit Report (must be completed by an independent Certified Public Account and in compliance with OMB Circular A-128 or OMB Circular A-133);
3. _____ Certificate of Incorporation;
4. _____ Copy of 501 (c) 3 tax exempt status letter;
5. _____ List of current Board of Directors and Affiliations;
6. _____ Copy of Board of Directors meeting schedule;
7. _____ Copy of the agency's holiday calendar;
8. _____ A statement that the agency is in compliance with annual filing requirements of the Internal Revenue Services – Good Standing Certification;
9. _____ Provide two (2) letters of support.

Providing that your agency is selected you MUST provide the following:

10. _____ Copy of Insurance Certificate meeting the following standards:
 - A. Providing the City of Paterson Department of Health & Human Services with notification in case of cancellation.
 - B. Endorsement sheet including the City of Paterson Department of Health & Human Services as an additional insured {Note: applicants that are not already providing services under this Grant Program may defer fulfillment of this requirement "B" until a grant is actually awarded}

**CITY OF PATERSON
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OFFICE OF PLANNING & PROGRAM ANALYSIS**

2015 - 2016 SOCIAL SERVICE RFP

Application Cover

Legal Name of Agency: _____

Agency Address: _____ Website: _____

City: _____ State: _____ Zip Code: _____

Contact Name: _____ Title: _____

Phone #: _____ Email Address: _____

Please check service category and indicate amount requested from DHHS

<u>Service Categories</u>	<u>Amount Requested from DHHS</u>
_____ Youth Services	_____
_____ Senior Services	_____
_____ Domestic Violence Prevention Services	_____
_____ Re-Entry Services	_____

Please explain: _____

Authorized Representative:

Print: Name & Title:

Signature:

Date:

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2015 - 2016 SOCIAL SERVICE RFP

Application Instructions

Please follow directions – use a 12” Times New Roman font; single space and 1” margins.

1. Introduction – (Two page limit)

Please provide a description of your agency, include mission statement, history and previous experience in delivering programs in the City of Paterson;

2. Statement of Need – (One page limit)

Please describe the need to be addressed through this funding process and explain its importance, include current demographics of the population to benefit from this service;

3. Program Description – (Two page limit)

Please provide a detailed description of the program to be implemented if funding is secured. Include your plans to collaborate with other community/faith-based agencies in the City of Paterson to ensure other services are being provided to your customer base;

4. Goals and Objectives – (Two page limit)

Please provide your program goals and following each goal provide the objectives that will ensure the program goals are met. Please use measureable terminology which will clearly define how success is measured;

5. Program Activities – (One page limit)

Please provide a program calendar listing scheduled events to occur: daily, weekly, and/or monthly. Include time and location;

6. Target Population – (One page limit)

Please include the specific demographics of the population to be served from this program: total number; ages; economic status (eligible for free or reduced school lunch); household size;

7. Program Evaluation – (One page limit)

Describe the program evaluation tools that will be used to demonstrate positive performance outcomes and briefly describe staff performance evaluation process; **provide a sample form**)

8. Budget, Budget Narrative & Sustainability – (Three page limit)

Please provide a detailed budget and a budget narrative describing how these funds will be allocated and describe future funding plans addressing program sustainability.

NOTE: Page limit 14 including cover