

NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS

INDIVIDUAL DEVELOPMENT ACCOUNT (IDA) PROGRAMS

FEDERAL // TANF PROGRAM

REQUEST FOR PROPOSALS

NAME OF GRANT PROGRAM:

INDIVIDUAL DEVELOPMENT ACCOUNT (IDA) PROGRAM funded by Federal TANF funds and designated for Burlington, Atlantic and Cape May Counties.

PURPOSE OF PROGRAM:

Individual Development Account (IDA) Programs provide for the establishment of matched savings accounts that help low-income people build assets and assist them in paying for higher education, purchasing homes or starting small businesses. An IDA program meets these objectives by providing financial education, case management, trust savings accounts, homeownership counseling and other asset-goal specific training to IDA participants. The service area of this grant includes Atlantic, Cape May and part of Burlington counties.

AVAILABLE FUNDING:

Approximately \$60,000 is remaining unallocated in a fund established by the legislature in 2001 to permit the Department of Community Affairs (NJDCA) to administer the IDA program. The program was authorized by the 2001 New Jersey Individual Development Account Act, P.L. 2001, c. 93 (C.44:10-87, et seq.).

STATUTE, REGULATIONS AND GUIDELINES

The New Jersey Individual Development Account Act {P.L. 2001, c. 93 (C.44:10-87, et seq.)} authorized NJDCA to adopt rules for the IDA program which can be found at N.J.A.C. 5:46-1.1(2014). The Department has also developed Program Guidelines for IDA grantees.

TERM OF THE GRANT:

This grant is a one-time grant meant to be offered to participants until funds are exhausted.

LOCAL MATCH REQUIREMENT:

There is no direct local match requirement. Agencies are expected to provide the administrative resources to implement the program, including program managers, case managers and in-house financial staff.

Agencies are permitted to seek additional governmental or private funds to assist with the program, especially sources which would provide additional matching funds, thereby permitting a greater than 1:1 match to participant savings.

ELIGIBLE APPLICANTS:

This IDA grant may only be provided to community-based organizations, i.e. not-for-profit organizations described in Section 501©3 of the Internal Revenue Code of 1986 (25 U.S.C. s.501(c3)) and exempt from taxation under section 501(a) of the internal Revenue Code of 1986 (26 U.S.C. s. 501(a)), providing services or having facilities and services in southern Burlington County (Shamong, Tabernacle, Washington, Woodland and Bass River Townships), Atlantic County and Cape May County.

ELIGIBLE PROGRAM PARTICIPANTS:

Program participants must be individuals and/or families meeting the following requirements:

1. The annual household (earned) gross income may not exceed 200% of the federal income poverty guidelines, published annually. (See 2014 FPL attached)
 - a. All sources of household income are included, except for income received by persons under age 18 and income received by dependents enrolled in a full-time undergraduate program.
2. The participant must be employed, i.e., he/she must have earned income and will continue to be employed and receive earned income, with working hours of at least 20 hours per week,
3. Participants must be residents of the State of New Jersey.
4. Agencies must, at all times, ensure that a minimum of 33.3% of accountholders are current or former Work First New Jersey recipients pursuant to P.L.1997,c.38 (C.44:10-55 et seq.) or Aid to Families with Dependent Children recipients of Temporary Assistance for Needy Families (TANF) recipients pursuant to 42 U.S.C. s.601 et seq.,

ELIGIBLE ACTIVITIES:

The only eligible activities are those associated with the establishment and administration of an IDA program for the southern portion of Burlington County including Washington, Bass River and Woodland Townships, along with Atlantic and Cape May Counties. The program will be implemented in accordance with the statutes, NJDCA regulations and the IDA program guidelines, allowing for participants to save money and earn matching funds to assist with further education, business development and first time home purchasing.

INELIGIBLE ACTIVITIES:

Funds cannot be used for Administrative purposes in establishing or operating the IDA program. Funds may only be used for matching the savings of the participants meeting all of the program requirements. There are ineligible activities for each of the asset purchases as provided in the Program Guidelines. For example, a participant seeking a home purchase cannot use the funds to acquire land or to enter a rent-to-own agreement; a participant saving for education cannot use the funds to pay school debt; a participant saving for small business development cannot use the funds for payroll.

GRANT TERM:

The initial contract will run from October 2014 - June 30, 2015. Contracts are renewed every 2 years in conjunction with a Memorandum of Agreement between NJDCA and the NJ Department of Human Services. This IDA program has been underway since 2009 and will continue until all funds are expended.

QUALIFICATIONS:

Applicants eligible for funding under grant program:

- Must be a non-profit organization (as defined above).
- Must demonstrate knowledge & experience in implementing financial assistance and education, and asset building or maintaining programs for low and moderate income individuals and families.
- Must have capacity to implement these programs.
- Must be prepared to implement the program in accordance with the Statute and NJDCA regulations and guidelines.

APPLICATION PROCESS:

Applicant must complete and submit the information required for the following application forms in SAGE, the NJDCA grant application and management program. The applicant must review the proposed rating scheme to find a listing of the questions/issues/information expected to be addressed when completing the SAGE forms. The IDA Regulations and Guidelines (Manual) should also be reviewed for a complete understanding of program requirements when completing the application.

- Application program description
- Objective proposal, including:
 - Objectives
 - Methodology
 - Performance measure
- Scope of Services
- Target Population
- Assessment of Needs
- Other source of funding
- Personnel
- Budget
- Required Documents** include:
 - Corporate resolution,
 - Certificate regarding disbarment
 - Certificate regarding lobbying
 - IRS confirmation of non-profit status
 - Organization Chart
 - Any third party agreements entered as part of this application.

**The required documents are considered part of the application for funding. Failure to submit any of the above listed attachments (without prior approval) will result in the application being incomplete and will result in disqualification.

PERFORMANCE OUTCOMES:

The applicant must provide target goals for the total number of individuals and families entering and completing the program.

APPLICATION RATING CRITERIA:

The rating scheme for application evaluation will be based on 100 points. A list of all topics to be used in the application evaluation is attached.

REPORTING REQUIREMENTS:

Four (4) quarterly progress reports are required. Reports are due January 15th (First Quarter), April 15th (Second Quarter), July 15th (Third Quarter) and October 15th (Fourth Quarter).

TECHNICAL ASSISTANCE SESSION:

There will be one (1) mandatory technical assistance workshop at the NJ Department of Community Affairs, 101 South Broad Street in Trenton. **The workshop will be held Tuesday September 23, 2014 at 2:00 P.M. in Conference Room 129.** A representative from your organization must attend this session in order for the Agency to be considered for funding. (If there is an extraordinary reason or event that prohibits attendance at the Technical Assistance Session by any member or representative of an agency wishing to consider submitting an application, contact the DCA staff to make other arrangements.)

IF THERE IS A POSSIBILITY THAT YOUR AGENCY WILL BE ATTENDING THIS SESSION, PLEASE LET US KNOW YOUR CONTACT INFORMATION BY 4 P.M. MONDAY SEPTEMBER 22, 2014.

NJDCA CONTACTS:

If there are any questions regarding this RFP please contact: Dennis Funaro, 609-633-9770, dennis.funaro@dca.nj.gov, or Pat Swartz, 609-984-6654, Patricia.Swartz@dca.nj.gov.

DEADLINE FOR SUBMISSION:

The IDA application **must be submitted electronically** via SAGE on or before Tuesday, **October 8, 2014, at 4:00 P.M.** to be considered for funding. The signed and certified resolution must be uploaded into the application before submission. The mailing address for hard-copy materials (also due by 4:00 P.M. Oct. 8, 2014) is:

Patricia Swartz, Administrator
Department of Community Affairs
Division of Housing and Community Resources
Office of Community Action
101 S. Broad Street
P.O. Box 811
Trenton, NJ 08625-0811

DATE BY WHICH APPLICANTS SHALL BE NOTIFIED:

Applicants will be notified in October regarding the approved application.

2014 POVERTY GUIDELINES For CSBG AGENCIES
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Persons in Family	100% Federal Poverty Level	200% Federal Poverty Level
1	\$11,670	\$23,340
2	\$15,730	\$31,420
3	\$19,790	\$39,580
4	\$23,850	\$47,700
5	\$27,910	\$55,820
6	\$31,970	\$63,940
7	\$36,030	\$72,060
8	\$40,090	\$80,180
For each additional person, add	\$4,060	\$8,120

Published in *Federal Register* on January 22, 2014

RATING SHEET

Federal IDA Program, FY15 RFP

The applications will be reviewed and judged using a 100 point rating scheme based on the following:

Goals

- The proposal presents clear program goals, including but not limited to the number of expected participants, average savings, expected financial education attainment and planned grant completion date.

Statement of Need

- Information on available programs & gaps in programs
- Reports, surveys, or other information on lack of financial assistance/asset building programs
- Statistical information on number of people needing these services in the area defined.
- Overall familiarity with the population in the proposed service area to demonstrate the agency's ability to implement and market the program expeditiously.

Qualifications

- The experience of the Board of Directors in overlooking low-income financial programs.
- Current level of service provision in the service area.
- Facilities currently located in the service area.
- Presence of a full time executive director and chief financial officer.
- Staff qualifications, for those managing the program and working with the participants.
- Demonstration of existing relationships with governmental and non-profit social service networks in the service area.
- Current grant programs operated by the agency or approved grants not yet in service.

Budget and Fiscal Soundness

- Proposed budget in line with program guidelines
- Applicant's audited statement reveals fiscal soundness and adequate liquidity.
- Based on audit finding, the applicant complies with laws and regulations of existing programs.

Program Design:

- Specific, measurable and achievable objectives
- Is there an agreement in place with a financial institution which will handle the trust accounts.
- Relates to identified needs & goals for the proposed program
- Detailed program implementation/methodology
- Methodology allows for meeting the stated goal, objectives & performance measures.
- Are performance measures clear and easily determined?
- What are the expected outcomes and are they realistic?
- What will change as a result of the program?
- How soon will the application be in operation?

Sustainability

- The ability of the Agency to sustain the program into the future with or without State funds.

Confirmation of other sources of income to supplement the program:

Past Performance:

- Demonstrated history of working with other Federal and State programs, including those with emphasis in the areas of personal financial assistance, housing finance or consumer education.
- Monitoring reports received in the last 3 years must be submitted for all grant programs.

THRESHOLD SUBMISSIONS/FINDINGS

1. SAGE Application Submitted by 4 P.M. September 30, 2014
2. IRS confirmation of non-profit status
3. Corporate Resolution
4. Organization provides services or have facilities in the service area
5. Organization has experience in implementing financial assistance and education programs for low and moderate income individuals and families
6. Certificate regarding disbarment
7. Certificate regarding lobbying
8. Organization Chart
9. Any third party agreements entered as part of this application.
10. Attendance at Technical Assistance Session, or other arrangement made