



Age-Friendly Community Grant RFP Walkthrough

Division of Aging Services

Presentation Outline

1. Grant Activity Overview (Slides 3-4)
2. RFP Approval Process (Slides 5-9)
3. Application Components (Slides 10-19)
4. Review Criteria (Slides 20-25)

Grant Activity Overview

Age-Friendly Community Grant

- **Goal:** To enhance and catalyze initial efforts of the bidder to build community partnerships, enroll in the AARP network, execute a community needs assessment survey, and create an action and evaluation plan to address any gaps or deficits identified in the survey.
- Helps a **specific municipality or county** become an AARP Age-Friendly Community by supporting the completion of required steps—specifically, a community needs assessment—needed to submit the application.

RFP Approval Process

Application Submission Schedule

1. June 11, 2025: Release of RFP

- (<https://www.nj.gov/humanservices/providers/grants/rfprfi/>)

2. June 18, 2025: Application question due date

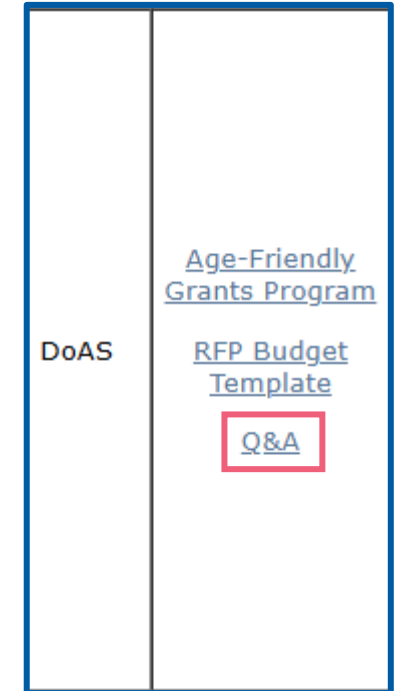
- **Only way** questions about the RFP will be answered.
- Submit to DoAS.AgeFriendlyNJ@dhs.nj.gov.

3. DoAS posts answer document

- Single document with compiled questions, answers, and location in RFP.
- [Found on same webpage as RFP posting.](#)

4. July 11, 2025: Application due date

- Applications sent after the **day and time** listed on the RFP **will not be reviewed** or considered for scoring.



<https://www.nj.gov/humanservices/providers/grants/rfprfi/>

Post-Submission Schedule

5. DoAS review

- Intake review: Ensure required attachments are included in application (see Slide 17).
- Grading process: Reviewers score applications on a scale of 0 to 100 points (see Slide 20).
- Fiscal review: Ensure organizations are fiscally viable through an assessment of the audited financial statements provided in the application.

6. Preliminary letters sent out to **all** applicants

7. Appeal window

- All appeals must be submitted via written request and clearly state the basis for the appeal. Appeals must be sent to DoAS.AgeFriendlyNJ@dhs.nj.gov for consideration by Louise Rush, Assistant Commissioner.
- The appeal deadline will be provided in the preliminary letters.
- **Note:** DoAS **cannot accept** missing documents through the appeal process from applicants who received a preliminary non-responsive letter. All application materials must be submitted by application due date; this is not a basis of appeal.

Post-Submission Schedule

8. DoAS appeal review

- DoAS will review, then issue a determination on each appeal.
- DoAS will send appeal response letters alongside final award determination letters.

9. Final award determination letters sent out to all applicants

- Awards will not be considered final until all timely appeals have been reviewed and final decisions rendered.

10. SAGE/NJ START onboarding for awarded grantees

Submission Notes

- DoAS **cannot** communicate directly with applicants. This includes confirmation of receipt or question submission.
- To avoid last-minute complications, such as difficulty sending a PDF to the submission email due to attachment size, try to submit an application well before the deadline date and time.

Required Application Components

Attachment A: Funding Proposal Cover Sheet

- **Description:** Brief list of identification information
- **Notable items**
 - Eligibility type: Nonprofit, municipal government entity, or county government. The application requirements slightly differ for each type of entity (see Slide 18).
 - Contact person: The person listed here will receive preliminary and final notices (see Slides 7 and 8).
 - Grant funds requested: Please ensure this reflects the total found in your Budget Narrative (see Slide 13).

Attachment B:

Introduction and Proposal Narrative

- **Purpose:** This will be evaluated by reviewers as part of the scoring criteria
- **Introduction and Context**
 - Brief summary of proposed initiative.
 - Explain the goal of the community needs assessment and how that information will lead to the community becoming more age-friendly.
- **Proposal Narrative**
 - Write up to five pages addressing the questions included in the application.
 - Areas of focus
 - How will older adults be involved in the community's efforts to become more age-friendly? (See first review criteria in **Organizational Capacity, Partnerships, and Sustainability**)
 - Please describe a communications plan for publicly promoting the outcomes of your community's age-friendly initiative both within the community and to other communities in New Jersey. (See second review criteria in **Outreach and Communication**)

Attachment B: Staffing Plan and Budget Narrative

- **Staffing Plan**

- In two or three paragraphs, describe staffing capacity and list key members involved in the effort, as well as the tasks they'll be undertaking.
- Associated review criteria:
 - **Community Needs Assessment**
 - **Organizational Capacity, Partnerships, and Sustainability**

- **Budget Narrative**

- Budget Summary:
 - Enter the proposed cost for the RFP.
 - The total cost entered here is what will be awarded.
- Cost Breakdown
 - Enter the individual information for each budget category found in the summary.
 - Enter any written justification for costs in each section's **Narrative Justification** column if necessary, including potential calculations.
- You must use the budget template (Annex A) provided on the RFP website.

DoAS	Age-Friendly Grants Program
	RFP Budget Template
	Q&A

<https://www.nj.gov/humanservices/providers/grants/rfp/rfi/>

Budget Narrative Spotlight: Gift Cards

- **The use of gift cards must be clearly identified in the proposed application budget.**
 - The budget narrative justification must identify the number and amount of gift cards requested, briefly explain what participant support costs the gift card will cover (such as for stipends or subsistence allowances, and/or travel allowances), why it is necessary and reasonable, and how it does not eliminate the voluntary nature of participation in the grant supported project or program.

Gift Cards: Internal Controls

- **If gift cards are present in budget, recipients must have a written gift card policy to prevent fraud, waste, and abuse. The policy must:**
 - describe the circumstances under which the gift cards can be purchased;
 - ensure purchasing and approval duties are segregated (the purchaser should not be the authorizer);
 - document the purchase of gift cards in the general ledger;
 - prohibit loading future funds on gift cards;
 - ensure that gift cards are stored securely, as if they were cash;
 - require a log of distribution of gift cards; and
 - require notification to the participant of the purpose of the gift card.
- **Other requirements**
 - Gift cards should not be purchased in bulk or in excess of immediate needs (within 30 days or less of distribution).
 - Award funds cannot be used to cover the cost of undistributed or expired gift cards.
 - Undistributed or expired gift cards may not be charged to the award.

Attachment C: Work Plan Table

- Describes the steps that will be taken to complete the project, as described in Attachment B.
- If awarded, the information provided in the work plan will also guide the grant disbursement process.
- **Note:** The work plan will be assessed by reviewers to determine scores.

Date of Completion	Goal/Milestone	Community Impact	Staff Responsible
List the anticipated date of completion for each Goal/Milestone.	Specify the goal/milestone leading to the completed project.	Describe how Bidder will measure success.	List name and title for staff directly working on each goal. If Bidder plans to hire staff, please list the position title(s) and the expected date(s) of hire.

Other Attachments

- Required attachments 1-7
 - Failure to attach these items will negatively affect your score.
- Required attachments 8-16
 - Failure to attach these items will result in your application being **disqualified** at the intake review stage.
 - You must attach the **most recent** version of forms.
 - These can be found attached to the RFP itself (Attachments E, F, and G) or linked in the application (www.nj.gov/treasury/purchase/forms.shtml).

Letter of Commitment or Resolution/Proclamation

- All **nonprofit** bidders must attach either a Letter of Commitment or a Resolution/Proclamation from the highest elected official of the municipal or county government being served.
 - A nonprofit bidder that fails to attach this item will have their application **disqualified** at the intake review stage.
- Municipal or county bidders **do not** need to attach this letter as part of their application to DoAS;
 - **Note:** this differs from the requirements of the first RFP.
- When **any** grantee applies to the AARP Network of Age-Friendly Communities, it must provide a Letter of Commitment **at that stage**.

Application Notes

- Please save and submit applications as **one** PDF document.
- The complete application criteria can be found in RFP.

Review Criteria

Review Overview

- Scored from 0 to 100 points.
- Grantees must receive a minimum score of 60 points to be eligible for an award.
- Total grants awarded: 39
 - Distribution: 13 grants per region
 - **Northern:** Sussex, Passaic, Bergen, Warren, Morris, Essex, Hudson
 - **Central:** Monmouth, Mercer, Middlesex, Hunterdon, Somerset, Union, Ocean
 - **Southern:** Burlington, Camden, Gloucester, Salem, Cumberland, Atlantic, Cape May
 - In the event DoAS does not receive enough acceptable proposals for a region, then DoAS reserves the right in its reasonable discretion to award more than 13 grants in the remaining region(s) to reach a total of 39.

Community Needs Assessment

1. Proposal demonstrates the goals of the community needs assessment as well as the bidder's ability to assess and monitor the ongoing challenges facing older adults in the community.
2. Proposal demonstrates why the chosen survey methodology is best suited for their community.
3. Proposal demonstrates how the survey methodology will engage traditionally underserved populations of older adults and will result in a diverse sample reflective of their community.
4. Proposal demonstrates the bidder's capacity to utilize the survey results to create an action and implementation plan.
5. Proposal demonstrates bidder's capacity to execute the proposed survey and develop an action and evaluation plan within the grant timeline.

50 points total

Organizational Capacity, Partnerships, and Sustainability

1. Proposal demonstrates bidder's ability, willingness, and readiness to work with community partners to develop an action and evaluation plan and advance age-friendly initiatives, including a high level of support from local government officials and the meaningful participation of older adults.
2. Proposal demonstrates bidder's experience engaging with older adults as well as community partners in their area as well as a commitment to diversity, equity, inclusion, and accessibility principles and practices.
3. Proposal describes challenges and risks (internal and external) that may be encountered and how the bidder will manage and address these risks and challenges.
4. Proposal demonstrates the bidder's willingness to continue to work towards becoming more age-friendly after they implement their developed action and evaluation plan and the grant period has ended.

20 points total

Outreach and Communications

1. Proposal includes a plan for outreaching, publicly communicating, and promoting the outcomes and outputs of age-friendly plans and initiatives to both the community and other communities in New Jersey.
2. Proposal includes a plan for promotion and external communication via traditional forms of media as well as social media.

10 points total

Budget

1. The proposal budget clearly describes budget categories and fund allocation is consistent with the organizational capacity.
2. The proposal budget and fund allocation is appropriate for the proposed scope of work.
3. The proposal budget includes appropriate administrative, supplies, and staffing costs. Please include any costs that will be allocated to partner organizations, as appropriate.

20 points total