# NJ DEPARTMENT OF STATE
# OFFICE OF FAITH-BASED INITIATIVES GRANT PROGRAM

### Sustainable Development Planning Grants
### <span style="color:red">This Funding Category can be found under Social Innovation in Sage</span>

To download the grant guidelines, click this link: https://www.state.nj.us/state/ofbi.shtml

The mission of the New Jersey Office of Faith Based Initiatives (OFBI) is to eliminate barriers to funding and other resource opportunities, create greater access for partnership and enhance the capacity of faith and community-based organizations (FBCOs) to create and implement innovative approaches that are designed for community and economic transformation.

## Grant Awards are Subject to the Availability of Funding
## <span style="color:red">Application Due Date: March 3, 2026 @ 1:00PM</span>

**Training Webinars:**
Technical assistance training webinars can be found on OFBI's website https://www.state.nj.us/state/ofbi.shtml. Scroll down to "Spotlights" click "Grant Opportunities" then click "Webinars" located on the right-hand side.

**Eligibility Criteria:**
Applicant must:
- Be a Non-Profit Faith and/or Community-Based Organization serving low-income residents;
- Must be tax-exempt by determination of the Internal Revenue Service in accordance with Section 501(c)(3) and upload their 2024 IRS Determination Letter that states that the organization is created for charitable purposes and not for religious purposes;
- Must be registered with the NJ Division of Consumer Affairs and have a valid Charity Registration Number and be **IN COMPLIANCE** with the New Jersey Division of Consumer Affairs, Charitable Registration and Investigation Section
- Be registered with the NJ Department of Treasury - Division of Revenue and Enterprise Services and must have a valid Business Revenue Number;
- Be **IN GOOD STANDING** with the Department of Treasury - Business Service Center
- Applicants must have their Certificate of Incorporation.

**Ineligible Applicants:**
- Houses of Worship;
- Public schools, charter schools, or private schools
- Developers/Architects/etc.
- Housing community development corporations
- For Profits

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**Category Descriptions:**

| Service Category | Maximum Request | Total Funding Available |
|---|---|---|
| **Sustainable Development Planning Grant** | **$15,000** | **150,000** |

### Sustainable Development Planning Grants (SDPG)

- This grant is to support faith based led sustainable development initiatives.
- Who is considered the lead agency in the application? There are two possible leads:
  - 1. Houses of worship that have created its separately incorporated secular 501 c 3
    ### OR
  - 2. Houses of worship that haven't secured their secular 501 c 3 and partners with a Housing Development CDC or a nonprofit with identifiable sustainable development projects as part of its ongoing portfolio
    - The role of the Housing Development CDC is to support the house of worship with the creating submitting the application in this case the Housing CDC becomes the lead agency in partnership with a House of Worship
- The SDPG is designed to support faith and community based organizations that are interested in getting into the affordable development housing sector.  This is not designed to support established housing community development organizations. *The OFBI seeks to support organizations that have never developed any owned properties.*
- The planning grant will assist the organization to fully think through its organizational capacity, its infrastructure, collaborating partners and create a functioning development team
- Organization's applying for a SDPG must create a Leadership Team (LT).  The (SDPGLT) must be comprised the following:
  - Developer
  - Real-estate Attorney
  - Architect
  - General Contractor
  - Accountant
- The purpose of the LT is to fully support the planning and prototyping and testing of the proposed project. All Leadership team must attend mandatory training and technical assistance offered by the NJ Office of Faith Based Initiatives and its partners.
- The Leadership Team will be instrumental in attaining community feedback
- The planning grant will assist the organization to create community awareness of the project and to assure that the project aligns with current municipal development plans.
- The organization must assure OFBI that it currently has site control of the property that they plan to develop.

**Program Procedures:**
Applications are submitted to the OFBI on the System for Administering Grants Electronically (SAGE) and reviewed by an outside independent panel. Recommendation for funding is based solely on the merit of the application. Award and denial letters are e-mailed to the appropriate organizations via the SAGE system. **Funding period is from July 1, 2026 to June 30, 2027.**

# APPLICATION REQUIREMENTS

The proposal is to be submitted via the Department of State – System Administering Grants Electronically (SAGE) no later than **March 03, 2026 @ 1:00PM.**

**All applications <u>must</u> include the following items in order to be considered complete.**

<span style="color:red">**Applications missing requested information will be disqualified from review; Applications rating 69 percent or lower will not be considered for funding.**</span>

## Grant Awards are Subject to the Availability of Funding

| Application Requirements and Rating Criteria | | |
|---|---|---|
| **Section** | **Description/Criteria** | **Maximum Rating** |
| Project Summary | • Has the organization provide an overview of their sustainable development project?<br>• Has the organization developed a shared vision and mission statement aligned with community needs?<br>• Has the organization defined clear roles and responsibilities among leadership team members? | **10 Points** |
| Organization Capacity and Infrastructure | • Indicate if the organization has established a leadership team or planning committee to guide the sustainable development effort.<br>• Who comprises the Sustainable Development Leadership Team | **5 Points** |
| Statement of Need | • Summarize how the organization engaged the community to identify priorities and needs.<br>• Has the organization hosted at least one community discussion or listening session on project goals?<br>• Describe how community feedback influenced your development concept. | **10 Points** |
| Statement of Collaboration | • Identify 6 collaborating partners and indicate the ways which each collaborating partner will help the organization move its mission/vision forward to attain a sustainable development project<br>• Collaborating partners must include but not limited to Housing Development CDC, a Nonprofit with Sustainable Development Experience, a Developer, an Architect, a General Contractor, Real Estate Attorney, <span style="color:red">**Letter from the House of Worship Governance body, on letter head, indicating that it approves moving forward with the project and they're ready to support the project financially when needed.**</span> | **5 points** |
| Project Design | • List and describe potential sites considered for development, including site control.<br>• Summarize zoning or land-use finding and identify any potential restrictions. | **25 Points** |

## Application Requirements and Rating Criteria

| Section | Description/Criteria | Maximum Rating |
|---|---|---|
| | • Provide a brief summary of te site's feasibility (utilities, access, environmental and neighborhood fit).<br>• Has the organization engage residents, faith members, and stakeholders to identify shared priorities.<br>• Document your engagement with local zoning boards, planning dept. and other stakeholders.<br>• List any permits or approvals that may be required to advance your project<br>• **Upload, in appendices, the Sustainable Development Readiness**<br>• **Upload, in appendices, the Sustainable Development Plan Template** | |
| Target Population | • Describe the target population, where do they live, what are their ages, what is their income level, educational status, single individuals or families or both, what percentage are employed or underemployed, etc. | **5 points** |
| Goals | • Indicate the S.M.A.R.T goals<br><br>S pecific: Well defined, clear and unambiguous<br><br>M easureble: With specific criteria that measure your progress toward the accomplishment of the goal<br><br>A chievable: Attainable and not impossible to achieve<br><br>R elavant: Within reach, realistic and relevant to the clients life purpose<br><br>T ime-bound: With a clearly defined timeline, including a starting date and a target date.  The purpose is to create urgency<br><br>Smart Goals Resource Links:<br><br>Activity and Program Smart Goals<br><br>Example of Smart Goals for Service to Seniors<br><br>A How to Guide for Smart Goals<br><br>13 Smart Goals Examples<br><br>13 Smart Goals for Food Insecurity | **15 Points** |
| Evaluation | • How will you evaluate the success of the planning grant? | **10 Points** |

| Application Requirements and Rating Criteria | | |
|---|---|---|
| **Section** | **Description/Criteria** | **Maximum Rating** |
| Budget | • Complete all budget forms in the SAGE system;<br>• No personnel costs will be approved<br>• Funds can be used for the purchase of technology<br>• **Must provide a 20% cash or in-kind match for every line item the OFBI grant is being charged** | **15 Points** |
| Required Appendices | • Board Resolution<br>• Upload 6 letters of support<br>• Logic Model | |
| Appendices | • Sustainable Development Readiness Assessment | |
| **Total** | | **100 Possible Points** |

## Sustainable Development Planning Grant Approved Budget Expenditures

| Deliverable | Cost Range |
|---|---|
| Phase I Environmental Site Assessment | **$7,000** |
| Zoning & Land-Use Feasibility Review | **In-kind (org)** |
| Preliminary Financial Pro Forma & Capital Stack Strategy | **In-Kind (KU)** |
| Legal Review (Probono Partnership) | **In-Kind (PB)** |
| Community Engagement & Outreach | **$4,000** |
| Capacity/ Governance Development/Staff Development | **$4,000** |
| Architectural Rendering Kean School of Architecture | **In-kind (KU)** |
| Consultant | **In-kind (org)** |
| Total | **$15,000.00** |

## Restrictions and Limitations

♦ Nondiscrimination by Religious Organizations and Entities

Applicants agree that if provided funds from the New Jersey Department of State Office of Faith-based Initiatives, they will not discriminate against any employee or applicant for services or participation in the proposed program on the basis of religion, race, gender and/or physical disabilities.

♦ Recognition of Cultural Sensitivity

Applicants must assure that all programs are linguistically appropriate and culturally relevant to groups within the community. Appropriate accommodations for services will be developed and maintained for those individuals who are deprived of reasonable access to those services due to language barriers or ethnic and cultural differences. All programs and services *must* be reflective of the demographic needs of the community, while providing all people the opportunity to experience any and all available services irrespective of their ethnic or cultural heritage.

♦ Reporting Requirements

All funding recipients are required to submit quarterly programmatic and fiscal. Schedules of due dates for reporting periods and program terms will be provided upon notification of preliminary approval of award. Funding recipients must adhere to a schedule determined by the New Jersey Department of State Office of Faith Based Initiatives

♦ Training

All funding recipients are required to attend technical assistance and training sessions scheduled throughout the fiscal year as coordinated by the New Jersey Department of State Office of Faith-based Initiatives and/or its training intermediary

♦ Applications that fail to meet these requirements detailed in this Grant Guideline will not be reviewed and the application will be disqualified. All applicants will be notified by email regarding the outcome of their award.

♦ Grant awards may only be used to further the project that the organization has applied for. Paying for organized fundraising or solicitation, construction and purchase of real property, medical/health-related activities or items are ineligible costs and will not be approved.

♦ Funds may not be used to build an organization's capacity to provide programs or services that include inherently religious activities. If a recipient provides programs or services that include inherently religious activities, such activities must be separate in time or location from the programs or services that the organization is seeking to improve through this grant.

♦ Grantee's activities are governed by all applicable State laws and regulations and will be provided directly to individual faith-based and community organizations to develop impactful services.

♦ The New Jersey Department of State reserves the right to reject any and all proposals when circumstances indicate that it is in its best interest to do so including, but not limited to, loss of funding for the contract, insufficient infrastructure, the applicant's failure to provide adequate services, indication of misrepresentation of information and/or non-compliance with any existing State or Federal laws and regulations, contracts or procedures. Grantees applications document the applicant's readiness to implement the project.

## Selection and Notification of Award

♦ All applications are screened for eligibility and conformity with the specifications in the Grant Guidelines. Applications that fail to meet these requirements will not be reviewed and will be disqualified.

♦ Applicants are not pre-selected. All applications are rated by a panel of independent, objective reviewers according to the precise selection criteria specified in the Grant Guidelines.

♦ The independent committee reviewing and scoring applications will not include individuals employed by the organization, affiliated with the organization, organization's board members, contractors, training providers, providers of cost share or in-kind support, or any organization/individuals affiliated in any way with the organization.

## Post Award Requirements

♦ **Once grantees receive their award letter, grantees have 90 from the date of the letter to upload all required documents in SAGE. If required documents are not uploaded within 90 days of receiving their award letter funding will be rescinded.**

♦ OFBI will monitor grantee compliance with grant requirements, in the event of non-compliance and request appropriate documentation. Should the grantee fail to comply with these requests, sanctions may be implemented up to and including the repayment of all funds associated with this grant award.

♦ Promptly Respond to Requests for Communication and Information

♦ Participate in all Required Events, Activities and Evaluations

♦ Comply with all OFBI Contracting, Fiscal Monitoring and Other Reporting Requirements