

**County of Camden, New Jersey
CDBG-CV Grant Program
FOOD Banks**

Invitation to Submit Grant Proposals

Take notice that the County of Camden, New Jersey (“County”) will receive grant proposals from eligible food banks on April 5, 2023, at 10:00 am under its CDBG-CV Grant from NJ Department of Community Affairs. The County will award grants under the Program on a discretionary basis. The Community Development Block Grant Program was created by the United States Dept. of Housing and Urban Development, 24 CFR Part 570 and 24 CFR Part 92 regulations. Food Banks must meet all Program criteria and requirements, including, but not limited to, having a physical service address within the geographic boundaries of the County, and demonstrating the experience and ability to provide food, toiletries and other personal items to low-income and moderate-income individuals and families and provide proof of income verification. Must also collect and provide demographic reports as required by HUD. An umbrella organization is eligible to apply on behalf of multiple food banks provided they can complete and submit the required financial and programmatic data reports.

The primary objectives of grant funds under this Program are to: (i) provide food, toiletries and other personal care items to low-income and moderate-income families and individuals living in Camden County.

Only written responses will be accepted at the below mailing address or email address by the prevailing date and time: **April 5, 2023 no later than at 10:00am.**

The County is not responsible for late submissions, incomplete submissions, and submissions that do not meet all terms and conditions of the Program. Responses must adhere to the prescribed format. Written responses, questions and inquiries about this Program shall be directed in writing to the Camden County Office of Community Development:

Robert Jakubowski, Homeless Services Coordinator
Camden County Office of Community Development
520 Market Street, 6th Floor
Camden NJ 08102
Robert.jakubowski@camdencounty.com

The County promotes equity and inclusion and encourages all eligible organizations to participate in this opportunity.

This notice will be published on the County’s website: www.camdencounty.com.

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Program Overview

A. FULL NAME OF PROGRAM

Camden County CDBG-CV for Food Banks (hereinafter referred to as the “Program”).

B. PROGRAM TYPE AND AWARDS

Discretionary grants will be awarded to selected Food Banks to accomplish the objectives of the Program. The County will exercise its sole and best judgement to determine which Food Banks shall be selected for grant awards. Grant awards will be determined based on need, priorities of the County, assessment of each Food Bank’s response, and availability of funds. The County may use additional financial data to assess each response and develop future funding opportunities. The County makes no guarantee that it will fund any Food Bank under this Program or the amount of grant funds that will be awarded.

C. NATURE AND PURPOSE

The County received funds from the New Jersey Department of Community Affairs through the HUD Community Development Block Grant Corona Virus Response (CDBG-CV). The County dedicated a portion of its CDBG-CV funds consistent with Federal and State requirements to establish this Program.

This Program will award grant funds on a discretionary basis to Food Banks who meet all Program criteria and requirements. Food Banks must have a physical service address within the geographic boundaries of the County. Food Banks must also be able to expend these funds and report on the use of these funds **by June 30, 2023**.

The primary objectives of grant funds under this Program are to provide food, toiletries and other personal care items to low-income and moderate-income individuals and families.

Food Banks are required to demonstrate how their existing programs meet the aforementioned objectives. Any organization applying on behalf of other organizations must provide a list of all food banks that are included in their proposal. No organization can be part of more than one application.

D. ELIGIBLE USES OF FUNDS

Food Banks may apply for grant funds to purchase and distribute food, toiletries, and other personal care items. This grant is paid on a reimbursement basis. Administrative costs cannot exceed 10% of the overall grant award.

E. ADDITIONAL REQUIREMENTS

To be considered responsive, Food Banks must submit the following:

1. All Food Banks must complete an Information Sheet and Certification statement.
2. All Food Banks must submit a detailed budget form.

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3. If one organization is applying on behalf of multiple organizations, they must provide a list of all other food banks that are part of the grant.

Additional Award Requirements:

1. Food Banks must execute an Agreement with the County.
2. Food Banks must file a budget report demonstrating use of funds and provide an invoice to be reimbursed.
3. Food Banks must provide proof of income eligibility from their clients and complete demographic reports as required by NJDCA and HUD.
4. If you do not currently have a County assigned vendor number, you must complete a W-9 with your application.

F. RESPONSE FORMAT

All responses shall adhere to the following format:

1. Cover Page
 - a. Name of Food Bank.
 - b. Service Address of Organization (must be within the County).
 - c. Name, Title, Telephone Number, and email address of Contact Person.
 - d. Name and Address of Parent Company, if applicable.
 - e. List of partner food banks for this proposal, if applicable
2. Executive Summary
 - a. Identify if the entity submitting the application is a not-for-profit or for-profit corporation.
 - b. Identify the number of years your Food Bank has served the Camden County community and which municipalities you generally serve. Include list of any partner organizations who will receive and distribute food, toiletries, and personal care items as part of your proposal and include their service area.
 - c. Description of current sources of funding and identify primary/largest funding source.
 - d. Identify any pending or anticipated funding, from any source, related to COVID-19 and/or the itemized requests contained in this application. Detail the purpose of those funds, and an estimated timeline for receipt of the funding.
 - e. Identify all other funding previously received from the County of Camden, including the amount, purpose and the date last received.
 - f. Explain how you will be able to procure and distribute these funds before the end date of June 30, 2023.

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3. Budget Narrative
 - a. Provide a written summary of grant funds requested by your organization for estimated expenditures for food, toiletries and other personal care items to be purchased and distributed by June 30, 2023.
 - b. Provide a listing of all other local, State and/or Federal COVID-19 relief funds received to date.

4. Forms and Attachments:
 - a. Program Information Sheet and Certification (form must be fully executed by applicant)
 - b. Program Budget Form (form must be fully executed by applicant)