

# GREENVILLE COMMUNITY PARTNERSHIP NRTC PROGRAM RFP - SOCIAL SERVICE PROGRAMS

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## INTRODUCTION

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The purpose of the GCP RFP is to bring the applicant and the GCP together in order to determine the eligibility and feasibility of a proposed Neighborhood Revitalization Tax Credit (NRTC) project. It is designed to begin a discussion that may lead to the submission of a full application and funding approval or to determine that the proposal as structured does not meet NRTC Program requirements.

**There is a maximum of \$394,000 for social service programs as defined below. Proposals can ask for a maximum of \$200,000 of the \$394,000, which means GCP may select at least two social service proposals. Administration is limited to 5% of the total funds for general expenses. Up to 15% of the funds can be used for program expenses directly related to delivering NRTC activities; this includes staffing (salary and fringe).**

Up to forty percent (40%) of the total \$985,000 NRTC funds may be used for complementary activities including:

- Infrastructure improvements (including streetscape)
- Public open space
- Crime prevention
- Community outreach
- Recreation
- Programs and services that are targeted to (and primarily benefit) neighborhood residents

If you do not see you proposed activities above please refer to the Housing and Economic Development RFP.

**SUBMIT THE RFP BY 2PM, WEDNESDAY ON SEPTEMBER 25, 2013 VIA ELECTRONIC SUBMITTAL TO:  
MWARD@GSECDC.ORG**

For more information contact:

**Matthew Ward, Assistant Project Manager  
Garden State Episcopal CDC  
514 Newark Ave  
Jersey City NJ 07306  
(201) 209-9301 ext. 315**

## PRE-APPLICATION INSTRUCTIONS

1. **Pre-Application Certification** – Provide the agency’s information in this section.
2. **Organizational Description** – Provide evidence of your Agency’s capacity to manage the proposed project activities, including a description of your Agency’s financial management and administrative systems. Explain your Agency’s track record of successfully carrying out activities similar to the ones proposed in this application.
3. **Project/Activity Summary Description – (please complete this form for each proposed project activity)** Provide a detailed description of the project for which NRTC funding is requested. This section answers the following:
  - **Plan Alignment** - Explain how the project aligns with the approved NRTC neighborhood plan;
  - **Project Description** - How will the proposed activities contribute to improving and revitalizing the neighborhood? Describe: physical conditions, economic conditions, social conditions, population (including low/moderate income). Ensure data used to support revitalization activities is current. American FactFinder, at the US Census Bureau, is recommended as a data source. Data from the *2010 Census* and from the most recent *American Community Survey, 5-year estimate* should be obtained. You may access American FactFinder at: <http://factfinder.census.gov>.
  - **Impact Statement** - Explain why this project would not proceed without NRTC Funds.
4. **Partner Information – (please complete this form for each proposed project activity)** Complete this form for each organization with which you will partner to implement a project activity or activities. In the narrative box, provide information about the partner organization in terms of its role and/or contribution in implementing the activity (activities) and the level of responsibility it will take for this.
5. **Goals and Measurable Outcomes – (please complete this form for each proposed project activity)** An objective is a distinct, quantifiable element that must be achieved in order to attain the goals of a project. Be brief and concise.
  - Objective - short description of each proposed activity
  - Measurable Outcome – a quantifiable unit of measurement for achieving the objective
  - Method(s) – describe how the objective will be achieved/completed
  - Evaluation – describe how the measurable outcome will be proven to be successfully completed
6. **Budget – (please complete this form for each proposed project/program activity)** Provide the requested information.
  - Administration is limited to 5% of the total funds for general expenses. Up to 15% of the funds can be used for program expenses directly related to delivering NRTC activities; this includes staffing (salary and fringe).
  - For housing and economic development projects that include new or rehabilitated structures, the total development budget with all sources and uses of funding must be submitted.
  - Attach a Five (5) year operating pro-forma for all housing and community development projects that include new or rehabilitated structures (if applicable).
7. **Other Sources of Funding – (please complete this form for each proposed project activity)** Indicate all sources and amounts of funding committed to, or anticipated for, this project. Do not include Neighborhood Revitalization Tax Credits – Project funds.
8. **Project timeline – (please complete this form for each proposed project activity)** Schedule for starting and complete the activity.
9. **Personnel Staffing Chart - (please complete this form for each proposed project activity)** Complete this section for each staff person, professional and consultant who will be responsible for implementing the project. A resume and a job description (duties/services) must be attached for each person named in this section.

## Application Check List

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The NRTC RFP and its attachments can be submitted electronically in Microsoft Word format with attachments following the completed application.

The following attachments are required as part of this RFP:

- Saved RFP and Scanned Attachments**
- Signed application certification form**
- Board list** that reflects current members as January 1, 2013
- Copy of Incorporation Documents**
- Copy of Current IRS Determination Letter**
- Copy of Certificate of Good Standing** (within the last 3 months from State of NJ, Office of Commercial Recording)
- Copy of Total Agency Budget** (with sources and uses)
- Copy of 2 years of Agency Audit -OR- 990 financial statements**
- Copy of Funding Commitment Letters** (if available) – for each source listed in the “ Other Sources of Funding” section. This should include committed funding from private grants, private donor, lending institutions, and other State agencies such as, NJRA, HMFA, and NJEDA.
- Staff Resumes and Job Description**
- Organizational Chart including partner activities** (for Support Service and Other Activities only)
- Copies of Annual Report, media, articles or letters of support** (if available)

## Evaluation Criteria

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*The NRTC RFP will be evaluated on the following criteria and point system. The following categories are weighted with points. Under each category are a number of questions for the steering committee to consider when reviewing your RFP in order to assign a point value to each category. Please address some of these questions in your application to strengthen your RFP.*

### **A. Eligibility (Yes/No)**

1. Are all or more than 75% of activities within or servicing residents of the neighborhood?
2. Does the plan satisfy a goal in the Community Plan?
3. Does the proposed activity meet NRTC eligibility requirements?
4. Is the application complete?

### **B. Need for Project / Impact (25 points)**

*Including but not limited to degree to which the project is addressing the goals of the community plan and needs on the neighborhood*

1. Who is being served?
2. Why does the neighborhood in need on the proposed services?
3. What impact does this program have on the greater community?
4. Are the proposed services currently being provided to the neighborhood?
5. Does the posed services promote GCP's image to the larger city, county and/or state?

### **C. Capacity of Applicant (35 points)**

*Ability to organize, manage and complete the proposed activities*

1. Are the goals and outcomes proposed achievable by this organization?
1. Does the organizational budget show similar amounts of funding?
2. Is the timeline and milestones clear?
3. Can the program be 50% complete before year 1?
4. Is the project or program untested?
5. Is the project or program an expansion of existing services?
6. Does the annual report indicate a comparable capacity?

### **D. Financial Viability of Applicant (25 points)**

*Degree to which the applicant has demonstrated financial soundness and commitment*

1. Is the organization in good financial standing?
2. Does the organization have a history of completing tasks on time?
3. Has there been any changes in staff for derogatory reasons?

### **E. Financial Feasibility (15 points)**

*Project costs consistent with industry standards and projected outcomes*

1. What is the typical cost per unit (or student, or entrepreneur, etc.) for proposed activities?
2. Are the activities and outcomes achievable with this amount of funding?
3. Does the applicant have commitment letters?
4. Can the applicant leverage other funds for this program?
5. Can the applicant bring additional investors?

## **1. APPLICATION CERTIFICATION**

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Name of Applicant: AngelaCARES, Inc.

Address: 696 Ocean Avenue

City: Jersey City Zip Code: 07305

Internet

Website: www.angelacares.org

Name of Contact Person: Angela McKnight Founder & CEO  
Name Title Phone  
201-685-7273

Email: angela@angelacares.org

Name of Chief Executive Officer: Angela McKnight CEO  
Name Title Phone  
201-685-7273

Email: angela@angelacares.org

Name of Chief Financial Officer: Martine Adams CFO 732-  
Name Title Phone  
619-0802

Email: adams.martine@gmail.com

**Project Information**

Name of Project: Here4Seniors

NRTC Funding Request: \$ 65,425.00

Use of NRTC funding (Check all that apply):

**Supportive Services:**

**Other:**

- Afterschool Program
- Youth Program
- Crime Prevention Program
- Health Care Program
- Community Health Services
- Other: \_\_\_\_\_

- Street Scape Improvements
- Public/Open Spaces Improvements
- Recreation Activities
- Infrastructure improvements
- Community Outreach
- Other: Community Support Services

**CERTIFICATION**

This is to certify that the information and data provided in response to this instrument is accurate and complete to the best of my knowledge.

Affix Agency

Signed: Angela McKnight Title: CEO Date: 9/25/13

## 2. ORGANIZATIONAL DESCRIPTION

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### A. ORGANIZATION CAPACITY

i. What is your organization's mission?

**The mission of AngelaCARES, Inc. is to serve as an advocate and support system for senior citizens, a support system for senior caregivers, and a mentor to the youth (educating and empowering them to volunteer). We are committed to strengthening communities by enhancing the quality of life through empowering our seniors, their caregivers, and the youth.**

ii. Please list some of your organization's accomplishments or awards -or- attach copies of articles and awards.

**AngelaCARES are actively developing inter-generational programs to bridge the gap between seniors and the youth. These programs have proven to be quite successful around the country. We are conscious of the changing demographics in our service area and are committed to growing and adapting our organization to meet the emerging needs. Since inception, AngelaCARES developed and facilitated at least 33 direct service oriented activities that involved over 75 youth volunteers, 300 seniors and over 100 caregivers and supporters. We hosted 2 senior citizen proms for over 100 seniors, 2 Thanksgiving Senior feeding with the help youth and delivered close to 700 meals to seniors, and several holiday activities joining youth and seniors. We are most proud of our agency promise - EVERY SENIOR GETS SERVED'. Last year alone, we facilitated approximately 95 personal visits to house-bound seniors, and recruited 27 volunteers to be 'Senior Shoppers' - grocery shopping for seniors without transportation. Through the Here4Seniors program, AngelaCARES has 1) facilitated weekly walking groups from May to September which included participants of all ages, from 11 to 75, 2) hosted a "Live Your Best Life" series of prevention and awareness themed events including chronic pain management and medication management workshops. Also, we provided geriatric massage therapy sessions, and health screenings for the elderly including blood pressure check and glucose screening for diabetes. We also held caregiver support group meetings through the emPOWER Senior Caregivers Project. At these meetings, we partnered with a local community organization to assist individuals with finding affordable housing resources, and referral assistance to healthcare providers and other social service agencies. In 2011, we received proclamation for City Council Nidia Lopez, in 2012 and 2013 we received Proclamations from The Mayor of Jersey City and Senator Sandra Cunningham. Additionally, we received the National Night out Community Service Award from the Jersey City Police Department.**

iii. Describe your experience in carrying out the proposed activities. Be specific about projects/programs completed to date. List project/program names, outcomes and funding sources used to carry out those activities.

Headquartered in Jersey City, AngelaCARES, Inc. is a 501(c)(3) organization founded by Mrs. Angela McKnight in 2011. Mrs. McKnight's passion is to improve the quality of life for the elderly population led her to serve as an advocate and support system for senior citizens and their caregivers. AngelaCARES implements activities and provides support services that cater to the specific needs of seniors. The organization addresses the health, social, recreational, and logistical needs of the elderly population in Hudson County. New Jersey statistics show that 15% of the senior population lives below poverty level. Although we may not be able to change their financial situation, we can provide access to much needed care and services at an affordable rate.

The Here4Seniors Project has been quite successful since its inception two years ago. Through the Here4Seniors program, AngelaCARES has facilitated weekly walking groups, and hosted a "Live Your Best Life" series of prevention and awareness themed events. We also held caregiver support group meetings through the emPOWER Senior Caregivers Project. At these meetings, we partnered with a local community organization to assist individuals with finding affordable housing resources, and referral assistance to healthcare providers and other social service agencies.

This project will provide comprehensive access to health and social services to seniors and senior caregivers in our community. We firmly believe that this project will introduce our organization and services to an extremely underserved senior population. Our innovative services will help to minimize the effects of aging by promoting functional independence, improving overall health, and providing techniques for preventing pain and disability. We also have a mentoring project in which we mentor the youth to volunteer to help and join forces with seniors and the community while building their character.

AngelaCARES, Inc. use surveys, and data-driven activity to evaluate the effectiveness of the program. We are committed to making immediate changes to our project when and if necessary.

To date, we've implemented several successful programs to name a few:

- Hosting of Senior Proms - fundraisers, private donations volunteers, partnering with organizations along with funding from board we were able to implement the Senior Prom
- Hosted Thanksgiving Feeding with the help from youth to feed Seniors - receiving donations from the community, private donations, volunteers, the board and partnering with agencies we were able to implement this project.
- Hosted Senior Holiday event for 2 years - volunteering, private donations, partnering with organizations and help from the board were able to implement this project
- Hosted Senior Walking Group for 2 years - this program was implemented using volunteers
- Partnered with youth organizations and agencies to serve the senior population.

We are proud of our accomplishments of serving many clients in such a short time. As we look to the future, support from the community, support of the staff, the partnerships we have formed, the relationships we have made and the clients we have served will allow us to form new partnerships, relationships, help more clients, and better our community. Yet as we pause to reflect, it is clear that we have built the infrastructure, developed the relationship and the strategies that will allow us to move forthrightly in pursuit of our mission. With the the Community Greenville grant it will definitely add value to serving the community.



**Here4Seniors** is a project that promotes a fulfilling healthy lifestyle, dignity, provides comprehensive case management, advocacy, assistance with severe economic issues, in-home assistance, counseling, assistance finding and obtaining benefits for seniors 50 and over. Here4Seniors empowers advocacy, best quality of life and educational services for senior citizens and to support their awareness of available health care and home support services currently provided by the Local, State, and Federal government subsidies to which they are entitled.

**Joining Our Youth & Seniors (J.O.Y.S.),** a project that connects youth and seniors via activities that promote direct interaction between the youth and senior populations. These activities include (but are not limited to) the youth hosting a prom for the seniors, the youth packaging and delivering Thanksgiving dinners to home bound seniors and the youth running bingo game sessions for the seniors. Through these events, this youth mentorship program emphasizes the importance of volunteering and the positive effects it has on the community, mainly the senior population. The program advances the personal development of the youth in areas such as self-fulfillment, character building, self-confidence, and self-esteem. Another result of this program is that the seniors act as another positive role model in the lives of the youth by giving advice and passing down wisdom from their life experiences. This project provides skills training and a direct link to activities within the community that are educational and stimulating to the mind, body and soul. The J.O.Y.S. project provides a holistic approach that helps ameliorate poverty for our clients. This holistic approach allows us to provide an avenue of education, a way of giving back, skills training and knowledge transfer, so the youth can use what they learn and discover what they know to become *our leaders of tomorrow*. Additionally, this approach also allows the youth and seniors the ability to have a voice in shaping, influencing, and building strategies to reduce poverty, as it is essential to bring their perspectives and participation into the process.

**JOYS Youth Volunteer Workshop is a six with workshop** that is designed to mentor (educate/ enable/empower) the youth to use their skills to volunteer specifically to help our senior community, which also results in building their self-esteem and character. Our volunteer workshops allows our youth to give back and engaged in activities that are stimulating to both youth and seniors and allowed the youth to see how they can make a difference by volunteering. These activities included, but are not limited to Valentine's Day Bingo, Arts & Crafts, a Wedding Fashion Show, summer games including hosting a carnival for St. Ann's Nursing Home.

**Adopt-A-Grand-Friend** program falls underneath our Joining Our Youth & Seniors project. This program is designed to bridge the generational gap between the youth and the senior populations by cultivating relationships between the youth and senior citizens. We successfully launched our pilot program in 2012. We partnered with **Youth Partnership: Advocates Against Mental Health Stigmas organization** to make this program happen.

**emPOWER Senior Caregivers** is a project that educates and provides support to senior caregivers resulting in the empowerment of both seniors and their caregivers. Through this project, senior caregivers is part of a support group; received professional educational workshops that will equip them with ways to better care for their Senior Loved One, and be part of specific focus groups for empowerment along with referral assistance for additionally assistance. We are very pride that we were able to provide these caregivers with referrals, tools and information that they were able to use to manage and apply care for their Senior Loved One.

**Summer Youth Volunteer & Enrichment Camp** is a summer program that provides enrichments to help the youth and promote volunteerism. This summer program allows the youth to not only grow they mind, body and soul, but they also volunteer to help seniors and the community throughout summer month. This program introduces a variety of workshops that are hands on, cultivating and stimulating to the youth's brain.



**B. AGENCY INFORMATION**

**Compliance Statement**

**Non-profits are required to be incorporated and in compliance with all legal statutes and reporting requirements with the State of New Jersey.**

- i. Please indicate date of Incorporation.

**October 20, 2011**

- ii. Have there been any changes to the organization’s incorporation status since the agency’s NRTC Plan approval date? If yes: please indicate changes below; and submit a copy of the revised incorporation document.

**No**

- iii. Are you in “Good Standing” with the Department of State? Attach a copy of the agency’s Certificate of Good Standing. Certificate must be current as of 3 months.

**Yes**

- iv. Has the agency adopted by-laws that are consistent with its articles of incorporation?

**Yes**

**C. PERSONNEL – TOTAL AGENCY**

**Compliance Statement**

**Agency’s personnel procedures must adhere to state and federal requirements governed by grants.**

What is the current staff level, both part time and full time?

Full time    **1**                      Part time    **2**

- i. Please indicate if there have been any staff changes in this fiscal year. If yes, what are the changes and the reason for the changes?

**No**

**D. FISCAL**

**Compliance Statement**

**The agency maintains an adequate financial management system as required by the terms and conditions of the grant agreement and all applicable amendments in compliance with State and Federal laws and regulations.**

- i. Please submit total agency budget with funding sources and uses.
- ii. Please submit 2 years of audits or 990 forms.
- iii. When was the last IRS 990 filed or submitted to the IRS? Date: January 27, 2013
- iv. When was the last audit for your agency conducted? FY: N/A

Please indicate when is the expected date of the next audit to be completed. Date: N/A

- v. Were any internal control or compliance findings stated in the audit? If yes, please describe the findings and indicate the status of the corrective action plan. Attach a copy of said plan.  
N/A

- vi. Did the agency incur a deficit at the end of its fiscal year? If yes, how much and how will the agency reduce the deficit.  
No

- vii. What process does your agency utilize in allocating funds to each program?  
Funds that are received are directly allocated to each program. AngelaCARES uses program metrics including pre and post assessments, maintenance rate, and completion rate to further determine allocation of funds to programs. These metrics allow AngelaCARES to assess programs' quality and status. Understanding which programs are most successful at implementing our programs helps us determine which programs are utilizing their allocations to effect desired outcomes.

**3. SUPPORT SERVICES AND OTHER ACTIVITIES: *SUMMARY DESCRIPTION***

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Specifically describe the project activity for which your agency intends to seek NRTC funding. Complete this form for each project/program in this pre-application.

**Project Activity Name:**  
Here4Seniors

Type: Funding Requested:  
Programs/Services to receive \$65,425.00

a. **Plan Alignment** - How does the project/program align with the NRTC neighborhood plan?

### Alignment of Here4Seniors to Greenville Community Plan (GCP)

Common Goals of the Here4Seniors project and GCP:

- Commitment to enhancing the quality of life for citizens of the Greenville Community
- Establishing a platform for residents, community organizers, business owners, and stakeholders to voice their concerns
- Creating programs and/or services that target the needs of neighborhood residents

The Here4Seniors project serves the needs of the senior population in the Greenville community. Its clients will be directly impacted by this plan, and in turn will be actively involved in the revitalizing of the community. The following list of proposed activities will outline this.

### Project Priorities Aligned with Here4Seniors

Participating seniors will be involved in:

- Creating a Greenville Neighborhood Watch Program
- Overseeing neighborhood cleanup
- Creating murals that celebrate Greenville History
- Creating Community Gardens
- Creating window displays for vacant properties along key avenues

Seniors will benefit from the following plan priorities:

- Improved pedestrian crossings at key intersections - senior safety priority
- Installation of new CCTV cameras at high crime intersections - senior safety priority
- Enhanced street lighting along MLK Drive and other key corridors - senior safety priority
- Enhanced bus shelters and benches at key bus stops - senior safety priority
- Increased range of police patrols in the neighborhood - senior safety priority
- Upgrade of AC, sound, and communication systems at Mary Bethune Center - quality programs and activities - key to the expansion of recreation/leisure services
- Creation of new parks and the rehabilitation of existing recreational facilities - opportunities for more senior group walks and other outdoor activities.

### A Safe Community

Proposed Community Outreach Events - will be scheduled and facilitated by the local police department to educate seniors on "street safety" and local crime awareness.

### A United Community

Proposed Intergenerational After-School program will be created for youth to work with seniors on community projects such as neighborhood cleanup and creating murals.

### An Educated Community

Proposed Housing/Finance Counseling - series of financial literacy workshops led by

volunteer organizations to counsel seniors on personal finances and information on foreclosure prevention.

**b. Project Description** - How will the proposed activity contribute to improving and revitalizing the neighborhood? (Describe: physical conditions, economic conditions, social conditions, population (including low/moderate income)

The contribution to improving and revitalizing the neighborhood located in the Greenville Community Plan is as follows for 75-100 low/moderate income senior citizens:

- Basic Needs: Provide advocacy to help seniors live their best life and receive entitled services, assist with completing applications or re-certifications, finding and applying for affordable or low-income housing, assistance with accessing other appropriate medical/health care/prescription needs or other entitled benefits, advocate for seniors to be able to live independently, provide emergency financial assistance, provide and expose seniors to social activities that keeps seniors active.
- Counseling: Provide seniors with awareness and educational workshops that will help them live their best life such as bed bug prevention workshops, Medicare education workshops, nutritional workshops, senior rights workshops, etc.
- Information and Referral: Provide screening and referral assistance to seniors so that they can receive the entitled services to help them live life to the fullest.

- New Jersey statistic shows that 15% of the senior population lives below the poverty level. The Here4Seniors project will help ameliorate poverty in the Greenville Section for the seniors in the following manner: AngelaCARES, Inc. will do a comprehensive intake assessment of seniors to identify their needs, which will allow us to provide needed awareness, prevention and well-being education, referral assistance, and advocacy assistance to entitled services along with a follow-up approach to ensure entitled received services. Additionally, we will work with other agencies to prevent duplication of serving the same seniors, but instead work with other agencies to collaborate to provide needed entitled services.

- The Here4Seniors project will provide a holistic approach that will help ameliorate poverty for seniors. This holistic approach allows us not only provide an avenue of basic needs, emergency financial assistance, counseling and information and referral that will assist equip seniors to live their best life. Additionally, this approach will also allow the seniors the ability to have a voice in shaping, influencing, and building strategies to reduce poverty, improve and revitalize the community

**c. Impact Statement** - Explain why this activity would not proceed without NRTC Funds.

The NRTC program is a direct response to the need of the community and this activity would not proceed without the funds from NRTC. The NRTC funds are designed specifically for activities such as Here4Seniors.

**d. Project Sustainability** – Explain how the activity would continue after the NRTC grant ends.

AngelaCARES is designing a system for generating multiple-year operating funds. We will retool special events to leverage our fundraising plan and stay true to our mission. We have identified the impact on the community and stakeholders if this project were removed, and will use this information for planning community outreach and strategic partnership building. AngelaCARES is eligible to apply for funding from other sources, We have already received funding from other sources and will continue to leverage fundraiser and applying for funds. Most importantly, volunteers are vital to the success of our program. Since inception, we have had dedicated volunteers to assist us in fulfilling our mission and our Here4Senior Project has been running very well with the use of dedicated volunteers. We will continue to recruit volunteers that are willing and able to assist our seniors in helping them live their best life. We will also continue to ask for donations (monetary and in kind) to help us fulfill our mission.

Our implementation plan to assure continued funding of the project include the following actions:

- Commit to on-going evaluation tools for staff, service partners, community members, and other key stakeholders.
- Continue to collaborate with partners and others in the community to enhance the impact of services.
- Utilize social media, including website/internet solicitation
- Use performance measurement data to identify gaps that might detract from the project's potential to be sustainable over time; we then will work to close those gaps.
- Engage board members in identifying and cultivating resources to sustain the program over the long-term.
- We will reach out to people who regularly support our mission with contributions through annual appeals, and maintaining contact in ways that don't involve making further requests.
- Our project coordinator will organize special fundraising events, the first two being a "tricky tray" raffle event and a charitable "casino night" event. Through intensive networking initiatives, board members have committed to approach potential donors and also enlist them as supporters. A further committee of supporters will act as volunteers to help conduct prospect research and investigate the interests and philanthropic activities of possible donors.
- We will participate as appropriate in the use of social media tools (Facebook, Twitter, Pinterest, Instagram, etc.) to share nonprofit management and capacity building resources, trends, and opportunities.

- We will continue to use cweb workers (welfare to workforce) to help serve our clients.
- We will continue to use intern to help server our clients.
- We are contracted with Easter Seals of New Jersey that provide trainees to learn and assist about serving clients.

**4. SUPPORT SERVICES AND OTHER ACTIVITIES: PARTNER INFORMATION**

Complete this form for each Partner the agency will work with in each application project/program. If you have either of the following please attach: a partnership agreement or memoranda of understanding with a partner.

Partner  
 Organization: Amedisys

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Contact  
 Name: Andrew Novielli Title: Account Executive

One Harmon Plaza  
Suite 804 Secaucus New Jersey 07094

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Address City State Zip

201-820-7331 Andrew.novielli@amedisys.com

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Phone Fax E-mail

Name of the Project activity Partner will be responsible for: Health Care Education

Describe the role and experience of your Partner in implementing this activity: Amedisys will provide health care education to seniors, including home-based care focused on empowerment to manage a chronic disease, palliative care for a terminal illness, or hospice care at the end of life. We will also discuss fall prevention techniques.

In order to ensure project success, Amedisys and AngelaCARES have mutually agreed to do the following: 1) conduct a participant survey at the end of each educational workshop/seminar. The survey will indicate the percentage of senior satisfaction, and the percentage of seniors who would recommend this program to their peers, 2) ensure the partnership culture always honors client preferences, 3) to be willing to comprehensively collect and utilize data to strengthen decision-making throughout all aspects of the program.

We are pleased that Amedisys has agreed to offer this service to our clients free of charge.

We share a common agenda to improve client functional status, socialization and quality-of-life through better accessing of existing community resources.

Meetings will be held once a month for an entire year. These meetings between AngelaCARES and Amedisys facilitate the collaborative process and represent a powerful way for community agencies to work together to achieve more efficient and effective care for older people.





**Simply Feel Better**  
**Carol Crystal, CEO**  
**436 Central Avenue**  
**Jersey City, NJ 07305**  
**201-275-5077**  
[ceceecrystal@yahoo.com](mailto:ceceecrystal@yahoo.com)

Simply Feel Better specializes in: BodyWork, Therapeutic Massage, Energy Kinesiology, and Natural Health.

AngelaCARES, Inc. and Simply Feel Better have agreed to provide therapeutic massage services to the participating members of the Here4Seniors program. All treatments will be tailored according to each person's individual needs and comfort at a reduced rate of \$70 per hour.

Here are the specific service details using guidelines recommended for geriatric clients.

- 1) Duration of session: 30 / 45 min sessions;
- 2) Location where services will be performed: in a facility, a senior citizens home, or residence;
- 3) Therapeutic Approach - Focused on creating Wellness and the best possible Quality of Life. Body issues and modalities that may be employed include: Passive and active stretching gently maximizing range of motion, joint flexibility and body awareness; muscular treatments to reduce tension alleviating hypertonicity, cramping and spasm; stimulation of blood and lymph circulatory systems speeding healing time of superficial lesions, enhancing immune response; promotion of effective digestion and elimination; and providing one-on-one interaction and nurturing touch.

Meetings will be held once a month for an entire year. These meetings will facilitate the collaborative efforts and represent a powerful way for community agencies to work together to achieve more efficient and effective care for older people.

### **Objective**

To provide therapeutic, health and wellness services to the underserved elderly (over 65) population in Hudson County

### **Measureable Outcome**

At least 50% of senior participants will experience relief from chronic pain/discomfort.

### **Method**

Compile list of potential clients who will benefit from 45-60 minute massage therapy sessions, and group

### **Evaluation**

Pre and Post assessment surveys will be conducted to determine personal results for individuals

**Zumba Dance Fitness Club**  
**Denise Rose-Booker**  
**134-150 MLK Drive**  
**Jersey City, NJ 07305**  
**201-455-4736**  
[Dbotw5walden@aol.com](mailto:Dbotw5walden@aol.com)

Denise Rose-Booker, Instructor and Manager of Zumba Dance Fitness Club met personally with us to discuss the terms of our collaboration. We also discussed how to make the collaboration mutually beneficial for everyone involved.

The goals sought through this collaboration are as follows:

Serve more and/or different clients / audiences

Address unmet and/or escalating community need

Maximize financial resources

Reduce risk and/or reach a scale more conducive to taking on and managing risk

Denise Rose-Booker, the Zumba instructor and manager, has agreed to conduct group exercise classes with an unlimited number of participants for \$150 per class.

Meetings will occur as follows for the project's 12-month period:

Bi-weekly for the first six months

Monthly for the following six months.

### **Objective**

To provide therapeutic, health and wellness services to the underserved elderly (over 65) population in Hudson County

### **Measureable Outcome**

At least a 30% increase in amount of seniors who are able to remain self-sufficient.

### **Method**

Zumba dance exercise classes with an unlimited number of senior participants.

### **Evaluation**

Pre and Post assessment surveys will be conducted to determine personal results for individuals

**5. SUPPORT SERVICES AND OTHER ACTIVITIES: GOALS AND OUTCOMES**

Complete this form for each project activity.

Objective	Measurable Outcome	Method	Evaluation
Crime Prevention Program	Quarterly meetings will be held with neighborhood residents to identify problems in the neighborhood	Quarterly meeting will include key stakeholders from the community and the city, such as police, health officials, city council and the neighborhood members	Minutes from the quarterly meeting will be recorded.
To improve access to health care education to underserved seniors living in our community	65-80 seniors and senior caregivers will attend 25% increase in knowledge	Implement a 6 week series of workshops centered on home-based care focused on empowerment to manage a chronic disease, palliative care for a terminal illness, or hospice care at the end of life.	Sign in sheets Post assessment survey
To enlist local community members in efforts to increase the impact of service to seniors and senior caregivers.	This activity will serve about 100 seniors and senior caregivers. Our recruitment efforts will result in a 50% increase in the number of active volunteers and increase overall community support.	We will engage in volunteer recruitment in local churches, community libraries, and online resources such as volunteermatch.org and idealist.org.	Reports based on collected data from monthly logs will be generated regularly.


**6. SUPPORT SERVICES AND OTHER ACTIVITIES: BUDGET**

Complete this form for each project activity.

- a. Administration is limited to 5% of the total funds for general expenses. Up to 15% of the funds can be used for program expenses directly related to delivering NRTC activities; this includes staffing (salary and fringe).
- b. Type: use the categories in the drop down menu
- c. Line Item Description: provide a short description for the budget item
- d. Line Item Justification: provide a more detailed description for the budget item

**Administration**

Type	Line Item Description	Line Item Justification	Amount
	N/A		\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
Total			\$0.00

**Program**

Type	Line Item Description	Line Item Justification	Amount	Other Sources of Funds	Amount
Personnel	Salary/Wages	Program Administration Required	\$50,000.00		\$50,000.00
Assistance to	Supplies	Supplies needed for program paper, pens, ink, equipment, etc	\$4,250.00		\$4,250.00
Other	Contractor/Consultants	Program contracts and consultant to run program	\$8,675.00		\$8,675.00
Purchased S	Computer	Hardware for the program	\$2,000.00		\$2,000.00
Other	Educational and Awareness Meetings	Education and awareness meeting with seniors from the community	\$500.00		\$500.00
			\$0.00		\$0.00
			\$0.00		\$0.00
			\$0.00		\$0.00
			\$0.00		\$0.00
			\$0.00		\$0.00
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			\$0.00		\$0.00
			\$0.00		\$0.00
			\$0.00		\$0.00
			\$0.00		\$0.00
			\$0.00		\$0.00
			\$0.00		\$0.00
			\$65,425.00		\$65,425.00
			Total		

**7. SUPPORT SERVICES AND OTHER ACTIVITIES: OTHER SOURCES OF FUNDS**

Complete this form for each project activity.

What are the sources of other financing? Provide the terms and conditions, if any (Attach funding commitment letter for each funder.)

Source	Amount	Terms & Conditions of funding Source
New Jersey State Direct Service Grant	\$18,875.00	Pending
MultiPlan, Inc.	\$6,232.00	Received
Board	\$1,000.00	Dues
	\$0.00	
	\$0.00	
	\$0.00	
	\$0.00	
	\$0.00	
	\$0.00	
	\$0.00	
	\$0.00	
	\$0.00	
	\$0.00	
	\$0.00	
	\$0.00	
	\$0.00	
<b>Total:</b>	\$26,017.00	

**8. SUPPORT SERVICES AND OTHER ACTIVITIES: TIME LINE**

What is the prospective schedule? Specify starting and major milestones. Also include a draw schedule and be specific about month and year for 50% completion, 75% completion and 100% completion. **Please note** that DCA disburses up to 20% of NRTC funds as an advance after the grant agreement. The remaining 80% of award funds will only be drawable on a reimbursement basis.

The project start and end date - July 1, 2013 – June 30, 2014 and it is the a year round project.

25% completion:

- 25% seniors received case management services (transportation, referral, social services, etc.) September 2013
- 25% seniors completed the massage therapy workshop and received completion certificate. December 2013
- 25% of senior citizens interviewed and assessed using Assessment form whose specific needs were identified and for whom a plan of action was undertaken to gain use of resources September 2013
- 25% seniors attended awareness education December 2013

50% Completion:

- 25% seniors received case management services (transportation, referral, social services, etc.) December 2013
- 25% seniors completed the massage therapy workshop and received completion certificate. February 2014
- 25% of senior citizens interviewed and assessed using Assessment form whose specific needs were identified and for whom a plan of action was undertaken to gain use of resources December 2013



- 25% seniors attended awareness education February 2014

75% Completion:

- 25% seniors received case management services (transportation, referral, social services, etc.) March 2014

- 25% seniors completed the massage therapy workshop and received completion certificate. April 2014

- 25% of senior citizens interviewed and assessed using Assessment form whose specific needs were identified and for whom a plan of action was undertaken to gain use of resources April 2014

- 25% seniors attended awareness education April 2014

100% Completion:

- 25% seniors received case management services (transportation, referral, social services, etc.) July 2014

- 25% seniors completed the massage therapy workshop and received completion certificate. July 2014

- 25% of senior citizens interviewed and assessed using Assessment form whose specific needs were identified and for whom a plan of action was undertaken to gain use of resources July 2014

- 25% seniors attended awareness education July 2014

**9. SUPPORT SERVICES AND OTHER ACTIVITIES: PERSONNEL STAFFING CHART**

Complete this form for each project activity.

A. The purpose of the Staffing Chart is to identify the staff members responsible for each task listed. The Staffing Chart must be accompanied by resumes of program staff with their job descriptions. Make sure to include in-kind staff to the chart. (if position is empty, then TBD for staff person by include the job description.

Employee Name	Grantee Position #/ Title	% of Time Assigned to NRTC	# Years Experience:
1. Angela McKnight	CEO	50%	18
2. Martine Adams	CFO	50%	5
3. Marilyn Oliver	Program Officer	75%	10
4. Porsche Speaks	Administrative Assistant	100%	3
5.			
6.			
7.			
8.			
9.			
10.			

B. For each task below, enter the position number of the person(s) who will perform that task from above:

Program Coordinator	Program Marketing	Program Activities	Records Retention	SAGE Reporting	SAGE Fiscal Reporting
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3	1	1	4	1	2

C. Attach your agency’s organizational chart; include partner information in your chart, (how each partner fits in your organization and executed MOU if available.)

HOLD DOCUMENT UP TO THE LIGHT TO VIEW TRUE WATERMARK

OFFICIAL CHECK

HOLD DOCUMENT UP TO THE LIGHT TO VIEW TRUE WATERMARK



51824110-4

52-0133  
112

RE: ANGELA MCKNIGHT

DATE: 09/07/2013

PAY TO THE ORDER OF ANGELA CARES, INC.

\$3,116.00

Three Thousand One Hundred Sixteen AND 00/100



*[Handwritten Signature]*  
DRAWER: TD BANK, N.A.  
AUTHORIZED SIGNATURE

⑈ 518241104⑈ ⑆ 011201335⑆ 6265019404⑈

DOCUMENT IS PRINTED ON CHEMICALLY REACTIVE PAPER. THE BACK OF THIS DOCUMENT INCLUDES A TAMPER EVIDENT CHEMICAL WASH WARNING BOX

**MULTIPLAN, INC.**

535 E DIEHL RD STE 100  
NAPERVILLE, IL 60563  
PHONE: 630-649-5000

JPMorgan Chase Bank N.A. 50-937/213  
Syracuse, NY

Check Number: 310175

Date	Amount
Sep 12, 2013	\$3,116.00

Three Thousand One Hundred Sixteen Dollars and 00 Cents

Pay to the Order of: ANGELACARES INC  
91 ARLINGTON AVE  
JERSEY CITY, NJ 07305

*David J. Redmond*  
DAVID J. REDMOND  
NORTH BRIDGE  
GLD/FADES W

⑈ 310175⑈ ⑆ 021309379⑆ 615209068⑈

Donations  
MultiPlan - \$3,116.00  
Multi Plan Employees - \$3,116.00



***Simply Feel Better—Self Help Space***  
*436 Central Ave. \*Jersey City, N.J. 07307\*201-913-2864*

Simply, Feel Better  
436 Central Avenue  
Jersey City, NJ 07305

June 17, 2013

Mrs. Angela McKnight  
AngelaCARES, Inc  
91 Arlington Avenue  
Jersey City, NJ 07305

Dear Mrs. McKnight,

I am pleased to partner as a Collaborator/subcontractor with your organization, AngelaCARES, Inc., on the *Here4Seniors* community project from July 1, 2013 thru June 30, 2014. We have enjoyed our past collaborations with you, and we are confident that this partnership will be just as successful.

As we agreed upon during our recent conversation, we will provide therapeutic massage services to the participating members of the *Here4Seniors* program. Here are the specific service details using guidelines recommended for geriatric clients. All treatments will be tailored according to each person's individual needs and comfort: 1) Duration of session: 30 / 45 min sessions; 2) Location where services will be performed: in a facility, a senior citizens home, or residence; 3) Therapeutic Approach - Focused on creating Wellness and the best possible Quality of Life. Body issues and modalities that may be employed include: Passive and active stretching gently maximizing range of motion, joint flexibility and body awareness; Muscular treatments to reduce tension alleviating hypertonicity, cramping and spasm; Stimulation of blood and lymph circulatory systems speeding healing time of superficial lesions and enhancing immune response; Promotion of effective digestion and elimination; and Providing one-on-one interaction and nurturing touch.

I look forward to our future meetings where we will review and discuss the progress of our joint effort in this program.

Thank you for this opportunity to work together to serve the senior citizens in our Jersey City community!

Sincerely,

A handwritten signature in cursive script that reads "Carol Crystal".

Carol Crystal, CMT, CHHC

Zumba Dance Fitness Club  
Mary McLeod-Bethune Life Center  
134-150 Martin Luther King Drive  
Jersey City, NJ 07305

June 17, 2013

Mrs. Angela McKnight  
AngelaCARES, Inc.  
91 Arlington Avenue  
Jersey City, NJ 07305

Dear Mrs. McKnight,

I am pleased to partner as a Collaborator/subcontractor with your organization, AngelaCARES, Inc., on the *Here4Seniors* community project from July 1, 2013 thru June 30, 2014. I have enjoyed working with senior citizens in the past at the Mary McLeod-Bethune Life Center. I am proud to say that working as a Licensed Practical Nurse with geriatric clients, is what I love doing the most. The benefits of Zumba Gold classes for seniors is as followed: This fitness program specifically designed to take the exciting Latin and international dance rhythms created in the original Zumba Program and bring them to the active older adult, the beginner participant, and other special populations that may need modifications for success. This explosive program is so easy to follow that people of any age can do it! It provides the participant with a safe and effective total body workout in a party-like atmosphere. It's great for the mind, body and soul of this expanding active older adult population. The goals of an exercise program for older individuals are "maintenance of functional capacity for independent living, reduction in the risk cardiovascular disease, retardation of the progression of chronic diseases, promotion of psychological well being, and provision of opportunities for social interaction." These individuals are aging and may not be able to keep up in a high-energy class, but they are still young in spirit. I am confident that this partnership will be successful.

As we agreed upon during our recent conversation, I will provide Zumba Gold Class services to the participating members of the *Here4Seniors* program. Here are the specific service details, which are recommended for geriatric clients, and will be tailored according to each person's individual comfortability.


I look forward to our future meetings where we will review and discuss the progress of our joint effort in this program.

Thank you for this opportunity to work together to serve the senior citizens in our Jersey City community!

Sincerely,

Denise Rose-Booker (Instructor/Manager)  
Cell: 201-455-4736

x



x





Ms. Martine Adams  
AngelaCARES, Inc  
91 Arlington Avenue  
Jersey City, NJ 07305

Dear Ms. Adams,

It was certainly a pleasure to speak with you last week. On behalf of Amedisys, I look forward to partnering as a subcontractor with your organization, AngelaCARES, Inc., on the Here4Seniors community project from July 1, 2013 thru June 30, 2014.

We will devise a "plan of care" – which will explain in detail the specific subject matters that will be addressed at our workshops for seniors and their caregivers. We will educate those that attend the workshops on issues such as home-based care, managing a chronic disease, and fall prevention.

I look forward to our next meeting. Please feel free to contact me at any time – 201.820.7331, or via email to [Andrew.novielli@amedisys.com](mailto:Andrew.novielli@amedisys.com).

Best,

A handwritten signature in black ink, appearing to read "Andrew Novielli". The signature is written in a cursive style with a large initial 'A'.

Andrew Novielli  
Account Executive