

ADVISORY: Request for Funding Proposal

Date: December 15, 2021

Contact: Grants@njcdd.org

RE: Improve access to and the provision of education and transition services that align with Employment First.

The New Jersey Council on Developmental Disabilities (NJCDD) announces a three-year funding opportunity of up \$375,000 for three years/ \$125,000 in year one (excluding required 25% match) for a qualified entity to **improve access to and the provision of education and transition services that align with Employment First.**

In accordance with **Goal 3 Objective 3** in NJDCC's Five Year State Plan for 2022-2026, the NJCDD is currently accepting proposals to provide information and technical assistance designed to empower students, families, and stakeholders in identifying and delivering education and transition services that align with Employment First, and that can lead to competitive integrated employment, post-secondary education, and/or independent living options, with an emphasis on supporting those in urban and rural schools.

In order to be considered, prospective applicants must submit full project proposals to NJCDD within 94 days of this announcement (please see the timeline outlined below). Applicants are required to complete NJCDD's FY2022 Grant Proposal Form and Budget. These documents are available at www.njcdd.org/applying-for-a-grant/.

Entities applying for NJCDD funding are strongly encouraged to review the Council's *Effective Grant Writing Guide* and *NJCDD Grant Budget Instructions and Match Requirements*, also available at www.njcdd.org/applying-for-a-grant/. These documents will help applicants ensure that proposals comply with established guidelines.

The selected applicant is required to complete state and federal assurances. These documents are available for your review at <https://njcdd.org/state-and-federal-certificates-and-assurances/>.

QUESTION PERIOD:

NJCDD will hold an Applicant Question Period from January 10, 2022 to January 26 2022. All questions must be submitted in writing to grants@njcdd.org by 5PM on January 26, 2022. Answers to questions will be posted to the NJCDD's website at www.njcdd.org/applying-for-a-grant/ by February 2, 2022.

DEADLINE FOR PROPOSAL SUBMISSION:

- 1) FOUR HARD COPIES of each proposal must be received by NJCDD not later than March 30 at 2PM. Hard copy proposals must be submitted/delivered to the following address. **There are no exceptions. Late proposals CANNOT be considered.**

NJ Council on Developmental Disabilities
 c/o Grants
 20 West State Street, 6th Floor
 Trenton, NJ 08625-0700

E-signature is acceptable. Proof of delivery is strongly encouraged.

- 2) Applicants **must** also email a copy of the full proposal application and budget to grants@njcdd.org not later than March 30, 2022 at 2PM.

NJCDD FY-2022 Grants Timeline: Start date June 1, 2022

Notice of Funds Available	January 6, 2022
Applicant Question Period	January 10 – 26, 2022
Question Deadline	January 26 by 5pm
Posted Answers to Questions Submitted	February 2
Proposal Submission Deadline	March 30, 2022 by 2 pm
Award Notification	Not later than May 4, 2022
Contract Period	June 1, 2022 to May 31, 2023

NAME: 2022 RPF 3.3 - NJCDD Transition Services to Employment First – Year 1

Council 5-Year Plan Goal: Capacity Building

All New Jersey residents with I/DD and their families will have increased information and support they need to access the services and support they need to live, work, and learn in the community with independence.

3.3 Objective: NJCDD will provide information and technical assistance designed to empower students, families and stakeholders in identifying and delivering education and transition services that align with Employment First, and that can lead to competitive integrated employment, and/or independent living options, with an emphasis on supporting those in urban and rural schools.

Background/Statement of Need

The mission of NJCDD is to assure that individuals with I/DD in New Jersey, and their families, participate in the design of and have access to needed community services, individualized supports, and other forms of assistance that promote self-determination, independence, productivity, integration, and inclusion in all facets of life through culturally competent programs. One of the ways in which the NJCDD accomplishes this is through the support of projects aligned with its mission, and identified as priorities and goals in its Five Year State Plan.

Since 2012, New Jersey has been declared an *Employment First* state, but policy and practice have been slow to deliver on that promise. Too many students in New Jersey graduate without the skills, connections, and experiences they need to work in competitive integrated jobs and/or access post-secondary education and training, and to live independently.

The NJCDD has identified a need to train, support and assist stakeholders in the transition from school to adult life in planning, delivering, accessing and measuring the services and supports needed for meaningful transition that maximizes independence and is aligned with the goals of *Employment First*. Additionally, NJCDD has identified the need to address the unmet needs in a range of geographic areas including urban and rural areas.

Applicants must:

Describe specifically and in detail what they will do.

Describe how they will measure the success of their efforts with quantitative and qualitative data (i.e., number of people who will be impacted and the number of people who will get jobs and keep jobs.)

Describe how the effort will be sustained beyond the funding period

Describe how they will disseminate information about the effort for replication.

Describe how they will reach a culturally and linguistically diverse population in their proposed work.

A. The Goal of the Request for Proposal (RFP)

The goal of this RFP is to empower students, families and stakeholders in identifying and delivering education and transition services that align with *Employment First*, and that can lead to competitive integrated employment, and/or access to post-secondary education and training, and to live independently, with an emphasis on supporting those in urban and rural schools.

B. Who Should Apply?

The Council is seeking proposals from applicants who:

1. Demonstrate knowledge about best practices in transition services for students with I/DD, competitive integrated employment, job development, job and career training, employment and pre-employment-related services and supports for the individual with I/DD, family and

- student engagement; and the full range of providers within New Jersey system of special education;
2. Have the resources and demonstrated capacity to carry out the work described in their proposal;
 3. Demonstrate clear capacity and/or experience working in a culturally-competent and linguistically-responsive manner, and;
 4. Demonstrate a solid understanding of the NJCDD and its needs.

Eligible applicants may include, but are not limited, to:

1. Private for-profit and not-for-profit organizations, including providers of special education and related services, transition/employment support services, employment agencies, and third-party agencies.
2. Researchers and institutions of higher education.
3. State, county, or local government entities, including schools.
4. Other organizations that may contribute to the success of the project team, including consultants, not-for-profit organizations, business and civic organizations.

The credentials of the organization(s) and the CV of the person(s) to be engaged in this work must be described and attached to the proposal.

The Council strongly encourages proposals from two or more collaborating organizations. All partnerships/collaborations and interagency coordination must have a letter of agreement from the other party/parties unless it is a joint application.

Applicants MUST:

- demonstrate cultural competency and the ability to reach and support diverse and historically-underserved communities including but not limited to individuals who are Black, Hispanic, Asian, have limited English proficiency, and/or identify as LGBTQ+.
- address the needs of individuals with a full range of I/DD, including those with complex needs such as medical and/or behavioral challenges.
- show innovation and/or best practices.
- demonstrate sustainability of effort through other resources.
- describe how work will be carried out in a COVID-aware/COVID-safe manner.

NOTE: Funds cannot be used to supplant other government funds. A 25% Non-Federal Match of Proposed Funding is Required.

C. Implementation Targets/Deliverables

Deliverables include:

1. Training, support, information, and technical assistance for stakeholders in how to *identify and plan for* effective transition services from school to adult life in ways that align with the principles and goals of Employment First, and that are likely to lead to independent living options.
2. Training, support, information, and technical assistance for stakeholders in how to *deliver* effective transition services that reflect best practice and are likely to lead to competitive integrated employment, post-secondary educational opportunities and/or independent living options.
3. A report that describes the measurable results of the project.
4. A comprehensive plan to share and disseminate best practices, including timelines for implementation to occur within the contract period.
5. A comprehensive plan to sustain local, regional and statewide efforts through other resources once the project is complete.

NOTE: Work must include serving those in urban and rural areas, and must include those with complex needs such as medical and/or behavioral challenges.

Proposals must include sequential implementation targets and deliverables that address:

1. A written plan, for each year that describes all deliverables in the RPF, the project, its process and outcomes;
2. A written budget narrative;
3. Concrete and measurable activities;
4. Benchmarks for project workflow and completion, tied to funding drawdown.

D. Reporting

Applicants who receive funding must submit written quarterly reports to the Council that address the progress made on the implementation targets. Contract payments are predicated upon successful completion of implementation targets and must be documented in order for payments to be issued.

The applicant(s) must provide a timeline for each of the components of this RFP.

Contract Period: June 1, 2022 to May 31, 2023

Funding Amount: \$125,000 in year one, with the option to apply for year two and three. Maximum funding of up to \$375,000 for a three-year period. Budget submission in response to this RFP should be for Year One only.