

GUIDELINES

RECREATION OPPORTUNITIES FOR INDIVIDUALS WITH DISABILITIES

Purpose:

The purpose of the Recreation Opportunities for Individuals with Disabilities (ROID) grant is:

1. to assist local governments in the commencement or expansion of recreation and leisure services for persons with disabilities;
2. to promote the least restrictive environment in providing recreation and leisure services for persons with disabilities;
3. to reinforce the status of persons with disabilities as members of a total society.

Individuals with Disabilities definition:

Individuals with Disabilities," according to Title I of the Americans with Disabilities Act, are those (1) with a physical or mental impairment that substantially limits one or more of the major life activities of such individuals. For the purposes of this grant, individuals of all ages with the following disabilities qualify:

1. Autistic (pervasive developmental disability which significantly impacts verbal & non-verbal communication & social interaction)
2. Developmentally Disabled (Disability characterized by significantly below average general cognitive functioning existing concurrently with deficits in adaptive behaviors.)
3. Physically disabled (Disability characterized by orthopedically impaired)
4. Learning disabled (perceptually impaired, dyslexia, minimum brain dysfunction etc. A disorder in one or more of the psychological processes involved in understanding and/or using language, spoken or written.)
5. Multiply disabled (having 2 or more disabling conditions)
6. Other Disabling Conditions include
 - Auditory impaired (deafness or hearing impaired)
 - Visually impaired (blindness or partial sight)
 - Traumatic brain injury
 - Emotionally disturbed

Application for Comprehensive Programs:

ROID assists local governments in starting recreation programs that meet the needs of their local citizens with disabilities. The funds help governmental entities in meeting their obligation under the Americans with Disabilities Act to include people with disabilities in the local government's recreation programs.

The NJ Office of Recreation is seeking applications that fund the creation of integrated local government recreation & leisure services programs for people with disabilities. The program(s) should promote and provide the least restrictive environment for an individual with a disability as an integral and ongoing aspect of a municipality's or county's recreation and leisure services. Agencies should seek to integrate individuals with disabilities into their regular recreation & leisure services programs.

The NJ Office of Recreation is seeking to fund new program, unique/innovative programs, and programs that focus on individualized recreation choice.

Programs that

- provide individualized community based recreation and leisure service programs for people with disabilities
- provide comprehensive recreation and leisure service programs
- offer year round recreation and leisure service program(s)
- offer variety of recreation and leisure service programs
- provide regionalized recreation and leisure service program
- provide necessary accommodations to ensure inclusion of people with disabilities into the local government entity's program of their choice.

Examples of comprehensive recreation & leisure services programs are:

- Weekly integrated after-school program for children with disabilities
- Weekly integrated Friday eve recreation program for young adults with disabilities
- Multiple recreation activities throughout the year (i.e. sports, crafts, cooking, etc.)
- Integrated summer camp program

Conducting 4 bus trips **does not** constitute a comprehensive recreation & leisure services program. Offering 6 sessions of recreational instruction **does not** constitute a comprehensive recreation & leisure services program.

Highest priority is given to governmental entities' programs. The purpose of the law is to assist governmental entities to commence recreation programs for individuals with disabilities. Nonprofit recreation programs submitted thru a local government will only receive a grant if extra funds are available. Extra funds are not expected to be available.

Highest priority is given to new programs . Another purpose of the law is to commence recreation programs, not to become the long term funding source for local recreation programs or any program.

Higher priority will be given to applications that will provide each person with a disability with their chosen recreation leisure activities. (**Individual choice**)

Higher priority will be given to **cost effective programs.**

Higher priority will be given to **future sustainability of the program(s) without State funds.**

Higher priority will be given to **regionalized programs.**

Typically, these grants have ranged from \$10,000 to \$30,000 in state funds. The maximum grant award will be **\$20,000** for an application serving one municipality. The maximum award for applications serving a region (multiple municipalities) is \$35,000. Municipalities should **not submit a proposal for more than \$35,000 (state award)**. Counties that partner with several county agencies can request more than \$35,000 in total but not more than \$20,000/ agency.

Local Match Requirement:

Contracts awarded to NJ governmental entities will **require a 20% local match to State funds awarded.** The local government must appropriate \$1.00 for every \$5.00 awarded by the State. The \$1.00 match requirement of a local government must be a **cash match** contribution under the provisions of the grant. **In-kind services are not allowed** by law as a substitute for the \$1.00 cash match requirement. Please Note: Do not submit a SAGE application with greater than 20% local match documented in the budget. Points will be deducted from your application if you do submit a match for greater than the requirement in the SAGE budget. You may document the extra matching funds on "Other Sources of Funding" form in the application, in a separate documentation outside of SAGE or through the supporting documentation that is submitted to DCA, but the budget in SAGE must only reflect the 20% local match.

Deadlines:

Your applications must be submitted in SAGE by June 1st to be considered for funding. Your resolution must be received by June 30th to be considered for funding. A signed cover sheet or signed application by your chief executive officers must be received by June 30th.

Eligible Applicants:

The law requires that contracts funded under this Act must be made through a New Jersey governmental entity (municipality or county). The principals of the contract will be the Department of Community Affairs and the respective municipal or county governmental entity.

Not eligible for funding:

Retrofitting recreation facilities for accessibility is not eligible for funding under this grant program. The purchase of playground equipment is not eligible for funding. The purchase of playground safety surfacing is not eligible for funding. The purchase of accessible playground surfacing is not eligible under this grant program. This grant does not provide respite funding for care givers or families. This grant does not provide funds for a transportation program. This grant will not fund recreation trips or activities that are unrealistic for the individuals to participate in through their independent finances such as Broadway tickets, trips to Disneyland.

This grant is not meant to replace current funding. It will not pay for current administrative staff or other current ongoing services. It can pay for direct program staff costs. It can pay for transportation costs connect to a recreation program.

Sustainability:

This grant is not meant to become your agency's long term funding source for your recreation program. The maximum term of funding for any program is 3 years.

Application Submittal:

Recreation Opportunities for Individuals with Disabilities application **must be submitted electronically** by the deadline via SAGE to be considered for funding. There are some documents, such as the resolution & mayor's certification that supplement the application that will need to be sent in by mail by the required deadline of June 30th.

APPLICATION PROCEDURES

1. **The law requires that contracts funded under this Act must be made through a governmental entity (municipality or county).** The principals of the contract will be the Department of Community Affairs and the respective municipal or county governmental entity.
2. A governmental entity that desires to participate in the ROID program is required by law to **submit a formal application** to the Department. The formal application form is the SAGE application for the ROID grant. The application submission date is the date the application was submitted in SAGE.
3. The Chief Executive of the governmental entity must **affix their signature to the formal application.** (Mayor, for a municipality; County Executive, or Director of Board of Chosen Freeholders, for a county). This must be mail into the NJ Office of Recreation, Department of Community Affairs by June 30th.

4. A municipality or county that desires to participate in the Recreation Opportunities for Individuals with Disabilities Program is required to **file a Resolution** from the governing body (municipality/Board of Chosen Freeholders), expressing its intent to enter into a formal agreement with the Department of Community Affairs. Sample Resolution is available in SAGE application as a PDF. The resolution must be passed & received by the NJ Office of Recreation by the June 30th deadline to be considered for funding. It will be logged in on SAGE once received. The SAGE application has a section where you are able to verify the Department's receipt of the items/forms you marked as "being mailed" or "hand carried" to the Department. You are able to view when these forms have been received & logged in by the Department. Go to the ROID application and click the hyper link called "Expect attachment" to see when your forms are logged in at the Department.

5. Programs must be conducted during the State fiscal year. July – June.

6. Please mail (1) application cover sheet or application, signed by the Mayor/County Official (2) signed resolution, to the NJ Office of Recreation. The entire application does not need to be sent to the NJ Office of Recreation. These are required documents for applying for the ROID funds. You may also mail (1) signed Certification Regarding debarment and Suspension which will be required as part of a formal contract execution.

Mail application to: NJ Office of Recreation, PO Box 811, Trenton, NJ 08625-0811.

Only if you are sending it overnight, use the street address: 101 South Broad Street, Trenton, NJ 08625-0811.

APPROVED CONTRACT REQUIREMENTS

1. Contracts will be awarded to successful municipal and county governmental entities by the Commissioner of the Department of Community Affairs in the amount of \$5 for each \$1 appropriated by said approved municipal or county government entity.

2. The Department of Community Affairs will prepare the formal contract and mail it to you for signature by the Chief Executive.

3. Additional documents may be required when you return the signed and sealed contract. Documents may include Resolution to execute contract and Certificate of disbarment. .. These documents are not necessary to apply but may be required to complete the formal contract.

EVALUATION OF APPLICATIONS

The Recreation Opportunities for Individuals with Disabilities (ROID) Program was established by law to assist local governments in the commencement or expansion of community-based recreation and leisure services for persons with disabilities. Another purpose is to promote the least restrictive environment in providing recreation and leisure services for persons with disabilities. A minimum of two readers will evaluate each application. Each application is read and evaluated by the readers independently. The panel of readers then meets to discuss their individual ratings and to arrive at a final rating. The Commissioner of the NJ Department of Community Affairs makes the funding decision.

Proposals will be evaluated on the following:

1. Legal Requirements: Each proposal will be reviewed to ensure compliance with legal requirements. **If it does not meet the legal requirements it will not be reviewed for possible funding.**
2. Priority will be given to municipal and county programs
3. Priority will be given to new programs

4. Provision of the least restrictive environment and/or integrated programming
5. The emphasis is on unique, innovative, &/or individualized, programs
6. The emphasis is on self sustaining programs
7. The emphasis is on cost effective programs
8. County distribution will be considered.
9. Regionalized programs will be considered

Proposal Narrative:

- a) Documented need for the program
- b) Clear program goal
- c) Specific, measurable and achievable objectives
- d) Detailed program implementation/methodology.
- e) Staff qualifications and ratios
- f) Detailed budget costs, allowable budget items, cost effectiveness
- g) Applicant's qualification
- h) Performance measurements

Points will be deducted for the following:

10. Not following application directions
11. Not attached or sending the Department the forms/items you stated you would provide to the Department
12. Ineffective and inefficient use of past funding.
13. Lack of timeliness and inaccuracy of past grant support documents, program and fiscal reports.