

Public Notice of Available Funds
New Jersey Department of Human Services

NEW JERSEY COMMISSION FOR THE BLIND AND VISUALLY IMPAIRED

Title of Program: Employment, Development, Guidance, and Engagement Program for Transition-Aged Students who are Blind or Vision Impaired

Take notice that, in compliance with N.J.S.A. 52:14-34.4, 34.5, and 34.6, the New Jersey Commission for the Blind and Visually Impaired (Commission or CBVI) hereby announces the availability of the following program funds.

A. Name of program: Employment, Development, Guidance, and Engagement Program for Transition-Aged Students who are Blind or Vision Impaired

B. Purpose: The purpose of this program is to provide blind or vision impaired students age 14-21 with transition services which will help prepare them for employment and adulthood. Specifically, the provider is charged with developing and implementing a curriculum that will address 1) Self Awareness, 2) Skills of Independence, 3) Career Awareness Activities, 4) Peer-to-Peer Supports, 5) Mentoring, and 6) Parent Engagement/Training

This program seeks to promote the full integration of persons who are blind or vision impaired into the mainstream of social and economic life of the community. The single contracted provider will provide services to the Commission on a statewide basis covering twenty-one (21) counties.

C. Amount of available funding for the program: \$200,000 total for one year is available. The contract begins February 18, 2015, and ends February 17, 2016. Successor contracts are anticipated dependent upon program success, client need, and availability of funds. No guarantee is made, however, that the contract will be renewed.

This is a cost-related contract, as shown in the Department of Human Services Contract Reimbursement Manual (CRM3.3). In cost-related contracts the value of the contract is determined by an analysis of projected contract costs as reflected in a detailed budget.

D. Organizations which may apply for funding under this program:

CBVI is seeking to develop a contract with one (1) provider that is eligible to provide services in New Jersey and can demonstrate an ability to deliver the required services as outlined in the Request for Proposal.

E. Qualifications needed by an applicant to be considered for funding:

1. Experience providing vocational and independent living services to adults and children, aged 14-21, who have multiple disabilities;

2. Ability to organize and integrate individual and group services for program participants;
3. Ability to interact and work closely with CBVI staff, including Transition Counselors and Teachers of the Blind and Visually Impaired;
4. Ability to work cooperatively with employers, school districts, teachers, and others while providing services to referred clients upon request by the Commission;
5. Ability to provide required reports and any other data in a digital format to necessary staff at the Commission on a regular, organized, and recurring basis, but no later than five (5) business days from the scheduled due date. The provider must only use the reporting forms provided by the Commission and these forms will be sent via email unless other arrangements are agreed upon by the parties;
6. The following CBVI staff members must be copied on all reports:
 - a. Coordinator of Vocational Rehabilitation Services
 - b. EDGE Program Coordinator
 - c. Contract Administrator
7. Ability to provide the proposed services to the target population by demonstrating a satisfactory experience record, adequate resources, and qualifications of staff;
8. Has current knowledge and experience with implementation of all required services to be rendered;
9. Demonstrates suitable qualifications of staff administering the program;
10. Ability to serve non-English speaking clients, including individuals who are deaf-blind and use American Sign Language as their primary mode of communication;
11. Access to and familiar with services in the counties to be served;
12. Capacity to implement and manage programs;
13. Ability to maintain confidentiality of records and client information per the Health Insurance Portability and Accountability Act (HIPAA); and,
14. Ability to comply with the terms and conditions of the Department of Human Services' rules and regulations as specified in the Standard Language Document and the DHS Contract Policy and Information Manual (CPIM) and the Contract Reimbursement Manual (CRM) on the DHS website at <http://www.state.nj.us/humanservices/ocpm/home/resources/manuals/>.

F. Procedure for eligible organizations to apply: A Request for Proposal (RFP) is available and can be obtained from the DHS website at: <http://www.state.nj.us/humanservices/providers/grants/>.

G. Address to which applications must be submitted:

Kevin Harris
New Jersey Commission for the Blind and Visually Impaired,
153 Halsey Street, 6th Floor
PO Box 47017,
Newark New Jersey 07101

Or if by hand to the
Commission for the Blind and Visually Impaired Office on the 6th floor at 153
Halsey Street, Newark NJ 07102
No emails or facsimiles will be accepted

H. Mandatory technical assistance workshop: Interested organizations must attend a mandatory technical assistance workshop to be held on **December 12, 2014**, at the George F Meyer Instructional Resource Center, located at 375 McCarter Highway, Newark, NJ 07114, at 10:00 a.m. Attendees must register in advance for the workshop by calling Kevin Harris at (973) 648-7416 or (973) 648-3333.

I. Deadline by which applications must be submitted: On or before January 8, 2015 at 4:30 p.m. Eastern time.
After this date and time no applications will be accepted

J. Date the applicant is to be notified of acceptance or rejection: On or before February 11, 2015

Date: _____

Jennifer Velez, Commissioner,
Department of Human Services