Notice of Grant Opportunity

Submission Deadline: August 2, 2024

Term: July 1, 2024 through

June 30, 2025

FY 2025 Re-Application for Continued Grant Funding for County College-Based Centers for Adult Transition
[Remove this informational page and instructional *blue* text throughout the template in the final version of your Application before submitting it to OSHE]

The New Jersey State Plan for Higher Education: "Where Opportunity Meets Innovation: A Student-Centered Vision for New Jersey Higher Education" includes the vision that every New Jersey student should feel safe and supported in their learning environment—and that all students should feel welcome on campus. This commitment also emphasizes the importance of ensuring every New Jersey student has access to a high-quality, career-relevant academic program to succeed in the global economy.

In January 2022, Governor Murphy signed into law P.L. 2021 c. 425, requiring all county colleges in New Jersey to establish adult centers for the transition of individuals with intellectual and developmental disabilities ("centers"). These centers shall provide individuals with developmental disabilities up to the age of twenty-four (24) with the support and resources necessary to experience more successful transitions from secondary school to postsecondary education, adult employment, and independent living opportunities and skills, as appropriate.

County colleges may continue satisfying the statutory requirement to establish a center by either establishing or expanding an existing center on campus or by partnering with another county college and utilizing that county college's center. The appropriated grant funding must

be used to provide services, programs, and resources to students with intellectual and developmental disabilities. **Applicants may apply for up to a $500,000 award.**

The Fiscal Year 2025 grant awards will not require submission of entirely new grant applications but rather, the satisfaction of a reapplication process. The award payments will be made in two installments. The first installment of 50% of award will be disbursed to grantees upon OSHE's receipt of the following three documents: 1) signed Memorandum of Understanding, 2) completed and approved budget template, and 3) completed budget narrative that follows the guidelines below. The second installment of the award will be disbursed to grantees upon OSHE's receipt of the Interim Report in early 2025.

Eligibility Criteria

Each of New Jersey's 18 county colleges is eligible to apply for a Center for Adult Transition grant.

Application Criteria

County colleges may re-apply for a Center for Adult Transition grant by submitting a complete re-application as described below on or before 5:00 p.m. on August 2, 2024. The application must demonstrate either:

1) plans for the county college to operate a Center for Adult Transition; or

2) a contractual partnership with another county college that will provide individuals who reside in the county with access to the services offered by the contracted county college

Process for Submission and Notification

Completed applications are due to OSHE no later than 5:00 p.m. on August 2, 2024. Applications should be uploaded to FY2025 CAT NGO - Qualtrics with two attachments (PDF of budget narrative and Excel spreadsheet of budget). Following successful upload, please send an email to FinanceDocs@oshe.nj.gov with the subject line "*Institution Name*_Centers for Adult Transition Grant_FY25." to confirm your institution's **single** submission via Qualtrics and additionally attach all related materials. To ensure all materials are adequately reviewed during our review process, please provide all attachments via Qualtrics **and** email. Additional submissions or submission modifications will not be accepted. **The application <u>MUST</u> include a narrative as a PDF file and one budget template as an Excel file. Applications with missing components will be disqualified.**

Applicants may include an appendix with letters of support from partner institutions and/or organizations contributing services to the Center. We ask that no more than one letter of support per partner be submitted detailing their role in collaboration and meeting targeted goals. Institutions must also submit a copy of their contracts between partner institutions and/or organizations. Institutions will receive an email confirmation upon receipt of the

application.

Only one submission per institution shall be accepted and considered. Please carefully review all components of the re-application prior to submission to ensure compliance with this Notice. OSHE is under no obligation to consider multiple submissions from the same applicant and will review the earliest submission.

Upon OSHE's receipt and approval of the application materials, a grant agreement will be provided, and once executed, the initial payment will be processed.

An interim report for the Center for Adult Transition grants will be due to OSHE no later than January 15, 2025. OSHE will provide a template for the interim report in advance of the submission deadline.

A final report, inclusive of final grant expenditures, is due to OSHE no later than July 31, 2025. OSHE will provide a template for the final report in advance of the submission deadline. The use of funding must abide by State guidelines. Any remaining funds need to be returned to OSHE by August 31, 2025. Questions can be directed to Sara.Lipsett@oshe.nj.gov.

Instructions

Your comprehensive Application must be submitted by uploading to FY2025 CAT NGO - Qualtrics. Additional submissions or submission modifications will not be accepted. **The report MUST be one narrative as a PDF file and one budget template as an Excel file. Applications missing information from the required template will be disqualified.**
While using this Application template is optional, the content outlined within it is required to be included in your Application.

- ✓ This template includes fillable text fields enclosed in brackets **[]** in the header and the cover page. To fill these text fields in, simply click on the field and type in the required information.

- ✓ To fill in the required text fields in the header, double-click in the header area to allow editing. When complete, click the 'Close Header and Footer' tool located in the Word tool ribbon above.

- ✓ If using this template, please remove this informational page and all instructional *blue* text when completing your Final Technical Report.

- ✓ The Application must be submitted to OSHE in Adobe PDF format.

* Steps to remove this informational page:

1. Click anywhere on this page
2. Press **Ctrl + G** to bring up the 'Find and Replace' function
3. Type in **\page** in the 'Enter page number' box

4. Press **Enter** on your keyboard, then select 'Close'
5. Verify that the content on this page is selected, then press **Delete** on your keyboard to delete text
6. Click anywhere on the blank page, then press **Delete** on your keyboard to remove the page

To fill in the required text fields in the header, double-click in the header area to allow editing. When complete, click the 'Close Header and Footer' tool located in the Word tool ribbon above

Application Cover Page

If you choose, insert logo or picture in image space below. Please delete if not used.
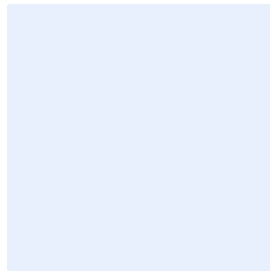
Please complete the following information by clicking into the text box and entering the information.

Institution: [Name of Institution]

Project Title: [Project Title]

Partner Institution(s),   [Name of partner institution(s)]
if applicable

Date of Report: [Date]

Total Project Requested: [Total $ Amount Requested]

Point of Contact(s):   [Name, email address]

[Name, email address]

*The **Table of Contents** should include a list of the elements of the Application organized in the order in which the parts appear, and page numbers.*

NOTE: *When you have completed the Application, please assure you also update the Table of Contents. Click anywhere on the Table of Contents and select "Update Table." When the box comes up, choose the "Update entire table" option to ensure that any sections you added/removed are reflected in the table. Please review the updated Table of Contents to ensure it is correct.*

Table of Contents

OSHE requests that applicants limit the below information to no more than three (3) single-spaced pages, exclusive of any documentation evidencing a contractual partnership and the data requested in this notice.

1.0   Executive Summary

Provide a short summary of the anticipated and continued services to be offered through the Center in this FY2025 application cycle. We ask that institutions engaged in partnerships with other institutions of higher education detail the roles and responsibilities of each participating institution. Please provide brief details explaining how this additional round of funding will build upon and/or will be utilized in a manner that can be differentiated from that of previous grant cycles. The discussion should be a minimum of one paragraph and written in terms understandable by an educated layman.

2.0   Goals and Mission

Provide a description of the Institution, including the strategic goals and mission of the Center, organizational structure, location, and anticipated number of students to be served by the Center annually. Please indicate how your institution plans to coordinate and integrate existing county and State services, programs, and resources into your overall goals and mission for the Center in this current application cycle. This discussion should be a minimum of two paragraphs.

3.0   Sustainability

Describe how your institution is planning for out-year expenses and maintenance of the Center long-term given the State's inability to guarantee funding in future fiscal years. This should be a minimum of one paragraph.

4.0   Description of Activities Performed

Please provide any other relevant information your institution would like to share regarding the Centers for Adult Transition grant. This should be a minimum of one sentence. If there is no other relevant information to be included, please indicate it in a single sentence.

5.0   Budget Template

*Please see the FY25_Centers for Adult Transition Budget template.xlsx titled "Institution Name_Center for Adult Transition_Budget_FY25." Institutions should complete the 'Contact Information,' 'Original Budget,' and 'Justification' columns. Please do not modify the budget spreadsheet cells. **Each of the 18 county colleges may apply for a minimum award of $150,000 and a maximum award of $500,000**. In considering the amount sought, institutions should be mindful of the spending timeframe. Funds must be obligated and expended by June 30, 2025. The term of the agreement will be from the date of grant agreement execution through June 30, 2025. Please note that additional funding may be available in*

subsequent years, but this is subject to State appropriations and cannot be guaranteed. Indirect costs are not allowable under the terms of this grant agreement.