

NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS

RECREATIONAL OPPORTUNITIES FOR INDIVIDUALS WITH DISABILITIES

REQUEST FOR PROPOSAL

NAME OF GRANT PROGRAMS: Recreational Opportunities for Individuals with Disabilities (ROID)

PURPOSE OF PROGRAMS:

The purpose of the ROID grant is to assist local governmental entities in meeting their mandates, under the Americans with Disabilities Act, to include people with disabilities into their municipal and county recreation and leisure services. Each individual has the right to participate with their fellow citizens in their local recreation programs. Local governmental entity needs to provide the necessary accommodations to ensure their full inclusion. The law specifically states:

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.

AVAILABLE FUNDING:

ROID is state funded as a line item in the annual State budget. The proposed FY 15 budget allocates \$585,000. Awards can be made once the FY 15 State budget is adopted.

Typically, these grants have ranged from \$5,000 to \$25,000 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. Regional applications serving more than one local government should **not submit a proposal for more than \$35,000 (state award)**. Counties that partner with several agencies can request more than \$35,000 in total but not more than \$20,000/ agency.

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 three (3) years. A local government can continue to receive funding after three years, but **for a different program**.

LOCAL MATCH REQUIREMENT:

Contracts awarded to NJ governmental entities 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 match requirement of a local government must be a **cash match** contribution or the salary of the direct recreation program staff, under the provisions of the grant. **In-kind services or costs of your regular, annual governmental budget expenses are not allowed** by law as a substitute for the cash match requirement. Current administrative staff can't be funded by this grant. Direct recreation program staff costs can be a budget item funded by this grant.

Please document all costs associated with the program you are seeking funding for in this application, under the "Other Sources of Funding" section. Don't include costs not associated with the program you are seeking funding for in this application. You may document more than 20% local match in the "Other Sources of Funding" form in the application.

On the Budget form, only put in the State requested funding amount and the required 20% local match, even if the program costs more. Don't list a match greater than 20% in the budget form.

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. Applicants may perform the services directly or through contractual arrangements with non-profit agencies whose agreements shall comply with the Local Public Contracts Law. All non-profit agencies must have a valid Certificate of Incorporation and Certificate of Good Standing on file with the NJ Department of Community Affairs. A qualified non-profit agency is eligible to implement the program for the local government. They must upload the contractual third party agreement enacted. They must upload a valid Certificate of Incorporation and a Certificate of Good Standing in SAGE. Funding of non-profit agencies' programs will not be funded by this agreement. Any funds a non-profit entity receives under ROID must be used for municipal programs and to serve residents in the target service area.

ELIGIBLE PROGRAM PARTICIPANTS: Program participants must be Individuals with Disabilities.

Individuals with Disabilities, according to Title I of the Americans with Disabilities Act, are those 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. Multiple disabled (having 2 or more disabling conditions)
6. Other Disabling Conditions include:
 - Auditorily impaired (deafness or hearing impaired)
 - Visually impaired (blindness or partial sight)
 - Traumatic brain injury
 - Emotionally disturbed

ELIGIBLE ACTIVITIES: Eligible activities are recreation and leisure programs and activities.

There are two (2) grant opportunities.

1. The comprehensive grants are a continuous, integrated recreation and leisure service program which promotes and provides 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. Examples of comprehensive grants are year round recreational programming and agencies offering multiple services. Typically, these grants have ranged from \$5,000 to \$25,000 in state funds. The maximum award is \$20,000 (state share) for one local government and \$35,000 (State share) for multiple local governments. A county providing multiple services is limited to \$35,000 (state share).
2. Special Event grants are for short term recreation activity. By law a maximum of \$1,000 can be awarded to a municipality and a maximum of \$2,500 can be award to a county for a special event grant. No more than \$20, 000 can be awarded as Special event grants. A maximum of five (5) special events grants will be awarded. Examples of special events are one day recreation event, up to four (4) bus trips, and up to six (6) sessions of recreational instruction.

Application for Comprehensive Programs:

The NJ Office of Recreation is seeking applications to fund the development of integrated local government recreation & leisure services programs for people with disabilities. Expansion of current recreation and leisure services will be considered but the priority will be to fund new programs. Applicants should provide programs to people with disabilities in the least restrictive environment. Individuals with disabilities should be integrated into the local community recreation and leisure services programs.

The NJ Office of Recreation is seeking to fund

- Inclusive recreation opportunities
- Programs that focus on individualized recreation choice
- New programs
- Unique/innovative programs

Examples of comprehensive recreation & leisure services programs are:

- Continuous recreation and leisure service program
- Year-round recreation and leisure service program
- Variety of recreation and leisure service program
- Regionalized recreation and leisure service program
- Weekly integrated after-school program for children with disabilities
- Weekly integrated Friday evening recreation program for young adults with disabilities
- Multiple recreation activities throughout the year (i.e. sports, crafts, cooking, etc.)

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. Local governments should seek to integrate individuals with disabilities into their regular recreation & leisure services programs.

Application for Special Events Programs:

Conducting short term recreation and leisure services is considered a special event program grant. These activities last only one (1) day or a few days. Examples of special event programs are:

- Conducting four (4) bus trips each lasting less than 1 day
- Offering instruction in a recreation activity once a week for six (6) weeks.
- Provide an activity once a quarter
- Providing quarterly socials

The focus of this application is on comprehensive recreation and leisure services, therefore a maximum of five (5) contracts will be awarded as Special Event Grants.

INELIGIBLE ACTIVITIES:

While the following items are valuable and necessary items they are not eligible for funding under this grant application.

- Retrofitting restroom
- Making building entrances accessible
- Retrofitting recreation facilities for accessibility
- Purchase of playground equipment
- Purchase of playground safety surfacing
- Respite. While family members may receive respite when their family member participates in recreational activities funded by this grant, the purpose of the grant is not respite.
- Transportation. Some recreation programs include the cost of transportation to the activity which is allowed, but transportation is not the purpose of the grant

- Segregated recreation activities

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.

GRANT TERM: July 1, 2014 - June 30, 2015.

QUALIFICATIONS of applicants to be eligible for funding under grant program:

- Applicant must be a local governmental entity. This includes municipal and county governments.
- Demonstrate knowledge & experience in implementing inclusive recreation programs.
- Have capacity to implement inclusive recreation program

APPLICATION PROCESS: Applicant must complete and submit the following application forms on SAGE.

- Application program description
- Objective
 - Objective
 - Methodology
 - Performance measure
- Scope of Services
- Target Population & hours
- Assessment of Needs
- Other source of funding
- Personnel
- Budget
- Required Documents include
 - resolution,
 - certificate of disbarment
 - certificate of lobbying
 - application cover page

The above required documents are considered part of the application for funding. Failure to submit any of the above listed attachments will result in the application being incomplete and will result in disqualification.

APPLICATION RATING CRITERIA: Based on 100 Points

Program

Must be a recreation program for the local government. Non –profit agency (3rd party) may be contracted to implement municipal recreation program.

Goals (maximum of 10 points)

- Clear program goal

Statement of Need (maximum of 15 points)

- **Information on available programs & gaps in programs serving people with disabilities**
- **Reports, surveys, or other information on lack of integrated recreation programs**
- **Statistical information on number of people with disabilities in service area**
- **Survey, reports, evaluation, or other method documenting need for proposed program**

Qualifications (maximum of 2 points)

- Staff qualifications
- Applicant’s qualifications

Budget (*maximum of 10 points*)

- Higher priority will be given to cost effective programs
- Detailed budget costs, allowable budget items, cost effectiveness
- Appropriateness of expenses
- Is the required match included in the budget

Program Design: (*maximum of 30 points*)

- Specific, measurable and achievable objectives
- Relates to identified need & goal for the proposed program
- Detailed program implementation/methodology
- Provide innovative recreation & leisure activities
- Methodology allows for the accomplishment of the stated goal, objectives & performance measures.
- Are performance measures measurable?
- Is information beyond numbers served provided?
- What are the expected outcomes?
- Are the outcomes realistic?
- What will change as a result of the program?

Self-Sustaining (*maximum of 5 points*)

- Higher priority will be given to future sustainability of the program(s) without State funds
- Plan to continue program in future without state support

Least Restrictive Environment/ Integrated Programming (*maximum of 10 points*)

- Provide each person with a disability with his/her chosen recreation & leisure activities.
- Individual choice in recreation activities.
- Provision of totally integrated programming
- Person participates in program or activity offered to residents of local government (i.e. attends recreation program, municipal camp program, crafts program for children, participates in town sports leagues, adult recreational trips etc.)

Level of services: (*maximum of 15 points*)

- Highest priority given to a new program for your agency.
- Higher priority given to expanded program for your agency.
- Does the proposed program increase past capacity?
- Cost effectiveness per person, per program per service hours.
- Does this program provide opportunities for community engagement?

Past Performance: (*maximum of 3 points*)

- Points will be given if you exceed past performance measures.
- Points will be deducted for ineffective and inefficient use of past funding.
- Points will be deducted for lack of timeliness and inaccuracy of past grant support documents, program and fiscal reports.

REPORTING REQUIREMENTS: Three fiscal and program reports are required for year round programs. Reports are due December 30th, June 30th and September 30th. Summer program reports are due September 30th.

PERFORMANCE OUTCOMES:

- Applicant must provide target goal of total number of people with disabilities that will be served.
- Applicant must provide target goal for total number of non-disabled people that will be participating in the program.

- Applicant must provide number of activities that will be offered.

TECHNICAL ASSISTANCE SESSIONS: There will be three technical assistance workshops at the NJ Department of Community Affairs, 101 South Broad Street in Trenton. They will be held June 10th at 2:30 p.m. and on June 19th and June 25th at 2:00 p.m. A representative from your local government must attend training on one of these dates to be considered for funding. (Consultant attendance does not satisfy governmental representative attendance.)

DEADLINE FOR SUBMISSION: Thursday, July 3, 2014.

Recreational Opportunities for Individuals with Disabilities application **must be submitted electronically** via SAGE on or before **July 3, 2014** to be considered for funding. The signed and certified resolution must be uploaded into the ROID application before submission.

DATE BY WICH APPLICANTS SHALL BE NOTIFIED: After confirmation the funds are in the FY 15 approved NJ State budget. This is expected to be in July, 2014.