

REVISED SUBMISSION DATE

NJ Department of Human Services

DIVISION OF DISABILITY SERVICES: Notice of Availability of Grant Funds

The NJ Department of Human Services (DHS), the Division of Disability Services (DDS) hereby announces the availability of the grant program funds for emergency food provider organizations to implement an approved physical accessibility improvement plan.

I. Statement of Need/ Background

Approximately 54 million people in the U.S. live with a wide array of physical, cognitive and emotional disabilities. As such, people with disabilities constitute the single largest minority group identified in the U.S., surpassing older adults, African Americans and Hispanics. Based on this prevalence, it is estimated that over one million N.J. residents have disabilities of varying severity. With a 70% unemployment rate, and more than 40% of homeless adults experiencing disability, people with disabilities represent some of the most food insecure individuals living in N.J.

Emergency food providers are serving record numbers. Often, facilities that operate food pantries and other emergency assistance programs are inaccessible to someone using a walker, wheelchair or other assistive device. Due in part to stairs, narrow doorways and other barriers people with physical disabilities cannot access these buildings or the life saving programs that are provided within. Many of these barriers can be fairly easy and relatively inexpensive to overcome.

II. Objective

The overall goal of this project is to maximize the physical accessibility and use of emergency food provider assistance and other services provided within for people with disabilities living in N.J. DDS will make funds available to a carefully selected number of food pantries operating in N.J., for the purposes of making capital improvements to the organization's building enabling people with physical disabilities to access the services provided within.

DDS will award up to 5 small grants to food pantries that demonstrate the need for accessibility and develop a well detailed plan on how to make their building more accessible. Preference will be given to food pantries that offer additional assistance programs such as SNAP (food stamps) at the same location. In many cases, minimal capital improvements will afford people with physical disabilities access to the food, clothing and other assistance that is provided in these buildings.

DDS reserves the right to make the determination of awarding 2 or 3 larger grants, if those accessibility plans are highly feasible and documented as such, and will result in reaching a significant number of people with disabilities who have not had access to these services in the past.

III. **Scope of Work**

The applicant must comply with the DHS contracting rules and regulations that appear in the Standard Contract Language, DHS's Contract Reimbursement Manual and Contract Policy and Information Manual.

The applicant must not discriminate in providing services to consumers based on age, race, creed, national origin, sex, handicap or financial status.

The applicant must be prepared to initiate accessibility plans of the approved project within 30 days following the date the award is provided by DDS.

Proposals must be feasible within budgetary parameters and should include a proposed means to evaluate the program's effectiveness.

The applicants awarded grant funds must agree to report the numbers of people with disabilities served, since the new accommodations, at 3 months and then again at 6 months after the conclusion of the grant period. The awarded applicants must also submit a Final Expenditure Report within 30 days of the conclusion of the grant period, to the Disability Health and Wellness Program Manager. All unobligated funds must be returned to DDS within 30 days after the conclusion of the grant period.

All interested agencies must submit an "accessibility plan" along with a proposal to DDS by **4:00 PM, Wednesday, February 29, 2012**. In order to be eligible for consideration, all "accessibility plans" must include, but are not limited to, the following for consideration:

- a. Overall accessibility plan, highlighting Kessler funded portion;
- b. permission from landlord, if applicable;
- c. timeframe; and
- d. photographs of area(s) to be modified.

Selected applicants will be required to submit an architecturally feasible plan (reviewed and approved by a licensed and insured contractor) by **Wednesday, April 25, 2012**. All plans must be reviewed by local planning board before the full amount will be awarded. A deposit of 5% of the actual award will be provided upon award announcement to complete the accessibility plan, with the remaining funds disseminated after the submission and approval of the accessibility plan to DDS. Grant funds cannot be used to reimburse for past or current projects.

IV. **Funding**

A total of \$15,000 is available for this project. Each selected organization will receive approximately \$3,000.

This award is a one-time award and no further funds will be available for the completion of this project.

V. **Qualifications**

The following eligibility criteria shall apply:

- a. In order to be eligible for consideration for this Notice of Funds Available, applicants must be a for profit or not-for-profit corporation, governmental entities and educational institutions duly registered to conduct business within the State of New Jersey.
- b. The applicant(s) must demonstrate the ability to meet all rules and regulations for any DDS program element of service proposed by the applicant(s).
- c. The applicant(s) must operate within the New Jersey Emergency Food Provider System.
- d. The applicant(s) must comply with the terms and conditions of DHS' contracting rules and regulations as set forth in the Standard Language Document, the Contract Reimbursement Manual (CRM), and the Contract Policy and Information Manual (CPIM).
- e. Any fiscally viable corporation, as noted above, which meets the qualifications of DHS' Contract Policy and Information Manual, N.J.A.C. 10:30, may apply. Contracting Manuals are online at http://www.state.nj.us/humanservices/ocpm/contract_manuals.htm or at the State Depository Libraries.
- f. Applicants may contact DDS at (609) 292-7800 with general questions about the requirements in these manuals.

VI. **Submission Requirements** (details provided in application packet)

- a. **Proposal Narrative**
- b. **Budget**
- c. **Questionnaire**
- d. **Operating and Service Resources**
- e. **Additional Required Documentation:**
 - Evidence of legal status (i.e. IRS tax exemption)
 - Current NJ Business Registration Certificate
 - Age of agency
 - Most recent audit
 - List of Board Members
 - Table of Organization
 - Mission Statement

Procedure to apply: Eligible and interested organizations may obtain a copy of the application packet on or after December 14, 2011 by contacting:

Susannah Combs, Program Manager
Division of Disability Services
Disability Health and Wellness Program
222 South Warren Street
P. O. Box 700
Trenton, New Jersey 08625-0700
Telephone: (609) 341-3603 Toll Free: 1-888-285-3036

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Applications must be received by the Division on or before Wednesday, February 29, 2012 by 4:00 p.m.

No fax or electronic submissions will be accepted.

Please drop off or mail applications to:

Susannah Combs, Program Manager
Division of Disability Services
Disability Health and Wellness Program
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Date by which applicants will be notified of acceptance or rejection will be no later than Wednesday, March 21, 2012.



Jennifer Velez, Commissioner

2/8/12

Date