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| **Maximizing Post School Outcomes for Students with Disabilities**24-BC46-H03Program Term Date: 6/1/2024 – 5/31/2026Application Due Date: Tuesday, March 26, 2024no later than 4:00 P.M. |
| Kevin DehmerActing Commissioner of EducationKathleen EhlingAssistant CommissionerKimberly MurrayDirectorOffice of Special EducationFY24ALN: 21.027New Jersey Department of EducationP.O. Box 500 ● Trenton, NJ 08625-0500 |

The following are requirements and instructions on the New Jersey Department of Education (NJDOE) Notice of Grant Opportunity (NGO). Instructions on how to gain access to the application and how to complete the application in the Electronic Web-enabled Grant (EWEG) system are available in [the Pre-Award Manual](https://www.nj.gov/education/grants/discretionary/apps/docs/PreAwardManual.pdf).

When responding to this Notice of Grant Opportunity (NGO), applicants must use the Electronic Web-Enabled Grant System (EWEG) online application system on the New Jersey Department of Education’s [Homeroom](http://homeroom.state.nj.us/) webpage. Please refer to the NJDOE’s [Discretionary Grants](http://www.nj.gov/education/grants/discretionary) web page for the NGO and (click on available grants) for information on when the EWEG application will be online. The responsibility for a timely submission resides with the applicant. The Application Control Center (ACC) must receive the completed application through the online EWEG system access through the NJDOE Homeroom web page on the due date of the application, no later than 4:00 P.M. Without exception, the ACC will not accept, and the Office of Grants Management (OGM) cannot evaluate for funding consideration, an application after this deadline.

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**It is a policy of the New Jersey State Board of Education and the State Department of Education that no person, on the basis of race, color, creed, national origin, age, sex, handicap or marital status, shall be subjected to discrimination in employment or be excluded from or denied benefits of any activity, program or service for which the department has responsibility. The department will comply with all state and federal laws and regulations concerning nondiscrimination.**

## Grant Program Information

## Purpose of the NGO

The intent of the Maximizing Post-School Outcomes for Students with Disabilities project is to promote positive post-school outcomes for students with disabilities through the county special services school districts and local education agencies’ implementation of model practices and program components.

Through this NGO, the New Jersey Department of Education (NJDOE) will provide county special services school districts (CSSSDs) that have students with disabilities enrolled the opportunity to create or improve a successful program for students with disabilities aged 18 to 21 by partnering with local school districts and other entities and implementing transition-focused services within the student’s local community, based on each student’s Individualized Education Program (IEP). The successful programs will increase the number of students with disabilities who are prepared for a successful transition from school to adult life in their local community. Program service options will include, but are not limited to the following:

* + - Person-centered planning;
		- Community-based instruction;
		- Enrollment in approved CTE programs;
		- Work-Based Learning in integrated community settings;
		- Participation in adult education classes;
		- Using public transportation and other forms of transportation that can continue to be used after high school graduation;
		- Participation in recreational activities with peers without disabilities; and
		- Facilitating linkages between students and other service agencies such as the New Jersey Division of Vocational Rehabilitation Services, Commission for the Blind and Visually Impaired, and New Jersey Division of Developmental Disabilities.

It is further intended that each funded CSSSD will continue to serve students with disabilities aged 18 to 21 beyond the funding of this grant program.

**Minimum service level**

The CSSSD must serve a minimum of 10 students with disabilities between the ages of 18-21 under this grant program and is strongly encouraged to work in partnership with participating students’ Local Education Agencies (LEAs) and other entities that serve students with disabilities.

**State Outcomes for Grant Program:**

Through this NGO, the Department of Education expects to achieve the following statewide outcomes:

* Increase the number of students with disabilities who graduate high school with a completed [vocational profile](https://www.nj.gov/education/specialed/programs/njtransition/docs/NJDOE%20Vocational%20Profile%202021.docx), résumé, and summary of academic and functional performance including recommendations on how to assist the student in meeting the student’s postsecondary goals;
* Increase the number of successful programs for students with disabilities aged 18 to 21 years old who will be eligible for services from New Jersey Division of Developmental Disabilities;
* Increase the number of students with disabilities who are engaged as active citizens in their local community by participating in integrated, competitive employment in the community (e.g., supported employment and customized employment) and/or volunteer work in integrated settings in the community, and use of students’ local community resources such as retail businesses, recreational facilities, medical services, etc.;
* Increase the number of school personnel, parents/family members and students trained to work collaboratively and share responsibility for providing students with disabilities aged 18 to 21 with successful programs; and
* Develop and implement successful programs for students with disabilities aged 18 to 21 that have the capacity to be sustained beyond the grant period and result in a statewide increase in positive post-school outcomes.

**Application Type**: **Limited Competitive\***

**Target Audience:** [ ] Local Education Agency (LEA),
[ ]  Community-Based Nonprofit Organization (CBO), or
[ ]  Institutes of Higher Education (IHE)
[x] Other\*: **County Special Services School Districts that have students with disabilities enrolled**

|  |  |  |
| --- | --- | --- |
| LEA ID | District Name | Total Special Education Enrollment |
| 0125 | Atlantic County Special Services School District | 285 |
| 0285 | Bergen County Special Services School District | 648 |
| 0605 | Burlington County Special Services School District | 462 |
| 0715 | Cape May County Special Services School District | 220 |
| 1774 | Gloucester County Special Services School District | 516 |
| 3103 | Mercer County Special Services School District | 466 |
| 4635 | Salem County Special Services School District | 152 |
| 5450 | Warren County Special Services School District | 0 |

## Federal Compliance Requirements - Unique Entity identifier (UEI) Registrations

In accordance with the Federal Fiscal Accountability Transparency Act (FFATA), all grant recipients must have a valid Unique Entity identifier (UEI). As part of the government-wide initiative, NJDOE will join other Federal agencies and transition from the use of the Dun and Bradstreet Data Universal Numbering System (DUNS) to the new UEI for all grant recipients and applicant organizations. UEIs are the primary means of entity identification for Federal awards and are required in accordance with 2 CFR Part 25. The UEI number is administered by the Federal Government in SAM.gov (System for Award Management).

## Award Management SAM Application

Prior to applying for a grant application, an Local Education Agency (LEA), Community-Based Nonprofit Organization (CBO), or Institute of Higher Education (IHE) applicants must create a profile in the NJDOE EWEG’s AWARD Management SAM application to include the applicant’s UEI information:

Key steps/actions:

* + - 1. Create and submit the AWARD Management SAM application in EWEG if your entity has applied for or has received other grants from the NJDOE.
			2. When completing the AWARD Management SAM application, entities must enter an active SAM UEI.
			3. To renew an existing SAM UEI or apply for a SAM UEI, entities must go through [www.sam.gov](http://www.sam.gov/).

Failure to complete or update the AWARD Management SAM application in EWEG will prevent the applicant to view, create, and submit grant applications in the EWEG system.

No award will be made to an applicant, not in compliance with the Federal Funding Accountability and Transparency Act (FFATA).

## Dissemination of This Notice

The Office of Special Education will make this notice available to eligible applicants listed in section I.1. based upon the eligibility statement, to the Office of Comprehensive Support Team Leaders, and to the county superintendents of the counties in which the eligible agencies are located.

Additional copies of the NGO are also available on the NJDOE’s [Discretionary Grant](http://www.nj.gov/njded/grants/discretionary/) website or by contacting the Office of Special Education at the New Jersey Department of Education, 100 River View Plaza, Route 29, P.O. Box 500, Trenton, NJ 08625-0500; telephone 609 376-3834 fax 609 292-5528.

## Access to the EWEG Application

Each eligible applicant must have a login ID and password to access the system. LEA applicants should contact their district’s Web (Homeroom) Administrator, who will complete the registration. Non-LEA applicants should send an email request for the EWEG Help. Please allow 24-48 hours for the registration to be completed.

The NJDOE advises applicants to plan appropriately to allow time to address any technical challenges that may occur. Additionally, applicants should run a consistency check at least 24 hours before the due date to determine any errors that might prevent the submission of the application. Applicants are advised not to wait until the due date to submit the application online as the EWEG system may be slower than normal due to increased usage. Running the consistency check does not submit the application. When the consistency check runs successfully, a submit button will appear. Once the submit button is clicked, the application may not be edited, additional information may not be submitted, and the application can no longer be accessed or returned. **Please Note: The submit button in the EWEG system will disappear as of 4:00 PM on the due date**. Please refer to the [Pre-Award Manual](https://www.nj.gov/education/grants/discretionary/apps/docs/PreAwardManual.pdf) for instructions on how to work in EWEG.

## Application Submission

The Application Control Center (ACC) must receive the completed application through the online EWEG system access through the NJDOE [Homeroom](http://homeroom.state.nj.us) web page **no later than 4:00 P.M. on Tuesday, March 26, 2024.** Without exception, the ACC will not accept, and the Office of Grants Management (OGM) cannot evaluate for funding consideration, an application after this deadline.

The NJDOE administers discretionary grant programs in strict conformance with procedures designed to ensure accountability and integrity in the use of public funds and, therefore, will not accept late applications. The responsibility for a timely submission resides with the applicant.

Completed applications are those that include all elements listed in [Section II.5.](#_Application_Component_Required), Application Component Required Uploads checklist. Applications received by the due date and specified time will be screened to determine whether they are, in fact, eligible for consideration. NJDOE reserves the right to reject any application, not in conformance with the requirements of this NGO. **Paper copies of the grant application will not be accepted in lieu of the EWEG application. Applications submitted via FAX or email will not be accepted under any circumstances.**

## Application Review Criteria

To be considered for funding, all grant applications complete a two-tiered review. The application will be reviewed and scored by evaluators and the Program Office responsible for administering the program. The evaluators will use the information provided in the grant application under the Narrative Tabs which include the Need, Project Description, Project Activity Plan, Goals/Objectives – Indicators and Activity Plan, Commitment and Capacity, the Budget Tabs, and all required documentation noted as part of the NGO in the Upload Tab. In addition to how well the content addresses [Section II.4.](#_Project_Design_Considerations_1), the evaluators will also review the NGO application for completeness and accuracy. The total point value for the NGO is 100 points.

Grant applications must score 70 points or greater and meet the intent of the Notice of Grant Opportunity (NGO) before the addition of any bonus points, as noted in section 1.1 Eligibility to Apply in the NGO, and [Section II.4.](#_Project_Design_Considerations_1), Project Design Components. The NJDOE reserves the right to reject any application, not in conformance with the requirements of this NGO.

## Grantee Award Notifications

A successful applicant will be notified via the EWEG system to the emails listed in the Contacts Tab and a list will be posted on the NGO web page within the NJDOE website. Preliminary Approved Applications will be notified via EWEG with instructions on how to proceed with Pre-award Revisions (PAR). Instructions on how to initiate the PAR process by creating an amendment, refer to the [Pre-Award Manual](https://www.nj.gov/education/grants/discretionary/apps/docs/PreAwardManual.pdf).

Those applicants not meeting the 70-point threshold, and/or the intent of the NGO listed in [Section II.4.](#_Project_Design_Considerations_1), Program Design Consideration, will be notified via an EWEG email to the contacts listed in the application and the application status will read “No Award.”

## Open Public Records

Please be advised that in accordance with the Open Public Records Act P.L. 2001, c. 404, all applications for discretionary grant funds received September 1, 2003, or later, as well as the evaluation results associated with these applications, and other information regarding the competitive grants process, will become matters of public record upon the completion of the evaluation process and will be available to members of the public upon request.

##  Completing the Application

The intent of this section is to provide the applicant with the framework within which it will plan, design, and develop its proposed project to meet the purpose of this NGO. Before preparing applications, potential applicants are advised to review Section I, Grant Program Information, of this NGO to ensure a full understanding of the State’s vision and purpose for offering the program. Additionally, the information contained in Section III, Grantee Agreement Requirements will complete the applicant’s understanding of the specific considerations and requirements that are to be considered and/or addressed in their project.

## General Instructions for Applying

To apply for a grant under this NGO, applicants must prepare and submit a complete application by the deadline. The following components in their related EWEG Tabs in the application are required to be completed:

Admin Tab – Contacts, Allocation, Assurance, Board Resolution,
Narrative Tab – Abstract, Project Description, Need, Goals & Objectives, Project Activity Plan, Organizational Commitment & Capacity

Budget Tab – All related subtabs.

Upload Tab – The required documents to be included in the application as stated in the NGO.

The application must be a response to the State’s vision as articulated in Section I Grant Program Information of this NGO. It must be planned, designed, and developed in accordance with the program framework articulated in Section II, Completing the Application of this NGO. The applicant may wish to consult additional guidance found in the [Pre-Award Manual for Discretionary Grants](https://www.nj.gov/education/grants/discretionary/apps/docs/PreAwardManual.pdf).

## Application Technical Assistance Session

**Wednesday, February 28, 2024**

**TEAMs Virtual Meeting:** [[Click here to join the meeting at 9:00AM on Wednesday, February 28, 2024](https://teams.microsoft.com/l/meetup-join/19%3Ameeting_YzQxMmU1NDQtZDZkMy00ZDgxLTkyYjYtZDM4OTI2ZjE4M2U1%40thread.v2/0?context=%7b%22Tid%22%3a%224b4f7312-dd09-4959-b666-d5ba6dc8f4b4%22%2c%22Oid%22%3a%22e6836f9b-d6e4-4338-83b6-b298f1c84249%22%7d)](https://teams.microsoft.com/l/meetup-join/19%3Ameeting_YzQxMmU1NDQtZDZkMy00ZDgxLTkyYjYtZDM4OTI2ZjE4M2U1%40thread.v2/0?context=%7b%22Tid%22%3a%224b4f7312-dd09-4959-b666-d5ba6dc8f4b4%22%2c%22Oid%22%3a%22e6836f9b-d6e4-4338-83b6-b298f1c84249%22%7d)

## Grant Deliverables

See section III for reporting requirements.

## State Outcomes for Grant Program:

Through this NGO, the Department of Education expects to achieve the following statewide outcomes:

* Increase the number of students with disabilities who graduate high school with a completed [vocational profile](https://www.nj.gov/education/specialed/programs/njtransition/docs/NJDOE%20Vocational%20Profile%202021.docx), résumé, and summary of academic and functional performance including recommendations on how to assist the student in meeting the student’s postsecondary goals;
* Increase the number of successful programs for students with disabilities aged 18 to 21 years old who will be eligible for services from New Jersey Division of Developmental Disabilities;
* Increase the number of students with disabilities who are engaged as active citizens in their local community by participating in integrated, competitive employment in the community (e.g., supported employment and customized employment) and/or volunteer work in integrated settings in the community, and use of students’ local community resources such as retail businesses, recreational facilities, medical services, etc.;
* Increase the number of school personnel, parents/family members and students trained to work collaboratively and share responsibility for providing students with disabilities aged 18 to 21 with successful programs; and
* Develop and implement successful programs for students with disabilities aged 18 to 21 that have the capacity to be sustained beyond the grant period and result in a statewide increase in positive post-school outcomes.

## Project Design Considerations

**The following point values apply to the evaluation of applications received in response to this NGO:**

**Project Abstract *(250-300 words)*** The Project Abstract is a summary of the proposed project’s need, purpose, and projected outcomes. The proposed project and outcomes must cover the full multi-year grant period. Do not include information in the abstract that is not supported elsewhere in the application.

**Needs [10 points]** – The Statement of Need identifies the local conditions and/or needs that justify the project proposed in the application. A “need” in this context is defined as the difference between the current status and the outcomes and/or standard(s) that the school would like to achieve. Describe the target population to be served, including the grade levels and ages of the children to be served. Describe the programming that will take place to enable all students to meet the New Jersey student achievement standards and address student learning needs. Provide documentation to substantiate the stated conditions and/or needs. Documentation may include, but is not limited to, demographics, test data, descriptions of target population(s), student data, personnel data and research. Do not attempt to address problems that are beyond the scope of the grant program.

**Project Description [25 points]** – Describe in a detailed narrative the complete two-year project design and plan for implementing the project. Provide assurance that the strategies or activities are of sufficient quality and scope to ensure equitable access and participation among all eligible program participants. Provide evidence that the project is appropriate for and will successfully address the identified needs of the school. Describe the effect the project will have on the school upon completion. When possible, cite examples of how the approach or different strategies have led to success for other schools. Include specific examples of systems, curriculum or design approaches that will be incorporated. Include justification for identifying this as an area to improve and the plan to make this transition. Include benchmarks for the early, middle, and final stages of the process and how progress will be measured towards these benchmarks. Identify who will be responsible for what stages and what level of support they will be given. Write clearly and succinctly, focusing on quality and not quantity. Ensure that the steps of the Project Activity Plan are well-articulated and logically sequenced in the narrative.

**Goals/Objectives/Indicators [20 points]**

Establish one or more local goal(s) for this program. Using the goal(s) create objectives that are (1) relevant to the selected goal, (2) applicable to grant-funded activities, (3) clearly written and (4) measurable. Objectives should clearly illustrate the plan to achieve the goal(s). They must be achievable and realistic, while identifying the “*who, what and when”* of the proposed project.

Objectives must be results-oriented, and clearly identify what the project is intended to accomplish. They must contain quantitative information, benchmark(s) and how progress will be measured. Objectives should also link directly to individual stated needs and provide a time frame for completion. Applications must also include a plan to evaluate the project’s success in achieving its goal and objectives. Indicators of success must be established for each project objective.

In constructing the indicators, describe the methods that will be used to evaluate the progress toward achievement of the goal and objectives, as well as the overall grant project outcomes. Also, describe in the indicators the measures and instruments to be used, the individuals responsible for developing and conducting the evaluation, and how results will be used to improve project outcomes. Well-constructed indicators of success will help establish a clear understanding of responsibilities and a system of accountability for the project. They will also help to determine whether or not to refine an aspect of the project to ensure overall success.

Review the Statement of Need before and after constructing the objectives to ensure that the objectives clearly address identified needs.

Identify the anticipated outcomes of the project in measurable terms and in relation to the stated needs. Define the population to be served.

Identify the timeline for implementing and completing each objective.

Identify the level of performance expected in order to indicate successful achievement of the objective. Make certain to construct measurable indicators of success that directly link to and support project objectives.

**Activity Plan [25 points]**

The Project Activity Plan follows the goal(s) and objectives that were listed in the previous section. The Activity Plan is for the full grant period (June 1, 2024 – May 31, 2026). Activities represent the steps that it will take to achieve each identified objective. Also, the activities that are identified in this section serve as the basis for the individual expenditures that are being proposed in the budget. Review the Goal(s) and the Objectives when constructing the Project Activity Plan to ensure that appropriate links have been established between the goal(s) and objectives and the activities.

* State the relevant objective in full in the space provided. Number the Goal 1 and each objective 1.1, 1.2, 1.3, etc.
* Describe all of the tasks and activities planned for the accomplishment of each goal and objective.
* List all the activities in chronological order.
* Space the activities appropriately across all report periods of the grant project.
* Identify the staff directly responsible for the implementation of the activity. If the individual conducting the activity is not referenced appropriately on the Project Activity Plan, it may not be possible to determine an allocation of the requested cost, and costs may be disallowed.
* List the documentation that tracks the progress and confirms the completion of each activity, such as agenda, minutes, curriculum, etc.
* In the Report Period Column on the Project Activity Plan, indicate with a checkmark the period in which the activity will be implemented. If the activity is ongoing or recurring, place a checkmark in the boxes under each period in which the activity will take place.
* Do not list the project director or other person with general oversight authority for the project as the “person responsible” for carrying out all activities.

**Commitment and Capacity [15 points]**

After identifying the conditions and/or needs and the plan to address them, next describe the applicant organization (and partners) and its capacity to take on the project. First, explain why the project being proposed is important to the school. Describe the commitment to addressing the conditions and/or needs identified, including the organizational support that exists for implementing the proposed project.

Explain any experience the organization has had in implementing similar types of projects, as well as the outcomes of those projects. What worked, what did not and why? Explain how previous experiences will ensure successful implementation of the proposed project. If the organization or members of the staff have not implemented similar projects, explain why the proposed project will be successful. Describe all organizational resources (staff, facilities, equipment, funds, etc.) that will support successful project implementation.

**Budget [5 points]**

The applicant’s budget must be well-considered, necessary for the implementation of the project, remain within the funding parameters contained in this handout, and demonstrate prudent use of resources. The budget will be reviewed to ensure that costs are customary and reasonable for implementation of each project activity.

The applicant must provide a direct link for each cost to the goal, objectives and activities in the Project Activity Plan that provides programmatic support for the proposed cost. In addition, the applicant must provide documentation and details sufficient to support each proposed cost.

Guidance on constructing a grant budget may be found in the [Pre-award Manual for Discretionary](https://www.nj.gov/education/grants/discretionary/apps/docs/PreAwardManual.pdf) [Grants](https://www.nj.gov/education/grants/discretionary/apps/docs/PreAwardManual.pdf)

**The budget submitted as part of the application is for the full grant period.**

The Department of Education will remove from consideration all ineligible costs, as well as costs not supported by the Project Activity Plan. The actual amount awarded will be contingent upon the applicant’s ability to provide support for its proposed budget upon application and ultimately will be determined by the Department of Education through the pre-award revision process. The applicant’s opportunity to make pre-award revisions will be limited by the Department of Education which is not responsible either to provide repeated opportunities for revisions or to permit reallocation of the funds previously requested for costs that have not been approved or have been disallowed.

## Application Component Required Uploads

 **Appendices** See Section IV for attached forms or follow the link below.

|  |  |
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|[ ]  A | Documentation of Eligibility |
|[ ]  B | Affirmation of Partnership form – applicable if partnering organizations are included in the application  |
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## Eligible Activities

 [Each CSSSD’s grant program will include the following program components:

1. **Planning Activities: Each** CSSSD will organize and plan for implementing a model program for students with disabilities ages 18-21. Planning should focus on:
* Identifying **a minimum of 10 students** with disabilities age 18 to 21 years old who will participate in the program, are expected to be continuing their high school education to age 21, and will most likely need and be eligible for services and supports from the New Jersey Division of Developmental Disabilities upon graduation;
* Developing partnerships with participating students’ local education agencies.
* With partnering LEAs, reviewing and, as appropriate, revising the IEPs of identified students to prepare for their placement in the model program for 18 to 21-year olds;
* Developing partnerships with other entities approved by the New Jersey Division of Vocational Rehabilitation Services (DVRS) or the Commission for the Blind and Visually Impaired to provide [Pre-Employment Transition Services](http://www.wintac.org/topic-areas/pre-employment-transition-services) (Pre-ETS), Supported Employment (SE), Customized Employment (CE), Time Limited Job Coaching (TLJC), Long- Term Follow Along (LTFA), and Community Based Work Evaluation (CBWE) (see [the](https://labor1.nj.gov/VendorDirectory/DVRSContacts.jsp?printacrossID=1&SORTBY=FACILITY&_gl=1%2A1ldcmk9%2A_ga%2AMjExNjc0OTQ5MC4xNjM1NTI3NDY0%2A_ga_N8RFJ4LE4D%2AMTY4NTEwNTEyMy4yOC4xLjE2ODUxMDUxMzMuMC4wLjA.&_ga=2.115962757.2079743207.1685105126-2116749490.1635527464) [Community Rehabilitation Program Directory](https://labor1.nj.gov/VendorDirectory/DVRSContacts.jsp?printacrossID=1&SORTBY=FACILITY&_gl=1%2A1ldcmk9%2A_ga%2AMjExNjc0OTQ5MC4xNjM1NTI3NDY0%2A_ga_N8RFJ4LE4D%2AMTY4NTEwNTEyMy4yOC4xLjE2ODUxMDUxMzMuMC4wLjA.&_ga=2.115962757.2079743207.1685105126-2116749490.1635527464)).
* Identifying and recruiting teachers and other staff (e.g., job coaches, OT, PT, SLS, etc.) as needed to plan, oversee, and implement the model program;
* Implementing activities needed to prepare school personnel, parents and family members, and students for the implementation of the model program, including but not limited to training opportunities offered by the New Jersey Department of Education in partnership with the Boggs Center at Rutgers University on [community-based instruction](https://www.nj.gov/education/specialed/programs/CBI.shtml) and [person-centered approaches](https://www.nj.gov/education/specialed/programs/pcast.shtml);
* Initiating person-centered planning for all students who will be in the program (for further information visit the [Person-Centered Approaches in Schools and Transition (PCAST)](https://www.nj.gov/education/specialed/programs/pcast.shtml) [website](https://www.nj.gov/education/specialed/programs/pcast.shtml) and the [Pacer Center website on Person-Centered Planning](https://www.pacer.org/transition/learning-center/independent-community-living/person-centered.asp);
* Creating and maintaining a system for the ongoing collection of data and information required to complete a [vocational profile](https://www.nj.gov/education/specialed/programs/njtransition/docs/NJDOE%20Vocational%20Profile%202021.docx), résumé, and summary of academic and functional performance including recommendations on how to assist the child in meeting the child’s postsecondary goals for every student in the model program;
* Analyzing students’ local communities and students’ needs, preferences, and interests to identify and plan for implementing community-based instruction for students in the program (see the [video on Community- Based Instruction](https://www.youtube.com/watch?app=desktop&v=6QuljM93-BI));
* Arranging for all students in the program to earn at least 3 ¾ credits in health, safety, and physical education during each year of enrollment, distributed as 150 minutes per week, during age-appropriate community-based activities (e.g., use of a health club in the student’s local community);
* Developing partnerships with community employers (see [Career Development and](https://www.washington.edu/doit/book/export/html/461) [Student with Disabilities](https://www.washington.edu/doit/book/export/html/461) and [Engaging Employers: A Guide for Disability and Workforce](https://askearn.org/page/engaging-employers-a-guide-for-disability-and-workforce-development-service-providers) [Development Service Providers](https://askearn.org/page/engaging-employers-a-guide-for-disability-and-workforce-development-service-providers)) who are willing to provide paid and/or volunteer work experiences ([Work-Based Learning](https://www.nj.gov/education/cte/secondary/wbl/)) for all students in the program; and
* Developing partnerships with postsecondary education institutions and other providers of adult and continuing education.
1. **Implementation Activities:** Each CSSSD will implement a model program for students with disabilities ages 18-21 in partnership with students’ local education agencies. Implementation of the model program should focus on:
* Implementing the IEPs of students with disabilities in the model program;
* Providing students with opportunities to increase their level of independence including their ability to travel independently in their local community;
* Providing students with opportunities to participate in work-based learning experiences, including paid and volunteer (unpaid) work experiences at integrated employers located in students’ local community;
* Implementing a system for the ongoing collection of data and information required to complete for every student in the model program a [vocational profile](https://www.nj.gov/education/specialed/programs/njtransition/docs/NJDOE%20Vocational%20Profile%202021.docx), résumé, and summary of academic and functional performance including recommendations on how to assist students in meeting their measurable postsecondary goals based upon age-appropriate transition assessment;
* Facilitating natural supports within students’ local community settings;
* Improving students’ social and communication skills in a variety of settings;
* Improving students’ daily living/life skills;
* Improving students’ self-advocacy/self-determination skills;
* Providing students with opportunities to develop age-appropriate, integrated leisure and recreation skills, including developing friendships with same-age peers;
* Implementing the transition services in students’ IEPs, including assisting all students and their families as appropriate with obtaining [Pre-Employment Transition Services](http://www.wintac.org/topic-areas/pre-employment-transition-services) (Pre-ETS) from either the New Jersey Division of Vocational Rehabilitation Services or the New Jersey Commission for the Blind and Visually Impaired (see [overview of Pre-ETS in New](https://www.nj.gov/labor/career-services/assets/PDFs/Pre-Employment%20Transition%20Services%20-%20Overview.pdf) [Jersey](https://www.nj.gov/labor/career-services/assets/PDFs/Pre-Employment%20Transition%20Services%20-%20Overview.pdf)) and as appropriate applying for eligibility with agencies such as [Medicaid](https://www.nj.gov/humanservices/dmahs/clients/medicaid/), the [New](https://www.nj.gov/humanservices/ddd/individuals/applyservices/) [Jersey Division of Developmental Disabilities](https://www.nj.gov/humanservices/ddd/individuals/applyservices/), the [New Jersey Division of Vocational](https://www.nj.gov/labor/career-services/special-services/individuals-with-disabilities/) [Rehabilitation Services](https://www.nj.gov/labor/career-services/special-services/individuals-with-disabilities/), the [New Jersey Commission for the Blind and Visually Impaired](https://www.nj.gov/humanservices/cbvi/services/vocation/index.html), and [New Jersey Transit’s Access Link](https://www.njtransit.com/accessibility/access-link-ada-paratransit) before exiting the model program;
* Providing opportunities for family members to be actively involved in the model program;
* Facilitating students’ participation in approved CTE programming, and postsecondary education and training opportunities; and
* Facilitating students’ participation in community service organizations and other community engagement opportunities.
1. **Sustainability Plan.** Explain how the CSSSD will continue to provide services to eligible students after the end of grant funding.

## Sub-granting Funds

[ ]  Not Applicable

Eligible Sub-grantees: Sub-grantees must have the capacity to provide services within the grant term. CSSSDs may choose to develop partnership agreements with other entities to facilitate the implementation of this project including provider agencies approved by the New Jersey Division of Vocational Rehabilitation Services (DVRS) or the Commission for the Blind and Visually Impaired to provide [Pre-Employment Transition Services](http://www.wintac.org/topic-areas/pre-employment-transition-services) (Pre-ETS), Supported Employment (SE), Customized Employment (CE), Time Limited Job Coaching (TLJC), Long-Term Follow Along (LTFA), and Community Based Work Evaluation (CBWE) (see [the Community Rehabilitation Program](https://labor1.nj.gov/VendorDirectory/DVRSContacts.jsp?printacrossID=1&SORTBY=FACILITY&_gl=1%2A1ldcmk9%2A_ga%2AMjExNjc0OTQ5MC4xNjM1NTI3NDY0%2A_ga_N8RFJ4LE4D%2AMTY4NTEwNTEyMy4yOC4xLjE2ODUxMDUxMzMuMC4wLjA.&_ga=2.115962757.2079743207.1685105126-2116749490.1635527464) [Directory](https://labor1.nj.gov/VendorDirectory/DVRSContacts.jsp?printacrossID=1&SORTBY=FACILITY&_gl=1%2A1ldcmk9%2A_ga%2AMjExNjc0OTQ5MC4xNjM1NTI3NDY0%2A_ga_N8RFJ4LE4D%2AMTY4NTEwNTEyMy4yOC4xLjE2ODUxMDUxMzMuMC4wLjA.&_ga=2.115962757.2079743207.1685105126-2116749490.1635527464)), local colleges, and approved clinics and agencies. Consistent with the Workforce Innovation and Opportunity Act, CSSSDs receiving this grant may not partner with entities to provide students with subminimum wage (including no wages) employment (e.g., sheltered workshops). Additionally, CSSSDs may not partner with entities for the provision of services to participating students outside of students’ local community.

Applicants must complete, sign, scan and upload the ***Documentation of Eligibility form*** found in Appendix A of the NGO. Applications must also upload completed and signed ***Affirmation of Partnership forms*** found in Appendix B of the NGO for each of their partners.

If applicable, upload the sub-grantee forms in Section IV. Appendices.

Written Agreements: Written agreements between the grantee and each sub-grantee are required. A copy of the written agreement must be provided to NJDOE for review. The written agreement shall include a scope of services that details the services the sub-grantee will be providing, how the grantee will measure a subgrantee’s progress, reporting requirements of the sub-grantee, and the amount of funds that will be sub-granted. The grantee/sub-grantee agreement must use the same budget categories listed in the grantee’s Budget and include a disbursement schedule. The written agreement shall include provisions for early termination of the agreement if the sub-grantee fails to perform under the terms of the agreement.

## NonPublic Participation

[x]  Not Applicable

## Apportionment of Grant Funds

The applicant’s project must be designed and implemented in conformance with all applicable state and federal regulations. Final awards are subject to the availability offunds. Total funds available are $10,000,000. This is 100 percent funded from Coronavirus State Fiscal Recovery Funds ALN: 21.027. The project period is 6/1/2024 – 5/31/2026.

All grant funds are subject to a 60-day liquidation period at the end of the grant term. At this time a final expenditure report will be due to close out the grant award.

Grants funds are to be used solely for the costs associated and incurred as a result of implementing the grant program.

[Max Administrative Cap](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-E/subject-group-ECFRd41a10959e1acab/section-200.417): [Max 10%] [NJ Travel Reimbursement Rate](https://www.nj.gov/infobank/circular/cir23-02-OMB.pdf): $0.47 cents per mile

[Max Benefit Cap](https://www.nj.gov/infobank/circular/cir23-08-OMB.pdf): 77.15% [Max Indirect Costs Cap %:](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-E/subject-group-ECFRd93f2a98b1f6455/section-200.414) [Max 8%]

Please refer to section II.10 of the NGO for information regarding the allowability, inclusion of and/or restriction(s) to indirect costs in a grant budget.

Indirect costs may be requested in the budget from applicants that either 1) have a current federally negotiated indirect cost rate agreement; or 2) have never received a federally negotiated indirect cost rate agreement. The actual indirect cost rate that may be used in budgeting is a de minimis rate, which is subject to the requirements of the grant program. If indirect costs are requested, care must be taken to ensure that costs that would be considered indirect costs are not included in the budget as a direct cost. Additional guidance for indirect costs can be found in the [Pre-Award Manual for Discretionary Grants](https://www.nj.gov/education/grants/discretionary/apps/docs/PreAwardManual.pdf).

## Eligible Costs

Use the [Quick Reference for Commonly Requested Costs](https://www.nj.gov/education/grants/discretionary/apps/docs/common_costs.pdf) or the [Uniform Minimum Chart of Accounts](http://www.nj.gov/education/finance/fp/af/coa/coa1718.pdf) to locate the appropriate budget costs codes.

Please note that the passage of N.J.A.C 6A:23A-7 places additional administrative requirements on the travel of school district personnel. The applicant is urged to be mindful of these requirements as they may impact the ability of school district personnel to participate in activities sponsored by the grant program.

Please note that funds awarded through this grant project are not to be used to take the place of (supplant) state and local funds which have been used previously to provide a Free Appropriate Public Education (FAPE) or meet the goal of full educational opportunity. These grant funds are to supplement the CSSSD’s and LEA’s efforts to provide FAPE.

Each applicant may apply for up to $71,428 for each participating student, up to a maximum of $1,428,560 (for 20 students) for the full project period.

Eligible costs may include:

* Program staff salaries and benefits for teachers with the required training needed to be a Coordinator of Work-Based Learning, community-based related services providers, and job coaches

* Registration costs for program staff to attend training and other professional development activities related to community-based instruction, person-centered planning, and other topics related to serving students with disabilities ages 18 to 21

* Substitute fees for program staff to attend training and other professional development activities related to community-based instruction, person-centered planning, and other topics related to serving students with disabilities ages 18 to 21

* Costs for serving students in the program related to implementing agreements with LEAs, supported employment providers, approved clinics and agencies, postsecondary education institutions, and other providers of adult and continuing education

* Instructional materials for use by the staff and students in the program
* Computers and related technology needed by staff and students for the program such as mobile devices, cell phones, and internet access

* Fees and membership expenses for students and staff to use community facilities so that students can earn required credits in health, safety, and physical education
* Mileage reimbursement for program staff to travel to professional development activities and to sites in the local community

* Indirect costs (at the applicant’s restricted indirect cost rate)

##  Ineligible Costs

The NJDOE will not reimburse grantees or sub-grantees for ineligible costs. Ineligible costs include:

• Lease or purchase costs for a facility or vehicle

• Building renovations

• Maintenance and operating expenses for a facility or vehicle

• Out-of-state travel expenses

• Entertainment

• Costs not supported by the program plan or otherwise declared ineligible

##  Grant Agreement and Program Requirements

Once the application for funding is approved in the PAR process, the EWEG grant application will convert to a Grant Agreement between the applicant and the NJDOE ([OMB Circular 07-05-OMB](https://www.nj.gov/infobank/circular/cir0705b.pdf)). The grantee is expected to complete the goals and objectives laid out in the approved application and is expected to complete the activities established in its grant agreement and make satisfactory progress toward the completion of its approved action plan. Failure to do so may result in the withdrawal by NJDOE of the grantee’s eligibility for the continuation of grant funding. The NJDOE will remove ineligible, inappropriate, or undocumented costs from funding consideration. To view and download the complete grant agreement documents, including attachments A and B of the grant agreement, click [here](https://www.nj.gov/education/grants/discretionary/management/docs/attacha_b.pdf).

## Mandatory Orientation and Training

The grantee will be required to attend a program orientation. The NJDOE staff will acquaint the grantee with the general program information, and requirements of the program, including grant management, mandated staffing, policies and procedures, and compliance with applicable state and federal program regulations.

## Reporting Requirements

Grantees will be required to submit reports on activities according to the program report schedule (in [section III.4.a.](#_Reporting_Periods)). The grantee must ensure that all reports are uploaded to EWEG by the due dates. Failure to deliver the reports by due dates may result in the Grantee achieving an unsatisfactory rating and may result in the stop of all NJDOE program payments.

## Interim Activity Reports

These reports are to be delivered to NJDOE via electronic format uploaded or within the EWEG system. Reports submitted by other means will not be accepted and will be considered late if not uploaded by the due date listed in [section III.4.a](#_Reporting_Periods). This report tracks actual progress in meeting benchmarks and documenting measurable outcomes from the program activities listed in the application. Specific instructions for completing each report are found in this [link](https://www.nj.gov/education/grants/discretionary/management/docs/INSTRUCTIONS%20FOR%20SUBMITTING%20PERS-REPORTS.pdf).

## Fiscal Reimbursement and Fiscal Interim Report Requirements

**Reimbursement Request:** The grantee shall request monthly, by the 15th of every month, reimbursement payment from the NJDOE. The grantee will complete a reimbursement request through the EWEG payment system. Reimbursement requests will be shut down 30 days before the end of the grant period. Any payments due to the grantee will be paid out in the Final Expenditure Report. Specific instructions for completing this report are found at this [link](https://njdoe.mtwgms.org/NJDOEGmsWeb/HelpFiles/New_Reimbursement_Request_Instructions.pdf).

Requests may begin once the contract has been fully approved and executed by the NJDOE. All programs are reimbursement-only programs. Grantees will be reimbursed based on the grantee’s actual expenditures. Grantees must submit payment requests not later than the 15th of the month, via the EWEG system, to receive a payment, the following month. The reimbursements are closed 30 days before the end of the grant term. Funds owed to the grantee will be captured in the Final Expenditure Report.

In making disbursements to any third party with whom the Grantee may contract to undertake the Project, the Grantee shall ensure that disbursements are made upon delivery of satisfactory work product and in accordance with the Department’s program policies.

**Fiscal Interim Reports:** These reports are due as stated in section IIII.4.a. with the interim activity report. In this report, the grantee will report on actual expenditures incurred during their reporting period and reconcile the expenditures reported in the interim report should match what has been paid to the district during the reporting period.

**Final Expenditure Reports:** This is the same report as the Interim Report, except that this report generates a final payment to the grantee upon selecting the “final report radial button.”

##  **Reporting Periods**

Reimbursement requests are due by the 15th of every month.

**The reporting periods are as follows:**

|  |  |  |
| --- | --- | --- |
| Report Number: | Reporting periods: | Dates Due: |
| Report 1 | 6/1/2024 – 8/31/2024 | 9/30/2024 |
| Report 2 | 6/1/2024 – 11/30/2024 | 12/31/2024 |
| Report 3 | 6/1/2024 – 2/28/2025 | 3/31/2025 |
| Report 4 | 6/1/2024 – 5/31/2025 | 6/30/2025 |
| Report 5 | 6/1/2024 – 8/31/2025 | 9/30/2025 |
| Report 6 | 6/1/2024 – 11/30/2025 | 12/31/2025 |
| Report 7 | 6/1/2024 – 2/28/2026 | 3/31/2026 |
| Final Report\* | 6/1/2024 – 5/31/2026 | 7/31/2026 |
|  | \*Includes 60-day liquidation period. |  |

## Monitoring

The NJDOE Program Managers will schedule on-site monitoring visits with the Program Coordinator during the term of the Program contract to review program performance and fiscal documentation. These visits may be a comprehensive program assessment, or they may be oriented toward a review of performance in specific areas. In either case, Program staff shall cooperate with Program Managers and provide them with files and other information as requested.

## Acceptable Documentation for Grant Monitoring

Full and detailed documentation for grant expenditures shall be retained at the organization’s level for monitoring purposes. This shall include the expenditures of the Grantee and all sub-grantees.

* + 1. **Activity Reports**

These reports consist of documentation and/or evidence of educational, outreach events, and program activities. This can be in the form of a properly completed programmatic Activity Report uploaded into EWEG or emailed to the program officer detailing events and activities. Sample documentation includes flyers, attendance sheets, and newspaper clippings. Documentation should be retained with the grantee for monitoring purposes unless otherwise specified by the program office.

* + 1. **Reimbursements**

**Staffing** – All timesheets and payroll records for any salaries paid using funds must be retained by the Grantee for both monitoring and reimbursement purposes. If staff is assigned part-time to the grant, a cost allocation sheet should accompany the reimbursement request.

**Travel** – Mileage records must include the date of travel, the point of origin and its designation (home/office), the sites visited, the purpose of the travel, and the ending location. Commutation must be subtracted from the mileage claimed. The travel reimbursement rate is $0.47 cents per mile. Receipts for parking and tolls must be retained.

**Mailings** – Receipts for postage and other materials and services associated with photocopying, printing, and distribution of materials. Cost allocation based upon agency budget may be acceptable. Please review with the NJDOE representative.

**Training** – Receipts for payment of training providers, course materials, venue, proof of attendance, and copies of any certificates awarded.

**Other costs** – Receipts, invoices, and purchase orders with enough detail to determine that the expenditure is an eligible cost under the grant program.

## Grant Amendments

All requests for amendments must be submitted at a minimum of 90 days before the end date of the grant agreement via the EWEG system.

Amendment modification forms are available [here](https://www.nj.gov/education/grants/discretionary/management/). Amendment modifications are initiated and submitted through the EWEG system to be uploaded into the Upload Tab in the grant application. Instructions on how to initiate the amendment are available in [the Pre-Award Manual](https://www.nj.gov/education/grants/discretionary/apps/docs/PreAwardManual.pdf). Use the [Quick Reference for Commonly Requested Costs](http://www.nj.gov/education/grants/discretionary/apps/common_costs.pdf) or the [Uniform Minimum Chart of Accounts](http://www.nj.gov/education/finance/fp/af/coa/coa1718.pdf) to locate the appropriate budget costs codes.

Amendments are required if the following situations occur:

* Changes to the program activity and request for no-cost time extension;
* Budget transfers greater than ten percent of the total approved budget into a previously approved line item;
* Changes to 200-320 Purchased Professional Education Services (subgrantee costs) previously approved in the budget;
* Budget transfer to a line not previously approved in the budget;
* Equipment: Grantees are limited to the specific equipment items listed in the final approved grant application budget. To comply with federal requirements, all equipment purchases require prior NJDOE approval. You can pay more or less than the approved amount, but the approved equipment item cannot be changed without permission (i.e., no additions, deletions, or substitutions to the approved equipment list);
* Changes to Indirect Costs.

**IMPORTANT NOTE**: The subgrantee is subject to the same terms and conditions as the grantee and is responsible to you (the lead agency) for the agreed-upon scope of work (approved goals, objectives, and activities), and the expenditure of subgrant funds. Any changes (program or fiscal) requested by a subgrantee must be reviewed by the grantee. If NJDOE requires sub-grantee amendment approval and you support the changes, forward the requested changes to the NJ NJDOE Program Office for review. As the grantee, you do not have the authority to approve any changes in their project activities, any budget variances, or without prior approval by the NJDOE.

## Suspension/Cancellation of Grant/Loan Agreement and/or Reduction in Funding

The Department reserves the right to suspend and/or cancel this Grant Agreement for nonperformance of any of the Grant/Loan Agreement provisions. Failure by the Grantee to comply with agreement stipulations, standards, or conditions may give the Department cause to suspend this agreement and withhold further payments, prohibit additional obligations or project funds pending corrective action, and disallow all or part of the cost associated with the noncompliance, terminate this agreement or take other remedies that may be legally available.

Formal written notice of suspension/cancellation of Grant Agreement and/or reduction in funding will be provided to the grantee in advance of the adverse action to be taken together with recommendations to correct deficiencies. Grantees that correct deficiencies in accordance with guidance provided in the written notice shall be reinstated.

## Grant Close Out

The Grantee shall provide all documentation necessary to close out this agreement within 60 days of the grant agreement’s ending date. If performance is ahead of schedule, the documentation should be submitted within 60 days of the conclusion of grant activities. Documentation will include the Final Report referenced in paragraph III.4.a.

## Federal Requirements

[ ]  Not Applicable

Please note that funds awarded through this grant project are not to be used to take the place of (supplant) state and local funds which have been used previously to provide a Free Appropriate Public Education (FAPE) or meet the goal of full educational opportunity. These grant funds are to supplement the CSSSD’s and LEA’s efforts to provide FAPE.

##  Appendices

Appendix A Documentation of Eligibility form

**Maximizing Post-School Outcomes for Students with Disabilities**

*This form must be completed, signed, scanned, and uploaded as part of the EWEG application*

Name of applicant CSSSD:

Number of special education students aged 18 through age 21 who are to be served by the program:

Name of partner LEAs:

Name of additional partner(s) (if any) and their roles:

I certify that this information is correct:

Signature of Applicant CSA Date

Name and Title

Appendix B Affirmation of Partnership form

**Maximizing Post-School Outcomes for Students with Disabilities**

*For each partner, this form must be completed, signed, scanned, and uploaded as part of the EWEG application*

Name of partnering agency

As the authorized representative of the partnering organization named above, I certify our organization’s willingness to participate in the program outlined in this grant application and shall comply with all laws, regulations and rules that govern this program, as well as the conditions outlined in the Notice of Grant Opportunity.

Name and Title of Partner CSA/CEO

Signature of Partner CSA/CEO