



**STATE OF NEW JERSEY
DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT**

Regional Career Center for People with Hearing Loss

Notice of Grant Opportunity

State Fiscal Year 2014

Announcement Date: November 18, 2013

Application Deadline: December 9, 2013

**Harold J. Wirths
Commissioner**

Regional Career Centers for the People with Hearing Loss

Notice of Grant Opportunity
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Notice of Availability of Grant Program Funds

Take Notice that, in compliance with N.J.S.A. 52: 14-14-34, 4 et seq. the Department of Labor and Workforce Development (hereinafter “the Department “or “LWD”) regularly publishes on its website all notices of fund availability pertaining to federal or state funds that may be awarded by the Department. The notices of fund availability may be found on the Department’s website under the heading “Public Notices” and the subheading “[Notice of Availability of Grant Program Funds.](#)”

A. Name of Grant Program

Regional Career Centers for People with Hearing Loss

B. Purpose of the Grant

The purpose of the Regional Career Centers (RCC) for People with Hearing Loss grant is to support three regional centers to provide comprehensive vocational rehabilitation services to consumers of the Division of Vocational Rehabilitation Services (DVRS) who are 1) Deaf, 2) hard of hearing, 3) late-deafened or 4) have cochlear implants. The three regional centers will furnish a wide range of employment-related services, and expand job and career opportunities to people with hearing loss.

The three regional service areas have been identified by county as follows:

- North: Sussex, Passaic, Bergen, Warren, Morris, Essex, Hudson and Union
- Central: Hunterdon, Somerset, Middlesex, Mercer, Monmouth and Ocean
- South: Burlington, Camden, Gloucester, Salem, Atlantic, Cumberland and Cape May

C. Available Funding

The total amount of funding available for this grant program during fiscal year (FY) 2014 is \$1,200,000. Four hundred thousand dollars will be awarded annually for each of three grants based on a two-year project span of February 1, 2014 thru January 31, 2016. Continuation of funding for the second year beginning on February 1, 2015 is contingent upon the successful completion of the first year deliverables as negotiated between the grantee and the DVRS, the availability of State appropriations and available federal funding in the second year.

Grant awards will be provided to each successful applicant based on a combination of state and federal vocational rehabilitation and applicable state matching funds.

Subsequent funding for the span of the project will be contingent upon availability of state and federal appropriations.

D. Eligible Entities

This grant is open to non-profit and for profit community rehabilitation organizations, either as single entities or collaborative.

E. Requirements of applicants in order to be considered for funding under grant program

Applicants will respond to this notice of grant opportunity (NGO) by addressing the following selection criteria:

E.1 Organization

Provide the name, address, telephone number, email address, FEIN (federal employer identification number), DUNS (Data Universal Numbering System) number and point of contact for this grant, including region or regions to be served.

E.2 Mission of organization

Provide a description of organization's mission, major activities and a history of relevant service delivery.

E.3 Staff organization and Qualification

Provide the name and title of each individual beginning at the executive director's level of the organization that oversees or operates the RCCs. Include each participating staff person and that individual's academic history, credentials, trainings specific to the field of the people with hearing loss and experience in service provision to all four categories of people with hearing loss.

E.4 Statement of Need

Describe the nature of the RCC and the array of vocational rehabilitation services to be provided to the consumers, employers and other stakeholders, to ensure the achievement of program outcome goals.

E.5 Participants to be Provided Services

Describe how each category of people with hearing loss will require unique and individualized services.

E.6 Services and Activities

Please describe how your organization will conduct the following activities:

- Provide accommodations based upon the unique and differing communication, technology and psychosocial employment needs of all four consumer groups;
- Provide informed consumer choice in all services offered;
- Provide a RCC that is physically accessible in terms of architecture, geography, public transportation and mobility of service delivery;
- Provide complete service coverage of assigned regions;
- Provide expertise concerning all types and degrees of hearing loss, and the unique vocational rehabilitation service needs of each of the four identified consumer groups;
- Provide staff with the ability to understand and utilize the various modes of communication used by consumers with different type of hearing loss;
- Develop and operationalize a close collaborative relationship between the RCC and the local DVRS offices;

- Develop and utilize community resources, including partnerships with Independent Living Centers, One-Stop Career Centers and other government entities;
- Collaborate with the New Jersey Division of Deaf and Hard and Hearing;
- Develop referrals from the community and employers;
- Provide job and work environment analyses for consumers and employers in order to facilitate the provision of assistive technology and environmental solutions in employment settings; and
- Provide transition services to high school students.

E.7 Program Outcomes

Each RCC must provide projections for the number of consumers served under this NGO. Please provide estimates for the following deliverables:

- 1) Number of consumers that will participate in vocational assessments;
- 2) Number of consumers that will participate in job readiness training;
- 3) Number of consumers that will achieve job placement as a result of services; and
- 4) Number of consumers that will sustain their job placements over 90 days.

E.8 Application Package Content and Checklist

To ensure consistency and fairness of evaluation, each applicant seeking funding under this grant program must submit an application packet that includes the components listed below in the order they appear.

Checklist	Page
Applicant Title Page	Attachment B
Signed LWD Standard Assurances and General Provisions	Attachment A
Requirements of Applicants	4
Budget Summary/Narrative	6
NJ Treasury Tax Clearance Certificate (Application for Tax Clearance) (must be current within 90 days of application submittal)	6

In addition, all applications must be produced using the following formatting requirements:

- Font – Times New Roman, 12 point;
- Spacing – double spaced;
- Margins – 1” top and bottom and 1” side margins;
- Pages must be numbered – X of X pages, centered at the bottom of the page;
- Charts and graphs are allowed but must be clearly labeled and described;
- Applicant/Organization’s name must be listed on each page;
- Binders shall not be utilized for application submissions; and
- Total package shall not exceed 20 pages.

It is important to note that failure to include the required documentation may result in the application being removed from consideration for funding.

E.9 Standard Evaluation Criteria

This NGO is competitive and will be reviewed by a selection committee using a pre-established set of requirements which will include the following:

Criteria	Total Points
Program: 1. Program staff qualifications and experience (maximum 30 points) 2. Adequacy and accessibility of resources (maximum 20 points) 3. Plan of operation for the delivery of services (maximum 30 points) 4. Program evaluation system (maximum 5 points)	85
Financial: 1. Costs identified in budget appear to be reasonable and well-defined. 2. Budget narrative supplied. 3. Costs are within the NGO guidelines. 4. No calculation errors.	15
Total	100

E.10 Reporting

Successful applicants must report program outcomes electronically to the assigned program planning and developments specialist (PPDS) as required. The PPDS will monitor the activity to ensure contract deliverables are being met.

The RCCs will provide and submit the following documents:

- A monthly report (dashboard), due by the 10th of each month listing all of the activities performed under the grant;
- A detailed quarterly narrative report that will include all relevant meetings held and attended, trainings received, staff changes, referral development activities and detailed expenditure reports; and
- A grant closeout report within 30 days from the contract end date. Final reimbursement will be subject to the submission of the final report and acceptance by the LWD.

E.11 Tax Clearance

Public Law 2007, c. 101 requires that as a precondition to the award of business assistance or incentive or as a component of the application for business assistance or incentive, a person or business seeking a grant, loan, loan guarantee, or other monetary or financial benefit from a department or agency of state government shall obtain a Tax Clearance Certificate from the director of the New Jersey Division of Taxation prior to the issuance of the grant, incentive or assistance. Click on the following link to access the [Application for Tax Clearance](#) form.

E.12 Budget

Each applicant must complete a well-constructed budget reflecting the full proposed budget for the entire proposal. Proposals implementing cost-effective approaches to development and delivery of programs and services will be given competitive preference. The program budget and budget narrative must also include all monetary and non-monetary funding sources or resources within the budget.

Amounts reported on the program budget must be fully supported by information provided on the budget narrative. The budget narrative must have a demonstrated cost basis. The cost basis shows how you arrive at the estimate you have provided. In most cases, the cost basis includes a calculation such as 50 notebooks at \$1.00=\$50.00. Indirect costs may be allowed if they are based on an approved indirect cost plan and are deemed ordinary, necessary and reasonable by the grant selection committee. Budgets will be reviewed using the State of New Jersey policies and regulations as a guideline. The budget must relate to the activities and program components described in the proposal.

F. Application Process

The responsibility for a timely submission rests with the applicant. The DVRS must receive one original and four copies of the completed application no later than 4:00 p.m. Monday, December 9, 2013.

The DVRS will not accept and cannot evaluate for funding consideration an application received after this deadline. Applicants are encouraged to hand-deliver the application to the address below, send the application by certified mail, return receipt requested to or arrange for delivery by overnight delivery service to ensure timely delivery and receipt of the application.

Technical Assistance - The DVRS will host a technical assistance workshop on December 3, 2013 at 1:30 p.m. The workshop will take place at the [LWD building](#), 1 John Fitch Plaza – 12th floor conference room, Trenton, New Jersey. Applicants must contact Tanya Wilson at (609) 633-7493 or tanya.wilson@dol.state.nj.us by December 2, 2013 to attend the workshop. Registrants requiring special accommodations for the technical assistance workshop should identify their needs at the time of registration.

Applicants may also participate through a conference call scheduled for December 4, 2013 at 1:30 p.m. by calling (888) 557-8511 and using 6336420 for the access code. If you are unable to attend the workshop and would like technical assistance, please contact Nancy Yarosh at (609) 292-9339 or email at nancy.yarosh@dol.state.nj.us.

G. Address to which proposals must be submitted

Please submit your application to the following address:

New Jersey Department of Labor and Workforce Development
Division of Vocational Rehabilitation Services
Attention: Nancy Yarosh, PPDS-Deaf Language Specialist
1 John Fitch Plaza, 12th Floor
P.O. Box 398
Trenton, New Jersey 08625-0398

H. Application submission date

Applications must be submitted to the LWD by 4:00 p.m. Monday, December 9, 2013.

Note: Applicants must also have prepared and have available upon request by the LWD an electronic version of the application package (utilizing MS Word and MS Excel).

I. Date by Which Applicants Shall Be Notified

Award Process: The LWD will conduct an internal review of each grant application. An internal review team will evaluate the application on the basis of quality, comprehensiveness, completeness, accuracy and adherence to the guidelines and requirements of this NGO. Applicants are reminded that grants will be awarded through a competitive process. The LWD cannot fund all applications submitted therefore, only applications that meet the highest standards will be awarded.

Panel Review Process: All applications are subject to a department panel review and final approval by the Commissioner of the LWD. The panel review date is expected to occur the week of December 16, 2013. Applicants will be notified of the status of their application and any requested revisions following the panel review.