

To: Community College Presidents  
From: Jessica Steiger, Legislative Liaison, OSHE  
Date: April 27, 2022  
Subject: Notice of Grant Funding Opportunity: County College-Based Centers for Adult Transition

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The Office of the Secretary of Higher Education (OSHE) is pleased to announce the County College-Based Center for Adult Transition grant funding opportunity issued pursuant to [P.L. 2021 c.425](#). This grant funding opportunity emphasizes New Jersey's commitment to ensuring all students, regardless of life circumstances, have access to a high-quality, career-relevant academic program to succeed in the global economy.

Please find the Notice of Fund Availability below. This Notice has been updated to clarify the grant term and reporting timeline. All information modified has been highlighted in yellow.

Please find the budget template attached to the broadcast.

We would like to note that additional funding may be available in subsequent years, but this is subject to state appropriations.

Questions regarding this grant funding opportunity can be directed to [Jessica.Steiger@oshe.nj.gov](mailto:Jessica.Steiger@oshe.nj.gov).

**April 27, 2022**

**Notice of Fund Availability**

**Deadline to submit: May 20, 2022**

**Term: Date of MOU through June 30, 2023**

**Funding to Support County College-Based Centers for Adult Transition**

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

In January 2022, Governor Murphy signed into law P.L. 2021 c.425. This statute requires all county colleges in New Jersey to operate adult centers for transition of individuals with intellectual and developmental disabilities (“centers”) and makes an annual appropriation for \$4.5 million. These centers shall provide individuals with developmental disabilities up to the age of 24 with the supports and resources necessary to experience more successful transitions from secondary school to postsecondary education, adult employment, and independent living opportunities and skills, as appropriate.

County colleges may satisfy the new statutory requirement to operate a center by either establishing or expanding an existing center on campus or by partnering with another county college and utilizing that county college’s center.

The appropriated grant funding must be used to provide services, programs, and resources to students with intellectual and developmental disabilities. Examples of such services, programs, and resources include wrap-around supports such as mentoring, job coaching, and skill training.

The 2022 grant award payment will be made in one installment, which will be released upon the receipt of the following three documents: 1) signed Memorandum of Understanding (“MOU”), 2) completed budget template, and 3) completed budget narrative that follows the guidelines below.

**Eligibility Criteria**

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

**Application Criteria**

County colleges may apply for a Center for Adult Transition grant by submitting a complete application as described below on or before May 20, 2022. The application must demonstrate either: 1) the county college's ability to conduct outreach and develop programming to the institution's Center for Adult Transition; or 2) a contractual partnership with another county college that will provide individuals who reside in the county with access to the services offered by the contracted county college's center. The parties to such a contract must be the boards of trustees of each county college.

### ***Budget Template***

Please see the Excel budget template titled "[Institution Name]\_Center for Adult Transition\_Budget." Institutions should complete the 'Contact Information,' 'Original Budget,' and 'Justification' columns. Please do not modify the budget spreadsheet cells. Each of the 18 county colleges may apply for up to \$250,000 for FY22. Funds must be encumbered or expended by June 30, 2023. The term of the agreement will be from the date of an institution entering into a MOU through June 30, 2023. Please note that additional funding may be available in subsequent years, but this is subject to state appropriations.

In order to receive funding, every institution must submit an application.

### ***Application Narrative***

The application narrative should include:

- **Name of County College**
- **Name of partner institutions or organizations(s), if applicable**
- **Contact information** for person or persons implementing the Center for Adult Transition grant at the institution: Name, Title, Email Address, and Phone Number.
- **Goals and Mission:** Please provide a brief summary of the goals and mission of the Center. Please indicate how your institution plans to coordinate and integrate existing county and State services, programs, and resources into your overall goals and mission for the Center.
- **Brief Overview:** Provide a short summary of the anticipated services to be offered through the Center. We ask that institutions provide a summary of roles for both hosting county colleges and for those partnering with the Center.
- **Data Reporting:** Indicate how your institution will measure the success of each student's preparation for transition into employment and independent living by identifying metrics specifically related to the Center's goals and mission. Describe how your institution will assess and report the Center's progress to the Office of the Secretary of Higher Education (OSHE) in ensuring that enrolled individuals with intellectual and developmental disabilities up to the age of 24 have received:
  - 1) Mentoring;
  - 2) Job coaching;
  - 3) Skill training; and

4) And any other wrap-around services deemed necessary by the Center for successful transition planning. This data shall be included in the final report.

- **Sustainability:** Describe how your institution will use of this funding to develop and/or expand a Center for Adult Transition. Describe how your institution will plan for out-year expenses and capacity-building to maintain this Center long-term.
- **Other:** Please provide any other relevant information that your institution would like to share in regard to your institution's plans for the Center for Adult Transition grant.

OSHE requests that applicants limit the above information to no more than five (5) single-spaced pages, exclusive of any documentation evidencing a contractual partnership and the data requested in this notice.

### **Process for Submission and Notification**

**Completed applications are due to OSHE from eligible institutions no later than 5:00 p.m. on Friday, May 20, 2022.** Applications should be sent via email as two attachments (PDF of application narrative and excel of budget) to [Jessica.Steiger@oshe.nj.gov](mailto:Jessica.Steiger@oshe.nj.gov) with the subject line "[Institution Name] -Center for Adult Transition Grant." Applicants may include an appendix with letters of support from partner institutions and/or organizations. We ask that no more than one letter of support per partner be submitted detailing their role in collaboration and meeting targeted goals. Institutions must also submit a copy of their contracts between partner institutions and/or organizations. Institutions will receive a letter of confirmation upon receipt of application.

Upon receipt and approval of the application materials by OSHE, payment will be processed.

An interim report for the Center for Adult Transition grants will be due to OSHE on or before January 31, 2023. OSHE will provide a template for the interim report in advance of the submission date.

A final report that details all grant expenditures will be due to OSHE no later than June 30, 2023. OSHE will provide a template for the final report. Funding must abide by State guidelines.

Questions about this notice may be directed to [Jessica.Steiger@oshe.nj.gov](mailto:Jessica.Steiger@oshe.nj.gov).