



A STUDENT-CENTERED VISION FOR HIGHER EDUCATION

**To:** County College Presidents  
**From:** Office of the Secretary of Higher Education  
**Date:** March 7, 2023  
**Subject:** Notice of Grant Funding Availability: FY23 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 re-application process for 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. The FY23 Notice of Funding Availability (NFA) can be found below and [here](#).

**Applications are due on or before 5 p.m. on Friday, April 14, 2023.**

The budget portion of the application must be submitted as an Excel spreadsheet utilizing the template provided in the NFA and here:

[https://www.state.nj.us/highereducation/documents/excel/FY23\\_CAT\\_Budget%20Template.xlsx](https://www.state.nj.us/highereducation/documents/excel/FY23_CAT_Budget%20Template.xlsx)

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

## **Notice of Funding Availability**

**Deadline to submit: 5 p.m., April 14, 2023**

**Term: Date of MOU through June 30, 2024**

### **Funding Re-Application for Continued County College-Based Centers for Adult Transition Support**

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 continue satisfying the 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 2023 grant award payment will be made in one installment and will be released upon the receipt of the following three documents: 1) signed Memorandum of Understanding, 2) completed and approved 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 5 p.m., April 14, 2023. 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 [budget template](#) titled "FY23 Centers for Adult Transition: Budget Template." 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 a minimum award of \$150,000 and a maximum award of \$500,000.** In considering the amount, institutions should consider the spending timeframe. Funds must be encumbered or expended by June 30, 2024. 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. *Indirect costs are not allowable under the terms of this grant agreement.*

### ***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 in this current application cycle.
- **Brief overview:** Provide a short summary of the anticipated and continued services to be offered through the Center in this current application cycle. We ask that institutions provide a summary of roles for both hosting county colleges and for those partnering with the Center.
- **Sustainability:** Describe how your institution will use 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 three (3) 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, April 14, 2023.** 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\_Year." 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 an email confirmation upon receipt of application.

Upon receipt and approval of the application materials by OSHE, an MOU will be provided and once executed, payment will be processed.

An interim report for the Center for Adult Transition grants will be due to OSHE no later than January 31, 2024. OSHE will provide a template for the interim report in advance of the submission date.

A final report, inclusive of final grant expenditures, will be due to OSHE no later than July 15, 2024. OSHE will provide a template for the final report. Funding must abide by State guidelines. Questions can be directed to [Jessica.Steiger@oshe.nj.gov](mailto:Jessica.Steiger@oshe.nj.gov).