



STATE OF NEW JERSEY

DEPARTMENT OF LABOR

DIVISION OF VOCATIONAL REHABILITATION SERVICES

NOTICE OF CONTRACT OPPORTUNITY

Fiscal Year 2023

[Innovation & Expansion - Employment First](#)

Announcement Date: April 25, 2023

Application Deadline: May 26, 2023 - 3:00 p.m.

**Robert Asaro-Angelo
Commissioner**

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Notice of Availability of Contract Program Funds

Take Notice that, in compliance with N.J.S.A. 52:14-34.4 et seq., the Department of Labor (DOL) regularly publishes on its website at <http://www.nj.gov/labor/> all notices of fund availability pertaining to federal or state grant funds which may be awarded by the Department. The notices of fund availability may be found on the Department's website under the heading "News & Updates" labeled Grant Notices.

A. Name of Contract Program

Innovation and Expansion Program – Employment First

B. Purpose of the Contract

The New Jersey Department of Labor and Workforce Development (LWD), Division of Vocational Rehabilitation Services (DVRS) announces this Notice of Contract Opportunity (NCO) – Innovation and Expansion Program - Employment First to establish, expand or improve employment opportunities and career pathways for persons with disabilities.

Funding for this competitive contract is under the auspices of the New Jersey DVRS, which will serve as administrator and fiscal agent for the funds awarded. In addition to accepting general innovative proposals that expand and/or improve vocational rehabilitation services, DVRS has included priority areas chosen for this Notice of Contract Opportunity (NCO).

Employment First

New Jersey has become the 14th state to adopt an Employment First initiative. The initiative advances a philosophy that will be implemented through policies, programs, and services to proactively promote Employment Services to provide competitive integrated employment and career pathways to youth and adults in the workforce for people with disabilities (PWD). The NJ DVRS is requesting proposals that promote this important initiative. In particular, the DVRS is interested in proposals that: 1.) Connect private business, local school districts, and community rehabilitation organizations to create systems change and support competitive integrated employment outcomes. 2.) The recipient is responsible to facilitate a Disability Employment Awareness Month (DEAM) event in conjunction with the local DVRS offices in their catchment areas for the month of October. 3.) Facilitate placement of DVRS consumers in CIE positions with career pathways. 4.) Host Job Fair to include DVRS consumers and employers with job opportunities.

Services and activities are to include:

- Outreach to employers including assessment of their labor needs;
- Fostering a network of businesses and community resources who can champion the employment of people with disabilities;
- Provide education and information for employers on the benefits of including qualified people with disabilities in their workforce.

- Raise awareness about the benefits of hiring individuals with disabilities, working closely with private industry to dispel myths associated with the cost of hiring individuals with disabilities;
- Place qualified individuals with disabilities referred from DVRS offices to available employment opportunities.
- Follow-up to the referral process;
- When necessary, facilitation of dialogue around the Americans with Disabilities Act (ADA) and accommodation issues with employers and consumers;
- Intake and assessment of the DVRS clients;
- Coordinating the organization of events centered around marketing, job development and placement;
- Coordination with the DVRS and other community resources to provide consumers with other related supports as needed.

The vendor will utilize the funds under this contract in the following ways:

- Partner with the Workforce Development Board - Special Abilities Committee - for a minimum of four meetings throughout the year with new employers to foster the continued involvement of area employers and facilitate the hiring of people with most significant disabilities.
- Awareness Training Sessions - Plan a minimum of two presentations for Employment Committee meetings that will impact disability and employment market awareness.
- Job Fairs and Other Employment Events – Sponsor at least one Job Fair and support other job fairs and similar employment events.
- Job development and placement services – the grantee staff will assist clients to obtain competitive integrated employment in the setting of the client’s choice.
- Applicant matching and referral – provide consumers assistance with developing their job seeking and job readiness skills.

Expectations/Deliverables:

- 1) Identify and secure 25 new employers who have limited to no prior experience working with people with disabilities.
- 2) Conduct awareness training and technical assistance workshops for 6 employers on disability awareness and workforce diversity as it relates to people with disabilities, Employment First and the Americans with Disabilities Act.
- 3) Complete intakes for 90 new clients referred by the DVRS, meeting with them regularly for job matching at DVRS offices. Maintain monthly communication with counselors, keep counselors updated on changes, meet with managers to troubleshoot potential problems, and submit a monthly report to the DVRS contract manager.
- 4) Fifty (50) DVRS clients will become employed for a minimum of 90 days through referral to your agency.

- 5) In collaboration with employer representatives and the DVRS counselors, facilitate a minimum of 4 Job-Readiness class (one-to-one) to increase applicants' marketability, using newly developed job readiness checklist documents and tools, conducting mock interviews, and providing resume preparation and skills-training assistance and referrals. Also, conduct ongoing one-to-one job-readiness with applicants as needed.
- 6) In collaboration with the DVRS, facilitate one "Job Fair Event" with local and state agencies.
- 7) Plan and facilitate a disability awareness event (DEAM) during the month of October. The location is to be mutually agreed on by the DVRS and grantee. Available public venues are to be scheduled and used. Event will award an outstanding employer, consumer and job coach. Participants to include employers who have hired people with disabilities, provider staff and people with disabilities. Possibly partner with the State Rehabilitation Council.

C. Available Funding

The total amount of funding available for this program in Federal Fiscal Year (FFY) 2023 will be no more than **\$1,375,000**. The maximum amount per contract is **\$275,000**. DVRS is targeting successful applicants to provide services in a designated region in **NJ-NORTH, CENTRAL OR SOUTHERN NJ**. Funding is contingent upon the availability of funding from the United States Department of Education (USDOE), Rehabilitation Services Administration (RSA). The contract period is expected to be for a 12-month period and is estimated to begin on July 1, 2023 through June 30, 2024.

D. Eligible Entities

Eligible applicants for this 12-month, competitive contract must be organizations with the capacity to serve people with disabilities. Applicants can be private or public non-profit, faith-based organizations (FBO), community-based organizations (CBO), Centers for Independent Living, neighborhood or grass-roots entities, or Community Rehabilitation Programs (CRPs).

A grantee must be in good standing with DOL's Division of Employer Accounts. Any organization that has an outstanding liability to DOL will not be able to have its contract executed by DOL until the liability is resolved.

E. Qualifications of Applicants to be considered for funding under contract program.

Organizations that have at least two years' experience and have a demonstrated track record of success in providing employment services to people with disabilities are eligible to apply. Applicants must also have experience managing a government contract which includes fiscal management, program reporting and meeting measurable outcomes.

UEI and NJ Treasury Tax Clearance Certificate must also be included at time of submittal. See links below for more information.

UEI: <https://sam.gov/SAM/pages/public/searchRecords/search.jsf>

NJ Tax Clearance Certificate: <https://www.state.nj.us/treasury/taxation/busasst.shtml>

F. Procedure for Eligible Entities to Apply for Contract Funds

To ensure consistency and fairness of evaluation, the DOL requires that each applicant seeking funding under this grant program submit an application that includes, at a minimum, the components listed below.

<i>Required</i>	<i>Checklist</i>	<i>Included</i>
✓	Applicant Title Page (Attachment A)	
✓	Program Narrative	
✓	Budget Summary (Attachment B)	
✓	Budget Narrative	
✓	DOL Standards Assurances and General Provisions	
✓	NJ Tax Clearance Certificate	
✓	Approved ETPL Provider	
✓	UEI #	

Applicants will respond to this NCO by submitting a written narrative. The proposal must include all the program components in the order outlined in this section. Applicants must follow the following format requirements:

- Font – Times New Roman, 12 point;
 - Spacing – Double spaced;
 - Margins – 1” top and bottom and 1” side margins;
 - Pages must be numbered – 1 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; and
 - Binders shall not be utilized for application submissions.
- The DOL must receive a completed application emailed no later than 3:00 p.m. on **May 26, 2023, 3pm to DVRNCOTA@dol.nj.gov. The DOL will not accept and cannot evaluate for funding consideration an incomplete application, or one received after this deadline.**

*The proposals submitted in response to this NCO will be reviewed by an impartial selection committee.

Evaluation Criteria	Total Points
Program: 1. A clearly defined plan, including a timeline for achieving contract deliverables. (see Procedure)	20
2. Demonstrates experience (at least 2 years) and proven track record as a provider of services to people with disabilities. Notate experience in administering similar service programs and the capacity the applicant must provide the services as it relates to this contract	20
3. A written understanding of the service flow that includes knowledge of DVRS referral process, working with PPDS and the local DVRS office.	5
4. A concrete plan for achieving the expectations/deliverables, listing current employer contacts and potential employers to partner with over this contract period.	10
5. Sample monthly progress reports that demonstrate how targeted performance indicators are being met are provided.	5
6. Includes clear information on job readiness curriculum outline, interest assessment tools, skills-training information that will be used	10
7. DEAM event planning is addressed as well as venue possibilities.	10
Financial: 1. Costs identified in budget are reasonable and are well-defined. 2. Budget Narrative supplied & line items clearly explained. 3. No calculation errors. 4. Follow the instructions under allowable expenses.	20
Total	100

G. Application Narrative

Provide the name, address, telephone number, email address, employee organizational chart, employer identification number or federal employer identification number and point of contact for this NCO.

Mission of Organization

Include a brief description (no more than 500 words) of the organization's mission, major activities, and relevant historical dates. [Note: Do not cut & paste from websites.] Describe the applicant's experience in administering similar service programs and the capacity the applicant must provide the services as it relates to this contract. The applicant should focus on how previous experience will be applied to ensure successful service delivery. Applicant must describe their commitment and experience, as well as outcomes, in addressing the conditions and/or needs identified, including the organizational support that exists for implementing the contract. Describe previous DVRS contracts awarded and outcomes.

Staff Qualifications/Responsibilities

Staffing must include a minimum of 2 full time Employment and Training Specialist staff, or 1 full-time and 2 part-time with a minimum of a Bachelor's degree from an accredited college and 2 years of related Human Services experience.

Provide resumes of staff responsible for performing each activity and service as soon as they are identified.

Indicate the reporting structure and who the title supervises (if any) and who they are supervised by. Include a statement of job responsibilities and functions. You may include an organizational chart.

Provide a comprehensive listing of specific tasks performed by the person in this title as they relate to this project.

Reporting

Reporting must occur monthly, using DVRS reporting forms. This information will be used to monitor and evaluate achievement of the contract deliverables. This report will be due to the local DVRS office(s)/counselor and copies to the Program Planning and Development Specialist no later than 10 working days after the end of the month. In addition, a monthly invoice, expenditure report and profit loss statement will be due by the 10th of each month detailing all expenses incurred during the prior month. Attach all receipts of purchases made. Grantees will be paid on a prior month cost reimbursement method, after the invoice has been submitted to, and approved by DOL.

Budget/Financial Information

Applicants are required to submit a budget summary and narrative for this NCO.

- a. A budget summary reflects the entire cost of the program. The budget summary includes all monetary and non-monetary funding sources or resources such as in-kind amounts within the

budget. Amounts reported on the budget summary must be fully supported by information provided in the budget narrative.

- b. The budget narrative must have a demonstrated cost basis. In most cases, the cost basis includes a written calculation, such as \$400 per student x 5 students = \$2,000 total tuition. All items in the budget narrative must be listed in the same order as they appear on the budget summary.
- d. Applicants are required to submit **a line-item budget and written narrative for costs identified in the budget. The written narrative should describe in detail how the line-item costs were developed.**
- e. Administrative expenses should not exceed 10% of the total.

Non-Allowable Expenses:

1. Funds used for purposes outside of the request for proposal or specific provisions set forth by DVRS are strictly prohibited. In addition, funds from this contract cannot be allocated for the purposes listed below:
 - a. Expenditures which personally benefit staff of DVRS.
 - b. Expenditures for entertainment purposes.
 - c. Utilizing the funds to reimburse already provided services from another source.
 - d. Expenditures for political purposes, i.e., campaigning, advocating, propaganda, etc.
 - e. DVRS may require repayment for all funds used inappropriately from a grantee and may disallow future funding for recipients that violate spending requirements.
2. Funds used for the purchase of a building are prohibited.
3. Funds used for the purchase of food and beverage for events are prohibited.

H. COVID-19 and Adherence to CDC Guidelines

DVRS is aware of the impact of the current COVID-19 pandemic on providers, schools and students. Should vendors need to curtail any activities please report any such changes to the local office(s), Maryann Tiesler, Maryann.Tiesler@dol.nj.gov Chief of Rehabilitation Services and the Program Planning and Development Specialist assigned to oversee your agency's contract.

We ask that if face to face contact is necessary that you follow the CDC guidelines for all necessary precautions including physical distancing and utilization of Personal Protective Equipment (PPE).

<https://www.cdc.gov/coronavirus/2019-ncov/community/index.html>

DVRS will not recommend or approve meetings with consumers through social media platforms such as Facebook, Twitter, and/or Instagram as there may be significant issues around security, confidentiality, and

HIPPA compliance. Providers need to indicate the specific platforms and methods that will be instituted for service delivery. In selecting a virtual format, we strongly recommend that you consider: Security vulnerability, confidentiality, accessibility, reliability, and connective quality. Please see the HIPAA related guidance below.

<https://www.hhs.gov/hipaa/for-professionals/special-topics/emergency-preparedness/notification-enforcement-discretion-telehealth/index.html>

I. Address to Which Proposals Must Be Submitted

The responsibility for a timely submission rest with the applicant. The NJDOL must receive a completed application emailed no later than **3:00 p.m. on May 26, 2023, to DVRNCOTA@dol.nj.gov**. The DOL will not accept and cannot evaluate for funding consideration an incomplete application, or one received after this deadline.

J. Technical Assistance Q&A

DVRS will secure ASL & Cart services for the Technical Assistance sessions

Please register and email your questions to DVRNCOTA@dol.nj.gov by May 4th, 2023. Technical Assistance Sessions on:

May 8th - 10:00 AM – 11:00 AM /TEAMS

May 9th - 1:00 PM – 2:00 PM /TEAMS

K. Date of Applicant Notification

All applications are subject to NJDOL review and final approval by the Commissioner of the NJDOL. It is anticipated that the successful proposal will be notified on **or before June 23, 2023**.

Appendix - Proposal Forms

ATTACHMENT A

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

**NOTICE OF CONTRACT OPPORTUNITY-
TITLE PAGE**

SECTION I:

TITLE OF NCO: **Innovation & Expansion Contract – Employment First**

DEPARTMENT: New Jersey Department of Labor

SECTION II:

FEIN/EIN _____ NAICS Number _____ UEI Number: _____

APPLICANT AGENCY: _____

ADDRESS: _____ CITY /STATE /ZIP: _____

COUNTY: _____

PRIMARY CONTACT (Please print or type name): _____

TELEPHONE NUMBER: (____) _____ FAX#: (____) _____ E-MAIL _____

TOTAL AMOUNT OF FUNDS REQUESTED: \$ _____

APPLICATION CERTIFICATION: To the best of my knowledge and belief, the information contained in the application is true and correct. The document has been duly authorized by the governing body of this agency, and we will comply with the attached assurances if funding is awarded.

SIGNATURE OF CHIEF EXECUTIVE OFFICER OF APPLICANT OR EQUIVALENT OFFICER

Name _____ Title _____

(Please print or type name)

***FAILURE TO INCLUDE A REQUIRED APPLICATION COMPONENT RENDERS THE APPLICATION INCOMPLETE AND WILL RESULT IN THE APPLIATION BEING ELIMINATED FROM CONSIDERATION.**

SECTION III:

SEND OR DELIVER PROPOSALS TO:

NEW JERSEY DEPARTMENT OF LABOR

DIVISION OF VOCATIONAL REHABILITATION ATTN: **MARYANN TIESLER**

DVRNCOTA@dol.nj.gov

1 JOHN FITCH WAY

12TH FLOOR - P.O. BOX 398

TRENTON, NJ 08625-0398

APPLICATIONS MUST BE RECEIVED BY: **May 26, 2023- 3pm**

NO LATE APPLICATIONS WILL BE ACCEPTED REGARDLESS OF THE DATE POSTMARKED. NO ADDITIONAL MATERIALS CAN BE SUBMITTED AFTER RECEIPT OF THIS APPLICATION.

ATTACHMENT B

Innovation & Expansion – Employment First			
New Jersey Department of Labor			
Budget Information Template			
Time Period:		7/1/23 – 6/30/24	
		Grant No.	
Grantee/Vendor:		Original Date: 7 /1/23	
		Revised Date:	
Cost Categories	Administrative	Program	Total Costs
Personnel			
Fringe Benefits			
Building/Space Rental			
Transportation			
Other: (Chamber Membership Dues,			
Miscellaneous			
DEAM event			
Totals			

NJDVRS/NJDOL Standard Assurances and Certifications

ASSURANCES AND CERTIFICATIONS

The New Jersey Division of Vocational Rehabilitation Services (NJDVRS) will not award a contract where the vendor (contractor) has failed to accept the ASSURANCES AND CERTIFICATIONS contained in this section. In performing its responsibilities under this agreement, the contractor hereby certifies and assures that it will fully comply with the following:

- 1) Assurances-Non-Construction Programs (SF 424 B)
- 2) Debarment and Suspension Certification (29 CFR Part 98)
- 3) Certification Regarding Lobbying (29 CFR Part 93)
- 4) Drug Free Workplace Certification (29 CFR Part 98)
- 5) Nondiscrimination & Equal Opportunity Assurance (29 CFR Part 37)

By signing the agreement, the contractor is providing the above assurances and certifications as detailed below:

1) ASSURANCES-NON-CONSTRUCTION PROGRAMS

NOTE: Certain of these Assurances may not be applicable to your project or program. If you have questions, please contact the NJDVRS.

As the duly authorized representative of the applicant, I certify that the applicant:

- A) Has the legal authority to apply for Federal Assistance and the institutional managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
- B) Will give the Rehabilitation Services Administration, NJDVR, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting principles or agency directives.
- C) Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
- D) Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
- E) Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 CFR 900, Subpart F).
- F) Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d, et seq. (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101- 6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972, 21 U.S.C. 1101, et seq. (P.L. 92-255) as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970, 21 U.S.C. 801, et seq. (P.L. 91-616) as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) Sections 523 and 527 of the Public Health Service Act (42 U.S.C. 290 dd-2), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601, et seq.) as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other non-discrimination statute(s) which may apply to the application.

- G) Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, 42 U.S.C. 4601, et seq. (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
- H) Will comply with the provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
- I) Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. 276a to 276a to 276a 7), the Copeland Act (40 U.S.C. 276c and 18 U.S.C. 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), regarding labor standards for federally assisted construction sub-agreements.
- J) Will comply, if applicable, with Flood Insurance Purchase Requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, 42 U.S.C. 4001, et seq. (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
- K) Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969, 42 U.S.C. 4321, et seq. (P. L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in flood plains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. 1451 et. seq.); (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974 as amended, 42 U.S.C. 300f, et seq. (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, 16 U.S.C. 1531, et seq. (P.L. 93-205).
- L) Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. 1271, et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
- M) Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1, et seq.).
- N) Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
- O) Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544), as amended, (7 U.S.C. 2131, et seq.) pertaining to the care, handling, and treatment of warm-blooded animals held for research, teaching, or other activities supported by this award of assistance.
- P) Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4801, et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
- Q) Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
- R) Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.
- S) Will comply with the Federal Transparency Act requiring recipients and sub-recipients of federal financial assistance to obtain a Data Universal Numbering System (DUNS) number and will report the DUNS number to NJDVR/Labor and Workforce Development (LWD) as a condition of receiving a federal contract.

2) CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

As required by Executive Order 12549, Debarment and Suspension, and implemented at 34 CFR Part 85, for prospective participants in primary covered transactions, as defined at 34 CFR Part 85, Sections 85.105 and 85.110

The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

- A) Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency or the State of New Jersey.
- B) Have not within a three-year period preceding this proposal been convicted or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or Local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property.
- C) Are not presently indicted or otherwise criminally or civilly charged by a government entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (B) of this certification; and have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or Local) terminated for cause or default.
- D) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal [or plan].

3) CERTIFICATION REGARDING LOBBYING

As required by Section 1352, Title 31 of the U.S. Code and implemented at 34 CFR Part 82, for the persons entering into a contract or cooperative agreement over \$100,000, as defined at 34 CFR Part 82, Sections 82.105 and 82.110, that applicant certifies that:

The undersigned (i.e., Contractor signatory) certifies, to the best of his or her knowledge and belief, that:

- A) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal contract, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, or cooperative agreement.
- B) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, loan or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

4) CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for contractors as defined at 34 CFR Part 85, Sections 85.605 and 85.610.

The contractor certifies that it will or will continue to provide a drug-free workplace by:

- A) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
- B) Establishing an ongoing drug-free awareness program to inform employees about:
 - 1) The dangers of drug abuse in the workplace.
 - 2) The contractor's policy of maintaining a drug-free workplace.
 - 3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - 4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

- C) Making it a requirement that each employee to be engaged in the performance of the contract be given a copy of the statement required by paragraph (a).
- D) Notifying the employee in the statement required by paragraph (a) that as a condition of employment under the contract, the employee will:
 - 1) Abide by the terms of the statement; and
 - 2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.
- E) Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph (D)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every contract officer or other designee on whose contract activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected contract.
- F) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (D)(2), with respect to any employee who is so convicted:
 - 1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - 2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State or Local health, law enforcement, or other appropriate agency.
- G) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs A), B), C), D), E) and F).

5) NON-DISCRIMINATION & EQUAL OPPORTUNITY ASSURANCE

As a condition to the award of financial assistance from NJDVRS/Department of Labor and Workforce Development, the contract applicant assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

- A) Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color, and national origin.
- B) Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities.
- C) The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age.
- D) Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.
- E) Americans with Disabilities Act (P.L. 101-336) which prohibits discrimination based on disabilities in the areas of employment, public services, transportation, public accommodations and telecommunications. It requires all affected entities (businesses) to provide "reasonable accommodation" to persons with disabilities.

6) LIABILITY

This Agreement is subject to all of the provisions of the New Jersey Tort Claims Act, N.J.S.A. 59:1-1, et seq., the New Jersey Contractual Liability Act N.J.S.A. 59:11-1, et seq. and the availability of appropriations.

The State of New Jersey does not carry any public liability insurance, but the liability of the State of tort claims against its employees is covered under the terms and provisions of the New Jersey Tort Claims Act. The Act also creates a special self-insurance fund and provides for payment of claims against the State of New Jersey or against its employees for tort claims arising out of the performance of their duties for which the State is obligated to indemnify.

The Contractor shall defend, protect, hold harmless and indemnify the Department from all liabilities arising out of a contract matter, which the Contractor has been negligent.

The contractor may insert in the space provided below the site(s) for the performance of work done in connection with the specific contract.

Place of Performance (Street address, city, county, state, zip code)

Check () if there are workplaces on file that are not identified

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications

Printed Name and Title **Signature**

Date

General Provisions

DEFINITIONS

For the purpose of this document, the following definitions apply:

- The State Awarding agency—is defined as the New Jersey Department of Labor and Workforce Development which is also referred to as the "Department."
- Contractor is defined as any agency, organization or individual in direct receipt of funds by written instrument from the Department.

1) SPECIAL CONTRACT CONDITIONS FOR "HIGH RISK" CONTRACTORS

A) A Contractor may be considered "high risk" if the Department determines that a Contractor:

- 1) Has a history of unsatisfactory performance.
- 2) Is not financially stable.
- 3) Has a financial management system which does not meet the standards set forth in Section 2.
- 4) Has not conformed to terms and conditions of previous awards.
- 5) Is otherwise not responsible; and
- 6) The Department determines that an award will be made; special conditions and/or restrictions shall correspond to the high-risk condition and shall be included in the award.

B) Special conditions or restrictions may include:

- 1) Payment on a reimbursement basis.
- 2) Withholding authority to proceed to the next phase until receipt or evidence of acceptable performance within a given funding period.
- 3) Requiring additional, more detailed financial reports.
- 4) Additional project monitoring.
- 5) Requiring the Contractor to obtain technical or management assistance; and
- 6) Establishing additional prior approvals.

- C) If the Department decides to impose such conditions, the Department official will notify the Contractor as soon as possible, in writing, of:
- 1) The nature of the special conditions/restrictions.
 - 2) The reason(s) for imposing the special conditions.
 - 3) The corrective actions that must be taken before the special conditions will be removed by the Department and the time allowed for completing the corrective actions; and
 - 4) The method of requesting reconsideration of the conditions/restrictions imposed.

2) FINANCIAL MANAGEMENT SYSTEM

- A) The Contractor shall be responsible for maintaining an adequate financial management system and will immediately notify the Department when the Contractor cannot comply with the requirements established in this Section of the contract.
- B) The Contractor's financial management system shall provide for:
- 1) Financial Reporting:
Accurate, current, and complete disclosure of the financial results of each contract in conformity with generally accepted principles of accounting, and reporting in a format that is in accordance with the financial reporting requirements of the contract.
 - 2) Accounting Records:
Records that adequately identify the source and application of funds for Department supported activities. These records must contain information pertaining to contract awards and authorizations, obligations, un-obligated balances, assets, liabilities, outlays or expenditures and income.
 - 3) Internal Control:
Effective internal and accounting controls over all funds, property and other assets. The Contractor shall adequately safeguard all such assets and assure that they are used solely for authorized purposes.
 - 4) Budget Control:
Comparison of actual expenditures or outlays with budgeted amounts for each contractor. Also, the relationship of the financial information with performance or productivity data, including the development of unit cost information required by the Department.
 - 5) Allowable Cost:
Procedures for determining reasonableness, allowability, and allocability of costs generally consistent with the provisions of Federal and State requirements.
 - 6) Source Documentation:
Accounting records that are supported by source documentation; and
 - 7) Cash Management:
Procedures to minimize the time elapsing between the advance of funds from the Department and the disbursement by the State Awarding Agency—to the contractor whenever funds are advanced by the Department.
- C) The Department may require the submission of a "Statement of Adequacy of the Accounting System," as provided in Attachment A, Section II of this contract agreement.
- D) The Department may review the adequacy of the financial management system of any applicant for financial assistance as part of a pre-award review or at any time subsequent to the award. If the Department determines that the Contractor's accounting system does not meet the standards described in paragraph B above, additional information to monitor the contract may be required by the Department upon written notice to the Contractor, until such time as the system meets with Department approval.

3) ALLOWABLE COSTS

Funds expended in this project shall be those as stated in the Agreement for the purposes and functions outlined, unless changed by an approved modification. The Contractor shall be entitled only to reimbursement for actual expenses incurred or obligated during the contract period or during an approved extension agreed upon by the Contractor and the Department, and only in the amount specified in the Agreement. All obligations shall be liquidated within three months of the completion of the contract period or an approved extension.

Contractors who are government or non-profit organizations must comply with federal cost principles as established in the Uniform Guidance at 2 CFR Part 200. The Guidance was drawn from OMB Circulars A-21, A-87, A-110, and A-122 (which have been placed in past OMB guidance); Circulars A-89, A-102, and A-133; and the guidance in Circular A-50 on Single Audit Act follow-up.

These circulars establish government wide cost principles, including a requirement that salaries and wages charged to this contract be supported by personnel activity reports.

4) MATCHING AND COST SHARING

The Contractor shall be required to account to the satisfaction of the Department for matching and cost sharing requirements of the contract in accordance with Federal and State requirements.

5) PROGRAM INCOME

Program income shall be defined as gross income earned by the Contractor from contract supported activities. Such earnings include, but will not be limited to, income from service fees, sale of commodities, usage or rental fees, and royalties on patents and copyrights.

- A) Vocational Rehabilitation (VR) funds that result in a contractor earning program income are not allocable to the Contractor. Uniform Guidance allows the VR agency to earn program income and disburse it for allowable purposes, but this does not extend to contractors that provide VR Services.

6) PRICE WARRANTY

Contractor warrants that the prices agreed upon are not less favorable than those currently extended to any other customer for the same or similar articles in similar quantities. Contractor extends the same terms and conditions as extended to its most favored customers and final price includes all common reductions for discounts, rebates or other incentives. All goods procured under this contract shall be name brand, first quality, new parts, unless otherwise specified.

7) PAYMENT METHOD

- A) Payments to the Contractor or on behalf of the Contractor shall be issued only after the Agreement has been signed and agreed to by both parties. The Contractor will provide sufficient documentation that action has been taken to carry out the terms and conditions of the Agreement. Upon receipt of the requisite financial and narrative reports and other forms required by NJDOL/NJDVRS and upon appropriate certification by the Director of Accounting of the Department, the NJDOL/NJDVRS will pay the Contractor the contracted amount.
- B) The following is required to be submitted in a form satisfactory to the Department. At its discretion, the Department may request additional reports.

Payment Voucher- This form will be submitted to the Department, with supporting documentation, that the contracted services are operational and will continue to be for the length specified in the Agreement.

8) REPORTING REQUIREMENTS

Contractor agrees to provide all reports specified in this Agreement within the established timeframe and to the satisfaction of the NJDVRS/Department of Labor and Workforce Development.

9) STATE MONITORING, EVALUATION AND AUDIT

- A) The Contractor agrees to cooperate with any monitoring, evaluation, and/or audit conducted by NJDOL/NJDVRS or their designees and authorized agents.

- B) The Contractor will maintain its records and accounts in such a way as to facilitate the preparation of financial statements in accordance with generally accepted accounting principles and the audits thereof. The Contractor is responsible for any disallowed costs resulting from any audit exceptions incurred.
- C) Contractors who are governmental or non-profit organizations and receive over \$500,000 in either State or Federal funds agree to have an audit conducted which meets the requirements of the Single Audit Act (United States Code Chapter 75 of Title 31), and Federal OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations."

Government and non-profit organizations receiving more than \$100,000 in combination of State and Federal funds agree to have a financial audit in accordance with Government Auditing Standards (Yellow Book Standards)

- 1) To meet these requirements, the Contractor's audit reports must include the auditor's opinion on the Contractor's compliance with the material terms and conditions of State contract agreements, State Aid programs, and applicable laws and regulations.
- 2) Contractor audit reports must contain a supplemental schedule of the entity's State contract and State Aid financial assistance programs. This schedule must show for each program:
 - State Awarding Organization.
 - Program Title.
 - State Account Number.
 - Program Account; and
 - Total Disbursements.

- D) Contractors who are for-profit companies and receive \$100,000 in either State or Federal funds agree to have an independent audit which includes one of the following:

A contract specific audit in accordance with Government Auditing Standards (Yellow Book); or, a financial audit report conducted under generally accepted auditing standards which includes a separate report on compliance with contractual provisions; or, a special report applying agreed upon procedures including but not limited to reviewing and testing the cost and expenses incurred for which reimbursement was requested to determine their propriety under the contract; review of the training records which substantiate training was completed in accordance with the contracts.

The Department reserves the right to accept alternate assurances of Contractor compliance in the event an independent audit can not be provided.

- E) The Department reserves the right to build upon the audit received. Interim audits may be conducted at the discretion of the Department.
- F) Contractors agree to provide full access to their books and records and to any audit or review of financial and compliance requirements of the Department.

10) RECORDS

All documents, patents, copyrights, data, studies, surveys, drawings, maps, models, photographs, films, duplicating plates, reports, plans, and other materials prepared by the Contractor in connection with the project are the property of the Department. Such material will be delivered to the Department upon request.

Retention – The Contractor agrees to maintain all records pertinent to all contracts and agreements, including financial, statistical, property and participant records and supporting documentation for a period of seven years from the date of the final expenditure report. The aforementioned records will be retained beyond the seven years if any litigation or audit is begun or if a claim is instituted involving the contract or agreement covered by the records. In these instances, the records will be retained until the litigation, audit or claim has been finally resolved.

Access – The Contractor may investigate any matter it deems necessary to determine compliance with State policy and/or procedures. The investigations authorized by this provision may include examining records (including making certified copies thereof), questioning employees, and entering any premises or onto any site in which any part of a program of the Contractor is conducted or in which any of the records of the Contractor are kept.

11) PROCUREMENT STANDARDS

Procurement of supplies, equipment, and other services with funds provided by this contract shall be accomplished in a manner generally consistent with Federal and State requirements.

Adherence to the standards contained in the applicable Federal and State laws and regulations does not relieve the Contractor of the contractual responsibilities arising under its procurements. The Contractor is the responsible authority, without recourse to the Department, regarding the settlement and satisfaction of all contractual and administrative issues arising out of procurement entered in support of a contract.

Contractors must ensure that they are in compliance with NJDVR's policy for Procurement and Purchases.

12) PROPERTY

The Contractor is responsible and accountable for all equipment and property purchased with funds under this Agreement. A current inventory of such property and equipment, with a value of \$1,000 or more, shall be maintained by the Contractor. Procedures for property records are outlined in the NJSDA Guide for Contracting and Property Management, and the Contractor shall follow those procedures. The Contractor agrees to provide the same security and safekeeping measures for property paid for under this contract as the Contractor provides for the same or similar property owned by the Contractor. The Contractor agrees to impose similar conditions upon any Contractor or Subcontractor engaged to provide services under this contract.

13) TRAVEL AND CONFERENCES

Conferences or seminars conducted by the contractor shall be held at the contractor's facilities or at public facilities whenever possible. The rate of reimbursement for mileage allowed for employees of the contractor traveling by personal automobile on official business shall be the rate set by the contractor's policies that are in effect at the time of travel and may not exceed the Internal Revenue Service's standard mileage rate in effect at the time of the travel. If the contractor has an executed collective bargaining agreement, the mileage rate shall not exceed the current Internal Revenue Service's standard mileage rate. The current standard mileage rate can be found at the following website: <http://www.irs.gov/Tax-Professionals/Standard-Mileage-Rates>.

Reimbursements for meals, lodging and travel shall be in accordance with the contractor's written travel reimbursement policies not to exceed [Federal](#) per diem rates in effect at the time of the travel. The current per diem rates can be found at the following website: <http://www.gsa.gov/portal/category/100120>.

14) PROHIBITION AGAINST SUBAWARDING

NJDVRS may not issue subawards. The Rehabilitation Act of 1973 as amended and the implementing program regulations for state Vocational Rehabilitation Agencies does not permit sub awarding. Therefore, when NJDVRS contracts entities to provide services, those entities are considered to be vendors or contractors and not sub awardees or recipients.

15) MODIFICATIONS

Modification to the Contract will be made in accordance with procedures prescribed by the Contractor effective at the time of submission of the modification.

- A) The Contractor agrees to submit a written modification for approval prior to changing any budget line item contained in this Agreement.
- B) The NJDVRS/NJDOL agree to make any changes to this Agreement only through a written modification.
- C) All modifications to this Agreement will be appended to and become part of this contract.

16) DISPUTES

The Contractor agrees to attempt to resolve disputes arising from this Agreement by administrative process and negotiations in lieu of litigation. The Contractor assures performance of this Agreement while any dispute is pending.

Any dispute arising under this contract or Agreement, which is not settled by informal means, shall be decided by the State Awarding Agency who shall reduce the decision to writing and mail or otherwise furnish a copy thereof to the Contractor. The Contractor shall be afforded an opportunity to be heard and to offer evidence in support of its position. Pending final decision of a dispute hereunder, the Contractor shall proceed diligently with the performance under the Agreement.

The dispute resolution mechanism described in this section is not exclusive. The Department and Contractor preserves all rights in law and equity to pursue any claims that may arise.

This Agreement shall be governed by and construed and enforced in accordance with the laws of the State of New Jersey.

17) SEVERABILITY

If any one or more provisions of the Agreement are finally adjudicated to be unlawful or unenforceable by a court of competent jurisdiction, then this Agreement shall be construed as if such unlawful provisions had not been contained herein.

18) TERMINATION

- A) Termination for Convenience – The State Awarding Agency or Contractor may request a termination for any reason. The Department or Contractor shall give 30 days advance notice, in writing, to the other parties to this Agreement of the effective date of such termination. The Contractor shall be entitled to receive just and equitable compensation for any services satisfactorily performed hereunder through the date of termination.
- B) Termination for Cause – The Department may terminate this Agreement when it has determined that the Contractor has failed to provide the services specified or complied with any of the provisions contained in this contract or approved application, or otherwise breached the terms of this Agreement. If the Contractor fails to perform in whole or in part under this Agreement or fails to make sufficient progress so as to endanger performance, or otherwise breaches the terms of this Agreement, the Department will notify the other parties to this Agreement of such unsatisfactory performance or breach in writing. The Contractor has ten working days in which to respond with a plan agreeable to the Department for correction of the deficiencies. If the Contractor does not respond within the appointed time with corrective plans satisfactory to the Department, the Department will serve a termination notice on the Contractor which will become effective within ten days (10) days after receipt. In the event of such termination, the Department shall only be liable for payment for services rendered prior to the effective date of the termination, provided such services are performed in accordance with the provisions of this Agreement.
- C) Termination or Reduction of Funds
 - 1) The Contractor agrees that major changes to this contract, both in terms of program content and funding levels, may be required prior to its implementation or during the term of its operations due to new or revised legislation or regulations. The Contractor agrees that any such changes deemed necessary by the Commissioner of Labor shall be immediately incorporated into this contract.
 - 2) Unearned payments under this Agreement may be suspended or terminated upon refusal to accept or satisfy any additional conditions that may be imposed by the state awarding agency at any time.

19) CONTRACT CLOSE OUT

- A) The following definitions shall apply for the purpose of this Section:
 - 1) Contract Closeout – The closeout of a contract is the process by which the Department determines that all applicable administrative actions and all required work of the contract have been completed by the Contractor.
 - 2) Date of Completion – The date by which all activities under the contract are completed, or the expiration date in the contract award document, or any supplement or amendment thereto.
- B) The Contractor shall submit a closeout package per the terms of the Agreement, unless otherwise extended by the state awarding agency after completion of the contract period or termination of the contract. Closeout forms will be supplied by the Department.

- C) The Contractor will, together with the submission of the closeout package, refund to the Department any unexpended funds or unobligated (unencumbered) cash advances except such sums as have been otherwise authorized, in writing, by the Department to be retained.
- D) Within the limits of the contract amount, the Department may make a settlement for any upward or downward adjustments of costs after the final reports are received.
- E) The Contractor is responsible for those costs found to be disallowed, including those of any Contractor or Subcontractor paid from funds under this contract, and the Department retains the right to recover any appropriated amount after fully considering the recommendations on disallowed costs resulting from the final audit, even if a final audit has not been performed prior to the closeout of the contract.
- F) The Contractor shall account for any property received from the Department or acquired with funds under this contract including any property received or acquired by the Contractor under this contract.

20) PERFORMANCE

The Contractor assures performance will be in accordance with, and within the period of, this Agreement and will immediately report any conditions that may adversely affect performance to the Department as soon as they become known. Also, any fraud or suspected fraud involving granted funds must be reported to the Department within 48 hours of its discovery. The Contractor's performance must be in accordance with the stipulations of the NJDVRS Contracts and Procedures document.

21) CONFLICTS OF INTEREST

The Contractor shall avoid organizational conflicts of interest or the appearance of conflicts of interest in the conduct of procurement activities. Any gratuities in the form of entertainment, gifts or otherwise offered by the Contractor, its agent, or representative to any office or employee of the Department with a view towards securing this contract or securing favorable treatment with respect to the awarding, amending, or the making of any determination will render the contract voidable at the option of the Department, and may justify further action under applicable State laws

22) BONDING AND INSURANCE

The Contractor shall ensure that every officer, director, or employee who is authorized to act on behalf of the Contractor for the purpose of receiving funds into program accounts or issuing financial documents, checks, or other instruments of payment is bonded to provide protection against loss.

23) AVAILABILITY OF FUNDS

The Recipient shall recognize and agree that both the initial provision of funding and the continuation of such funding under the Agreement is expressly dependent upon the availability to the Department of funds appropriated by the State Legislature from State and/or Federal revenue or such other funding sources as may be applicable. A failure of the Department to make any payment under this Agreement or to observe and perform any condition on its part to be performed under the Agreement as a result of the failure of the Legislature to appropriate shall not in any manner constitute a breach of the Agreement by the Department or an event of default under the Agreement and the Department shall not be held liable for any breach of the Agreement because of the absence of available funding appropriations. In addition, future funding shall not be anticipated from the Department beyond the duration of the award period set forth in the Contract Agreement and in no event shall the Agreement be construed as a commitment by the Department to expend funds beyond the termination date set in the Contract Agreement.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above general provisions.

Printed Name and Title

Signature

Date

Contract Specific Provisions

This section provides the specific provisions asked of each contractor for their individual contracts.

**NJ DVRS - Employment First
Referral Form**

Referred to: _____

VR Counselor: _____ Phone: _____

DVRS Office: _____

VR Counselor Email: _____

Town & County of Residence: _____

Participant ID # _____

Name of Consumer: _____ **DOB:** __ / __ / __

Consumer Email: _____

Consumer Phone: _____

Address: _____

Disability: _____

Level Education: _____

Past work History: _____

Name of School:

Address:

Town/City: _____ Zip Code: _____

County: _____

Point of Contact: to coordinate services if applicable.

Name: _____

Job Title: _____

Phone: _____ Fax: _____

Cell _____

Email: _____

Parents/Guardians' contact information:

Name: _____

Relationship to student: _____

Phone: _____ Cell: _____

Email: _____

Home Address: _____

Town: _____ Zip Code: _____

Please check the records forwarded to the vendor:

_____ IEP/IPE _____ VR/Job Development. History _____ Psychological Evaluation

_____ Audiogram Report _____ School Records _____ Psychological/Substance Abuse History

Other: _____

Summary of specific needs to address:

**** Please attach additional documentation as needed****

I&E Employment First
Monthly Report for Contract Manager
JULY 2023

Outreach to Employers/ADA Education Contract

Marketing

The following new companies were visited/networked during this month for marketing purposes.

- 1.) _____ 2.) _____ 3.) _____
4.) _____ 5.) _____

Events/Activities of Deliverables

Resource/Program Development

Did staff build or conduct relationship maintenance with a variety of community resource contacts? If so, with whom? What as the outcome? If not why?

What Job Fair activities transpired? How many interviews with consumers? (include Participant ID#s)
Describe activities conducted and the outcome.

Consumer Development

List which filed office and number of intakes completed for this month.

Local DVR Office:

#Consumers

_____	_____
_____	_____
_____	_____
_____	_____

How many resumes were created or revised during this month? _____

How many online applications were sent? _____

Placements

Total number of hires during this month. _____

Please include a list of placements with participant ID's and the Data Tracking Form.

Agency Staffing and updates (roles & activities):

DEAM planning

**Employment First - I&E
Consumer Report for VR Counselor & Contract Manager**

Consumer Name:	DVR Counselor:	DVRS Participant ID#:
Employment Specialist: Name: Phone: / Fax: Email:	Service Dates & #hrs:	
Employment Interests: _____		
Background Summary:		
<p>List the <u>lessons</u> and <u>activities</u> used to increase targeted knowledge/skills (list each one separately):</p> <p>(Please describe what methods or strategies used in training the consumer and the effectiveness of the training provided. (for example: interactive, lecture, group, 1;1, workbook, discussions, hand-on, computer aided, others: __)</p>		
<p>Overview of Progress (include any changes in knowledge or skills) resulting from the services:</p> <p>Briefly describe the consumer’s ability for the targeted area:</p> <p>Describe how the consumer has adjusted post service, include any problematic issues or concerns that emerged and how they were addressed.</p>		

<p>Note consumer's strengths:</p> <p>Areas for improvement:</p>	
<p>What new supports or accommodations were identified, if any:</p>	<p>Recommendations (Next Step):</p>
<p>Employment Specialist Signature:</p>	<p>Date of Report:</p>
<p>Executive Director's Signature:</p>	<p>Date Report submitted to DVRS:</p>