



**STATE OF NEW JERSEY  
DEPARTMENT OF CORRECTIONS (DOC)**

**New Jersey DOC: Locally, Empowered, Accountable, and Determined (LEAD)  
Reentry Initiative**

**Category B:  
REENTRY SUPPORTIVE SERVICES IN NEW JERSEY**

**NOTICE OF GRANT OPPORTUNITY**

**Announcement Date: November 7, 2022**

**Application Due Date: November 30, 2022**

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Commissioner**

**REENTRY SUPPORTIVE SERVICES IN NEW JERSEY**

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## REENTRY SUPPORTIVE SERVICES FOR PEOPLE FORMERLY INCARCERATED IN NEW JERSEY

Take Notice that in compliance with N.J.S.A. 52:14-34.4 et seq. (P.L. 1987, c.7), the Department of Corrections hereby publishes a notice of the availability of the following grant:

### A. Information for Bidders (Background)

According to the Bureau of Justice Statistics, in 2012, the US criminal justice system held almost 2.3 million people in 1,833 state prisons.<sup>1</sup> A recent analysis of the New Jersey Department of Corrections (NJDOC) inmate census revealed that NJDOC currently houses approximately 11,000 inmates.<sup>2</sup> Five counties alone, Essex, Camden, Middlesex, Union, and Passaic, comprise one-half (50%) of total NJDOC commitments. Additional counties with a significant number of citizens committed to NJDOC custody include Atlantic, 7%; Hudson, 6%; and Mercer, 5%.<sup>3</sup>

Many citizens fail to realize that incarceration is not a permanent circumstance for most incarcerated persons. According to the Bureau of Justice Statistics, at least 95% of all State prisoners will be released at some point, with approximately 80% being released to parole supervision.<sup>4</sup> Community reintegration from state prison is a challenging process. A lack of support and follow-up with discharge plans developed prerelease can contribute to unsuccessful community reintegration. As a result of difficulty accessing services to meet basic needs, many returning citizens will abandon the prosocial skills learned and return to familiar mechanisms to address social and financial problems.

Preparing those incarcerated for reintegration into the community is as crucial as connecting them with prosocial support and community-based service agencies to aid in their successful reintegration. To achieve success, the NJDOC seeks to establish diverse community partnerships that can provide a broad spectrum of reentry services to empower returning citizens to continue the path of prosocial and law-abiding development, which continues to drive the NJDOC to lead the nation in combating recidivism.

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<sup>1</sup> United States. Bureau of Justice Statistics. Census of State and Federal Adult Correctional Facilities, 2012. Inter-university Consortium for Political and Social Research [distributor], 2020-09-15. <https://doi.org/10.3886/ICPSR37294.v2>

<sup>2</sup> NJDOC Inmate Census September 24, 2021.

<sup>3</sup> NJ DOC, [https://www.state.nj.us/corrections/pdf/offender\\_statistics/2021/By%20County%20of%20Commitment%202021.pdf](https://www.state.nj.us/corrections/pdf/offender_statistics/2021/By%20County%20of%20Commitment%202021.pdf)

<sup>4</sup> BJA <https://bjs.ojp.gov/content/pub/pdf/reentry.pdf>

The NJDOC does not embrace a one-size-fits-all solution to reentry service provision. To that end, the New Jersey Department of Corrections recognizes that reintegration is most successful when communities and corrections come together to share a collective goal, honor the mutual interest of methodologies for addressing public safety, affirm the bond between them and celebrate the ability of urban communities to be successful when given fair access to resources. The goal is a cooperative partnership for successful reentry service delivery. Our mission is service delivery at the local level, empowered by communities that develop necessary resources, holding community-based agencies accountable for advertised services, and forward-thinking strategies for determining service integration models.

To achieve this goal, the NJDOC created the NJLEAD initiative. NJLEAD stands for Locally Empowered, Accountable, and Determined. JLEAD aims to establish a system of coordinated and collaborative efforts to ensure a continuum of care and treatment from prison to community. An effective reintegration process is collaborative and most successful when returning citizens understand their right to self-determination and are empowered to choose service providers who offer resources that meet their unique needs. As a result, urban communities with a consortium consisting of a broad spectrum of diverse service providers experienced working with those once involved in the carceral system provide an opportunity for successful reentry.

Designated nonprofit community-based corporations or associations will work in concert with the NJDOC, Division of Programs and Reintegration Services, the newly developed Office of Community Engagement and Reintegration Initiatives (CERI), the Office of Programming and Supportive Services (OPSS), and the Office of Community Programs (OCP). The goal is to ensure that the rehabilitative work, academic, and vocational training implemented inside the correctional facility continues and expands immediately upon release from the prison to reduce the likelihood of high recidivism rates presently seen in the national statistics.

The NJDOC has received State funding through the Office of the Governor to support NJLEAD's reentry supportive services initiative in urban communities and communities impacted by high incarceration rates in New Jersey. This funding is designed to promote various evidence-informed and effective reentry initiatives for those returning home from prison and to provide urban communities with the necessary resources to support and enhance the State of New Jersey and its ongoing success in reducing recidivism.

## **B. Important Dates**

- NGO release date: **November 7, 2022**
- End of question period: **November 11, 2022**
- All questions and answers posted on the NJDOC Web site: **November 15, 2022**
- Proposal closing date: **November 30, 2022**
- Notification submitted to the Office of Community Affairs of subgrant award: **December 30, 2022**

## **C. Eligible Organizations**

Nonprofit community-based organizations or associations with proven experience working with individuals who have experienced incarceration are eligible to apply. Nonprofit community-based organizations or associations operating local programs and services and/or developing reentry initiatives will be considered for funding. The final amount determination will be based on selection criteria.

## **D. Scope of Work**

The NJDOC seeks proposals specifying how nonprofit community-based organizations or associations will use funds for Reentry Supportive Services to increase and improve successful reentry outcomes. The nonprofit community-based corporations or associations must use the funds to hire one full-time or two part-time Reentry Support Specialist(s) to serve as case managers to provide services to returning citizens. Additionally, the Reentry Support Specialist will partner with the department's Office of Programming and Supportive Services (OPSS) to share information regarding the availabilities of social service providers in the local community or contiguous counties. Proposals must meet the required standards to receive funding from the NJDOC. The Reentry Supportive Services staff must have direct access to the agency Director and are required to attend all NJDOC monthly meetings and reentry events at the NJDOC correctional facilities, residential community reintegration programs, and NJDOC central office headquarters.

Proposals are limited exclusively to:

- Category B.1-hiring a Reentry Support Specialist(s) to provide prerelease and post-release case management services and assist with reintegration related expenses that are

- not supported through federal or state funds or provided by other community-based agencies.
- Category B.2-prerelease and post-release trauma resiliency and trauma recovery counseling services with licensed professionals experienced with working with BIPOC clients on various types of trauma-related interventions that are not supported through federal or state funds or provided by other community-based agencies.
- Priority consideration for Category B.1 will be afforded to proposals that assist formerly incarcerated persons with emergency, transitional, or long-term housing assistance.

Proposals **shall not** be directed towards:

- Staff training and conferences
- Staff tuition reimbursement or educational incentives
- Staff incentives
- Medical care or inpatient substance use treatment
- Testing for participant substance abuse
- Monitoring or surveillance
- Other services unrelated to the scope of the grant application

Proposals should be for services that support a seamless transition and reintegration from prison to the community, strengthening and improving each participant's ability for success. All service providers must utilize trauma-informed, holistic, and culturally sensitive approaches to reentry services.

Proposals should address the organization's approach to reentry services, its unique programming approach, and gaps in services needing to be addressed. See section F, Application Format, for proposal requirements.

Priority Service Eligibility:

- a). Adult individuals within 364 days of release from NJDOC or released from NJDOC within the last seven (7) years and their immediate family.
- b) Adult individuals within 90 days from release from an NJ county jail or released from a NJ county jail within the last three (3) years and their immediate family.

- c) Adult individuals under **parole supervision are eligible** for supportive services under this initiative, providing they meet eligibility categories A or B.
- d) Individuals on **probation are ineligible** for supportive services under this initiative.

#### **E. Availability of Funds**

Funds will be made available after the review and approval of proposals. Multiple awards are available based on selection criteria. Only one award will be given per applicant.

**Total funding amount available:** \$3,000,000

**Total number of awards:** 3-10

**Minimum award available:** \$200,000

(for proposals with emergency housing services, 1 to 60 days)

**Maximum award available:**

\$750,000 (proposals with long-term housing programs, 12-18 months)

\$350,000 (proposals with short-term housing programs, six months or less)

**Period of Performance:** February 1, 2023, to June 30, 2024

Applicants must provide a budget and budget narrative specifying the NJLEAD program's requested award amount. Funding cannot be utilized to supplant any existing services and positions.

Successful applicants will be awarded a 17-month grant with a service commencement date of February 1, 2023. The NJDOC has the sole discretion to award a one-year grant extension based on performance and funding availability. Project continuation is subject to Fiscal Year 2024 appropriation and the availability of State or Federal funds.

#### **F. Application Format**

The applications shall be double-spaced, using a standard 12-point font (Times New Roman is preferred) with not less than 1-inch margins, and shall not exceed twelve pages, excluding the cover page, budget, and two letters of support. Pages shall be numbered "1 of 12," "2 of 12," etc.

The application shall describe the general approach to accomplishing the tasks outlined in the scope of work. ***Applications shall be formatted in the following five sections in the order given. The following information shall be included in your proposal:***

## **Section I. Applicant Organization**

- Name of the organization, address of the agency/corporation, the agency's Data Universal Numbering System (D-U-N-S) number, and category applying for and amount (**COVER PAGE**)
- Description of the organization, including experience with working with people who are currently or formerly justice-involved
- Organizational commitment to diversity and inclusivity, ability to deliver culturally humble and sensitive care with a gender-responsive approach
- Demonstrated need for the development of reentry services or trauma treatment in the local community
- Current reentry, rehabilitative, trauma services, and social services programs managed by the nonprofit community-based corporation or association, including client demographics and services that will be expanded and enhanced under this initiative
- Disclosure of any contracts with the State of New Jersey and County government agencies and private and federally funded reentry, rehabilitative, and social services programs
- Include a description of the corporation or association governance structure, including the table of organization and Board of Directors and the organization's administrative, management, and organizational capacity to enter a grant with the NJDOC. Indicate the total number of employees.
- State the reporting structure for the Reentry Support Specialist(s).

## **Section II. Program Approach**

- Present the program design and type of programs and services to be offered
- Total number of returning citizens to be served.
- Describe the planned organizational structure of the initiative, including the project's management and plan for staff supervision.
- Describe an ongoing method for case consultation and clinical supervision with the Reentry Support Specialist(s), as needed.

- Discuss agreements with businesses within your network that have experienced hiring the formerly incarcerated or those who have expressed an interest.
- Discuss any existing or proposed partnerships with educational, vocational, or employment training, and human and social service organizations
- Discuss the criteria for transitioning participants upon successful program completion
- Include any anticipated difficulties with the tasks as described by this NGO
- Describe the method for outcome data management. Methodology for collection and analysis of outcome data

### **Section III. Reporting**

The subgrant agency shall be required to submit multiple reports to the NJDOC to ensure accurate reporting of performance measures. The application shall describe the proposed plan for collecting, maintaining, and reporting the following information:

- Programmatic narrative report explaining the use of funds
- All fiscal reporting related to reentry expenditures

### **Section IV. Budget and Budget Narrative**

The project budget must include all anticipated expenditures on participant-related reintegration services. Indirect costs shall not be more than 10% of the proposed budget.

If the budget includes planned consultant/contracted services, please include an explanation of the consultants' existing relationship with the applicant.

The budget **shall not** include the following costs:

- Mortgage costs
- Building Improvements
- Fringe benefits for part-time

### **Section V. Miscellaneous**

Applicants must include two (2) letters of support from key community stakeholders (excluding state correctional partners) detailing the organization's character, ability, and commitment to work with the applicant to promote the initiative's mission.

**If applicants are already an NJSTART vendor, they must provide copies of the NJSTART vendor number, NJ Business Registration, and NJ Affirmative Action Certificate in the application.**

If awarded, Applicants shall be required to register and become NJSTART vendors. If an applicant is a current NJSTART vendor, they must update their profile to accept Automated Clearing House (ACH) payments.

**G. Selection Criteria**

Selection criteria will be based upon the following and in this order of importance:

- Demonstration of Need..... 30%
- Program service design ..... 25%
- Experience working with returning citizens ..... 20%
- Method for collection and analysis of outcome data ..... 15%
- Projected reentry supportive expenditures..... 10%

**H. Audit Requirements**

The audit of the agency must be in accordance with the applicable regulations (and their subsequent revisions) as follows:

- 1) Federal OMB Circular A-133 Revised, Audits of States, Local Governments, and Nonprofit Organizations.
- 2) U.S. Government Accountability Office, Government Auditing Standards.

At any time during the grant term, the grant agency's overall operations, its compliance with specific grant provisions, and the operations of any subcontractors engaged by the subgrant agency may be subject to audit by the NJDOC.

Whether or not such audits are conducted during the subgrant term, a final financial and compliance audit of subgrant operations, including the relevant operations of any subcontractors, may be performed after subgrant termination or expiration. A subgrant agency is subject to audit up to five years after the termination or expiration of a subgrant. If any audit has been started

but not completed or resolved before the end of the five years, a subgrant agency continues to be subject to audit until it is completed and resolved.

The subgrant agency shall agree to ensure the timely and appropriate resolution of audit findings and recommendations.

#### **I. Subgrant Award and Term**

The subgrant shall be awarded with reasonable promptness by written notice to that responsible applicant whose proposal meets the abovementioned specifications and is most advantageous to the State, price and other factors considered. NJDOC staff may request a site visit to the applicant agency before awarding the subgrant.

#### **J. Instructions for Submitting Questions**

Questions regarding this NGO cannot be accepted via telephone. Questions must be emailed before the end of the question period to: [Grants@doc.nj.gov](mailto:Grants@doc.nj.gov). All questions and answers will be posted on the NJDOC Website.

#### **K. Mandatory Documents**

The mandatory documents that must be submitted in response to the NGO include the following:

- 1) Reentry Supportive Services In New Jersey – Title Page (Appendix)
- 2) Proposal
  - a) Applicant organization
  - b) Program approach
  - c) Reporting
  - d) Budget and budget narrative
  - e) NJSTART vendor number, NJ Business Registration, and NJ Affirmative Action Certificate, if applicable.

#### **L. Instructions for Submitting Applications and Submission Deadline**

The NGO will be posted on NJDOC's Web site at:  
<http://www.state.nj.us/corrections/pages/Grants.html>.

The responsibility for a timely submission rest with the applicant. NJDOC must receive one completed application with all attachments by **noon on Wednesday, November 30, 2022,** without exception. NJDOC will not accept and cannot evaluate an application received after this deadline for funding consideration.

The application must be delivered via email

To: [Grants@doc.nj.gov](mailto:Grants@doc.nj.gov)

The email submission subject line must indicate the “name of the agency-NJLEAD Category B Application.” The documents shall be in PDF format and sent in one email with two attachments: 1) the NJDOC required title page, 12-page proposal, and budget, and 2) all other supportive documents.

#### **M. Panel Review and Award Process**

The NJDOC will conduct an internal review of each grant application. A review panel will evaluate the applications in accordance with the selection criteria. The successful applicants will be notified of the subgrant award on or around **Wednesday, Jan 13, 2022**. Successful applicants must comply with the State of NJ Department of Treasury business form requirements before awarding grant funds.

**Notice of Grant Opportunity**

**REENTRY SUPPORTIVE SERVICES IN NEW JERSEY  
NJLEAD CATEGORY B**

**Appendix**

**NEW JERSEY DEPARTMENT OF CORRECTIONS  
REENTRY SUPPORTIVE SERVICES IN NEW JERSEY**

<b>Reentry Supportive Services In New Jersey- Title Page</b>		
<b><u>SECTION I:</u></b>		
TITLE OF NGO: REENTRY SUPPORTIVE SERVICES IN NEW JERSEY (NJLEAD CATEGORY B)		
DIVISION: Office of Compliance and Strategic Planning		
OFFICE: Grants Management Unit		
<b><u>SECTION II:</u></b>		
CONTACT NAME:		
APPLICANT AGENCY:		
ADDRESS:		
CITY:	STATE:	ZIP:
PREVIOUS FUNDING: Agency received funding from the NJ Department of Corrections within the last two years of submission of this application.		
YES <input type="checkbox"/> NO <input type="checkbox"/>		
PROJECT DIRECTOR (Please print or type name):		
TELEPHONE NUMBER:	FAX NUMBER:	
E-MAIL:		
BUSINESS MANAGER:	PHONE NUMBER:	
E-MAIL:		
TOTAL AMOUNT OF FUNDS REQUESTED: \$ _____		
APPLICATION CERTIFICATION: <i>To the best of my knowledge and belief, the information contained in the application is true and correct. The governing body of this agency has duly authorized the document, and we will comply with the attached assurances if funding is awarded.</i>		
SIGNATURE OF CHIEF EXECUTIVE OFFICER/ AUTHORIZING OFFICIAL _____	TITLE _____	DATE _____
(Please print or type name)		
<b><u>*FAILURE TO INCLUDE A REQUIRED APPLICATION COMPONENT CONSTITUTES A VIOLATION AND WILL RESULT IN THE APPLICATION BEING ELIMINATED FROM CONSIDERATION.</u></b>		
<b><u>SECTION III:</u></b>		
SEND OR DELIVER PROPOSALS TO: <a href="mailto:Grants@doc.nj.gov">Grants@doc.nj.gov</a>		<b>APPLICATIONS MUST BE RECEIVED BY: 12 noon on November 30, 2022</b>
or		
NEW JERSEY DEPARTMENT OF CORRECTIONS		
WHITTLESEY ROAD		
ATTN: ANGELA MOSLEY-ROSS, GRANTS MANAGER		
P.O. BOX 863		
TRENTON, NJ 08625-0863		
<b><u>NO FACSIMILE SUBMISSIONS WILL BE ACCEPTED.</u></b>		