



**STATE OF NEW JERSEY
DEPARTMENT OF CORRECTIONS**

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

**Category C:
INNOVATIVE REENTRY CAREER AND ENTREPRENEURIAL
INITIATIVES FOR NEW JERSEY**

NOTICE OF GRANT OPPORTUNITY

Announcement Date: November 7, 2022

Application Due Date: November 30, 2022

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Commissioner**

INNOVATIVE REENTRY CAREER AND ENTREPRENEURIAL INITIATIVES IN NEW JERSEY

TABLE OF CONTENTS

A. Information for Bidders (Background).....	Page 3
B. Important Dates.....	Page 5
C. Eligible Organizations.....	Page 5
D. Scope of Work.....	Page 5
E. Availability of Funds.....	Page 7
F. Application Format.....	Page 7
G. Selection Criteria.....	Page 10
H. Audit Requirements.....	Page 11
I. Subgrant Award and Term.....	Page 11
J. Instructions for Submitting Questions.....	Page 11
K. Mandatory Documents.....	Page 12
L. Instructions for Submitting Applications and Submission Deadline.....	Page 12
M. Panel Review and Award Process.....	Page 12

INNOVATIVE REENTRY CAREER AND ENTREPRENEURIAL INITIATIVES 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.¹ A recent analysis of the New Jersey Department of Corrections (NJDOC) inmate census revealed that NJDOC currently houses approximately 11,000 inmates.² 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%.³ However, 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.⁴

Finding steady and gainful employment after release from prison can be difficult. A lack of support and career training can contribute to unsuccessful community reintegration. Organizations working with people returning to the community must provide unlimited opportunities to achieve economic independence and self-sufficiency by leveraging connections to business employers, opportunities in entrepreneurship, and training in high-demand career opportunities that allow returning citizens to compete in the twenty-first century. To achieve success, the NJDOC seeks to establish community partners that can provide a broad spectrum of career and entrepreneurial training 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.

The NJDOC does not embrace a one-size-fits-all solution to reentry service provision. To that end, the NJDOC recognizes that reintegration is most successful when communities and

¹ 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>

² NJDOC Inmate Census September 24, 2021.

³ NJ DOC, https://www.state.nj.us/corrections/pdf/offender_statistics/2021/By%20County%20of%20Commitment%202021.pdf

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

corrections come together to share a collective goal, honor the mutual interest of methodologies for addressing public safety, affirm the bond between them, and acknowledge and support 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, a willingness to hold 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. NJLEAD 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 municipal government entities, nonprofit community-based corporations, or associations will work in concert with the NJDOC, Division of Programs and Community Services, the newly developed Office of Community Engagement and Reentry Initiatives (CERI), the Office of Educational Services, 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 among the national statistics.

The NJDOC has received state funding through the Office of the Governor to support NJLEAD's innovative reentry career and entrepreneurial initiatives 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 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 and municipal or state government entities with proven experience working with individuals who have experienced incarceration are eligible to apply. Nonprofit community-based organizations or associations, municipal or state government entities currently operating local employment or entrepreneurial programs and services, and/or presently developing reentry initiatives on employment and entrepreneurship 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 municipal or state government entities, nonprofit community-based organizations, or associations will use funds to implement innovative reentry employment and entrepreneurial initiatives that will increase and improve the ability of incarcerated persons within 364 days of release or the formerly incarcerated to achieve economic stability and independence. This area of service may include but is not limited to the municipal government entity, nonprofit community-based organizations, or associations using funds to support strategies and programs designed to improve the employability of individuals returning to the community. Strategies such as improving academic achievement, securing wage-competitive work, enhancing job training skills, accessing trade union apprenticeships and journey person opportunities, entrepreneurial training, including working from home ventures, digital and financial literacy training, financial investing, debt management and debt-free living, and other innovative career and entrepreneurial opportunities will be considered.

Proposals may include civil legal assistance to address legal barriers to entrepreneurship and employment, such as driver's license restoration; commercial driver's licenses (CDLs); expungement of criminal records, and barriers created by occupational licensing boards that

prevent a formerly incarcerated person from becoming gainfully employed in an area in which they are trained and proficient. Additionally, proposals may include supportive work assistance, such as reasonable assistance with appropriate interview attire and grooming; employment required necessities, such as work boots; interview coaching; and post-interview follow-up. Proposals must explain how the organization will assist participants with online job applications and virtual interviewing.

Grantees will partner with NJDOC's Providing Access to Community Employment (PACE) Unit to share information regarding the availability of training and employment opportunities in the community and to arrange prerelease, post-release business administration, and leadership training. Proposals need to meet the required standards to receive funding from the NJDOC.

Proposals are limited exclusively to Innovative Reentry Employment and Entrepreneurial Initiatives that provide prerelease and post-release assistance, employment, and entrepreneurial-related expenses. 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 economic security and independence. All service providers must utilize trauma-informed, holistic, and culturally sensitive approaches to reentry services. The Reentry Employment and Entrepreneurial Specialist(s) must have direct access to the agency CEO/Director and are required to attend all NJDOC monthly meetings and reentry events at the NJDOC correctional facilities and central office headquarters.

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 a NJ county jail or released from an 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 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: \$1,000,000.00

Total number of awards: 4-10

Minimum award available: \$100,000

Maximum award available: \$200,000

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. Funding **shall not** be used for the following:

- Prizes/entertainment/trinkets
- Gift Cards
- Purchasing vehicles
- Food and beverages
- Other services not approved in advance by the NJDOC

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**)
- Introduction about the organization, including experience working with people who are currently or formerly justice involved.
- Organizational commitment to diversity and inclusivity, ability to deliver culturally competent and sensitive services, and gender-responsive approach.
- Demonstrated need for the development of reentry services in the local community.
- Current reentry employment and entrepreneurial programs managed by the entity, nonprofit community-based corporation, or association, including client demographics and services that will be expanded and enhanced under this initiative.
- Disclosure of 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 Innovative Reentry Career and Entrepreneurial Initiative.

Section II. PROGRAM APPROACH

- Program design and types of programs and services
- Total number of returning citizens to be served
- Describe the planned organizational structure of the initiative, including the management of the project and plan for supervision of staff
- Agreements with businesses within your network experienced in hiring the formerly incarcerated or those who have expressed an interest.
- Plan(s) for assisting participants with entrepreneurial ventures and career employment
- Discuss existing or proposed partnerships with educational, vocational, or employment training organizations.
- Plans for assisting participants with post-release follow-up entrepreneurial education
- 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:

- One 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..... 20%
- Program service design 20%
- Business networks for hiring..... 15%
- Experience with developing entrepreneurial ventures..... 15%
- Experience working with returning citizens 10%
- Projected innovative reentry initiative expenditures..... 10%
- Method for collection and analysis of outcome data10%

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 above 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. 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 no later than **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

The email submission subject line must indicate the “name of the agency-NJLEAD Category C 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

**INNOVATIVE REENTRY CAREER AND ENTREPRENEURIAL INITIATIVES
IN NEW JERSEY
NJLEAD CATEGORY C**

Appendix

**NEW JERSEY DEPARTMENT OF CORRECTIONS
 INNOVATIVE REENTRY CAREER AND ENTREPRENEURIAL INITIATIVES
 IN NEW JERSEY**

Innovative Reentry Career and Entrepreneurial Initiatives in New Jersey- Title Page		
<u>SECTION I:</u>		
TITLE OF NGO: INNOVATIVE REENTRY CAREER AND ENTREPRENEURIAL INITIATIVES IN NEW JERSEY (CATEGORY C)		
DIVISION: Office of Compliance and Strategic Planning		
OFFICE: Grants Management Unit		
<u>SECTION II:</u>		
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:		
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)		
<u>*FAILURE TO INCLUDE A REQUIRED APPLICATION COMPONENT CONSTITUTES A VIOLATION AND WILL RESULT IN THE APPLICATION BEING ELIMINATED FROM CONSIDERATION.</u>		
<u>SECTION III:</u>		
SEND OR DELIVER PROPOSALS TO: Grants@doc.nj.gov		
or		
NEW JERSEY DEPARTMENT OF CORRECTIONS WHITTLESEY ROAD ATTN: ANGELA MOSLEY-ROSS, GRANTS MANAGER P.O. BOX 863 TRENTON, NJ 08625-0863		APPLICATIONS MUST BE RECEIVED BY: 12 noon on November 30, 2022
<u>FACSIMILE SUBMISSIONS WILL NOT BE ACCEPTED.</u>		