



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

**NJDOC: Locally, Empowered, Accountable, and Determined (NJLEAD)
Reentry Initiative**

**Category A
Reintegration Service Coordination in Urban Communities**

NOTICE OF GRANT OPPORTUNITY

- **Announcement Date:** Monday, May 5, 2025
- **Application Due Date:** Sunday, May 25, 2025 (5:00 pm)

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Commissioner**

Reintegration Service Coordination in Urban Communities

TABLE OF CONTENTS

A. Information for Bidders (Background)	Page 3
B. Important Dates	Page 4
C. Eligible Organizations	Page 4
D. Scope of Work	Page 5
E. Availability of Funds	Page 7
F. Application Format	Page 8
G. Proposal Outline	Page 8
H. New Jersey Department of Treasury-NJSTART	Page 10
I. Selection Criteria	Page 11
J. Audit Requirements	Page 12
K. Sub-grant Award and Term	Page 12
L. Instructions for Submitting Questions	Page 13
M. Mandatory Documents	Page 13
N. Applications and Submission Deadlines	Page 14
O. Panel Review and Award Process	Page 14

Appendix:

Grant Application Title Page

Reintegration Service Coordination in Urban Communities

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 NJELAD Category A grant:

A. Information for Bidders (Background)

Racial disparity in the criminal justice system has resulted in the disproportionate sentencing of minority residents from urban communities. Approximately 59% of all state correctional institution offenders were Black.¹ Further analysis revealed that six counties alone —Essex, Camden, Passaic, Atlantic, Middlesex, Union, and Hudson — comprise more than half (62%) of the total NJDOC commitments.²

Consequently, a closer look at the county of commitment reveals that several urban communities have also been disproportionately burdened with planning to reintegrate individuals returning from prison to their respective municipalities successfully. Community reintegration from state prison is a challenging process, and many formerly incarcerated individuals lack the necessary local support to make a successful transition. Transitioning becomes even more difficult in communities where resource coordination and agency collaboration are not readily apparent. Having a designated liaison at the micro level to assist those returning home from prison with interagency systemic-level barriers that impact the reentry process is the key to overcoming those challenges.

The New Jersey Department of Corrections (NJDOC) recognizes that reintegration is most successful when communities and corrections work together with a collective goal, honoring the mutual interest in methodologies for public safety, affirming the bonds between them, and celebrating the ability of urban communities to succeed when given fair access to resources. The overarching goal is to deliver services at the local level, empowered by community-based agencies that coordinate resources, and to hold these agencies accountable for the services they advertise.

To achieve this goal, the NJDOC created the NJLEAD initiative. LEAD stands for Locally Empowered, Accountable, and Determined. NJLEAD aims to establish a coordinated and collaborative system to ensure a continuum of care and treatment from prison to the community. Creating and

¹ NJ Department of Corrections, https://www.state.nj.us/corrections/pdf/offender_statistics/2024/By%20Race_Ethnicity%202023.pdf

² https://www.nj.gov/corrections/pdf/offender_statistics/2024/By_County_of_Commitment_2024.pdf

sustaining an effective collaboration process is most successful when municipalities have a liaison who manages systemic issues, facilitates interagency collaboration of resources, and guides the discharge process. As a result, urban communities with a designated reintegration liaison at the helm provide an opportunity for infinite successful reentry narratives.

Designated municipal liaisons will collaborate with the New Jersey Department of Corrections (NJDOC), the Division of Programs and Reintegration Services, the Office of Community Engagement and Reentry 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 and academic and vocational training implemented while incarcerated continue immediately upon release from prison, furthering the State of New Jersey's ability to lead the nation in recidivism reduction.

The NJDOC has received State funding through the Office of the Governor to support NJLEAD reentry supportive services in New Jersey urban communities and communities impacted by high incarceration rates. This funding is designed to promote various evidence-informed and effective reentry processes for those maxing out or paroling from state correctional facilities and to provide urban communities with the necessary resources to support and enhance the State of New Jersey's ongoing success in reducing recidivism.

B. Important Dates

- NGO release date: Monday, May 5, 2025
- End of question period: Wednesday, May 7, 2025
- All questions and answers posted on the NJDOC Website: Friday, May 9, 2025
- Proposal closing date: Sunday, May 25, 2025, 5pm.
- Notification submitted to the Office of Community Affairs of sub-grant award: Friday, June 27, 2025.

C. Eligible Organizations

City or township governments in urban or rural municipalities in New Jersey, where significant interaction between citizens and law enforcement results in arrests that lead to incarceration, are eligible to apply. Municipalities operating local reentry programs and services or developing reentry initiatives will be considered for funding. The final amount will be determined based on the selection criteria.

D. Scope of Work

The NJDOC is committed to advancing work that promotes successful reintegration, provides family support, enhances coordination of services between community-based organizations, protects the public from crime, and fosters trust between the community and corrections. The NJDOC seeks proposals outlining how municipalities will utilize funds to support a Municipal Reintegration Services Coordinator, ensuring the successful reintegration of returning citizens into the community and promoting community engagement and family support. Municipalities must utilize the funds to hire a full-time Reintegration Service Coordinator (RSC) as the lead convener for interagency service coordination through an interdisciplinary consortium, providing services for returning citizens. The RSC will coordinate all the service agencies within the municipality. Additionally, the liaison will partner with the Department's Providing Access to Community Employment (PACE) Unit to share information about employment opportunities in the community or contiguous municipalities and counties.

Proposals must meet the required standards to be eligible for funding from the NJDOC. Due to the nature of the work and the oversight and government accountability of the project, the Reintegration Service Coordinator must be a graduate of an accredited college with a master's degree in Criminology, Public Administration, Social Work, Sociology, Counseling, or a related field of study. Candidates with two or more years of experience in providing reentry services and who have graduated from an accredited college with a baccalaureate degree are eligible for consideration. All candidates must agree to a criminal background investigation conducted by NJDOC.

The Reintegration Services Coordinator must have direct access to the Office of the Mayor and attend all NJDOC monthly meetings and reentry events at NJDOC correctional facilities and the Residential Community Reintegration Programs (RCRPs). The Coordinator must also document all contacts with, and services provided to participants and their families, and submit these documents in the required monthly reporting format for NJLEAD by the specified due dates.

Proposals are limited exclusively to hiring a Reintegration Service Coordinator to ensure that citizens returning to the municipality successfully reintegrate into the community and access services that promote community engagement and family support, serving as the convener of agency reintegration support. Proposals should also include funding requests that support access to reintegration services that are not currently available in the municipal budget and outreach.

Proposals **should not** be directed towards:

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

To receive consideration, proposals must clearly and concisely describe how the applicant will employ a multidisciplinary approach to ensure a seamless transition and reintegration from state correctional facilities and county jails into the community, and their capacity and competencies for implementing the proposed initiative. Examples might include establishing an interdisciplinary consortium of all local community-based agencies to ensure collaboration among service providers, conducting participant feedback of local service providers for assessment, evaluation, and development of new services, and family team meetings with participants to ensure trauma-informed, holistic, and culturally sensitive approaches to reentry services are available, offered, and implemented.

Priority Service Eligibility:

- Coordination of services for adult individuals recently released from a New Jersey state prison within the past seven years and their children residing in New Jersey, or a member of their immediate family with whom they reside in the same household. Proof of family member eligibility is required.
 - Immediate Family Member is defined as a parent, legal guardian, partner in a civil union couple, spouse, domestic partner, stepparent, sibling, or adult child with whom the client resides, or a minor aged child. For this grant, the immediate family member may also be defined as the person who served as the custodial person with whom the client was reared **and with whom the client currently resides.**
- Coordination of services for adult individuals recently released from a New Jersey county correctional facility within the past one (1) year.
- Adult individuals under NJ State Parole supervision may be eligible for supportive services under this initiative on a case-by-case basis.

- Individuals on probation are ineligible for services under this initiative.
- Residents of New Jersey returning to the state after serving a sentence in another jurisdiction may be eligible for services on a case-by-case basis. The grantee must consult with the NJLEAD office.

E. Availability of Funds

Funds will be available after the proposals are reviewed and approved. Based on selection criteria, multiple awards are available, but only one award will be given per applicant.

Total funding amount available: up to \$1,000,000

Total number of awards: 5-10

Minimum award available: \$50,000

Maximum award available: \$175,000

Funding Cycle: July 1, 2025, to June 30, 2026

Planning Period: June 1, 2025, to June 30, 2025 [1 month]

Implementation Period: July 1, 2025, to June 30, 2026 [12 months]

Applicants must provide a budget and a budget narrative specifying the requested NJLEAD program award amount. Funding cannot be utilized to supplant any existing municipal 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 13-month grant, including an initial 30-day planning period for startup. All services must commence by July 1, 2025. The New Jersey Department of Corrections has the sole discretion to award a one-year grant extension based on performance and funding availability. NJDOC may choose to fund applications submitted under this FY 2025 solicitation in future fiscal years, depending on, among other considerations, the merit of the application and the availability of appropriations. [Awardees are funded utilizing a tiered funding disbursement algorithm.](#)

TIERED FUNDING DISBURSEMENT

Bronze level: New and previous awardees deemed inconsistent with meeting programmatic and fiscal reporting requirements shall receive quarterly funding disbursements.

Silver level: Previous awardees who have served as NJLEAD partners for a minimum of 1 funding cycle and are deemed to have consistently met programmatic and fiscal reporting requirements shall receive bi-annual funding disbursements.

Gold level: Previous awardees having served as an NJLEAD partner for a minimum of 2 funding cycles and deemed to have consistently met programmatic and fiscal reporting requirements, shall receive an annual funding disbursement.

Compliance determination is based on the number of noncompliance correspondences sent.

Inconsistent is defined as receiving more than one noncompliance correspondence from NJDOC-CERI or GMU per reporting period.

Compliant is defined as receiving no more than one correspondence sent from NJDOC-CERI or GMU per reporting period.

F. Application Format

The applications shall be double-spaced, use a standard **12-point font (Times New Roman is preferred)** with **no less than 1-inch margins, and not exceed 10 pages**. The page maximum *excludes* the grant application title page, budget document, and table of organization. Pages should be numbered "1 of 12," "2 of 12," and so on. Section headers are required. **Submissions that exceed ten (10) pages or fail to follow the formatting guidelines will be disqualified.**

The application shall describe the approach to accomplishing the tasks outlined in the scope of work. Applications must be clear and concise and be formatted in the following four sections in the order given:

G. Proposal Outline

Applicants must be clear and concise in presenting their proposal, ensuring agencies address the following:

Section I: The Municipality

- Describe the table of organization and identify the municipal leader who will oversee the grant.

- The address of the municipality and a description of its demographics, including a summary of criminal justice data for the last three calendar or fiscal years, such as arrest and offense types.
- Agency's NJSTART state vendor number (if already obtained).
- Indicate the agency's Data Universal Numbering System (D-U-N-S) number.
- Include a description of the municipality's governance structure and the administrative, management, and organizational capacity to enter a grant with the NJDOC. Indicate the total number of municipal employees.
- Address the municipality's approach to reentry services, its unique programming needs, and the service gaps that require attention.
- Demonstrate the need to develop reentry services in your community.
- Describe the municipality's ability to incorporate the services of a Reintegration Services Coordinator.
- Include information on current reentry, rehabilitative, and social services programs managed by the municipality, including any contracts with state and federal government agencies and private and federally funded reentry, rehabilitative, and social services programs.

Section II. Program Approach

- The total number of returning citizens to be served.
- Service design and the ability to coordinate multidisciplinary teams.
- Describe the initiative's planned organizational structure, including project management, staff supervision, and oversight plan.
- Identify the municipal office where the reentry liaison will be located and its corresponding reporting structure.
- Include any anticipated difficulties with the tasks as described by this NGO.
- Explain methods that will be used to advertise the municipality's availability of services and to conduct outreach and engagement.
- Describe current reentry initiatives offered through service providers within the municipality or contiguous municipalities.
- Identify businesses within the municipality or adjacent municipalities that have experience hiring formerly incarcerated individuals or have expressed interest.

Section III. Reporting

- Describe the proposed plan for fiscal and programmatic management:
 - Programmatic Management:
 - ❖ The programming agent responsible for monthly programmatic reporting of the details of all programmatic services provided to individual participants.
 - Fiscal Management
 - ❖ The fiscal agent responsible for fiscal reporting of the details of all fiscal expenditures and agency auditing protocols.
 - ❖ Describe the accounting expertise and qualifications of the fiscal agent. Include their resume in your submission.
 - ❖ Identify the agency's electronic accounting system. Grantees may include the cost of the electronic accounting system in their indirect costs in the application. However, the proposal's indirect cost shall not exceed 10% of the requested grant amount.

Section IV. Budget Narrative

The project narrative budget must include all anticipated expenditures on participant-related reintegration services. It must also allocate service gap funding to support emergency reentry needs, family engagement, and reintegration outreach events in the local community. The Reintegration Coordinator's salary shall be proportionate to the total budget request. The budget may include the indirect cost of marketing materials, flyers, brochures, and video production of the initiative; however, the proposal's total indirect cost shall not exceed 10% of the total grant amount requested.

Section V. Budget Worksheet and Supporting Documents. [not counted in the 10-page limit]

The project budget worksheet provided by NJDOC must be completed and accompanied by the proposal. Submitting alternative budget worksheets other than the provided NJDOC budget worksheet may disqualify your application.

H. New Jersey Department of Treasury-NJSTART

The Division of Purchase and Property (DPP), within the Department of the Treasury, was created under N.J.S.A. 52:18A-3 and serves as the State's central procurement agency. It is responsible for ensuring that professional and ethical procurement procedures are followed and that the best-valued products and services are obtained in a timely and cost-effective manner, in accordance with State laws and regulations, to enable client agencies to meet their objectives. To that end, the New Jersey State of the Art Requestion Technology, known as NJSTART, was created.

If awarded, Applicants will 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.

Applicants already NJSTART vendors must include copies of their NJSTART vendor number, New Jersey Business Registration, and New Jersey Affirmative Action Certificate with their application.

All grantees and sub-contractors must agree to participate in the NJDOC grant database platform to submit all required grant fiscal documents. Grantees must identify their electronic accounting system. Grantees may include the cost of the electronic accounting system in their indirect costs in the application. The budget narrative must effectively convey the story behind the requested budget line items.

Applicants must identify the person responsible for the project's fiscal reporting, describe their accounting expertise and qualifications, and include their resume. All salaries requested in the budget must be proportionate to the time spent working directly on the NJLEAD-funded project and commensurate with the employee's experience and credentials.

I. Selection Criteria

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

- Demonstration of need..... 35%
- Program service design 25%
- Fiscal prudence/budget review 15%
- Municipality arrest data..... 15%
- Method for collection and analysis of outcome data 10%

Current NJLEAD-funded partners will receive priority consideration based on exceptional programmatic and fiscal standing with NJDOC. Partners who have demonstrated their capabilities and competencies in implementing projects and have been determined by the Office of Community Engagement and Reintegration Initiative to be grant-compliant will receive an additional 5 points to their overall score.

J. 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 Non-Profit 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 sub-grant agency may be subject to audit by the NJDOC.

Whether such audits are conducted during the sub-grant term or not, a final financial and compliance audit of sub-grant operations, including the relevant activities of any subcontractors, may be performed after the sub-grant's termination or expiration. A sub-grant agency is subject to audit up to five years after the termination or expiration of a sub-grant. Suppose any audit has been started but not completed or resolved before the end of the five years; in that case, the sub-grant agency remains subject to audit until the audit is completed and resolved.

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

K. Sub-grant Award and Term

The sub-grant shall be awarded with reasonable promptness by written notice to the responsible applicant whose proposal meets the above specifications and is most advantageous to the State, considering price and other relevant factors. NJDOC staff may request a site visit to the applicant agency before awarding the sub-grant.

Agency partnerships are permissible. However, only one agency may serve as the primary

applicant and receive the grant funding. The other agency would be a subcontractor to the lead applicant. Subcontractor agencies must provide fiscal documents and formalize all programming services. An NJLEAD-funded agency shall not outsource or subcontract with another NJLEAD agency or a non-NJLEAD agency to provide the required services for which they applied.

Upon notification of the grant award, municipalities must obtain the necessary local government resolutions to accept the award within 60 days of receiving the notification of selection.

L. Instructions for Submitting Questions

Questions regarding this NGO cannot be accepted via telephone. Questions may be emailed before the end of the question period to GMUNJLEAD@doc.nj.gov. All questions and answers will be posted on the NJDOC Website.

M. Mandatory Documents

The mandatory documents that must be submitted in response to the NGO are as follows.

- 1) Reentry Supportive Services– Title Page (Appendix)
- 2) NJLEAD Application Compliance Checklist (on webpage)
- 3) Proposal
 - a) Applicant organization
 - b) Program approach
 - c) Reporting
 - d) NJDOC-provided Budget Form (on webpage) and organization budget narrative on letterhead
 - e) NJSTART vendor number, New Jersey Business Registration, Fiscal Audit documents, proof of 501c3 status, Certificate of Incorporation, most recent tax return, Certified Audit Report and New Jersey Affirmative Action Certificate (if applicable).
 - f) A resume of the fiscal agent

Do not submit documentation that has not been requested.

N. Instructions for Submitting Applications and Submission Deadline

The NGO will be posted on NJDOC's website at:

<https://www.nj.gov/corrections/pages/grants.html>

The applicant must submit a **complete application**, including all required attachments. The applicant is responsible for submitting on time. The NJDOC must receive one completed application with all attachments by 5:00 p.m. on Sunday, May 25, 2025, without exception. The NJDOC will not accept applications received after this deadline for funding consideration.

The application must be delivered via email

To: **GMUNJLEAD@doc.nj.gov**

The email submission subject line must indicate the *"name of the municipality- NJLEAD Category A 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.

O. 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 Friday, June 13, 2025. Successful applicants must comply with the New Jersey Department of Treasury's business form requirements before receiving grant funds.

Notice of Grant Opportunity

Reintegration Service Coordination in Urban Communities

Appendix

NEW JERSEY DEPARTMENT OF CORRECTIONS
Reintegration Service Coordination in Urban Communities

Reintegration Services Coordination in Urban Communities- Title Page		
<u>SECTION I:</u> TITLE OF NGO: CATEGORY A: Reintegration Services Coordination in Urban Communities 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: TELEPHONE NUMBER: E-MAIL: FISCAL MANAGER: TELEPHONE NUMBER: E-MAIL: TOTAL AMOUNT OF FUNDS REQUESTED: \$ _____ APPLICATION CERTIFICATION: <i>To the best of my knowledge and belief, the information provided in this application is accurate and true. 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 TITLE DATE AUTHORIZING OFFICIAL _____ (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 PROPOSALS TO: GMUNJLEAD@doc.nj.gov APPLICATIONS MUST BE RECEIVED BY 5 pm on May 25, 2025 <u>NO FACSIMILE SUBMISSIONS WILL BE ACCEPTED.</u>		