

FY 2025 New Jersey Locally, Empowered, Accountable, and Determined (NJLEAD)
Category D: Innovative Supplemental Reentry Preparation Services
Vocational Training and Certification
Question Period Ending May 7, 2025

Question: *Affirmative Action Certificate – Our NJ Department of Treasury contact said that our organization didn't need it. What do we provide to show this isn't applicable?

Answer: Please include a statement to that effect with the FY25 NJLEAD Grant application referencing the same, and include the date (if possible) when this occurred. You could also reach out to the NJ Department of Treasury for additional clarity to use in your justification.

Question: Is there a limit to the number of support letters? The RFP says it is a minimum of 1 letter but the in-person presentation said limited to 1 letter.

Answer: Yes, one letter.

Question: If an organization is too small to have an audit, what should we provide? We can provide our 990 EZ.

Answer: If an organization does not have Fiscal Audit documents, you should include the organization's most recent financial statements (multiple years for comparability, if appropriate) as part of your supporting documentation with your FY25 NJLEAD Grant application to demonstrate the financial competency and fiscal solvency of the organization.

Question: Is Garden State a youth facility?

Answer: The NJDOC's Garden State Correctional Facility (GSCF) serves as our intake facility, including classification, assessment and determination, and houses offenders and house young adults (over age 18). In the State of New Jersey, convicted offenders under the age of 18 (youth) are under the jurisdiction of the Juvenile Justice Commission (JJC).

Question: As a maximum-security prison, how are services to be provided at NJ State Prison (logistics, arrangements)?

Answer: Arrangements to provide service in all the state correctional facilities will be handle by the Office of Community Engagement and Reintegration Services.

Question: If we do pre-release services in Category D, can we have post-release follow-up and connections?

Answer: Yes.

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Question: Can we provide a large-group motivational seminar with the organization CEO presenting once a month for about 50 individuals, in addition to small-group workshops for 12-20 participants tying into the seminar?

Answer: Large and small group seminars may be considered. However, the number of incarcerated attendees will be determined by the Department of Corrections.

Question: How late into the evening can services be provided and can they be provided on the weekend?

Answer: Services are not permitted on the weekends and are limited to the hours of 6:30pm to 8:30pm in most facilities, when preauthorized.

Question: Is it possible to use a curriculum that is a PowerPoint presentation in the prison or must the curriculum be printed out?

Answer: Yes, a PowerPoint presentation is permissible but should be on a USB.

Question: How many individuals will typically be in a training course in prison? We will provide a pre-release training course with a post-release support component and need to know how many individuals we will be serving.

Answer: Pre-release program participation is limited to no more than 15 people. All NJLEAD services are voluntary. The total number of people serving is determined by the total number of persons indicating interest in your program.

Question: Under Subsection D. Scope of Work, "Applicants may select to provide services at one or more of the targeted state correctional facilities" -Does this mean that the proposed pre-release program must operate from the targeted state correctional facilities listed only, or are county facilities also within the scope of the pre-release services?

Answer: County correctional facilities are not the scope of services for pre-release services.

Question: Under Subsection D. Scope of Work, "Grantees will partner with the NJDOC to provide all services within correctional facilities, etc.", does this the term "correctional facilities" only apply to State Prison, or do county jails fall within the scope?

Answer: County correctional facilities are not the scope of services for pre-release services. NJDOC will assist you with access to state prisons.

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Question: Under Subsection D. Scope of Work, “Applicants proposing a new service to the NJDOC may use an alternative evidence-based curriculum, pending approval from the NJDOC”, does the proposed curriculum need to be included with the grant proposal?

Answer: The name of the curriculum must be included in the proposal. As stated in the NGO, NJDOC must approve the implementation of the curriculum.

Question: Does the requirement for “Disclosure of any contracts with the State of New Jersey, etc.” under Proposal Outline Section I., include all Fee for Service contracts?

Answer: Yes, all State of New Jersey Fee for Service contracts and agreements must be included.

Question: As an organization that has numerous active contracts with the State of New Jersey, is it permissible to provide the “Disclosure of any contracts with the State of New Jersey, etc.” as an additional appendix excluded from the proposal narrative page limit?

Answer: Yes, it is permissible to provide a numerous active contract listing with the State of New Jersey as an additional appendix to the proposal narrative, as long as the appendix is included and referenced in the Proposal Narrative.

Question: Some of the language in the Scope of Work within the Category D document seems to indicate that funding will only be given for pre-release initiatives that "provide all services within correctional facilities." Later in the same section ("Priority Service Eligibility"), it seems the priority is actually "individuals recently released... within the past seven (7) years" from prison, county jail, or on parole. The scope of this latter kind of work would seem to contradict the imperative to provide all services within correctional facilities.

Answer: The service may be provided pre-release and post release for eligible person as stated in the NGO.

Question: Can someone clarify if both pre-release and post-release initiatives will be funded?

Answer: Yes.

Question: If the proposed initiative is post-release, is there still a requirement to "partner with the NJDOC to provide all services within correctional facilities, 1 to 3 days per week, twice a day, for 90 minutes to 2 hours per session"?

Answer: NJLEAD is a partnership with NJDOC. If the scope of services being proposed are only post-release, then there is no requirement for a pre-release component. However, all partners are required to attend the NJLEAD monthly events inside the state correctional facilities.

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Question: If part of my application revolves around expanding an existing program to a second NJ city, is it acceptable that some early part of the funding cycle is dedicated to things like logistical planning, developing partnerships, and program participant recruitment? In other words, is it ok to factor in planning time prior to direct service delivery?

Answer: The NGO states the planning period for this initiative.

Question: Finally, are applications all-or-nothing? Meaning, if the entire project budget is, say \$100K, but NJLEAD only sees \$50K they want to fund, is it possible that \$50K will be awarded or is it more likely that the entire application will be rejected?

Answer: NJDOC will determine the amount to fund of the request.

Question: Is the Budget Narrative included as part of the 10 page limit or an attachment with the Budget Form Category D?

Answer: The Budget Narrative on Page 12 of the FY25 NJLEAD Category D NGO is separate from the Proposal Narrative, on Page 10 of the NGO, and does not count towards the Proposal Narrative 10 Page limit. The Budget Narrative is a separate required document that explains your required Budget Form.

Question: There are no DOC facilities within our county but we are confident we can serve the priority populations through re-entry services rendered within our county jail and directly with individuals post-release from NJ DOC or Jail. This is a resource poor county with a lot of community readiness for change. Must services be rendered at a DOC facility to be eligible for this funding opportunity (innovative programming)?

Answer: Pre-release service are geared toward those in state correctional facility. Post release services may be provided to eligible participants as outline in the NGO.

Question: Is it ok to continue this program with another funding stream to extend it to a post-release phase?

Answer: A NJLEAD sub-grantee can use other funding streams to supplement the services funded by NJLEAD. However, there must be a **strict separation between delineated and identified NJLEAD expenditures and services and NON-NJLEAD funded expenditures and services.** This needs to occur under both fiscal and programmatic reporting pursuant to FY25 NJLEAD grant conditions.

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Question: For the budget and budget narrative, should 1099s be included in Contracts or Personnel?

Answer: A Form 1099 is used to report payments for different types of incomes, such as payments to independent contractors. If an organization is using independent contractors to perform services the budget section they should be reported on dependents on the services they are providing. For instance, contracted Case Managers would be a separate line item under Personnel, while contracted educational services would be a separate line item under Program Implementation Costs.

Question: Is an organization chart a required attachment?

Answer: Mandated documents are listed on Page 15 of the FY25 NJLEAD Category D NGO.

Question: Is the budget narrative part of the 10 page limit or separate?

Answer: The Budget Narrative on Page 12 of the FY25 NJLEAD Category D NGO is separate from the Proposal Narrative, on Page 10 of the NGO, and does not count towards the Proposal Narrative 10 Page limit. The Budget Narrative is a separate required document that explains your required Budget Form.

Question: In the event that funding is limited to pre-release services, is it ok to continue this program with another funding stream to extend it to a post-release phase?

Answer: A NJLEAD sub-grantee can use other funding streams to supplement the services funded by NJLEAD. However, there must be a **strict separation between delineated and identified NJLEAD expenditures and services and NON-NJLEAD funded expenditures and services**. This needs to occur under both fiscal and programmatic reporting pursuant to FY25 NJLEAD grant conditions.

Question: Are applicants required to be local businesses and possess a local business address?

Answer: Please refer to the information under Eligible Organizations on Page 5 in the FY25 NJLEAD Category D NGO.

Question: Are businesses located in various regions apply to provide services via this solicitation?

Answer: Please refer to the information under Eligible Organizations on Page 5 in the FY25 NJLEAD Category D NGO.

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Question: What percent of the work with participants is anticipated to be while they are incarcerated?

Answer: All NJLEAD services are voluntary and participation is based on interest. Work percentages are based on interest.

Question: What are the age ranges for each anticipated cohort group?

Answer: 18-70

Question: Are the groups co-ed or gender-specific?

Answer: Pre-release groups are gender specific. Post-release groups may be co-ed.

Question: Will the groups be facilitated virtually or in person? If in person, will the DOC provide meeting space and supervise the meetings?

Answer: Pre-release groups are in person. NJDOC will arrange the logistics.

Question: Is there a requirement for the groups to be 'open enrollment' by design?

Answer: It is preferred that groups be closed-ended to measure completion rates.

Question: What is the maximum size for each group, and what is the attrition cut-off number?

Answer: The maximum size for a group in most facilities is 15 individuals, excluding the facilitators. The groups may commence with a minimum of 7.

Question: Is there a maximum or minimum duration for each group cycle (in days, weeks, or months)?

Answer: For Pre-release services, most groups meet twice weekly for 60 minutes up to two hours per session in the morning or afternoon. However, the schedule is flexible based on the group being offered and the level of interest. Limited evening sessions may be considered between 6:30 pm and 8:30 pm based on the facility selected.

Question: If a person stops attending a session, will you send in another participant?

Answer: Pre-released closed-ended groups will not be backfilled with a new participant. A new participant would need to enroll in the next cohort.