



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

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

**Category B:
REENTRY SUPPORTIVE SERVICES**

NOTICE OF GRANT OPPORTUNITY

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

**Victoria L. Kuhn, Esq.
Commissioner**

REENTRY SUPPORTIVE SERVICES

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REENTRY SUPPORTIVE SERVICES FOR PEOPLE FORMERLY INCARCERATED

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 2021, the US criminal justice system held almost 1.2 million people in state prisons.¹ A recent analysis of the New Jersey Department of Corrections (NJDOC) inmate census revealed that NJDOC currently houses approximately 12,000 inmates.² About 59% of all state correctional institution offenders were Black.³ 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.⁴

Many citizens fail to realize that incarceration is not a permanent circumstance for most individuals. 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.⁵ Community reintegration from state prison is a challenging process. A lack of support and follow-up with discharge plans developed pre-release can contribute to unsuccessful community reintegration. As a result of difficulty accessing services to meet their basic needs, many returning citizens will abandon the prosocial skills they have 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.

The NJDOC does not embrace a one-size-fits-all solution to reentry service provision. To that

¹ https://bjs.ojp.gov/sites/g/files/xyckuh236/files/media/document/p21st_sumB.pdf

² https://www.nj.gov/corrections/pdf/offender_statistics/2024/Total_2023.pdf

³ https://www.state.nj.us/corrections/pdf/offender_statistics/2024/By%20Race_Ethnicity%202023.pdf

⁴ https://www.nj.gov/corrections/pdf/offender_statistics/2024/By_County_of_Commitment_2024.pdf

⁵ BJA <https://bjs.ojp.gov/content/pub/pdf/reentry.pdf>

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 mutual interest in methodologies for addressing public safety, affirms the bond between them, and celebrates the ability of urban communities to succeed when given fair access to resources. The goal is a cooperative partnership for successful reentry service delivery. Our mission is to deliver services at the local level, empowered by communities that develop the necessary resources, hold community-based agencies accountable for the services they advertise, and employ forward-thinking strategies for determining service reintegration models.

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 effort to ensure a continuum of care and treatment from prison to the 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 who have experience working with those once involved in the carceral system provide an opportunity for successful reentry.

Designated nonprofit community-based corporations or associations will collaborate with the NJDOC, the Division of Programs and Reintegration Services, the 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 and academic and vocational training implemented within the correctional facility continue and expand immediately upon release, reducing the likelihood of the high recidivism rates currently seen in national statistics.

The NJDOC has received state funding with support of the Office of the Governor to provide the NJLEAD 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 individuals returning home from prison 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, at 5:00 p.m.
- Notification submitted to the Office of Community Affairs of sub-grant award: Friday, June 27, 2025.

C. Eligible Organizations

- County governments that provide specialized wraparound services for individuals who have experienced incarceration.
- Public housing authorities that permit the housing of individuals who have experienced incarceration.
- Nonprofits that have 501(c)(3) status with the IRS, other than institutions of higher education, and have proven experience working with individuals who have experienced incarceration.
- Nonprofits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education
- For-profit organizations other than small businesses specializing in emergency and transitional housing services.

The final amount will be determined based on the selection criteria.

D. Scope of Work

The NJDOC seeks proposals outlining how nonprofit community-based organizations or associations will utilize funds for Reentry Supportive Services to enhance and improve successful reentry outcomes and must offer emergency housing assistance. The nonprofit community-based corporations or associations must use the funds to hire one full-time or up to two part-time Reentry Support Specialists to serve as case managers, providing 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 availability of social service providers in the local community or contiguous counties. Proposals must meet the required standards to be

eligible for funding from the NJDOC.

The NJLEAD-funded Reentry Support Staff must have direct access to the agency Director and attend all NJDOC monthly meetings and reentry events at the NJDOC correctional facilities and the Residential Community Reintegration Programs (RCRP). The Staff must also document all contacts with, and services provided to participants and their immediate families and submit these documents in the NJLEAD-required monthly reporting format by the specified due dates.

Proposals are limited exclusively to:

Hiring Reentry Support Specialists to provide pre-release and post-release case management services and assist with reintegration-related expenses not covered by federal or state funds or provided by other community-based agencies. Consideration will only be given to proposals that aid formerly incarcerated individuals with emergency, transitional, or long-term housing needs.

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
- Fringe for part-time employees
 - Fringe benefits for part-time employees may not be charged to the grant, nor can partial payment of fringe benefits for full-time personnel assigned part-time to grant operations. Fringe benefits should be based on actual known costs or an approved negotiated rate by GMU. If not based on an approved negotiated rate, list the composition of the fringe benefit package. Fringe benefits are for the personnel listed in the personnel section of the budget and for full-time personnel working solely on NJLEAD-ONLY, and 100% of their time must be devoted to the NJLEAD project.
 - Fringe benefits may include FICA, Social Security, and standard State payroll tax deductions (State withholding, Disability, Unemployment, and Workforce Dev.), and additional deductions per your initial approved Budget submission,

such as your Health Benefits Package. Please note that 401K, Supplemental Life Insurance, Vacation Pay, Christmas/Vacation Club, Overtime, Comp. time, etc., are **not** permissible.

To receive consideration, proposals must clearly and concisely describe how the applicant will provide services that support a seamless transition and reintegration from prison to the community, thereby enhancing and improving each participant's ability to succeed and the agency's capacity and competencies for implementing the proposed initiative. 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 distinctive programming approach, and the gaps in services that require attention and improvement. For the proposal requirements, refer to Section F, Application Format.

Priority Service Eligibility:

- Coordination of services for adult individuals recently released from a New Jersey state prison within the past seven (7) 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 the purpose of 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 made available after the proposals are reviewed and approved. Only one award will be given per applicant, per category.

Total funding amount available: \$4,000,000

Total number of awards: 3-10

Minimum award available:

\$100,000 (proposals with emergency housing services, 1 to 60 days)

Maximum award available:

\$450,000 (proposals with short-term housing services, 61 to 180 days)

\$750,000 (proposals with long-term housing services, 181 days to 365 days)

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 narrative specifying the requested NJLEAD program 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 13-month grant, with service commencement following an initial 30-day startup planning period. All services must commence by July 1, 2025. The NJDOC 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 10," "2 of 10," 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.

G. Proposal Outline

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

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, county government agencies, and private and federally funded reentry, rehabilitative, and social services programs
- Include a description of the corporation or association's governance structure, including the table of organization, the 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, including the types of programs and services to be offered. Be specific about your process for addressing emergency and supportive housing assistance requests.
- Total number of returning citizens to be served.
- Describe the planned organizational structure of the initiative, including the project's management and staff supervision plan.
- 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 hired formerly incarcerated individuals or have expressed interest.
- Disclose any existing or proposed partnerships with educational, vocational, or employment training organizations and human and social service organizations.
- Define successful program completion and explain the criteria for transitioning participants out of services.
- Include any anticipated difficulties with the tasks as described by this NGO

- Describe the method for managing outcome data and methodology for collecting and analyzing outcome data.

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 budget must include all anticipated expenditures on participant-related reintegration services. The budget narrative must convey the story behind the requested budget line items. 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. If the budget includes planned consultants or contracted services, please explain the consultants' existing relationship with the applicant. 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.

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

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

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

The project budget worksheet provided by NJDOC must be included with your submission. Submission of any alternative budget worksheets other than the provided NJDOC budget worksheet may lead to the disqualification of your application.

Section VI. Miscellaneous [not counted in the 10-page limit]

- Applicants must include two letters of support from key community stakeholders (excluding state correctional partners and state elected officials) that detail the organization's character, ability, and commitment to collaborating with the applicant to promote the initiative's mission.
- If applicants are already an NJSTART vendor, they must provide copies of their NJSTART vendor number, New Jersey Business Registration, and New Jersey Affirmative Action Certificate (if applicable), proof of 501c3 status, Certificate of Incorporation, most recent tax return, and Certified Audit Report with their 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 who are 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.

All organizations and businesses should obtain an Employer Identification Number (EIN) and not apply using a Social Security number.

I. Selection Criteria

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

- Demonstration of Need..... 25%
- Emergency Housing Assistance Plans..... 25%
- Fiscal prudence/budget review..... 15%
- Program service design 15%
- Experience working with returning citizens 10%
- 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 are determined to maintain grant compliance 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 Nonprofit Organizations.
- 2) U.S. Government Accountability Office, Government Auditing Standards.

The NJDOC may audit the grant agency's overall operations, compliance with specific grant provisions, and the operations of any subcontractors engaged by the subgrant agency at any time during the grant term.

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 by the end of the five years, a subgrant agency remains 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.

K. Subgrant Award and Term

The subgrant shall be awarded with reasonable promptness by written notice to the responsible applicant whose proposal meets the abovementioned 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 subgrant.

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.

Award distributions will be made quarterly based on the agency's programmatic and fiscal compliance.

L. 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 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
- g) Recommendation letters (2)

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 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, 10-page proposal, and budget with narrative, 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

**REENTRY SUPPORTIVE SERVICES
NJLEAD CATEGORY B**

Appendix

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

Reentry Supportive Services - Title Page		
<u>SECTION I:</u> TITLE OF NGO: REENTRY SUPPORTIVE SERVICES (NJLEAD CATEGORY B) 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: The Agency received funding from the New Jersey Department of Corrections within the last two years preceding the 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 <div style="text-align: right;">APPLICATIONS MUST BE RECEIVED BY 5:00 pm on May 25, 2025</div> <u>NO FACSIMILE SUBMISSIONS WILL BE ACCEPTED.</u>		