

**Employment Reentry Services**

(Under Public Laws 93-415 and 102-586 as amended)

**SUBGRANT PERIOD:**  
10/1/2019 – 9/30/2020

<b>DUNS NUMBER:</b>	<b>CCR NUMBER:</b>
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<b>GRANT NUMBER</b>	<b>DATE APPROVED</b>
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### Applicant Cover Page

County to be Served  
(Select One)

**Essex**  
City of Newark and Surrounding Municipalities

**Mercer**  
City of Trenton and Surrounding Municipalities

**Camden**  
City of Camden and Surrounding Municipalities

\_\_\_\_\_

Agency: \_\_\_\_\_

Agency Address: \_\_\_\_\_ City: \_\_\_\_\_, New Jersey Zip: \_\_\_\_\_

County: \_\_\_\_\_

Project Director: \_\_\_\_\_

Telephone: ( ) - \_\_\_\_\_ Fax: ( ) - \_\_\_\_\_

Email Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_, New Jersey Zip: \_\_\_\_\_

Telephone: ( ) - \_\_\_\_\_ Fax: ( ) - \_\_\_\_\_

Email Address: \_\_\_\_\_

Financial Officer: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_, New Jersey Zip: \_\_\_\_\_

Telephone: ( ) - \_\_\_\_\_ Fax: ( ) - \_\_\_\_\_

Email Address: \_\_\_\_\_

Total Amount of JJDP Funds Requested \$ \_\_\_\_\_

Name/Title: \_\_\_\_\_

Signature: \_\_\_\_\_

\_\_\_\_\_

JJC Staff Signature \_\_\_\_\_

## **BACKGROUND & PURPOSE:**

Committed youth in the Juvenile Justice Commission (Commission) are adjudicated juvenile delinquents who are serving a term of incarceration pursuant to a disposition imposed by New Jersey's Family Courts. The Commission's involvement ends after completion of the sentence and a term of post-incarceration supervision by the Commission's Office of Juvenile Parole and Transitional Services (JPATS). Supervision continues even if the juvenile reaches the age of majority. As the target population of this program, the Commission's youth are more likely to have difficulty obtaining and sustaining employment due to their history of delinquency. Many of the Commission's former residents are adjudicated on new acts of delinquency, convicted of new adult criminal offenses, or re-incarcerated due to a technical violation of parole supervision, new adjudication, or new conviction within three years of their release from Commission's facilities. In 2014, the Commission, in a joint effort with the New Jersey Department of Corrections (DOC) and State Parole Board (SPB) published a Release Outcome Report that tracked the outcomes of those released from the DOC and the Commission in 2010. The section of the report that covers the Commission population measures overall recidivism levels, describes juvenile cohort characteristics, and analyzes those factors associated with recidivism. For this report, the Commission focused on the justice system activity of its youth released in 2014, following these juveniles for three years until 2017. The results of the analysis from the Release Outcome Report indicate that rates of recidivism were substantial. Specifically, at the three-year point (2017), 76.9% of the released youth had a new court filing/arrest, 58.9% reoffended resulting in a new adjudication/conviction, and 23.9% re-offended resulting in a new commitment to the Commission or to the DOC (Release Outcome Report 2014: A Three-Year Follow-up).

In addition to the Release Outcome Report, the Office of JPATS periodically surveys parole violators, and the officers responsible for their supervision, to collect data on the causes of the youth's violations or status/situation at the time of their violation. The below data represents responses from 476 parole violators for the period of September 2013 to March 2018.

Of the 476 parole violators:

- 92.2% were males
- 88.3% were minority
- 67% were 18 years old or older
- 55.0% used illegal substances
- 89.8% were unemployed at the time of their violations
  - 24% were never employed
  - 44.5% indicated having lack of personal motivation as a significant barrier to employment
- 54.3% had their diploma or obtained their GED
- 64.9% indicated that their peers and/or role models contributed to their return to custody
- 69.5% when released from the Commission were released to a parent/guardian.

In 2018, of all youth released from Commission facilities, 78.4% were released to Essex, Mercer and Camden Counties. The goals of this initiative are to provide youth with employment services with adequate compensation and critical life skills needed to succeed. The focus of this initiative is to provide these services for Commission youth returning home to the coordinating cities within the counties named above.

One of the many challenges impacting juvenile offenders is to successfully transition back into the community. The Commission implements a reentry plan for each youth that provides opportunities for successful reintegration. Reflecting best practices, the Commission's reentry process begins at admission, includes individualized case planning based on a need's assessment, and pre-release transitional reentry planning with community-based partners. However, employment reentry challenges still exist according to the Release Outcome Report, 89.8 % were unemployed at the times of their violation. The Commission has identified these same challenges and consequently has begun examining ways to further reduce recidivism and improve positive youth outcomes.

For the purposes of this application, the use of the term Reentry only applies to committed youth paroled from a Commission facility and supervised by the Commission's Office of Juvenile Parole and Transitional Services (JPATS). The goal of this initiative is to increase the use of best practices in an effort to reduce recidivism rates for youth following release from a Commission facility on parole and to increase their rate of success in setting and achieving positive outcomes. Recidivism is defined as new adult convictions, juvenile delinquency adjudications, and technical violations of parole within twelve months of release from Commission custody.

The JJC is seeking to contract with applicants to serve targeted counties/municipalities in the Northern, Central and/or Southern Counties of New Jersey. Providers will be required to ensure concentrated services are provided in the target municipalities within their respective county. Target municipalities are those areas that have a high number of youth returning home to their communities and have a need for additional resources. Providers must have the capacity to provide and/or arrange for employment reentry services and life skills for youth residing in the municipalities from the selected counties. Focus areas are described as followed:

This initiative will require providers to work in coordination with the Commission's Office of JPATS, the Office of Community Programs, and Secure Care Facilities. It is expected that the provider will begin working with JJC staff and youth no later than 30 days prior to the youth's release from a secure facility, residential community home, or transitional program. Working with JJC staff and youth prior to release informs the provider of the needs, strengths, and employment interests of the youth and to put in place employment services. The provider must demonstrate an ability to educate and assist youth with directly accessing career opportunities.

Proposed programs must minimally address the following area:

- 1) Employment: assisting juveniles with employability skills and employment placement.

Providers must clearly outline a strategy to prepare youth to secure and sustain employment with sufficient compensation.

Note: If an applicant is applying for more than one county then they must submit one application per county.

**Funding available: \$160,000**

Start and end date: January 1, 2020 – September 30, 2020

- Total number of applicants to be awarded: up to three at \$53,333 each (one per County: Essex, Mercer and Camden):
  1. If three awards are not made, the Juvenile Justice & Delinquency Prevention (JJDP) Committee reserves the right to distribute the remaining funds among the successful applicant(s) who indicate a willingness to serve the municipalities in the county not being served.
  2. If an applicant is applying for more than one county, then they must submit one application per county.
- Please note that this is a reimbursement grant.
- Funding for this initiative is subject to the appropriation and availability of sufficient

funds.

➤ For the purposes of this application, please note the following Counties:

1. Essex County

Primary focus City of Newark and surrounding municipalities

2. Mercer County

Primary focus City of Trenton and surrounding municipalities

3. Camden County

Primary focus City of Camden and surrounding municipalities

**Eligibility:**

Applicants that may apply for this funding are individual organizations or entities, non-profit or private. Note: State Agencies are not eligible to apply.

**APPLICATION FORMAT**

The following scored components must be included in the grant application. The application format must include the section headings listed below. Each section must address the subsequent questions in that segment. The application must be double-spaced using a standard 12-point font with no less than one-inch margins and must not exceed 10 pages, not including the attachments. Applications that do not score at least 80 points out of a possible 100 will not be considered for funding.

Applicants that wish to apply for funding must submit 1 original application and 10 copies including ALL required attachments by 3:00 pm on 10/11/2019, per the instructions in the Notice of Availability of Funding (NOAF). The NOAF can be found on the Juvenile Justice Commission (JJC) website at <http://www.nj.gov/oag/jjc/noafs.htm>

**Application (100 points total):**

Application narrative must be double-spaced using standard 12-point font with 1-inch margins and should not exceed 10 pages (not including required attachments). Use the **bold section**

**headers** listed below and provide all requested information. If a provider is applying for more than one county, then they must submit one application per county.

**Agency Capacity (15 points):** It is expected that the selected entity will have demonstrated knowledge of the New Jersey juvenile justice system and the continuum of services offered to youth who have been adjudicated delinquent.

Describe your agency's:

- Mission and vision.
- Knowledge and understanding of the New Jersey juvenile justice system and experience working with juvenile justice state stakeholders.
- Involvement in previous/current efforts to address the needs of delinquent youth, including reentry services, job placement, and life skills.
- Experience working with local community partners regarding reentry and employment.
- Experience in job and life skills training and placing youth in employment.

**Goals and Objectives (15 points):** The goal of this initiative is to provide employment opportunities, with adequate compensation, for Commission parolees, and to provide youth with life skills. List your objectives, expected outcomes, and evaluation method. All objectives must be quantified, with at least one objective indicating the total number of youth to be served during the project period as well as the number of youth to be served at any given time. Each objective should have a measurable outcome and an evaluation method to determine how the stated outcomes will be achieved. Applicants must complete a logic model (Attachment A) that

graphically illustrates how the performance measures are related to the project's problems, goals, objectives, and design.

**Project Description (30 points):** Describe the services to be provided that will achieve the goal of helping the Commission youth transition back into the community. Provider shall also:

- Describe how program services will be implemented and monitored by the agency.
- Describe how you will identify employers/employment for youth in the municipalities within the identified county.
- Describe how your program will provide or assist youth with obtaining employment and developing job skills such as completing applications, resumes and interview skills.
- Describe how your program will assist youth in sustaining employment.
- Describe how your program will provide or assist youth in cultivating daily life skills such as time management, goal setting, personal appearance and social skills.
- Describe how your program will assist youth in developing financial literacy.
- Describe any partnerships or collaborations that you may have with other agencies that would be a resource to this program. Provide copies of letter of support from these agencies.
- Describe the steps you will take to engage youth that are not compliant with the program prior to termination and include your termination criteria.



- Describe how you will work with JPATS staff to determine the steps that need to be taken prior to a youth being terminated from the program.
- Submit a realistic timeline (page 14) that indicates major tasks associated with the goals and objectives of the project, assigns responsibility for each, and plots completion of each task by month for the duration of the award.

**Project Evaluation (10 points):** The successful applicant will be required to report data and related information to the Commission, including but not limited to demographic information; employment status at multiple intervals, including 90-days after program discharge; and number and types of services provided. Describe the way in which data will be collected and reported to the Commission, and the process and outcome measures you will use.

**Project Personnel (10 points):** List all personnel required to carry out the activities of the contract. Provide the name (if available), title, and a job description for each position. Identify who will be responsible for implementing this initiative and to whom (if applicable) this person reports. Identify who will be responsible for the programmatic and fiscal operation and reporting.

- Describe staffing which includes job titles to be funded with JJDP funds.
- Describe how the project will ensure cultural competency and appropriateness and gender equity.
- Submit copies of required or relevant degrees, certifications, and/or licenses upon request.

- A current and valid criminal background check must be completed on contracted staff providing direct services. Provide a statement that direct staff will have a criminal background check completed.

**Assumption of Costs (5 points):** It is expected that based upon satisfactory program monitoring and contract compliance, two additional years of funding may be provided. The second year will be at a reduced funding level of 20% less than year one, and the third year will be at a further reduced rate of 20% less than year two. As funds diminish, the level of service must remain constant. Please describe how the applicant plans to assume the cost of the reduction in the second and third year, while maintaining the same level of service.

**Budget Detail with Narrative: (15 points): Please be advised that the successful applicant will be required to adhere to all state and federal guidelines and standards.**

Providers must provide a 12-month budget and a budget narrative (pages 15-17) that:

- 1) shows allowable costs for each proposed activity and provides a brief narrative statement that supports/links these costs with project activities;
- 2) demonstrates how the applicant arrived at the amounts requested using an equation (rate of pay X hours, days, or weeks= total request);
- 3) describes other funding sources and contributions (source(s) and amount, if applicable).

The budget detail with narrative must be presented under the following categories, as applicable:

A. Salaries, Wages, & Fringe Benefits

- B. Purchase of Services – (fees are to be reasonable and consistent with that paid for similar services in the marketplace); A current and valid criminal background check must be completed on contracted staff providing direct services.
- C. Travel, Transportation, Subsistence – (mileage reimbursement is limited to the allowable state rate of \$.31 per mile Consumable Supplies
- D. Consumable Supplies, Postage, & Printing
- E. Facilities Costs, Office Space, Utilities, Equipment Rental;
- F. Indirect Cost– See attached Department of Law & Public Safety Indirect Cost Rate Fact Sheet.

**The following costs are not allowable:**

1. Supplanting: Funds must be used to establish a program where none previously existed or to expand existing funds for program activities but cannot replace those funds which have been appropriated for the same purpose.
2. Food: Funds awarded under this contract cannot be used for meals and refreshments at meetings, trainings, conferences, etc. However, grant funds can be used to provide food/refreshments for youth during the provision of direct services.
3. Construction, expansion or building renovation.
4. Purchasing or acquiring land
5. Vehicle acquisition
6. Lobbying
7. Bonuses, commissions or honorariums

## **PROCEDURES TO APPLY:**

Applicants that wish to apply for funding must submit an application by **3:00 PM** on 10/11/2019, containing all items in this application.

Applicants should anticipate that failure to submit an application containing all elements specified in this application, will negatively affect the review of their application. Should the JJC decide to make an award, the award may include special conditions that preclude access to or use of award funds pending satisfaction of the conditions. Applications that do not contain the mandatory requirements or do not follow the proposal format will negatively affect the review of their application. Applications that do not score minimum of 80 out of 100 possible points will not be considered for funding.

### **Applicant Bidders' Conference:**

In an effort to assist applicants in applying for these funds, a bidders' conference will be held on 9/16/2019 at 10:00 am at the JJC's Central Office, 1001 Spruce Street, Trenton, NJ, Suite 202. Please read the NOAF in its entirety prior to attending and come with any questions you may have. Please note, the information provided during this bidders' conference will not be made available in any other form to those who do not attend. Please R.S.V.P via email to [JJDPcommittee@jjc.nj.gov](mailto:JJDPcommittee@jjc.nj.gov) if you are attending the bidders' conference, by 9/12/2019.

### **Post award Meeting:**

In an effort to assist successful applicants in understanding the award process, a mandatory post award meeting will be held on **12/2/2019 at 10am**, at the JJC's Central Office, 1001 Spruce Street Suite 202, Trenton, NJ. The Program Director and a fiscal representative must be in

attendance.

### **Attachments**

The following documents referenced in the application **MUST** be attached to this application.

Please note that any application missing the required attachments will negatively affect the review of their application.

#### ***Required and attached with Application***

1. Project Timeline
2. Proposed Budget
3. Budget Narrative
4. Proposed Logic Model
5. Application Authorization Form
6. Federal Single Audit Requirements & Certification Form
7. Proof of Compliance with Federal Single Audit Requirements
8. Indirect Cost Rate Fact Sheet
9. Certification of Debarment, Lobbying, Suspension and Other Responsibility Matters; and Drug Free Workplace Requirements
10. Department of Law & Public Safety Debarment & Suspension Certification

#### ***Not included below but MUST be submitted with application***

11. All job descriptions for each position listed under project personnel
12. Resumes of project personnel, if staff identified
13. Supporting Documentation (Letter of Support)
14. Copy of Agency's Federally approved indirect cost rate, if applicable

Applicant Agency \_\_\_\_\_

**Employment Reentry Services PROJECT TIMELINE**

<b>Month</b>	<b>Related Objective</b>	<b>Activity</b>	<b>Expected Completion Date</b>	<b>Person Responsible</b>
<b>1</b>				
<b>2</b>				
<b>3</b>				
<b>4</b>				
<b>5</b>				
<b>6</b>				
<b>7</b>				
<b>8</b>				
<b>9</b>				
<b>10</b>				
<b>11</b>				
<b>12</b>				

**Employment Reentry Services**

**PROPOSED BUDGET FORM**

APPLICANT \_\_\_\_\_

PROJECT PERIOD:  
FROM \_\_\_\_\_

TO \_\_\_\_\_

<b>BUDGET CATEGORY</b>	<b>FEDERAL SHARE</b>	<b>OTHER FUNDING SOURCE</b>	<b>PROJECT TOTAL</b>
<b>A. SALARIES AND WAGES</b>	\$	\$	\$
<b>- FRINGE BENEFITS</b>	\$	\$	\$
<b>B. PURCHASE OF SERVICES</b>	\$	\$	\$
<b>C. TRAVEL, TRANSPORTATION, SUBSISTENCE</b>	\$	\$	\$
<b>D. CONSUMABLE SUPPLIES, POSTAGE, PRINTING</b>	\$	\$	\$
<b>E. FACILITIES, OFFICE SPACE, UTILITIES, EQUIPMENT RENTAL</b>	\$	\$	\$
<b>F. INDIRECT COSTS</b>	\$	\$	\$
<b>TOTAL PROJECT COST</b>	\$	\$	\$

Other Funding Source: \_\_\_\_\_

## BUDGET NARRATIVE

A budget narrative must be attached for both federal and other funds. For category A, complete the chart provided. For category B thru E, 1) show allowable costs for each proposed activity and provides a brief narrative statement that supports/links these costs with project activities; 2) demonstrates how the applicant arrived at the amounts requested using an equation (e.g., rate of pay x hours, days, or weeks = total request); 3) describes other funding sources and contributions (source(s) and amount, if applicable).

### A. Salaries, Wages, & Fringe Benefits:

List each position for which funds are requested, indicate the hourly rate, # of hours, salary, and fringe to be spent on the project. Employees' benefits, such as retirement, FICA and health insurance should be shown separately and itemized as fringe benefits. **If you indicated that fringe benefits will be used, you must provide the calculation of how you came to the percentage for fringe benefits. This percentage should be a combination of insurance, FICA, taxes, disability, etc.)**

Name	Title	Hourly Rate	# of hours	Total Salary	Fringe, if applicable	Total cost



**Narrative for salaries, wages and fringe:**

“Other” funding in the amount if \$            will pay for

**B. Purchase of Services:**

Funds in the amount of \$            will pay for

“Other” funding in the amount if \$            will pay for

**C. Travel, Transportation, And Subsistence:**

Funds in the amount of \$            will pay for

“Other” funding in the amount if \$            will pay for

**D. Consumable Supplies, Postage, Printing:**

Funds in the amount of \$            will pay for

“Other” funding in the amount if \$            will pay for

**E. Facilities, Office Space, Utilities, Equipment Rental:**

Funds in the amount of \$            will pay for

“Other” funding in the amount if \$            will pay for

**F. Indirect Cost:**

Funds in the amount of \$            will pay for

“Other” funding in the amount if \$            will pay for

## Employment Reentry Services PROPOSED LOGIC MODEL

<b>GOAL:</b>			
<b>Objective(s):</b> <i>Intermediate effects to be achieved to reach the program goal, clearly stated and measurable. Include the total number of youth to be served</i>	<b>Activities:</b> <i>Specific steps through which objectives are achieved and program implemented</i>	<b>Output Measures</b> <i>Products of program implementation and activities</i>	<b>Anticipated Outcomes:</b> <i>Substantive benefits or changes that result from the program, related to behavior, attitudes, skills, and/or knowledge</i>
		Number of program youth served _____  Number and percent of program youth who OFFEND. <sup>1</sup> _____  Number and percent of program youth who RE-OFFEND. <sup>2</sup> _____  Number and percent of program youth who exhibited an increase in job and/or life skills during the reporting period. _____  Number of program youth employed. _____	Number and percent of youth employed for more than three months _____  Number and percent of program youth who exhibited an increase in job and/or life skills during the reporting period. _____  Number and percent of youth completing program requirements _____

<sup>1</sup> youth who OFFEND during the reporting period- youth who were arrested for a prior offense or violated resulting in being seen at juvenile court during the reporting period.

<sup>2</sup> youth who RE-OFFEND during the reporting period- youth who were arrested for a **new** delinquency offense resulting in being seen at juvenile court during the reporting period.