



**STATE OF NEW JERSEY
DEPARTMENT OF CORRECTIONS**

**New Jersey Local, Empowered, Accountable, and Determined (LEAD)
Reentry Initiative**

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

NOTICE OF GRANT OPPORTUNITY

Announcement Date: November 01, 2021

Application Due Date: November 22, 2021

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Acting Commissioner**

Reintegration Service Coordination in Urban Communities in New Jersey

TABLE OF CONTENTS

A. Information for Bidders (Background).....	Page 3
B. Important Dates.....	Page 5
C. Eligible Organizations.....	Page 5
D. Scope of Work.....	Page 5
E. Availability of Funds.....	Page 6
F. Application Format.....	Page 7
G. Selection Criteria.....	Page 9
H. Audit Requirements.....	Page 9
I. Subgrant Award and Term.....	Page 10
J. Instructions for Submitting Questions.....	Page 10
K. Mandatory Documents.....	Page 10
L. Instructions for Submitting Applications and Submission Deadline.....	Page 11
M. Panel Review and Award Process.....	Page 11

Reintegration Service Coordination in Urban Communities in New Jersey

Take Notice that in compliance with N.J.S.A. 52:14-34.4 et seq. (P.L. 1987, c.7), the Department of Corrections hereby publishes a notice of the availability of the following grant:

A. Information for Bidders (Background)

Racial disparity in the criminal justice system has resulted in the disproportionate sentencing of minorities from urban communities. Approximately 61% of all state correctional offenders were Black¹. Further analysis revealed that five counties alone, Essex, Camden, Middlesex, Union, and Passaic, comprise one-half (50%) of total NJDOC commitments. Supplementary counties with large municipalities defined as urban communities and a significant number of incarcerated citizens include Atlantic 7%, Hudson 6%, and Mercer 5%.²

A closer look at the county of commitment reveals that several urban communities have also been significantly disproportionately tasked with planning for the successful reintegration of each person returning from prison to their municipality. Consequently, funding for services is often restrictive, and service coordination is insufficient or nonexistent. Community reintegration from state prison is a challenging process, and many people formerly incarcerated 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 easily identifiable. As a result of difficulty accessing services to meet basic needs, many returning citizens will abandon prosocial skills learned and return to familiar mechanisms to address social and financial problems. Having a designated liaison at the micro level to assist those returning home from prison and their families with interagency and governmental 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 come together to share a collective goal, to honor mutual interest of methodologies for public safety, affirm the bonds between them, and celebrate the ability of urban communities to be successful when given fair access to resources.

¹ NJ Department of Corrections, https://www.state.nj.us/corrections/pdf/offender_statistics/2021/By%20Race_Ethnicity%202021.pdf

² NJ DOC, https://www.state.nj.us/corrections/pdf/offender_statistics/2021/By%20County%20of%20Commitment%202021.pdf

The overarching goal is to have service delivery at the local level, empowered by community-based agencies that coordinate resources; a willingness to hold community-based agencies accountable for advertised services, and forward-thinking in determining a strategic service integration model.

To achieve this goal, the NJDOC created the NJLEAD initiative. NJLEAD stands for Locally Empowered Accountable and Determined. The purpose of NJLEAD is to establish a system of coordinated and collaborative efforts to ensure a continuum of care and treatment from prison to community. Creating and sustaining an effective collaboration process is most successful when municipalities have a high-level reintegration coordinator that manages systemic issues, an interagency collaboration of resources, and a guided discharge process. As a result, urban communities with a designated reintegration service coordinator at the helm provide an opportunity for infinite successful reentry narratives.

Designated Municipal Reintegration Coordinators will serve as the Chief Liaison to the New Jersey Department of Corrections, Office of Community Engagement, and Reentry Initiatives. Municipal Reintegration Coordinators will work in concert with the NJDOC, Division of Programs and Community Services, the newly developed Office of Community Engagement and Reentry Initiatives (CERI), the Office of Transitional Services (OTS), and the Office of Community Programs (OCP). The purpose is to establish systematic service provider coordination to ensure that the rehabilitative work and academic and vocational training implemented inside the correctional facility continues and expands immediately upon release from the prison to reduce the likelihood of high recidivism rates presently seen among the national statistics.

The NJDOC has received State funding through the Office of the Governor to support NJLEAD's reentry supportive services initiative in communities throughout New Jersey. This funding is designed to promote a variety of evidence-informed and effective reentry initiatives for those returning home from prison and to provide urban communities with the necessary resources to support and enhance the State of New Jersey and its ongoing success in reducing recidivism.

B. Important Dates

- NGO release date: **November 01, 2021**
- End of question period: **November 08, 2021**
- All questions and answers posted on the NJDOC Web site: **November 12, 2021**
- Proposal closing date: **November 22, 2021**
- Notification submitted to the Office of Community Affairs of subgrant award: **December 01, 2021**

C. Eligible Organizations

Urban or rural municipalities in New Jersey where there is a significant interaction between citizens and law enforcement resulting in arrests that ultimately end with detainment or incarceration are eligible to apply. Municipalities currently operating local reentry programs and services or engaging in strategic planning for returning citizens will be considered for funding. The final amount determination will be based upon selection criteria.

D. Scope of Work

The NJDOC seeks proposals specifying how municipalities will use funds to support a Municipal Reintegration Service Coordinator. Municipalities must use the funds to hire a full-time Reintegration Service Coordinator to serve as the lead convener for interagency service coordination through an interdisciplinary consortium that provides services for returning citizens. Additionally, the liaison will partner with the department's Providing Access to Community Employment (PACE) Unit to share information regarding the availabilities of employment opportunities within the municipality. Proposals will need to meet required standards to receive funding from the NJDOC. Due to the nature of work and the oversight and government accountability of the project, the Reintegration Service Coordinator must be a graduate from an accredited college with a minimum of a baccalaureate degree. A Master's degree in Criminology, Public Administration, Social Work, Sociology, Counseling, Public Administration, or related subject of study is preferred.

Proposals are limited exclusively to hiring a Reintegration Service Coordinator to develop a local consortium of service providers to ensure interagency post-release services and reentry support efforts are collaborative and identify gaps for potential development.

Proposals **shall 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 substance abuse
- Monitoring or surveillance
- Other services unrelated to the scope of the grant application

Proposals should be for coordinating a multidisciplinary approach for a seamless transition and reintegration from prison to community. Examples might include establishing an interdisciplinary consortium of local community-based agencies to enhance collaboration among services providers, conducting participant feedback of local service providers for assessment, evaluation, and development of new services, family team meetings with participants to ensure trauma-informed, holistic, and culturally sensitive approaches to reentry services are being implemented.

Proposals should address the municipality's approach to reentry services and gaps in services to be addressed. See section F, Application Format, for proposal requirements.

E. Availability of Funds

Funds will be made available after the review and approval of proposals. Multiple awards are available based upon selection criteria. Only one award will be given per applicant.

Total funding amount available: \$1,000,000.00

Total number of awards: 12

Minimum award available: \$75,000

Maximum award available: \$100,000

Period of Performance: December 1, 2021, to June 30, 2022

Applicants will need to provide a budget and budget narrative specifying the NJLEAD program's requested award amount. Funding cannot be utilized to supplant any existing services and positions.

Successful applicants will be awarded a seven-month grant with a service commencement date of December 1, 2021. The NJDOC has the sole discretion to award a one-year grant extension based upon performance and the availability of funding. Project continuation is subject to Fiscal Year 2023 appropriation and the availability of State or Federal funds.

F. Application Format

The applications shall be double-spaced, using a standard 12-point font (Times New Roman is preferred) with not less than 1-inch margins, and should not exceed ten pages, excluding the cover page and budget. Pages should be numbered "1 of 10," "2 of 10," etc.

The application shall describe the general approach to accomplishing the tasks outlined in the scope of work. ***Applications shall be formatted in the following four sections in the order given. The following information shall be included in your proposal:***

1) 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)
- State the address of the municipality and describe the demographics(s), including an overview of the criminal justice data, such as the last three calendar or fiscal years of arrest and offense types, referencing any trends
- Description of the municipality's governance structure and its administrative, management, and capacity to enter into a grant with the NJDOC. Indicate the total number of municipal employees
- Identify the municipal office where the Reintegration Service Coordinator will be located and the reporting structure, including a table of organization
- Organizational commitment to diversity and inclusivity, ability to deliver culturally competent and sensitive services, and gender-responsive approach

- Disclosure of any contracts with State of New Jersey and County government agencies and private and federally funded reentry, rehabilitative, and social services programs
Demonstrate the need for the development of coordinated reentry services in your community.

2) Program Approach

- Program design and ability to coordinate multidisciplinary teams to provide accountability of local reentry service providers
- Current public safety initiatives provided by the municipality that support crime reduction resulting in incarceration
- Describe the planned organizational structure of the initiative, including the management of the project and plan for supervision of staff.
- Current reentry initiatives offered through service providers within the municipality or through contiguous municipalities.
- Include information on current reentry, rehabilitative, and social services programs managed by the municipality, including any contracts with State of New Jersey or County government agencies and any private and federally funded reentry, rehabilitative, and social services programs
- Identify offices within the municipality that have experience hiring formerly incarcerated persons or have expressed an interest
- Include any anticipated difficulties with the tasks as described by this NGO.
- Describe the method for outcome data management. Methodology for collections and analysis of outcome data

3) Reporting

The subgrant agency shall be required to submit multiple reports to the NJDOC to ensure accurate reporting of performance measures. The application should describe the proposed plan for collecting, maintaining, and reporting the following information:

- One programmatic narrative report explaining the use of funds
- All fiscal reporting related to reentry expenditures

4) Budget and Budget Narrative

The project budget must include all anticipated expenditures on participant-related reintegration services.

G. Selection Criteria

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

- Demonstration of Need..... 30%
- Program service design 25%
- Experience working with returning citizens 20%
- Method for collection and analysis of outcome data 15%
- Municipality arrest data..... 5%
- Projected reentry supportive expenditures..... 5%

H. Audit Requirements

The audit of the agency must be in accordance with the applicable regulations (and their subsequent revisions) as follows:

- 1) Federal OMB Circular A-133 Revised, Audits of States, Local Governments and Nonprofit Organizations.
- 2) U.S. Government Accountability Office, Government Auditing Standards.

At any time during the grant term, the grant agency's overall operations, its compliance with specific grant provisions, and the operations of any subcontractors engaged by the subgrant agency may be subject to audit by the NJDOC.

Whether or not such audits are conducted during the subgrant term, a final financial and compliance audit of subgrant operations, including the relevant operations of any subcontractors, may be performed after subgrant termination or expiration. A subgrant agency is subject to audit up to five years after the termination or expiration of a subgrant. If any audit

has been started but not completed or resolved before the end of the five years, a subgrant agency continues to be subject to audit until it is completed and resolved.

The subgrant agency shall agree to assure timely and appropriate resolution of audit findings and recommendations.

I. Subgrant Award and Term

The subgrant shall be awarded with reasonable promptness by written notice to that responsible applicant whose proposal meets the specifications mentioned above and most advantageous to the State, price, and other factors considered. NJDOC staff may request a site visit to the applicant agency before awarding the subgrant.

J. Instructions for Submitting Questions

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

K. Mandatory Documents

The mandatory documents that must be submitted in response to the NGO include the following:

- 1) Reintegration Service Coordination In Urban Communities – Title Page (Appendix)
- 2) Proposal
 - a) Applicant organization
 - b) Program approach
 - c) Reporting
 - d) Budget and budget narrative

L. Instructions for Submitting Applications and Submission Deadline

The NGO will be posted on NJDOC's Website at

<http://www.state.nj.us/corrections/pages/Grants.html>.

The responsibility for a timely submission rest with the applicant. NJDOC must receive one original and four copies of the completed application with all attachments no later than **12:00 p.m. on Monday, November 22, 2021**, without exception. NJDOC will not accept and cannot evaluate for funding consideration an application received after this deadline.

One original and four copies of the application **shall** be delivered via email

To: Grants@doc.nj.gov

or

mailed/delivered to:

New Jersey Department of Corrections

Central Office Headquarters

Angela Mosley-Ross, Grants Manager

Delivery: Cubberly Building, 1400 Stuyvesant Ave, Trenton, NJ 08625-0863

Mailed: Whittlesey Road, P.O. Box 863, Trenton, NJ 08625-0863

Postmarks are not acceptable evidence of timely submission of the application; receipt by the due date and time is required. Applicants are strongly encouraged to email the application, hand-deliver the application to the address above, send the application by Certified Mail, Return Receipt Requested, or arrange for delivery by an overnight delivery service to ensure timely delivery and receipt of the application.

M. Panel Review and Award Process

The NJDOC will conduct an internal review of each grant application. A review panel will evaluate the applications in accordance with the selection criteria. The successful applicants will be notified of the subgrant award on or around **Wednesday, December 01, 2021**. Successful applicants must comply with State of NJ Department of Treasury business form requirements due prior to the awarding of grant funds.

Notice of Grant Opportunity

Reintegration Service Coordination in Urban Communities in New Jersey

Appendix

NEW JERSEY DEPARTMENT OF CORRECTIONS
Reintegration Service Coordination in Urban Communities in New Jersey

Reintegration Services Coordination in Urban Communities- Title Page		
SECTION I:		
TITLE OF NGO: Reintegration services coordination in urban communities in New Jersey Communities.		
DIVISION: Office of Compliance and Strategic Planning		
OFFICE: Grants Management Unit		
SECTION II:		
CONTACT NAME:		
APPLICANT AGENCY:		
ADDRESS:		
CITY:	STATE:	ZIP:
PREVIOUS FUNDING: Agency received funding from the NJ Department of Corrections within the last two years of submission of this application.		
YES <input type="checkbox"/> NO <input type="checkbox"/>		
PROJECT DIRECTOR (Please print or type name):		
TELEPHONE NUMBER:	FAX NUMBER:	
E-MAIL:		
BUSINESS MANAGER:	PHONE NUMBER:	
E-MAIL:		
TOTAL AMOUNT OF FUNDS REQUESTED: \$ _____		
APPLICATION CERTIFICATION: <i>To the best of my knowledge and belief, the information contained in the application is true and correct. The governing body of this agency has duly authorized the document, and we will comply with the attached assurances if funding is awarded.</i>		
SIGNATURE OF CHIEF EXECUTIVE OFFICER/ AUTHORIZING OFFICIAL	TITLE	DATE
(Please print or type name)		
<u>*FAILURE TO INCLUDE A REQUIRED APPLICATION COMPONENT CONSTITUTES A VIOLATION AND WILL RESULT IN THE APPLICATION BEING ELIMINATED FROM CONSIDERATION.</u>		
SECTION III:		
SEND OR DELIVER PROPOSALS TO: Grants@doc.nj.gov		
or		
NEW JERSEY DEPARTMENT OF CORRECTIONS		
WHITTLESEY ROAD		
ATTN: ANGELA MOSLEY-ROSS, GRANTS MANAGER		
P.O. BOX 863		
TRENTON, NJ 08625-0863		
APPLICATIONS MUST BE RECEIVED BY: 12:00 p.m. on November 22, 2021		
<u>NO FACSIMILE SUBMISSIONS WILL BE ACCEPTED.</u>		