

New Jersey Locally, Empowered, Accountable, and Determined (LEAD)
Category B: REENTRY SUPPORTIVE SERVICES IN NEW JERSEY
Question Period Ending November 8, 2021

Question: *Is a state agency (i.e. the New Jersey State Library, an affiliate of Thomas Edison State University) eligible for this grant opportunity?*

Answer: *No, as based on the information provided on page 5 of the Notice of Grant Opportunity.*

Question: *Is there a cap on administrative overhead?*

Answer: *Administrative Overhead is limited to the lesser of 10% of the total funds requested, or the organization's federally approved Indirect Cost Agreement (ICR). A copy of the current ICR Agreement must be included with each copy of your application materials.*

Question: *How many participants are expected to be served in each urban community?*

Answer: *Participants served should be based on the organization's experience and the number of formerly incarcerated individuals assisted in each urban community during the time period referenced (i.e. number of months) as supported by the services in the your proposal, and based on the average number of NJDOC prisoners released to those urban communities.*

Question: *This project is initially for seven (7) months, with a maximum budget of \$200,000, and an option to renew for one additional year. Will the funding amount for the additional year also include a maximum \$200,000?*

Answer: *At this time, no additional State funding has been designated. The additional year, if the option was approved by NJDOC, would be a No Cost Grant Extension. This means extra time would be given to the awarded organization to spend the funds originally awarded. A separate submission and approval process is required by NJDOC for a No Cost Grant Extension.*

Question: *The RFP on page 5 indicates that proposals are "limited exclusively to hiring Reentry Support Specialist(s) to provide prerelease and post-release case management services and assist with reentry supportive related expenses....must use the funds to hire one full-time or two part-time Reentry Support Specialist(s)..." On page 8, it says, "Describe the planned organizational structure of the initiative, including the management of the project and plan for supervision" and "Describe an ongoing method for case consultation and clinical supervision with the Reentry Support Specialist(s), as needed." Can funds be used for supervisory staff, clinical consultation, and/or support staff at a pro rata percentage?*

Answer: *NEW Reentry Support Specialist(s) must be hired as stated in the Notice of Grant Opportunity (NGO). If, after filling that requirement, additional staff are needed to implement your program, a pro rata percentage of each existing supervisory staff and support staff (not contracted) members' time may be allocated. PRO RATA OF EXISTING CLINICAL CONSULTATION SERVICES IS NOT ALLOWED. The pro rata individuals would then be partly State Grant-in-Aid funded personnel through the grant term. They would be subject to time and activity certification and reporting as required by NJDOC. Fringe Benefits for the percentage of these individuals' grant time would still have be included in your budget submission.*

New Jersey Locally, Empowered, Accountable, and Determined (LEAD)
Category B: REENTRY SUPPORTIVE SERVICES IN NEW JERSEY
Question Period Ending November 8, 2021

Question: *Where will the Reentry Support Specialist(s) work out of? Can funds be used for office space, supplies, etc.?*

Answer: The Reentry Support Specialist(s) will work out of the location designated in your organization program proposal. They will not work out of any NJDOC location, and are not employees under NJDOC authority or supervision. Funds for office space and part of Indirect Costs (Fixed and Administrative), if your organization has an Indirect Cost Rate, If not, up to 10% (de minimus rate) of your proposal may be designated. Supplies may be designated under Implementation Costs Section D. Line 8. Other. Awardees will be required to supply documentation of all budget expenditures.

Question: *The RFP provides contradictory instructions for proposal submission – 1) email one (1) original and four (4) copies of the response to Grants.; and 2) mail one (1) original and four (4) copies of the response to New Jersey Department of Corrections; Central Office Headquarters; Attn: Angela Mosley-Ross, Grants Manager; (Delivery) Cubberly Building, 1400 Stuyvesant Ave., Trenton, NJ 08625-0863 or (mailed) Whittlesey Road, P.O. Box 863, Trenton, NJ 08625-0863.*

Answer: The NGO instructions are not contradictory. Only one method of deliver is needed. As stated on the NGO, page 11, submission may be delivered via email OR by mail OR physical delivery. The method of delivery is chosen by the applicant. Regardless of delivery method chosen, one original and four copies of the application are required for submission.

Question: *Please confirm the preferred method of delivery, and if it designated as via email, confirm the total number of response copies required.*

Answer: As stated on the NGO, page 11, submission may be delivered via email OR by mail OR physical delivery. The method of delivery is chosen by the applicant. Regardless of delivery method chosen, one original and four copies of the application are required for submission.

Question: *We are applying for Category B and C of the NJ LEAD: Reentry Supportive Services in NJ grant. Our agency was established in 2020 as a non-profit. We do not have audit; however, we can demonstrate taxes paid in 2019. Would this be an appropriate substitute? Or if not having an audit an automatic disqualifier?*

Answer: Audited financial statements are a requirement for submission. The decision for application submission is a determination by the applicant organization. Category C questions cannot be addressed at this time due to the announcement date.

Question: *The checklist is requesting proof of compliance with single audit. Is there a specific timeframe the audit needed to be completed? If not, can we complete prior to application deadline?*

New Jersey Locally, Empowered, Accountable, and Determined (LEAD)
Category B: REENTRY SUPPORTIVE SERVICES IN NEW JERSEY
Question Period Ending November 8, 2021

Answer: Compliance with single audit (based on your organization's status) and audited financial statements are requirements for submission. The decision for application submission is a determination by the applicant organization.

Question: *Submission of grant applications need to be both email and certified receipt of the original documents? Please clarify.*

Answer: As stated on the NGO, page 11, submission may be delivered via email OR by mail OR physical delivery. The method of delivery is chosen by the applicant. Only one method of delivery is needed. NJDOC will issue certifications of receipt for all applications received and will state the method of delivery (i.e. how the application was received by NJDOC).

Question: *What do you consider fringe benefits?*

Answer: Fringe Benefits are as required by the Federal Government, the State of New Jersey and the county/local municipality where the applicant organization is located and paid by the applicant organization as required to individuals for work and services provided as wages and salaries. These items include, but may not be limited to: FICA/Medicare, Federal Withholding, State Withholding, State Disability, State Unemployment, Local taxes/withholding.

Question: *What line would I include the cost for a contracted CFO and CPA?*

Answer: If the CPA or CFO is hired specifically for this initiative and post the December 1st sub-grant period start date, it is allowable. The cost of the contracted services should be included in section D8.

Question: *What does the discretionary pre approval mean in section D of the budget?*

Answer: NJDOC will determine if the Services Gap Funding in Section D of the budget is approved.

Question: *Can we add a line item for office supplies?*

Answer: Supplies may be designated under Implementation Costs Section D. Line 8. Other. Awardees will be required to supply documentation of all budget expenditures.

Question: *What are the eligibility criteria for participation in the Reentry Support Services Program?*

Answer: The eligibility criteria for participation in the Reentry Support Services Program will be as determined by the organization's proposal.

Question: *Will the NJDOC or another agency determine eligibility?*

New Jersey Locally, Empowered, Accountable, and Determined (LEAD)
Category B: REENTRY SUPPORTIVE SERVICES IN NEW JERSEY
Question Period Ending November 8, 2021

Answer: Eligible Organizations are stated on page 5 of the NGO. All applications submitted are reviewed by the NJDOC.

Question: *Is there a specific timeframe in which released ex-offenders are permitted to receive services under this grant?*

Answer: The timeframe for receipt of services under the grant is the grant term (period of performance), including any grant [period extensions as approved by the NJDOC.

Question: *Are individuals currently on Parole in New Jersey eligible for services within this grant?*

Answer: Yes, as applicable under the applicant organization during the grant term (period of performance).

Question: *Are services limited to clients residing in the county that the program is located?*

Answer: Yes, and as determined by the organization's geographic location and scope.

Question: *What entity will be responsible for referring clients to the program? The NJDOC? Please explain the process by which referrals will take place.*

Answer: As part of the proposal, the applicant organization should include how they will develop and assist in a client referral process.

Question: *Will the Reentry Support Specialist be expected to meet with inmates prior to release to educate the individuals on the services available?*

Answer: As part of the proposal, the applicant organization should include how they will develop and assist in a client referral process, including the use of a Reentry Support Specialist for services education. It can be expected that the Reentry Support Specialist will meet with the clients before release.

Question: *The Grant states that "Designated nonprofit community-based corporations or associations 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)." Which agency/organization will oversee this grant and is there a designated individual that will serve as a point of contact and to oversee the referral process?*

Answer: The NGO correctly states the NJDOC areas overseeing the grant program operations. The designated points of contact for program, fiscal and referral processes will be disclosed to successful applicants upon award.

New Jersey Locally, Empowered, Accountable, and Determined (LEAD)
Category B: REENTRY SUPPORTIVE SERVICES IN NEW JERSEY
Question Period Ending November 8, 2021

Question: *Will the grantee be responsible for identifying potential candidates to participate in the program and if so, what is the expectation for how this would be achieved?*

Answer: As part of the proposal, the applicant organization should include how they will develop and assist in a client referral process, including the use of a Reentry Support Specialist for services education. This proposal should include these expectations and a plan for achieving participation goals.

Question: *The grant states that the organization awarded a grant will be responsible for providing assistance with reentry supportive related expenses. Are there specific expenses the grantee/vendor is required to assist clients with? Can funding be used for any client expenses deemed a “reentry expense” by the vendor?*

Answer: Specific expenses the grantee/organization is required to assist clients with should be stated and justified as part of your applicant organization grant proposal. Reentry expenses by the organization should be stated and included as part of the applicant budget submission.

Question: *The grant states that “proposals are limited exclusively to hiring Reentry Support Specialist(s) to provide pre-release and post-release case management services and assist with reentry supportive related expenses that are not supported through federal or State funds or provided by other community-based agencies.” Can you please provide further clarification on this limitation? Does this mean that clients in this program cannot be referred to other community providers by the Reentry Support Specialist to receive additional on top of those being provided under this grant?*

Answer: This section of the NGO refers to the Reentry Support Specialist(s), not the clients to be served and/or referrals to additional community providers. Reentry Support Specialists are required to be NEW hires and paid for by this grant funding only.

Question: *Is there a specific number of clients for which services are being sought?*

Answer: The specific number of clients for which services are being sought should be addressed as part of the applicant organization proposal.

Question: *Is there a specific timeline that clients are permitted to remain in the program?*

Answer: The specific timeline that clients are permitted to remain in the program is the grant term (period of performance), and as stated in the applicant organization proposal for services provision, including any grant period extensions approved by the NJDOC.

Question: *The Grant states that recipients of grant funding will be notified on December 1st and that the program will commence on that same date. Please clarify what the expectation is for allowing grantees adequate time to implement the proposed program. For example, will grantees be afforded the opportunity to recruit for the Reentry Support Specialist position?*

New Jersey Locally, Empowered, Accountable, and Determined (LEAD)
Category B: REENTRY SUPPORTIVE SERVICES IN NEW JERSEY
Question Period Ending November 8, 2021

Answer: These date frames are not uncommon with grants. Applicant organizations should have steps identified (timeline) to move forward, after award notification and award documents execution, with program implementation. They will be afforded the opportunity to recruit for the Reentry Support Specialist position.

Question: Please confirm that attachments such as the requested letters of support and any other supporting documents such as a table of organization, list of Board of Directors, resumes, etc. do not count toward the 10-page limit.

Answer: Attachments such as the requested letters of support and any other supporting documents such as a table of organization, list of Board of Directors, resumes, etc. do not count toward the 10-page limit.

Question: Does the Reentry Support Specialist have to be cleared by the DOC before working with clients?

Answer: Yes, the Reentry Support Specialist will need to be cleared by NJDOC if they are going to start prerelease services by entering the correctional facility prior to the clients' release. Applicant organizations should be adherent to Federal, State and their internal requirements for individuals working with formerly incarcerated individuals, including, but not limited to criminal background checks, fingerprinting and sex offender registry reviews.

Question: Is the expectation that these services would be provided at a specific location owned or leased by the grant awarded? Or is the expectation that the Case Manager would be available to provide services remotely.

Answer: The primary method for service delivery is in-person. Remote service delivery would be under extenuating circumstances.

Question: Please clarify the cell phone allocation on the budget sheet is for the staff member and not for clients?

Answer: Cell phone allocation on the budget sheet is an example and may or may not be included at the discretion of the applicant. The applicant must be adherent of all cell phone approvals for proper use per its policies, NJDOC State Grant-in-Aid funding, Federal laws, and NJ Statutes.

Question: Please confirm the correct order of documents for the proposal submission.

Answer: The order of documents for the proposal submission is in the NJLEAD Category B Content of Subgrant Application Checklist.

Question: Section F, Page 7 states that the application" should not exceed ten pages, excluding the cover page, budget, and two letters of support". Page 9 states that "Applicants must include

New Jersey Locally, Empowered, Accountable, and Determined (LEAD)
Category B: REENTRY SUPPORTIVE SERVICES IN NEW JERSEY
Question Period Ending November 8, 2021

a minimum of two (2) letters of support". Please clarify whether the number of letters of support is limited.

Answer: Two letters of support are required as stated in the NGO. Final application content is the determination of the applicant.

Question: Section F.2, Page 8 - Program Approach - The NGO requests a description of the plan for outcome data management. Does NJDOC has specific outcome measures that are required to be collected?

Answer: Applicants should address the outcome measures they plan to collect, as well as the method of data collection, as part of their proposal. The specific outcome measures required to be collected will be disclosed by NJDOC after award notification to successful applicants.

Question: Section F.4, Page 8 - Reporting - What is the frequency for the required narrative and fiscal reports? Is a single narrative report required for the full grant term?

Answer: The frequency of required narrative and fiscal reports will be disclosed by NJDOC after award notification to successful applicants.

Question: Section L, Page 11 indicates that "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". Please clarify if 5 copies are to be emailed, or if an original must delivered in addition to the emailed copies.

Answer: As stated on the NGO, page 11, submission may be delivered via email OR by mail OR physical delivery. The method of delivery is chosen by the applicant. Regardless of delivery method chosen, one original and four copies of the application (total five [5]), are required for submission.

Question: Section M, page 11 states "The successful applicants will be notified of the sub-grant award on or around Wednesday, December 01, 2021." Please clarify if December 1, 2021 is the anticipated start date for the contract.

Answer: December 1, 2021 is the anticipated start date for the contract.

Question: Budget Section A. Personnel - Program Approach, Page 8 of the NGO requires case consultation and clinical supervision. Can a portion of the case consultation cost be allocated to the grant?

Answer: EXISTING CONTRACTUAL consultation and clinical supervision costs CANNOT be allocated to the grant.

New Jersey Locally, Empowered, Accountable, and Determined (LEAD)
Category B: REENTRY SUPPORTIVE SERVICES IN NEW JERSEY
Question Period Ending November 8, 2021

Question: *Budget Section C Program Implementation Cost includes lines for a phone, laptop/software, and all in one machine. Are any other operational, program (e.g., supplies), or administrative costs allowed to be directly charged to the grant? There is a specific grant requirement for a single audit. Can the allocated share of audit costs be charged to the grant? If so, where should it be shown?*

Answer: Supplies may be designated under Implementation Costs Section D. Line 8. Other. Funds for administrative costs, as part of Indirect Costs, should be outlined in your proposal and budget. If your organization has an Indirect Cost Rate. If not, up to 10% (de minimus rate) of your proposal may be designated. Awardees will be required to supply documentation of all budget expenditures. Compliance with single audit (based on your organization's status) and audited financial statements are requirements for submission. Prior audit costs cannot be charged to the grant. Audit costs during the grant (if awarded) can be charged pro rata, based on the organizations operating income.

Question: *Budget Section D Service Gap Funding - This is indicated as "Discretionary - Pre-approval Required". Please clarify whether these costs can be included for NJDOC to consider in its application review or if approval is required prior to submission of the proposal. Will it be necessary to obtain case-by-case review and authorization from NJDOC prior to expenditure?*

Question: *Budget Section D Indirect Costs - If the organization does not have a negotiated Federal indirect cost rate, what rate should be entered? Will NJDOC accept the Federal 10% de minimis rate?*

Answer: Yes, NJDOC will accept the Federal 10% de minimus rate if the organization does not have a negotiated Federal indirect cost rate.