



**STATE OF NEW JERSEY
DEPARTMENT OF CORRECTIONS**

**New Jersey Locally Empowered, Accountable, and Determined (LEAD)
Reentry Initiatives**

**Category C:
INNOVATIVE REENTRY CAREER AND ENTREPRENEURIAL
INITIATIVES FOR NEW JERSEY**

NOTICE OF GRANT OPPORTUNITY

Announcement Date: November 15, 2021

Application Due Date: December 06, 2021

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

INNOVATIVE REENTRY CAREER AND ENTREPRENEURIAL INITIATIVES 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 10
H. Audit Requirements.....	Page 10
I. Subgrant Award and Term.....	Page 11
J. Instructions for Submitting Questions.....	Page 11
K. Mandatory Documents.....	Page 11
L. Instructions for Submitting Applications and Submission Deadline.....	Page 11
M. Panel Review and Award Process.....	Page 12

INNOVATIVE REENTRY CAREER AND ENTREPRENEURIAL INITIATIVES 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)

According to the Bureau of Justice Statistics, in 2012, the US criminal justice system held almost 2.3 million people in 1,833 state prisons.¹ A recent analysis of the New Jersey Department of Corrections (NJDOC) inmate census revealed that NJDOC currently houses approximately 11,000 inmates.² Five counties alone, Essex, Camden, Middlesex, Union, and Passaic, comprise one-half (50%) of total NJDOC commitments. Additional counties with a significant number of citizens committed to NJDOC custody include Atlantic, 7%; Hudson, 6%; and Mercer, 5%.³ However, many citizens fail to realize that incarceration is not a permanent circumstance for most offenders. According to the Bureau of Justice Statistics, at least 95% of all State prisoners will be released from prison at some point, with approximately 80% being released to parole supervision.⁴

Finding steady and gainful employment after release from prison can be difficult. A lack of support and career training can contribute to unsuccessful community reintegration. It is crucial that organizations working with people returning to the community provide unlimited opportunities to achieve economic independence and self-sufficiency by leveraging connections to business employers, opportunities in entrepreneurship, and training in high-demand career opportunities that afford the returning citizen the ability to compete in the twenty-first century. To achieve success, the NJDOC seeks to establish community partners that can provide a broad spectrum of career and entrepreneurial training 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.

¹ United States. Bureau of Justice Statistics. Census of State and Federal Adult Correctional Facilities, 2012. Inter-university Consortium for Political and Social Research [distributor], 2020-09-15. <https://doi.org/10.3886/ICPSR37294.v2>

² NJDOC Inmate Census September 24, 2021.

³ NJ DOC, https://www.state.nj.us/corrections/pdf/offender_statistics/2021/By%20County%20of%20Commitment%202021.pdf

⁴ BJA <https://bjs.ojp.gov/content/pub/pdf/reentry.pdf>

The NJDOC does not embrace a one-size-fits-all solution to reentry service provision. To that end, the NJDOC recognizes that reintegration is most successful when communities and corrections come together to share a collective goal, honor mutual interest of methodologies for public safety, affirm the bonds between them, and acknowledge and support the ability of urban communities to be successful when given fair access to resources. The goal is a cooperative partnership for successful reentry service delivery. Our mission is service delivery at the local level, empowered by communities that develop necessary 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. 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 experienced with working with those once involved in the carceral system provide an opportunity for successful reentry.

Designated municipal government entities, 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 Educational Services, the Office of Transitional Services (OTS), and the Office of Community Programs (OCP). The purpose is 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 innovative reentry career and entrepreneurial initiatives 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 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 15, 2021**
- End of question period: **November 19, 2021**
- All questions and answers posted on the NJDOC Web site: **November 24, 2021**
- Proposal closing date: **December 06, 2021**
- Notification submitted to the Office of Community Affairs of subgrant award: **December 20, 2021**

C. Eligible Organizations

Municipal government entities, nonprofit community-based corporations, or associations with proven experience working with those who have experienced detainment and/or incarceration are eligible to apply. Municipal government entities, nonprofit community-based corporations, or associations currently operating local programs and services and/or presently developing reentry initiatives 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 municipal government entities, nonprofit community-based corporations, or associations will use funds to implement innovative reentry career and entrepreneurial initiatives that will increase and improve the ability of the formerly incarcerated to achieve economic stability and independence. This area of services may include but are not limited to the municipal government entity, nonprofit community-based corporation, or association using funds to support strategies and programs designed to improve the employability of individuals returning to the community. Strategies such as improving academic achievement, securing wage-competitive work, enhancing job training skills, accessing trade union apprenticeships and journey person opportunities, entrepreneurial training, including working from home ventures, digital and financial literacy training, financial investing, debt management and debt-free living, and other innovative career and entrepreneurial opportunities will be considered.

Proposals may include civil legal assistance to address legal barriers to entrepreneurship and employment, such as drivers' licenses; commercial driver's licenses (CDLs); expungement of criminal records, and barriers created by occupational licensing boards that prevent a formerly

incarcerated person from becoming gainfully employed in an area in which they are trained and proficient. Additionally, proposals may include supportive work assistance, such as reasonable assistance with appropriate interview attire and grooming; employment required necessities, such as work boots; interview coaching; and post-interview follow-up. Proposals must explain how the organization will assist participants with online job applications and virtual interviewing.

Grantees will partner with NJDOC's Providing Access to Community Employment (PACE) Unit to share information regarding the availability of employment opportunities in the community and to arrange prerelease, post-release business administration, and leadership training. Proposals need to meet the required standards to receive funding from the NJDOC.

Proposals are limited exclusively to Innovative Reentry Career and Entrepreneurial Initiatives that provide prerelease and post-release assistance, employment, and entrepreneurial-related expenses. 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 services that support a seamless transition and reintegration from prison to the community, strengthening and improving each participant's ability for economic security. 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 unique programming approach, and gaps in services needing 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: 5-10

Minimum award available: \$100,000

Maximum award available: \$200,000

Period of Performance: January 1, 2022, 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. Funding **shall not** be used on the following:

- Prizes/entertainment/trinkets
- Gift Cards
- Vehicles
- Food and beverages
- Other services not approved in advance by the NJDOC

Successful applicants will be awarded a six-month grant with a service commencement date of January 1, 2022. 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 the 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, budget, and two letters of support. 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 five 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**)
- Introduction about 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 competent and sensitive services, and gender-responsive approach.
- Demonstrated need for the development of reentry services in the local community.
- Current reentry, rehabilitative, and social services programs managed by the municipal government entity, 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 State of New Jersey and County government agencies and private and federally funded reentry, rehabilitative, and social services programs.
- Include a description of the corporation or association governance structure, including a table of organization and Board of Directors and the organization's administrative, management, and organizational capacity to enter into a grant with the NJDOC. Indicate the total number of employees.
- State of the reporting structure for the Innovative Reentry Career and Entrepreneurial Initiative

2) PROGRAM APPROACH

- Program design and types of programs and services
- Total number of returning citizens to be served
- Describe the planned organizational structure of the initiative, including the management of the project and plan for supervision of staff

- Agreements with businesses within your network experienced hiring the formerly incarcerated or those who have expressed an interest.
- Plan(s) for assisting participants with entrepreneurial ventures and career employment
- Discuss any existing or proposed partnerships with educational, vocational, or employment training organizations.
- Plans for assisting participants with entrepreneurial ventures
- Discuss the criteria for transitioning participants upon successful program completion.
- 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.

5) MISCELLANEOUS

Applicants must include a minimum of two (2) letters of support from key community stakeholders (excluding state correctional partners), detailing the organization's character, ability, and commitment to work with the applicant to promote the initiative's mission.

G. Selection Criteria

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

- Demonstration of Need..... 20%
- Program service design 20%
- Business networks for hiring..... 15%
- Experience with developing entrepreneurial ventures..... 15%
- Experience working with returning citizens 10%
- Projected innovative reentry initiative expenditures..... 10%
- Method for collection and analysis of outcome data10%

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) Innovative Reentry Career and Entrepreneurial Initiatives In New Jersey – 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, December 06, 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 **Monday, December 20, 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

**INNOVATIVE REENTRY CAREER AND ENTREPRENEURIAL INITIATIVES
IN NEW JERSEY**

Appendix

**NEW JERSEY DEPARTMENT OF CORRECTIONS
 INNOVATIVE REENTRY CAREER AND ENTREPRENEURIAL INITIATIVES
 IN NEW JERSEY**

Innovative Reentry Career and Entrepreneurial Initiatives in New Jersey- Title Page		
<u>SECTION I:</u>		
TITLE OF NGO: INNOVATIVE REENTRY CAREER AND ENTREPRENEURIAL INITIATIVES IN NEW JERSEY		
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: Agency received funding from the NJ Department of Corrections within the last two years of submission of this application. <div style="text-align: center;">YES <input type="checkbox"/> NO <input type="checkbox"/></div>		
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>		
<u>SECTION III:</u>		
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 December 06, 2021
<u>NO FACSIMILE SUBMISSIONS WILL BE ACCEPTED.</u>		