



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

**New Jersey DOC: Locally, Empowered, Accountable, and Determined (NJLEAD)  
Reentry Initiative**

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

**NOTICE OF GRANT OPPORTUNITY**

- **Announcement Date:** Monday, November 20, 2023
- **Application Due Date:** Wednesday, January 17, 2024 (noon)

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Commissioner**

# Reintegration Service Coordination in Urban Communities

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## **Reintegration Service Coordination in Urban Communities**

**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 minority residents from urban communities. Approximately (59%) percent of all state correctional institution offenders were Black<sup>1</sup>. Further analysis revealed that six counties alone, Essex, Camden, Passaic, Atlantic, Middlesex, and Union, comprise more than half (53%) of total NJDOC commitments. Additional counties with large municipalities defined as urban communities and a significant number of incarcerated citizens include Hudson 6% and Mercer 5%.<sup>2</sup>

Consequently, a closer look at the county of commitment reveals that several urban communities have also been disproportionately burdened with planning for the successful reintegration of each person returning from prison to their municipality. 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 may not be easily identifiable. Having a designated liaison at the micro level to assist those returning home from prison with interagency 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 unite with a collective goal, honor the 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. The

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<sup>1</sup> NJ Department of Corrections, [https://www.state.nj.us/corrections/pdf/offender\\_statistics/2023/By%20Race\\_Ethnicity%202023.pdf](https://www.state.nj.us/corrections/pdf/offender_statistics/2023/By%20Race_Ethnicity%202023.pdf)

<sup>2</sup> NJ DOC, [https://www.state.nj.us/corrections/pdf/offender\\_statistics/2023/By%20County%20of%20Commitment%202023.pdf](https://www.state.nj.us/corrections/pdf/offender_statistics/2023/By%20County%20of%20Commitment%202023.pdf)

overarching goal is 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. NJLEAD aims to establish a coordinated and collaborative effort system 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 liaison that manages systematic issues, an interagency collaboration of resources, and a guided discharge process. As a result, urban communities with a designated reintegration liaison at the helm provide an opportunity for infinite successful reentry narratives.

Designated municipal liaisons will work in concert with the NJDOC, Division of Programs and Reintegration Services, the Office of Community Engagement and Reentry 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 while incarcerated continues immediately upon release from prison to further the State of New Jersey's ability to continue to lead the nation in recidivism reduction.

The NJDOC has received State funding through the Office of the Governor to support NJLEAD reentry supportive services in New Jersey urban communities and communities impacted by high incarceration rates. This funding is designed to promote various evidence-informed and effective reentry processes for those maxing out or paroling from state correctional facilities 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: Monday, November 20, 2023
- End of question period: Thursday, November 30, 2023
- All questions and answers posted on the NJDOC Website: Friday, December 1, 2023
- Proposal closing date: Wednesday, January 17, 2024 (noon)
- Notification submitted to the Office of Community Affairs of sub-grant award: Friday, March 1, 2024.

### **C. Eligible Organizations**

City or township governments in urban or rural municipalities in New Jersey where there is a significant interaction between citizens and law enforcement resulting in arrests ending with detainment or incarceration are eligible to apply. Municipalities operating local reentry programs and services or developing reentry initiatives will be considered for funding. The final amount determination will be based on selection criteria.

### **D. Scope of Work**

NJDOC is committed to advancing work that promotes successful reintegration, provides family support, increases coordination of services between community-based organizations, protects the public from crime, and builds trust between the community and corrections. The NJDOC seeks proposals specifying how municipalities will use funds to support a Municipal Reintegration Services Coordinator to ensure returning citizens' successful reintegration into the community and to promote community engagement and family support. Municipalities must use the funds to hire a full-time Reintegration Service Coordinator (RSC) as the lead convener for interagency service coordination through an interdisciplinary consortium to provide services for returning citizens. The RSC will coordinate all the service agencies within the municipality. Additionally, the liaison will partner with the NJDOC Providing Access to Community Employment (PACE) Unit to share information regarding employment opportunities in the community or contiguous municipalities/counties. The NJLEAD-funded RSC must travel to attend all NJLEAD day events at the NJDOC correctional facilities throughout the state.

Proposals must meet the 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 of an accredited college with a master's degree in criminology, Public Administration, Social Work, Sociology, Counseling, or a related subject of study is preferred. Candidates with two (2) or more years of experience with the provision of reentry services and who graduated from an accredited college with a baccalaureate degree may be considered. All candidates must agree to a criminal background investigation conducted by NJDOC.

**The Reintegration Services Coordinator must have direct access to the Office of the Mayor and attend all NJDOC monthly meetings and reentry events at NJDOC correctional facilities and the residential community reintegration programs (RCRPs). The Reintegration Services Coordinator must also document all contacts with and services provided to participants and their families and submit them in the NJLEAD required monthly reporting format by the specified due dates.**

Proposals are limited exclusively to hiring a Reintegration Service Coordinator to ensure citizens returning to the municipality successfully reintegrate into the community and services that promote community engagement and family support by serving as the convener of agency reintegration support. Proposals should also include funding requests that support access to reintegration services not currently available in the municipal budget for reintegration services and outreach.

Proposals **should 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 drugs of 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 state correctional facilities and county jails to the community. Examples might include establishing an interdisciplinary consortium of all local community-based agencies to ensure collaboration among service providers, conducting participant feedback of local service providers for assessment, evaluation, development of new services, and family team meetings with participants to ensure trauma-informed, holistic, and culturally sensitive approaches to reentry services are available, offered, and implemented.

The following information must be included in your proposal:

- Program design and ability to coordinate multidisciplinary teams to provide oversight and accountability of local reintegration services, including types of programs and services offered.
- The total number of returning citizens to be served.

- Demonstrate the need for the development of reentry services in your community.
- Current public safety initiatives the municipality provides that support crime reduction resulting in incarceration.
- Current reentry initiatives offered through service providers within the municipality or through contiguous municipalities.
- Identify businesses within and in adjacent municipalities that have experience hiring formerly incarcerated persons or have expressed an interest.

Proposals shall address the municipality's approach to reentry services, its unique programming needs, and gaps in services needing to be addressed.

**Priority Service Eligibility:**

- Coordination of services for adult individuals recently released from a NJ State prison within seven (7) years and their immediate families.
- Coordination of services for adult individuals recently released from a NJ county correctional facility within three (3) years and their immediate families.
- Adult individuals under NJ State Parole supervision are eligible for supportive services under this initiative.
- Individuals on probation are **ineligible** for supportive services under this initiative.
- Residents of NJ returning to the state after having served 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 review and approval of proposals. Multiple awards are available based on selection criteria. Only one award will be given per applicant.

Total funding amount available: \$1,500,000

Total number of awards: 5-10

Minimum award available: \$150,000

Maximum award available: \$175,000

Period of Performance: March 1, 2024, to June 30, 2025

Planning Period: March 1, 2024 to March 31, 2024

Implementation Period: April 1, 2024 to June 30, 2025

Applicants must provide a budget and budget narrative specifying the NJLEAD program requested award amount. Funding cannot be utilized to supplant any existing municipal 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 16-month grant with an initial startup planning period of 30 days. All services must commence by April 1, 2024. The NJDOC has the sole discretion to award a one-year grant extension based on performance and funding availability.

#### **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 twelve pages. The page maximum excludes the grant application title page, budget document, and a table of organization. Pages should be numbered "1 of 12," "2 of 12," etc. Section headers are required.

The application shall describe the approach to accomplishing the tasks outlined in the scope of work. Applications must be clear and concise and be formatted in the following four sections in the order given:

#### **Section I. Agency Organization**

- State the address of the municipality and describe the demographics(s), including a summary of criminal justice data such as the last three calendar or fiscal years' arrest and offense types.
- Identify the municipal office in which the reentry liaison will be located and the reporting structure.
- Indicate the agency's Data Universal Numbering System (D-U-N-S) number.



- Include a description of the municipality's governance structure and the administrative, management, and organizational capacity to enter into a grant with the NJDOC. Indicate the total number of municipal employees.
- Describe the municipality's ability to incorporate the services of a Reintegration Services Coordinator.
- Include information on current reentry, rehabilitative, and social services programs managed by the municipality, including any contracts with State of New Jersey government agencies and private and federally funded reentry, rehabilitative, and social services programs.

## **Section II. Program Approach**

- Describe the initiative's planned organizational structure, including the project management and the plan for staff supervision.
- Describe the table of organization.
- Include any anticipated difficulties with the tasks as described by this NGO.
- Describe methods that will be used to advertise the municipality's availability of services and to conduct outreach and engagement.

## **Section III. Reporting**

The sub-grant agency shall 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

## **Section IV. Budget, Budget Narrative, and Associated Documents**

The project budget must include all anticipated expenditures on participant-related reintegration services. All budgets must allocate service gap dollars to support emergency reentry needs and family engagement and reintegration events in the community. The Reintegration Coordinator's salary shall be proportionate to the total budget request. 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.

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 an NJSTART vendor must provide copies of the NJSTART vendor number, NJ Business Registration, and NJ Affirmative Action Certificate in the application.**

All grantees and sub-contractors must agree to participate in the NJDOC grant database platform to submit all required grant fiscal documents. Grantees must identify their electronic accounting system. Grantees may include the cost of the electronic accounting system as an indirect cost in the application. The budget narrative must tell the story for the requested budget line items.

Applicants must identify the person responsible for the project fiscal reporting, describe their accounting expertise and qualifications, and include their resume. 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.

**G. Selection Criteria**

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

- Demonstration of Need.....25%
- Program service design .....20%
- Commitment and Experience working with return citizens ..... 20%
- Projected reentry supportive expenditures.....15%
- Method for collection and analysis of outcome data .....10%
- Municipality arrest data.....10%

Current NJLEAD funded partners will receive priority consideration based on their **exceptional programmatic and fiscal standing with NJDOC**. These partners who have demonstrated their capabilities and competencies in implementing their projects will receive an additional 15 points to their overall score.

## **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 Non-profit 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 sub-grant agency may be subject to audit by the NJDOC.

Whether or not such audits are conducted during the sub-grant term, a final financial and compliance audit of sub-grant operations, including the relevant operations of any subcontractors, may be performed after sub-grant termination or expiration. A sub-grant agency is subject to audit up to five years after the termination or expiration of a sub-grant. If any audit has been started but not completed or resolved before the end of the five years, the sub-grant agency continues to be subject to audit until it is completed and resolved.

The sub-grant agency shall agree to ensure timely and appropriate audit findings and resolution of recommendations.

## **I. Sub-grant Award and Term**

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

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 sub-contractor to the lead applicant. Sub-contractor agencies must provide fiscal documents and formalize all programming services. An NJLEAD funded agency shall not outsource or sub-contract with another NJLEAD agency or non-NJLEAD agency to provide the required services for which they have applied.

Upon notification of the grant award, municipalities must obtain the necessary local government resolutions required to accept the award within 90 days of notification of being

selected. Award distributions shall be quarterly and based on grant compliance.

#### **J. Instructions for Submitting Questions**

Questions regarding this NGO cannot be accepted via telephone. Questions may be e-mailed before the end of the question period to GMUNJLEAD@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 Coordinators for Formerly Stated Sentenced Offenders Returning to Urban Communities In New Jersey – Title Page (Appendix)
- 2) Compliance Checklist
- 3) Proposal
  - a) Applicant organization
  - b) Program approach
  - c) Reporting
  - d) Budget and budget narrative
  - e) If applicable, provide the NJSTART vendor number, NJ Business Registration, and NJ Affirmative Action Certificate.
  - f) Resume of fiscal agent

Do not submit documentation that has not been requested.

#### **L. Instructions for Submitting Applications and Submission Deadline**

The NGO will be posted on NJDOC's Web site at:

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

The responsibility for a timely submission rests with the applicant. NJDOC must receive one completed application with all attachments no later than **noon on Wednesday, January 17, 2024**, without exception. NJDOC will not accept and cannot evaluate an application 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 municipality-NJLEAD Category A Application.” The documents shall be in PDF format and sent in one email with two attachments: 1) the NJDOC required title page, 12-page proposal, and budget, and 2) all other supportive documents.

#### **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 **Friday, March 1, 2024**. Successful applicants must comply with the State of NJ Department of Treasury business form requirements before awarding grant funds.

**Notice of Grant Opportunity**

**Reintegration Service Coordination in Urban Communities**

**Appendix**

**NEW JERSEY DEPARTMENT OF CORRECTIONS**  
**Reintegration Service Coordination in Urban Communities**

Reintegration Services Coordination in Urban Communities- Title Page		
<b><u>SECTION I:</u></b>		
TITLE OF NGO: <b>CATEGORY A:</b> Reintegration Services Coordination in Urban Communities		
OFFICE:	Office of Compliance and Strategic Planning	
UNIT:	Grants Management Unit	
<b><u>SECTION II:</u></b>		
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. <b>YES</b> <input type="checkbox"/> <b>NO</b> <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 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>		
_____ <b>SIGNATURE of The MAYOR</b>	_____ City	_____ date
_____ (Please print the name of the Mayor)	_____ email address	_____ mobile #
<b><u>*FAILURE TO INCLUDE A REQUIRED APPLICATION COMPONENT CONSTITUTES A VIOLATION AND WILL RESULT IN THE APPLICATION BEING ELIMINATED FROM CONSIDERATION.</u></b>		
<b><u>SECTION III:</u></b>		
SEND PROPOSALS TO: GMUNJLEAD@doc.nj.gov		
APPLICATIONS MUST BE RECEIVED BY <b>noon on January 17, 2024</b>		
<b><u>NO FACSIMILE SUBMISSIONS WILL BE ACCEPTED.</u></b>		