

Question: *I have read the referenced grant. Category B, Part E, contains this language:*

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.

How does the DOC read "Multiple awards," given that the next sentence states: "Only one award will be given per applicant?" Does that mean that, for a particular category, only one award will be given per applicant? Also, may an applicant be made an award in two or more categories?

Answer: Yes, for each Category, only one award will be given per applicant. Also, yes, an applicant may be awarded in more than one Category, as based on separate Category application submissions specific to the respective Category Notice of Grant Opportunity (NGO), and the results of the NGO Peer Review Evaluation Process.

Question: *For agencies with residential facilities, are we allowed to include residential workers in our budget, and if so under what category? Currently the budget only shows two personnel, however, we require residential staff support workers 24 hours a day.*

Answer: Yes, residential workers may be included in the organization's NJLEAD application budget in proportion to the time they work with NJLEAD clients. It is up to the organization to determine which NJLEAD NGO Category/ies their program best fits and chooses for application(s) submission(s). The budget should contain all the required components for the organization's program and the budget narrative should explain each component and why it is needed for the program.

Question: *The RFP mentioned one-year grant extensions. Does that apply to new grantees who came in 2023 and what does that look like?*

Answer: One-year grant extensions of NJLEAD funding may be offered to existing FY23 NJLEAD Sub-grantees and successful FY24 NJLEAD awardees in the future, providing they are in good standing with NJLEAD requirements. However, continued NJLEAD funding is incumbent on upcoming State of New Jersey budget appropriations, which are not known at this time. NJLEAD grant extensions will be offered as available to NJLEAD Sub-grantees as determined at that time.

Question: *As a religious non-profit organization, are we eligible to apply for this grant as long as we confirm the program, while based in religious belief, will not require religious belief or religious participation from those we serve?*

Answer: Yes, a religious non-profit organization is eligible to apply for NJLEAD. The NJLEAD program must be a full separation from church operations, and clients cannot be compelled to attend in order to have access to services. As NJLEAD is NJ State budget appropriated funding, the organization must adhere to the service participants inclusion and requirements necessary for

any organization in order to receive NJ State funding. It is further incumbent to the non-profit organization to determine how they will address service participants inclusion in their application.

Question: *As a religious organization, we are not required to submit IRS 990 or any other tax return. What document would you accept in place of the 990?*

Answer: It is up to the religious organization to determine which documents to include with their NJLEAD application submission. However, mandatory fiscal documents include: Proof of 501c3 status, Certificate of Incorporation, Certified Audit Report, and most recent tax returns, such as Form 990 or Form 990-T, Exempt Organizations Business Income Tax Return. Documentation provided must demonstrate the organization's fiscal solvency and financial competence in their ability to responsibly handle the amount of NJLEAD grant funding requested, as based on operations of similar programs and past performance.

Question: *If we plan to partner with other organizations, do we need to submit fiscal documents and an MOU or letter of agreement from the partner organization with the application?*

Answer: If an organization plans to partner with other organizations in their NJLEAD Grant application, the primary organization must also include with their application the mandatory fiscal documents of the partner agencies, as well as documentation that formalizes all programming services between the primary and all partner organizations.

Question: *On page 7, item b says: "Adult individuals within 90 days from release from an NJ county jail or released from a NJ county jail within the last three (3) years and their family. Item d. says: "Individuals on probation are ineligible for supportive services under this initiative". Many times, when we are working with persons in the jail and we, as well as they, are not aware if they will be on probation or not. If we are working with someone and then find out at a later date they will be on probation, do we then terminate them from our program?*

Answer: The applicant organization should already have a process established to obtain each prospective client's information and explain to them that they have to be vetted and approved prior to receiving NJLEAD services. It is the client's responsibility to provide written proof of custodial sentence to incarceration within New Jersey's county jails. This proof can be obtained through review of the Judgement of Conviction of the potential client. After approval is received by the applicant organization, they should provide notification to the individual of their approval for NJLEAD services.

If the applicant organization has already provided services to any individual before receiving their NJLEAD approval, and the client is then determined not eligible under NJLEAD, the organization has the option to terminate them from receiving any services from their organization (i.e. termination as an organizational client) and absorbing the costs of the services provided under the organization's budget, or having their services and related service costs funded under another program of that organization.

FY 2024 New Jersey Locally, Empowered, Accountable, and Determined (NJLEAD)
Category B: REENTRY SUPPORTIVE SERVICES
Question Period Ending November 30, 2023

Question: *Can an applicant provide services listed described in both B.1 and B.2 categories?*

Answer: Yes, an applicant can provide services listed as described in both B.1 and B.2 categories. However, it is then incumbent on the applicant to provide a comprehensive program approach describing the integration and delivery of the B.1 and B.2 categories services within their proposal narrative application. The application budget and budget narrative should also reflect how the B.1 and B.2 categories are supported by funding for services delivery.

Question: *If we apply for both, will the grant support both Reentry Specialists and the licensed professional as separate positions?*

Answer: It is up to the applicant organization to develop the program(s) approach and design how their organization will use NJLEAD funding to support both Reentry Specialists and the licensed professional as separate positions. The application(s) should determine how they can deliver the B.1 and B.2 services (i.e. as a consolidated encompassing proposal or as two [2] separate programs/proposal applications). Budgets and budget narratives should be structured accordingly to and reflect the proposal design(s).

Question: *Does the DOC use a standard per diem/rate for emergency housing services?*

Answer: NJLEAD standard per diem emergency housing services should be in alignment and not exceed the FY 2024 US General Services Administration (GSA) Per Diem Rates for New Jersey, as specific to the county and primary destination of the housing locations for services provision. It is incumbent on the applicant to describe how they arrived at the determination of funding support for this component in their budget and budget narrative based on the client participation/needs they expect to provide.

Question: *Does the DOC use a standard per diem/rate for long term housing services?*

Answer: The applicant organization should disclose the contacts and sources used by them in determination of and justification a standard per diem/rate to support their funding request(s) for long term housing services. Variables also factoring into the funding request determination are based on the program approach and include, but are not limited to, the number of participants being serviced, as well as the geographic housing locations. NJLEAD Category B application budgets should reflect the funding needed, and budget narratives should be based on the applicable per diem rates for long-term housing.

Question: *Can grant funding be used to offset rental expenses for office space dedicated to NJLEAD services?*

Answer: NJLEAD Grant funding may be requested to offset rental expenses for office space dedicated NJLEAD services in proportion to the space used for NJLEAD only, and during the NJLEAD Grant period of performance only. The NJLEAD application budget and budget narrative should demonstrate and explain the calculation and need for this use of NJLEAD funding. If a

successful awardee, the applicant organization will have to provide NJDOC with the proper supporting documentation, including, but not limited to, the organization's rental agreement, monthly invoices and proof of payment.

Question: *In reference to Category B, Section D, Scope of Work, Page 5: "The NJLEAD-funded Reentry Support Staff must have direct access to the agency Director and attend all NJDOC monthly meetings and reentry events at the NJDOC correctional facilities and the residential community reintegration programs (RCRPs) throughout the state."*

Please clarify the list of (all) NJDOC monthly meetings and reentry events the NJLEAD-funded Reentry Support Staff must attend, including the location(s) of these meetings/events.

Answer: In person NJLEAD monthly meetings and reentry events are scheduled, but locations may be subject to change. Correctional Facility Reentry Events occur every other month and are rotated across facility locations around the State. Correctional facilities and RCRPs locations are listed on the NJDOC's website. Applicants can plan accordingly over the NJLEAD period of performance. Mileage reimbursements at the NJ State Circular rate of \$0.47 cents per mile are allowable (less regular round trip commuting distance to work) and may be included in a NJLEAD application budget. Overnight accommodations are not allowable NJ State expenses.

Question: *In reference to Category B, Section E, Availability of Funds, Page 7: "Minimum award available: \$200,000 (for proposals with emergency housing services, 1 to 90 days), Maximum award available: \$400,000 (proposals with short-term housing services, 4 to 12 months), \$750,000 (proposals with long-term housing services, 13-18 months)"*

- a. Is there a maximum award for proposals with emergency housing services?*
- b. If so, what is the maximum award for emergency housing services?*

Answer: The NJLEAD Category B maximum award for proposals with emergency housing services, as referenced above and in the NJLEAD Category B Notice of Grant Opportunity (NGO), is based on the type of housing the applicant organization is going to provide through their proposal (short term or long term). Besides the type of housing, variables also factoring into the funding request determination are based on the program approach and include, but are not limited to, the number of participants being serviced, as well as the geographic housing locations. NJLEAD Category B application budgets should reflect the funding needed, and budget narratives should be based on the applicable per diem rates for emergency short- and long-term housing. The applicant organization should disclose the contacts and sources used by them in determination of and justification to support their funding request(s).