

FY 2024 New Jersey Locally, Empowered, Accountable, and Determined (NJLEAD)
Category C: Innovative Reentry Entrepreneurial Development
Question Period Ending November 30, 2023

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. However, 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: *What type of fiscal documents will meet the requirement of a "Certified Audit Report?"*

Answer: A Certified Audit Report is prepared by a Certified Public Accountant (CPA) or CPA firm and includes the audited financial statements of an organization, as well as the auditor's written opinion about the financial statements. The audit report can highlight key discrepancies and detail suspected fraud is a financial document. The report is audited and signed off on by a certified, independent auditor. It demonstrates adherence by the organization to Generally Accepted Accounting Principles (GAAP), and the organization's fiscal integrity and financial solvency. A Certified Audit Report is one of the required mandatory fiscal document to be included as part of a NJLEAD Grant application submission.

Question: *Are agencies permitted to submit proposals for more than one category? We are interested in applying for both Category C and D. Section E. Availability of Funds in both Categories C and D, states "Only one award will be given per applicant." Does this mean that*

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we may apply for multiple categories, but only be funded for one, or are we limited to applying for only one?

Answer: Yes, an agency may submit separate NJLEAD applications under more than one Notice of Grant Opportunity (NGO) Category. Each application proposal must be specific to the NJLEAD NGO Category. 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: *My organization intends to apply for Category C as the lead agency and as a subcontractor on Category D. Please clarify page 12, section I. Subgrant Award and Term of both Categories C and D.*

- *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.*

Answer: As stated in the NGO, this is not allowable under the NJLEAD funding structure.

- *Does this mean that any intended partners must be pre-determined and outlined in the application? Does this also mean that those partners may not appear on multiple applications?*

Answer: Yes, any intended partners must be pre-determined and outlined in the NJLEAD application. This is because a partnership represents a different kind of fiduciary relationship and level of responsibility for a grant, then a vendor or contractor for services. Also, the NJLEAD NGO process requires all partner agencies to be vetted to verify the business is in good standing and determine they are fiscally solvent.

Question: *For Category C - Entrepreneurial Development, we are proposing an internet-based training lab. Are facilities equipped with student computers or a large enough screen that can be projected into the classroom?*

Answer: The purpose of NJLEAD is to provide services to released, eligible, formerly incarcerated individuals; however, NJDOC facilities are not equipped with internet capabilities for any pre-release training. All internet-based training (pre-and post-release) is not to solely be based on internet/virtual services. There must be some component of face-to face instruction. An internet-based training lab environment would also have to be proposed and developed by the applicant organization in the communities and geographic location in which the agency will be servicing eligible NJLEAD participants.