



**STATE OF NEW JERSEY
DEPARTMENT OF CORRECTIONS**

**New Jersey Local, Empowered, Accountable, and Determined (NJ LEAD)
Reentry Initiative**

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

NOTICE OF GRANT OPPORTUNITY

Announcement Date: May 02, 2022

Application Due Date: May 16, 2022

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Acting Commissioner**

Reintegration Service Coordination in Urban Communities in New Jersey

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Reintegration Service Coordination in Urban Communities 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)

Racial disparity in the criminal justice system has resulted in the disproportionate sentencing of minority residents from urban communities. Approximately (61%) percent of all state correctional institution offenders were Black¹. Further analysis revealed that five counties alone, Essex, Camden, Middlesex, Union, and Passaic, comprise one-fourth (50%) of total NJDOC commitments. Supplementary counties with large municipalities defined as urban communities and a significant number of incarcerated citizens include Atlantic 7%, Hudson 6%, and Mercer 5%.²

Consequently, a closer look at the county of commitment reveals that several urban communities have also been significantly 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 come together to share a collective goal, honor 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 overarching goal is to have service delivery at the local level, empowered by community-based agencies that coordinate resources; a willingness to hold community-based agencies

¹ NJ Department of Corrections, https://www.state.nj.us/corrections/pdf/offender_statistics/2021/By%20Race_Ethnicity%202021.pdf

² NJ DOC, https://www.state.nj.us/corrections/pdf/offender_statistics/2021/By%20County%20of%20Commitment%202021.pdf

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 effort 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 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). The goal is to ensure that the rehabilitative work and academic and vocational training implemented while incarcerated continues to expand immediately upon release from the prison to reduce the likelihood of high recidivism rates presently seen in the national statistics.

The NJDOC has received State funding through the Office of the Governor to support NJLEAD reentry supportive services in New Jersey urban communities. This funding is designed to promote a variety of evidence-informed and effective reentry processes for those maxing out 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: **May 02, 2022**
- End of question period: **May 06, 2022**
- All questions and answers posted on the NJDOC Web site: **May 09, 2022**
- Proposal closing date: **May 16, 2022 (noon)**
- Notification submitted to the Office of Community Affairs of subgrant award:

June 10, 2022

C. Eligible Organizations

Urban or rural municipalities in New Jersey where there is a significant interaction between

citizens and law enforcement resulting in arrests that ultimately end with detainment and/or incarceration are eligible to apply. Municipalities currently operating local reentry programs and services or 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 municipalities will use funds to support a Municipal Reintegration Service Coordinator and community engagement and family events supporting and promoting reintegration to the community. Municipalities must use the funds to hire a full-time Reintegration Service Coordinator to serve as the lead convener for interagency service coordination through an interdisciplinary consortium to provide services for returning citizens. Additionally, the liaison will partner with the department's Providing Access to Community Employment (PACE) Unit to share information regarding the availabilities of employment opportunities in the community or contiguous municipalities/counties. Proposals will need to 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 from an accredited college with a Masters degree in Criminology, Public Administration, Social Work, Sociology, Counseling, Public Administration, or related subject of study is preferred. Candidates with seven (7) 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 Coordinator should have direct access to the Office of the Mayor. Proposals are limited exclusively to hiring a Reintegration Service Coordinator to develop and coordinate local post-release services and reentry support. 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 to community. Examples might include establishing

an interdisciplinary consortium of all local community-based agencies to ensure collaboration among services providers, conducting participant feedback of local service providers for assessment, evaluation, and development of new services, 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.
- Total number of returning citizens to be served.
- Demonstrate the need for the development of reentry services in your community.
- Current public safety initiatives provided by the municipality 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 and its unique programming need and gaps in services needing to be addressed.

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: \$900,000.00

Total number of awards: 9

Minimum award available: \$100,000

Maximum award available: \$100,000

Period of Performance: June 1, 2022, to May 30, 2023

Applicants will need to 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.

Successful applicants will be awarded a 12-month grant with a service commencement date of June 1, 2022. The New Jersey Department of Corrections has the sole discretion to award a one-year grant extension based upon performance and the availability of funding.

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 shall not exceed ten pages. The page maximum excludes the grant application title page, budget document, and a table of organization. Pages should be numbered "1 of 10," "2 of 10," etc. Section headers are required.

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

1) Applicant Organization

- State the address of the municipality and describe the demographics(s), including a brief 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 its 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 any private and federally funded reentry, rehabilitative, and social services programs.

2) Program Approach

- Describe the planned organizational structure of the initiative, including the management of the project and the plan for supervision of staff.
- Include a 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.

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. All budgets must allocate service gaps dollars to support emergency needs and reentry family engagement events in the community. The budget may include the indirect cost of marketing materials, flyers, brochures, and video production of the initiative that shall not exceed 10% of the total grant amount requested.

G. Selection Criteria

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

- Demonstration of Need.....25%
- Program service design20%
- Commitment and Experience working with return citizens20%
- Projected reentry supportive expenditures..... 15%
- Method for collection and analysis of outcome data10%
- Municipality arrest data.....10%

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 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. Suppose any audit has been started but not completed or resolved before the end of the five years. In that case, 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 e-mailed 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) Reintegration Service Coordinators for Formerly Stated Sentenced Offenders Returning to Urban Communities In New Jersey – Title Page (Appendix)
- 2) Proposal
 - a) Applicant organization
 - b) Program approach
 - c) Reporting
 - d) Budget and budget narrative

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 original and four copies of the completed application with all attachments no later than **12:00 p.m. on Monday, May 16, 2022**, without exception. NJDOC will not accept and cannot evaluate for funding consideration an application received after this deadline.

The application must be delivered via email

To: Grants@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 sent in one email with two attachments: 1) the DOC required title page, 10-page proposal, and budget, 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 **May 30, 2022**.

Notice of Grant Opportunity

Reintegration Service Coordination in Urban Communities in New Jersey

Appendix

NEW JERSEY DEPARTMENT OF CORRECTIONS
Reintegration Service Coordination in Urban Communities in New Jersey

Reintegration Services Coordination in Urban Communities- Title Page		
SECTION I:		
TITLE OF NGO: Reintegration services coordination in urban communities in New Jersey Communities.		
DIVISION: Office of Compliance and Strategic Planning		
OFFICE: Grants Management Unit		
SECTION II:		
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.		
YES <input type="checkbox"/> NO <input type="checkbox"/>		
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)		
*FAILURE TO INCLUDE A REQUIRED APPLICATION COMPONENT CONSTITUTES A VIOLATION AND WILL RESULT IN THE APPLICATION BEING ELIMINATED FROM CONSIDERATION.		
SECTION III:		
SEND OR DELIVER PROPOSALS TO: Grants@doc.nj.gov		APPLICATIONS MUST BE RECEIVED BY 12:00 p.m. on May 16, 2022
<u>NO FACSIMILE SUBMISSIONS WILL BE ACCEPTED.</u>		