



**STATE OF NEW JERSEY  
DEPARTMENT OF CORRECTIONS**

**“Saving Our Sisters” – A Multicultural Victim’s Services Program**

**Domestic Violence and Sexual Assault Treatment Services**

**NOTICE OF GRANT OPPORTUNITY**

**Announcement Date: May 1, 2017**

**Application Due Date: May 26, 2017**

**Gary M. Lanigan  
Commissioner**

# **“Saving Our Sisters” – A Multicultural Victim’s Services Program**

## **Domestic Violence and Sexual Assault Treatment Services**

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**“Saving Our Sisters” – A Multicultural Victim’s Services Program  
Domestic Violence and Sexual Assault Treatment Services**

**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:**

**“Saving Our Sisters” – A Multicultural Victim’s Services Program  
Domestic Violence and Sexual Assault Treatment Services**

**A. Information for Bidders (Background)**

The mission of the New Jersey Department of Corrections (NJDOC) is to ensure that all persons committed to the state correctional institutions are confined with the level of custody necessary to protect the public and are provided with the care, discipline, training and treatment needed to prepare them for reintegration into the community (N.J.A.C. 10A:1-1.1). The NJDOC oversees approximately 22,000 inmates throughout 13 major institutions including 11 adult male correctional facilities, one women’s correctional institution, a central reception facility, 14 contracted Residential Community Release Facilities (RCRP) and two contracted Residential Community Release Assessment Centers.

Edna Mahan Correctional Facility for Women (EMCFW) is responsible for housing state sentenced female offenders at all levels of security. Established in 1913, EMCFW has separate and diverse housing suited to the various custody status limitations of the population. New Jersey is one of few states in the United States experiencing a decline in the incarcerated female prison population. Departmental data on the average daily population reveals the following seven year trend: 825 (2011), 747 (2012), 783 (2013), 752 (2014), 774 (2015), 708 (2016) and 646 (2017) (NJDOC, 2017). Currently, the population is approximately 646 inmates. The race/ethnic background of the population remain relatively consist over the last two decades reflecting approximately 46% Black, 41% White, 11% Hispanic, and 1% Asian (NJDOC, 2017).

The mission of EMCFW includes several objectives regarding facility operations, inmate care and custody, and programming. One objective is to develop initiatives that support program

opportunities for inmates who are goal oriented in making positive changes for transition to the community. In order to strive toward the mission of the department and achieve the objectives of EMCFW, female victims of past incidents of domestic violence and/or sexual assault require specialized services that are sensitive and specific to their unique needs.

A 1999 report entitled “Prior Abuse Reported by Inmates and Probationers,” published by the Bureau of Justice Statistics, reports that more than half (57%) of the female state prison population has been abused, including 47% being physically abused and 39% sexually abused, with many being victims of both types of abuse (Bureau of Justice Statistics, 1999). Slightly more than a third of imprisoned women had been abused by an intimate partner in the past and just under a quarter reported prior abuses by a family member. Comparatively, a 2003 NJDOC survey of female inmates revealed that 56% indicated having been a victim of domestic violence. The survey was replicated in 2011 and ultimately uncovered an alarming increase in which 82% of the female inmates indicated having been personally victimized by domestic violence. In many ways those incarcerated at EMCFW strongly reflect the characteristics of those included in national statistics.

Research indicates that without some form of intervention and education, victims of domestic violence remain in abusive relationships. Moreover, battering tends to escalate over time, leading in some instances to homicide or suicide. It is also documented that domestic violence is a generational problem; that is, women having grown up in families where domestic violence was the norm will be accepting of the abuse and establish a role model for their female children that perpetuates this victim role.

The NJDOC receives Federal Violence Against Women Act (VAWA) grant funds through the New Jersey Department of Law and Public Safety, State Office of Victim-Witness Advocacy, to support multi-cultural domestic violence and sexual assault treatment services at EMCFW. The program is titled “Saving Our Sisters – A Multicultural Victim’s Services Program.” The “Saving Our Sisters” program has two primary components to the continuum of care including (1) contracted treatment services provided by a domestic violence or sexual assault service provider and (2) treatment services for the Hispanic population facilitated by an English and Spanish bilingual social worker, hired by the NJDOC. Through this competitive Notice of Grant Opportunity (NGO), the NJDOC seeks eligible organizations for contracted domestic violence and sexual assault treatment services for female inmates in the “Saving Our Sisters” program at EMCFW. As indicated above, the bilingual component is facilitated separately by the NJDOC. However, coordination between all domestic violence and sexual

assault services should occur to maintain a continuum of care.

## **B. Important Dates**

- NGO release date: **May 1, 2017**
- End of question period: **May 8, 2017**
- All questions and answers posted on the NJDOC Web site: **May 12, 2017**
- Proposal closing date: **May 26, 2017**
- Notification of subgrant award: **June 23, 2017**
- Subgrant period: **July 1, 2017 – May 31, 2018**

## **C. Eligible Organizations**

In order to be eligible for consideration, organizations must be a non-profit corporation duly registered to conduct business in the State of New Jersey. Government entities are also eligible to respond to the competitive grant opportunity. Eligible organizations must specialize in the provision of domestic violence services or both domestic violence and sexual assault services. One subgrant will be funded under this program.

## **D. Scope of Work**

The NJDOC is seeking domestic violence and sexual assault services for female inmates at the EMCFW in Clinton, New Jersey. The services will be facilitated in both the minimum custody (grounds) and maximum custody units for female inmates who have been victim of domestic violence and/or sexual assault and who voluntarily request participation in services. Bi-lingual services in English and Spanish are ideal, but are not required.

The domestic violence and sexual assault treatment provided by the subgrant agency shall be available to the female inmate population at EMCFW as a continuum of services. The applicant shall propose a continuum of services which will include two primary interventions: (1) individual counseling; and (2) adjunctive therapy workshops. Individual counseling sessions shall be reserved for female inmates who are assessed to require more intensive and ongoing treatment. The subgrant agency shall provide a total of thirty (30) contact hours per month, for

sixteen (16) clients, with a fifteen (15) maximum session total. Adjunctive therapy is defined as specialized and supportive treatment services utilized in conjunction with the primary treatment (group and individual counseling). Adjunctive services should be holistic in nature and be appropriate for the prison environment. The subgrant agency shall provide these interventions once every three (3) weeks, on both the maximum and minimum units, with each session lasting 120 minutes. The therapy shall be offered via a series of workshops utilizing mixed expressive modalities, such as, but not limited to: dance movement, spoken word/poetry slam, yoga/meditation, creative writing, psycho-drama, music therapy, painting, sculpting, etc. (no more than four workshops of the same modality to be offered per grant period). Each workshop shall aim to address the social and emotional needs of victims of domestic violence and/or sexual assault. The content of the workshops shall be proposed by the applicant, but will be mutually agreed upon by the subgrant agency and the NJDOC prior to implementation, and may vary over time to address the needs of the EMCFW population. The workshop schedule shall be submitted to NJDOC on a quarterly basis, providing adequate time for review, approval and participant recruitment. Additionally, the subgrant agency shall offer a minimum of two (2) psycho-educational sessions throughout the grant period, focusing on the reentry process, as it relates to offender victims of domestic violence and/or sexual assault. Each session shall be 120 minutes in duration. Due to safety and security concerns, all services in the continuum must be facilitated separately in the minimum custody unit (grounds) and the maximum custody unit and may require modification based on the security location.

In addition to the two primary services, the subgrant agency will be responsible for assisting NJDOC with the coordination and presentation of programming and services during October Domestic Violence Awareness Month activities. Some examples include, organizing therapeutic presentations and showcasing of adjunctive services and/or utilizing guest speakers from outside community-based domestic violence/sexual assault agencies. The subgrant agency shall also participate in a weekly Offender Orientation, where they will briefly present on the domestic violence/sexual assault services available at EMCFW.

The subgrant agency will be responsible for recruiting inmates for program participation. One recommended method of recruitment is through the distribution of informational pamphlets. The pamphlets may be developed by the subgrant agency or designed jointly by the agency and the NJDOC. Pamphlets must be approved by the NJDOC prior to distribution. Recruitment may also occur via sign-up sheets and written inmate requests at EMCFW. The subgrant agency will interview inmates and work with the NJDOC's program liaison to review potential participants

for appropriateness and eligibility. The subgrant agency will also coordinate efforts with the program liaison to create and submit a schedule for the daily authorized absence list that will allow each participant to attend services.

The program liaison at EMCFW will assist the successful bidder with scheduling program activities between the hours of 8:00 a.m. and 3:30 p.m., Monday through Friday. Additional time may be required for subgrant agency staff to enter and exit the facility each day. Program scheduling may be subject to revision over time, as determined by programming needs.

Upon subgrant award, subgrant agency staff, who are assigned to the program, will be required to submit to a background check and attend (2) two hour orientation trainings. Each training session will address safety and security protocol and institutional procedures. In addition, subgrant agency staff will be issued a NJDOC Volunteer Identification Card that must be worn visibly at EMCFW at all times. The NJDOC will inform the subgrant agency of the training requirements, with reasonable notice, as they are identified. Annual training will be required in instances of continuation subgrant awards.

## **E. Availability of Funds**

Federal Violence Against Women Act (VAWA) grant funds in the amount of \$36,000 are available for an annualized project period. Funding will be awarded for one subgrant of up to \$36,000. Eligible organizations may provide an all inclusive bid for services; bids are not to exceed \$36,000 for the annual project.

On a quarterly basis, the subgrant agency shall request funds from the NJDOC based upon costs incurred during the preceding three-month period. This is a cost reimbursement contract. No advance of funding will be allowable. The subgrant agency will submit a State of New Jersey Payment Voucher, an invoice, and shall be in compliance with all reporting requirements in order to request payment under the subgrant.

The subgrant agency shall recognize and agree that both the initial provision of funding and the continuation of such funding under the agreement are expressly dependent upon the appropriation and availability of State and/or Federal funds. In the event that the funds are not appropriated by the Legislature or are otherwise unavailable, the NJDOC reserves the right to terminate the contract upon written notice to the subgrant agency. Said termination shall not be deemed a breach of contract by the NJDOC or an event of default under the contract. Should

such an event occur, the subgrant agency shall be entitled to compensation of all satisfactory and authorized services completed as of the termination date. Upon such termination, the subgrant agency shall have no right to recover from the NJDOC any actual, general, special, incidental, consequential, punitive or any other damages whatsoever of any description or amount. In addition, future funding shall not be anticipated from the NJDOC beyond the duration of the award period set forth in the contract and in no event shall the contract be construed as a commitment by the NJDOC to expend funds beyond the expiration date set in the contract.

## **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 15 pages. Pages should be numbered “1 of 15,” “2 of 15,” 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 four sections in the order given:

### **1) Applicant Organization**

- State the address of the agency as well as the geographic area(s) served by the agency.
- Describe the mission of the agency and a brief description of its history, including the date of incorporation.
- Indicate the agency’s Data Universal Numbering System (D-U-N-S) number.
- Include a description of the organization’s governance structure and its administrative, management and organizational capacity to enter into a subgrant with the NJDOC. Indicate the total number of employees.
- Describe the organization’s ability to provide the services outlined in the scope of work, including experience providing domestic violence and sexual assault services.
- Include information on current programs managed by the organization, including any contracts with State of New Jersey government agencies.
- Describe the populations currently served by the agency.
- Include a copy of proof of non-profit status with the application (non applicable to government entities).



**Subcontracting:**

- If the applicant proposes to subcontract a portion of the project, the subgrant agency shall be named and the nature of the subcontract shall be provided.
  - Note that the NJDOC will require submission of a copy of a conflict of interest policy, which must be substantially similar to that which is required pursuant to section 501(c) (3) of the Internal Revenue Code and available from the IRS as Appendix A to the instructions for Form 1023 at <http://www.irs.gov/instructions/i1023/ar03.html> for review and approval, within 30 days of subgrant award.
  - The subgrant agency must demonstrate compliance with the conflict of interest policy for all decisions made by the subgrant agency regarding the decision to subcontract and the selection of the subcontractor.

**2) Program Approach**

- Describe the planned organizational structure of the program, including the management of the program and plan for supervision of staff.
- Include a table of organization.
- Indicate the subcontract agency or entity's role in the provision of services if a portion of the program will be subcontracted. The coordination of services and collaboration between the applicant and the proposed subcontractor should be clearly described.
- Provide information on key personnel who will be assigned to the program including staffing qualifications. Resumes should be provided for key personnel.
- Include a list of qualified backup staff with credentials that may be called upon to immediately assist or replace primary assigned staff to alleviate any lapse in services. Backup staff must be clearly identified as backup staff. Describe plan to address replacement of staff.
- Describe proposed individual counseling services i.e. service availability/scheduling, maximum caseload, duration of client participation, target number of participants annually, pre and post evaluations (if applicable).
- Describe the proposed adjunctive therapy modalities to be utilized and general content of workshop(s)
- Describe any special events to be facilitated by the agency (if applicable).

- Describe available services or resources that are supported through other funding sources (if applicable).
- Indicate if bi-lingual services in English and Spanish will be available to complement the English and Spanish bi-lingual group counseling services that are facilitated by the NJDOC. If bi-lingual services will be available, a description of these services should be included.
- Discuss the approach that will be utilized to create and foster appropriate rapport and relationship building with the program participants to increase their willingness to participate in services.
- Discuss the criteria for transitioning participants upon successful program completion.
- Indicate the process for negatively terminating participants.
- Include any anticipated difficulties with the tasks as described by this NGO.

### **3) Reporting**

The NJDOC is required to provide both quarterly and annual performance reports to the New Jersey Department of Law and Public Safety, State Office of Victim-Witness Advocacy. In order to ensure accurate reporting of performance measures, the subgrant agency shall be required to submit reports to the NJDOC. The application should describe the proposed plan for collecting, maintaining and reporting the following information:

- Attendance records for individual sessions and adjunctive therapy services are required to help ascertain unduplicated vs. duplicated service numbers. Copies of the weekly attendance sheets shall be provided to the program liaison.
- Participant demographic information shall be collected and recorded, at minimum on a quarterly basis.
- Weekly statistical and narrative data reports shall be submitted to the program liaison at EMCFW. Reports will be due by 3:00 p.m. each Monday and will address the previous week of services. The content and format will be proposed by the subgrant agency and mutually agreed upon by the NJDOC and the subgrant agency.
- Quarterly narrative progress reports shall be submitted to the program liaison at EMCFW. Quarterly reports will include a narrative explanation of any barriers to service implementation that should be addressed by the program liaison and the onsite program supervisor. If the matter is not resolved at the facility level, the subgrant agency may then

refer the matter to the Director/designee of the Office of Transitional Services.

#### **4) Budget and Budget Narrative**

An annualized project budget for the period of July 1, 2017 through May 31, 2018 must be included. The project budget must include:

- an all inclusive hourly rate for each service rendered;
- the total number of service hours per month for each type of service;
- the cost of supplies (if applicable);
- the project total; and
- a budget narrative to describe each budget item and the cost calculation.

Failure to submit all requested pricing information may result in the proposal being considered materially non-responsive. The subgrant agency must hold its price(s) firm through the contract period of 12 months from the effective date of the subgrant and throughout any extension period.

To demonstrate the applicant's capacity to administer the subgrant on a reimbursement basis, applicants must submit a complete financial statement for the most recently completed fiscal year. Public government agencies are exempt from this requirement.

#### **G. Selection Criteria**

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

- Program service design .....35%
- Applicant agency's qualifications.....25%
- Completeness of the proposal.....15%
- Budget summary and budget narrative.....15%
- Applicant agency's experience in similar work.....10%

#### **H. Insurance**

The subgrant agency shall secure and maintain in force for the term of the subgrant liability insurance as provided herein. The subgrant agency shall provide the State of New

Jersey with current certificates of insurance for all coverages and renewals thereof, naming the State of New Jersey as an Additional Insured and shall contain the provision that the insurance provided in the certificate shall not be canceled for any reason except after thirty days written notice to the NJDOC, Grants Management Unit.

The insurance to be provided by the subgrant agency shall be as follows:

Comprehensive General Liability Insurance or its equivalent: The minimum limit of liability shall be \$1,000,000 per occurrence as a combined single limit for bodily injury and property damage. The above required Comprehensive General Liability Insurance policy or its equivalent shall name the State, its officers, and employees as Additional Insureds. The coverage to be provided under these policies shall be at least as broad as that provided by the standard basic, unamended, and unendorsed Comprehensive General Liability Insurance occurrence coverage forms or its equivalent currently in use in the State of New Jersey, which shall not be circumscribed by any endorsement limiting the breadth of coverage.

Automobile Liability Insurance: Automobile liability insurance shall be written to cover any automobile used by the insured. Limits of liability for bodily injury and property damage shall not be less than \$1,000,000 per occurrence as a combined single limit.

Worker's Compensation and Employers Liability: Worker's Compensation Insurance applicable to the laws of the State of New Jersey and Employers Liability Insurance shall be maintained with limits not less than:

Bodily Injury, Each Occurrence: \$1,000,000

Disease Each Employee: \$1,000,000

Disease Aggregate Limit: \$1,000,000

Professional Liability Insurance: When it is common to the agency's profession to do so, the subgrant agency shall carry Errors and Omissions, Professional Liability Insurance and/or Professional Liability Malpractice Insurance sufficient to protect the subgrantee agency from any liability arising out the professional obligations performed pursuant to the requirements of the subgrant. The insurance shall be in the amount of not less than \$5,000,000 and in such policy forms as shall be approved by the State. If the agency has claims-made coverage and

subsequently changes carriers during the term of a subgrant, it shall obtain from its new Errors and Omissions, Professional Liability Insurance and/or Professional Malpractice Insurance carrier an endorsement for retroactive coverage.

## **I. Equal Employment Opportunity Compliance**

Mandatory Equal Opportunity Policies. The subgrant agency, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual identification, gender identity or expression, disability, nationality or sex. Such employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The subgrant agency agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause. The subgrant agency, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. The subgrant agency, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act. The subgrant agency agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

## **J. Audit Requirements**

Examination in the form of an audit shall be conducted by qualified individuals who are sufficiently independent of those who authorize the expenditure of subgrant funds to produce unbiased opinion, conclusions, or judgments. These audit examinations are intended to ascertain the effectiveness of the financial management systems and internal procedures that have been established to meet the terms and conditions of the subgrant and the accounts and that financial reports fairly present the results of the subgrant agency operations. The NJDOC will require submission of the subgrant agency's annual organization-wide audit. Audits shall be conducted in accordance with generally accepted accounting principles and government auditing standards. The audit of the subgrant 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 subgrant term, the subgrant agency's overall operations, its compliance with specific subgrant 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 conducted after subgrant termination or expiration. A subgrant agency is subject to audit up to five years after termination or expiration of a subgrant. If any audit has been started but not completed or resolved before the end of the five-year period, 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.

## **K. Subgrant Award and Term**

The subgrant shall be awarded with reasonable promptness by written notice to that

responsible applicant whose proposal meets the aforementioned specifications and will be most advantageous to the State, price and other factors considered. NJDOC staff may request a site visit to the applicant agency prior to awarding the subgrant. The subgrant will be in effect for twelve months.

The subgrant period may be renewed for up to two additional 12-month periods, or fractions thereof, dependent upon the availability of funds and the performance of the subgrant agency.

## **L. Instructions for Submitting Questions**

Questions regarding this NGO cannot be accepted via telephone. Questions may be e-mailed prior to the end of the question period, to:

[grants@doc.nj.gov](mailto:grants@doc.nj.gov)

All questions and answers will be posted on the NJDOC Web site.

## **M. Mandatory Documents**

The mandatory documents that must be submitted in response to the NGO include the following:

- 1) Domestic Violence and Sexual Assault Treatment Services – Title Page
- 2) Proposal
  - a) Applicant organization
  - b) Program approach
  - c) Reporting
  - d) Budget and budget narrative
- 3) Proof of non-profit status (non applicable to government entities)
- 4) Table of organization
- 5) Resumes of all key personnel who will be assigned to the program
- 6) Complete financial statement for the most recently completed fiscal year (government entities are exempt)
- 7) Written organizational policies on nondiscrimination, equal employment and affirmative action procedures

## **N. 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/NJSA5216A.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 **4:00 p.m. on Friday, May 26, 2017** 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 must be mailed or delivered to:

New Jersey Department of Corrections  
Central Office Headquarters  
Angela Mosley-Ross, Grants Manager  
Cubberly Building, Room 106  
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 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, so as to ensure timely delivery and receipt of the application.

## **O. Panel Review and Award Process**

The NJDOC will conduct an internal and peer review of each grant application. A review panel will evaluate the applications in accordance with the selection criteria indicated on page 11. Applicants are reminded that the subgrant will be awarded through a competitive process. The NJDOC cannot fund all applications submitted. The successful applicant will be notified of subgrant award on or around Friday, June 23, 2017.



**Notice of Grant Opportunity**

**“Saving Our Sisters” – A Multicultural Victim’s Services Program**

**Domestic Violence and Sexual Assault Treatment Services**

**Appendices**



## **DIRECTIONS TO DEPARTMENT OF CORRECTIONS CENTRAL OFFICE**

**LOCATION:** The Department of Corrections Central Office is located at Stuyvesant Avenue and Whittlesey Road in Trenton, NJ. The main entrance is on Stuyvesant Avenue.

**PARKING:** After entering the main gate to the Department of Corrections grounds, Security will stop you at which time you will be asked to provide identification. Security will direct you to the Cubberly Building. Once you arrive at the Cubberly Building you may park in any spot NOT marked reserved.

### **FROM NORTH OR SOUTH ON NEW JERSEY TURNPIKE**

1. Take Exit 7A to I-195 West.
2. Proceed on 195 to Route 29/129 (same road, 195 ends and 29/129 begins).
3. Proceed on 29/129 following signs to Trenton.
4. Look for signs for Route 129, which will be on your right.
5. Continue on Route 129, stay to the left and follow the signs for Route 29 North.
6. Proceed north along the river on Route 29. Road will become a 4-lane highway.
7. Continue on Route 29 for about 1 mile to the Exit for Parkside Avenue (at top of hill).
8. Continue on Parkside Avenue, turn left at the third light onto Stuyvesant Avenue and proceed 4 blocks to Whittlesey Road (Joyce Kilmer Elementary School is on right corner).
9. NJDOC Central Office entrance will be on your right.
10. After turning into the entrance follow the 'parking' directions above.

### **FROM NORTH ON ROUTE 31**

1. Take Route 31 South past Pennington Circle to Interstate I-95 intersection.
2. From the intersection on Route 31 and I-95 continue South on Route 31 through 7 traffic lights counting the one at the I-95 exit. (7th light is Olden Avenue). At 8th light turn right onto Parkside Avenue.
3. Continue to third light and turn right onto Stuyvesant Avenue.
4. Go 4 blocks to Whittlesey Road (Joyce Kilmer Elementary School on right corner).
5. NJDOC Central Office entrance will be on your right.
6. After turning into the entrance follow the 'parking' directions above.

### **FROM NORTH ON ROUTE 1**

1. Follow Route 1 South to I-95 South exit and exit bearing right (approximately 4 miles south of Princeton on Route 1).
2. Go 8 miles on I-95 South to Exit 2 for Harbourton - West Trenton (579).
3. Keep bearing right off the exit, following signs for West Trenton.
4. Proceed to second light (Katzenbach School for Deaf on left). Turn left onto Lower Ferry Road.
5. Go approximately .5 mile, looking for Stuyvesant Avenue on right (opposite entrance to School for Deaf)
6. Turn right onto Stuyvesant Avenue.
7. Pass the Central Reception and Assignment Facility.
8. NJDOC Central Office entrance will be on your left.
9. After turning into the entrance follow the 'parking' directions above.