

New Jersey Locally, Empowered, Accountable, and Determined (LEAD)  
Category A: Reintegration Service Coordination in Urban Communities in New Jersey  
Question Period Ending May 6, 2022

**1. What is considered a municipality?**

*Answer: A municipality is a city or town that has corporate status and local government. It serves as the governing body of the geographic area.*

**2. Non-Mandatory/Supportive Documents: In Section K - Mandatory Documents, it states "Do not submit documentation that has not been requested." In Section L - Instructions for Submitting Applications and Submission Deadline, it states "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."**

- a. Would the "all other supportive documents" only include an appendix with the organization table?
- b. Are recent audits/financial statements not necessary to be included in the submission?

*Answer: a. Yes. b. Yes.*

**3. Originals and Copies: In Section L - Instructions for Submitting Applications and Submission Deadline, it states "NJDOC must receive one original and four copies of the completed application" but also states "The application must be delivered via email". As each application is required to include 2 separate attachments, this would constitute a total of 10 PDF attachments in the submission email, which could present emailing challenges due to large overall attachment size. Do we need to attach 5 duplicate applications (one original and four copies) or, since this is a digital submission, could we simply submit one digital application (with the 2 required attachments)?**

*Answer: The challenges of email submission due to attachment size is understood. This may be addressed by the applicant organization in one of two ways: Multiple emails for submission, stating in the Email Subject line as ABC Agency – NJLEAD Category A NGO Submission – 1 of 5, or interpreting 'attachments' as 'components'; combining the 2 separate attachments in each of the one original and four attachments. Yes, 5 digital applications, labelled original and copies 1 – 4, must be attached via email(s).*

**4. Award Notification Date: Section B - Important Dates states "Notification submitted to the Office of Community Affairs of sub-grant award: June 10, 2022, while Section M - Panel Review and Award Process states "The successful applicants will be notified of the subgrant award on or around May 30, 2022." Which is the correct award notification date?**

*Answer: Successful second NJLEAD Category A NGO applicants will be informed by May 30, 2022. The notification to the Office of Community Affairs is done after the successful NJLEAD applicant organizations are notified directly, or by June 10, 2022.*

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- 5. Performance Period: Per Section E - Availability of Funds, the period of performance for awarded grants is set to begin on June 1, 2022; this would be only two days after the award date (if on May 30th per Section M or 9 days before the award date if on June 10th per Section B). Given the fact that: (i) time is needed to recruit the position; and the fact that (ii) for the City of Newark, the City Council must agree to accept funding (which typically takes 30-60 days) and we cannot make an offer to a candidate until the City has received the funds; would it be possible to push back the performance period dates to start within 60 days of the grant award date?**

*Answer: No, as per the NJ Register publication and Notice of Grant Opportunity announcement dates. This NJLEAD funding is as appropriated under the State of New Jersey FY 2022 Budget. Applicant organizations should consider whether they are able to successfully meet the time frames in putting forth and application and demonstrate in their proposal why and how they will be able to accomplish their project.*

- 6. Position Title: In different parts of this new RFP, the position title has been referred to differently. Is the official title of the position "Reintegration Service Coordinator" or "Reintegration Liaison" or a combination of both?**

*Answer: The position title and task responsibilities should best reflect the applicant's proposal and organization focus, while meeting the requirements as stated in the NJLEAD Category A Notice of Grant Opportunity.*

- 7. Position Scope: Is this 2nd round Category A grant meant to fund a separate/second position from the original Cat A grant "Reintegration Service Coordinator" or could this represent continuity of the same original position [for entities that were awarded the first Cat A grant]? Although we outreached, vetted resumes, and conducted interviews in pursuit of hiring the "Reintegration Service Coordinator" for the original Cat A grant that we were awarded, we have not yet been able to fill this role. One of the challenges was the original timeline of 7 months. An additional factor that arises in this new RFP is an increase in scope from coordination only to coordination + community engagement. Could we hire one candidate to fill this position for a total of 19 months (Cat A 7-month grant + 2nd round Cat A 12-month grant = a total of 19 months)? This would make the position more attractive to high-caliber candidates and enhance reach and goal attainment.**

*Answer: Per the NGO, Page 6, Section E. Availability of Funds, "Only one award will be given per applicant". Therefore, if you are an organization that has already received an FY22 NJLEAD Category A funding award you are not eligible to apply.*