

New Jersey Victim Assistance Grant (VAG) Program

**Department of Law and Public Safety
Division of Criminal Justice
State Office of Victim Witness Advocacy**



Agenda

Introductions

Eligibility

Purpose of the Funding

New Federal and State Program, Budget and Fiscal Guidelines

Program Narratives

Budgeting

Matching Funds/Waivers

Completion of the Application Documents

Common Errors

Review

Funding Source

Federal Victims of Crime Act (**VOCA**) Formula Grant

- U.S. Department of Justice (DOJ)
- Office for Victims of Crime (OVC)
 - <http://ojp.gov/ovc/welcome.html>

Who is Eligible to Apply?

- Agencies that provide direct services to crime victims.
- Private, nonprofit agencies with 501(c)(3) status.
- Public agencies that are not part of a law enforcement agency or prosecutor's office.
- Record of Effective Services.
- *New Programs.
 - Programs that have not yet demonstrated a record of providing services may be eligible to receive VOCA funding, if they can demonstrate that 25-50 percent of their financial support comes from non-federal sources.

VOCA

Purpose of Funds:

Support direct services to crime victims

- respond to the emotional and physical needs of crime victims.
- assist primary and secondary victims of crime stabilize their lives after a victimization.
- assist victims to understand and participate in the criminal justice system.
- provide victims of crime with a measure of safety and security.

Overview of Requirements

- No charges for services.
- Maintain confidentiality.
- Also serve federal victims of crime.
- Assist victims in filing claims with the Victims of Crime Compensation Office (VCCO).
- Use volunteers.
- Provide match.

Federal Office for Victims of Crime Funding Priorities

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10% set aside for each of the following:

- Child Abuse (includes services for child physical abuse/neglect and child sexual assault/abuse)
- Adult Sexual Assault
- Domestic and Family Violence

10% set aside for underserved victims, including:

- Survivors of homicide victims
- Assault
- Robbery
- Gang violence
- Hate and bias crimes
- DUI/DWI
- Economic exploitation and fraud
- Elder abuse
- Bank robbery
- Federal crimes

State Office of Victim Witness Advocacy Funding Priorities by Population Type

- Individuals with developmental disabilities
- Elderly Individuals
- Urban and rural youth
- Military service members with PTSD and other PTSD sufferers
- Non-English speaking (Limited English Proficiency) Individuals
- Minority groups
- LGBTQ Individuals

State Office of Victim Witness Advocacy Funding Priorities by Service Type

- Housing
- Transportation for victims with disabilities, low income victims, and/or victims of human trafficking
- Legal services
- Long term counseling and mental health services
- Bilingual/multicultural services
- Services for children
- Increasing accessibility to services for individuals with disabilities

Counseling Agencies – Funding Information

- Agencies providing therapeutic counseling services should coordinate with the Victims of Crime Compensation Office (VCCO) for reimbursement of eligible services.
- Reasonable to use VAG funds for therapeutic counseling:
 - victims who are not eligible claimants with the VCCO
 - victims who need emergent crisis counseling
 - victims who are underserved

FY 2015 VOCA Funding/Award Information

Up to \$150,000 for each project

20% match (cash or in-kind) required for public & private nonprofit agencies

Grant period:

January 1, 2016 – December 31, 2016

Awards: One Year

*Possible one year of continuation funding



3 Major Guides to follow for FY 2015 VOCA Grants

- **OMB Uniform Guidance, 2 CFR Part 200**
- **2015 DOJ Grants Financial Guide**
- **VOCA Program Guidelines (current)**
 - These are your go-to resources for any questions.

The Office of Management and Budget (OMB) Uniform Guidance on Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards

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- **The OMB Uniform Guidance**
 - Previously known as the Super Circular/Omni Circular.

- Applies to Federal awards issued after **December 26, 2014**.

- Streamlines the Federal government's guidance on:
 - Administrative Requirements
 - Cost Principles
 - Audit Requirements

- Consolidates previous circulars:
 - Administrative Requirements: A-102, A-110
 - Cost Principles: A-87, A-122, A-21
 - Audit Requirements: A-133
 - Catalog of Federal Domestic Assistance: A-89
 - Audit Follow-up: A-50

OMB Uniform Guidance

- Reforms and strengthens Federal grants management
- Eases administrative burden
- Increases oversight
- Emphasizes performance and program outcomes

- **PLEASE familiarize yourselves with 2 CFR Part 200 – the OMB Uniform Guidance.**

- See handouts for additional resources and links to more information about the OMB Uniform Guidance.

OMB Uniform Guidance New General Conditions

- Subgrantees must disclose in writing:
 - **Any Potential Conflicts of Interest:**
 - You must establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of
 - personal or organizational conflict of interest, or
 - personal gain.
 - **All Violations of Federal Criminal Law:**
 - involving fraud, bribery, or gratuity violations,
 - that potentially affect the federal award.
- Remedies for non-compliance include suspension or debarment.

OMB Uniform Guidance Pre-Award Risk Assessment

- Grantors must conduct a financial risk assessment prior to making an award, assessing the following:
 - Financial stability
 - Adequacy of Management systems
 - History of performance
 - Prior audits
 - Capabilities to meet award requirements

- This is an FYI ONLY; there are no affirmative steps you need to take.

OMB Uniform Guidance New Audit Requirements 2 CFR Parts 200.500 – 200.520

- Single Audit or Program Specific Audit.
- Threshold increased to \$750,000+ for Federal and State funds expended during the fiscal year.
 - Previous threshold was \$500,000.
- Applies to an entity for the first FULL fiscal year beginning on or after December 26, 2014.
 - e.g. an entity's FY 2015 began on July 1, 2014. Therefore, the new audit requirements will NOT attach until FY 2016.
- Audit reports must be made publically available in the Federal Audit Clearinghouse (FAC) located at:
<https://harvester.census.gov/sac>

OMB Uniform Guidance New Procurement Policies (2 CFR Parts 200.318 – 200.326)

- ▶ Describes the applicable procurement standards, the methods of procurements that are allowed, and the specific items that must be included in contracts under federal awards (Appendix II to CFR 200).
- ▶ Larger impact to nonprofit agencies.
- ▶ One-year Grace Period to comply, but MUST document this decision to use the Grace Period in your internal procurement policies (2 CFR 200.110(a)).
- ▶ New Procurement Method = The Micro Purchase Method.
 - ▶ For procurements under \$3,000
 - ▶ Non-competitive (must adhere to 2 CFR Part 200.320(f)).
- ▶ Subgrantees may be compelled to use Federal procurement processes, including requirements in the Uniform Guidance, IF its own documented procurement procedures (which reflect applicable state and local laws and regulations) do not also conform to applicable federal laws and standards.
- Be sure to read these sections carefully and fully!

System for Award Management (SAM)

- ▶ The U.S. Government system Applicants MUST register with as a pre-requisite to the successful submission of grant applications.
- ▶ Replaces Central Contractor Registration (CCR)
- ▶ Applicants must register online with SAM at
www.sam.gov
- ▶ Applicants must update or renew registration at least once per year to maintain active status.

New OJP Financial Guide

- ▶ **2015 DOJ Grants Financial Guide**
 - ▶ Applies to FFY15 VOCA grants

- ▶ Available at:
<http://ojp.gov/financialguide/DOJ/index.htm>

VOCA Program Guidelines

- ▶ Program Guidelines in effect are dated 4/22/97.
- ▶ Revised VOCA Program Guidelines are pending.
- ▶ Please use the VOCA Program Guidelines **currently** in effect to craft your proposal.
- ▶ <http://www.ovc.gov/voca/vaguide.htm>

Civil Rights Compliance – Limited English Proficiency

- Federal Civil Rights compliance regulations falls to all recipients of Federal funds.
- Title VI of the Civil Rights Act of 1964 and the Omnibus Crime Control and Safe Streets Delinquency Prevention Act of 1968 (SAFE Streets Act).
- Prohibition against discrimination on the basis of Limited English Proficiency (LEP).
- Applicants required to take reasonable steps to ensure that LEP persons have meaningful access to their programs.
- *What Federal Agencies and Federally Assisted Programs Should Know About Providing Services to LEP Individuals:*

http://www.lep.gov/resources/lep_aug2005.pdf

Civil Rights Training - FYI

- ▶ If awarded, you **MUST** complete the Department of Law & Public Safety's **Subrecipient Civil Rights Compliance Training**.
- ▶ Your Authorized Official, Project Director, or designee may complete the training.
- ▶ You **MUST** provide DCJ with the **original** Certificate of Completion as part of the subgrant award package, and maintain a copy of it in your Subgrantee file.
- ▶ The Training is located at:
<http://www.nj.gov/lps/grants/lps-subrecipient-civil-rights-compliance.pdf>.

Time and Effort Reports/ After the Fact Charging

- ▶ Time and effort reports are required for all funded staff.
- ▶ Reports must reflect actual time devoted to project activities.
- ▶ Reasonable efforts must be made to accurately “charge” grants for the specific work performed.
- ▶ Further guidance will be given to successful applicants.

Supplanting

- Supplement, NOT supplant.
- Enhance or expand services only.
- Cannot be used to supplant state and local funds that would otherwise be available for crime victim services. See Section 1404(a)(2)(c), codified at 42 U.S.C. 10603(a)(2)(C).

VAG Application Process

Programmatic Requirements

VAG Application Categories & Point Allocations

- a. Agency Background, Mission, Experience & Capability - 10 points
- b. Problem Statement/Needs Assessment - 15 points
- c. Project Description, Goals, Objectives & Methods - 30 points
- d. Partnership/Collaboration/Coordination of Services - 10 points
- e. Project Management and Staff - 10 points
- f. Data Collection, Performance Measures, and Evaluation - 10 points
- g. Budget and Budget Narrative - 15 points

Total Possible Points: 100

What is a Project?

- A specific, connected set of activities designed for a specific purpose
- With a beginning and an end
- Explicit objectives and a predetermined cost
- Aligns with the agency's mission

VAG Application Process

Project Narratives

Agency Background, Mission, Experience, and Capability.

10 points

What is the agency's mission, background and experience?

How does the agency's mission, background and experience relate to the proposed project?

How does the agency's knowledge and capability demonstrate experience in providing victim services to the target population?

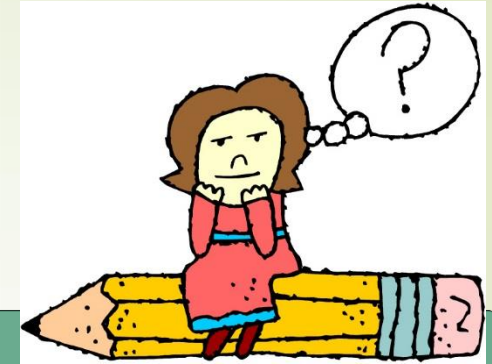
Has the agency been funded for similar projects?

What were the outcomes of those projects?
Were the objectives met?

Problem Statement/Needs Assessment.

15 points

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What is the issue you seek to address?

Who is the target population?

What are the needs and characteristics of the target population?


What is the geographic area you intend to serve?

What are the local needs and environmental conditions?

What services currently exist targeting this population or area?

Are there gaps in services? Are there barriers to services?

How do you know this? What statistics and facts substantiate the need?



Project Description, Goals, Objectives and Work Plan (Action Strategy)


30 Points



Strong goals, objectives, and performance measures strengthen grant proposals.



Project Description

- ▶ A narrative description of the project.
 - ▶ The general intent of the project and proposed solution to the problem.
 - ▶ If you are using an evidence based program include citations, references etc.
 - ▶ List additional resources that will be dedicated to the project, if applicable. Program Funding Guidelines, SOVWA, 2015
- 

Evidence Based Practices

- A best practice is a technique or methodology that, through experience and research, has proven to **reliably lead to a desired result.**
- Best practices include processes and activities that have **been shown in practice to be the most effective.**
- A commitment to using best practices in any field is a commitment to using **all the knowledge and technology at one's disposal** to ensure success.

Goals

- The goal of the project is a general statement of the desired result or outcome of the project.
- Goals are general statements of conditions the grant seeker would like to have become reality – what do you want to change.
- The goal expresses what needs to be accomplished in order to bring about a solution to a problem.
- Goals bridge the gap between what the needs are (Problem Statement) and what the proposed program is trying to accomplish, providing general direction for the organization to work toward.
- Tie the goal to the Problem Statement in your application.
- Goals reflect **desired** outcomes. They are not **actual** outcomes.

Examples Source: Program Funding Guidelines, SOVWA, 2015

1. Respond to crime victims' immediate emotional and physical needs to restore the victim's sense of dignity and self-esteem.
2. Assist the primary and secondary victims of crime in understanding the dynamics of victimization and in stabilizing their lives.
3. Assist crime victims with the navigation of, participation in and understanding of the criminal justice system.
4. Assist crime victims with restoring their lives to pre-victimization normalcy.
5. Through legal avenues assist in stabilizing the emotional health and safety of crime victims.
6. Assist Spanish speaking crime victims with restoring their lives to pre-victimization normalcy.
7. Assist physically and mentally disabled crime victims with the navigation of, participation in and understanding of the criminal justice system.



Objectives

- An objective is a specific and usually quantifiable **statement of program achievement**.
- Completion of the objective leads to attainment of the goal. Objectives are the steps to achieve the goal.
- Specific, Measurable, Achievable, Realistic and Time-bound.
- Objectives **quantify the program goal** – state in terms of output/outcomes.
- Provide the basis for the evaluation of the project.
- Provide an **expected direction** for change.



Objectives

Objectives **identify a desirable change that is measurable** and achievable within the project's timeframe. What do you want to accomplish in pursuit of your goal?

Cognitive objectives: "What do you want your clients/graduates to know?"

Affective objectives: "What do you want your clients/graduates to think or care about?"

Behavioral Objectives: "What do you want your clients/graduates to be able to do?"

Hotline/Crisis Intervention Program Goal - Respond to crime victims' immediate emotional and physical needs to restore the victim's sense of dignity and self-esteem.

Objectives

- At program exit all victims/clients will know how to plan for their continued safety.
- At program exit all victims/clients will know what social support (family, friends) they have available if needed in the future.
- At program exit all victims/clients will be able to identify easily accessible public/private support organizations.
- Provide for the immediate accessibility of the hotline service to ensure victims receive services.

Accompaniment/Case Management Program Goal - Assist crime victims with the navigation of, participation in and understanding of the criminal justice system.

Objectives

- All victims/clients will be full participants in their criminal justice case.
- At program exit all victims/clients will feel they were compensated as best as possible by the CJ system.



Program Activities

- ▶ Program Activities are some **action** that a person or group of people perform, in order to implement the program.
- ▶ Program Activities comprise the plan of operation for the project.

Program Activities (like Objectives) are Specific, Measurable, Achievable, Realistic and Time-bound.

Hotline - Crisis Intervention Program Goal - Respond to crime victims' immediate emotional and physical needs to restore the victim's sense of dignity and self-esteem.

Objectives

- At program exit all victims/clients will know how to plan for their continued safety.
- At program exit all victims/clients will know what social support (family, friends) they have available if needed in the future.
- At program exit all victims/clients will be able to identify easily accessible public/private support organizations.
- Provide for the immediate accessibility of the hotline service to ensure victims receive services.

Activities

- Develop a safety plan with all applicable victim/clients.
- Develop a plan to mobilize social support from family and friends with all applicable victim/clients.
- Develop a referral plan for necessary community services for victims that requested hot-line assistance.
- Respond to all hot-line calls within 4 rings.

Program Activities and Objectives – In summary

- Activities are what you do as you work toward completion of an objective.
- An objective is what the program is attempting to achieve.
- A Goal is a statement of the desired result or outcome of the program.



Work Plan

- A visual picture of your grant project.
- Provide a time frame for completion of each objective/activity.
- Identify staff that will be responsible for the completion of each objective/activity.

Note: Do not use 'ongoing' as a time frame. Program Funding Guidelines, SOVWA, 2015

Work Plan (Action Strategy)

Project Name

Objective	Activity	Projected Start-up and Completion Dates	Person Responsible
Each Objective	List, in order, the activity that will be completed to achieve each objective.	Feasible time frame for completion of each activity.	Staff member responsible for completing each activity.
Victims exiting Hotline service will know how to plan for safety.	Develop safety plan with victims.	January 1, 2016 – December 31, 2016.	Advocate Jane Doe
“	Reinforce safety plan through Q and A with victim.	January 1, 2016 – December 31, 2016.	Advocate Jane Doe
Victims/clients will be full participants in the CJ case	Hire 3 advocates by January 31, 2015.	January 1, 2016 – January 31, 2016.	Project Manager John Doe.
“	Train 3 advocates by February 15, 2015	January 31, 2016 – February 15, 2016.	Project Manager John Doe.




Data Collection, Performance Measures and Evaluation



10 Points



Outcomes

- 
- After the program's overall goals, objectives and activities have been established, it is important to consider what we expect to see happen as a result of our program.
 - Measuring outcomes is a test – did we do what we said we would do?
 - Did we meet our objectives and our goals?
 - Evaluation can help to hold staff and program accountable.
 - Answer the question - Is the program working?

Data Collection

- ▶ What data should you collect?
- ▶ Collect data to demonstrate that you performed the program activities.
- ▶ Collect data to determine if you obtained the program objectives (and goals).
- ▶ Client feedback is strongly encouraged, if not included, an explanation must be provided.
Program Funding Guidelines, SOVWA, 2015

Performance Measures

Objective	Activity	Performance Data	Performance Indicator
100% of Hotline victims exiting will know how to plan for safety.	Develop safety plan with victims.	Number of victims served. Number of victims that created a safety plan.	% of victims that created a safety plan.
	Reinforce safety plan through Q and A with victim.	Q and A form – some questions of ability to conceptualize and put into place a safety plan.	% of victims capable of putting plan into action in the future.
Victims/clients will be full participants in the CJ case	Hire 3 advocates by January 31, 2016.	Number of advocates hired. Dates hired.	Number of advocates hired by Jan. 31, 2016.
	Train advocates by Feb 15, 2016.	Number of advocates trained. Training dates.	Number of advocates trained by Feb. 15, 2016.
	Assist all qualifying victims with crime compensation filings.	Number of qualifying victims. Number of victims assisted with cc filings.	% of qualifying victims assisted with cc filings.
	Attend court sessions with all qualifying victims.	Number of qualifying victims. Number of court sessions attended.	% of qualifying victims accompanied to court.



OVC PMT

Office of Victims of Crime Performance Measurement Tool

- ▶ Sub-grant Award Report (SAR)- One Time
- ▶ Grantee Annually Reported Questions - Annual
- ▶ Sub-grant Performance Measurement Report - Quarterly

Partnership, Collaboration, and Coordination of and Linkages to Services.

10 points



How will partnerships or coalitions support this project?

Will the project be coordinated between two or more agencies?
If so, is there an affiliation agreement?

How does your agency intend to use volunteers for this project?
For the overall work of the agency?

Letters of Support

Project Management and Staff

10 points



Who will manage the project?

Who is working on this project?

Are they Full Time or Part Time?

Include Current Resumes and Job Descriptions.

How are the staff qualified to manage and implement the project?

How much time will each spend working on the project?

VAG Application Process

Financial Requirements

Matching Funds

- 20% match required for public & private nonprofit agencies
- Must be non-federal sources
- Cash or in-kind
- Match can only be used for those costs and services allowable under the VOCA Program Guidelines.
 - Maintain an accounting of how match funds are utilized to ensure compliance with allowable costs and services.
 - Provide information about the source of cash matches.
 - Ensure match is not used as a match for other grants.
- Not necessary for each line item

In-Kind Match

- ▶ In valuing in-kind match, show calculations
- ▶ Examples of in-kind contributions to the project
 - ▶ Volunteer time
 - ▶ Office space/utilities/phone
 - ▶ Services necessary to the project

Formula to Calculate 20% Match

Federal Funds Requested \div 4 = Required Match

Federal Funds Requested + Requirement Match =
Total Project Cost

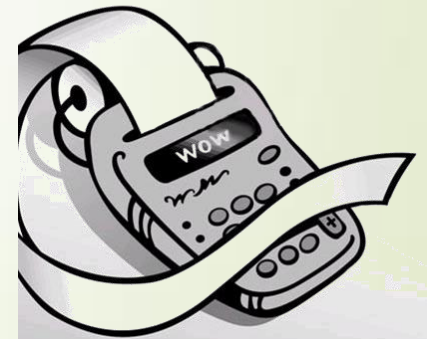
Example:

\$150,000 (federal funds requested)

$\$150,000 \div 4 = \$37,500$ (match)

$\$150,000 + \$37,500 = \mathbf{\$187,500}$ (TOTAL project cost)

$\$187,500 \times 20\% = \$37,500$



Match Waivers

- ▶ OVC may grant a full or partial waiver on a case-by-case basis IF extraordinary need is documented.
- ▶ To request a waiver:

Provide a letter-form justification to the SOVWA with your application package.

- ▶ ***You MUST still include MATCH in your budget/application, even if you intend to seek a waiver.**
- ▶ Inability to meet the match obligation will NOT negatively affect your score.
- ▶ SOVWA will review and send requests to OVC for approval.

Budget



Itemize all costs on the budget detail forms

Explain how the item relates to the project

Costs must be specific

Provide quantity and costs

Show calculations

Budget Detail - Personnel

Applicants must submit a Budget Detail Form detailing how both the requested subgrant funds and the match, if applicable, will be used to implement the project. All costs must be itemized and the calculations used to determine the total project amounts must be shown.
 Applicants must submit a separate Budget Narrative explaining costs listed on the Budget Detail Form. The narrative must include a justification and the computation for each cost element listed that will be charged to the project.

Refer to applicable Program Administration and Funding Guidelines for information on the Budget Detail Form and Budget Narrative.

Applicant: _____ Grant No: _____

Budget Detail Form

COST ELEMENT						
A. Personnel 1. Salaries and Wages List each name and position	% of time spent on grant project	% of salary paid with Subgrant Funds and/or Match	Annual Salary or Hourly Rate	Subgrant Funds	Match	Project Total

List Title and Name of Employee. If vacant, list vacant. Discuss when position will be filled. Prorate anticipated salary costs.

% of time on project activities vs. % of time charged to grant

List annual salary or hourly rate

Project total/Annual Salary = % of time charged to grant.

Budget Detail - Fringe

2. Fringe Benefits - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed above and only for the percentage of time devoted to the project. Provide agency fringe rate and list each benefit and percentage (e.g., FICA, Workman's Comp, Disability) List name and position	Subgrant Funds	Match	Project Total

- Fringe benefits should be based on actual known costs or an established formula.
- Fringe benefits are for the personnel listed above and only for the percentage of time devoted to the project.
- Provide agency fringe rate and list each benefit and percentage (e.g., FICA, Workman's Comp, Disability)
- List name and position

Purchase of Services

Applicant: _____				Budget Detail Form			Grant No: _____		
COST ELEMENT				Subgrant Funds		Match		Project Total	
B. Purchase of Services									
Name of Provider		Contracted Services Provided/ Seminar Registration/ Costs of professional services		Unit Cost/ Hourly Rate		Units/ Project Hours			
(e.g., cell phone service)									

New - Consultant Rate:
MAX \$81.25 per hour or \$650 per 8 hour day

C. Travel, Transportation, Subsistence (show food costs related to travel only)			Subgrant Funds	Match	Project Total
Purpose / Location	Item (e.g., # of Miles)	Computation (e.g., \$.31 per Mile)			
TOTAL TRAVEL, TRANSPORTATION, SUBSISTENCE					

[FFY2015 VOCA APP 09/2015]

Applicant: _____		Grant No: _____	
Budget Detail Form			
COST ELEMENT	Subgrant Funds	Match	Project Total
D. Consumable Supplies, Postage, Printing (list each item & show unit cost & calculations)			
TOTAL CONSUMABLE SUPPLIES			

New

2 CFR §200.94 Supplies.

Supplies means all tangible personal property other than those described in §200.33 Equipment.

Supplies are items valued at less than \$5,000 regardless of useful life.

E. Facilities, Office Space, Utilities (calculate monthly project cost & show cost allocation method)	Subgrant Funds	Match	Project Total
Rent (in budget narrative, indicate square footage and cost per square foot)			
Utilities (in budget narrative, specify utility)			
Telephone (landline)			
Other (specify)			
Other (specify)			
Other (specify)			
TOTAL FACILITIES			

Equipment

COST ELEMENT	Subgrant Funds	Match	Project Total
F. Equipment (List and explain in attached budget narrative; calculate per unit cost)			
TOTAL EQUIPMENT			

NEW

2 CFR §200.33 Equipment.

Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds ... \$5,000.

- Agency must develop fiscal policies for victim aid.
- Fiscal policies must specify:
 - Eligibility
 - Intended use of items
 - Approval process
 - Access

G. Victim Aid for VOCA, VAG, VAWA Grants Only (list each item & show unit cost & calculations)	Subgrant Funds	Match	Project Total
TOTAL VICTIM AID			

NEW

- No more than 1 percent (not to exceed \$1,500) of victim aid may be used for Gift Cards during the program's fiscal year.
- Alcohol and tobacco may NOT be purchased with Gift Cards; Subgrantee must develop procedures to mark the Gift Cards, either with a sticker or a hand-written disclaimer, that states “No alcohol or tobacco may be purchased with this Gift Card.”
- Cash Gift Cards, such as Visa Gift Cards, are NOT allowed.
- Gift cards with balances must be returned for reuse.

Indirect Cost Rate

CFR 200.331, 200.412 – 416

- See handout: “Indirect Cost Rate Fact Sheet.”
- Options –
 - (1) Use your federally negotiated rate (if you have one), OR
 - (2) Use the 10% de minimis rate, OR
 - (3) You may choose not to seek indirect costs.
- If no previous Federal Indirect Cost Rate – use the 10% de minimis.
- Indirect costs charged against the grant must be included in the total grant request.

Direct/Indirect Costs Administrative and Clerical Staff

- A new provision allows you to charge the salaries of administrative and clerical staff as a direct cost, but **ONLY IF** you meet **ALL** of the following conditions:
 - (1) Administrative or clerical services are INTEGRAL to a project or activity;
 - (2) Individuals involved can be specifically identified with the project or activity;
 - (3) Such costs are explicitly included in the budget or have the prior written approval of the Federal awarding agency; and
 - (4) The costs are not also recovered as indirect costs.
- **See 2 CFR Part 200.413(c)**

Indirect Costs Final Thoughts

- Please be sure to connect with your Accountant or Fiscal Officer regarding the determination of indirect and direct costs.
- The regulations at 2 CFR Part 412 through 416 are your guiding resources – become familiar with them!
- Caveats:
 - Costs must consistently be charged as indirect or direct, AND costs may not be double charged or inconsistently charged as both indirect or direct, as per **2 CFR Part 200.414(f)**.

Application Documents

Subgrantee Check List

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UPDATED SUBGRANTEE CHECK LIST

INSTRUCTIONS: Please follow the Application Check List in completing your application.
Return one (1) original (with original signatures) and three (3) copies of the completed application.

PART I: Forms, Agency Narratives & Supporting Documentation

- Subgrantee Check List
- Application Overview
- Applicant Information Form
- Agency Information Form
- Project Narrative
 - a. Agency Background, Mission, Experience, & Capability
 - b. Problem Statement/Needs Assessment
 - c. Project Description, including Goals, Objectives, and Work Plan (Action Strategy)
 - d. Partnership, Collaboration, and Coordination of Services and Linkages to Services
 - Letters of Support (At least three (3) project specific letters)
 - e. Project Management and Staff
 - Job Descriptions (for any position to be funded under this budget)
 - Current Resumes (staff currently employed and funded under this budget)
 - f. Data Collection, Performance Measures & Evaluation
 - g. Budget and Budget Narrative
 - Budget Detail Form
 - Budget Narrative
 - Sources of Funds Form
 - *NEW* Match Waiver Request Justification Letter, if applicable (To be provided by Applicant) []

Additional forms provided by nonprofit applicants:

- Proof of Nonprofit status
- New Jersey Charitable Registration
- Applicable Licenses, Certifications and Permits
- Single Audit, Form 990-Income Tax Return or audited financial statements
- Applicable List of Officers/Directors/Trustees

PART II: Documents to be Signed and Returned:

- Application Authorization
- Certification of Equal Employment Opportunity Plan (EEOP) Form
- Federal and State General Conditions
- Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters and Drug-Free Workplace Requirements
- Resolution of Participation and Certification of Recording Officer
- Federal Financial Accountability and Transparency Act Information Form
- Audit Requirements Form
- Accounting System and Financial Capability Questionnaire

In Handout Folder

Describes the project to be funded.

Nonprofits must submit additional forms

List of documents to be signed

Applications MUST be complete

Applicant Information

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Applicant Information Form

Official Name of Applicant Agency:

Address:

City/State:

Zip Code + 4:

County:

Implementing Agency (if different than applicant):

+

Agency Website:

Fiscal Year Start Date:

Federal ID Number:

Charitable Registration Number (If nonprofit & not exempt):

Have there been any findings filed against the agency in regard to its charitable status?

Yes No If yes, please explain on a separate sheet.

New Jersey Business Registration Certificate:

Charity Registration: If you do not have a current registration – request a letter from the Division of Consumer Affairs that states your agency is current.

Contact Information

Name and Title of Chief Executive/Agency Director:			
Street Address, City, State, Zip Code +4 (if different from above)			
Telephone:	Ext.	Email:	Fax:
Name and Title of Project Director:			
Street Address, City, State, Zip Code +4 (if different from above)			
Telephone:	Ext.	Email:	Fax:
Name and Title of Contact Person:			
Street Address, City, State, Zip Code +4 (if different from above)			
Telephone:	Ext.	Email:	Fax:
Name and Title of Chief Financial Officer:			
Street Address, City, State, Zip Code +4 (if different from above)			
Telephone:	Ext.	Email:	Fax:
Name and Title of Fiscal Contact Person:			
Street Address, City, State, Zip Code +4 (if different from above)			
Telephone:	Ext.	Email:	Fax:

Complete contact information for each position listed.

Project Specific Contacts

Sources of Funds

SOURCES OF FUNDS

List **all** sources of funds received by the agency during the past State fiscal year (July 1 thru June 30). On the bottom of the form, list all funds received from the Division of Criminal Justice in the past three years.

Federal Sources

Name(s) of Federal Source	Date of Award	Amount

State Sources

Name(s) of State Source	Date of Award	Amount

County Sources	\$
Local and Other Sources	\$
Total of All Sources of Funds	\$
Indicate the percentage of <u>funds</u> used to support this project:	%

Funding from DCJ Include VOCA and VAWA

Division of Criminal Justice Funding

List funding awarded for the past three years:

Date of Award	Grant Number	Project Title	Amount

Common Errors

Unsupported assertions in the Problem Statement

Not fully discussing the project “... during the remainder of time we will provide direct services.”

Assuming the reader knows the project

Math Errors

Missing signatures

Missing or outdated letters of support

Missing or outdated resumes and job descriptions

Late submission

Where do I obtain an application?

Applications are available at:

www.njvw.org

- Submit one original application and three copies.
- Secure with butterfly clips.
- No binders, staples, or cover pages.
- Do not fax or email applications.
- Incomplete or late applications will NOT be accepted.
- Please do not double-side print your application.

Application Deadline

November 6, 2015, 4:00 pm



Where to send



By Regular Mail:

NJ Division of Criminal Justice
State Office of Victim-Witness
Advocacy
PO Box 085
Trenton, N.J. 08625-0085

By Hand Delivery or Overnight Mail:

NJ Division of Criminal Justice
State Office of Victim-Witness
Advocacy
5th Floor, West Wing
25 Market Street
Trenton, N.J. 08625



Questions?

We will take time to
answer a few questions...



Thank You and good luck with your application!