

Women's Referral Central Hotline

FUNDING GUIDELINES

I. Overview

The New Jersey Department of Community Affairs', Division on Women, (DOW) is requesting applications for Women's Referral Central Hotline from agencies/organizations providing a 24 hour hotline to assist residents of New Jersey with comprehensive information, referral, active listening and crisis response for issues confronting women.

All grant awards and the processing of a grant agreements are contingent on program meeting contractual requirements, program evaluation, funds available for the appropriation, and the approval of the Commissioner of the Department of Community Affairs.

II. Background Information:

The Women's Referral Central Hotline is to assist residents of New Jersey with comprehensive information, referral, active listening and crisis response for issues confronting women. Both generic and specialized issues will be addressed via the hotline service. Services include but are not limited to Basic Material Needs, Displaced Homemaker, Child Support/Custody, Single Parenting, Divorce and Separation, Medical/Mental Health, FAS/Chemical Dependency, Domestic Violence, Assault/Stalking, Rape/Incest, Sexual Harassment, Discrimination, Depression, Pregnancy/STD, Continuing Education, Child Care, Legal Assistance, Housing, Job Training, Employment, Social Services, etc.

III. Grant Conditions

Grantees are bound by standard DCA grant contract guidelines and any additional conditions as outlined in the contract scope of services.

The Department of Community Affairs reserves the right to place an applicant (prospective grant recipient) in the "high risk" recipient category due to programmatic and/or fiscal management inadequacies and/or non-compliance with contractual requirements. Once designated as a "high risk" recipient, special conditions will be attached to the Grant Agreement. This means that if inadequacies are not corrected/amended properly and in a timely manner, the recipient may not receive future funding.

IV. Eligible Applicants

The current fiscal year application is open to organizations, institutions and agencies who have received funding and are in good standing meeting all contract requirements for the Women's Referral Central Hotline during the prior fiscal year and who will provide a continuation of existing services to residents of New Jersey.

Qualifications Needed by Applicant to be considered for a Grant: Applicants must meet eligibility requirements discussed above for consideration. All proposals will be evaluated. In addition, we will also review following areas:

- Relevant Track Record: demonstrate experience on the part of both the organization and current staff in the areas providing services to residents of New Jersey.
- Financial Management: demonstrate experience and staff capacity to manage this grant including experience in obtaining funding from state, federal, municipal or private sources.
- Grant Impact and Achievable Goals: demonstrate ability of staff and agency to meet the objectives of this grant which have been adopted by the Division on Women for the Women's Referral Central Hotline responding to this application. The objectives were developed in and

represent a collective model of the most frequently used services for residents of New Jersey.

Program Monitoring Requirements:

Grant Objectives:

Within the contract year, the grantee will meet the contractual agreement through the completion of objectives per the objectives. An objective is a specific and measurable statement that summarizes expected achievement in meeting the described need for funding. These include:

- Assist 5,000 NJ residents with a toll-free number that will provide comprehensive information, referral, active listening and crisis response for issues confronting women.
- Set up an email account for internet inquiries from the hotline's website.
- Provide a telecommunication device for the deaf (TTY).
- Provide non-English speaking residents with the AT&T language interpretation line or comparable service.
- Maintain a computerized resource bank of existing programs and services statewide. Add and delete service listings as information is acquired concerning changes in service availability or initiation of new services or programs.
- Record and compile statistical data on all incoming calls and emails.
- Submit statistical data to the Division on Women.

Outcome Monitoring Reports and SAGE Progress Reporting Requirements

Division on Women assesses programmatic input through the use of Narrative/Outcome Reports (otherwise known as the Quarterly and Final Outcomes Reports) and through the SAGE Quarterly Progress Reports.

The narrative/outcome reports should indicate project activities and progress. The reports should indicate the numbers of calls that were received by the hotline, how emails were received and responded to, how many special needs, language line and TTY calls have been received. The reports should also include the numbers of referrals that were given and the agencies that the client was referred to Department of Community Affairs, Division on Women Program Managers reviews the quarterly and final outcomes reports for contract compliance.

Fiscal Reporting Requirements

All funded recipients are required to adhere to fiscal and programmatic requirements established in the executed grant agreement. Schedules of due dates for reporting periods applicable to funded recipients will be quarterly based upon the term of the contract.

Program Site Visits

Site visits will be conducted on an annual basis to assess all grant recipients. Visits may be announced or unannounced. One to two visits per grant year will be conducted or more as deemed necessary by program staff.

Allowable Budget Items

Administrative Costs as indicated by the asterisk (*) should not exceed 5% of the total award.

ADM – Personnel

- Salaries/Wages*
 - Includes administrative staff hours to meet requirement of grant.
- Fringe Benefits*
 - Includes employee payroll taxes (employer's portion of F.I.C.A., unemployment taxes and other taxes based on payroll). Employee benefits (retirement benefits, hospitalization, life insurance, work compensation insurance, etc.).

ADM – Purchases Services

- Bookkeeping and accounting services including payroll processing services.*
- Audit Costs*

Administrative Costs, as indicated by the asterisk (), should not exceed 5% of the total budget.

PROGRAM - Personnel

- Salaries/Wages
 - Includes staff salaries and wages, this should be based on the percentage of time spent working on Center activities.
- Fringe Benefits
 - Includes employee payroll taxes (employer's portion of F.I.C.A., unemployment taxes and other taxes based on payroll). Employee benefits (retirement benefits, hospitalization, life insurance, work compensation insurance, etc.).
- Travel – Program Staff Only
 - Includes mileage incurred by program staff while conducting hotline activities, training and meetings. Travel within community, travel out of town. (This should be reimbursed according to agency's existing policy, but should not be less than the State rate of .31 cents per mile) and includes rental of automotive equipment.
- Training – Hotline Staff Only
 - Includes travel costs incurred by hotline staff who are attending staff development.
- Other Program Personnel Costs– Please detail in justification.

PROGRAM - Purchased Services

- Audit Costs*
- Bookkeeping and accounting services including payroll processing services.*
- Includes other consultants. Describe who and for what in Justification.

PROGRAM – Operating Cost

- Space Costs
 - Includes maintenance (cleaning and other maintenance services), security services.
 - **Space Costs – Cannot Exceed 5% of the Total Award**
- Telephone
- Postage
- Consumables
 - Includes office supplies, project supplies other consumable supplies.
- Purchase of equipment, equipment repair and maintenance.

- Marketing/Advertising
 - Includes marketing of program and advertising for recruitment of hotline staff Only
- Printing
- Internet/email access
- Meetings & Conferences
 - Includes costs associated with meetings and national or local conferences. Center Directors need to submit conference information in advance to the Division on Women Program Manager for approval.
- Other Costs
 - Includes other program operating costs. Please detail in justification.

PROGRAM – Other

- Other Costs – Be specific in justification.