

Information for Federal Grantees
Last Updated 02.06.2025

This document refers recipients and subrecipients of federal grant funding to information relevant to their administration of federal grant funds in accordance with documents, federal policies, and circulars that recipients or subrecipients of federal grants should read and understand. Questions about this information should be emailed to DCF.ASKGRANTS@dcf.nj.gov.

1) Notice of Award (NOA)

DCF posts the NOA it receives for each grant on our public website at [DCF | Active Federal Grant Awards \(nj.gov\)](#)

The NOA is the official legal document issued to a state agency from the federal awarding agency indicating that a federal grant award has been made. The NOA will include important information including, but not limited to: State and Federal contact information, Award number, Project title, Budget period, Project period, and Terms and Conditions that reference specific regulations which apply to the program and funding. Each regulation should be reviewed and followed by the recipient and subrecipient of funding.

The NOA also includes information pertaining to a grantee's responsibility for financial reporting and submission.

2) Federal Rider

[RIDER-For-Purchases-Funded-by-Federal-Funds.pdf \(nj.gov\)](#)

This Rider is included with, and applicable to, all contracts that are supported in whole or in part with federal funds. Grant recipients and sub recipients must review and comply with the provisions of this Rider.

3) Expenditure Reporting

Expenditure Reporting Requirements are specified in your contract with DCF. Contracts supported in whole or in part with federal grant funds, will be required to report expenditures on a quarterly, semi-annual, or annual basis, as directed by the Federal agency.

4) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)

Uniform Guidance was officially implemented in December 2014 and as subsequently amended serves as the authoritative set of rules and requirements governing federal awards.

[eCFR :: 2 CFR Part 200 -- Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#)

Key requirements to keep in mind:

- All federal grant funding should be documented separately within your accounting system. Providers with multiple streams of funding must develop a method to ensure the separate accounting of money received from different sources.

- If Federal funding is used for personnel expenses, time and effort reporting must be utilized (see Attachment 1).
- Receipts must be maintained for all expenses that will be reimbursed by the Federal grant (see Attachment 2).
- DCF will evaluate each subrecipient's risk of noncompliance with federal regulations and the terms and conditions of the federal funding to determine an appropriate level of monitoring. Evaluation factors include a subrecipient's:
 - Prior experience with the same or similar funding
 - Results of previous audits
 - Change in personnel or systems
 - Results of previous monitoring

[eCFR :: 45 CFR 75.352 -- Requirements for pass-through entities.](#)

DCF posts the Federal Notices of Award (NOA) to its website to comply with DCF's obligation to notify subrecipients of grant requirements consistent with 45 CFR Part 75. Agencies should review their Schedule of Estimated Claims (SEC) for the funded program for the Federal Award Period and CFDA Numbers to identify the applicable Notice of Award (NOA).

5) The DCF Subrecipient Risk Assessment

[DCF Subrecipient Risk Assessment](#)

The answers provided on this self-assessment questionnaire assist DCF in its determination of a federal grant subrecipient's risk of noncompliance with State and Federal statutes, regulations, and the terms and conditions of the subaward in compliance with 2 CFR §200.331 (b). An organization that contracts with DCF to provide services funded with at least one federal grant must complete this form and email it to the attention of DCF Federal Grant Administration at DCF.AskGrants@dcf.nj.gov by October 15 of each year.

6) Program Specific Requirements

Subrecipients that provide services funded, in whole or in part, by a federal grant, must comply with all Terms and Conditions that apply to the specific award. Important program specific requirements include:

Family Violence Prevention and Services Act (FVPSA) Program Awards

As part of federal compliance, all federally funded grant recipients must ensure their program websites align with the following guidelines:

- **Remove any** ACF, HHS, FVPSA, FYSB logos from your website.
- **Add** a disclaimer clarifying the relationship between your website and federal agencies. For example:

This website is supported by Grant Number [xyz] from the [ACF Office/Program] within the Administration for Children and Families, a division of the U.S. Department of Health and Human Services. Neither the Administration for Children and Families nor any of its components operate, control, are responsible for, or necessarily endorse this website (including, without limitation, its content, technical infrastructure, and policies, and any services or tools provided). The opinions, findings, conclusions, and recommendations expressed are those of the author(s) and do not necessarily reflect the views of the Administration for Children and Families and the [ACF Office/Program].

Please implement these updates as needed.

Civil Rights Requirements Associated with OJP Awards

A DCF contractor that provides services funded by at least one United States Department of Justice (DOJ) grant must comply with the federal Office of Justice Program (OJP) guidelines regarding the civil rights laws that apply to every OJP award, and on the nondiscrimination provisions that apply to *some* OJP awards. DOJ's Office of Civil Rights (OCR) provides [information](#) and [resources](#) for recipients and subrecipients on its website <https://www.ojp.gov/program/civil-rights-office/home>.

DOJ specific requirements that apply to some or all service providers as well as their current and prospective employees, clients, and any intended beneficiaries of their services include, but are not limited to, the following:

Notice of Nondiscrimination: Pursuant to [28 CFR 42.106\(d\)](#), each subrecipient that receives funding from the Department of Justice *must provide notification* to its employees, prospective employees, beneficiaries, and prospective beneficiaries that the subrecipient does not discriminate on the basis of race, color, national origin, religion, sex, sexual orientation, gender identity, disability, age, or other protected category; and that it does not retaliate against persons who file a discrimination complaint or lawsuit, who complain to the state administering agency or the subrecipient about discrimination; or who participate in a discrimination proceeding, such as being a witness in a complaint investigation or lawsuit.

Procedures for Receiving Discrimination Complaints: Subrecipients must either: establish their own separate, independent grievance procedures, **OR** establish a written policy that state that it will send discrimination complaints, especially complaints from beneficiaries, to the Department of Children and Families (DCF), the New Jersey Division on Civil Rights (NJDCR), or the Office for Civil Rights (OCR). Additional information about DCF's grievance procedures is provided in DCF's policy, **Title II of the Americans with Disabilities Act: Accommodation of Clients with Disabilities**, available at <https://dcfpolicy.nj.gov/api/policy/download/DCF-III-B-1-200.pdf>.

The established grievance procedures or written policy described above *must include notification* that discrimination complaints from either employees or beneficiaries of a subrecipient may be forwarded either to the Department of Children and Families (DCF), the New Jersey Division on Civil Rights (NJDCR), or the Office for Civil Rights (OCR). The notification *must also include the following information* about how and where discrimination complaints from employees, prospective employees, beneficiaries, and prospective beneficiaries may be submitted.

DCF

Complaints may be submitted to the ADA Title II Coordinator via email or mail:

New Jersey Department of Children and Families
Office of Legal Affairs, ADA Title II Coordinator
50 East State Street, 4th Floor PO Box 717
Trenton, NJ 08625
Email: ADATitle2@dcf.nj.gov

NJDCR

Complaints can be submitted to NJDCR using the [NJ Bias Investigation Access System \(https://bias.njcivilrights.gov/en-US/\)](https://bias.njcivilrights.gov/en-US/) (NJBias). To request information or assistance, call 1.833.NJDCR4U (833-653-2748) or email NJDCR4U@njcivilrights.gov

OCR

Complaints may be filed [online \(https://www.ojp.gov/program/civil-rights-office/filing-civil-rights-complaint\)](https://www.ojp.gov/program/civil-rights-office/filing-civil-rights-complaint) or by submitting a Complaint Verification Form and Identity Release Statement to: AskOCR@usdoj.gov or:

Office for Civil Rights
Office of Justice Programs
U.S. Department of Justice
999 N. Capitol Street, NE
Washington, DC 20531

OCR Civil Rights Training: OCR offers online training, consisting of six segments and self-tests, to provide recipients and subrecipients an overview of applicable nondiscrimination laws and the general civil rights obligations that are tied to grants awarded by the Justice Department. The online training for grantees is available at: <https://www.ojp.gov/program/civil-rights/video-training-grantees/overview>.

Limited English Proficiency Obligations: Subrecipients must also take reasonable steps to provide to persons of limited English proficiency meaningful access to services or benefits. Information on LEP obligations can be found at www.lep.gov.

Adverse Findings of Discrimination: Each subrecipient must submit to the Department of Children and Families or the Office for Civil Rights any adverse findings of discrimination issued within the past three years based on race, color, national origin, sex, or religion from a federal or state court or federal or state administrative agency after a due process hearing.

Designated Coordinator: Subrecipients must designate a coordinator to handle discrimination complaints and adopt grievance procedures, if required to do so under Section 504 of the Rehabilitation Act, the Americans with Disabilities Act, or Title IX of the Education Amendments. A designated Section 504 Coordinator is required if the subrecipient has fifty or more employees and receives federal financial assistance from the Department of Justice of \$25,000. DCF encourages subrecipients to have a coordinator in place not only for disability and sex complaints, but also for complaints of race, color, national origin, religion, and age discrimination, as well as for retaliation complaints.

To submit questions about federal grants that were not answered after your review of the above information email: DCF.ASKGRANTS@dcf.nj.gov

Guidance on Requirements for Personnel Expenses

The following information is a suggested listing and description of potential documentation, reports, data, and forms that can be used to adequately report personnel expenses charged to a federal program. The information does not purport to be an exclusive list and it does not preclude each provider from using any other similar or generic forms or other items in their normal course of business to support costs charged under their contract.

- a) Employees whose payroll cost is 100% charged to grant activities should have a weekly timesheet that displays total hours worked each day, a clear indication of program name, the grant activity performed by the employee on the timesheet and a signature from the employee and supervisor approving the hours & activities. (See Example #1- timesheet below).
- b) Employees whose payroll cost is partially charged to grant activities should have a weekly timesheet that displays total hours worked each day and the distribution of the total hours and activities between each grant program. In addition, the timesheet should include a clear indication of the grant activities performed by the employee and a signature from the employee and the supervisor approving the hours & activities (See Example #1 - timesheet below).

NJ ORGANIZATION OF USA									
Weekly Payroll Timesheet		DATE							
Employee Name	Employee A	Mon	Tues	Weds	Thurs	Fri	Sat	Sun	Total
PROGRAM NAME	Program Name 1	2/3	2/4	2/5	2/6	2/7	2/8	2/9	
Detail of Work Completed...		8				8			
Detail of Work Completed...			3.5						
Detail of Work Completed...			4.5						
PROGRAM NAME	Program Name 2	2/3	2/4	2/5	2/6	2/7	2/8	2/9	
Detail of Work Completed...				8	8				
Total Hours		8	8	8	8	8			40
Prepared by:	Employee A xx/xx/xx (Employee Name & Date)								
Approved by:	Supervisor A xx/xx/xx (Employee Name & Date)								

Guidance on Requirements for Expenses Other Than Personnel

The following information is a suggested listing and description of documentation that can be used to adequately support costs (other than personnel) charged to the federal grant.

Transaction Supporting Documentation

Costs allowable to be reimbursed through the federal grant vary, based on the contract. The schedule below lists common expenditures and the documentation that would typically be supported:

<u>Expenditure</u>	<u>Supporting Documentation</u>
Rent, Security Deposit	Lease Agreement, Rent/Security Deposit Receipts
Utility Payments	Utility company invoice
Office Supplies	Invoice for Supplies
Equipment	Invoice and packing slip for equipment
Consultants	Consulting agreement and invoice