

STATE OF NEW JERSEY
DEPARTMENT OF LAW AND PUBLIC SAFETY
OFFICE OF THE ATTORNEY GENERAL

**FFY 2019
VICTIMS OF CRIME ACT (VOCA)
GRANT PROGRAM**



**PROGRAM ADMINISTRATION
AND FUNDING GUIDELINES**

March
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PROGRAM ADMINISTRATION and FUNDING GUIDELINES

ADMINISTRATION

The Federal Victims of Crime Act (VOCA) Formula Grant Program, 42 U.S.C. §10601 et seq., provides funding to each state in support of services to victims of violent crime (hereinafter “VOCA Grant Program”).

In New Jersey, the Department of Law and Public Safety (L&PS) administers the VOCA Grant Program. L&PS provides technical assistance to subrecipients during the implementation of the project. L&PS monitors all grants awarded under the program, and ensures subrecipients are in compliance with State and federal laws, rules, regulations, guidance, and reporting requirements. L&PS also prepares and submits programmatic and fiscal reports.

Recipients of federal grant funds are bound by changes made in federal and State law/policy regardless of inclusion in these guidelines.

All inquiries concerning the subaward application process should be addressed to:

Grants Development Section
Office of the Attorney General
Department of Law and Public Safety
25 Market Street, 5th Floor Reception
P.O. Box 085
Trenton, New Jersey 08625-0085
(609) 376-2445

PROGRAM INFORMATION

The VOCA Grant Program assists state, county and municipal agencies to meet the needs of crime victims and assist public and non-profit agencies in providing and/or enhancing services to victims of crime. Federal Victims of Crime Act funds are used to support services to victims of violent crimes. The VOCA Rules define a crime victim as “a person who has suffered physical, financial or emotional harm as a result of the commission of a crime.” 28 C.F.R. § 94.102. The Rules define direct services as those efforts that (1) respond to the emotional and physical needs of crime victims, (2) assist victims of crime to stabilize their lives after victimization, (3) assist victims to understand and participate in the criminal justice system, and (4) restore a measure of safety for victims of crime. *Id.* VOCA also seeks to encourage public and private non-profit agencies to commit other resources to victim services through matching funds (cash or in-kind services) to achieve the program objectives. If extenuating circumstances exist, this requirement can be waived through a formal match waiver request submitted to and approved by L&PS.

Additionally, each successful applicant must (1) coordinate victim services with local service agencies to identify and address gaps in services, (2) assist crime victims in seeking crime victims compensation benefits, (3) maintain required statistics on victims by race or national origin, sex, age, disability, geographic area and type of victimization, (3) use volunteer services unless granted a waiver, (4) provide services to victims of federal crimes on the same basis as victims of state crimes, and (5) under the subaward project, provide services to crime victims free of charge.

Funds for this program are derived from the FFY 19 Federal VOCA Formula Grant Program, which is administered by L&PS pursuant to the VOCA Victim Assistance Program Final Rule located at <https://www.federalregister.gov/documents/2016/07/08/2016-16085/victims-of-crime-act-victim-assistance-program>

APPLICATION REQUIREMENTS

SUBMISSION

Refer to the notice of availability of funds (NOAF) for application due dates.

Submit completed applications electronically to the OAG email address identified in the NOAF by the submission deadline, and include all proper subaward application forms with all applicable signatures. Only complete applications will be considered for funding.

Unless otherwise noted, the head of the subrecipient State agency, organization/agency, or local unit of government should sign these documents (e.g. State Agency head; Chief Executive, President, Chairperson of the Board; County Executive, County Manager, County Supervisor, County Board President; Mayor, Chief Executive or Village President).

To promote consistency, applicants should use the format outlined on the following pages for the development of the proposal.

L&PS reserves the right to decline any application for grant funding and to award subawards in amounts that may be other than requested.

*****Notice*****

Information contained in grant applications may NOT be considered confidential pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq. Do not include any information from any source in the grant application that you believe should not be made available for public review. Denoting information contained in your application as “confidential” or “not subject to public review” may not, standing alone, exempt the included information from public review.

PROPOSAL FORMAT and REQUIREMENTS

PROJECT NARRATIVE:

Please use the following format to develop your Project Narrative. All below elements **must** be included for your application to be considered complete:

I. Agency Background, Mission, Experience, & Capability

Describe in detail the agency's mission, background and experience as it relates to the purpose and objectives of the proposed project. Explain the agency's knowledge and capability to carry out the project specifically based on demonstrated experience in providing direct victim services to the target population.

II. Problem Statement/Needs Assessment

Identify the specific issue(s), target population and geographic area the proposed project will address. Describe the characteristics and needs of the target population, the local conditions and needs, the existing services, and the gaps and/or barriers in services. Include current statistics and relevant facts to substantiate the selection and need of the proposed project.

III. Project Description/Goals, Objectives, and Work Plan (Activities)

Provide a narrative description of the project that is being proposed. This section should discuss the general intent of the project and proposed solutions to the problem. List additional resources that will be dedicated to the project.

- A. **Project Goal(s):** The goal of the project is what needs to be accomplished in order to bring about a solution to a problem. Tie the goal to the problem statement.
- B. **Objectives:** In writing objectives, the following guidelines should be helpful:
 - 1. Objectives are specific actions that will be taken to achieve the goal.
 - 2. Objectives should be stated in terms of output (eg. Number of victims served, number of classes offered, etc) and outcomes (eg. Victims will feel safer, victims will be able to process their feelings, etc).
 - 3. Objectives should include measurements such as numbers served, feelings of participants, repeat victimization, etc
 - 4. Objectives allow you to see if the project is accomplishing its goals (evaluation).
- C. **Work Plan: The Work Plan (separate attachment) describes how you will do your work.**
 - 1. List, in order, the tasks that will be completed to achieve each objective.
 - 2. Provide a time frame for completion of each task.
 - 3. Identify staff that will be responsible for completing each task.

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

Partnerships, collaboration and/or coordination of services are strongly encouraged for all projects. **Describe the agency’s partnership and/or coalition building strategy and use of volunteers.** Applications for projects which require coordination of services (such as referrals) among two or more agencies must contain a signed agreement. An agreement must define roles, responsibilities, referral mechanisms, collaboration and coordination efforts necessary for successful implementation of the proposed project and must be signed by all affiliating agencies.

*****Please Note: VOLUNTEERS must be utilized in the applicant’s agency for meeting the goals and objectives of your agency and/or this specific project. This is a federal requirement of the VOCA grant.** If you are unable to utilize volunteers, a waiver must be requested and written documentation must be provided detailing your efforts to recruit and maintain volunteers or describing other circumstances prohibiting the use of volunteers.

V. Project Management and Staff

Identify project management and staff. Describe how personnel are uniquely qualified to manage and implement the project. Provide current resumes for the employees whose personnel costs are included in the project budget, along with job descriptions that detail the title and job responsibilities, as well as the education, training, and/or experience (including life experience) necessary for each position for which grant or matching funds are requested. If the funded position requires a current and valid professional New Jersey license, certificate, or permit to provide the services described in the proposal, indicate the type of license required and attach a copy of the official license.

State if the position is full-time or part-time. Indicate if you will use existing staff or if you will recruit new staff for each position requested in the budget. Public agencies cannot use grant funds to supplant State and federal funds otherwise available for crime victim services.

For staff providing direct services to victims of domestic violence or sexual assault, please submit proof of completion of the forty (40) hour domestic violence and/or sexual assault training. If required by law, please conduct criminal background checks of personnel.

New Special Condition for FY19 – Employment eligibility verification for hiring under the award

This “Employment Condition” can be found in the grant conditions document provided in your award package and can also be found online at <https://ojp.gov/funding/Explore/LegalOverview2019/MandatoryTerms Conditions.htm>.

This condition requires that the recipient, or subrecipient at any tier, “properly verifies the employment eligibility of the individual being hired, consistent with the provisions of 8 U.S.C. 1324(a)(1) and (2).” Employment Condition, para.1(A). You must notify any subrecipient of this condition and that, generally speaking, it is “unlawful, in the United States, to hire (or recruit for

employment) certain aliens.” Employment condition, para. 1(B). subrecipients may choose to participate in the “E-Verify” program (www.everify.gov) as long as an authorized representative on behalf of the subrecipient uses E-Verify to confirm employment eligibility for hiring for a person in the United States that is or will be funded with award funds. Employment Condition, para. 4(B). This condition will be included in compliance monitoring. Current eligibility verification documentation must be maintained in the subrecipients grant file, and may be requested by L&PS at any time during the grant performance period for desk reviews and on-site monitoring visits.

New Special Condition for FY19 - Determination of suitability required, in advance, before certain individuals may interact with participating minors

This “Minors Condition” can be found in the grant conditions document provided in your award package and can also be found online at <https://ojp.gov/funding/Explore/Interact-Minors.htm>.

This condition requires a written determination of the suitability of an individual to interact with minors before that individual is permitted to interact with any participating minor in the course of any activity under the award. This requirement applies regardless of an individual’s employment status. Minors Condition, para. 1. The written suitability determination must be based on “current and appropriate information” which is described in paragraph 3(E) of the Minors Condition. The current and appropriate information must be obtained no more than six (6) months before the determination regarding suitability. Minors Condition, para. E.E. Additionally, there are factors and considerations which must be taken into account. Minors Condition, para. 4. Paragraph 2 of the condition outlines when updates and reexaminations must take place. Specifically, it provides that a reexamination of each individual’s suitability determination must take place at least every five (5) years and must “reexamine a covered individual’s suitability determination upon learning of information that reasonably may suggest unsuitability and, if appropriate, modify or withdraw the determination.” Minors Condition, para. 2. Finally, this condition must be included in any subaward, at any tier, and must be monitored for compliance. Current determination of suitability to interact with minors documentation must be maintained in the subrecipients grant file, and may be requested by L&PS at any time during the grant performance period for desk reviews and on-site monitoring visits.

VI. Data Collection, Performance Measures & Evaluation

Describe the data that will be collected. Identify the person responsible for collecting the data and reviewing it to make sure that you are meeting your goals. Describe the methods that will be used to measure the progress and assess the impact of the project. Subrecipients will be required to collect, maintain, and report specific data that measures the performance and effectiveness of work under this project award to L&PS. Client feedback is strongly encouraged; if the measurement does not include client feedback, an explanation must be provided.

Awarded applicants will be required to enter VOCA-required data (quarterly performance metrics)

through OVC's online Performance Measurement Tool (PMT) located at <https://www.ovcpmt.org>.

BUDGET AND BUDGET NARRATIVE:

Please use the following to develop your Budget and Budget Narrative:

Applicant must list all requested budget items on the Budget Detail Worksheet. Costs must be specific and tied to the project objectives. A budget narrative justifying proposed expenditures is also required. Please note that items that are requested in the budget should also be described in the project narrative section of the application.

VOCA regulations require that all applicants provide a 20% project match. The match may be cash or in-kind services. All matching funds are restricted to the same uses as subaward funds, must be expended within the subaward period, and are subject to audit. It is not necessary to provide matching funds for each individual item requested in the budget.

Matching funds must be provided from non-federal funds. The applicant must verify the funding source of proposed matching funds. Applicants are required to maintain documentation on activities related to the source of matching funds as well as subaward-related activities.

The 20% matching funds are calculated on the total project costs. The match can be calculated in the following manner:

$$\begin{aligned} \text{Federal Funds Requested} \div \text{Federal Percentage} &= \text{Total Project Cost} \\ \text{Total Project Cost} \times \text{Match Percentage} &= \text{Required Match Amount} \end{aligned}$$

Example:

\$300,000 (federal funds requested)

$\$300,000 \div 80\% = \$375,000$ (Total project cost)

$\$375,000 \times 20\% = \$75,000$ (Required Match)

If you are unable to fulfill the match requirement, L&PS may grant a full or partial waiver on a case-by-case basis if extraordinary need is documented. Waivers are at the discretion of L&PS, which typically considers factors such as practical and/or logistical obstacles to providing match, local resource constraints, increases to VOCA funding where local funding availability has not increased to the same degree, past ability to provide match, and whether funding is for new or additional activities requiring match, as opposed to activities where match is already provided.

To request a waiver, in full or in part, please provide a letter of justification on agency letterhead to L&PS, and include it with your application package. The VOCA applicant must answer the following questions before a match waiver will be considered:

1. If your organization has a VOCA subaward with NJDLPS-OAG, how is the subaward being matched?
2. What extenuating circumstances exist that impede the organization's ability to partially or fully match the VOCA grant funds requested?
3. Has the organization considered all possible options for meeting the match with in-kind and cash resources that are not being used as match on another federal grant?
4. What methods has the organization used to consider all possible options for meeting the match requirements?
5. What steps does the organization plan to take in order to be able to meet the match requirement in the future?
6. If a match waiver is approved, does the organization anticipate this is a one-time request or are there extenuating circumstances that will require a waiver if additional funds are subawarded.
7. How would the denial of a match waiver impact the VOCA project?
8. Would the program have to decline all or part of the subaward if a match waiver is not granted?

I. Budget Detail Worksheet

1. Budget Detail Worksheet:

The Budget Detail Worksheet is provided for your use in the preparation of the budget and budget narrative. All required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be left blank. Indicate any non-federal (match) amount in the appropriate category.

2. Budget Categories:

PERSONNEL

List each position by title and name of employee, if available. Show the annual salary rate, percentage of salary that will be paid with grant funds, and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization, and qualifications must be substantiated in the individual's resume. Include

a description of the responsibilities and duties of each position in relationship to fulfilling the project goals and objectives.

FRINGE BENEFITS

Fringe benefits should be based on actual known costs or an approved negotiated rate by a federal agency. List the composition of the fringe benefit package. Fringe benefits are for the personnel listed in the personnel section of the budget and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation and Unemployment Compensation.

If salaries are being reflected in the budget as a cost of the project, the **corresponding** fringe must also be included, whether being paid for by grant funds or from another source (*i.e.* match). More specifically, the percentage of each position's salary charged to the grant program, whether through grants or match funds, must have the position's corresponding fringe benefits accounted for by the same percentage as the salary charged to the grant program.

For example, if an applicant requests salary for a Bilingual Counselor and 80% salary will be charged to the grant program, then the applicant must display 80% of the amount of fringe benefits in the Budget Detail Form.

- **Bilingual Counselor – \$100,000 salary.**
 - **80% of her time will be spent on the grant, and thus, \$80,000 (80% of her salary) in federal funds is requested for her salary.**
 - **Her fringe rate is 20%.**
 - **\$80,000 (salary funded under the grant) x 20% (fringe rate) = \$16,000**
 - **\$16,000 must be displayed on the Budget Detail Form, under grant funds or match.**

TRAVEL

Itemize travel expenses of staff personnel by purpose (e.g., staff to training, field interviews, advisory group meetings). Describe the purpose of each travel expenditure in reference to the project objectives. Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and the unit costs involved. Identify the location of travel, if known; or if unknown, indicate "location to be determined." Indicate source of travel policies applied, Applicant or Federal Travel Regulations. Note: Travel expenses for consultants should be included in the "Contractual/Consultant" category.

Travel costs are allowable if permitted under the current State Travel Circular, 16-11-OMB, as amended, which is located at the following website:

<http://www.state.nj.us/infobank/circular/circindx.htm>.

Mileage reimbursement cannot be charged in excess of the New Jersey State maximum of \$.35 per mile, State Treasury Circular Letter, Automobile Mileage Reimbursement Rate, 20-02-OMB. Travel costs should be projected by estimating the number of trips per person multiplied by the estimated cost per trip. Where possible, the proposed destination and purpose of the trip(s) should be listed.

EQUIPMENT

List non-expendable items that are purchased (Note: Organization's own capitalization policy for classification of equipment should be used.) Expendable items, with a cost less than \$1,000, should be included in the "Supplies" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technological advances. Rented or leased equipment costs should be listed in the "Contractual" category. **Explain how the equipment is necessary for the success of the project**, and describe the procurement methods to be used.

L&PS may approve the purchase of equipment deemed appropriate and essential to the successful operation of projects. Requests for equipment should contain adequate cost specifications, including equipment type, quantity and estimated costs. Specific brand names should be excluded.

Pertaining to requests for acquisition of equipment, the following cost principles, as detailed in the DOJ Financial Guide, should be followed:

1. No other equipment owned by the subrecipient is suitable for the project.
2. No luxury vehicles will be approved; if a vehicle request is approved, the vehicle should be reasonable, and the recipients must follow the Internal Revenue Service guidelines.
3. Federal funds are not used to provide reimbursement for the purchase of equipment already owned by the subrecipient.
4. Equipment purchased and used commonly for two or more programs should be appropriately divided among each activity.
5. Equipment that has already been purchased and charged to other activities of the organization is not an allowable expense to the award.

SUPPLIES

List items by type (office supplies, postage, training materials, copying paper, and expendable equipment items costing **less than \$1,000**, such as books, hand held tape recorders) and show the basis for the computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

CONSULTANTS/CONTRACTS/SUBAWARDS

Contracts/Subawards: Comply with 2 CFR 200 and applicable federal, State, and local law. Indicate, with justification, whether a purchase of services or supplies constitutes a subaward or procurement contract pursuant to 2 CFR 200 and how the applicant intends to comply with corresponding procurement and/or subaward requirements per federal law. Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulations are followed. Provide a description of the product or service to be procured by contract and estimate of the cost. Applicants must promote free and open competition in awarding contracts/subawards.

***** Please Note: Important information regarding sub-subrecipients: If the application includes a sub-subrecipient(s) to assist in providing services outlined in the scope of work, your agency's proposed sub-subrecipient(s) must meet the same eligibility criteria to receive VOCA-VAG funds that are imposed upon your agency through the N.J. Department of Law and Public Safety, as required by the U.S. Department of Justice and the State of New Jersey.**

During the contract award process, **special conditions** will be added to acknowledge your compliance with the requirements of a pass-through agency **for engaging services of a sub-subrecipient agency.**

Your agency must:

1. Demonstrate the award to the sub-subrecipient was determined through a competitive process.

The sub-subrecipient agency must:

1. Provide direct victim services;
2. Identify as a public agency or non-profit organization;
3. Be registered with the NJ Department of Community Affairs as a Charitable Organization (applicable for \$10,000 or more in fundraising);
4. Receive at least 25% of support from sources other than the Crime Victim Fund (established through Victims of Crime Act);
5. Utilize volunteers in providing services;
6. Assist potential recipients in seeking crime victims compensation; and
7. Demonstrate a history of providing direct services.

The **special conditions** will also specify your agency's requirements **for issuing a subaward and monitoring a sub-subrecipient agency** as outlined in 2 CFR 200.331.

Your agency must:

1. Ensure that every subaward is clearly identified to the subrecipient as a subaward.
2. Provide every subrecipient with a subaward contract which includes all required information outlined in 2CFR 200.331 Requirements for pass through entities including:
 - a. Federal Award Information;
 - b. All requirements imposed by the pass-through entity on the subrecipient so that the federal award is used in accordance with federal statutes, regulations and the terms and conditions of the federal award;
 - c. Any additional responsibilities that the pass-through entity imposes on the subrecipient in order to meet its own responsibility to the federal awarding agency;
 - d. An approved federally recognized indirect cost rate or a de minimis indirect cost rate as defined in 2 CFR 200.414 (if applicable);
 - e. A requirement that the subrecipient permit the pass-through entity and auditors to have access to the subrecipients records and financial statements as necessary to meet the requirements of this section 2 CFR 200.300 Statutory and national policy requirements through 200.309 Period of performance and Subpart F – Audit Requirements of this part; and
 - f. Appropriate terms and conditions concerning closeout of the subaward.
3. Evaluate each subrecipient’s risk of noncompliance with Federal statutes, regulations, and the terms and conditions of the subaward for purposes of determining the appropriate subrecipient monitoring.
4. Consider imposing specific subaward conditions upon a subrecipient if appropriate as described in 2 CFR 200.207 Specific conditions.
5. Monitor the activities of the subrecipient as necessary to ensure that the subaward is used for authorized purposes, in compliance with federal statutes, regulations, and the terms and conditions of the subaward; and that subaward performance goals are achieved.
6. Depending on the pass-through entity’s assessment of risk posed by the subrecipient, determine which monitoring tools may be useful to ensure proper accountability and compliance with program requirements and achievement of performance goals i.e. training and technical assistance or on-site reviews.
7. Verify that every subrecipient is audited as required by Subpart F –Audit requirements when it is expected that the subrecipient’s federal awards expended during the respective fiscal year equaled or exceeded the threshold set forth in 2 CFR 200.501 Audit requirements.
8. Consider whether the results of the subrecipient’s audits, on-site reviews, or other monitoring indicate conditions that necessitate adjustments to the pass-through entity’s own records.
9. Consider taking enforcement action against non-compliant subrecipients as described in 2 CFR 200.338 Remedies for noncompliance of this part and in program regulations.

Consultant fees: For each consultant enter the name, if known, service to be provided,

hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$650 per day or \$81.25 per hour require additional justification and prior approval.

Consultant expenses: List all expenses to be paid from the grant to the individual consultants in addition to their fees (i.e. travel, meals, lodging, etc.). This includes travel expenses for anyone who is not an employee of the applicant such as participants, volunteers, partners, etc.

OTHER COSTS

List items by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent or provide a monthly rental cost and how many months to rent. The basis field is a text field to describe the quantity such as square footage, months, etc. Only the cost of facilities used for the project activities are permissible, such as office space, maintenance costs, landlines, and utilities.

INDIRECT COSTS

Indirect costs are allowed if the applicant has a federally approved indirect cost rate. A copy of the rate approval (a fully executed, negotiated agreement) must be attached. If the applicant does not have an approved rate, and has never had an approved rate, the applicant may elect to charge a de minimis rate of 10% of modified total direct costs as indicated in 2 CFR Part 200.414f.

The applicant may elect not to charge indirect costs.

Additional information about using an ICR and claiming indirect costs is included in the **Indirect Cost Rate Fact Sheet**.

II. Allowable Costs

Costs must be **reasonable, allocable and necessary for the success of the project**. Allowable costs are those charges identified under the grant program's authorizing legislation, regulations and applicable Federal cost principles found at **2 CFR Part 200, Subpart E, Costs Principles** (2 CFR §200.400 et seq.).

Applicants and subrecipients (Recipients or subrecipients of federal funds) must also adhere to the financial and administrative requirements set forth in the most current version of the **U.S. Department of Justice (DOJ) Financial Guide**, located at:

<https://ojp.gov/financialguide/doj/index.htm>.

The DOJ Grants Financial Guide includes information on allowable costs, audit requirements, accounting systems, financial records and the administration of grant funds.

Applicants and subrecipients must also comply with the **NJ State Department of**

Treasury, Office of Management and Budget, State Circulars, as issued and superseded, found at <http://www.state.nj.us/infobank/circular/circindx.htm>, and specifically, State Circular Standard Grant Agreement Form, X. Allowable Costs, 07-05-OMB (as amended).

The following list is a broad subgrouping of services, activities and costs that are eligible for support with subawards from the VOCA. The list is not all inclusive.

For a full list of allowable activities and costs, please consult the **VOCA Final Rule** at <https://www.federalregister.gov/documents/2016/07/08/2016-16085/victims-of-crime-act-victim-assistance-program>.

Please only request funding for services, activities, items, and costs that are allowable.

1. Services which respond to the immediate emotional, psychological, and physical health and safety (excluding medical care) of crime victims such as crisis intervention, accompaniments to hospitals for medical examinations, hotline counseling, safety planning, emergency food, and other emergency services that are intended to restore the victim's sense of dignity and self-esteem.
2. Services and activities that assist the primary and secondary victims of crime in understanding the dynamics of victimization and in stabilizing their lives after victimization such as counseling, group treatment and therapy by a qualified professional mental health provider. This includes the evaluation of mental health needs. Parenting skills training and parenting counseling are not considered direct victim services.
3. Services for crime victims within the criminal justice system and other public proceedings arising from the crime, such as accompaniments to offices and court; child care to enable a victim to attend court; notification of trial dates, case disposition information and parole consideration procedures; restitution advocacy; and assistance with victim impact statements. Transportation, meals, and lodging costs to allow a victim to participate in a proceeding are also allowable provided the victim is not called as a witness.
4. Legal assistance, where reasonable, where the need for such services arises as a direct result of the victimization.
5. Services to assist crime victims with managing practical problems created by victimization. Such services include action on behalf of the victim with other service providers, creditors or employers at the victim's request; assisting the victim

recover property that is retained as evidence; assisting in filing for compensation benefits; and helping to apply for public assistance.

6. Peer Support, including but not limited to, activities that provide opportunities for victims to meet other victims, share experiences, and provide self-help, information, and emotional support.
7. Costs which are necessary and essential to providing services such as **prorated** costs of rent, telephone services, transportation costs for victims to receive services and local travel expenses for service providers.
8. Costs that are directly related to providing services, such as staff salaries and fringe benefits, the cost of advertising to recruit funded personnel, etc.
9. Individuals who recruit, train, and supervise volunteers utilized as part of the VOCA project may be funded including volunteer coordinators at Court Appointed Special Advocate (CASA) programs. At CASA programs, VOCA funds may pay only for the time the coordinator devotes to supervising and/or training those volunteers who provide direct services to child victims.
10. VOCA funds designated for training to be used exclusively for developing the skills of direct victim service providers so that they are better able to offer quality services to crime victims. This may include volunteers and paid direct services staff both VOCA-funded and not. Training includes, but is not limited to, manuals, books, videoconferencing, electronic training resources, and other materials and resources relating to such training.
11. Gift Cards – VOCA funded projects that use gift cards to support direct victim services **must have written policies and internal controls** regarding the purchase and use of such cards, and that such cards are used as reasonably necessary. Policies should address what approvals are required to purchase the cards, how the cards are stored and accounted for, what items may be purchased with the cards (must be clearly labeled “No Tobacco and No Alcohol”) and what supporting documentation is required for purchases. Gift cards that are not fully spent should be returned, expensed amount logged, and the balance should be used towards another victim served under the VOCA grant project.
12. Activities supporting direct services for which VOCA funds may be used include, but are not limited to, the following:
 - a. Supervisory staff for the VOCA project when OAG determines such staff are necessary to effectively facilitate the provision of direct services.
 - b. Coordination activities that facilitate the provision of direct services, including, but

not limited to, crisis response teams, multi-disciplinary teams, statewide coordination of victim notification systems, coalitions to support and assist victims, and the salaries and expenses of such coordination.

- c. Activities that support a coordinated and comprehensive response to crime victims needs by direct service providers, including, but not limited to, payment of salaries and expenses of direct service staff serving on child and adult abuse multi-disciplinary investigation and treatment teams, coordination with federal agencies to provide services to victims of federal crimes and/or participation on statewide or other task forces, work groups, and committees to develop protocols, interagency, and other working agreements.
 - d. Costs of administrative time spent performing the following:
 - i. Completing VOCA required time and attendance sheets and programmatic documentation, reports, and statistics;
 - ii. Collecting and maintaining crime victims' records; and
 - iii. Conducting victim satisfaction surveys and needs assessments to improve victim services delivery in the project.
13. Costs typically associated with transitional housing, relocation, and rapid rehousing. In order to provide housing services, subgrantees must maintain a housing policy compatible with OAG's housing policy. Copies of OAG's housing policies are available on the OAG Grants website at <https://www.nj.gov/oag/grants.htm>

Please note: VOCA funds cannot support the entire cost of an item that is not used exclusively for the VOCA funded project. Agencies must maintain sufficient documentation (i.e.- usage logs, phone bills, rent agreements) to accurately identify, allocate or prorate costs based on funding source. If a cost benefits two or more projects or activities in proportions that can be determined without undue effort or cost, the cost must be allocated to the projects based on proportional benefit. If a cost benefits two or more projects or activities in proportions that cannot be determined because of the interrelationship of the work involved, then, costs should be allocated on a proportionate and reasonable documented basis across all funding sources.

III. Unallowable Costs

Generally, allowable costs may be rejected if, in L&PS's determination, such costs are excessive, unreasonable, or not integral to the success of the project. All items of cost will be reviewed by L&PS to determine eligibility. Also, costs incurred outside the project period (before or after) are not allowable. For more information on unallowable costs, see the DOJ Grants Financial Guide and the VOCA Regulations.

The following costs are unallowable:

1. Lobbying

2. Research and Studies. Please note: Project evaluations are allowable.
3. Active Investigation and Prosecution of Criminal Activities Prosecution Activities
4. Fundraising Activities
5. Capital Expenses. VOCA funds cannot pay for capital improvements, property losses and expenses, real estate purchases, mortgage payments, and construction.
6. Medical Care. VOCA funds cannot pay for medical care, except as otherwise allowed by other provisions of 28 C.F.R. Part 94, Subpart B.
7. Compensation for Victims of Crime. Reimbursement of crime victims for expenses incurred as a result of a crime, except as otherwise allowed.
8. Salaries and Expenses of Management. Salaries, benefits, fees, furniture, equipment and other expenses associated with executive directors, board members, and other administrators except as otherwise allowed.
9. Certain Travel Costs. Travel costs excluded under the current State Travel Regulations 16-11-OMB, are unallowable. No overnight travel or meal allowance if travel is within the State (<http://www.state.nj.us/infobank/circular/circindx.htm>). Lodging costs in excess of Federal per diem rate are not allowable. (<http://www.gsa.gov>).
10. Other Unallowable Costs. Other categories of unallowable costs include:
 - a. Entertainment, including amusement, diversion, social activities, and any associated costs (i.e. tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities) are unallowable. Certain exceptions may apply when such costs have a programmatic purpose and have been approved by the awarding agency;
 - b. Fines and penalties (except when incurred as a result of compliance with specific provisions of an award or contract, or with written approval from the awarding agency);
 - c. Credit card fees;
 - d. Passport charges;
 - e. Tips;
 - f. Bar charges/alcoholic beverages; and
 - g. Membership fees to organizations whose primary activity is lobbying.

IV. GENERAL FISCAL REQUIREMENTS

General fiscal requirements include the following:

1. A separate account for the subaward project with separate accountability of receipts, expenditures, and balances for each fiscal budget period.
2. Itemization of all supporting records of grant receipts, expenditures and state/local contributions (if applicable) in sufficient detail to show exact nature for each fiscal budget period.
3. Provision of data and information for each expenditure and State/local contributions with proper reference to a supporting voucher or bill properly approved.
4. Maintenance of payroll authorizations and vouchers.
5. Maintenance of an **hourly** time-reporting system for personnel charged to the grant and State/local contributed services (if applicable).
6. Maintenance of records supporting charges for fringe benefits.
7. Maintenance of inventory records for equipment purchased, rented, and contributed.
8. Maintenance of inventory records for consumable supplies purchased.
9. Provisions for payment by check.
10. Maintain timesheets for all positions funded less than 100% of the time (federal and match) budgeted under the subgrant. Adequate documentation and policies must be maintained to determine appropriate funding allocations. Special care should be taken if a position is funded from more than one source. Time and effort records must account for an individual's entire day by funding source, describe work activities, and be signed by the employee and supervisor.
11. Prepare bi-annual certifications for employees who work solely on the grant funded project (100% of time on the grant) verifying salary and wage charges to the project that are signed by the employee and supervisor.

ADDITIONAL APPLICATION AND AWARD REQUIREMENTS

I. SUPPLANTING

Federal grant funds must be used to supplement existing funds for program activities and cannot replace, or supplant, nonfederal funds that have been appropriated for the same purpose. If there is a potential of supplanting, the applicant may be asked to supply documentation demonstrating that the reduction in non-federal resources occurred for reasons other than the receipt or expected receipt of federal funds. For additional supplanting guidance, see the DOJ Grants Financial Guide available at: <https://ojp.gov/financialguide/doj/index.htm>.

II. APPLICATION AUTHORIZATION

The submission of any subaward application requires the signature of the applicant unit of government's Chief Executive Officer, agency head or authorized party and Project Director. Signature indicates that the information provided within the application is truthful, accurate and complete, and the applicant intends to comply with all requirements regarding the use of subaward funds, and will use the subaward funds to carry out the project as described in the application. The Project Director and Chief Executive Officer also acknowledge that they are responsible for authorizing expenditures and disbursing of subaward funds.

III. SYSTEM FOR AWARD MANAGEMENT (SAM) AND DATA UNIVERSAL NUMBERING SYSTEM (DUNS)

The Department of Justice, Office of Justice Programs, requires the gathering of information to comply with the Federal Funding and Accountability and Transparency Act (FFATA) of 2006. FFATA requires the use of the System for Award Management (SAM) and the Data Universal Numbering System (DUNS) for each entity applying for a Federal award or subaward.

*****Notice*****

Applications without a current and active SAM registration and a DUNS number are incomplete. No applicant may receive a subaward unless it has provided a DUNS number and proof of active SAM registration.

The details of subrecipient obligations are posted on the Office of Justice Programs website at <http://www.ojp.gov/funding/sam.htm> (Award condition: Registration with the System for Award Management and Universal Identifier Requirements), and are incorporated by reference here.

A DUNS number is a unique nine-digit sequence recognized as a unique identifier for tracking federal assistance applicants, recipients, and subrecipients. A DUNS number assignment is a one-time activity, and can be obtained by applying online at <http://fedgov.dnb.com/webform> or calling 1-866-705-5711.

The System for Award Management (SAM) is the Official U.S. Government system that consolidated the capabilities of CCR/FedReg, ORCA, and EPLS. There is NO fee to register. Applicants for grants (private non-profits, educational organizations, state and regional agencies, etc.) supported with federal grant funds must register on-line with SAM at <https://www.sam.gov>. Applicants must update or renew their registration at least once per year to maintain their active status.

IV. SUBRECIPIENT OFFICIAL FILE

Subrecipients are required to maintain a master file for subaward documents. The following documents must be available for on-site review by L&PS:

- A. **Application and Award Documents:** copies of the approved application for the subaward, the subaward contract, award letter, Applicant Information Form, Budget Detail Worksheet, Applicant Authorization, EEO Certification, General Conditions, Special Conditions, and L&PS Project Approved Budget, all project modification requests, grant adjustments, and related written approvals from L&PS.
- B. **Financial, Programmatic and Performance Measurement Tool (PMT) Reports:** copies of all quarterly detailed cost statements, quarterly programmatic progress reports, quarterly PMT reports and annual reports.
- C. **Personnel Information:** copies of all payroll evidence, staff assignment forms, hourly time reports, monthly Time and Activity Reports and/or semi-annual certifications; as required. In addition, current eligibility verification documentation as well as current determination of suitability to interact with minors documentation must be maintained in the subrecipient official grant file.
- D. **Equipment:** copies of all purchase orders, receiving documents, bid or competitive quote information, paid vouchers, and inventory data.
- E. **Consumable Supplies:** copies of all purchase orders, receiving documents, invoices and paid vouchers.
- F. **Operating Expenses:** all space contracts and/or certificates, bid information, purchase orders, invoices, and payments.
- G. **Travel:** copies of all travel authorizations, travel vouchers, and payments; copies of training certificates or other proof of attendance.
- H. **Banking Information:** cash verification, receipts documentation, check register, canceled checks, and bank statements.

V. REPORTING PROCEDURES

A. PROGRAMMATIC PROGRESS REPORTS

To comply with the Government Performance and Results Act of 1993, the federal government also requires the reporting of specific performance measurements. Subrecipients are required to submit **quarterly** programmatic progress reports to L&PS describing project activities for the duration of the award period. Reports are to be submitted to L&PS within **fifteen (15) calendar days** of the end the quarter. Subrecipients will receive reporting forms with their copy of the executed contract/award document. That reporting form will include specific performance measurements applicable to their grant.

If a subaward begins less than a month before the end of a calendar quarter, a programmatic progress report is not due for that quarter. Activities for this shortened period should be accounted for in the subsequent quarterly report.

B. DETAILED COST STATEMENT

The subrecipient is required to submit financial expenditure reports or Detailed Cost Statements (DCS) comparing actual expenditures with the L&PS Approved Project Budget.

Subrecipients are required to submit **quarterly** DCS's. DCS reports must be submitted to the L&PS within **fifteen (15) calendar days** of the end of each quarter. The DCS for the last quarter shall be marked as final. For each funding request, a separate State of New Jersey Payment Voucher must be submitted.

1. SOURCE DOCUMENTATION REQUIREMENT

All costs charged to federal awards must be adequately documented. *See* 2 C.F.R. § 200.403. All subrecipients must provide supporting source documentation (e.g. invoices, hotel receipts, timesheets, payroll records, purchase orders) with their reimbursement requests. Subrecipients should be ensuring that their costs are allowable, mathematically accurate and correlate to the source documentation provided. L&PS grant staff will review all subrecipient source documentation prior to approving reimbursement requests. Costs lacking sufficient support may not be reimbursed.

VI. BUDGET REVISION AND MODIFICATION

The grant budget is the approved financial plan to carry out the purpose of the grant. This plan

is the financial representation of the project as approved during the grant application and award process.

- A. Subrecipients are required to report deviations from the approved budget and receive prior written approvals for budget revisions and modifications in excess of **one (1) percent of the total award amount**. To request a budget revision, Subrecipients are required to submit a written explanation (Justification Letter) and a L&PS Grant Adjustment Request Form (GARF).
- B. Subrecipients will be required to request a revision for the following reasons:
 - 1. Changes in the scope, objective, financial assistance, key personnel, timing of the project or deviations from the approved budget.
 - 2. Need to extend the grant period.
 - 3. Provide financial assistance to a third party by sub-contracting (if authorized by law) or by another means to obtain the services of a third party to perform activities which are central to the purpose of the award.
 - 4. Adjustments between cost categories and/or shifts of funding to direct cost categories that are not part of the approved budget.
 - 5. Revisions which involve the transfer of amounts budgeted for indirect costs to absorb increases in direct costs.

VII. AUDIT REQUIREMENTS

The subrecipient must comply with federal audit requirements located at 2 C.F.R. Part 200, Subpart F, Audit Requirements (2 C.F.R. Part 200.500, et seq.), the Government Accountability Office's Generally Accepted Government Auditing Standards (also known as the Yellow Book), and the most current edition of the DOJ Grants Financial Guide - Audit Requirements. The subrecipient must also comply with State audit requirements located in the State Treasury Department, State Circular, Single Audit Policy for Recipients of Federal Grants, State Grants and State Aid, 15-08-OMB. Further, the subrecipient may be required to submit an "Audit Requirements Form."

- 1. Applicants that expend Federal and/or State financial assistance of **\$100,000** or more, but less than **\$750,000** of Federal or State financial assistance during their fiscal year (including federal pass-through funds), must have either:

- a. A financial statement audit performed in accordance with Government Auditing Standards (Yellow Book) or
 - b. A VOCA program-specific audit performed in accordance with 2 C.F.R. Part 200.500, et seq., and state policy.
2. Applicants that expend Federal or State financial assistance, (including federal pass-through funds) of **\$750,000** or more during their fiscal year must have:
 - a. A single audit performed, or
 - b. A VOCA program-specific audit performed annually, in accordance with 2 C.F.R. Part 200.500, et seq., and State policy.
3. Proof of Submission: Your Agency is required to submit its Single Audit to the *Federal Audit Clearinghouse (FAC)* at the following website: <https://harvester.census.gov/facweb/default.aswp/>. Do NOT send a copy of your audit to L&PS.
4. For applicants receiving less than \$100,000 of State and/or federal financial assistance, no audit is required. However, L&PS may require the Chief Financial Officer of the agency to attest to the adequacy of the applicant's accounting system by submitting the Accounting System and Financial Capability Questionnaire.

VIII. GENERAL AND SPECIAL CONDITIONS

Prior to award, applicants must review, agree to comply, and sign General Conditions and Assurances that are required for subrecipients. The General Conditions and Assurances are formatted to include four (4) sections including: Federal General Conditions; State General Conditions; Federal Special Conditions; and Program Specific Special Conditions.

Additional conditions may be imposed by L&PS for subrecipients who are deemed “high risk” or who have been “conditionally approved” for subaward.