

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

**FFY 2018
VICTIMS OF CRIME ACT (VOCA)
GRANT PROGRAM**



**PROGRAM ADMINISTRATION
AND FUNDING GUIDELINES**

May 2019

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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 both applicants, during the development of the proposal, and to subrecipients, during the implementation of the project. L&PS monitors all grants awarded under 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:

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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. In doing so, VOCA funds are used to ensure that crime victims are treated with fairness, compassion, and respect by the criminal justice system to prevent secondary victimization by the system.

Federal Victims of Crime Act funds are generated by assessments levied on offenders of federal crimes and are used to support services to victims of violent crimes. The VOCA Regulations define a crime victim as “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 Regulations define direct services as those efforts that (1) respond to the emotional, psychological, or 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 security and safety for victims of crime. *Id.* VOCA also seeks to encourage public and private non-profit agencies to commit other resources to victim services projects, in conjunction with federal funds, by requiring matching funds (cash or in-kind services) to achieve the program objectives.

Funds for this program are derived from the FY18 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.

Unless otherwise noted, the head of the subrecipient State Agency, organization, 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, 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

Proposals must be emailed to the following email address: voca@njoag.gov.

All application requirements must be received by the application deadline set forth in the NOAF. It is strongly recommended that agencies submit their proposals prior to the deadline to ensure all documents are received on time.

Most documents are fillable PDF documents. Please only use the space allowed on the PDF document for your response, using Times New Roman, 12 Pt. Font.

PROJECT INFORMATION:

Please use the Project Information form for your submission. It includes the following sections:

Agency- Specific Information

- Please complete all fields.

Agency Contact Information

- Please complete all fields.

Project-Specific Information

- Please complete all fields.

A Description of your Project

- o Please provide a brief, overall description of your project.

Description of your Agency Background, Mission, Experience and Capability

- o Please provide a brief, description of your agency's mission, background, capability and experience as it relates to the purpose and objectives of the proposed project.

Core Services to be Provided

- o Please check all applicable boxes of Core Services that will be provided.

Problem Statement/Needs Assessment

- o Identify the specific issue(s), target population and geographic area the

proposed project will address. You may 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.

Goal, Objectives and Implementation

- What is the goal of your project?
- What are your specific objectives to achieve your goal?
- What activities will your agency implement to accomplish the objectives?
- Use the Project Work Plan template provided to detail the project timeline in relation to achieving your stated goals and objectives.

A List of Key Project Staff

- Please provide a list of Key Project Staff/Titles that will be working on the project.
- For staff providing direct services to victims of domestic violence or sexual assault, completion of the forty (40) hour domestic violence and/or sexual assault training is required.
- If required by law, please conduct criminal background checks of personnel.
- Indicate if you will use existing staff or if you will recruit new staff for each position requested in the budget.
- In the Budget Narrative, state if the position is full-time or part-time.

Data Collection/Performance Measures/Evaluation

- Please provide a description of how you will collect data, measure performance and complete an overall evaluation of the project.
 - Client feedback is strongly encouraged
- **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>.**

Additional Information

- Please provide any pertinent information relating to your application that was not captured in any of the above sections.

BUDGET DETAIL AND NARRATIVE:

Applicants must provide an itemized list of costs and a narrative explanation as to why those costs are necessary to the success of the project. Costs must be specific and tied to the project objectives.

VOCA regulations require that all applicants provide a 20% project match. The match may be cash or in-kind. 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 however, the total match must be equal to 20% of the total cost of the project.

Matching funds must be provided from non-federal funds. The applicant must disclose the funding source of proposed matching funds in the narrative section of the budget. 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:

\$400,000 (federal funds requested)

$\$400,000 \div 80\% = \$500,000$ (Total project cost)

$\$500,000 \times 20\% = \$100,000$ (Required Match)

If you are unable to fulfill the match requirement, the Federal Office for Victims of Crime (OVC) may grant a full or partial match waiver on a case-by-case basis if extraordinary need is documented. Waivers are at the discretion of the OVC Director, considering factor such as local resources, annual budget changes, past inability to provide match, and whether funding is for new or additional activities requiring match.

To request a waiver, please provide a letter, with justification for your request, to the L&PS, and include it with your application package. L&PS will review all requests and send only those requests that are supported and justified to OVC for approval.

Please note, you **MUST** still include the full match requirement in your budget, even if you intend to seek a waiver. Your inability to meet the full match amount will not negatively bear upon the strength of your grant application.

I. Budget Categories

Budget categories appearing on the Budget Detail Form are listed and explained below.

A. Personnel

List each employee or volunteer by name and position.

Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

Federal funds may not be used to pay total cash compensation (salary plus bonuses) to any employee of the award recipient at a rate that exceeds 110% of the maximum annual salary payable to a member of the federal government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. (A salary table for SES employees is available at www.opm.gov).

B. Fringe Benefits

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). For each employee requested under "Personnel," the salary's corresponding fringe amount must be accounted for under "Fringe Benefits" on the Budget Detail Form. Employee fringe benefits, should be listed as a total of all fringe categories however, the narrative should include a breakdown of each item included in the total fringe rate; such as retirement, FICA and health insurance.

Example:
Salary:

A15 Jane Smith is a full time counselor assisting victims of domestic violence. Jane will devote 100% of her time to the grant project.

Budget Detail - Year 1								
Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities? - Y/N								
(DOJ Financial Guide, Section 3.10)								
A. Personnel								
Name	Position	Computation						
List each name, if known.	List each position, if known.	Show annual salary rate & amount of time devoted to the project for each name/position.						
Add Personnel	Delete Selected	Salary	Rate	Time Worked (# of hours, days, months, years)	Percentage of Time	Total Cost	Non-Federal Contribution	Federal Request
Jane Smith	counselor	\$45,000.00	yearly	1	100%	\$45,000		\$45,000
Joe Doe	counselor	\$45,000.00	yearly	1	35%	\$15,750		\$15,750
Total(s)						\$60,750	\$0	\$60,750
Narrative								Add Additional Narrative Text Area
Jane Smith is a full time counselor assisting victims of domestic violence. Jane will devote 100% of her time to the grant project. Joe Doe is a full time counselor. Joe will be working with victims of sexual assault. Joe will devote 35% of his time to the grant project.								

Corresponding Fringe:

A28 Fringe Benefits consist of: FICA - 6.2%; Medicare - 1.45%; Unemployment - 0.1%; Worker's Compensation - 1.1%; Pension - 5%; Health Care - 13.57%

B. Fringe Benefits						
Name	Computation					
List each grant-supported position receiving fringe benefits.	Show the basis for computation.					
Add Benefit	Delete Selected	Base	Rate	Total Cost	Non-Federal Contribution	Federal Request
Jane Smith		\$45,000.00	27.42%	\$12,339		\$12,339
Joe Doe		\$15,750.00	27.42%	\$4,319		\$4,319
Total(s)				\$16,658	\$0	\$16,658
Narrative					Add Additional Narrative Text	
Fringe Benefits consist of: FICA - 6.2%; Medicare - 1.45%; Unemployment - 0.1%; Worker's Compensation - 1.1%; Pension - 5%; Health Care - 13.57%						

C. Travel

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 (effective July 1, 2019). Travel costs should include the proposed destination and purpose of the trip(s).

Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation using the fields provided in the budget template. Expenses should be consistent with federal per diem rates (www.gsa.gov); in the absence of a federal per diem rate, travel expenses must be consistent with State per diem allowances.

Travel expenses for consultants should be included in the “Consultant Travel” data fields under the “Subawards (Subgrants)/Procurement Contracts” category.

D. Equipment

Requests for equipment should contain adequate cost specifications, including equipment item, quantity and estimated costs. Specific brand names should be excluded.

Equipment means tangible personal property (including information technology systems) having 1) a useful life of more than one year and 2) **a per-unit acquisition cost of \$1,000 or greater** (or your organization’s capitalization policy, if it is less than \$1,000).

An inventory of all equipment purchased with subaward funds or through the federal excess property program must be maintained as part of the official grant file. **Equipment must be used, maintained, and disposed of in a manner consistent with the standards outlined in 2 C.F.R. Part 200, Subpart D, Subtitle 3, Equipment (2 C.F.R. 200.313, supplemented by 2 C.F.R. 2800.313, and 2 C.F.R. 200.439) and the DOJ Financial Guide.**

If you do not fully justify the need for the itemized equipment in your budget and budget narrative, L&PS may require that additional information be provided before the budget can be approved.

Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. **Rented or leased equipment costs should be listed in the “Contracts” data fields under the Subawards (Subgrants)/Procurement Contracts” category.**

Please explain how the equipment is necessary for the success of the project in the Budget Narrative, as well as the procurement method to be used. Equipment must be procured in accordance with the Subrecipient's own documented procurement procedures which reflect applicable State, local, and tribal laws and regulations, provided that the procurements conform to applicable Federal law and the standards identified in 2 C.F.R. 200.317 – 200.326.

E. Supplies

Supplies means all tangible personal property other than those described in "Equipment." A computing device (laptop, tablet, etc.) is a supply if the acquisition cost, per item, is less than \$1,000, regardless of the length of its useful life.

Estimate the cost of consumable supplies directly required by the project. Costs should be itemized, showing computation and per unit cost. General office supplies can be condensed into one line-item – for example: "General Office Supplies including, but not limited to paper, pens, folders, tape, paper clips, etc." All other supplies should be itemized.

F. Construction

Construction is not allowable.

Minor repairs or renovations may be allowable and should be classified in the "Other" category.

G. Subawards (Subgrants), Procurement Contracts, & Consultant Fees

Subaward means an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a Federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal program.

Provide a description of the Federal award activities proposed to be carried out by any subrecipient and an estimate of the cost (include the cost per subrecipient, to the extent known prior to application submission). For each subrecipient, enter the subrecipient entity name, if known.

Procurement contracts means a legal instrument by which a non-Federal entity purchases property or services needed to carry out the project or program under a Federal award.

Provide a description of the product or service to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding

procurement contracts. A separate justification must be provided for sole source procurements in excess of the Simplified Acquisition Threshold set in accordance with 41 U.S.C. 1908 (currently set at \$150,000).

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 the DOJ grant-making component's maximum rate for an 8-hour day (currently \$650) require additional justification and prior approval. "

H. Other Costs

List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by 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.

Applicants should include *Victim Aid* in the "Other Costs" category. Funds may be used to provide emergency aid to victims. Applicants requesting funds for Victim Aid must submit a copy of the agency's written policy and procedures regarding the disbursement and accounting of these funds and the eligibility criteria for victims to receive such items and/or services. Allowable expenses may include, but are not limited to, emergency food, clothing, toiletries, shelter (emergency hotel stays, transitional housing, and relocation assistance), transportation (to attend emergent legal proceedings and/or to receive emergent services), and window, door or lock repair/replacement in the immediate aftermath of a crime.

I. Indirect Costs

Indirect costs are allowed only if: a) the applicant has a current, federally approved indirect cost rate; or b) the applicant is eligible to use and elects to use the "de minimis" indirect cost rate described in 2 C.F.R. 200.414(f). An applicant with a current, federally approved indirect cost rate must attach a copy of the rate approval.

Narrative for any indirect costs should clearly state which direct costs the indirect cost agreement is being applied to. All requested information must be included in the budget detail worksheet and budget narrative.

In order to use the "de minimis" indirect rate an applicant would need to attach written documentation to the application that advises L&PS of both the applicant's eligibility (to use the "de minimis" rate) and its election. If the applicant elects the de minimis method, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. In addition, if this method is chosen then it must be used consistently for all federal awards until such time as the applicant

entity chooses to negotiate a federally approved indirect cost rate.

Please see the *Indirect Cost Rate Fact Sheet* for additional information.

II. Gift Card Policy:

No more than one (1) percent of your budget should be used for Gift Cards during the program's fiscal year.

Gift Cards may not be used for the purchase of alcohol and tobacco; and the subrecipient should 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 strictly prohibited.

Programs using gift cards must have fiscal policies in place specific to the use of these cards, including:

1. When a gift card is issued, the program must keep a log of the following:
 - a) Prohibition of tobacco and alcohol purchases.
 - b) How the program avoids misuse of gift cards/emergency assistance funds.
 - c) Who the gift card was issued to and the intended use (de-identified if necessary, but must be able to track to the victim for audit purposes).
 - d) The amount of money on the gift card/card value.
 - e) Source of the Gift Card (e.g. Wal-Mart, Shop-Rite, gas cards, etc.).
2. Gift cards that have a remaining balance on them should be returned to the program for use by other victims.
3. The cards must be kept in a secure location and access to them restricted.
 - a) The program fiscal policies must identify which position is responsible for keeping the gift cards as well as the intended use of the funds.
4. Fuel cards can be provided to victims who have an established need. Volunteers and staff members are not to be issued fuel cards, but instead, should be reimbursed for travel occurring as a part of regular duties in accordance with the programs' travel policy.
5. Program managers conducting on-site monitoring visits with programs will verify log entries for the issuance of gift cards.

III. Allowable Costs

Costs must be reasonable, allocable and necessary for 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://www.justice.gov/ovw/file/1030311/download>. 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>.

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 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.
3. Emergency legal assistance, such as for filing for restraining or protective orders, and obtaining emergency custody orders and visitation rights.
4. 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.

5. 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.
6. Costs that are directly related to providing services, such as staff salaries and fringe benefits, skills training for staff, training-related travel, etc.

IV. 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. *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>).

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://www.justice.gov/ovw/file/1030311/download>.

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. Resolution

Applicants awarded funds, except State Agency applicants, must return a certified Resolution with their AWARD packages at the award stage. Applicants are NOT required to submit resolution with their applications.

The Resolution should state that the Subrecipient unit of government/nonprofit organization agrees to accept the funding and must indicate **the specific federal amount and match amount (if applicable)**. The Resolution must be certified by the recording officer and should contain the official seal. A Resolution and Certification checklist will be provided to successful applicants upon award.

IV. Civil Rights and Nondiscrimination Compliance

Applicants are required to comply with nondiscrimination requirements contained in State and Federal laws and regulations. If a court or administrative agency makes a finding of discrimination against a recipient of funds on grounds of race, color, religion, national origin,

gender, disability, or age after a due process hearing, the recipient must forward a copy of the finding to the Office of Justice Programs, Office of Civil Rights and L&PS.

Applicants are also required to comply with the federal civil rights laws included in Section 601 of Title VI of the Civil Rights Act of 1964 (Title VI), Section 504 of the Rehabilitation Act of 1973, Section 901 of Title IX of the Education Amendments of 1972, Section 303 of the Age Discrimination Act of 1975, and the Juvenile Justice and Delinquency Prevention Act, as amended. These laws prohibit discrimination on the basis of race, color, religion, national origin, and sex in the delivery of services. National origin discrimination includes discrimination on the basis of Limited English Proficiency (LEP). To ensure compliance with Title VI and the Safe Streets Act, applicants are **required to take reasonable steps to ensure that LEP persons have meaningful access to their programs**. Meaningful access means that recipients of federal funding may have to provide language assistance services, including oral or written translations, when necessary.

Applicants are expected to comply with the provisions of the DOJ regulations concerning Equal Treatment for Faith-based Organizations, 28 C.F.R. Part 38. Eligible faith-based applicants who apply for subawards of DOJ funding will be treated fairly according to 28 C.F.R. Part 38.

Faith-based organizations that receive direct financial assistance from DOJ, or as a subrecipient from L&PS of OJP funding, may not engage in inherently religious activities, such as worship, religious instruction, or proselytization, as part of the programs or services funded with direct financial assistance from DOJ. Organizations that participate in programs funded by direct financial assistance from DOJ: (1) cannot discriminate against program beneficiaries on the basis of religion or religious belief in providing services, and (2) cannot compel beneficiaries to participate in inherently religious activities.

The Omnibus Crime Control and Safe Streets Act of 1968, the Victims of Crime Act, the Violence Against Women Act, and the Juvenile Justice and Delinquency Prevention Act contain express nondiscrimination provisions that prohibit all recipients of federal funding from discriminating on the basis of religion in employment. However, DOJ has concluded that faith-based organizations may consider religion when hiring staff, if the organizations meet certain criteria and apply for and are granted an exemption. Exemptions are granted on a case-by-case basis. Faith-based organizations seeking this exemption will be required to submit a certification. <http://www.ojp.usdoj.gov/about/ocr/pdfs/SampleForCompletionByApplicant.pdf>. Further information is available on the DOJ website at http://www.ojp.gov/about/ocr/employment_practices.htm.

V. System for Award Management (SAM), Data Universal Numbering System (DUNS) and Debarment

*****Notice*****

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

The details of subrecipient recipient obligations are posted on the Office of Justice Programs web site 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 free, 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.

All federal programs require a certification from the Subrecipient that it has not been suspended from doing business with any federal department or agency and will comply with the federal debarment and suspension common rule. This certification form is supplied as part of your application template. The federal General Services Administration (GSA) has developed a system to assist federal grantees and subrecipients to find out which people, consultants or contractors have been excluded from doing business with the federal government: <https://www.sam.gov>

Likewise, subrecipients are also expected to comply with state Executive Order No. 34 (March 17, 1976), and State Circular OMB 93-13-GSA regarding debarments, suspensions & disqualifications. The State Department of Treasury has an on-line, searchable database of those individuals, corporations, and agencies who are debarred from conducting business with the State of New Jersey: <https://www.state.nj.us/treasury/revenue/debarment/index.shtml>. In the performance of any grant, Subrecipients cannot conduct business with ineligible firms or individuals who are considered debarred, suspended or disqualified.

VI. Federal Funding Accountability and Transparency Act (FFATA)

The Department of Justice, Office of Justice Programs, requires the gathering of information to comply with the Federal Funding Accountability and Transparency Act (FFATA) of 2006.

FFATA requires the use of the SAM, formerly the Central Contractor Registration (CCR), and the DUNS for each entity applying for a Federal award or subaward.

Subrecipients must complete a FFATA form, including providing their DUNS number and confirming current registration with SAM, and return it with a completed application package.

FFATA calls for the establishment of a single searchable website that is accessible by the public and includes the following information for each federal award:

1. The name of the entity receiving the award;
2. The amount of the award;
3. Information on the award including the transaction type, funding agency, the North American Industry Classification System code or Catalog of Federal Domestic Assistance number (where applicable), program source, and an award title descriptive of the purpose of each funding action.;
4. The location of the entity receiving the award and primary location of performance under the award, including the city, state, congressional district, and country;
5. A unique identifier of the entity receiving award and of the parent entity of the recipient, should the entity be owned by another entity; and
6. Any other relevant information specified by OMB.

For more information about FFATA, visit the <http://www.usaspending.gov>.

VII. 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:

- Application and Award Documents: copies of the approved application for the subaward, the subaward contract, award letter, all project modification requests, grant adjustments, and related written approvals from L&PS.
- Financial and Programmatic Reports: copies of all quarterly detailed cost statements, quarterly programmatic progress reports, and annual reports.
- Personnel Information: copies of all payroll evidence, staff assignment forms, hourly time reports and monthly Time and Activity Reports or and semi-annual certifications; as required.

- Equipment: copies of all purchase orders, receiving documents, bid or competitive quote information, paid vouchers, and inventory data.
- Consumable Supplies: copies of all purchase orders, receiving documents, invoices and paid vouchers.
- Operating Expenses: all space contracts and/or certificates, bid information, purchase orders, invoices, and payments.
- Travel: copies of all travel authorizations, travel vouchers, and payments; copies of training certificates or other proof of attendance.
- Banking Information: cash verification, receipts documentation, check register, canceled checks, and bank statements.

VIII. 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 Statement (DCS) comparing actual expenditures with the L&PS Approved Project Budget.

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

At the end of the grant term, **the Subrecipient also is required to file a final DCS to document the receipt and expenditure of all grant funds.** This final DCS must be filed within **fifteen (15) calendar** days of the end of the liquidation period.

C. 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. Division grant staff will review all subrecipient source documentation prior to approving reimbursement requests. Costs lacking sufficient support may not be reimbursed.

IX. 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 will be required to request a budget 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. Adjustments between cost categories and/or shifts of funding to direct cost categories that are not part of the approved budget.
 4. Revisions which involve the transfer of amounts budgeted for indirect costs to absorb increases in direct costs.
- B. To request a budget revision, in excess of 1% of the total award amount, subrecipients are required to submit a written explanation (Justification Letter) and a L&PS Grant Adjustment Request Form (GARF); and receive approval. For deviations that are less than 1% of the total award, subrecipients are required to report those revisions to their program analyst.

Note: the above noted 1% is cumulative over the life of the award, and not per request.

X. Subrecipient Fiscal Responsibility

The Subrecipient must maintain a bookkeeping system, records, and files to account for all grant monies spent and all matching funds contributed to the project. While a preferred system is not specified, subrecipients are expected to conform to accepted accounting standards.

A. Financial System

The Subrecipient is responsible for maintaining an adequate financial management system and will immediately notify L&PS when it cannot comply with these requirements.

1. The subrecipient's financial management system must meet the requirements set forth in 200 CFR §200.302 - Financial management
2. L&PS may require the submission of an "Accounting System and Financial Capability Questionnaire."
3. L&PS may review the adequacy of the financial management system of any applicant as part of a pre-award review or at any time subsequent to the award. If L&PS determines that the Subrecipient's accounting system does not meet the standards described above, additional information to monitor the grant may be required until the system meets with L&PS's approval.

B. Employee Timesheets & Certifications

Subrecipients must keep detailed time reports showing actual time worked on a grant in compliance with 2 C.F.R. 200.430.

Subrecipients must maintain time and activity records that: (1) accurately reflect the work performed, (2) are supported by a system of internal controls which provides reasonable assurance that the charges are accurate, allowable, and properly allocated, (3) be incorporated into the subrecipient's official records, (4) reasonably reflect the total activity for which the employee is compensated by the subrecipient, and (5) encompass both federally assisted and all other activities compensated by the subrecipient on an integrated basis.

To satisfy source documentation requirements for reimbursement requests:

When an employee works solely on one specific grant award, then **at a minimum of every 6 months** both the *employee and supervisor* can prepare and sign an after-the-fact certification that the employee worked 100% of his or her time on the grant award.

Where an employee works on *more than one grant award*, project, or overlapping projects, salary costs must be based on actual time spent on the grant activity. (Hourly time and effort reporting). The applicant must maintain reports reflecting an after-the-fact distribution of the actual activity of each employee; account for the total activity of each employee; be prepared at least monthly; coincide with one or more pay periods; and be signed by the employee. Because practices vary as to the activity constituting a full workload (for IHEs, IBS), records may reflect categories of activities expressed as a percentage distribution of total activities. These reports should also be reviewed and approved on a regular basis by a supervisory official having first-hand knowledge of the work performed. The approving official should document the review and approval by signing or initialing each employee's time and/or effort report.

XI. Monitoring of Project Performance

- A. The Subrecipient must assure compliance that performance goals are being achieved. Subrecipient monitoring must cover each project, function or activity to monitor performance under grant supported activities to assure time schedules and objectives are being met, projected work units by time periods are being accomplished, and other performance goals are being achieved as applicable.
- B. The Subrecipient shall inform L&PS of the following types of conditions which affect project objectives and performance as soon as they become known:

Problems, delays, or adverse conditions which will materially impair the ability to attain project objectives, prevent meeting time schedules by established time periods. This disclosure shall be accompanied by a statement of the action taken, or contemplated, and any L&PS assistance required to resolve the situation.

- C. L&PS has an obligation to perform site visits to:
 - 1. Review project accomplishments and management control systems.
 - 2. Provide such technical assistance as may be required.
 - 3. Perform fiscal reviews to ensure grant funds are being properly expended in a timely manner.
 - 4. Ensure compliance with all pertinent conditions, laws, and regulations.