

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

**SFY23 COMMUNITY-BASED VIOLENCE
INTERVENTION PROGRAM**



PROGRAM ADMINISTRATION AND GUIDELINES

STATE OF NEW JERSEY
SFY23 COMMUNITY-BASED VIOLENCE INTERVENTION PROGRAM

PROGRAM ADMINISTRATION AND GUIDELINES

I. ADMINISTRATION

This document has been compiled to assist in the application, program development, and implementation processes, as well as the reporting and compliance requirements, of the SFY23 Community-Based Violence Intervention (CBVI) Program, funded by SFY23 State funds and federal FY21 American Rescue Plan Act funds.

The State of New Jersey, Department of Law & Public Safety, Office of the Attorney General (OAG) received funds from the SFY23 Budget and the federal FY21 American Rescue Plan Act to administer the Community-Based Violence Intervention Program. A total of \$14,500,000 will be awarded to participating non-profit, community service providers for use by December 31, 2023.

Under the CBVI Grant Program, non-profit community service providers are eligible to receive grant funding for development and implementation of violence intervention programming for communities impacted by higher than average rates of violence, with a focus on gun violence. Applicants may develop new initiatives or enhance already existing programs.

The OAG will award, administer, and monitor awards made under the CBVI Grant Program. Staff from OAG will be available to provide technical assistance during the award process and award period.

Funds will be awarded on a competitive basis pursuant to the quality of the application submitted. The number of awards available and the funding amount of each award will depend upon the number of applications received and the funding amounts requested by each applicant. Funding decisions will be made based on a variety of considerations, including but not limited to, the type of initiatives to be implemented and the geographic distribution of the project.

The funding period is January 1, 2023 through December 31, 2023.

All inquiries concerning the grant award process should be addressed to:

Office of the Attorney General
Grant Operations
Phone: 609-292-9660
E-mail address: CBVI@njoag.gov

II. APPLICATION AND AWARD REQUIREMENTS

A. PARTICIPATION and SUBMISSION

Any non-profit community service provider wishing to participate in the CBVI Program must complete an application package and submit via e-mail to CBVI@njoag.gov, no later than 11:59pm on November 16, 2022. Late or incomplete applications will **not** be considered for funding.

B. GRANT APPLICATION

Applicants must complete and return the following:

1. Applicant Information Form
2. Application Authorization
3. Program Application Narrative
4. Budget Detail Worksheet and Narrative
5. Program Implementation Timeline
6. New Jersey Single Audit Requirements Certification
7. Proof of non-profit status (IRS documentation, NJ DCA Charitable Registration, etc.)
8. Federal Single Audit Requirements Certification (if funded with ARP funds)
9. Proof of Compliance with Federal Single Audit Requirements (if funded with ARP funds)
10. Department of Law & Public Safety Debarment and Suspension Certification (if funded with ARP funds)
11. Schedule of Assurances (if funded with ARP funds)
12. Proof of SAM Registration and valid Unique Entity Identification number (if funded with ARP funds)

C. GRANT AWARD

Recipients will be notified of awards by approximately December 2, 2022. Award packages will be sent out upon notification of award.

Recipients must complete and return the following:

1. Award Contract
2. Resolution & Certification
3. General and Special Conditions
4. FFATA (if funded with ARP funds)

III. PROGRAM GUIDELINES

The Applicant agrees to adhere to the following guidelines. Failure to do so may result in suspension or termination of a grant award.

- Funding is to be used for the purpose of the development, implementation and/or enhancement of violence intervention programming for communities impacted by higher than average rates of violence, with a focus on gun violence.
- Funded programs are to employ community violence intervention strategies that provide alternatives to violence and embody a community-based public safety model.
- Programs should include initiatives such as street outreach and mentoring; trauma-informed programs with cognitive behavioral services or strategies; prevention and intervention services that are designed to reach individuals at risk of violence; capacity-building that will advance the project's goals, including, the development of organizational capacity, staff development, and programmatic development; and integration of local social service providers to connect people at risk or at a high risk of violence to social and economic services.
- All programs must be community-driven and culturally responsive in their approach to reduce violence.

IV. APPLICATION AUTHORIZATION

The submission of any grant application requires the signature of the applicant's Authorized Official (see Application Authorization Form) indicating that the application is authorized by the agency or unit of government. The signature of the Authorized Official indicates that the information provided within the application is truthful, accurate, and complete; that the applicant intends to comply with all requirements regarding the use of grant funds; and the applicant will use the grant funds to carry out the project as described in the application.

The Authorized Official also acknowledges that they are responsible for authorizing expenditures and disbursing grant funds. The Applicant certifies that all grant funds will be used exclusively for the purposes specified in the grant award; and it will pay for all costs in excess of the grant award.

V. PROGRAM APPLICATION NARRATIVE

The following components must be included in your Program Narrative. The program narrative should be double-spaced, using a standard 12-point Times New Roman font and **must not exceed 15 pages**.

Executive Summary: (Required but not scored)

Provide a brief executive summary (no more than 300 words) that includes:

- name of the Implementing Agency;
- title of the proposed project;
- the geographic location in which services will be provided,
- total funding request;
- purpose and goals of this project;
- target population characteristics and overall number of individuals to be served; and
- description of the proposed project including an overview of how it will work and achieve its purpose.

The executive summary does not count toward the overall page limit.

A. Program Narrative (105 points)

1. Identified Need (10 Points)

Identify and describe the specific need for the proposed Community-Based Violence Intervention Program in the community your organization serves. This section should explain how this community experiences community violence and why the proposed interventions are needed. It should discuss local statistics that support the need for the proposed services, the prevalence of risk factors in the community, areas where community violence intervention is needed or needs to be strengthened, as well as the current gaps in services.

2. Target Population to be Served (15 points)

Based upon the identified need, describe the target population to be served, including the ages or age ranges of the population; participant eligibility; the anticipated number of individuals who will receive or participate in services during the grant period; and the geographic area impacted by your proposed program.

In describing the population to be served, this section should explain the reason for selecting this population and indicate the level of risk for violence of the target population, explaining, for example, whether it is targeted to:

- a general population in a community that is broadly at risk of community violence;
- individuals who are more directly at risk of violence due to the presence of certain risk factors, including but not limited to a past history of violence or victimization; association with individuals engaged in violent behavior; evidence of disconnection from school, community or family; experience of negative life events including the loss of a family member to violence, lack of parental supervision, or commitment to peers who are engaged in negative behaviors; or

- individuals who may be considered at a high risk for violence due, for example, to present or past engagement in violent behavior, or involvement in or association with gangs.

Indicate how participants will be assessed for the presence of risk factors.

3. **Program Design and Implementation (45 Points)**

This section of the application should clearly describe your proposed program and how it will work. Applicants are strongly advised to provide a clear, plain language explanation of the program's operation. It should include a description of the activities that participants will engage in, who (i.e. which staff, consultants or partners) will be providing those activities, and provide a narrative of how participants move through the program, including recruitment, assessment for eligibility, where and when they attend activities or engage with the program, the duration and nature of the activities, and how they complete the program (if applicable). It must also:

- Explain how the program will address the identified need;
- Explain how the program will engage or involve the community in implementation. Examples of community involvement or engagement include working with other community-based organizations, community stakeholders and/or residents, or using or leveraging local community knowledge;
- Provide a table with an implementation timeline which covers the key program activities and how the project will be implemented over the course of the 12 months. The table should be attached as an appendix using the format provided and does not count toward the overall page limit;
- Explain how the program will be culturally- responsive and tailored to the local context in which it will operate;
- Detail how the proposed project relates to other programs currently operated by the applicant agency, if any, including current CBVI funding from the Department, if any. For example, explain whether this is a new program model, whether it builds on an existing program model by adding new program elements, or whether it expands the capacity of an existing program model; and
- Explain whether the proposed program uses any evidence-based or evidence-informed practices to achieve its objectives. Describe such practices and cite the basis for or source of such evidence.

4. **Partnership, Collaboration, and Coordination (5 Points)**

Partnerships, collaborations, and coordination with community-based organizations, government organizations, or other entities are required. **Describe**

proposed partnerships, collaborations, or coordination and explain how your entity will use these to strengthen the success of your project.

5. **Background, Experience, and Capability; Project Management and Staff (5 Points)**

Describe you or your entity's background and experience (if any) with violence intervention programs and your entity's knowledge and capability to carry out the proposed program. Include your agency's mission and a brief description of current programs. Identify all program management and staff to be funded with this project. Identify any current trainings that staff have received in the area of violence intervention or anticipated trainings.

6. **Data Collection: (5 points)**

Applicants must include a description of how they plan to collect data, what data they plan to track, and the metrics they plan to use to assess the strength of the project, including the number of participants served, the service level participants receive, the risk factors being targeted, the risk level of the participants, the outcomes they seek to measure and how those outcomes relate to the proposed project. Applicants should indicate the person(s) responsible for data collection, and the frequency of collection.

7. **Sustainability Plan (5 points)**

Discuss how the work will be sustained beyond the grant period, which may include costs of operation, partnerships with community groups, and impact of long-term engagement in this area.

8. **Priority Areas (15 points)**

The goals of the CBVI Program are to reduce community violence and improve public safety. Accordingly, it will give priority to applications that employ strategies that are evidence-based or evidence-informed. Such strategies may include:

- **Initiatives that are targeted in geographic areas with high concentrations of crime.** Evidence suggests that gun violence tends to concentrate in geographically narrow areas. For example, within a given city or town that has a high rate of gun violence, a large percentage of shootings may concentrate within micro-areas within that city and town. Applicants should identify the micro-area or areas where the initiative is targeted, provide data/evidence that demonstrates that the area experiences crime concentration, and explain how the intervention will be deployed in these specific micro-locations.

- **Cognitive behavioral therapy (CBT).** Available evidence suggests that the incorporation of CBT strategies in community violence interventions is strongly associated with reducing violence. Applicants incorporating CBT strategies should provide a description of such strategies, and how these strategies will be incorporated into their service delivery.
- **Targeting populations for services with evidence-based and evidence-informed risk factors.** Evidence suggests that the presence of certain risk factors make individuals more susceptible to perpetrating violence, and that addressing such factors protects individuals and communities. For example, disconnection from school or family may be evidence of risk. Applicants targeting such populations should provide a description of the risk factors they seek to target, the evidence of the importance of addressing the risk factor or factors, how individuals with such risk factors will be identified and recruited, and how the risk factor will be addressed through the program.
- **Tertiary and secondary prevention efforts.** Available evidence suggests that interventions that are “primary prevention,” meaning they address risk factors associated with violence in the general population, are less effective than two other types of interventions: secondary prevention and tertiary prevention. Secondary prevention focuses on sub-populations with risk factors for future violence either as victims or perpetrators. Tertiary prevention attempts to intervene with those already engaged in violent behavior. Proposals that are focused on tertiary and secondary interventions may receive greater priority. Tertiary prevention may be prioritized more highly than secondary prevention.
- **Relationships with institutions who have information regarding individuals in need of intervention and prevention services.** A key strategy in reducing community violence is to create and/or strengthen relationships between community-based providers of violence intervention and prevention services and other institutions. The goal is to exchange information so that program providers may be able to identify and outreach to individuals who are at risk of committing violence, being victimized or targeted for violence, or to individuals who are vulnerable due to the presence of risk factors. Information sharing will assist providers to make appropriate referrals of targeted individuals into program services. Providers may develop relationships with a variety of criminal justice institutions or entities with knowledge of individuals who are in need of intervention, including, but not limited to, law enforcement (e.g., local police departments or county prosecutors), the courts and court systems (including the Administrative Office of Courts), hospitals and community and mental

healthcare agencies, schools or school district offices, human services agencies, child protective agencies, the Juvenile Justice Commission, county Youth Services Commissions or other service providers which are a part of the criminal justice system or have contact with individuals who are at risk of justice system involvement. These relationships may consist, for example, of the institution identifying at-risk individuals and creating a referral process to the program provider. Applicants should describe these relationships and the goal of such relationships, the referral process, outcomes tracked through this process, and whether the relationship is formalized through agreements like a Memorandum of Understanding or Letter of Support.

Inclusion of “Priority Areas” are worth 15 points as a whole. Applicants may receive up to 15 points for inclusion of a strategy or strategies that are evidence-based or evidence-informed and that are likely to advance and optimize the goals of the project, principally in reducing violence. Applicants may include one or more of the example strategies listed above, or may propose alternative evidence-informed or evidence-based strategies that have a track record of reducing violence. Priority Area points will be awarded on the basis of whether the strategies are evidence-based or evidence-informed, that they align with the goals of the project, and that they can convincingly be integrated into the delivery of service and program.

VI. BUDGET DETAIL WORKSHEET AND NARRATIVE (10 points)

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. The budget narrative should explain why the costs are necessary for the success of the project. For those funded with federal ARP funds, please be sure to carefully review 2 CFR 200 for ALLOWABLE costs.

Budget Categories:

A. PERSONNEL

Agency personnel to be funded with this grant are to be listed in two categories: Staff who work 100% of their time (meaning full-time) with the applicant agency and receive an annual salary and those who are less than full time with the applicant agency and receive an hourly wage.

For each category, list each position by title and name of employee. If the position is to be hired, indicate TBH in lieu of the name. For salaried employees, enter the annual salary rate, the percentage of time to be devoted to the project, and the number of months the employee will be working on this project. The narrative should indicate if full-time is 35 or 40 hours per week. For employees that receive an hourly wage, enter the hourly wage, the number of hours per week on this project, and the number of weeks the employee will be working on this project.

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

sources. The narrative must include the qualifications and grant related job description of the responsibilities and duties for each employee in relation to fulfilling the project goals and objectives.

Attach resumes of current employees who will be working on the program; for new positions you must provide job descriptions. Resumes and job description attachments will not count against the page limit.

B. FRINGE BENEFITS

If personnel are being reflected in the budget as a cost of the project, the corresponding fringe should also be included.

Fringe benefits should be based on actual known costs consistent with the applicant agency's established fringe rates. 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. Enter the fringe percentage rate in the Budget form for each staff person. The narrative must show what makes up the percentage requested. For example: 6.2% Social Security + 1.45% Medicare + 3.3% Unemployment + .5 Worker's Comp + 6% medical = 17.45%.

Fringe benefits on overtime hours are limited to FICA, Worker's Compensation and Unemployment Compensation.

C. TRAVEL

Itemize travel expenses of staff personnel by purpose (e.g., staff to training, travel to meetings). Describe the purpose of each travel expenditure in reference to the project objectives. Identify the location of travel, if known; or if unknown, indicate "location to be determined."

Travel costs are allowable if permitted under the current State Travel Regulation Circular, 20-04-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, which is currently \$.47 per mile, per State Treasury Circular Letter, Mileage Reimbursement for Use of Personal Vehicle, 23-02-OMB., as amended, which is located at the following website: <http://www.state.nj.us/infobank/circular/circindx.htm>.

D. EQUIPMENT

List non-expendable items with an individual item value of \$1,000 or more. 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 "Procurement Contracts" category. The narrative must describe the item and explain how the

equipment is necessary for the success of the project.

OAG 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.

Equipment purchased and used commonly for two or more programs should be appropriately divided among each funding source. So, for example, if only 30% of the equipment item will be attributed to this program, only 30% of the cost of the item may be included in the budget. Equipment that has already been purchased and charged to other activities of the organization is not an allowable expense to the award.

E. SUPPLIES

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

Supplies purchased and used commonly for two or more programs should be appropriately divided among each funding source. So, for example, if only 30% of the supply item will be attributed to this program, only 30% of the cost of the item may be included in the budget. Examples may include cell phones, tablets, laptops, etc.

F. CONSULTANTS/CONTRACTS/SUBAWARDS

Identify the individual consultant, procurement contractor, or agency subgrantee providing the service, if known. If not known, indicate the type of service and TBD (e.g. Social Worker, TBD.)

Indicate if the provider is a Consultant, Procurement Contract, or Subgrant.

Briefly state the service to be provided.

Indicate the Quantity, Basis, known or estimated Cost, and Length of Time.

Consultants: This is an individual person providing a service for a set fee.

The hourly rate for consultants is capped at the federal threshold of \$81.25 per hour or \$650 per 8-hour day. With additional justification in the narrative, applicants may request up to 10% more.

Procurement Contract: This is a vendor or agency that is providing an item or service. Procurement contracts are used when the entity is acquiring a good or

service for their direct benefit. Examples include: leasing a copier, providing a training, or accounting services. The service to be provided is specified by you, the applicant agency. Provide a description of the product or service to be procured by contract and estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts/subawards.

Subgrant: Subgrants are used when the entity is awarding funds to another entity to carry out a portion of the project scope of work. The entity providing the service is known as the subrecipient. All subrecipients must be non-profit agencies.

For individual Consultants only, list additional expenses. List all expenses (e.g., travel, meals, lodging, etc.) to be paid from the grant to the individual consultants in addition to their fees.

Each Consultant, Contract, and Subaward must include a narrative describing the services to be provided and include how the service(s) are necessary for the success of the project.

G. OTHER COSTS

List items by major type, cost per unit, 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 (rent/lease agreement must be submitted). Only the cost of facilities used for the project activities are permissible, such as office space, maintenance costs, landlines, and utilities. Expenses that are used commonly for two or more programs should be appropriately divided among each funding source. So, for example, if the rented space will be only be used by program 30% of the time, only 30% of the cost of the rent may be included in the proposed budget.

Stipends and gift cards for staff or program participants are considered Other Costs. The narrative must include who the intended recipients of the stipends/gift cards are, the monetary amounts, and the circumstances under which the staff or participant receives the stipend/gift card. Use separate line items, as necessary, to distinguish different uses of stipends and/or gift cards.

Participant Aid is considered Other Costs. The narrative must include who the intended recipients of the aid are, the monetary amounts, and the circumstances under which the participant receives the aid. Provide specific example of items that may be allowable to aid participants.

Applicants are advised that upon receiving an award, Special Conditions will specify the Agency Policies that must be submitted prior to incurring the expenses outlined in the approved budget. **These policies may include, but are not limited to: Gift Cards, Participant Aid, and Housing policies.**

H. INDIRECT COSTS

Indirect costs are only allowable for those entities funded with federal ARP funds.

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 OAG 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.

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

Upfront Funding:

For successful applicants, funding under this grant program will be disbursed through a combination of upfront and reimbursement methods. The Department intends on providing 25% of the total approved award upfront upon award execution, for eligible recipients. After upfront funds are exhausted, expenditures will be on a reimbursement basis. Prior to funds being reimbursed, recipients will be required to provide sufficient proof of all expenditures (e.g. receipts, purchase orders, payment vouchers, invoices etc.). Additional up-front funding requests will be assessed on a case by case basis. Finally, the Department will determine how successful applicants will be funded (i.e., whether the awarded funds will derive from state or federal funds, or a combination therefore) and that will determine whether state, federal, or a combination thereof of legal and programmatic requirements apply to the applicant. Additional federal requirements shall apply to successful applicants whose projects are supported by ARP funding. Successful applicants will be notified of any and all additional federal requirements and/or documentation that are applicable to their awards.

Wellness and Self Care:

Wellness and self-care activities and expenditures are intended to support individuals who are exposed to traumatic and stressful incidents, and who may experience direct or vicarious trauma as a result. These activities are intended to address stress and distress by attending to

the worker's physical, psychological, and mental health needs. CBVI providers may reimburse employees and qualifying consultants for the wellness and self-care activities that support workers who are exposed to trauma, stress and distress as part of their ongoing work responsibilities, and where such activities support the organization's purpose of fulfilling the goals of the CBVI grant.

These activities include:

- Medical and mental health supports, including reimbursement for copays for health and mental health services, and the purchase of apps or similar products that support individual's health, mental health or wellness.
- Mindfulness practices and other stress reduction activities, including yoga, meditation and other mindfulness activities. This includes the purchase of meditation or other mindfulness apps.
- Physical activity, including gym memberships, exercise classes, and activities such as reimbursement for limited costs associated with hiking, boxing, or other sports.

Wellness and self-care activities **may not exceed 1%** of the grantee's total budget.

All employees are eligible for wellness and self-care activities, though it is recommended that grantees prioritize employees who are directly involved in violence prevention services or who have exposure to trauma, stress or distress resulting from the organization's provision of violence intervention services. Consultants may be eligible for wellness and self-care activities provided that they provide direct services to participants and thus have direct exposure to the trauma, stress or distress resulting from the organization's provision of violence intervention services.

Fines, Fees, Penalties and Expungement:

Applicants may be reimbursed for assisting clients in paying off fines, fees and other charges associated with the criminal justice process that are an impediment to the participants' successful participation in the program. These expense will be assessed on a case by case basis and the entity should receive permission from their grant analyst prior to incurring any of these types of costs.

Childcare:

Applicants may propose costs for the provision of childcare assistance, provided that such assistance is necessary for the participant's participation in the program, without which the participant would be unable to utilize program services or the barrier to services would be so steep as to substantially impact the individual's participation and/or the success of the program. These costs may be provided on a limited basis only and cannot be used to support a participant's participation on an extended or ongoing basis.

Any proposed use of funds for childcare assistance must be subject to a written policy and must comply with all local, state and federal laws and regulations. Note, however, that in reviewing applications and when awarding grants involving funding for childcare services, the Department is neither reviewing nor representing that the applicants proposed childcare

service(s) complies with or satisfies local, state, federal laws and regulations. The Department's goal in allowing the use of funds for the childcare assistance provided in this paragraph is to promote participants' participation in the program while providing applicants with the opportunity to assist participants in making arrangement for childcare that are safe and healthy.

Gift Card Policy:

Gift Cards may not be used for the purchase of alcohol and tobacco; and the recipient must develop procedures to mark the Gift Cards, either with a sticker or a hand-written disclaimer, that states "No alcohol or tobacco may be purchased with this Gift Card."

Gift cards may be used for any costs covered under "Allowable Costs" below.

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.

Allowable Costs

Costs must be reasonable, allocable, and necessary for the project. All cost requests must be in line with the Program Guidelines.

Applicants and Recipients must also adhere to the financial and administrative requirements set forth in the most current version of the Program Guidelines and General and Special Conditions.

Applicants and Recipients 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).

Eligible costs include:

1. Peer Support, including but not limited to, activities that provide opportunities for participants to share experiences, and provide self-help, information and emotional support.
2. Costs that are directly related to providing services, such as staff salaries and fringe benefits, skills training for staff, training-related travel, etc.
3. Other aid to participants: other aid to participants may include the cost to cover certain approved items in either in the immediate aftermath (up to 30 days) following a crime or traumatic injury or within 30 days of a serious crisis or traumatic incident for which the CBVI program provider has provided crisis intervention services. The purpose of these costs is to help provide stability to the participant and his/her household in the aftermath of a crime or at a time of crisis. Eligible costs include:
 - a. Emergency hygiene products.
 - b. The reasonable cost of groceries for the participant's household not to exceed \$200.
 - c. Medical supplies not covered by insurance.
 - d. Critical supports for participants and family members who are dependent on the participant, including children. Support for participant's dependents are intended to enable the dependent to continue with critical prosocial activities that support both the dependent person and participant's wellbeing and safety. Critical supports include items necessary for the continued participation in school, work, mental health services, medical treatments or other healing services. They may include educational items such as school supplies or school uniforms.
4. Outstanding funeral expenses for crime victims that are in excess of the amount covered by the Victim of Crime Compensation Office of the State of New Jersey but which may not exceed \$1,000.
5. Reasonable costs for meetings hosted by the CBVI program provider that are exclusively for participants or participants and their family. Meeting costs include decorations and refreshments. Events and meetings using CBVI program funds must follow an approved written policy and events and meetings must be approved in advance.
6. Reasonable costs for a limited supply of food pantry items. CBVI program providers may use CBVI funds to keep a limited stock of food pantry items (healthy snacks) on hand for the

exclusive and sole use by clients who are onsite receiving services. Food pantry items may not be consumed by non-participants (i.e., staff or consultants).

7. Housing. Funding may be used for temporary hotel stays, relocation costs, temporary shelter operations, apartment deposits and initial rent payments for permanent housing, and to hire temporary staff to serve as housing navigators and/or coordinators, to identify available housing and coordinate relocation. Prior to being reimbursed for housing services, the recipient agrees to submit its Agency's Housing Policy to OAG for approval of that policy. The Agency's Housing Policy must be in line with the OAG's VOCA Rapid Rehousing Policy; VOCA Relocation Policy, and VOCA Transitional Housing Policy, with the exception that the Agency's Housing Policy may include all CBVI participants, not only those identified as victims.

It is preferred that Agencies seek the use of VOCA funding for housing needs or other funding available for housing resources in the community, including, for example, the COVID-19 Emergency Rental Assistance Program or WorkFirst NJ, when available and applicable, prior to using CBVI funds approved for this purpose. The Agency's Housing Policy should provide that the CBVI provider will expend program funds on housing only when it has engaged with the client and determined that such assistance is necessary for the participant's participation in the program, without which the participant would be unable to utilize program services or the barrier to services would be so steep as to as to substantially impact the individual's participation and/or the success of the program.

https://www.nj.gov/oag/grants/20200331-VOCA_Rapid-Rehousing-Policy-2020.pdf

https://www.nj.gov/oag/grants/20200331-VOCA_Relocation-Policy-2020.pdf

https://www.nj.gov/oag/grants/20200331-VOCA_Transitional-Housing-Policy-2020.pdf

8. Community Events. CBVI program providers may use funds to host community events intended to spread awareness of the CBVI program and to promote use of CBVI services in the community. Funding for events should be listed in the "Other" section of the budget. The total amount requested for Community Events should be listed as one (1) line item and the Budget Narrative must include the number of events to be held, the anticipated cost per event, and a general description of the event(s) to be held. Eligible event expenses include snacks, decorations, and promotional materials. **All events and expenses must be approved by OAG in advance.** Recipients must submit a written request to OAG and receive written approval **before** expending any grant funds allocated in excess of \$3,000 per event. Participant and/or community events exceeding \$3,000 per event must receive prior written approval from OAG by submitting a completed Event Information Form **no less than 30 days prior to the scheduled event.** Expenditures from any budget category for individual and/or individual family celebrations of any kind are prohibited.
9. Services which respond to the immediate emotional, psychological, and physical health and safety (excluding medical care) of crime victims and program participants 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 participant's sense of dignity and self-esteem.

10. Services for CBVI program participants within the criminal justice system and other public proceedings arising from crime, such as accompaniments to offices and 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 participation in a proceeding are also allowable.
11. Emergency legal assistance, such as for filing for restraining or protective orders, and obtaining emergency custody orders and visitation rights.
12. Services to assist participants with managing practical problems created by victimization. Such services include action on behalf of the participant with other service providers, creditors or employers at the participant's request; assisting the participant recover property that is retained as evidence; assisting in filing for compensation benefits; and helping to apply for public assistance.

Unallowable Costs:

Generally, allowable costs may be rejected if, in OAG's determination, such costs are deemed excessive or not integral to the success of the project. All items of cost will be reviewed by OAG to determine eligibility. Also, costs incurred outside the project period (before or after) are not allowable.

The following services, activities, and costs, although not exhaustive, cannot be supported with CBVI funds:

- Lobbying
- Research and Studies. *Project evaluations are allowable.
- Fundraising Activities, including using grant funds to applying for other funding (e.g., grants).
- Capital expenses including but not limited to capital improvements, property losses and expenses, real estate purchases, mortgage payments, and construction.
- Medical Care, except as otherwise allowed.
- Compensation for Victims of Crime. Reimbursement of crime victims for expenses incurred as a result of a crime, except as otherwise allowed.
- Salaries and Expenses of Management. Salaries, benefits, fees, furniture, equipment and other expenses associated with executive directors, board members, and other administrators making in excess of \$150,000/year will be capped at 10% unless such individuals are providing direct participant services.
- Certain Travel Costs. Travel costs excluded under the current State Travel Regulations 20-04-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>).
- Luxury items.
- Corporate Formation

VII. RESOLUTION

Applicants must return a certified Resolution with their Award Package.

The Resolution must contain all data requirements listed on the Required Resolution & Certification Checklist which is provided as a reference document in the Award Package.

VIII. LEGAL COMPLIANCE

Applicants and their contractors are required to comply with the New Jersey Law Against Discrimination, N.J.S.A. 10:5-1 et seq. Applicants are expected to comply with all applicable New Jersey regulations, policies, and guidelines.

IX. DEBARMENT

Applicants and their subcontractors should not obtain goods and services from other agencies which are debarred, suspended or disqualified from doing business with the State of New Jersey.

Applicants are also expected to comply with state Executive Order No. 34 (March 17, 1976), and state circular letter OMB 93-13-GSA regarding debarments, suspensions, and 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: <http://www.state.nj.us/treasury/revenue/debarment/index.shtml>. In the performance of any grant, recipients cannot conduct business with ineligible firms or individuals who are considered debarred, suspended, or disqualified.

X. NEW JERSEY PENALTIES FOR CORRUPTION OF PUBLIC RESOURCES

While enacting ethics and government corruption reforms, the New Jersey Legislature enacted Public Law 2007, Chapter 158, which makes knowingly misusing public resources for an unauthorized purpose a crime. N.J.S.A. 2C:27-12. Under the Crime of Corruption of Public Resources, an individual commits a crime if (1) the public resource is subject to an obligation to be used to perform or facilitate the performance of a governmental function or public service, (2)

a person knowingly uses a public resource for an unauthorized purpose, or (3) a person makes a material representation that is false to a government agency . . . to obtain or retain a public resource, or with the purpose to mislead or deceive any person as to the use or disposition of a public resource. Id. The Legislature defines a public resource as including grants awarded by the government. Id. Convictions under this act could result in a 20-year prison term and \$200,000 fine. Id. The Legislature also enhanced public corruption penalties under the Public Corruption Profiteering Penalty Act, N.J.S.A. 2C:30-8, which subjects individuals convicted under public corruption laws, including N.J.S.A. 2C:27-12, to fines up to \$500,000. Under N.J.S.A. 2A:32C-3, a person shall also be subject to civil penalty and treble damages for making false claims under New Jersey's False Claims Act.

XI. RECIPIENT OFFICIAL FILE

Recipients are required to maintain a master file for grant documents. The following documents must be available for on-site review by OAG program monitors and auditors:

- A. Copy of approved application and award package for the grant including: Applicant Information Form; Application Authorization; Program Narrative; Budget Detail Worksheet; Award Letter; Grant Award Contract; General and Special Conditions; the Resolution; and related written approvals from OAG.
- B. Copies of all Requests for Reimbursements.
- C. Banking Information: Cash verification, receipts documentation, check register, canceled checks, and bank statements. (if applicable)
- D. Copies of all Grant Adjustment requests and approvals.

XII. REPORTING PROCEDURES

A. PROGRAM NARRATIVE REPORTS

Recipients are required to submit quarterly programmatic progress reports to OAG describing project activities for the duration of the award period. Reports are to be submitted to OAG within fifteen (15) calendar days of the end each reporting period. Recipients will receive reporting forms with their copy of the executed contract/award document. Applicants designated by OAG as high risk will be required to report monthly. Applicants who opt for monthly financial reporting will also be required to submit monthly Program Narrative Reports.

B. FINANCIAL REPORTS

Recipients are required to submit financial expenditure reports, or Detailed Cost Statements (DCS), comparing actual expenditures with the OAG Approved Project Budget.

Recipients are required to submit quarterly DCS's. DCS reports must be submitted to your

analyst at OAG, via e-mails, within fifteen (15) calendar days of the end of each reporting period. Applicants designated by OAG as high risk will be required to report monthly. Applicants may voluntarily opt for monthly financial reporting by submitting this request in writing. 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 state grant awards must be adequately documented. All recipients must provide supporting source documentation (e.g. invoices, hotel receipts, timesheets, payroll records, purchase orders) with their reimbursement requests. Recipients should be ensuring that their costs are allowable, mathematically accurate and correlate to the source documentation provided. OAG grant staff will review all recipient source documentation prior to approving reimbursement requests. Costs lacking sufficient support may not be reimbursed.

XIII. BUDGET AND PROGRAM 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.

Recipients 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, recipients are required to submit a written explanation (Justification Letter) and an OAG Grant Adjustment Request Form (GARF).

There may be occasions that programmatic changes are necessary during the grant period for successful implementation of the program. These changes may, or may not, require a GARF. Subrecipients are encouraged to discuss all programmatic changes with their grant analyst and receive guidance on whether written approval is needed. Failure to do so may result in not having such expenses reimbursed.

XIV. AUDIT REQUIREMENTS

The Recipient must comply with 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, 2 CFR Part 200, Subpart F, Audit Requirements (2 C.F.R. § 200.500, et seq.), and the Government Accountability Office's Generally Accepted Government Auditing Standards (also known as the Yellow Book).

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 program specific audit performed in accordance with 2 C.F.R. § 200.500, et seq., and state policy.
2. For applicants that expend Federal or State financial assistance, (including funds received from the Federal Government or federal funds passed through state agencies) of \$750,000 or more during their fiscal year must have:
 - a. A single audit performed; or
 - b. A program specific audit performed in accordance with 2 C.F.R. § 200.500, et seq., and state policy.
 3. For applicants receiving less than \$100,000 of State and/or Federal financial assistance, no audit is required.

The recipient must maintain a bookkeeping system, records, and files to account for all monies spent implementing the project. While a preferred system is not specified, recipients are expected to conform to accepted accounting standards.

XV. MONITORING OF PROGRAM PERFORMANCE

- A. The recipient must assure that performance goals are being achieved.
- B. The recipient shall inform OAG of the following types of conditions which affect program objectives and performance as soon as they become known:

Problems, delays, or adverse conditions which will materially impair the ability to attain program objectives, prevent meeting time schedules and goals, or preclude the attainment of project work units by established time periods. This disclosure shall be accompanied by a statement of the action taken, or contemplated, and any OAG assistance required to resolve the situation.
- C. OAG may, at its discretion, make site visits to:
 1. Review program 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.

OAG may also request documents related to the above independent of a site visit. In all cases, Applicant is obligated to comply with requests associated with site

visits or document production.

XVI. OTHER TERMS

Conflicts of Interest

In order to avoid incompatible interests and any misperception of potential unfair benefit, the New Jersey Department of Law and Public Safety (L&PS), imposes the following terms and conditions to ensure potential conflicts of interest are avoided:

Individuals or entities may not use or attempt to use their positions under the CBVI program to secure unwarranted privileges or advantages for themselves or others. This prohibition shall include using or attempting to use non-public information acquired in the course of or by virtue of these positions.

Training and technical assistance and program evaluation

The Department may provide for a statewide training and technical assistance (TTA) provider for applicants who receive funding under this program as grantees. If a TTA is made available, applicants will be required to cooperate with the TTA as part of the receipt of funds under this program.

Additionally, the Department may partner with an academic institution to conduct an overall evaluation of the program, which may involve the receipt of information from the eventual grantees to inform uniform standards for future violence intervention programs and best practices. Cooperation with the academic institution will be required for purposes of this evaluation.