

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

**NEW JERSEY HOSPITAL BASED VIOLENCE  
INTERVENTION PROGRAM**



**PROGRAM ADMINISTRATION  
AND FUNDING GUIDELINES FOR HOSPITAL  
BASED VIOLENCE INTERVENTION PROGRAM**

OCTOBER 2022

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

**NEW JERSEY  
HOSPITAL-BASED VIOLENCE INTERVENTION  
GRANT PROGRAM**

**PROGRAM ADMINISTRATION and FUNDING GUIDELINES for NEW  
JERSEY HOSPITAL BASED VIOLENCE INTERVENTION PROGRAM  
(NJHVIP)**

**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 New Jersey Hospital Based Violence Intervention Program (NJHVIP).

In September 2019, the Murphy Administration and the Department of Law and Public Safety (the Department, LPS) announced a \$20 million investment in federal Victims of Crime Act (VOCA) dollars to fund nine hospital-based violence intervention programs (HVIPs) across New Jersey to reach victims of gun violence and others touched by violence at the time of crisis. In July 2022, the Administration of Governor Phil Murphy announced that it would be allocating Federal American Rescue Plan of 2021 funds to support this program through the end of 2024.

The Department and the Office of Attorney General (OAG) has identified HVIPs as a key strategy for violence intervention and prevention services, and established New Jersey as a leader in the field. A primary goal of the New Jersey HVIPs is to link hospitals with community-based organizations to assist victims and prevent the spread of violence. By partnering with community organizations to provide services to victims and families in hospitals following a shooting, the programs are intended to reduce the cycle violence and revictimization.

The OAG will award, administer, and monitor awards made under the HVIP 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.

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

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

Kelly Ottobre  
Director, Grant Operations  
Office of the Attorney General  
R.J. Hughes Justice Complex  
P.O. Box 081  
25 Market Street  
P.O. Box 081  
Trenton, NJ 08625  
(609) 376-2445  
grants@njoag.gov

## **APPLICATION REQUIREMENTS**

### **SUBMISSION**

Refer to the Notice of Availability of Funds (NOAF) for application due dates.

**Unless otherwise noted, the head of the recipient State Agency, organization, or local unit of government should sign these documents** (e.g. State Agency head, Chief Executive, President, Executive Director, 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.

OAG reserves the right to decline any application for grant funding and to award funding 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: [HVIPapplications@njoag.gov](mailto:HVIPapplications@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.

The program narrative should be double-spaced, using a standard 12-point Times New Roman font and must not exceed 20 pages.

### **PROGRAM NARRATIVE:**

**a. Background, Mission, Experience, and Capability of Lead Applicant and Key Partners. 5 Points**

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

**b. Problem Statement/Needs Assessment. 10 points**

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

**c. Project Description, including Goals, Objectives, Outcomes and Work Plan (Action Strategy). 20 points**

Please specify clear, realistic goals for the proposed project. Identify objectives that are concise, measurable and clearly relate to the goals, problem statement/needs assessment, and target population. Measurable objectives shall include, but are not limited to, the level of service to be provided. Describe in detail the project's approach or strategy for attaining each objective. Applicants must also identify outcomes sought. Measurable outcomes shall include enrollment in services, including substance use disorder treatment, mental health counseling, connection to or education of work applicants, connection to mentorship and indicators of victim health and wellbeing.

Use the form provided to submit a project work plan that specifies each objective along with the major activities, responsible staff and feasible timeframes for each objective and activity. Proposed programs should provide programs, services, and resources to meet the cultural and language preferences of the clients and families being served. If the applicant

is not currently operating an HVIP in the community where the project is proposed, the applicant must clearly demonstrate how it will swiftly and effectively begin HVIP operations at the proposed site so there is no disruption in services for individuals currently participating in or the community currently being served by an existing HVIP program.

**d. Equitable Partnership Between Medical Institution and Community Based Organization(s) Providing High Risk Intervention and/or Culturally Appropriate Victim Services. 20 points**

Please describe:

- The relationship among proposed partners, including the length of time working collaboratively, the greatest success of the partnership, and challenges the partnership has faced. What adjustments have been made to allow the partnership, such as changing hospital policy to allow the previously incarcerated to work within the hospital.
- The processes for decision-making and communication between the partners. Applicants must provide a letter of agreement between the applicant and at least one lead partner that outlines the leadership, roles, responsibilities, and budget allocations. Successful applications must include thoughtful consideration of how institutions with different levels of capacity, resources, and backgrounds will successfully operate in partnership. For applicants who have previously been awarded an HVIP grant under the existing FFY 2019 Federal VOCA NJHVIP, please describe how this partnership has worked and how (and whether) it has operated equitably among partners.
- Training and capacity building offered for all partners, including training on trauma informed practices. Applications in which no resources are allocated to capacity building or emotional supports for community-based organizations will not receive favorable consideration. Program staff should receive help in identifying and engaging in the self-care practices that work for them (i.e., getting enough sleep, eating healthy food, exercise, laughter, spirituality/religion, time with family and friends, meeting with a therapist, etc.). Leadership should provide information and trainings to staff on the risks of vicarious trauma, compassion fatigue, and burnout. All involved staff should receive training on use of victim-centered, trauma-informed approaches when working with survivors in hospital and community-based settings. Additionally, the program should offer training to help staff gain an understanding of biases, particularly how race and culture impact relationships, interactions, services, and outcomes.

Note: The OAG will not consider applications from partnerships in which one partner is expected to volunteer its services while the other is paid. Applications in which resources are not allocated equitably will not receive favorable consideration, provided, however, that hospitals may contribute personnel and other resources on a reduced cost or in-kind basis in order to maximize the use of funds for front-line workers and direct services to victims. Applicants are also encouraged to supplement funds from this grant with private

philanthropic dollars, donations, and other sources of funds.

**e. Coordination of and Linkages to Services. 10 points**

Explain to what services the program will connect victims to meet their primary needs. Applicants should plan for the housing needs of victims, both in the short and long term. Applications for projects which require coordination of services among two or more agencies must contain a signed affiliation agreement. An affiliation agreement must define roles, responsibilities, referral mechanisms, collaboration, and coordination efforts necessary for successful implementation of the project and must be signed by all affiliating agencies. If applicants cannot submit a signed agreement, they must submit a draft agreement and final approval of the application will be contingent upon submission of the signed agreements. If applicants do not have an ongoing relationship to provide HVIP services, they must demonstrate how they can swiftly, efficiently, and effectively put in place a process so they can implement a new HVIP program that ensures services can be provided to victims at the immediate start of the project period.

**f. Project Leadership, Management and Staff. 20 points**

Please identify all key project management and staff for the day-to-day operations of the project, both for the lead applicant and key partners. Describe how personnel are uniquely qualified to manage and implement the project. Provide current resumes or biographies along with job descriptions for each position. The job description should detail the title and job responsibilities, as well as the experience necessary for the position.

Please identify leadership of applicant and community partners and how they will be engaged in the project. For lead applicants, please specify how the organization's top leadership has committed to supporting the project. We recommend submitting a letter of support. Specify if the key partners have local leadership and infrastructure, national leadership and local infrastructure, or national leadership and no local infrastructure. Preference will be given to applicants in which the community partner has local leadership and infrastructure (article of incorporation, office space, banking, etc.). Applicants must include resumes AND job descriptions.

Note: In the event that leadership of one partner changes you must notify OAG. OAG will then make a determination whether or not to continue the program with the new leadership.

**g. Data Collection, Performance Measures, and Work Plan. 10 points**

Please list all data that will be collected and explain how it will be collected. Describe the methods that will be used to measure the progress and impact of the project. Recipients will be required to collect and report specific data relating to their project to the OAG, and must collect data as requested by OAG. Recipients will be responsible for ensuring that all partners submit needed data and as such, applications may include funding for data licenses, all training needed for data collection, and field data collection devices. Client feedback is strongly encouraged, so if your measurements do not include client feedback, an explanation must be provided.

**h. Priority Areas. (25 points)**

Applicants are encouraged to demonstrate their ability to meet the priority concerns listed in this section. Inclusion of “Priority Areas” are worth 25 points as a whole.

- The applicant and/or partner has experience and expertise in providing HVIP services in New Jersey, and the ability to begin this work immediately upon the grant of the award. Describe this experience and expertise.
- The applicant and/or partner has experience servicing the target population through an HVIP program. Describe the population, the needs facing this population, and the importance of continuity in services for this population.
- The applicant and/or partner has experience achieving the objectives described in its proposal through a past HVIP program. Describe the success in achieving these objectives and any measurable outcomes from this project.
- OAG will prioritize capacity building that is designed to build the expertise and deepen the knowledge of staff and leadership over capacity building that is needed to build a completely new HVIP program. Describe how funding requested for developing capacity will be used to reinforce and strengthen an existing HVIP program.

**i. Budget and Budget Narrative. 15 points**

Please provide a detailed narrative justification (not as a separate document – include on the budget form) for both the requested funds requested and match funds itemized on the Budget Detail Form by Budget Category. Costs must be specific and tied to the project objectives. Narrative should clearly explain why costs are necessary to the success of the project. Applicants should refer to the HVIP Program Administration and Funding Guidelines for a description of budget categories, allowable expenses and match requirements.

Please be sure to carefully review 2 CFR 200 and submit requests ONLY for ALLOWABLE costs.

## **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.

### **I. Budget Categories**

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

#### **A. Personnel**

Agency personnel to be funded with this grant are to be listed in two categories: Staff who work 100% of their 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. For employees that receive an hourly wage, enter the hours wage, the number of hours per week on this project, and the number of weeks the employee will be working on this project.

For staff whose time is split between this grant and other funding sources, please indicate the percentage of staff time that will be allocated to this grant. For example, if a social worker is full time, but will only spend 30% of his/her time on the HIVIP grant, then the budget should reflect that only 30% of the individual's salary will be charged to this grant.

Personnel may include staffing for data analysis, communications, and evaluation.

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.

Example:

*Salary:*

A15 Jane Smith is a full time counselor assisting victims of domestic violence. Jane will devote 100% of her time t

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								
<a href="#">(DOJ Financial Guide, Section 3.10)</a>								
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
<b>Total(s)</b>						<b>\$60,750</b>	<b>\$0</b>	<b>\$60,750</b>
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

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
<b>Total(s)</b>				<b>\$16,658</b>	<b>\$0</b>	<b>\$16,658</b>
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 Regulation Circular, 20-04-OMB, as amended, which is located at the following website: <http://www.state.nj.us/infobank/circular/circindx.htm>.

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.”

**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>.

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

### **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.

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 recipient's own documented procurement procedures which reflect applicable State, local, and tribal laws and regulations.

#### **E. Supplies**

List items by type (office supplies, postage, training materials, copy 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.

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**

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 \$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.

## **H. 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.

Applicants should include *Participant Aid* in the “Other Costs” category. Funds may be used to provide emergency aid to participants. Applicants requesting funds for Participant 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 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.

## II. 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. HVIP 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 HVIP grant.

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

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.

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.

### **III. Fines, Fees, Penalties and Expungement:**

HVIP providers 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 costs include costs associated with the expungement of criminal records, driver's license restoration, and other court costs and fees. HVIP providers may also be reimbursed for assisting clients in paying off money owed for restitution in criminal matters, provided, however, that HVIP providers have engaged with the client and have determined that the client has made reasonable efforts to pay the restitution, or that relevant circumstances were such that this grant allowance is warranted, including that the client does not have the means to make such payments on their own.

### **IV. Childcare**

The prior NJHVIP program, which was funded by the federal VOCA program, contained a restriction that program funds could only be used for childcare assistance in situations where the participant needed childcare in order to make a court appearance. This restriction on childcare funds is no longer in effect due to the fact that VOCA funds are no longer used for this current HVIP program. Applicants therefore 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.

## V. 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 “VI. Allowable Costs.”

**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.

## VI. 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).

Individuals who are eligible for these costs include both the HVIP program participants, and family who are dependent upon the participant, including their children.

Eligible costs include:

1. 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.
2. Services for HVIP program participants within the criminal justice system and other public proceedings arising from the 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.
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 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.
5. Peer Support, including but not limited to, activities that provide opportunities for participants to 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.
7. 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 HVIP 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 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.
8. 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.
  9. Reasonable costs for meetings hosted by the HVIP program provider that are exclusively for participants or participants and their family. Meeting costs include decorations and refreshments. Events and meetings using HVIP program funds must follow an approved written policy and events and meetings must be approved in advance.
  10. Reasonable costs for a limited supply of food pantry items. HVIP program providers may use HVIP 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).
  11. 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 HVIP 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 HVIP funds approved for this purpose. The Agency's Housing Policy should provide that the HVIP 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 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_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_Relocation-Policy-2020.pdf)  
[https://www.nj.gov/oag/grants/20200331-VOCA\\_Transitional-Housing-Policy-2020.pdf](https://www.nj.gov/oag/grants/20200331-VOCA_Transitional-Housing-Policy-2020.pdf)

12. Community Events. HVIP program providers may use funds to host community events intended to spread awareness of the HVIP program and to promote use of HVIP 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.

## **VII. Unallowable Costs**

Generally, allowable costs may be rejected if, in OAG’s determination, such costs are excessive, unreasonable, 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 costs are strictly unallowable:

1. Lobbying
2. Research and Studies. \*Project evaluations are allowable.
3. Fundraising Activities, including using grant funds to applying for other funding (e.g., grants).
4. Capital expenses including but not limited to capital improvements, property losses and expenses, real estate purchases, mortgage payments, and construction.
5. Medical Care, except as otherwise allowed.
6. Luxury Items
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 making in excess of \$150,000/year will be capped at 10% unless such individuals are providing direct participant services.
  
9. 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>).

## ADDITIONAL APPLICATION AND AWARD REQUIREMENTS

### **I. Application Authorization**

The submission of any 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.

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

### **III. Recipient Official File**

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

- Application and Award Documents: copies of the approved application for the award, the award contract, award letter, all project modification requests, grant adjustments, and related written approvals from OAG.
- 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.

#### IV. Reporting Procedures

##### A. Programmatic Progress 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 of the quarter. Recipients 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 an award 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 Recipient is required to submit financial expenditure reports or Detailed Cost Statement (DCS) comparing actual expenditures with the OAG Approved Project Budget.

Recipients are required to submit **quarterly** DCS's to OAG 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 recipient 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 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.

Source documentation must also be submitted for all costs associated with upfront funding.

## **V. 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. Recipients 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. Adjustments between cost categories and/or shifts of funding to direct cost categories that are not part of the approved budget.
  - 3. Revisions which involve the transfer of amounts budgeted for indirect costs to absorb increases in direct costs.
- B. To request a budget revision, recipients are required to submit a written explanation (Justification Letter) and an OAG Grant Adjustment Request Form (GARF); and receive approval.  
For deviations that are less than 1% of the total award, recipients 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.*

## **VI. 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

Federal and New Jersey regulations, policies, and guidelines.

## **VII. 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.

## **VIII. 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.

## **IX. Recipient Fiscal Responsibility**

The recipient 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, recipients are expected to conform to accepted accounting standards.

### **A. Financial System**

The recipient is responsible for maintaining an adequate financial management system and will immediately notify OAG when it cannot comply with these requirements.

1. OAG may require the submission of an “Accounting System and Financial Capability Questionnaire.”
3. OAG 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 OAG determines that the recipient’s accounting system is not sufficient, additional information to monitor the grant may be required until the system meets with OAG’s approval.

#### B. Employee Timesheets & Certifications

Recipients must keep detailed time reports showing actual time worked on a grant.

Recipients 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 recipient’s official records, (4) reasonably reflect the total activity for which the employee is compensated by the recipient, and (5) encompass both federally assisted and all other activities compensated by the recipient 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.

## **X. 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.

## **XI. Monitoring of Project Performance**

- A. The recipient must assure compliance that performance goals are being achieved. Recipient 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 recipient shall inform OAG 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 OAG assistance required to resolve the situation.

- C. OAG 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.

- D. 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