

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

**SFY23 Records System Improvements for Traffic Stop
Data Collection**



PROGRAM ADMINISTRATION AND GUIDELINES

STATE OF NEW JERSEY
SFY23 RECORDS SYSTEM IMPROVEMENTS FOR TRAFFIC STOP
DATA COLLECTION

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 Records System Improvements for Traffic Stop Data Collection.

The State of New Jersey, Department of Law & Public Safety, Office of the Attorney General (OAG) received funds from the SFY23 Budget to administer the traffic stop data collection. A total of \$450,000 will be awarded to participating law enforcement agencies.

Under the Records System Improvements for Traffic Stop Data Collection grant, law enforcement agencies with a minimum of 1,000 traffic stops are eligible to receive grant funding for development and upgrades of records management systems to enable the collection and data sharing requirements of this grant. Applicants may develop new initiatives or enhance already existing programs.

The OAG will award, administer, and monitor awards made under the Records System Improvements for Traffic Stop Data Collection Grant. 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. Thirty (30) awards of \$15,000 each are available. Funding decisions will be made based on a variety of considerations, including but not limited to, the type of initiatives to be implemented; the geographic distribution of the project; and the need to provide the broadest and deepest statewide coverage practicable

The funding period is April 1, 2023 through March 30, 2024; **extensions will not be granted.**

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: trafficstops@njoag.gov

II. APPLICATION AND AWARD REQUIREMENTS

A. PARTICIPATION and SUBMISSION

Any law enforcement agency seeking to participate in the Records System Improvements for Traffic Stop Data Collection Program must complete an application package and submit via e-mail to trafficstops@njoag.gov, no later than **Friday, February 24, 2023**. 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. New Jersey Single Audit Requirements Certification

C. GRANT AWARD

Recipient will be notified of awards on or about March 24, 2023. 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

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 records management systems or computer aided dispatch systems to improve traffic stop data collection in agencies with at least 1,000 traffic stops per year.
- Funded agencies are to provide quarterly traffic stop data exports to include date and time of traffic stop, stop statute (reason for the stop), location of the stop (latitude and longitude),

officer conducting the traffic stop, race/ethnicity of driver, gender of driver, age of driver, whether any warnings and/or summonses were issued, and whether the stop included an exit, frisk, search, arrest, use of force, or canine deployment. The OAG will analyze and share broad patterns of traffic stop data publicly.

- Agencies applications should include a plan for ensuring complete and comprehensive traffic stop data collection.

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 scored components must be included in your Program Narrative.

A. Program Narrative (90 points)

1. Identified Need (25 Points)

Please identify and describe the specific need for development, implementation and/or enhancement of records management systems or computer aided dispatch systems; include the current traffic stop volume in your agency; and the geographic area your agency serves.

2. Program Design and Implementation (55 Points)

Please explain your proposed technical need in detail and indicate how it will impact your agency. Explain how the upgrade will benefit your agency; how it will impact the tracking of activity within your agency; whether it will impact the community you serve.

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

Please describe you or your entity's background and experience (if any) with

records management systems, computer aided dispatch systems, or data collection programs, and your entity's knowledge and capability to carry out the proposed program. Please also identify all program management and staff. Identify any current trainings that staff have received in the system or traffic stop data collection or anticipated trainings.

4. Evaluation and Sustainability Plan (5 points)

Describe your organizations plan for evaluating the work begun under this program, including an explanation about how the program will collect data and evaluate success. Applicants may be asked to share their best practices for purposes of informing potential future funding and programming decisions.

Applicants must also include a discussion about how the work will be sustained beyond the grant period, which may include costs of operation, continued updates and upgrades, and impact of long-term engagement in this area.

5. Budget Detail and Budget Narrative (10 points)

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.

VI. BUDGET DETAIL WORKSHEET

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.

A. Budget Categories:

1. SALARIES

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

2. FRINGE BENEFITS

Fringe benefits should be based on actual known costs or an approved negotiated rate. Attach a copy of the fringe benefit policy. Fringe benefits are for the personnel listed in the personnel section of the budget and only for the percentage

of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation and Unemployment Compensation.

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

3. 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 Circular, 16-11-OMB, as amended, which is located at the following website:

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

Mileage reimbursement cannot be charged in excess of the New Jersey State maximum of \$.47 per mile, per State Treasury Circular Letter, Automobile Mileage Reimbursement Rate, 23-02-OMB.

4. EQUIPMENT

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

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 activity. Equipment that has already been purchased and charged to other activities of the organization is not an allowable expense to the award.

5. SUPPLIES

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

6. CONSULTANTS/CONTRACTS/SUBAWARDS

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.

If the application includes a subrecipient(s) to assist in providing services outlined in the scope of work, during the contract award process, special conditions will be added to acknowledge your compliance with the requirements of a pass-through agency for engaging services of a subrecipient agency.

Consultant fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project.

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

7. OTHER COSTS

List items by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent or provide a monthly rental cost and how many months to rent (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.

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. PROGRAMMATIC 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 the quarter. Recipients will receive reporting forms with their copy of the executed contract/award document.

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 quarter. The DCS for the last quarter shall be marked as final. For each funding request, a separate State of New Jersey Payment Voucher must be submitted.

1. SOURCE DOCUMENTATION REQUIREMENT

All costs charged to 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 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).

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.