

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

**FFY 2021
VICTIMS OF CRIME ACT (VOCA)
GRANT PROGRAM**



**PROGRAM ADMINISTRATION
AND FUNDING GUIDELINES FOR TRAUMA
RECOVERY CENTERS**

February 2023

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

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

**PROGRAM ADMINISTRATION and FUNDING GUIDELINES for NEW
JERSEY TRAUMA RECOVERY CENTERS**

ADMINISTRATION

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

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

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

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

William H. Cranford
Chief Administrative Officer
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) 292-9660
william.cranford@njoag.gov

PROGRAM INFORMATION

The VOCA Grant Program assists state, county and municipal agencies to meet the needs of crime victims and assists public and non-profit agencies in providing and/or enhancing services to victims of crime. Victims of Crime Act funds are generated by assessments levied on offenders of federal crimes and are used to support services to victims of violent crimes. The VOCA Regulations define a crime victim as “as a person who has suffered physical, financial or emotional harm as a result of the commission of a crime.” 28 C.F.R. § 94.102. The Regulations define direct services as those efforts that (1) respond to the emotional, psychological, or physical needs of crime victims, (2) assist victims of crime to stabilize their lives after victimization, (3) assist victims to understand and participate in the criminal justice system, and (4) restore a measure of security and safety for victims of crime. *Id.* VOCA also seeks to encourage public and private non-profit agencies to commit other resources to victim services projects, in conjunction with federal funds, by requiring matching funds (cash or in-kind services) to achieve the program objectives.

Funds for this program are derived from the FY21 Federal VOCA Formula Grant Program, which is administered by L&PS pursuant to the VOCA Victim Assistance Program Final Rule located at <https://www.federalregister.gov/documents/2016/07/08/2016-16085/victims-of-crime-act-victim-assistance-program>.

APPLICATION REQUIREMENTS

SUBMISSION

Refer to the Notice of Availability of Funds (NOAF) for application due dates. ***Late applications will be considered ineligible. ***

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

To promote consistency, applicants **MUST** use the format outlined on the following pages for the development of the proposal. **Applications that do not follow the prescribe format will be considered ineligible. Application that do not use the provided forms will be considered ineligible.**

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

*****Notice*****

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

PROPOSAL FORMAT AND REQUIREMENTS

Proposals must be emailed to the following email address: trc@njoag.gov with “**Trauma Recovery Center**” in the subject line.

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 **MUST** be double-spaced, using a standard 12-point font (Times New Roman preferred); have no less than 1-inch margins; and pages should be numbered. The narrative may not exceed 20 pages. **Applications that do not comply with the formatting guidelines will be considered ineligible.**

OAG will use the May 4, 2017 edition of the evidence-informed Trauma Recovery Center Manual developed by the University of California, San Francisco Trauma Recovery Center, when it selects, establishes, and administers TRC grants. All grant applications must demonstrate utilization of the San Francisco Trauma Recovery Center model in the administration of their TRC program.

Eligible applicants for this program are limited to a local public agency or a non-profit organization, or a combination of such agencies or organizations or of both such agencies and organizations that have formed a partnership. Federally recognized tribal governments (as determined by the Secretary of the Interior); non-profit organizations (including hospitals and tribal non-profit organizations); faith-based and community-based organizations that serve crime victims; and public or non-profit colleges or universities (including tribal institutions of higher education) that demonstrate an understanding of the area of victimization, support services and the TRC model described in this solicitation are eligible to participate in the partnerships. Applicants must have the staff resources, capacity to develop or enhance programs proposed to address the area of victimization and/or services described in this solicitation, and the required partnerships.

Priority consideration will be given to those entities that can show a history or running a successful TRC program within the last 24 months. This must be proven by providing statistics of victims served, services offered, statistical evidence of success, etc. These entities will receive an additional 10 points added to their final total score.

***To Be Considered for the Grant, an Eligible Applicant Must File a Completed Application in accordance with the requirements of the program, by the submission deadline. Late applications, incomplete applications, or those that do not use the prescribed forms will be considered ineligible. ***

Requirements that MUST be Described in the Application:

- Provide outreach and services to crime victims who typically are unable to access traditional services, including, but not limited to, victims who are:
 - Homeless
 - Chronically mentally ill
 - Members of immigrant and refugee groups
 - Disabled
 - LGBTQ
 - Experiencing severe trauma-related symptoms or complex psychological issues
 - Of diverse ethnicity or origin, people of color
 - Juvenile victims, including minors who have had contact with the juvenile dependency or justice system.
- Serve victims of a wide range of crimes, including, but not limited to all the following:
 - Sexual assault
 - Domestic violence
 - Battery
 - Crimes of violence and assaults including: shootings, gang violence and other forms of community violence
 - Vehicular assault
 - Human trafficking, and
 - Family members of homicide victims.
- Offer evidence-based and evidence-informed mental health services and support services that include individual and group treatment, medication management,

substance abuse treatment, case management, and assertive outreach.

- These mental health and support services shall be provided in a manner that increases access to services and removes barriers to care for victims of violent crime and may include providing services to a victim in his or her home, in the community, or at other locations conducive to maintaining quality treatment and confidentiality.
- Provide a complete multidisciplinary staff of clinicians, including a clinical director and:
 - At least one social worker on staff
 - At least one licensed psychologist on staff, and
 - At least one licensed psychiatrist on staff, or contracted (utilization of tele-psychiatry is permitted).

(All clinicians must be either a licensed clinician or a master's-level supervised clinician engaged in completion of the applicable licensure process, i.e. registered with the State Board of Psychological Examiners. These documents must be available upon request but DO NOT need to be included in the application).

- Offer mental health services and case management that are coordinated through a single point of contact for the victim, with support from an integrated multidisciplinary treatment team.
- Per the TRC Model, the clinician acts as the single point of contact for the victim and provides most services including clinical case management, psychotherapy, advocacy, and substance abuse treatment, and conducts assertive outreach as needed to initiate treatment and keep the client engaged or services are split between clinicians and case managers where a single point of contact is responsible for the coordination of the client's treatment and care is taken to ensure a unified team approach and clear communication among all service providers.
- Develop a treatment plan for each client receiving mental health services, which is periodically reviewed by the multidisciplinary team.
- Ensure that each client has access to a comprehensive mental health assessment, even if case management services are the initial focus of treatment.
- Deliver services that include assertive outreach and case management including, but not limited to:
 - Accompanying a client to court proceedings, medical appointments, or other crime- related appointments as needed

- Assisting with filing an application with the New Jersey Victims of Crime Compensation Office, filing police reports or filing restraining orders
- Assisting with obtaining safe housing and financial benefits
- Helping a client obtain medical care
- Aiding a client in securing employment and
- Working as a liaison to other community agencies, law enforcement, or other supportive service providers as needed.
- Offer outreach and case management services to clients without regard to whether clients choose to access mental health services.
- Ensure that no person is excluded from services solely based on emotional or behavioral issues resulting from trauma, including, but not limited to, substance abuse problems, low initial motivation, or high levels of anxiety.
- Utilize established, evidence-based and evidence-informed practices in treatment. These practices may include, but are not limited to:
 - Motivational interviewing
 - Harm Reduction
 - Seeking Safety
 - Cognitive Behavioral Therapy
 - Trauma-Focused Cognitive Processing Therapy
 - Narrative Exposure Therapy
 - Skills Training in Affective and Interpersonal Regulation.

(Clinicians shall meet the training or certification requirements for the evidence-based practices used. Documentation demonstrating such must be available upon request but these documents DO NOT need to be included in the application.)

- Ensure that no person is excluded from services based on immigration status.
- Offer training to law enforcement, community-based agencies, and other health care providers on the identification and effects of violent crime.

Additional Criteria:

- Participate in culturally relevant community outreach events to inform potential clients.

Outreach plans must be tailored to reach the specific population(s) the TRC is seeking to serve.

- Provide regularly scheduled clinical supervision and other support to ensure the highest quality of care and to help staff manage vicarious trauma they may experience as service providers to victims of violent crime.

Direct Services:

Specific clinical services provided by direct service staff shall include the following: client assessment and service planning; individualized psychotherapy; outpatient substance use disorder counseling; case management; legal advocacy; group psychotherapy and support groups; medication management; services provided by partners; and referrals to partner agencies, particularly at the close of TRC services.

Clinical Case Management:

General case management is a client-centered strategy to improve coordination and continuity of care, in particular for persons who have multiple needs. Various models of case management have been proven effective in the treatment of people with chronic mental illness, substance use disorders, or both. The clinical case management intervention embedded in the TRC model provides both the typical and active case management support of coordinating all the resources a client might need while also simultaneously using therapeutic interventions and delivering and coordinating services. Clinical case management takes into account that many clients have competing priorities and will benefit most when practical assistance and mental health interventions are simultaneously provided. In contrast, simply providing contact information for a community service is not enough for clients who have experienced trauma and have an array of psychosocial needs.

Evidence-Based Programs and Trauma-Informed Practices:

The TRC model utilizes evidence-based practices (EBPs) developed through research and with implementation shown to improve client outcomes. Applicants must clearly outline the integration of EBPs and trauma-informed practices into the proposed program.

Examples of evidence-based approaches and specific interventions appropriate for a TRC program include:

- **Using a culturally sensitive trauma-informed approach.** In this approach, clinicians are attuned to the client's identity, history, and how beliefs about

psychotherapy may impact treatment engagement. Stigma about having a mental health issue, about being a victim, about receiving mental health services, or about taking psychotropic medication are culturally-mediated beliefs that should be recognized and addressed early in treatment.

- **Addressing threats to safety in the client's environment and behavior.** In this approach, clinicians address a client's safety concerns due to a risk of revictimization and severe psychiatric symptoms by addressing continuous traumatic stress. The clinician focuses on helping the client reduce current threats to safety and well-being by providing case management assistance (e.g., moving to a safe location, obtaining a restraining order, making a police report) and safety planning.
- **Addressing risk due to problems with regulation of emotions and impulses.** In this approach, clinicians focus on therapeutic interventions on client emotions, reactions that put them at risk (for re-victimization, self-harm). Example interventions include dialectical behavior therapy (DBT), Skills training in affective and interpersonal regulation (STAIR), Seeking Safety and motivational interviewing.
- **Applicants must describe how their program will implement a model that is trauma informed in policy and practice.** Some examples of trauma-informed models include the Sanctuary Model and the U.S. Substance Abuse and Mental Health Services Administration's (SAMHSA) Trauma Informed Approach.

OAG may survey grantees to assess their knowledge of trauma-informed practices and implementation of these practices as part of a grant monitoring function. With periodic assessments, OAG can identify areas of strength and growth for adopting a trauma-informed approach to services that help to prevent re-traumatization.

Assessment Protocol:

Assessment is a core component of the TRC model. Client assessments aid in service delivery and help measure a client's progress in meeting goals. As a part of this grant, agencies will be required to engage in client assessments, which may include scales to measure trauma history, mental health, sleep, physical pain, quality of life, and client needs assessment.

PROJECT INFORMATION:

Applicants **MUST** use the Project Information form provided and the form **MUST** be filled out in its entirety.

PROJECT NARRATIVE

The program narrative **MUST** be double-spaced, using a standard 12-point font (Times New Roman preferred); have no less than 1-inch margins; and pages should be numbered. The narrative may not exceed 20 pages. **Applications that do not comply with the formatting guidelines will be considered ineligible.**

The following scored components **MUST** be included in the narrative for NJTRC Demonstration Project Sites. **Those applications that do not include ALL of the below scoring components will be considered ineligible.**

- a. Background, Mission, Experience, and Capability of Lead Applicant and Key Partners.
(10 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 outreach and clinical services to crime victims who typically are unable to access traditional services.

- b. Problem Statement/Needs Assessment. **(5 points)**

The proposed project must provide outreach and services to crime victims who typically are unable to access traditional services, including the categories listed in Section e. Please identify the specific problem(s), types of victimization, 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 Leadership, Management, Staff, and Training. **(15 points)**

Please provide a staffing plan for a multidisciplinary team. Staff may be within a single agency or distributed among project partners. Remember that all clinicians must be either a licensed clinician or a master's-level supervised clinician engaged in completion of the applicable licensure process. Suggested positions include:

- Program director: This position oversees the entire program, manages relationships with other service providers, and can conduct trainings and provide supervision of direct service providers. This position must have a clinical orientation. VOCA funds can only be used for the direct service staff supervision, training, and inter-agency coordination.
- Program coordinator: This position manages the day-to-day operations, supervises direct service staff and services, fosters inter-agency coordination, and conducts trainings.
- Clinical staff must include: at least one licensed psychologist on staff; at least one social worker **and/or** one licensed marriage and family therapist. Social workers or marriage and family therapists are all master's-level licensed clinicians or pursuing licensure. Team members have expertise or will acquire the necessary training to serve the target population of the TRC program.
- Psychiatrist for medication management and other therapeutic support.
- Project Evaluator: This position manages programmatic documentation, reports and statistics, assessment completion, and monitors services to ensure the TRC Core Elements are followed.
- Assertive outreach and peer support personnel. These non-clinical positions can assist in the identification, engagement, and facilitation of community resources, as well as provide on-going support to patients during the process. These positions can be used to ensure that patients' autonomy is thoroughly

respected by clinical staff. These positions must be integrated into the team structure.

See San Francisco's TRC Program Model for an example of staffing structure and proposed trainings. Staff at the TRC should be thoroughly trained to address Cultural Responsiveness. Proposed programs should provide programs, services, and resources to meet the cultural and language preferences of the clients and families being served. 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.

d. Proposed Program (**30 points**)

Demonstrate a clear and detailed understanding of the TRC model as described in the May 4, 2017 edition of the evidence-informed Trauma Recovery Center Manual, developed by the University of California, San Francisco Trauma Recovery Center. Provide a description that walks through the program from client identification and engagement through case closure, highlighting how the TRC core elements are incorporated in the proposed program design. Provide strong details of the proposed program, highlighting victim types most commonly served in the hospital. Include whether the program will serve adults, minors, or both and the projected number to be served with justification for those numbers.

- Provide a clear assertive outreach and case management plan that ensures underserved or marginalized groups are served and includes services outside of the hospital. The recruitment strategy described should be responsive to community demographics and anticipated referral sources. Include clear and detailed client eligibility screening, intake, and assessment processes that are responsive to victimized persons. The response also should clearly describe the staff positions that will carry the outreach and engagement, including supervisory and coordinator staff

where appropriate.

- Provide a clear and detailed description of proposed mental health and support services, incorporating how these services are comprehensive, structured, and evidence-informed. Demonstrates a clear understanding of the evidence-based, trauma-informed treatment modalities proposed. Clearly articulate services that the proposed program will not provide and where clients will be referred to meet their needs by providing assistance obtaining food, safe housing, financial entitlements, medical services, employment, and/or assistance working with police and other agencies. Applicants should plan for the housing needs of victims, both in the short and long term. Budgets should include, at a minimum, funding for emergency housing for victims who are not eligible for VCCO benefits. Include individual letters of commitment from all anticipated referral agencies.
- Provide a clear and detailed explanation of how psychotherapy and case management will be coordinated for victims within the TRC, including the role of clinical case and medication management. Describe how staff will carry out this work, including supervisory and coordinator staff where appropriate. Additionally, the response should include a description of how cases will be coordinated with referral agencies.

e. Flow Chart describing the process of providing services to clients, from intake to discharge and identifying the single point of contact for the victim. **(5 points)**

f. Project Work Plan. **(10 points) Not included in the page count**

MUST use the form provided. Please include dates when eligible goals, objectives, milestones, and activities relating to the implementation of the TRC will be accomplished.

g. Data Collection, Performance Measures, and Evaluation. **(5 points)**

Please list all data that will be collected. Describe the methods that will be used to measure the progress and impact of the project. Subrecipients will be required to collect and report specific data relating to their project to the OAG. Subrecipients 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.

Awarded applicants will be required to enter VOCA-required data via quarterly performance metrics through OVC's online Performance Measurement Tool (PMT) located at <https://www.ovcpmt.org>.

h. Budget and Budget Narrative. **(10 points) Not included in the page count**

MUST use the form provided.

- The budget should meet the following requirements:
 - It is expected that clinical staff time will comprise at least 60% of the budget.
 - Include any cost of living wage increases as these increases may not be added or modified at a later date
 - Operating expenses shall not exceed 25 percent of the total amount of funds requested
 - If funds are allocated to an emergency client fund, indicate what will be allocated to Housing, Transportation, Food, Clothing, and Miscellaneous Crime-Related Emergency Assistance

The narrative portion of the budget shall clearly describe why the requested costs are necessary for the success of the project.

Be sure to carefully review the Final Rule and submit requests ONLY for ALLOWABLE costs. You may find the final rule at the following website:
<https://www.federalregister.gov/documents/2016/07/08/2016-16085/victims-of-crime-act-victim-assistance-program>

i. Letters of Support (**5 points**) **Not included in the page count**

No more than five (5) letters of support from medical and mental health care providers, law enforcement agencies, county crime victim assistance centers, sexual assault crisis centers, domestic violence programs, other crime victim service providers, and other social service agencies within the applicant's designated service area. Letters of support should pertain specifically to this project

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

Applicants must provide a sustainability plan outlining how the entity will continue to meet the goals of the program in the event grant funding is reduced or eliminated.

k. Priority Consideration (**10 points**)

Priority consideration will be given to those entities that can show a history of running a successful TRC program within the last 24 months. This must be proven by providing statistics of victims served, services offered, statistical evidence of success, etc. Eligible entities will receive an additional 10 points added to their final total score.

APPLICATIONS THAT DO NOT CONTAIN ALL REQUIRED DOCUMENTATION WILL BE CONSIDERED INELIGIBLE. APPLICATIONS THAT DO NOT FOLLOW THE PRESCRIBE FORMAT WILL BE CONSIDERED INELIGIBLE. APPLICATIONS THAT DO NOT USE THE PROVIDED FORMS WILL BE CONSIDERED INELIGIBLE.

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.

A match is not required however it is encouraged. Match shows the entity's commitment to the program and helps ensure sustainability of the needed services in the event of a reduction or loss of funds in the future. The applicant must disclose the funding source of proposed matching funds in the narrative section of the budget. Applicants are required to maintain documentation on activities related to the source of matching funds as well as subaward-related activities.

I. Budget Categories

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

A. Personnel

List each employee or volunteer by name and position.

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

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

B. Fringe Benefits

If salaries are being reflected in the budget as a cost of the project, the **corresponding** fringe must also be included, whether being paid for by grant funds or from another source (*i.e.* match). For each employee requested under "Personnel," the salary's corresponding fringe amount must be accounted for under "Fringe Benefits" on the Budget Detail Form. Employee fringe benefits, should be listed as a total of all fringe categories however, the narrative should include a breakdown of each item included in the total fringe rate; such as retirement, FICA and health insurance. Example:

Salary:

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

Budget Detail - Year 1

Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities? - Y/N

(DOJ Financial Guide, Section 3.10)

A. Personnel

Name	Position	Computation						
List each name, if known.		Show annual salary rate & amount of time devoted to the project for each name/position.						
Add Personnel	Delete Selected	Salary	Rate	Time Worked (# of hours, days, months, years)	Percentage of Time	Total Cost	Non-Federal Contribution	Federal Request
Jane Smith	counselor	\$45,000.00	yearly	1	100%	\$45,000		\$45,000
Joe Doe	counselor	\$45,000.00	yearly	1	35%	\$15,750		\$15,750
Total(s)						\$60,750	\$0	\$60,750

Narrative

Jane Smith is a full time counselor assisting victims of domestic violence. Jane will devote 100% of her time to the grant project. Joe Doe is a full time counselor. Joe will be working with victims of sexual assault. Joe will devote 35% of his time to the grant project.

Corresponding Fringe:

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

B. Fringe Benefits

Name	Computation					
List each grant-supported position receiving fringe benefits.	Show the basis for computation.					
Add Benefit	Delete Selected	Base	Rate	Total Cost	Non-Federal Contribution	Federal Request
Jane Smith		\$45,000.00	27.42%	\$12,339		\$12,339
Joe Doe		\$15,750.00	27.42%	\$4,319		\$4,319
Total(s)				\$16,658	\$0	\$16,658

Narrative

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

C. Travel

Travel costs are allowable if permitted under the current State Travel Circular, 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 of \$.47 per mile (effective July 1, 2022). Travel costs should include the proposed destination and purpose of the trip(s).

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

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

D. Equipment

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

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

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

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

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

Please explain how the equipment is necessary for the success of the project in the Budget Narrative, as well as the procurement method to be used. Equipment must be procured in accordance with the Subrecipient’s own documented procurement procedures which reflect applicable State, local, and tribal laws and regulations, provided that the procurements conform to applicable Federal law and the standards identified in 2 C.F.R. 200.317 – 200.327.

E. Supplies

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

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

F. Construction

Construction is not allowable.

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

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

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

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

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

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

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

Your agency must:

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

The sub-subrecipient agency must:

1. Provide direct victim services;
2. Identify as a public agency or non-profit organization;
3. Be registered with the NJ Department of Community Affairs as a Charitable Organization (applicable for \$10,000 or more in fundraising);

4. Receive at least 25% of support from sources other than the Crime Victim Fund (established through Victims of Crime Act);
5. Utilize volunteers in providing services;
6. Assist potential recipients in seeking crime victims compensation; and
7. Demonstrate a history of providing direct services.

The **special conditions** will also specify your agency's requirements **for issuing a subaward and monitoring a sub-subrecipient agency** as outlined in 2 CFR 200.332.

Your agency must:

1. Ensure that every subaward is clearly identified to the subrecipient as a subaward.
2. Provide every subrecipient with a subaward contract which includes all required information outlined in 2CFR 200.331 Requirements for pass through entities including:
 - a. Federal Award Information;
 - b. All requirements imposed by the pass-through entity on the subrecipient so that the federal award is used in accordance with federal statutes, regulations and the terms and conditions of the federal award;
 - c. Any additional responsibilities that the pass-through entity imposes on the subrecipient in order to meet its own responsibility to the federal awarding agency;
 - d. An approved federally recognized indirect cost rate or a de minimis indirect cost rate as defined in 2 CFR 200.414 (if applicable);
 - e. A requirement that the subrecipient permit the pass-through entity and auditors to have access to the subrecipients records and financial statements as necessary to meet the requirements of this section 2 CFR 200.300 Statutory and national policy requirements through 200.309 Period of performance and Subpart F – Audit Requirements of this part; and
 - f. Appropriate terms and conditions concerning closeout of the subaward.

3. Evaluate each subrecipient's risk of noncompliance with Federal statutes, regulations, and the terms and conditions of the subaward for purposes of determining the appropriate subrecipient monitoring.
4. Consider imposing specific subaward conditions upon a subrecipient if appropriate as described in 2 CFR 200.208 Specific conditions.
5. Monitor the activities of the subrecipient as necessary to ensure that the subaward is used for authorized purposes, in compliance with federal statutes, regulations, and the terms and conditions of the subaward; and that subaward performance goals are achieved.
6. Depending on the pass-through entity's assessment of risk posed by the subrecipient, determine which monitoring tools may be useful to ensure proper accountability and compliance with program requirements and achievement of performance goals i.e. training and technical assistance or on-site reviews.
7. Verify that every subrecipient is audited as required by Subpart F –Audit requirements when it is expected that the subrecipient's federal awards expended during the respective fiscal year equaled or exceeded the threshold set forth in 2 CFR 200.501 Audit requirements.
8. Consider whether the results of the subrecipient's audits, on-site reviews, or other monitoring indicate conditions that necessitate adjustments to the pass-through entity's own records.
9. Consider taking enforcement action against non-compliant subrecipients as described in 2 CFR 200.339 Remedies for noncompliance of this part and in program regulations.

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

Provide a description of the product or service to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding procurement contracts. A separate justification must be provided for sole source procurements in excess of the Simplified Acquisition Threshold set in accordance with 41 U.S.C. 1908 (currently set at \$150,000).

Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of the DOJ grant-making component's maximum rate for an 8-hour day (currently \$650) require additional justification and prior approval.

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.

H. Other Costs

List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, or provide a monthly rental cost and how many months to rent.

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

I. Indirect Costs

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

The applicant may elect not to charge indirect costs.

Additional information about using an ICR and claiming indirect costs is included in the

Indirect Cost Rate Fact Sheet.

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.

II. Gift Card Policy:

VOCA funded projects that use gift cards to support direct victim services must have written policies and internal controls regarding the purchase and use of such cards, and that such cards are used as reasonably necessary. Policies should address what approvals are required to purchase the cards, how the cards are stored and accounted for, what items may be purchased with the cards (must be clearly labeled “No Tobacco and No Alcohol”) and what supporting documentation is required for purchases. Gift cards that are not fully spent should be returned, expensed amount logged, and the balance should be used towards another victim served under the VOCA grant project.

Cash Gift Cards, such as Visa Gift Cards, are strictly prohibited.

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

1. When a gift card is issued, the program must keep a log of the following:
 - a) Prohibition of tobacco and alcohol purchases.
 - b) How the program avoids misuse of gift cards/emergency assistance funds.
 - c) Who the gift card was issued to and the intended use (de-identified if necessary, but must be able to track to the victim for audit purposes).
 - d) The amount of money on the gift card/card value.
 - e) Source of the Gift Card (e.g. Wal-Mart, Shop-Rite, gas cards, etc.).
2. Gift cards that have a remaining balance on them should be returned to the program for use by other victims.
3. The cards must be kept in a secure location and access to them restricted.
 - a) The program fiscal policies must identify which position is responsible for keeping the gift cards as well as the intended use of the funds.

4. Fuel cards can be provided to victims who have an established need. Volunteers and staff members are not to be issued fuel cards, but instead, should be reimbursed for travel occurring as a part of regular duties in accordance with the programs' travel policy.
5. Program managers conducting on-site monitoring visits with programs will verify log entries for the issuance of gift cards.

III. Housing

Costs typically associated with transitional housing, relocation, and rapid rehousing. In order to provide housing services, subgrantees must maintain a housing policy compatible with OAG's housing policy. **The entity's housing policy MUST be provided with its application if housing costs are included in its budget.** Copies of OAG's housing policies are available on the OAG Grants website at <https://www.nj.gov/oag/grants.htm>

IV. Allowable Costs

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

Applicants and Subrecipients (Recipients or Subrecipients of federal funds) must also adhere to the financial and administrative requirements set forth in the most current version of the **U.S. Department of Justice (DOJ) Financial Guide**, located at <https://www.justice.gov/ovw/file/1030311/download>. The DOJ Grants Financial Guide includes information on allowable costs, audit requirements, accounting systems, financial records and the administration of grant funds.

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

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

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

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

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

victims to meet other victims, share experiences, and provide self-help, information, and emotional support.

7. Costs which are necessary and essential to providing services such as **prorated** costs of rent, telephone services, transportation costs for victims to receive services and local travel expenses for service providers.
8. Costs that are directly related to providing services, such as staff salaries and fringe benefits, the cost of advertising to recruit funded personnel, etc.
9. VOCA funds designated for training to be used exclusively for developing the skills of direct victim service providers so that they are better able to offer quality services to crime victims. This may include volunteers and paid direct services staff both VOCA-funded and not. Training includes, but is not limited to, manuals, books, videoconferencing, electronic training resources, and other materials and resources relating to such training.
10. Activities supporting direct services for which VOCA funds may be used include, but are not limited to, the following:
 - a. Supervisory staff for the VOCA project when OAG determines such staff are necessary to effectively facilitate the provision of direct services.
 - b. Coordination activities that facilitate the provision of direct services, including, but not limited to, crisis response teams, multi-disciplinary teams, statewide coordination of victim notification systems, coalitions to support and assist victims, and the salaries and expenses of such coordination.
 - c. Activities that support a coordinated and comprehensive response to crime victims needs by direct service providers, including, but not limited to, payment of salaries and expenses of direct service staff serving on child and adult abuse multi-disciplinary investigation and treatment teams, coordination with federal agencies to provide services to victims of federal crimes and/or participation on statewide or other task forces, work groups, and committees to develop protocols, interagency, and other working agreements.
 - d. Costs of administrative time spent performing the following:
 - i. Completing VOCA required time and attendance sheets and programmatic documentation, reports, and statistics;
 - ii. Collecting and maintaining crime victims' records; and
 - iii. Conducting victim satisfaction surveys and needs assessments to improve

victim services delivery in the project.

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

V. Unallowable Costs

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

1. Lobbying
2. Research and Studies. *Project evaluations are allowable.
3. Active Investigation and Prosecution of Criminal Activities Prosecution Activities
4. Fundraising Activities.
5. Capital Expenses. VOCA funds cannot pay for capital improvements, property losses and expenses, real estate purchases, mortgage payments, and construction.
6. Medical Care. VOCA funds cannot pay for medical care, except as otherwise allowed by other provisions of 28 C.F.R. Part 94, Subpart B.
7. Compensation for Victims of Crime. Reimbursement of crime victims for expenses incurred as a result of a crime, except as otherwise allowed.

8. Salaries and Expenses of Management. Salaries, benefits, fees, furniture, equipment and other expenses associated with executive directors, board members, and other administrators except as otherwise allowed.
9. Certain Travel Costs. Travel costs excluded under the current State Travel Regulations 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>).
10. Other Unallowable Costs. Other categories of unallowable costs include:
 - a. Entertainment, including amusement, diversion, social activities, and any associated costs (i.e. tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities) are unallowable. Certain exceptions may apply when such costs have a programmatic purpose and have been approved by the awarding agency;
 - b. Fines and penalties (except when incurred as a result of compliance with specific provisions of an award or contract, or with written approval from the awarding agency);
 - c. Credit card fees;
 - d. Passport charges;
 - e. Tips;
 - f. Bar charges/alcoholic beverages; and
 - g. Membership fees to organizations whose primary activity is lobbying.

VI. GENERAL FISCAL REQUIREMENTS

General fiscal requirements include the following:

1. A separate account for the subaward project with separate accountability of receipts, expenditures, and balances for each fiscal budget period.
2. Itemization of all supporting records of grant receipts, expenditures and state/local contributions (if applicable) in sufficient detail to show exact nature for each fiscal budget period.
3. Provision of data and information for each expenditure and State/local

contributions with proper reference to a supporting voucher or bill properly approved.

4. Maintenance of payroll authorizations and vouchers.
5. Maintenance of an **hourly** time-reporting system for personnel charged to the grant and State/local contributed services (if applicable).
6. Maintenance of records supporting charges for fringe benefits.
7. Maintenance of inventory records for equipment purchased, rented, and contributed.
8. Maintenance of inventory records for consumable supplies purchased.
9. Provisions for payment by check.
10. Maintain timesheets for all positions funded less than 100% of the time (federal and match) budgeted under the subgrant. Adequate documentation and policies must be maintained to determine appropriate funding allocations. Special care should be taken if a position is funded from more than one source. Time and effort records must account for an individual's entire day by funding source, describe work activities, and be signed by the employee and supervisor.
11. Prepare bi-annual certifications for employees who work solely on the grant funded project (100% of time on the grant) verifying salary and wage charges to the project that are signed by the employee and supervisor.

ADDITIONAL APPLICATION AND AWARD REQUIREMENTS

I. Supplanting

Federal grant funds must be used to supplement existing funds for program activities and cannot replace, or supplant, nonfederal funds that have been appropriated for the same purpose. If there is a potential of supplanting, the applicant may be asked to supply documentation demonstrating that the reduction in non-federal resources occurred for reasons other than the receipt or expected receipt of federal funds. For additional supplanting guidance, see the DOJ Grants Financial Guide available at: <https://www.justice.gov/ovw/file/1030311/download>.

II. Application Authorization

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

III. Resolution

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

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

IV. Civil Rights and Nondiscrimination Compliance

Applicants are required to comply with nondiscrimination requirements contained in State and Federal laws and regulations. If a court or administrative agency makes a finding of discrimination against a recipient of funds on grounds of race, color, religion, national origin, gender, disability, or age after a due process hearing, the recipient must forward a copy of the finding to the Office of Justice Programs, Office of Civil Rights and L&PS.

Applicants are also required to comply with the federal civil rights laws included in Section 601 of Title VI of the Civil Rights Act of 1964 (Title VI), Section 504 of the Rehabilitation Act of 1973, Section 901 of Title IX of the Education Amendments of 1972, Section 303 of the Age Discrimination Act of 1975, and the Juvenile Justice and Delinquency Prevention Act, as amended. These laws prohibit discrimination on the basis of race, color, religion, national origin, and sex in the delivery of services. National origin discrimination includes discrimination on the basis of Limited English Proficiency (LEP). To ensure compliance with Title VI and the

Safe Streets Act, applicants are **required to take reasonable steps to ensure that LEP persons have meaningful access to their programs**. Meaningful access means that recipients of federal funding may have to provide language assistance services, including oral or written translations, when necessary.

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

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

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

V. System for Award Management (SAM), Unique Entity ID (UEI) and Debarment

*****Notice*****

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

The U.S. Department of Justice requires the gathering of information to comply with the Federal Funding and Accountability and Transparency Act (FFATA) of 2006. FFATA requires the use

of the System for Award Management (SAM), formerly the Central Contractor Registration (CCR), for each entity applying for a Federal award or subaward. **Recipients must maintain the currency of its information in the SAM. No applicant may receive a subaward unless it has provided a UEI number.**

The details of subrecipient or recipient obligations regarding “System for Award Management and Universal Identifier Requirements” are posted on the Office of Justice Programs web site at <http://www.ojp.gov/funding/explore/sam>, and are incorporated by reference here.

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

A UEI number is a unique 12-character alphanumeric value recognized as the authoritative unique identifier for tracking federal assistance applicants, recipients, and subrecipients. A UEI number is assigned at registration in <https://www.sam.gov>. All active and inactive SAM.gov registered entities were automatically assigned a UEI number, which can be viewed on the entity registration record on <https://www.sam.gov>. If your agency was not previously registered with SAM.gov, you must go online and obtain a UEI prior to applying for funding.

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

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

VI. Federal Funding Accountability and Transparency Act (FFATA)

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

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

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

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

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

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

VII. Subrecipient Official File

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

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

- Financial and Programmatic Reports: copies of all quarterly detailed cost statements, quarterly programmatic progress reports, and annual reports.
- Personnel Information: copies of all payroll evidence, staff assignment forms, hourly time reports and monthly Time and Activity Reports or and semi-annual certifications; as required.
- Equipment: copies of all purchase orders, receiving documents, bid or competitive quote information, paid vouchers, and inventory data.
- Consumable Supplies: copies of all purchase orders, receiving documents, invoices and paid vouchers.
- Operating Expenses: all space contracts and/or certificates, bid information, purchase orders, invoices, and payments.
- Travel: copies of all travel authorizations, travel vouchers, and payments; copies of training certificates or other proof of attendance.
- Banking Information: cash verification, receipts documentation, check register, canceled checks, and bank statements.

VIII. Reporting Procedures

A. Programmatic Progress Reports

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

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

B. Detailed Cost Statement

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

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

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

C. Source Documentation Requirement

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

IX. Budget Revision and Modification

The grant budget is the approved financial plan to carry out the purpose of the grant. This plan is the financial representation of the project as approved during the grant application and award process.

- A. Subrecipients are required to report all deviations from the approved budget and receive prior written approval for all budget revisions. For modifications in excess of **one (1) percent of the total award amount**, subrecipients are required to submit a written explanation (Justification Letter) and OAG Grant Adjustment Request

Form (GARF).

B. Subrecipients will be required to request a revision for the following reasons:

1. Changes in the scope, objective, financial assistance, key personnel, timing of the project or deviations from the approved budget.
2. Need to extend the grant period.
3. Provide financial assistance to a third party by sub-contracting (if authorized by law) or by another means to obtain the services of a third party to perform activities which are central to the purpose of the award.
4. Adjustments between cost categories and/or shifts of funding to direct cost categories that are not part of the approved budget.
5. Revisions which involve the transfer of amounts budgeted for indirect costs to absorb increases in direct costs.

For deviations that are less than 1% of the total award, subrecipients are required to report those revisions to their program analyst.

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

X. Subrecipient Fiscal Responsibility

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

A. Financial System

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

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

XI. Monitoring of Project Performance

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

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

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