

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

**SFY2023 Operation Helping Hand**



**PROGRAM ADMINISTRATION  
AND GUIDELINES**

June 2023

**STATE OF NEW JERSEY**  
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**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 SFY2023 Operation Helping Hand (OHH) Grant Program.

The State of New Jersey, Department of Law & Public Safety, Office of the Attorney General (OAG) received funds from the SFY2024 Budget to administer the OHH initiative. A total of \$2,000,000 will be awarded to participating counties, for use by August 31, 2024.

Under the OHH initiative, counties are eligible to receive grant funding to establish or expand programs in which law enforcement officers play an active role in identifying individuals with substance use disorders and—together with community partners—serve as a point of entry for treatment and/or recovery support services. The OHH model may be adapted to meet each participating county’s circumstances, but every participating county’s program will involve coordination and collaboration between law enforcement officers, recovery specialists, and other addiction professionals to connect individuals suffering from the disease of addiction with treatment and/or recovery support services.

The OHH model originated in Bergen County, where law enforcement would offer to immediately connect individuals with substance use disorder who were arrested in operations at known drug hot spots to treatment and/or recovery support services. Now that OHH has expanded to all 21 counties in New Jersey, there are many different forms of the OHH model, and counties are encouraged to adapt the OHH model to meet their unique circumstances. For example, counties may identify individuals at-risk for drug overdoses using law enforcement data, including New Jersey State Police’s At-Risk Matrix Delivery Report, and other resources, like targeted surveillance, and then send teams of law enforcement officers and recovery specialists to meet with these individuals about recovery and treatment options—without making any arrests. Other counties offer these connections to recovery and treatment options as a diversion alternative to traditional processing for drug charges, presenting opportunities for individuals who are arrested to have their participation in treatment or recovery services considered toward any charges or sentencing recommendations. Counties also may adapt the OHH model in a manner that expands on existing programs and/or resources, including but not limited to mobile addiction outreach vans and Municipal Court programs that offer Municipal Court defendants who are not eligible for Recovery Court the chance to be connected to treatment or recovery services. However, all OHH

programs must use law enforcement encounters as the point of entry for treatment and/or recovery support services.

Counties are encouraged to increase the frequency of past OHH programs, incorporate and improve on their existing model, and share data to reduce the number of overdose-related deaths.

The OAG Management Office will award, administer, and monitor subawards made under the OHH initiative, in cooperation with OAG's Office of the New Jersey Coordinator for Addiction Responses and Enforcement Strategies (NJ CARES). Staff from OAG will be available to provide technical assistance during the award process and subaward period.

The base funding allocation for each County Prosecutor's office is \$95,238.09. If not all County Prosecutors' offices participate, the total \$2,000,000 in funding will be divided among participating County Prosecutors' offices using a formula determined by NJ CARES.

The funding is for a 12-month period from September 1, 2023 through August 31, 2024.

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

Office of the Attorney General  
NJ CARES  
124 Halsey Street  
Newark, NJ 07102  
Main No.: 609-433-4864  
E-mail address: [levyk@njdcj.org](mailto:levyk@njdcj.org)

## **II. APPLICATION REQUIREMENTS**

### **A. NOTIFICATION OF PARTICIPATION**

Any county wishing to participate in the OHH program must notify NJ CARES, via e-mail at [levyk@njdcj.org](mailto:levyk@njdcj.org), no later than June 1, 2023. NJ CARES will then provide application and award packages to each county via e-mail, no later than June 9, 2023.

### **B. SUBMISSION**

Application and award packages are due to NJ CARES by July 31, 2023. One copy of the application and award package must be submitted via e-mail to [levyk@njdcj.org](mailto:levyk@njdcj.org).

### **C. GRANT APPLICATION**

The goal of the OHH program is to provide counties with funding to establish, expand, and/or adapt programs in which law enforcement officers play an active role in identifying individuals with substance use disorders and—together with community partners—serve as a point of entry for treatment and/or recovery support services.

Applicants must complete and return the following:

1. The Applicant Information Form
2. The Application Authorization
3. The Program Application Narrative
4. The Program Timeline of Deliverables/Milestones
5. Subaward Contract
6. Governing Body Resolution & Certification
7. General and Special Conditions
8. New Jersey Single Audit Requirements and Certification

## **III. PROGRAM GUIDELINES**

- The proposed program must involve law enforcement officers playing an active role in identifying individuals with substance use disorders and—together with community partners—serving as a point of entry for treatment and/or recovery support services.
- The proposed program must be based on an OHH model that combines outreach to individuals at-risk for drug overdoses with connections to recovery and treatment options, but may be tailored to each county's circumstances. A county is able to develop and

implement a program that involves proactive law enforcement outreach that does not result in arrests, or that offers recovery and treatment as a diversion alternative to traditional processing for drug charges.

- The proposed program must involve law enforcement affirmatively and proactively reaching out to individuals with substance use disorder and **may not** center on a model where individuals walk-in to designated police stations for help at certain times, although walk-in programs may supplement proactive operations. Law enforcement must be a direct point of referral to treatment and/or recovery support services.
- The proposed program must involve law enforcement conducting at least five separate arrest or non-arrest based outreach efforts that involve law enforcement and its addiction partners offering care to targeted (known or unknown) individuals at-risk for a drug-related overdose at home, on the street, or in the community at opioid hotspots.
- The proposed program must **also** involve law enforcement conducting at least one non-arrest based outreach effort that involve law enforcement and its addiction partners offering care to targeted (known or unknown) individuals at-risk for a drug-related overdose at home, on the street, or in the community at opioid hotspots.
- The proposed program should include in-person or telephonic/electronic options for individuals to be connected to care subsequent to proactive outreach efforts, including walk-in locations at a police department or community center and hotlines.
- The proposed program must incorporate the OHH logo into any promotional items, including but not limited to: brochures, palm cards, flyers, outfitted mobile vehicles, tablecloths, and social media posts.
- Each county will be responsible for implementing and effectuating a program, which includes the following: engaging and coordinating law enforcement and addiction community efforts; ensuring that appropriate levels of law enforcement are assigned to plan, manage, and implement the program; lining up recovery specialists, clinical professionals such as patient navigators, and treatment facilities that will have a suitable level of bed availability during the span of the initiative; navigating issues related to treatment coverage, and tracking participant outcomes.
- Counties whose programs involve a law enforcement surge that may significantly increase short-term demand for inpatient treatment should coordinate with each other, through OAG, to stagger their OHH initiatives, so resources such as detoxification facilities are able to meet the increased demand.
- Funds **may not** be used to pay for substance use treatment. Funds may be used to connect individuals suffering from substance use disorder to care (but not to provide the care itself).
- Funds may be used to support the planning, establishment, and ongoing management and operation of OHH initiatives, which include, but are not limited to paying for: overtime or comp time for law enforcement officers engaging in OHH activities; hiring staff, patient

navigators, and recovery specialists to coordinate the initiative, track the participants, provide transportation, and make follow-up calls to those individuals who do not want to participate at the onset of the program; necessary equipment, materials, and supplies, including personal protective equipment, sanitizing wipes, and food and beverages, pre-paid phones, and laptops for individuals being connected to care; mobile van outfitting expenses for mobile van operations; transportation expenses; and refreshments and giveaways for participants engaged in outreach events and educational outreach efforts that promote the program.

- Funds may further be used on a case-by-case basis for purposes associated with assisting an OHH participant in maintaining his or her sobriety in the long run, such as covering the cost of the GED or other educational pursuits and housing when all other avenues are exhausted.
- Funds may be used to pay for training or education of law enforcement and/or OHH stakeholders and community partners on understanding and/or addressing addiction.
- Funds may also be used to purchase harm reduction products for distribution to the community, such as naloxone, fentanyl test strips, and Rx Disposal bags.
- The program narrative must include a proposed budget of what the county intends to use the funds to purchase.
- Each county must make a representative of its office available to OAG for any presentations or events OAG may run that involves OHH.
- Each county must comply with data collection and reporting requirements specified at the time of grant execution.

#### **IV. APPLICATION AUTHORIZATION**

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

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. 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.

The Resolution must be certified by the recording officer and should contain the official seal.

## VI. CIVIL RIGHTS 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.

## VII. DEBARMENT

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

Applicants are also expected to comply with state Executive Order No. 34 (March 17, 1976), and state circular letter OMB 93-13-GSA regarding debarments, suspensions & disqualifications. The State Department of Treasury has an online, 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, subrecipients cannot conduct business with ineligible firms or individuals who are considered debarred, suspended or disqualified.

## VIII. NEW JERSEY PENALTIES FOR CORRUPTION OF PUBLIC RESOURCES

While enacting ethics and government corruption reforms, the New Jersey Legislature enacted Public Law 2007, Chapter 158, which makes knowingly misusing public resources for an unauthorized purpose a crime. N.J.S.A. 2C:27-12. Under the Crime of Corruption of Public Resources, an individual commits a crime if (1) the public resource is subject to an obligation to be used to perform or facilitate the performance of a governmental function or public service, (2) a person knowingly uses a public resource for an unauthorized purpose, or (3) a person makes a material representation that is false to a government agency . . . to obtain or retain a public resource, or with the purpose to mislead or deceive any person as to the use or disposition of a public resource. Id. The Legislature defines a public resource as including grants awarded by the government. Id. Convictions under this act could result in a 20-year prison term and \$200,000 fine. Id. The Legislature also enhanced public corruption penalties under the Public Corruption

Profiteering Penalty Act, N.J.S.A. 2C:30-8, which subjects individuals convicted under public corruption laws, including N.J.S.A. 2C:27-12, to fines up to \$500,000. Under N.J.S.A. 2A:32C-3, a person shall also be subject to civil penalty and treble damages for making false claims under New Jersey's False Claims Act.

## **IX. SUBRECIPIENT OFFICIAL FILE**

Subrecipients 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 award package for the grant including: grant contract; Applicant Information Form; Program Narrative; Application Authorization; General and Special Conditions; copy of award letter; the Resolution; copy of deliverables; 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)

## **X. REPORTING PROCEDURES**

### **A. PROGRAMMATIC REPORTS**

- The county must keep track of all partnerships it makes, obstacles it encounters in coordinating the program, and strengths and weaknesses of each initiative it rolled out, and provide this information to OAG as requested in quarterly and final progress reports and on an ad hoc basis.
- The county must keep track of each individual's participation in the program, engagement in services, and progress towards recovery for the length of the funded program, and provide this information to OAG using the data collection prototype provided at the time the award is executed. Finalized data collection for all OHH initiatives is due to OAG at the conclusion of the grant period.

### **B. FINANCIAL REPORTS**

Subrecipients are required to submit Reimbursement Requests that coincide with agreed upon Deliverables.



Reimbursement Request Forms with signatures should be sent via e-mail to NJ CARES, at Roxanne.Fattori@law.njoag.gov. For each funding request, a separate State of New Jersey Payment Voucher must be submitted.

## **XI. AUDIT REQUIREMENTS**

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

## **XII. MONITORING OF PROGRAM PERFORMANCE**

- A. The Subrecipient must assure that performance goals are being achieved.
- B. The Subrecipient 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.