

PUBLIC NOTICE

LAW AND PUBLIC SAFETY

OFFICE OF THE ATTORNEY GENERAL

Notice of Availability and Award of Funds

FY24 Competitive Funds for New Jersey Hospital Based Violence Intervention Program (NJHVIP)

Take notice that, in compliance with N.J.S.A. 52:14-34.4, the Department of Law & Public Safety (the Department, LPS), Office of the Attorney General (OAG) announces the availability of the following grant program funds:

A. NAME OF THE PROGRAM

New Jersey Hospital-Based Violence Intervention Program (NJHVIP). This program is supported by the New Jersey Cannabis Regulatory, Enforcement Assistance, and Marketplace Modernization Act, as part of the SFY24 enacted budget.

B. PROGRAM OVERVIEW

Program Purpose and Need

LPS seeks to reinforce and strengthen its commitment to hospital-based violence intervention services in communities that experience high rates of violence. In an effort to break the cycle of repeat victimization and save human lives, LPS is committed to providing additional resources for victim services and to placing a particular emphasis on enhancing services to underserved victims and victims of gun violence. LPS is also striving to build community capacity to address violence in a sustained and empowering way.

The cost to victims and their families as a result of gun violence is extraordinarily high. Nationally, American society loses \$1.34 billion daily in costs from the suffering and loss of well-being of gun violence victims and their families.¹ A study in the *Annals of Internal Medicine* found that in the aftermath of a non-fatal firearm injury, the cost of medical care increased by \$2,495 per person per month.² The same study found that survivors saw healthcare need increases across several categories: 40% increase in pain diagnoses, a 51% increase in psychiatric disorders, and an 85%

¹ EVERYTOWN RESEARCH AND POLICY, EVERYTOWN FOR GUN SAFETY SUPPORT FUND “The Economic Cost of Gun Violence: \$557 Billion Annually, Comparable to 2.6 Percent of US Gross Domestic Product” (July 19, 2022) available at <https://everytownresearch.org/report/the-economic-cost-of-gun-violence/>.

² Zirui Song, José R. Zubizarreta, Mia Giuriato, Erica Paulos, and Katherine A. Koh, “Changes in Health Care Spending, Use, and Clinical Outcomes After Nonfatal Firearm Injuries Among Survivors and Family Members: A Cohort Study,” *ANNALS OF MEDICINE* (June 2022).

increase in substance use disorders.³ Additionally, New Jersey also bears significant costs: according to Everytown for Gun Safety, gun violence costs New Jersey \$5.3 billion each year, of which \$168.9 million is paid by taxpayers.⁴

Hospital-based interventions are an important emerging strategy in the field of violence reduction. According to the Research and Evaluation Center at John Jay College of Criminal Justice, valuations of HVIP programs show that they have multiple benefits for victims who participate in these programs including reductions in future involvement in the criminal justice system, fewer retaliations, and reduced hospitalizations.⁵

The purpose of the New Jersey Hospital-Based Violence Intervention Program (NJHVIP) is to support programming that connects victims to services beginning in a hospital or other medical setting to services outside of the hospital in order to increase support for victims of crime, improve their outcomes, and reduce future victimization.

The goal of this funding opportunity is to ensure continuity of services to victims and communities currently being served through the FFY 2021 American Rescue Plan Act, New Jersey Hospital Based Violence Intervention Program. Additionally, this NJHVIP program is designed to continue the building of an infrastructure that supports innovative community-based responses to violence and a network of community-based public safety interventions. LPS finds that it is critical to the building of this infrastructure that communities currently being served by the State's current HVIP program continue to be served through this grant award.

NJHVIP will continue to support projects that are hospital-based or hospital-linked partnerships between a hospital trauma center, hospital emergency department or a local health department, and one or more community-based organizations that support crime victims outside of the hospital. Examples of those services are high-risk intervention to prevent retaliation, casework, and culturally appropriate healing. In recognition of the fact that underserved victims are often served exclusively by community-based organizations, this NOAF requires partnerships with at least one community-based direct victim service organization. Partnerships may consist of direct victim services provided within the hospital setting and/or services provided externally in the community; however, if the grant funds a community partner to provide services externally in the community, there must nevertheless be a hospital-based victim service component, whether provided by the hospital or community-based entity.

This solicitation will fund the continuation of HVIP programs that put in place evidence-based models, practices, policies, and partnerships to continue to operate hospital-connected programs that support crime victims and ensure that culturally appropriate victim services are available. Applications should represent partnerships, however, one eligible entity must be the subrecipient

³ *Id.*

⁴ EVERYTOWN RESEARCH AND POLICY, EVERYTOWN FOR GUN SAFETY SUPPORT FUND “The Economic Cost of Gun Violence: \$557 Billion Annually, Comparable to 2.6 Percent of US Gross Domestic Product” (July 19, 2022) available at <https://everytownresearch.org/report/the-economic-cost-of-gun-violence/>.

⁵ RESEARCH AND EVALUATION CENTER, JOHN JAY COLLEGE OF CRIMINAL JUSTICE, “Critical Care: The Important Role of Hospital-Based Violence Intervention Programs” (May 18, 2018) available at <https://johnjayrec.nyc/2018/05/15/criticalcare/>.

with primary responsibility for managing the grant and other partners should be proposed as contractors or subrecipients.

Program Description

The participating sites will operate comprehensive, victim-centered services that aid in survivors' physical and emotional recovery and break the cycle of violence. Applicants may identify a specific population to which it prioritizes service (e.g., youth, adults, older adults, or individuals from certain geographic locations). Applicants may also focus their efforts on assisting victims of specific types of victimization, such as shootings, stabbings, assaults, or human trafficking. Program applicants should include detailed descriptions of the specific approach they will follow to reach the specified type of victims and explain how the approach will be used to improve victim outcomes. Applicants should also include an explanation of how their program partners assist in meeting the complex needs of the victims served and the structure of the partnerships, including decision-making processes, communications mechanisms, and financial arrangements.

Successful applications must include a connection to one or more hospitals or departments of health, within the area and relevant victim-serving organizations to implement a model most appropriate in that jurisdiction and most capable of filling an unmet need. Successful applicants will offer an array of services to meet victim needs in and out of a medical setting, including immediate supports such as safety planning, crisis intervention, referrals to community-based victim services (including the New Jersey Victims of Crime Compensation Office) and social services, victim advocacy, emotional support, grief counseling, psycho-social education on the effects of trauma on victims and their families, and trauma-informed care. Collaborations with victim-serving organizations are a required element of this model and applicants should have assurances that all partners have capacity to provide the required services or that applicants should budget for these services. Programs must incorporate plans to follow up with discharged victims and their families to assist with their long-term recovery.

Applicants are required to engage survivors and their families as active participants. This may include, for example, engaging survivors on advisory panels and/or in active and ongoing stages of planning and development.

Sites funded through the NJHVIP site solicitation will engage in the following activities to meet the program goals and objectives:

- Commit to working with LPS and the other NJHVIPs to participate in learning communities and identify, develop, and implement best practices to ensure consistent improvement of performance, delivery of service, and achievement of outcomes.
- Identify or hire a project lead and formalize plans to coordinate and manage the proposed project.
- Identify potential program partners and develop or enhance letters of intent and Memoranda of Understanding (MOUs) to reflect roles, responsibilities, compensation agreements, and commitments from partners.

- Develop a logic model to illustrate how the grantee will monitor and evaluate project performance.
- Establish data collection processes to support implementation/process evaluation and reports developed on the project.
- If the Department retains a TTA provider for the HVIP program, the grantee will work with the TTA provider in a learning community with other sites to strengthen the proposed projects and develop plans to sustain their efforts.
- HVIPs can contract their own TTA that supports organizational and professional development. The Department encourages collaborative learning, training, and capacity-building with other HVIP providers and violence intervention organizations.

Deliverables

Deliverables include

- Submit quarterly financial reports and progress reports in compliance with grant terms and conditions.
- Participate in conferences and meetings hosted by the TTA provider (if one is retained) and LPS, as requested by LPS. Please note that applicants may want to budget for their team to travel to national learning conferences or targeted training for community-based or hospital-based violence intervention programs.
- A final report that describes how the grantee implemented its project, including identification of project partners, areas of success, and lessons learned.
- If subrecipients collaborate with a research entity to conduct a process/implementation evaluation of the project and identify and document the project's use of evidence-based practices, the subrecipient must submit copies of those reports to the LPS.

Examples of the Types of Services

Examples of the types of services that may be considered for funding include, but are not limited, to the following:

1. Immediate emotional, psychological, and physical health and safety
2. Personal advocacy and emotional support
3. Mental health counseling and care
4. Crisis intervention
5. Peer-support

6. Facilitation of participation in criminal justice and other public proceedings arising from the crime
7. Emergency and certain non-emergency legal assistance
8. Public awareness
9. Personnel costs
10. Volunteer trainings and skills training for staff
11. Training-related travel
12. Maintenance, repair, or replacement of essential items
13. Project evaluation
14. Coordination of activities
15. Supervision of direct service providers
16. Multi-system, interagency, multi-disciplinary response to crime victim needs
17. Contracts for professional services
18. Automated systems and technology

C. AVAILABLE FUNDING

The State of New Jersey, Office of the Attorney General is making up to \$5,500,000 available to support the NJHVIP. These funds will be awarded on a competitive basis pursuant to requirements under State law.

Funding for the NJHVIP is supported by the Cannabis Regulatory, Enforcement Assistance, and Marketplace Modernization Fund. Be aware that eligibility for the Cannabis Impact Zone Funds are limited to organizations that operate in or provide services to residents in Impact Zones that meet the specific criteria based on population, past criminal marijuana enterprises, law enforcement activity, and rates of unemployment, as defined by the New Jersey Cannabis Regulatory, Enforcement Assistance, and Marketplace Modernization Act (P.L.2021, c. 16 (C.24:6I-31 et al.)). Additional guidance and/or requirements on the use of Impact Zone dollars may be provided as needed.

Site applicants may apply for a maximum of \$995,000 per project. The project period will begin January 1, 2024 unless an awarded agency currently has a FY21 ARPA HVIP award; for those agencies, the start date shall begin and be retroactive to the day following the date of expiration of their current FFY 2021 Federal ARPA NJHVIP so there is no disruption in services. If the awarded agency currently has a FY21 ARPA HVIP, it is discouraged from proposing a project that would exceed the spending rate on the program of their current grant cycle. Such agencies are strongly encouraged to propose a project that will extend through December 31, 2024, whether covered completely by application funds or by a combination of application funds and an alternative source of funds.

The project period will have a maximum end date of December 31, 2024, provided, however, that the proposed project period, grant amount and budget must be sufficient to maintain, at a minimum, an adequate level of services to ensure that there is no disruption of services to victims or the communities served during the project period. Applicants who are currently recipients of the

Department of Law & Public Safety's current FFY 2021 Federal ARPA NJHVIP will be presumed to have an adequate staffing level. Existing programs funded through the Department may only have a project period starting on the day after their expiring award with an end date of December 31, 2024.

Subaward extensions will not be permitted. Only one application per applicant will be accepted.

However, a continuation of funding may be available for up to an additional year depending upon the availability of funds and the subrecipients' ability to meet the goals and objectives of the award, submit timely reporting, and be in compliance with all other grant conditions.

D. ORGANIZATIONS WHICH MAY APPLY FOR FUNDING UNDER THIS PROGRAM

Eligible applicants for this program are limited to: returning HVIP providers currently being funded under FFY 2021 Federal ARPA NJHVIP or an organization currently operating an HVIP program in New Jersey, either of which must be a local public agency or a nonprofit 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); nonprofit organizations (including hospitals and tribal nonprofit 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 and support services described in this solicitation are eligible to participate in the partnerships.

Applicants must have direct experience operating an HVIP program and be currently operating one in New Jersey, and must be able to begin this HVIP program and operations in the target community immediately upon the start of the grant— the grant will not support start-up costs or funds for a planning period. Applicants must have the staff resources, capacity to continue or enhance programs proposed to address the area of victimization and/or services described in this solicitation, and the required partnerships. Eligible projects must include a clear connection to a hospital trauma center or emergency room or a health department and at least one community-based organization that provides community based high-risk intervention services or culturally appropriate victim services.

E. APPLICANT QUALIFICATIONS

This section discusses the qualifications needed by an applicant to be considered for funding.

Applicants must be returning HVIP providers currently being funded under FFY 2021 Federal ARPA NJHVIP or an organization currently operating an HVIP program in New Jersey, either of which must be a local public agency or a nonprofit organization, or a combination of such agencies or organizations or of both such agencies and organizations that have formed a partnership. Where appropriate, all applicants must hold current professional and State licenses and certifications.

To be considered for funding, an eligible applicant must file a **completed application**, in accordance with the requirements of the program, by the submission deadline.

F. APPLICATION REQUIREMENTS

LPS wants to ensure that entities interested in applying for HVIP funding are aware of the requirements that are needed for an application to be accepted and scored. Please review the below requirements and become familiar with them. The Department understands that putting together these documents can be a time consuming and challenging process. Please do not hesitate to reach out with questions about the documents that comprise an application.

1. Application packages are available on the OAG website at <https://www.njoag.gov/resources/grant-opportunities/>.
2. Applications must meet Basic Minimum Requirements in order to be scored. Applications with any missing Basic Minimum Requirements will not be scored or considered for funding.

In addition to meeting Basic Minimum Requirements, applications must include all required documents in order to be eligible for maximum potential points. Applications missing required documents may be subject to a deduction in points, and may not be able to achieve the maximum available points. See below for more information about Basic Minimum Requirements and required documents.

Please note that applications approved for funding will not be eligible to execute grant award contracts without the submission of all required documents.

Applications must be sent to the following email address: HVIPapplications@njoag.gov. **Please put your entity name in the subject line.**

3. **Late applications will not be eligible for funding.**
4. As mentioned above, Basic Minimum Requirements are items designated below and on the checklist at the end of this document. All Basic Minimum Requirements **must** be included in an application for it to be eligible for review. If LPS determines that an application does not include one or more of the designated items, it will not receive further consideration.

The Basic Minimum Requirements are identified with an (*) below

The Basic Minimum Requirements are:

- On-time application submission*
 - Program Narrative*
 - Budget Narrative & Budget Detail Worksheet*
 - Project Work Plan*
 - Applicant Authorization Form*
 - New Jersey Single Audit Requirements and Certification*
5. Failure to comply with other requirements of this Notice of Availability of Funds or the Program Guidelines may result in the reduction of application scores, or not being considered for funding.
 6. Please be aware that the submitted application may be subject to public disclosure pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq.
 7. To be considered for funding, an eligible applicant must file a completed application, in accordance with the requirements of this NOAF and the Program Guidelines, using the prescribed forms, by the submission deadline.

Applications must meet Basic Minimum Requirements in order to be scored. Applications with any missing Basic Minimum Requirements will not be scored or considered for funding.

G. APPLICATION COMPONENTS

The following scored components must be included in the application for all **NJHVIP Project Sites**.

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

a. **Problem Statement/Needs Assessment. 15 points**

Please identify the specific problem(s), target population, and geographic area that the proposed project addresses. Describe the needs and characteristics of the target population; local needs and conditions; describe existing services and identify gaps and/or barriers in services. Provide an update on total number of individuals served within the current funding cycle and over the lifespan of the HVIP program. Additionally, please identify the location of the municipality, or municipalities, where services will be provided. Additionally, please identify the municipalities where individuals whom your program serves reside. Applicants are reminded that funding is made available under Cannabis Impact Zone Funds as described in Section C above, "Available Funding." Please also indicate what municipalities your organizations targets for services to individuals or groups.

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

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

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

c. Equitable Partnership Between Medical Institution and Community Based Organization(s) Providing High Risk Intervention and/or Culturally Appropriate Victim Services. 15 points

Please describe:

1. The relationship among proposed partners, including the length of time working collaboratively, the greatest success of the partnership, and challenges the partnership has faced. Describe the adjustments have been made to facilitate the partnership, including, for example, amending hospital policy to allow previously incarcerated individuals to work within the hospital.
2. The processes for decision-making and communication between the partners. Applicants must provide a current letter of agreement between the applicant and at least one lead partner that outlines the leadership, roles, responsibilities, and budget allocations. Successful applications must include thoughtful consideration of how institutions with different levels of capacity, resources, and backgrounds will successfully operate in partnership. Please describe how your current partnership has worked and how (and whether) it has operated equitably among partners.
3. **Note:** The LPS will not consider applications from partnerships in which one partner is expected to volunteer its services while the other is paid. Applications in which resources are not allocated equitably will not receive favorable consideration, provided, however, that hospitals may contribute personnel and other resources on a reduced cost or in-kind basis in order to maximize the use of funds for front-line workers and direct services to victims. Applicants are also able to supplement funds from this grant with private philanthropic dollars, donations, and other sources of funds.

4. Training and capacity building offered for all partners, including training on trauma informed practices, anti-racism, anti-oppression, etc. Applications in which no resources are allocated to capacity building or emotional supports for community-based organizations will not receive favorable consideration. Program staff should receive help in identifying and engaging in the self-care practices that work for them (i.e., getting enough sleep, eating good food, exercise, laughter, spirituality/religion, time with family and friends, meeting with a therapist, etc.). Leadership should provide information and trainings to staff on the risks of vicarious trauma, compassion fatigue, and burnout. All involved staff should receive training on use of victim-centered, trauma-informed approaches when working with survivors in hospital and community-based settings. Additionally, the program should offer training to help staff gain an understanding of biases, particularly how race and culture impact relationships, interactions, services, and outcomes.

d. Coordination of and Linkages to Services. 10 points

Describe the program's experiences with connecting victims to needed community resources. Identify the top areas where more resources are needed. Identify the most successful linkages to date. Explain to what services the program will connect victims to meet their primary needs. Applicants should plan for the housing needs of victims, both in the short and long term. Applications for projects which require coordination of services among two or more agencies must contain a signed affiliation agreement. An affiliation agreement must define roles, responsibilities, referral mechanisms, collaboration, and coordination efforts necessary for successful implementation of the project and must be signed by all affiliating agencies. If applicants cannot submit a signed agreement, they must submit a draft agreement and final approval of the application will be contingent upon submission of the signed agreements.

e. Project Leadership, Management and Staff. 15 points

Please identify all key project management and staff for the day-to-day operations of the project, both for the lead applicant and key partners. Describe how personnel are uniquely qualified to manage and implement the project. Please identify leadership of applicant and community partners and how they will be engaged in the project.

Note: In the event that leadership of one partner changes you must notify LPS.

Note: Applicants who are not currently receiving NJHVIP funding must include resumes of key staff who will be working on the proposed project.

f. Data Collection and Performance Measures. 10 points

Please provide a data snapshot. A data snapshot can include total individuals served year to date for current funding cycle and or the life span of the HVIP program. The data snapshot must include:

- Demographic information such as gender, age, city of residence
- Type of victimizations/injuries
- Summary of services coordinated
- Data on follow-up with participants after the initial intake/encounter
- Two narrative descriptions of the services received by two program participants

g. Priority Consideration. (25 points)

Applicants are encouraged to demonstrate their ability to meet the priority consideration listed in this section. Inclusion of “Priority Consideration” are worth up to 25 points. To satisfy the priority consideration, the applicant and/or partner must demonstrate that it has experience and expertise in managing an HVIP program funded by the New Jersey Department of Law and Public Safety, with the ability to begin this work immediately upon the grant of the award. Points will be awarded based on an applicant’s articulation of previous performance against project goals and objectives, timely submission of required programmatic and fiscal reports in the past, and an application that speaks to the ways the current HVIP has impacted those served.

h. Budget and Budget Narrative. 10 points

Costs must be specific and tied to the project objectives. Narrative should clearly explain why costs are necessary to the success of the project. Applicants should refer to the HVIP Program Administration and Funding Guidelines for a description of budget categories, allowable expenses and match requirements.

H. PROCEDURES FOR ELIGIBLE ORGANIZATIONS TO APPLY

Application packages are available at <https://www.njoag.gov/resources/grantopportunities/>. Applicants must complete and submit completed applications via HVIPapplications@njoag.gov by the submission deadline. **Applications that do not comply with the requirements of this Notice of Availability of Funds or the Program Administration and Funding Guidelines will not be considered.** The Department reserves the right to decline any and all applications for funding and to award grants in amounts that may be other than requested. The submitted application may be subject to disclosure pursuant to the Open Public Records Act, N.J. S. A. 47:1A-1 et seq.

I. ADDRESS OF THE STATE AGENCY RECEIVING THE APPLICATION

Department of Law and Public Safety
Richard J. Hughes Justice Complex
25 Market Street
Trenton, New Jersey 08625-0085

Please note that applications are being accepted via the above-mentioned **e-mail address ONLY**. Mailed or faxed applications will not be accepted.

J. DEADLINE BY WHICH APPLICATIONS MUST BE SUBMITTED

Applications must be completed and filed on or before 11:59 pm on **October 18, 2023**.

K. WEBINAR (OPTIONAL)

In effort to assist candidates in applying for these funds, **an application webinar will be held on September 29th, 2023 at 10am**. Attending the **application webinar is optional**. Please read this NOAF and the funding application in its entirety prior to attending the webinar. Please register here if you plan on attending the webinar:

https://njoag.zoomgov.com/webinar/register/WN_56ZDZQ0MSgu2h46nTwaHxw. If you do not attend the live version of the webinar or did not register in time, you may view the webinar on the Office of Attorney General “Grant Opportunities” under the “New Jersey Hospital-Based Violence Intervention Program (NJHVIP) NOAF.” Please allow 48 hours for the recording to be posted.

L. DATE BY WHICH NOTICES SHALL BE EMAILED OF APPROVAL OR DISAPPROVAL OF APPLICATIONS

Applicants will be notified on or about **November 13, 2023**.

Please note that funding allocations and individual subaward amounts are subject to change. For applications that propose new partnerships, LPS reserves the right to award a smaller grant. Subrecipients shall recognize and agree that both the initial provision of funding and the continuation of such funding under a grant agreement is expressly dependent upon the availability to the Department of funds appropriated by the State or Federal legislature from State and/or Federal revenue to such other funding sources as may be applicable. A failure of the Department to make any payment under a grant agreement or to observe and perform any condition on its part

to be performed under a grant agreement as a result of the failure of the State or Federal legislature to appropriate funds shall not in any manner constitute a breach of a grant agreement by the Department or an event of default under a grant agreement because of the absence of available funding appropriations. **In addition, future funding shall not be anticipated from the Department beyond the duration of the award period set forth in a grant agreement and in no event shall a grant agreement be construed as a commitment by the Department to expend funds beyond the termination date set forth in a grant agreement.**

Training and Technical Assistance and Program Evaluation

All NJHVIP program sites are required to work with a Training and Technical Assistance (TTA) provider, should LPS retain or use the services of such an entity. Failure to participate in the TTA process (if one is selected by LPS) may result in early termination of the grant. If the Department retains a TTA provider for the HVIP program, participating sites will work along with the TTA provider to establish or continue information-sharing agreements to elevate vital health related data on a jurisdiction-level, as well as engage in cross-analysis of victimization and victim services information, and where possible and appropriate, other health-related data not often utilized by the victim assistance field. These efforts will yield vital learning and best practices around aligning currently disparate data collection efforts, and overall improving the ability of these fields to talk to one another.

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

**M. APPLICATION CHECKLIST &
BASIC MINIMUM REQUIREMENTS OF APPLICATION**

The Basic Minimum Requirements are identified with an (*) below.

Applications must include all Basic Minimum Requirements to be eligible for review and scoring.

Applications that do not include one or more of the Basic Minimum Requirements will not be scored and will be returned as ineligible.

Applications that do not include other required items from the list below may result in a reduction of score during review.

- On-time application submission*
- Program Narrative*
- Budget Narrative & Budget Detail Worksheet*
- Project Work Plan*
- Applicant Authorization Form*
- New Jersey Single Audit Requirements and Certification*
- Applicant Information Form
- Resumes of Key Staff (for applicants who are not currently receiving NJHVIP funding from the State)

Furthermore, LPS reserves the right to deduct points during its review for the failure to comply with instructions contained within this application or the Program Guidelines. For example, failure to comply with the page limits for the project narrative as described above.

Application packages are available on the OAG website at <https://www.njoag.gov/resources/grant-opportunities/>.

In addition to meeting Basic Minimum Requirements, applications must include all required documents in order to be eligible for maximum potential points. Applications missing required documents may be subject to a deduction in points, and may not be able to achieve the maximum available points.

Please note that applications approved for funding will not be eligible to execute grant award contracts without the submission of all required documents.