

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

**SFY24 New Jersey Reproductive Training and**  
**Education Initiative**



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**PROGRAM ADMINISTRATION**  
**AND GUIDELINES**

**December 2023**

## **STATE OF NEW JERSEY**

### **(“SFY24”) NEW JERSEY REPRODUCTIVE TRAINING AND EDUCATION INITIATIVE**

#### **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 State Fiscal Year 2024 (“SFY24”) New Jersey Reproductive Training and Education Initiative. As part of New Jersey’s ongoing efforts to expand protections for, and access to, reproductive health care, the State of New Jersey, Department of Law & Public Safety, Office of the Attorney General (“OAG”), New Jersey Division of Consumer Affairs (“DCA”), received funds in the amount of \$5M in the SFY24 budget to expand its ability to meet the increased demand for abortion and reproductive health services. DCA is responsible for administering this special fund.

The purpose of this program is to provide abortion and reproductive health education and training to students and licensed healthcare providers in New Jersey. This funding opportunity will enhance New Jersey’s ability to meet the increased demand for abortion and reproductive health services

DCA intends to make funds available, pursuant to this notice, to Rutgers University (“Rutgers”), with Rutgers Biomedical Health Sciences (“RBHS”) as the implementing agency to develop and implement the New Jersey Reproductive Training and Education Initiative during SFY23. Numerous factors contribute to Rutgers’ unique ability to provide diverse training opportunities to expand access to abortion care throughout the state, including but not limited to: (i) Multiple locations throughout the state; (ii) Knowledgeable and innovative faculty and staff familiar with developing curriculum and clinical training programs for diverse learners; (iii) Inter-professional workforce and student body; and (iv) An academic infrastructure for meaningful evaluation and future grant opportunities. This initiative leverages the unique inter-professional structure of Rutgers to support inter-professional education, research, and practice. Additionally, said funding provides Rutgers an opportunity to collaborate with community partners who have long-term experience with, and commitment to, abortion training in New Jersey.

The funding period runs from April 1, 2024 through March 30, 2027.

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

Linda Romano McGloin, Esq.  
Office of the Attorney General  
New Jersey Division of Consumer Affairs  
124 Halsey Street  
Newark, NJ 07102  
Main No.: 973-504-6214  
E-mail address: [mcgloinl@dca.njoag.gov](mailto:mcgloinl@dca.njoag.gov)

## **II. APPLICATION AND AWARD REQUIREMENTS**

### **A. PARTICIPATION AND SUBMISSION**

As Rutgers wishes to participate in the SFY24 New Jersey Reproductive Training and Education Initiative, it must complete an application/award package and submit via e-mail to [mcgloinl@dca.njoag.gov](mailto:mcgloinl@dca.njoag.gov) no later than 11:59pm March 1, 2024.

### **B. GRANT APPLICATION**

Applicant must complete and return the following:

1. Applicant Information Form
2. Application Authorization Form
3. Program Application Narrative
4. Project Work Plan
5. Budget Detail Worksheet and Narrative
6. New Jersey Single Audit Requirements Certification

### **C. GRANT AWARD**

Recipient will be notified of the award on or about April 5, 2024. Recipient must complete and return the following:

1. State Award Contract
2. State Award Conditions

## **III. PROGRAM GUIDELINES**

The Applicant/Recipient agrees to adhere to the following guidelines. Failure to do so may result in suspension or termination of a grant award. The applicant/recipient must abide by the

following program design and is expected to vet any and all abortion training providers to ensure compliance with ethical and legal obligations.<sup>1</sup> The applicant/recipient must designate an employee(s) to this project to develop and implement the program, oversee the entire program, administer this initiative statewide, and oversee the assessment of the program and evaluate all program components.

#### **A. Purpose**

The purpose of the New Jersey Reproductive Training and Education Initiative is to provide abortion and reproductive health education and training to students and licensed healthcare providers in New Jersey. This funding opportunity will enhance New Jersey's ability to meet the increased demand for abortion and reproductive health services. All training provided through this initiative should be patient-centered, trauma-informed, and equity-based.

#### **B. Unallowable Use of Funds**

- Lobbying
- Construction
- Indirect Costs
- Patient Medical Costs
- Purchase of land and/or buildings

### **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 agency. The signature of the Authorized Official indicates that the information provided within the application is truthful, accurate, and complete; that the applicant intends to comply with all requirements regarding the use of grant funds; and the applicant will use the grant funds to carry out the project as described in the application.

The Authorized Official also acknowledges that they are responsible for authorizing expenditures and disbursing grant funds. The Applicant certifies that all grant funds will be used exclusively for the purposes specified in the grant award and it will pay for all costs in excess of the grant award.

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<sup>1</sup> The applicant/recipient has discretion to choose their contracted providers pursuant to state and local procurement guidelines and state and federal laws.

## **V. CIVIL RIGHTS / LEGAL COMPLIANCE**

Applicants and their subcontractors/vendors 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.

## **VI. DEBARMENT**

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

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

## **VII. 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 to include 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 subject 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.

## **VIII. RECIPIENT OFFICIAL FILE**

Recipient is required to maintain a master file for grant documents. The following

documents must be available for on-site review by OAG program monitors and auditors:

- A. Copy of approved application and award package for the grant, including: Grant Contract; Applicant Information Form; Application Authorization Form; Program Narrative; Award Letter; State Grant Award Conditions; Project Work Plan; Approved Budget; Single Audit Certification; 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).

## **IX. REPORTING REQUIREMENTS**

### **A. PROGRAMMATIC REPORTS**

Recipient is required to submit quarterly programmatic progress reports to OAG describing project activities for the duration of the award period. Reports are to be submitted to the OAG within ten (10) calendar days of the end of the quarter. Recipient will receive reporting forms with the copy of the executed contract/award document.

The recipient must keep track of all partnerships it makes, obstacles it encounters in coordinating the program, and lessons learned, and provide this information to OAG as requested in quarterly and final progress reports and on an ad hoc basis.

### **B. FINANCIAL REPORTS**

Recipient is required to submit financial expenditure reports, or Detailed Cost Statements (“DCS”), comparing actual expenditures with the OAG Approved Project Budget. Recipient is required to submit quarterly DCS’s. DCS reports must be submitted to your analyst at OAG, via email, within ten (10) calendar days of the end of each quarter. The DCS for the last quarter shall be marked as final. For each funding request, a separate State of New Jersey Payment Voucher must be submitted.

#### **1. SOURCE DOCUMENTATION REQUIREMENT**

All costs charged to state grant awards must be adequately documented. All recipients must provide supporting source documentation (e.g. invoices, timesheets, payroll records, purchase

orders) with their reimbursement requests. Recipients should be ensuring that their costs are allowable, mathematically accurate and correlate to the source documentation provided. OAG grant staff will review all recipient source documentation prior to approving reimbursement requests. Costs lacking sufficient support may not be reimbursed.

## **X. BUDGET REVISION AND MODIFICATION**

The grant budget is the approved financial plan to carry out the purpose of the grant. This plan is the financial representation of the project as approved during the grant application and award process. Recipients are required to report deviations from the approved budget and receive prior written approvals for budget revisions and modifications. To request a budget revision, recipients are required to submit a written explanation (“Justification Letter”) and an OAG Grant Adjustment Request Form (“GARF”).

## **XI. AUDIT REQUIREMENTS**

Recipient must comply with audit requirements located in the State Treasury Department, State Circular, Single Audit Policy for Recipients of Federal Grants, State Grants and State Aid, 15-08- OMB, 2 CFR Part 200, Subpart F, Audit Requirements (2 C.F.R. § 200.500, et seq.), and the Government Accountability Office’s Generally Accepted Government Auditing Standards (also known as the Yellow Book).

1. Applicants that expend Federal and/or State financial assistance of \$100,000 or more, but less than \$750,000 of Federal or State financial assistance during their fiscal year (including federal pass-through funds), must have either:
  - a. A financial statement audit performed in accordance with Government Auditing Standards (Yellow Book) or
  - b. A program specific audit performed in accordance with 2 C.F.R. § 200.500, et seq., and state policy.
  
2. For applicants that expend Federal or State financial assistance (including funds received from the Federal Government or federal funds passed through state agencies) of \$750,000 or more during their fiscal year must have:
  - a. A single audit performed or
  - b. A program specific audit performed in accordance with 2 C.F.R. § 200.500, et seq., and state policy.

3. For applicants receiving less than \$100,000 of State and/or Federal financial assistance, no audit is required.

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

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

- A. The recipient must assure that performance goals are being achieved.
- B. The recipient shall inform OAG of the following types of conditions which affect program objectives and performance as soon as they become known:  
Problems, delays, or adverse conditions which will materially impair the ability to attain program objectives, prevent meeting time schedules and goals, or preclude the attainment of project work units by established time periods. This disclosure shall be accompanied by a statement of the action taken, or contemplated, and any OAG assistance required to resolve the situation.
- C. OAG may, at its discretion, make site visits to:
  1. Review program accomplishments and management control systems.
  2. Provide such technical assistance as may be required.
  3. Perform fiscal reviews to ensure grant funds are being properly expended in a timely manner.

OAG may also request documents related to the above independent of a site visit. In all cases, the recipient is obligated to comply with the requests associated with the site visits or document production.