

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

ARRIVE TOGETHER



PROGRAM ADMINISTRATION AND GUIDELINES

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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 ARRIVE Together Program

The State of New Jersey, Department of Law & Public Safety, Office of the Attorney General (OAG) received funds from the SFY24 state budget for the ARRIVE Together Program allocation ARRIVE Together Program A total of \$3,150,000 from that allocation will be awarded to County Prosecutors' Offices for use in defraying the costs of program administration in their county by March 31, 2025.

Under the ARRIVE Together Program, County Prosecutor's Offices are eligible to receive grant funding to defray the cost of program administration by the County Prosecutor's Office. The ARRIVE Together Program's purpose is to ensure that residents who contact or are in contact with law enforcement and are experiencing mental and behavioral health emergencies have access to mental health treatment and support services.

ARRIVE Together piloted in Cumberland County, and paired a State Trooper, trained in crisis intervention and de-escalation techniques, with a certified mental health screener and crisis specialist, to respond to 9-1-1 calls involving behavioral health incidents. The program expanded to other locations and other models including a telehealth program, follow-up models, and models in which mental health only teams respond initially to certain mental health calls and law enforcement officer are dispatched only if necessary. Counties are encouraged to adopt the models that meet the unique needs of their community using data, community, and stakeholder input to create and adjust the program in their county.

Counties are encouraged to increase the frequency of existing ARRIVE Together programs, expand the number of residents served by an ARRIVE model in the county with an eye toward meeting the goal of making ARRIVE to every citizen in the county. Counties are required to input data in the manner set forth by OAG, but are encouraged to use other data resources and partnerships to inform and improve on their existing and future models

The OAG will award, administer, and monitor awards made under the ARRIVE Together Program. Staff from OAG will be available to provide technical assistance during the award process and award period. This is a reimbursement program, and recipients will be required to comply with backup documentation requirements for reimbursement of expenditures.

The funding period is April 1, 2024 through March 31, 2025; extensions may be granted

on a case by case basis.

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

Office of the Attorney General
Office of Alternative and Community Responses
Phone: 862-350-5807
E-mail address: arrivetogether@njoag.gov

II. APPLICATION AND AWARD REQUIREMENTS

A. PARTICIPATION and SUBMISSION

Any County Prosecutor's Office wishing to defray the costs incurred by program administration and leadership of the ARRIVE Together Program in their county must complete an application package and submit via e-mail to arrivetogether@njoag.gov, no later than 5:00 pm on **March 1, 2024**. Late or incomplete applications will **not** be considered for funding.

B. GRANT APPLICATION

Applicants must complete and return the following:

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

C. GRANT AWARD

Recipient will be notified of awards on or about March 18, 2024. Award packages will be sent out upon notification of award.

Recipients must complete and return the following:

1. Award Contract
2. Resolution & Certification
3. General and Special Conditions

III. PROGRAM GUIDELINES

The Applicant agrees to adhere to the following guidelines. Failure to do so may result in suspension or termination of a grant award.

- Funding is to be used for the purpose of providing administrative support and leadership of the expansion of the ARRIVE Together Program in the county
- Funding may not be used for mental health services that are or can be funded via OAG's full ARRIVE Together budget allocation
- Recipients must ensure compliance with current and future ARRIVE Together Memoranda of Understanding including but not limited to the collection of data in the manner defined by OAG (currently the Benchmark system)
- Recipients must name at least one ARRIVE Point of contact who will facilitate communication between OAG and ARRIVE Together law enforcement and mental health partner agencies.
- The proposed program must incorporate the ARRIVE Together logo into any promotional items, including but not limited to: brochures, palm cards, flyers, outfitted mobile vehicles, tablecloths, and social media posts.
- Funds may be used to support the planning, establishment, and ongoing management and operation of ARRIVE programs which include, paying for: hiring staff, necessary equipment as approved by OAG or the approved budget narrative, materials, and supplies.
- Funding may not be used for law enforcement overtime costs.
- Funds may be used to pay for training or education of law enforcement and/or ARRIVE stakeholders and community partners on de-escalation with a primary focus on those in crisis due to a mental health emergency or a special need or the identification of these individuals and appropriate responses.
- Each county must make a representative of its office or ARRIVE teams available to OAG for any presentations or events OAG may run or participate in that involves ARRIVE Together.

IV. APPLICATION AUTHORIZATION

The submission of any grant application requires the signature of the applicant's Authorized Official (see Application Authorization Form) indicating that the application is authorized by the agency or unit of government. The signature of the Authorized Official indicates that the information provided within the application is truthful, accurate, and complete; that the

applicant intends to comply with all requirements regarding the use of grant funds; and the applicant will use the grant funds to carry out the project as described in the application.

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

V. PROGRAM APPLICATION NARRATIVE

The following components must be included in your Program Narrative.

1. Agency Background, Mission, Experience, and Capability

Describe in detail the agency's mission, background, and experience as it relates to the purpose and objectives of the proposed project. Explain the agency's knowledge and capability to carry out the project, describe how your agency will support and grow the current and future ARRIVE Together programs in the county.

2. Problem Statement/Needs Assessment

Please identify the specific problem(s), target population, 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.

3. Goals, Objectives and Implementation; and Project Work Plan

Please specify a clear, realistic goal for supporting and expanding the ARRIVE Together Program in your county in order to make your program available to all residents within your county. Include a project work plan that specifies each objective along with the major activities, including, but not limited to, expansion milestones, community engagement, responsible staff, and feasible time frames for each objective and activity.

4. Key Project Staff

Please identify all project management and staff. Describe how personnel are uniquely qualified to manage and implement the project. Indicate if you will use existing staff or if you will recruit new staff for each position requested in the budget.

5. Data Collection/Performance Measures/Evaluation

Provide a description of how you will ensure data collection, and engage the community and key stakeholders in planning, maintaining, and evaluating, the ARRIVE Together Program in your county. Community feedback and feedback from those directly served by the program is strongly encouraged when it can be obtained with respect to the individual and their privacy concerns. Key stakeholder, community, and law enforcement feedback is strongly encouraged.

VI. BUDGET DETAIL AND BUDGET 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 (e.g., salaries, equipment, training, etc.).

A. Budget Categories:

1. SALARIES

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

2. FRINGE BENEFITS

Fringe benefits should be based on actual known costs or an approved negotiated rate. Attach a copy of the fringe benefit policy. Fringe benefits are for the personnel listed in the personnel section of the budget and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation and Unemployment Compensation.

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

3. TRAVEL

Itemize travel expenses of staff personnel by purpose (e.g., staff to training, travel to meetings). Describe the purpose of each travel expenditure in reference to the project objectives. Identify the location of travel, if known; or if unknown, indicate "location to be determined."

Travel costs are allowable if permitted under the current State Travel Circular, 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, which is currently \$.47 per mile, per State Treasury Circular Letter, Mileage Reimbursement for Use of Personal Vehicle, 23-02-OMB., as amended, which is located at the following website:
<http://www.state.nj.us/infobank/circular/circindx.htm>.

4. EQUIPMENT

List non-expendable items that are purchased (Note: Organization's own capitalization policy for classification of equipment should be used.) Expendable items, with a cost less than \$1,000, should be included in the "Supplies" category. Applicants should analyze the cost benefits of purchasing versus leasing

equipment, especially high cost items and those subject to rapid technological advances. Rented or leased equipment costs should be listed in the “Contractual” category. Explain how the equipment is necessary for the success of the project, and describe the procurement methods to be used.

OAG may approve the purchase of equipment deemed appropriate and essential to the successful operation of projects. Requests for equipment should contain adequate cost specifications, including equipment type, quantity and estimated costs. Specific brand names should be excluded.

Equipment purchased and used commonly for two or more programs should be appropriately divided among each activity. Equipment that has already been purchased and charged to other activities of the organization is not an allowable expense to the award.

5. SUPPLIES

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

6. CONSULTANTS/CONTRACTS/SUBAWARDS

Provide a description of the product or service to be procured by contract and estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts/subawards.

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

Consultant fees: This is an individual person providing a service for a set fee. The hourly rate for consultants is capped at the federal threshold of \$81.25 per hour or \$650 per 8-hour day. For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project.

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

Procurement Contract: This is a vendor or agency that is providing an item or service. Procurement contracts are used when the entity is acquiring a good or service for their direct benefit. Examples include: leasing a copier, providing a training, or accounting services. The service to be provided is specified by you, the

applicant agency. Provide a description of the product or service to be procured by contract and estimate of the cost.

Subgrant: Subgrants are used when the entity is awarding funds to another entity to carry out a portion of the project scope of work. The entity providing the service is known as the subrecipient.

7. OTHER COSTS

List items by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent or provide a monthly rental cost and how many months to rent (rent/lease agreement must be submitted). Only the cost of facilities used for the project activities are permissible, such as office space, maintenance costs, landlines, and utilities.

INDIRECT COSTS/OVERHEAD/ADMINISTRATIVE COSTS ARE UNALLOWABLE AND WILL BE REMOVED FROM YOUR BUDGET/AWARD IF INCLUDED.

VII. RESOLUTION

Applicants must return a certified Resolution with their Award Package.

The Resolution must contain all data requirements listed on the Required Resolution & Certification Checklist which is provided as a reference document in the Award Package.

VIII. LEGAL COMPLIANCE

Applicants and their contractors are required to comply with the New Jersey Law Against Discrimination, N.J.S.A. 10:5-1 et seq. Applicants are expected to comply with all applicable New Jersey regulations, policies, and guidelines.

IX. DEBARMENT

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

Applicants are also expected to comply with state Executive Order No. 34 (March 17, 1976), and state circular letter OMB 93-13-GSA regarding debarments, suspensions, and disqualifications. The State Department of Treasury has an on-line, searchable database of those individuals, corporations, and agencies, who are debarred from conducting business with the State

of New Jersey: <http://www.state.nj.us/treasury/revenue/debarment/index.shtml>. In the performance of any grant, recipients cannot conduct business with ineligible firms or individuals who are considered debarred, suspended, or disqualified.

X. NEW JERSEY PENALTIES FOR CORRUPTION OF PUBLIC RESOURCES

While enacting ethics and government corruption reforms, the New Jersey Legislature enacted Public Law 2007, Chapter 158, which makes knowingly misusing public resources for an unauthorized purpose a crime. N.J.S.A. 2C:27-12. Under the Crime of Corruption of Public Resources, an individual commits a crime if (1) the public resource is subject to an obligation to be used to perform or facilitate the performance of a governmental function or public service, (2) a person knowingly uses a public resource for an unauthorized purpose, or (3) a person makes a material representation that is false to a government agency . . . to obtain or retain a public resource, or with the purpose to mislead or deceive any person as to the use or disposition of a public resource. *Id.* The Legislature defines a public resource as including grants awarded by the government. *Id.* Convictions under this act could result in a 20-year prison term and \$200,000 fine. *Id.* The Legislature also enhanced public corruption penalties under the Public Corruption Profiteering Penalty Act, N.J.S.A. 2C:30-8, which subjects individuals convicted under public corruption laws, including N.J.S.A. 2C:27-12, to fines up to \$500,000. Under N.J.S.A. 2A:32C-3, a person shall also be subject to civil penalty and treble damages for making false claims under New Jersey's False Claims Act.

XI. RECIPIENT OFFICIAL FILE

Recipients are required to maintain a master file for grant documents. The following documents must be available for on-site review by OAG program monitors and auditors:

- A. Copy of approved application and award package for the grant including: Applicant Information Form; Application Authorization; Program Narrative; Budget Detail Worksheet; Award Letter; Grant Award Contract; General and Special Conditions; the Resolution; and related written approvals from OAG.
- B. Copies of all Requests for Reimbursements.
- C. Banking Information: Cash verification, receipts documentation, check register, canceled checks, and bank statements. (if applicable)
- D. Copies of all Grant Adjustment requests and approvals.

XII. REPORTING PROCEDURES

- A. PROGRAMMATIC REPORTS

Recipients are required to submit quarterly programmatic progress reports to OAG describing project activities for the duration of the award period. Reports are to be submitted to OAG within fifteen (15) calendar days of the end the quarter. Recipients will receive reporting forms with their copy of the executed contract/award document.

B. FINANCIAL REPORTS

Recipients are required to submit financial expenditure reports, or Detailed Cost Statements (DCS), comparing actual expenditures with the OAG Approved Project Budget.

Recipients are required to submit quarterly DCS's. DCS reports must be submitted to your analyst at OAG, via e-mail, within fifteen (15) calendar days of the end of each quarter. The DCS for the last quarter shall be marked as final. For each funding request, a separate State of New Jersey Payment Voucher must be submitted.

1. SOURCE DOCUMENTATION REQUIREMENT

All costs charged to state grant awards must be adequately documented. All recipients must provide supporting source documentation (e.g. invoices, hotel receipts, timesheets, payroll records, purchase orders) with their **reimbursement** requests. Recipients should be ensuring that their costs are allowable, mathematically accurate and correlate to the source documentation provided. OAG grant staff will review all recipient source documentation prior to approving reimbursement requests. Costs lacking sufficient support may not be reimbursed.

XIII. BUDGET REVISION AND MODIFICATION

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

Recipients are required to report deviations from the approved budget and receive prior written approvals for budget revisions and modifications in excess of one (1) percent of the total award amount. To request a budget revision, recipients are required to submit a written explanation (Justification Letter) and an OAG Grant Adjustment Request Form (GARF).

XIV. AUDIT REQUIREMENTS

The Recipient must comply with audit requirements located in the State Treasury Department, State Circular, Single Audit Policy for Recipients of Federal Grants, State Grants and State Aid, 15-08- OMB, 2 CFR Part 200, Subpart F, Audit Requirements (2 C.F.R. § 200.500, et

seq.), and the Government Accountability Office's Generally Accepted Government Auditing Standards (also known as the Yellow Book).

1. Applicants that expend Federal and/or State financial assistance of \$100,000 or more, but less than \$750,000 of Federal or State financial assistance during their fiscal year (including federal pass-through funds), must have either:
 - a. A financial statement audit performed in accordance with Government Auditing Standards (Yellow Book); or
 - b. A program specific audit performed in accordance with 2 C.F.R. § 200.500, *et seq.*, and state policy.
2. For applicants that expend Federal or State financial assistance, (including funds received from the Federal Government or federal funds passed through state agencies) of \$750,000 or more during their fiscal year must have:
 - a. A single audit performed; or
 - b. A program specific audit performed in accordance with 2 C.F.R. § 200.500, *et seq.*, and state policy.
3. For applicants receiving less than \$100,000 of State and/or Federal financial assistance, no audit is required.

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

XV. MONITORING OF PROGRAM PERFORMANCE

- A. The recipient must assure that performance goals are being achieved.
- B. The recipient shall inform OAG of the following types of conditions which affect program objectives and performance as soon as they become known:

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

- C. OAG may, at its discretion, make site visits to:

1. Review program accomplishments and management control systems.
2. Provide such technical assistance as may be required.
3. Perform fiscal reviews to ensure grant funds are being properly expended in a timely manner.

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