

**STATE OF NEW JERSEY
DEPARTMENT OF LAW AND PUBLIC SAFETY
OFFICE OF ALTERNATIVE AND COMMUNITY RESPONSES**

COMMUNITY CRISIS RESPONSE TEAMS



PROGRAM ADMINISTRATION AND GUIDELINES

STATE OF NEW JERSEY
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PROGRAM ADMINISTRATION AND GUIDELINES

I. OVERVIEW

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 Community Crisis Response Teams Program. Applicants must review the NOAF in its entirety. In addition to the requirements and qualification in the NOAF, be advised:

The requirements contained in this document are in addition to and supplement all requirements covered in the Notice of Availability of Funds (NOAF) for the SFY24 Community Crisis Response Teams. Please review the NOAF in detail to ensure that requirements and qualifications have been met.

The NOAF contains information regarding:

- Purpose of the Funding
- Available Funding
- Applicant Qualifications & Eligibility
- Eligible Purposes of Grant Funding
- Application Components
- Procedures for Eligible Organizations to Apply
- Submission Instructions
- Submission Deadline
- Announcement Date
- Optional Webinar
- Application Checklist

II. INQUIRIES

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

Department of Law & Public Safety
Office of Alternative and Community Responses
Phone: 862-350-5807
E-mail address: oacrgrants@njoag.gov

III. APPLICATION & AWARD REQUIREMENTS

Following award notification, award packages will be sent out to recipients. In addition to any documents that are required but were not submitted with the initial application, recipients of a conditional award must complete and return the following:

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

IV. ADDITIONAL 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 establishing Community Crisis Response Teams within Camden, Essex, Hudson, Mercer, Middlesex, and Passaic Counties.
- Funds may not be used by law enforcement agencies.
- Funds for project planning and community engagement may be used for research and assessment of need; development of staffing plans; resource mapping; training; development of a community engagement plan; fiscal planning; engagement with technical assistance providers or consulting services; evaluation planning.
- Funds for project implementation may be used for staffing and recruitment; facilities; operational costs, including costs of startup or expansion activities, marketing, language translation, and transportation; engagement with technical assistance providers; consulting services; training; program and project evaluation, including evaluation of program and project efficacy, staff performance, and service delivery; and programming and service interventions that include activities that prioritize human service interventions, by entities other than law enforcement, over interventions by law enforcement, or activities that include triaging emergencies, through emergency dispatch operators, in a manner that results in a referral to a wholly non-police entity.
- Recipients must ensure an established relationship with a State-approved harm reduction center, be a State-approved community violence intervention program, or both.
- Recipients must name at least one Community Crisis Response Team point of contact who will facilitate communication and be responsible for the program.

V. 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.

VI. ADDITIONAL BUDGET GUIDELINES & REQUIREMENTS

Section V.6 of the NOAF contains information regarding the application Budget Detail and Budget Narrative. Additionally, applicants are advised of the following budget categories, guidelines and requirements.

Note regarding the requirements below for hybrid grants: L&PS recognizes that for hybrid grants, applicants may not have made all the below determinations for the implementation phase. Please provide as accurate an estimate as possible.

A. PERSONNEL

Agency personnel to be funded with this grant are to be listed in two categories: Staff who work 100% of their time (meaning full-time) with the applicant agency and receive an annual salary and those who are less than full time with the applicant agency and receive an hourly wage.

For each category, list each position by title and name of employee. If the position is to be hired, indicate TBH in lieu of the name. For salaried employees, enter the annual salary rate, the percentage of time to be devoted to the project, and the number of months the employee will be working on this project. The narrative should indicate if full-time is 35 or 40 hours per week. For employees that receive an hourly wage, enter the hourly wage, the number of hours per week on this project, and the number of weeks the employee will be working on this project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization among all funding sources. The narrative must include the qualifications and grant related job description of the responsibilities and duties for each employee in relation to fulfilling the project goals and objectives.

Attach resumes of current employees who will be working on the program; for new positions you must provide job descriptions. Resumes and job description attachments will not count against the page limit.

As noted in the NOAF, where appropriate, all personnel must hold current professional and State licenses and certifications.

B. FRINGE BENEFITS

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

Fringe benefits should be based on actual known costs consistent with the applicant agency's established fringe rates. 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. Enter the fringe

percentage rate in the Budget form for each staff person. The narrative must show what makes up the percentage requested. For example: 6.2% Social Security + 1.45% Medicare + 3.3% Unemployment + .5 Worker's Comp + 6% medical = 17.45%.

Fringe benefits on overtime hours are limited to FICA, Worker's Compensation and Unemployment Compensation.

C. 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 Regulation 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>.

D. EQUIPMENT

List non-expendable items with an individual item value of \$1,000 or more. 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 "Procurement Contracts" category. The narrative must describe the item and explain how the equipment is necessary for the success of the project.

OACR 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 funding source. So, for example, if only 30% of the equipment item will be attributed to this program, only 30% of the cost of the item may be included in the budget. Equipment that has already been purchased and charged to other activities of the organization is not an allowable expense to the award.

E. SUPPLIES

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

Supplies purchased and used commonly for two or more programs should be appropriately divided among each funding source. So, for example, if only 30% of the supply item will be attributed to this program, only 30% of the cost of the item may be included in the budget. Examples may include cell phones, tablets, laptops, etc.

F. CONSULTANTS/CONTRACTS/SUBAWARDS

Identify the individual consultant, procurement contractor, or agency subgrantee providing the service, if known. If not known, indicate the type of service and TBD (e.g. Social Worker, TBD.)

Indicate if the provider is a Consultant, Procurement Contract, or Subgrant.

Briefly state the service to be provided.

Indicate the Quantity, Basis, known or estimated Cost, and Length of Time.

Consultants: 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. With additional justification in the narrative, applicants may request up to 10% more.

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. Applicants are encouraged to promote free and open competition in awarding contracts/subawards.

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. All subrecipients must be a public or a non-profit agency.

For individual Consultants only, list additional expenses. List all expenses (e.g., travel, meals, lodging, etc.) to be paid from the grant to the individual consultants in addition to their fees.

Each Consultant, Contract, and Subaward must include a narrative describing the services to be provided and include how the service(s) are necessary for the success of the project.

G. OTHER COSTS

List items by major type, cost per unit, 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. Expenses that are used commonly for two or more programs should be appropriately divided among each funding source. So, for example, if the rented space will only be used by program 30% of the time, only 30% of the cost of the rent may be included in the proposed budget.

Stipends and gift cards for staff or program participants are considered Other Costs. The narrative must include who the intended recipients of the stipends/gift cards are, the monetary amounts, and the circumstances under which the staff or participant receives the stipend/gift card. Use separate line items, as necessary, to distinguish different uses of stipends and/or gift cards.

Participant Aid is considered Other Costs. The narrative must include who the intended recipients of the aid are, the monetary amounts, and the circumstances under which the participant receives the aid. Provide specific example of items that may be allowable to aid participants.

Applicants are advised that upon receiving an award, Special Conditions will specify the Agency Policies that must be submitted prior to incurring the expenses outlined in the approved budget. **These policies may include, but are not limited to: Participant Aid, Gift Card, etc.**

Upfront Funding:

For successful applicants, funding under this grant program may be disbursed through a combination of upfront and reimbursement methods. The Department intends on providing upfront funds to applicants for an amount to be determined by the Department. Applicants may request up to 25% of the total approved award upfront upon award execution, provided, however, that hybrid grants may receive less depending on the amount of the grant apportioned to the planning phase. All applicants must provide a rationale for the size of the requested upfront amount. After upfront funds are exhausted, expenditures will be on a reimbursement basis. Prior to funds being reimbursed, recipients will be required to provide sufficient proof of all expenditures (e.g. receipts, purchase orders, payment vouchers, invoices etc.).

Additional up-front funding requests will be assessed on a case by case basis.

Wellness and Self Care:

Wellness and self-care activities and expenditures are intended to support individuals who are exposed to traumatic and stressful incidents, and who may experience direct or vicarious trauma as a result. **Applicants are required to develop a wellness plan, and to provide wellness and self-care activities and expenditures for their employees.** These activities are intended to address stress and distress by attending to the worker's physical, psychological, and mental health needs. Grantees may reimburse employees and qualifying consultants for the wellness and self-care activities that support workers who are exposed to trauma, stress, and distress as part of their ongoing work responsibilities, and where such activities support the organization's purpose of fulfilling the goals of the CCRT grant.

These activities include:

- Medical and mental health supports, including reimbursement for copays for health and mental health services, and the purchase of apps or similar products that support individual's health, mental health, or wellness.

- Mindfulness practices and other stress reduction activities, including yoga, meditation, and other mindfulness activities. This includes the purchase of meditation or other mindfulness apps.
- Physical activity, including gym memberships, exercise classes, and activities such as reimbursement for limited costs associated with hiking, boxing, or other sports.

Wellness and self-care activities **may not exceed 1%** of the grantee’s total budget without specific approval.

All employees are eligible for wellness and self-care activities, though it is recommended that grantees prioritize employees who are directly involved in CCRT or who have exposure to trauma, stress or distress resulting from the organization’s participation in the CCRT pilot program. Consultants may be eligible for wellness and self-care activities provided that they provide direct services to participants and thus have direct exposure to the trauma, stress or distress resulting from the organization’s participation in the CCRT pilot program.

Gift Card Policy:

Gift Cards may not be used for the purchase of alcohol and tobacco; and the recipient must develop procedures to mark the Gift Cards, either with a sticker or a hand-written disclaimer, that states “No alcohol or tobacco may be purchased with this Gift Card.”

Gift cards may be used for any costs covered under “Allowable Costs” below.

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 individual 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 individuals assisted by CCRTs consistent with the CCRT pilot program.
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.

Allowable Costs

Applicants may request funding for expense items for the purpose of meeting an emergent, immediate need or needs in responding to crises facing participants. Such expenses are intended to support an environment that enables the individual to follow through on services that

ameliorate the current or a future crisis, such as seeking inpatient treatment for mental or behavioral health needs or seeking emergency housing to meet a homelessness or housing instability situation.

Costs must be reasonable, allocable, and necessary for the project. All cost requests must be in line with the Program Guidelines.

Applicants and Recipients must also adhere to the financial and administrative requirements set forth in the most current version of the Program Guidelines and General and Special Conditions.

Applicants and Recipients 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).

Eligible costs include:

1. Costs that are directly related to staffing and implementing CCRTs, such as staff salaries and fringe benefits, skills training for staff, training-related travel, etc.
2. Other emergency, short-term aid to participants: other aid to participants may include the cost to cover certain approved items in the immediate aftermath (up to 30 days) of an interaction with the CCRT. The purpose of these costs is to help promote an environment that encourages connection with, and utilization of resources identified by CCRTs and their partners at a time of crisis. Eligible costs include:
 - a. Emergency hygiene products.
 - b. The reasonable cost of groceries for the participant's household not to exceed \$200.
 - c. Medical supplies not covered by insurance.
 - d. Critical supports for participants and family members who are dependent on the participant, including children. Support for participant's dependents is intended to enable the dependent to continue with critical prosocial activities while an individual served by the CCRT pilot is receiving identified treatment or participating in identified programming. Critical supports include items necessary for the continued participation in school, work, mental health services, medical treatments, or other healing services. They may include educational items such as school supplies or school uniforms.
3. Reasonable costs for a limited supply of food pantry items. CCRT program providers may use CCRT funds to keep a limited stock of food pantry items (healthy snacks) on hand for the exclusive and sole use by individuals the CCRT is responding to or connecting with additional resources. Food pantry items may not be consumed by non-participants (i.e., staff or consultants).

4. CCRT program providers may use funds to host community events intended to spread awareness of the CCRT program and to promote use of CCRT services in the community. Funding for events should be listed in the “Other” section of the budget. The total amount requested for Community Events should be listed as one (1) line item and the Budget Narrative must include the number of events to be held, the anticipated cost per event, and a general description of the event(s) to be held. Eligible event expenses include snacks, decorations, and promotional materials. **All events and expenses must be approved by OACR in advance.** Recipients must submit a written request to OACR and receive written approval **before** expending any grant funds allocated in excess of \$3,000 per event. Participant and/or community events exceeding \$3,000 per event must receive prior written approval from OACR by submitting a completed Event Information Form **no less than 30 days prior to the scheduled event.** Expenditures from any budget category for individual and/or individual family celebrations of any kind are prohibited.
5. Services which respond to the immediate emotional, psychological, and physical health and safety (excluding medical care) of individuals in need of such services to whom the CCRT has responded 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 participant’s sense of dignity and self-esteem.
6. Up to 5% of grant funds may be used to support training and technical assistance (TTA) in the areas of staff retention; hiring, including identifying hiring needs, improving recruitment, and administering a streamlined hiring, onboarding and training process; implementing effective financial controls and governance systems; development and implementation of key business processes, including billing, time-keeping and tracking, submission of reports, budgeting, and invoicing; and providing general grant administration support including the submission of status reports, budgets, and final reports. Note, however, to avoid duplication of expenditures, spending in this category is subject to review and adjustment by OACR depending on the availability of statewide TTA provided by OACR to CCRT grantees.

Unallowable Costs

Generally, allowable costs may be rejected if, in OACR’s determination, such costs are deemed excessive or not integral to the success of the project. All items of cost will be reviewed by OACR to determine eligibility. Also, costs incurred outside the project period (before or after) are not allowable.

Indirect costs are unallowable. Indirect costs are costs that are not assignable to a project but are required for the operations of an entity (e.g., administrative, and overhead costs).

The following services, activities, and costs, although not exhaustive, cannot be supported with CCRT funds:

- Lobbying
- Research and Studies. *However, project evaluations are allowable.
- Fundraising Activities, including using grant funds to apply for other funding (e.g., grants).
- Capital expenses including but not limited to capital improvements, property losses and expenses, real estate purchases, mortgage payments, and construction.
- Medical Care, except as otherwise allowed.
- Compensation for Victims of Crime. Reimbursement of crime victims for expenses incurred as a result of a crime, except as otherwise allowed.
- Salaries and Expenses of Management. Salaries, benefits, fees, furniture, equipment, and other expenses associated with executive directors, board members, and other administrators making in excess of \$150,000/year will be capped at 10% unless such individuals are providing direct participant services.
- 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>).
- Luxury items.
- Corporate Formation

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 DLPS 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 OACR.
- 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 OACR describing project activities for the duration of the award period. Reports are to be submitted to OACR 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 OACR Approved Project Budget.

Recipients are required to submit quarterly DCS's. DCS reports must be submitted to your grant analyst, 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 financial reports and/or **reimbursement** requests. Recipients should be ensuring that their costs are allowable, mathematically accurate and correlate to the source documentation provided. Grant staff will review all recipient source documentation prior to approving expenditures and/or reimbursement requests. Costs lacking sufficient support may not be deemed allowable and/or 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 a 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 OACR 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 OACR assistance required to resolve the situation.

- C. OACR 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.

OACR 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.

XVI. GENERAL AND SPECIAL CONDITIONS

Prior to award, applicants must review, agree to comply, and sign General and Special Conditions that are required for recipients. Additional conditions may be imposed by L&PS for subrecipients who are deemed “high risk” or who have been “conditionally approved” for subaward.

XVII. APPLICANT DISCLOSURE AND JUSTIFICATION – GRANTEES DESIGNATED HIGH RISK BY L&PS

An applicant that has been designated as a high-risk grantee by L&PS, should submit a separate attachment to its application, information that L&PS will use, among other pertinent information, to determine whether it will consider or select the application for an award under this solicitation. The file should be named “L&PS High-Risk Grantee Applicant Disclosure and Justification.” L&PS may remove from consideration or not select for award an L&PS high-risk grantee applicant that is determined to pose a substantial risk.

In the attachment, the applicant is to provide any additional information or justification—especially regarding corrective actions yet to be implemented (as of the application date)—. To the extent that the applicant believes that any of the information provided pursuant to this disclosure may be confidential in nature, the applicant should specifically identify it.