

STATE OF NEW JERSEY
DEPARTMENT OF LAW AND PUBLIC SAFETY
DIVISION OF ADMINISTRATION

SFY25 COMMUNITY-BASED VIOLENCE INTERVENTION
PROGRAM



PROGRAM ADMINISTRATION AND GUIDELINES

STATE OF NEW JERSEY

SFY25 COMMUNITY-BASED VIOLENCE INTERVENTION PROGRAM

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 SFY25 Community-Based Violence Intervention (CBVI) Program.

Under the CBVI Grant Program, non-profit community service providers are eligible to receive grant funding for development and implementation of violence intervention programming for communities impacted by higher than average rates of community violence, with a focus on gun violence. Applicants may develop new initiatives or enhance already existing programs.

The Division of Administration (DOA) will award, administer, and monitor awards made under the CBVI Grant Program. Staff from the DOA, Grant Operations and the Division of Violence Intervention and Victim Assistance's Office of Violence Intervention and Prevention (OVIP) will be available to provide technical assistance during project period.

The funding period is January 1, 2025 through December 31, 2025.

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

Division of Administration
Grant Operations
Phone: 609-376-2445
E-mail address: CBVI@njoag.gov

II. PURPOSE

The Centers for Disease Control and Prevention define community violence as violence that happens between unrelated individuals, who may or may not know each other, generally outside the home. Examples include assaults or fights among groups and shootings in public places, such as schools and on the streets. According to the CDC, youth and young adults (ages 10-34), particularly those in communities of color, are disproportionately impacted by community violence. In areas where violence is heavily concentrated, communities and individuals may experience trauma, hyper-vigilance, a sense of hopelessness and other effects.

New Jersey is home to numerous communities that experience high rates of community violence, including urban and more rural regions of the state.

Strategies for addressing this problem can be found in community-based violence interventions (CBVI) which offer a public health approach to promoting public safety. This strategy helps communities reduce homicides, shootings, and other violent acts by supporting and developing healing relationships among communities, groups, and individuals. CBVI programs work with groups and individuals with varying levels of exposure to violence to build their capacity to seek healthy methods for addressing and resolving conflict, with a particular emphasis on reducing gun violence.

The purpose of the CBVI program is to support non-profit community service providers in the development and implementation of community violence intervention programming for communities impacted by higher than average rates of community violence, with a focus on gun violence. Applicants may develop new initiatives or enhance already existing programs.

Research has shown that community violence intervention initiatives have reduced homicides and non-fatal shootings, as well as reduced arrest for violence and violent victimization, improving the safety of participants, the safety of others, and promoting economic opportunity¹. CBVI programs employ community violence intervention strategies that provide alternatives to violence and embody a community-based public safety model. Broadly, community-based violence prevention and intervention programs may take many forms, encompassing services and direct benefits to individuals that are a part of or in service of broader evidence-based and community-informed efforts to assist and empower communities to prevent and reduce violence. This public health approach to addressing violence requires working collaboratively, creatively, and by addressing various levels of community and individual engagement. Primary, secondary, and tertiary prevention each have specific benefits and all are part of our collective public safety ecosystem.

Applications must indicate how their initiatives are community-driven and culturally responsive in their approach to reduce violence, particularly gun violence.

III. AVAILABLE FUNDING

Funding to support the Community-Based Violence Intervention Program is derived from the SFY25 State Budget and federal American Rescue Plan (ARP) funding, in the amount of \$14,500,000, of which a majority of the grant program is supported by the Cannabis Regulatory, Enforcement Assistance, and Marketplace Modernization Fund. In order to

¹ JOHNS HOPKINS BLOOMBERG SCHOOL OF PUBLIC HEALTH, CENTER FOR GUN VIOLENCE SOLUTIONS, “COMMUNITY VIOLENCE INTERVENTION,” <https://publichealth.jhu.edu/center-for-gun-violence-solutions/solutions/community-violence-intervention> (last accessed Sept. 2024).

maximize the amount of funding available for this program, grants may be issued through one or multiple funding sources.

Please be aware that eligibility for the Cannabis Impact Zone Funds is limited to organizations that operate 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.

Regardless of funding source, all grants will be awarded on a competitive basis pursuant to the quality of the application submitted. The number of awards available and the funding amount of each award will depend upon the number of applications received and the funding amounts requested by each applicant. Funding decisions will be made based on a variety of considerations, including but not limited to, the quality and strength of the applications submitted, the type of initiatives to be implemented, population served, the scope of the project, and the geographic distribution of the project.

The Department of Law and Public Safety (DLPS) reserves the right to decline any and all applications for funding and to award grants in amounts that may be other than requested.

Funding Amounts:

Category 1 - Tertiary Prevention organizations may apply for up to \$750,000.

Category 2 - Primary or Secondary Prevention organizations may apply for up to \$500,000.

Applications must not exceed the maximum application amounts for their applicable category.

This is a reimbursement grant. Prior to funds being reimbursed, recipients will be required to provide sufficient proof of all expenditures (e.g. receipts, purchase orders, paid invoices, timesheets and payroll records, etc.). Requests for upfront funds may be considered on a case-by-case basis for organizations demonstrating cash flow challenges.

If an applicant's proposal includes one or more subrecipients to assist in providing the services outlined in the narrative, the applicant must ensure that the subrecipient submits monthly reimbursement requests and that all such requests are accompanied by the proper backup documentation verifying all expenditures. That backup documentation must then be submitted by the applicant/recipient to the DLPS when requesting reimbursement of funds.

The project period will begin January 1, 2025 and end on December 31, 2025. Recipients will not be reimbursed for expenditures outside of this grant period. Extensions will not be granted. Returning grantees will be required to close-out the grant for your prior funding year in order to receive 2025 awards. Among other things, that will mean submitting all outstanding programmatic and financial reports. There is no cash or "in-kind" match required for this program. Continuation funding for an additional year may be available, contingent upon the

availability of funds. If available, continuation funding will be limited to those recipients who have met the goals and objectives of the program, successfully expended funds, met all reporting requirements, and any other factors that the DLPS determines to be relevant in practicing responsible fiscal and programmatic management of the CBVI program.

IV. APPLICANT ELIGIBILITY

Applicants eligible for funding under this program: Non-profit, community service providers may apply for funding. Multiple eligible entities may file a single joint application, but one of the eligible entities must be designated as the applicant and the application will still be subject to the application funding limits listed above. Only one application per applicant will be accepted.

Qualifications needed by an applicant to be considered for funding: Applicants must be in good standing with the State and/or the DLPS by the time the application period closes. Entities with outstanding balances and that are in arrears with the Department are **not** eligible to apply for funding unless they resolve such balances prior to the end of the application period. In addition, by the time the application period closes, applicants **must** be a non-profit entity. An applicant may demonstrate non-profit status through inclusion in the application of any of the following documentation:

- (1) Exempt Organization Certificate from the New Jersey Department of Treasury;
- (2) Certificate of Incorporation, if it clearly establishes the nonprofit status of the applicant, along with proof of filing;
- (3) Evidence of federal tax-exempt status under section 501(c)(3) of the Internal Revenue Code (for example, an IRS 501(c)(3) determination letter); and/or
- (4) Evidence of current Charities Registration with the New Jersey Division of Consumer Affairs

V. APPLICATION AND AWARD REQUIREMENTS

A. PARTICIPATION AND SUBMISSION

Refer to the Notice of Availability of Funds (NOAF) for application due dates.

Late applications will be considered ineligible.

Submit completed applications electronically to the email address identified in the NOAF by the submission deadline, and include all proper application forms with all applicable signatures.

The DLPS wants to ensure that entities interested in applying for CBVI 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 DLPS 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 application documents. For questions, please contact grants@njoag.gov, or call 609-376-2445.

1. Application packages are available on the DLPS website at <https://www.njoag.gov/resources/grantopportunities/>.
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.

Basic Minimum Requirements are items designated below in section V.B., and on the checklist provided in the NOAF. All Basic Minimum Requirements **must** be included in an application for it to be eligible to be scored. If DLPS determines that an application does not include the designated items, on the prescribed forms, it will not receive further consideration. The use of forms from prior years' grant programs are not acceptable and will not satisfy submission of basic minimum requirements.

3. 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 will be subject to a deduction of points, and will 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.

4. An applicant that is designated as a high-risk grantee by the DLPS must submit, as a separate attachment to its application, a document titled "DLPS High-Risk Grantee Applicant Disclosure and Justification." The DLPS will use the supplied information to determine whether the DLPS will consider or select the application for an award under this solicitation.
5. Applications must be sent to the following email address: CBVI@njoag.gov. Please put your entity name in the subject line. To be considered for funding, an eligible applicant must submit a **complete** application, in accordance with the requirements of the NOAF and these Program Guidelines, by the submission deadline.
6. **Late applications will not be eligible for funding.**
7. Failure to comply with other requirements of the NOAF or these Program Guidelines may result in the reduction of application scores, or not being considered for funding.
8. 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. Do not include any information from any source in the grant application that you believe should not be made available for public review. Denoting information contained in your application as "confidential" or "not subject to public review" may not, standing alone, exempt the included information from public review.

B. 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 these Basic Minimum Requirements will not be scored.

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

- Applicant Authorization Form*
- Applicant Information Form *
- Program Narrative*
- Budget Detail Worksheet*
- Project Work Plan*
- New Jersey Single Audit Requirements and Certification*
- Abstract
- Job Descriptions and Resumes of ALL staff budgeted with grant or match funds (however, resumes are not required for staff who have not been selected yet)
- Proof of non-profit status
- Proof of compliance with DCA Charitable Registration (if required)
- DLPS High-Risk Grantee Applicant Disclosure and Justification (if applicable)

Furthermore, DLPS reserves the right to deduct points during its review for the failure to comply with instructions contained within the NOAF and/or these Program Guidelines.

C. GRANT AWARD

Award packages will be sent out after notification of award. The DLPS will determine how successful applicants will be funded (i.e., whether the awarded funds will derive from state or federal funds, or a combination thereof) and that will determine whether state, federal, or a combination thereof of legal and programmatic requirements apply to the applicant.

Additional federal requirements shall apply to successful applicants whose projects are supported by ARP funding. Successful applicants will be notified of any and all additional federal requirements and/or documentation that are applicable to their awards. At a minimum, the additional required documents will include the following:

- Federal Single Audit Requirements Certification
- Proof of Compliance with Federal Single Audit Requirements
- Department of Law & Public Safety Debarment and Suspension Certification
- Schedule of Assurances
- Proof of SAM Registration and valid Unique Entity Identification number

VI. PROGRAM INFORMATION

This program seeks to fund two areas of community violence intervention:

- 1) Tertiary prevention and/or tertiary prevention strategies with hybrid services;
- 2) Primary and/or secondary prevention strategies.

ONLY ONE APPLICATION. Each applicant may submit **one** application for consideration under only **one** of the following two categories:

Tertiary Prevention (Category 1)

Tertiary prevention (or violence intervention) strategies attempt to intervene with those already engaged in violent behavior or at high risk of violence due to past victimization or as a result of retaliation.

Proposals *must* at a minimum provide tertiary prevention strategies, but *may*, in addition, provide hybrid preventions that include secondary and primary approaches. **Applications that do not include tertiary intervention strategies will not be considered eligible for funding under Category 1.**

Tertiary prevention applicants **must** demonstrate that their organization and staff have training and history conducting tertiary prevention activities. In demonstrating such training qualification, applicants must refer to how their organization and staff's experience and training are supported by best practices and/or nationally recognized training or certification programs in community violence intervention.

Category 1 - Tertiary Prevention (Violence Intervention) – Examples and Strategies

The following is a non-exclusive list of examples of tertiary prevention strategies:

- Conduct street outreach and community engagement in high crime neighborhoods focusing on individuals who are at high risk of violence. Street outreach includes operations where organizations have “eyes and ears” on the ground in communities, built on trust and credibility through established relationships in the community. This work enables organizations to be able to identify high risk scenarios or individuals at risk.
- High Risk Intervention or similar services which are intended to respond to incidents, including those referred from law enforcement, where providers connect those who are at high risk of violence to assessment, counseling, crisis intervention, mediation, victim advocacy services, and referrals for other services in order to stem violence and set the individual on a positive path.
- Provide therapeutic and trauma-informed programming—including, for example, cognitive behavioral therapy—with the goal of transforming the participants' attitudes toward violence.
- Group- or gang-violence de-escalation and/or mediation.

- Work with families and others closely related to those impacted by community violence to prevent retaliation, including, for example, through victim advocacy.
- Safe Passage or similar services in, at, and around schools that experience high rates of violence in order to intervene to prevent, mediate and de-escalate conflicts between and among youth and their family members. Safe Passage includes locating operations at strategic locations outside the school and routes to and from schools, including bus stops, frequently traveled streets and blocks, and other points at which youth typically congregate before and after school. Safe Passage or similar services may also occur in schools where school authorities have partnered with the applicant to increase safety within the school.
- Recruiting and training community members to be leaders and points of contact in improving safety in communities with high concentrations of crime so they can be positioned to intervene and prevent violence.

Tertiary Prevention Plus Hybrid Services

Tertiary Prevention Plus Hybrid Services can be defined as a tertiary prevention program that also includes certain components from secondary or primary prevention levels described in more detail below.

Primary and/or Secondary Prevention (Category 2)

Proposals may seek to focus on primary prevention strategies only, secondary prevention strategies only, or may seek to blend both strategies (“hybrid”).

Primary prevention strategies typically address risk factors associated with violence in the general population. These approaches include community-wide impact and awareness efforts in communities that are disproportionality effected by gun violence, as well as individual- or group-related activities for populations at risk of gun violence. Primary prevention programs create safe spaces for all, provide prosocial activities, and help bring community together. These approaches increase crucial protective factors.

Secondary prevention focuses on sub-populations with risk factors for future violence either as victims or perpetrators. While they may include some of the similar strategies used in primary prevention—including mentorship, skill-building in areas that promote protective factors, or restorative healing circles—their distinction is in their focus on a sub-population more acutely at risk for violence or recidivism due to the presence of one or more risk factors.

The following are non-exclusive lists of examples of primary and secondary prevention strategies:

Primary Prevention – Examples and Strategies

- Individual or group-focused programming, examples and approaches include:

- Activities that alter violence norms across communities, especially when the message comes from community-based programs staffed by familiar residents and credible messengers.
- Mentorship or peer-led relationships where the practitioner—who is trained and/or experienced—provides skill building that promotes protective factors that are tailored to reducing risk of violence or victimization.
- Programing that supports de-escalation, conflict-resolution, problem-solving, impulse control, and anger and/or stress management.
- Restorative justice approaches and practices, including the use of restorative circles to resolve and mediate conflicts.
- Programming that educates and builds skills to protect at-risk youth from unhealthy behaviors like substance use, social media bullying, fighting, or going missing from home.
- Supporting schools in responding to incidents of bullying or violence through providing awareness events or positive social activities.
- Community Education and Awareness
 - Weekly community activities that promote pro-social skills and gun violence prevention through community cohesiveness.
 - Monthly holiday or seasonal events that promote pro-social skills and gun violence prevention through community cohesiveness.
 - Working with communities to raise awareness about primary, secondary, and tertiary services available to community members.

Secondary Prevention – Examples and Strategies

- Secondary prevention focuses on working with special populations based on identified risk factors and Adverse Childhood Experiences (ACEs) including, for example, a past history of violence or victimization; association with individuals engaged in violent behavior; evidence of disconnection from school, community or family; experience of adverse life events or adverse childhood experiences including the loss of a family member to violence, lack of parental supervision, individuals who are the siblings or children of gang-involved persons, or individuals who demonstrate commitment to peers who are engaged in negative behavior. Strategies for working with this population include:
 - One-on-one or group mentoring, counseling, mental services or similar support;
 - Case work to support individuals live in high crime neighborhoods and who need social services, including linking such individuals to local social service providers for services that reduce the risk of violence;
 - Working with the courts, school disciplinary entities, or the criminal justice or juvenile justice system to receive referrals of individuals with high or elevated risk violence for the purpose of connecting them to a program(s) provided by the applicant and/or other entities.

Organizational Capacity-Building

The DLPS encourages applicants to use funding towards capacity-building. An important component of CBVI work is organizational capacity building; there is a strong link between increasing organizational capacity and developing a strategic plan that propels the organization forward. Organizational capacity building may include staff development, process improvements, building partnerships, technology upgrades, conducting an organizational assessment, information sharing, training, technical assistance, strategic planning, and evaluation. Applicants seeking funding for capacity-building must include the capacity-building activities and related expenses in their proposed budget.

Artistic Productions

Initiatives with a primary focus or goal of artistic or documentary production are not eligible for funding under this NOAF. Grantees may use the production of art, such as a play, film, podcast, or other media, however, as a means of accomplishing a primary, secondary, or tertiary prevention initiative that is designed to reduce violence through engaging at-risk or high risk individuals in constructive activities that build protective factors relevant to reducing the risk of violence or victimization.

Recreational Activities

CBVI funding is not intended to be used to fund traditional recreational, extracurricular or after-school programming for youth. The funding must be used to meet the purposes of this program as described above. Accordingly, it is intended for providers to work with youth and others groups and individuals who are at risk of gun violence in order to build pro-social skills that prevent violence, mitigate risk factors and support protective factors. While providers may provide activities that are traditionally recreational, extracurricular or after-school in nature, if provided, those activities must be used as a vehicle for supporting the goals of preventing and reducing this risk of violence. Applicants must therefore be specific in describing how their proposed program will support these goals, and must demonstrate their knowledge of primary or secondary prevention strategies and expertise and/or experience in administering such programming.

VII. APPLICATION AUTHORIZATION

The submission of any grant application requires the signature of the applicant's Authorized Official (see Application Authorization Form) and Project Director, indicating that the application is authorized by the agency. Signatures indicate 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 and Project Director also acknowledge 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.

VIII. ABSTRACT (Required but not scored)

Provide a brief summary (no more than 300 words) that includes:

- name of the Implementing Agency;
- indication if you are applying under *Category 1 Tertiary Prevention* or *Category 2 Primary and/or Secondary Prevention*.
- title of the proposed project;
- the geographic location in which services will be provided;
- total funding request;
- purpose and goals of this project;
- target population characteristics and overall number of individuals to be served; and
- a description of the proposed project including an overview of how it will work and achieve its purpose.

The abstract does not count toward the overall page limit.

IX. PROGRAM APPLICATION NARRATIVE (100 points)

The program narrative must be double-spaced, using 12-point Times New Roman font, 1” margins, and **must not exceed 20 pages**. Applications exceeding the page limit or applying different font/margin sizes will result in the application receiving a reduced score.

a) Identified Need (5 Points)

The first section of the Program Narrative should identify and describe the specific need for the proposed Community-Based Violence Intervention Program in the community your organization proposes to serve. This section should explain the impact and prevalence of community violence in the geographic area intended to be served and why the proposed interventions are needed. It should discuss current/most recent (within 3-5 years) local statistics, that support the need for the proposed services, the prevalence of risk factors in the community, service/program areas where community violence intervention is needed or needs to be strengthened, as well as the local gaps in service.

b) Target Population to be Served (15 Points)

Based upon the identified need, describe the target population to be served, including the ages or age ranges of the population; participant eligibility; the anticipated number of individuals who will receive or participate in services during the grant period; and the geographic area impacted by your proposed program.

In describing the population to be served, this section should explain the reason for selecting this population and indicate the level of risk for violence of the target population, explaining, for example, whether it is prioritizing:

- a general population in a community that is broadly at risk of community violence;
- individuals who are more directly at risk of community violence due to the presence of certain risk factors, including but not limited to a past history of violence or victimization; association with individuals engaged in violent behavior; evidence of disconnection from school, community or family; experience of adverse life events or adverse childhood experiences including the loss of a family member to violence, lack of parental supervision, individuals who are the siblings or children of gang-involved persons, or individuals who demonstrate commitment to peers who are engaged in negative behavior;
- individuals who may be considered at a high risk for violence due, for example, to present or past engagement in violence behavior, or involvement in or association with gangs; or
- individuals who are at risk of recidivism and/or future exposure to community violence.

c) **Program Design and Implementation (45 Points)**

This section should describe the prevention level(s) you have selected, and the violence intervention strategies you propose to use. This section of the application should clearly describe your proposed program and how it will work. Applicants are strongly advised to provide a clear, plain language explanation of the program's operation. It should include:

- An overview of your program, its goals, and how it is designed to reduce violence.
- A description of the activities that you will offer to participants under this program (where possible, please refer to the types of activities listed in Section VI of these Program Guidelines).
- Who (i.e. which staff, consultants or partners) will be providing those activities.
- Where and when the participants attend activities or engage with the program.
- How participants will be recruited, your referral sources, or how you will engage them in services, including assessment for eligibility and level of need.
- If applicable, describe referrals you will make to other organizations to help meet the needs of other participants, and how these referrals and partnerships help reduce violence.

In addition:

- Applications must indicate how their initiatives are community-driven and culturally responsive in their approach to reduce violence, particularly gun violence. Explain how the program will be culturally responsive and tailored to

the needs of the community; this should include, but not be limited to hiring staff from the community and/or individuals with lived experience.

- Explain how the program creates inclusive and safe spaces for individuals that have been exposed to gun violence.
- Explain whether this is a new program model, whether it builds on an existing program model by adding new program elements, or whether it expands the capacity of an existing program model.
- Provide a Project Work Plan **on the provided form**, with an implementation timeline which covers the key program activities and how the project will be implemented over the course of the 12 months. The Project Work Plan should be attached as an appendix and does not count toward the overall page limit; the attached work plan should include a detailed list, as much as possible, of monthly activities, specific groups, workshops, etc.

d) Partnership, Collaboration, and Coordination (5 Points)

Partnerships, collaborations, and coordination with community-based organizations, governmental organizations, or other entities is encouraged. Describe proposed partnerships, collaborations, or coordination and explain how your entity will use these to strengthen the success, awareness and/or reach of your project. Include pathways to referral sources and partnerships you have already developed or plan to develop within the local ecosystem.

e) Background, Experience, and Capability; Project Management and Staff (5 Points)

Describe your entity's background and experience (if any) with violence intervention programs and your entity's knowledge and capability to carry out the proposed program. Include your agency's mission and a brief discussion of current programs. Identify all program management and staff to be funded with this project. Identify any current trainings that staff have received in the area of violence intervention or anticipated trainings. **Job descriptions and resumes must be attached for all positions to be funded with grant or matching funds** (however, resumes are not required for staff who have not been selected yet).

f) Data Collection: (5 Points)

Applicants must include a description of how they plan to collect data, what data they plan to track, and the metrics they plan to use to assess the strength of the project, including the number of participants served, the service level participants receive, the risk factors being targeted, the risk level of the participants, the outcomes they seek to measure and how those outcomes relate to the proposed project. Applicants should indicate the person(s) responsible for data collection, the frequency of collection, and their capacity to utilize additional reporting forms requested through this funding opportunity.

g) Sustainability Plan (5 Points)

Applicants must also include a sustainability plan describing how the work will be sustained beyond the grant period, which may include costs of operation, partnerships with community groups, and impact of long-term engagement in this area.

h) Budget Detail and Budget Narrative (15 Points)

- Applicants **must** use the Budget Detail Worksheet form provided in the application package. **Be sure your application uses the current form – returning applicants cannot use a prior year’s budget detail worksheet.**
- 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.
- Applicants should refer to section X of these Guidelines for a description of budget categories and allowable expenses.

i) Additional 10 points for Previous Tertiary Prevention Experience Using State Funding (10 Points).

Applicants currently conducting tertiary prevention services, via a direct SFY24 CBVI award from the DLPS, will receive an additional 10 points provided they demonstrate success in their SFY24 grant. Success may be demonstrated through statistics, a narrative or a client testimonial. Please provide no more than one page. This will not count towards the overall page maximum.

j) Additional 5 points for Previous Primary and/or Secondary Prevention Experience Using State Funding (5 Points).

Applicants currently conducting primary and/or secondary prevention services, via a direct SFY24 CBVI award from the DLPS, will receive an additional 5 points provided they demonstrate success in their SFY24 grant. Success may be demonstrated through statistics, a narrative or a client testimonial. Please provide no more than one page. This will not count towards the overall page maximum

X. BUDGET CATEGORIES

A. PERSONNEL

List each position by title and name of employee, if available. If the position is to be hired, indicate TBH in lieu of the name. For salaried employees, enter the annual salary rate, and the percentage of time to be devoted to the project. The budget narrative **MUST** indicate, for each employee, if the employee is full-time or part-time. For employees that receive an hourly wage (part-time), enter the hourly wage and the number of hours a year 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.

B. FRINGE BENEFITS

If personnel are being reflected in the budget as a cost of the project, the corresponding fringe should also be included. The agency may be required to submit their agency's internal policy showing how fringe benefits are offered to all employees and at what percentages or costs

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.

DOA 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. 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. 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. CONSTRUCTION

Construction costs are unallowable.

G. SUBAWARDS

Subaward: Subawards 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. Subrecipients cannot earn a profit.

Briefly state the service to be provided and the purpose of the subaward.

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

***** Please Note: Important information regarding subawards: If the application includes a subaward(s) to assist in providing services outlined in the scope of work, your agency's proposed subrecipient(s) must meet the same eligibility criteria to receive funds that are imposed upon your agency and stated in the NOAF.**

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. The special conditions will also specify your agency's requirements for issuing a subaward and monitoring a subrecipient agency.

H. CONTRACTS/CONSULTANTS

Consultant: 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.

Indicate if the provider is a Procurement Contract or Consultant.

Briefly state the product or service to be provided and the purpose of the contract.

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

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

I. 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. For example, if the rented space will be 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: Gift Cards, Participant Aid, and Housing policies.**

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. These activities are intended to address stress and distress by attending to the worker's physical, psychological, and mental health needs. CBVI providers 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 CBVI grant, for expenses that are not covered by insurance.

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.

All employees are eligible for wellness and self-care activities, though it is recommended that grantees prioritize employees who are directly involved in violence prevention services or who have exposure to trauma, stress or distress resulting from the organization's provision of violence intervention services. 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 provision of violence intervention services.

Fines, Fees, Penalties and Expungement:

CBVI providers may be reimbursed for assisting clients in paying off fines, fees and other charges associated with the criminal justice process that are an impediment to the participants' successful participation in the program. These costs include costs associated with the expungement of criminal records, restoration of Driver's License, and other court costs and fees. CBVI providers may also be reimbursed for assisting clients in paying off money owed for restitution in criminal matters, provided, however, that CBVI providers have engaged with the client and have determined that the client has made reasonable efforts to pay the restitution, or that relevant circumstances were such that this grant allowance is warranted, including that the client does not have the means to make such payments on their own.

Note: These types of costs will only be allowable for those entities awarded with State funds. Entities awarded with federal ARP will not be allowed to have costs related to, or associated with, fines, fees, penalties and expungement, as described above, in their approved budget.

Childcare:

Applicants may propose costs for the provision of childcare assistance, provided that such assistance is necessary for the participant's participation in the program, without which the participant would be unable to utilize program services or the barrier to services would be so steep as to substantially impact the individual's participation and/or the success of the program. These costs may be provided on a limited basis only and cannot be used to support a participant's participation on an extended or ongoing basis.

Any proposed use of funds for childcare assistance must be subject to a written policy and must comply with all local, state and federal laws and regulations. Note, however, that in reviewing applications and when awarding grants involving funding for childcare services, the DLPS is neither reviewing nor representing that the applicants proposed childcare service(s) complies with or satisfies local, state, federal laws and regulations. The DLPS's goal in allowing the use of funds for the childcare assistance provided in this paragraph is to promote participants' participation in the program while providing applicants with the opportunity to assist participants in making arrangement for childcare that are safe and healthy.

Gift Cards:

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 victim 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 participants.

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.
4. Fuel cards can be provided to participants who have an established need. Volunteers and staff members are not to be issued fuel cards, but instead, should be reimbursed for travel occurring as a part of regular duties in accordance with the programs' travel policy.
5. Program managers conducting on-site monitoring visits with programs will verify log entries for the issuance of gift cards.

J. INDIRECT COSTS

Indirect costs are only allowable for those entities funded with federal ARP funds. If you are awarded State funds, and you include indirect costs in your budget, you will be required to amend your budget prior to receiving an award.

Indirect costs are allowed only if: a) the applicant has a current, federally approved indirect cost rate; or b) the applicant is eligible to use and elects to use the “de minimis” indirect cost rate described in 2 C.F.R. 200.414(f). An applicant with a current, federally approved indirect cost rate must attach a copy of the rate approval.

Narrative for any indirect costs should clearly state which direct costs the indirect cost agreement is being applied to. All requested information must be included in the budget detail worksheet and budget narrative.

In order to use the “de minimis” indirect rate an applicant would need to attach written documentation to the application that advises DOA of both the applicant’s eligibility (to use the “de minimis” rate) and its election.

Costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both.

Please see the Indirect Cost Rate Fact Sheet for additional information.

XI. ALLOWABLE AND UNALLOWABLE COSTS

Allowable Costs

Costs must be reasonable, allocable, and necessary for the project. All cost requests must be in line with these 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. Peer Support, including but not limited to, activities that provide opportunities for participants to share experiences, and provide self-help, information and emotional support.
2. Costs that are directly related to providing services, such as staff salaries and fringe benefits, skills training for staff, training-related travel, etc.
3. Other aid to participants: other aid to participants may include the cost to cover certain approved items in either in the immediate aftermath (up to 30 days) following a crime or traumatic injury or within 30 days of a serious crisis or traumatic incident for which the CBVI program provider has provided crisis intervention services. The purpose of these costs is to help provide stability to the participant and his/her household in the aftermath of a crime or 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 are intended to enable the dependent to continue with critical prosocial activities that support both the dependent person and participant's wellbeing and safety. Critical supports include items necessary for the continued participation in school, work, mental health services, medical treatments or other healing services not covered by insurance or VCCO. They may include educational items such as school supplies or school uniforms.
4. Reasonable outstanding funeral expenses for crime victims that are in excess of the amount covered by the Victim of Crime Compensation Office of the State of New Jersey but which may not exceed \$1,000.
5. Reasonable costs for meetings hosted by the CBVI program provider that are exclusively for participants or participants and their family. Meeting costs include decorations and refreshments. Events and meetings using CBVI program funds must follow an approved written policy and events and meetings must be approved in advance.
6. Reasonable costs for a limited supply of food pantry items. CBVI program providers may use CBVI funds to keep a limited stock of food pantry items (healthy snacks) on hand for

the exclusive and sole use by clients who are onsite receiving services. Food pantry items may not be consumed by non-participants (i.e., staff or consultants).

7. Funding may be used for temporary hotel stays, relocation costs, temporary shelter operations, apartment deposits and initial rent payments for permanent housing, and to hire temporary staff to serve as housing navigators and/or coordinators, to identify available housing and coordinate relocation. Prior to being reimbursed for housing services, the recipient agrees to submit its Agency's Housing Policy to DOA for approval of that policy. The Agency's Housing Policy must be in line with the DOA's VOCA Rapid Rehousing Policy; VOCA Relocation Policy, and VOCA Transitional Housing Policy, with the exception that the Agency's Housing Policy may include all CBVI participants, not only those identified as victims.

The Agency's Housing Policy should provide that the CBVI provider will expend program funds on housing only when it has engaged with the client and determined that such assistance is necessary for the participant's participation in the program, without which the participant would be unable to utilize program services or the barrier to services would be so steep as to as to substantially impact the individual's participation and/or the success of the program.

https://www.nj.gov/oag/grants/20200331-VOCA_Rapid-Rehousing-Policy-2020.pdf https://www.nj.gov/oag/grants/20200331-VOCA_Relocation-Policy-2020.pdf https://www.nj.gov/oag/grants/20200331-VOCA_Transitional-Housing-Policy2020.pdf

8. CBVI program providers may use funds to host community events intended to spread awareness of the CBVI program and to promote use of CBVI 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 DOA in advance.** Recipients must submit a written request to DOA 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 DOA by submitting a completed Event Information Form **no less than 30 days prior to the scheduled event.** The final date to submit an Event Form is December 1, 2025. Expenditures from any budget category for individual and/or individual family celebrations of any kind are prohibited.
9. CBVI program providers may use funds to host Responsive Community Events intended to support individuals and communities in the aftermath of an incident of gun/community violence. Funding for responsive events should be listed in the "Other" section of the budget. The total amount requested for Responsive Events should be listed as one (1) line item and explained in the Budget Narrative. Because these events are unpredictable,

an overall budget category amount can include estimated expenses. Eligible event expenses may include reasonable costs of food, peace walks, guest speakers, music, etc. **All events and expenses must be submitted to DOA on a completed Event Information Form within 30 days of the Responsive Event, but an email notification that the need for such event has occurred should be sent prior to any activities being planned. This notification is not for approval, but for awareness.** Unexpended dollars in this category, as the grant cycles comes to a close, may be reallocated to another budget line by working with DOA on the submission of a GARF, following all GARF requirements and procedures.

10. Services which respond to the immediate emotional, psychological, and physical health and safety (excluding medical care) of crime victims and program participants 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.
11. Services for CBVI program participants within the criminal justice system and other public proceedings arising from crime, such as accompaniments to offices and court; notification of trial dates, case disposition information and parole consideration procedures; restitution advocacy; and assistance with victim impact statements. Transportation, meals, and lodging costs to allow participation in a proceeding are also allowable.
12. Emergency legal assistance, such as for filing for restraining or protective orders, obtaining emergency custody orders and visitation rights, assistance with respect to child support, or legal assistance relating to consumer protection.
13. Services to assist participants with managing practical problems created by victimization. Such services include action on behalf of the participant with other service providers, creditors or employers at the participant's request; assisting the participant recover property that is retained as evidence; assisting in filing for compensation benefits; and helping to apply for public assistance.

Unallowable Costs:

Generally, allowable costs may be rejected if, in DOA's determination, such costs are deemed excessive or not integral to the success of the project. All items of cost will be reviewed by DOA to determine eligibility. Costs incurred outside the project period (before or after) are not allowable. Services provided by staff and/or contractors and all programmatic activities/events must occur on or before December 31, 2025, to be eligible for reimbursement. Additionally, all supplies and equipment must be received on or before December 31, 2025, for use during the project period, to be eligible for reimbursement.

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

- Lobbying
- Construction
- Research and Studies. *Project evaluations are allowable.
- Fundraising Activities, including using grant funds to applying for other funding (e.g., grants).
- Items received, or services provided, after the project period end date will not be reimbursed or otherwise be deemed allowable.
- 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

XII. GENERAL FISCAL REQUIREMENTS

General fiscal requirements include the following:

1. A separate account for the awarded project with separate accountability of receipts, expenditures, and balances for each fiscal budget period.
2. Itemization of all supporting records of grant receipts, expenditures and state/local contributions (if applicable) in sufficient detail to show exact nature for each fiscal budget period.
3. Provision of data and information for each expenditure and State/local contributions with proper reference to a supporting voucher or bill properly approved.
4. Maintenance of payroll authorizations and payments.
5. A time-reporting system (an electronic system is not required) for personnel charged to the grant and State/local contributed services (if applicable).
6. Maintain timesheets for all positions funded (award funds and match) under the award. Adequate documentation and policies must be maintained to determine

appropriate funding allocations. Special care should be taken if a position is funded from more than one source. **Time and effort records must account for an individual's entire day by funding source** and be signed by the employee and supervisor. Daily time reported must be recorded in increments of 15 minutes (.25).

You may view a sample timesheet at: https://www.njoag.gov/wp-content/uploads/2024/09/2024-0923_Sample-Time-and-Activity-report.pdf

7. Maintenance of records supporting charges for fringe benefits.
8. Maintenance of inventory records for equipment purchased, rented, and contributed.
9. Maintenance of inventory records for consumable supplies purchased.
10. Requirements/rules for payment by check.

XIII. RESOLUTION

Applicants will be required to 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.

XIV. 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.

XV. 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.

XVI. 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.

XVII. 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 DOA program monitors and auditors:

1. Copy of approved application and award package for the grant including but not limited to: 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 DOA.
2. Copies of all Requests for Reimbursements.
3. Banking Information: Cash verification, receipts documentation, check register, canceled checks, and bank statements.
4. Personnel Information: copies of all payroll evidence, timesheets as indicated above, etc., as required.
5. Equipment: copies of all purchase orders, receiving documents, bid or competitive quote information, paid invoices, and inventory data.
6. Consumable Supplies: copies of all purchase orders, receiving documents, invoices and paid invoices.

7. Operating Expenses: all space contracts and/or certificates, bid information, purchase orders, invoices, and payments.
8. Travel: copies of all travel authorizations, travel vouchers, and payments; copies of training certificates or other proof of attendance.
9. Copies of all Grant Adjustment requests and approvals.

XVIII. REPORTING PROCEDURES

A. PROGRAM NARRATIVE REPORTS

Recipients are required to submit programmatic progress reports describing project activities for the duration of the award period. Reports are to be submitted within fifteen (15) calendar days of the end each reporting period. Recipients will receive reporting forms and submission instructions with their copy of the executed contract/award document. Applicants designated by DOA as high risk will be required to report monthly. Applicants who opt for monthly financial reporting will also be required to submit monthly Program Narrative Reports.

B. FINANCIAL REPORTS

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

Recipients are required to submit DCS's. DCS reports must be submitted to your analyst at DOA, via e-mails, within fifteen (15) calendar days of the end of each reporting period. Applicants designated by DOA as high risk will be required to report monthly. Applicants may voluntarily opt for monthly financial reporting by submitting this request in writing.

At the end of the grant period, December 31, 2025, recipients will have a 45-day liquidation period to pay any unpaid obligations that occurred during the grant period. The 4th Quarter or December Monthly report is due on January 15, 2026. If there are unpaid obligations at the end of the grant period, these obligations must be listed in column 5 of the January 15th DCS, otherwise the grant closeout process will begin, which means that no additional documentation will be accepted. The final "liquidation" DCS showing all paid obligations is due no later than 45 days after the grant period has ended, February 14, 2026. No additional documentation will be accepted after this date and no extensions will be granted. The DCS submitted for the liquidation period shall be marked as final.

For each funding request, a separate State of New Jersey Payment Voucher must be submitted.

SOURCE DOCUMENTATION REQUIREMENT

All costs charged to 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. DOA grant staff will review all recipient source documentation prior to approving reimbursement requests. Costs lacking sufficient support may not be reimbursed.

XIX. BUDGET AND PROGRAM 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 **all deviations** from the approved budget and **receive prior written approvals for all budget revisions.**

For modifications in excess of one (1) percent of the total award amount, recipients are required to submit a written explanation (Justification Letter) and DOA Grant Adjustment Request Form (GARF). Budget modifications and GARF's will not be permitted within 30 days of the end of the contract period.

Note: the above noted 1% is cumulative over the life of the award, and not per request.

XX. 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 passthrough 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.

XXI. MONITORING OF PROGRAM PERFORMANCE

1. The recipient must assure that performance goals are being achieved.
2. The recipient shall inform DOA 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 DOA assistance required to resolve the situation.

3. DOA may, at its discretion, make site visits to:
 - a. Review program accomplishments and management control systems.
 - b. Provide such technical assistance as may be required.
 - c. Perform fiscal reviews to ensure grant funds are being properly expended in a timely manner.

DOA 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.

XXII. ADDITIONAL APPLICATION AND AWARD REQUIREMENTS

Conflicts of Interest

In order to avoid incompatible interests and any misperception of potential unfair benefit, the DLPS imposes the following terms and conditions to ensure potential conflicts of interest are avoided:

Individuals or entities may not use or attempt to use their positions under the CBVI program to secure unwarranted privileges or advantages for themselves or others. This prohibition shall include using or attempting to use non-public information acquired in the course of or by virtue of these positions.

System for Award Management (SAM) and Unique Entity Identifier (UEI)

Federal funding requires the gathering of information to comply with the Federal Funding and Accountability and Transparency Act (FFATA) of 2006. FFATA requires the use of the System for Award Management (SAM) the Unique Entity Identifier number (UEI) for each entity applying for a federal award or subaward.

*****Notice*****

Applicants awarded with federal funds must have a current UEI and SAM registration in order to be awarded and receive federal grant funding.

A Unique Entity Identifier number is a twelve character alpha numeric ID assigned to an entity by SAM.gov. Information on obtaining a UEI is available at SAM.gov.

The System for Award Management (SAM) is the Official U. S. Government system that consolidated the capabilities of CCR/Fed Reg, ORCA, and EPLS. There is NO fee to register. Applicants for grants (private non-profits, educational organizations, state and regional agencies, etc.) supported with federal grant funds must register on-line with SAM at <https://www.sam.gov>. Applicants must update or renew their registration at least once per year to maintain their active status.

Training and technical assistance and program evaluation

The DLPS may provide for a statewide training and technical assistance (TTA) provider for applicants who receive funding under this program as grantees. If a TTA is made available, applicants will be required to cooperate with the TTA as part of the receipt of funds under this program.

Additionally, the DLPS 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.

Applicant Disclosure and Justification – Grantees Designated High Risk by DLPS

An applicant that has been designated as a high-risk grantee by DLPS must 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 “DLPS High-Risk Grantee Applicant Disclosure and Justification.”

The DLPS may remove from consideration or not select for award a DLPS high-risk grantee applicant that is determined to pose a substantial risk of program implementation failure. In making such determinations, DLPS will consider one or more of the following factors: the applicant's lack of sufficient progress in addressing required corrective actions necessary for removal of the DLPS high-risk grantee designation; the nature and severity of the issues leading to or accompanying the applicant's DLPS high-risk grantee designation; or the applicant's expected ability to manage grant funds and achieve grant goals and objectives.

In the attachment, the applicant is to provide any additional information or justification—especially with regard to corrective actions yet to be implemented (as of the application date)—that may help demonstrate how the applicant has addressed or otherwise mitigated such uncorrected matters, such that any negative impact on the proposed program and its implementation would be immaterial or would be significantly reduced or eliminated. 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.

Please note that funding allocations and individual award amounts are subject to change.

Recipients shall recognize and agree that both the initial provision of funding and the continuation of such funding under a grant agreement is expressly depending upon the availability to the DLPS of funds appropriated by the State Legislature or through Federal funding from State and/or Federal revenue or such other funding sources, as may be applicable. A failure of the DLPS 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 Legislature or through Federal funding to appropriate funds shall not in any manner constitute a breach of a grant agreement by the DLPS or an event of default under a grant agreement and the DLPS shall not be held liable for any breach of a grant agreement because of the absence of available funding appropriations. In addition, future funding may not be anticipated from the DLPS 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 DLPS to expend funds beyond the termination date set in a grant agreement.