

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

**SFY25 NEW JERSEY ARRIVE TOGETHER
CRITICAL INCIDENT MODEL**



PROGRAM ADMINISTRATION AND FUNDING GUIDELINES

October 2024

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

**PROGRAM ADMINISTRATION AND FUNDING GUIDELINES FOR
ARRIVE TOGETHER CRITICAL INCIDENT MODEL**

I. PROGRAM ADMINISTRATION

Encounters with barricaded individuals present law enforcement officers with some of the most challenging scenarios they are forced to manage. These encounters vary widely but many of them involve individuals who are dealing with behavioral or mental health crises. The primary purpose of the Attorney General’s Directive Revising the Statewide Use of Force Policy to Incorporate Addendum C Addressing Law Enforcement Responses to Barricaded Individuals (“UOF Addendum C”) issued on August 22, 2024, is to maximize the chances of resolving incidents without death or serious bodily injury to anyone by ensuring that best practices are utilized during law enforcement responses to situations involving barricaded individuals. One such best practice is to integrate mental health professionals into the response. Mental health professionals, with appropriate education, requisite experience, and familiarity with law enforcement response procedures, can bring a unique perspective, expertise in dealing with a person experiencing a mental health crisis, and input informed by access to patient information to the incident leadership team.

The State of New Jersey, Department of Law & Public Safety, Division of Administration (DOA) received funds from the SFY25 state budget for the ARRIVE Together Program. Up to \$3,500,000 in non-competitive, formula grant funding will be used to support an expansion of the ARRIVE Together Program to include the Critical Incident Response Model. This model will provide funding to ensure that qualified and experienced Mental Health Professionals are available to respond to all incidents involving a barricaded individual or hostage situation as required by UOF Addendum C. These Mental Health Professionals may be individual providers or organizations.

This grant funding will be provided to eligible County Prosecutor’s Offices (CPOs) to ensure that a qualified and experienced Mental Health Professional(s) is available to respond to all incidents involving a barricaded individual or hostage situation within that County.

The funding is for a twelve-month period beginning as early as October 1, 2024, and as late as March 31, 2025. Project periods will end 12 months after the start date. Extensions may be granted on a case-by-case basis.

ARRIVE Together, which was piloted in Cumberland County, paired a State Trooper, trained in crisis intervention and de-escalation techniques, with a certified mental health screener and crisis specialist, to respond to 9-1-1 calls involving behavioral health incidents. The program expanded to other locations and other models including a telehealth program, follow-up models, and models in which mental health only teams respond initially to certain mental health calls and law enforcement officers are dispatched only if necessary. Counties have been encouraged to adopt the models that meet the unique needs of their community and to leverage or expand already existing resources and partnerships.

The DOA will award, administer, and monitor awards made under the ARRIVE Critical Incident Model. Staff from DOA and the Office of Alternative and Community Responses (OACR) will be available to provide technical assistance during the award process and award period. This is a reimbursement program, and recipients will be required to comply with backup documentation requirements for reimbursement of expenditures.

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

Office of Alternative and Community Responses
Department of Law & Public Safety
E-mail address: ARRIVETogether@njoag.gov

II. 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 intended for County Prosecutor's Offices that have one more Authorized Teams as defined in the UOF Addendum C, Section 4.3 and footnote 6; CPOs that anticipate having an Authorized Team(s) by March 31, 2025; and CPOs that have entered into a partnership with an out-of-county Authorized Team to respond to calls within their County and intend to provide a Mental Health Professional who will respond to those calls.
- Funding must be used to support an agreement with a qualified and experienced Mental Health Professional(s) who will be available to respond to all incidents involving a barricaded individual or hostage situation within the County.
- Funding is to be used for the purpose of providing a Mental Health Professional(s) to Authorized Team(s) operating in the County, including the New Jersey State Police.
- Funding may not be used to support other ARRIVE Together models.
- Recipients must ensure data collection is conducted via the Benchmark ARRIVE portal as well as any additional agency, local, county-, or state-level reporting systems.
- Recipients must name an ARRIVE Critical Incident Model point of contact who will be designated as the Project Director and will facilitate communication between OACR, the County Prosecutor's Office, the contracted Mental Health Professional, and leadership of the Authorized Team(s).
- Funding may not be used for law enforcement salary, fringe benefits, or overtime costs.
- Funding may not be used for tactical equipment but may be used for other equipment, materials, supplies, or transportation expenses associated with the ARRIVE Critical Incident Model (e.g., vehicle, tablet, etc.), but are subject to pre-approval by OACR.
- Funds may be used to support the planning, establishment, and ongoing development of an ARRIVE Together Critical Incident Model but should be primarily utilized to offset the costs associated with contracting with a Mental Health Professional.
- Funding may include training costs for the Mental Health Partners consistent with the Critical Incident Model or for members of the tactical or negotiation team made necessary by the addition of the Mental Health Partner, intended to improve the integration of the Mental Health Partner, or intended to improve the Critical Incident Model as approved by OACR.

III. APPLICATION AND AWARD REQUIREMENTS

A. PARTICIPATION and SUBMISSION

The DOA will offer non-competitive grant funding to CPOs that have one or more Authorized Teams as defined in the UOF Addendum C, Section 4.3 and footnote 6; CPOs that anticipate having an Authorized Team(s) by March 31, 2025; and CPOs that have entered into a partnership with an out-of-county Authorized Team who will respond to calls within their County and intend to provide a Mental Health Professional who will respond to those calls.

Applications must be submitted by March 31, 2025. Please note that CPOs can begin submitting application packages beginning October 1, 2024, and are encouraged to apply as early as possible after identifying a partner Mental Health Professional(s). Applications must be emailed to ARRIVETogether@njoag.gov.

B. GRANT APPLICATION

Applicants must complete and return the following:

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

C. GRANT AWARD

Funding decisions will be made within 30 days of submission of each respective application. Award packages will be sent out upon notification of award.

Recipients must complete and return the following:

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

IV. APPLICATION AUTHORIZATION

The submission of any grant application requires the signature of the applicant's Authorized Official (see Application Authorization Form) indicating that the application is authorized by the agency or unit of government. The signature of the Authorized Official indicates that the information provided within the application is truthful, accurate, and complete; that the applicant intends to comply with all requirements regarding the use of grant funds; and the applicant will use the grant funds to carry out the project as described in the application.

The Authorized Official also acknowledges that they are responsible for authorizing expenditures and disbursing grant funds. The Applicant certifies that all grant funds will be

used exclusively for the purposes specified in the grant award; and it will pay for all costs in excess of the grant award.

V. PROGRAM INFORMATION FORM

Applicants must complete the required Project Information Form; Budget Detail Worksheet and Narrative; and Project Work Plan. The Project Information Form requests information related to a County's current ARRIVE Together Program, Authorized and anticipated Authorized Teams who will respond to barricaded individuals or hostage situations as permitted in UOF Addendum C, historical data related to barricaded individuals or hostage situations in the county, the county's planned partnership with a Mental Health Professional(s), and data collection.

VI. BUDGET DETAIL WORKSHEET AND NARRATIVE

Applicants must provide a budget and narrative explanation, on the form provided, as to why those costs are necessary to support the embedding of a Mental Health Professional(s) into the County's Critical Incident Model, which includes a plan to support any Authorized Teams operating within the County. Funding should be used to pay for the Mental Health partnership, including costs associated with training and integration of the Mental Health Professional(s) into the Authorized Team(s) only. This may include training costs for the Mental Health Partners; new or additional equipment for use by the Mental Health Partners for the Critical Incident Model or made necessary by the addition of the Mental Health Partnership even if purchased by the CPO; training for the Mental Health Partner consistent with the Critical Incident Model; and training for members of the tactical or negotiation team made necessary by the addition of the Mental Health Partner, intended to improve the integration of the Mental Health Partner, or intended to improve the Critical Incident Model as approved by OACR.

1. Budget Categories:

a. CONTRACTS/SUBAWARDS

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

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

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

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

b. SALARIES

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

Note that this category should only be used if the CPO is hiring a Mental Health Professional(s) who will respond to incidents involving barricaded individuals or hostage situations.

c. FRINGE BENEFITS

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

d. EQUIPMENT

List non-expendable items that are purchased (Note: Organization's own capitalization policy for classification of equipment should be used.) Expendable items, with a cost less than \$1,000, should be included in the "Supplies" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high-cost items and those subject to rapid technological advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project and describe the procurement methods to be used.

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 activity. 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) and show the basis

for the computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

f. OTHER COSTS

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

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

VII. RESOLUTION

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

VIII. LEGAL COMPLIANCE

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

IX. DEBARMENT

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

Applicants are also expected to comply with state Executive Order No. 34 (March 17, 1976), and state circular letter OMB 93-13-GSA regarding debarments, suspensions, and disqualifications. The State Department of Treasury has an on-line, searchable database of those individuals, corporations, and agencies, who are debarred from conducting business with the State of New Jersey: <http://www.state.nj.us/treasury/revenue/debarment/index.shtml>. In the performance of any grant, recipients cannot conduct business with ineligible firms or individuals who are considered debarred, suspended, or disqualified.

X. NEW JERSEY PENALTIES FOR CORRUPTION OF PUBLIC RESOURCES

While enacting ethics and government corruption reforms, the New Jersey Legislature enacted Public Law 2007, Chapter 158, which makes knowingly misusing public resources for an unauthorized purpose a crime. N.J.S.A.2C:27-12. Under the Crime of Corruption of Public Resources, an individual commits a crime if (1) the public resource is subject to an obligation to be used to perform or facilitate the performance of a governmental function or public service, (2) a person knowingly uses a public resource for an unauthorized purpose, or

(3) a person makes a material representation that is false to a government agency . . . to obtain or retain a public resource, or with the purpose to mislead or deceive any person as to the use or disposition of a public resource. Id. The Legislature defines a public resource as including grants awarded by the government. Id. Convictions under this act could result in a 20-year prison term and \$200,000 fine. Id. The Legislature also enhanced public corruption penalties under the Public Corruption Profiteering Penalty Act, N.J.S.A. 2C:30-8, which subjects individuals convicted under public corruption laws, including N.J.S.A. 2C:27-12, to fines up to \$500,000. Under N.J.S.A. 2A:32C-3, a person shall also be subject to civil penalty and treble damages for making false claims under New Jersey's False Claims Act.

XI. RECIPIENT OFFICIAL FILE

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

- A. Copy of approved application and award package for the grant including Applicant Information Form; Application Authorization; Program Information Form; Budget Detail Worksheet and Narrative; New Jersey Single Audit Requirement Certification; Award Letter; Grant Award Contract; General and Special Conditions; the Resolution; and related written approvals from DOA.
- B. Copies of all quarterly Detailed Cost Statements, quarterly programmatic progress reports, backup documentation, and annual reports.
- C. Copies of all Requests for Reimbursements.
- D. Banking Information: Cash verification, receipts documentation, check register, canceled checks, and bank statements. (if applicable)
- E. Copies of all Grant Adjustment requests and approvals.

XII. REPORTING PROCEDURES

A. PROGRAMMATIC REPORTS

Recipients are required to submit quarterly programmatic progress reports to DOA describing project activities for the duration of the award period. Reports are to be submitted to DOA within fifteen (15) calendar days of the end the 3-month period (quarter). Recipients will receive reporting forms with their copy of the executed contract/award document. Reimbursement requests will not be processed if the narrative report submissions are not up to date.

Narrative Programmatic Progress Reports via email to your program analyst quarterly:

January – March, due April 15th

April – June, due July 15th

July – September, due October 15th

October – December, due January 15th

Recipients must additionally agree to comply with any additional reporting requirements and regulations which may be implemented during the program period via statute, directive, guideline, or request of the Department of Law and Public Safety.

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 quarterly DCS's. DCS reports must be submitted to your analyst at DOA, via e-mail, within fifteen (15) calendar days of the end of each quarter. The liquidation period for unpaid obligations is 45 days after the grant ends. 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.

1. SOURCE DOCUMENTATION REQUIREMENT

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

XIII. BUDGET REVISION AND MODIFICATION

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

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

- i. 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:

1. A financial statement audit performed in accordance with

- Government Auditing Standards (Yellow Book); or
2. A program specific audit performed in accordance with 2 C.F.R. § 200.500, et seq., and state policy.
- ii. 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:
 1. A single audit performed; or
 2. A program specific audit performed in accordance with 2 C.F.R. § 200.500, et seq., and state policy.
 - iii. 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 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.
- c. DOA may, at its discretion, make site visits to:
 - i. Review program accomplishments and management control systems.
 - ii. Provide such technical assistance as may be required.
 - iii. 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.