

**STATE OF NEW JERSEY
OFFICE OF THE ATTORNEY GENERAL**

COVID-19 EMERGENCY HOUSING FOR VICTIMS



PROGRAM GUIDELINES

Fall 2021

COVID-19 EMERGENCY HOUSING FOR VICTIMS GRANT

OVERVIEW

The purpose of the COVID-19 Emergency Housing for Victims grant is to provide funding for the relocating of high-risk victims of crime who face threats within their community, and whose victimization is directly related to, or heightened by, the pandemic. In many instances, geographic proximity to certain individuals or groups plays a major factor in perpetuating cycles of violence. Case management and social services can only be so effective if an individual remains in a high-risk environment, or depends on their perpetrator for shelter. Funding will be used to provide emergency housing services to victims of crime, including gun violence, domestic violence, sexual assault and human trafficking victims in need of immediate relocation during the COVID-19 pandemic. This approach will remove individuals from high-risk, retaliatory environments, and help fill a resource gap in current violence prevention programs.

PROGRAM-SPECIFIC INFORMATION

The State of New Jersey, Office of the Attorney General, is making available \$2,000,000, of its Federal Fiscal Year (FFY) 2020 CESF award, to support the COVID-19 Emergency Housing for Victims Program. \$1,000,000 is set aside for each of the specified purpose areas. The Office of the Attorney General is responsible for program administration and will provide technical assistance to applicants during application development and to recipients during program implementation.

All inquiries concerning the application process should be sent via e-mail to:
CESFVictimHousing@njoag.gov.

Purpose Area 1 – Statewide Provider for Domestic Violence Victims. The State of New Jersey, Office of the Attorney General seeks one entity to provide COVID-19 emergency housing for domestic violence victims. Of the \$2,000,000 in the program, \$1,000,000 is set aside for one entity capable of providing Statewide emergency housing services specifically to victims of domestic violence. The applicant must demonstrate, in their scored narrative, their ability to provide these services on a **Statewide** basis.

Purpose Area 2 – Community Focused Providers for All Victims. The State of New Jersey, Office of the Attorney General seeks applicants to provide COVID-19 emergency housing for all other victims of violence, including sexual assault, human trafficking, gun violence, etc.. Of the \$2,000,000 in the program, \$1,000,000 is set aside for this purpose. Applicants may apply for up to \$50,000. The applicant must demonstrate, in their scored narrative, their knowledge and ability to provide these services in their specified community.

Applicants may only apply for ONE of the above purpose areas. Applicants that apply for more than one will NOT be considered for funding.

Eligible Applicants: Private, nonprofit organizations and public agencies that provide crime victim services are eligible to apply. Private, nonprofit organizations must be organized under Title 15A of the New Jersey Revised Statutes or be qualified for a nonprofit tax exemption under the Internal Revenue Code 26 U.S.C. Section 501(c)(3).

Total Available Funding: \$2,000,000 divided up between the two purpose areas:

Purpose Area 1 - \$1,000,000

Purpose Area 2 - \$1,000,000

Individual Awards:

Purpose Area 1 –\$1,000,000

Purpose Area 2 – up to \$50,000 per award

Match: No match required

Performance Period: February 1, 2022 – January 30, 2023

Extensions will not be granted.

Application Deadline: 11:59pm on December 22, 2021

Funding may be used for hotel stays, relocation costs, temporary shelter operations, apartment deposits and rent payments for permanent housing, and to hire temporary staff to serve as housing navigators and/or coordinators, identifying available housing and coordinating relocation. All housing services must comply with OAG Grants' Housing Policies, which can be found at <https://www.nj.gov/oag/grants.htm>.

These funds will be awarded on a competitive basis, pursuant to the quality of the application submitted and the pending availability of federal funding. Funding decisions will be made to ensure the broadest and deepest level of service coverage practicable, taking into account the type of services to be delivered, the types of victims to be served, and the geographic distribution of the project.

APPLICATION INFORMATION

To be considered for funding, an eligible applicant must file a **complete** application, in accordance with the requirements of the program, by the submission deadline. **Late or incomplete applications will not be eligible for funding.** Please refer to the Notice of Available funding for the scoring elements of each application section.

A complete application must include the following:

- Applicant Information Form
- Application Authorization
- Program Narrative
- Budget Detail Worksheet and Narrative

- Federal Single Audit Certification
- Proof of Federal Single Audit Compliance (if applicable)
- New Jersey Single Audit Certification
- Department of Law & Public Safety Debarment and Suspension Certification
- Certification Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters and Drug-Free Workplace Requirements
- Certified Standard Assurances

Please use the forms provided. Applications must be completed and emailed to CESFVictimHousing@njoag.gov on or before **11:59 pm on December 22, 2021**. **Late or incomplete applications will not be considered for funding.**

Information contained in grant applications **may not be considered confidential** 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.

ALLOWABLE COSTS

Costs must be reasonable, allocable and necessary for the project.

Allowable costs are those charges identified under the grant program’s authorizing legislation, regulations and applicable Federal cost principles specific to the subrecipient found at **2 C.F.R. Part 200, Subpart E, Costs Principles** (2 C.F.R. § 400 et seq.).

Applicants and subrecipients (recipients or subrecipients of federal funds) must also adhere to the applicable financial and administrative requirements set forth in the most current version of the **U.S. Department of Justice (DOJ) Grants Financial Guide**, located at: https://www.ojp.gov/sites/g/files/xyckuh241/files/media/document/DOJ_FinancialGuide_1.pdf The DOJ Grants Financial Guide, which includes information on allowable costs, audit requirements, accounting systems, financial records and the administration of grant funds.

Finally, Applicants and subrecipients must comply with the **NJ State Department of Treasury, Office of Management and Budget, State Circulars**, as issued and superseded, found at <http://www.nj.gov/infobank/circular>.

UNALLOWABLE COSTS

Generally, allowable costs may be rejected if, in OAG’s determination, such costs are deemed excessive or not integral to the success of the project. All items of cost will be reviewed by OAG to determine eligibility. Also, costs incurred outside the project period (before or after) are not allowable. For a discussion on unallowable costs, see the DOJ Grants Financial Guide.

SUPPLANTING

Federal grant funds must be used to supplement existing funds for program activities and cannot replace, or supplant, nonfederal funds that have been appropriated for the same purpose. If there is a potential of supplanting, the applicant may be asked to supply documentation demonstrating that the reduction in non-federal resources occurred for reasons other than the receipt or expected receipt of federal funds.

GENERAL AND SPECIAL CONDITIONS

Special consideration should be given to the following general and special conditions pertaining to the administration of subawards:

- **RETENTION OF RECORDS**

All grant records of the Grantee and its subrecipients and Contractors and Vendors, including books of original entry, source documents, supporting accounting transactions, the general ledger, subsidiary ledgers, personnel and payroll records, canceled checks must be retained for a period of at least three years. The retention period starts from the date of the receipt of the final expenditure report.

Records must be retained beyond the three-year period if an audit is in progress and/or findings of a completed audit have not been resolved satisfactorily. Also, records must be retained beyond seven years if there is any litigation, claim, negotiation, or action started before the end of the seven-year period.

- **FUND PAYMENT**

All payments made to the subrecipient will be recorded by the subrecipient in accounting records separate from all other fund accounts, including funds derived from other grant awards. Amounts paid shall be available for expenditure by the subrecipient in accordance with the provisions of the subaward throughout the project period subject to such conditions as OAG may prescribe.

- **USE OF SUBAWARD FUNDS**

Funds granted may be used only for the purpose required to carry out the grant as approved and identified in the "Subaward" and OAG "Approved Project Budget." Any deviation in the total approved project budget of one (1) percent of the subaward or more, within or between budget categories, requires the prior written approval of OAG.

Subrecipients may, without prior approval, deviate from a budget category when the change, either between or within the category, does not exceed one (1) percent. The subrecipient is required to notify OAG staff of this change. Deviations from the approved project budget within a budget category exceeding one (1) percent must be requested by letter prior to the

expenditure of funds. When the deviation exceeds one (1) percent and is between budget categories, a Grant Adjustment Request Form must be submitted requesting prior approval.

- **EMPLOYEE TIMESHEETS & CERTIFICATIONS**

Applicants must keep detailed time reports showing actual time worked on a grant.

Subrecipients are expected to prepare certifications or Time and Activity Reports for personnel who perform grant activities. These Time and Activity Reports are required monthly for nonprofit agencies. Universities, State agencies and local units of government are required to prepare either personnel certifications at least every 6 months or personnel monthly Time and Activity Reports.

FOR STATE AGENCIES AND LOCAL UNITS OF GOVERNMENT, when an employee works solely on one specific grant award, then a minimum of every 6 months both the employee and supervisor is expected to prepare and sign an after-the-fact certification that the employee worked 100% of his or her time on the grant award.

Where an employee's salary is paid from more than one grant program, project periods, or overlapping periods, then salary costs must be based on actual time spent on the grant activity. (Hourly time and effort reporting). The applicant must maintain reports reflecting an after the fact distribution of the actual activity of each employee; account for the total activity of each employee; be prepared at least monthly; coincide with one or more pay periods; and be signed by the employee. These reports should also be reviewed and approved on a regular basis by a supervisory official having first hand knowledge of the work performed. The approving official should document the review and approval by signing or initialing each employee's time and/or effort report.

FOR NON-PROFIT ORGANIZATIONS, monthly Time and Activity Reports are required for all personnel who work on grants. The applicant must maintain reports reflecting an after the fact distribution of the actual activity of each employee; account for the total activity of each employee; be prepared at least monthly; coincide with one or more pay periods; and be signed by the employee. These reports should also be reviewed and approved on a regular basis by a supervisory official having first-hand knowledge of the work performed. The approving official should document the review and approval by signing or initialing each employee's Time and Activity Report.

RESOLUTION

Applicants are **NOT** required to submit resolution with their applications. However, applicants awarded funds (except State Agencies) must return a certified Resolution with the AWARD package at the AWARD stage.

The Resolution should state that the subrecipient unit of government/nonprofit organization agrees to accept funding, **the specific federal amount, the specific match amount**

(if applicable) under the Federal grant program, the period of performance under the program, and the subaward number.

The Resolution must be certified by the recording officer and should contain the official seal. A Resolution and Certification checklist will be provided to successful applicants upon the award stage.

SYSTEM FOR AWARD MANAGEMENT (SAM) AND DATA UNIVERSAL NUMBERING SYSTEM (DUNS)

The Department of Justice, Office of Justice Programs, 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), and the Data Universal Numbering System (DUNS) for each entity applying for a Federal award or subaward.

*****Notice***: Applications without a current SAM registration or a DUNS number are incomplete. No applicant may receive a subaward unless it has provided a DUNS number.**

The details of subrecipient obligations are posted on the Office of Justice Programs web site at <https://www.ojp.gov/funding> and are incorporated by reference here.

A DUNS number is a unique nine-digit sequence recognized as a unique identifier for tracking Federal assistance applicants, recipients, and subrecipients. A DUNS number assignment is free, one-time activity, and can be obtained by applying online at <https://www.dnb.com/duns-number.html>.

The System for Award Management (SAM) is the Official U.S. Government system that consolidated the capabilities of CCR/FedReg, ORCA, and EPLS. There is NO fee to register. Applicants for grants (private nonprofits, 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.

SUBRECIPIENT OFFICIAL FILE

Subrecipients are required to maintain an auditable master file for subaward documents. The following documents must be available for on-site review by OAG.

- **Application and Award Documents:** copies of the approved application documents for the subaward, the subaward contract, award letter, Applicant Information Form, Budget Detail, Applicant Authorization, EEO Certification, General Conditions, Special Conditions, and OAG Project Approved budget, all project modification requests, grant adjustments, and related written approvals from OAG.

- **Financial and Programmatic Reports:** copies of all quarterly detailed cost statements, quarterly programmatic progress reports, and annual reports.
- **Personnel Information:** copies of all payroll evidence, staff assignment forms, hourly time reports and monthly Time and Activity Reports or and semi-annual certifications; as required.
- **Equipment:** copies of all purchase orders, receiving documents, bid or competitive quote information, paid vouchers, and inventory data.
- **Consumable Supplies:** copies of all purchase orders, receiving documents, invoices, and paid vouchers.
- **Supplies and Operating Expenses:** all space contracts and/or certificates, bid information, purchase orders, invoices, and payments.
- **Travel:** copies of all travel authorizations, travel vouchers, and payments; copies of training certificates or other proof of attendance.
- **Banking Information:** cash verification, receipts documentation, check register, canceled checks, and bank statements.

REPORTING PROCEDURES

PROGRAMMATIC PROGRESS REPORTS

To comply with the Government Performance and Results Act of 1993, the federal government also requires the reporting of specific performance measurements. Subrecipients are required to submit **quarterly** programmatic progress reports to OAG describing project activities for the duration of the award period. Reports are to be submitted to OAG within **fifteen (15) calendar days** of the end of the quarter. Subrecipients will receive reporting forms with their copy of the executed contract/award document. That reporting form will include specific performance measurements applicable to their grant.

If a subaward begins less than a month before the end of a calendar quarter, a programmatic progress report is not due for that quarter. Activities for this shortened period should be accounted for in the subsequent quarterly report.

DETAILED COST STATEMENT

The subrecipient is required to submit financial expenditure reports or Detailed Cost Statement (DCS) comparing actual expenditures with the OAG Approved Project Budget. Subrecipients are required to submit **quarterly** DCSs within **fifteen (15) calendar days** of the end of each quarter. For each funding request, a separate State of New Jersey Payment Voucher must be submitted.

At the end of the grant term, the subrecipient also is required to file a final DCS to document the receipt and expenditure of all grant funds. This final DCS must be filed within **fifteen (15) calendar** days of the end of the liquidation period, which is 45 days after the grant period end date.

SOURCE DOCUMENTATION REQUIREMENT

All costs charged to federal awards must be adequately documented. See 2 C.F.R. § 200.403. All subrecipients must provide supporting source documentation (e.g. invoices, hotel receipts, timesheets, payroll records, purchase orders) with their reimbursement requests. Subrecipients should be ensuring that their costs are allowable, mathematically accurate and correlate to the source documentation provided. Grant staff will review all subrecipient source documentation prior to approving reimbursement requests. Costs lacking sufficient support may not be reimbursed.

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.

Subrecipients 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, Subrecipients are required to submit a written explanation (Justification Letter) and an OAG Grant Adjustment Request Form (GARF).

Subrecipients will be required to request a budget revision for the following reasons:

- Changes in the scope, objective, financial assistance, key personnel, the timing of the project or deviations from the approved budget.
- Need to extend the grant period.
- Provide financial assistance to a third party by sub-contracting (if authorized by law) or by another means to obtain the services of a third party to perform activities which are central to the purpose of the award.
- Adjustments between cost categories and/or shifts of funding to direct cost categories that are not part of the approved budget.
- Revisions which involve the transfer of amounts budgeted for indirect costs to absorb increases in direct costs.

When requesting approval for budget revisions in excess of one (1) percent, the subrecipient must complete a GARF and provide a written explanation (Justification Letter).

SUBRECIPIENT FISCAL RESPONSIBILITY

The subrecipient must maintain a bookkeeping system, records, and auditable files to account for all grant monies spent and all matching funds contributed to the project. While a preferred system is not specified, subrecipients are expected to conform to accepted accounting standards.

FINANCIAL MANAGEMENT SYSTEM

The subrecipient is responsible for maintaining an adequate financial management system and will immediately notify OAG when it cannot comply with these requirements.

1. The subrecipient's financial management system shall provide for:

a. **Financial Reporting:**

Accurate, current, and complete disclosure of the financial results of each grant in conformity with generally accepted principles of accounting, and reporting in a format that is in accordance with the financial reporting requirements of the grant.

b. **Accounting Records:**

Records that accurately and timely identify the source and application of funds for grant-supported activities. These records must contain information pertaining to the receipt of grant funds by source, authorizations, obligations, unobligated and unexpended balances, assets, liabilities, outlays or expenditures, and income.

c. **Internal Controls:**

Effective internal and accounting controls over all funds, property and other assets. The subrecipient must adequately safeguard all assets and assure that they are used solely for authorized purposes. Controls must be established to ensure that expenditures charged to subaward activities are readily available to certify that such charges are accurate.

d. **Budget Controls:**

Comparison of actual expenditures or outlays with budgeted amounts for grant funds and required non-federal expenditures. Also, the relationship of financial information with performance or productivity data, including the development of unit cost information.

e. **Allowable Costs:**

Procedures for determining reasonableness, allowability, and allocation of costs generally consistent with the provisions of Federal and State requirements.

f. **Source Documentation:**

Accounting records are supported by source documentation.

g. **Cash Management:**

Procedures to minimize the time elapsing between the advance of funds from OAG and the disbursement by the subrecipient, whenever funds are advanced by OAG.

2. OAG may require the submission of an “Accounting System and Financial Capability Questionnaire.”

3. OAG may review the adequacy of the financial management system of any applicant as part of a pre-award review or at any time subsequent to the award. If OAG determines that the subrecipient’s accounting system does not meet the standards described above, additional information to monitor the grant may be required until the system meets with OAG’s approval.

FISCAL REQUIREMENTS

1. A separate account for the subaward 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 vouchers.
5. Maintenance of an **hourly** time-reporting system for personnel charged to the grant and state/local contributed services (if applicable).
6. Maintenance of records supporting charges for fringe benefits.
7. Maintenance of inventory records for equipment purchased, rented, and contributed.
8. Maintenance of inventory records for consumable supplies purchased.
9. Provisions for payment by check.
10. Maintain timesheets describing work activity, signed by the employee and supervisor, to document hours personnel worked on grant-related activities.
11. Prepare certifications for employees who worked solely on the grant-funded project verifying salary and wage charges to the project that are signed by the employee and supervisor.

MONITORING OF PROJECT PERFORMANCE

The subrecipient must assure compliance that performance goals are being achieved. Subrecipient monitoring must cover each project, function or activity to monitor performance under grant-supported activities to assure time schedules and objectives are being met, projected work units by time periods are being accomplished, and other performance goals are being achieved as applicable.

The subrecipient shall inform OAG if there are problems, delays, or adverse conditions which will materially impair the ability to attain project 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 Program Development/Grants assistance required to resolve the situation.

Including, but not limited to, the following reasons, OAG may make periodic site visits to:

1. Review project accomplishments and management control systems.
2. Provide such technical assistance as may be required.
3. Perform fiscal reviews to ensure grant funds are being properly expended in a timely manner.
4. Ensure compliance with all pertinent civil rights laws and regulations.