PUBLIC NOTICE

LAW AND PUBLIC SAFETY

OFFICE OF THE ATTORNEY GENERAL

Notice of Availability and Award of Funds

FFY 2018 Federal Victims of Crime Act (VOCA),

Competitive Funds for New Jersey Hospital Based Violence Intervention Program (NJHVIP)

Take notice that, in compliance with N.J.S.A. 52:14-34.4, the Department of Law & Public Safety (Department), Office of the Attorney General announces the availability of the following grant program funds:

Name of the Program: New Jersey Hospital-Based Violence Intervention Program (NJHVIP) This program is supported by the Federal Fiscal Year 2018 (FFY18) Victims of Crime Act (VOCA) Victim Assistance Grant Program.

Purpose: Rutgers Center for Gun Violence Research estimates gun violence costs New Jersey $3.3 billion annually. The Office of the Attorney General (OAG) is committed to providing additional resources for victim services and to placing a particular emphasis on enhancing services to underserved victims and victims of gun violence in an effort to break the cycle of repeat victimization and save human lives. OAG is also striving to build community capacity to address violence in a sustained and empowering way.

The purpose of the New Jersey Hospital-Based Violence Intervention Program (NJHVIP) is to expand programming that improves linkages between the victim services field and hospitals and/or other medical facilities to increase support for victims of crime, improve their outcomes, and reduce future victimization. NJHVIP will support projects that are partnerships between a hospital trauma center, hospital emergency department or a local health department, and one or more community based
organizations that support crime survivors outside of the hospital. Examples of those services are high-risk intervention to prevent retaliation, casework, and culturally appropriate healing. In recognition of the fact that underserved victims are often served exclusively by community-based organizations, this NOAF requires partnerships with at least one community-based direct victim service organizations.

**Purpose Area 1**

This solicitation will fund up to nine demonstration sites that put in place evidence-based models, practices, policies, and partnerships to implement or expand hospital-connected programs that support crime victims and ensure that culturally appropriate victim services are available. Applications should represent partnerships, however, one eligible entity must be the subrecipient with primary responsibility for managing the grant and other partners should be proposed as contractors. Planning processes may represent a significant portion of the grant.

**Purpose Area 2**

This solicitation will support a single training and technical assistance (TTA) provider to support up to nine NJHVIP sites. Applicants must have: (1) demonstrated experience providing training and technical assistance for victim services and/or violence reduction programming; (2) demonstrated understanding of the range of crime victims’ needs in both institutional and community settings; and (3) the staff resources and capacity to provide technical assistance support to a wide range of victim-serving organizations and stakeholders necessary to this project. Applications may represent partnerships; however, one eligible entity must be the subrecipient with primary responsibility for managing the grant and paying subgrantees.

Eligible applicants may apply to either the demonstration projects OR technical assistance project, but not both. *Applicants that apply for both projects will NOT be considered.*
Purpose Area 1 (NJHVIP Project Demonstration Sites)

All NJHVIP site applicants will be required to use OAG’s selected TTA provider in order to ensure that they are following best practices. The TTA provider will measure progress toward benchmarks. Compliance with the TTA process is mandatory to receive continuing funding, if available. Failure to participate in the TTA process may result in early termination of the grant.

The participating sites will develop extensive plans to provide VOCA-eligible, comprehensive, victim-centered services that aid in survivors’ physical and emotional recovery and break the cycle of violence. OAG encourages applicants to choose to serve all victims who enter the hospital but applicants may identify a specific population to serve (e.g., youth, adults, older adults). Applicants may also focus their efforts on assisting victims of specific types of victimization, such as shootings, stabbings, assaults, or human trafficking. Program applicants should include detailed descriptions of the specific approach they will follow to reach the specified type of victims and explain how the approach will be used to improve victim outcomes. Applicants should also include a detailed explanation of how their program partners will assist in meeting the complex needs of the victims served and the structure of the partnerships, including decision-making processes, communications mechanisms, and financial arrangements.

Successful applications must include a connection to one or more hospitals or departments of health within the area and relevant victim-serving organizations to implement a model most appropriate in that jurisdiction and most capable of filling an unmet need. Successful applicants will offer an array of services to meet victim needs in and out of a medical setting, including immediate supports such as safety planning, crisis intervention, referrals to community-based victim services (including the Victims of Crime Compensation Office) and social services, victim advocacy, emotional support, grief counseling, and psycho-education on the effects of trauma on victims and their families. Collaborations with victim-serving organizations are a required element of this model and applicants should have assurances that all
partners have capacity to provide the required services or that applicants should budget for these services. Programs must incorporate plans to follow up with discharged victims and their families to assist with their long-term recovery.

The participating sites will work along with a TTA provider to establish information-sharing agreements to elevate vital health-related data on a jurisdiction-level, as well as engage in cross-analysis of victimization and victim services information, and where possible/appropriate, other health-related data not often utilized by the victim assistance field. These efforts will yield vital learning and best practices around aligning currently disparate data collection efforts, and overall improving the ability of these fields to talk to one another.

Applicants are required to engage survivors and their families as active participants. This may include, for example, engaging survivors on advisory panels and/or in active and ongoing stages of planning and development.

Sites funded through the NJHVIP site solicitation will engage in the following activities to meet the program goals and objectives:

- Identify or hire a project lead and formalize plans to coordinate and manage the proposed project.
- Identify potential program partners and develop or enhance letters of intent and Memoranda of Understanding (MOUs) to reflect roles, responsibilities, compensation agreements, and commitments from partners.
- Work in conjunction with the identified TA provider (which will be announced at the same time as the site selections are announced) and in a learning community with other sites to strengthen the proposed projects and develop plans to sustain their efforts.
- Develop a logic model to illustrate how the grantee will monitor and evaluate project performance.
• Establish data collection processes to support implementation/process evaluation and reports developed on the project.

• Enter into a cooperative agreement with OAG to ensure OAG’s involvement in key decisions and direction of the project.

Deliverables include:

• Submit quarterly financial reports and semi-annual progress reports in compliance with DOJ grant requirements.

• Participate in conferences and meetings hosted by the TA provider and OAG, as requested by OAG. Please note that applicants may want to budget for their team to travel to national learning conferences such as Healing Justice, the National Network of HVIPs annual conference.

• A final report that describes how the grantee implemented its project, including identification of project partners, areas of success, and lessons learned.

• If subrecipients collaborate with a research entity to conduct a process/implementation evaluation of the project and identify and document the project’s use of evidence-based practices, the subrecipient must submit copies of those reports to the OAG.

To learn about the activities and costs that may be covered for subrecipients, please consult the new Final Rule (28 C.F.R. Part 94, Subpart B) for the Victims of Crime Act, Victim Assistance Program.

You may find the final rule at the following website:


Examples of the types of services that may be considered for funding under the new Final Rule include, but are not limited, to the following:

1. Immediate emotional, psychological, and physical health and safety
2. Personal advocacy and emotional support
3. Mental health counseling and care
4. Peer-support
5. Facilitation of participation in criminal justice and other public proceedings arising from the crime
6. Emergency and certain non-emergency legal assistance
7. Public awareness
8. Personnel costs
9. Volunteer trainings and skills training for staff
10. Training-related travel
11. Maintenance, repair, or replacement of essential items
12. Project evaluation
13. Coordination of activities
14. Supervision of direct service providers
15. Multi-system, interagency, multi-disciplinary response to crime victim needs
16. Contracts for professional services
17. Automated systems and technology

**Purpose Area 2 (Training and Technical Assistance)**

OAG will select one entity to provide comprehensive TTA to the demonstration sites and develop TTA tools and resources to support the initiative. The TTA provider will be expected to deliver an array of TA resources and guidance that support the demonstration sites and the overall initiative. The comprehensive TA resources and support could include, but is not limited to: (1) providing diverse subject-matter expertise and innovative assistance to the demonstration sites to ensure they develop solid plans to support crime victims, achieve their individual goals and objectives, and sustain their efforts; (2) working with sites to engage partners and strengthen their project plans; (3) identifying and providing TA that is comprehensive, coordinated, appropriate, trauma-informed, and data-driven to reach and assist all victims; (4) facilitating peer learning exchanges among the sites and other
organizations engaged in similar work to promote problem-solving and innovation through the exchange of ideas and information; and, (5) Offer an overall evaluation of the program.

TTA applicants must clearly demonstrate their knowledge and experience in providing technical assistance to victim-serving organizations. Applicants should also demonstrate their knowledge and relevant connection to mental and behavioral health counseling services, and potentially other critical overlapping areas, such as substance use treatment, and have the ability to collaborate with these entities as needed to support this TA project. The successful applicant must have experience with promoting equity among partners with unequal resources and training.

In addition to supporting the demonstration sites, the TA provider will produce a toolkit for other sites seeking to replicate an HVIP model and policymakers seeking to promote coordinated approaches to victim assistance and to encourage stakeholders to more effectively incorporate public health strategies for victims of crime into their work and grant-making.

In addition to highlighting national best practices, this toolkit has the potential to clarify, for the New Jersey hospital-based victim services field, the differences that currently exist between various models and strategies, while also highlighting the unique challenges of responding to various types of victimization and specific vulnerable populations. The toolkit may also address strategies for implementation, including the challenges of managing partnerships among organizations with different cultures and resources that are necessary for a multidisciplinary approach. The TTA provider will work with OAG to disseminate these resources while educating stakeholders on the need for these strategies.

The TA provider funded through this solicitation will engage in the following activities to meet the program goals and objectives:

- Identify a project lead and expert consultants to provide ongoing support for the demonstration sites.
- Develop a plan for the comprehensive delivery of TTA to the demonstration sites, including
plans to provide site-specific support, using a variety of delivery methods (phone, web-based, and in-person).

- Perform all logistics to support training and technical assistance activities and events.
- Develop a toolkit for policymakers and agencies to promote the application of public health approaches that improve outcomes for crime victims, and the incorporation of these strategies into the broader response to victims of crime.
- Share emerging information about the initiative with the field through webinars, conference workshops, blogs, and other communication methods.
- Plan and deliver one all-site meeting for each year of the demonstration initiative.
- Develop a system for receiving, tracking, and responding to requests for TTA, including an evaluation process that allows OAG to assess user satisfaction with services.
- Provide OAG with regular updates on progress of participating sites’ efforts to plan, develop, and implement their strategies while ensuring that participants do not stray from goals and intentions outlined in the NOAF for demonstration sites.

**Deliverables include:**

- Organize two conferences and two meetings hosted with OAG and other project partners as determined by OAG.
- Participate in regular calls with the OAG grant team and submission of quarterly reports tracking TA activities.
- Submit quarterly financial reports and semi-annual progress reports in compliance with DOJ grant requirements.
- Develop toolkit for policymakers and agencies.
- A final report summarizing the overall initiative, including a summary of the TTA project, success stories, and lessons learned.
All of these activities will be completed in close coordination with OAG’s grant manager.

**Available Funding:** The State of New Jersey, Office of the Attorney General is making up to $20,000,000 available to support the New Jersey Hospital Based Violence Intervention Program (NJHVIP). These funds will be awarded on a competitive basis.

Site applicants may apply for a maximum of $2,000,000 per project. The project period will begin January 1, 2020 and end on September 30, 2021. Subaward extensions will not be permitted. Only one application per applicant will be accepted. Continuation funding may be available, contingent upon the availability of federal funding and the subrecipient’s compliance with grant conditions and performance of its goals and objectives. A 20 percent match, cash or in-kind, is required by all applicants. For example, a $500,000 award requires a $125,000 match for a total grant award of $625,000.

TTA applicants may apply for up to $2,000,000 to provide TTA to the up to nine NJVIP demonstration sites. The project period will begin November 1, 2019 and end on September 30, 2021. Subaward extensions will not be permitted. A 20 percent match, cash or in-kind, is required by all applicants. For example, a $2,000,000 award requires a $500,000 match for a total grant award of $2,500,000.

**Match Waiver:**

If you are unable to fulfill the match requirement, the Federal Office for Victims of Crime (OVC) may grant a full or partial match waiver on a case-by-case basis if extraordinary need is documented. Waivers are at the discretion of the OVC Director, considering factors such as local resources, annual budget changes, past inability to provide match, and whether funding is for new or additional activities requiring match.
To request a waiver, please provide a letter, with justification for your request, to the L&PS, and include it with your application package. L&PS will review all requests and send only those requests that are supported and justified to OVC for approval.

Please note, you **MUST** still include the full match requirement in your budget, even if you intend to seek a waiver. Your inability to meet the full match amount will not negatively bear upon the strength of your grant application.

**Eligible Applicants:**

- For the Demonstration Site Program, applicants are limited to: a local public agency or a nonprofit organization, or a combination of such agencies or organizations or of both such agencies and organizations that have formed a partnership. Federally recognized tribal governments (as determined by the Secretary of the Interior); nonprofit organizations (including hospitals and tribal nonprofit organizations); faith-based and community-based organizations that serve crime victims; and public or non-profit colleges or universities (including tribal institutions of higher education) that demonstrate an understanding of the area of victimization and support services described in this solicitation are eligible to participate in the partnerships. Applicants must have the staff resources, capacity to develop or enhance programs proposed to address the area of victimization and/or services described in this solicitation, and the required partnerships. Eligible projects must include a clear connection to a hospital trauma center or emergency room or a health department and at least one community based organization that provides community based high-risk intervention services or culturally appropriate victim services.
For the Training and Technical Assistance program, applicants are limited to: nonprofit organizations, public or non-profit colleges and universities, or public agencies (including tribal nonprofit organizations and tribal institutions of higher education).

Qualifications needed by an applicant to be considered for funding: Applicants must be in good standing with all State and Federal agencies with which they have had an existing grant or contractual relationship. Where appropriate, all applicants must hold current professional and State licenses and certifications. Applicants must have a record of utilizing volunteers in providing victim services.

Applicant agencies and victim assistance programs must meet all applicable statutory and regulatory VOCA program eligibility requirements found at 42 U.S.C. § 10603 and 28 C.F.R. Part 94. The Department reserves the right to decline any and all applicants who cannot demonstrate proof of compliance with VOCA program requirements.

The Federal Funding Accountability and Transparency Act (FFATA) of 2006 requires an agency to obtain a Data Universal Numbering System (DUNS) number and register with the System for Award Management (SAM), formerly the Central Contractor Registration (CCR), to receive a Federal award or subaward. Applicants without a current DUNS number(s) and SAM registration will be considered ineligible. Successful applicants will be required to complete a FFATA form upon award. To be considered for either grant, an eligible applicant must file a completed application, in accordance with the requirements of the program, by the submission deadline.
The application should clearly indicate whether the applicant is applying to the NJHVIP Demonstration Site Project or the Training and Technical Assistance Project.

Applications submitted for both projects will not be considered.

The following scored components must be included in the application for **NJHVIP Demonstration Project Sites**:

- **a. Background, Mission, Experience, and Capability of Lead Applicant and Key Partners. 5 Points**
  
  Please describe in detail the applicant’s mission, background and experience as it relates to the purpose and objectives of the proposed project. Explain the applicant and partners’ knowledge and capability to carry out the project based on demonstrated experience in providing victim services to the target population.

- **b. Problem Statement/Needs Assessment. 10 points**

  Please identify the specific problem(s), target population, and geographic area that the proposed project will address. Describe the needs and characteristics of the target population; local needs and conditions; describe existing services and identify gaps and/or barriers in services. Include current statistics and relevant facts to substantiate the need and selection of the proposed project.


  Please specify clear, realistic goals for the proposed project. Identify objectives that are concise, measurable and clearly relate to the goals, problem statement/needs assessment, and target population. Measurable objectives shall include, but are not be limited to, the level of service to be provided. Describe in detail the project’s approach or strategy for attaining each objective.
Use the form provided to submit a project work plan that specifies each objective along with the major activities, responsible staff and feasible timeframes for each objective and activity. For new projects, the work plan should allow adequate time for development of policies and procedures. Proposed programs should provide programs, services, and resources to meet the cultural and language preferences of the clients and families being served.

d. Equitable Partnership Between Medical Institution and Community Based Organization(s)

Providing High Risk Intervention and/or Culturally Appropriate Victim Services. 15 points

Please describe:

- The relationship among proposed partners, including the length of time working collaboratively, the greatest success of the partnership, and challenges the partnership has faced. What adjustments have been made to allow the partnership, such as changing hospital policy to allow the previously incarcerated to work within the hospital.

- The processes for decision-making and communication between the partners. Applicants must provide a letter of agreement between at the applicant and at least one lead partner that outlines the leadership, roles, responsibilities, and budget allocations. Successful applications must include thoughtful consideration of how institutions with different levels of capacity, resources, and backgrounds will successfully operate in partnership.

Note: The OAG will not consider applications from partnerships in which one partner is expected to volunteer its services while the other is paid. Applications in which resources are not allocated equitably will not receive favorable consideration.
• Training and capacity building offered for all partners, including training on trauma-informed practices. Applications in which no resources are allocated to capacity building or emotional supports for community-based organizations will not receive favorable consideration. Program staff should receive help in identifying and engaging in the self-care practices that work for them (i.e., getting enough sleep, eating good food, exercise, laughter, spirituality / religion, time with family and friends, meeting with a therapist, etc.). Leadership should provide information and trainings to staff on the risks of vicarious trauma, compassion fatigue, and burnout. All involved staff should receive training on use of victim-centered, trauma-informed approaches when working with survivors in hospital and community-based settings. Additionally, the program should offer training to help staff gain an understanding of biases, particularly how race and culture impact relationships, interactions, services, and outcomes.

e. Coordination of and Linkages to Services. 10 points

Explain to what services the program will connect victims to meet their primary needs. Applicants should plan for the housing needs of victims, both in the short and long term. Budgets should include, at a minimum, funding for emergency housing for victims who are not eligible for VCCO benefits. Applications for projects that require coordination of services among two or more agencies must contain a signed affiliation agreement. An affiliation agreement must define roles, responsibilities, referral mechanisms, collaboration, and coordination efforts necessary for successful implementation of the project and must be signed by all affiliating agencies. If applicants cannot submit a signed agreement, they must submit a draft agreement and final approval of the application will be contingent upon submission of the signed agreements.
f. Project Leadership, Management and Staff. 15 points

Please identify all key project management and staff for the day-to-day operations of the project, both for the lead applicant and key partners. Describe how personnel are uniquely qualified to manage and implement the project. Provide current resumes or biographies along with job descriptions for each position. The job description should detail the title and job responsibilities, as well as the experience necessary for the position.

Please identify leadership of applicant and community partners and how they will be engaged in the project. For lead applicants, please specify how the organization’s top leadership has committed to supporting the project. We recommend submitting a letter of support. Specify if the key partners have local leadership and infrastructure, national leadership and local infrastructure, or national leadership and no local infrastructure. Preference will be given to applicants in which the community partner has local leadership and infrastructure (article of incorporation, office space, banking, etc.).

Note: In the event that leadership of one partner changes you must notify OAG. OAG will then make a determination whether or not to continue the program with the new leadership.

g. Data Collection and Performance Measures. 10 points

Please list all data that will be collected and describe how it will be collected. Describe the methods that will be used to measure the progress and impact of the project. Subrecipients will be required to collect and report specific data relating to their project to the OAG. Subrecipients will be responsible for ensuring that all partners submit needed data and as such, applications may include funding for data licenses, all training needed for data collection, and field data collection devices. Client feedback is strongly encouraged, so if your measurements do not include client feedback, an explanation must be provided.
Please note that awarded applicants will be required to enter VOCA-required data via quarterly performance metrics through OVC’s online Performance Measurement Tool (PMT) located at https://www.ovcpmt.org.

h. **Budget and Budget Narrative. 15 points**

Please provide a detailed narrative justification (not as a separate document – include on the budget form) for both the requested funds requested and match funds itemized on the Budget Detail Form by Budget Category. Costs must be specific and tied to the project objectives. Narrative should clearly explain why costs are necessary to the success of the project. Applicants should refer to the VOCA Program Administration and Funding Guidelines for a description of budget categories, allowable expenses and match requirements.

Please be sure to carefully review the Final Rule and submit requests ONLY for ALLOWABLE costs. You may find the final rule at the following website:

The following scored components must be included in the application for NJHVIP Training and Technical Assistance:

a. **Background, Mission, Experience, and Capability of Applicant. 50 points**

   Please describe in detail the applicant’s mission, background and experience as it relates to the purpose and objectives of the proposed project. Explain the applicant’s knowledge and capability to carry out the project based on demonstrated experience in providing training and technical assistance for a variety of victim services programs.

   *(5 points)*

   Please describe relevant experience providing TA to comprehensive, multi-system efforts that respond to crime victims using multidisciplinary partnerships, balanced approaches, and data-driven strategies. *(5 points)*

   Discuss experience creating a toolkit to guide program implementation. Attach a sample. *(Redacted versions are allowable. 10 points)*

   Indicate specific experience disseminating training information through webinars, conference workshops, blogs, conferences, and other communication methods. *(10 points)*

   Describe experience providing an evaluation of a program. *(10 points)*

   Please discuss a particular challenge you have faced while providing training and technical assistance and discuss how you handled this challenge. *(10 points)*

b. **Problem Statement/Needs Assessment. 10 points**

   Please identify the specific problem(s) that the proposed project will address. Describe why hospital based violence intervention programs need training and technical assistance and some of the issues that arise in the development of these programs.
c. Project Leadership, Management and Staff. 20 points

Explain the roles and responsibilities of the lead agency along with a plan for communicating with the sites. This discussion must describe the project’s organizational structure and operations. A copy of the applicant’s organizational chart must be submitted and clearly identify a coordinator within the agency responsible for the operation and expansion of program efforts. This individual must be empowered to lead a multidisciplinary effort within a well-designed, staff supported organizational structure that includes capacity to oversee programmatic and financial responsibilities.

List all personnel, including but not limited to the identified coordinator, responsible for managing and implementing the major stages of the project, and a description of the current and proposed professional staff members’ unique qualifications that enable them to fulfill their responsibilities.

Submit resumes for key staff identified as an attachment to the application.

d. Work Plan. 10 points

Use the form provided to submit a project work plan that specifies each objective along with the major activities, responsible staff and feasible timeframes for each objective and activity. The work plan should allow adequate time for development of policies and procedures.

e. Budget and Budget Narrative. 10 points

Please provide a detailed narrative justification (not as a separate document – include on the budget form) for both the requested funds requested and match funds itemized on the Budget Detail Form by Budget Category. Costs must be specific and tied to the project objectives. Narrative should clearly explain why costs are necessary to the success of the
project. Applicants should refer to the VOCA Program Administration and Funding Guidelines for a description of budget categories, allowable expenses and match requirements.

Please be sure to carefully review the Final Rule and submit requests ONLY for ALLOWABLE costs. You may find the final rule at the following website:


Procedures for Eligible Organizations to Apply:

Application packages are available at https://www.nj.gov/oag/grants.htm. Applicants must complete and submit completed applications via HVIPapplications@njoag.gov by the submission deadline. Applications that do not comply with the requirements of this Notice of Availability of Funds or the Program Administration and Funding Guidelines will not be considered. The Department reserves the right to decline any and all applications for funding and to award grants in amounts that may be other than requested. The submitted application may be subject to disclosure pursuant to the Open Public Records Act, N.J. S. A. 47:1A-1 et seq.

Address of the State agency receiving the application:

Department of Law and Public Safety
Richard J. Hughes Justice Complex
25 Market Street
Trenton, New Jersey 08625-0085

Please note that applications are being accepted via the above-mentioned e-mail address ONLY. Mailed or faxed applications will not be accepted.
Deadline by which applications must be submitted:

For Purpose Area 2:

Applications must be completed and filed before 5:00 P.M. on **October 18, 2019**.

Date by which notices shall be emailed of approval or disapproval of applications: October 31, 2019

For Purpose Area 1:

Applications must be completed and filed before 5:00 P.M. on **November 8, 2019**.

Date by which notices shall be emailed of approval or disapproval of applications: December 20, 2019.

Please note that funding allocations and individual subaward amounts are subject to change. For applications that propose new partnerships, OAG reserves the right to award a smaller grant to undertake a planning process. Subrecipients shall recognize and agree that both the initial provision of funding and the continuation of such funding under a grant agreement is expressly dependent upon the availability to the Department of funds appropriated by the State or Federal legislature from State and/or Federal revenue to such other funding sources as may be applicable. A failure of the Department 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 or Federal legislature to appropriate funds shall not in any manner constitute a breach of a grant agreement by the Department or an event of default under a grant agreement because of the absence of available funding appropriations. In addition, future funding shall not be anticipated from the Department 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 Department to expend funds beyond the termination date set forth in a grant agreement.