New Jersey Office of the Attorney General

Grants Day 2021

Grant Application Overview
Presented by:
Kelly Ottobre, Director
Robert Ash, Deputy Director
Objectives

➔ Available Grants
➔ Grants Lifecycle
➔ Applicant Information
➔ Application Process
➔ Budget
➔ Grant Reporting
➔ Contact/Q&A
Available Grants
https://www.njoag.gov/resources/grant-opportunities/

Community Based Violence Intervention

- The purpose of the Community-Based Violence Intervention (CBVI) Program is to support non-profit community service providers, in the development and implementation of violence intervention programming for communities impacted by higher than average rates of violence, with a focus on gun violence.

COVID-19 Emergency Housing for Victims

- The purpose of the COVID-19 Emergency Housing for Victims Program 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.
Grant Lifecycle

1. Notice of Available Funds (NOAF) posted
2. Application Received From Subrecipient
3. Application Scored (Competitive Grants)
4. Application & Budget Reviewed by Analyst
5. Contract Received From Subrecipient
6. Contract Sent To Subrecipient
7. Contract Packet Sent to OAG for Review & Signature
8. Consolidated Grants Management Office (CGMO) Approval
9. Grant Review
10. Executed Contract Sent to Subrecipient
Application Process

For the full eligibility and application requirements, you need to carefully read the NOAF and Application Guideline/Instructions for each funding opportunity.
General Application Requirements

- Application Authorization
- Federal Single Audit Requirement and Proof
- State Audit Certification
- DL&PS Debarment and Suspension Certification
- Program Narrative
- Budget Detail Worksheet and Narrative
- Federal Certification Regarding Lobbying, Debarment, Suspension and Drug-Free Workplace
- Federal Assurances
● **Data Universal Numbering System (DUNS)**
  ○ 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 a one-time activity, and can be obtained by applying online at [http://fedgov.dnb.com/webform](http://fedgov.dnb.com/webform) or calling 1-866-705-5711

● **System for Award Management (SAM)**
  ○ 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](https://www.sam.gov).
  ○ Applicants must update or renew their registration at least once per year to maintain their active status.
Program Narrative

→ Agency Background, Mission, Experience and Capability
→ Problem Statement / Needs Assessment
→ Goal, Objectives and Implementation
→ Project Management and Staff
→ Collaboration / Organizational Relationships
→ Evaluation
→ Sustainability Plan
Program Narrative

- **Agency Background, Mission, Experience and Capability**
  - Tell us about your agency and your experience as it relates to the purpose of this program

- **Problem Statement / Needs Assessment**
  - Provide facts and evidence that supports the need for the project
  - Should be persuasive, focused on the needs of the community served, has a clear relationship to your organization’s mission

- **Goal, Objectives and Implementation**
  - A goal is a broad-based statement of the ultimate result of the change being undertaken
  - An objective is a measurable, time-specific result that the organization expects to accomplish as part of the grant. Objectives are specific approaches to achieve the goal.
  - Implementation activities are specific tasks that make up the work of the program. The activities support each objective and describe key operational elements of the program.
Program Narrative cont’d

- **Project Management and Staff**
  - Indicate who will be working on the project and what they will be doing
  - Indicate if positions will be full or part-time; if using existing staff or new hires
  - Provide current resumes of KEY staff involved

- **Collaboration / Organizational Relationships**
  - Describe any partnerships and/or collaborations with other agencies

- **Evaluation**
  - Describe the evaluation plan that will measure the extent to which the objectives were met
  - Specify how, when and what type of data will be collected

- **Sustainability Plan**
  - How your project will survive in the long-term if grant funding decreases or ceases.
Budget

-) Personnel
-) Fringe Benefits
-) Travel
-) Equipment
-) Consumable Supplies
-) Subawards
-) Procurement Contracts
-) Indirect costs
-) Match
Budget

- **Budget Narrative** should explain why costs are necessary to meet the goals and objectives of the program

- **Personnel**
  - List each position by title and name of employee
  - Indicate the salary (hourly, daily, weekly or yearly), the time worked and percentage of time

- **Fringe Benefits**
  - If you have personnel you MUST have fringe benefits

- **Travel**
  - List purpose, location, type of expense (lodging, meals, etc.)

- **Equipment**
  - Use the State of New Jersey Treasury guidelines which define Equipment as an individual item costing $1,000 or more. Use Agency's own capitalization policy if Equipment is defined as an individual item costing less than $1,000.
Budget cont’d

- **Consumable Supplies**
  - Use the State of New Jersey Treasury guidelines which define Supplies as an individual item costing less than $1,000.

- **Subawards**
  - Used to carry out part of a Federal award received by the pass-through entity
  - Has performance measured in relation to whether objectives of program were met
  - Provide a description of the activities proposed to be carried out

- **Procurement Contracts**
  - Used to purchase goods or services needed to carry out the project
  - May earn a profit

- **Indirect Costs**
  - Costs incurred for purposes benefitting more than one program/purpose
  - Not easily allocable
  - Federally approved rate or De Minimis Rate of 10%
Budget cont’d

- **Match**
  - Portion of the project costs not paid for by grant funds

Federal Funds Requested ÷ Federal Percentage = Total Project Cost
Total Project Cost x Match Percentage = Required Match Amount

**Example:**
$300,000 (federal funds requested)
$300,000 ÷ 80% = $375,000 (Total project cost)
$375,000 x 20% = $75,000 (Required Match Amount)
Quick Tips

➔ Write to express not impress
➔ State the need or problem using statistics, not assumptions
➔ Your goal should be clearly tied to the problem statement
➔ Explain why your organization is equipped to address the problem
➔ Explain why all costs are necessary to the success of the project
➔ Make sure all required documents are submitted
Award Documents
Award Documents

- Contract
- General and Special Conditions
- Federal Financial Accountability and Transparency Act (FFATA) Form
  - Required for federal awards in excess of $25,000
- Resolution
- DL&PS Civil Rights Questionnaire
- Certification of Compliance with EEOP Requirements
- DOJ EEOP Certification Form
- Civil Right Training Certificate
Grant Reporting

- Financial Reporting
- Progress Reporting
- Site Visits
- Audits
Grant Reporting

● Financial Reporting
  ○ Quarterly is standard, Monthly is possible
  ○ Reimbursement Request
  ○ Detailed Cost Statement and Payment Voucher
  ○ Backup Documentation
    ■ All subrecipients must provide supporting source documentation (e.g. paid invoices, hotel receipts, timesheets, payroll records, purchase orders) with their reimbursement requests and/or financial reports
    ■ Costs lacking sufficient support may not be reimbursed

● Progress Reports
  ○ Quarterly is standard, Monthly is possible
  ○ Should provide insight as to the progress the entity has made meeting stated goal and objectives

● Site Visits

● Audits
In order to receive alerts about new Notice(s) of Available Funds (NOAF), email your request to grants@njoag.gov

For additional resources regarding available grants, trainings, policies and guidelines, please visit: https://www.njoag.gov/resources/grant-opportunities/