New Jersey Office of the Attorney General

Grants Day 2021

Grant Application Overview
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Objectives

→ Available Grants
→ Grants Lifecycle
→ Applicant Information
→ Application Process
→ Budget
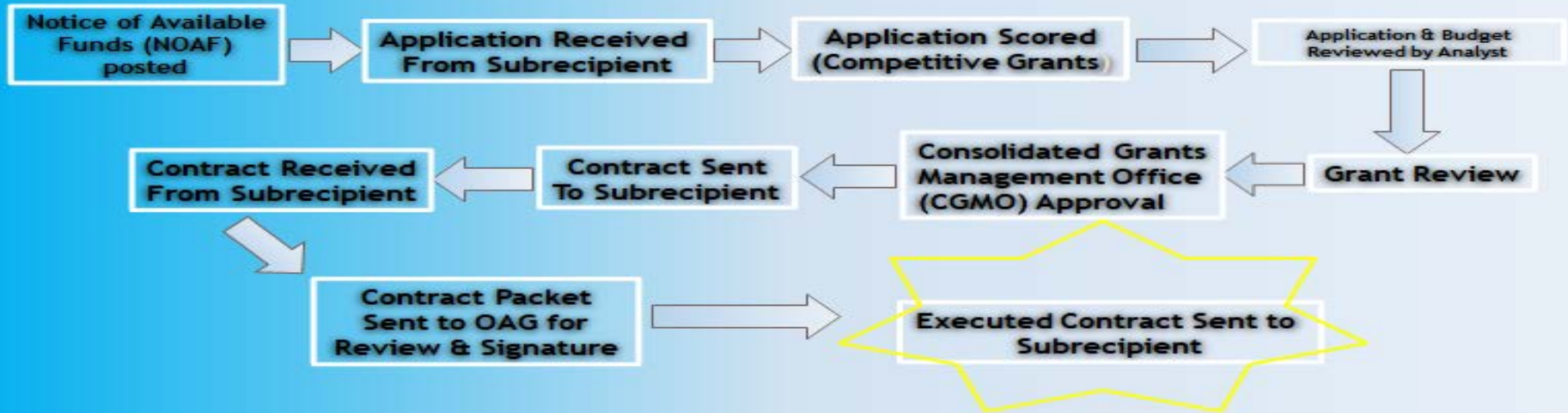→ Grant Reporting
→ Contact/Q&A

Available Grants

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

Notice of Available Funds (NOAF) posted → Application Received From Subrecipient → Application Scored (Competitive Grants) → Application & Budget Reviewed by Analyst

Grant Review → Consolidated Grants Management Office (CGMO) Approval → Contract Sent To Subrecipient → Contract Received From Subrecipient

Contract Packet Sent to OAG for Review & Signature → 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

General Application Requirements cont.

- 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 onetime activity, and can be obtained by applying online at 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.
  - 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)

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

Contact

New Jersey Office of the Attorney General

Division of Administration

Grant Operations

- 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/