

**STATE OF NEW JERSEY**  
**GOVERNOR'S GRANT-IN-AID PROGRAM**



**PROGRAM ADMINISTRATION AND FUNDING  
GUIDELINES**

March 2009

**DLPS**  
Department of Law & Public Safety

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# **APPLICANT'S GUIDE**

## **GOVERNOR'S GRANT-IN-AID PROGRAM**

### **PROGRAM ADMINISTRATION AND FUNDING GUIDELINES**

#### **I. ADMINISTRATION**

Funds for the Governor's Grant-in-Aid Program are derived from the State of New Jersey Budget Appropriations Addressing Violence Against Women. Under this program, grants will be awarded to non-profit organizations and certain public agencies who provide direct services to victims of domestic violence, sexual assault, dating violence and stalking. Direct services are those efforts that respond to the emotional and physical needs of primary and secondary victims of violence against women to stabilize their lives after victimization and assist them in understanding and/or participating in the criminal justice system.

#### **PROGRAM ADMINISTRATION**

The Governor's Grant-in-Aid Program funds are to address violence against women and are administered by the Department of Law and Public Safety, Division of Criminal Justice, State Office of Victim Witness Advocacy (SOVWA).

This document has been compiled to assist applicants with the application process, program development and implementation, reporting requirements, and state compliance issues. Staff from SOVWA is available to assist with the development of the application and offer technical assistance during the implementation of the program.

All inquiries concerning the grant application process should be addressed to a member of the SOVWA staff listed below:

Heddy Levine-Sabol, Acting Chief  
State Office of Victim Witness Advocacy  
Division of Criminal Justice  
25 Market Street, P.O. Box 085  
Trenton, NJ 08625-0085  
Main No.: (609) 292-6766  
Fax No.: (609) 292-5553

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## II. APPLICATION REQUIREMENTS

### A. SUBMISSION

Applications are due on or before 4:00 p.m. on Monday, April 27, 2009. The application must be submitted in triplicate and include all proper grant application forms with original signatures. (See Appendix). Electronic mail or facsimiles will not be accepted. Applications should be mailed or delivered to:

Heddy Levine-Sabol, Acting Chief  
State Office of Victim Witness Advocacy  
Division of Criminal Justice  
25 Market Street  
P.O. Box 085  
Trenton, New Jersey 08625-0085

Non-profit agencies or organizations who apply for a state grant will be asked to confirm their non-profit status by one of the following methods:

- a. submission of proof of 501(c)(3) status from the Internal Revenue Service;
- b. submission of a statement from the State taxing authority or Department of Treasury, Division of Revenues, or other similar official certifying that the organization is a non-profit operating within the State (organized under N.J.S.A. 15A et seq.), and that no part of its net earnings may lawfully benefit any private shareholder or individual;
- c. submission of a certified copy of the applicant's certificate of incorporation or similar document; or
- d. submission of any item above, if that item applies to a State or national parent organization, together with a statement by the State or parent organization that the applicant is a local non-profit affiliate.

If a non-profit applicant is selected for funding, the non-profit organization will provide:

- a. List of Board of Directors, addresses, telephone numbers and e-mail.
- b. List of Officers or similar governing body members, addresses and telephone numbers.
- c. A Board Resolution authorizing the application.
- d. Proof of current New Jersey Business Registration ([www.state.nj.us/treasury/revenue/dcr/programs/ann\\_rpt.html](http://www.state.nj.us/treasury/revenue/dcr/programs/ann_rpt.html)) or a copy of a recent Certificate of Good Standing issued by the New Jersey Division of Revenue ([www.state.nj.us/treasury/revenue/standcert.html](http://www.state.nj.us/treasury/revenue/standcert.html)).
- e. A copy of the organization's most recent Form 990-Income Tax Return or copy of the most recent audited financial statements.
- f. Income sources related to this application.

**Notice:** Applicants should note that 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 for public review" may not, standing alone, exempt the included information from public review.

**DCJ reserves the right to decline any application for grant funding and to award grants in amounts that may be other than requested.**

## **B. PROPOSAL FORMAT**

Please provide a brief introduction, summarizing the entire project in one paragraph. The following format should be utilized in the development of your proposal.

### **1. PROGRAM NARRATIVE**

- a. Agency background, mission, experience and capability (10 points)

Describe in detail the agency's mission, background and experience as it relates to the purpose and objectives of the proposed project. Explain the agency's understanding and capability to carry out the project based on demonstrated experience in providing victim services to the target population. Public agencies must cite their statutory and/or local governing authority.

- b. Problem Statement/Needs Assessment (15 points)

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 statistics and relevant facts to substantiate the need and selection of the proposed project.

- c. Goals, Objectives and Methods (30 points)

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 not be limited to, the level of service to be provided. Describe in detail the project's approach or strategy for attaining each objective. Complete a project work plan which includes each objective along with the major activities, responsible staff and feasible time frames for each objective and activity.

- d. Partnership, Collaboration or Coordination of Services (10 points)

Partnerships, collaboration and/or coordination of services are strongly encouraged for all projects. Describe the agency's partnership and/or coalition building strategy. Applications for projects which 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. At least three letters of support for the specific project must be included with the application. Applicants are encouraged to have one letter of support from the County Prosecutor's Office of Victim Witness Advocacy.

e. Project Management and Staff (10 points)

Identify project management and staff. Describe how personnel are uniquely qualified to manage and implement the project. Provide current resumes along with job descriptions that describe the title, responsibilities, education and experience for each position for whom the grant or matching funds are requested. State if the position is full-time or part-time, the number of hours and percentage of time devoted to the project. Indicate if you will use existing staff or if you will recruit new staff for each position requested in the budget. Public agencies can not use grant funds to supplant State and Federal funds otherwise available for crime victim services.

f. Data Collection/Performance Measures/Evaluation (10 points)

List data that will be collected. Describe the methods that will be used to measure the progress and assess the impact of the project (attach samples). (Grantees will be required to collect and report specific data relating to their project to DCJ). Client feedback is strongly encouraged; if measurement does not include client feedback, an explanation must be provided.

2. BUDGET AND BUDGET NARRATIVE (15 points)

Provide detailed narrative justification for the funds requested and identified by Budget Category itemized on the Budget Detail Forms. Costs must be specific and tied to the project objectives. Applicants should refer to the Program Guidebook for a description of budget categories and allowable expenses.

## **BUDGET AND FISCAL GUIDELINES**

### **A. ALLOWABLE COSTS**

Allowable charges made with funds granted under state auspices are determined in accordance with the general principles of allowability and standards for elected cost items set forth in General Services Administration Federal Management Circulars and the current edition of the U.S. Department of Justice, Office of Justice Programs, *Financial Guide*, available on the web at: <http://www.ojp.usdoj.gov/financialguide/index.htm> (OJP Financial Guide).

### **B. SUPPLANTING**

Grant funds must be used to supplement existing funds for program activities and must not replace those funds that have been appropriated for the same purposes. The Grantee may not use grant funds to supplant costs that it would have incurred in its operating budget in the absence of this grant award.

### **C. UNALLOWABLE COSTS**

Generally, allowable costs may be rejected if, in SOVWA's determination, such costs are deemed excessive or not integral to the success of the project. All items of cost will be reviewed by SOVWA to determine eligibility. Also, costs incurred outside the project period (before or after) are not allowable.

The following items also are considered unallowable costs:

#### **1. LAND ACQUISITION AND CONSTRUCTION PROJECTS**

Funds granted for renting, leasing or renovating facilities may not include any acquisition or construction projects.

#### **2. FUND RAISING**

Using grant funds for costs of fund raising for contributions and capital purposes are unallowable.

#### **3. CONFERENCES AND WORKSHOPS**

Unallowable costs include costs for entertainment, sports, visa and passport charges, tips, bar and alcoholic beverage charges, and laundry charges. Travel costs excluded under the current State Travel Regulations, 08-19-OMB, are unallowable. (No overnight travel or meal allowance if travel is within the State). (<http://www.state.nj.us/infobank/circular/circindx.htm>).

Lodging costs in excess of Federal per diem rate are not allowable.  
(<http://www.gsa.gov/>).

## **D. BUDGET CATEGORIES**

Budget categories appearing on the application form (see Appendix A, Budget Detail) are listed and explained below. Note that applicants should use whole dollars only when itemizing costs.

### **1. SALARIES AND WAGES**

List each position for which funds are requested, indicate the percentage of time to be spent on the project and the total annual salary of each. Employee benefits, such as retirement, FICA and health insurance, should be itemized separately.

### **2. PURCHASE OF SERVICES**

Purchase of service includes registration fees, tuition for training seminars, contracting of service organizations and associations, specialized services for crime victims and other costs for professional services, etc.

### **3. TRAVEL AND TRANSPORTATION**

Travel costs are allowable if permitted under the current State Travel Regulations, 08-19-OMB. (<http://www.state.nj.us/infobank/circular/circindx.htm>). Travel costs should be projected by estimating the number of trips multiplied by the estimated cost per trip. Where possible, the proposed destination and purpose of the trip(s) should be listed.

All requests for training/travel must be submitted in writing to SOVWA sixty (60) days before the commencement of travel. Written approval from SOVWA must be received prior to the expenditure of funds for travel costs. Justification must include assurances that the travel is approved by the applicant agency, is permissible under current State Travel Regulations and travel rates requested are consistent with federal per diem rates ([www.gsa.gov](http://www.gsa.gov)). In the absence of a federal per diem rate, travel expenses must be consistent with State per diem allowances.

### **4. CONSUMABLE SUPPLIES**

Estimate the cost of materials directly required by the project, such as office supplies, postage, printing and other expendable materials, needed during the operation of the project.

### **5. FACILITIES, UTILITIES AND EQUIPMENT RENTAL**

Only the costs of facilities which may be utilized in connection with program activities are permissible, e.g., furniture or equipment rental, maintenance costs, maintenance equipment contracts, utilities, telephone, etc.

6. EQUIPMENT

SOVWA may approve the purchase of equipment deemed appropriate and essential to the successful operation of the project. Requests for equipment should contain adequate cost specifications, including equipment type, quantity and estimated costs. Specific brand names should be excluded. An inventory of all equipment purchased with grant funds must be maintained as a part of the official grant file. The inventory should include a description of the property, serial or identification number, source of property, acquisition date, cost, location, condition and use, and ultimate disposition data.

Pertaining to requests for acquisition of equipment, the following general cost allowability principles should be followed:

- a. Equipment should be requested only after determination that no other identical or similar equipment owned by the applicant is available for project use.
- b. Grant funds will not be authorized to provide reimbursement for the purchase price of equipment already owned by the applicant.
- c. Equipment commonly used for two or more grant funded programs, must have appropriate proration of cost of each involved activity.
- d. All equipment specifications, requests for proposals and bid awards will be made no later than 90 days after the release of initial grant funds by SOVWA. Failure to do so may result in termination of the grant award.
- e. All contracts shall contain a performance clause, acknowledging a specific date for delivery.
- f. A detailed explanation of equipment utilization should be included in the application. If training is necessary, a schedule of training, including length of training, trainees, and instructors should be presented.
- g. All equipment purchased under the grant must be tagged and property inventoried to reflect use of state funds.
- h. All equipment must be acquired in accordance with state or local standard bidding/procurement procedures and guidelines.

- I. Sole Source Procurement over \$100,000. Grantees must follow appropriate state and local procurement laws and procedures. In every case involving sole source procurement in excess of \$100,000, prior written approval must be first received from the awarding agency before funds can be obligated or expended.

7. **OUTREACH**

Costs of materials and/or programs to assist victims. Costs for public presentations on identifying crime victims and providing or referring them to needed services (brochures and presentation materials).

8. **VICTIM AID**

Funds may be used to provide emergency services for victims. Applicants requesting funds in this budget category must submit a copy of the agency's written policy and procedures regarding the disbursement and accounting of these funds and the eligibility criteria.

Allowable expenses may include emergency food, clothing and toiletry items for victims in the immediate aftermath of a crime; emergency lock repair/replacement; and emergency transportation costs for victims to receive services.

**IV. APPLICATION AUTHORIZATION**

The submission of any grant application requires the signature of the applicant unit of government's chief executive officer, agency head or authorized party (see Appendix , Application Authorization). Signature indicates that the information provided within the application is accurate and complete and that the applicant intends to comply with all conditions applicable to these grants.

**V. RESOLUTION**

All applicants are required to include a Resolution of Participation as part of the official grant application. The resolution should state that the applicant unit of government/non-profit organization is applying for funding under the appropriate grant program and that the application has been reviewed and approved by the governing body/board of directors. The applicant must certify that it will participate fully as a joint effort with DCJ for the purpose described in the application. Finally, the resolution must specify that the Attorney General will receive the funds on behalf of the applicant; DCJ will receive, review, and approve the application; and SOVWA is authorized to initiate allocations to each applicant.

The Resolution of Participation must be certified by the recording officer and should contain the official seal. A sample format for the Resolution of Participation can be found in the Appendix.

**VI. CIVIL RIGHTS 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., N.J.S.A. 10:2-1 et seq. and law on affirmative action, N.J.S.A. 10:5-31 et seq. Applicants are expected to comply with all applicable New Jersey regulations, policy, and guidelines.

## **VII. 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. Grantees should comply with state Executive Order 34 (1976), and State Treasury Circular Letter OMB 93-13-GSA regarding debarments, suspensions and disqualifications.

- A. 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/debarred>. In the performance of any grant, Grantees cannot conduct business with ineligible firms or individuals who are considered debarred, suspended or disqualified.

## **VIII. NEW JERSEY CHARITABLE REGISTRATION INFORMATION**

Charitable organizations and professional fund raisers, based, operating or soliciting within New Jersey must register with the Division of Consumer Affairs Charities Registration Section unless specifically exempted under the provisions of the Charitable Registration and Investigation Act (N.J.S.A. 45:17A-18 et seq.) also known as the "CRI Act." Organizations that have been granted 501(c)(3) tax exempt status by the IRS are expected to register. All registered charities are required to renew their registration on an annual basis within six months following their fiscal year-end.

Charities that receive annual gross contributions of \$10,000 or less, religious organizations, and schools that file a curricula with the Department of Education are exempt under the CRI Act. Charities at this gross contribution income level are not required to maintain a registration with the Charities Registration Section.

Applicants are required to be in compliance with the CRI Act and must submit proof of compliance or exemption from the CRI Act with the application. For further information about this law, registration forms and instructions, contact the New Jersey Division of Consumer Affairs' Hotline at (973) 504-6215 or visit the website at <http://www.nj.gov/oag.ca/ocp/charities.htm>.

## **IX. NEW JERSEY PENALTIES FOR CORRUPTION OF PUBLIC RESOURCES**

While enacting ethics and government corruption reforms, the New Jersey Legislature recently 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 "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 subject individuals convicted under public corruption laws, including N.J.S.A. 2C:27-12, to fines up to \$500,000.

## **X. GRANTEE OFFICIAL FILE**

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

- A. Copy of approved application for grant including grant contract, Applicant Information Form, Budget Detail, Applicant Authorization, EEO Certification, Grant Agreement Certification, General Conditions, Special Conditions, and DCJ budget, copy of award letter, copies of all project modification requests, grant adjustments, and related written approvals from SOVWA.
- B. Copies of all fiscal reports and subgrant progress reports.
- C. Personnel information: Copies of all payroll evidence, staff assignment forms, and time reports and certifications.
- D. Equipment: Copies of all purchase orders, receiving documents, bid or competitive quotations information, paid vouchers, and inventory data.
- E. Supplies and Operating Expenses: All space contracts and/or certificates, bid information, purchase orders, invoices, and payments.
- F. Renovation and Alteration: Copies of all approvals, bids, contracts, records of project completion, and payments.
- G. Travel: Copies of all travel authorizations, travel vouchers, and payments.

- H. Banking Information: Cash verification, receipts documentation, check register, canceled checks, and bank statements.

## **XI. REPORTING PROCEDURES**

### **A. PROGRESS REPORTS**

Grantees are required to submit quarterly programmatic progress reports to SOVWA describing project activities for the duration of the award period. Reports are to be submitted to SOVWA within fifteen (15) days of the end of the designated report period. Grantees will receive reporting forms with their copy of the executed contract/award document. That reporting form will include the specific performance measurements applicable to their grants.

### **B. DETAILED COST STATEMENT-CASH REPORT/CASH REQUEST**

One original and two copies of each Detailed Cost Statement (DCS) fiscal reports are to be submitted to SOVWA within fifteen (15) working days of the end of each quarter. A copy of the DCS and instructions for completing the form are included in the Appendices (See Appendix, Detailed Cost Statement). For each funding request, a separate State of New Jersey Payment Voucher (See Appendix) must be submitted.

## **XII. 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 or program as approved during the grant application and award process.

- A. Grantees are required to report deviations from the approved budget and receive prior written approvals for budget revisions and modifications in excess of \$100. To request a budget revision, Grantees are required to submit a written explanation and a DCJ Form 108, Grant Adjustment Request Form (See Appendix).
- B. Grantees will be required to request a budget revision for the following reasons:
  - 1. Changes in the scope, objective, financial assistance, key personnel, timing of the project or program, or deviations from the approved budget.
  - 2. The need to extend the grant period.
  - 3. To 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.

4. Adjustments between cost categories and/or shifts of funding to direct cost categories that are not part of the approved budget.
  5. Revisions which involve the transfer of amounts budgeted for indirect costs to absorb increases in direct costs.
- C. When requesting approval for budget revisions in excess of \$100, the Grantee shall clearly show the change in cost categories and use the Grant Adjustment Request Form, DCJ Form 108 (See Appendix).

### **XIII. GRANTEE FISCAL RESPONSIBILITY**

The Grantee shall be responsible for maintaining a bookkeeping system, records, and files to account for all grant monies spent on the project. While a preferable system is not specified, Grantees are expected to conform to generally accepted accounting standards.

SOVWA fiscal staff will be available to Grantees to provide technical assistance with respect to fiscal administration of the grants.

#### **A. GENERAL CONDITIONS AND ASSURANCES**

Special consideration should be given to the following general conditions pertaining to the administration of grants:

##### **1. FISCAL CONTROL AND FUND ACCOUNTING PROCEDURES**

Such processes will be established which assure proper disbursements of, and accounting for, grant funds.

##### **2. ACCOUNTING PROCEDURES**

Accounting procedures must provide for an accurate and timely recording of receipt of funds by source, expenditures made from such funds and unexpended balances. Controls will be established to ensure that expenditures charged to grant activities are readily available to certify that such charges are accurate.

##### **3. RETENTION OF RECORDS**

Financial records of the Grantee and its contractors, including books of original entry, source documents, supporting accounting transactions, the general ledger, subsidiary ledgers, personnel and payroll records, canceled checks, and related documents and records, must be retained for a period of

at least seven (7) years. The retention period starts from the date of the receipt of the final expenditure report.

Records must be retained beyond the seven-year period if an audit is in progress and/or findings or a completed audit have not been resolved satisfactorily. If an audit is completed and the findings are resolved prior to the seven (7) year period, Grantees must receive prior approval from SOVWA before disposing of any documents relating to the grants.

4. FUND PAYMENT

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

5. USE OF GRANT FUNDS

Funds granted may be used only for the purpose required to carry out the grant as approved and identified in the approved project budget. Any deviation in the total approved project budget of \$100 or more, within or between budget categories, requires prior written approval of SOVWA.

Grantees may, without prior approval, deviate from a budget category when the change, either between or within the category, does not exceed \$100. The Grantee is required to notify SOVWA staff of this change on the remarks section of the Detailed Cost Statement.

Deviations from the approved project budget within a budget category exceeding \$100 must be requested by letter prior to the expenditure of funds. When the deviation exceeds \$100 and is between budget categories, a Grant Adjustment Request Form must be submitted requesting prior approval. (See Appendix).

Once approval is granted to deviate from the approved project budget in excess of \$100, the requested operating budget becomes a new base against which the \$100 flexibility is applied.

6. PROJECT INCOME (MONIES RECEIVED AND EXPENDED)

All interest or other income earned by the Grantee with respect to grant funds or as a result of conduct of the program (sale of publications, registration

fees, service charges on fees, etc.) and put back into project activity must be reported. Any forfeiture funds received by the project to support project activities must also be reported as a separate information item. According to State Circular 07-05-OMB, program income includes any interest earned of \$250 or more in a fiscal year on advances of grant funds.

Program income must be added to funds committed to the program to further eligible program objectives.

In addition, the amount of these funds expended during the current report period must be reported. All program income must be accounted for and the use of program income must be shown on the detailed cost statements and included in the final fiscal report.

7. OBLIGATION OF GRANT FUNDS

Grant funds may not, without advance written approval by SOVWA, be obligated prior to the effective date or subsequent to the termination date of the grant period. Obligations outstanding as of the termination date must be liquidated within **forty-five (45) days**. Such obligations must be related to services provided within the grant period or to goods as specified in the approved project budget. Grantees will be required to submit additional monthly Detailed Cost Statements during the time period in which obligated funds are being liquidated.

8. RETURN OF UNOBLIGATED FUNDS

Funds that remain unobligated at the end of the fiscal budget period shall be returned to SOVWA within **forty-five (45) days** after the end of such budget period.

**B. BUDGETARY AND PAYMENT PROCEDURES**

Consideration should also be given to the following SOVWA policies concerning budgetary and payment procedures.

1. Grants are awarded for up to a twelve month (12) period.
2. The starting date for the grant period will be June 15, 2009.
3. SOVWA will review and process grant applications within forty-five (45) days of receipt of a complete application.

**C. COST ALLOWABILITY**

Costs which have been deemed allowable by the State of New Jersey, the Department of Justice, Office of Justice Program, The Financial Guide, and those which appear within the Governor's Grant-in-Aid Program Guidelines are acceptable.

**D. FISCAL REQUIREMENTS**

1. A separate account for the grant 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 a 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. Provisions for payment by check.

**XIV. MONITORING OF PROGRAM PERFORMANCE**

- A. The Grantee must assure compliance that performance goals are being achieved. Grantee monitoring must cover each program, 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.
- B. The Grantee shall inform SOVWA of the following types of conditions which affect program objectives and performance as soon as they become known:
  1. 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



The revenue anticipated can be fully realized with any amount not received which is set up as a receivable and pledged to surplus. However, it is the determination of the Director of Local Government Services that the portion of non-cash surplus attributed to the receivable will not be allowed to be anticipated in the following year's budget as surplus. This requires prior written consent of the Director of Local Government Services, Department of Community Affairs, P.O. Box 800, Trenton, NJ 08625 (609) 292-6613, [www.nj.gov/dca/lgs](http://www.nj.gov/dca/lgs).

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