

*New Jersey
Program Guidelines
for
Governor's Grant-In-Aid
Funds*

Department of Law & Public Safety
Division of Criminal Justice
State Office of Victim Witness Advocacy

February 2008

New Jersey Governor's Grant-In-Aid Program

Program Description

The Governor's Grant-In-Aid funds are to address violence against women and are administered by the Division of Criminal Justice, State Office of Victim Witness Advocacy under the jurisdiction of the Department of Law & Public Safety. Under this program, subgrants are awarded to non-profit agencies and certain public agencies who provide direct services to victims of domestic violence, sexual assault and/or 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.

Application Requirements

Private nonprofit organizations that are organized under Title 15A of the New Jersey Revised Statutes or otherwise qualified for nonprofit tax exemption under the Internal Revenue Code 26 U.S.C. §501(c)(3) and certain public agencies that are not a part of a law enforcement or prosecutor's office are eligible to apply.

IMPORTANT: New Jersey Charitable Registration Information

Applicants must be in compliance with New Jersey's Charitable Registration and Investigation Act **no later than the grant application deadline for this subgrant competitive program**. Failure to be in compliance will result in the **automatic withdrawal** of the application from the competitive program. Applicants who are exempt from this Act must include documentation that confirms this exemption. Read below for more information about this Act.

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."

The CRI Act requires that each registration statement must be submitted with the required registration fee; be signed by two (2) officers of the charity, and include all applicable attachments and additional information pertinent to registration. All registered charities must renew their registration on an annual basis within six months following their fiscal year-end. Extensions of time to file may be requested by charities with gross contributions greater than \$10,000.

In 2006, the CRI Act was amended to permit charitable organizations receiving annual gross contributions of \$10,000 or less to choose whether or not they wish to maintain a registration with the N.J. Charities Registration Section, but no longer requires them to do so. Charities at this level of gross contribution income who choose to maintain a registration are now required to pay a \$30 registration fee (N.J.A.C. 13:48-2.1(a)1) and may no longer be granted extensions of time to file (N.J.A.C. 13: 48-3.4(h)).

However, charitable organizations choosing to claim the above new exemption and remain unregistered must register within thirty (30) days of exceeding \$10,000 in gross contributions within any given fiscal year.

If you have questions regarding the charities registration process, please contact the Division of Consumer Affairs' Charitable Registration Hotline directly at 973-504-6215.

Applicants should carefully review the program guidelines and reporting requirements to ensure ability to comply should a subgrant be awarded.

Application Submission

One signed original application and four copies must be received in the State Office of Victim Witness Advocacy no later than the deadline specified in the Notice of Availability of Funds published in the *New Jersey Register* for competitive subgrant programs.

The Division of Criminal Justice reserves the right to decline any application for grant funding and to award grants in amounts that may be other than requested. Any applications that are incomplete or received after the published application deadline will not be considered.

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 subject to public review" may not, standing alone, exempt the included information from public review.

Governor's Grant-In-Aid Funds Allowable Costs

The following list is a broad subgrouping of services, activities and costs that are eligible for support under this subgrant program. Please see the budget categories section for further information.

- Services which respond to the immediate emotional and physical needs (excluding medical care) of victims of violence against women, such as crisis intervention, accompaniments to hospitals for medical examinations; hotline counseling; and other emergency services that are intended to restore the victim's sense of dignity and self esteem.
- Services and activities that assist the primary and secondary victims of violence against women in understanding the dynamics of victimization and in stabilizing their lives after victimization such as counseling, group treatment, and therapy by a qualified professional mental health provider. This includes the evaluation of mental health needs. Parenting skills training and parenting counseling are not considered direct victim services.
- Services for victims of violence against women within the criminal justice system, such as accompaniments to criminal justice offices and court; pro bono legal representation and other legal advocacy services.
- Costs that are directly related to providing services, limited to staff salaries, fringe benefits and purchase of services for contracting specialized services only. See allowable services in the budget section.

Unallowable Costs and Activities

Listed below are unallowable costs and activities under this subgrant program:

- lobbying and administrative advocacy, which include support for victim legislation or administrative reform, whether conducted directly or indirectly; as well as fundraising activities
- support services that focus exclusively on children, family members or a clientele other than women.
- crime prevention activities or advertising expenses
- forensic medical examinations
- indirect organizational costs such as liability insurance on buildings and vehicle; capital improvements; security guards and body guards; property losses and expenses; real estate purchases; mortgage payments; and construction

- reimbursement for expenses incurred as a result of a crime such as insurance deductibles, replacement of stolen property, funeral expenses, lost wages, and medical bills; or relocation expenses for crime victims such as moving expenses, security deposits for housing, ongoing rent, and mortgage payments (funds may be used to support staff time in locating resources to assist victims with these expenses)
- non emergency nursing home care, all home healthcare costs, inpatient treatment costs and hospital care, and other types of non emergency medical and/or dental treatment
- parenting skills training or parenting counseling
- legal representation of victims in divorce or child custody proceedings
- monitoring court proceedings for compliance with the law and/or monitoring court orders

Budget Categories

Listed below is a description of budget categories and allowable expenditures within each category:

Personnel:

Salaries

- The costs of salaries and hourly wages for staff involved in the project.
- administrative staff hours necessary to meet requirements of the subgrant, such as completing required time and attendance sheets; program documentation, reports, and statistics; and maintenance of victims' records

Fringe Benefits

- The cost of fringe benefits of project staff who provide direct services to victims (include the agency fringe rate for each project staff).

Purchase of Services:

Contracting for specialized services for victims of violence against women. **Please note:** because contracted services include additional administrative costs, subgrantees should **limit** the use of contracted services

- contracted services may be used to provide specialized services only and limited to the following areas: 1) assistance in filing emergency restraining orders; and 2) emergency psychological or psychiatric services.

Program Requirements

Additionally, each successful applicant must:

- coordinate victim services with the local service agencies whenever possible to identify and address gaps in service
- assist victims of violence against women in seeking victims compensation benefits
- maintain appropriate programmatic and financial records that fully disclose the amount and disbursement of funds received
- maintain confidentiality of client-counselor information, if applicable, as required by State and Federal law
- promote coordinated public and private efforts within the community to aid crime victims
- compliance with the General Conditions and Assurances and the compliance with the Civil Rights; Drug-Free Workplace regulations as listed in the Application package; and the New Jersey Charitable Registration and Investigation Act,
- use volunteer services where appropriate
- provide services to victims of Federal crimes on the same basis as victims of State crimes
- under the subgrant project, provide services to victims of violence against women free of charge.

Reporting Requirements

Quarterly Narrative and Financial Reports

Subgrantees are required to complete and submit the Quarterly Narrative and Quarterly Financial Reports on subgrant activities each quarter. The reports must be submitted to the State Office of Victim Witness Advocacy ***within 15 calendar days of the close of each quarter.***

A final financial report must be submitted on the Quarterly Financial Report form after all subgrant funds are expended. **Subgrantees with unpaid obligations** at the end of the grant period will have up to 75 days to liquidate these funds or return them to the State Office of Victim Witness Advocacy. The final report is due ***within 15 calendar days of receipt of the final check.***

Quarterly Statistical Reports

Subgrantees are required to submit statistics on a quarterly basis reporting project activities. The Quarterly Statistical Report should be submitted *within 15 calendar days of the close of each quarter.*

Special Reports

The SOVWA occasionally receives requests for information from federal and state officials concerning crime victims, special projects and services. Therefore, subgrantees may be asked to supply information related to these requests in a time frame other than required under the various reporting periods.

Subgrantee Fiscal Control, Accounting and Record Keeping Requirements

Procedures must be established to ensure proper accounting of all subgrant funds.

Fiscal Control

- government agencies must maintain a separate account for subgrant funds with separate accountability of receipts, expenditures, and balances for the subgrant period
- subgrantees must maintain receipt of subgrant funds and documentation (supporting voucher, authorized bill and copy of checks) for all expenditures, including matching funds
- subgrantees must maintain a time-reporting system for personnel charged to the subgrant. Subgrantees must maintain payroll authorizations and vouchers and records supporting charges for fringe benefits. *The subgrantee must maintain records indicating the hours worked by specific project activity for all subgrant funded staff*
- subgrantees must maintain inventory records for equipment bought or rented with subgrant funds. See *Management of Equipment Purchased with Subgrant Funds* in these guidelines.

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 must be established to certify the accuracy of expenditures charged to subgrant activities. All such documentation must be readily available for review.

Audit Requirements

Subgrantees must comply with applicable federal, state and local audit requirements and the requirements of OMB Circular Letter A-133 as revised.

Budget Revisions

Revisions must be requested in advance or during the quarter in which the need to revise the budget becomes apparent. The deadline for any final Budget Revisions to be approved must be submitted prior to the last quarter of the grant period.

- Any revisions to the approved project budget that *totals \$500 or 5% (whichever is less) of subgrant funds* must be submitted to the SOVWA on a **Budget Revision Request** form for prior written approval
- Any revisions to the approved project budget that *total less than \$500 or 5% (whichever is less) of subgrant funds* may be made without prior written approval by the SOVWA. However, such revision must be documented in the Quarterly Narrative Report and documented on the Quarterly Financial Report with an explanation in the Remarks section
- Revisions to the line items for **Personnel** (salaries and fringe) must be submitted in writing for prior written approval.

Project Income

All income, including interest earned on subgrant funds or as a result of programs supported by subgrant funds must be reported and be used to support further project activities.

Obligation of Subgrant Funds

Subgrant funds may not be obligated prior to the effective date or subsequent to the ending date of the subgrant period. Purchase Orders (not Purchase Requisitions) must be posted to the county or agency account by the last day of the subgrant period. The financial report showing these obligations must be sent to the SOVWA within 15 days of the end of the subgrant period. A final report is due 15 days after the receipt of the final payment.

Records Retention

- financial records of the subgrantees and 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 years. The retention period starts from the date of the receipt of the final financial report
- records must be retained beyond the seven-year period if an audit is in progress and/or findings of a completed audit have not been resolved satisfactorily.

**Governor's Grant-In-Aid Program
Subgrantee Official File**

Subgrantees are required to maintain a master file for subgrant documents. The following documents must be available for on-site review by DCJ program evaluators and local auditors:

- a. copy of approved application and Final Project Budget
- b. copy of award letter and all correspondence pertaining to the subgrant
- c. the signed Subgrant Award Contract and General & Special Conditions (if applicable)
- d. copies of all budget revision requests and written approvals from DCJ
- e. copies of all Quarterly Financial reports and the Final Financial report
- f. copies of all Quarterly Narrative Reports and the Annual Statistical Report
- g. copies of all required prior approvals
- h. personnel information
 - copies of all necessary payroll evidence
 - copies of all necessary staff assignment forms
 - copies of all necessary time reports
- i. banking information
 - cash verification
 - receipts documentation
 - check register
 - canceled checks
 - bank statements
- j. audit report
 - findings
 - corrective actions