

STATE OF NEW JERSEY

**RESIDENTIAL SUBSTANCE ABUSE TREATMENT
FOR STATE PRISONERS (RSAT)**

LOCAL GRANT PROGRAM



**PROGRAM ADMINISTRATION
AND FUNDING GUIDELINES**



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THE NEW JERSEY
RESIDENTIAL SUBSTANCE ABUSE TREATMENT
FOR STATE PRISONERS (RSAT) GRANT PROGRAM

PROGRAM ADMINISTRATION AND FUNDING GUIDELINES

I. ADMINISTRATION

The United States Congress established the RSAT Program under the Violent Crime Control and Law Enforcement Act of 1994, 42 U.S.C. §3796ff *et seq.* The Bureau of Justice Assistance (BJA), a division in the Office of Justice Programs (OJP) within the U.S. Department of Justice, administers the RSAT Formula Grant Program. The Department of Law and Public Safety, through the Division of Criminal Justice (DCJ), administers New Jersey's RSAT program.

The RSAT Program assists states and local governments to develop substance abuse treatment programs in correctional and detention facilities. The RSAT Program's goals are to reduce the demand for illegal drugs and to break the cycle of drugs and violence. The RSAT program is designed to:

- increase the number of residential substance abuse treatment programs for incarcerated inmates; and
- incorporate reentry planning activities into treatment programs to assist the offender's reentry into the community.

RSAT funds must be used to supplement, and not supplant or replace, existing federal, state or, local funds appropriated for the same purpose.

For further information about the RSAT program, visit BJA's website at <http://www.ojp.usdoj.gov/BJA/grant/rsat.html>.

PROGRAM REQUIREMENTS

RSAT Program formula grant funds may be used to implement the type of program as defined below:

Jail-Based Treatment Program:

This program must provide individual and group substance abuse treatment activities for offenders in local and county correctional and detention facilities, and must contain the following elements:

- All program participants must receive a minimum of at least three months of substance abuse treatment;
- Every effort must be made to separate the treatment population from the general correctional population;
- Projects must focus on the substance abuse problems of the inmate;

- Projects must be designed to develop the inmate’s cognitive, behavioral, social, vocational, and other skills to solve the substance and related problems;
- Treatment modalities must be effective and based on science; and
- Urinalysis and/or other proven reliable forms of drug and alcohol testing are required for program participants and former participants while in custody.

PROGRAM ADMINISTRATION

In New Jersey, staff from the Office of the New Jersey Attorney General, Department of Law and Public Safety, Division of Criminal Justice (DCJ) administers the RSAT program. DCJ staff provides program development and monitoring of all grants awarded under the RSAT program. DCJ’s responsibilities include progress and financial report reviews, technical assistance to grant applicants and subgrantees, processing of grant adjustments, all grant accounting, and fund disbursements.

This document has been compiled to assist applicants with the application process, program development and implementation, reporting requirements, and state and federal compliance issues. Staff from the Program Development Section is available to assist with the development of the application and offer technical assistance during the implementation of the program. All inquiries concerning the subgrant application process should be addressed to a member of the Program Development staff listed below:

Heddy Levine-Sabol, Chief
 Program Development Section
 Division of Criminal Justice
 25 Market Street
 P.O. Box 085
 Trenton, NJ 08625-0085
 (609) 292-5939

Isaac Junius, Program Analyst

II. APPLICATION REQUIREMENTS

A. SUBMISSION

The application must be submitted in triplicate and include all proper subgrant application forms with original signatures (see Appendix I). In order to promote consistency, applicants should use the format outlined on the following pages for the development of the proposal.

If the grant for which you are applying is a continuation grant, sections from the previous grant may be used for the current proposal. However, the current proposal must reflect all programmatic changes (e.g., objective modifications, personnel changes) and must indicate how these changes have affected the project as a whole.

B. PROPOSAL FORMAT

Please use the following format in the development of your application.

Applicants must submit a program narrative that includes the following:

1. PROBLEM STATEMENT/NEEDS ASSESSMENT

Provide statistical and factual information to substantiate the need for a substance abuse treatment program. Include the number of offenders identified as needing treatment, existing services or programs, gaps in service, and the capability of the institution to implement substance abuse treatment programs and services.

2. GOALS, OBJECTIVES, METHODS

State the goal of the program. List clear and measurable objectives to achieve the goal. Describe the implementation process including procedures for substance abuse screening and assessments, selection criteria, number of program participants, service providers, and a description of the type and amount of treatment that will be provided. Explain how each required element of the RSAT Program will be incorporated into the Jail-Based Program. Include a time line for implementation.

3. COORDINATION OF SERVICES

Describe existing services that will be coordinated with the RSAT program. Include efforts to coordinate correctional treatment with social services and rehabilitation programs to support the aftercare needs of offenders.

4. MANAGEMENT STRUCTURE AND EXPERIENCE

Describe the management structure under which the RSAT program will be implemented. Include chain of command, Project Director, and other individuals who will be directly involved in the program and delivery of services. Describe the experience your agency has in operating a substance abuse treatment program or other specialized services.

5. EVALUATION

Describe the methods that will be used to measure the progress and assess the impact of the program. (Subgrantees also will be required to collect and report specific data relating to their program to DCJ).

6. PROJECT BUDGET

Using the attached budget detail form, list funds requested for program implementation. Provide a detailed narrative for use of federal and match funds requested in each budget category and/or line item.

Note: All Subgrantees are required to submit quarterly programmatic progress reports to DCJ. As part of the reporting process, the federal government requires that specific performance measurements be gathered and reported for all grants supported with RSAT funding. Subgrantees will receive reporting forms with their copy of the executed contract/award document.

III. BUDGET AND FISCAL GUIDELINES

A. ALLOWABLE COSTS

Allowable costs are those charges identified under the grant program's authorizing legislation, regulations and applicable cost principals set forth in the federal Office of Management and Budget Circulars (i.e., OMB Circulars A-21, A-87, A-122), and the current edition of U.S. Department of Justice, Office of Justice Program, OJP Financial Guide, on the web at: <http://www.ojp.usdoj.gov/financialguide/> (OJP Financial Guide). Costs must be reasonable, allocable and necessary for the project. Applicants and Subgrantees (Recipients or Subrecipients of federal funds) must adhere to the financial and administrative requirements set forth in the current edition of the OJP Financial Guide, which includes information on allowable costs, audit requirements, accounting systems, financial records and the administration of grant funds.

B. SUPPLANTING

Applicant or Subgrantee (Recipient or Subrecipient of federal funds) may not use grant funds to supplant existing state and local funds that would have been incurred in its operating budget in the absence of the federal award. Federal 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. For additional guidance regarding supplanting, visit <http://www.ojp.usdoj.gov/recovery/supplantingguidance.htm>.

C. UNALLOWABLE COSTS

Generally, allowable costs may be rejected if, in DCJ's determination, such costs are deemed excessive or not integral to the success of the project. All items of cost will be reviewed by DCJ to determine eligibility. Also, costs incurred outside the project period (before or after) are not allowable. For a discussion on unallowable costs, see the OJP Financial Guide.

The following items also are considered unallowable costs:

1. LAND ACQUISITION AND CONSTRUCTION PROJECTS

Federal funds granted for renting, leasing or renovating facilities may not include land acquisition or construction projects.

2. COMPENSATION AND TRAVEL OF FEDERAL EMPLOYEES

Salary payments, consulting fees and travel costs (including subsistence and lodging unless approved by the federal employee's department or agency) of full-time federal employees are unallowable.

3. MILITARY-TYPE EQUIPMENT

Costs for items such as armored vehicles, explosive devices and other items typically associated with military arsenals are generally unallowable.

4. FUND RAISING

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

5. 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/>).

6. LOBBYING

Unallowable costs include costs for political lobbying, campaign contributions, and influencing pending state or federal legislation. (See OJP's Financial Guide, Part III Chapter 16: Unallowable Costs). Paying membership fees to organizations whose primary activity is lobbying is not allowable.

D. BUDGET CATEGORIES

Budget categories appearing on the application form (see Appendix I, Budget Detail) are listed and explained below. Note that applicants should use whole dollars only when itemizing costs. Costs should be itemized, showing computation and per unit cost.

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.

In no case may grant funds supplant local costs that would have been incurred in the operating budget of the unit of local government in the absence of the federal award.

Total cash compensation (salary plus bonuses) of any employee of the award recipient is limited to no more than 110% of the maximum annual salary payable to a member of the federal government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. (A salary table for SES employees is available at www.opm.gov).

2. PURCHASE OF SERVICES

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

3. TRAVEL, TRANSPORTATION, SUBSISTENCE

Travel costs are allowable if permitted under the current State Travel Regulations, 08-19-OMB (<http://www.state.nj.us/infobank/circular/circindx.htm>). Mileage reimbursement cannot be charged in excess of the New Jersey State maximum of \$.31 per mile, State Treasury Circular Letter 01-02-OMB. 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 DCJ 60 days before the commencement of travel. Written approval from DCJ 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). 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

DCJ may approve the purchase of equipment deemed appropriate and essential to the successful operation of projects. Equipment must be used for criminal justice purposes only. 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 subgrant funds or through the federal excess property program must be maintained as 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. 28 C.F.R. §66.32(d)(1).

Pertaining to requests for acquisition of equipment, the following general cost allowance 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. Federal funds will not be authorized to provide reimbursement for the purchase price of equipment already owned by the applicant.
- c. If equipment purchased is used commonly for two or more federal grant programs or for a federal grant program and a non-federally supported state or local government activity, appropriate proration of cost of each activity involved must be included.
- d. All equipment specifications, requests for proposals and bid awards should be made no later than ninety (90) days after the release of initial subgrant funds by DCJ. 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 federal funds.
- h. All equipment must be acquired in accordance with state or local standard bidding/procurement procedures and guidelines.
- i. Automatic Data Processing Equipment and Software cannot be purchased without specific prior approval from DCJ. (See OJP's Financial Guide Part III Chapter 15: Costs Requiring Prior Approval).
- j. Information Technology:
 - i. Technology costs are allowable but draw down of funds may be prohibited until the State Information Technology Point of Contact person has received written notification of the project and has approved it in writing.
 - ii. Software development is an allowable cost.
 - iii. Criminal Justice Intelligence Systems must be operated in compliance with 28 C.F.R. Part 23.
 - iv. The National Information Exchange Model (NIEM) specifications and guidelines available at <http://www.niem.gov/> must be used to support public safety and justice information sharing. All schemas must be made available for publication in the component registry.
- k. Sole Source Procurement over \$100,000. Subgrantees 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 received from the awarding agency before funds can be obligated or expended.
- l. Equipment and supplies purchased with funds made available under the Crime Control Act must be used for criminal justice purposes. According to the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 43 U.S.C. §3789, et seq., Section 808, in order for the title to any equipment or supplies purchased with grant funds remain with the Subgrantee, the Subgrantee must provide a written certification to DCJ

that it will use the property for criminal justice purposes. Otherwise, title to the property vests with the Department of Law and Public Safety, which can seek to have this property used for criminal justice purposes elsewhere in the state.

IV. APPLICATION AUTHORIZATION

The submission of any subgrant application requires the signature of the applicant unit of government's chief executive officer, agency head or authorized party (see Appendix I, 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 subgrants awarded pursuant to the Anti-Drug Abuse Act of 1986 and regulations, as amended, and the Omnibus Crime Control and Safe Streets Act of 1968 and regulations, as amended, and the Residential Substance Abuse Treatment for State Prisoners Act, 42 U.S.C. §3796ff et seq., as amended.

V. RESOLUTION

All units of local government 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 is applying for funding under the Residential Substance Abuse Treatment for State Prisoners Grant Program and that the application has been reviewed and approved by the governing body. The applicant must certify that it will participate fully as a joint effort between the unit of government and 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 DCJ 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 Appendix I.

VI. CIVIL RIGHTS COMPLIANCE

Applicants are required to comply with nondiscrimination requirements contained in State and Federal laws and regulations. If a court or administrative agency makes a finding of discrimination against a recipient of funds on grounds of race, color, religion, national origin, gender, disability, or age after a due process hearing, the recipient must forward a copy of the finding to the Office of Justice Programs' Office of Civil Rights and DCJ.

Applicants are also required to comply with the federal civil rights laws included in Title VI of the Civil Rights Act of 1964 (Title VI) and the Omnibus Crime Control and Safe Streets Act of 1968 (Safe Streets Act), as amended. These laws prohibit discrimination on the basis of race, color, religion, national origin, and sex in the delivery of services. National origin discrimination includes discrimination on the basis of Limited English Proficiency (LEP). To ensure compliance with Title VI and the Safe Streets Act, applicants are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access means that recipients of

federal funding may have to provide language assistance services, including oral or written translations, when necessary.

Applicants are expected to comply with the provisions of DOJ's regulations concerning Equal Treatment for Faith-based Organizations, 28 C.F.R. Part 38. Eligible faith-based applicants who apply for subgrants of DOJ funding will be treated fairly according to 28 C.F.R. Part 38.

Faith-based organizations that receive direct financial assistance from DOJ, or as a subgrantee from L&PS of OJP's funding, may not engage in inherently religious activities, such as worship, religious instruction, or proselytization, as part of the programs or services funded with direct financial assistance from DOJ. (<http://www.ojp.usdoj.gov/ocr/etfbo.htm>). Organizations that participate in programs funded by direct financial assistance from DOJ: (1) cannot discriminate against program beneficiaries on the basis of religion or religious belief when in providing services, and (2) cannot compel beneficiaries to participate in inherently religious activities.

The Omnibus Crime Control and Safe Streets Act of 1968 contains express nondiscrimination provisions that prohibit all recipients of federal funding from discriminating on the basis of religion in employment. However, DOJ has concluded that faith-based organizations may consider religion when hiring staff, if the organizations meet certain criteria and apply for and are granted an exemption. Exemptions are granted on a case-by-case basis. Faith-based organizations seeking this exemption will be required to submit the following certification found on the web at: <http://www.ojp.gov/about/ocr/pdfs/SampleForCompletionByApplicant.pdf>. Further information is available on DOJ's website, http://www.ojp.gov/about/ocr/employment_practices.htm.

A. REQUIREMENTS

Applicants are required to comply with the Equal Employment Opportunity Guidelines issued by the U.S. Department of Justice, Office of Justice Programs, and appearing in the Code of Federal Regulations, 28 C.F.R. §42.301 et seq., Subpart E. These guidelines provide recognition of the fact that “full and equal participation of women and minority individuals in employment opportunities in the criminal justice system is a necessary component of the Safe Streets Act program to reduce crime and delinquency in the United States.”

In accordance with regulations, development of an Equal Employment Opportunity Program (EEOP) is required by all applicants meeting either of the following criteria.:

B. CRITERIA

1. Each recipient of assistance with the criminal justice system which has 50 or more employees and which has received subgrants of \$25,000 or more since enactment of the Omnibus Crime Control and Safe Streets Act and which has a service population with a minority representation of three percent or more.

2. Where a recipient has fifty (50) or more employees, and has received subgrants of \$25,000 or more, and has a service population with a minority representation of less than three percent. (Applicants in this category must prepare an EEOP on employment practices affecting women, even though less than three percent of its employees are minorities).

Applicants affected by these criteria will be required to formulate, implement and maintain a written Equal Employment Opportunity Program relating to employment practices affecting minority persons and women. (See Appendix I, Certification of Equal Employment Opportunity Plan). “Minority persons” shall include persons who are Hispanic or Latino, Black or African American, White, American Indian or Alaska Native, Asian, Native Hawaiian or Other Pacific Islander, or Two or More Races.

C. GUIDELINES

Equal Employment Opportunity Programs in accordance with federal guidelines, must take into consideration the relevant labor market as a basis to provide for full and equal participation regardless of sex or national origin. Equal Employment Opportunity Programs shall include as a minimum:

1. An evaluation of the following factors cross classified by race, sex, and national origin:
 - a. Analysis of the current workforce by race, sex, and national origin in all job categories.
 - b. Analysis of all recruitment and employment selection procedures.
 - c. Analysis of seniority, promotion, and transfer procedures.
 - d. Analysis of external factors, such as available housing and transportation, which may inhibit minority employment.
2. A written program which includes:
 - a. A job classification table indicating numbers of employees; numbers of employees in each classification cross classified by race, sex, and national origin, including rates of pay.
 - b. Disciplinary actions by race, sex, and national origin, including sanctions imposed.
 - c. Number of entrance applicants by race, sex, and national origin and resulting new hires by race, sex, and national origin.

- d. Number of transfer or promotion applicants by race, sex, and national origin, and number promoted or transferred by race, sex and national origin.
- e. Number of employees terminated by race, sex and national origin and identification of voluntary or involuntary termination.
- f. Available labor market characteristics.
- g. Detailed narrative of existing employment policies, including:
 - i. Necessary steps to be taken to assure full and equal employment opportunity.
 - ii. Recruitment program, if necessary.
 - iii. Plan for dissemination of EEO program.
- h. Designation of personnel for implementation and maintenance of the program.

Affected applicants must have on file a certificate no more than two years old indicating the existence of such an EEO program. The written EEO plan need not be filed but must be made available for subsequent review and audit. The certification must be included in the subgrant application.

Applicants who employ more than fifty (50) employees and receive a single award of \$500,000 or more (or \$1 million or more in awards within eighteen (18) months) are required to submit an EEOP plan for review and approval to Office of Justice Programs' Office of Civil Rights.

VII. DEBARMENT

Federal programs require a certification from the Subgrantee that it has not been suspended from doing business with any federal department or agency and will comply with the federal debarment and suspension common rule. This certification is included with this guide (See Appendix I, Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters and Drug-Free Workplace Requirements). The federal General Services Administration (GSA) has developed an Excluded Parties List System (ELPS) to assist federal grantees and subgrantees to find out which people, consultants or contractors have been excluded from doing business with the federal government: <https://www.epls.gov/>.

Likewise, subgrantees are also expected to comply with state Executive Order 34 (1976), and state OMB 93-13-GSA circular letter regarding debarments, suspensions & disqualifications. 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, Subgrantees cannot conduct business with ineligible firms or individuals who are considered debarred, suspended or disqualified.

VIII. LOBBYING ACTIVITIES

All recipients of federal funding must comply with the provisions of the government wide Common Rule on Restrictions on Lobbying. The current edition of the OJP's Financial Guide discusses prohibitions on lobbying costs (Part III, Chapter 16: Unallowable Costs). Subgrantees and subcontractors are required to disclose lobbying activities pursuant to 31 U.S.C. §1352 by completing the current federal form, Standard Form-LLL(1/96).

The Anti-Lobbying Act, 18 U.S.C. §1913, was amended to expand significantly the restriction on the use of appropriated funding for lobbying. This expansion also makes the anti-lobbying restrictions enforceable via large civil penalties, with civil fines between \$10,000 and \$100,000 per each individual occurrence of lobbying activity. These restrictions are in addition to the anti-lobbying and lobbying disclosure restrictions imposed by 31 U.S.C. §1352. No federal funds, either directly or indirectly, can be used to support the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of the Office of Justice Programs. Any violation of this prohibition is subject to a minimum \$10,000 fine for each occurrence. This prohibition applies to all activity, even if currently allowed within the parameters of the existing federal OMB circulars.

A certification from the Subgrantee is included with this guide (See Appendix I, Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters and Drug-Free Workplace Requirements).

IX. DRUG-FREE WORKPLACE

Title V, Sec. 5153, of the Anti-Drug Abuse Act of 1988 provides that grantees (State grants only) of federal funds, other than an individual, shall certify (See Appendix I, Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters and Drug-Free Workplace Requirements) that it will provide a drug-free workplace by:

- A. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the grantee's workplace, and specifying the actions that will be taken against employees for violations of such prohibition;
- B. Establishing a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace;
- C. Maintaining a drug-free workplace policy;
- D. Providing drug counseling, rehabilitation and employee assistance programs; and

E. Informing employees of penalties for drug abuse violations.

Recipients of federal funds who are individuals must certify that his or her conduct associated with the grant activity will be drug-free.

For further information, review the Government-wide Requirements for Drug-Free Workplace (Grants), codified at 28 C.F.R. Part 83.

X. SEAT BELT USE BY GOVERNMENT CONTRACTORS, SUBCONTRACTORS AND GRANTEES

Pursuant to 23 U.S.C. §§402, 403, and 29 U.S.C. §668, each recipient agency of Federal contracts, subcontracts, and grants shall encourage adoption and enforcement of on-the-job seat belt policies and programs for its employees, contractors, and subrecipients when operating company-owned, rented, or personally owned vehicles.

XI. EMPLOYMENT ELIGIBILITY VERIFICATION

Recipients of Federal funds must agree to complete and keep on file, as appropriate, the Immigration and Naturalization Service Employment Eligibility form (I-9). This form is to be used by the recipient of Federal funds to verify that persons employed by the recipient are eligible to work in the United States.

XII. DATA UNIVERSAL NUMBERING SYSTEM (DUNS)

The Department of Justice, Office of Justice Programs, requires the gathering of information to comply with the Federal Funding and Accountability and Transparency Act (FFATA) of 2006. FFATA requires the use of a Data Universal Numbering System (DUNS), and Central Contractor Registration (CCR) for each entity applying for a federal award or subaward. Applications without a DUNS number or a current CCR registration are incomplete.

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 free, one-time activity, and can be obtained by applying online at <http://www.dnb.com/us> or by calling 1-866-705-5711.

CCR is the federal government's database for standard information about federal financial assistance applicants, recipients, and subrecipients. Applicants for grants (private non-profits, educational organizations, state and regional agencies, etc.) supported with federal grant funds must register on-line with CCR at <http://www.ccr.gov/>. Applicants must update or renew their registration at least once per year to maintain their active status.

Subgrantees must complete a FFATA form, including providing their DUNS number and confirming current registration with CCR, and return it with a completed application package.

FFATA calls for the establishment of a single searchable website that is accessible by the public and includes the following information for each Federal award:

- The name of the entity receiving the award.
- The amount of the award.
- Information on the award including the transaction type, funding agency, the North American Industry Classification System code or Catalog of Federal Domestic Assistance number (where applicable), program source, and an award title descriptive of the purpose of each funding action.
- The location of the entity receiving the award and primary location of performance under the award, including the city, state, congressional district, and country.
- A unique identifier of the entity receiving award and of the parent entity of the recipient, should the entity be owned by another entity.
- Any other relevant information specified by OMB.

For more information about FFATA, visit the <http://www.usaspending.gov/website>.

XIII. 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.

Likewise, Applicants who make false statements or claims in connection with any OJP grants are subject to federal fines, imprisonment, and debarment from participating in federal grants or contracts, and/or other remedies available by law.

XIV. CONFIDENTIALITY AND HUMAN SUBJECTS PROTECTION

U.S. Department of Justice regulations 28 C.F.R. Part 22 require recipients of OJP funding to submit a Privacy Certificate as a condition of approval of any grant application or contract proposal that contains a research or statistical component under which "information identifiable to a private person" will be collected, analyzed, used, or disclosed. The recipient's Privacy Certificate includes a description of its policies and procedures to be followed to protect the confidentiality of identifiable data. 28 C.F.R. §22.23. Federal regulations provide, among other matters, that: "Research or statistical information identifiable to a private person may be used only for research

or statistical purposes." 28 C.F.R. §22.21. Moreover, any private person from whom information identifiable to a private person is collected or obtained (either orally or by means of written questionnaire or other document) must be advised that the information will only be used or disclosed for research or statistical purposes and that compliance with the request for information is voluntary and may be terminated at any time. 28 C.F.R. §22.27.

In addition, the Department of Justice has regulations with respect to the protection of human research subjects. Regulations 28 C.F.R. Part 46 require that research involving human subjects that is supported with Federal funds must be reviewed and approved by an Institutional Review Board (IRB), before Federal funds are expended for that research. Persons who participate in Federally-funded research must provide their "informed consent" and must be permitted to terminate their participation at any time. Funding recipients must submit appropriate documents to OJP showing compliance with these federal regulations before spending grant funds on any research activity involving human subjects.

General information regarding Data Confidentiality and Protection of Human Research Subjects (and Model Privacy Certificates and other forms) can be found on the following web sites: www.ojp.usdoj.gov/forms.htm; www.ojp.usdoj.gov/nij/funding/humansubjects/index.html; <http://www.ojp.usdoj.gov/bjs/pub/pdf/bjsmpc.pdf>; and <http://www.ojp.usdoj.gov/bjs/funding.htm>.

XV. REPORTING FRAUD, WASTE, ERROR, AND ABUSE

Recipients of federal funds should promptly refer to an appropriate inspector general any credible evidence that a principal, employee, agent, contractor, subgrantee, subcontractor, or other person has submitted false claim under the False Claims Act or has committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving federal grant funds.

Potential fraud, waste, abuse, or misconduct may be reported to the U.S. Department of Justice, Office of the Inspector General (OIG) by:

mail: Office of the Inspector General
U.S. Department of Justice Investigations Division
950 Pennsylvania Avenue, N.W. Room 4706
Washington, DC 20530

e-mail: oig.hotline@usdoj.gov

hotline: (800) 869-4499 (contact information in English and Spanish)

hotline fax: (202) 616-9881

Additional information is available from the DOJ OIG web site at www.usdoj.gov/oig/.

XVI. 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 monitors and auditors:

- A. Copy of approved application for subgrant including subgrant 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 DCJ;
- B. Copies of all quarterly detailed cost statements, quarterly programmatic progress reports, and annual report;
- C. Personnel information: Copies of all payroll evidence, staff assignment forms, time reports, and certifications;
- D. Equipment: Copies of all purchase orders, receiving documents, bid or competitive quote 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 (applies only to use of facilities as required in the course of narcotics investigation): Copies of all approvals, bids, contracts, records of project completion, and payments;
- G. Travel: Copies of all travel authorizations, travel vouchers, and payments; and
- H. Banking Information: Cash verification, receipts documentation, check register, canceled checks, and bank statements.

XVII. REPORTING PROCEDURES

A. PROGRAMMATIC PROGRESS REPORTS

Subgrantees are required to submit **quarterly programmatic progress reports** containing these performance measures to DCJ describing project activities for the duration of the award period. Reports must be submitted to DCJ within **fifteen (15) calendar days** of the end of the each quarter. The last quarterly report will serve as the final progress report. **Final progress reports are due 15 days after the expiration of the grant term.**

Subgrantees must complete the following **three federal** and **DCJ** programmatic progress reports:

1. Quarterly Numeric Data

The federal Department of Justice, OJP has instituted an online measurement tool for the collection of performance measures from grant recipients via the Performance Measurement Tool (PMT) system.

RSAT subrecipients are expected to log on directly to the PMT system to the report numeric data **quarterly**. RSAT Subrecipients must enter numeric data within fifteen (15) days after the end of each quarter. A Final PMT report is due 15 days after the expiration of the grant term.

DCJ will review the numeric data and either (a) approve of the Subrecipient data or (b) ask the Subrecipient to correct the data.

Subrecipients will be provided with a password and username to sign onto the PMT system.

2. Quarterly Narrative Progress Reports

In accordance with OJP and BJA program requirements, Subrecipients are required to submit quarterly narrative progress reports summarizing program activities that occurred during each quarter. RSAT Subrecipients must submit these reports within fifteen (15) days after the end of each quarter. A final quarterly narrative progress report is due 15 days after the expiration of the grant term.

Subrecipients will be provided with a copy of the quarterly narrative progress report with the executed contract package.

3. Semi-Annual Narrative Reports

In accordance with OJP and BJA program requirements, Subrecipients are required to submit semi-annual narrative reports summarizing program activities that occurred during the prior six months (January to June and July to December). The semi-annual report consists of responding to seven narrative questions. Semi-annual narrative reports are due fifteen (15) days after the end of the six month period: **July 15 and January 15.**

Subrecipients will be provided with a copy of the semi-annual report questions with the executed contract package.

B. DETAILED COST STATEMENT–CASH REPORT/CASH REQUEST

The Subgrantee is required to submit financial expenditure reports or Detailed Cost Statements (DCS) comparing actual expenditures with the approved budget.

Subgrantees are required to submit **quarterly** Detailed Cost Statements (DCS). Three copies of each DCS fiscal reports are to be submitted to the DCJ Program Development/Grants Section 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 II, Detailed Cost Statement). For each funding request, a separate State of New Jersey Payment Voucher (See Appendix II) must be submitted.

At the end of the grant term, the Subgrantee also is required to file a Final DCS to document the receipt and expenditure of all grant funds. This Final DCS must be filed within **fifteen (15)** working days of the end of the liquidation period.

XVIII. 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. Subgrantees 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, Subgrantees are required to submit a written explanation and a DCJ Form 108, Grant Adjustment Request Form (Appendix IV).
- B. Subgrantees 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 Subgrantee shall clearly show the change in cost categories and use the Grant Adjustment Request Form, DCJ Form 108 (see Appendix IV).

XIX. SUBGRANTEE FISCAL RESPONSIBILITY

The Subgrantee must maintain a bookkeeping system, records, and files to account for all grant monies spent and all matching funds contributed to the project. While a preferred system is not specified, Subgrantees are expected to conform to accepted accounting standards.

A. FINANCIAL MANAGEMENT SYSTEM

The Subgrantee is responsible for maintaining an adequate financial management system and will immediately notify DCJ when it cannot comply with these requirements.

1. The Subgrantee's financial management system shall provide for:
 - a. **Financial Reporting:**
Accurate, current, and complete disclosure of the financial results of each grant in conformity with generally accepted principles of accounting, and reporting in a format that is in accordance with the financial reporting requirements of the grant.
 - b. **Accounting Records:**
Records that accurately and timely identify the source and application of funds for RSAT supported activities. These records must contain information pertaining to the receipt of grant funds by source, authorizations, obligations, unobligated and unexpended balances, assets, liabilities, outlays or expenditures and income.
 - c. **Internal Control:**
Effective internal and accounting controls over all funds, property and other assets. The Subgrantee must adequately safeguard all assets and assure that they are used solely for authorized purposes. Controls must be established to ensure that expenditures charged to subgrant activities are readily available to certify that such charges are accurate.
 - d. **Budget Control:**
Comparison of actual expenditures or outlays with budgeted amounts for grant funds and required non-federal expenditures. Also, the relationship of the financial information with performance or productivity data, including the development of unit cost information.
 - e. **Allowable Cost:**
Procedures for determining reasonableness, allowability, and allocation of costs generally consistent with the provisions of Federal and State requirements.

- f. Source Documentation:
Accounting records are supported by source documentation.
 - g. Cash Management:
Procedures to minimize the time elapsing between the advance of funds from DCJ and the disbursement by the Subgrantee, whenever funds are advanced by DCJ.
2. DCJ may require the submission of an “Accounting System and Financial Capability Questionnaire.” (Appendix I).
 3. DCJ may review the adequacy of the financial management system of any applicant as part of a pre-award review or at any time subsequent to the award. If DCJ determines that the Subgrantee’s accounting system does not meet the standards described above, additional information to monitor the grant may be required until the system meets with DCJ’s approval.

B. AUDIT REQUIREMENTS

Recipients of federal or state funds must comply with federal and state audit requirements. (Federal, OMB Circular No. A-133 Revised and State Department of the Treasury, Circular Letter 04-04-OMB, Single Audit Policy for Recipients of Federal Grants, State Grants and State Aid). LPS may require the submission of an “Audit Requirements Form.” (Appendix I).

1. For applicants that receive State financial assistance, (which consists of funds received directly from the State of New Jersey, but does not include federal pass-through funds), of \$100,000 or more is expended by the applicant agency, applicants annually must have either
 - a. financial statement audit performed in accordance with Government Auditing Standards (Yellow Book) or
 - b. program-specific audit performed in accordance with OMB Circular No. A-133 Revised and state policy.
2. For applicants that receive Federal financial assistance, (which consists of funds received from the Federal Government or federal funds passed through state agencies), of \$500,000 or more is expended by the applicant agency, applicants annually must have:
 - a. single audits performed, or
 - b. program-specific audits performed in accordance with OMB Circular No. A-133 Revised and state policy.
3. For applicants who receive less than \$100,000 of state financial assistance or less than \$500,000 of federal financial assistance is expended, no audit is required. However, the Chief Financial Officer of the agency must attest to the

adequacy of the applicant's accounting system. (Accounting System and Financial Capability Questionnaire).

C. GENERAL CONDITIONS

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

1. RETENTION OF RECORDS

Financial records of the Grantee and its Subgrantees and Contractors and Vendors, 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 expenditure 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. If an audit is completed and the findings are resolved prior to the seven-year period, Subgrantees must receive prior approval from DCJ before disposing of any documents relating to the subgrants.

2. FUND PAYMENT

All payments made to the Subgrantee will be recorded by the Subgrantee 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 Subgrantee in accordance with the provisions of the subgrant throughout the project period subject to such conditions as DCJ may prescribe.

3. USE OF SUBGRANT FUNDS

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

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

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. (Appendix IV).

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.

4. PROJECT INCOME (MONIES RECEIVED AND EXPENDED)

All interest or other income earned by the Subgrantee with respect to subgrant funds or as a result of conduct of the program (sale of publications, registration fees, service charges on fees, etc.) is deemed program income. 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. For further guidance on accounting for and reporting program income, consult the OJP Financial Guide, Part III, Chapter 4, Program Income, and as applicable, either 28 C.F.R. part 66 or (2) 28 C.F.R. Part 70 and OMB Circular A-110 (2 C.F.R. Part 215).

5. OBLIGATION OF GRANT FUNDS

Grant funds may not, without advance written approval by DCJ, 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. Subgrantees will be required to submit additional monthly DCS during the time period in which obligated funds are being liquidated.

6. RETURN OF UNOBLIGATED FUNDS

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

D. ALLOWABLE COSTS

Costs which have been deemed allowable by federal Office of Management and Budget Circulars and guidance (A-21, A-87, A-110, A-122, A-133, etc.), State Department of Treasury, Office of Management and Budget Circulars and guidance, State OMB Circular 07-05, the current edition of the OJP Financial Guide, and those which appear within the Applicant's Guide, are acceptable.

E. FISCAL REQUIREMENTS

1. A separate account (and separate bank account) for the subgrant 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.

XX. MONITORING OF PROGRAM PERFORMANCE

- A. The Subgrantee must assure compliance that performance goals are being achieved. Subgrantee 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 Subgrantee shall inform DCJ 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 taken, or contemplated, and any DCJ assistance required to resolve the situation.
- C. DCJ may, at its discretion, make site visits to:
1. Review program accomplishments and management control systems.
 2. Provide such technical assistance as may be required.
 3. Perform fiscal reviews to ensure grant funds are being properly expended in a timely manner.

XXI. REGULATIONS FOR LOCAL UNITS OF GOVERNMENT

The following budgetary and accounting procedure issued by the Director, Division of Local Government Services, Department of Community Affairs, should be observed in the development of subgrant budgets for all counties and municipalities which receive grant awards administered through DCJ.

- A. All DCJ grants shall be processed through the budget of the local unit at the time of the adoption of the budget or by a budget amendment utilizing N.J.S.A. 40 A:4-87. No such grants shall be accounted for through the “Trust Fund” as dedication by rider.
- B. All such grants shall be designated in the (state) budget as follows:

 REVENUE: DCJ Grant-Subgrant No. _____

 APPROPRIATION: Unclassified:
 DCJ Grant-Subgrant No. _____
- C. The appropriation shall be a separate line item without a designation as to “Salaries and Wages” and “Other Expenses” and shall not be made a part of any existing appropriation.
- D. The revenue, when anticipated at the time that the budget of a local unit is introduced, shall be a “Special Item of Revenue with Prior Written Consent of the Director of Local Government Services.”
- E. Since DCJ grants, in most instances, cover a fiscal year other than as provided by statute for New Jersey local units, the appropriation as budgeted may be set up as a “Reserve” from which commitments and charges can be made beyond the calendar year. 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.

[rsat rev'd 6/10]

Appendices

I. Subgrant Application Forms

Checklist

Applicant Information Form

✓Application Authorization

Section A

Program Narrative

Budget Detail

Budget Narrative

Section B

**✓Certification of Equal Employment
Opportunity Program**

✓General Conditions and Assurances

✓Grant Agreement Certification

**✓Certifications Regarding Lobbying, Debarment,
Suspension and Other Responsibility Matters
and Drug-Free Workplace Requirements**

✓Sample Resolution of Participation

✓Certification of Recording Officer

**✓Federal Financial Accountability and Transparency Act
Information Form**

II. ✓Detailed Cost Statement

III. ✓State of New Jersey Payment Voucher

IV. ✓Grant Adjustment Form

Note: ✓ Requires Signature of Authorized Official

APPENDIX I

SUBGRANT APPLICATION FORMS

RSAT GRANT -- SUBGRANTEE CHECK LIST

SUBGRANTEE: _____

GRANT NUMBER: SA _____

INSTRUCTIONS: The Application Check List is provided to serve as a guide to ensure the submission of a complete application.

Return three copies of the completed application (an original and two copies; original must contain original signatures.)

APPLICATION:

____ Applicant Information Form

____ Application Authorization

Section A:

____ Program Narrative

____ Description of Project that includes: Problem Statement/Needs Assessment, Goals, Objectives, Methods, Coordination of Services, Management Structure and Experience and Evaluation

____ Project Budget Detail Form

____ Budget Narrative describing each category of the budget listed on Budget Detail Form

Section B:

____ EEO Certificate (Complete and Sign attached form)

____ General Conditions and Assurances Applicable to Grants Awarded (Sign attached form)

____ Grant Agreement Certification (Complete and Sign attached Certification)

____ Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters and Drug-Free Workplace Requirements (Complete and Sign attached Certification)

____ Resolution of Participation **and** Certification **Signed & Sealed** by Recording Officer (Complete and Sign attached forms) **Not Applicable to State Agency Grants**

____ Federal Financial Accountability and Transparency Act Information Form (Complete and Sign attached form)

NOTE: ***ONLY COMPLETE APPLICATIONS CAN BE PROCESSED. IT IS IMPORTANT THAT ALL OF THE ABOVE-CITED ITEMS BE SUBMITTED WITH THE APPLICATION.***

Applicant Information Form

RSAT Grant Program

Project Duration Period (when to when):		Grant No.:
Official Name of Applicant Agency:		
Address:		
City/State:	Zip Code:	County:

Implementing Agency (if different than applicant):		
Agency Website:	Fiscal Year Start Date:	Federal ID Number:
Charitable Registration Number (if non profit & not exempt):		
Have there been any findings filed against the agency in regard to its charitable status? Yes No If yes, please explain on a separate sheet.		New Jersey Business Registration Certificate:

Name and Title of Chief Executive/Agency Director:			
Street Address, City, State, Zip Code (if different from above):			
Telephone:	Ext.	Email:	Fax:

Name and Title of Project Director:			
Street Address, City, State, Zip Code (if different from above):			
Telephone:	Ext.	Email:	Fax:

Name and Title of Contact Person:			
Street Address, City, State, Zip Code (if different from above):			
Telephone:	Ext.	Email:	Fax:

Name and Title of Chief Financial Officer:			
Street Address, City, State, Zip Code (if different from above):			
Telephone:	Ext.	Email:	Fax:

Name and Title of Fiscal Contact Person:			
Street Address, City, State, Zip Code (if different from above):			
Telephone:	Ext.	Email:	Fax:

**STATE OF NEW JERSEY
RESIDENTIAL SUBSTANCE ABUSE TREATMENT FOR STATE PRISONERS
GRANT PROGRAM**

APPLICATION AUTHORIZATION

Authorization to submit application to the Department of Law and Public Safety,
Division of Criminal Justice for a project entitled:

at an estimated total project cost of \$_____. Grant # SA - _____

The undersigned agrees upon approval of this project on behalf of the unit of government, to comply with the conditions applicable to grants awarded. The undersigned's 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 subgrants awarded pursuant to the Omnibus Crime Control and Safe Streets Act of 1968 and regulations, as amended, and the Residential Substance Abuse Treatment for State Prisoners act, 42 U.S.C. 3796ff et seq., as amended. Further, the undersigned makes the assurances concerning non-supplanting of local funds with state and federal funds.

This application consists of the following attachments in addition to this form:

1. Program Narrative,
2. Project Budget Detail,
3. Budget Narrative,
4. Certification of Equal Employment Opportunity Plan,
5. General Conditions & Assurances,
6. Grant Agreement Certification,
7. Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters and Drug-Free Workplace Requirements,
8. Resolution of Participation and Certification of Recording Officer, and

9. Federal Financial Accountability and Transparency Act Information Form.

As the duly authorized representative of the applicant-subgrantee, I hereby certify that the applicant-subgrantee will comply with the above-referenced provisions. I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

Signature

Printed Name

Title (Freeholder-Director, County Executive, State Department Head)

Governing Body

Date

Grant # SA-_____

[rsat rev'd 12/09]

Applicant: _____

Budget Detail Form

COST ELEMENT	Federal Share	Match Share	Project Total
<p>B. Purchase of Services</p> <p>1. Contracting of Service Organizations and Associations (list each by type with fee basis and amount of time devoted.)</p> <p>2. Instructional costs for training seminars.</p> <p>3. Other Costs for professional services, i.e., psychological/social services.</p> <p>Total Purchase of Services</p>			

**STATE OF NEW JERSEY
RESIDENTIAL SUBSTANCE ABUSE TREATMENT
FOR STATE PRISONERS GRANT PROGRAM**

GENERAL CONDITIONS AND ASSURANCES

1. The Subgrantee agrees that funds made available under the Residential Substance Abuse Treatment for State Prisoners Grant Program (RSAT) will not be used to supplant local funds, but will be used to increase the amounts of such funds that would, in the absence of grant funds, be made available for law enforcement activities.
2. The Subgrantee agrees to comply and assure the compliance of its contractors with the financial and administrative requirements set forth in the current edition of U.S. Department of Justice, Office of Justice Programs', OJP Financial Guide (available on the web at: <http://www.ojp.usdoj.gov/financialguide/index.htm>) (OJP Financial Guide) and the applicable provisions of Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, the Juvenile Justice and Delinquency Prevention Act, or the Victims of Crime Act, as appropriate; and the Residential Substance Abuse Treatment for State Prisoners Act, 42 U.S.C. §3796ff *et seq.*, as amended, the provision of the current edition of the U.S. Department of Justice, Office of Justice Programs Financial and Administrative Guide for Grants, M7100.1 as supplemented and amended; and all other applicable federal laws, orders, circulars, or regulations.
3. The Subgrantee will implement or continue to require urinalysis or other proven reliable forms of testing individuals in correctional residential substance abuse treatment programs. Such testing shall include individuals released from residential substance abuse treatment programs who remain in the custody of the State.
4. The Subgrantee agrees that grant funds may be used to pay for data collection, analysis and report preparation only if that activity is associated with federal reporting requirements. Other data collection, analysis, and evaluation activities are not allowable uses of grant funds.
5. The Subgrantee agrees to comply with all requirements imposed by the U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Bureau of Justice Assistance (BJA), New Jersey Attorney General, Department of Law and Public Safety (L&PS), and the Division of Criminal Justice (DCJ) concerning all federal, state, municipal laws, rules, regulations, policies, guidelines, directives, and requirements (including licenses, permits and background

checks) that are generally applicable to the activities in which the subgrantee is engaged in the performance of this grant. Failure to comply with these laws, rules, regulations, and state circulars will be grounds for termination of this subaward.

6. The Subgrantee assures that it possesses legal authority to apply for the grant; that, if applicable, a resolution or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required. The Subgrantee assures that it has the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project cost) to ensure proper planning, management, and completion of the project described in this application.
7. The Subgrantee agrees to comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970, 42 U.S.C. §4601 et seq., which provides for fair and equitable treatment of persons displaced as a result of federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. The Subgrantee agrees to comply with provisions of the Hatch Act, the federal law which limit certain political activities of employees of a state or local unit of government whose principal employment is in connection with an activity financed in whole or in part by federal grants. 5 U.S.C. §1501-08 and §7324-28.
9. The Subgrantee understands and agrees that, in compliance with the Anti-Lobbying Act, 18 U.S.C. §1913, and with the Limitations, Exceptions and Penalties on the Use of Appropriated Funds law, 31 U.S.C. §1352, it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of the Office of Justice Programs (OJP).
10. The Subgrantee understands and agrees to comply with the federal Executive Order 12549 on Debarment and Suspension, implemented at 28 C.F.R. Part 67, and state Executive Order 34 (1976), and state OMB 93-13-GSA circular letter regarding Debarments, Suspensions & Disqualifications. Subgrantee and its subcontractors will not conduct business with ineligible firms or individuals who are considered debarred, suspended or disqualified.

11. The Subgrantee agrees to comply with the minimum wage and maximum hours provision of the Federal Fair Labor Standards Act.
12. The Subgrantee will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
13. The Subgrantee agrees to give the United States General Accounting Office, DOJ, OJP, BJA, L&PS, and DCJ through any authorized representative, access to and the right to examine all paper and electronic records, books, papers, and documents related to the grant including pertinent accounting records, books, documents, and papers as may be necessary to monitor and audit the Subgrantee's operations. L&PS reserves the right to have access to all work papers produced in connection with audits made by the Subgrantee or independent certified public accountants, registered municipal accountants, or licensed public accountants hired by the Subgrantee to perform such audits.
14. The Subgrantee will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969, 42 U.S.C. §4321, and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972, 16 U.S.C. §1451 et seq. and the Coastal Barrier Resources Act, 16 U.S.C. §3501 et seq., which limits federal expenditures affecting the Coast Barrier Resources System; (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended, 42 U.S.C. §7401 et seq.; (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, 42 U.S.C. §300f et seq., as amended; and, (h) protection of endangered species under the Endangered Species Act of 1973, 16 U.S.C. §1531, as amended.
15. The Subgrantee agrees to comply, if applicable, with the flood insurance purchase requirements of Section 102 (1) of the Flood Disaster Protection Act of 1973, Pub. L. 93-234, 87 Stat. 975, approved December 31, 1976, §102 (a), 42 U.S.C. §4001 et seq., which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.

16. The Subgrantee agrees to assist DOJ, OJP, and BJA in its compliance with Section 106 of the National Historic Preservation Act of 1966, as amended, 16 U.S.C. §470; Executive Order 11593, the Archeological and Historical Preservation Act of 1974, 16 U.S.C. §469a-1 et seq.; and the National Environmental Policy Act of 1969, 42 U.S.C. §4321, by (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 C.F.R. Part 800.8) by the activity, and notifying DOJ, OJP, and BJA of the existence of any such properties, and by (b) complying with all requirements established by DOJ, OJP, and BJA to avoid or mitigate adverse effects upon such properties.
17. The Subgrantee agrees to comply and assure the compliance of its contractors, with all lawful requirements imposed by DOJ, BJA, including any applicable regulations such as Title 28, Judicial Administration, Chapter I, Department of Justice: Part 18, Administrative, Review Procedures; Part 20, Criminal Justice Information Systems; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 23, Criminal Intelligence Systems Operating Policies; Part 30, Intergovernmental Review of Department of Justice Program Activities; Part 42, Non-discrimination Equal Employment Opportunity Policies and Procedures; Part 46 and all Office of Justice Program Policies and procedures regarding the protection of human research subjects, including obtaining of Institutional Review Board approval, if appropriate, and subject informed consent; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Flood plain Management and Wetland Protection Procedures, and federal laws and regulations applicable to Federal Assistance Programs; Part 66, Uniform Administrative Requirement for Grants and Cooperative Agreements to State and Local Governments; and Part 70, Uniform Administrative Requirement for Grants and Cooperative Agreements (including Subawards) with institutions of Higher Education, Hospitals and Non-profit Organizations.
18. The Subgrantee understands that OJP reserves the right to unilaterally terminate this award, without penalty for a violation of the Trafficking Victims Protection Act 2000, 22 U.S.C. §7104(g), as amended. The Award Terms in 2 C.F.R. §175.15(b) are incorporated herein. Federal funding recipients or their employees may not engage in trafficking in persons, procure a commercial sex act or used forced labor in the performance of this award.
19. The Subgrantee agrees to comply and assure the compliance of its contractors, with any applicable statutorily imposed non-discrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 U.S.C. §3789d(c); the Victims of Crime Act, 42 U.S.C. §10604(e); the Juvenile Justice and Delinquency Prevention

Act of 2002, 42 U.S.C. §5672(b); the Civil Rights Act of 1964, as amended, 42 U.S.C. §2000d et seq.; the Rehabilitation Act of 1973, as amended; 29 U.S.C. §794, the Americans with Disabilities Act (ADA) of 1990, 42 U.S.C. §12131-34; the Education Amendments of 1972, 20 U.S.C. §1681, 1683, 1685-86; the Age Discrimination Act of 1975, 42 U.S.C. §6101-07; the Drug Abuse Office and Treatment Act of 1972, as amended, relating to nondiscrimination on the basis of drug abuse; the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970, 42 U.S.C. §12114 et seq. as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; §523 and 527 of the Public Health Service Act of 1912, 42 U.S.C. §290 dd-2 and 290 ee3, as amended, relating to confidentiality of alcohol and drug abuse patient records; Title VIII of the Civil Rights Act of 1968, 42 U.S.C. §3601 et seq., as amended, relating to nondiscrimination in the sale, rental or financing of housing; any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, the requirements of any other nondiscrimination statute(s) which may apply to the application, and the Department of Justice Non-discrimination Regulations, 28 C.F.R. Part 42, Subparts, C, D, E, and G; the Department of Justice regulations on disability discrimination, 28 C.F.R. Part 35, Part 38, Part 39; and the Department of Justice, Policy Guidance Document, "Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons," 67 F.R. 41455 (June 18, 2002); see Ex. Order 13279 (equal protection of the laws for faith-based and community organization).

20. The Subgrantee assures that in the event a federal or state court or federal or state administrative agency makes a finding of discrimination on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, it will forward a copy of the finding to OJP's Office for Civil Rights and DCJ.
21. The Subgrantee agrees that if required to formulate an Equal Employment Opportunity Program (EEOP) in accordance with 28 C.F.R. §42.301 et seq., it will maintain a current one on file, and where the proposed subgrant is for \$500,000 or more (or receives an aggregate of \$1,000,000 in federal grant funds in an 18-month period), the Subgrantee will provide a copy of the EEOP to OJP's Office for Civil Rights.
22. The Subgrantee acknowledges that failure to submit an acceptable EEOP (if required to submit pursuant to 28 C.F.R. §42.302), that is approved by the Office of Civil Rights, OJP, is a violation of its General Conditions and may result in suspension or termination of funding, until such time as the Subgrantee is in compliance.

23. The Subgrantee agrees to comply with the applicable requirements of 28 C.F.R. Part 38, the Department of Justice regulation governing “Equal Treatment for Faith Based Organizations” (the “Equal Treatment Regulation”). The Equal Treatment Regulation provides in part that Department of Justice (DOJ) grant awards of direct funding may not be used to fund any inherently religious activities, such as worship, religious instruction, or proselytization. Subgrantees of direct grants may still engage in inherently religious activities, but such activities must be separate in time or place from the DOJ funded program, and participation in such activities by individuals receiving services from the grantee or a sub-grantee must be voluntary. The Equal Treatment Regulation also makes clear that organizations participating in programs directly funded by DOJ are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion. Notwithstanding any other special condition of this award, faithbased organizations may, in some circumstances, consider religion as a basis for employment. See http://www.ojp.gov/about/ocr/equal_fbo.htm.
24. The Subgrantee certifies that Limited English Proficiency (LEP) persons have meaningful access to the services under this program(s). National origin discrimination includes discrimination on the basis of limited English proficiency. To ensure compliance with Title VI and the Safe Streets Act, Subgrantees are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including oral and written translation when necessary. The U.S. Department of Justice has issued guidance for Subgrantees to help comply with Title VI requirements. The guidance document can be accessed on the Internet at www.lep.gov.
25. The Subgrantee agrees to comply with all reporting, data collection, and evaluation requirements, as prescribed by the BJA in the program guidance for the Residential Substance Abuse Treatment for State Prisoners Grant Program, and as required by L&PS and DCJ.
26. The Subgrantee agrees that DOJ, OJP, BJA, L&PS, and DCJ reserve a royalty-free, non-exclusive and irrevocable license to reproduce, publish, or otherwise use, and authorize others to use: the copyright in any work developed from activities supported by this grant, and any rights of copyright to which a Subgrantee purchases ownership with support. The Subgrantee agrees that L&PS reserves the right to require the Subgrantee not to publish any work, which right shall not be exercised unreasonably. The Subgrantee assures that any publication by the Subgrantee shall include, on the title page, a standard disclaimer of responsibility by L&PS for any opinions or conclusions contained therein.

27. The Subgrantee assures that it shall submit one (1) copy of all reports and proposed publications resulting from funding under this grant, sixty (60) days prior to public release. The Subgrantee agrees that any written, visual, or audio publications, with the exception of press releases, whether published at the Subgrantee's or government's expenses, shall contain the following statement:

“This project was supported by Grant Number _____ (if applicable, contact grant analyst for Grant Number) awarded by the Bureau of Justice Assistance. The Bureau of Justice Assistance is a component of the Office of Justice Programs. The Bureau of Justice Assistance is a component of the Office of Justice Programs, which also includes the Bureau of Justice Statistics, the National Institute of Justice, the Office of Juvenile Justice and Delinquency Prevention, and the Office for Victims of Crime. Points of view or opinions in this document are those of the author and do not necessarily represent the official position or policies of the U.S. Department of Justice.”

The Subgrantee agrees to follow the current edition of the OJP Financial Guide for allowable printing activities.

28. The Subgrantee agrees to assist the Bureau of Justice Assistance (BJA) in complying with the National Environmental Policy Act (NEPA), the National Historic Preservation Act, and other related federal environmental impact analyses requirements in the use of these grant funds, either directly by the grantee or by a subgrantee. Accordingly, the Subgrantee agrees to first determine if any of the following activities will be funded by the grant, prior to obligating funds for any of these purposes. If it is determined that any of the following activities will be funded by the grant, the Subgrantee agrees to contact BJA.

The Subgrantee understands that this special condition applies to its following new activities whether or not they are being specifically funded with these grant funds. That is, as long as the activity is being conducted by the Subgrantee, or any third party and the activity needs to be undertaken in order to use these grant funds, this special condition must first be met. The activities covered by this special condition are:

- a. New construction;
- b. Minor renovation or remodeling of a property located in an environmentally or historically sensitive area, including properties located within a 100-year flood plain, a wetland, or habitat for endangered species, or a property listed on or eligible for listing on the National Register of Historic Places;
- c. A renovation, lease, or any proposed use of a building or facility that will either (a) result in a change in its basic prior use or (b) significantly change its size;

- d. Implementation of a new program involving the use of chemicals other than chemicals that are (a) purchased as an incidental component of a funded activity and (b) traditionally used, for example, in office, household, recreational, or education environments; and
- e. Implementation of a program relating to clandestine methamphetamine laboratory operations, including the identification, seizure, or closure of clandestine methamphetamine laboratories.

The Subgrantee understands and agrees that complying with NEPA may require the preparation of an Environmental Assessment and/or an Environmental Impact Statement, as directed by BJA. The Subgrantee further understands and agrees to the requirements for implementation of a Mitigation Plan for programs relating to methamphetamine laboratory operations.

- 29. The Subgrantee agrees to comply with all confidentiality requirements of 42 U.S.C. §3789g and 28 C.F.R. Part 22 that are applicable to collection, use, and revelation of data or information. The Subgrantee further agrees, as a condition of grant approval, to submit a Privacy Certificate that is in accord with requirements of 28 C.F.R. Part 22 and, in particular, section 22.23.
- 30. The Subgrantee agrees to use the National Information Exchange Model (NIEM) specifications and guidelines for this subgrant available at <http://www.niem.gov/> to support public safety and justice information sharing. The Subgrantee agrees to publish and make available without restriction all schemas (extensions, constraint, proxy) generated as a result of this subgrant to the component registry as specified in the guidelines.
- 31. To avoid duplicating existing networked or IT systems in any initiatives funded by BJA for law enforcement information sharing systems which involve interstate connectivity between jurisdictions, such systems shall employ, to the extent possible, existing networks as the communication backbone to achieve interstate connectivity, unless the subgrantee can demonstrate to the satisfaction of BJA that this requirement would not be cost effective or would impair the functionality of an existing or proposed IT system.
- 32. If a project is not operational within sixty (60) days of the original start date of the award period, the Subgrantee must report by letter to L&PS and DCJ of the steps taken to initiate the project, the reasons for the delay, and the expected start date. If a project is not operational within ninety (90) days of the original start date of the award period, the Subgrantee must submit a second statement to L&PS and DCJ explaining the

implementation delay. Upon receipt of the 90-day letter, L&PS and DCJ may cancel the project and request the federal agency approval to redistribute the funds to other project areas. L&PS and DCJ may also, where extenuating circumstances warrant, extend the implementation date of the project past the 90-day period. When this occurs, the appropriate subaward files and records must so note the extension.

33. Subgrantee agrees, to the greatest extent practicable, that all equipment and products purchased with grant funds should be American made.
34. Pursuant to Executive Order 13043, 62 Fed. Reg. 19217 (1997), each recipient agency of Federal contracts, subcontracts, and grants shall encourage adoption and enforcement of on-the-job seat belt policies and programs for its employees, contractors, and subrecipients when operating company-owned, rented, or personally owned vehicles.
35. Organizations funded under this federal grant program must agree to complete and keep on file, as appropriate, the Immigration and Naturalization Service Employment Eligibility form (I-9). This form is to be used by the recipient of Federal Funds to verify that persons employed by the recipient are eligible to work in the United States.
36. The Subgrantee assures that it will comply, and all of its contractors will comply with the requirements of the state's anti-discrimination and affirmative action laws and regulations, including N.J.A.C. 17:27, applicable provisions of N.J.S.A. 10:5, et. al., and P.L. 1975, c. 127, as amended, and all implementing regulations. Failure to comply with these laws, rules, regulations, and state circulars will be grounds for termination of this subaward.
37. The Subgrantee shall not subcontract any of the work or services covered by this grant, nor shall any interest be assigned or transferred except as may be provided for in this grant or with the express written approval of L&PS.
38. The Recipient shall recognize and agree that both the initial provision of funding and the continuation of such funding under the Agreement are expressly dependent upon the availability to the Department of funds appropriated by the State Legislature from State and/or Federal revenue or such other funding sources as may be applicable and, in addition, if the Subgrantee's program is deemed a priority by the New Jersey Attorney General. A failure of the Department to make any payment under this Agreement or to observe and perform any condition on its part to be performed under the Agreement as a result of the failure of the Legislature to appropriate shall not in any manner constitute a breach of the Agreement by the Department or an event of default under the Agreement and the

Department shall not be held liable for any breach of the 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 the Grant/Loan Agreement and in no event shall the Agreement be construed as a commitment by the Department to expend funds beyond the termination date set in the Grant/Loan Agreement.

39. The Subgrantee agrees that all income earned by the Subgrantee from grant-supported activities is deemed program income. The Subgrantee agrees to add program income to funds committed to the program to further eligible program objectives. The Subgrantee agrees to comply with the OJP's Financial Guide, Part III Chapter 4: Program Income, and as applicable, either (1) 28 C.F.R. Part 66 or (2) 28 C.F.R. Part 70 and federal OMB Circular A-110, on the use, disposition, accounting and reporting for program income. (The use of program income must be shown on the detailed cost statements). State 07-05-OMB Circular defines program income to include any interest earned of \$250 or more in a fiscal year on advances of grant funds.
40. If applicable, the Subgrantee agrees that it will deposit advances of state grants in interest bearing accounts.
41. The Subgrantee agrees to enter, maintain and record all grant funds received by the State for this program in accounting and bank account records separate from all other fund accounts, including funds derived from other grant awards. Disbursed grant funds shall be available for expenditure by the Subgrantee in accordance with the provisions of the subgrant throughout the project period subject to such conditions as DCJ may prescribe.
42. The Subgrantee agrees to maintain an adequate financial management system in accordance with generally accepted principles of accounting. The Subgrantee shall maintain accurate and current financial reports, accounting records, internal controls, budget controls, and cash management procedures for receiving, holding, and expending grant funds. The Subgrantee shall maintain accurate and complete disclosure of financial results of each subgrant in the Detailed Cost Statements (DCS), have procedures to determine allowable costs, and provide source documentation for financial records.
43. As required under the federal Single Audit Act of 1984, Pub. L. 98-502, as amended, the Subgrantee agrees to comply with the organizational audit requirements of Federal OMB Circular, A-133, Audits of States, Local Governments and Non-Profit Organizations, as further described in the OJP's Financial Guide, Part III Chapter 19, Government Accountability Office's Government Auditing Standards (Yellow Book), and the State of

New Jersey, Department of Treasury, Circular Letter (State Circular Letter) 04-04-OMB, Single Audit Policy for Recipients of Federal Grants, State Grants and State Aid Payments. The Subgrantee agrees to submit to DCJ any copies of any exceptions and/or findings regarding this project as a result of a single audit. The Subgrantee immediately will report to DCJ any changes in its fiscal year.

44. The Subgrantee agrees that grant funds will be used only for allowable costs as determined according to applicable federal cost principles specific to the Subgrantee (e.g., Federal OMB Circular A-21 (2 C.F.R. Part 220), A-87 (2 C.F.R. Part 225), A-102, A-110 (2 C.F.R. Part 215), A-122 (2 C.F.R. Part 230), A-133, etc.), according to the OJP's Financial Guide, Part III Chapter 7: Allowable Costs, and State Circular Letter 07-05-OMB, Standard Grant Agreement Form, X. Allowable Costs.
45. The Subgrantee agrees that property furnished by L&PS or acquired in whole or in part with federal or L&PS funds or whose cost was charged to a project supported by federal or L&PS funds shall be utilized and disposed of in a manner generally consistent with state and federal requirements.
46. The Subgrantee agrees that procurement of supplies, equipment, and other services with funds provided by this grant shall be accomplished in a manner generally consistent with federal and state requirements. Adherence to the standards contained in the applicable federal and state laws and regulations does not relieve the Subgrantee of the contractual responsibilities arising under its procurement. The Subgrantee is the responsible authority, without recourse to L&PS, regarding the settlement and satisfaction of all contractual and administrative issues arising out of procurement entered in support of a grant.
47. The Subgrantee agrees that it will maintain data and information and submit timely reports, including programmatic progress and financial reports, as L&PS may require. If reports are not submitted as required, the L&PS may, at its discretion, suspend payments on this subgrant. The State of New Jersey may, at its discretion, take such action to withhold payments to the Subgrantee on this or any grant with other state agencies until the required reports have been submitted.
48. Unless otherwise directed by DCJ, state or federal statute, all grant records shall be retained for a period of seven years. This period is extended until otherwise directed if there is any litigation, claim, negotiation, action, or audit finding involving grant records is started before the end of the seven year period.

49. The Subgrantee agrees to report any Budget Revisions or Grant Extensions as follows:
- a. Any deviations from the approved budget or extensions in the grant period require prior approval via Division of Criminal Justice (DCJ) Form 108, Grant Adjustment Request Form. Subgrantee should be aware that approved budget revisions may result in the imposition of additional special conditions.
 - b. L&PS may request changes in the scope of services of the Subgrantee to be performed hereunder. Such changes, which are mutually agreed upon by and between L&PS and the Subgrantee must be incorporated in written amendments to this grant.
 - c. If the Subgrantee is making program expenditures or providing grant services at a rate which, in the judgment of L&PS, will result in substantial failure to expend the grant amount or provide grant services, L&PS may so notify the Subgrantee. If, after consultation, the Subgrantee is unable to develop to the satisfaction of L&PS a plan to rectify its low level of program expenditures or grant services, L&PS may upon thirty (30) days notice to the Subgrantee, reduce the grant amount by a sum so that the revised grant amount fairly projects program expenditures over the grant period. This reduction shall take into account the Subgrantee's fixed costs and shall establish the committed level of services for each program element of grant services at the reduced grant amount. If such a determination is made by L&PS subsequent to the awarding of the grant and the funds have already been received by the Subgrantee, the reduced amount will be remitted to L&PS.
 - d. If the revision requested will result in a change to the Subgrantee's approved project which requires federal prior approval, L&PS will obtain the federal agency's approval before approving the Subgrantee's request.
50. If the Subgrantee materially fails to comply with the terms of an award, whether stated in a state or federal statute or regulation, an assurance, general condition, special condition, in a state plan or application, a notice of award, or elsewhere, the Subgrantee agrees that L&PS may take one or more of the following actions, as appropriate in the circumstances:
- a. Temporarily withhold cash payments pending correction of the deficiency by the Subgrantee or take more severe enforcement action.
 - b. Disallow all or part of the cost of the activity or action not in compliance.
 - c. Wholly or partly suspend or terminate the current award for the Subgrantee's program.
 - d. Withhold further awards for the program.

- e. Request the balance of grant funds to be returned and/or seek reimbursement for funds expended that were not in compliance with the terms and conditions of the grant agreement.
 - f. Take other remedies that may be legally available.
51. When the Subgrantee has failed to comply with grant award requirements, stipulations, standards, or conditions, the Subgrantee agrees that L&PS may suspend the grant and withhold further payments; prohibit the Subgrantee from incurring additional obligations of grant funds pending corrective action by the Subgrantee; or decide to terminate the grant in accordance with the below paragraph. L&PS shall allow all necessary and proper costs, which the Subgrantee could not reasonably avoid during the period of suspension, provided they meet federal and state requirements.
52. The Subgrantee agrees that L&PS may terminate the grant in whole or in part whenever it is determined that the Subgrantee has failed to comply with the conditions of the grant. L&PS shall notify the Subgrantee in writing of the determination and the reasons for the termination together with the effective date. Payments made to the Subgrantee or recoveries by L&PS under the grant terminated for cause shall be in accord with the legal right and liability of the parties.
53. L&PS and the Subgrantee may terminate the grant in whole, or in part, when both parties agree that the continuation of the project would not produce beneficial results commensurate with the further expenditure of funds. The two parties shall agree upon the termination conditions, including the effective date and in case of partial terminations, the portion to be terminated. The Subgrantee shall not incur new obligations for the terminated portion after the effective date and shall cancel as many outstanding obligations as possible.
54. The Subgrantee agrees that under certain instances it may be considered “High Risk”:
- a. If L&PS determines that a Subgrantee:
 - i. Has a history of unsatisfactory performance.
 - ii. Is not financially stable.
 - iii. Has a financial management system which does not appear adequate according to the General Conditions, or meet the standards expressed according to State Circular Letter 07-05-OMB, Standard Grant Agreement Form, VIII Financial Management System.
 - iv. Has not conformed to terms and conditions of previous awards.

- v. Is otherwise not responsible; and L&PS determines that an award will be made; special conditions and/or restrictions shall correspond to the high risk condition and shall be included in the award.
 - b. If a Subgrantee is considered “High Risk,” then L&PS may impose additional Special conditions or restrictions on the Subgrantee at any time including:
 - i. Payment on a reimbursement basis.
 - ii. Withholding authority to proceed to the next phase until receipt or evidence of acceptable performance within a given funding period.
 - iii. Requiring additional, more detailed financial reports.
 - iv. Additional project monitoring.
 - v. Requiring the Grantee to obtain technical or management assistance.
 - vi. Establishing additional prior approvals.
 - c. If L&PS decides to impose such special conditions, L&PS will notify the Subgrantee as soon as possible, in writing, of:
 - i. The nature of the special conditions/restrictions.
 - ii. The reason(s) for imposing the special conditions.
 - iii. The corrective actions that must be taken before the special conditions will be removed by the Department and the time allowed for completing the corrective actions.
 - iv. The method of requesting reconsideration of the conditions/restrictions imposed.
55. The Subgrantee understands and agrees that, in compliance with the Corruption of Public Resources Act, N.J.S.A. 2C:27-12, it cannot knowingly misuse state grant funds for an unauthorized purpose, and violations under this act could result in a prison term of up to 20 years, and, under N.J.S.A. 2C:30-8, subject to a fine of up to \$500,000.
56. The Subgrantee agrees that it shall be solely responsible for and shall keep, save, and hold the State of New Jersey harmless from all claims, loss, liability, expense, or damage resulting from all mental or physical injuries or disabilities, including death, to its employees or recipients of the Subgrantee's services or to any other persons, or from any damage to any property sustained in connection with the delivery of the Subgrantee's services that results from any acts or omissions, including negligence or malpractice, of any of its officers, directors, employees, agents, servants or independent contractors, or from the Subgrantee's failure to provide for the safety and protection of its employees, whether or not due to negligence, fault, or default of the Subgrantee. The Subgrantee's responsibility shall also include all legal fees and costs that may arise from these actions. The Subgrantee's liability

under this agreement shall continue after the termination of this agreement with respect to any liability, loss, expense, or damage resulting from acts occurring prior to termination.

CERTIFICATION

I certify that the programs proposed in this application meet all the requirements of the Residential Substance Abuse Treatment for State Prisoners Grant Program, that all the information presented is correct, that there has been appropriate coordination with affected agencies, and that the applicant will comply with the provisions of the Residential Substance Abuse Treatment for State Prisoners Grant Program and all other applicable federal and state laws, regulations, and guidelines.

Subgrantee

Grant # RSAT-_____

Signature of Authorized Official

**Title of Authorized Official
(County Freeholder-Director
or County Executive)**

Printed Name of Authorized Official

Date

[rsat rev'd 12/09]

THE NEW JERSEY
RESIDENTIAL SUBSTANCE ABUSE TREATMENT
FOR STATE PRISONERS (RSAT) GRANT PROGRAM

GRANT AGREEMENT CERTIFICATION

_____, being eighteen years of age or older, hereby certifies:
Name

1. I am _____ of the _____
Title Name of Agency

_____, hereafter referred to as the "Subgrantee." I am
receiving grant funds

submitting this certification in conjunction with the provision of grant funds in the amount of

_____ to the Subgrantee by the Division of Criminal Justice under the
dollar amount of funds

Residential Substance Abuse Treatment For State Prisoners (RSAT) Grant Program. In making this certification, I understand that the Division of Criminal Justice will rely upon the statements made herein in processing this application and with making provision of the grant funds in question.

2. I have reviewed the contents of the application which has been submitted by the Subgrantee for such funding and hereby certify that the factual statements and data set forth in the application and attachments are true to the best of my knowledge and belief.

3. I also hereby certify that I am responsible for authorizing expenditures and disbursements of grant funds; that I will be responsible for undertaking the programs and activities described in the application; that I have reviewed and am familiar with all statutory and regulatory requirements pertaining to the use of the funds being provided to undertake such programs and activities; and that I have sought and

obtained legal advice from the Subgrantee's legal counsel as I have considered appropriate or necessary in this regard.

4. I further certify that I will ensure that the Subgrantee will utilize the funds being provided by the Division of Criminal Justice to carry out the programs and activities specifically described in the application.

5. I further certify that I will ensure that the Subgrantee will, in utilizing the funds being provided by the Division of Criminal Justice, comply with any and all statutory and regulatory requirements pertaining to the use of such funds.

6. I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are wilfully false, I am subject to punishment.

Signature

Title

Printed Name

Date

U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE COMPTROLLER

**CERTIFICATIONS REGARDING LOBBYING; DEBARMENT,
SUSPENSION AND OTHER RESPONSIBILITY MATTERS
AND
DRUG-FREE WORKPLACE REQUIREMENTS**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal Grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

**2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS
(DIRECT RECIPIENT)**

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

- (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making is a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will
- (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to:

Department of Justice
Office of Justice Programs
ATTN: Control Desk
810 Seventh Street, N.W.,
Washington, D.C. 20531

- Notice shall include the identification numbers(s) of each affected grant;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted
- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check ___ if there are workplaces on file that are not identified here.

Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

Check ___ if the State has elected to complete OJP Form 4061/7.

DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67; Sections 67.615 and 67.620

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, with 10 calendar days of the conviction, to:

Department of Justice
Office of Justice Programs
ATTN: Control Desk
810 Seventh Street, N.W.,
Washington, D.C. 20531

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address:

2. Application Number and/or Project Name:

3. Grantee IRS/Vendor Number _____

4. Type/Print Name and Title of Authorized Representative

5. Signature

6. Date

THE NEW JERSEY
RESIDENTIAL SUBSTANCE ABUSE TREATMENT
FOR STATE PRISONERS (RSAT) GRANT PROGRAM

RESOLUTION OF PARTICIPATION

A RESOLUTION APPROVING PARTICIPATION WITH THE STATE OF NEW JERSEY IN THE RESIDENTIAL SUBSTANCE ABUSE TREATMENT FOR STATE PRISONERS (RSAT) GRANT PROGRAM ADMINISTERED BY THE DIVISION OF CRIMINAL JUSTICE, DEPARTMENT OF LAW AND PUBLIC SAFETY.

WHEREAS, the _____ wishes to apply
Applicant's Unit of Government/Non Profit Organization

for funding for a project under the Residential Substance Abuse Treatment For State Prisoners (RSAT) Grant Program, and

WHEREAS, the _____ has reviewed the
Applicant's Governing Body/Board of Directors

accompanying application and has approved said request, and

WHEREAS, the project is a joint effort between the Department of Law and Public Safety and _____ for the purpose described
Applicant's Unit of Government/Non Profit Organization

in the application;

THEREFORE, BE IT RESOLVED by the _____ that
Applicant's Governing Body/Board of Directors

1. As a matter of public policy _____ wishes to
Applicant's Unit of Government/Non Profit Organization
participate to the fullest extent possible with the Department of Law and Public Safety.
2. The Attorney General will receive funds on behalf of the applicant.
3. The Division of Criminal Justice shall be responsible for the receipt and review of the applications for said funds.

4. The Division of Criminal Justice shall initiate allocations to each applicant as authorized.
5. The following are the applicant's authorized signatories for the grant agreement documents, detailed cost statements, State payment vouchers and programmatic progress reports:

Name

Title

Name

Title

Name

Title

We certify that the information contained in, or included with, this contract document is accurate and complete.

Chairperson, Board of Director

Date

Executive Director

Date

THE NEW JERSEY
RESIDENTIAL SUBSTANCE ABUSE TREATMENT
FOR STATE PRISONERS (RSAT) GRANT PROGRAM

CERTIFICATION OF RECORDING OFFICER

This is to certify that the foregoing Resolution is a true and correct copy of a resolution which was duly and regularly introduced and finally adopted at the meeting of the _____ held on the **Applicant's Governing Body/Board of Directors** _____ day of _____, 20____ and duly recorded in my office; that all requirements of law pertaining to the conduct of said meeting and the passage of this resolution were observed; and that I am duly authorized to execute this certificate.

DATED this _____ day of _____, 20_____

SEAL

Signature of Certifying Officer

**Title of Certifying Officer/
Chairperson, Board of Directors**

Name of Certifying Officer

**FEDERAL FINANCIAL ACCOUNTABILITY AND
TRANSPARENCY ACT INFORMATION FORM**

To be completed by Subrecipient:

1. AGENCY NAME: _____
2. CITY: _____ 3. STATE: _____
4. CONGRESSIONAL DISTRICT: _____
5. DUNS NUMBERS: _____
(<http://www.dnb.com/us/>)
6. LOCATION OF PRIMARY PLACE OF PERFORMANCE OF PROJECT
(If different than above):
CITY: _____ STATE: _____
CONGRESSIONAL DISTRICT: _____
7. CENTRAL CONTRACTOR REGISTRATION COMPLETED: YES _____ NO _____
(<http://www.ccr.gov/>)
8. SIGNATURE OF AGENCY REPRESENTATIVE: _____

To be completed by Division/Subgrantor:

1. AMOUNT OF AWARD: _____
2. FEDERAL: _____
3. MATCH OR STATE SHARE: _____
4. AWARD NUMBER: _____
5. TRANSACTION TYPE: _____
6. CFDA NUMBER: _____
7. PROGRAM SOURCE: _____

APPENDIX II.

DETAILED COST STATEMENT

**State of New Jersey, Department of Law & Public Safety, Division of Criminal Justice
Detailed Cost Statement**

(Please submit two copies with original signatures)

Grant Program: _____
 Subgrant No.: _____
 Project Title: _____
 Subgrantee Name: _____
 Vendor ID No. _____

Report Number: _____
 Subgrant Period: _____
 Dates Covered in This Report From: _____
 To: _____

Section A - Activity Budget Categories	Column 1 Approved Project Budget		Column 2 Expenditures This Report		Column 3 Year To Date Expenditures		Column 4 Unpaid Obligations	
	Subgrant Funds	Match	Subgrant Funds	Match	Subgrant Funds	Match	Subgrant Funds	Match
	Salaries and Wages							
Fringe Benefits								
Purchase of Services								
Travel								
Consumable Supplies								
Facilities								
Equipment								
Victim Aid								
Indirect Costs (state agencies only)								
Total								

Section B - Summary of Activity Since Last Report	Subgrant Funds	Match
1. Balance (Line 5, previous report)		
2. ADD: Subgrant Funds Received/Match Provided		
3. Subtotal: Available Funds		
4. DEDUCT: Expenditures (Totals Column 2)		
5. Balance for This Report		
6. Funds Requested From DCJ This Report		

Section C - For Federal Subgrantees Only
Federal CFDA Number: _____
Federal Award Number: _____

Remarks: _____

The signatures below certify the costs reflected in this report are valid and consistent with the terms of the grant.

Project Director Signature: _____
 Date: _____

Financial Officer Signature: _____
 Date: _____

Section D - For DCJ Use ONLY
Total Subgrant Award _____
DEDUCT: YTD Subgrant Funds Forwarded _____
DEDUCT: Funds to be forwarded by DCJ _____
DEDUCT: Cash forwarded, not received _____
Balance Remaining To Be Funded _____

Approved by (initials): _____
 Date: _____
 Remarks _____

DCJ Fiscal Posted: _____

State of New Jersey
 Department of Law Public Safety
 Division of Criminal Justice
 Detailed Cost Statement Instructions

<p>The Detailed Cost Statement is required to be submitted to the Division of Criminal Justice as per the intervals (monthly, bi-monthly, quarterly) as specified in the Award Package. A Final Detailed Cost Statement (Final Report) indicating receipt of the final payment must be submitted within 15 days after the subgrantee has received that payment.</p>		
Agency Information	<p>Grant Program: JAG, VAWA, VOCA, etc. Subgrant #: as listed on the Subgrant Award Project Title: as listed on the Subgrant Award Subgrantee Name: as listed on the Subgrant Award Vendor ID: tax ID number</p>	<p>Report #: indicate the number of this report (1, 2, 3 ...). For the Final Report, write "Final." Subgrant Period: as listed on the Subgrant Award Dates Covered in This Report: indicate what period of time is covered in this report, by date</p>
Section A	<p><i>Section A</i> reflects project activity by budget category. Each column must be completed on every report except the Final Detailed Cost Statement. The agency must report on both subgrant funds and matching funds in this section.</p> <p>Column 1-Approved Project Budget:</p> <ul style="list-style-type: none"> • Use the figures from the Approved Project Budget that are included in the Subgrant Award Package, <u>or</u> • Where there is an approved Grant Adjustment Request Form, use the Approved Project Budget from that form; <u>or</u> • If a budget adjustment is less than \$100, the revision may be reflected in the Approved Project Budget column <u>and</u> the agency must include an explanation of the change in the Remarks section of the Detailed Cost Statement. <p>Column 2- Expenditures: list actual expenditures (salary or bills paid) by the subgrantee. Do not round dollar amounts.</p> <p>Column 3-Year to Date Expenditures: for each budget category, add the Expenditures (Column 2) from this Detailed Cost Statement to the Year-To-Date Expenditures (Column 3) from the previous report (if applicable).</p> <p>Column 4-Unpaid Obligations: all unpaid bills (i.e., outstanding purchase orders or unpaid invoices) must be reflected in this column.</p>	
Section B	<p>Summarizes activity since the last report for both Subgrant Funds and Matching Funds</p> <p><u>Subgrant Funds</u></p> <ol style="list-style-type: none"> 1. Balance (from previous report): equals the balance reflected on line five in Section B from the previous report. (Indicate a "zero" in this line for the first Detailed Cost Statement) 2. Funds Received: list any funds received since the last report 3. Subtotal: add line one and line two 4. Expenditures: equals the total of subgrant funds expended from Column 2 of Section A 5. Balance: subtract Expenditures from Subtotal 6. Funds Requested From DCJ: indicate subgrant funds requested. Include a completed State Payment Voucher when requesting funds <p>Note: The balances for the current report may reflect a deficit. Please place parenthesis around negative balances.</p> <p><u>Matching Funds</u></p> <ol style="list-style-type: none"> 1. Balance (from previous report): equals the balance reflected on line five in Section B from the previous report 2. Funds Received: indicate match funds provided this period 3. Subtotal: add line one and line two 4. Expenditures: equals the total of match expenditures from Column 2 of Section A 5. Balance: subtract expenditures from subtotal 	
Section C	<p>Federal CFDA Number and Federal Award Number (for federal subgrants only) can be found on the Subgrant Award</p>	
Signatures	<p>The Project Director and Agency Financial officer must sign and date at the bottom of the form. Please submit two signed originals</p>	

APPENDIX III.

STATE OF NEW JERSEY PAYMENT VOUCHER

PAYEE INSTRUCTIONS
ITEMS (A) THROUGH (G) ARE TO BE COMPLETED BY PAYEE

(A). VENDOR IDENTIFICATION NUMBER

Complete the payee identification field with the federal employer identification number assigned to the business or the social security number if the payee is an individual.

(B). TERMS

The terms of sale, such as "Net," "2% fifteen days," etc.

(C). TOTAL AMOUNT

Enter the total amount of this payment voucher.

(D). PAYEE NAME AND ADDRESS

The name of the individual or company to whose name the check should be drawn and complete address where the check shall be mailed.

(E). SEND COMPLETED FORM TO:

The Department, Division, Bureau or Institution to whom the materials or services were furnished.

(F). PAYEE DECLARATION

Payee must sign the declaration and date the payment voucher is prepared.

(G). PAYEE REFERENCE NUMBER

Payee must show his own invoice or billing number or any other identification for reference purposes. This information is recorded on the check stub and aids the payee to identify the invoices which have been paid. Do not use more than 30 characters.

PAYEE IS TO COMPLETE THE SCHEDULE OF ITEMS OR SERVICES SHOWING QUANTITY, UNIT PRICE AND AMOUNT. IF THE NUMBER OF ITEMS EXCEED THE SPACE, ATTACH A SCHEDULE SHOWING THE REQUIRED INFORMATION.

TO ENSURE PROMPT PAYMENT, SEND COMPLETED PAYMENT/VOUCHER TO THE DEPARTMENT/AGENCY SHOWN IN ITEM (E).

VENDORS MAY BE ENTITLED TO INTEREST ON PAYMENT VOUCHERS IF PAYMENT IS NOT MADE WITHIN 60 DAYS OF ACCEPTANCE OF A PROPERLY EXECUTED PAYMENT VOUCHER OR RECEIPT OF GOOD OR SERVICES, WHICHEVER IS LATER. **INQUIRIES SHOULD BE MADE DIRECTLY TO THE DEPARTMENT OR AGENCY SHOWN IN ITEM (E).**

APPENDIX IV.

GRANT ADJUSTMENT REQUEST FORM

**STATE OF NEW JERSEY
DIVISION OF CRIMINAL JUSTICE**

**GRANT ADJUSTMENT REQUEST FORM
(Submit in Triplicate)**

BUDGET CATEGORIES	APPROVED PROJECT BUDGET		PROPOSED TRANSFERS		REQUESTED OPERATING BUDGET	
	FEDERAL	MATCH	FEDERAL	MATCH	FEDERAL	MATCH
A. Salaries and Wages						
Fringe Benefits						
B. Purchase of Services						
C. Travel, etc.						
D. Consumable Supplies						
E. Facilities						
F. Equipment						
G. Indirect Costs						
TOTALS						

FOR DCJ USE

1. Unit of Government: _____

2. Implementing Agency: _____

3. Project Address: _____

4. Grant No./Title: _____

5. Project Duration: _____

 From: _____

 To: _____

6. Date of Request: _____

7. GRANT EXTENSION REQUEST

 From: _____

 To: _____

Approved: _____

 Date: _____

Remarks: _____

8. Subgrantee Certification:

Signature: _____
PROJECT DIRECTOR

Signature: _____
FINANCIAL OFFICER

INSTRUCTIONS—Grant Adjustment Request Form

The Grantee is permitted to transfer funds between or within budgetary categories, provided the transfer does not affect any category by an amount in excess of \$100. Any transfer of funds between categories that will exceed the \$100 limitation requires prior written approval from DCJ on this form (DCJ 108). Any change made to the budget allotment within the discretionary limits of the grantee should be explained on the remarks section of the cash report which reflects the changes.

The following explanations are to assist in the preparation of the Grant Adjustment Request Form.

1. Budget categories for reporting expenditures are the same as those on the project budget.
2. This request must show proposed changes in each category of DCJ funds and required cash.
3. When completing the Grant Adjustment Request Form the columns under the heading *Approved Project Budget* should be used to depict the *present operating budget*. The present operating budget should be either that budget initially approved by DCJ, or if prior revision(s) have been requested, the latest approved budget modification.
4. Columns headed *Proposed Transfers* are to be used to reflect dollar amounts and categories to be affected by the fund transfer (example: Category A + \$100; Category B - \$100). Changes in the grants share as well as requested transfers of DCJ funds must be reflected. Note that transferred amounts should total zero.
5. Columns headed *Requested Operating Budget* should reflect the newly proposed budget in its entirety. The total budgeted under DCJ share should agree with the amount budgeted under *Approved Project Budget*.
6. Upon receipt of written approval of the Grant Adjustment Request Form, the proposed budget will become the project's new operating budget. New budget amounts should be reflected on the subsequent Detailed Cost Statement. Do not report proposed changes prior to receipt of the written approval by DCJ.

BUDGET REVISION NARRATIVE: Grantees should add as many continuation pages as necessary to relate the proposed changes to project activities and complete the required justification and explanation of those changes. Explain the sources to be utilized for any additional matching contributions. Enumerate those proposed changes of expenditure items that require prior approval, as specified in the *Program Administration and Funding Guidelines*, so prior approval may be considered at the time the request for budget revision is made.

Line items within categories which will be affected by the proposed fund transfer should be detailed in the narrative. Purchase of additional goods or services resulting from the budget modification should be itemized and explained. Goods or services to be deleted or continued at a reduced level in order to accommodate the proposed fund transfer should also be itemized and explained.

GRANT EXTENSION NARRATIVE: If a request for grant extension also involves budget modification, instructions for the budget revision should be followed. Additionally, the extension request must be forwarded to DCJ prior to termination of the approved grant period. In an effort to aid analysis of the extension request, grantees are also encouraged to include in the narrative a projection of expenditures through the final approved month of the project. Such a projected cost schedule will provide DCJ and the grants with a financial basis for determining the length of the extension period.