

NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS

GRANT COMPLIANCE SUPPLEMENT

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**DEPARTMENT OF COMMUNITY AFFAIRS
DIVISION OF HOUSING & COMMUNITY RESOURCES**

1.) SHELTER SUPPORT: 100-022-8020-038-021490

I. PROGRAM OBJECTIVES

The purpose of the Shelter Support Program is to assist units of local government and nonprofit organizations to provide safe and sanitary shelters and transitional housing for the homeless and to provide operating support for new or expanding shelter programs.

II. PROGRAM PROCEDURES

Grants are awarded on the merits of individual proposals (See Application Guide for the Shelter Support Program). Grants are administered by staff with review by the Program Administrator.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. TYPES OF SERVICES ALLOWED OR UNALLOWED

Compliance Requirement

No standard requirements: See provisions of grant/loan agreement.

Suggested Audit Procedures

- *Review grant/loan agreement for allowable Program Activities;
- *Perform appropriate sampling of expenditures and related records.

B. ELIGIBILITY

Compliance Requirement

Description of service to targeted population (See Attachment C of grant/loan agreement).

Suggested Audit Procedures

- *Obtain a description of services to targeted population (per the Contract) and test for compliance with eligibility requirements.

C. MATCHING, LEVEL OF EFFORT, AND/OR EARMARKING REQUIREMENTS

None

D. REPORTING REQUIREMENTS

Compliance Requirement

Periodic performance and fiscal reporting as designated in the agreement.

Suggested Audit Procedures

*Review grantees' programmatic and fiscal monitoring reports for compliance with reporting requirements as per the agreement.

E. SPECIAL TESTS AND PROVISIONS

None

**DEPARTMENT OF COMMUNITY AFFAIRS
DIVISION OF HOUSING & COMMUNITY RESOURCES**

2.) RELOCATION ASSISTANCE: 100-022-8020-047-021520

I. PROGRAM OBJECTIVES

Any displacing agency may apply for and receive State grants-in-aid, when available, to cover the costs or a portion thereof, for relocation assistance payments.

II. PROGRAM PROCEDURES

A displacing agency meeting the criteria listed in N.J.A.C. 5:11-8.2 may receive the total cost of relocation assistance payments. All displacing agencies not meeting the criteria may be funded in an amount not to exceed 50% of the relocation costs.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. TYPES OF SERVICES ALLOWED OR UNALLOWED

Compliance Requirement

Any displacing agency that wishes to receive State financial assistance must prosecute in a civil or criminal penalty action any real property owner who is or might be responsible for any housing or construction code violations that resulted in displacement and consequent eligibility for relocation assistance.

Suggested Audit Procedures

- *Review each case to determine that maximum benefits have not been exceeded;
- *Review to determine if the displacing agency has paid to the Department, a portion of funds recovered from the real property owner that is the same as the portion of the total relocation assistance resulting from code enforcement at the owner's property that was paid by the Department.

B. ELIGIBILITY

Compliance Requirement

An eligible person who is displaced from a dwelling unit and moves his personal property therefore shall receive either (a) the actual reasonable moving expense incurred, or (b) a fixed payment, based on the number of rooms in the unit, not to exceed \$300 and a \$200 dislocation allowance.

A family or individual lawfully occupying a dwelling unit for a period of not less than 90 days prior to receiving notice to vacate, is eligible for a rental assistance payment in an amount not to exceed \$4,000 payable over a three year period.

Suggested Audit Procedures

*Perform an appropriate sampling of expenditures.

C. MATCHING, LEVEL OF EFFORT, AND/OR EARMARKING REQUIREMENTS

None

D. REPORTING REQUIREMENTS

Compliance Requirement

Fiscal reporting at the time of request for financial assistance.

Suggested Audit Procedures

*Review the displacing agency's fiscal reports for compliance with reporting requirements.

E. SPECIAL TESTS AND PROVISIONS

None

**DEPARTMENT OF COMMUNITY AFFAIRS
DIVISION OF HOUSING & COMMUNITY RESOURCES**

**3.) SECTION 8 RENTAL ASSISTANCE SUPPORT: 100-022-8020-072-022700
COORDINATION OF HOPE FOR ELDERLY SERVICES**

I. PROGRAM OBJECTIVES

The primary objective of the Section 8 Rental Assistance Support program is to provide funding for the coordination, assessment and administration of services and Professional Assessment Committee (PAC) for up to 220 frail elderly individuals who require the assistance provided through the HOPE for the Elderly Independence Program.

II. PROGRAM PROCEDURES

Refer to 24 CFR Section 8 Part 982

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. TYPES OF SERVICES ALLOWED OR UNALLOWED

Homemaker/Health Care Services, meals and transportation for HOPE clients

Compliance Requirement

See the rules of the administration of the Program contained in the US Department of Housing and Urban Development Section 8 Rental Assistance Program.

Suggested Audit Procedures

- *Review contracts to grantees and vendors;
- *Review applicant eligibility and services provided
- *Perform appropriate sampling of case files and records

B. ELIGIBILITY

Compliance Requirement

Approved Program rules.

Suggested Audit Procedures

- *Review a sampling of case files and contract payments

C. MATCHING, LEVEL OF EFFORT, AND/OR EARMARKING REQUIREMENTS

*Review program scope of services to determine level of completion

D. REPORTING REQUIREMENTS

Compliance Requirement

Annual performance monitoring reports must be submitted to HUD

Suggested Audit Procedures

*Review the annual performance monitoring reports.

E. SPECIAL TESTS AND PROVISIONS

*Review number of clients enrolled in the program and results of PAC meetings.

**DEPARTMENT OF COMMUNITY AFFAIRS
DIVISION OF HOUSING & COMMUNITY RESOURCES**

**4.) SECTION 8 RENTAL ASSISTANCE SUPPORT: 100-022-8020-072-022700
FAMILY SELF-SUFFICIENCY**

I. PROGRAM OBJECTIVES

The primary objective of the Section 8 Rental Assistance Support program is to provide funding for the case management services for the participants of the Family Self-Sufficiency Program in Sussex and Ocean Counties.

II. PROGRAM PROCEDURES

Refer to 24 CFR Section 8 Part 982

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. TYPES OF SERVICES ALLOWED OR UNALLOWED

Case management, educational and training for parenting and life skill development for self-sufficiency.

Compliance Requirement

See the rules of the administration of the Program contained in the US Department of Housing and Urban Development Section 8 Rental Assistance Program.

Suggested Audit Procedures

- *Review contracts to grantees and vendors;
- *Review applicant eligibility and services provided
- *Perform appropriate sampling of case files and records

B. ELIGIBILITY

Compliance Requirement

Approved Program rules.

Suggested Audit Procedures

- *Review a sampling of case files and contract payments

C. MATCHING, LEVEL OF EFFORT, AND/OR EARMARKING REQUIREMENTS

*Review program scope of services to determine level of completion

D. REPORTING REQUIREMENTS

Compliance Requirement

Annual performance monitoring reports must be submitted to HUD

Suggested Audit Procedures

*Review the annual performance monitoring reports.

E. SPECIAL TESTS AND PROVISIONS

*Review number of clients participating and completing the self-sufficiency program.

**DEPARTMENT OF COMMUNITY AFFAIRS
DIVISION OF HOUSING & COMMUNITY RESOURCES**

**5.) SECTION 8 RENTAL ASSISTANCE SUPPORT: 100-022-8020-072-022700
TENANT TRAINING SECTION 8**

I. PROGRAM OBJECTIVES

The primary objective of the Section 8 Rental Assistance Support program is to provide rental assistance, education, career counseling, job training, and access to social programs with the goal of guiding participation toward self-sufficiency.

II. PROGRAM PROCEDURES

Refer to 24 CFR Section 8 Part 982

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. TYPES OF SERVICES ALLOWED OR UNALLOWED

Rental Education Program Rental Readiness system.

Compliance Requirement

See the rules of the administration of the Program contained in the US Department of Housing and Urban Development Section 8 Rental Assistance Program.

Suggested Audit Procedures

- *Review contracts to grantees and vendors;
- *Review applicant eligibility and services provided
- *Perform appropriate sampling of case files and records

B. ELIGIBILITY

Compliance Requirement

Approved Program rules.

Suggested Audit Procedures

- *Review a sampling of case files and contract payments

C. MATCHING, LEVEL OF EFFORT, AND/OR EARMARKING REQUIREMENTS

*Review program scope of services to determine level of completion

D. REPORTING REQUIREMENTS

Compliance Requirement

Annual performance monitoring reports must be submitted to HUD

Suggested Audit Procedures

*Review the annual performance monitoring reports.

E. SPECIAL TESTS AND PROVISIONS

*Review number of training sessions conducted and the number of attendees to determine if program objective is being reached. Edit publications and distribute to Section 8 tenants as they become acceptable.

**DEPARTMENT OF COMMUNITY AFFAIRS
DIVISION OF HOUSING & COMMUNITY RESOURCES**

6.) TRANSITIONAL HOUSING PROGRAM: 100-022-8020-074-022710

I. PROGRAM OBJECTIVES

The primary objective of the Transitional Housing Program is to provide temporary housing, basic skill training, counseling, remedial education, child care and preparation for self-sufficiency for the homeless.

II. PROGRAM PROCEDURES

Refer to the Program regulations.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. TYPES OF SERVICES ALLOWED OR UNALLOWED

Compliance Requirement

See the rules of the administration of the Program contained in the U.S. Department of Housing and Urban Development Supportive Housing Programs.

Suggested Audit Procedures

- *Review contracts to grantees and vendors;
- *Review applicant eligibility and services provided;
- *Perform appropriate sampling of case files and records.

B. ELIGIBILITY

Compliance Requirement

Approved Program rules.

Suggested Audit Procedures

- *Review a sampling of case files and contract payments.

C. MATCHING, LEVEL OF EFFORT, AND/OR EARMARKING REQUIREMENTS

None

D. REPORTING REQUIREMENTS

Compliance Requirement

Annual performance monitoring reports must be submitted to HUD.

Suggested Audit Procedures

*Review the annual performance monitoring reports.

E. SPECIAL TESTS AND PROVISIONS

None

**DEPARTMENT OF COMMUNITY AFFAIRS
DIVISION OF HOUSING & COMMUNITY RESOURCES**

**7.) PERMANENT HOUSING FOR THE HANDICAPPED HOMELESS:
100-022-8020-075-022720**

I. PROGRAM OBJECTIVES

The primary objective of the Permanent Housing for the Handicapped Homeless Program is to provide community based housing for homeless persons with disabilities through federal grants to nonprofit agencies.

II. PROGRAM PROCEDURES

Refer to the Program regulations.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. TYPES OF SERVICES ALLOWED OR UNALLOWED

Compliance Requirement

See the rules for the administration of the Program contained in the U.S. Department of Housing and Urban Development Supportive Housing Program.

Suggested Audit Procedures

- *Review contracts;
- *Review applicant eligibility;
- *Perform appropriate sampling of case files and records.

B. ELIGIBILITY

Compliance Requirement

Approved Program rules.

Suggested Audit Procedures

- *Review a sampling of case files and contract payments.

C. MATCHING, LEVEL OF EFFORT, AND/OR EARMARKING REQUIREMENTS

None

D. REPORTING REQUIREMENTS

Compliance Requirement

Annual reports must be submitted to HUD.

Suggested Audit Procedures

*Review the annual performance monitoring reports.

E. SPECIAL TESTS AND PROVISIONS

None

**DEPARTMENT OF COMMUNITY AFFAIRS
DIVISION OF HOUSING & COMMUNITY RESOURCES**

8.) LEAD-BASED PAINT ABATEMENT PROGRAM: 100-022-8020-076-022750

I. PROGRAM OBJECTIVES

To control or eliminate lead-based paint hazards in low-income housing.

II. PROGRAM PROCEDURES

Grants are awarded competitively to municipal or county sub-grantees. The municipality or county administers the program locally, marketing it and packaging applications submitted by property owners. Municipality or county selects applications for funding.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. TYPES OF SERVICES ALLOWED OR NOT ALLOWED

Compliance Requirement

All projects must meet lead dust clearance standards under state/federal regulations. Occupants of dwelling units assisted under the program must meet low-income requirements as promulgated by HUD.

Suggested Audit Procedures

*Annual reviews with property owners for duration of compliance period.

B. ELIGIBILITY

Compliance Requirement

Information on property to be assisted, including proposed work and estimated costs, and on actual or proposed occupancy.

Suggested Audit Procedures

*Verify file information with field visits and supporting documentation.

C. MATCHING LEVEL OF EFFORT, AND/OR EARMARKING REQUIREMENTS

Compliance Requirement

Ten percent local match on overall program effort

Suggested Audit Procedures

*Track local match as program proceeds.

D. REPORTING REQUIREMENTS

Compliance Requirement

Quarterly report to funding source (USHUD), qualitative as well as quantitative.

Suggested Audit Procedures

*Compare report with source information (project files, Division fiscal reports)

E. SPECIAL TESTS AND PROVISIONS

None

**DEPARTMENT OF COMMUNITY AFFAIRS
DIVISION OF HOUSING & COMMUNITY RESOURCES**

**9.) SMALL CITIES COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM:
100-022-8020-078-022920**

I. PROGRAM OBJECTIVES

The Small Cities Community Development Block Grant (CDBG) Program is authorized by the federal Housing and Community Development Act of 1974, as amended, to help units of local government carry out specified activities that benefit people of low and moderate income, prevent or eliminate slums and blight, or address conditions of particular urgency.

II. PROGRAM PROCEDURES

Eligible units of local government (municipalities and counties) apply for funds to improve and construct public facilities and infrastructure, to rehabilitate housing, to help the private sector create new employment, and to address other needs consistent with program requirements. Application information is distributed to eligible units of government each year and funds are distributed in accordance with specified application requirements and selection criteria.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. TYPES OF SERVICES ALLOWED OR UNALLOWED

Compliance Requirement

Compliance requirements are specified in the Grant Agreement between the Department of Community Affairs and the Grantee in Attachments A and C.

Suggested Audit Procedures

- *Review contract for allowable Program activities;
- *Perform appropriate sampling of expenditures and related records.

B. ELIGIBILITY

Compliance Requirement

Only designated non-entitlement municipalities and counties may apply. Proposed activities must be eligible and must achieve at least one of the three national objectives established by Federal statute.

Suggested Audit Procedures

*Test eligibility requirements.

C. MATCHING, LEVEL OF EFFORT, AND/OR EARMARKING REQUIREMENTS

None

D. REPORTING REQUIREMENTS

Compliance Requirement

Programmatic reports from grantees must be submitted monthly by the 5th of the month; The grantee must submit a final performance report, including narrative and statistical reports, prior to project close-out; Fiscal reports must accompany each programmatic report and voucher, unless there has been no activity during the report period.

Suggested Audit Procedures

*Review grantee's programmatic and fiscal monitoring reports for compliance with reporting requirements as per the agreement.

E. SPECIAL TESTS AND PROVISIONS

None

**DEPARTMENT OF COMMUNITY AFFAIRS
DIVISION OF HOUSING & COMMUNITY RESOURCES**

10.) HOME INVESTMENT PARTNERSHIP: 100-022-8020-086-022960

I. PROGRAM OBJECTIVES

HOME funds will be utilized to carry out multi-year housing strategies through a full range of housing programs to increase the supply and quality of affordable housing through the strengthening of public-private partnerships.

II. PROGRAM PROCEDURES

Refer to Program regulations.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. TYPES OF SERVICES ALLOWED OR UNALLOWED

Compliance Requirement

See the rules of the administration of the Program contained in the U.S. Department of Housing and Urban Development HOME Investment Partnerships Program.

Suggested Audit Procedures

- *Review contracts;
- *Review applicant eligibility;
- *Perform appropriate sampling of case files and records.

B. ELIGIBILITY

Compliance Requirement

Approved Program rules.

Suggested Audit Procedures

- *Review a sampling of case files, loan agreements and contract payments.

C. MATCHING, LEVEL OF EFFORT, AND/OR EARMARKING REQUIREMENTS

See 24 CFR Part 92, Sections 92.218-221.

D. REPORTING REQUIREMENTS

Compliance Requirement

Annual reports must be submitted to HUD.

Suggested Audit Procedures

*Review the annual performance monitoring reports.

E. SPECIAL TESTS AND PROVISIONS

None

**DEPARTMENT OF COMMUNITY AFFAIRS
DIVISION OF HOUSING & COMMUNITY RESOURCES**

**11.) HOUSING DEMONSTRATION REVOLVING LOAN & GRANT FUND:
100-022-8020-090-023500**

I. PROGRAM OBJECTIVES

The Housing Demonstration Program, established by the legislature in 1967, awards grants and loans for projects that make a contribution to the development of affordable housing and the prevention and elimination of slums and blight.

II. PROGRAM PROCEDURES

Nonprofit housing corporations, mutual housing sponsors and municipalities are eligible to apply for funds. Seed money loans are provided to cover early professional services associated with the rehabilitation and construction of affordable housing.

Grants are provided to non-profit organizations and governments for: advisory and training services to assist in planning, construction, rehabilitation and operation of affordable housing; and demonstration programs and studies to develop, test and report on methods for the efficient production of affordable housing and other activities for the prevention and elimination of slums and blight.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. TYPES OF SERVICES ALLOWED OR UNALLOWED

Compliance Requirement

Compliance requirements are specified in the Grant Agreement between the Department of Community Affairs and the Grantee in Attachments A and C.

Suggested Audit Procedures

- *Review contract for allowable program activities;
- *Perform appropriate sampling of expenditures and related records.

B. ELIGIBILITY

Compliance Requirement

Nonprofit corporations, mutual housing corporations, and municipalities are eligible applicants.

Suggested Audit Procedures

*Test for compliance with eligibility requirements.

C. MATCHING, LEVEL OF EFFORT, AND/OR EARMARKING REQUIREMENTS

Compliance Requirement

Matching: Contributions of funds from sources other than the Demonstration Program are specified in the Grant Agreement, Attachments B and C.

Suggested Audit Procedure

*Review Grant Agreement and test compliance.

D. REPORTING REQUIREMENTS

Compliance Requirement

Programmatic reports, interim and final, are specified in Attachments A and C of the Grant Agreement;

Fiscal reports and drawdown requirements are specified in Attachment A and C of the Grant Agreement.

Suggested Audit Procedures

*Review grantee's programmatic and fiscal monitoring reports for compliance with reporting requirements as per the agreement.

E. SPECIAL TESTS AND PROVISIONS

None

**DEPARTMENT OF COMMUNITY AFFAIRS
DIVISION OF HOUSING & COMMUNITY RESOURCES**

12.) NEIGHBORHOOD PRESERVATION: 100-022-8020-092-023510

I. PROGRAM OBJECTIVES

The primary objective of Neighborhood Preservation is the restoration and comprehensive improvement of viable yet threatened neighborhoods. The activities involve bringing together local and state government, neighborhood residents, private businesses and institutions in a common effort to restore a favorable climate for investment and to improve the quality of life in those neighborhoods.

II. PROGRAM PROCEDURES

Refer to the Neighborhood Preservation Program Manual.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. TYPES OF SERVICES ALLOWED OR UNALLOWED

Compliance Requirement

See provisions of contract agreement and the Neighborhood Preservation Program Manual.

Suggested Audit Procedures

- *Review contract;
- *Review work program;
- *Perform appropriate sampling of expenditures and related records.

B. ELIGIBILITY

Compliance Requirement

Approved appropriate year work program.

Suggested Audit Procedures

- *Review a copy of the Neighborhood Preservation Program Manual Section on Financial Management.

C. MATCHING, LEVEL OF EFFORT, AND/OR EARMARKING REQUIREMENTS

The amount of the match is determined by neighborhood needs. See Neighborhood Preservation Program work program non-state budget.

D. REPORTING REQUIREMENTS

Compliance Requirement

Submission of monthly fiscal monitoring statistical progress reports.

Suggested Audit Procedures

*Review grantee's programmatic and fiscal monitoring reports for compliance with reporting requirements as per the contract.

E. SPECIAL TESTS AND PROVISIONS

None

**DEPARTMENT OF COMMUNITY AFFAIRS
DIVISION OF HOUSING & COMMUNITY RESOURCES**

13.) HOMELESSNESS PREVENTION PROGRAM: 100-022-8020-099-021500

I. PROGRAM OBJECTIVES

The primary objective of the Homelessness Prevention Program is to provide financial assistance and counseling to households facing eviction from their rental housing or foreclosure of their homes.

II. PROGRAM PROCEDURES

Refer to the Program regulations.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. TYPES OF SERVICES ALLOWED OR UNALLOWED

Compliance Requirement

See the rules for the administration of the Homelessness Prevention Program in N.J.A.C. 5:12-1.1 et seq..

Suggested Audit Procedures

- *Review contracts;
- *Review applicant eligibility;
- *Perform appropriate sampling of case files and records.

B. ELIGIBILITY

Compliance Requirement

Approved Program rules.

Suggested Audit Procedures

- *Review a sampling of case files and payment computations.

C. MATCHING, LEVEL OF EFFORT, AND/OR EARMARKING REQUIREMENTS

None

D. REPORTING REQUIREMENTS

None

E. SPECIAL TESTS AND PROVISIONS

None

**DEPARTMENT OF COMMUNITY AFFAIRS
DIVISION OF HOUSING & COMMUNITY RESOURCES**

14.) HOUSING ADVOCACY GRANTS TO NONPROFITS: 100-022-8020-101-021100

I. PROGRAM OBJECTIVES

The objective of the Housing Advocacy Grants to Nonprofits Program is to assist in building the capacity of nonprofits to actually produce affordable housing units; to assist in the planning and implementation of specific housing development projects; to increase the ability of nonprofits to generate other resources in order to sustain their capacity to produce affordable housing.

II. PROGRAM PROCEDURES

Applications are submitted to the Office of Housing Advocacy. Funds are committed on a first come, first served basis according to quality of application received. Applications received after program funds have been fully committed will be evaluated and held pending further funding availability.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. TYPES OF SERVICES ALLOWED OR UNALLOWED

Compliance Requirement

Funds may be expended to: Support operating costs of nonprofit developers, including office, staff and the planning and administrative efforts required to undertake affordable housing development projects.

Funds are not intended to be used to cover all predevelopment costs associated with specific development projects (e.g., acquisition of building sites or existing dwellings, demolition, hiring of architects, engineers, contractors and other consultants, etc.). However, these costs are not prohibited, if required to facilitate a project where funds are otherwise unavailable.

Suggested Audit Procedures

*Perform appropriate sampling in accordance with generally accepted auditing standards.

B. ELIGIBILITY

Compliance Requirement

Nonprofit organizations that can demonstrate community-based support and are now, or want to become, housing developers are eligible to apply for grants. The intent is to fund a broad range of organizations, including groups which have only recently been formed to develop housing or which have no direct housing experience. Housing must meet low and moderate income criteria.

Suggested Audit Procedures

- *Review low and moderate housing criteria;
- *Perform appropriate test for compliance.

C. MATCHING, LEVEL OF EFFORT, AND/OR EARMARKING REQUIREMENTS

Compliance Requirement

Grants attempt to maximize or leverage grant funds by banks under existing Community Reinvestment Act agreements by assisting the applicant in applying for such funds. Matching funds are desirable, but not required, at a predetermined level.

Suggested Audit Procedures

- *None

D. REPORTING REQUIREMENTS

Compliance Requirement

Monthly reports must be submitted to and an annual review performed by the staff of the Office of Housing Advocacy prior to consideration for second year funding.

Suggested Audit Procedures

- *Review reporting process to ensure compliance.

E. SPECIAL TEST AND PROVISIONS

Compliance Requirement

See provision of grant agreement.

Suggested Audit Procedures

- *Review the terms of the grant agreement;
- *Perform sampling in accordance with generally accepted auditing standards.

**DEPARTMENT OF COMMUNITY AFFAIRS
DIVISION OF HOUSING & COMMUNITY RESOURCES**

**15.) NEIGHBORHOOD PRESERVATION BALANCED HOUSING PROGRAM:
100-022-8020-101-023520**

I. PROGRAM OBJECTIVES

The Neighborhood Preservation Balanced Housing Program was established by the Fair Housing Act of 1985 to help municipalities deliver housing affordable to low and moderate income households in furtherance of the municipalities' Mt. Laurel obligations.

II. PROGRAM PROCEDURES

Eligible municipalities apply for funds to carry out one or more of the following activities: creation of new rental units; creation or new for-sale units; substantial rehabilitation of units and conversion of non-residential structures for rental or for sale; moderate rehabilitation of owner-occupied units; acquisition and rehabilitation of units; permanent housing for the handicapped; moderate rehabilitation of rental units.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. TYPES OF SERVICES ALLOWED OR UNALLOWED

Compliance Requirement

Compliance requirements are specified in the Grant Agreement between the Department of Community Affairs and the Grantee in Attachments A and C.

Suggested Audit Procedures

- *Review contract for allowable Program activities;
- *Perform appropriate sampling of expenditures and related records.

B. ELIGIBILITY

Compliance Requirement

Only municipalities are eligible to apply for funds. There are seven categories of eligibility based on a municipality's qualifications for urban aid or participation in the Mt. Laurel process. Eligible occupants of units which are subsidized under this program and eligible rents and sales prices are specified in Attachment C of the Grant Agreement.

Suggested Audit Procedures

*Test compliance with eligibility requirements.

C. MATCHING, LEVEL OF EFFORT, AND/OR EARMARKING REQUIREMENTS

Compliance Requirement

Matching: Contributions of funds from sources other than the Balanced Housing Program are specified in the Grant Agreement, Attachments B and C.

Suggested Audit Procedure

*Test compliance with Grant Agreement, Attachments B and C.

D. REPORTING REQUIREMENTS

Compliance Requirement

Programmatic reports are required quarterly on the 15th of April, July, October and January in a format which varies depending on the activity; A final report, including narrative and statistical reports is required upon project close-out; Fiscal reports are required upon each draw of funds.

Suggested Audit Procedures

*Review grantee's programmatic and fiscal monitoring reports for compliance with reporting requirements as per the agreement.

E. SPECIAL TESTS AND PROVISIONS

None

**DEPARTMENT OF COMMUNITY AFFAIRS
DIVISION OF HOUSING & COMMUNITY RESOURCES**

16.) HOPE FOR ELDERLY INDEPENDENCE : 100-022-8020-112-021510

I. PROGRAM OBJECTIVES

The purpose of the Hope for Elderly Independence Program is to test the effectiveness of providing Section 8 rental vouchers and supportive services to frail elderly people who are living in the community and not receiving rental subsidies, and who require this combined assistance to continue living independently and to avoid premature or unnecessary institutionalization.

II. PROGRAM PROCEDURES

Refer to the Program regulations

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. TYPES OF SERVICES ALLOWED OR UNALLOWED

Compliance Requirement

See the rules for the administration of the Program contained in the U.S. Department of Housing and Urban Development Supportive Housing Program.

Suggested Audit Procedures

- *Review contracts;
- *Review applicant eligibility;
- *Perform appropriate sampling of case files and records.

B. ELIGIBILITY

Compliance Requirement

Approved Program rules.

Suggested Audit Procedures

- *Review a sampling of case files and contract payments.

C. MATCHING, LEVEL OF EFFORT, AND/OR EARMARKING REQUIREMENTS

None

D. REPORTING REQUIREMENTS

Compliance Requirement

Annual reports must be submitted to HUD.

Suggested Audit Procedures

*Review the annual performance monitoring reports.

E. SPECIAL TESTS AND PROVISIONS

None

**DEPARTMENT OF COMMUNITY AFFAIRS
DIVISION OF HOUSING & COMMUNITY RESOURCES**

**17.) SUPPLEMENTAL ASSISTANCE FOR FACILITIES TO ASSIST THE HOMELESS
(SAFAH): 100-022-8020-128-021540**

I. PROGRAM OBJECTIVES

The primary objective of the SAFAH Program is to provide counseling and advocacy for graduates of Transitional Housing Programs to prepare them for advanced education and job training in the Family Self-Sufficiency Program.

II. PROGRAM PROCEDURES

Refer to the Program regulations.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. TYPES OF SERVICES ALLOWED OR UNALLOWED

Compliance Requirement

See the rules for the administration of the Program contained in the U.S. Department of Housing and Urban Development notice published in the August 14, 1992 Federal Register.

Suggested Audit Procedures

- *Review contracts;
- *Review applicant eligibility;
- *Perform appropriate sampling of case files and records.

B. ELIGIBILITY

Compliance Requirement

Approved Program rules

Suggested Audit Procedures

- *Review a sampling of case files and contract payments.

C. MATCHING, LEVEL OF EFFORT, AND/OR EARMARKING REQUIREMENTS

None

D. REPORTING REQUIREMENTS

Compliance Requirement

Annual Progress reports must be submitted to HUD.

Suggested Audit Procedures

*Review annual progress reports.

E. SPECIAL TESTS AND PROVISIONS

None

**DEPARTMENT OF COMMUNITY AFFAIRS
DIVISION OF HOUSING AND COMMUNITY RESOURCES**

18.) URBAN CENTERS - RAZE VACANT BUILDINGS: 100-022-8020-146-027000

I. PROGRAM OBJECTIVES

The objective of the Urban Centers - Raze Vacant Buildings Program is to demolish unsafe structures and buildings in urban centers.

II. PROGRAM PROCEDURES

Funds are provided to municipalities as follows:

Based on program need and historical data, municipalities are selected by the Commissioner of the Department of Community Affairs (DCA);

Following the execution of a letter agreement between the grantee and DCA, and prior to the disbursement of any grant funds, the grantee submits to the Division of Local Government Services (DLGS) a demolition work plan specifying the goals to be attained with the grant funds;

Grantee will appoint a contact person for administrative purposes of the grant;

Prior to the demolition of any structure, the grantee must hold title to the property or have obtained the proper legal authority to proceed with the demolition;

The grantee shall comply with the appropriate provisions of the Local Public Contracts Law in the selection of outside private contractors. The Law does not exempt the performance of such work from the receipt of bids. When dealing with emergency situations, the grantee is to comply with the provisions of N.J.S.A. 40A:11-6 and N.J.A.C. 5:34-6.1 pertaining to emergency work and contracts.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. TYPES OF SERVICES ALLOWED OR UNALLOWED

Compliance Requirement

*Funds are provided as follows:

To demolish unsafe structures and buildings in urban centers;

Suggested Audit Procedures

- *Review letter agreement and program information for allowable expenditures;
- *Perform appropriate sampling of expenditures and related documents and records.

B. ELIGIBILITY

Compliance Requirement

Based on program need and historical data, as determined by the Commissioner of the Department of Community Affairs.

Suggested Audit Procedures

- *None

C. MATCHING LEVEL OF EFFORT, AND/OR EARMARKING REQUIREMENTS

None

D. REPORTING REQUIREMENTS

Compliance Requirement

Demolition Activity Report must be prepared and submitted to DLGS to request grant payments for expenditures.

Suggested Audit Procedures

- *Review grantee Demolition Activity Reports for reporting requirements, as per the letter agreement.

E. SPECIAL TESTS AND PROVISIONS

Compliance Requirement

The Urban Centers - Raze Vacant Buildings funds must be properly included in each municipality's budget.

Suggested Audit Procedures

- *Grantee's procedures and internal controls must be sampled to ensure that they are adequate to safeguard Grant program assets;
- *Determine that all payments, contracts, or agreements are in compliance with the appropriate provisions of the Local Public Contracts Law;

**DEPARTMENT OF COMMUNITY AFFAIRS
DIVISION OF HOUSING & COMMUNITY RESOURCES**

**19.) DOWNTOWN BUSINESS IMPROVEMENT ZONE LOAN FUND:
100-022-8020-154-021530**

I. PROGRAM OBJECTIVES

The purpose of the Downtown Business Improvement Zone Loan Fund is to assist municipalities and Special (Business) Improvement Districts (SID) with public improvements within designated Business Improvement Zones.

II. PROGRAM PROCEDURES

Loans are awarded in a competitive manner and ranked accordingly to any municipality with one or more established Special (Business) Improvement District or the District Management Corporation of an existing SID.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. TYPES OF SERVICES ALLOWED OR UNALLOWED

Purchasing, leasing, condemning or otherwise acquiring land or other property or an interest therein as necessary for a right of way or other easement to or from the zone.

Relocating and moving of persons displaced by the acquisition of land or property.

The rehabilitation and redevelopment of land or property, including demolition, clearance, removal, relocation, renovation alteration, construction, reconstruction, installation or repair of a building, street, highway, alley, service or other structure or improvement.

Acquisition, construction, reconstruction, rehabilitation or installation of parking and other public facilities and improvements.

Costs of appraisals, economic and environmental analysis and engineering, planning, design, architectural services, surveying or other professional services directly related to effectuating the improvement.

NOTE: Buildings and facilities for the general conduct of government and schools are specifically excluded by statute.

B. ELIGIBILITY

The entire district, or any one or more portions of that district which contains primarily businesses providing retail goods and services, may be designated by municipal ordinance a Downtown Business Improvement Zone.

NOTE: Municipalities that have an established Urban Enterprise Zone are excluded by statute from participation in the Business Improvement Zone Loan Fund.

C. MATCHING, LEVEL OF EFFORT AND/OR EARMARKING REQUIREMENTS

For loans up to a maximum of \$100,000 at zero percent interest, matching funds may be provided. If matching funds are provided, one year may be added to the repayment period for each twenty percent increment of the loan amount up to a maximum of 15 years. In the absence of matching funds, the maximum repayment period will be five years. These are Type A loans.

For loans over \$100,000 to a maximum of \$500,000 the loans are at zero percent interest for a maximum repayment period of 15 years. The loan will require a dollar-for-dollar match. These are Type B loans.

D. REPORTING REQUIREMENTS

The Department requires that the Grantee issue a report concerning the project, its results and effect prior to or with the final drawdown request. The Department will withhold \$2,500 on Type A loans and \$5,000 on Type B loans. The Department will release the funds upon acceptance of the report.

E. SPECIAL TESTS AND PROVISIONS

None

**DEPARTMENT OF COMMUNITY AFFAIRS
DIVISION OF HOUSING & COMMUNITY RESOURCES**

20.) HUD DISASTER RELIEF PROGRAM: 100-022-8020-156-022580

I. PROGRAM OBJECTIVES

By act of the U.S. Congress, the State of New Jersey was awarded \$2,226,000 for distribution to the counties of Atlantic, Cape May, and Ocean to support long-term storm damage recovery and flood hazard mitigation activities.

II. PROGRAM PROCEDURES

Each county was awarded \$742,000 for activities that met all applicable federal regulations and statutes associated with the Community Development Block Grant Program, as well as with congressional stipulations. Those stipulations require that the conditions addressed not only meet one of the three statutory objectives of the federal Housing and Community Development Act of 1974, as amended, but must also correct or mitigate a condition traceable to storms that occurred in the winter of 1998.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. TYPES OF SERVICES ALLOWED OR UNALLOWED

Compliance Requirement

Compliance requirements are specified in the Grant Agreement between the Department of Community Affairs and the grantee in Attachments A, B, C and D.

Suggested Audit Procedures

- *Review contract for allowable program activities;
- *Perform appropriate sampling of expenditures and related records.

B. ELIGIBILITY

Compliance Requirement

All work products must be identified in an approved scope of work or proposals, reviewed and approved by the Department of Community Affairs and the U.S. Department of Housing and Urban Development.

Suggested Audit Procedures

- *Test eligibility requirements.

C. MATCHING, LEVEL OF EFFORT, AND/OR EARMARKING REQUIREMENTS

In some cases a local match is required and should be tested.

D. REPORTING REQUIREMENTS

Compliance Requirement

Progress reports and supporting documentation are submitted with each payment request.
Field monitoring will occur prior to closeout.

Suggested Audit Procedures

*Desk and field monitoring by State and Federal staffs will occur prior to closeout.

E. SPECIAL TESTS AND PROVISIONS

None

**DEPARTMENT OF COMMUNITY AFFAIRS
DIVISION OF HOUSING & COMMUNITY RESOURCES**

21.) EMERGENCY DISASTER RELIEF PROGRAM: 100-022-8020-157-027500

I. PROGRAM OBJECTIVES

Following the devastation attributed to Hurricane Floyd and its aftermath, the legislature and the governor appropriated funds for recovery efforts via the 1999 Hurricane and Flood Relief Dedicated account. Of the total amount so authorized, \$20 million dollars were targeted to assist business (non-residential) recovery needs in 9 counties. The Department of Community Affairs was directed "...to manage these funds in order to assist in meeting the disaster recovery needs caused by Hurricane Floyd and its aftermath that were not addressed by federal and other disaster relief agencies.

II. PROGRAM PROCEDURES

The DCA Commissioner determined an initial distribution of funds among the 9 counties, reflecting an estimate of the relative severity and cost of damage inflicted. Each county then provided a plan for distribution of the funds available. Approved plans were incorporated by reference in each grant agreement. An amount of up to 50% of the total award was advanced to each grantee upon full execution of the grant agreement. The balance is to be paid upon completion, as determined by the Commissioner or their designee.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. TYPES OF SERVICES ALLOWED OR UNALLOWED

Compliance Requirement

Compliance requirements are specified in the Grant Agreement between the Department of Community Affairs and the grantee in Attachments A, B, C and D.

Suggested Audit Procedures

- *Review grant agreement for allowable program activities;
- *Perform appropriate sampling of expenditures and related records.

B. ELIGIBILITY

Compliance Requirement

All work products must be identified in an approved disaster recovery plan and related procedures.

Suggested Audit Procedures

*Test eligibility requirements.

C. MATCHING, LEVEL OF EFFORT, AND/OR EARMARKING REQUIREMENTS

None

D. REPORTING REQUIREMENTS

Compliance Requirement

A payment schedule is included in each grant agreement. Typically a portion of the total award is advanced following execution and the balance is disbursed upon approval of all work products by the Commissioner or their designee. In some cases progress payments are also permitted.

Suggested Audit Procedures

*Review grantee's payment requests and work product approval documents for compliance with reporting requirements as per the agreement.

E. SPECIAL TESTS AND PROVISIONS

None

**DEPARTMENT OF COMMUNITY AFFAIRS
CENTER FOR HISPANIC POLICY, RESEARCH AND DEVELOPMENT**

**22.) CENTER FOR HISPANIC POLICY, RESEARCH AND DEVELOPMENT:
100-022-8050-034-051550**

I. PROGRAM OBJECTIVES

The administration of grants that assist in the development and implementation of Hispanic programs that provide such services as job training, job placement, family services, crisis intervention, youth services, information and referral and economic development to Hispanic residents through contracted affiliation with Hispanic community-based organizations. Also, to assist in the development of Hispanic community-based organizations through technical assistance and training.

The provision of technical assistance and training initiatives aimed at empowering Hispanic community-based organizations.

Create training and employment opportunities for Hispanic college interns (a source of potential leadership) through professional and leadership development.

To conduct and support research on Hispanics in New Jersey.

To develop public/private partnerships that would enrich the CHPRD's programs and initiatives and provide additional resources.

To recognize the contributions of the Latino Community in New Jersey.

II. PROGRAM PROCEDURES

Publicize RFP availability;
Accept Request for Proposals (RFP);
Proposal Review Process (By Advisory Committee);
Department Administrative Approval process;
Grant Agreement Execution (Preparing, Processing, etc.);
Program Monitoring and Evaluation;
Close-out Audit Review and Compliance.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. TYPES OF SERVICES ALLOWED OR UNALLOWED

Compliance Requirement

Per provisions of grant agreement and as stipulated per individualized Attachment C.

Suggested Audit Procedures

- *Review contract for allowable program activities;
- *Perform appropriate sampling of expenditures and related records.

B. ELIGIBILITY

Compliance Requirement

Private non-profit Hispanic agencies servicing the social, education, cultural and vocational needs of the Hispanic population of New Jersey.

Suggested Audit Procedures

- *Verify agencies nonprofit and incorporation status and their services to the Hispanic population.

C. MATCHING LEVEL OF EFFORT, AND/OR EARMARKING REQUIREMENTS

Compliance Requirement

All agencies requesting donor matches (as a supplement to federal or State allocations) must provide proof of match requirement.

Suggested Audit Procedures

- *Verify agency award of federal or State allocations and requested match requirement.

D. REPORTING REQUIREMENTS

Compliance Requirement

Annual audit reports;
Quarterly fiscal reports are required prior to release of payment;
Quarterly programmatic reports are required to determine level of services accomplished and outlining activities and success of funded program.

Suggested Audit Procedures

- *Review grantee's programmatic and fiscal monitoring reports for compliance with reporting requirements per the contract.

E. SPECIAL TESTS AND PROVISIONS

Compliance Requirement

See provisions of grant agreement.

Suggested Audit Procedures

- *Review grantee's compliance with Program guidelines and changes thereto.

**DEPARTMENT OF COMMUNITY AFFAIRS
OFFICE OF RECREATION**

**23.) RECREATION FOR INDIVIDUALS WITH DISABILITIES:
100-022-8050-035-051570**

I. PROGRAM OBJECTIVES

The objective is to encourage and support the governmental subdivisions of our State in the commencement or expansion of community-based recreation and leisure services for people with disabilities. This includes special recreational events and comprehensive recreation services funding.

II. PROGRAM PROCEDURES

Submission of Proposals;
Evaluation of Proposals;
Awarding of Grants;
Execution of Grants;
Monitoring of Grants;
Field Visits;
Submission of Fiscal Reports;
Submission of Annual Programmatic and Audit Reports.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. TYPES OF SERVICES ALLOWED OR UNALLOWED

Compliance Requirement

Provisions of Grant Agreement.

Suggested Audit Procedures

*Perform appropriate samples of expenses in accordance with accepted auditing standards.

B. ELIGIBILITY

Compliance Requirement

In accordance with State Statute C.379, P.L. 1977, municipalities/counties that wish to initiate, expand, and/or continue recreational activities for individuals with disabilities.

Suggested Audit Procedures

*None

C. MATCHING LEVEL OF EFFORT, AND/OR EARMARKING REQUIREMENTS

Compliance Requirement

In accordance with State Statute C.379, P.L. 1977, a required cash match of one dollar for every State five dollars.

Suggested Audit Procedures

*Review grant budget/amendment to ensure compliance.

D. REPORTING REQUIREMENTS

Compliance Requirement

See provisions of grant agreement.

Suggested Audit Procedures

*Review grantee's programmatic and fiscal monitoring reports for compliance with reporting requirements as per the grant agreement.

E. SPECIAL TESTS AND PROVISIONS

Compliance Requirement

See provisions of grant agreement.

Suggested Audit Procedures

*Review grantee's compliance with program guidelines and any changes thereto.

**DEPARTMENT OF COMMUNITY AFFAIRS
OFFICE OF RECREATION**

24.) ATHLETICS FOR PERSONS WITH DISABILITIES: 100-022-8050-039-053000

I. PROGRAM OBJECTIVES

To increase the availability of athletic events for persons with disabilities by assisting and encouraging statewide nonprofit sports organizations in organizing and administering athletic competitions.

II. PROGRAM PROCEDURES

Submission of letters of intent from participating organizations regarding athletic programs to be offered to individuals with disabilities;
Awarding of Grant;
Execution of Grant;
Monitoring of Grant;
Field Visits;
Ongoing Technical Assistance;
Submission of Annual Report.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. TYPES OF SERVICES ALLOWED OR UNALLOWED

Compliance Requirement

Provisions of Grant Agreement.

Suggested Audit Procedures

*Perform appropriate samples of expenses in accordance with generally accepted auditing standards.

B. ELIGIBILITY

Compliance Requirement

State appropriation - Grants in Aid

Suggested Audit Procedures

*None

C. MATCHING LEVEL OF EFFORT, AND/OR EARMARKING REQUIREMENTS

None

D. REPORTING REQUIREMENTS

Compliance Requirement

See provisions of grant agreement.

Suggested Audit Procedures

*Review grantee's programmatic and fiscal monitoring reports for compliance with reporting requirements as per the grant agreement.

E. SPECIAL TESTS AND PROVISIONS

Compliance Requirement

See provisions of grant agreement.

Suggested Audit Procedures

*Review grantee's compliance with program guidelines and any changes thereto.

**DEPARTMENT OF COMMUNITY AFFAIRS
DIVISION OF HOUSING & COMMUNITY RESOURCES**

25.) COMMUNITY FOOD AND NUTRITION PROGRAM: 100-022-8050-179-052190

I. PROGRAM OBJECTIVES:

To support initiatives to assist in the alleviation of hunger and malnutrition in the State.

II. PROGRAM PROCEDURES

Submission of Proposals;
Evaluation of Proposals;
Awarding of Grants;
Execution of Grants;
Monitoring of Grants;
Field Visits;
Submission of Annual Programmatic Reports.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. TYPES OF SERVICES ALLOWED OR UNALLOWED

Compliance Requirement

See Provisions of Grant Agreement.

Suggested Audit Procedures

*Perform appropriate samples of expenses in accordance with generally accepted auditing standards.

B. ELIGIBILITY

Compliance Requirement

Grantees receive funds to be expended Statewide for Community Food and Nutrition initiatives to assist unemployed and disadvantaged. Funds are awarded under the provision 681A of the Community Services Block Grant Act (42 U.S.C. 9910a).

Suggested Audit Procedures

*None

C. MATCHING LEVEL OF EFFORT, AND/OR EARMARKING REQUIREMENTS

Compliance Requirement

See provisions of grant agreement.

Suggested Audit Procedures

*Review grant amendment(s) to ensure compliance.

D. REPORTING REQUIREMENTS

Compliance Requirement

See provisions of grant agreement.

Suggested Audit Procedures

*Review grantee's programmatic and fiscal monitoring reports for compliance with reporting requirements as per the grant agreement.

E. SPECIAL TESTS AND PROVISIONS

Compliance Requirement

See provisions of grant agreement.

Suggested Audit Procedures

*Review grantee's compliance with program guidelines and any changes thereto.

**DEPARTMENT OF COMMUNITY AFFAIRS
DIVISION OF HOUSING & COMMUNITY RESOURCES**

**26.) WEATHERIZATION ASSISTANCE PROGRAM FOR LOW-INCOME PERSONS
100-022-8050-182-052320**

I. PROGRAM OBJECTIVES

The objective is to weatherize eligible dwelling units to provide immediate and long range relief to low income persons by lowering high fuel bills, and addressing energy related health and safety issues.

II. PROGRAM PROCEDURES

Submission of Budgets;
Evaluation of Budgets;
Awarding of Grants;
Execution of Grants;
Monitoring of Grants;
Field Visits;
Submission of Quarterly Reports;
Annual Programmatic and Fiscal Monitoring Review.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. TYPES OF SERVICES ALLOWED OR UNALLOWED

Compliance Requirement

10 CFR 440 Weatherization Assistance Program for Low-Income Persons
Department of Energy, Final Rule, March 4, 1993; Policy Bulletins.

Suggested Audit Procedures

*Perform appropriate sampling of expenses in accordance with generally accepted auditing standards.

B. ELIGIBILITY

Compliance Requirement

In accordance with 10 CFR Part 440.22 (a)-(f).

Suggested Audit Procedures

*Perform appropriate sampling in accordance with generally accepted auditing standards.

C. MATCHING LEVEL OF EFFORT, AND/OR EARMARKING REQUIREMENTS

Compliance Requirement

There are no federal matching fund requirements. There is a State mandated requirement for landlords to pay 50% of the cost of all heating system upgrades.

Suggested Audit Procedures

*Perform appropriate sampling in accordance with generally accepted auditing standards.

D. REPORTING REQUIREMENTS

Compliance Requirement

See provisions of grant agreement.

Suggested Audit Procedures

*Review grantee's programmatic and fiscal monitoring reports for compliance with reporting requirements as per the grant agreement.

E. SPECIAL TESTS AND PROVISIONS

Compliance Requirement

See provisions of grant agreement.

Suggested Audit Procedures

*Review grantee's compliance with program guidelines and any changes thereto.

**DEPARTMENT OF COMMUNITY AFFAIRS
DIVISION OF HOUSING & COMMUNITY RESOURCES**

27.) COMMUNITY SERVICES BLOCK GRANT: 100-022-8050-184-052350

I. PROGRAM OBJECTIVES

The objective is to provide technical and financial assistance to designated agencies under the Community Services Block Grant for administration and programmatic activities as outlined in the federal legislation.

II. PROGRAM PROCEDURES

Submission of Proposals;
Evaluation of Proposals;
Awarding of Grants;
Execution of Grants;
Monitoring of Grants;
Field Visits;
Submission of Quarterly Programmatic Reports.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. TYPES OF SERVICES ALLOWED OR UNALLOWED

Compliance Requirement

Provisions of Grant Agreement.

Suggested Audit Procedures

*Perform appropriate samples of expenses in accordance with generally accepted auditing standards.

B. ELIGIBILITY

Compliance Requirement

Grantees receive funds to be expended on various services needed by disadvantaged individuals in the areas of emergency assistance, food, clothing, shelter, counseling, transportation, job training, child care and educational projects. These funds are to be expended in accordance with Title VI of P.L. 97-35, as amended by P.L. 101-501.

Suggested Audit Procedures

* None

C. MATCHING LEVEL OF EFFORT, AND/OR EARMARKING REQUIREMENTS

Compliance Requirement

See provisions of grant agreement.

Suggested Audit Procedures

*Review grant agreement to ensure compliance.

D. REPORTING REQUIREMENTS

Compliance Requirement

See provisions of grant agreement.

Suggested Audit Procedures

*Review grantee's programmatic and fiscal monitoring reports for compliance with reporting requirements as per the grant agreement.

E. SPECIAL TESTS AND PROVISIONS

Compliance Requirement

See provisions of grant agreement.

Suggested Audit Procedures

*Review grantee's compliance with program guidelines and any changes thereto.

**DEPARTMENT OF COMMUNITY AFFAIRS
DIVISION OF HOUSING & COMMUNITY RESOURCES**

**28.) FAITH BASED COMMUNITY DEVELOPMENT INITIATIVE:
100-022-8050-355-059060**

I. PROGRAM OBJECTIVES

The objective of the Faith Based Community Development Initiative is to provide faith-based nonprofit organizations with funds to deliver services to low and moderate income individuals and households; to assist these groups in developing strategic plans for service delivery to the populations they are serving; and to fill gaps in the public sector's service delivery system.

II. PROGRAM PROCEDURES

Applications are submitted to the Office of Housing Advocacy. Applications are reviewed by a panel of both inter and intra-departmental persons to determine the most appropriate applications to fund. There is an application cycle with applications not being funded asked to resubmit in the next cycle.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. TYPES OF SERVICES ALLOWED OR UNALLOWED

Compliance Requirements

Funds may be expended for costs associated with the provision of services as allowed within the Request for Proposals document. The scope of allowable services may change with each RFP. Funds are not allowed for costs associated with housing development or capital improvements as a rule.

Suggested Audit Procedures

*Perform appropriate sampling in accordance with generally accepted auditing standards.

B. ELIGIBILITY

Compliance Requirement

Nonprofit organizations that can demonstrate a clear connection to a community or communities of faith with a mandate to provide services to low and moderate income individuals and families.

Suggested Audit Procedures

*Perform appropriate tests for compliance.

C. MATCHING, LEVEL OF EFFORT, AND/OR EARMARKING REQUIREMENTS

Compliance requirement

Matching funds are desirable, but not required, at a predetermined level.

Suggested Audit Procedures

*None

D. REPORTING REQUIREMENTS

Compliance requirement

Quarterly program and fiscal reports are required as are quarterly monitoring visits.

Suggested Audit Procedures

*Review reporting process to ensure compliance.

E. SPECIAL TESTS AND PROVISIONS

Compliance requirement

See provision of grant agreement.

Suggested Audit Procedures

*Review terms of grant agreement.

*Perform sampling in accordance with generally accepted auditing standards.

**DEPARTMENT OF COMMUNITY AFFAIRS
DIVISION ON WOMEN**

29.) PREVENTION OF VIOLENCE AGAINST WOMEN: 100-022-8051-018-156040

I. PROGRAM OBJECTIVES

To carry out activities which incorporate the most current public policy on the various forms (domestic violence, sexual assault, sexual harassment, etc.) of violence against women, and develop prevention focused programs addressing the socialization process which promotes violence against women through gender bias.

II. PROGRAM PROCEDURES

Accept Proposals;
Evaluate Proposals;
Award Grants;
Execute Contracts;
Monitor Contracts;
Provide technical assistance.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. TYPES OF SERVICES ALLOWED OR UNALLOWED

Compliance Requirement

See provisions of grant agreement.

Suggested Audit Procedures

- *Review grant for allowable Program activities;
- *Perform appropriate sampling of expenditures and related records.

B. ELIGIBILITY

Compliance Requirement

None

Suggested Audit Procedures

- *Verify completion of program objectives for targeted population.

C. MATCHING LEVEL OF EFFORT, AND/OR EARMARKING REQUIREMENTS

None

D. REPORTING REQUIREMENTS

Compliance Requirement

Monthly performance, year-end and fiscal reporting designated in the Federal Register.

Suggested Audit Procedures

* Review grantee's programmatic and fiscal monitoring reports for compliance with reporting requirements per the grant agreement.

E. SPECIAL TESTS AND PROVISIONS

Compliance Requirement

See provisions of grant agreement.

Suggested Audit Procedures

*Review Federal Register for any special compliance guidelines and any changes thereto.

**DEPARTMENT OF COMMUNITY AFFAIRS
DIVISION ON WOMEN**

**30.) HISPANIC WOMEN'S DEMONSTRATION RESOURCE CENTERS:
100-022-8051-029-152390**

I. PROGRAM OBJECTIVES

To provide funds to agencies which serve a significant proportion of Hispanic women. The Centers funded through this grant emphasize activities that provide training & other employment related services which are designed to enhance the employability & earnings of Hispanic women and impact on the quality of their lives and those of their families. The agencies identify job skills, provide training, personal and career counseling and other related services to enable these women to become economically self-sufficient.

II. PROGRAM PROCEDURES

Write two types of request for proposals (RFP): Reapplication RFP for existing centers that received funding during the previous fiscal year; and the Competitive RFP which is used when a new center is open either because there are additional funds or there is a need to re-bid an existing one due to poor performance or other related conditions. Proposals are disseminated and advertised when appropriate. Evaluation of proposals is through a panel of readers. Grants are awarded based on these evaluations. Grants are administered by the Employment and Training Unit of the Division on Women and are reviewed by the Unit's Supervisor, the DOW Director and the DOW Deputy Director. The Unit's Staff provides technical assistance both individually and on-site (site visits) at least once a year to all programs.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. TYPES OF SERVICES ALLOWED OR UNALLOWED

Compliance Requirement

The agencies which receive funds must provide most of the following:

- *Basic English Language Skills and Bilingual and bicultural resources
- *Outreach
- *Intake/Orientation and Case management
- *Assessment, Testing & assistance to enter and/or re-enter training and/or educational programs
- *Career/Educational Counseling and Peer support programs
- *Personal Development/Life Skills Training
- *Supportive and referral services
- *Job Development/Job Placement/Job search/Pre-Employment training
- *Computer literacy training.

Suggested Audit Procedures

- *Review contract for allowable activities.
- *Review quarterly outcome and fiscal reporting.
- *Perform appropriate sampling of expenditures and related records.

B. ELIGIBILITY

Compliance Requirement

Direct service eligibility is limited to Centers providing services mainly to the Hispanic community of the area, and in need for employment, vocational/technical/educational and related services.

Proof of service to targeted population.

Suggested Audit Procedures

- *Verify services have been performed to targeted population.
- *Obtain a list of persons participating in the Program and test for compliance with eligibility requirements.

C. MATCHING LEVEL OF EFFORT, AND/OR EARMARKING REQUIREMENTS

None

D. REPORTING REQUIREMENTS

Compliance Requirement

Quarterly Outcome Reports indicating compliance with contracted services as follows:

Section I: total clients served new and ongoing.

Section II: data intake information for new clients.

Section III: outcomes performance for new and ongoing clients in areas such as job placements, referrals to educational/training programs and completion rate, job readiness training, and attendees plus completion rates, etc.

Section IV: narrative report that discusses and highlights other achievements by Clients and program.

Quarterly fiscal reports.

A final yearly performance report.

Suggested Audit Procedures

- *Review grantee's programmatic and fiscal monitoring reports for compliance with reporting requirements as per the grant agreement.

E. SPECIAL TESTS AND PROVISIONS

None

**DEPARTMENT OF COMMUNITY AFFAIRS
DIVISION ON WOMEN**

31.) WOMEN'S REFERRAL CENTRAL: 100-022-8051-031-155520

I. PROGRAM OBJECTIVES

To provide a 24 hour toll free information and referral hotline, providing crisis counseling as well. For women in crisis, requiring any of a variety of services, this hotline provides the name and phone number of a local resource in New Jersey relevant to her request. This Program offers immediate help to women throughout the State.

II. PROGRAM PROCEDURES

This is an ongoing service. The grant is administered by a staff member with review by the Director of the Division on Women.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. TYPES OF SERVICES ALLOWED OR UNALLOWED

Compliance Requirement

Funds may be used for: Crisis telephone counseling
Information and referral
24-hour hotline

Suggested Audit Procedures

- *Review contract for allowable Program activities;
- *Perform appropriate sampling of expenditures and related records.

B. ELIGIBILITY

Compliance Requirement

Eligibility is limited to a State agency.

Suggested Audit Procedures

- *Obtain a list of persons participating in the program and test for eligibility requirement.

C. MATCHING LEVEL OF EFFORT, AND/OR EARMARKING REQUIREMENTS

None

D. REPORTING REQUIREMENTS

Compliance Requirement

Quarterly Performance and Fiscal Reports and Monthly Statistical Report on Hotline Calls.

Suggested Audit Procedures

*Review grantee's programmatic and fiscal monitoring reports for compliance with reporting requirements as per the grant agreement.

E. SPECIAL TESTS AND PROVISIONS

Compliance Requirement

See provisions of grant agreement.

Suggested Audit Procedures

*Review grantee's compliance with program guidelines and any changes thereto.

**DEPARTMENT OF COMMUNITY AFFAIRS
DIVISION ON WOMEN**

32.) GRANTS TO URBAN WOMEN'S CENTERS: 100-022-8051-033-155580

I. PROGRAM OBJECTIVES

To provide job training programs and other services to urban women, a majority of whom are on public assistance and who are single heads of families. In addition services are provided to urban women who, with greater community support, could acquire or upgrade existing job skills, or whom because of child care responsibilities and lack of adequate information about existing community resources, do not utilize those services which already exist. The centers identify job skills, and provide training programs, personal and career counseling and other services to enable these women to become economically self-sufficient.

II. PROGRAM PROCEDURES

Write two types of request for proposals (RFP): Reapplication RFP for existing centers that received funding during the previous fiscal year; and the Competitive RFP which is used when a new center is opened either because there are additional funds or there is a need to re-bid an existing one due to poor performance or other related conditions. Proposals are disseminated and advertised when appropriate. Evaluation of proposals is through a panel of readers. Grants are awarded based on these evaluations. Grants are administered by the Employment and Training Unit of the Division on Women and reviewed by the Unit's Supervisor, the DOW Director and the DOW Deputy Director. The Unit's Staff provides technical assistance both individually and on-site (site visits) at least once a year to all programs.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. TYPES OF SERVICES ALLOWED OR UNALLOWED

Compliance Requirement

The agencies which receive funds must provide most of the following:

- * Outreach
- * Intake/Orientation and Case management
- * Assessment, Testing and assistance to enter and/or re-enter training and/or educational programs
- * Career/Educational Counseling and Peer support programs
- * Personal Development/Life Skills Training
- * Supportive and referral services
- * Job Development/Job Placement/Job search/Pre-Employment training
- * Computer literacy training
- * Entrepreneurship Training

Suggested Audit Procedures

- *Review contract for allowable activities
- *Review quarterly outcome and fiscal reporting
- *Perform appropriate sampling of expenditures and related records.

B. ELIGIBILITY

Compliance Requirement

Direct service eligibility is limited to Centers providing services in an Urban area and in need for employment, vocational/technical/educational and related services. Proof of service to targeted population.

Suggested Audit Procedures

- *Verify services have been performed to targeted population;
- *Obtain a list of persons participating in the Program and test for compliance with eligibility requirements.

C. MATCHING LEVEL OF EFFORT, AND/OR EARMARKING REQUIREMENTS

None

D. REPORTING REQUIREMENTS

Compliance Requirement

Quarterly Outcome Reports indicating compliance with contracted services as follows:

- Section I: total clients served new and ongoing.
- Section II: data intake information for new clients.
- Section III: outcomes performance for new and ongoing clients in areas such as job placements, referrals to educational/training programs & completion rate, job readiness training, and attendees plus completion rates, etc.
- Section IV: a narrative report that discuss and highlight other achievements by Clients and program.

- *Quarterly fiscal reports;
- *A final yearly performance report.

Suggested Audit Procedures

- *Review grantee's programmatic and fiscal monitoring reports for compliance with reporting requirements as per the grant agreement.

E. SPECIAL TESTS AND PROVISIONS

None

**DEPARTMENT OF COMMUNITY AFFAIRS
DIVISION ON WOMEN**

33.) WOMEN'S SHELTER GRANTS: 100-022-8051-035-158620

I. PROGRAM OBJECTIVES

To provide financial assistance to battered women's programs throughout the State of New Jersey to develop additional programs or services and to assist in the construction or rehabilitation of shelters for battered women and their children.

II. PROGRAM PROCEDURES

Accept Proposals;
Evaluation of Proposals;
Awarding of Grants;
Execution of Contracts;
Monitoring Contracts;
Provide Technical Assistance.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. TYPES OF SERVICES ALLOWED OR UNALLOWED

Compliance Requirement

See provisions of contract agreement.

Suggested Audit Procedures

- *Review contract for allowable Program activities;
- *Perform appropriate sampling of expenditures and related records.

B. ELIGIBILITY

Compliance Requirement

Eligibility is limited to battered women's programs.

Suggested Audit Procedures

- *Verify services have been performed for targeted population;
- *Obtain a list of persons participating in program and test for compliance with eligibility requirements.

C. MATCHING LEVEL OF EFFORT, AND/OR EARMARKING REQUIREMENTS

None

D. REPORTING REQUIREMENTS

Compliance Requirement

Monthly performance, end of year and fiscal reporting designated in contract.

Suggested Audit Procedures

*Review grantee's programmatic and fiscal monitoring reports for compliance with reporting requirements per the grant agreement.

E. SPECIAL TESTS AND PROVISIONS

Compliance Requirement

See provisions of grant agreement.

Suggested Audit Procedures

*Review grantee's compliance with program guidelines and any changes thereto;

*Site visit required when construction or rehabilitation of shelter is a factor.

**DEPARTMENT OF COMMUNITY AFFAIRS
DIVISION ON WOMEN**

34.) DISPLACED HOMEMAKERS PROGRAM: 100-022-8051-036-158630

I. PROGRAM OBJECTIVES

To provide funds to displaced homemaker centers or agencies that serve a significant proportion of displaced homemakers. Displaced Homemakers are women who, having devoted themselves to unpaid labor in the home for a period of time, have lost their primary source of income through the death, divorce or disablement of a spouse, or the loss of public assistance. The agencies identify job skills, and provide training, personal and career counseling and other services to enable these women to become economically self-sufficient.

II. PROGRAM PROCEDURES

Write two types of request for proposals (RFP): Reapplication RFP for existing centers that received funding during the previous fiscal year; and the Competitive RFP which is used when a new center is open either because there are additional funds or there is a need to re-bid an existing one due to poor performance or other related conditions. Proposals are disseminated and advertised when appropriate. Evaluation of proposals is through a panel of readers. Grants are awarded based on these evaluations. Grants are administered by the Employment and Training Unit of the Division on Women and reviewed by the Unit's Supervisor, the DOW Director and the DOW Deputy Director. The Unit's Staff provides technical assistance both individually and on-site (site visits) at least once a year to all programs.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. TYPES OF SERVICES ALLOWED OR UNALLOWED

Compliance Requirement

The agencies which receive funds must provide most of the following:

- *Outreach
- *Intake/Orientation and Case management
- *Assessment, Testing and assistance to enter and/or re-enter training and/or educational programs
- *Career/Educational Counseling and Peer support programs
- *Personal Development/Life Skills Training
- *Supportive and referral services
- *Job Development/Job Placement/Job search/Pre-Employment training
- *Computer literacy training

Suggested Audit Procedures

- *Review contract for allowable activities;
- *Review quarterly Outcome and fiscal reporting;
- *Perform appropriate sampling of expenditures and related records.

B. ELIGIBILITY

Compliance Requirement

Direct service eligibility is limited to Centers providing services to displaced homemakers, and in need for employment, vocational/technical/educational and related services.

Proof of service to targeted population.

Suggested Audit Procedures

- *Verify services have been performed to targeted population;
- *Obtain a list of persons participating in the Program and test for compliance with eligibility requirements.

C. MATCHING LEVEL OF EFFORT, AND/OR EARMARKING REQUIREMENTS

None

D. REPORTING REQUIREMENTS

Compliance Requirement

Quarterly Outcome Reports indicating compliance with contracted services as follows:

Section I: total clients served new and ongoing.

Section II: data intake information for new clients.

Section III: outcomes performance for new and ongoing clients in areas such as job placements, referrals to educational/training programs and completion rate, job readiness training, and attendees plus completion rates, etc.

Section IV: a narrative report that discuss and highlight other achievements by Clients and program.

Quarterly fiscal reports;

A final yearly performance report.

Suggested Audit Procedures

- *Review grantee's programmatic and fiscal monitoring reports for compliance with reporting requirements as per the grant agreement.

E. SPECIAL TESTS AND PROVISIONS

None

**DEPARTMENT OF COMMUNITY AFFAIRS
DIVISION ON WOMEN**

35.) SEXUAL ASSAULT, ABUSE, AND RAPE CARE: 100-022-8051-047-155540

I. PROGRAM OBJECTIVES

To provide funds to impact the problems of sexual assault, abuse, and rape by implementing education, prevention, and treatment programs whose goal is to assist victims of those crimes.

II. PROGRAM PROCEDURES

Write request for proposals for education and programmatic grants;
Advertise proposals in statewide newspapers and the New Jersey Register;
Accept proposals;
Evaluate the proposals through a panel of readers;
Award grants;
Execute contracts;
Monitor contracts;
Provide technical assistance both individually and quarterly to all programs;
Annual site visit.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. TYPES OF SERVICES ALLOWED OR UNALLOWED

Compliance Requirement

See provisions of contract agreement

Suggested Audit Procedures

- *Review contract for allowable program activities
- *Review quarterly reporting of services
- *Review and compare monthly intake data forms with client data for appropriate client population per the contract
- *Perform appropriate sampling of expenditures and related records

B. ELIGIBILITY

Compliance Requirement

Direct service eligibility is limited to programs providing services to survivors of sexual violence who are age 13 and above, and their significant others;
Provision of school and community education is recommended to be provided for women and men above the age of 13 but may be provided for younger people.

Suggested Audit Procedures

- *Verify that services have been performed for targeted populations;
- *Obtain a list of persons participating in program and test for compliance with eligibility requirements;
- *Review pre- and post-test data to ascertain the appropriate use of educational tools for the audience.

C. MATCHING LEVEL OF EFFORT, AND/OR EARMARKING REQUIREMENTS

None

D. REPORTING REQUIREMENTS

Compliance Requirements

- Monthly data intake forms for all new clients (either phone or in person);
- Quarterly progress reports indicating achievement of goals in 29 process areas (number of phone calls, numbers of volunteers trained, numbers of community presentations, etc.);
- Quarterly narrative reports that discuss the data included in the progress reports should highlight achievements and look at why any goals were not met;
- Quarterly financial reports must show appropriate level of spending in authorized budget categories.

E. SPECIAL TESTS AND PROVISIONS

Compliance Requirements

- See special provisions of grant agreement.

Suggested Audit Procedures

- *Review grantee's compliance with program guidelines.

DEPARTMENT OF COMMUNITY AFFAIRS

36.) SMART GROWTH PLANNING GRANT PROGRAM: 100-022-8070-039-999000

I. PROGRAM OBJECTIVES

The Smart Growth Planning Grant Program is authorized by executive order and supported by line item in the State of NJ Budget. It is intended to strengthen planning capabilities and advance the Governor’s Smart Growth initiative.

II. PROGRAM PROCEDURES

Eligible units of local government – municipalities, counties – may apply for funds to conduct studies and/or prepare plans affecting areas as small as intra-local redevelopment areas to as large as multi-county corridors. Application information is available to all jurisdictions. The Office of State Planning reviews proposals and grants are awarded by the Commissioner of Community Affairs.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. TYPES OF SERVICES ALLOWED OR UNALLOWED

Compliance Requirement

Compliance requirements are specified in the Grant Agreement between the Department of Community Affairs and the grantee in Attachments A, B, C and D.

Suggested Audit Procedures

- *Review contract for allowable Program activities;
- *Perform appropriate sampling of expenditures and related records.

B. ELIGIBILITY

Compliance Requirement

All work products must be identified in an approved scope of work or proposals, reviewed and approved by the State Planning Commission, and incorporated by reference in the Grant Agreement.

Suggested Audit Procedures

- *Test eligibility requirements.

C. MATCHING, LEVEL OF EFFORT, AND/OR EARMARKING REQUIREMENTS

*In some cases a local match is required and should be tested.

D. REPORTING REQUIREMENTS

Compliance Requirement

A payment schedule is included in each grant agreement. Typically a portion of the total award is advanced following execution of the agreement and the balance is disbursed upon approval of all work products by the Office of State Planning or the Commissioner's designee. In some cases progress payments are also permitted.

Suggested Audit Procedures

*Review grantee's payment requests and work product approval documents for compliance with reporting requirements as per the agreement.

E. SPECIAL TESTS AND PROVISIONS

None

DEPARTMENT OF COMMUNITY AFFAIRS

37.) GRANTS-IN-AID; SPECIAL LEGISLATION - VARIOUS ACCOUNTS

I. PROGRAM OBJECTIVES

The objective of the Special Legislation Programs is defined through the legislative process by the sponsor; the resolution is adopted and signed into law by the Governor.

II. PROGRAM PROCEDURES

Funds are provided as follows:

Grant packages are forwarded to the grantee.

Grantee prepares appropriate documentation, such as resolutions, proper insurance, budget and narrative.

Grant is executed and funds are disbursed.

Audit requirements can be found in Federal OMB Circular Letter A-133 and State Circular Letter 98-07 OMB.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. TYPES OF SERVICES ALLOWED OR UNALLOWED

Compliance Requirement

See provisions of grant agreement and legislation.

Suggested Audit Procedures

- * Review grant for allowable Program activities;
- * Perform appropriate sampling of expenditures and related records.

B. ELIGIBILITY

Compliance Requirement

See provisions of grant agreement.

Suggested Audit Procedures

- * Obtain a list of persons participating in Program and test for compliance with eligibility requirements, if applicable.

C. MATCHING, LEVEL OF EFFORT, AND/OR EARMARKING REQUIREMENTS

Compliance Requirement

Matching funds, cash or in-kind, is at the discretion of the grantee since these programs are earmarked specifically for the grantee for a specific purpose.

Suggested Audit Procedures

* The auditor is not expected to make tests for recipient eligibility.

D. REPORTING REQUIREMENTS

Compliance Requirement

See provisions of grant agreement.

Suggested Audit Procedures

* Review grantee's programmatic and fiscal monitoring reports for compliance with reporting requirements as per the grant.

E. SPECIAL TESTS AND PROVISIONS

Compliance Requirement

See provisions of grant agreement.

Suggested Audit Procedures

* Review grantee's compliance with Program guidelines and any changes thereto.