

APPENDIX A

INSTRUCTIONS TO GRANTEE FOR COMPLYING WITH THE FEDERAL FUNDING ACCOUNTABILITY & TRANSPARENCY ACT (FFATA)

The Federal Office of Management and Budget proposed new funding requirements to comply with the Federal Funding Accountability and Transparency Act (FFATA) in the Federal Register on June 6, 2008. The implementation requirements mandate that all **federally funded** grant agreements awarded by the New Jersey Department of Environmental Protection be reported to the Federal Office of Management and Budget.

In order to comply with these requirements Grantees must complete the FFATA Request Form.

Federal Funding Accountability and Transparency Act (FFATA) Request Form

New Jersey Department of Environmental Protection (NJDEP)

The NJDEP is required under the Federal Funding Accountability and Transparency Act (FFATA) to collect subrecipient information for transactions exceeding \$25,000. To register for a DUNS Number please go to

<http://fedgov.dnb.com/webform/displayHomePage.do;jsessionid=0EA4BCB109CBC78B30661018DECD3CD3> .

Legal Name of Entity Receiving Subaward		
DUNS Number		Parent Entity DUNS Number (if applicable)
Federal Agency	Subaward Program	Project Title (if applicable)
USEPA		
Subaward Amount		Current registration in Central Contractor Registration (www.ccr.gov)? <input type="checkbox"/> Yes <input type="checkbox"/> No
Location of Entity Receiving Award		
City	State	Congressional District
Primary Location of Performance		
City	State	Congressional District
SIGNATURE OF AUTHORIZED REPRESENTATIVE		DATE

**By signing this document, the Authorized Representative attests to the information.
The NJDEP will not endorse the subaward until this form is completed and included in the agreement.**

APPENDIX B

INSTRUCTIONS TO GRANTEE FOR COMPLETING GRANT APPLICATION QUESTIONNAIRE AND DISCLOSURE FORM

1. The information requested in Appendix B includes the following:
 - A. Name of Grantee and Address
 - B. Vendor ID Number (i.e. Federal Tax ID)
 - C. Grantee Contact Person
 - D. The Chief Fiscal Officer and associated title.
 - E. The manner in which the Grantee retains the required types/levels of Insurance.
 - F. The fiscal year in which the Grantee operates.
 - G. The method by which the Grantee maintains their Accounting System.
 - H. Completion of Attachment G, Statement of Adequacy of Accounting System, by Grantee's Chief Fiscal Officer. (Please Note: If the completed Attachment is on file with the Division as a result of the applicant having previously received a grant from the Division, the applicant does not again have to complete the Attachment. A statement to the effect the Attachment is on file with the Division is required).
 - I. Grantee's assessment based on Single Audit Requirements, as to whether it exceeds the threshold, which shall subject it to the Single Audit.
2. If the Grantee requires assistance in completing the attached documents, please call Karen Ward at (609) 777-0594.

GRANT APPLICATION QUESTIONNAIRE AND DISCLOSURE FORM

INFORMATION TO BE SUPPLIED BY GRANT APPLICANT

Name of Applicant: _____

Address: _____

Vendor I.D. #: _____

Applicant Contact Person: _____

Telephone #: _____

Financial Officer's

Name: _____

Title: _____

Standard Grant Agreement - Attachment A Information

In order for us to prepare an agreement for award of this grant, it is necessary that the applicant supply information that will be included within the grant agreement. The sections that follow correspond to Attachment A of the Department's Standard Grant Agreement (DEP-069G).

I. Insurance (Per Standard Grant Agreement, Attachment A)

The Grantee shall maintain in force for the term of this agreement liability insurance as provided herein. These coverages shall be maintained either through insurance policies from insurance companies licensed to do business in the State of New Jersey or through formal, fully funded self-insurance programs authorized by law and acceptable to the Department. Unless current documentation is already on file, the Grantee must, within thirty (30) days after the effective date of this agreement, provide to the Department current certificates of insurance, documentation of self-insurance, or both, for all coverages and renewals thereof, naming the Department and its employees as Additional Insureds. Each certificate shall contain the provision that the insurance provided in the certificate shall not be canceled for any reason except after thirty (30) days written notice to the Department. No payments may be made under this agreement until acceptable documentation of insurance coverage is received. The minimum required coverages are:

- A. *Commercial General Liability Insurance: The minimum limit of liability shall be \$1,000,000 per occurrence as a combined single limit for bodily injury and property damage. The policy shall include an endorsement for contractual liability and shall name the State of New Jersey as an additional insured. The policy shall also include an endorsement for products liability. The coverage to be provided under these policies shall be at least as broad as that provided by the standard basic, unamended, and unendorsed occurrence coverage forms currently in use in the State of New Jersey which shall not be circumscribed by any endorsements limiting the breadth of the coverage.*
- B. *Automobile Liability Insurance which shall be written to cover any vehicle used by the insured. Limits of liability for bodily injury and property damage shall not be less than \$1,000,000 per occurrence as a combined single limit.*
- C. *Worker's Compensation Insurance applicable to the laws of the State of New Jersey and Employer's Liability Insurance with limits not less than:*
- \$1,000,000 Bodily Injury, Each Occurrence*
- \$1,000,000 Disease Each Employee*
- \$1,000,000 Disease Aggregate Limit*

A. The Grant Applicant maintains and must continue to maintain the required insurance coverage as follows:

Place an X on Appropriate Line

1. comprehensive general liability
 - insurance policy
 - self-insurance
 - not required

2. automobile insurance
 - insurance policy
 - self-insurance
 - not required

3. worker's compensation
 - insurance
 - self-insurance
 - not required

4. employer's liability
 - insurance
 - self-insurance
 - not required

VI. Certification of Adequacy of Accounting System (Per Standard Grant Agreement, Attachment A)

The Grant Applicant's Chief Financial Officer will be responsible for maintaining an adequate financial management system. Once an agreement is executed, the Chief Financial Officer must notify the Department when the Grantee cannot comply with the requirements established in the agreement.

- B. Financial reports shall be prepared in a manner consistent with the Grantee's normal accounting records, which are kept on

Place an X on Appropriate Line

- a cash basis.
 an accrual basis.
 modified accrual basis.
 other (specify) _____.

VIII. Audit Requirements (Per Standard Grant Agreement, Attachment A)

Pursuant to the federal Single Audit Act of 1984, P.L. 98-502 (the "Audit Act"), and the Single Audit Act Amendments of 1996, P.L. 104-156, federal OMB Circulars A-133 Revised, and A-102 or A-110, and the appropriate federal common rule, whichever would be applicable under federal law, any grant to a local government funded by the federal government is subject to the single-audit provisions of the Audit Act. Pursuant to State Circular Letter 04-04-OMB, the State of New Jersey has adopted by reference the standards and provisions of the Audit Act and the federal OMB Circulars. If the Grantee expends a total of \$500,000 or more in federal financial assistance or State financial assistance in the Grantee's fiscal year, the Grantee must have a single audit performed.

Grantees that expend less than \$500,000 in federal or State financial assistance within their fiscal year, but expend \$100,000 or more in State and/or federal financial assistance within their fiscal year, must have either a financial statement audit performed in accordance with Government Auditing Standards (Yellow Book) or a program-specific audit performed in accordance with the Act, Amendments, OMB Circular No. A-133 Revised and State policy.

Under the federal Single Audit Act, if the Grant Applicant is a local governmental agency, does the applicant receive \$500,000 or more in federal and State assistance in a fiscal year?

- A. Under the federal Single Audit Act or the State Circular Letter 04-04-OMB,

Place an X on Appropriate Line

- this agreement **is** subject to a single audit and will be audited as such on Grantee's fiscal year.
 this agreement **is not** subject to a single audit.

- D. The Grantee's fiscal year ends on _____.
Month/Date/Year

**GRANT AGREEMENT
BETWEEN**

(Name of Grantee)
AND
THE STATE OF NEW JERSEY
BY AND FOR
THE DEPARTMENT OF ENVIRONMENTAL PROTECTION

GRANT IDENTIFIER:
STATEMENT OF ADEQUACY OF ACCOUNTING SYSTEM*

If Grantee is a governmental agency, complete Section A. If Grantee is a non-governmental agency, complete Section B.

=====

Section A: Governmental Agency

I am the _____ (Print title of Chief Financial Officer) of _____
and, in this capacity, I will be responsible for establishing and maintaining the financial statements for the project

The accounting system that will be established and maintained for the purpose of this agreement will be adequate to:

1. provide for accurate identification of the receipts and expenditures of funds by approved budget cost categories;
2. provide for documentation supporting each book entry, filed in such a way that it can be easily located;
3. provide accurate and current financial reporting information;
4. be integrated with a strong system of internal controls; and
5. conform to any and all requirements or guidelines that the Department may issue.

Date: _____

(signature)

(print name)

=====

Section B: Non-governmental Agency

I am a [] certified public accountant [] duly licensed public accountant and have been engaged to examine the financial statements of _____
which will be maintained for the project _____.

In my opinion, the accounting system and internal controls [] in use [] to be established on _____
for this agreement [] are [] will be adequate to:

1. provide for accurate identification of the receipts and expenditures of funds by approved budget cost categories;
2. provide for documentation supporting each book entry, filed in such a way that it can be easily located;
3. provide accurate and current financial reporting information; and
4. conform to any and all requirements or guidelines that the Department may issue.

Date: _____

(signature)

(print name)

(print title)

* This form must be completed as part of the agreement if required by Section VI.A of Attachment A, Additional Provisions and Special Modifications

APPENDIX C

INSTRUCTIONS TO GRANTEE IN STRUCTURING APPROVED PROJECT BUDGET

1. Appendix C serves to establish to the Grantee, the format for structuring the Approved Project Budget.
2. Regardless of the manner in which the Grantee has initially developed their Cost Proposal in support of the Grant Application, the Grantee must provide a budget consistent with the format of the Budget included in the NJDEP Standard Grant Agreement.
3. The Standard Budget included as Appendix B, is to be used only as a guide in enabling the Grantee to structure their budget properly for assimilation into the Standard Budget. Be apprised, the Standard Budget is not to stand-alone, it is a bottom/up tool, through which the detailed itemized budget provided in support of a Project Proposal is inserted into the Standard Budget.
4. Therefore, important in a Project Budget is the following:
 - a. That the budget clearly delineates Personnel Costs attributed directly to the Grantee, from those funds allocated to the budget category entitled “Consultants and Subcontractors”.
 - b. The budget must then also itemize “Other Direct Costs”. These are defined as purchases to be coordinated directly by the Grantee in support of the Grant Agreement Scope of Work. Be apprised, if “Other Direct Costs” will be coordinated directly by a Subcontractor, then billed by the Subcontractor to the Grantee, these costs are considered part of the “Consultant and Subcontractor” budget category.
 - c. Please note, that the budget as originally formatted by the Grantee may remain part of the Project Proposal. However, it must be augmented with a budget that clearly provides a breakdown, by budget category, as described above.
 - d. The Project Budget must clearly separate costs, which are to be reimbursed from the NJDEP Share of the Approved Project Budget from those costs being contributed by the Grantee and its Partners/Cooperators.
 - e. Costs attributed by the Grantee/Partners must be structured consistent with the budget supporting the State Share of the Approved Project Budget (i.e. Grantee Salaries, Subcontractor and Consultants, Other Direct Costs).
5. If the Grantee requires assistance in developing the budget in accordance with the above instructions, please call Karen Ward at (609) 777-0594.

**GRANT AGREEMENT
BETWEEN**

(Name of Grantee)

AND

**THE STATE OF NEW JERSEY
BY AND FOR**

THE DEPARTMENT OF ENVIRONMENTAL PROTECTION

GRANT IDENTIFIER:

APPROVED PROJECT BUDGET

ACCOUNT DESCRIPTION	TOTAL BUDGET	FEDERAL	STATE	GRANTEE	OTHER
A. Personnel Costs	0.00	0.00	0.00	0.00	0.00
Salaries					
Fringe Benefits	0.00	0.00	0.00	0.00	0.00
B. Consultants and Subcontractors	0.00	0.00	0.00	0.00	0.00
C. Other Costs Specify:					
	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00
D. Audit	0.00	0.00	0.00	0.00	0.00
Subtotal Direct Costs	0.00	0.00	0.00	0.00	0.00
Less Program Income	0.00	0.00	0.00	0.00	0.00
Total Direct Costs	0.00	0.00	0.00	0.00	0.00
Indirect Costs	0.00	0.00	0.00	0.00	0.00
TOTAL PROJECT AMOUNT	0.00	0.00	0.00	0.00	0.00

TOTAL GRANT AMOUNT is the sum of "Federal" and "State" column totals \$0.00

the sum of "Federal" "State" and "Other" column totals \$0.00

The sums identified in the "Total Budget" column are itemized and justified in (check one or more as appropriate)

Attachment D, Scope of Services, on page(s) _____.

Attachment D-2, Grantee's Proposal, on page(s) _____.

Attachment B-1, Itemization and Justification of Budget, comprising ____ pages.

APPENDIX D

INSTRUCTIONS TO GRANTEE REGARDING FORMAL ADOPTION OF GOVERNING BODY RESOLUTION OR CORPORATE RESOLUTION

1. The Standard Contracts utilized by NJDEP include both a Governing Body Resolution and a Corporate Resolution. The Grantee must coordinate formal adoption of the appropriate Resolution. Though the Division does not mandate use of the Standard Resolution, language included in the Standard Resolution must be incorporated into that adopted by the Grantee.
2. The Resolution serves to legally authorize an individual on behalf of the Grantee to execute the Grant Agreement on behalf of the Grantee. The two (2) types of Resolutions used in connection with Grant Agreements are: 1) Governing Body Resolution (i.e. Counties, Municipalities, SCD's, Political Subdivisions); and 2) Corporate Resolution (Non-Profit Organizations).
3. In the event there is a Non-State Share associated with a Project Proposal, the amount of the Non-State Share must be incorporated into the appropriate Resolution. Legally, this serves to assert on behalf of the Grantee, that they have committed the resources necessary to satisfy the Non-State Share of the Approved Project Budget.
4. If the Grantee requires assistance in developing the appropriate language to address the Non-State Share in addition to incorporating the language into the Standard Resolution, please call Karen Ward at (609) 777-0594.

**GRANT AGREEMENT
BETWEEN**

(Name of Grantee)
AND
THE STATE OF NEW JERSEY
BY AND FOR
THE DEPARTMENT OF ENVIRONMENTAL PROTECTION

**GRANT IDENTIFIER:
CORPORATE RESOLUTION**

It is in the best interest of _____, a corporation
(print Grantee's name including corporate designation, e.g., inc., corp., etc.)

of the State of _____, to obtain a grant from the State of New Jersey in the amount of approximately
\$ _____ to fund the following project: _____

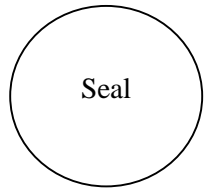
Therefore, the _____ resolves
(print name of Grantee's governing body, e.g., board of directors, board of trustees, etc.)
that _____ or the successor to the office of _____
(print name) (print title of authorized officer)

is authorized (a) to make application for such a grant, (b) if awarded, to execute a grant agreement with the State for a grant in an amount not less than \$ _____ and not more than \$ _____, and (c) to execute [] any amendments thereto [] any amendments thereto which do not increase the Grantee's obligations.

*The _____ authorizes and hereby agrees to match \$ _____ of the
(print name of Grantee's governing body)
Total Project Amount, in compliance with the match requirements of the agreement. The availability of the match for such purposes, whether cash, services, or property, is hereby certified. \$ _____ of the match will be made up of in-kind services (if allowed by grant program requirements and the agreement).*

The Grantee agrees to comply with all applicable federal, State, and municipal laws, rules, and regulations in its performance pursuant to the agreement.

Introduced and passed _____, _____.



*The portion of this form between the asterisks should only be completed if matching funds are required under the terms of the agreement. Where in-kind services are allowed and are stipulated by the Grantee, an attachment must be provided and appended hereto, breaking out the in-kind services to be provided by the Grantee.

**GRANT AGREEMENT
BETWEEN**

(Name of Grantee)
AND
THE STATE OF NEW JERSEY
BY AND FOR
THE DEPARTMENT OF ENVIRONMENTAL PROTECTION

GRANT IDENTIFIER:

GOVERNING BODY RESOLUTION

The governing body of _____
(print Grantee's name)
desires to further the public interest by obtaining a grant from the State of New Jersey in the amount of approximately \$ _____
to fund the following project:

_____.

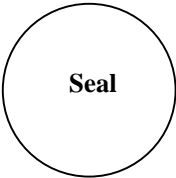
Therefore, the governing body resolves that _____ or the successor to the office of
(print name)
_____ is authorized (a) to make application for such a grant, (b) if awarded, to execute
(print title of authorized official)
a grant agreement with the State for a grant in an amount not less than \$ _____ and not more than \$ _____,
and (c) to execute [] any amendments thereto [] any amendments thereto which do not increase the Grantee's obligations.

*The _____ authorizes and hereby agrees to
(print name of Grantee's governing body, e.g., board of chosen freeholders)
match \$ _____ of the Total Project Amount, in compliance with the match requirements of the agreement. The availability of the
match for such purposes, whether cash, services, or property, is hereby certified. \$ _____ of the match will be made up of in-kind
services (if allowed by grant program requirements and the agreement).*

The Grantee agrees to comply with all applicable federal, State, and municipal laws, rules, and regulations in its performance pursuant
to the agreement.

Introduced and passed _____, _____.

Ayes: _____
Noes: _____
Absent: _____



* The portion of this form between the asterisks should only be completed if matching funds are required under the terms of the agreement. Where in-kind services are allowed and are stipulated by the Grantee, an attachment must be provided and appended hereto, breaking out the in-kind services to be provided by the Grantee.

CERTIFICATION*

I, _____, []municipal clerk []county clerk []utilities Authority Clerk
(print name)
[] (other, specify) _____ of _____
(print Grantee's name)
certify that this resolution was duly adopted by _____ at a
(print name of Grantee's governing body)
meeting duly held on the _____ day of _____, _____; that this resolution has not been amended or repealed; and that it
remains in full force and effect on the date I have subscribed my signature. **

(signature) *

(print name)

(print title)

Date: _____ **

* Certification must be signed by an official other than the individual authorized to execute the agreement.

**This date must be no more than sixty (60) days prior to the Grantee's execution of the agreement. If the original certification expires prior to the Grantee's execution, Grantee must submit a currently certified copy of this Attachment E when it returns the executed agreement to the Department.