

**STATE OF NEW JERSEY
DEPARTMENT OF LAW AND PUBLIC SAFETY
OFFICE OF THE ATTORNEY GENERAL**

**FFY17 Comprehensive Opioid Abuse Site-Based
Program: Category 4b –
Opioid Response Team Project**



**PROGRAM ADMINISTRATION
AND GUIDELINES**

August 2019

STATE OF NEW JERSEY
FFY17 Comprehensive Opioid Abuse Site-Based Program: Category 4b –
Opioid Response Team Project

PROGRAM ADMINISTRATION AND GUIDELINES

I. ADMINISTRATION

This document has been compiled to assist in the application, program development, and implementation processes, as well as the reporting and compliance requirements, of the FFY17 Comprehensive Opioid Abuse Site-Based Program (Category 4b).

The State of New Jersey, Department of Law & Public Safety (“Department”), Office of the Attorney General (“OAG”) applied for and received funds from the Bureau of Justice Assistance under the FFY17 Comprehensive Opioid Abuse Site-Based Program: Category 4b – Opioid Response Team Project. A total of \$749,999 of the award from the Bureau of Justice Assistance will be awarded to five identified local police departments, for use by June 30, 2021.

Under the FFY17 Comprehensive Opioid Abuse Site-Based Program: Category 4b – Opioid Response Team Project, the five local police departments will be responsible for implementing Opioid Response Teams in their municipalities, which will provide crisis intervention for opioid-addicted individuals at multiple entry points involving law enforcement. The purpose of the Opioid Response Team project includes but is not limited to: assisting localities in engaging and retaining individuals with opioid use disorders in treatment and recovery services; increasing the use of diversion and/or alternatives to incarceration; and reducing the incidence of overdose death. The plan will expand and enhance the State's Law Enforcement Assisted Addiction and Recovery Referral Program ("LEAARRP"), established as part of New Jersey P. L. 2016, c. 58. LEAARRP helps individuals with opioid addiction seek treatment by removing the fear of arrest. Participating police departments work with public health officials, volunteers, and local treatment agencies so that their officers can refer and transport individuals to treatment and recovery services, with the goal of engaging and retaining these individuals in treatment and recovery services. LEAARRP in its current form, as well as other local-based programs, allows assistance in accessing treatment for individuals who intersect with law enforcement for the purpose of seeking treatment for substance use.

Expanding on and enhancing LEAARRP, locally-based crisis intervention teams, consisting of local police, Emergency Medical Services (“EMS”), and Substance Abuse Recovery Advocates (“SARAs”), will be called upon to assist individuals with opioid use disorder either at the scene of an overdose or at the police station by providing them with support, information, and/or referrals to treatment and recovery programs. Opioid Response Teams are expected to operate twenty-four hours a day, seven days a week to assist individuals suffering from opioid abuse through crisis interventions. Specialized and multi-disciplinary training, which will provide

understanding of de-escalation techniques, evidence preservation, and how to interact with individuals with opioid addiction issues, will be required and delivered to each team member. The team member that is the first point of contact with the individual with opioid use disorder will be responsible to call the other two members to activate the response. With a full running staff of a law enforcement officer and EMS member, the response team will need SARAs to be on call. During that time, he or she will be required to respond to the crises as needed. Efforts will be made to recruit bilingual counselors and employ translation services for the Opioid Response Team project. Each team will be overseen by a coordinator, who will be responsible for the recruitment, training, and coordination of recovery and treatment services. The coordinator will work with the Department, in conjunction with an academically-based consultant, in structuring and deploying the team, including best practices in the recruitment of SARAs and the training of team members.

As an additional enhancement to the project, participating police departments will engage in an outreach campaign aimed at diverting the most at-risk opioid addicted individuals in their communities into treatment before an overdose occurs. This prospective approach will seek to divert opioid addicted individuals into treatment, reduce overdose deaths, and reduce Naloxone deployments.

To develop a plan for the grant funds under the FFY17 Comprehensive Opioid Abuse Site-Based Program: Category 4b – Opioid Response Team Project, the Department, in conjunction with an academically-based consultant, established a multi-disciplinary, strategic planning committee (“Committee”) consisting of representatives from law enforcement, prosecution, courts, state corrections, and human services agencies. The Committee identified where the greatest need in the State is for Opioid Response Teams and devised a formula to fairly and strategically disburse funding to the most in-need and at-risk municipalities through objective criteria and a data-driven process, as required by Category 4a of the FFY17 Comprehensive Opioid Abuse Site-Based Program. As the Opioid Response Team Project becomes developed and operational in each designated municipality, the Committee will monitor the development and deployment of Opioid Response Teams, detect gaps and effective ways to fill those gaps, and identify additional improvements to strengthen the operation and response of the Opioid Response Teams.

The Department, in conjunction with an academically-based consultant and the Committee, has identified the following five local police departments as subrecipients for the FFY17 Comprehensive Opioid Abuse Site-Based Program: Category 4b – Opioid Response Team Project grant funds:

- (1) Newark City
- (2) Camden City
- (3) Paterson City
- (4) Trenton City
- (5) Toms River

The OAG Consolidated Grants Management Office will award, administer, and monitor awards made under the FFY17 Comprehensive Opioid Abuse Site-Based Program: Category 4b – Opioid Response Team Project, in cooperation with OAG’s Office of the New Jersey Coordinator for Addiction Responses and Enforcement Strategies (“NJ CARES”). Staff from OAG will be available to provide technical assistance during the award process and subaward period.

The base funding allocation for each identified local police department is \$149,999.80.

The funding period is between October 1, 2019 to June 30, 2021.

All inquiries concerning the grant award process should be addressed to:

Office of the Attorney General
NJ CARES
124 Halsey Street
Newark, NJ 07102
Direct Office Number: 973-648-7446
E-mail address: levyk@njdcj.org

II. APPLICATION REQUIREMENTS

A. SUBMISSION

Application and Award packages are due to NJ CARES by September 19, 2019. One copy of the application and award package must be submitted via e-mail to levyk@njdcj.org.

B. GRANT APPLICATION

The goal of the Opioid Response Team project is to provide local police departments with funding to provide crisis intervention at the local level for opioid-addicted individuals at multiple entry points involving law enforcement.

Applicants must complete and return the following:

1. The Applicant Information Form
2. The Application Authorization
3. The Program Application Narrative
4. The Program Timeline of Deliverables/Milestones
5. Federal Single Audit Requirement Certification and Proof of Compliance of Federal Single Audit Requirements

6. The Department of Law & Public Safety Debarred and Suspended Certification and Proof of Eligibility for Federal Funds
7. Certification Regarding Lobbying, Debarment and Drug-Free Workplace
8. SF424B – Assurances – Non-Construction Programs
9. Department of Law & Public Safety Civil Rights Compliance Checklist
10. Department of Justice Compliance with Equal Employment Opportunity Plan (EEOP) Requirements
11. Department of Justice Compliance with Equal Employment Opportunity Plan (EEOP) Requirements Certification Plan
12. Subaward Contract
13. Governing Body Resolution & Certification
14. General and Special Conditions

III. PROGRAM GUIDELINES

- Each local police department must implement and effectuate Opioid Response Teams in its municipality, consisting of law enforcement, EMS, and SARAs.
- The Opioid Response Teams must involve law enforcement officers actively engaging with individuals with opioid use disorders and serve as a point of entry for treatment and recovery support engagement.
- Each local police department must engage in an outreach campaign aimed at diverting the most at-risk opioid addicted individuals in their communities into treatment before an overdose occurs.
- Funds may be used to pay for: hiring of an Opioid Response Team Coordinator; on-call recovery specialists; transportation expenses; and the production of informational palm cards and business cards in various languages depending on community need.
- Funds may be used to pay for linkage to care, but not for treatment.
- Applicants are responsible for reporting if this application will result in programmatic, budgetary, or commitment overlap with another application or award (i.e. grant, cooperative agreement, or contract) submitted to another funding source in the same fiscal year. Programmatic overlap occurs when (1) substantially the same project is proposed in more than one application or is submitted to two or more funding sources for review and funding consideration or (2) a specific objective and the project design for accomplishing the objective are the same or closely related in two or more applications or awards, regardless of the funding source.

IV. APPLICATION AUTHORIZATION

The submission of any grant application requires the signature of the applicant unit of government's Authorized Official (**see Application Authorization Form**) indicating that the application is authorized by the local government. Signature indicates that the information provided within the application is truthful, accurate, and complete; the applicant intends to comply with all requirements regarding the use of grant funds; and the applicant will use the grant funds to carry out the project as described in the application.

The Authorized Official also acknowledges that they are responsible for authorizing expenditures and disbursing grant funds. The Applicant certifies that all grant funds will be used exclusively for the purposes specified in the grant award; and it will pay for all costs in excess of the grant award.

V. RESOLUTION

Applicants must return a certified Resolution with their Award Package.

The Resolution must contain all data requirements listed on the Required Resolution & Certification Checklist which is provided as a reference document in the Award Package.

The Resolution must be certified by the recording officer and should contain the official seal.

VI. CIVIL RIGHTS COMPLIANCE

Applicants and their contractors are required to comply with the New Jersey Law Against Discrimination, N.J.S.A. 10:5-1 et seq. Applicants are expected to comply with all applicable New Jersey regulations, policies, and guidelines.

VII. DEBARMENT

Applicants and their subcontractors should not obtain goods and services from other agencies which are debarred, suspended or disqualified from doing business with the State of New Jersey.

Applicants are also expected to comply with state Executive Order No. 34 (March 17, 1976), and state circular letter OMB 93-13-GSA regarding debarments, suspensions & disqualifications. The State Department of Treasury has an online, searchable database of those individuals, corporations, and agencies that are debarred from conducting business with the State of New Jersey: <http://www.state.nj.us/treasury/revenue/debarment/index.shtml>. In the

performance of any grant, Subrecipients cannot conduct business with ineligible firms or individuals who are considered debarred, suspended or disqualified.

VIII. NEW JERSEY PENALTIES FOR CORRUPTION OF PUBLIC RESOURCES

While enacting ethics and government corruption reforms, the New Jersey Legislature enacted Public Law 2007, Chapter 158, which makes knowingly misusing public resources for an unauthorized purpose a crime. N.J.S.A. 2C:27-12. Under the Crime of Corruption of Public Resources, an individual commits a crime if (1) the public resource is subject to an obligation to be used to perform or facilitate the performance of a governmental function or public service, (2) a person knowingly uses a public resource for an unauthorized purpose, or (3) a person makes a material representation that is false to a government agency . . . to obtain or retain a public resource, or with the purpose to mislead or deceive any person as to the use or disposition of a public resource. Id. The Legislature defines a public resource as including grants awarded by the government. Id. Convictions under this act could result in a 20-year prison term and \$200,000 fine. Id. The Legislature also enhanced public corruption penalties under the Public Corruption Profiteering Penalty Act, N.J.S.A. 2C:30-8, which subject individuals convicted under public corruption laws, including N.J.S.A. 2C:27-12, to fines up to \$500,000. Under N.J.S.A. 2A:32C-3, a person shall also be subject to civil penalty and treble damages for making false claims under New Jersey's False Claims Act.

IX. SUBRECIPIENT OFFICIAL FILE

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

- A. Copy of approved award package for the grant including: grant contract; Applicant Information Form; Program Narrative; Application Authorization; General and Special Conditions; copy of award letter; the Resolution; copy of deliverables; and related written approvals from OAG.
- B. Copies of all Requests for Reimbursements.
- C. Banking Information: Cash verification, receipts documentation, check register, canceled checks, and bank statements. (if applicable)

X. REPORTING PROCEDURES

A. PROGRAMMATIC REPORTS

- The local police department must keep track of the number of Opioid Response Team activations, obstacles it encountered in coordinating each team, strengths and weaknesses

of each Opioid Response Team it rolled out, best practices for opioid response teams, all partnerships it made with state and local community services, recruitment efforts, and trainings held, and provide this information to the Department.

- The local police department must also agree to track each time an individual with substance use disorder is encountered by an Opioid Response Team in the program, engagement in services, and progress towards recovery during the period of the grant, and provide this information to the Department. Data collected will include, but not be limited to: demographic information; date/point of encounter; whether the offer of treatment was accepted; the type of treatment accepted; insurance information; contact information; treatment provider(s); dispositions in any criminal prosecution; and treatment outcomes during the period of the grant.

B. FINANCIAL REPORTS

Subrecipients are required to submit Reimbursement Requests that coincide with agreed upon Deliverables.

Reimbursement Request Forms with signatures should be sent, *via e-mail*, to the NJ CARES, at levyk@njdcj.org. For each funding request, a separate State of New Jersey Payment Voucher must be submitted.

XI. AUDIT REQUIREMENTS

The Subrecipient must comply with audit requirements located in the State Treasury Department, State Circular, Single Audit Policy for Recipients of Federal Grants, State Grants and State Aid, 15-08- OMB, 2 CFR Part 200, Subpart F, Audit Requirements (2 C.F.R. § 200.500, et seq.), and the Government Accountability Office's Generally Accepted Government Auditing Standards (also known as the Yellow Book).

1. Applicants that expend Federal and/or State financial assistance of \$100,000 or more, but less than \$750,000 of Federal or State financial assistance during their fiscal year (including federal pass-through funds), must have either:
 - a. A financial statement audit performed in accordance with Government Auditing Standards (Yellow Book) or
 - b. A program specific audit performed in accordance with 2 C.F.R. § 200.500, et seq., and state policy.
2. For applicants that expend Federal or State financial assistance, (including funds received from the Federal Government or federal funds passed

through state agencies) of \$750,000 (**this is an increase in the previous threshold of \$500,000**) or more during their fiscal year must have:

- a. A single audit performed or
- b. A program specific audit performed in accordance with 2 C.F.R. § 200.500, et seq., and state policy.

- 3 For applicants receiving less than \$100,000 of State and/or Federal financial assistance, no audit is required.

The Subrecipient must maintain a bookkeeping system, records, and files to account for all monies spent implementing the project. While a preferred system is not specified, subrecipients are expected to conform to accepted accounting standards.

XII. MONITORING OF PROGRAM PERFORMANCE

- A. The Subrecipient must assure that performance goals are being achieved.
- B. The Subrecipient shall inform OAG of the following types of conditions which affect program objectives and performance as soon as they become known:

Problems, delays, or adverse conditions which will materially impair the ability to attain program objectives, prevent meeting time schedules and goals, or preclude the attainment of project work units by established time periods. This disclosure shall be accompanied by a statement of the action taken, or contemplated, and any OAG assistance required to resolve the situation.

- C. OAG may, at its discretion, make site visits to:
 1. Review program accomplishments and management control systems.
 2. Provide such technical assistance as may be required.
 3. Perform fiscal reviews to ensure grant funds are being properly expended in a timely manner.