

SFY10 CARS-E Grant Program FAQ's

Are we required to complete a Spending Plan Template and Itemized Budget Annex?

No, only an Itemized Budget Annex is required.

How do I complete the Itemized Budget Annex?

Locate the tab on the bottom of the Annex that corresponds to the component of the grant program your agency applied for (i.e. Canine, Aviation, Rail, Shopping Malls or OEM). Complete all fields and email Annex to Bessie D. Jones, Program Manager at Bessie.Jones@ohsp.state.nj.us.

What is the next step once the signed grant agreement, with attachments, and the budget annex has been forwarded to the NJ Office of Homeland Security & Preparedness?

The grant agreement will be signed and witnessed by the Director. A signed and witnessed copy will be forwarded to your agency for your records. Once you receive the signed grant agreement, you may begin your project and expend funds. The Program Manager will then contact you with information regarding attending Grants Tracking System training (GTS).

What is the Grants Tracking System (GTS)?

GTS is a system utilized by this office, and grant awardees to track grant spending, as well as initiate the reimbursement process. It is requested that two staff members attend this two hour training, which is held at this location on the first Monday of each month, with the exception of September 6, which will be held on September 13, due to the holiday.

Who should attend the GTS training?

You will be required to submit the names, contact information and requested date of training of two staff members. The two staff members should be staff who will be responsible for the overseeing and/or financial oversight of the project.

How do we acquire the grant funds?

This grant program is a "reimbursement" type grant program. Your agency is required to order, acquire, purchase and pay for the requested grant items. Once payment has been made by your agency, you may submit a reimbursement package.

How are the funds reimbursed to the procuring agency?

Once all required documentation has been uploaded and approved by the Program Manager, it will be processed by the Fiscal Office and transmitted to the Department of Treasury for payment. Payment is made in the form of electronic transfer into your agency's registered account.

Who do we contact with additional questions?

Bessie D. Jones, Program Manager at 609-584-4821.