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| New Jersey Afterschool Summer Program  24-SP11-H05  Program Term Date: June 1, 2024 – August 31, 2024  Application Due Date: Tuesday, April 23, 2024 no later than 4:00 P.M. |
| Kevin Dehmer  Acting Commissioner of Education  Kathy Ehling  Assistant Commissioner  Luiz Pereira  Director  Office of Student Support Services  2024  ORG/APU # 5064-206  New Jersey Department of Education  P.O. Box 500 ● Trenton, NJ 08625-0500 |

The following are requirements and instructions on the New Jersey Department of Education (NJDOE) Notice of Grant Opportunity (NGO). Instructions on how to gain access to the application and how to complete the application in the Electronic Web-Enabled Grant (EWEG) system are available in the [Discretionary Grants Manual](https://www.nj.gov/education/grants/discretionary/apps/).

When responding to this Notice of Grant Opportunity (NGO), applicants must use the Electronic Web-Enabled Grant (EWEG) system online application system on the New Jersey Department of Education’s [Homeroom](http://homeroom.state.nj.us/) webpage. Please refer to the NJDOE’s [Discretionary Grants](http://www.nj.gov/education/grants/discretionary) webpage for the NGO and (click on available grants) for information on when the EWEG application will be online. The responsibility for a timely submission resides with the applicant. The Application Control Center (ACC) must receive the completed application through the online EWEG system access through the NJDOE Homeroom webpage on the due date of the application, no later than 4:00 P.M. Without exception, the ACC will not accept, and the Office of Grants Management (OGM) cannot evaluate for funding consideration, an application after this deadline.

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**It is a policy of the New Jersey State Board of Education and the State Department of Education that no person, on the basis of race, color, creed, national origin, age, sex, handicap or marital status, shall be subjected to discrimination in employment or be excluded from or denied benefits of any activity, program or service for which the department has responsibility. The department will comply with all state and federal laws and regulations concerning nondiscrimination.**

# Grant Program Information

## Purpose of the NGO

The New Jersey Department of Education (NJDOE) will support the New Jersey Afterschool Summer Program (NJASP), a state funded program in the amount of $1 million to provide out-of-school time (OST) programs, which include afterschool, before-school, or summer enrichment for students at risk of academic failure. The funds are appropriated in Governor Murphy’s FY 2024 budget as *Grants for After School and Summer Activities for At-Risk Children*.

New Jersey has established rigorous learning standards to prepare our students for college and career. In order to ensure that all students have ample opportunity to master these standards, the State has appropriated funds to support OST learning. The intent of these funds is to provide more time for students to practice skills, gain knowledge, explore topics of interest, socialize with peers, and develop positive relationships in an informal setting. Furthermore, the program is intended to equalize opportunities for students from low-income families and mitigate summer learning loss.

Therefore, the NJDOE is offering these funds to eligible applicants willing to expand existing OST programs to offer high-quality, engaging activities to youth throughout New Jersey. It is expected that these programs will increase students’ career and college readiness and increase positive student behavior while engaging parents/guardians. The applicant must enhance educational experiences for students between the ages of five and 18 years old by providing targeted activities in at least one of the following areas: academic support; intervention and/or enrichment in any subject area; career exploration; or community service.

*Grant Program Period*

This grant program will begin June 1, 2024 and end August 31, 2024. The NJDOE will review program performance through the submission of interim and final reports.

*Eligibility to Apply*

This opportunity is a limited, competitive grant program open to any national or statewide public or private 501(c)(3) youth-serving organization and Nita M. Lowey 21st Century Community Learning Centers (21st CCLC) grantees not funded for the 2023-2024 academic year, excluding non-public schools, but limited to those that:

* Have implemented an afterschool program that has been evaluated and demonstrated positive results via an external evaluation, data entered into the state reporting system PARS21, or the federal reporting system 21APR; **and**
* Have at least four years’ experience operating an OST program; **and**
* Currently operate an afterschool or summer enrichment program serving New Jersey youth from low-income families.
* Grantees that did not adhere to the NJDOE reporting requirements and deadlines in accordance with the 21st CCLC and/or NJASP NGO are not eligible to apply. In addition, grantees or previous grantees requiring a corrective action plan and/or non-compliant with 21st CCLC and/or NJASP grant requirements are not eligible to apply.

Additionally, the applicant agrees to serve at least 100 students in any of grades K through 12 who attend schools identified for comprehensive and targeted support under section ESSA 1111(d) or other schools determined by the local educational agency to need intervention and support. Afterschool programming must be offered. Before school and summer programming is optional.

A national or statewide public or private 501(c)(3) youth-serving organization is defined as an organization currently operating an afterschool or summer program with:

* at least six sites throughout all regions in New Jersey (statewide); or
* sites in at least three states and three sites in New Jersey (national).

Please note that the regions in New Jersey are designated as follows: Northern region (Bergen, Essex, Hudson, Morris, Passaic, Sussex, Warren); Central region (Hunterdon, Mercer, Middlesex, Monmouth, Ocean, Somerset, Union); and Southern region (Atlantic, Burlington, Camden, Cape May, Cumberland, Gloucester, Salem).

Schools in need of intervention and support are defined as:

* Schools with a minimum of 30% of its students identified as economically disadvantaged. Economically disadvantaged means that the student is eligible for free lunch and/or free milk as documented in the district’s most recent Application for School State Aid (ASSA); or
* Schools identified by a LEA to need intervention and support based upon eligibility for schoolwide programs under section Title I, Section 1114.

For the purposes of eligibility, an applicant can only count a site if it has, within the past year, provided more than two activities during the afterschool time for three hours a day/five days a week between September and June, or operated a summer enrichment program between June 1, 2023 and August 31, 2023, for four hours a day/five days a week.

*Conditions of Award*

To receive an award, eligible applicants must submit the following with this application:

* A completed eligibility form, either the **Documentation of 501(c)(3) Eligibility form (Appendix 1)** for national or statewide youth-serving organization applicants or the **Documentation of School Eligibility, Schoolwide and Low-income form (Appendix 2)** for LEA applicants.
* A recent evaluation report of the current afterschool model that demonstrates positive results for participants within the past year.
* A recent copy of the annual report that was presented to the applicant’s Board of Directors or governing authority to further support applicant eligibility within the past year.
* A valid New Jersey Charities Registration Number or 10-digit incorporation identification number obtained from the New Jersey Division of Taxation which establishes residency in New Jersey for national or statewide, public, or private 501(c)(3) youth-serving organization (note: there is no single, all-purpose number for nonprofits). This is not needed for LEA applicants.
* A copy of the child care license (as required at N.J.S.A. 30:5B-1 et seq.) or receipt of a temporary license for each local program site receiving funding as part of the application. (See Status Report section for submission directions). This is not needed for LEA applicants.
* A completed **Verification of School Collaboration form (Appendix 3)** provides an assurance that the program was designed and will be implemented in active collaboration with the schools the participants attend.
* A completed **Program Statement of Assurances form (Appendix 4)** which further demonstrates an understanding of requirements and conditions of this grant.

Only one application per agency will be accepted. Additionally, applicants who were terminated from a NJDOE grant within the last 15 years are ineligible to apply.

**Application Type: Please Select**

**Target Audience:** Any national or statewide public or private 501(c)(3) youth-serving organization  
 Private 501(c)(3) youth-serving organization or   
 Nita M. Lowey 21st Century Community Learning Centers (21st CCLC) grantees not funded for the 2023-2024 academic year, excluding non-public schools, but limited to those that:

* + - * have implemented an afterschool program that has been evaluated and demonstrated positive results via an external evaluation, data entered into the state reporting system PARS21, or the federal reporting system 21APR; **and**
      * have at least four years’ experience operating an OST program; **and**
      * currently operate an afterschool or summer enrichment program serving New Jersey youth from low-income families.

## Federal Compliance Requirements - Unique Entity Identifier (UEI) Registrations

In accordance with the Federal Fiscal Accountability Transparency Act (FFATA), all grant recipients must have a valid Unique Entity Identifier (UEI). As part of the government-wide initiative, NJDOE will join other Federal agencies and transition from the use of the Dun and Bradstreet Data Universal Numbering System (DUNS) to the new UEI for all grant recipients and applicant organizations. UEIs are the primary means of entity identification for Federal awards and are required in accordance with 2 CFR Part 25. The UEI number is administered by the Federal Government in SAM.gov (System for Award Management).

**FFATA Executive Compensation Disclosure Criteria**

In the preceding fiscal year if an applicant:

* Received at least $25,000,000 in annual gross revenues from federal awards; and
* If at least eight (80) percent of the applicant’s annual gross revenues came from federal awards; the applicant is required to disclose the name and total compensation of the five (5) most highly compensated officers of the applicant as part of the grant application.

This information is to be entered into the AWARD Management SAM Application in EWEG and updated on a yearly basis.

No award will be made to an applicant not in compliance with FFATA.

## Award Management SAM Application

Prior to applying for a grant application, all Local Education Agencies (LEA), Community-Based Nonprofit Organizations (CBO), or Institutes of Higher Education (IHE) must create a profile in the NJDOE EWEG’s AWARD Management SAM application to include the district’s UEI information.

Key steps/actions:

* + - 1. Create and submit the AWARD Management SAM application in EWEG if your entity has applied for or has received other grants from the NJDOE.
      2. When completing the AWARD Management SAM application, entities must enter an active SAM UEI and upload a copy of its SAM Entity Overview page. Applicants must ensure their address has the correct zip plus four in their address and both the SAM.GOV and the LEA Central Contacts in EWEG must match to be compliant with FFATA reporting.
      3. To renew an existing SAM UEI or apply for a SAM UEI, entities must go through [www.sam.gov](http://www.sam.gov/).

Failure to complete or update the AWARD Management SAM application in EWEG will prevent the applicant from viewing, creating, and submitting applications in the EWEG system.

**No award will be made to an applicant, not in compliance with FFATA.**

## Dissemination of This Notice

The Office of Student Support Services will make this notice available to the following groups: Comprehensive Support Network, Executive County Superintendents, established listservs, Title I Committee of Practitioners, and all current and previously funded NJASP and 21st CCLC grantees for dissemination to their constituents. Additional copies of the NGO are also available on the NJDOE’s [Discretionary Grant](http://www.nj.gov/njded/grants/discretionary/) website.

## Access to the EWEG Application

Each eligible applicant must have a login ID and password to access the system. LEA applicants should contact their district’s Web (Homeroom) Administrator, who will complete the registration. Non-LEA applicants should send an email request for the [EWEG Help](mailto:Grants.Vendors@doe.nj.gov?subject=Grant%20Application%20). Please allow 24-48 hours for the registration to be completed.

The NJDOE advises applicants to plan appropriately to allow time to address any technical challenges that may occur. Additionally, applicants should run a consistency check at least 48 hours before the due date to determine any errors that might prevent the submission of the application. Applicants are advised not to wait until the due date to submit the application online as the EWEG system may be slower than normal due to increased usage. Running the consistency check does not submit the application. When the consistency check runs successfully, a submit button will appear. Once the application is complete and has passed a clean consistency check with no error messages, the applicant may submit the application by clicking the Submit button and wait for the EWEG system message indicating the application was submitted. The application status will update in the GMS Select page to “Submitted for Review” along with the date the application was submitted.

**IMPORTANT:** Once the application has been submitted via EWEG, the application will not be returned to the applicant for editing, nor can additional information or missing documentation be submitted to the department for application review consideration. **Please Note: The submit button in the EWEG system will disappear as of 4:00 PM on the due date**. Please refer to the [Discretionary Grants Manual](https://www.nj.gov/education/grants/discretionary/apps/) for instructions on how to work in EWEG.

## Application Submission

The Application Control Center (ACC) must receive the completed application through the online EWEG system access through the NJDOE [Homeroom](http://homeroom.state.nj.us) web page **no later than 4:00 PM on Tuesday, April 23, 2024.** Without exception, the ACC will not accept, and the Office of Grants Management (OGM) cannot evaluate for funding consideration, an application after this deadline.

The NJDOE administers discretionary grant programs in strict conformance with procedures designed to ensure accountability and integrity in the use of public funds and, therefore, will not accept late applications. The responsibility for a timely submission resides with the applicant.

Completed applications are those that include all elements listed in [Section II.5.](#_Application_Component_Required), Application Component Required Uploads checklist. Applications received by the due date and specified time will be screened to determine whether they are, in fact, eligible for consideration. NJDOE reserves the right to reject any application not in conformance with the requirements of this NGO.

**Paper copies of the grant application will not be accepted in lieu of the EWEG application. Applications submitted via FAX will not be accepted under any circumstances.**

Applicants are advised to plan appropriately to allow time to address any technical challenges that may occur. Additionally, applicants should run a consistency check at least 24 hours before the due date to determine any errors that might prevent submission of the application. Applicants are advised not to wait until the due date to submit the application online as the system may be slower than normal due to increased usage. Please note that the EWEG system will close at 4:00 PM on the due date.

**PLEASE NOTE:** At least 48 hours are needed to enable EWEG set-up for users. Applicants are urged to request access well in advance of the application due date. Applications submitted by FAX cannot be accepted under any circumstances.

## Application Review Criteria

To be considered for funding, all grant applications complete a two-tiered review. First, the application will be reviewed and scored by a panel of three evaluators. The evaluators will only use the information provided in the EWEG grant application under the Narrative Tabs which include the Need, Project Description, Project Activity Plan, Goals/Objectives – Indicators and Activity Plan, Commitment and Capacity, the Budget Tabs, and all required documentation uploaded as noted in [Section II.5](#_Application_Component_Required). In addition to how well the content addresses [Section II.4.](#_Project_Design_Considerations_1), the evaluators will also review the NGO application for completeness and accuracy.

The second review is done by the Program Office responsible for administering the program. The Program office reviews the application as noted in Section I.1 Purpose of the NGO, and Section II.4., Project Design Components. The NJDOE reserves the right to reject any application, not in conformance with the requirements and intent of this NGO. The total point value for the NGO is 100 points. If noted in the NGO, bonus points will only be added if the grant application scores 70 points or greater and meets the intent of the Notice of Grant Opportunity (NGO).

Once scored, applications will be awarded based on rank order from highest to lowest score until grant allocated funds are exhausted.

## Grantee Award Notifications

Applicants will be notified via the EWEG system to the emails listed in the Contacts Tab and a list will be posted under the link to the NGO located in the NJDOE, Office of Grants Management, Grant Opportunities webpage.

In addition to the notifications mentioned above, the status will change on the EWEG GMS page from “Submitted for Review” to one of the following:

* Preliminary Approved – For applicants awarded the grant funds by scoring 70 points or greater and meeting the eligibility criteria, where funds are available. Approved Applications will be notified via EWEG with instructions on how to proceed with the Pre-Award process. In addition, instructions on how to initiate the Pre-Award process can be found in the [Discretionary Grants Manual](https://www.nj.gov/education/grants/discretionary/apps/).
* No Award – For those remaining applicants where either the applicant scored the 70-point or greater and met the eligibility criteria, but funding was exhausted; and those applicants not meeting the 70-point threshold, and/or the intent of the NGO listed in [Section II.4.](#_Project_Design_Considerations_1), Program Design Consideration.

## Open Public Records

Please be advised that in accordance with the Open Public Records Act P.L. 2001, c. 404, all applications for discretionary grant funds received September 1, 2003, or later, as well as the evaluation results associated with these applications, and other information regarding the competitive grants process, will become matters of public record upon the completion of the evaluation process and will be available to members of the public upon request.

# Completing the Application

The intent of this section is to provide the applicant with the framework within which it will plan, design, and develop its proposed project to meet the purpose of this NGO. Before preparing applications, potential applicants are advised to review Section I, Grant Program Information, of this NGO to ensure a full understanding of the State’s vision and purpose for offering the program. Additionally, the information contained in Section III, Grantee Agreement Requirements, will complete the applicant’s understanding of the specific considerations and requirements that are to be considered and/or addressed in their project.

## General Instructions for Applying

To apply for a grant under this NGO, applicants must prepare and submit a complete application by the deadline. The following components in their related EWEG Tabs in the application are required to be completed:

Admin Tab – Contacts, Allocation, Assurance, Board Resolution.  
Narrative Tab – Abstract, Project Description, Need, Goals & Objectives, Project Activity Plan, Organizational Commitment & Capacity.

Budget Tab – All related subtabs.

Upload Tab – The required documents to be included in the application as stated in the NGO.

The application must be a response to the State’s vision as articulated in Section I. Grant Program Information of this NGO. It must be planned, designed, and developed in accordance with the program framework articulated in Section II. Completing the Application. The applicant may wish to consult additional guidance found in the [[Discretionary Grants Manual](https://www.nj.gov/education/grants/discretionary/apps/)](https://www.nj.gov/education/grants/discretionary/apps/docs/PreAwardManual.pdf).

## Application Technical Assistance Session

**Wednesday, April 10, 2024**

**Teams Virtual Meeting:** [**Click here to register**](https://homeroom5.doe.state.nj.us/events/?p=a)**.**

If there are any registration issues, please contact [21stCCLC@doe.nj.gov](mailto:21stCCLC@doe.nj.gov).

## Grant Deliverables

Applicants are required to establish an afterschool program that will serve at least 100 students. Before school and summer programming are optional. All costs must be reasonable and necessary to carry out the program, and directly linked to the size and scope of the program. In addition, the NJDOE will remove ineligible, inappropriate or undocumented costs from funding consideration.

Nutritional snacks are required during afterschool programming to ensure youth have a boost during supervised education and enrichment activities. All public schools, nonprofit private schools that are tax exempt under 501(c)(e) of the Internal Revenue Code and residential child care institutions that participate in the National School Lunch Program are eligible to sponsor a program that may begin at any time during the year. Additional information is available on the Department of Agriculture’s website.  
The applicants must meet the requirements within this NGO, complete implementation activities established in its grant agreement, and make satisfactory progress toward the completion of their approved action plan throughout the grant cycle.

Applications must receive a minimum of 70 points and meet the intent of the NGO to become eligible for the award. The top two scoring applicants from each region (North, Central, South) will be awarded funding if there are two applicants from each region with passing scores. If there are not two applications from each region with passing scores, awards will be made in rank order. Awards are contingent on available funding.

## Project Design Considerations

The intent of this section is to provide the applicant with the framework within which it will plan, design, and develop its proposed project to meet the purpose of this grant program. Before preparing applications, potential applicants are advised to review section 1, Description of the Grant Program, of this NGO to ensure a full understanding of the State’s vision and purpose for offering the program. Additionally, the information contained in section 2 will complete the applicant’s understanding of the specific considerations and requirements that are to be considered and/or addressed in their project. When submitting an application, the agency must use the Electronic Web-Enabled Grant (EWEG) online application system located at http://homeroom.state.nj.us/.

As applicants review the purpose (presented in section 1) and the design of each local project, consideration should be given to the impact of currently implemented programs within the applicant agency and the achievement of positive outcomes. It is the intent of the NJDOE to award funds to eligible agencies to expand local programs and implement a national or statewide model that has demonstrated success. Considerable thought and planning between the applicant agency and their local program sites must occur to ensure proper management of this program. Regular attendance by all students is expected in order to achieve significant improvement in student outcomes. NJDOE requires an average daily attendance (ADA) of 70% of the program’s total level of service***.*** The applicant must submit the ADA for each funded local program through quarterly required reporting. Average daily attendance is calculated by taking the sum of each student’s total days present from the program start date divided by the number of days the afterschool program operated since the start date.

The following point values apply to the evaluation of applications received in response to this NGO:

**Project Requirements**

Each eligible agency that receives an award may use the funds to provide a broad array of OST activities as described in this NGO. All applicants are required to adhere to and implement the project requirements as set forth in this section of the application.

**Project Abstract**

The project abstract is a one-page (250-300 words) summary of the proposed project’s need, purpose, and projected outcomes. Applicants must indicate the start and end date of their program and the hours of operation in the abstract. Do not include information here that is not contained elsewhere in the application.

**Statement of Need (15 points)**

The Statement of Need identifies the local conditions and/or needs that justify the project being proposed in the application. Applicants must document the need for the proposed project in relation to this grant program.

**Target Population Section**

Applicants must serve youth, in any age between five and 18 years old. The applicant must carefully plan and develop a program that encourages daily participation. Applicants must respond to each of the following:

* Provide a complete description of the target population being served at each program site, including youth demographic information such as grade levels, ethnic and racial background, economic status, and the number of participants receiving services.
* Describe how the applicant agency will provide a safe and easily accessible facility. The applicant must specify the site(s) where the activities will occur along with the number of participants at each of those sites to be supported by these funds.
* Identify and provide specific accommodations, modifications, supplementary aids, and services that are necessary to serve participants with disabilities.
* Describe the recruitment and retention plans.
* Describe how the applicant agency will disseminate information about the center to the community.
* If summer programs are being provided with these funds, the applicant must completely describe their summer program, including the number of students, sites, number of weeks, types of activities, etc.

**Project Description (25 points)**

Types of Activities

The applicant agency must ensure that local program sites receiving these funds provide quality, youth-centered, hands-on, inquiry-based OST activities to youth in at-risk communities. The applicant is permitted and encouraged to provide experiences tailored to a range of academic disciplines, social and relationship-building skills, and topics of interest. The awarded agencies must ensure that local program sites provide a variety of high-quality, engaging OST activities that will increase students’ career and college readiness and positive student behavior while engaging parents.

The applicant must enhance educational experiences for students in any of grades K through 12 by providing academic support; intervention and/or enrichment in any subject area; career exploration; or community service. A description is provided below to further highlight the academic benefit of the enrichment activities.

Academic Support: To assist youth in building upon and enhancing learning outside of school hours. The academic support may include traditional instruction, or more interactive activities intended to actively engage youth. The academic support activities should be aligned to what students are learning during school hours and support peer collaboration. Academic support may also include the development of personalized or group projects.

Intervention and/or Enrichment in any Subject Area: To assist youth in exploring personal interests. The intervention and/or enrichment activities may focus on subject areas in which students struggle during school hours. Students may have an opportunity to focus on specific projects to encourage critical thinking and lifelong learning skills. Activities may include personalized or small group activities, hands on activities, and/or extension activities in co-curricular subjects.

Career Awareness and Exploration: To assist youth in developing lifelong aspirations, making informed choices about careers, and identifying career goals, they need to be exposed to a wide range of experiences and develop the employability skills needed to be successful in a global economy. Career awareness, exploration and preparation provides exposure to careers and affords youth numerous opportunities to develop key core competencies, including the ability to: 1) identify talents, career interests, values, and skills; 2) gain an awareness of the world of work, including the multitude of career opportunities available; 3) identify career goals and understand how to effectively manage transitions between school and work, and between occupations; 4) research and explore career pathways that support career interests; 5) participate in and apply learning experiences that reflect career interests (e.g., job shadowing, volunteering, service learning, internship or apprenticeship programs, etc.); and, 6) reflect and understand the relationships among personal abilities, education, knowledge and skills needed to pursue 21st century occupations and careers.

It is expected that programs selecting this theme will provide participants with active exploration opportunities while reinforcing basic skills in support of the New Jersey Student Learning Standards. Specifically, the 12 Career Ready Practices reflect the skills and dispositions that all youth need to develop and practice to be career ready and should be taught in all grade levels with increasingly higher levels of complexity as students progress into higher grades. By integrating career awareness, exploration and preparation concepts, career and college readiness will be promoted throughout all programming. For example, 21st CCLC programs could create collaborations with different work industries, including those in the seven key industry clusters (as identified by the N.J. Department of Labor and Workforce Development), and create opportunities for students to shadow professionals. Successful applicants could create a personalized student learning plan for each student detailing school-related volunteer or community service projects, resume writing, and college majors and career paths congruent with their chosen profession. Programs should partner with in-demand fields of the local workforce or build career competencies and career readiness and ensure that local workforce and career readiness skills are aligned with the federal Carl D. Perkins Career and Technical Education Act of 2006, as amended by the Strengthening Career and Technical Education for the 21st Century Act (Perkins V) (Public Law 115-224) and the Workforce Innovation and Opportunity Act. This theme is in support of the New Jersey Student Learning Standards 9, 21st Century Life and Careers which can be found online at [Career Readiness Life Literacies and Key Skills](https://www.nj.gov/education/standards/clicks/).

Community Service: It's never too early to start teaching youth the value of community service. Getting involved in volunteering at a young age can set a life-long pattern of advancing the common good. Encouraging youth to engage in community service and helping youth to realize the impact they can have on the world around them is an important lesson. Annually, there are national projects that provide youth with the opportunity to give back. For example, every year on Thanksgiving, agencies collect food donations for a local food bank or plan something around National Day of Service, Earth Day or National Volunteer Week. There are many great opportunities for community service for youth that will expand their social experience, teach them empathy and compassion, and increase their understanding of their surrounding community.

**Parental/Guardian Involvement**

Describe how the program sites intend to engage parents/guardians in all facets of the program design and implementation, including asking for input on what and how activities should be provided for them and their children. Additionally, describe how the program sites will formally inform parents of the child’s progress in program; formally invite parents to attend events/meetings at the program; and regularly meet with parents individually or as a group. The NJDOE expects that programs will have implemented a minimum of one (1) parental involvement activity per month. Responses to this section must be submitted in the Project Description section.

**Project-Based Activities**

Project-based learning is most often characterized by a series of activities with a sustained focus over time and linked to an outcome of significance, a performance, product, or service that is highly valued by the students as well as a broader community. These activities are generally a group effort that often moves beyond the walls of the classroom or afterschool, into the community for research, internships, presentations, etc. It is expected that these activities have clear goals that often embrace academic and social dimensions simultaneously. Additionally, the programs should provide for on-going review of the process with frequent opportunities for students to receive and provide feedback as the work is developing as well as final evaluation from peers, instructors, and the public, including self-assessment. Responses to this section must be submitted in the Project Description section.

**Inquiry-Based Learning**

Out-of-school time programs are well suited to implement strategies that support inquiry-based learning. Engaging participants in active learning by simply asking them questions that spark their intellect, pushing them past the surface of the subject matter and promoting higher-order thinking is essential to implementing inquiry-based learning. Programs are required to develop afterschool activities that are experiential, interactive, hands-on, learner directed, and related to the real world while remaining grounded in academic learning goals. Applicants must describe how they intend to design activities that guide participants in finding the answers themselves and encourage them to ask new questions along the way, while also providing participants with time to think, investigate, and problem solve before answering questions. Responses to this section must be submitted in the Project Description section.

**Off-site/Virtual Educational Activities (Field Trips)**

All off-site/virtual activities must be educational in nature, age-appropriate, and relevant to the program. Applicants must submit a detailed description of anticipated off-site/virtual educational activities planned in this competitive application. The description must include information regarding the specific activity and the educational benefit of the proposed activity. This information should be included in the Project Description section and included in the program site chart, under the appropriate component(s). Any field trip not documented in the approved grant application must have prior approval from the NJDOE, after receiving the grant award. All applicants must provide a minimum of two (2) off-site/virtual field trips.

**Summer Programming**

Applicants may operate a summer program that engages youth in learning and reduces the potential “summer learning loss.” The program must operate schedules that meet or exceed one of the following two minimum standards: (4) hours per day, five (5) days per week for a minimum of four (4) weeks; *or* five (5) hours per day, four (4) days per week for a minimum of four (4) weeks. If the program has multiple sites, the summer program may be combined to one site; however, the program must offer the summer program to all participants served during the school year. Applicants must completely describe their summer program, including the number of students, sites, number of weeks, types of activities, etc. Responses to this section must be submitted in the Project Description section.

**Goals, Objectives, Indicators and EVALUATION (10 points)**

Applicants are required to create program-specific goals and objectives to be achieved by the end of the grant cycle. The goals and objectives must reflect quantifiable measures used to define the success of the program and be aligned with the agency’s goals and objectives. Performance indicators are quantifiable performance measurements used to define success factors and measure progress toward the achievement of program goals and objectives. Each indicator must specify a time frame when that objective will be achieved; identify the clients and needs served; specify what will be achieved; and identify the expected level of performance. In this section, applicants are required to develop performance indicators using the S.M.A.R.T. method:

* S*pecific*. That is, they tell *how much* (e.g., 40%) *of what* is to be achieved (e.g., what behavior of whom or what outcome) by *when* (e.g., by what date)?
* M*easurable*. You have identified the level of performance expected to indicate successful achievement of the objective and indicator.
* A*chievable*. Not only are the objectives and indicators themselves possible, it is likely that your organization will be able to achieve them.
* R*elevant*. Your organization has a clear understanding of how these objectives and indicators fit in with the overall vision of this contract.
* T*imed*. Your organization has developed a timeline (a portion of which is made clear in the objectives) by which they will be achieved.

Responses to this section must be submitted in the Goals, Objective, Indicators and Evaluation section.

**Project Activity Plan (10 points)**

Applicants must describe the proposed activities that will be implemented at the state level to support this program. Additionally, the applicant must identify the OST activities that will occur at the local program site. The Project Activity Plan must directly support the purpose of the program and requested budget, as it will serve as the basis for the proposed expenditures.

Within the EWEG Project Activity Plan Section, applicants must select the period in which the activity will be implemented. If the activity is ongoing or recurring, select each period in which the activity will take place.

**Program Hours of Operation**

Applicants must specify the actual hours of operation for each of the proposed sites. NJDOE is requiring that each program adhere to the minimum requirements outlined below:

* If provided, programs operating a before-school component during the academic year must operate for at least one (1) hour per day, five (5) days per week and conclude before the school day begins. Program scheduling and days of operation must coincide with the regular school year.
* Afterschool programs are required to operate for at least three (3) hours per day, five (5) days per week, during the academic school year. Afterschool programs must commence when the school day officially ends. Program scheduling and days of operation must coincide with the regular school year.
* If provided, summer programs operate for at least four (4) hours per day, five (5) days per week for a minimum of four (4) weeks, or for at least five (5) hours per day, four (4) days per week for a minimum of four (4) weeks.
* Programs that propose to operate on weekends, half-days, and/or other non-school days are required to operate a minimum of four (4) hours per day.

Responses to this section must be submitted in the Abstract section and the Status Report section.

**Background Checks**

All applicants are required under state law to submit Child Abuse Record Information (CARI) forms to the Department of Children and Families, Office of Licensing, for all staff members and volunteers who regularly interact with youth participants. Additionally, all applicants are required under state law to submit Criminal History Record Information (CHRI) forms to the Department of Human Services for all staff members and volunteers who regularly interact with youth participants. For additional information on CARI, contact the Department of Children and Families, Office of Licensing at 1-(877) 667-9845. For additional information on CHRI, contact the Department of Human Services, CHRI Unit at 1-(609) 633-3761. Responses to this section must be submitted in the Status Report section.

**Child Care Licensing**

Pursuant to N.J.S.A. 30:5B-1-15, supplemented by P.L. 1992, c.95, the afterschool and summer programming for children up to age 13 are required to be a licensed child care center. All programs must adhere to the requirements pursuant to New Jersey Administrative Code (N.J.A.C.) 10:122, Manual of Requirements for Child Care Centers, under the New Jersey Department of Children and Families. Local educational agencies (LEAs) must contact the licensing office to determine their status, as they may no longer be exempt from this state law. Submission of a copy of the agency’s child care license or receipt of a temporary license is a condition of award under this grant program. Please refer to the website contact the [Department of Children and Families](https://www.nj.gov/dcf/providers/licensing/laws/), Office of Licensing at 1-(877)-667-9845. Responses to this section must be submitted in the Status Report section.

**Daily Nutritious Snack**

While snacks are required during programming, NJASP funds may not be used to purchase those snacks or any other food for any participants, child or adult. NJDOE strongly encourages programs to determine their eligibility for the following federal nutrition programs: snack from the National School Lunch Program, snacks and full meals from the Child and Adult Care Food Program (CACFP) At-Risk Afterschool Meal Program, as well as the Summer Food Service Program for summer programs. For more information, please visit[: http://www.nj.gov/agriculture/divisions/fn/](file:///C:/Users/ethomas/AppData/Local/Microsoft/Windows/INetCache/Content.Outlook/9PTHE5U7/%20http/www.nj.gov/agriculture/divisions/fn/). These programs are administered by the NJ Department of Agriculture. If programs do not qualify for the above nutrition programs, they must utilize other sources of funding to provide daily snacks. For more information on USDA snack requirements, please visit the [After School Snack Program](https://www.nj.gov/agriculture/divisions/fn/childadult/school_snack.html). Responses to this section must be submitted within the Status Report section.

**Organizational Commitment and Capacity (25 Points)**

Applicants are required to respond to the following questions within EWEG:

1. Describe why the project proposed in this application is important to the applicant.
2. Describe the applicant’s commitment to addressing the conditions and/or needs identified in the needs section, including the organizational support that exists for implementing the proposed project.
3. Describe why the applicant is an appropriate (i.e., authorized) agency to implement the project.
4. Describe experience the applicant has had in implementing similar types of projects, as well as the outcomes of those projects. What worked, what did not work, and why?
5. Describe how the applicant will use its previous experience to ensure successful implementation of the proposed project.
6. Based on the applicant’s implementation of similar projects, describe how you can ensure the proposed project will be successful.
7. Describe the organizational resources (staff, facilities, equipment, funds, etc.) that will support successful project implementation.
8. Describe the agency’s ability to oversee, monitor and manage your local program sites’ implementation of this project in the absence of administrative funds.

**Stakeholders Section**

All applicants are required to develop and maintain effective collaborations within the community among diverse agencies to strengthen the variety of services that the program can offer and allow for more efficient use of local resources. Applicants are required to ensure the local program sites establish ongoing and meaningful collaboration with the school in which the students attend. Additionally, the local program site may seek other local community agencies to assist with the implementation or expansion of an existing activity. Collaborators should have the capacity to provide tangible resources to enhance the impact of the program that will directly benefit participants. Locally identified school and community partners must be listed in Appendix 5. Applicants must complete and submit the Documentation of Required Collaboration form found in Appendix 5 for each collaborator.

**Sustainability Section**

The *N.J. Quality Standards for Afterschool (NJQSA)* is a resource available to all afterschool programs as a self-assessment and continuous quality improvement tool. Applicants should become familiar with these standards and utilize them as a resource throughout the grant period. If awarded, all grantees will be required to complete the Program Activity, Administration and Human Relations sections of the quality assessment tool*.* Although the quality assessment tool will not be collected by NJDOE, the applicants are required to maintain documentation of the review by program staff and the completion of the assessment tool by June 30, 2024. This process may be divided among staff at the agency’s discretion and should include multiple staff members. For example, a program section can be divided amongst staff whose responsibilities are specific to certain areas. Additional information on these standards can be found at [NJ Quality Standards for Afterschool](https://www.njsacc.org/standards/). Responses to this section must be submitted in the Sustainability section.

**Assurances**

To maintain consistency among all grantees, all applicants must read and sign the Program Statement of Assurances (Appendix 4). Submission of this form is a condition of award under this grant program.

**Budget Design Considerations**

The organization designated as the applicant agency in the original application must remain the applicant agency and must be accountable for all fiscal and program oversight. It is critical for grantees to develop strong collaborations that will enable them to leverage private resources to sustain the program beyond the period for which grant funds are available. The applicant’s budget **must** be necessary for the implementation of the project, remain within the funding parameters contained in the NGO, and demonstrate prudent use of resources.

Once the objectives that will guide the work in the implementation phase of the grant have been prioritized, begin to develop the details of the budget that will be necessary to carry out each activity. The budget will be reviewed to ensure that costs are customary and reasonable for implementation of each project activity. The applicant must provide a direct link for each cost to the goal, objectives and activities in the Project Activity Plan that provides programmatic support for the proposed cost. In addition, the applicant must provide documentation and details enough to support each proposed cost. NJDOE will especially review budget line items to determine percentage of administrative costs and ensure that they, like all costs, are reasonable and necessary. These line items may include administrative salaries, fringe benefits, office supplies and office equipment. The NJDOE reserves the right to require a reduction should it be determined that the administrative costs are excessive and unreasonable. Guidance on constructing a grant budget may be found in the [Pre-award Manual for Discretionary Grants document](https://nj.gov/education/grants/discretionary/apps/docs/PreAwardManual.pdf).

The budget submitted as part of the application is for the current grant period only.

The NJDOE will remove from consideration all ineligible costs, as well as costs not supported by the Project Activity Plan. The actual amount awarded will be contingent upon the applicant’s ability to provide support for its proposed budget upon application and ultimately will be determined by the NJDOE through the pre-award revision process. The applicant’s opportunity to make pre-award revisions will be limited by the NJDOE which is not responsible either to provide repeated opportunities for revisions or to permit reallocation of the funds previously requested for costs that have not been approved or have been disallowed.

Programs may charge fees for activities; however, the program must be equally accessible to all students targeted for services, regardless of their ability to pay. As such, programs that charge fees may not prohibit any family from participating for financial reasons. Additionally, programs must offer a sliding scale fee and scholarships for those who cannot afford the program. Program income collected from fees must be used to fund additional costs consistent with the grant application and **cannot** be carried over into any subsequent years.

**Budget Requirements**

All applicants may apply for funding for the duration of the grant period. In constructing the budget, please note that all costs must be ***reasonable and necessary*** to implement program activities. Additionally, the budget entries must demonstrate clear and specific links to the project activity plan. All applicants must provide enough explanation of budgeted costs, including the calculation detail (cost-basis). The New Jersey Afterschool/Summer Program funds must be separately accounted for using unique fund numbers. Expenses charged to these funds must be clearly identifiable as individually allowable costs.

Programs that charge fees must obtain prior approval from the NJDOE through their program officer. If approval is granted, the applicant will be required to submit a program income report with the quarterly and final fiscal reports. To reduce the number of pre-award revisions, please review Appendix 6 for budget instructions and reminders.

Applicants must adhere to the NJDOE required provisions of N.J.A.C. 6A:23A-7, School District Travel Policies and Procedures. These provisions contain additional requirements concerning prior approvals, as well as expenditures related to travel. It is strongly recommended that the applicant work with their fiscal manager when constructing the budget. The NJDOE applies the NJAC restrictions uniformly to all applicants. Unless otherwise specified, the following restrictions apply to all grant programs:

* No reimbursement for in-state or out-of-state overnight travel (meals and/or lodging);
* No reimbursement for meals on in-state travel;
* Mileage reimbursement may not exceed $.47 per mile;
* No administrative costs (lines 200-100, 200-600, 200-860, 400-720 and 400-732); and,
* Other ineligible costs listed in this NGO.

## Application Component Required Uploads

See **Section IV** **Appendices** for attached forms, assurances, and/or informational documents related to this NGO. Failure to upload any required forms and/or documentation may result in an adverse funding decision.

## Allowable Uses and Eligible Activities

Please see the list of eligible activities which can be found in the project description section of this NGO.

## Apportionment of Grant Funds

The applicant’s project must be designed and implemented in conformance with all applicable State regulations. For FY24 the New Jersey Afterschool/Summer Program grant is 100% State-funded under Grants for After School and Summer Activities for At-Risk Children. Final awards are subject to the availability of State funds. Applicants may request up to $250,000 for the project period. Total funds for this grant are $1,000,000. The NJDOE expects to award up to four applicants with this funding.

The top scoring applicants from each region (North, Central, South) will be awarded funding if there is one applicant from each region with a passing score. If there is not one application from each region with a passing score, awards will be made in rank order.

The NJDOE recognizes three geographic regions of the State: Northern Region, Central Region, and Southern Region. Each applicant’s assigned region will be determined by the county location of the applying agency or school district. The chart below indicates the counties located within each of the three regions.

| **Northern Region** | **Central Region** | **Southern Region** |
| --- | --- | --- |
| Bergen County | Hunterdon County | Atlantic County |
| Essex County | Mercer County | Burlington County |
| Hudson County | Middlesex County | Camden County |
| Morris County | Monmouth County | Cape May County |
| Passaic County | Ocean County | Cumberland County |
| Sussex County | Somerset County | Gloucester County |
| Warren County | Union County | Salem County |

Applicants are required to establish an afterschool program that will serve 100 students. Before school and summer programming are optional. All costs must be reasonable and necessary to carry out the program, and directly linked to the size and scope of the program. In addition, the NJDOE will remove ineligible, inappropriate or undocumented costs from funding consideration.

Nutritional snacks are required during afterschool programming to ensure youth have a boost during supervised education and enrichment activities. All public schools, nonprofit private schools that are tax exempt under 501(c)(e) of the Internal Revenue Code and residential child care institutions that participate in the National School Lunch Program are eligible to sponsor a program that may begin at any time during the year. Additional information is available on the Department of Agriculture’s website.

The applicants must meet the requirements within this NGO, complete implementation activities established in its grant agreement, and make satisfactory progress toward the completion of their approved action plan throughout the grant cycle.

Applications must receive a minimum of 70 points and meet the intent of the NGO to become eligible for the award. The top two scoring applicants from each region (North, Central, South) will be awarded funding if there are two applicants from each region with passing scores. If there are not two applications from each region with passing scores, awards will be made in rank order. Awards are contingent on available funding. All grant funds are subject to a 60-day liquidation period at the end of the grant term. At this time, a final expenditure report will be due to close out the grant award.

Grants funds are to be used solely for the costs associated in implementing the grant program. Click on the links below to view the current rates:

[Max Administrative Cap](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-E/subject-group-ECFRd41a10959e1acab/section-200.417): [Max 10%] [NJ Travel Reimbursement Rate](https://www.nj.gov/infobank/circular/cir23-02-OMB.pdf): $0.47 cents per mile

[Max Benefit Cap](https://www.nj.gov/infobank/circular/cir24-11-OMB.pdf) Composite Rate: 77.15% [Max Indirect Costs Cap %:](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-E/subject-group-ECFRd93f2a98b1f6455/section-200.414) [Max 8%]

Please refer to section II.10 and II.11 of the NGO for information regarding the allowability, inclusion of and/or restriction(s) to indirect costs in a grant budget.

Additional guidance for indirect costs can be found in the [glossary page of the Discretionary Grants Manual.](https://www.nj.gov/education/grants/discretionary/apps/)

The NJDOE will remove from consideration all ineligible costs, as well as costs not supported by the Project Activity Plan. The actual amount awarded will be contingent upon the applicant’s ability to provide support for its proposed budget upon application and ultimately will be determined by the Department of Education through the pre-award revision process. The applicant’s opportunity to make PAR will be limited by the NJDOE, which is not responsible either to provide repeated opportunities for revisions or to permit the reallocation of the funds previously requested for costs that have not been approved or have been disallowed.

## Eligible Costs

Use the [Quick Reference for Commonly Requested Costs](https://www.nj.gov/education/grants/discretionary/apps/docs/common_costs.pdf) or the [Uniform Minimum Chart of Accounts](http://www.nj.gov/education/finance/fp/af/coa/coa1718.pdf) to locate the appropriate budget costs codes.

Please note that the passage of N.J.A.C 6A:23A-7 places additional administrative requirements on the travel of school district personnel. The applicant is urged to be mindful of these requirements as they may impact the ability of school district personnel to participate in activities sponsored by the grant program.

Grant funds **may** be used by applicants for the following costs that directly support the activities described in the application:

* Salary and benefit for one full or part-time project director or project coordinator with direct oversight of the entire program;
* Salaries and benefits for program site staff directly responsible for program-level support (line 100-100), activities, or instruction, including but not limited to youth development workers, teachers, custodial, security, and nursing staff, that are reasonable and necessary;
* Professional development and training for program staff in direct support of the summer program;
* Purchase of curricula, project materials, and supplies for grant-funded project activities, including computer software and on-line resources;
* Identification and selection of grant-funded staff;
* Transportation services for project participants to participate in grant-funded activities;
* Mileage reimbursement (max $0.47/mile) for travel between program sites specifically for grant-related purposes; and
* Necessary services and accommodations associated with serving disabled students.
* Fees for Child Abuse Record of Information (CARI) and Criminal History Record of Information (CHRI).

## Ineligible Costs

The NJDOE will not reimburse grantees or sub-grantees for ineligible costs. Ineligible costs include:

* Outside of grant term: Costs incurred outside of the grant term.
* Existing staff: Salaries and/or benefits for existing staff are not eligible unless they are assigned program responsibilities depicted in the staffing chart (see Section II.10.).
* Routine operating/admin costs: Costs for the routine operation of or administration of the organization are not eligible except when part of the approved budget (see section b of the grant/loan agreement).
* No benefit: Costs incurred for salaries, services or media which do not benefit the end user of the grant program.
* Not reasonable or necessary: Costs which are not reasonable or necessary to carry out the grant.
* Outside of target area: The purpose of the grant is to provide statewide coverage; therefore, any activities undertaken outside of a Grantee’s DHSS designated territory must have prior NJDOE approval before costs are incurred.
* Poorly Documented/Undocumented: Costs that are not supported by adequate documentation.
* Off Message: Costs for media that are prohibited or off message.
* Curriculum Development or Expansion of Curriculum unless specified by the grant program as an eligible activity.
* Supplanting: Costs for salaries, services, or media which are covered under other federal, or state funding.

# Grant Agreement and Program Requirements

Once the application for funding is approved in the PAR process, the EWEG grant application will convert to a Grant Agreement between the applicant and the NJDOE ([OMB Circular 07-05-OMB](https://www.nj.gov/infobank/circular/cir0705b.pdf)). The grantee is expected to complete the goals and objectives laid out in the approved application and is expected to complete the activities established in its grant agreement and make satisfactory progress toward the completion of its approved action plan. Failure to do so may result in the withdrawal by NJDOE of the grantee’s eligibility for the continuation of grant funding. The NJDOE will remove ineligible, inappropriate, or undocumented costs from funding consideration. To view and download the complete grant agreement documents, including attachments A and B of the grant agreement, click [here](https://www.nj.gov/education/grants/discretionary/management/docs/attacha_b.pdf). To locate the appropriate budget costs codes, go to the [Uniform Minimum Chart of Accounts](https://www.nj.gov/education/finance/fp/af/coa/) web page.

## Mandatory Orientation and Training

The grantee will be required to attend a program orientation. The NJDOE staff will acquaint the grantee with the general program information, and requirements of the program, including grant management, mandated staffing, policies and procedures, and compliance with applicable state and federal program regulations.

## Reporting Requirements

Grantees will be required to submit reports on activities according to the program report schedule in [Section III.5. Reporting Periods](#_Reporting_Periods). The grantee will ensure that all reports are uploaded to EWEG by the due dates. Failure to deliver the reports by due dates may result in the Grantee achieving an unsatisfactory rating and may result in the stop of all NJDOE program payments.

**Assessment of Statewide Program Results**

Programs that employ management practices focused on continuous improvement have the most success in establishing and maintaining quality programs. Frequent assessment, both informal and formal, and regular evaluation, both internal and external, are ingredients needed to refine and sustain exemplary programs. The applicant agencies, once awarded, must ensure to collect participant and program data to assess the impact of the program. The data must include, at a minimum:

* The number of participants enrolled;
* The average daily attendance in the program;
* The percent of low-income youth participating;
* An assessment of the participants’ academic attitude, which may include turning in homework on time, participation in class, attendance in class, behavior in class, and motivation to learn; and
* The results of the *N.J. Quality Standards for Afterschool* quality assessment (See the Sustainability Section).

The applicant agency is responsible to provide aggregated program data and analysis of the data to the NJDOE with the interim and final quarterly reports as an upload. NJDOE will provide the format for these reports once awards are granted. NJDOE reserves the right to increase data requirements throughout the grant cycle.

## Interim Activity Reports

These reports are to be delivered to NJDOE via electronic format uploaded or within the EWEG system. Reports submitted by other means will not be accepted and will be considered late if not uploaded by the due date listed in [Section III.5. Reporting Periods](#_Reporting_Periods). This report tracks actual progress in meeting benchmarks and documenting measurable outcomes from the program activities listed in the application. Specific instructions for completing each report are found in this [link](https://www.nj.gov/education/grants/discretionary/management/docs/INSTRUCTIONS%20FOR%20SUBMITTING%20PERS-REPORTS.pdf).

## Fiscal Reimbursement and Fiscal Interim Report Requirements

**Reimbursement Request:** The grantee shall request monthly, by the 15th of every month, reimbursement payment from the NJDOE. The grantee will complete a reimbursement request through the EWEG payment system. Reimbursement requests will be shut down 30 days before the end of the grant period. Any payments due to the grantee will be paid all remaining grant funds in the Final Expenditure Report. Specific instructions for completing this report are found at this [link](https://njdoe.mtwgms.org/NJDOEGmsWeb/HelpFiles/New_Reimbursement_Request_Instructions.pdf).

Requests may begin once the contract has been fully approved and executed by the NJDOE. All programs are reimbursement-only programs. Grantees will be reimbursed based on the grantee’s actual expenditures. Grantees must submit payment requests not later than the 15th of the month, via the EWEG system, to receive a payment, the following month. The reimbursements are closed 30 days before the end of the grant term. Funds owed to the grantee will be captured in the Final Expenditure Report.

In making disbursements to any third party with whom the Grantee may contract to undertake the Project, the Grantee shall ensure that disbursements are made upon delivery of satisfactory work product and in accordance with the Department’s program policies.

**Fiscal Interim Reports:** These reports are due as stated in [Section III.5. Reporting Periods](https://doe365-my.sharepoint.com/personal/lnietos_doe_nj_gov/Documents/Draft%20forms/Draft%20NGO%202023.docx#_Reporting_Periods) with the interim activity report. In this report, the grantee will report on actual expenditures incurred during their reporting period and reconcile the expenditures reported in the interim report should match what has been paid to the district during the reporting period.

**Final Expenditure Reports:** This is the same report as the Interim Report, except that this report generates a final payment to the grantee upon selecting the “final report radial button.”

## **Reporting Periods**

Reimbursement requests are due by the 15th of every month.

**The reporting periods are as follows:**

|  |  |  |
| --- | --- | --- |
| Report Number: | Reporting periods: | Dates Due: |
| Interim | June 1, 2024-June 30, 2024  (include a narrative summary of activities and the average daily attendance for each site). | July 31, 2024 |
| Final Report\* | June 1, 2024-August 31, 2024  (include a narrative summary of activities and the average daily attendance for each site). | October 31, 2024 |
|  | \*Includes 60-day liquidation period. |  |

The last day to submit budget modifications in EWEG is June 30, 2024.

## Monitoring

The NJDOE Program Managers will schedule on-site monitoring visits with the Program Coordinator during the term of the Program contract to review program performance and fiscal documentation. These visits may be a comprehensive program assessment, or they may be oriented toward a review of performance in specific areas. In either case, Program staff shall cooperate with Program Managers and provide them with files and other information as requested.

## Acceptable Documentation for Grant Monitoring

Full and detailed documentation for grant expenditures shall be retained at the organization’s level for monitoring purposes. This shall include the expenditures of the Grantee and all sub-grantees.

* + 1. **Activity Reports**

These reports consist of documentation and/or evidence of educational, outreach events, and program activities. This can be in the form of a properly completed programmatic Activity Report uploaded into EWEG or emailed to the program officer detailing events and activities. Sample documentation includes flyers, attendance sheets, and newspaper clippings. Documentation should be retained with the grantee for monitoring purposes unless otherwise specified by the program office.

* + 1. **Reimbursements**

**Staffing** – All timesheets and payroll records for any salaries paid using funds must be retained by the Grantee for both monitoring and reimbursement purposes. If staff is assigned part-time to the grant, a cost allocation sheet should accompany the reimbursement request.

**Travel** – Mileage records must include the date of travel, the point of origin and its designation (home/office), the sites visited, the purpose of the travel, and the ending location. Commutation must be subtracted from the mileage claimed. The travel reimbursement rate is $0.47 cents per mile. Receipts for parking and tolls must be retained.

**Mailings** – Receipts for postage and other materials and services associated with photocopying, printing, and distribution of materials. Cost allocation based upon agency budget may be acceptable. Please review with the NJDOE representative.

**Training** – Receipts for payment of training providers, course materials, venue, proof of attendance, and copies of any certificates awarded.

**Other costs** – Receipts, invoices, and purchase orders with enough detail to determine that the expenditure is an eligible cost under the grant program.

## Grant Amendments

All requests for amendments must be submitted at a minimum of 90 days before the end date of the grant agreement via the EWEG system.

Amendment modification forms are available [here](https://www.nj.gov/education/grants/discretionary/management/). Amendment modifications are initiated and submitted through the EWEG system to be uploaded into the Upload Tab in the grant application. Instructions on how to initiate the amendment are available in the [Discretionary Grants Manual](https://www.nj.gov/education/grants/discretionary/apps/). Use the [Quick Reference for Commonly Requested Costs](http://www.nj.gov/education/grants/discretionary/apps/common_costs.pdf) or the [Uniform Minimum Chart of Accounts](https://www.nj.gov/education/finance/fp/af/coa/) to locate the appropriate budget costs codes.

Amendments are required if the following situations occur:

* Changes to the program activity and request for no-cost time extension;
* Budget transfers greater than ten percent of the total approved budget into a previously approved line item;
* Changes to 200-320 Purchased Professional Education Services (subgrantee costs) previously approved in the budget;
* Budget transfer to a line not previously approved in the budget;
* Equipment: Grantees are limited to the specific equipment items listed in the final approved grant application budget. To comply with federal requirements, all equipment purchases require prior NJDOE approval. You can pay more or less than the approved amount, but the approved equipment item cannot be changed without permission (i.e., no additions, deletions, or substitutions to the approved equipment list);
* Changes to Indirect Costs.

**IMPORTANT NOTE**: The subgrantee is subject to the same terms and conditions as the grantee and is responsible to you (the lead agency) for the agreed-upon scope of work (approved goals, objectives, and activities), and the expenditure of subgrant funds. Any changes (program or fiscal) requested by a subgrantee must be reviewed by the grantee. If NJDOE requires sub-grantee amendment approval and you support the changes, forward the requested changes to the NJDOE Program Office for review. As the grantee, you do not have the authority to approve any changes in their project activities, any budget variances, or without prior approval by the NJDOE.

## Suspension/Cancellation of Grant/Loan Agreement and/or Reduction in Funding

The Department reserves the right to suspend and/or cancel this Grant Agreement for nonperformance of any of the Grant/Loan Agreement provisions. Failure by the Grantee to comply with agreement stipulations, standards, or conditions may give the Department cause to suspend this agreement and withhold further payments, prohibit additional obligations, or project funds pending corrective action, and disallow all or part of the cost associated with the noncompliance, terminate this agreement, or take other remedies that may be legally available.

Formal written notice of suspension/cancellation of Grant Agreement and/or reduction in funding will be provided to the grantee in advance of the adverse action to be taken together with recommendations to correct deficiencies. Grantees that correct deficiencies in accordance with guidance provided in the written notice shall be reinstated.

## Grant Close Out

The Grantee shall provide all documentation necessary to close out this agreement within 60 days of the grant agreement’s ending date. If performance is ahead of schedule, the documentation should be submitted within 60 days of the conclusion of grant activities. Documentation will include the Final Report referenced in paragraph III.5.

## Federal Requirements

## Audit

Recipients of specific federal and/or state grant funds are required to have an annual audit performed in accordance with the Single Audit Act, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Subpart F and State Circular 15-08-OMB. The 21st CCLC program is subject to this requirement. The State of New Jersey policy regarding grant recipients is as follows:

* Grantees that expend $750,000 or more in federal and/or state funds within their fiscal year must have an annual organization-wide audit performed in accordance with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards for any fiscal year period beginning after December 26, 2014.
* Grantees that expend less than $750,000 in federal and/or state funds within their fiscal year but expend $100,000 or more in state and/or federal funds must have either a financial statement audit performed in accordance with Government Accounting Standards or a program-specific audit performed in accordance with the Act, Amendments, Subpart F-Audit Requirements of the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards. Although Subpart F-Audit Requirements allows specific provisions for biennial audits, State policy continues to require all audits be performed on an annual basis.
* Audit reports for grantees requiring an annual organization-wide audit as indicated in No. 1 above must include the auditor’s comments on internal controls over state grants and state aid, compliance with material terms and conditions of state grant agreements, state aid programs, and applicable laws and regulations and the system review report (peer review).
* Non-LEA recipients of the grant must complete the Audit Information Form (Appendix 7) and submit with this NGO.
* Audit reports for grantees requiring either a financial statement audit or a program-specific audit as indicated in No. 2 must include a Schedule of Expenditures of Federal and State Awards and the system review report (peer review). Applicants are not required to submit a Schedule of Expenditures nor a peer review with this application. If the applicant is awarded, NJDOE will request the information.
* Audit reports are the responsibility of the grant recipient. The financial statements may be prepared by the business administrator or other financial personnel; however, the statements must be certified by an independent auditor.

Failure to comply with these audit requirements could jeopardize the grantee’s eligibility for future grant funding. Grantees should consult their business administrator and independent auditor regarding these requirements. Any grantee that has not had an audit done for each year it has received more than $500,000 (prior to December 26, 2014) or more than $750,000 (after December 26, 2014) in federal or state funds will be out of compliance with federal regulations.

# Appendices

## Appendix 1: Documentation of 501(c)(3) Eligibility

Applicants must complete this form to document their agency’s eligibility to apply for these funds. This grant opportunity is open to all national or statewide, public or private 501(c)(3) youth-serving organizations but limited to those organizations that have implemented an afterschool model, that has been evaluated and demonstrated positive results and is currently operating at least six sites throughout all regions in NJ (statewide) or at least three states, including three sites in New Jersey (national).

Applicant Agency Name:

Address:

Phone: Fax:

County:

I certify that the applicant agency listed above meets the following eligibility requirements:

* Has established residency in New Jersey, as identified by their New Jersey Charities Registration Number or 10-digit incorporation identification number obtained from the New Jersey Division of Taxation (note: there is no single, all-purpose number for nonprofits);
* Currently, provides out-of-school time (OST) programs which consists of before school, afterschool and summer programs to participants that are any of ages five through 18;
* Demonstrates statewide capacity to provide OST activities, including the submission of a recent copy of the annual report that was presented to their Board of Directors or governing authority to further support their eligibility; and
* A minimum of 45% or more of the total number of local program site(s) participants must come from low-income families.
* As proof of an organization’s 501(c)(3) status, the IRS issues letters stating their status. Applicant must upload a copy of their 501(c)(3) letter as part of the application.

The following documents are to be scanned and uploaded in the EWEG Application, as PDF files, prior to submission. Except for the Agency Annual Report, Weekly schedule and Child Care License, all forms are included as Appendices in the NGO document.

| Required  () | Form | EWEG TAB/SUBTAB | Required  () |
| --- | --- | --- | --- |
|  | EWEG | Admin (Contacts, Allocation, Assurance, Board Resolution and DUNS-SAM) |  |
|  | EWEG | Narrative (Abstract, Need, Description, Goals/Objectives/Indicators, Activity Plan, Organizational Commitment & Capacity) |  |
|  | EWEG | Budget |  |
|  | NGO | Documentation of 501(c)(3) Eligibility (Appendix 1) |  |
|  |  | Documentation of Existing Program Site(s) (Appendix 1a) |  |
|  | NGO | Documentation of School Eligibility, Schoolwide and Low-income form (Appendix 2) |  |
|  | NGO | Verification of School Collaboration (Appendix 3) |  |
|  | NGO | Program Statement of Assurances (Appendix 4) |  |
|  | NGO | Documentation of Required Collaboration (Appendix 5) |  |
|  |  | Agency Annual Report as requested in section 1 (Scan/Upload) |  |
|  |  | Child Care License for each program site (Scan/Upload) |  |
|  |  | Weekly schedule of activities for each program site (Scan/Upload) |  |

Print Name of Applicant Agency Chief Executive Officer

Signature of Applicant Agency Chief Executive Officer

Date

## Appendix 1a: Documentation of Existing Program Site(s)

Please duplicate for additional sites.

### Site 1

Name of Program Site:

Current Total Number of Participants

Address:

Phone: ( ) Fax: ( )

Serving School District:

County:

### Site 2

Name of Program Site:

Current Total Number of Participants

Address:

Phone: ( ) Fax: ( )

Serving School District:

County:

### Site 3

Name of Program Site:

Current Total Number of Participants:

Address:

Phone: ( ) Fax: ( )

Serving School District:

County:

## Appendix 2: Documentation of School Eligibility, Schoolwide and Low-Income Form

Please copy and complete for each school the applicant proposes to serve.

Applicants who propose to serve students who: (1) attend schools identified for comprehensive and targeted support; or (2) attend schools eligible for schoolwide programs; or (3) attend schools with a high percentage of students from low-income families. Schools that serve a high percentage of low-income families will be defined as those schools that have a minimum of 30% of its student population defined as low-income. Low-income families are defined as those families whose children are eligible for free lunch and/or free milk as defined in the Application for State School Aid (ASSA).

Applicant Agency Name:

☐ Check this box if this school will be the site where activities will take place

Name of School:

Address:

Phone: ( ) Fax: ( )

District:

County:

I certify that the school listed above meets one of the following eligibility requirements (please check one box)

1. Currently listed as a comprehensive or targeted support and improvement school; or
2. Currently eligible for schoolwide programs under section Title I, Section 1114; or
3. A minimum of 30% of the school buildings’ student population is free-eligible for lunch and/or milk, as documented in the most recent Application for State School Aid (ASSA) count of enrolled students.
   1. Total Number of Students Enrolled:
   2. Total Number of Students Eligible for Free Lunch
   3. Total Number of Students Eligible for Free Milk:
   4. Low Income Percentage (adding #2 & #3 and dividing by #1):

Name of Chief School Administrator (Print)

Signature of Chief School Administrator

Date

## Appendix 3: Verification of School Collaboration

Please duplicate for each school to be served.

This document is to be signed and included with the application as evidence of collaboration with each school approved to be served.

Applicant Agency Name:

Name of School to be Served:

Name of School District:

It is my understanding that the above-named applicant will serve the students who attend my school with comprehensive out-of-school time services. A representative of the above-named school will work with this program to ensure coordination and collaboration of services to these students and their families.

### Chief School Administrator

Print Name of Chief School Administrator:

District:

Signature of Chief School Administrator :

Date:

### Applicant Agency Chief Executive Officer

Print Name of Applicant Agency Chief Executive Officer:

Signature of Applicant Agency Chief Executive Officer:

Date:

## Appendix 4: Program Statement of Assurances

The (applicant agency name) hereby assures that:

1. The applicant will ensure the local program activities are conducted in a safe and easily accessible facility.
2. The applicant will ensure the local program provides safe transportation of students to and from the program.
3. The applicant will ensure the local program targets a minimum of 100 students.
4. The applicant will ensure that the local program provides afterschool or summer programs to participants that are any of ages five through 18.
5. The applicant will ensure the local program funds under the program will be used for authorized programs and activities.
6. The applicant will ensure the local program will conduct outreach activities to identify qualified children with disabilities who meet the eligibility criteria for participation in the center’s programs.
7. The applicant will ensure the local program will provide accommodations, modifications, supplementary aids, and services for eligible children with disabilities and their families that ensure their equal participation in, and benefit from, the programs/services/activities offered to nondisabled children and their families.
8. The applicant will ensure the local program will maintain documentation that 45% or more of the total number of participants currently receiving services from the New Jersey programs, and those proposed to be served by these state funds, are from low-income families. Documentation of low-income status may include free or reduced lunch qualification letter, agency registration form that indicates income status or certification from the school.
9. The applicant will ensure the local program will maintain an average daily attendance of 70% for the participating youth.
10. The applicant will ensure the local program will measure student academic attitude and behavior.

Print Name of Chief School Administrator or CEO

Signature of Chief School Administrator or CEO

Date

## Appendix 5: Documentation of Required Collaboration

Please duplicate for each collaborating agency.

This document is to be signed and submitted with the grant application as evidence of the collaboration between the applicant and the agency with whom the applicant has or will coordinate in the planning and execution of services outlined in the grant application.

Name of Collaborating Agency/Organization:

Contact Person Name and Title:

Address:

County: Telephone #: Fax #:

Email Address:

Type of agency/organization (Please check the appropriate agency type):

* Charter School
* Institution of Higher Education
* City Government
* City Government
* Local Educational Agency
* Business/ Corporation
* Business/ Corporation
* Business/ Corporation

It is my understanding that the applicant listed above plans to submit a New Jersey Afterschool/Summer program application, available through the New Jersey Department of Education (NJDOE) to provide afterschool and/or summer programming services to eligible students and their families. Recognizing the need for such services, I am committed to ensuring that my agency acts in full support of the proposed program through the provision of activities, services, and/or resources as a result of the collaborative effort between my agency and the applicant agency. In addition, my agency will provide data or other information to the applicant for the purposes of documentation of services and the state evaluation of the program.

Please check off the services that the collaborating agency will provide:

* Provide programming/activity-related services
* Provide paid staffing
* Provide volunteer staffing
* Provide in-kind donations
* Provide transportation
* Provide technical assistance
* Provide services (referral, mental health counseling, social services)
* Fundraising
* Adult Education
* Parent Education
* Provide evaluation services
* Other (please specify)

Print Name of Collaborating Agency/Organization CEO or CSA

Signature of Collaborating Agency/Organization CEO or CSA

Date

## Appendix 6: Budget Requirements Instructions and Reminders

To reduce the number of pre-award revisions, please follow instructions below:

In EWEG under the Salary tabs and in the Title of Position box, be sure to list the other benefits by type and percentage amount for positions that have other benefits such that the total of the individual other benefit percentage amounts equals the percentage amount shown in the Other Benefits box.

* Be sure to explain what the amounts in the ‘How Many’ and ‘Cost per Unit’ boxes represent for the Supply, Equipment, and Other tabs budget entries. If the amounts in those boxes represent a calculation, describe that calculation in the Description box.
* Be sure the Description boxes also describe the cost of the item, the need for the item, and the item’s relation to the grant program.
* Mileage reimbursement budget entries must describe the relation to the grant of the traveler(s) and the grant-related purpose(s) of the travel, as well as a brief explanation of how the number of miles was calculated. Mileage must be a separate budget entry. When requesting conference travel costs such as airfare, lodging, and meals, create separate entries for each conference. Be sure to identify the relation of the grant to each traveler. (There should be a corresponding conference registration entry.) Insert this statement: “gsa.gov rates will be used at the time of travel” for all conference travel costs. Be sure to itemize the cost per person as follows:
* meals = cost per day times the number of days,
* round-trip coach air or rail fare = per person times the number of grant staff, and
* lodging = per room per night basis times the number of rooms times the number nights.

Note that car rental at a conference is generally not allowed.

## Appendix 7: Audit Information

To be completed by all grantees.

Audit requirements and the type of audit are solely based on the totals of all state and federal grant expenditures incurred during the recipient’s 12-month fiscal year. To determine your agency’s audit requirements, all non-LEA applicants must submit the following information:

Name of Applicant Agency:

Agency Federal Tax ID #:

Agency Fiscal Year Ended:

Agency Fiscal Contact:

Contact Person Name and Title:

Telephone #: Email Address:

Name of Agency Auditing Firm:

Contact Person Name and Title:

Telephone #: Email Address:

Name of CEO or CFO (Print):

Signature CEO or CFO:

Date:

**Note**: If awarded, the applicant will be required to submit the Auditor System Review (Peer Review), which must be within three (3) years of the agency fiscal year.

## Appendix 8: Electronic Web-Enabled Grants System (EWEG) Tips

The following are tips for working in the EWEG system. Please take note as these will ease submission of your application.

1. Do not use the “Back” button. This will cause a system error.
2. It is always recommended that long narrative sections be typed in either Word or Note Pad and copied and pasted into EWEG. Doing this will prevent you losing the text that you worked hard to create, should something go wrong when you save the page.
3. When copying and pasting from Word or Note Pad, be sure to check for special characters. Most notably, quotation marks, apostrophes, bullets and hyphens are the biggest culprits. Avoid using all of the other special characters (!@#$%^&\*()”~/<>{} and bullets). Do not try to use fancy formatting. It will only give you problems. Just be sure that the content is there in a concise and clear manner.
4. The EWEG system is not compatible with the way Microsoft Word formats quotation marks, apostrophes, bullets and hyphens. Use the following procedure to resolve this problem. Remove the quotation marks, apostrophes, bullets and hyphens in the text that you want to copy and paste. Paste the text into EWEG. Working in EWEG, BEFORE YOU TRY TO SAVE THE PAGE, put the bullets, hyphens, apostrophes and quotation marks back in. You will notice that the apostrophes and quotation marks will now look different indicating that the problematic formatting has been removed. You should be able to save the page without getting an error message.
5. When you click on a Tab to open a page, do not click on it more than once. Some of our pages take a while to open. If you click on the tab more than once, you will get a system error.
6. Certain systems are just not compatible with EWEG. Most notably: MAC, hand-held devices, Notebooks, Safari, Google Chrome and Firefox. If you have these systems, please try to locate a different PC to use to enter your data.

Also note that Internet Explorer versions higher than 7.0 should access the EWEG site in “Compatibility Mode” or you may have unexpected errors and will not be able to view all application pages.