

## **Securing Our Children's Future Bond Act School Security Grant Instructions**

### **Section I. Grant Program General Information**

#### **1.1 Description of the Grant Program**

The Securing Our Children's Future Bond Act School Security Grants program is a twenty-four-month grant program offered by the New Jersey Department of Education (NJDOE) and is intended to strengthen security measures in New Jersey public schools. For further information, please refer to the following documents:

[Final Guidelines](#)

[Regulations](#)

It is strongly recommended that each applicant review these materials very closely before developing their application.

#### **1.2 Statutory/Regulatory Source and Funding**

The applicant's project must be designed and implemented in conformance with all applicable state regulations. The School Security Grants are 100% state funded from the Securing Our Children's Future Bond Act, P.L. 2018, c. 119 and the regulations at N.J.A.C. 6A:26A. The total amount available for this program is \$75,000,000. Individual district allocations are calculated in accordance with Part B, Section 5.2 of the [Guidelines](#).

Final awards are subject to the availability of state funds for this program.

#### **1.3 Eligible Applicants**

This grant program is open to New Jersey public school districts that have obtained a certification of compliance with Alyssa's Law, P.L. 2019, c.3, for all of their school buildings from the New Jersey School Development Authority (NJSDA).

Only one (1) application per district, covering all affected schools, may be submitted. Multiple applications will not be considered. Inclusion of ineligible work in the grant application may result in the disqualification of the entire application.

Please note that the definition of "school district" per the Bond Act does not include charter or Renaissance schools. Please see Appendix A of the [Guidelines](#) for a list of public school districts and allocations.

#### **1.4 Grant Agreement Period**

The grant agreement period is twenty-four months, from April 1, 2021 – March 31, 2023. Eligible costs for work to comply with Alyssa's Law incurred on or after January 1, 2016 may be included in the

application (Please refer to Part B, Section 2.4 of the Guidelines). Please note that no other school security projects qualify for retroactive reimbursement.

#### 1.5 Technical Assistance

For assistance with applications, districts should email [SecurityGrant@doe.nj.gov](mailto:SecurityGrant@doe.nj.gov).

#### 1.6 Application Submission

The name of this program in the Electronic Web-Enabled Grants system (EWEG) is School Security Grant.

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. The Application Control Center (ACC) must receive the complete application through the [online Electronic Web Enabled Grant \(EWEG\) system](#) **no later than 4:00 P.M. on Friday November 20, 2020**. Without exception, the ACC will not accept, and the Office of Grants Management cannot evaluate for funding consideration, an application after this deadline.

**Each eligible applicant must have a log-on ID and password to access the system.** LEA applicants should contact their district's web (homeroom) administrator who will complete the registration. Please allow 24-48 hours for the registration to be completed.

Questions regarding access to EWEG may be directed to the [EWEG help desk](#).

**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. Running the consistency check does not submit the application. When the consistency check runs successfully, a submit button will appear. Once the submit button is clicked, the application may not be edited, additional information may not be submitted, and the application can no longer be accessed or returned. **Please note that the submit button in the EWEG system will disappear as of 4:00 P.M. on the due date.**

Complete applications are those that include all elements listed in Appendix B of the Guidelines and in a format described in the EWEG application. Applications received by the due date and time will be screened to determine whether they are, in fact, eligible for consideration. The Department of Education 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 by FAX cannot be accepted under any circumstances.**

#### 1.7 Apportionment of Grant Funds

Grants funds are to be used solely for the costs associated with and incurred as a result of the implementation of the approved grant application. Grant funds may be used to pay 100% of allowable

costs up to the maximum amount applied for and within the timeframe specified. Excess costs are the responsibility of the district. Districts may not use debt service aid to pay for any local share. Please refer to Part B, Section 5.2 of the Guidelines.

#### 1.8 Eligible Costs

Please refer to Part B, Section 2 of the Guidelines. In the budget section (TAB/subtab) of the EWEG application, all requested costs are to be budgeted using the 400-720 function code.

#### 1.9 Ineligible Costs

The NJDOE will not reimburse grantees or sub-grantees for ineligible costs. Ineligible costs include those costs identified in Part B, Section 2.4 of the Guidelines.

#### 1.10 Completion of the EWEG application.

The EWEG application is structured using a TAB/subtab system. Please review every TAB/subtab and ensure that they are properly completed and saved before moving on to the next one.

Please review the upload requirements for each document or sets of documents as stated on the Supporting Documentation TABs of the EWEG application. Ensure that the requirements for file naming conventions, file size, and file formats are satisfied for all documents uploaded.

Please also refer to the Part B of the Guidelines for further information on the types of documentation required.

#### 1.11 Review of Applications.

NJDOE staff will review each application for eligibility and compliance with the requirements set forth in the Guidelines document and the implementing regulations. Applications will also be reviewed for completeness, accuracy and appropriateness of response. Applicants may be requested to provide additional information as a part of the NJDOE application review process.

#### 1.12 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.

#### 1.13 Grant Agreements

An electronic grant agreement will be issued through EWEG upon the completion of the NJDOE application review and approval process.

## Section II. Grantee Requirements

The grantee is expected to complete the scope of work proposed by the applicant and as approved by the NJDOE. The NJDOE will remove ineligible, inappropriate or undocumented costs from funding consideration.

### 2.1 Mandatory Orientation and Training

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

### 2.2 Reporting Requirements

Grantees will be required to submit reports on programmatic activities and fiscal expenditures on a semiannual basis. 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 termination of all NJDOE program payments.

These reports are to be delivered to NJDOE via electronic format uploaded on to the EWEG system unless otherwise specified by the Office of School Facilities. All reports are cumulative.

Report	Report Period	Due Date
1.	April 1, 2021 – September 30, 2021	October 31, 2021
2.	April 1, 2021 – March 31, 2022	April 30, 2022
3.	April 1, 2021 – September 30, 2022	October 31, 2022
FINAL	April 1, 2021 – March 31, 2023	May 31, 2023

The NJDOE reserves the right to impose additional reporting requirements as necessary.

### 2.3 Fiscal Reimbursement Requirements

Reimbursement Request: The grantee shall request reimbursement payment from the NJDOE for completed school security projects within 30 days of notification of the final grant amount. For all planned school security projects, reimbursement shall be submitted based upon the following schedule:

- For each project **NOT** requiring other capital project approval pursuant to N.J.A.C. 6A:26-3.11:
  - Within 30 days of completion of 25 percent of the project, the grantee shall request reimbursement of 25 percent of the grant amount attributable to the project; and
  - Within 30 days of completion of the project, the grantee shall request reimbursement of the remaining grant amount attributable to the project.
- For each project requiring other capital project approval pursuant to N.J.A.C. 6A:26-3.11:
  - Within 30 days of the completion of 35 percent of the project, the grantee shall request reimbursement of 30 percent of the grant amount attributable to the project;

- Within 30 days of the completion of 65 percent of the project, the grantee shall request reimbursement of 40 percent of the grant amount attributable to the project;
- Within 30 days of substantial completion as defined in N.J.A.C. 6A:26A-1.2 of the project, the grantee shall request reimbursement of 15 percent of the grant amount attributable to the project;
- Within 30 days of the completion of the project, the grantee shall request reimbursement of the remaining grant amount attributable to the project.

The grantee will complete a reimbursement request through the EWEG payment system. Reimbursement requests will be shut down 30 days prior to the end of the grant period. Any payments due to the grantee will be paid out in the Final Expenditure Report. Specific instructions for completing this report is found in this [link](#).

Requests may begin once the contract has been fully executed and processed by the NJDOE. All programs are reimbursement-only programs and shall be accompanied by the documentation required by N.J.A.C. 6A:26A-1.7(b). Grantees will be reimbursed based on the grantee's actual encumbered expenditures. Grantees must submit requests no later than the 15th of the month in order to receive payment the following month.

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 to the NJDOE's program policies.

#### 2.4. Monitoring

The NJDOE Program Managers, or their representatives, 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, grantee staff shall cooperate with NJDOE Program Managers and provide them with files and other information as requested.

#### 2.5 Grant Agreement Modifications

Section XIV of Attachment A: Grant Agreement Terms and Conditions of the electronic grant agreement in EWEG contains guidelines for budget modifications. Any change to the approved scope of work will require the prior written approval of the NJDOE. Please contact your NJDOE Program Manager for further information.

#### 2.6 Grant Close Out

The grantee shall provide all documentation necessary to close out this agreement within 60 days of the agreement's ending date. If performance is ahead of schedule and the grantee wishes to close out the grant prior to the published end date, the grantee must contact the Office of School Facilities for further instructions prior to initiating any grant closeout activities.