



STATE OF NEW JERSEY DEPARTMENT OF EDUCATION

Preschool and Charter School Security Compliance Grant Instructions

Section I. Grant Program General Information

1.1 Description of the Grant Program

The Preschool and Charter School Security Compliance Grant Program is a two-year grant program offered by the New Jersey Department of Education (NJDOE) and is intended to strengthen security measures in New Jersey public schools that were ineligible for the Securing Our Children's Future Bond Act School Security Grant program, including stand-alone district-owned preschool-only buildings, charter schools, and renaissance school projects. The grant program is authorized by the FY21 and FY22 Appropriations Acts, to:

1. Equip eligible school buildings with a panic alarm or alternative emergency mechanism to comply with the provisions of Alyssa's Law, N.J.S.A. 18A:41-10 et seq.;
2. To reimburse a school district, charter school, or renaissance school project for costs previously incurred for equipping an eligible school building after January 1, 2016; or
3. If the school district, charter school or renaissance school project is compliant with the provisions of Alyssa's Law, to complete other eligible school security projects.

Grant applicants will be required to enter details on Alyssa's Law compliance and eligible Other Security Upgrades, and certify that the charter school buildings or school district preschool buildings listed in the application are equipped with, or the proposed work will result in the building being equipped with, a panic alarm required by Alyssa's Law. Guidelines on Alyssa's Law compliance may be found in Section 1.2, page 5, of the [School Security Grant Final Guidelines](#). Other eligible school security projects include only those projects listed in N.J.A.C. 6A:26A-4.4(c) and on page 12 of the [School Security Grant Final Guidelines](#). Please note that leased school facilities are eligible for this grant; the restrictions for leased facilities set forth in the School Security Grant regulations and Final Guidelines do not apply to this program. Applications must also include the following required documentation:

1. Detailed cost estimates and/or invoices for each Alyssa's Law and/or Other School Security Upgrade, including the details set forth in the grant application system;
2. Board of Education/Board of Trustees resolution; and
3. For school district applicants only, NJDOE Office of School Facilities Project Application (only where Office of School Facilities Project approval is necessary for the proposed grant-funded project).

Grant applications are limited to the preliminary grant allocations calculated as set forth in the Appropriations Act, and listed in Appendix A to these Instructions.

Please also refer to the following documents for basic guidelines on eligible projects:

- [Final Guidelines](#)
- [Regulations](#)

It is strongly recommended that each applicant review these instructions and the above 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 law and regulations. The School Security Compliance Grants are 100% state funded from the FY22 Appropriations Act. The total amount available for this program is \$4,030,000. Individual grant applicant preliminary allocations are calculated in accordance with the Appropriations Act.

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

1.3 Eligible Applicants

This grant program is open to the applicants listed in the preliminary grant allocation tables in Appendix A, which includes New Jersey public school districts with preschool-only school district-owned buildings, charter schools, and renaissance school projects. Please note that per the Appropriations Acts, allocations were based on the October 15, 2019 Application for State School Aid.

Only one (1) application per district, charter school, or renaissance school project, 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.

1.4 Grant Agreement Period

The grant agreement period is twenty months, from October 13, 2021 – June 30, 2023. Eligible costs for work to comply with Alyssa's Law or other school security projects may be included in the application if they were incurred on or after January 1, 2016 through the date of the application submission ("Completed projects"), or are "Planned projects" to be prospectively implemented within the project period.

1.5 Technical Assistance

For assistance with applications, districts should email SecurityGrant@doe.nj.gov.

1.6 Application Submission

The name of this program in the Electronic Web-Enabled Grants system (EWEG) is Preschool and Charter 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 Wednesday, October 13, 2021.** 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 these Instructions 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.

1.8 Eligible Costs

Please refer to Part B, Section 2 of the [School Security Grant Guidelines](#). Eligible costs incurred from January 1, 2016, as well as planned projects, are eligible for reimbursement under this grant program. In the budget section (TAB/subtab) of the EWEG application, all requested costs are to be budgeted using the 200-600 or 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](#), except that the limitations on reimbursement for completed projects and upgrades to leased facilities do not apply to this program.

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, Section 4 of the Guidelines for further information on the types of documentation required. Please note that the leased facilities requirements do not apply to this program.

1.11 Review of Applications

NJDOE staff will review each application for eligibility and compliance with the requirements set forth in the Appropriations Act, these instructions, 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	October 13, 2021 – December 31, 2021	January 31, 2021
2	October 13, 2021 – March 31, 2022	April 30, 2022
3	October 13, 2021 – June 30, 2023	July 31, 2023
4	October 13, 2021 – September 30, 2022	October 31, 2022
5	October 13, 2021 – December 31, 2022	January 31, 2023
6	October 13, 2021 – March 31, 2023	April 30, 2023
Final	October 13, 2021 – June 30, 2023	August 31, 2023

2.3 Fiscal Reimbursement Requirements

Reimbursement Request:

The grantee shall request reimbursement payment from the NJDOE for completed school security projects (incurred from January 1, 2016 through the date of the application) within 30 days of notification of the final grant amount, or opening of the reimbursement system, whichever is later.

For all planned (not completed) 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 (this applies to all projects by charter schools):
 - 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 (only for applicable school district projects):
 - 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 the ["Tips for Using the NJDOE EWEG System"](#) document.

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.

Appendix A: Preliminary Allocations

Charter and Renaissance School Security Grant Preliminary Allocations

Resident County	Charter Name	Charter ID	Preliminary Grant Allocation
Atlantic	Atlantic Community Chart	6060	\$20,000.00
Atlantic	International Academy	6104	\$25,392.00
Atlantic	Charter~Tech High School	7410	\$24,117.00
Bergen	Bergen Arts And Sciences	6013	\$66,554.00
Bergen	Englewood On The Palisad	6430	\$20,000.00
Bergen	Teaneck Community Cs	7890	\$20,000.00
Burlington	Riverbank Charter School	6026	\$20,000.00
Burlington	Benjamin Banneker Prep Cs	6076	\$20,000.00
Camden	Hope Community Cs	6086	\$20,000.00
Camden	Camden's Promise Charter	6107	\$125,733.00
Camden	Eco Charter School	6232	\$20,000.00
Camden	Freedom Prep Charter Sch	6240	\$48,854.00
Camden	Leap Academy University	7109	\$87,889.00
Camden	KIPP		\$82,892.00
Camden	Mastery		\$144,958.00
Camden	Camden Prep		\$47,434.00
Cumberland	Vineland Public Charter	6028	\$20,000.00
Cumberland	Millville Public Charter	6069	\$20,000.00
Cumberland	Compass Academy Cs	6089	\$20,000.00
Cumberland	Bridgeton Public Charter	6100	\$20,000.00
Essex	Pride Academy Charter Sc	6020	\$20,000.00
Essex	Burch Charter School Of	6022	\$20,000.00
Essex	Newark Educators Communi	6029	\$20,000.00
Essex	Great Oaks Legacy Charte	6053	\$94,975.00

Resident County	Charter Name	Charter ID	Preliminary Grant Allocation
Essex	Peoples Preparatory Char	6057	\$24,052.00
Essex	Roseville Community Cs	6058	\$20,000.00
Essex	Phillip'S Academy Cs	6094	\$24,853.00
Essex	Link Community Charter S	6099	\$20,000.00
Essex	Lead Charter School	6109	\$20,000.00
Essex	Achieve Community Charte	6110	\$20,000.00
Essex	Discovery Cs	6320	\$20,000.00
Essex	East Orange Community Cs	6410	\$24,967.00
Essex	Gray Cs	6665	\$20,000.00
Essex	Marion P. Thomas Cs	7210	\$82,333.00
Essex	New Horizons Comm. Cs	7290	\$29,715.00
Essex	North Star Academy Chart	7320	\$325,587.00
Essex	Team Academy Charter Sch	7325	\$268,414.00
Essex	Robert Treat Academy Cs	7730	\$37,380.00
Essex	Maria L. Varisco-Rogers	7735	\$30,415.00
Essex	University Heights Cs	8065	\$41,557.00
Hudson	The Ethical Community Ch	6030	\$21,509.00
Hudson	Hola Hoboken Dual Lang Cs	6036	\$22,161.00
Hudson	Dr Lena Edwards Academic	6064	\$21,321.00
Hudson	M E T S Charter School	6068	\$42,496.00
Hudson	Beloved Community Charte	6082	\$66,467.00
Hudson	Jersey City Global Cs	6093	\$25,763.00
Hudson	Empowerment Academy	6103	\$38,166.00
Hudson	Hudson Arts And Science	6105	\$43,537.00
Hudson	Elysian Cs Of Hoboken	6420	\$20,000.00
Hudson	Hoboken Cs	6720	\$20,000.00

Resident County	Charter Name	Charter ID	Preliminary Grant Allocation
Hudson	Jersey City Comm. Cs	6910	\$31,836.00
Hudson	Jersey City Golden Door	6915	\$30,422.00
Hudson	Learning Community Cs	7115	\$32,248.00
Hudson	Soaring Heights Cs	7830	\$20,000.00
Hudson	University Academy Cs	8060	\$27,550.00
Mercer	Foundation Academy Cs	6017	\$61,249.00
Mercer	Paul Robeson Humanities	6025	\$20,820.00
Mercer	Trenton Stem-To-Civics Cs	6183	\$36,569.00
Mercer	International Charter Sc	6810	\$20,000.00
Mercer	Pace Cs Of Hamilton	7500	\$20,536.00
Mercer	Princeton Cs	7540	\$23,084.00
Mercer	Achievers Early College Prep Charter School	7895	\$20,000.00
Mercer	Village Cs	8140	\$20,000.00
Middlesex	Academy For Urban Leader	6032	\$34,105.00
Middlesex	Hatikvah International Cs	6041	\$28,139.00
Middlesex	Greater Brunswick Cs	6635	\$21,450.00
Middlesex	Middlesex Charter School	7896	\$20,000.00
Monmouth	Academy Charter High Sch	6010	\$20,000.00
Monmouth	Hope Academy Cs	6740	\$20,000.00
Monmouth	The Red Bank Cs	7720	\$20,000.00
Monmouth	College Achieve Greater	7891	\$20,000.00
Morris	Unity Cs	8050	\$20,000.00
Ocean	Ocean Academy Charter Sc	7893	\$20,000.00
Passaic	Community Charter School	6021	\$49,051.00
Passaic	John P Holland Charter S	6079	\$21,599.00
Passaic	Passaic Arts And Science	6080	\$87,818.00

Resident County	Charter Name	Charter ID	Preliminary Grant Allocation
Passaic	Paterson Arts & Sci. Cs	6096	\$47,902.00
Passaic	Philip'S Charter School	6106	\$20,000.00
Passaic	Classical Academy Charter School Of Clifton	6230	\$20,000.00
Passaic	Paterson Cs For Sci/Tech	7503	\$84,494.00
Passaic	College Achieve Paterson	7892	\$38,937.00
Salem	Creativity Colaboratory Charter Sch	7897	\$20,000.00
Somerset	Central Jersey College P	6018	\$57,366.00
Somerset	Thomas Edison Energysmar	6081	\$31,265.00
Sussex	Sussex County Technology	7850	\$20,000.00
Union	Barack Obama Green Chart	6033	\$20,000.00
Union	College Achieve Central	6101	\$66,727.00
Union	Cresthaven Academy Chart	6102	\$20,000.00
Union	Queen City Academy Cs	7600	\$20,000.00
Union	Union County Teams Cs	8010	\$22,346.00
Warren	Ridge And Valley Cs	7727	\$20,000.00

School District School Security Preschool-Only Building Allocations

County	District	District Code	Preliminary Grant Allocation
Atlantic	Atlantic City	110	\$1,597.00
Atlantic	Galloway Twp	1690	\$2,289.00
Atlantic	Somers Point City	4800	\$3,300.00
Bergen	Garfield City	1700	\$20,065.00
Bergen	Ridgewood Village	4390	\$1,650.00
Bergen	Saddle Brook Twp	4610	\$1,543.00
Burlington	Pemberton Twp	4050	\$19,480.00
Camden	Cherry Hill Twp	800	\$6,121.00
Camden	Lindenwold Boro	2670	\$6,067.00
Camden	Pennsauken Twp	4060	\$4,364.00
Cumberland	Bridgeton City	540	\$13,838.00
Cumberland	Millville City	3230	\$28,581.00
Cumberland	Vineland City	5390	\$13,678.00
Essex	Bloomfield Twp	410	\$4,684.00
Essex	City of Orange Twp	3880	\$5,695.00
Essex	Irvington Township	2330	\$15,861.00
Essex	Newark City	3570	\$27,410.00
Essex	South Orange-Maplewood	4900	\$4,258.00
Essex	West Orange Town	5680	\$1,171.00
Hudson	West New York Town	5670	\$22,354.00
Hunterdon	Clinton Twp	920	\$905.00
Middlesex	Edison Twp	1290	\$2,714.00
Middlesex	Perth Amboy City	4090	\$56,044.00
Monmouth	Freehold Twp	1660	\$2,555.00
Monmouth	Keansburg Boro	2400	\$9,314.00
Monmouth	Matawan-Aberdeen Regional	3040	\$3,672.00
Monmouth	Neptune Twp	3510	\$7,824.00
Monmouth	Wall Twp	5420	\$1,384.00
Morris	Morris School District	3385	\$3,406.00
Ocean	Lakewood Twp	2520	\$3,885.00
Ocean	Little Egg Harbor Twp	2690	\$16,765.00
Ocean	Stafford Twp	5020	\$3,779.00
Passaic	Clifton City	900	\$12,507.00
Passaic	Passaic City	3970	\$35,181.00
Salem	Pittsgrove Twp	4150	\$4,950.00
Sussex	Vernon Twp	5360	\$2,076.00
Union	Elizabeth City	1320	\$42,366.00
Union	Roselle Boro	4540	\$2,076.00