# New Jersey Department of Education Notice of Grant Opportunity

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New Jersey Department of Education

Office of Grants Management

February 2023

## Notice of Grant Opportunity New Jersey Afterschool Summer Program

**23-SP10-H05**

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**February 2023**

**ORG/APU # 5064-206**

**Application Due Date**: February 28, 2023

[New Jersey Department of Education](http://www.state.nj.us/education" \o "http://www.state.nj.us/education)

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## Section 1: Grant Program Information

### Description of the Grant Program

The New Jersey Department of Education (NJDOE) will support the New Jersey Afterschool Summer Program, 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 2023 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.

The Afterschool Alliance has identified OST programs, such as before/after school and summer enrichment programs, as critical supports within high-functioning education systems. Quality OST programs have demonstrated an increase in academic gains and student engagement among participating youth, while also supporting working families. Additionally, these programs build stronger connections between schools and communities.

In a 2016 compilation of evaluations of afterschool programs, the Afterschool Alliance reported benefits of afterschool and summer enrichment program participation. Some of the highlights of the report are listed below:

Regular participation in afterschool programs helped to narrow the achievement gaps between high- and low-income students in math, improved academic and behavioral outcomes, and reduced school absences.

* Students participating in high-quality afterschool programs had better attendance, behavior, grades, and test scores compared to their non-participating peers.
* Afterschool programs afforded students the opportunity to actively participate in various out-of-school programs, activities, and services as well as access to nutritious meals. Studies have shown that students who participate in afterschool programs are more physically fit than students who do not routinely participate in an afterschool program. [[1]](#footnote-2)

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 April 1, 2023 and end August 31, 2023. 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 2022-2023 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.

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 are 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, 2022 and August 31, 2022, 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)** which 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.

### Federal Compliance Requirements (UEI, SAM)

In accordance with the Federal Fiscal Accountability Transparency Act (FFATA), all grant recipients must have a valid Unique Entity Identifier (UEI) number (which replaces the DUNS number) and is obtained through registration (new or renewal) with the System for Award Management (SAM).

* To register with the SAM database, go to [sam.gov](http://www.sam.gov/).

Please note that beginning Fiscal Year 2023, all applicants for discretionary grants must complete and submit a System for Award Management (SAM) application in EWEG prior to the applicant being able to create and submit a 21st Century Community Learning Centers grant application in EWEG.

### FFATA Executive Compensation Disclosure Criteria

In the preceding fiscal year, if an applicant:

* Received at least $25 million in annual gross revenues from federal awards; and,
* If at least eighty (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 using the appropriate EWEG tab (Admin). The term “federal award” includes federal contracts, sub-contracts, grants, and sub-grants.

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

### Statutory/Regulatory Source and Funding

The applicant’s project must be designed and implemented in conformance with all applicable State regulations. For FY23 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 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](https://www.nj.gov/agriculture/divisions/fn/childadult/school_snack.html).

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.

### 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. This NGO will also be available on the [NJDOE’s website](https://nj.gov/education/grants/discretionary/apps/). (http://nj.gov/education/grants/discretionary/apps/)

### Technical Assistance

Applicants may attend a technical assistance session, which will be held virtually on Thursday, February 16, 2023 from 10:00 A.M. - 11:00 A.M. Attendance is not mandatory. If attending, registration is required. Applicants must register online at [Events Registration](https://homeroom5.doe.state.nj.us/events/?p=) (https://homeroom5.doe.state.nj.us/events/?p=). If there are any registration issues, please contact [21stCCLC@doe.nj.gov](mailto:21stCCLC@doe.nj.gov).

### Application Submission

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](https://homeroom.state.nj.us/) (EWEG) system **no later than 4:00 pm on Tuesday, February 28, 2023**. **Without exception,** the ACC will not accept, and the Office of Grants Management cannot evaluate for funding consideration, an application received after this deadline.

Complete applications are those that include all elements listed in section 3, Application Component Checklist, of this notice. Applications received by the due date and time will be screened to determine whether they are, in fact, eligible for evaluation. The 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 system. Each eligible applicant must have a logon ID and password to access the system. Applicants should send an email request to the EWEG Help Desk at: [eweghelp@doe.nj.gov](mailto:eweghelp@doe.nj.gov).

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 P.M. 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.

### Reporting Requirements

Grant recipients are required to submit mid-term program and fiscal progress reports. All reports will be submitted through the online EWEG system. Grantees should check with their Program Officer for information on when the EWEG report system is available. Program and fiscal reports for this program will be due through EWEG as follows:

|  |  |  |
| --- | --- | --- |
| Program/Fiscal Report | Reporting Period | Due Date |
| Interim | April 1, 2023 – May 31, 2023 | June 30, 2023 |
| Final | June 1, 2023 – August 31, 2023 | October 30, 2023 |

Grantees will be required to submit the above reports through the online EWEG system (http://homeroom.state.nj.us) on the dates specified above. Accompanying the mid-term report, grantees are required to submit a narrative summary of activities conducted during the reporting period. Additionally, grantees must submit the average daily attendance for each local program, on a mid-term basis. All requested information must be submitted as an upload within EWEG. It is important to note that the last day to submit budget modifications in EWEG is May 31, 2023.

### 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.

### Reimbursement Requests

Payment of grant funds is made through a reimbursement system. Reimbursement requests for any expended grant funds are made through the Electronic Web-Enabled Grant (EWEG) system. Reimbursement requests may begin once the application has been marked “Final Approved” in the EWEG system, and the grantee has accepted the award by clicking on the “Accept Award” button on the Application Select page and completing the Grant Acceptance Certificate information. Only one (1) reimbursement request may be submitted per month. In order to receive a reimbursement at the beginning of the following month, all awarded applicants must submit their request no later than the 15th of the month. The requests may include funds that will be expended through the last calendar day of the month in which reimbursement is requested. If the grantees’ request is approved by the NJDOE program officer, the grantee should receive payment around the 10th of the following month. The last day to submit a reimbursement request for this program is August 11, 2023.

NOTE**:** Payments cannot be processed until the award has been accepted in EWEG. Payments will be withheld if the applicant fails to submit required reports.

### 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:

1. 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.
2. 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.
3. 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).
4. Non-LEA recipients of the grant must complete the Audit Information Form (Appendix 7) and submit with this NGO.
5. 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.
6. 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.
7. 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.

### Audit Due Dates

For grantees with a fiscal year ending June 30, the audit report is due annually in March. For those grantees with a fiscal year ending December 31 the audit report is due annually in September.

## Section 2: Project Guidelines



### 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 Grants (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.

### 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 particular 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:

1. 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.
2. 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.
3. Identify and provide specific accommodations, modifications, supplementary aids, and services that are necessary to serve participants with disabilities.
4. Describe the recruitment and retention plans.
5. Describe how the applicant agency will disseminate information about the center to the community.
6. 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 enrichment activities in at least one of following areas: 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. The 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 the opportunity to give back. For example, ever 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 theProject 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 theProject 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 theProject 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 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 in order 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 theGoals, 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 theStatus 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 May 31, 2023. 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 theSustainability 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.

### Eligible Costs

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

1. Salary and benefit for one full or part-time project director or project coordinator with direct oversight of the entire program;
2. 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;
3. Professional development and training for program staff in direct support of the summer program;
4. Purchase of curricula, project materials, and supplies for grant-funded project activities, including computer software and on-line resources;
5. Identification and selection of grant-funded staff;
6. Transportation services for project participants to participate in grant-funded activities;
7. Mileage reimbursement (max $0.47/mile) for travel between program sites specifically for grant-related purposes; and
8. Necessary services and accommodations associated with serving disabled students.
9. Fees for Child Abuse Record of Information (CARI) and Criminal History Record of Information (CHRI).

### Ineligible Costs

Funds provided under this grant may not be used for the following costs:

1. Administrative costs, including salaries and benefits and other costs that are not direct service, such as accounting services, executive director, curriculum director, etc.;
2. Food, including snacks or refreshments for participants or staff, including required orientation or professional development trainings, scheduled in-service trainings and advisory board meetings;
3. Indirect costs;
4. Vehicle purchases;
5. Construction or capital improvements;
6. Staff membership to associations or organizations;
7. In and out-of-state overnight travel, meals and/or lodging;
8. Religious practices or programs; such as religious instruction, worship, or prayer; and,
9. Costs that are not directly related to the implementation of grant activities.

NOTE:Ineligible costs as well as costs not supported by the activity plan will be removed from consideration.

## Section 3: Completing the Application



### General Instructions for Applying

To apply for a grant under this NGO, you must prepare and submit a complete application. The application must be a response to the state’s vision as articulated in Section 1: Grant Program Information of this NGO. It must be planned, designed and developed in accordance with the program framework articulated in section 2: Project Guidelines of this NGO. The applicant may wish to consult additional guidance found in the Pre-award Manual for Discretionary Grants document, found on the [Office of Grants Management](https://nj.gov/education/grants/discretionary/apps/) website. You must submit your application using the online [EWEG system](https://homeroom.state.nj.us/). Paper copies of the application **will not be accepted**. Applicants should refer to Appendix 8 for general tips on completing the application online through the EWEG system.

### Review of Applications

Applications will be reviewed by a panel of three readers. Readers will use the selection criteria found in Part I: General Information and Guidance of the Pre-award Manual for Discretionary Grants to review and rate your application according to how well the content addresses sections 1 and 2 in this NGO. The manual may be viewed online at the [Office of Grants Management](https://nj.gov/education/grants/discretionary/apps/).

Applications will be reviewed by a panel of readers internal to the NJDOE. Applications will also be reviewed for their completeness and accuracy. Any application that is deemed incomplete by NJDOE will be ineligible to receive any funds. The following point values apply to the evaluation of applications received in response to this NGO:

| **Application Component** | **Point Value** |
| --- | --- |
| Statement of Need | 15 |
| Project Description | 25 |
| Goals, Objectives, Indicators and Evaluation | 10 |
| Project Activity Plan | 10 |
| Organizational Commitment and Capacity | 25 |
| Budget | 15 |
| Total | 100 |

##### \*\*All applications must score 70 points or above and meet the intent of the NGO to be considered eligible for funding. The top scoring applicants from each region (North, Central, South) will be awarded funding if there is one applicant from each region with passing scores. If there is not one application from each region with a passing score, awards will be made in rank order.

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 public records upon the completion of the evaluation process, and will be available to members of the public upon request.

If an application has been selected for pre-award revisions (PARs), the successful applicant will be notified by the EWEG system via email. Only the personnel listed on the contact page will receive a notification. The successful applicant will be required to initiate the PAR process by accessing the EWEG system, creating an amendment for the application and submitting the amendment through EWEG to the NJDOE. You will not be able to make changes on any of the application pages at this time. Questions on how to submit an amendment should be directed to the EWEG Help Desk at [eweghelp@doe.nj.gov](mailto:eweghelp@doe.nj.gov).

### Application Component Checklist

The following components are required (see Required  Column) to be included as part of your EWEG application. Failure to include a required component may result in your application being removed from consideration for funding. Please make note that the following characters are not recognized by EWEG (“, -!@#$ %^&\*( )”~/<>{} and bullets). When uploading documents to EWEG be sure to properly label each document with thetitle of the form, not the appendix number. Use the checklist (see Included  Column) to ensure that all required components have been completed.

## 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.

1. Afterschool Alliance, 2016, http://afterschoolalliance.org//AA3PM/Concentrated\_Poverty.pdf [↑](#footnote-ref-2)