New Jersey Department of Education

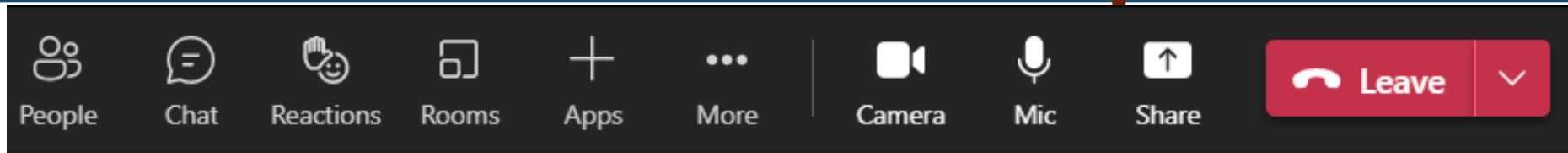# Drug Abuse Education Fund (DAEF) Grant Technical Assistance Session

Office of Student Support Services

Division of Educational Services

June 2, 2022

Instructions for Participation

Using the options in the upper portion of your Microsoft Teams screen, you should be able to:

Stop/Start Video

Use of camera is not required, but welcome!

Mute/Unmute

Please remain muted when not speaking.
To activate audio, click the microphone icon.

Chat

Use this feature to participate in discussions with all attendees or pose questions for the host.

Reactions

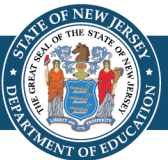Use this feature to "raise hand" or share other reactions.

Agenda

- Provide overview of:

  o Grant program information within the DAEF Notice of Grant Opportunity (NGO).

  o The specifics of each required section of the DAEF application and related budgetary information.

  o The application submission process.

- Q & A

Section 1
Grant Program Information

DAEF NGO – Program Information

- 5-year project.

- To provide evidence-based substance use prevention education to schools (grades K-12) statewide.

  - Option A: 300 Schools

  - Option B: 200 Schools

- Program delivered by law enforcement (LE); however, co-teaching is permissible.

- Applicants may apply for up to $375k for Year 1: 9/1/22 – 8/31/23.

Program Goals

To **reduce at-risk behaviors** and **increase related protective factors** as described below:

- Supplement and reinforce related life skills in alignment with the New Jersey Student Learning Standards – Comprehensive Health and Physical Education (NJSLS – CHPE) and other federal requirements around substance use disorder education and prevention programming.

  o *Every Student Succeeds Act* (ESSA), Title IV, Part A, sec. 4108

Expected Student Outcomes

As a result of the implementation of this program, evidence of achievement in **one or more** of the following areas should be provided by the end of each grant year:

- A **reduction** in evidence-based factors that place students at risk for substance use and misuse.
- An **increase** in protective factors (i.e., responsible decision-making, self-regulation, positive relationship skills, etc.) that may reduce the risk for substance misuse such as with an increase in students' perceived harm of substance use.
- A **decrease** in the intention or expectation of students to use or misuse substances.
- A **reduction** in the rate of student drug and alcohol use.

Eligibility to Apply

Open to nongovernmental agencies operating in NJ that use law enforcement (LE) personnel to deliver substance use prevention education.

N.J.S.A. 54A :9-25.13

Eligibility Requirement Overview

- Applicant must have proof of established NJ residency through their NJ Charities Registration Number.
    - Also through NJ Business Certificate or NJ Tax Exempt Certificate
- Completed application submitted within Electronic Web-Enabled Grant (EWEG), including the following completed, signed and uploaded forms:
    - Appendix A (Eligibility Form).
        - Choosing option A or B.
    - Appendix B (Statement of Assurances).

- All applicants must register with the System for Award Management (SAM) database (www.sam.gov) to obtain a valid Unique Entity Identifier (UEI) number.

- For FY 2023, discretionary grant applicants must complete and submit a SAM application in EWEG prior to creation and submission of the application.

In the preceding fiscal year, if:

- An applicant received at least $25,000,000 in annual gross revenues from federal awards; **and**
- At least 80% of the applicant's annual gross revenues came from federal awards;

Must disclose the name and total compensation of the five (5) most highly compensated officers of the applicant as part of the grant application.

Reporting Requirements (1 of 2)

Report	Reporting Period	Due Date
1st Interim	September 1, 2022 – December 31, 2022	January 31, 2023
2nd Interim	September 1, 2022 – April 30, 2023	May 31, 2023
Final	September 1, 2022 – August 31, 2023	October 31, 2023

- Reports must include information based on the activities in an applicant's approved Project Activity Plan (PAP) for each reporting period.

Each report will include:

- A brief narrative summary
- A table of participating schools
- Monitoring logs of site observations
- Logs of technical contacts
- List of LE Professional Development

Other report requirements:

- Outreach to schools and activities to establish or continue working relationships with LE
- Data summaries
- Feedback
- Copies of subgrant/consultant agreements

Assessment of Results

- The selected grantee will be responsible for analyzing their data and submitting program evaluation reports as indicated in the NGO.

- The NJDOE will review submitted reports to assess the grantee's achievement of one or more of the student outcomes.

Reimbursement Requests

- Are submitted through the EWEG system by the grantee and reviewed by NJDOE.

- Must be submitted by the date emailed to you each month by the program office to receive reimbursement by the 10th of the following month.

- Can only submit one request per month.

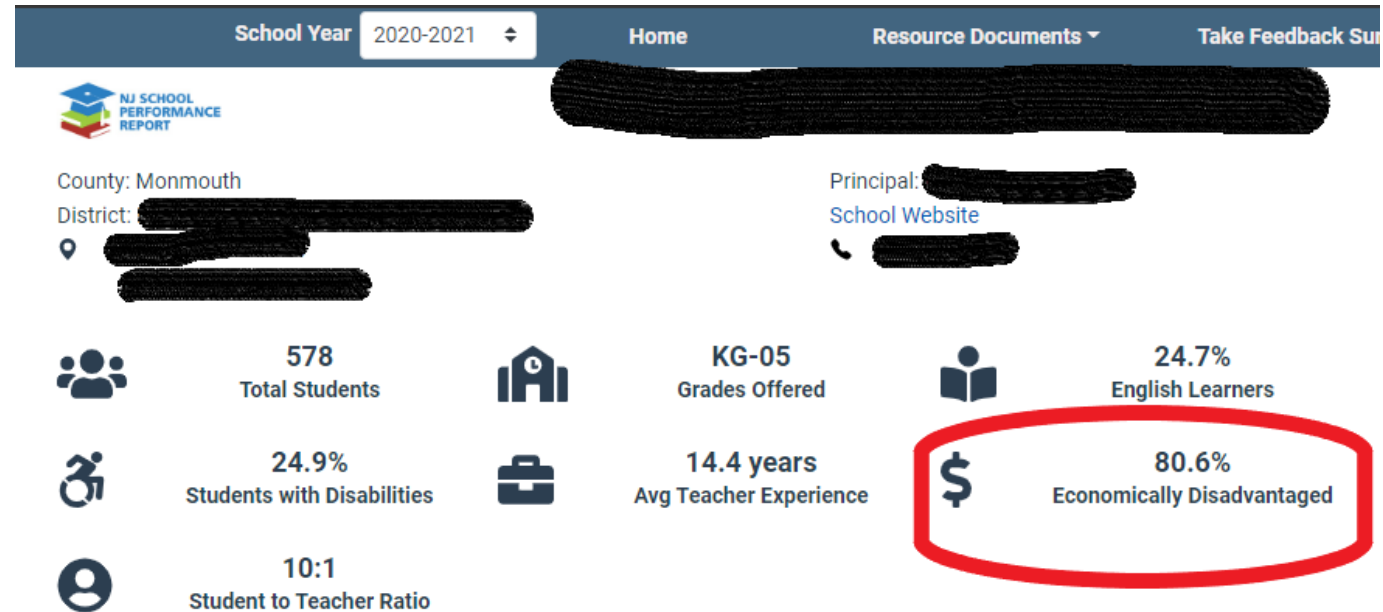# Section 2
Project Guidelines

- Develop and implement a 5-year project that will provide evidence-based substance use prevention education provided by law enforcement to K-12 students.

  - Must service 300 schools within a minimum of 10 counties (Option A) or 200 schools in at least two counties (Option B) depending on your current level of relationships with LE agencies.

  - Both alcohol and substance use must be addressed in the curricula, as well as related risk and protective factors.

  - Must supplement the NJSLS-CHPE and federal requirements.

- 30 schools out of the 300 (waived for Year 1 of Option B) must be those where 25% or more of the student population is identified through NJDOE School Performance Reports as economically disadvantaged.

Project Elements

Application Section	Maximum Point Value
Project Description	**40**

a.   Delivery System (5 points)
    b.   Program Evaluation (15 points**)**
    c.   Training and Technical Assistance (10 points)
    d.   Evidence-based Substance Use Disorder Education and Prevention Program (5 points)
    e. Student-Centered Activities (5 points)	

Goals, Objectives and Indicators	**20**
Project Activity Plan	**15**
Organizational Commitment and Capacity	**15**
Budget	**10**
Total Score	**100**

Abstract

- 250–300-word summary of the proposed project's need, purpose, and projected outcomes.

- The proposed project and outcomes must cover the full 5-year grant period.

- Should not include information in the abstract that is not supported elsewhere in the application.

Project Description (PD) – Delivery System

Applicant should describe how it will:

- Create an awareness of the program.

- Establish relationships with the appropriate number of schools in the minimum number of counties.

- Support the development and delivery of their program in a variety of schools/districts.

PD – Program Evaluation

- **Applicant should describe how it will:**
    - Develop an evaluation plan for the DAEF grant program that will document all services provided;
    - Determine the degree and quality of the instructional program as implemented by the law enforcement officers; and
    - Determine the effect on student learning and/or behavioral change.

- **The evaluation plan should:**
    - Measure achievement of program goals and objectives and a minimum of **one** listed student outcome.
    - Include receiving feedback from school staff in participating schools **and** program instructors on program implementation.

PD – Training and Technical Assistance
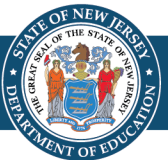
Applicant should describe how it will:

- Provide **high-quality training** to law enforcement personnel in the delivery of the instructional program to K-12 students.

- Describe the **ongoing technical support** for continuous implementation of the program, including:

  1. On-site observations/monitoring of officers delivering the curriculum.
  2. Technical assistance contacts.

Applicant should describe how it will:

- Provide **research-based evidence** including the following:

  o Consistency with the evidence literature for substance use and misuse prevention and life skills-based education.

  o A substantial likelihood of achieving, at a minimum, **one** of the listed student outcomes.

- Meet the purposes for the program set forth in the Notice of Grant Opportunity.

PD – Student-Centered Activities

Applicant should describe how:

- The proposed instructional program is **developmentally appropriate** for each student grade level (K-12).

- The program teaches K-12 students developmentally appropriate **life skills.**

- The delivery of the program is predominantly student-focused, interactive and experiential, rather than instructor-centered and didactic.
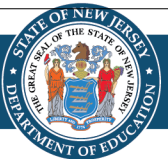
Applicant should provide:

- Measurable objectives and indicators for each of the 5 years of the grant.

  o Objectives and indicators should also be aligned with the NGO's goals.

Objectives	Indicators
• *Specific* • *Measurable* • *Achievable* • *Relevant* • *Time-bound*	• Measurable • Objective • Relevant • Directly linked to project objectives • Able to indicate degrees of success

Example

- **Goal 1** – To provide technical assistance (TA) to applicants interested in the Drug Abuse Education Fund Notice of Grant Opportunity.
  - o **Objective 1.1** – By the conclusion of the one-hour TA session, the NJDOE will have provided general information of this grant opportunity, explained each section of the grant application, reviewed the application submission process and answered any grant related questions.
    - **Indicator 1.1.1.** – Attendance log of webinar attendees.
   - **Indicator 1.1.2.** – FAQ sheet with questions from webinar included.

Project Activity Plan (PAP)

All listed activities should be directly related to the project description, and aid in the achievement of the goals and objectives. Listed activities should:

- Specify the staff responsible for implementing.
- List documentation for tracking and progress purposes.
- Be correctly numbered (E.g.: Goal 1, Objective 1, Activity 1 would be 1.1.1).
- Have corresponding reporting period boxes checked as appropriate.
- Be linked to the budget.

*For the current grant year only (Sept. 2022 - Aug. 2023)
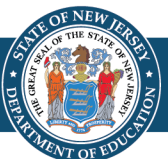
Organizational Commitment and Capacity

The applicant should describe:

- Why they are an appropriate agency to implement this project.

- Their commitment to addressing the project's identified needs.

- Previous experience.

- Organizational support and resources.

- Establish clear objectives/implementation activities **before** developing the details of the budget.

- The submitted budget for this application **only** applies to Year 1, FY 23 and should **not exceed** $375,000.

- **The applicant should demonstrate that the budget includes/supports:**

  o Costs that are reasonable and necessary.

  o Proposed activity costs outlined in PAP.

  o Corresponding goal and objective numbers.

  o A cost basis for each and every budget entry.

- Grant funds may be used by applicants for cost that **directly** support the activities listed in your application.

- Unless otherwise specified, the following restrictions apply to all grant programs:

    o No reimbursement for in-state overnight travel (meals and/or lodging).

    o No reimbursement for meals on in-state travel.

    o Mileage reimbursement is capped at $.35/mile.

Helpful Tips:

- Explain what the amounts in the 'How Many' and 'Cost per Unit' boxes represent. If the amounts in those boxes represent a calculation, describe that calculation in the Description box.

- Include in the Description boxes the cost of the item, the need for it, and its relation to the grant program.

- Mileage must be a separate budget entry.

- Reference the Pre-Award Manual for additional information.

Section 3
Application Submission

Instructions for Applying

- Applicants will need a login ID and password for the EWEG system.

  - eweghelp@doe.nj.gov ← Email this account to create a new login.

- Completed application must be submitted through the EWEG system no later than **4:00 p.m. on Tuesday, June 21**.

Required Application Components in EWEG

| EWEG Tab/Subtab	Check (☑) if included
Admin (Contacts, Allocation, Assurance, Board Resolution and UEI-SAM)	
Budget	
Narrative (Abstract, Need, Description, Goals/Objectives/Indicators, Activity Plan, Organizational Commitment & Capacity)	

Required EWEG Uploads

Component	Check (☑) if included
"Entity Overview" page from the applicant's SAM profile.	
Documentation of Eligibility Form (Appendix A)	
Statement of Assurances Form (Appendix B)	
Proof of NJ Charities Registration Number/10-digit incorporation identification number (NJ Division of Taxation)	
Proof of NJ Residency by NJ Business Certificate or NJ Tax Exempt Certificate	

- See Appendix D for Electronic Web-Enabled Grants System (EWEG) Tips.

Questions?
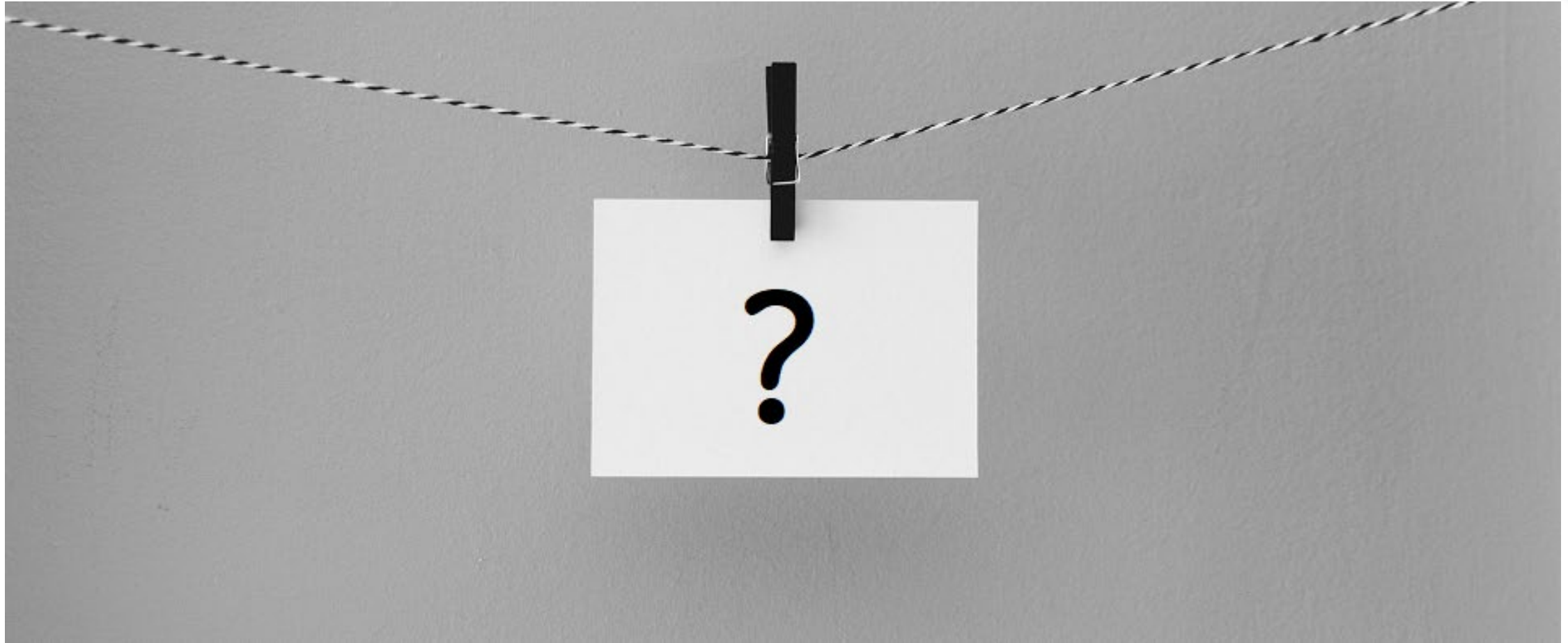
Thank You!

New Jersey Department of Education: nj.gov/education

Office of Student Support Services

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