#  Notice of Grant Opportunity

# Drug Abuse Education Fund Grant

Continuation Grant

September 1, 2023 – August 31, 2024

**NGO #24-DW12-H05**

**(Year 2 of 5)**

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***June 2023***

**Application Due Date: July 20, 2023**

**ORG/APU 5064-147**

[**New Jersey Department of Education**](http://nj.gov/education)

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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 being able to create and submit a grant application in EWEG.

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## Section 1: Grant Program Information

### 1.1 Description of the Grant Program

The Drug Abuse Education Fund (DAEF) grant program is a five-year project designed to provide school-age youth in New Jersey with an evidence-based national or statewide model substance use disorder education and prevention program that has demonstrated success. The program is to be delivered by law enforcement personnel to students during the school day between September and June in any of grades kindergarten through grade 12, as determined by the local education agency (LEA) in collaboration with law enforcement and the applicant. The students to be served are in 300 public, nonpublic, charter and/or Renaissance project schools in any of the 21 counties statewide. However, a minimum of 30 schools out of total serviced must be those where **25% or more** of the student population is identified as economically disadvantaged per the [NJ School Performance Reports](https://rc.doe.state.nj.us/) **and** a minimum of 10 counties must be serviced each year.

**Note**: Though it is a requirement that the curriculum is delivered by law enforcement personnel, the program may also allow the use of law enforcement to co-teach with school staff. Non-law enforcement staff may **not** deliver the curriculum of this program without law enforcement staff present, nor may they be compensated through grant funds.

Please refer to Sections 1.8, 2.2 and Appendix A for further information.

The initial grant period was from September 1, 2022 to August 31, 2023 through a competitive process where Law Enforcement Against Drugs (L.E.A.D.) Inc. was awarded the full $375,000 of available funds. This NGO covers Year Two, a continuation of the grant, which will run from September 1, 2023 to August 31, 2024. L.E.A.D. may also apply for up to $375,000 in Year Two. Subsequent year grant periods (contingent on the availability of funding) will be as follows:

Year 3: September 1, 2024 – August 31, 2025

Year 4: September 1, 2025 – August 31, 2026

Year 5: September 1, 2026 – August 31, 2027

The misuse of alcohol, tobacco, illicit drugs, and prescription medications is a nation-wide issue that can have both immediate and long-term health effects and can lead to substance use disorders. The term “substance use disorder” is defined as an individual’s recurrent use of alcohol and/or drugs which causes clinical and functional significant impairment, such as health problems, disability, and failure to meet major responsibilities at work, school, or home. According to the DSM-5, a diagnosis of substance use disorder is based on evidence of impaired control, social impairment, risky use, and pharmacological criteria. Substance use disorder is categorized as mild, moderate, or severe to indicate the level of severity, which is determined by the number of diagnostic criteria met by an individual. Substance use disorder includes but is not limited to alcohol, tobacco, cannabis, stimulant, hallucinogen, inhalant and opioid use disorders (Substance Abuse and Mental Health Service Administration, 2016; 2021).

In New Jersey (NJ), there was a noted increase in past-year marijuana use among those 12 and older even before the pandemic and the legalization of adult recreational marijuana use within NJ occurred.[[1]](#footnote-1) Furthermore, out of 533 total substance use treatment admissions of minors in NJ in 2021, 490 were due to marijuana or hashish use.[[2]](#footnote-2) Though the 2021 Monitoring the Future Study has shown the first decline in student vaping (both nicotine and marijuana) since the national surge began in 2017, there is still much work to be done to ensure the continued decline as students return back to pre-pandemic circumstances.[[3]](#footnote-3) Many factors play a role in a child’s likelihood to engage in substance use or develop a substance use disorder. Effective drug prevention programming should extend beyond substance misuse education and include a focus on reducing risk factors related to substance use and misuse while also increasing protective factors.

The **goals of the grant program** are to reduce at-risk behaviors and increase related protective factors as described below:

* Supplement and reinforce related life skills education adopted by the State Board of Education under the [New Jersey Student Learning Standards - Comprehensive Health and Physical Education](https://www.nj.gov/education/standards/chp/index.shtml) (NJSLS-CHPE) and federal requirements and instructional objectives for substance use disorder education and prevention programs, including:
	+ **NJSLS-CHPE Standard 2.1, Personal and Mental Health**
		- Performance expectations within the Personal Growth and Development disciplinary concept, as it pertains to keeping one’s body healthy.
	+ **NJSLS-CHPE Standard 2.3, Safety**
		- Performance expectations within the Alcohol, Tobacco and Other Drugs and Dependency, Substances Disorder and Treatment disciplinary concepts and how to apply these concepts to support a healthy, active lifestyle.
	+ Provision of evidence-based substance use prevention and education programming for students to aid in the decrease and prevention of the illicit use of drugs. [*Every Student Succeeds Act* (*ESSA*), Title IV, Part A, sec. 4108].

Under the grant, law enforcement personnel delivering the instructional program are to be provided with training and on-going technical support in an evidence-based substance use disorder education and prevention program curriculum. Though not required, the applicant should also consider providing law enforcement personnel training on relevant teaching-related pedagogy as appropriate, such as with anti-bias or trauma-informed approaches within the classroom along with general classroom management.

As a result of the implementation of this program, the NJDOE expects evidence of achievement in **one or more** of the following data-driven **student outcomes**:

* 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.

### 1.2 Eligibility to Apply

Eligibility to apply to this continuation grant is limited to Law Enforcement Against Drugs (L.E.A.D.) Inc., a nongovernmental entity operating in New Jersey, that using law enforcement personnel, will provide substance use disorder education and prevention programs on a statewide basis.

The applicant must complete, sign, scan and upload the Drug Abuse Education Fund Grant Program Documentation of Eligibility form (Appendix A) using the Upload tab as part of their EWEG application to certify that it has established a formal working relationship with law enforcement agencies in a minimum of 10 counties statewide for the provision of substance use disorder education and prevention programs in schools.

**Note**: No one County should include a gross overrepresentation of schools serviced. (See the [Equitable Distribution Chart](#_Equitable_Distribution_Chart) for an example of how to provide equitable services among the number of counties being served.)

Additionally, the applicant must have 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. Proof of New Jersey residency must be provided by scanning and uploading a copy of either the New Jersey Business Certificate or New Jersey Tax Exempt Certificate, using the Upload tab as part of their EWEG application.

The applicant must read, sign, scan and upload the Drug Abuse Education Fund Grant Program Statement of Assurances (Appendix B) using the Upload tab as part of their EWEG application.

### 1.3 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 [www.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 DAEF grant application in EWEG.

#### FFATA Executive Compensation Disclosure Criteria:

In the preceding fiscal year, if:

* An applicant received at least $25,000,000 in annual gross revenues from federal awards; **and**
* 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 (i.e., Contacts). The term “federal award” includes federal contracts, subcontracts, grants, and sub-grants.

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

### 1.4 Statutory/Regulatory Source and Funding

The applicant’s project must be designed and implemented in conformance with all applicable state and federal regulations. The DAEF grant is 100% State-funded under N.J.S.A 2C:43-3.5 and N.J.S.A 54A:9-25.12 et seq. The DAEF grant has been established comprising portions of taxpayer-designated refunds and penalties assessed against individuals adjudicated or convicted of certain crimes. The resources accumulated in the DAEF are appropriated annually to NJDOE for distribution to nongovernmental entities for utilization by law enforcement personnel in the provision of substance use disorder education and prevention programs on a statewide basis. Final awards are subject to availability of State funds (5064-147).

Total funds for the initial grant were $375,000 to support Year One of the DAEF grant program. The NJDOE expects to continue funding the grantee through this awarded continuation grant for four additional years contingent upon the grantee’s performance and availability of funds. The initial funding period for this grant ran from September 1, 2022 to August 31, 2023. Year Two of this grant period will run from September 1, 2023 to August 31, 2024 and the applicant may once again apply for up to $375,000 contingent on the availability of FY24 appropriated funds. Subsequent year grant periods (contingent on the availability of funding) will be as follows:

Year 3: September 1, 2024 to August 31, 2025

Year 4: September 1, 2025 to August 31, 2026

Year 5: September 1, 2026 to August 31, 2027

The grantee must meet the requirements within this NGO and is expected to:

* Complete the goal(s) and objectives laid out in the approved grant application.
* Complete implementation activities established in its grant agreement.
* Make satisfactory progress toward the completion of its approved Project Activity Plan.

Failure to do so may result in the withdrawal by the New Jersey Department of Education (NJDOE) of the grantee’s eligibility for the continuation of grant funding. The NJDOE will remove ineligible, inappropriate or undocumented costs from funding consideration.

### 1.5 Dissemination of This Notice

The Office of Student Support Services will make this notice available to the current applicant based upon eligibility requirements outlined in [Section 1.2](#_1.2_Eligibility_to).

Additional copies of the NGO are also available on the NJDOE’s [Discretionary Grant](http://www.nj.gov/njded/grants/discretionary/) web site or by contacting the Office of Student Support Services at the New Jersey Department of Education, River View Executive Plaza, Building 100, Route 29, P.O. Box 500, Trenton, NJ 08625-0500; telephone (609) 376-9109; email ATOD@doe.nj.gov.

### 1.6 Technical Assistance

Technical Assistance information will be given on an individual basis as appropriate for continuation grant programs. If the applicant would like to set up a video or conference call for technical assistance, please call the Office of Student Support Services at 609-376-9109 or email ATOD@doe.nj.gov.

### 1.7 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 completed application through the online Electronic Web Enabled Grant (EWEG) system access through the NJDOE [Homeroom](http://homeroom.state.nj.us) web page **no later than 4:00 P.M. on** **Thursday, July 20, 2023**. Without exception,the ACC will not accept, and the Office of Grants Management (OGM) cannot evaluate for funding consideration, an application received after this deadline.

**The applicant must have a logon ID and password to access the system**. If needed, non-LEA applicants should send an email request to the EWEG help desk. Please allow **24-48 hours** for user registration within EWEG to be completed. Applicants are urged to request access well in advance of the application due date.

Please direct questions regarding access to EWEG to the EWEG help email account.

The NJDOE advises the applicant to plan appropriately to allow time to address any technical challenges that may occur. Additionally, as stated in Section 1.3, beginning in 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 DAEF grant application in EWEG.

The applicant should also **run a consistency check at least 24 hours before the due date** to determine any errors that might prevent submission of the application. The applicant is advised not to wait until the due date to submit the application online as the EWEG system may be slower than normal due to increased usage. **Running the consistency check** **does not submit the application**. When the consistency check runs successfully, a submit button will appear. Once the 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**: The submit button in the EWEG system will disappear as of 4:00 PM on the due date.

Complete applications are those that include all elements listed in Section 3.3, Application Component Checklist, of this notice. Applications received by the due date and specified time will be screened to determine whether they are, in fact, eligible for consideration. The New Jersey Department of Education (NJDOE) reserves the right to reject any application not in conformance with the requirements of this NGO.

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

### 1.8 Reporting Requirements

The grant recipient must submit three program and fiscal progress reports each grant year. All reports will be submitted through the EWEG system. The applicant should check with their Program Officer for information on when the EWEG report system is available. Reports for this program will be due as follows:

|  |  |  |
| --- | --- | --- |
| Report  | Reporting Period | Due Date |
| 1st Interim | September 1, 2023 – December 31, 2023  | January 31, 2024 |
| 2nd Interim | September 1, 2023 – April 30, 2024 | May 31, 2024 |
| Final | September 1, 2023 – August 31, 2024 | October 31, 2024 |

**Interim reports must be based on each activity described in the applicant’s** approved **Project Activity Plan for each reporting period.**

It is recommended that programming is delivered to students during the first reporting period (September 1, 2023 to December 31, 2023), at the minimum level of service (LOS) or greater, and for each subsequent reporting period, as follows:

|  |  |
| --- | --- |
| **Report Period** | **Level of Service** |
| 1st Report | 125 schools |
| 2nd Report | 125 schools |
| Final Report | 50 schools |

As outlined in the chart above, of the 300 required schools to be served, it is recommended that 125 schools be served during the first reporting period, an additional 125 be served during the second reporting period, and the final 50 schools be served by the close of the final reporting period.

**Each report must include** a table, based on the required level of service indicated above, containing information on schools that participated or that are currently participating in the K-12 instructional program arranged by and funded under the grant. The table must include, at a minimum, the following information:

* The name of each public, nonpublic, charter, and/or Renaissance project school.
* The address of each school.
* The name, title, and phone number of the school administrator responsible for each school.
* The dates the program was delivered at each site.
* The number of students served at each school.
* The total length of instructional time for the duration the curriculum was delivered (e.g., 45 mins x 16 classes = 12 hours).

**Please note**: If the length of instructional time is the same for all schools serviced, a written blanket statement may be included within the table detailing the requested information.

In addition to the table, the following must also be submitted with **each report**:

* A brief narrative summary (no more than 1-2 pages in length), detailing an overview of the submitted documents and data.
* Monitoring logs of site observations conducted by the grantee of the law enforcement personnel delivering the K-12 instructional program, including the date of observation, the law enforcement officer’s name and affiliated agency, and the observer’s name, affiliated agency, and title.
* Logs of technical contacts made between the grantee and law enforcement personnel delivering the K-12 instructional program, which will include the date of contact, the law enforcement officer’s name, the organization contact’s name and title, and a brief description of the reason for contact.
* A list of New Jersey law enforcement officers receiving the professional development program, as appropriate, including the title(s) and date(s) of the professional development course(s).

The **1st Report** must include a detailed report describing the following:

* Activities conducted to establish and/or continue a formal working relationship with law enforcement personnel in a minimum of 10 counties statewide.
* Outreach to schools in any or all of the 21 counties to provide services.
* Logs of the dates, agenda and participants of meetings with schools and law enforcement agencies.
* Efforts to ensure appropriate staff is in place to fulfill the requirements of the continuation NGO.
* A list of schools projected to receive the instructional program and a projected schedule for delivering the program to these schools in the second and third trimesters of the grant year.
* Pre-survey data summary.

The **2ndReport** must also include the following information:

* A copy of all subgrant/consultant agreements for the grant year.

The **Final Report** must also include the following information:

* Evaluation information and materials:
	+ Progress towards meeting the data-driven student outcomes (see Section 1.9, Assessment of Program Results), including a report of evaluation methods.
	+ Progress towards meeting the monitoring requirements outlined in Section 2.2, Project Requirements.
	+ An assessment of the quality of the training and the ongoing technical assistance provided to law enforcement officers delivering the program, which may include, copies of law enforcement officers’ evaluations of the training program.
	+ An assessment of the fidelity of law enforcement officers’ delivery of the approved instructional program completed by an independent third-party contractor, as determined through on-site observations/monitoring, utilizing a checklist of essential elements of which may include surveys or other comparable measurement techniques or tools.
	+ Feedback (preferably formal though it should not include any identifying information) from adults in charge of the program sites (i.e., school administrators, school coordinators, program directors) on the effectiveness of program implementation and student outcomes as a result of their participation in the instructional program.
	+ Feedback (preferably formal though it should not include any identifying information) from program instructors on all aspects of program implementation.
	+ A status update of the applicant’s fulfillment of the required activities, including achievement of the objectives, student outcomes, activities/tasks, timelines, and a description of problems and suggested responses.
	+ Copies of all products prepared and used under the DAEF grant program. (**Note**: All resources and materials [printed hard copy, electronic or other means] produced using DAEF funds must prominently be attributed to and display DAEF as the funding source.)
* **Optional:** A statement including any thoughts or feedback aimed at strengthening future DAEF NGOs for NJDOE consideration.

**For each activity that has not been completed during any reporting period, a narrative must be provided containing, at a minimum, the following information:**

* A comparison of the actual accomplishments to the objectives established for the reporting period.
* The reasons for variance if the established objectives were not met, including a discussion of the impact, if any, that such variance may have on the continued program for the subsequent contract period.
* A plan for completing any objectives not accomplished during the reporting period.

All requested information must be submitted as an upload within EWEG.

**Program Income Report**: Applicants may be required to submit a program income report each report period if the program is funded through additional sources. For additional information regarding program income and the program income report please see **Section** **IX.** **Program Income** of **Attachment A** of the [**Grant Agreement Terms and Conditions**](https://www.nj.gov/education/grants/discretionary/management/)**.**

### 1.9 Assessment of Statewide Program Results

The grantee must analyze and submit reports of program evaluation findings throughout the entire span of the grant, including an assessment of student outcomes and provide written recommendations to the NJDOE for improvement of program delivery on an annual basis.

The NJDOE will review and analyze the applicant’s reports, evaluation data and other information for the purpose of assessing the applicant’s achievement of one or more of the following data-driven student grant program outcomes under the goals of the grant program (see Section 1.1, Description of the Grant Program):

* 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.

The Office of Student Support Services will determine grant program success and will make recommendations regarding continued funding based on the information provided by the applicant and any meetings held between the applicant and NJDOE staff, as necessary, as well as any other relevant program information requested by NJDOE.

**Note:** TheNJDOE reserves the right to increase data requirements throughout the grant cycle.

### 1.10 Reimbursement Requests

Payment of grant funds is made through a reimbursement system. Reimbursement requests for any grant funds the applicant has expended 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) request may be submitted per month. In order to receive reimbursement at the beginning of the following month, grantees 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 8th-10th of the following month. The last day to submit a reimbursement request for Year 2 is August 15, 2024.

**Note:** Payments cannot be processed until the award has been accepted in EWEG. Payments can be withheld if the applicant fails to submit required reports. The last day that a [budget modification](https://www.nj.gov/education/grants/discretionary/management/index.shtml) may be submitted in EWEG is May 31, 2024.

## Section 2: Project Guidelines

The intent of this section is to provide the applicant with the framework to continue alignment of its proposed project to meet the purpose of this grant program. Before preparing the continuation application, the applicant is advised to review [Section 1.1, Description of the Grant Program](#_1.1_Description_of), 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 applicant **must** use the Electronic Web-Enabled Grants (EWEG) online application system located on the [NJDOE Homeroom](http://homeroom.state.nj.us/) site.

### 2.1 Project Design Considerations

As the applicant reviews the goals of the DAEF grant (see Section 1.1, Description of the Grant Program), consideration should be given to the impact of any currently implemented programs within the applicant agency and the achievement of positive outcomes. It is the intent of the NJDOE to continue to award funds to the selected grantee to implement an evidence-based national or statewide model that has demonstrated success as a substance use disorder education and prevention program. Considerable thought and planning between the applicant agency and its current or intended schools must occur to ensure proper management of this program.

### 2.2 Project Requirements

The applicant is expected to refine and continue implementation of the originally proposed five-year project that will help school-aged youth develop strategies for resisting substance use and misuse. Furthermore, the applicant is required to adhere to and implement the project requirements as set forth in this section of the application. In reviewing and refining the project, the applicant should consider the following:

* The substance use disorder education and prevention program must be provided to students in any of grades kindergarten through grade 12, as determined by the local education agency (LEA) in collaboration with law enforcement and the grantee, during the school day between September and June.
* Services must be provided in 300 public, nonpublic, charter and/or Renaissance project schools spanning a minimum of 10 counties statewide, must include schools in urban, suburban, and rural areas **and** a minimum of 30 schools out of the total serviced must include those where 25% or more of the student population is identified as economically disadvantaged per the [NJ School Performance Reports](https://rc.doe.state.nj.us/).

**Note**: Services can be provided in any and all of the 21 counties statewide, though a minimum of 10 counties total must be serviced each grant year.

* The chart below provides an example of providing equitable services across counties, using a sampling of 10 counties.

### Equitable Distribution Chart

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Schools** | **Students** | **% To Total Schools** | **% To Total Students** | **Avg. of Percentages** | **# of Schools to be Served** |
| Bergen | 285 | 131009 | 17.28% | 14.55% | 15.92% | 48 |
| Burlington | 127 | 66788 | 7.70% | 7.42% | 7.56% | 23 |
| Camden | 149 | 75638 | 9.04% | 8.40% | 8.72% | 26 |
| Essex | 222 | 116589 | 13.46% | 12.95% | 13.21% | 39 |
| Hudson | 115 | 78625 | 6.97% | 8.73% | 8.32% | 25 |
| Mercer | 96 | 56845 | 5.82% | 6.31% | 6.07% | 18 |
| Middlesex | 191 | 123359 | 11.58% | 13.70% | 12.64% | 38 |
| Monmouth | 181 | 91333 | 10.98% | 10.14% | 10.56% | 31 |
| Ocean | 112 | 66724 | 6.79% | 7.41% | 7.10% | 21 |
| Union | 171 | 93683 | 10.37% | 10.40% | 10.39% | 31 |
| **Total** | **1649** | **900593** |  |  |  | **300** |

* Relationships with public, nonpublic, charter and/or Renaissance project schools must be established to create awareness of the instructional program and to ensure effective implementation of the program in school settings throughout the state.
* The substance use disorder education and prevention program must address alcohol and substance use and misuse prevention and related risk and protective factors.
* The substance use disorder education and prevention program must be delivered by highly trained New Jersey uniformed law enforcement personnel and must supplement and reinforce related life skills education adopted by the State Board of Education under the NJSLS-CHPE Standards and federal requirements and instructional objectives for substance use disorder education and prevention programs, including:
	+ **NJSLS-CHPE Standard 2.1, Personal and Mental Health**
		- Performance expectations within the Personal Growth and Development disciplinary concept, as it pertains to keeping one’s body healthy.
	+ **NJSLS-CHPE Standard 2.3, Safety**
		- Performance expectations within the Alcohol, Tobacco and Other Drugs and Dependency, Substances Disorder and Treatment disciplinary concepts and how to apply these concepts to support a healthy, active lifestyle.
	+ Provision of evidence-based substance use prevention and education programming for students to aid in the decrease and prevention of the illicit use of drugs. [*Every Student Succeeds Act* (*ESSA*), Title IV, Part A, sec. 4108].
* The applicant should only describe and provide those services funded under this grant.
* Through the Contacts tab within EWEG, the applicant must identify an individual who is responsible for the grant and who will serve as a project director, regardless if funds for that position are requested.

### Program Elements

The following is a list of required program elements by application section that are integral to the design and implementation of the grantee’s project. The applicant is required to include information in the application separately addressing each of the program requirements described below for the entire five-year grant program, unless otherwise specified.

Additionally, a Project Update is required, which is a 250–300 word statement about the Year 1 accomplishments and how they will impact Year 2 implementation.

Project Description

Describe in a detailed narrative the project design for years two through five and note any plan updates for implementing the project from the initial application, taking experiences during the first year of the grant program into account.

* **Delivery System**: Describe how the applicant will continue to increase awareness of the program and establish relationships with the appropriate number of schools in the minimum 10 counties state-wide to support the development and delivery of the program in New Jersey public, nonpublic, charter and/or Renaissance project schools in urban, suburban, and rural areas.
* **Program Evaluation**: Submit an **evaluation plan** in EWEG for the DAEF grant program that will document all services provided and will determine the degree and quality of the instructional program as implemented, as well as the effect on student learning and/or behavioral change. The evaluation plan must be specifically designed to measure achievement of the approved program goals and objectives and, at a minimum, one of the student outcomes described in Section 1.1, Description of the Grant Program and Section 1.9, Assessment of Statewide Program Results, and the Final Report, Section 1.8, Program and Fiscal Reporting Requirements, and demonstrate the:
* Effectiveness of the program in achieving project objectives and the required student outcome(s).
* Fidelity of law enforcement officers’ delivery of the instructional program, as determined through on-site observations, utilizing a checklist of essential elements, of which also may include surveys or other comparable measurement techniques or tools.

The evaluation also must include: 1) feedback from adults in charge of each of the schools receiving program services (e.g., school administrators, school coordinators, program directors) and program instructors on student changes and effective implementation of the program, per the requirements described in Section 1.7, Reporting Requirements and 2) the quality law enforcement officers delivering the curriculum.

* **Training and Technical Assistance**: The applicant must describe how law enforcement personnel will continue to be provided with high-quality training in the delivery of the instructional program to K-12 students. The applicant must also describe the ongoing technical support for continuous implementation of the program, including:
	1. Regularly scheduled on-site observations/monitoring of officers delivering the curriculum.
	2. Technical assistance contacts with officers delivering the curriculum utilizing a checklist of essential elements, of which also may include surveys or other comparable measurement techniques or tools. The NJDOE reserves the right to attend any training session unannounced.
* **Evidence-based Substance Use Disorder Education and Prevention Program**: The applicant must provide research-based evidence that the instructional program to be used and the delivery of the program meets the following:
* Are consistent with the evidence literature, which must be cited in the application, for substance use and misuse prevention and life skills-based education.
* Have a substantial likelihood of achieving, at a minimum, one of the student outcomes described in Section 1.1, Description of the Grant Program, and Section 1.8, Assessment of Statewide Program Results.
* Meet the purposes for the program set forth in this NGO.
* **Student-Centered Activities**: The applicant must demonstrate the following:
* How the proposed instructional program is developmentally appropriate for each student grade level (K-12).
* How the program teaches K-12 students developmentally appropriate life skills, which may include social and emotional learning skill development.
* How the delivery of the program is predominantly student-focused, interactive, and experiential (e.g., skill modeling by instructors, student skill practice and mastery, instructor coaching of skill practice, student discussion, student activities), rather than instructor-centered and didactic.

Goals, Objectives and Indicators:

Using the stated program goals, Section 1.1, Description of the Grant Program**,** the applicant must review, and if necessary, update the measurable objectives and indicators for years two through five of the five-year project that are designed to support the program goals and achieve, at a minimum,one of the student outcomes described in Section 1.1, Description of the Grant Program, and Section 1.9, Assessment of Program Results. While the selection of only one outcome is required, the applicant is encouraged to select more than one of the student outcomes to strengthen the program.

All objectives, including any updated, should be (1) relevant to the selected goal, (2) applicable to grant-funded activities, (3) clearly written and (4) measurable. Objectives should clearly illustrate the plan to achieve the goal(s). They must be achievable and realistic, while identifying the “*who, what and when”* of the proposed project. Objectives must be results-oriented, and clearly identify what the project is intended to accomplish. They must contain quantitative information, benchmark(s) and how progress will be measured. Objectives should also link directly to individual stated needs and provide a time frame for completion.

All indicators, including any updated, should describe the methods that will be used to evaluate the progress toward achievement of the goal and objectives, as well as the overall grant project outcomes. Also, indicators should describe the measures and instruments to be used, the individuals responsible for developing and conducting the evaluation, and how results will be used to improve project outcomes.

Project Activity Plan:

The Project Activity Plan should follow the goal(s) and objectives that were listed in the previous section. **The Activity Plan is for Year Two only**. Listed activities should represent the steps that it will take to achieve each identified objective. Also, the activities that are identified in this section serve as the basis for the individual expenditures that are being proposed in the budget. Be sure to review the Goal(s) and the Objectives when constructing the Project Activity Plan to ensure that appropriate links have been established between the goal(s) and objectives and the activities. Within EWEG, applicants should:

* State the relevant objective in full in the space provided. Number the Goal 1 and each objective 1.1, 1.2, 1.3, etc.
* Describe all of the tasks and activities planned for the accomplishment of each goal and objective.
* List all the activities in chronological order.
* Space the activities appropriately across all report periods of the grant project.
* Identify the staff directly responsible for the implementation of the activity. If the individual conducting the activity is not referenced appropriately on the Project Activity Plan, it may not be possible to determine an allocation of the requested cost, and costs may be disallowed.
* List the documentation that tracks the progress and confirms the completion of each activity, such as agenda, minutes, curriculum, etc.
* In the Report Period Column on the Project Activity Plan, indicate with a checkmark the period in which the activity will be implemented. If the activity is ongoing or recurring, place a checkmark in the boxes under each period in which the activity will take place.
* Do not list the project director or other person with general oversight authority for the project as the “person responsible” for carrying out **all** activities.

**Assurances**

In an effort to maintain consistency, the applicant must read, sign, scan, and upload the Drug Abuse Education Fund Grant Program Statement of Assurances (Appendix B) using the Upload tab as part of their EWEG application.

### 2.3 Budget Design Considerations

Once the objectives that will guide the work in the continuation 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 applicant’s budget must be well-considered, necessary for the continuation of the project, remain within the funding parameters contained in this NGO, and demonstrate prudent use of resources. 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 sufficient to support each proposed cost.

Guidance on constructing a grant budget may be found in the [Pre-award Manual for Discretionary Grants](https://www.nj.gov/education/grants/discretionary/apps/).

**The budget submitted as part of the application is for the specified 12-month grant period only (September 1, 2023 – August 31, 2024).**

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.

### 2.4 Budget Requirements

All applicants may apply for 12 months of funding. The budget may not exceed $375,000. Budget requests must be clearly linked to the specific project activities and objectives of the DAEF grant. Please note that all costs must be reasonable and necessary to the implementation of grant project activities. Additionally, applicants must provide sufficient explanation of budgeted costs, including the calculation detail (cost-basis).

To reduce the number of pre-award revisions and the risk of disallowed costs under the Budget section of EWEG, please review Appendix C, Budget Tips.

The provisions of N.J.A.C. 6A:23A-7 contain additional requirements concerning prior approvals, as well as expenditures related to travel. It is strongly recommended that the applicant work with their business administrator when constructing the budget. The NJDOE applies these restrictions uniformly to all grantees.

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

* No reimbursement for in-state overnight travel (meals and/or lodging).
* No reimbursement for meals on in-state travel.
* Mileage reimbursement is capped at $.47/mile.

#### Eligible Costs

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

1. Salaries and benefits for law enforcement personnel to deliver the instructional program.
2. Consultant fees and expenses and other purchased services in support of the NGO.
3. Salaries and benefits to support project administration, which must be justified by the activities in the approved Project Activity Plan and must directly support the arrangement and delivery of the instructional program and the administration of this grant. These salaries and benefits must be prorated according to grant-related and non-grant-related functions, as appropriate.
4. Purchase of curricula.
5. Purchase of materials and supplies that are required components of the approved curriculum.
6. Professional development and training for law enforcement personnel in support of grant-funded projects and services.
7. Planning for grant-funded projects and services.
8. Project evaluation.
9. Other approved direct costs and operating expenses (i.e., printing, telephones, postage and travel), that are necessary to perform grant functions. **All travel expenses must relate directly to project activities and be well justified**. Grant funds may be used to pay necessary travel expenses only for personnel directly involved in this grant program.

#### Ineligible costs

Funds may **not** be used for the following:

1. Administrative costs, including salaries and benefits of personnel not providing direct services under this grant, computers and other costs that are not direct service.
2. Food, including snacks or refreshments for participants or staff, including, but not limited to, required orientation or professional development trainings, scheduled in-service trainings, and advisory board meetings.
3. Summer programs for students.
4. Supplanting local, state, or federal funds already designated for grant-related activities.
5. Indirect costs.
6. Vehicle purchases.
7. Entertainment.
8. Fundraising activities.
9. Maintenance of vehicles.
10. Purchase of office furniture.
11. Purchase of equipment.
12. Capital construction or renovation.
13. Medical services, drug treatment, or rehabilitation.
14. Religious practices or programs; such as religious instruction, worship, or prayer.
15. In-and out-of-state overnight meals and/or lodging.
16. Memberships to associations and organizations.
17. Costs that are not directly related to the arrangement and delivery of the instructional program and that are not supported by this NGO.

**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 continuation of this grant, the grantee 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](https://www.nj.gov/education/grants/discretionary/apps/).

You must submit your application using the online EWEG system found at the [NJDOE Homeroom](https://homeroom.state.nj.us/). Paper copies of the application **will not be accepted**. The applicant should refer to Appendix D for general tips on completing the application online through the EWEG system.

### Review of Applications

NJDOE staff will review the continuation grant application on the basis of high-quality and comprehensiveness, including consistency with the comprehensive project plan selected and approved in the application under the initiating multi-year NGO. The application will also be reviewed for completeness, accuracy, and appropriateness of response to each of the items identified in Section 2. Additionally, the final Year Two award will be based on program and fiscal performance in Year One, through on-site and desk monitoring, tri-annual reports, local and state level evaluations, adequate and efficient use of federal funds and other areas deemed appropriate by the NJDOE.

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.

### Application Component Checklist

The following components are required (see first column) to be included as part of the EWEG application. Failure to include a required component may result in the application being removed from consideration for funding. Use the checklist (see secondcolumn) to ensure that all required components have been completed in the application.

|  |  |
| --- | --- |
| Required Components in EWEG |  |
| EWEG Tab/Subtab | Check (*ü* ) if included |
| Admin (Contacts, Allocation, Assurance, Board Resolution and UEI-SAM). |  |
| Budget (Year 2 only). |  |
| Narrative ([Update, Project Description, Goals/Objectives/Indicators – Years 2-5] and Activity Plan [Year 2 only]). |  |

| Required Components to Upload in EWEG  |  |
| --- | --- |
| Component | Check (*ü* ) if included |
| “Entity Overview” page from the applicant’s [SAM](http://www.sam.gov) profile. |  |
| Documentation of Eligibility Form (Appendix A). |  |
| Statement of Assurances Form (Appendix B). |  |
| New Jersey Charities Registration Number or 10-digit incorporation number as requested in Section 1.2. |  |
| Proof of New Jersey residency as requested in Section 1.2. |  |

**Please note**: that the following characters are not recognized by EWEG (“, -!@#$ %^&\*( )”~/<>{} and bullets). When uploading documents to EWEG, please use the Adobe pdf format and be sure to properly label each document with the **title of the form, not the appendix number**.

## Appendix A

### Drug Abuse Education Fund Grant Program

### Documentation of Eligibility

This document is to be completed, signed, scanned, and uploaded with the EWEG application as certification of the applicant’s ability to utilize law enforcement personnel in providing substance use disorder education and prevention programs, in accordance with the provisions in this NGO.

The applicant certifies that it currently has a formal working relationship with law enforcement agencies in ten or more counties statewide for the provision of substance use disorder education and prevention and will continue those relationships and establish formal working relationships in additional counties as necessary, to serve the required population of students (see [Section 2.2](#_2.2_Project_Requirements), Project Requirements) for the purposes of this grant.

I, certify that I and/or appropriate representatives of

 (Type or Print Name of Applicant Agency Chief Executive Officer)

 have read and accept the terms of the NGO.

 (Type or Print Name of Organization)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Organization Address) (Organization Telephone)

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 (Signature of Applicant (Date) (Board Approval Date)

 Agency Chief Executive Officer)

## Appendix B

### Drug Abuse Education Fund Grant Program Statement of Assurances

This form is to be completed, signed, scanned, and uploaded as part of the EWEG application.

(insert applicant agency name) hereby assures that:

1. The program provided for students will target 300 schools in a minimum of 10 counties statewide.
2. The grades to be served (kindergarten through grade 12) will be determined by the local education agency (LEA) in collaboration with law enforcement and the grantee.
3. A minimum of 30 schools out of the total serviced will be those where 25% or more of the student population are identified as economically disadvantaged per the [NJ School Performance Reports](https://rc.doe.state.nj.us/) and that no one county will include a gross overrepresentation of schools serviced.
4. The program funds will be used for authorized programs and activities.
5. Law enforcement personnel will deliver the evidence-based instructional program to meet the goals and objectives established in the Drug Abuse Education Fund Grant Program Notice of Grant Opportunity (NGO).
6. Law enforcement personnel delivering the evidence-based substance use disorder education and prevention program are provided with training and ongoing technical assistance as defined in Section 2.2.
7. All resources and materials (printed hard copy, electronic or other means) produced using DAEF funds will be prominently attributed to and display DAEF as the funding source.
8. They will adhere to and implement the project requirements set forth in the NGO.

Click or tap here to enter text.

Print Name of Applicant Agency Chief Executive Officer

 Click or tap here to enter text.

Signature of Applicant Agency Chief Executive Officer Date

## Appendix C

### Budget Tips

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

* Explain what the amounts in the ‘How Many’ and ‘Cost per Unit’ boxes represent for the Supply, and Other tabs budget entries. 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 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.

## Appendix D

### Electronic Web-Enabled Grants System (EWEG) Tips

The following are tips to working within the EWEG system. Please take note as this would ease submission of applications.

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 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, remove special characters. These include quotation marks, apostrophes, hyphens and all of the other special characters (!@#$%^&\*()”~/<>{} and bullets). Avoid fancy formatting as 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 apostrophes, quotation marks and bullets. Use the following procedure to resolve this problem:
	* Remove the apostrophes and quotation marks 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 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 (like the Needs Data page). 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.
7. If using Internet Explorer versions higher than 7.0, access the EWEG site in

“Compatibility Mode” or you may have unexpected errors and not be able to view all

application pages.

1. Substance Abuse and Mental Health Services Administration. *Behavioral Health Barometer: New Jersey, Volume 6: Indicators as measured through the 2019 National Survey on Drug Use and Health and the National Survey of Substance Abuse Treatment Services*. HHS Publication No. SMA–20–Baro–19–NJ. Rockville, MD: Substance Abuse and Mental Health Services Administration, 2020. [↑](#footnote-ref-1)
2. NJ Department of Human Services, Division of Mental Health and Addiction Services. *New Jersey Drug and Alcohol Abuse Treatment: Substance Abuse Overview 2021 Statewide.* [↑](#footnote-ref-2)
3. Johnston, L. D., Miech, R. A., O’Malley, P. M., Bachman, J. G., Schulenberg, J. E., & Patrick, M. E. (2022). Monitoring the Future national survey results on drug use 1975-2021: Overview, key findings on adolescent drug use. Ann Arbor: Institute for Social Research, University of Michigan. [↑](#footnote-ref-3)