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| Youth Suicide Prevention and Awareness Campaign  25-AA06-H05  Program Term Date: July 1, 2024 – June 30, 2026  Application Due Date: Tuesday, May 21, 2024 no later than 4:00 P.M. |
| Kevin Dehmer  Acting Commissioner of Education  Kathy Ehling  Assistant Commissioner  Luiz Pereira  Director  Office of Student Support Services  FY25  21-100-034-5064-242  New Jersey Department of Education  P.O. Box 500 ● Trenton, NJ 08625-0500 |

The following are requirements and instructions for a Notice of Grant Opportunity (NGO) from the New Jersey Department of Education (NJDOE). Instructions on how to gain access to the application and how to complete the application in the Electronic Web-Enabled Grant (EWEG) system are available in [the Discretionary Grants Manual](https://www.nj.gov/education/grants/discretionary/apps/).

When responding to this NGO, applicants must use [the EWEG online application system](https://njdoe.mtwgms.org/NJDOEGmsWeb/logon.aspx) on the NJDOE’s [Homeroom](http://homeroom.state.nj.us/) webpage. In the EWEG GMS page scroll down to view “Available” grants to initiate the application. If the application is not available, contact [EWEG help](mailto:grants.vendors@doe.nj.gov) to gain access to the application. The responsibility for a timely submission resides with the applicant. The Application Control Center (ACC) must receive the completed application through the online EWEG system through the NJDOE Homeroom webpage by no later than 4:00 P.M. on the due date of the application. Without exception, the ACC will not accept, and the Office of Grants Management (OGM) cannot evaluate an application submitted after this deadline for funding consideration.

**Table of Contents**

I. Grant Program Information 5

I.1. Purpose of the NGO 5

I.2. Federal Compliance Requirements - Unique Entity Identifier (UEI) Registrations 5

I.3. Award Management SAM Application 5

I.4. Dissemination of This Notice 5

I.5. Access to the EWEG Application 5

I.6. Application Submission 5

I.7. Application Review Criteria 6

I.8. Grantee Award Notifications 6

I.9. Open Public Records 6

II. Completing the Application 8

II.1. General Instructions for Applying 8

II.2. Application Technical Assistance Session 8

II.3. Grant Deliverables 8

II.4. Project Design Considerations 8

II.5. Application Component Required Uploads 17

II.6. Allowable Uses and Eligible Activities 18

II.7. Sub-granting Funds 18

II.8. NonPublic Participation 18

II.9. Apportionment of Grant Funds 18

II.10. Eligible Costs 19

II.11. Ineligible Costs 19

III. Grant Agreement and Program Requirements 21

III.1. Mandatory Orientation and Training 21

III.2. Reporting Requirements 21

III.3. Interim Activity Reports 21

III.4. Fiscal Reimbursement and Fiscal Interim Report Requirements 21

III.5. Reporting Periods 22

III.6. Monitoring 22

III.7. Acceptable Documentation for Grant Monitoring 22

III.8. Grant Amendments 23

III.9. Suspension/Cancellation of Grant/Loan Agreement and/or Reduction in Funding 23

III.10. Grant Close Out 24

III.11. Federal Requirements 24

IV. Appendices………………………………………………………………………………………………………………………………………………………… 25

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**It is a policy of the New Jersey State Board of Education and the State Department of Education that no person, on the basis of race, color, creed, national origin, age, sex, handicap or marital status, shall be subjected to discrimination in employment or be excluded from or denied benefits of any activity, program or service for which the department has responsibility. The department will comply with all state and federal laws and regulations concerning nondiscrimination.**

# Grant Program Information

## Purpose of the NGO

The New Jersey Department of Education (NJDOE) is dedicated to the well-being of our state's youth, and we recognize the urgency of addressing the critical public health concern surrounding youth mental health and suicide prevention. Considering recent findings from both the [Centers for Disease Control and Prevention](https://www.cdc.gov/nchhstp/newsroom/2022/2021-ABES-Findings.html) and the [Born This Way Foundation](https://bornthisway.foundation/research-survey/), which highlight the alarming rates of poor mental health and persistent sadness among high school students, as well as the challenges they face in accessing care, we are pleased to announce an opportunity for experienced organizations to apply for a grant-funded program, the Youth Suicide Awareness and Prevention Campaign.

Our commitment to ensuring New Jersey's youths’ safety, emotional well-being, and academic success is unwavering. To this end, we are inviting organizations with a demonstrated track record in facilitating large-scale youth suicide prevention and awareness efforts to submit proposals for a grant that will support a comprehensive suicide prevention, awareness, and training campaign.

We invite organizations to partner with us to develop and implement evidence-based strategies that will reduce the incidence of suicide among students and families. Together, we can create a collective impact and make a meaningful difference in the lives of young individuals.

We expect potential applicants to develop a comprehensive and impactful Suicide Prevention Awareness Campaign that includes creating and disseminating educational materials, conducting training sessions to equip stakeholders with the necessary skills, and implementing community outreach initiatives to raise awareness about suicide prevention. Furthermore, we encourage applicants to focus on measurable outcomes that demonstrate the effectiveness of their campaign in improving student mental health and well-being.

**Application Type: Open Competitive**

**Target Audience:** Local Education Agency (LEA),   
 Community-Based Nonprofit Organization (CBO), or   
 Institutes of Higher Education (IHE)  
Other\*:**[Organizations with demonstrated experience in facilitiating large-scale Youth Suicide Prevention and Awareness efforts.]**

## Federal Compliance Requirements - Unique Entity Identifier (UEI) Registrations

In accordance with the Federal Fiscal Accountability Transparency Act (FFATA), all grant recipients must have a valid Unique Entity identifier (UEI). As part of the government-wide initiative, NJDOE will join other Federal agencies and transition from the use of the Dun and Bradstreet Data Universal Numbering System (DUNS) to the new UEI for all grant recipients and applicant organizations. UEIs are the primary means of entity identification for Federal awards and are required in accordance with 2 CFR Part 25. The UEI number is administered by the Federal Government in SAM.gov (System for Award Management).

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
* If at least eight (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 into the Award Management SAM Application in EWEG and updated on a yearly basis.

## Award Management SAM Application

Prior to applying for a grant application, all Local Education Agencies (LEA), Community-Based Nonprofit Organizations (CBO), or Institutes of Higher Education (IHE) must create a profile in the NJDOE EWEG’s AWARD Management SAM application to include the district’s UEI information:

Key steps/actions:

* + - 1. Create and submit the AWARD Management SAM application in EWEG if your entity has applied for or has received other grants from the NJDOE.
      2. When completing the AWARD Management SAM application, entities must enter an active SAM UEI and upload a copy of its SAM Entity Overview page. Applicants must ensure their address has the correct zip plus four in their address and both the SAM.GOV and the LEA Central Contacts in EWEG must match to be compliant with FFATA reporting.
      3. To renew an existing SAM UEI or apply for a SAM UEI, entities must go through [www.sam.gov](http://www.sam.gov/).

Failure to complete or update the AWARD Management SAM application in EWEG will prevent the applicant from viewing, creating, and submitting applications in the EWEG system.

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

## Dissemination of This Notice

The Office of Student Support Services will make this notice available to eligible applicants listed in section I.1. based upon the eligibility statement, to the Office of Comprehensive Support Team Leaders, and to the county superintendents of the counties in which the eligible agencies are located.

Additional copies of the NGO are also available on the NJDOE’s [Discretionary Grant](http://www.nj.gov/njded/grants/discretionary/) website or by contacting the Office of Student Support Services at the New Jersey Department of Education, 100 River View Plaza, Route 29, P.O. Box 500, Trenton, NJ 08625-0500; telephone (609) 376-6109 fax (609) 633-9655 ,   
Email Contact – SafeSupportiveSchools@DOE.nj.gov

## Access to the EWEG Application

To initiate the application, the applicant must have EWEG system logon credentials. Once you logon, go to the GMS Access Select page and scroll down to view “Available” applications. If an application is not visible in the EWEG system, contact your district’s Web (Homeroom) Administrator to request access to the application via EWEG help. LEA applicants without log on credentials must contact their district’s Web (Homeroom) Administrator to request access to the EWEG system. Non-LEA applicants must request access by sending an email to: eweghelp@doe.nj.gov. Please allow up to 24-48 hours for the registration to be completed in the EWEG system. The NJDOE advises applicants to plan appropriately to allow time to address any technical challenges that may occur. Additionally, applicants should run a consistency check at least 48 hours before the due date to determine any errors that might prevent the submission of the application. Applicants are 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 application is complete and has passed a clean consistency check with no error messages, the applicant may submit the application by clicking the Submit button and wait for the EWEG system message indicating the application was submitted. The application status will update in the GMS Select page to “Submitted for Review” along with the date the application was submitted.

**IMPORTANT:** Once the application has been submitted via EWEG, the application will not be returned to the applicant for editing, nor can additional information or missing documentation be submitted to the department for application review consideration. **Please Note: The submit button in the EWEG system will disappear as of 4:00 PM on the due date**. Please refer to the [Discretionary Grants Manual](https://www.nj.gov/education/grants/discretionary/apps/) for instructions on how to work in EWEG.

## Application Submission

The Application Control Center (ACC) must receive the completed application through the online EWEG system access through the NJDOE [Homeroom](http://homeroom.state.nj.us) web page **no later than 4:00 P.M. on Tuesday, May 21, 2024.** Without exception, the ACC will not accept, and the Office of Grants Management (OGM) cannot evaluate for funding consideration, an application after this deadline.

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.

Completed applications are those that include all elements listed in [Section II.5.](#_Application_Component_Required), Application Component Required Uploads checklist. Applications received by the due date and specified time will be screened to determine whether they are, in fact, eligible for consideration. 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. Applications submitted via FAX will not be accepted under any circumstances.**

## Application Review Criteria

To be considered for funding, all grant applications complete a two-tiered review. First, the application will be reviewed and scored by a panel of three evaluators. The evaluators will only use the information provided in the EWEG grant application under the Narrative Tabs which include the Need, Project Description, Project Activity Plan, Goals/Objectives – Indicators and Activity Plan, Commitment and Capacity, the Budget Tabs, and all required documentation uploaded as noted in [Section II.5](#_Application_Component_Required). In addition to how well the content addresses [Section II.4.](#_Project_Design_Considerations_1), the evaluators will also review the NGO application for completeness and accuracy.

The second review is done by the Program Office responsible for administering the program. The Program office reviews the application as noted in Section I.1 Purpose of the NGO, and Section II.4., Project Design Components. The NJDOE reserves the right to reject any application, not in conformance with the requirements and intent of this NGO. The total point value for the NGO is 100 points.

Once scored, applications will be awarded based on rank order from highest to lowest score until grant allocated funds are exhausted.

## Grantee Award Notifications

Applicants will be notified via the EWEG system to the emails listed in the Contacts Tab and a list will be posted under the link to the NGO located in the NJDOE, Office of Grants Management, Grant Opportunities webpage.

In addition to the notifications mentioned above, the status will change on the EWEG GMS page from “Submitted for Review” to one of the following:

* Preliminary Approved – For applicants awarded the grant funds by scoring 70 points or greater and meeting the eligibility criteria, where funds are available. Approved Applications will be notified via EWEG with instructions on how to proceed with the Pre-Award process. In addition, instructions on how to initiate the Pre-Award process can be found in the [Discretionary Grants Manual](https://www.nj.gov/education/grants/discretionary/apps/).
* No Award – For those remaining applicants where either the applicant scored the 70-point or greater and met the eligibility criteria, but funding was exhausted; and those applicants not meeting the 70-point threshold, and/or the intent of the NGO listed in [Section II.4.](#_Project_Design_Considerations_1), Program Design Consideration.

## Open Public Records

Please be advised that in accordance with the Open Public Records Act P.L. 2001, c. 404, all applications for discretionary grant funds received September 1, 2003, or later, as well as the evaluation results associated with these applications, and other information regarding the competitive grants process, will become matters of public record upon the completion of the evaluation process and will be available to members of the public upon request.

# Completing the Application

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 NGO. Before preparing applications, potential applicants are advised to review Section I, Grant Program Information, 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 III, Grantee Agreement Requirements will complete the applicant’s understanding of the specific considerations and requirements that are to be considered and/or addressed in their project.

## General Instructions for Applying

To apply for a grant under this NGO, applicants must prepare and submit a complete application by the deadline. The following components in their related EWEG Tabs in the application are required to be completed:

Admin Tab – Contacts, Allocation, Assurance, Board Resolution,   
Narrative Tab – Abstract, Project Description, Need, Goals & Objectives, Project Activity Plan, Organizational Commitment & Capacity

Budget Tab – All related subtabs.

Upload Tab – The required documents to be included in the application as stated in the NGO.

The application must be a response to the State’s vision as articulated in Section I. Grant Program Information of this NGO. It must be planned, designed, and developed in accordance with the program framework articulated in Section II. Completing the Application. The applicant may wish to consult additional guidance found in the [[Discretionary Grants Manual](https://www.nj.gov/education/grants/discretionary/apps/)](https://www.nj.gov/education/grants/discretionary/apps/docs/PreAwardManual.pdf).

## Application Technical Assistance Session

**Tuesday, May 7, 2024**

**Teams Virtual Meeting:** [**Click here to register**](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fhomeroom5.doe.state.nj.us%2Fevents%2Fdetails.php%3Ft%3D2%3Brecid%3D47972&data=05%7C02%7CChris.Bleiholder%40doe.nj.gov%7C83de44eaffec4a1a51f008dc6a03272a%7C4b4f7312dd094959b666d5ba6dc8f4b4%7C0%7C0%7C638501809006821335%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=hd6VAsAdx5qiKLQFmjvvDBWwkw2oA0abOCNYo8EqVMY%3D&reserved=0)**.**

**In-person Meeting:** Preregistration is required by [insert date]. Please register [online](https://homeroom5.doe.state.nj.us/events/) here Registrants requiring special accommodation for the Technical Assistance Workshop should identify their needs at the time of registration.

## Grant Deliverables

Youth suicide statistics in New Jersey, as revealed by the [2021 Youth Behavior Risk Survey](https://nccd.cdc.gov/youthonline/app/Results.aspx?LID=NJ), underscore the pressing need for action:

* 50% of middle school students reported experiencing several days or longer when they spent most of the day feeling sad, empty, or depressed.
* 42% of high school students reported feeling so sad or hopeless every day for at least two weeks that they stopped doing some of their usual activities.
* 20% of high school students considered attempting suicide in the past year.

The NJDOE envisions a collaborative approach to suicide prevention involving the NJDOE and Non-Governmental Organizations. To realize this vision, we seek proposals from organizations with expertise in youth suicide awareness and prevention to utilize grant funds totaling $550,000.

The selected applicant will be tasked with achieving the following essential outcomes:

1. **Host a Statewide Mental Health and Suicide Prevention Conference:**

The selected applicant will organize and host a statewide mental health conference to further our commitment to mental health awareness and suicide prevention. This conference will serve as a platform for educators, mental health professionals, community leaders, and stakeholders to unite, share knowledge, and explore innovative strategies to address youth suicide and promote overall mental wellness.

1. **Develop a Suicide Awareness Campaign:**

The chosen organization will create a comprehensive suicide awareness campaign tailored to the unique needs of New Jersey's school-aged youth (twelve to 21 years old) and their families. This campaign will play a pivotal role in raising awareness about the signs of suicidal behavior, reducing stigma around mental health issues, and providing resources and support for individuals at risk. Grantees must create a comprehensive agenda, secure knowledgeable speakers, provide tangible resources to attendees, emphasize networking and collaboration opportunities throughout the event, and implement real-time evaluation mechanisms.Grantees must create engaging campaign materials, employ targeted outreach strategies, monitor engagement, and incorporate storytelling to promote resiliency and protective factors, including targeted outreach to key stakeholders and web advertisements focusing on suicide warning signs and prevention measures.

1. **Create Online Prevention Training for Educators Statewide:**

In compliance with the requirements outlined in [P.L. 2022, c.528](https://pub.njleg.gov/Bills/2022/S1000/528_I1.PDF), the selected organization will develop universally available online prevention training modules for educators and other school personnel. These training modules will ensure that all educators have the knowledge and skills to identify signs of suicide risk, appropriately support students of diverse and underserved populations, and connect them with relevant resources. Grantees must develop an interactive online training series that supports educators and school personnel to recognize warning signs, connecting students to services, and helping those returning to school after a suicide attempt, with customization to address specific high-need populations.

These deliverables align with our dedication to the safety and well-being of New Jersey's youth and Governor Murphy's four pillars of the Strengthening Youth Mental Health Playbook. We firmly believe that these initiatives will not only raise awareness about youth suicide but also provide essential tools, resources, and training to those who play a vital role in the lives of our students. The successful applicant will have a demonstrated track record of addressing youth suicide and promoting mental health awareness, with a keen understanding of the unique challenges and opportunities presented by New Jersey's rich diversity.

## Project Design Considerations

The New Jersey Department of Education (NJDOE) is committed to addressing the urgent need for youth mental health awareness and suicide prevention initiatives. In line with this commitment, the NJDOE is announcing a grant opportunity to support a comprehensive project with three supporting goals:

**Goal 1:** By September 2024, launch and manage a year-long statewide suicide awareness campaign targeting school-aged youth (twelve to 21 years old) and their families.

* Conduct focus groups involving school-aged youth (twelve to 21 years old), their families, educators, mental health professionals, and community stakeholders to gather input and ensure the campaign's content and materials are relevant, relatable, and impactful.
* Create engaging and informative campaign materials, that can include digital content, brochures, posters, and online resources.
* Implement a robust social media strategy that includes regular posting of suicide awareness content, interactive Q&A sessions with mental health experts, and the use of trending hashtags to increase campaign visibility and engagement among the target demographic.
* Conduct a comprehensive analysis of the campaign's impact on high-risk populations within the age group of 12 to 21, such as LGBTQ+ students and marginalized communities.
* Evaluate the effectiveness of campaign materials and strategies in addressing their specific needs.
* Embed story telling in the awareness campaign to encourage resiliency and protective factors.
* Conduct targeted outreach and presentations for known Gender and Sexualities Alliance Networks/Gay and Straight Alliances.
* Create web advertisements informing the public of the warning signs of suicide and/or depression and preventive measures.
* Establish partnerships with local media outlets, such as TV and radio stations, to broadcast public service announcements, interviews, and documentaries related to the campaign's goals. Leverage the influence of media to reach a wider audience and promote suicide awareness.
* Establish a system for ongoing evaluation and adjustment of the campaign's messaging and strategies based on feedback from target audiences, stakeholders, and mental health experts. Regularly update and adapt campaign materials to ensure their relevance and effectiveness.
* Create a comprehensive, user-friendly website or app as a central hub for campaign resources. Include features such as self-assessment tools, crisis helplines, educational videos, and a community forum for sharing experiences and support.

**Goal 2:** Create and provide a comprehensive, interactive, and user-friendly online training series for educators and school personnel, customized to address high-need populations as directed thorough legislative requirements detailed in [P.L. 2022, c.528](https://pub.njleg.gov/Bills/2022/S1000/528_I1.PDF). Ensure compatibility with various devices, accessibility, and ease of use. See Appendix 1 for guidelines in developing training content.

* Conduct a thorough needs assessment and gather input from key stakeholders, including educators, school personnel, students, and parents, to identify specific training topics and priorities that will most effectively address high-need populations as required by legislative mandates.
* Develop a comprehensive, interactive, and user-friendly online training series focused on recognizing warning signs, connecting students to services, and supporting students returning to school after a suicide attempt.
* Create a marketing and outreach plan to promote the training series within the education community, emphasizing its benefits, accessibility, and relevance to high-need populations. This plan should include strategies for engaging educators and school personnel, as well as a clear communication plan for disseminating information about the training to the target audience.
* Collaborate with legal experts and regulatory authorities to ensure that the training series complies with all relevant laws and regulations, addressing issues such as data privacy, consent, and reporting requirements.
* Customize training modules to cater to the specific roles within schools, including teachers, administrators, school counselors, and support staff, ensuring that each group receives content and strategies tailored to their responsibilities and interactions with students.
* Collaborate with mental health experts, psychologists, and school counselors to provide valuable insights, case studies, and practical strategies within the training modules, enhancing the depth and effectiveness of the content.
* Enhance engagement and practical application by incorporating interactive simulations and role-playing scenarios that allow educators and school personnel to practice and apply restorative techniques within a controlled virtual environment.
* Ensure compatibility with various devices, accessibility, and ease of use for educators and other school personnel.
* Establish a robust data collection and reporting system to monitor the effectiveness of the training, gathering feedback from users, tracking completion rates, and measuring the impact of the training on supporting at-risk students and improving school environments.
* Deliver training materials to the NJDOE in a manner that can be shared broadly and beyond the timeframe of the grant-funded program.

**Goal 3:** Organize and convene a large-scale, statewide conference on mental health awareness and youth suicide prevention geared towards educators and families of youth school-aged youth (twelve to 21 years old).

* Develop a comprehensive conference agenda and program covering mental health awareness and youth suicide prevention.
* Develop a targeted marketing and outreach strategy to reach educators and families of school-aged youth (twelve to 21 years old). This strategy should include utilizing social media, email campaigns, educational networks, and community organizations to ensure broad participation and awareness.
* Identify and secure knowledgeable speakers and breakout session facilitators in collaboration with designated staff at the New Jersey Department of Education.
* The grant recipient must use presenters with documented expertise in the subject matter of the training(s) or workshop(s) they will provide.
* The content of the training should be flexible enough that it is easily applied to the diverse contexts of the participating project schools.
* Identify tangible resources attendees can take with them upon leaving the conference.
* Coordinate logistical aspects, including venue selection, audio-visual equipment, signage, and registration.
* Create a user-friendly conference website or app that provides attendees with detailed information on the agenda, speakers, breakout sessions, and resources. This platform should also allow attendees to register, connect with speakers, and access post-conference materials.
* All trainings, workshops and conferences must be advertised a minimum of eight weeks before the actual date of the training. This can include advertising the event through various media and channeling exposure to conference opportunity.
* Provide evaluation mechanisms to measure the impact and effectiveness of the conference in real time.
* Structure the conference in a manner where opportunities for networking and collaboration are a focal point.
* Collaborate with mental health organizations and community service providers to set up information booths or resource centers at the conference venue. This will allow attendees to access immediate support, counseling, and guidance if needed.
* Develop a post-conference action plan that includes follow-up activities and resources for attendees. This plan should provide guidance on how attendees can continue to promote mental health awareness and youth suicide prevention in their respective communities, schools, and families.

**The following point values apply to the evaluation of applications received in response to this NGO:**

**Project Abstract *(250-300 words)*** The Project Abstract is a summary of the proposed project’s need, purpose, and projected outcomes. The proposed project and outcomes must cover the full multi-year/single-year grant period. Do not include information in the abstract that is not supported elsewhere in the application. The **Statement of Need [0]**  - The statement of need is not necessary for this application and can be left blank in the EWEG application. **Project Description [35]** – The Project Description section of a grant application is a critical component that provides the evaluators with a detailed understanding of the proposed project. This section serves as the heart of the application, outlining the project's objectives, strategies, and anticipated outcomes. To create a thriving Project Description, applicants should ensure that it contains the following key points:

1. **Clear Project Goals and Objectives:**

Applicants should clearly articulate the project's goals and measurable objectives. It's essential that these objectives are realistic and directly address the needs or conditions outlined in the grant opportunity.

2. **Alignment with Grant Goals and Priorities:**

The Project Description should demonstrate a strong alignment between the project's objectives and the goals and priorities outlined in the grant opportunity.

3. **Comprehensive Project Plan:**

A thriving Project Description should provide a detailed project plan that outlines the key activities, timeline, and milestones. The plan should be well-structured and logical, showcasing the applicant's understanding of achieving the project's goals.

4. **Evidence-Based Approaches**:

Applicants should emphasize using evidence-based approaches or best practices in their project plan. This demonstrates a commitment to utilizing strategies with a proven track record of success.

5. **Innovative and Creative Solutions**:

Innovative and creative solutions to address the identified needs or conditions should be articulated to demonstrate the applicant’s unique experience or approaches to addressing the criterion outlined in the grant opportunity.

7. **Measurable Outcomes and Impact:**

 Applicants should outline the specific outcomes and anticipated impact of the project. This includes the short-term and long-term effects and how success will be measured.

8. **Partnerships and Collaborations**:

Applicants should mention existing or potential partnerships with other organizations, agencies, or community stakeholders.

9. **Community Engagement and Involvement:**

Highlight how the project will engage and involve the community or target populations.

**Helpful Elements in the Project Description:**

* Clarity and conciseness in the project's objectives and methods.
* Realistic timelines and a well-structured project plan.
* Strong data and evidence supporting the project's rationale.
* A compelling narrative that conveys the project's significance.
* A logical flow and organization of the content.
* A focus on addressing the grant's specific needs or conditions.
* Compliance with any format or length requirements provided in the grant opportunity.

A well-crafted Project Description that addresses these key points and includes these helpful elements will significantly enhance an applicant's chances of receiving the grant. It provides a comprehensive view of the proposed project and its potential to make a meaningful impact.

**Goals/Objectives/Indicators [5]** – The intent of this grant program is to address the following three conditions:

1. **Evidence-Based Approach and Alignment with Legislative Requirements:** The selected organization must employ evidence-based strategies throughout the Suicide Awareness Campaign and Training Modules development process. Ensure that the project activities for each goal align with relevant legislative requirements, such as those related to addressing high-need populations in the suicide awareness campaign or incorporating specific content mandated by law in the online training series. Grantees must demonstrate a clear understanding of and compliance with legislative guidelines.
2. **Cultural Competency and Inclusivity:** Applicants must demonstrate a solid commitment to cultural competency and diversity in all aspects of the campaign and training modules. This includes tailoring materials and training content to be culturally sensitive and relevant to New Jersey's diverse communities. Applicants must provide a plan for how they will address the unique challenges presented by the state's rich diversity, including outreach strategies for underserved populations and LGBTQ+ youth. Additionally, grantees must ensure that all project components, including the conference, awareness campaign, and online training series, are designed to be accessible and inclusive to a diverse audience. This includes considerations for individuals with disabilities, linguistic diversity, and cultural sensitivity. Grantees must provide a plan for making their materials and events accessible to all relevant stakeholders.
3. **Measurable Impact and Reporting:** Develop a comprehensive plan for monitoring, evaluating, and reporting on the impact of each project component. This includes establishing precise evaluation mechanisms to measure the effectiveness of the conference, the reach and engagement of the awareness campaign, and the completion of the online training series. Grantees must also outline how they will collect and report data on the success of each goal, demonstrating accountability and continuous improvement in their efforts to enhance mental health awareness and youth suicide prevention.

The NJDOE has mandated the following goals for this grant program. Using the mandated goals below, applicants are required to develop corresponding objectives and performance indicators to support the goals. The applicant must describe how it will evaluate progress towards attaining the goals, objectives and indicators.

Mandated Goals:

**Goal 1:**By September 2024, launch and manage a statewide suicide awareness campaign targeting school-aged youth (twelve to 21 years old) and their families.

**Goal 2:**Create and provide a comprehensive, interactive, and user-friendly online training series for educators and school personnel, customized to address high-need populations as mandated by legislative requirements, ensuring compatibility with various devices, accessibility, and ease of use, and implementing a tracking system to monitor training completion.

**Goal 3:** Organize and convene a large-scale, Statewide Conference on Mental Health Awareness and Youth Suicide Prevention geared towards educators and families of school-aged youth (twelve to 21 years old).

In this section, applicants are required to develop corresponding objectives and performance indicators. Both the objectives and the indicators must be developed using **S.M.A.R.T.** methodology:

* **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 2023)?
* **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 must be addressed in the **Goals and Objectives Tab in the EWEG Application**.

Applications must also include a plan to evaluate the project’s success in achieving its goals and objectives. Indicators of success must be established for each project objective. In constructing the indicators, describe the methods that will be used to evaluate the progress toward achievement of the associated goal and objectives, as well as the overall grant project outcomes. Also, describe in the indicators 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. Well-constructed indicators of success will help establish a clear understanding of responsibilities and a system of accountability for the project. They will also help to determine whether to refine an aspect of the project to ensure overall success.

* Define the population to be served. Please be certain to clarify if a project activity addresses multiple populations (i.e. students, parents, school staff members, etc.)
* Identify the timeline for implementing and completing each objective.
* Identify the level of performance expected in order to indicate successful achievement of the objective.
* Make certain to construct measurable indicators of success that directly link to and support project objectives.

**Project Activity Plan [****20]** The Project Activity Plan follows the goal(s) and objectives that were listed in the previous section. **The Activity Plan is for the current grant period (July 1, 2024 - June 30, 2026).** Activities represent the steps that the grant recipient 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. The Project Activity Plan must directly support the budget, as it will serve as the basis for the proposed expenditures. Activities described must be specific and measurable and directly relate to the goal and objective. For example, the following is an unacceptable activity: “Meetings with community partners, community entities, collaborators.” A more acceptable activity would be: “The project consultant will meet with school leadership and community entities on a bi-annual basis.” 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.

* 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 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.

Responses must be addressed in the **Project Activity Tab in the EWEG Application**.

**Commitment and Capacity [25]** After identifying the conditions and/or needs and the plan to address them, next describe the agency and its capacity to take on the project. First, applicants must describe and document their commitment and authority to implement the project, as well as the agency’s resources and experience with comparable initiatives that will support successful project implementation. The NJDOE is interested in applications from eligible agencies with expertise in the following:

* The agency must have a proven track record of organizing large-scale conferences and events, particularly mental health awareness and suicide prevention.
* The agency should have experience in utilizing various communication channels, including social media, email campaigns, educational networks, and community organizations, to ensure broad participation and awareness.
* The agency should be able to provide evidence of engaging qualified experts in previous events or initiatives.
* Administering and managing a budget within grant award guidelines.
* The agency should have documented expertise in designing and delivering training, workshops, or conferences related to mental health awareness, youth suicide prevention, or similar topics.
* The agency must demonstrate the ability to develop and execute targeted marketing and outreach strategies to reach educators and families of school-aged youth (twelve to 21 years old).
* The agency should have experience developing and implementing real-time evaluation mechanisms to measure the impact and effectiveness of conferences and training sessions.
* The agency should be able to provide examples of previous evaluations and reporting related to similar initiatives.
* The agency should be proficient in creating user-friendly conference websites or apps that provide detailed information on agendas, speakers, breakout sessions, and resources. These platforms should allow registration, speaker connections, and access to post-conference materials.
* The agency should show expertise in content development and delivery, including the ability to provide training modules tailored to high-need populations and specific roles within schools.
* The agency must be proficient in incorporating interactive simulations, role-playing scenarios, and real-life case studies to enhance engagement and practical application.
* The agency should understand the specific needs of high-risk populations within the age group of 12 to 21, such as LGBTQ+ students and marginalized communities.
* The agency should demonstrate its capacity to provide culturally competent care, sensitivity to unique needs, and practical strategies for supporting these populations.
* The agency must possess the technical skills and resources to create comprehensive, user-friendly websites or apps to serve as central hubs for campaign resources, training materials, and community support.

Applicants are required to respond to the following prompts:

1. Describe why the project you propose is important to you.
2. Describe your commitment to addressing the conditions and/or needs you identified in the needs section, including the organizational support that exists for implementing your proposed project.
3. Describe why you are an appropriate (*i.e.*, authorized) agency to implement the project.
4. Describe experience you have had in implementing similar types of projects, as well as the outcomes of those projects. What worked, what didn’t, and why?
5. Detail your approach to engaging and involving the community or target population in the planning and implementation of the project. How will you incorporate their perspectives, feedback, and needs into project activities?
6. Describe how you will use your previous experience to ensure successful implementation of your proposed project.
7. Explain the nature and significance of your existing or potential partnerships and collaborations with other organizations, agencies, or community stakeholders. How will these partnerships enhance the project's impact and reach?
8. Describe your organizational resources (staff, facilities, equipment, funds, etc.) that will support successful project implementation. Applicants should include any in-kind services or costs that the agency will contribute to this project, as well as support from partners that will enhance the project.
9. Identify potential risks and challenges that may arise during project implementation. Explain how you plan to mitigate and manage these risks and provide a contingency plan for unexpected setbacks.

Responses must be addressed in the **Organizational Commitment and Capacity Tab in the EWEG Application**.

#### Management Plan

Within the Organizational Capacity and Commitment section, applicants must provide a description of the intended management plan. Grant recipients have some flexibility in the establishment of their staffing patterns; however, the NJDOE will review and approve the management plan, including staffing, based on what is necessary and reasonable to implement the project and adhere to program requirements. Applicants are required to identify a project director that will serve as the agency’s primary point of contact with the NJDOE program officer responsible for the grant program. This person must be employed by the grant recipient and is responsible for managing the administrative functions of this program. To effectively perform the administrative responsibilities of this grant program, the NJDOE requires that applicants submit a management plan that indicates all agency staff that will be working on this project, with specific time allocated to this project.

To demonstrate the applicant’s capacity to achieve the goals of the Youth Suicide Prevention and Awareness Campaign, applicants are required to upload at most **seven** PDF artifacts, not exceeding 1MB each, exhibiting past work like the work required in this grant program. Applicants may consider the following to demonstrate their capacity for achieving the NGO’s goals (Additional descriptions of the uploads are available on Appendix 3):

* Sample Training Materials
* Excerpts from Curricula or Program Guides
* Testimonials and Case Studies
* Outcome Reports and Data
* Evidence of Collaborative Partnerships
* Organizational Support and Resources
* Community Engagement Plans

Responses must be addressed in the **Organizational Commitment and Capacity Tab in the EWEG Application**

**Budget [15]** – 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 applicant’s budget must be well-considered, necessary for the implementation 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 clear explanation describing how each cost is aligned to the goals, objectives, and activities in the Project Activity Plan. 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  [Discretionary Grants](https://nj.gov/education/grants/discretionary/apps/) Manual.

**The budget submitted as part of the application is for the entire grant period (July 1, 2024 – June 30, 2026).**

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.

## Application Component Required Uploads

See **Section IV** **Appendices** for attached forms, assurances, and/or informational documents related to this NGO. Failure to upload any required forms and/or documentation may result in an adverse funding decision.

|  |  |  |
| --- | --- | --- |
|  | **Appendices Name** | **Required Upload** |
|  | Budget Development Instructions |  |
|  | Electronic Web-Enabled Grants System (EWEG) Tips |  |
|  | Required Uploads to Demonstrate Organizational Commitment and Capacity | X |
|  | Module Development Guidelines |  |

## Allowable Uses and Eligible Activities

Budget requests should be linked to specific project activities and objectives of the Youth Suicide Prevention and Awareness Campaign.

## Sub-granting Funds

The Grantee shall not subcontract any of the work or services covered by this grant, nor shall any interest be assigned or transferred except as may be provided for in this grant or with the express written approval of the Department.The Grantee shall not subcontract any of the work or services covered by this grant, nor shall any interest be assigned or transferred except as may be provided for in this grant or with the express written approval of the Department.

## **NonPublic Participation**

## Apportionment of Grant Funds

The applicant’s project must be designed and implemented in conformance with all applicable state and federal regulations. Final awards are subject to the availability offunds. Total funds available are $550,000.00. This is [100 percent] percent federally funded from ALN:21.027 State and Local Fiscal Recovery Funds 21-100-034-5064-242-H400-6130-ESTI. The project period is July 1, 2024 – June 30, 2026.

All grant funds are subject to a 60-day liquidation period at the end of the grant term. At this time, a final expenditure report will be due to close out the grant award.

Grants funds are to be used solely for the costs associated in implementing the grant program. Click on the links below to view the current rates:

[Max Administrative Cap](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-E/subject-group-ECFRd41a10959e1acab/section-200.417): [Max 10%]   
[NJ Travel Reimbursement Rate](https://www.nj.gov/infobank/circular/cir23-02-OMB.pdf): $0.47 cents per mile

[Max Benefit Cap Composite Rate](https://nj.gov/infobank/circular/) including FICA: 77.15%   
[Max Indirect Costs Cap %:](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-E/subject-group-ECFRd93f2a98b1f6455/section-200.414) [Max 8%]

Please refer to section II.10 and II. 11 of the NGO for information regarding the allowability, inclusion of and/or restriction(s) to indirect costs in a grant budget.

Additional guidance for indirect costs can be found in the [glossary page of the Discretionary Grants Manual.](https://www.nj.gov/education/grants/discretionary/apps/)

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 Department of Education through the pre-award revision process. The applicant’s opportunity to make PAR will be limited by the NJDOE, which is not responsible either to provide repeated opportunities for revisions or to permit the reallocation of the funds previously requested for costs that have not been approved or have been disallowed.

## Eligible Costs

Use the [Quick Reference for Commonly Requested Costs](https://www.nj.gov/education/grants/discretionary/apps/docs/common_costs.pdf) or the [Uniform Minimum Chart of Accounts](http://www.nj.gov/education/finance/fp/af/coa/coa1718.pdf) to locate the appropriate budget costs codes.

Please note that the passage of N.J.A.C 6A:23A-7 places additional administrative requirements on the travel of school district personnel. The applicant is urged to be mindful of these requirements as they may impact the ability of school district personnel to participate in activities sponsored by the grant program.

* Salaries and benefits for project staff;
* Purchase of project materials and supplies for grant-funded project activities;
* Identification, selection, and orientation of grant-funded staff;
* Computer(s) for the purpose of program administration and implementation;
* Other grant related expenses (e.g., printing, telephones, postage, travel) that are necessary to perform grant administrative functions; and
* Administrative costs equaling no more than 10% of the total budget.
* Fees and costs associated with securing a location to conduct the Statewide Conference.
* Note: Out-of-state travel not documented in the approved grant application requires prior approval from the applicant’s program officer.

## Ineligible Costs

The NJDOE will not reimburse grantees or sub-grantees for ineligible costs. Ineligible costs include:

* Outside of grant term: Costs incurred outside of the grant term.
* Existing staff: Salaries and/or benefits for existing staff are not eligible unless they are assigned program responsibilities depicted in the staffing chart (see Section II.10.).
* Not reasonable or necessary: Costs which are not reasonable or necessary to carry out grant- activities.
* Outside of target area: The purpose of the grant is to provide statewide coverage; therefore, any activities undertaken outside of a Grantee’s designated territory must have prior NJDOE approval before costs are incurred.
* Poorly Documented/Undocumented: Costs that are not supported by adequate documentation.
* Off Message: Costs for media that are prohibited or off message.
* Curriculum Development or Expansion of Curriculum unless specified by the grant program as an eligible activity.
* Supplanting: Costs for salaries, services, or media which are covered under other federal, or state funding.
* Food, including snacks and refreshments, for any professional development training or workshop;
* Vehicle purchases;
* Construction or capital improvements;
* Religious practices or programs;
* Costs that are not directly related to the implementation of grant activities;
* Membership to associations or organizations;
* In-state overnight meals and/or lodging;
* Meals on in-state travel;
* Mileage reimbursement in excess of $.47 per mile; and

# Grant Agreement and Program Requirements

Once the application for funding is approved in the PAR process, the EWEG grant application will convert to a Grant Agreement between the applicant and the NJDOE ([OMB Circular 07-05-OMB](https://www.nj.gov/infobank/circular/cir0705b.pdf)). The grantee is expected to complete the goals and objectives laid out in the approved application and is expected to complete the activities established in its grant agreement and make satisfactory progress toward the completion of its approved action plan. Failure to do so may result in the withdrawal by NJDOE of the grantee’s eligibility for the continuation of grant funding. The NJDOE will remove ineligible, inappropriate, or undocumented costs from funding consideration. To view and download the complete grant agreement documents, including attachments A and B of the grant agreement, click [here](https://www.nj.gov/education/grants/discretionary/management/docs/attacha_b.pdf). To locate the appropriate budget costs codes, go to the [Uniform Minimum Chart of Accounts](https://www.nj.gov/education/finance/fp/af/coa/) web page.

## Mandatory Orientation and Training

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

## Reporting Requirements

Grantees will be required to submit reports on activities according to the program report schedule in [Section III.5. Reporting Periods](#_Reporting_Periods). The grantee will ensure that all reports are uploaded to EWEG by the due dates. Failure to deliver the reports by due dates may result in the Grantee achieving an unsatisfactory rating and may result in the stop of all NJDOE program payments.

## Interim Activity Reports

These reports are to be delivered to NJDOE via electronic format uploaded or within the EWEG system. Reports submitted by other means will not be accepted and will be considered late if not uploaded by the due date listed in [Section III.5. Reporting Periods](#_Reporting_Periods). This report tracks actual progress in meeting benchmarks and documenting measurable outcomes from the program activities listed in the application. Specific instructions for completing each report are found in this [link](https://www.nj.gov/education/grants/discretionary/management/docs/INSTRUCTIONS%20FOR%20SUBMITTING%20PERS-REPORTS.pdf).

## Fiscal Reimbursement and Fiscal Interim Report Requirements

**Reimbursement Request:** The grantee shall request monthly, by the 15th of every month, reimbursement payment from the NJDOE. The grantee will complete a reimbursement request through the EWEG payment system. Reimbursement requests will be shut down 30 days before the end of the grant period. Any payments due to the grantee will be paid all remaining grant funds in the Final Expenditure Report. Specific instructions for completing this report are found at this [link](https://njdoe.mtwgms.org/NJDOEGmsWeb/HelpFiles/New_Reimbursement_Request_Instructions.pdf).

Requests may begin once the contract has been fully approved and executed by the NJDOE. All programs are reimbursement-only programs. Grantees will be reimbursed based on the grantee’s actual expenditures. Grantees must submit payment requests not later than the 15th of the month, via the EWEG system, to receive a payment, the following month. The reimbursements are closed 30 days before the end of the grant term. Funds owed to the grantee will be captured in the Final Expenditure Report.

In making disbursements to any third party with whom the Grantee may contract to undertake the Project, the Grantee shall ensure that disbursements are made upon delivery of satisfactory work product and in accordance with the Department’s program policies.

**Fiscal Interim Reports:** These reports are due as stated in [Section III.5. Reporting Periods](https://doe365-my.sharepoint.com/personal/lnietos_doe_nj_gov/Documents/Draft%20forms/Draft%20NGO%202023.docx#_Reporting_Periods). with the interim activity report. In this report, the grantee will report on actual expenditures incurred during their reporting period and reconcile the expenditures reported in the interim report should match what has been paid to the district during the reporting period.

**Final Expenditure Reports:** This is the same report as the Interim Report, except that this report generates a final payment to the grantee upon selecting the “final report radial button.”

## **Reporting Periods**

Reimbursement requests are due by the 15th of every month.

**The reporting periods are as follow**

|  |  |  |
| --- | --- | --- |
| Report Number: | Reporting periods: | Dates Due: |
| Report 1 | July 1, 2024, through December 31, 2024 | 1/31/2025 |
| Report 2 | January 1, 2025, through June 30, 2025 | 7/31/2025 |
| Report 3 | July 1, 2025, through December 31, 2025 | 1/31/2026 |
| Final Report\* | January 1, 2026, through June 30, 2026 | 8/31/2026 |
|  |  | \*Includes 60-day liquidation period. |

## Monitoring

The NJDOE Program Managers will schedule on-site monitoring visits with the Program Coordinator during the term of the Program contract to review program performance and fiscal documentation. These visits may be a comprehensive program assessment, or they may be oriented toward a review of performance in specific areas. In either case, Program staff shall cooperate with Program Managers and provide them with files and other information as requested.

## Acceptable Documentation for Grant Monitoring

Full and detailed documentation for grant expenditures shall be retained at the organization’s level for monitoring purposes. This shall include the expenditures of the Grantee and all sub-grantees.

* + 1. **Activity Reports**

These reports consist of documentation and/or evidence of educational, outreach events, and program activities. This can be in the form of a properly completed programmatic Activity Report uploaded into EWEG or emailed to the program officer detailing events and activities. Sample documentation includes flyers, attendance sheets, and newspaper clippings. Documentation should be retained with the grantee for monitoring purposes unless otherwise specified by the program office.

* + 1. **Reimbursements**

**Staffing** – All timesheets and payroll records for any salaries paid using funds must be retained by the Grantee for both monitoring and reimbursement purposes. If staff is assigned part-time to the grant, a cost allocation sheet should accompany the reimbursement request.

**Travel** – Mileage records must include the date of travel, the point of origin and its designation (home/office), the sites visited, the purpose of the travel, and the ending location. Commutation must be subtracted from the mileage claimed. The travel reimbursement rate is $0.47 cents per mile. Receipts for parking and tolls must be retained.

**Mailings** – Receipts for postage and other materials and services associated with photocopying, printing, and distribution of materials. Cost allocation based upon agency budget may be acceptable. Please review with the NJDOE representative.

**Training** – Receipts for payment of training providers, course materials, venue, proof of attendance, and copies of any certificates awarded.

**Other costs** – Receipts, invoices, and purchase orders with enough detail to determine that the expenditure is an eligible cost under the grant program.

## Grant Amendments

All requests for amendments must be submitted at a minimum of 90 days before the end date of the grant agreement via the EWEG system.

Amendment modification forms are available [here](https://www.nj.gov/education/grants/discretionary/management/). Amendment modifications are initiated and submitted through the EWEG system to be uploaded into the Upload Tab in the grant application. Instructions on how to initiate the amendment are available in [the Discretionary Grants Manual](https://www.nj.gov/education/grants/discretionary/apps/). Use the [Quick Reference for Commonly Requested Costs](http://www.nj.gov/education/grants/discretionary/apps/common_costs.pdf) or the [Uniform Minimum Chart of Accounts](https://www.nj.gov/education/finance/fp/af/coa/) to locate the appropriate budget costs codes.

Amendments are required if the following situations occur:

* Changes to the program activity and request for no-cost time extension;
* Budget transfers greater than ten percent of the total approved budget into a previously approved line item;
* Changes to 200-320 Purchased Professional Education Services (subgrantee costs) previously approved in the budget;
* Budget transfer to a line not previously approved in the budget;
* Equipment: Grantees are limited to the specific equipment items listed in the final approved grant application budget. To comply with federal requirements, all equipment purchases require prior NJDOE approval. You can pay more or less than the approved amount, but the approved equipment item cannot be changed without permission (i.e., no additions, deletions, or substitutions to the approved equipment list);
* Changes to Indirect Costs.

**IMPORTANT NOTE**: The subgrantee is subject to the same terms and conditions as the grantee and is responsible to you (the lead agency) for the agreed-upon scope of work (approved goals, objectives, and activities), and the expenditure of subgrant funds. Any changes (program or fiscal) requested by a subgrantee must be reviewed by the grantee. If NJDOE requires sub-grantee amendment approval and you support the changes, forward the requested changes to the NJ NJDOE Program Office for review. As the grantee, you do not have the authority to approve any changes in their project activities, any budget variances, or without prior approval by the NJDOE.

## Suspension/Cancellation of Grant/Loan Agreement and/or Reduction in Funding

The Department reserves the right to suspend and/or cancel this Grant Agreement for nonperformance of any of the Grant/Loan Agreement provisions. Failure by the Grantee to comply with agreement stipulations, standards, or conditions may give the Department cause to suspend this agreement and withhold further payments, prohibit additional obligations, or project funds pending corrective action, and disallow all or part of the cost associated with the noncompliance, terminate this agreement, or take other remedies that may be legally available.

Formal written notice of suspension/cancellation of Grant Agreement and/or reduction in funding will be provided to the grantee in advance of the adverse action to be taken together with recommendations to correct deficiencies. Grantees that correct deficiencies in accordance with guidance provided in the written notice shall be reinstated.

## Grant Close Out

The Grantee shall provide all documentation necessary to close out this agreement within 60 days of the grant agreement’s ending date. If performance is ahead of schedule, the documentation should be submitted within 60 days of the conclusion of grant activities. Documentation will include the Final Report referenced in paragraph III.5.

## Federal Requirements

# Appendices

## Appendix 1: Budget Development Guidelines

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 equal the percentage amount shown in the Other Benefits box.
* For budget entries that represent administrative costs, be sure to check “Administrative” in the Cost section of that budget entry.
* For any budget entry that has both a program and administrative portion, create two budget entries, one for each. Be sure to check Program or Administrative in the Cost section. For example, the Project Director’s salary is based on providing both program and administrative services to the grant.
* 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 2: 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.
7. 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.

## Appendix 3: Required Uploads to Demonstrate Organizational Commitment and Capacity

**Sample Training Materials:**

Sample training materials, such as presentations, lesson plans, or handouts, showcasing their expertise in delivering training related to the specified grant objectives.

**Excerpts from Curricula or Program Guides:**

Uploading excerpts from curricula or program guides developed by the applicant agency is encouraged. These excerpts should demonstrate the organization's capacity to design, structure, and deliver content relevant to the grant's goals and educational objectives.

**Testimonials and Case Studies:**

Testimonials and case studies from previous clients or beneficiaries of similar projects, highlighting the impact and outcomes of the agency's previous work, emphasizing what worked, what didn't, and why, to provide evidence of effectiveness in addressing needs and conditions.

**Outcome Reports and Data:**

The submission of outcome reports and data from previous projects is essential. These reports should include quantitative and qualitative data demonstrating the effectiveness of the agency's initiatives and information about improvements, behavioral changes, or other relevant outcomes.

**Evidence of Collaborative Partnerships:**

Providing documentation of existing or potential collaborative partnerships, such as memorandums of understanding, letters of support, or formal agreements with organizations, agencies, or community stakeholders that will enhance the project's success, strengthening the proposal.

**Organizational Support and Resources:**

Include a comprehensive list of the agency's corporate resources, encompassing staff qualifications, facilities, equipment, available funds, and other relevant resources supporting the successful implementation of the project. Specify any in-kind services or costs contributed to the project.

**Community Engagement Plans:**

Describe the organization's plans for community engagement, outlining strategies for involving the target population in project planning and implementation. Provide evidence of past community engagement initiatives or programs for the current project.

## Appendix 4: Module Development Guidelines

1. **Module Duration:** Modules should ideally range from 20 minutes to 45 minutes in length. This duration strikes a balance between delivering comprehensive content and keeping learners engaged. More extended modules can lead to learner fatigue, while shorter modules may not provide enough depth.
2. **Flexibility:** Provide flexibility to users by allowing them to complete modules at their own pace. This can be achieved by breaking down more extended modules into smaller sections or segments, which users can complete in multiple sittings. Each section can be designed to last around 10-15 minutes.
3. **Content Complexity:** Consider the complexity of the content. More complex or technical topics require extended modules to ensure thorough understanding. The content for these modules is intended for educators and other school personnel.
4. **Engagement Techniques:** Keep users engaged through interactive elements, quizzes, case studies, and scenarios within the module. Interactive features help maintain interest and promote active learning.
5. **Learning Objectives:** Ensure that the duration aligns with the learning objectives. A module with several key takeaways and goals may warrant an extended period.
6. **User Feedback:** Gather user feedback during pilot testing to determine the appropriate duration. Users can provide valuable insights on whether the module feels too long or too short.
7. **Diversity of Learning Styles:** Consider the variety of learning styles within your target audience. Some learners may prefer shorter, more frequent modules, while others may be comfortable with longer sessions.
8. **Optimize for Mobile Devices:** Ensure the content is optimized for mobile devices. Users often prefer shorter modules when accessing training on mobile platforms.
9. **Accessibility:** Make sure the module is accessible to users with disabilities. Provide alternative formats or screen reader compatibility for more extended modules.

**Individualized Module Development Guidelines**: Modules should contain relevant and informative content to assist educators in preventing youth suicide, recognizing warning signs, and responding in effective and caring ways. Key information that should be included in each module is listed below.The NJDOE proposes the following topics be addressed in the training modules but is open to suggestions informed by the grantee’s expertise.

**Module 1: Establishing a Comprehensive Suicide Prevention Framework (Understanding, Legislation, and Collaboration)**

* In addition to other content, Module 1 should include an overview of suicide prevention requirements in New Jersey schools.

**Module 2: Identifying and Responding to Suicide Warning Signs (Observation, Communication, and Intervention)**

* In addition to other content, Module 2 should train educators and other school personnel to recognize common warning signs of suicide in students.

**Module 3: Navigating Mental Health Services for Students in Crisis (Connection, Intervention, and Collaboration)**

* In addition to other content, Module 3 should instruct educators on appropriate steps for connecting students in crisis to mental health services and support, which includes crisis intervention techniques.

**Module 4: Facilitating Successful School Reintegration (Resilience, Support, and Postvention)**

* In addition to other content, Module 4 should highlight the benefits of a multi-disciplinary approach to supporting returning students and offer practical steps for facilitating a student's successful reintegration into the school environment, including academic and emotional support.

**Module 5: Addressing Mental Health Disparities in Vulnerable Youth (Inclusivity, Advocacy, and Support Networks)**

* In addition to other content, Module 5 should focus on the specific mental health challenges and disparities faced by high-risk adolescent populations, such as students who identify as LGBTQ+ and students from other marginalized communities.

## Frequently Asked Questions (FAQs) for the NGO

1. **Q: What are the key deadlines for this grant opportunity?**
   * A: Please refer to the grant application timeline section for detailed information on deadlines, including the submission deadline for applications.
2. **Q: Can an organization based outside of New Jersey apply for this grant opportunity?**
   * A: This grant opportunity is intended for organizations that can directly impact the New Jersey community. While organizations based outside of New Jersey can apply, they must demonstrate a clear commitment to serving the New Jersey population.
3. **Q: What is the expected grant award amount for this opportunity?**
   * A: The grant award amount may vary based on the specific project proposal and budget. It is important to provide a realistic budget that aligns with the project's objectives and the available grant funding.
4. **Q: Are there specific reporting requirements for grant recipients?**
   * A: Yes, grant recipients will be required to submit regular progress reports and financial reports as specified in the grant agreement. Detailed reporting requirements will be outlined in the award terms and conditions.
5. **Q: Is there a preference for projects that focus on a specific age group within the 12 to 21 range, or should projects be inclusive of the entire age range?**
   * A: Projects must be designed to address the needs of school-aged youth (twelve to 21 years old). Applicants should align their project design with their target audience and the identified needs.
6. **Q: How will applications be evaluated, and what are the key criteria for selection?**
   * A: Applications will be evaluated based on a set of predetermined criteria, including alignment with grant goals, feasibility, potential for impact, and organizational capacity. The specific evaluation criteria are detailed in the grant opportunity guidelines.
7. **Q: Is there an opportunity for technical assistance or Q&A session?**
   * A: Yes, there will be a pre-application consultation session where potential applicants can seek clarification on the grant opportunity and application process. Please refer to the grant announcement for details on the consultation session.