

# Office of Grants Management Discretionary Grants Award Manual

A Grant Seeker's Guide to Working on the  
Notice of Grant Opportunities (NGO) in the  
Electronic Web Enabled Grant (EWEG)  
Management System



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## Introduction

The purpose of this Discretionary Grant Award Manual is to provide potential applicants for discretionary grants with basic information applicable to all discretionary grant programs and to provide advice to facilitate the preparation of a well-considered, complete application. This manual and the governing Notice of Grant Opportunity (NGO) should provide a complete set of application guidelines for a specific grant program. The requirements of the NGO take precedence whenever there is an inconsistency between the requirements of the NGO and this manual. If there are any inconsistencies between statements contained within the NGO or this manual, and Federal or State regulations, the regulations take precedence. Additional information regarding discretionary grants can be found on the New Jersey Department of Education (NJDOE), Office of Grants Management, [Discretionary Grants](#) section of the website. The manual also provides instructions for the applicant to use when working in the Electronic Web-Enabled Grant (EWEG) Management System.

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## How to Access the EWEG Application

Unless otherwise stated in the Notice of Grant Opportunity (NGO), grant programs offered by the New Jersey Department of Education (NJDOE) are administered through the Electronic Web Enabled Grants (EWEG) system. Go to the [NJDOE Homeroom](#) page to access EWEG. Select the EWEG link on the left side of the page. To work on an application in EWEG you must be set up with a user ID and password with the appropriate access.

## EWEG User ID and Passwords

Applicants are advised to set up a user account as soon as possible. All applicants should allow 24–48 hours for the account to be completed in EWEG. Applicants will not be able to work in EWEG until the account is set up. Questions regarding access to EWEG may be directed to [eweghelp@doe.nj.gov](mailto:eweghelp@doe.nj.gov).

To set up your user ID and password:

### LEA applicants

LEA applicants (including charter and Renaissance) should contact their district's Homeroom Administrator who will contact the NJDOE to have the user account set up with appropriate access.

### Non-LEA Applicants

Non-LEA applicants should send an email to [eweghelp@doe.nj.gov](mailto:eweghelp@doe.nj.gov) for assistance in setting up a user account. The email should identify the name of the grant program being applied for, the name of the applicant organization, and the name of the staff to work in the application.

## EWEG System Requirements

The EWEG system supports Chrome, Microsoft Edge ([Microsoft Edge compatibility mode](#)), and Apple Safari browsers. EWEG does not support other browsers such as Firefox, nor does it currently support non-Windows operating systems such as LINUX, or similar mobile devices such as iPads, Android tablets or any phones as the functionality of the EWEG web form may be limited. Questions may be sent to [eweghelp@doe.nj.gov](mailto:eweghelp@doe.nj.gov).

## Pop-Up Blocker and Redirects

EWEG is a tab-based system. EWEG will open tabs in your browser to open pages in the system. Please make sure your pop-up blocker is off or disabled in your browser page settings. Below are instructions to allow pop-ups and redirects for the following browsers:

- [Chrome: Block or Allow Pop-ups in Chrome](#)
- [Microsoft Edge: Block Pop-ups](#)
- [Safari: Allow or Block Pop-ups](#)

Add EWEG as an allowed site using this address: <https://njdoe.mtwgms.org/NJDOEGmsWeb/Logon.aspx>.

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

All New Jersey grant recipients must have a valid Unique Entity identifier (UEI), in accordance with the Federal Fiscal Accountability Transparency Act (FFATA). 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](https://sam.gov). Instructions are available below on how to acquire a UEI and how to complete the System for Award Management (SAM) application in EWEG.

### System for Award Management (SAM) Application in EWEG

Prior to applying for a grant application, every Local Education Agency (LEA), Community-Based Nonprofit Organization (CBO), or Institute of Higher Education (IHE) must create an application in EWEG for SAM to include the district's UEI information:

Key steps/actions:

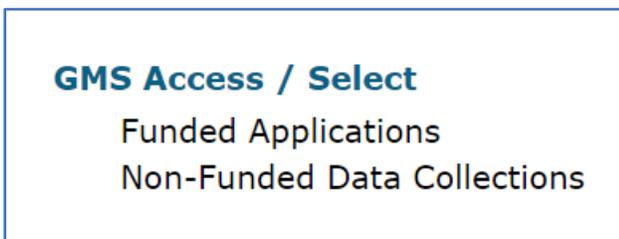
1. Create and submit the SAM application in EWEG if your entity has applied for or has received other grants from the NJDOE.
2. When completing the SAM application, entities must enter an active SAM UEI number.
3. To renew an existing SAM UEI or apply for a SAM UEI, entities must go through [SAM.gov](https://sam.gov).

Failure to complete or update the 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.

### Initiating an EWEG Grant Application

Once the district or agency has completed the above task, EWEG will make the grant application visible in the applicant's GMS/Access Select page.



Scroll to the bottom of the page where you will find the available grants.

## **Constructing the Grant Application in EWEG**

**Important Notice:** The governing Notice of Grant Opportunity (NGO) should provide a complete set of application guidelines for the specific grant program. The requirements of the NGO take precedence whenever there is an inconsistency between the requirements of the NGO and this manual. If there are any inconsistencies between statements contained within the NGO or this manual, and Federal or State regulations, the regulations take precedence.

### **Sections in the NGO**

There are 3 sections in the NGO:

#### **Section I**

Section I provides all the statutes and regulations regarding the State or Federal agency providing the funding for the grant program.

#### **Section II**

Section II provides the applicant with the framework within which it will plan, design, and develop its proposed project to meet the purpose of this NGO.

#### **Section III**

Section III contains the grant requirements between the Grantee and the New Jersey Department of Education which achieves the following:

1. Formalize the EWEG application into a grant agreement contract,
2. Outline the expectations of the grantee to complete the goals and objectives in the approved application,
3. Complete the activities established in its grant agreement, and
4. Make satisfactory progress toward the completion of its approved action plan.

### **Technical Assistance**

The sponsoring program office will provide technical assistance (either through a workshop or a webinar) to potential applicants. For single-year grant programs and the first year of multi-year grant programs, the information provided at the technical assistance session will be limited to the factual contents of the NGO narrative, including grant parameters, constraints, and State/Federal regulations. General guidance on completing the budget forms will also be provided. No further technical assistance will be provided for competitive or limited-competitive grant programs.

For continuation grant programs, the sponsoring program office will provide technical assistance (either through a workshop, a webinar, or on an as-needed basis) to grantees eligible for continuation funding. The purpose of technical assistance for continuation grants is the continual refinement and improvement of local project design for each grant period of the project. Therefore, specific information and guidance tailored to the unique needs and circumstances of eligible award recipients may be provided. The focus of the technical assistance session will be on the upcoming grant period covered by the governing NGO, and it may incorporate monitoring findings as appropriate.

## Developing the Application

### Components

**Note:** To apply for a grant under the governing NGO, the applicant must prepare and submit a complete application in response to the State’s vision articulated in the NGO Section 1: Grant Program.

In accordance with the program framework articulated in Section 2: Project Guidelines, the applicant must have a full understanding of the information presented in the NGO before constructing the application.

A completed grant application in EWEG includes completion of the following TABS and their corresponding subtabs: Adim, Narrative, Budget, Upload, and Submit. A grant application also must have a clean Consistency Check (with no error messages) and be submitted prior to the due date and time published in the NGO.

### Admin

- **Contacts**—contains applicant agency information and contact information of key applicant personnel.
- **Allocations**—contains the maximum budget amount that can be created in the EWEG application. Please refer to the NGO for the maximum amount an applicant may apply for. There is no amount displayed on this tab for competitive applications until an award has been made. No data is entered by the applicant on this subtab.
- **Assurances**—contains a list of required State and Federal assurances that must be agreed to by the applicant.
- **Board Approval**—collects the date in which the Board has approved a resolution approving the submission of the application.

### Narrative

- **Nonpublic**—collects summary data regarding participation of eligible nonpublic schools in the grant application.
- **Abstract**—summarizes the conditions/needs, purpose, and projected outcomes of the proposed grant project. In a continuation grant application, this subtab may be labeled Update.
- **Need**— (for competitive grants only) describes and documents the conditions and/or needs to be addressed and population to be served through the proposed project. This TAB/subtab does not apply to and is not found in continuation grant programs.
- **Project Description**—provides a detailed description of the full proposed project, including how the project will be implemented and managed/staffed. For continuation grant programs, this section also summarizes the status of the project.
- **Goals and Objectives**—lists all proposed project goals and objectives, as well as the corresponding indicators of success.
- **Activity Plan**—identifies each activity to be completed to accomplish the proposed project goals and objectives.

- **Capacity**— (for competitive grants only) describes and documents the applicant agency’s 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.

### **Budget**

Contains several subtabs relating to salaries and fringe benefits, supplies, equipment, other costs, indirect costs and the Budget Summary. Refer to Part III for additional information.

### **Upload**

Where any documents or specific forms required by the NGO are to be uploaded (please refer to the Application Checklist in Section 3 of the NGO).

### **Comments**

Where comments to a reviewer or a justification for an amendment request is entered.

### **Submit Tab**

Where the Consistency Check may be run and the SUBMIT button is found.

### **Special Conditions**

Where the NJDOE would insert any special terms and conditions of the grant prior to award. No data is entered by the applicant on this tab.

### **Application History**

Where the status of an application may be seen. No data is entered by the applicant on this tab.

When working in EWEG, always save the page being worked on before navigating to another page. The TABs/subtabs being worked on will show as white. Fields where data may be entered are shown as white on each page.

### **Overview Tab**

The Overview tab outlines the purpose, eligible agencies, funding source, grant period, and total amount available for all grants under this program and the application due date and time. All this information may also be found in Section 1 of the NGO.

### **Admin Tab and Subtabs**

#### **Contacts Subtab**

Applicants must complete all the fields in the Contacts subtab. This information is used to identify and communicate with the applicant agency’s key personnel: project director, EWEG contact, Business office contact, etc. Ensure that the information is complete and correct. If the application is returned in EWEG for any changes, EWEG relies on the information in the Contacts subtab to send an automated system message.

### **Allocations Subtab**

The Allocations subtab displays the maximum amount of funds that can be budgeted in EWEG. It is an EWEG parameter, and this amount may not necessarily be the maximum amount an applicant may apply for. Please refer to the NGO for the maximum amount that may be budgeted.

### **Assurances Subtab**

Clicking on the “I Accept” box on the Statement of Assurances attests that the applicant will comply with all Federal and State statutes and regulations applicable to the grant program for which the agency is applying.

### **Board Approval Subtab**

Applicants with a Board of Education or equivalent must seek formal Board approval to authorize the submission of the application.

Enter the date that the Board voted its approval to submit the application and the name of the Board secretary on this subtab. The applicant must maintain records supporting the information presented in this subtab for audit purposes.

If the Board has not met to discuss and vote on the application prior to the application due date, enter the date of the next upcoming Board meeting on this subtab and ensure that the application is on the Board agenda. The applicant is responsible for obtaining institutional approval and maintaining a record of it as part of the audit file. The Board approval must contain a date, vote, and the Board secretary’s signature. The New Jersey Department of Education reserves the right to request proof of approval, such as a copy of the Board Resolution, or a Certified Copy of the Board minutes showing the Approval Action.

If the applicant agency does not have a governing board, include the name of the chief executive officer or delegated equivalent and the date in which he/she has granted institutional authorization to submit the application.

### **Narrative Tab and Subtabs**

#### **Nonpublic Subtab**

If applicable, this subtab collects the following information for nonpublic school participation in the grant program: School name, person contacted, and whether the school will or will not participate in the grant program. Refer to the governing NGO to determine if the grant program has a nonpublic school consultation requirement.

#### **Abstract Subtab**

This subtab is a 250 –300-word summary of the proposed project’s need, purpose, and projected outcomes. If the agency is applying under a multi-year grant program, describe the proposed project for the full multi-year grant period. Keep in mind that this is a snapshot of the application, and it is the first statement of the proposed project that the grant evaluators read.

For continuation grant programs, the abstract is used to summarize the current status of the project. This should include the status of achievement of the established project goals/objectives, and unforeseen obstacles/challenges, as well as unanticipated project outcomes/benefits, and plans for the upcoming grant period for which the agency is applying.

**Do**

Write the abstract last as a summary of the entire proposed project. Make it succinct and interesting.

**Don't**

Don't include information in the abstract that is not supported elsewhere in the application.

**Need Subtab (Year One Only)**

In applying the Selection Criteria to this section, evaluators will consider such questions as:

- What is the need?
- Does the applicant understand the problem?
- Is the need appropriate to this grant program?

In this subtab, the Statement of Need will identify the local conditions and/or needs that justify the project being proposed to be implemented in the application. A "need" in this context is defined as the difference between the current status and the outcomes and/or standard(s) that the agency would like to achieve. In this section, the applicant will demonstrate the need for the proposed project in relation to the particular grant program to which the agency is applying.

**Do**

Provide documentation to substantiate the stated conditions and/or needs. Documentation may include, but is not limited to, demographics, test data, description of target population(s), student data, personnel data and research. **Note:** Do not include any personally identifiable information on students or staff.

Identify the needs of eligible project participants who are members of groups that have traditionally been under-represented based on race, color, national origin, gender, age or disability.

**Don't**

Don't address problems that are beyond the scope of the grant program to which the agency is applying.

**Project Description Subtab**

In applying the Selection Criteria to this section, evaluators will consider such questions as:

- How will the applicant address the need?
- What is the plan?

- Will the plan result in meeting the identified need(s)?
- Is the plan feasible?
- Will the benefits be worth the costs?

This is the heart of the application. Describe in detailed narrative the agency's complete project design and the plan for implementing that project. This must include a detailed discussion of how the agency plans to manage/staff the project to ensure successful implementation.

Identify the rationale for the planned approach to the project and link it to the agency's identified need from the Statement of Need. Also identify in this section the strategies the agency will implement to ensure equal access and treatment for eligible project participants who are members of groups that traditionally have been under-represented.

If the agency is applying for the **first year** of a multi-year grant program, address the comprehensive plan to cover the full multi-year grant period.

If the agency is applying for **continuation funding** under a multi-year grant program, report on the progress made to date in the implementation of the comprehensive multi-year plan. Propose any enhancements or improvements to the project in the upcoming grant period and clarify the ways in which such refinements will support the achievement of the approved comprehensive multi-year plan.

## **Do**

Write clearly and succinctly. It's the quality, not the quantity that matters.

Ensure that the steps of the project implementation plan are well-articulated and logically sequenced in the narrative.

## **Goals and Objectives Subtab**

In applying the Selection Criteria to this section, evaluators will consider such questions as:

- What does the applicant specifically want to accomplish?
- How will the overall local project be measured in terms of effectiveness?
- How will the applicants know they have succeeded?

In this section, identify:

1. What the agency wants to achieve (goals).
2. How the agency plans to achieve it (objectives); and
3. How the agency will measure success (evaluation).

Begin by listing the goals that support the proposed project. Goals are broad, general statements that represent the long-range benefits that the agency hopes to achieve. They should follow the stated needs. Some grant programs identify “mandated” project goals and objectives. If the grant for which the agency is applying does not include mandated goals, identify whatever goal(s) is/are necessary and appropriate to address the scope and magnitude of meeting the needs within the parameters of available grant funding.

As a rule, goals should follow the SMART principle. Goals should be:

- Specific,
- Measurable,
- Attainable,
- Realistic, and
- Timely

Objectives should be specific, measurable, attainable, realistic, and timely. They identify the “who, what, and when” of the proposed project. There are specific actions that lead toward the accomplishment of a goal.

Make sure that the objectives are results-oriented and clearly identify what the project is intended to accomplish. Objectives should link directly to individual stated needs (identified in the year-one Statement of Need). Also identify a timeframe for the accomplishment of each objective.

**Note:** When applying under the initiating year NGO of a multi-year grant program, identify as specifically as possible the multi-year goals of the overall grant program. For each goal, specify a timeframe within which goal will be achieved. Specify the objectives that will lead to achieving the goals for each grant period.

The applicant will also need to evaluate the project’s success in achieving its goals and objectives. This may be accomplished by establishing indicators of success for each project goal and corresponding objective(s).

In constructing the indicators, describe the methods to evaluate the progress toward achieving the goals and objectives, and the overall grant project outcomes. Also, describe in the indicators the measures and instrumentation to be used, who will develop and conduct the evaluation, and how results will be used.

Well-constructed indicators of success will help to establish a clear understanding of responsibilities and a system of accountability for the project. They will also help to determine whether the applicant needs to refine an aspect of the project to ensure overall success.

#### **Do**

- Review the Statement of Need before and after constructing the goals and objectives to ensure that the goals and objectives clearly address identified needs.
- Identify the anticipated outcomes of the project in measurable terms and in relation to the stated needs.
- Define the population to be served.

- Identify the timeline for implementing and completing each objective.
- Identify the level of performance expected to indicate successful achievement of the objective.
- Make certain to construct measurable indicators of success that directly link to and support project goals and objectives.

#### **Don't**

- Establish goals that are unrealistic or inappropriate to be addressed by the grant program. Keep the number of goals to a reasonable, manageable number.
- Establish objectives that are vague and cannot be measured easily to determine achievement.
- Propose general or vague indicators of success.

#### **Activity Plan Subtab (Current Year Only)**

In applying the Selection Criteria to this section, evaluators will consider such questions as:

- How will the project be implemented?
- What steps will the applicant take to achieve its goals and objectives?
- Are these steps reasonable and comprehensive?

The Activity Plan follows from the Goals and Objectives listed in the previous section. Activities represent the steps to be taken to achieve each identified objective. The activities that are identified in this section serve as the basis for the individual expenditures proposed in the budget. Review the Goals and Objectives when constructing the Activity Plan to ensure that appropriate links have been established between the goals and objectives and the activities.

#### **Do**

- State the relevant goal and objective in full in the space provided. Goals should be numbered 1, 2, etc., and corresponding objectives should be numbered 1.1, 2.1, etc.
- Describe all tasks and activities planned for the accomplishment of each goal and objective.
- List the activities in chronological order, if possible. Please note that EWEG does not have the capacity to move activities around once they are entered.
- Space the activities appropriately across all report periods of the grant project. Refer to the NGO for the reporting period timeframes.
- Identify the staff directly responsible for the implementation of the activity. If the individual conducting the activity is not referenced appropriately in the Activity Plan, it may not be possible to determine an allocation of the requested costs, 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 subtab, select the box under the period in which the activity will be implemented. If the activity is ongoing or recurring, select the boxes under each period in which the activity will take place. This information will be used in EWEG as one component of the electronic reporting process.

**Note:** If the agency is applying under a multi-year grant program, include an Activity Plan for Year One only in the initial grant application.

### **Don't**

Don't list the project director or other person with general oversight authority for the project as the "person responsible" for carrying out all activities.

### **Capacity Subtab (Year One Only)**

In applying the Selection Criteria to this section, evaluators will consider such questions as:

- What is the organizational commitment to the project?
- Is this the right applicant for this project?
- Have they demonstrated their capacity for taking on a project such as this?
- What resources and expertise do the applicant, and any partners, bring to the proposed project to ensure success?

After identifying the conditions and/or needs and the plan to address them, provide information about the applicant agency. First, describe why the proposed project is important to the applicant organization. Describe the organization's commitment to addressing the conditions and/or identified needs, including the organizational support that exists for implementing the proposed project. Describe why the organization is an appropriate (i.e., authorized) agency to implement the project.

Also describe the organization's experience in implementing similar projects and their outcomes. Include what worked, what did not work, and why. Describe how the organization's previous experience will be used to ensure successful implementation of the proposed project. If the organization has not implemented similar projects, explain why the proposed project will be successful. Describe the organizational resources (staff, facilities, equipment, funds, etc.) that will support successful project implementation.

### **Do**

- Carefully consider why the agency wants to implement this project.
- Be specific about the agency's previous experiences, where applicable, and about the resources that the agency has to offer in support of the project.

### **Don't**

Don't take this section lightly. It is an essential component of the grant application.

## Upload Tab

Carefully review the Application Component Checklist in Section 3 of the NGO to determine what additional information or forms are required to be completed, scanned, and uploaded using the Upload tab in the EWEG application.

Uploads must include the “Entity Overview” page from the applicant’s [www.sam.gov](http://www.sam.gov) registration.

Other documents to be uploaded may include, but are not limited to:

- Project-specific statement of assurances.
- Documentation of partnership forms.
- Affirmation of nonpublic school consultation and participation forms.
- Indirect cost rate agreement or a signed statement requesting a de minimis indirect cost rate to be applied to the application (if indirect costs are allowed and requested under the grant program).
- Matching funds summary form (if matching funds are required under the grant program).
- Subgrant/partner budget summary and budget detail forms; and
- Any other forms or information to be uploaded as listed in the NGO, under Section 3, Application Component Checklist.

Please ensure that what is required by the NGO to be uploaded as part of the application is properly uploaded. Please use filenames that appropriately describe the contents of the uploaded file, but are not of excessive length, and do not contain special (non-alpha numeric) characters such as #, %, \$, @, “.” (periods), or similar. Do not use an NGO appendix number as the file name.

Adobe PDF files are a preferred format for uploaded documents. Due to system constraints, do not upload image files such as .jpeg, .gif, .bmp, etc. Please note that once a file is uploaded into this section, it **cannot** be removed or deleted. However, a corrected document can be uploaded with a slightly different name.

The file size of the document to be uploaded must not exceed 2MB. Split larger documents into multiple parts for uploading and enumerate them accordingly in the file name.

## Comments Tab

This tab is intended for use by the applicant to make comments to a reviewer. Do not include information here that is not referenced elsewhere in the application.

This tab should be used whenever an amendment is submitted to alert the reviewer of the purpose for the amendment request.

## Submit Tab

The Consistency Check button is on this tab. Applicants are advised to periodically use the error messages that may arise from the consistency check to ensure that all EWEG application components are addressed.

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 to “Submitted for Review” along with the submission date.

Please note: The **Submit button for an application disappears exactly at 4:00 pm on the due date** published in the NGO. Applications open in EWEG but are not submitted by the due date and time cannot be submitted. LEAs should make every attempt to submit their application **48 hours** before the deadline.

**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 NJDOE for application review consideration.

## Special Conditions Tab

Use of this tab is reserved for the NJDOE to include any special terms and conditions to be applied to the grantee upon final approval of the application that are above and beyond the standard grant terms and conditions.

## Application History Tab

This tab is used to display the levels, dates, and persons involved in the submission review and approval of the grant award and any subsequent amendments.

## Page Review Status Tab

This tab is used to display the status of each page in the application. Once an application has been submitted to the NJDOE, all pages are locked, and no edits can be made.

For competitive applications, only NJDOE staff can unlock specific pages for editing by the applicant.

For continuation applications, the applicant can use this tab to unlock their application pages if the application has been returned for revisions.

## Constructing a Grant Application Budget in EWEG

The budget section of the grant application should be as specific and detailed as the narrative section. It should reflect the estimated costs of activities outlined in the Activity Plan and contain no surprises or unjustified requests. The budget is for the current project period.

**Note:** Grant funds provided through any discretionary grant program may not be expended for costs prohibited by the federal OMB Uniform Grant Guidance publication (e.g., 2 CFR Part 200.444 and Part 200.450). Additionally, some costs may be ineligible and are listed within the governing NGO. Most discretionary grant funds do not allow carry over funds. Therefore, applicants should not anticipate using funds beyond the program year identified in the governing NGO.

Generally, applicants who collect fees for services must use the funds consistent with the approved NGO. These funds must be maintained in a separate account and reported to NJDOE as program income through the interim and final reports.

The Budget detail subtabs are designed to link project activities to requested costs and to provide the cost basis for each estimated cost. The clearer the link between the project and the proposed expenditure, the less likely it is that the proposed expenditure will be questioned or removed from the budget. Itemization and/or detail are required to ensure that the cost is eligible generally under the Federal Cost Principles, specifically under the NGO, and that it is budgeted in the appropriate line.

### General Instructions

When working in EWEG, always save the page being worked on before navigating to another page. The TABs/subtabs being worked on will show as white. Fields where data may be entered are shown as white on each page.

1. The budget detail subtabs must show the cost basis for each proposed expenditure. The cost basis shows how the estimate was determined. In most cases it includes a calculation (e.g., 50 notebooks @ \$1.00 = \$50.00). If any cost is unusual, documentation or an explanation to support the estimate may be requested.
2. **Itemized List:** Where the instructions on the Budget detail subtab call for an itemized list, provide the following information for each item:
  - a) Item name and/or description, if the name does not readily describe the purpose or use for the item.
  - b) Unit cost (the cost of one unit of the item, as packaged)
  - c) Quantity of the item to be purchased

Link each proposed expenditure to the Activity Plan by entering the codes for all goals, objectives, and activities in the “Goal & Objective” boxes.

The Admin/Allocations tab/subtab displays the maximum amount for which the EWEG system will let the applicant create a budget. This amount may be larger than the amount for which the applicant organization may apply. Please refer to the NGO for the maximum amount for which the applicant organization may apply.

**Note:** Each budget detail subtab has an online help file that may be accessed by clicking on the blue “Instructions” hyperlink found on the right side of each page.

As the applicant enters and saves budget information on the budget detail subtabs, this information carries forward and is displayed on the Budget Summary tab; no information can be entered directly on the Budget Summary tab.

### **Completing the Budget Details Tabs/Subtabs**

#### **Salaries**

##### **Instructional (Function/object code 100-100)**

For each position,

1. Enter the Goal & Objective number.
2. Select full-time or part-time.
3. Select program or admin.
4. Enter annual salary and percentage of time.
5. Select the Uses of Funds from the dropdown menu.
6. Select funding source.
7. Select if the cost is associated with a public or non-public entity.
8. Select the type(s) of benefits (200-200); and
9. Enter the position title, responsibilities and brief justification in the text box.

Once all entries are made, click the “calculate totals” button on the bottom of the page and save the page.

##### **Non-instructional (Function/object code 200-100)**

For each position,

1. Enter the Goal & Objective number.
2. Select full-time or part-time.
3. Select program or admin.
4. Enter annual salary and percentage of time.
5. Select the Uses of Funds from the dropdown menu.
6. Select funding source.
7. Select if the cost is associated with a public or nonpublic entity.

8. Select the type(s) of benefits (200-200); and

9. Enter the position title, responsibilities and brief justification in the text box.

Once all entries are made, click the “calculate totals” button on the bottom of the page and save the page.

## Supplies

### Instructional (Function/object code 100-600)

For each item of cost:

1. Enter the Goal & Objective number.
2. Enter the description, itemization and justification.
3. Select the Uses of Funds from the dropdown menu.
4. Enter quantity and unit cost, then click the calculate button.
5. Select if the cost is associated with a public or non-public entity.
6. Select funding source; and
7. Select program or admin.

Once all entries are made, click the “calculate totals” button on the bottom of the page and save the page.

### Non-instructional (Function/object code 200-600)

For each item of cost:

1. Enter the Goal & Objective number.
2. Enter the description, itemization and justification.
3. Select the Uses of Funds from the dropdown menu.
4. Enter quantity and unit cost, then click the calculate button.
5. Select if the cost is associated with a public or non-public entity.
6. Select funding source; and
7. Select program or admin.

Once all entries are made, click the “calculate totals” button on the bottom of the page and save the page.

## Equipment

### Instructional (Function/object code 400-731)

(items with a unit cost **more than \$2,000 and a life span of more than one year**)

For each item of cost:

1. Enter the Goal & Objective number.

2. Enter the description, itemization and justification.
3. Select the Uses of Funds from the dropdown menu.
4. Enter quantity and unit cost, then click the calculate button.
5. Select if the cost is associated with a public or non-public entity.
6. Select funding source; and
7. Select program or admin.

Once all entries are made, click the “calculate totals” button on the bottom of the page and save the page.

**Non-instructional (Function/object code 400-732)**

(items with a unit cost **more than \$2,000** and a life span of more than one year)

For each item of cost:

1. Enter the Goal & Objective number.
2. Enter the description, itemization and justification.
3. Select the Uses of Funds from the dropdown menu.
4. Enter quantity and unit cost, then click the calculate button.
5. Select if the cost is associated with a public or non-public entity.
6. Select funding source; and
7. Select program or admin.

Once all entries are made, click the “calculate totals” button on the bottom of the page and save the page.

**Other**

(Function/object codes 100-300, 100-500, 100-580, 100-800; 200-300; 200-320; 200-400, 200-500, 200-580; 200-800)

For each item of cost:

1. Select the Function and Object code from the dropdown box.
2. Enter the description, itemization and justification.
3. Enter the Goal & Objective number(s).
4. Select program or admin.

5. Select the Uses of Funds from the dropdown menu.
6. Enter quantity and unit cost, then click the calculate button.
7. Select if the cost is associated with a public or non-public entity; and
8. Select funding source.

Once all entries are made, click the “calculate totals” button on the bottom of the page and save the page.

**Note:** The function/object code 200-320 is reserved for partnership or subgrant budgets. If funds are budgeted for a partnership or subgrantee, **a set of subgrant budget summary and subgrant detail forms must be completed and uploaded** as part of the application. The total subgrant amount for each partner/subgrantee is to be included on the Other subtab. Please refer to Step 3 for details.

### **Indirect Costs**

(as defined in the Glossary (Function/object code 200-860))

1. Enter the indirect cost rate to be applied.
2. Click on the Save button to allow the system to calculate the applicant’s maximum allowed indirect cost.
3. Enter the amount of indirect costs applicable to budgeted program costs.
4. Enter the amount of indirect costs applicable to budgeted administrative costs; and
5. Save the page.

### **Budget Summary**

Budget detail data entered on the individual budget subtabs will appear in summary form by function and object code, and by program or admin designations on the Budget Summary tab. Data may not be entered directly on this tab.

### **Completing the Matching Summary Tab**

This tab is to be used only if matching funds are required as part of the grant application. Please refer to the governing NGO for the program to determine if matching funds are required.

Applicants who include matching costs in their grant application, regardless of if it is mandated by the NGO or not, are required to report the expenditure of matching funds. Failure to expend matching funds by the end of the grant period may result in a reduction to the final grant award amount.

**Note:** Remember that matching funds recorded and reported to the NJDOE are subject to the same cost basis requirements and audit provisions as are grant funds.

## Completing the Subgrant Budget Details Forms

**Note:** The Subgrantee form is a downloadable MS-Excel file located on the NJDOE [Grant Management](#) webpage. There is a tab for each identified subgrantee budget.

### General Instructions

1. Prepare a separate set of budget detail forms for each subgrantee in the application.
2. Complete all identifying information at the top of each budget detail form and complete all columns on each form. (Check the subgrantee box and enter the subgrantee name when the forms are used for subgrant partners.)
3. Show the cost basis for each proposed expenditure on the budget detail forms. The cost basis shows how the estimate was determined. In most cases it includes a calculation (e.g., 50 notebooks @ \$1.00 = \$50.00). If any cost is unusual, documentation or an explanation to support the estimate may be requested.
4. Itemized List: Where the instructions call for an itemized list, provide the following information for each item:
  - a. Item name and/or description, if the name does not readily describe the purpose or use for the item.
  - b. Unit cost (the cost of one unit of the item, as packaged).
  - c. Quantity of the item to be purchased.
  - d. Total Cost (unit cost x quantity); and
  - e. Grant request amount for this item.
5. Check all calculations for accuracy.
6. Show all entries in whole dollars only. Cents will be deleted if included therefore, the approved budget may reflect money lost through rounding errors.
7. Link each proposed expenditure to a "Goal& Objective Number" outlined in the Project Activity Plan. This provides alignment between proposed expenditures and program support.

**Note:** The subgrant budget detail MS Excel Workbook is to be uploaded using the Upload tab in the EWEG application, preferably as a PDF document. The total amount for each subgrant is to be entered as separate entries using the Other budget detail tab, and function/object code 200-320.

### Common Requested Costs

Listed below are commonly requested costs, the appropriate Generally Accepted Accounting Practices (GAAP) Function and Object codes, EWEG budget TAB/subtab, and subgrant budget detail form for each.

**Note:** While a cost may be included on this list, it may not be allowed under the NGO for the specific grant project. Review the Budget Guidelines section of the NGO for guidance regarding allowable and ineligible costs. If grant funds are requested for a cost that is unsupported or ineligible under the governing NGO, that cost will be disallowed.

Item of Cost	Function & Object Code	EWEG Budget Tab/Subtab
Advertising	200-500	Other
Books	200-600 and 100-600	Supplies
Library	200-600	Supplies/Non-instructional
Reference	200-600	Supplies/Non-instructional
Textbook (student use)	100-600	Supplies/Instructional
Workbooks (student use)	100-600	Supplies/Instructional
Classroom Supplies	100-600	Supplies/Instructional
Conferences	200-500 and 200-580	Other
Registration Fees	200-500	Other
Hotel	200-580	Other
Meals	200-580	Other
Travel	200-580	Other
Consultants (includes travel and expenses)	100-300 and 200-300	Other
Educational, working directly with students	100-300	Other
Educational, working with staff	200-300	Other
Copying/duplicating	200-500	Other

<b>Item of Cost</b>	<b>Function &amp; Object Code</b>	<b>EWEG Budget Tab/Subtab</b>
Equipment (includes installation)	400-731 and 400-732	Equipment
Instructional	400-731	Equipment/Instructional
Non-instructional	400-732	Equipment/Non-instructional
Field trips	100-800, 200-500, and 200-600	Other and Supplies/Noninstructional
Admission fees	100-800	Other
Transportation (bus rental)	200-500	Other
Lunches	200-600	Supplies/Non-instructional
Graphic design	200-300	Other
Consultant fees	200-300	Other
Other	200-300	Other
Internet use charges	100-500 and 200-500	Other
Instructional	100-500	Other
Non-instructional	200-500	Other
Leases/rentals (property, equipment)	200-400	Other
Network access charges	200-500	Other
Office supplies	200-600	Supplies/Non-instructional
Postage	200-500	Other
Printing	200-500	Other
Software	100-600 and 200-600	Supplies
Instructional	100-600	Supplies/Instructional

<b>Item of Cost</b>	<b>Function &amp; Object Code</b>	<b>EWEG Budget Tab/Subtab</b>
Non-instructional	200-600	Supplies/Non-instructional
Teachers, full-time employees of applicant	100-100 and 200-100	Salaries
Contracted salary	100-100	Salaries/Instructional
Additional compensation	100-100	Salaries/Instructional
Stipends for attendance at in-service and professional development	100-100	Salaries/Instructional
Curriculum work	200-100	Salaries/Non-instructional
Teachers, part-time employees of applicant (applies to next row)	100-100	Salaries
Hourly pay	100-100	Salaries/Instructional
Teachers, substitutes	100-100	Salaries/Instructional
Telephone	200-500	Other
Travel, staff	200-580	Other

The budget section of the grant application should be as specific and detailed as the narrative section. It should reflect the estimated costs of activities outlined in the Activity Plan and contain no surprises or unjustified requests.

## **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, Budget Tabs, and all required documentation noted as part of the NGO in the Upload Tab. In addition to how well the content addresses Section II.4., 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 1.1 Eligibility to Apply in 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. If noted in the NGO, bonus points will only be added if the grant application scores 70 points or greater and meets the intent of the Notice of Grant Opportunity (NGO).

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 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 in 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. For instructions on how to initiate the process by creating an amendment see below.
- No Award – For remaining applicants where either the applicant scored the 70-point or greater and met the eligibility criteria, but funding was exhausted; or the applicant did not meet the 70-point threshold and/or the intent of the NGO listed

## **Pre-Award Revision (PAR) Process for Competitive and Continuation Grants**

### **Overview**

Applications that have been deemed eligible for funding through a competitive process in accordance with the Year 1 NGO or have demonstrated in a continuation application that shows adequate progress towards the goals and objectives in the prior year were made will advance to the pre-award revision (PAR) process.

Successful completion of the PAR process must occur prior to the issuance of a grant award by the NJDOE.

In addition, all amendments to approved grant awards must also complete the PAR process.

## **Four Tier Review Process**

The pre-award revision (PAR) process is a four (4) tier sequential review process. The amendment/application revisions must be approved at each review tier before moving to the next tier. Revision requests may come from any tier review. The PAR process consists of four tiers:

### **Tier 1**

NJDOE Program Officer review of the programmatic aspects of the amendment/ application and its relationship to the budget request. Changes may include but are not limited to clarifications and additional information regarding needs assessment, program narrative, goals/objectives and indicators, activity plan, organizational commitment and capacity, allowability, allocability, reasonableness and necessity of items of cost in the budget request, nonpublic school consultation requirements, partnerships, and missing or incomplete document uploads, etc.

### **Tier 2**

NJDOE Grants Specialist review of the administrative aspects of the amendment/application and the budget. Changes may include but are not limited to: budget detail clarification, function and object code clarification, Unique Entity Identifier (UEI) numbers and [www.sam.gov](http://www.sam.gov) registration status, partnership issues, etc.

### **Tier 3**

NJDOE Program Office Director review of the amendment/application to certify approval to make an award.

### **Tier 4**

NJDOE Application Control Center (ACC) final review of the amendment/application to ensure that the proper function and object codes and cost detail is provided in the budget. Once the application passes this review, an award is issued in EWEG.

## **For Year 1 Grants**

If selected for pre-award revisions (PAR), the applicant will be notified by the EWEG system via email. Only the personnel listed on the Contact page of the application will receive a notification. The applicant will be required to initiate the PAR process for Year 1 grants as follows:

1. Log into EWEG
2. Create an amendment (Amendment 1)
3. Submit Amendment 1 through EWEG to the NJDOE.

**Please note:** Year 1 applicants will not be able to make changes on any of the application pages at this time. Questions on how to submit an amendment should be directed to the EWEG help desk at [eweghelp@doe.nj.gov](mailto:eweghelp@doe.nj.gov).

## **For Continuation Grants**

The applicant is not required to create an amendment to initiate PAR.

## **How to Create Amendment 1 for Year 1 Grants in EWEG**

1. Log into EWEG.
2. Go to GMS Access/Select.
3. Select the appropriate fiscal year.
4. Identify the grant program.
5. Click on the Amend button.
6. Amendment 1 will open. Do not make any changes.
7. Click on the Submit tab, run the Consistency Check and click the Submit button in the amendment.

## **Review Checklists**

At each tier, the NJDOE reviewer will review the application. Pre-award revision (PAR) comments will be entered by the reviewer and transmitted to the applicant using a popup checklist that is part of the EWEG application.

When an amendment/application is returned in EWEG to the applicant for revisions, EWEG will send out an email notification to the individuals identified on the Contacts tab.

## **Accessing the Review Checklist**

1. Log into EWEG.
2. Go to GMS Access/Select.
3. Select the appropriate fiscal year and revision.
4. Click on Review Summary.
5. On the next screen, select the radio button next to the level where the status says "Rejected."
6. Click Review Checklist.

Both the application and the review checklist will open.

The popup blockers in the applicant's web browser must be disabled before a checklist will appear on a separate popup tab when the amendment/application is opened. To see the reviewer comments, go into the checklist and select the tier from the top tab corresponding to the tier of the NJDOE reviewer who returned the application.

## **Making Revisions to an EWEG Application**

The Page Review Status tab displays the Page Status of all tabs and subtabs.

Page Status "Open" means the page is unlocked and that changes may be made to the page in the application.

Page Status “Locked” means that the page must be unlocked in order to make changes to the page in the application.

All revisions to the amendment/ application made by the applicant will appear in yellow highlight on the page being revised.

### **Making Changes to an Amendment/Application in EWEG**

Using the review checklist as a guide, go to the appropriate pages in the application, make the necessary changes and click on the “Save Page” button at the bottom of the page to save the changes before navigating away from the page.

### **Resubmission of the Amendment/Application in EWEG**

Once all changes have been made and saved in the amendment/application, go to the Submit tab and resubmit the amendment/application in EWEG.

If there are errors identified in the Consistency Check, go into the appropriate tabs and address the identified issue.

### **Acceptance of Pre-Award Revisions and Issuance of Grant Award**

Once all changes have been made and accepted by the NJDOE, an award is issued electronically in EWEG. The award consists of:

1. The electronic Notice of Award.
2. The approved EWEG amendment or/ application; and
3. [Attachments A&B Grant Terms and Conditions](#)

If there are special terms and conditions tied to the award, they will be included as well.

In addition, all grantees are subject to the provisions contained in the governing NGO.

### **Acceptance of the Grant Award in EWEG**

Please note that reimbursement requests cannot be processed until the award is accepted in EWEG.

Applicants must access the Grant Acceptance Certificate (GAC) in EWEG, to access the GAC:

- Click ACCEPT AWARD.
- Enter the date that the applicant’s governing board or equivalent met to accept the grant award.
  - Meeting dates entered may not be in the future.
  - For those applicants without a governing board, enter the date in which the official within the applicant organization has accepted the award.
- Lastly click ‘District Accepts’ to complete the GAC.

## Grant Modification (Amendment)

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 (10%) to a previously approved line item.
- 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 the grantee for the agreed upon scope of work (approved goals, objectives and activities) and the expenditure of subgrant funds. Any program or fiscal changes requested by a subgrantee must be reviewed by the grantee. If they require NJDOE approval and the lead agency supports the changes, forward them to the NJDOE Program Office for review. In brief, the lead agency can approve the subgrantee's initial changes. However, the lead agency must submit the subgrantee's subsequent changes to NJDOE for final approval, e.g., changes in their project activities or any budget variances.

All amendment forms are to be uploaded into the Upload Tab in the grant application.

All requests for amendments must be submitted at a minimum of 90 days prior to the end date of the grant agreement via the EWEG system. Modifications are initiated and submitted through the EWEG system.

1. Log into EWEG.
2. Go to GMS Access/Select.
3. Select the appropriate fiscal year.
4. Identify the grant program.
5. Click on the Amend button.
6. The next sequential Amendment number will open. Do not make any changes.
7. Click on the Submit tab, run the consistency check and click the Submit button in the amendment.

If there are any questions throughout the grant process, please contact the NJDOE at [eweghelp@doe.nj.gov](mailto:eweghelp@doe.nj.gov).

## Submitting Reimbursement Requests (RR's)

1. Log into the EWEG system and select GMS Access/Select from the Menu list. The GMS Access Select page will appear. Click on the 'Payments' button on the line of the program for which a Reimbursement Request (RR) will be submitted.

2. The next screen is the Payment Summary screen. Click on the "View Reimbursement Requests/Expenditure Reports" button.

	CCLTrainTAFed	CCLTrainTAOther
<b>Current Grant Year Allocation</b>	\$159,987	\$0
(+/-) Adjustments	\$0	\$0
(+/-) Consortiums	\$0	\$0
(+/-) Transfers	\$0	\$0
<b>Total Funds Available</b>	\$159,987	\$0
<b>Anticipated Payments</b>		
Auto-Scheduled	\$0	\$0
Reimbursements	\$159,987	\$0
<b>Total</b>	\$159,987	\$0

3. When the screen refreshes, click on the "Create New Request" button in the RR's section of the page (the top half).

4. A blank RR screen will open displaying the approved application budget and previously requested amounts. Enter the reimbursement amount in the Amount Requested column for the current expense period.

Reimbursement Request				Instruction:
Program: CCLC-Competitive				
Itemize each expenditure amount. (Use whole dollars only. Omit decimal places, e.g. 2536)				
Expenditure Category	Approved Budget	Previously Requested	Amount Requested	Total
100-100 Personal Services - Salaries	75000	0	0	0
100-300 Purchased Prof. & Tech. Services	45000	0	0	0
100-320 Purchased Prof. Ed Services	0	0	0	0
100-400 Purchased Property Services	0	0	0	0
100-500 Other Purchased Services	35000	0	0	0
100-580 Travel	0	0	0	0
100-600 Supplies and Materials	10000	0	0	0
100-800 Other Objects	24000	0	0	0
200-100 Personal Services - Salaries	0	0	0	0
200-200 Personal Services - Employee Benefits	5738	0	0	0
200-300 Purchased Prof. & Tech. Services	0	0	0	0
200-320 Purchased Prof. Ed Services	0	0	0	0
200-400 Purchased Property Services	0	0	0	0
200-500 Other Purchased Services	0	0	0	0
200-580 Travel	0	0	0	0
200-600 Supplies and Materials	36000	0	0	0
200-800 Other Objects	0	0	0	0
Indirect Cost - Approved Rate 0% Derived Rate 0%	0	0	0	0
400-720 Buildings	0	0	0	0
400-731 Instructional Equipment	32500	0	0	0
400-732 Non-instructional Equipment	0	0	0	0
<b>Totals</b>	<b>263238</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Calculate Totals**

5. After completing the form, click on "Calculate Totals". Be sure to enter the end date of the expense period. Click on "Save Page" and look at the top left of the screen for any error messages that may be displayed in red text. The data entered will not be saved if there is an error when the Save button is clicked. Once the page saves with no errors, click on "Submit." A message will appear stating that the RR has been submitted.

Vendor Invoice Number	3 07602205001	CFDA:
End Period Expense	7/1/2021	Enter as MM/DD/YYYY
CCR Expiration Date (SAM Expiration)	6/30/2022	Enter as MM/DD/YYYY
<b>RECAP</b>	<b>Amount</b>	
Grant Award (Allocation)	\$263,238	
Approved Budget	\$263,238	
Amount Paid To Date	\$0	
Balance Due LEA	\$0	
Funds on Hand	\$0	

**CERTIFICATION: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete and accurate, and the expenditures, disbursements, and cash receipts are for the purposes and objectives set forth in the terms and conditions of the award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).**

**Save Page**

**Submit**

**Please note the following:**

- Reimbursement may be requested for expenditures previously incurred or anticipated through the last day of the month in which the request is being submitted.
- Confirm that the System for Award Management (SAM)-Unique Entity Identifier (UEI) expiration date is current. If it is not, please visit our [SAM-UEI](#) section of the website for further information.
- Districts may submit one reimbursement request per program/title per month. Payments are processed once a month. Generally, reimbursement requests submitted by the 15th of the month will be processed at the end of the month and the district will receive payment at the beginning of the following month.

**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 (10%) 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); and
- Changes to Indirect Costs.

**Important Note** The subgrantee is subject to the same terms and conditions as the grantee and is responsible to the grantee 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 they require NJDOE approval and you support the changes, forward them to the NJDOE Program Office for review. The grantee does not have the authority to approve for subgrantees any changes in their project activities, any budget variances, or any other changes that require prior approval by the NJDOE.

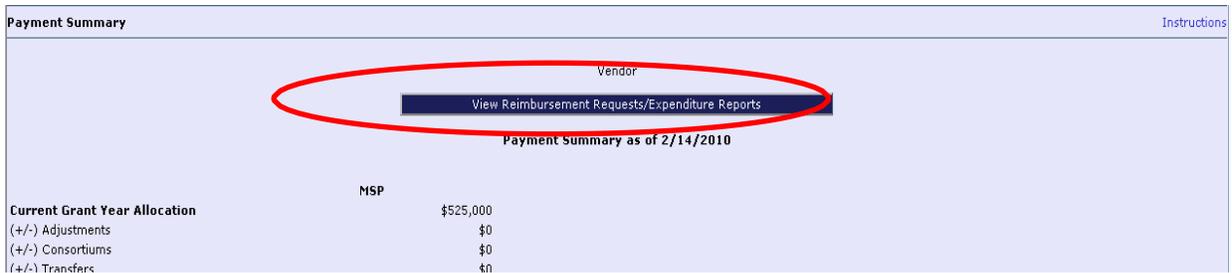
**All requests for amendments must be submitted at least 90 days prior to the grant agreement's end date via the EWEG system.**

## Submitting Interim and Final Expenditure Reports (FER's)

1. Log into the EWEG system and select 'GMS Access/Select' from the Menu list. The GMS Access Select page will appear. Select the Fiscal Year of the award from the drop-down list at the top left of the page. On the line of the program for which you will be submitting a Periodic Expenditure Report (PER), click on the 'Payments' button.



2. The next screen to appear is the Payment Summary screen. Click on the 'View Reimbursement Requests/Expenditure Reports' button.



3. The Reimbursement Request/Expenditure Report Menu will open. If it is not already visible, select the funding source (if funded from multiple sources, such as, Federal and State) or program for which you are submitting a report from the drop-down list.



4. When the screen refreshes, select "Create Expense Rep" located in the lower section of the page.

Click to Return to Menu List / Logout

**Request/Expenditure Report Menu** Instructions

Program:

**Reimbursement Requests:**  
 Select an Reimbursement Request from the list(s) below and press one of the following buttons:

Select	Reimbursement Request	Date Created	Date Submitted	Final Approval Date	Status	Status Date
<input type="checkbox"/>	Reimbursement Request 2	1/8/2010	1/19/2010	1/20/2010	Approved	1/20/2010
<input type="checkbox"/>	Reimbursement Request 1	11/19/2009	11/20/2009	11/23/2009	Approved	11/23/2009

**Expenditure Reports:**  
 Select an Expenditure Report from the list(s) below and press one of the following buttons:

Select	Expenditure Report	Final	Date Created	Date Submitted	Final Approval Date	Status	Status Date
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5. The newly created Expenditure/Program Report will open.

General Information	Contacts	Nonpublic Info	Equipment Inventory	Expenditure	Activity Plan	Upload	Submit	Application History	Comments
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**GENERAL REPORT INFORMATION**

**Even Start Family Literacy Program - Continuation (#09-BS25-L01)**

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**Reporting Requirements: Fiscal and Program Reports for this program are due as follows:**

Report Number and Reporting Period	Due Date
1st Interim: October 1, 2009 - December 31, 2009	January 15, 2010
2nd Interim: October 1, 2009 - March 31, 2010	April 15, 2010
3rd Interim: October 1, 2009 - June 30, 2010	July 15, 2010
Final: October 1, 2009 - September 30, 2010	December 31, 2010 (Please note that this date has been revised with no penalty to the grantee.)

**CONTRACT #**

**REPORT NUMBER:**

**BASIS OF REPORT:**

Cash:

Accrued Expenditures:

Other (Explain in space provided immediately below - 250 Characters Max):

## Notes

- If this is a Final Expenditure Report (FER), be sure to check the box indicating that on the “Expenditures” tab. Also identify the end date for the reporting period by selecting it from the drop-down list at the top of the page.
- If the report is marked as a final report, it will enter the award into the closeout payment process upon submission. Once a FER has been created or submitted, no additional Reimbursement Requests will be permitted for this award as the system will automatically generate a final payment (if one is due to the grantee) upon approval of the FER.

**Important:** Once the final payment is made to the grantee, the grant is closed. No other payments will be made to the grantee. When submitting your FER, refer to the Expenditure Summary Tab, under the Unexpended Funds Summary heading (E.) if there are unexpended funds which will be released to NJDOE.

## Tips

- As with the application, the report may be saved and closed to be opened and revised later.
- When ready to submit, the Consistency Check on the ‘Submit’ tab must be run. Once the Consistency Check has run successfully, the ‘Submit’ button will appear.
- Each subsequent report is cumulative and will be automatically populated with the data contained in the previous report. The data can be edited to add the new information for the new reporting period.

## **Glossary**

### **Amendment**

A change made to a program's scope for which an agency has received a grant award, or a budget change of at least 10 percent of the grant award.

### **Applicant Agency**

An agency seeking a discretionary or entitlement grant award. Such an agency may apply on its own behalf or on behalf of a partner agency or agencies.

### **Application Control Center (ACC)**

This center is responsible for providing the NJDOE's centralized control function for receipt of official grant documents. ACC functions include receipt and evaluation of grant proposals and applications, grant application and supplemental award review and approval, grant agreement modification review and approval, finalization of fiscal expenditure reports, and award closeout.

### **Approved Application**

The final version of the grant application incorporates all NJDOE-approved pre-award revisions. It provides the project framework and is used by the subgrantee in the local project's implementation.

### **Audit**

The examination of records and documents and the securing of other evidence by a qualified accountant for one or more of the following purposes:

- a) Determining the propriety of proposed or completed transactions.
- b) Ascertaining whether all transactions have been recorded.
- c) Determining whether transactions are accurately recorded in the accounts and in the statements drawn from the accounts.

### **Carryover**

Funds not obligated by the recipient at the end of the project period for which the funds were awarded. When permitted, the LEA may apply to the NJDOE through an amendment to the current year application to utilize these funds in the next project period.

### **Change in Scope**

A change in the goals, objectives, activities, and/or timelines of an approved grant application.

### **Consortium**

A formal agreement between two or more entities to join as one unit in submitting an application for an NJDOE grant program, and the subsequent execution of approved grant agreement activities and required reporting on those activities by the applicant entity.

## **Continuation Applications**

The sponsoring program office and the Office of Grants Management (OGM) conduct an internal review of the application for continuation funding. An internal review team evaluates the application based on quality and comprehensiveness, as well as on completeness, accuracy and appropriateness of response to each of the items identified in Section 2 of the governing NGO. To be eligible for continuation funding, the required elements must be completed satisfactorily, and all instructions contained in the NGO must be followed.

If the internal review team, the director of the sponsoring program office, and OGM concur that the application is not consistent with the approved multi-year application and does not contain the necessary components of a project and/or budget plan to support an award, it will be removed from consideration for funding.

**Note:** If the agency's application is removed from consideration for funding, the agency is ineligible to apply for any further award for the duration of the multi-year grant program.

## **Discretionary Grant**

A grant made in support of an individual project in accordance with legislation which permits the grantor agency (NJDOE) to exercise judgment in selecting the project, the subgrantee and the amount of the award. Applicants may or may not compete for these funds.

## **Education Department General Administrative Regulations (EDGAR)**

EDGAR is a compilation of regulations that apply to federal education programs. These regulations contain important rules governing the administration of federal education programs and include rules affecting the allowable use of federal funds (including rules regarding allowable costs, the period of availability of federal awards, documentation requirements, and grants management requirements).

## **Entitlement Grant**

A grant in which funds are provided to specific grantees based on a formula, prescribed in legislation or regulation, rather than on the basis of an individual project. The formula is usually based on such factors as population, enrollment, per-capita income, or a specific need. Applicants do not compete for these funds.

## **Equipment**

An item of tangible personal property that meets all the following criteria:

1. It retains its original shape, appearance and character with use;
2. It does not lose its identity through fabrication or incorporation into a different or more complex unit or substance;
3. It is non-expendable; that is, if the item is damaged or some of its parts are lost or worn out, it is more feasible to repair the item than to replace it;
4. Under normal conditions of use, including reasonable care and maintenance, it can be expected to serve its principal purpose for at least one year; and
5. The unit cost of the item is more than \$2,000.

## **EWEG (Electronic Web Enabled Grant System)**

Go to [NJDOE Homeroom](#) and select EWEG from the list on the left.

## **Final Expenditure Report (FER)**

An accounting by a grant recipient agency of the project activities accomplished and expenditures made to support those activities during the award period. The FER contains programmatic and fiscal information that will facilitate an effective audit.

## **Formula Subgrant**

An award made to an LEA for a program whose authorizing statute or implementing regulations provide a formula for allocating program funds. (See "Entitlement Grant.")

## **Grant**

An award for financial assistance to an organization that provides support to accomplish a public purpose in the form of money, or property in lieu of money, by a State agency. The term includes "cost type contracts" in which the contractor is paid on the basis of the costs it incurs, with or without a fee; and "fixed price contracts" in which a specific amount is paid per unit regardless of the actual costs incurred. The term does not include purchases made in accordance with statutes and regulations regarding procurement, and stipends, tuition aid, loans to students and other similar expenditures.

## **Grant Agreement**

A standardized legally binding agreement for the issuance of discretionary funds based upon specific priorities, needs, performance criteria, and budgetary constraints. The grant agreement (electronic or paper) used by the NJDOE for its discretionary grant programs incorporates both the governing NGO and the approved application and contains the following additional information: grant program identification; grant agreement time period; applicable regulations; payment information and due dates of progress and final program and fiscal reports; grant agreement-specific terms and conditions; and the approved grant agreement budget.

## **Grant Award**

A distribution of funds to an eligible agency through either a formula or competitive grant program.

## **Grant Award Period**

The timeframe during which funds provided by the NJDOE may be used for the purposes of the specific grant project.

## **Grantee**

The government or non-government entity to which a grant is awarded, and which is accountable for the use of the funds provided. The Grantee is the entire legal entity even if only a particular component of the entity is designated in the grant award document. 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.

## Grant Recipient Agency

See “Subgrantee.”

## Indirect Costs

Consult the governing NGO for information regarding the allowability, inclusion of and/or restriction(s) to indirect costs in a grant budget. Refer to 2 CFR Part 200.414.

Indirect costs may be requested in the budget from applicants that either:

1. have a current federally negotiated indirect cost rate agreement; or
2. have never received a federally negotiated indirect cost rate agreement.

The actual indirect cost rate that may be used in budgeting is a de minimis rate, which is subject to the requirements of the grant program. If indirect costs are requested, care must be taken to ensure that costs that would be considered indirect costs are not included in the budget as a direct cost.

Indirect costs are costs incurred for facilities and support services that are not readily identifiable as direct program costs. Refer to 2 CFR Part 200.414 for additional information.

Applicants with a current federally negotiated indirect cost rate agreement must scan and upload a copy of their indirect cost rate agreement to the application’s Upload Tab. If this program is subject to a supplement, not supplant requirement, applicants with an approved restricted indirect cost rate must use that rate. Non-LEA applicants with rate agreements that do not include a restricted indirect cost rate are limited to 8% MTDC. LEAs without an approved indirect cost rate is limited to the state median-approved indirect cost rate applicable to this program.

Applicants that have never received a federally negotiated indirect cost rate agreement must scan and upload a signed statement as part of the application. This statement must attest to the fact that the organization has never received a federally negotiated indirect cost rate agreement, and that the applicant is requesting the use of a de minimis indirect cost rate. This statement must be signed by the Chief Executive Officer (CEO) or designee of the organization.

Approved restricted and unrestricted Indirect Cost Rates for use during the grant periods were distributed through [NJDOE Homeroom](#). Please log on to NJDOE Homeroom to access your rates and supporting schedules. Please contact your grant administrator for information about the use of your rate and the ability to charge indirect costs to your federal grants. Rates issued for years prior to 2013-14 were issued based on an elective application submitted by the district. Inquiries regarding Indirect Cost Rates and prior year rates can be directed to [indirectcostrate@doe.nj.gov](mailto:indirectcostrate@doe.nj.gov).

## USDOE agreement with NJDOE

- [Local Education Agency Indirect Cost Agreement \(Effective through 6/30/2019\) \(PDF !\[\]\(0a8a6fa03eb406229f2a2c3ff1d66f4e\_img.jpg\)](#))
- [Cost Policy Statement - Indirect Cost Rate Agreement Number 2014-061 \(PDF !\[\]\(ab98832eb7badb192cb0d46656bbba74\_img.jpg\)](#))

**Note:** The NJDOE serves as the cognizant agency for NJ Local Education Agencies (LEAs) requesting an indirect cost rate. Starting in FY16, LEA indirect cost rates are determined using data submitted through the NJDOE Audit Summary (AUDSUM). LEA indirect cost rates are approved by the NJDOE Office of Finance. Go to [Indirect Cost Rate](#) for further information.

Other organizations must apply to their cognizant federal agency to receive an approved indirect cost rate.

Programs with a **supplement, not supplant** requirement are subject to the use of a restricted indirect cost rate.

Unless otherwise established in the applicant's indirect cost rate agreement, a Modified Total Direct Cost (MTDC) base is to be used. To calculate indirect costs, multiply the total direct costs (minus equipment, the portion of each contract above \$25,000 and subgrant costs) by the indirect cost rate.

### **Lead Agency**

Agencies that apply in collaboration must select one agency as the lead agency. The agency selected as the lead agency applies for a grant on behalf of a collaborative. In this capacity, the lead agency will serve as the applicant agency of record, as the legally recognized fiscal agent for the grant project, and as the single point of contact for the NJDOE.

The lead agency will be responsible for submitting the grant application in EWEG; overseeing the implementation of all aspects of the grant, i.e., project and spending plan; grant project monitoring and reporting; and fiscal management. The lead agency may not divest oversight responsibilities through a subgrant or to another member of the collaborative. The lead agency will also be required to retain lead agency status throughout the duration of a multi-year program. The collaborative will not be permitted to change lead-agency designation during subsequent grant periods.

Generally, the lead agency must be a public entity whenever grant funds are to be used to provide services to nonpublic school students. Any funds used in the provision of grant-funded services to nonpublic school students must remain under the administrative direction and control of the lead agency. Generally, grant funds may not be paid, sub-granted or otherwise transferred to a nonpublic school.

### **Local Education Agency (LEA)**

A public board of education or other public authority legally constituted with a state for either administrative control or direction of, or to perform a service function for, public elementary or secondary schools in a city, township, school district or other political subdivision of the state.

### **Monitoring**

A process used by the NJDOE to determine the extent to which a subgrantee is complying with the provisions of a grant agreement, and to determine the progress being made towards accomplishment of the goals, objectives, and activities in the approved grant application. Monitoring may be conducted on-site or through review of subgrantee interim and final program and fiscal reports.

## **Multi-Year Grant Programs**

A grant program designated in the NGO as extending for more than a single grant agreement period, usually 12 months in duration. The initial selection of subgrantees usually occurs on a competitive basis. Funding in subsequent years is provided on a non-competitive basis to those subgrantees that were selected in year one and certified by the program office to be performing successfully during of the current grant agreement period, and that submitted a continuation application in substantially approvable form.

## **Pre-Award Review (PAR)**

The four-tiered sequential review of a substantially approved grant application.

## **Project Director Assignment – (General Considerations)**

An employee of the agency must be designated as project director. The project director, as the delegated authority of the Chief School Administrator (CSA)/Chief Executive Officer (CEO), serves as the agency's primary point of contact with the NJDOE Program Officer responsible for the grant program. The project director is responsible for managing and implementing the educational project and budget described in the approved application to ensure that the agency meets its responsibilities to the NJDOE under the grant program in a timely manner.

For multi-year grant programs, the individual designated to serve as the project director should, where possible, continue to serve in that capacity for the entire length of the grant project. This will promote consistency in project administration, full understanding of overall project goals and objectives, and steady progress toward fulfilling the project plan.

The designation of a project director is intended to ensure timely oversight of project requirements as agreed to with the NJDOE. A project director must be assigned regardless of whether or not the governing NGO permits the use of grant funds to support the position.

This information must be included in the Admin/Contacts tab/subtab of the EWEG application.

## **Scope of Work**

The goals, objectives, activities, and timelines of the approved grant application.

## **SMART**

Specific, Measurable, Attainable, Relevant, and Timely.

### **Specific**

The objective clearly states, so anyone reading it can understand what will be done and who will do it.

### **Measurable**

The objective includes how the action will be measured. Measuring your objectives helps you determine if you are making progress. It keeps you on track and on schedule.

### **Attainable**

Objectives are realistic given the realities faced in the community. Setting reasonable objectives helps set the project up for success.

### **Relevant**

Objective fits the purpose of the grant, it fits the culture and structure of the community, and it addresses the vision of the project.

### **Timely**

Every objective has a specific timeline for completion.

### **Subgrants**

A subgrant is defined as a formal agreement between a grant recipient agency (third party) and another entity (fourth party) to provide an integral part of the grant project and a corresponding portion of the budget. Subgrants do not include procurement purchases or fee-for-service arrangements but may include partnership or consortia agreements where funds are divested for specific grant project activities.

Any subgrantee (fourth party) funded through the project is accountable to the grant recipient agency for the use of funds, subject to applicable Federal and State requirements as articulated in the grant agreement issued by the NJDOE, and subject to relevant OMB cash management regulations.

Subgrantees are also accountable to the grant recipient agency for the delivery of project activities and reporting.

The details of any proposed subgrants must be described in the grant application narrative. This must include:

1. The scope of work;
2. Goals;
3. Objectives and Activities;
4. And a detailed budget.

Once the NJDOE approves the application, including the subgrant, and a grant award is issued and accepted, a separate articulation agreement with each subgrantee should be developed. Each articulation agreement must clearly detail:

1. All grant activities to be carried out by the subgrantee;
2. The appropriate subgrant terms and conditions that flow down and are applicable to the subgrantee;
3. And the funds that will be allocated to the subgrantee.

The NJDOE reserves the right to request a copy of the articulation agreement at any point during the award process or during the grant period.

Generally, unless otherwise permitted by law, regulation or statute, a subgrant agreement may not be established with a nonpublic school.

**Important:** It is important to carefully distinguish between subgrantees and consultants or vendors within the budget. Consultants and vendors are organizations, independent entities or person(s) hired to provide a specific service or product for a fee within their normal business operations. They operate in a competitive environment

and provide services or goods to many different purchasers. They are not employees (either full-time or part-time), and they are not subject to compliance requirements.

In contrast, a subgrantee is an organization that uses grant funds to carry out a portion of the goals and objectives of the project, as opposed to providing goods or services. Their performance is measured against the achievement of the project objectives. Additionally, subgrantees have responsibility for applicable programmatic decision-making and must adhere to applicable program regulations and compliance requirements.

Refer to 2 CFR Part 200.330 for information regarding the distinction between subgrantees/ subrecipients and vendors.

Guidance on preparing and uploading subgrantee/partner budgets as part of an EWEG application may be found in Part V of this manual.

### **Subgrantee**

The entity to which a grant is awarded, and which is accountable to the NJDOE for the implementation of the project and the use of the funds provided.

### **Suspension**

An action by the NJDOE that temporarily discontinues payments of reimbursements under the grant award pending corrective action by the subgrantee or pending a decision by the NJDOE to terminate the grant.

### **Termination**

The cancellation of a grant award, in whole or in part, for cause or convenience.

## **Types of Discretionary Grants**

### **Competitive**

Open Competitive: a grant in which funds are provided on a competitive basis and which is open to all eligible agencies as determined by the enabling legislation. Applications are evaluated and scored by a reader panel according to specific selection criteria. This is the most common form of discretionary grant.

### **Limited Competitive**

A grant in which funds are provided on a competitive basis and which is open to agencies with specific characteristics (e.g., high needs districts, districts with priority and focus schools, etc.) as determined by the enabling legislation. Applications are evaluated and scored by a reader panel according to specific selection criteria.

### **Non-Competitive**

Continuation: a grant in which funds are provided on a non-competitive basis to those agencies that were funded in year 1 of a multi-year grant program. Applications are reviewed jointly by the program office and the OGM for adherence to the requirements outlined in the NGO. Grantees must be certified by the program office as eligible to continue based on performance.

### **Targeted**

A grant in which funds are provided on a non-competitive basis to an agency (or agencies) with unique qualifications such that no other agency can provide the specified services. Applications are evaluated and scored by a reader panel according to selection criteria as specified in the NGO. Only those applicants receiving a passing score are funded.

### **Discretionary Formula Grant**

A grant in which funds are provided equitably to all agencies of a specific type (e.g., county vocational schools, institutions of higher education with teacher preparation programs, etc.). This type of grant program may be used when the enabling legislation does not clearly specify which agencies are eligible, does not provide a formula for disbursement of funds and clearly provides discretion to the grantor agency (NJDOE) regarding such disbursement issues. NJDOE may use its discretion to determine which types of agencies, the total amount of funds to be distributed, the intent of the funding, the allowable uses for the funds and the formula that would be applied. All the agencies of that type would receive funds in accordance with the formula after submission/approval of an application for funds.

### **Entitlement Grant**

A grant in which funds are provided for specific programs to entities on the basis of a formula, prescribed in legislation or regulation, rather than on the basis of an individual project. The formula is usually based on such factors as population, enrollment, per-capita income, or a specific need. Applicants do not compete for these funds.

### **Uniform Grants Guidance**

2 CFR Part 200 et. seq. Uniform Administrative requirements, Cost Principles and Audit Requirements for Federal Awards

### **Uniform Minimum Chart of Accounts**

In accordance with the New Jersey Administrative code (N.J.A.C. 6A:23A-18.5(a)7), each Approved Private School for Students with Disabilities (APSSD) shall maintain a uniform system of accounts for use in the accounting system of the school for financial reporting to the Department. "Chart of accounts" means a classification structure for the accounting system that permits the standardization of reported financial data facilitating analyses within and between district boards of education and APSSDs, and on a nationwide basis.