Pre-Award Manual
for Discretionary Grants

State of New Jersey Department of Education
Office of Grants Management

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Introduction

The purpose of this Pre-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, in conjunction with the governing Notice of Grant Opportunity (NGO) should provide a complete set of application guidelines for a specific grant program. Should there be any inconsistency between the requirements of the NGO and this Pre-award Manual, the requirements of the NGO take precedence. 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 about discretionary grants can be found on the New Jersey Department of Education [Discretionary Grants](http://www.nj.gov/education/grants/discretionary/) web site at http://www.nj.gov/education/grants/discretionary/

Part I: General Information and Guidance

Eligibility

General Considerations

The applicant agency should refer to the governing NGO to which it is applying for specific eligibility requirements. When seeking discretionary grant funds, the applicant agency must review those requirements to determine whether or not it is eligible to apply. The New Jersey Department of Education (NJDOE) will screen all grant applications to determine if they meet all of the eligibility requirements detailed in the governing NGO. If the NJDOE determines that an applicant is not eligible to apply, the application will be rejected.

Note: Without exception, the NJDOE Application Control Center will not accept, and the Office of Grants Management will not evaluate for funding consideration, any application not submitted and received prior to the due date and time established in the governing NGO. The applicant agency will lose the opportunity to be considered eligible for an award if the application is not submitted in EWEG prior to the due date and time published in the NGO.

Please note that the "submit button" in EWEG disappears once the 4 pm deadline passes and applicants will be unable to submit the application.

Continuation Grant Programs

When applying for continuation funding under a multi-year grant program, the applicant's eligibility is also contingent upon the following:

1. certification by the sponsoring program office of the grant program of satisfactory performance by the agency during the current grant period as evidenced by:

    (a) the timely and accurate submission of all reports required under the grant program, and NJDOE approval of those reports;

    (b) approval by the program office of the agency's progress in implementing the comprehensive multi-year plan;

    (c) satisfactory progress toward the completion of any remediations identified as necessary by the program office as a result of (a) and/or (b) above; and

2. the submission of a complete and acceptable application for each grant funding period.

In each grant period, it is expected that the goals, objectives and activities established in the grant agreement for that grant period will be completed and satisfactory progress is made toward the completion of the multi-year plan. The NJDOE may withdraw the agency's certification of eligibility for continuation funding if these requirements are not met, either prior to or after submission of the continuation application.

Note: Under multi-year grant programs, grant recipients must retain a copy of the initiating multi-year NGO and a copy of each subsequent year's NGO for reference when applying for continuation funding. Information from the initiating NGO may not be repeated in subsequent NGOs. Therefore, it is the responsibility of the grant recipient to maintain accurate records of all project requirements for subsequent grant award period applications. Copies of an initiating multi- year NGO may be available to grant recipients on the NJDOE Discretionary Grants website at http://www.nj.gov/education/grants/discretionary/ and click on "Archive – Notice of Grant Opportunity (NGO) Guidelines."

Grant recipients are also required to retain a copy of the NGO in the contract file for audit purposes.

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.

EWEG Application Access

Applicants must carefully review the NGO to determine the means by which the grant application is to be submitted.

Almost all of the discretionary grant programs offered by the NJDOE are administered through the Electronic Web Enabled Grants (EWEG) system.

All EWEG users must have a user ID and password in order to access the system. The URL for the homeroom page to access EWEG is: http://homeroom.state.nj.us/ (select the EWEG link on left side of page).

LEA applicants (including charter and Renaissance schools) 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 should send an email to 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 as well as the name of the applicant organization.

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. 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.

EWEG System Requirements

EWEG supports only the Internet Explorer (IE) browser by Microsoft. Version 5.01 is the minimum and 7.0 is the maximum. Users using versions higher than 7.0 should access the EWEG system in the Internet Explorer compatibility mode.

EWEG does not support other browsers (Chrome, Firefox, Safari, etc.), nor does it currently support non-Windows operating systems such as LINUX, or hardware such as Macs, iPads, tablets or similar mobile devices. Questions may be sent to eweghelp@doe.nj.gov.

Working in the EWEG Application

Hints

1. Be sure to save the page being worked on before navigating away from the page. After clicking the "Save" button, be sure to look for any error message that may be displaying on the page. Error messages appear in red towards the top of the page. If an applicant moves off the page without correcting the error, all data entered on the page will not be saved.

2. Selecting "Printer Friendly" will reveal all of the text in the text boxes on that page.

3. Use the tab/subtabs to navigate among pages in the application.

4. *Do not* use the back arrow button to move to a prior page.

5. Use the Consistency Check button on the Submit tab periodically while working in EWEG to check pages in the application for technical errors that may prevent a clean application submission. Running the Consistency Check will lock the application pages in order to complete the check of the application. To unlock the pages, click the "Unlock Application" button on the Submit tab.

6. When copying and pasting from Word or Notepad, be sure to check for special characters, most notably, quotation marks, the apostrophe, and hyphens. Avoid using all of the other special characters (such as:!@#$%^&*()"~/<>{} and bullets) in text that is being copied and pasted. Please note that these characters can be typed right in the EWEG page's textbox once the text is pasted in. Do not use fancy formatting. It will only create problems. The content should be concise and clear.

Award Process

Single-Year and Multi-year Grant Programs

In year one, the application is evaluated and rated by a panel of three readers, except where noted differently in the governing NGO. The evaluation panel consists of one reader from the originating office, one from another office within the NJDOE, and one reader external to the NJDOE who is knowledgeable in the content area. Any changes to the standard composition of the reader panel will be noted in the NGO. Readers of grant applications for the NJDOE certify that no conflict of interest exists that would create an undue advantage or disadvantage for any applicant in the application evaluation and scoring process.

Applications are evaluated on the basis of quality, comprehensiveness, completeness, accuracy and appropriateness of response to the guidelines and requirements of the governing NGO. Applicants may request information about their evaluation scores from the NJDOE Application Control Center (ACC) by sending an email from the applicant's official email account to the ACC Coordinator at eweghelp@doe.nj.gov or by calling the Office of Grants Management at (609) 376-9089.

The NJDOE reserves the right to withdraw from consideration any application that does not include each component to be evaluated and scored in the evaluation process (unless waived by the NGO). The application is also reviewed to determine how well the proposed project meets the intent of the NGO. Applications that do not meet the intent of the NGO will be withdrawn from funding consideration.

Where there are no subsets of awards: The application must receive a score of at least 70 points out of 100 and must meet the intent of the NGO to be eligible for funding. Eligible applications are ranked and funded in descending order, from highest to lowest score, until available funds have been used.

Where the NGO prescribes subsets of awards: Refer to the NGO for ranking and funding details for applications scored 70 points or above.

In the event of a tied score at or above the NJDOE's cutoff score of 70, the NJDOE selects the applicant with the highest cumulative score for the Statement of Need, Goals and Objectives, and Project Activity Plan, unless otherwise stated in the NGO.

Selection Criteria

Grant application readers use the six standard selection criteria listed below, and the application construction guidelines contained in Parts II and III of this manual as the basis for their evaluations:

1. Local conditions and/or needs are consistent with the stated purpose of the grant program and the intended population to be served.

2. Project description is comprehensive and reasonable, addresses the identified local conditions and/or needs, and will contribute to the achievement of the intended benefits of the grant program.

3. Project goals and objectives are properly constructed and logically sequenced to substantiate the project plan, and are supported by specific and measurable indicators that will allow for objective assessment of progress toward achievement of the goals and objectives.

4. Project activities represent a well-defined and logically sequenced series of steps that will result in the achievement of each goal and corresponding objective(s).

5. Project budget supports the comprehensive project plan, and proposed expenditures are necessary and reasonable for the effective implementation of the project activities.

6. Agency's commitment to the project is well- documented, and the agency possesses the requisite organizational capacity and authority, including necessary resources and relevant experience, to support successful implementation.

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 on the basis of 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.

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/Chief Executive Officer, 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.

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.

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 the scope of work, goals, objectives and activities, 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 all grant activities to be carried out by the subgrantee, the appropriate subgrant terms and conditions that flow down and are applicable to the subgrantee, 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 persons 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 III of this manual.

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, subgranted or otherwise transferred to a nonpublic school.

Indirect Costs

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

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.

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 (nj.gov) for further information.

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

In accordance with 2 CFR Part 200.414(f), applicants that have never applied for and received a federally negotiated indirect cost rate may request the use of a *de minimis* indirect cost rate in their grant budget. Please refer to the NGO for guidance on the indirect cost rate that may be charged. rate in their grant budget. Please refer to the NGO for guidance on the indirect cost rate that may be charged.

Applicants with a current federally negotiated indirect cost rate agreement must scan and upload a copy of their indirect cost rate agreement as part of the application. This information should be uploaded under the UPLOAD tab in EWEG.

Applicants for whom the NJDOE is the cognizant agency must scan and upload a copy of the correspondence from the NJDOE Office of Finance (which established the indirect cost rate) as part of the application. This information should be uploaded under the UPLOAD tab in EWEG.

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 on agency letterhead and signed by the Chief Executive Officer or designee of the organization. This information should be uploaded under the UPLOAD tab in EWEG.

(For more information on indirect costs see the US Department of Education's "Indirect Cost Overview" webpage: http://www.ed.gov/about/offices/list/ocfo/intro.html).

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.

DUNS Numbers and Executive Compensation Reporting

In accordance with the Federal Fiscal Accountability and Transparency Act (FFATA), the NJDOE requires that all grant applicants have a DUNS number (issued by Dun and Bradstreet) and for the applicant to maintain a current and valid registration of that number with the federal System for Award Management (www.sam.gov) for the entire award period. Registration in the System for Award Management must be renewed annually.

For NJDOE verification purposes, it is requested (but not required) that applicants set their www.sam.gov profile to "public".

Although FFATA is applicable to federal grant awards (including federal contracts, subcontracts, grants, subgrants and pass-though awards), the NJDOE is extending this requirement to all NJDOE grant programs, regardless of the dollar amount of the award and regardless of the source of funds used.

As part of the application, each applicant is required to print out the "Entity Overview" page from their www.sam.gov registration and upload it using the UPLOAD tab in order to provide verification of registration status and ZIP+4 code.

Executive Compensation Reporting Under FFATA

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 if an applicant in the preceding fiscal year:

1. Received at least $25,000,000 in annual gross revenues from federal awards; and

2. If at least eighty (80) percent of the applicant's annual gross revenues came from federal awards.

Part II: Constructing a Grant Application Narrative in EWEG

Purpose

The purpose of this section of the Pre-Award Manual is to provide basic information about the purpose of the tabs and subtabs in the EWEG system, directions for completing the tabs, and helpful hints for designing and completing the application in the EWEG system.

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 Information and 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 complete grant application in EWEG includes, but is not limited to, completed Admin, Narrative, Budget, Upload and Submit tabs and their corresponding subtabs, as well as a clean Consistency Check (with no error messages) and has been submitted prior to the due date and time as published in the NGO. The tabs (indicated using capital letters) and subtabs (indicated using lowercase letters) are outlines below.

- **Admin/Contacts** - contains applicant agency information and contact information of key applicant personnel.

- **Admin/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.

- **Admin/Assurances** – contains a list of required state and federal assurances that must be agreed to by the applicant.

- **Admin/Board Approval** - collects the date in which the Board has approved a resolution approving the submission of the application.

- **Admin /DUNS -** collects applicant information required under the Federal Financial Accountability and Transparency Act (FFATA).

- **Admin /FFATA** - collects the Executive Compensation information required by the Federal Financial Accountability and Transparency Act (FFATA).

- **Narrative/Nonpublic** - collects summary data regarding participation of eligible nonpublic schools in the grant application.

- **Narrative/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.

- **Narrative/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.

- **Narrative/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 current status of the project.

- **Narrative/Goals and Objectives** - lists all proposed project goals and objectives, as well as the corresponding indicators of success.

- **Narrative**/Activity Plan - identifies each activity to be completed to accomplish the proposed project goals and objectives.

- **Narrative/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.

Directions

Overview Tab

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

Admin Subtabs

A. Contacts Subtab

The Contacts subtab is used to identify the applicant agency's key personnel: project director, EWEG contact, Business office contact, etc. NJDOE staff will rely on this information to contact local project staff. Ensure that the information is complete and correct. If the application is returned in EWEG for any reason, EWEG relies on the information in the Contacts subtab to send an automated system message.

B. 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.

C. 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.

D. 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 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.

E. DUNS Subtab

This subtab collects information required of all recipients of federal funds in accordance with the Federal Fiscal Accountability and Transparency Act (FFATA). FFATA is applicable not only to recipients of direct federal funding, but also to recipients of federal funds that have been passed through a state or other entity.

Specifically, an applicant is required to provide a valid DUNS number and address (including a Zip+4 code) and to maintain a current and valid registration on the System for Award Management (found at www.sam.gov) for the entire award period.

In addition, the applicant is required to print out the "Entity Overview" page from its www.sam.gov registration and upload the page using the UPLOAD tab as part of the application.

Executive Compensation Reporting Under FFATA

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, if the applicant, in the preceding fiscal year:

1. Received at least $25,000,000 in annual gross revenues from federal awards; and

2. If at least eighty (80) percent of the applicant's annual gross revenues came from federal awards.

This information is to be entered using the appropriate EWEG subtab.

If the applicant is not required to disclose this information, check the box next to the statement attesting to this fact.

The term "federal award" includes federal contracts, sub-contracts, grants, and sub-grants.

Narrative Subtabs

F. Nonpublic Subtab

This subtab collects a summary of 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.

G. 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 see.

For continuation grant programs, it is used to summarize the current status of the project. This should include the status of achievement of the established project goals and objectives, unforeseen obstacles or

challenges, as well as unanticipated project outcomes/benefits and plans for the upcoming grant period for which the agency is applying.

Do

1. Write the Abstract last as a summary of the entire proposed project.

2. Make it succinct and interesting.

Don't

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

H. 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

1. 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.

2. 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 attempt to address problems that are beyond the scope of the grant program to which the agency is applying.

I. 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 a 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

1. Write clearly and succinctly. It's the quality, not the quantity that matters!
2. Ensure that the steps of the project implementation plan are well-articulated and logically sequenced in the narrative.

J. 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 for 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 from 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 general rule, goals should follow the SMART principle. Goals should be:

- Specific,

- Measurable,

- Attainable,

- Realistic, and

- Timely

Objectives should be measurable, achievable, and realistic. 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 also link directly to individual stated needs (identified in the year-one Statement of Need). Also identify a time frame 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. Also, for each goal, specify a time frame within which it will be achieved. Specify the objectives that will lead to the achievement of 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 that will be used to evaluate the progress toward achievement of the goals and objectives, as well as 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 or not the applicant needs to refine an aspect of the project to ensure overall success.

Do

1. Review the Statement of Need before and after constructing the goals and objectives to ensure that the goals and objectives clearly address identified needs.

2. Identify the anticipated outcomes of the project in measurable terms and in relation to the stated needs.

3. Define the population to be served.

4. Identify the timeline for implementing and completing each objective.

5. Identify the level of performance expected in order to indicate successful achievement of the objective.

6. Make certain to construct measurable indicators of success that directly link to and support project goals and objectives.

Don't

1. Establish goals that are unrealistic or inappropriate to be addressed by the grant program. Keep the number of goals to a reasonable, manageable number.

2. Establish objectives that are vague and cannot be easily measured to determine achievement.

3. Propose general or vague indicators of success.

K. Activity Plan Subtab

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. Also, 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

1. 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.

2. Describe all of the tasks and activities planned for the accomplishment of each goal and objective.

3. 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.

4. Space the activities appropriately across all report periods of the grant project. Refer to the NGO for the reporting period timeframes.

5. Identify the staff directly responsible for the implementation of the activity. If the individual conducting the activity is not referenced appropriately on the Activity Plan, it may not be possible to determine an allocation of the requested costs, and costs may be disallowed.

6. List the documentation that tracks the progress and confirms the completion of each activity, such as agenda, minutes, curriculum, etc.

7. 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.

L. 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 organization as 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 experience the organization has had in implementing similar types of projects, as well as the outcomes of those projects. What worked, what didn't 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, provide an explanation of why the proposed project will be successful. Describe the organizational resources (staff, facilities, equipment, funds, etc.) that will support successful project implementation.

Do

1. Carefully consider why the agency wants to implement this project.
2. 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 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 actually uploaded. Please use filenames that appropriately describe the contents of the upload, but are not of excessive length and do not contain special (non alpha-numeric) characters such as %, $, @ or similar. Do not use a 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 .jpegs, .gifs,.bmp, etc. Please note, once a file is uploaded into this section, it *cannot* be removed or deleted.

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 located on this tab. Applicants are advised to periodically use the error messages that may arise from the consistency check to help 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 that the application was submitted.

Please note that the **Submit button for an application disappears at 4:00 pm on the due date** published in the NGO. Applications that are open, but are not submitted as of that date and time cannot be submitted.

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 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 and every 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.

Part III: Constructing a Grant Application Budget in EWEG

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

Note: Grant funds provided through any discretionary grant program may not be expended for costs prohibited by the federal OMB uniform grant guidance. Additionally, some costs may be ineligible and are listed within the governing NGO. Most discretionary grant funds do not allow carry forward funds. Therefore, applicants should not anticipate using funds beyond the program year identified in the governing NGO.

As a general rule, 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 a 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

1. Show on the budget detail subtabs 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 and/or 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 in the "Goal & Objective" boxes the codes for all goals, objectives and activities.

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.

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.

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 this tab.

Step 1: 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 or part time;

3. Select program or admin;

4. Enter annual salary and percentage of time;

5. Select the Uses of Funds from the drop down 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 or part time;

3. Select program or admin;

4. Enter annual salary and percentage of time;

5. Select the Uses of Funds from the drop down 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.

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 drop down 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 drop down 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 in excess of $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 drop down 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 in excess of $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 drop down 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, 100-800; 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 drop down 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 drop down 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

(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.

Step 2: Completing the Matching Summary Tab

This tab is to be used only if matching funds are being included in the grant application. Please refer to the governing NGO for the program to determine if matching funds are required.

Please note that applicants who include matching costs in their grant application, regardless if it is mandated by the NGO or not, are required to expend and report such funds in the event that they receive an award. Under-expenditure of 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 DOE are subject to the same cost basis requirements and audit provisions as are grant funds.

Step 3: Completing the Subgrant Budget Details Forms

Note: There is a space on each form to identify a specific subgrantee. Subgrant budget forms may be downloaded in MS-Word on the NJDOE Grant Management webpage (nj.gov).

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 on the budget detail forms 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.

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 the Project Activity Plan by entering in the "Project Goal/Objective/Activity" column the codes for all goals, objectives and activities that provide direct programmatic support for each proposed expenditure.

Note: These subgrant budget detail forms are to be uploaded along with the subgrant budget summary 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, function and object code 200-320.

Form A: Personal Service – Salaries

100-100:   Full-Time & Part-Time Salaries – Instruction

200-100:   Full-Time & Part-Time Salaries – Support Services

1. Use Form A for the salaries of all employees whose duties include grant-related activities.

2. List separately the title of each position and the name of the staff person who holds the position, or enter "vacant" after the position title if the position is unfilled at the time of application. If the duties of the position are not clear from the title, enter enough information to make the duties of the staff person clear and/or the reason for requesting the funds evident.

   Example: "Teacher/Smith for curriculum development," or "4 substitutes for teachers attending professional development workshops."

3. If a staff member serves in more than one capacity, enter that staff member in each applicable Function & Object Code. For example, if a staff member serves as a teacher and as a counselor, enter that staff member in two separate budget lines under the appropriate Function & Object Codes, i.e., 100-100 ("Salaries–Instruction") for Teacher/ Murphy, and 200-100 ("Salaries–Support Services") for Counselor/ Murphy.

4. Show in the "Cost Calculation" column how the total cost for the position was determined.
   Example: Part-Time Salary: 2 teachers × $75/day × 5 days each = $750
   Example: Full-Time Salary: 1 math teacher at $50,000/yr annual salary × 50% time on the grant = $25,000.

5. Enter in the "Grant Request Amount" column the amount of grant funds being requested for this salary. If only a portion of the salary for this position is to be paid from grant funds, enter the amount to be paid from grant funds in the "Grant Request Amount" column.

Form B: Personal Services – Employee Benefits

200-200: Personal Services Employee Benefits

1. Use Form B for fringe benefits for all employees whose salaries will be wholly or partially funded by the grant.

2. Ensure that all fringe benefits calculations are based on the correct corresponding grant - requested salaries.

3. Ensure that the percentage of an individual's fringe benefits charged to the grant does not exceed the corresponding percentage of that individual's salary charged to the grant.
Example: If 25% of a staff member's salary is charged to the grant project, up to 25% of his/her fringe benefits can be charged to the grant project.

4. Complete the heading on each column by filling in the appropriate "%" for each fringe benefit. **Note**: The standard FICA rate is already entered on the form.

5. Enter in the "Position/Name" column the title and person's name (where known) for each position. Make certain that this entry matches the Budget Detail Form A entry for the same staff position/staff member. NOTE: If a staff member has been entered more than once on Budget Detail Form A, the staff member should be entered more than once on Budget Detail Form B.

6. Enter in the "Salary Grant Request Amount" column the amount of the staff member's salary that is being requested from the grant.

7. Complete each column by multiplying the total salary requested from the grant for the position by the appropriate percentage of the fringe benefit.
*Exampl*e: For a staff member whose salary from the grant equals $15,000: to enter requested FICA amount, multiply $15,000 × 7.65%. which equals $1,147.50. (The amounts will be rounded up or down on the Budget Summary form in EWEG.)

8. Add all the fringe benefits for the position entered in this line.

9. Calculate the total percentage of fringe benefits by dividing the total fringe benefits by the grant-funded salary ("Salary Grant Request Amount" column). Enter this percentage in the "Total % of Benefits" column.

Notes

FICA/TPAF

1. 7.65% has already been entered in the "FICA" column. This percentage includes both Social Security (6.20%) and Medicare (1.45%).

2. For grant projects funded with federal funds, both FICA and Teacher Pension and Annuity Fund (TPAF) benefits calculated on the base salary for any employee of a Local Education Agency (LEA) who holds a New Jersey teaching certificate must be charged to the grant, if grant funds are requested for the employee's salary.

3. For grant projects funded with state funds, FICA must be charged to the grant, but TPAF benefits calculated on the base salary for any employee of an LEA who holds a New Jersey teaching certificate may not be charged to the grant.

4. For grant projects funded with both state and federal funds, FICA and TPAF costs for all full-time employees of an LEA who hold a New Jersey teaching certificate whose salaries are fully or partially funded with federal funds must be charged to the grant, unless otherwise instructed in the NGO.

1. Health benefits are frequently determined by the coverage chosen by the employee rather than by percentage of salary. Where this is the case, enter a phrase such as "Varies" or "Employee Choice" to provide an explanation for the costs. The percentage of such benefits requested from grant funds may not exceed the percentage of the employee's salary charged to the grant.

2. Health benefits are sometimes fixed (the coverage is the same for every employee). In this case enter "Fixed" and the fixed amount in the column heading.
   Example: If the agency pays $8,000 in health benefits for each employee, enter "Fixed: $8,000" at top of the column. The percentage of such benefits requested from grant funds may not exceed the percentage of the employee's salary charged to the grant.

Form C: Purchased Professional and Technical Services

100-300: Purchased Professional and Technical Services (instructional)

200-300: Purchased Professional and Technical Services (non- instructional/support)

1. Use Form C for purchased professional and technical services, i.e., consultant costs. Consultants are paid on an hourly, daily, or flat fee basis, and are not employees of the applicant (lead) agency.

2. Group all costs in the same Function & Object Code together. Enter the Function & Object Codes sequentially, e.g., enter all costs for 100-300 before entering costs for 200-300.

3. Provide a description of the type(s) of consultants to be engaged (an individual and/or company) and the purpose for which the consultant(s) will be hired. Identify, where possible, the services and/or products to be purchased.

4. Identify the rate of compensation, e.g.,$10/hour or $200/workshop or $300/day.
   Note: If a "flat fee" is used as the cost basis, the specific products or services to be provided for that fee and an approximate number of hours or days the consultant will spend on the project must be identified.

5. Enter the time for which the applicant is contracting with the consultant. The time should refer to the fee basis, e.g., if the fee shown in the "Rate" column is $10/hour, show the number of hours (e.g., 15 hours) in the "Time Required" column.

Form D: Supplies and Materials

100-600: Instructional Supplies and Textbooks

200-600: Non-instructional Supplies and Materials

1. Use Budget Detail Form D for classroom/instructional supplies and materials, non-instructional supplies and materials, and textbooks.

2. Identify the specific supplies to be purchased, e.g., paper, notebooks, printer toner cartridges, envelopes, etc.

Note: In some cases, it may be acceptable to identify only the types of supplies to be purchased, rather than provide an itemized list of the supplies. However, for all entries, provide as much detail as necessary for the DOE to accurately determine the necessity for the proposed expenditure.

In the case of textbooks, workbooks, reference or library books, software programs, etc., it is not necessary to identify the specific titles of the books or software programs to be purchased. However, it is necessary to identify the course(s), subjects, or program for which the books or software programs will be purchased.

Where itemization is required, enter in the "Unit Cost" column the cost for one item as the item is priced for purchase (i.e., by individual item, by the box, case, carton, etc.).

Enter the number of items (i.e., individual items, boxes, cases, cartons, etc.) in the "Quantity" column for each particular supply to be purchased.

Form E: Equipment

400-731: Instructional Equipment

400-732: Non-instructional Equipment

1. Use Form E for instructional and non- instructional equipment.
    An item to be purchased is categorized as equipment if it meets *all* of the following criteria:

    a. It retains its original shape, appearance and character with use;

    b. It does not lose its identity through fabrication or incorporation into a different or more complex unit or substance;

    c. It is nonexpendable; 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;

    d. Under normal conditions of use, including reasonable care and maintenance, the item can be expected to serve its primary purpose for at least one year;

    e. The unit cost is more than $2,000.

2. Provide a clear description in the "Item Description" column of the item to be purchased (e.g., the number of smartboards along with any peripherals that are included). Include in the "Item Description" column information on how and by whom the equipment will be used (*e.g.,* for student instructional use in computer lab). This will help the reviewer to assess the appropriateness of the funds requested. Also include any additional information that will clarify the relevance to the grant project of the proposed costs that will help the reviewer determine whether the costs have been entered into the correct Function & Object Code.

3. Where equipment is purchased from a single vendor as a "package," identify the full "package price" and the package components (*e.g*., computer packaged with software, printer, *etc*). Do not show the cost of the components separately if they are not purchased separately.

Form F: Other Costs

- 100-500 Other Purchased Services
- 100-800: Other Objects
- 200-400:Purchased Property Services
- 200-500: Other Purchased Services

- 200-580: Travel
- 200-800: Other Objects
- 200-860: Indirect Costs
- 400-720: Buildings

1. Use Form F for all Function & Object Codes that are not properly entered on Budget Detail Forms A through E.

2. When requesting mileage costs for staff travel, identify the staff member who will be traveling and the purpose for which the travel will be undertaken.
Example: Project director round trip from Anytown to Trenton for meeting with DOE Program Officer, 100 miles round trip.

3. Enter the description of the requested cost and the cost calculation. Both the description and the cost calculation must provide enough detail to clarify the relevance of the requested cost to the grant project and to enable the reviewer to assess the reasonableness of the request.

Special Cost Considerations on Form F

4. Purchased Property Services

For all rentals (property, vehicles, equipment) please be aware that a copy of a lease agreement or a written quote from the prospective lessor may be requested. However, it isn't necessary to provide this documentation as part of the proposed budget.

5. Indirect Costs

Please consult the governing NGO for information regarding the allowability of indirect costs in the grant budget. Subgrantees requesting indirect costs are subject to the same rules regarding indirect costs as the lead agency. Subgrant budgets that include indirect costs must also be accompanied by documentation of an approved indirect cost rate. See Part I of this document for further details.

Step 4: Completing the Subgrant Budget Summary Form

This form is prepared and uploaded using the Upload tab only after all appropriate subgrant budget detail forms have been completed. The purpose of the form is to provide a summary of planned expenditures for individual subgrantees. The Subgrant Budget Summary is used only by applicants who propose subgrantee agreements as part of their grant projects. The form collects specific detail on individual subgrantees' expenditures by function and object code. Each "Subgrantee" column on the form represents requested grant funds only.

1. Complete the "Applicant (Lead) Agency" and "CO/Lead Agency Code," "NGO Title" and "NGO #" lines at the top of the form(s).

2. Copy the Subgrant Budget Summary form to accommodate more than five (5) subgrantees, where necessary.

3. Complete the "Page __ of __" block at the top of the form, even if only one form is necessary to accommodate all subgrantees.

4. Enter one subgrantee name in each of the column headings, as necessary.

5. Enter a total for each Function & Object Code in the appropriate column based on funds requested on the corresponding set of budget detail forms (A–F).

6. Verify all figures for accuracy. Ensure that funds requested are shown in the correct Function & Object Code line, and that the amounts and assignments by Function & Object Code are consistent with those shown on the set of subgrantee budget detail forms corresponding to the specific subgrant agency.

7. Verify that the total in each line equals the amounts entered on the budget detail forms. Amounts requested on the Other budget subtab and on the Subgrant Budget Summary must match and be fully supported by information provided on the corresponding set of budget detail forms.

8. Show all entries in whole dollars only. Cents will be deleted.

9. Enter subtotals in the appropriate lines for each column of the form. These lines are shaded and titled: "Subtotal – Instruction"; "Subtotal – Support Services"; and "Subtotal – Facilities."

10. Complete the "Total Cost" line for each column used on the form.

Required Only Where Directed by the NGO

11. Complete the "Administrative Cost Summary" column:

   a) Enter a total for each Function & Object Code based on the grant funds requested under the Subgrant Budget Summary that represents administrative costs.

   b) Enter subtotals in the lines shaded and titled: "Subtotal – Support Services" and "Subtotal – Facilities." **Note**: Instructional costs are never considered administrative; therefore, these rows have been blocked out so that figures are not inadvertently entered into them.

   c) Complete the "Total Cost" line. **Note**: The "Total Cost" for administrative costs must represent the total of all administrative costs incorporated into the grant-funded amounts shown under the "Subgrantee" columns of the Subgrant Budget Summary form. Administrative costs are extracted from the individual subgrant cost summaries; they are not in addition to the grant funds requested for subgrantees.

Common Requested Costs

Listed below are common requested costs and the appropriate Generally Accepted Accounting Practices (GAAP) Function and Object code, 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	Subgrant Budget Form
Advertising	200-500	Other	F
Books	200-600 and 100-600	Supplies	D
Library	200-600	Supplies/Non-instructional	D
Reference	200-600	Supplies/Non-instructional	D
Textbook (student use)	100-600	Supplies/Instructional	D
Workbooks (student use)	100-600	Supplies/Instructional	D
Classroom Supplies	100-600	Supplies/Instructional	D
Conferences	200-500 and 200-580	Other	F
Registration Fees	200-500	Other	F
Hotel	200-580	Other	F
Meals	200-580	Other	F
Travel	200-580	Other	D
Consultants *(includes travel and expenses)*	100-300 and 200-300	Other	C
Educational, working directly with students	100-300	Other	C
Educational, working with staff	200-300	Other	C
Copying/duplicating	200-500	Other	C
Equipment (includes installation)	400-731 and 400-732	Equipment	E
Instructional	400-731	Equipment/Instructional	E
Non-instructional	400-732	Equipment/Non-instructional	E
Field trips	100-800, 200-500, and 200-600	Other and Supplies/Non-instructional	F and D
Admission fees	100-800	Other	F
Transportation (bus rental)	200-500	Other	F
Lunches	200-600	Supplies/Non-instructional	D
Graphic design	200-300	Other	F

Item of Cost	Function & Object Code	EWEG Budget Tab/ Subtab	Subgrant Budget Form
Consultant fees	200-300	Other	F
Other	200-300	Other	F
Internet use charges	100-500 and 200-500	Other	F
Instructional	100-500	Other	F
Non-instructional	200-500	Other	F
Leases/rentals (property, equipment)	200-400	Other	F
Network access charges	200-500	Other	F
Office supplies	200-600	Supplies/Non-instructional	D
Postage	200-500	Other	F
Printing	200-500	Other	F
Software	100-600 and 200-600	Supplies	D
Instructional	100-600	Supplies/Instructional	D
Non-instructional	200-600	Supplies/Non-instructional	D
Teachers, full-time employees of applicant	100-100 and 200-100	Salaries	A
Contracted salary	100-100	Salaries/Instructional	A
Additional compensation	100-100	Salaries/Instructional	A
Stipends for attendance at in-service and professional development	100-100	Salaries/Instructional	A
Curriculum work	200-100	Salaries/Non-instructional	A
Teachers, part-time employees of applicant (applies to next row)	100-100	Salaries	A
Hourly pay	100-100	Salaries/Instructional	A
Teachers, substitutes	100-100	Salaries/Instructional	F
Telephone	200-500	Other	F
Travel, staff	200-580	Other	F

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

Part IV: Pre-award Revision Process in EWEG

Pre-Award Revision 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 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 pre-award revision 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.

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

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 in the 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; missing or incomplete document uploads, etc.

Tier 2

NJDOE Grants Specialist review of the administrative aspects of the amendment/ application as well as the budget. Changes may include, but are not limited to: budget detail clarification; function and object code clarification; DUNS numbers and 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, 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 pre-award revision 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.

For Continuation Grants

The applicant is not required to create an amendment in order to initiate pre-award revisions.

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 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." Make a note of the tier, not the stop.

6. Click Review Checklist.

Both the application and the review checklist will open.

If the popup blockers in the applicant's web browser are disabled, a checklist will appear on a separate popup screen when the amendment/application is opened. To see the reviewer comments, go into the checklist and to the top tab 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.

Unlocking Application Pages for Revision in EWEG

Year 1 Grants (Competitive)

For Year 1 grants (competitive), NJDOE staff must go into the amendment and unlock the pages. The pages unlocked are the pages indicated in the revision checklist where changes need to be made

Continuation Grants

For continuation grants, the applicant may unlock any and all pages as needed in the application using the Page Review Status Page.

Unlocking the Pages in a Continuation Application

1. Log into EWEG

2. Go to GMS Access/Select

3. Select the appropriate fiscal year

4. Identify the grant program

5. Open the application.

6. Select "Page Review Status."

7. Place a checkmark in the "Expand All" box

8. Place a checkmark in the box(es) corresponding to the page that revisions are to be made.

9. Click on the "Save Page" button at the bottom.

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

Applicants must access the Grant Acceptance Certificate in EWEG, click ACCEPT AWARD and 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.

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

Part V: Subgrant Budget Forms

The subgrant budget forms listed below are included in this package. Refer to Part III, Step 3, Completing the Subgrant Budget Details Forms, of the Pre-award Manual for instructions.

When required by the NGO, these forms are to be completed, scanned and uploaded as part of the grant application as pdf files using the Upload tab.

Note: Not all standard forms (project and budget) are required for all grant programs. There may also be additional program-specific forms attached as part of the NGO document. The applicant is directed to the governing NGO for specific direction regarding forms necessary to apply for a particular grant program.

Subgrant Budget Forms

- Form A: Personal Services - Salaries
- Form B: Personal Services – Employee Benefits
- Form C: Purchased Professional and Technical Services Form D: Supplies and Materials
- Form E: Equipment Form F: Other Costs
- Subgrant Budget Summary form

Subgrant Budget Detail Form A

Personal Services – Salaries

Function & Object Codes 100-100 and 200-100

> **Notes**: complete and upload this form only when requesting subgrants as part of the budget.
> Copy this form. Refer to Part III, Step 2, Constructing a Grant Application Budget of the *Pre-Award Manual* for instructions. Complete all columns. Use multiple lines for a single entry if necessary.

Date: _____

NGO Title: _____

Applicant (Lead) Agency: _____   Subgrantee: _____

Project Goal/ Objective/ Activity	Function & Object Code	Position/Name	Cost Calculation **For full-time positions:** total annual salary × percent of time to the grant project = total **For part-time positions:** rate ($) per hour × number of hours per week × number of weeks per year = total	Grant Request Amount

Subgrant Budget Detail Form B
Personal Services – Employee Benefits

Function & Object Code 200-200

Notes: complete and upload this form only when requesting subgrants as part of the budget.
Copy this form. Refer to Part III, Step 2, Constructing a Grant Application Budget of the Pre-Award Manual for instructions. Complete all columns. Use multiple lines for a single entry if necessary.

Date: _____

NGO Title: _____

Applicant (Lead) Agency: _____   Subgrantee: _____

Position/Name	Grant Requested Salary Amount	FICA 7.65%	TPAF	PERS	Worker's Comp	Unemply.	Disabil.	Health	Other (specify)	Total % of Benefits	Grant Requested Amount (Benefits Only)

Subgrant Budget Detail Form C
Purchased Professional and Technical Services

Function & Object Codes 100-300 and 200-300

> **Notes**: complete and upload this form only when requesting subgrants as part of the budget.
> Copy this form. Refer to Part III, Step 2, Constructing a Grant Application Budget of the *Pre-Award Manual* for instructions. Complete all columns. Use multiple lines for a single entry if necessary.

Date: _____

NGO Title: _____

Applicant (Lead) Agency: _____   Subgrantee: _____

Project Goal/Objective/Activity	Function & Object Code	Description/Purpose	Rate: Hourly, Daily, Flat Fee	Time Required	Grant Request Amount

Subgrant Budget Detail Form D
Supplies and Materials

Function & Object Codes 100-600 and 200-600

> **Notes**: complete and upload this form only when requesting subgrants as part of the budget.
> Copy this form. Refer to Part III, Step 2, Constructing a Grant Application Budget of the *Pre-Award Manual* for instructions. Complete all columns. Use multiple lines for a single entry if necessary.

Date: _____

NGO Title: _____

Applicant (Lead) Agency: _____ Subgrantee: _____

Project Goal/Objective/Activity	Function & Object Code	Item Description	Unit Code (UC)	Quantity (Q)	Grant Request Amount (GR)

Subgrant Budget Detail Form E
Equipment

Function & Object Codes 400-731 and 400-732

Notes: complete and upload this form only when requesting subgrants as part of the budget.
Copy this form. Refer to Part III, Step 2, Constructing a Grant Application Budget of the *Pre-Award Manual* for instructions. Complete all columns. Use multiple lines for a single entry if necessary.

Date: _____

NGO Title: _____

Applicant (Lead) Agency: _____   Subgrantee: _____

Project Goal/Objective/Activity	Function & Object Code	Item Description	Unit Code (UC)	Quantity (Q)	Grant Request Amount (GR)

Subgrant Budget Detail Form F
Other Purchased Services, Other Objects, Purchased Property Services, Travel, Indirect Costs, Buildings

Function & Object Codes 100-500, 100-800, 200-400, 200-500, 200-580, 200-800, 200-860, 400-720

Notes: complete and upload this form only when requesting subgrants as part of the budget.
Copy this form. Refer to Part III, Step 2, Constructing a Grant Application Budget of the *Pre-Award Manual* for instructions. Complete all columns. Use multiple lines for a single entry if necessary.

Date:

NGO Title:

Applicant (Lead) Agency: Subgrantee:

Project Goal/Objective/Activity	Function & Object Code	Description/ Cost Calculation	Grant Request Amount

New Jersey Department of Education
Subgrant Budget Summary

Notes: complete and upload this form only when requesting subgrants as part of the budget.

Page: ___ of _____

Applicant (Lead) Agency: _____   CO/Lead Agency Code: _____

NGO Title: _____   NGO#: _____

Instruction

Budget Category	Function & Object Code	Subgrantee [enter name]	Subgrantee [enter name]	Subgrantee [enter name]	Subgrantee [enter name]	Subgrantee [enter name]	Subgrantee [enter name]	Total *(sum of all subgrant columns)*	Admin Cost Summary
Personal Services - Salaries	100-100								
Purchased Prof &Tech Services	100-300								
Other Purchased Services	100-500								
Supplies and Materials	100-600								
Other Objects	100-800								
Subtotal - Instruction	N/A								

Support Services

Budget Category	Function & Object Code	Subgrantee [enter name]	Subgrantee [enter name]	Subgrantee [enter name]	Subgrantee [enter name]	Subgrantee [enter name]	Subgrantee [enter name]	Total *(sum of all subgrant columns)*	Admin Cost Summary
Personal Services - Salaries	200-100								
Personal Services – Emp. Benefits	200-200								

Budget Category	Function & Object Code	Subgrantee [enter name]	Subgrantee [enter name]	Subgrantee [enter name]	Subgrantee [enter name]	Subgrantee [enter name]	Subgrantee [enter name]	Total (sum of all subgrant columns)	Admin Cost Summary
Purchased Prof &Tech Services	200-300								
Subgrant Cost Summary	200-320								
Purchased Property Services	200-400								
Other Purchased Services	200-500								
Travel	200-580								
Supplies and Materials	200-600								
Other Objects	200-800								
Indirect Costs	200-860								
Subtotal – Support Services	N/A								

Facilities Acquisition and Construction Services

Budget Category	Function & Object Code	Subgrantee [enter name]	Subgrantee [enter name]	Subgrantee [enter name]	Subgrantee [enter name]	Subgrantee [enter name]	Subgrantee [enter name]	Total (sum of all subgrant columns)	Admin Cost Summary
Buildings	400-720								
Instructional Equipment	4000-731								
Non-instructional Equipment	400-732								
Subtotal – Facilities	N/A								

Total Cost: $

Total amount of Subgrantee matching funds committed to this project*: $

*complete *only* when there is a matching funds requirement in the NGO

June 2015