



Welcome! Today's webinar starts at **1 P.M.**

Headphones or speakers will be needed to hear audio.

It may be helpful to print a copy of the NGO to highlight and make notes during this technical assistance webinar.

Future Ready New Jersey



Office of Educational Technology



Today's session the Future Ready Grant program.

We encourage you to print out the NGO and follow along!

Take notes & highlight as we go.

Control Panel

The image shows two overlapping windows from the GoToMeeting software. The left window is the 'Control Panel' and the right window is the 'Attendees' list. Red arrows labeled 'a' and 'b' point from the 'Screen Sharing' and 'Audio' sections of the Control Panel to the corresponding sections in the Attendees window. A red arrow labeled 'c' points from the 'Attendees' list in the Control Panel to the 'Attendees' list in the Attendees window. A red arrow labeled 'd' points from the 'Chat' section of the Control Panel to the 'Chat' section in the Attendees window. A large red arrow points from the 'Attendees' list in the Control Panel to the 'Attendees' list in the Attendees window. Another large red arrow points from the 'Chat' section in the Attendees window to the 'Chat' section in the Attendees window. The Attendees window shows a list of participants: Maria Johnson (Organizer, Presenter), David Williams, Eric Baker, James Moore, and Jenn Wilson (web). The Chat section shows a message from 'Me' at 1:51 PM: 'Thanks for joining, everyone!'.



Future Ready New Jersey

October 2015

ORG/APU#: 5068-049

Application Due Date: December 8, 2015

Christopher Cox

NEW JERSEY DEPARTMENT OF EDUCATION
PO Box 500
Trenton, NJ 08625-0500

<http://www.state.nj.us/education>
STATE BOARD OF EDUCATION





Future Ready New Jersey

- ✓ **Grant Program Information**
- ✓ **Project Guidelines**
- ✓ **Budget Considerations**
- ✓ **Completing the Application**
- ✓ **Q & A Session**



Future Ready New Jersey

✓ Grant Program Information

- 1.1 Description of the Grant Program**
- 1.2 Eligibility to Apply**
- 1.3 Federal Compliance Requirements (DUNS, SAM)**
- 1.4 Statutory/Regulatory Source and Funding**
- 1.7 Application Submission**
- 1.8 Programmatic and Fiscal Reporting Requirements**
- 1.9 Assessment of Statewide Program Results**
- 1.10 Reimbursement Requests**

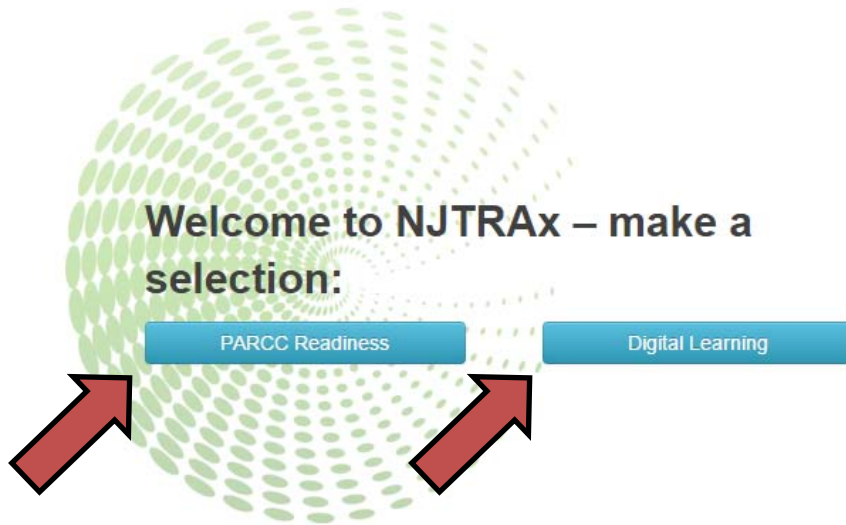
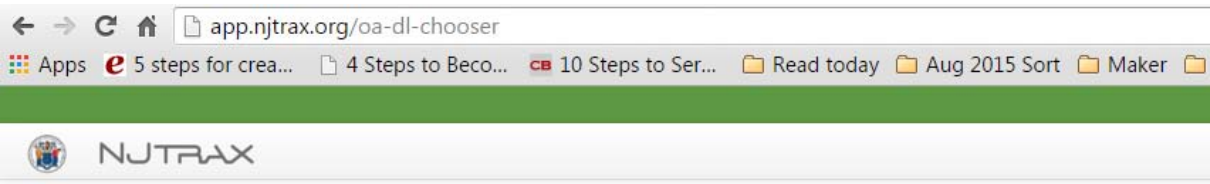


1.1. DESCRIPTION OF THE GRANT PROGRAM

The digital learning process should begin with digital learning and culminate in online assessments, such as PARCC. Implementing a digital learning environment supports the implementation of the PARCC assessments.

The New Jersey Department of Education (NJDOE) has used the NJTRAx interactive database tool to assist districts and the department in gauging the status of technology readiness for the online assessments.

This Notice of Grant Opportunity (NGO) supports increasing the capacity for digital learning readiness through mentoring partnerships between two LEAs



NJTRAX has been updated to include a gauge for Digital Learning Readiness that assists districts and schools in identifying their strengths and needs for an effective digital learning environment.



Powered by METIRI Group

We ask each district to keep the NJTRAX data current by updating the database periodically.



1.1. DESCRIPTION OF THE GRANT PROGRAM

There must be one mentor to one mentee in the partnership. Both LEAs in the partnership intending to apply for the grant program will be **required to:**

- Update NJTRAx for all schools in the district and ensure all devices that are used for learning (**and not only for the PARCC online assessments**) are included. NJTRAx infrastructure and device readiness information must be updated prior to the submission of the application.
- Complete the [Future Ready](#) district self-assessment gear assessment for **Curriculum, Instruction and Assessment** prior to submitting the application.



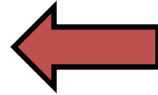
http://dashboard.futurereadyschools.org/app/framework

dashboard.futurereadyschools.org/app/framework

Interactive Planning Dashboard



The Future Ready Framework



- Introduction
- Student Learning
- Curriculum, Instruction, and Assessment
- Use of Time
- Technology, Networks, and Hardware
- Data and Privacy
- Community Partnerships
- Professional Learning
- Budget and Resources
- Empowered, Innovative Leadership

Description

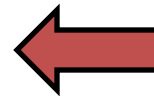
An Introduction to the Framework

Technology now enables personalized digital learning for every student in the nation. The *Future Ready District Pledge*, according to the *U.S. Department of Education*, is designed to set out a roadmap to achieve that success and to commit districts to move as quickly as possible towards a shared vision of preparing students for success in college, careers and citizenship. This roadmap can only be accomplished through a systemic approach to change, as outlined in the graphic below. With student learning at the center, a district must align each of the seven (7) key categories, called gears, plus leadership, in order to implement and sustain successful digital learning.



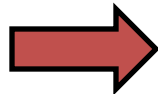
The 7 Gears are as follows:

- Curriculum, Instruction, and Assessment
- Professional Learning
- Technology, Networks, and Hardware
- Data and Privacy
- Community Partnerships
- Budget and Resources
- Use of Time

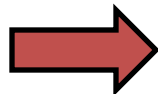


The outside rings of the framework image emphasize the importance of **empowered leadership** and the cycle of transformation where districts vision, plan, implement and assess continually. Once a district is strategically staged in each gear, district leaders can be confident that they are ready for a highly successful implementation phase that leads to innovation through digital learning.

Click through the Gears on the left to become familiar with the Future Ready Framework and review the rubrics and aligned resources for each Gear.



Click to view District Leadership Assessment



Click to view a Sample District's Readiness Report

Ready to get started? Begin by creating a district leadership team and think through what other teams you may want associated with your district profile to collaborate, gather input, and track your progress over time. Then, get ready to "assess readiness" in Step 1!



1.1. DESCRIPTION OF THE GRANT PROGRAM

<http://dashboard.futurereadyschools.org/app/self-assessment>

Guidance for taking the Future Ready Gear Assessment is found in Appendix G of this NGO.

Introduction

Student Learning

Curriculum, Instruction, and Assessment

Use of Time

Technology, Networks, and Hardware

Data and Privacy

Community Partnerships

Professional Learning

Budget and Resources

Empowered, Innovative Leadership

Description

Resources

Levels of Readiness

Curriculum, Instruction, and Assessment

In a Future Ready district, curriculum, instruction, and assessment are tightly aligned, redesigned to engage students in 21st Century, personalized, technology-enabled, deeper learning. Curricula and instruction are standards-aligned, research-based, and enriched through authentic, real-world problem solving. Students and teachers have robust and adaptive tools to customize the learning, teaching, and assessment, ensuring that it is student-centered and emphasizing deep understanding of complex issues. Assessments are shifting to be online, embedded, and performance-based. Data and associated analysis serve as building blocks for learning that is personalized, individualized, and differentiated to ensure all learners succeed.



The elements that comprise this Gear are as follows:

- 21st Century Skills/Deeper Learning
- Personalized Learning
- Collaborative, Relevant, and Applied Learning
- Leveraging Technology
- Assessment—Analytics Inform Instruction

A foundation for each of these elements is the increased use of digital content, providing learners a range of high quality media, accessible 24 hours-a-day, 7-days-a-week. This provides all students many more opportunities to personalize learning, reflect on their own work, think critically, and engage frequently in deeper understanding of complex topics. This necessitates equitable access to devices and high-speed networks and broadband both at school and beyond, into the community and homes.



Click to view Curriculum, Instruction, and Assessment



1.1. DESCRIPTION OF THE GRANT PROGRAM

The assessment must be completed by a **minimum of five leaders within the district**. The results of this district self-assessment will assist LEAs in determining the mentoring relationship between LEAs.

LEAs with a high rating (6-10) in the Future Ready gear assessment for **Curriculum, Instruction and Assessment** will be considered a mentoring LEA and must partner with one LEA with a rating that is less than or equal to five (5). The **Curriculum, Instruction and Assessment** ratings from the Gap & Strategies report for both districts in the partnership **must be uploaded into the EWEG system with the application**.



1.1. DESCRIPTION OF THE GRANT PROGRAM

Identify one LEA that will be the lead agent and another partnering LEA that will be a subgrantee. There must be one mentor to one mentee in the partnership, and the **lead agent can be the mentor LEA or the mentee LEA.**

Identify one or more schools within the Mentee LEA that will participate in the grant program and benefit from targeted assistance from the grant program activities.



1.1. DESCRIPTION OF THE GRANT PROGRAM

Focus on the Mentor LEA assisting the identified school within the Mentee LEA with increasing its capacity for digital learning readiness.

Mentor and Mentee LEAs are required to obtain their digital learning readiness rating by completing the **NJTRAx Digital Learning surveys** for all participating schools by **March 25, 2016** as a pre-assessment of digital learning readiness and again at the end of the grant period as a post-assessment



1.1. DESCRIPTION OF THE GRANT PROGRAM

Create complementary web-based videos to be presented to all of the Future Ready NJ grant recipients on **July 14, 2016**.

The Mentor LEA must make **one or more** web-based videos available to the NJDOE staff that **shows two (2) digital learning strategies/practices** used to mentor the Mentee LEA to increase the capacity for digital learning readiness in the Mentee LEAs participating school(s).

The Mentee LEA must make one web-based video available to the NJDOE staff that **shows the implementation** of at least one of the digital learning strategies/practices depicted in the Mentor LEA video that resulted in increased capacity for digital learning readiness within the participating school(s).

Please note: The NJDOE must have a completed NJDOE **Adult and Student Photo Release form** (see Appendix A&B)



1.1. DESCRIPTION OF THE GRANT PROGRAM

Establish a Future Ready NJ webpage on each district's website linked to its main (home) district webpage by the end of the grant period (**August 31, 2016**). A link to this district Future Ready NJ webpage will be posted on the main webpage of each participating school. The purpose of the webpage is to offer information on the grant program, its activities and have resources, documents and videos for the grant program posted to the webpage.

The grant project period is March 1, 2016 through August 31, 2016.



1.2 ELIGIBILITY

This limited-competitive grant program is open to all LEAs, Charter and Renaissance schools who updated NJTRAx PARCC Readiness, and completed and obtained a rating from the Future Ready gear assessment for **Curriculum, Instruction and Assessment**. Funding amounts cannot exceed \$250,000 per grant award.

Updating the NJTRAx PARCC Readiness tool is defined as updating the network, bandwidth and **all devices** used for PARCC assessments **and for learning in all schools**.



1.2 ELIGIBILITY

For purposes of this grant program, only the readiness rating from the gear assessment for **Curriculum, Instruction and Assessment** will need to be noted. This assessment must be completed by **at least five (5) district leaders**, such as the Director of Curriculum, Assistant Superintendent, Director of Assessment, Director of Staff Development, one or more Principals, or any other district administrator.

A screen shot of the of the **Curriculum, Instruction and Assessment** ratings from the Gap & Strategies report for both LEAs in the partnership must be saved in doc. or .pdf format, and **uploaded into the EWEG system with the application**. A sample ratings report page is found on the last page of Appendix G of this NGO.



1.2 ELIGIBILITY

Applications must be a partnership between two LEAs, one mentor and one mentee. The application must denote which district is the mentoring district and which district is the partner/subgrantee on the Documentation of Eligibility form **(Appendix C)**.

A mentoring district must have a Future Ready gear self-assessment rating **higher than five (6-10)** in Curriculum, Instruction and Assessment and the **partnering district** must have a Future Ready gear self-assessment rating that **is less than or equal to five (5)** in Curriculum, Instruction and Assessment.



1.2.1 RULES FOR TWO-LEA PARTNERSHIP

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 collaborative will not be permitted to change lead-agency designation during subsequent grant periods.**



1.2.1 RULES FOR TWO-LEA PARTNERSHIP

The partnership chooses the Lead Agent and the other LEA is a partner/subgrantee.

The majority of the grant allocated funds must financially benefit the Mentee LEA.

Any LEA may submit only one proposal or participate in only one partnership under another LEA as lead agency. LEA eligibility will be certified at time of application.

Funding amounts cannot exceed \$250,000 per grant award.



1.3 FEDERAL COMPLIANCE REQUIREMENTS (DUNS, SAM)

In accordance with the Federal Fiscal Accountability Transparency Act, all grant recipients must have a valid Data Universal Numbering System (DUNS) number and must **also** be registered with the federal System for Award Management (SAM). DUNS numbers are issued by Dun and Bradstreet and are available for free to all entities required to register under FFATA.

- **To obtain a DUNS number, go to:**

<http://fedgov.dnb.com/webform/>

- **To register with the SAM database, go to:**

www.sam.gov



1.3 FEDERAL COMPLIANCE REQUIREMENTS (DUNS, SAM)

- Applicants are **required to submit** their DUNS number and expiration date of their SAM registration as part of the EWEG application using the appropriate EWEG tab (contacts) and must certify that they will ensure that their registration will remain active for the entire grant period.
- Applicants **must also** print the “Entity Overview” page from their www.sam.gov profile (which displays their DUNS number and street address with ZIP+4 code), and upload a scan of the page using the UPLOAD tab.

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



1.4 STATUTORY/REGULATORY SOURCE AND FUNDING

The applicant's project must be designed and implemented in conformance with all applicable state and federal regulations. The Future Ready NJ Grant Program is 100 percent funded from state funds (ORG/APU #5068-049).

The total state funds available for this grant program are \$1,000,000, where each partnership award cannot exceed \$250,000.



1.4 STATUTORY/REGULATORY SOURCE AND FUNDING

The grantee is expected to complete the goal(s) and objectives laid out in the approved grant application, complete implementation activities established in its grant agreement, and make satisfactory progress toward the completion of its approved action plan. **The Department of Education will remove ineligible, inappropriate or undocumented costs from funding consideration.**

Applicants must score 65 points or above (not including bonus points), and must meet the intent of the NGO to be considered eligible for funding consideration. Awards will be made in rank order.

Final awards are subject to the availability of state funds.



1.7 APPLICATION SUBMISSION

The DOE administers discretionary grant programs in strict conformance with procedures designed to ensure accountability and integrity in the use of public funds and, therefore, **will not accept late applications.**

- The Application Control Center (ACC) must receive the complete application through the online Electronic Web Enabled Grant (EWEG) system at <http://homerom.state.nj> no later than **4:00 P.M. on Tuesday, December 8, 2015.**
- Without exception, the ACC will not accept, and the Office of Grants Management cannot evaluate for funding consideration, an application after this deadline.

The responsibility for a timely submission resides with the applicant.



1.7 APPLICATION SUBMISSION

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/>

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.

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.

Questions regarding access to EWEG may be directed to eweghelp@doe.state.nj.us



1.7 APPLICATION SUBMISSION

Applicants are advised to plan appropriately to allow time to address any technical challenges that may occur. Additionally, applicants should **run a consistency check at least 24 hours before the due date** to determine any errors that might prevent submission of the application.

- **Applicants are advised not to wait until the due date to submit the application online** as the system may be slower than normal due to increased usage.
- **Please note that the EWEG system will be closed at 4:00 PM on December 8, 2015.**



1.7 APPLICATION SUBMISSION

- Complete applications are those that include **all elements** listed in Section 3.3, Application Component Checklist of this notice.
- **Applications received by 4:00 PM on October 23, 2014** will be screened to determine whether they are, in fact, eligible for consideration.
- The Department of Education reserves the right to reject any application not in conformance with the requirements of this NGO.

Paper copies of the application will not be accepted!

Applications submitted by FAX will not be accepted!



1.8 PROGRAMMATIC AND FISCAL REPORTING REQUIREMENTS

Grant recipients are required to submit interim and final progress reports. Grantees are advised to contact their NJDOE program officer in advance of the due date for information on when the EWEG reporting system will be online. All reports must be submitted through the EWEG system. Reports for this program will be due as follows:

	Reporting Period	Due Date
Interim	March 1, 2016 – May 31, 2016	June 30, 2016
Final	March 1, 2016 – August 31, 2016	October 31, 2016



1.8 PROGRAMMATIC AND FISCAL REPORTING REQUIREMENTS

Interim Program/Expenditure Report

As part of the EWEG Interim Report, **a narrative must be prepared and uploaded.** This interim report must include the following information:

The pre-assessment results of the New Jersey school-based Digital Learning Surveys for each participating school. **The Digital Learning surveys are six surveys** in which the business administrator, curriculum director, superintendent, complete the administrator survey; technology director, technology coordinators-complete the applicable educational technology or information technology surveys; each teacher to be involved in the grant program-completes the teacher survey; as many parents as possible of students in the involved teachers' class-completes the parent survey; each student in the teachers' class involved in the grant program-completes the student survey.



1.8 PROGRAMMATIC AND FISCAL REPORTING REQUIREMENTS

Estimated times for completing the NJTRAx Digital Learning Surveys are as follows:

Survey Respondent	Estimated Completion Time
Student	12-18 minutes
Parent/Guardian	12-15 minutes
Teacher	20-30 minutes
School Administrator	40-50 minutes
Information Technology Coordinator	18-20 minutes
Educational Technology Coordinator	15-20 minutes

The grantee must upload the survey results as a doc. or .pdf file into EWEG.

The grantee must upload the mentors' activity logs as a doc. or .pdf file into EWEG.



1.8 PROGRAMMATIC AND FISCAL REPORTING REQUIREMENTS

Final Program/Expenditure Report

As part of the EWEG final report, a narrative must be prepared and uploaded. This final report narrative must include the following:

- ✓ The post-assessment results (electronic .pdf copies) of the New Jersey school-based Digital Learning Survey report for each participating school. The six Digital Learning surveys. The grantee must scan and upload the narratives and a .pdf copy of the survey results into EWEG.
- ✓ An analysis of the pre- and post- assessment results
- ✓ Lessons learned from the grant experience – what worked, what did not work, and what could be done differently for those things that did not work.
- ✓ An outline of next steps – how the digital learning initiative moves forward next year.
- ✓ The grantee must scan the mentor log into EWEG.



1.10 REIMBURSEMENT REQUESTS

Payment of grant funds is made through a reimbursement system. Reimbursement requests for any grant funds the local project has expended are made through the Electronic Web-Enabled Grant (EWEG) system. Reimbursement requests may begin once the application has been marked “Final Approved” in the EWEG system, and the grantee has accepted the award by clicking on the “Accept Award” button on the Application Select page and completing the Grant Acceptance Certificate information.

NOTE: Payments cannot be processed until the award has been accepted in EWEG.



Future Ready New Jersey

✓ Project Guidelines

2.1 Project Design Considerations

2.2 Project Requirements

2.3 Budget Considerations

2.4 Budget Requirements



2.1 PROJECT DESIGN CONSIDERATIONS

The intent of this section is to provide applicants with the framework within which they will plan, design, and develop the proposed project to meet the purpose of this grant program.

Before preparing applications, potential applicants are advised to review Section 1.1, Description of the Grant Program, of this NGO to ensure a full understanding of the NJDOE's vision and purpose for offering the program.



2.1 PROJECT DESIGN CONSIDERATIONS

Mentor LEA

- ✓ Assist Mentee LEA to create a **shared vision** and develop goals for digital learning.
- ✓ Offer **professional development** to intensify assistance to teachers and administrators in learning and implementing the Universal Design for Learning framework in the fall of 2016.
- ✓ Develop a **support team** that will be used to accomplish necessary tasks such as identifying mentors with the necessary knowledge and skills needed, provide training, assist current mentors thereby reducing their time commitment, and evaluate progress of the grant program. A support team can **include a variety of different experts.**



2.1 PROJECT DESIGN CONSIDERATIONS

Mentee LEA

- ✓ Review and modify curriculum to **include effective integration of technology** that support a learner-centered environment. It can be through instructional approaches dependent on technology usage such as blended learning lessons and flipped classroom learning.
- ✓ Develop **opportunities** during the school year and in the summer of 2016 for teachers to **discuss what worked and what did not work** during the school year; and create or modify lesson content and delivery for the upcoming school year to reflect the positive learning outcomes from the grant program.



2.1 PROJECT DESIGN CONSIDERATIONS

Mentee LEA

- ✓ Intensify **mentoring activities for administrators** during the summer months to ensure the implementation of new or revised policies and strategies for governing in a digital learning environment occurs in fall 2016.
- ✓ Turnkey the **successful practices and strategies** during the summer of 2016 to schools and staff not participating in grant activities during the school year.
- ✓ Provide adaptive **support to teachers and administrators** to change beliefs, roles and approaches to their work. Collaboration, creativity and experimentation may be needed.



2.1 PROJECT DESIGN CONSIDERATIONS

Both LEAs in the Partnership

- ✓ Develop and implement **learning beyond the classroom** walls with flexibility to learn at various times throughout the day and night.
- ✓ Ensure current infrastructure supports the administration and completion of the PARCC **online assessments**, while **simultaneously supporting classroom instruction** that has robust bandwidth and device needs such as video streaming. This includes the purchase of devices, hardware or infrastructure necessary to implement the PARCC online assessments.
- ✓ Review and modify **district policies** that address safe and responsible use of digital applications that are available on the district's servers to align with the district's changed instructional environment.



2.1 PROJECT DESIGN CONSIDERATIONS

Both LEAs in the Partnership

- ✓ Ensure all participants have a consistent, established, ongoing forum to **discuss the grant program**, instructional strategies, strengths and needs of instructional support with other teachers. (May be a Professional Learning Community (PLC), Community of Practice (COP), Interest Group participation online (such as ISTE's special interest groups (SIGs))

<http://byotnetwork.com/2014/07/06/the-components-of-a-digital-age-learning-ecosystem/>



2.1 PROJECT DESIGN CONSIDERATIONS

Both LEAs in the Partnership

Provide professional development, in class support, model instructional strategies, and/or **provide coaching between mentor and mentee** focused on specific strategies such as:

- ✓ Pose open-ended Essential Questions and encourage and provide constructive feedback from and to students.
- ✓ Present “captivating digital content.”
- ✓ Check for **student understanding** through formative assessments of each student.
- ✓ Develop a **plan of action** to provide instructional support that fits **each learner** beginning with understanding evidence-based frameworks that support engaging instructional practices and offer **flexibility for students** to show what they have learned.



2.1 PROJECT DESIGN CONSIDERATIONS

Both LEAs in the Partnership

- ✓ Plan and design classrooms to have a **variety of tools** that are **available** for learning in various places within the classroom and/or the school campus.
- ✓ Provide strategies to assist teachers in recognizing and conveying to students the **most appropriate instructional tool** for the given task.
- ✓ Develop and implement a communication initiative that will ensure **all stakeholders** (parents, staff, community and students) are regularly informed and provide input about district policies, successes and needs to form a strong sense of community.



2.1 PROJECT DESIGN CONSIDERATIONS

Both LEAs in the Partnership

- ✓ Review and modify district budget to leverage technology in ways that **support digital learning** (<http://njdigitallearning.org/wp-content/uploads/2015/04/Transformative-Budgeting-final.pdf>).
- ✓ Develop a pilot program to change from seat-time to ‘competency’ learning where students have **flexibility** to take as long as they need to learn a concept and are evaluated to ensure **complete understanding**.
- ✓ **Activities should be non-threatening, meaningful and relevant to help teachers and administrators in the partnership to grow as instructional leaders in managing people, data, and processes in ways that promote an effective digital learning environment.**



2.2 PROJECT REQUIREMENTS

Mentoring is defined in this grant as a process to provide support and guidance, and not to emphasize better performance.

It is important that all mentoring activities focus on the Mentee LEA with the goal to have the mentee district implement digital learning best practices in the fall of 2016.

The mentoring district must maintain documentation of mentoring activities that occur by each person responsible for completing a mentoring activity. The document or log must indicate the name of the mentor, date, time frame (ex: 1 p.m. – 5 p.m.), place and **specific description of the activity**. It should not be limited to common planning sessions, time provided during in-service days, before and after school day activities, and summer sessions.



2.2 PROJECT REQUIREMENTS

Partnership Responsibilities

- ✓ Mentoring activities to individuals must include **immediate** and **objective** feedback.
- ✓ The partnering districts will **share** the strategies and practices that worked for creating a **successful digital learning environments**, and also share the conditions under which the practices will and will not work.



2.2 PROJECT REQUIREMENTS

Project Director Assignment

An employee of the lead agency must be designated as project director. The project director, as the **authorized designee** of the Chief School Administrator/Chief Executive Officer, serves as the grantee'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 grantee meets its responsibilities to the NJDOE under the grant program in a timely manner.

The Project Director from the lead agency and a representative from each partnering district must attend the technical assistance sessions facilitated by the NJDOE Grant Program Officer on the following days:

Wednesday, March 9, 2016

Thursday, July 14, 2016



2.2 PROJECT REQUIREMENTS

Project Abstract: (no points)

The Project Abstract is a (250- 300 words) summary of the proposed project's need, purpose, and projected outcomes. **The proposed project and outcomes** must cover the entire grant period. **Do not** include information in the abstract that **is not** supported elsewhere in the application.



2.2 PROJECT REQUIREMENTS

Statement of Need:

(no more than one-page up to 20 points)

- ✓ Applicants must identify one or more schools within the Mentee LEA that will participate in the grant program and benefit from targeted assistance from the grant program activities.
- ✓ Applicants must provide a compelling justification for receiving these grant funds. The narrative must include:
 - The areas this grant program will address for both the Mentor LEA and the Mentee LEA.
 - The current status of digital learning in both LEAs, especially for the identified participating school(s).
 - The detailed digital learning needs for each of the identified, participating school(s) in the Mentee LEA.



2.2 PROJECT REQUIREMENTS

Project Description: (up to 20 points)

- ✓ In the Project Description, provide a detailed narrative of the complete plan for implementing the project. The narrative must address the following:
 - An explanation of how the mentor will assist its partner LEA (the mentee) with increasing the capacity for **digital learning readiness** in the participating schools.
 - A description of how the project is appropriate for and will successfully address the identified digital learning needs of the participating school(s).
 - A description of the effect the project will have on the identified schools and/or delivery of instruction upon completion in the mentee LEA.



2.2 PROJECT REQUIREMENTS

Goal, Objectives and Indicators: (up to 15 points)

The required goal of the Future Ready NJ Grant Program is **to increase the capacity for digital learning** and **assessment readiness** through collaborative, mentoring partnerships for identified schools in both LEAs in the partnership.

- Applicants must develop **appropriate objective(s)** and **indicator(s)** to support this **local goal**.



2.2 PROJECT REQUIREMENTS

Activity Plan: (up to 20 points)

The Project Activity Plan follows the goal and objectives that were listed in the previous section. **The Activity Plan is for the current grant period (March 1, 2016 – August 31, 2016).**

Activities **represent the steps** that it will take to achieve each identified objective. Also, the activities that are identified in this section **serve as the basis** for the individual expenditures that are being proposed in the budget. Review the required local Goal and the Objectives when constructing the Project Activity Plan to ensure that **appropriate links** have been established between the goal and objectives **and the activities.**

Please refer to the NGO page 13 & 14 for detailed items!



2.2 PROJECT REQUIREMENTS

Organization Commitment and Capacity (5 Points)

Each mentor LEA must describe their commitment and capacity to expand or increase their mentee partner's digital learning capacity.



Future Ready New Jersey

✓ Project Guidelines

✓ 2.1 Project Design Considerations

✓ 2.2 Project Requirements

2.3 Budget Considerations

2.4 Budget Requirements



2.3 BUDGET CONSIDERATIONS

<http://www.state.nj.us/education/grants/discretionary/apps/>



NJ DOE

DOE A to Z: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z #

- [Home](#)
- [Educators](#)
- [Families](#)
- [Programs](#)
- [Data](#)
- [News Room](#)

Office of Grants Management

- Grants Home
- About Grants Management
- NJDOE Grant Opportunities
- NJDOE Discretionary Grants
- Overview
- Grant Applications
- Grant Management
- NJDOE Entitlement Grants
- Uniform Grant Guidance (UGG)
- Useful Links
- NJDOE Homeroom Page
(Access to the EWEG System)

NJDOE Discretionary Grants

Grant Applications

[Overview of the Notice of Grant Opportunity and Discretionary Grant Application](#)

[Pre-Award Manual for Discretionary Grants](#) (PDF )

[Technical Assistance](#) (PDF )

Technical Assistance - For each published Notice of Grant Opportunity (NGO), the sponsoring program office provides a technical assistance workshop to potential grant applicants. The information provided at the workshops is limited to the factual contents of the NGO narrative, including grant parameters, constraints, and state/federal regulations. General guidance on completing the budget forms is also provided. No further technical assistance is provided for competitive or limited-competitive grant programs. This page contains information that is generic in nature. Consult the published NGO for specific program information.

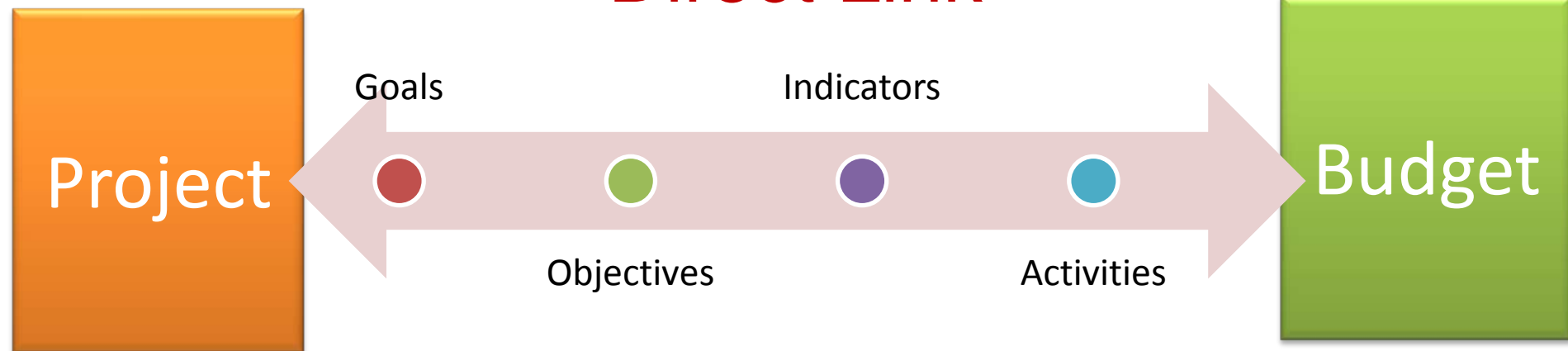


- Do not wait for the EWEG application to be available
- The narratives and budgets can be developed without EWEG
- Develop the grant application now
 - Can copy and paste into EWEG later
 - Use plain text application



2.3 BUDGET CONSIDERATIONS

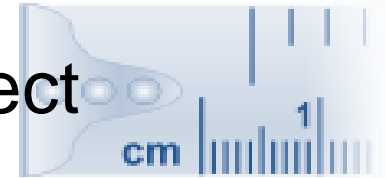
Direct Link



Costs must be necessary
for the implementation of
the grant program



- The NGO has given the goal
- The applicants must develop objectives and indicators
- **Objectives:** must be *measurable*
 - Must be linked to the needs of the project
 - Include a **timeframe**
- **Indicators:** the methods, measures and *documentation* that will be provided to show the objective was accomplished
 - Include a **timeframe** and **who is responsible**

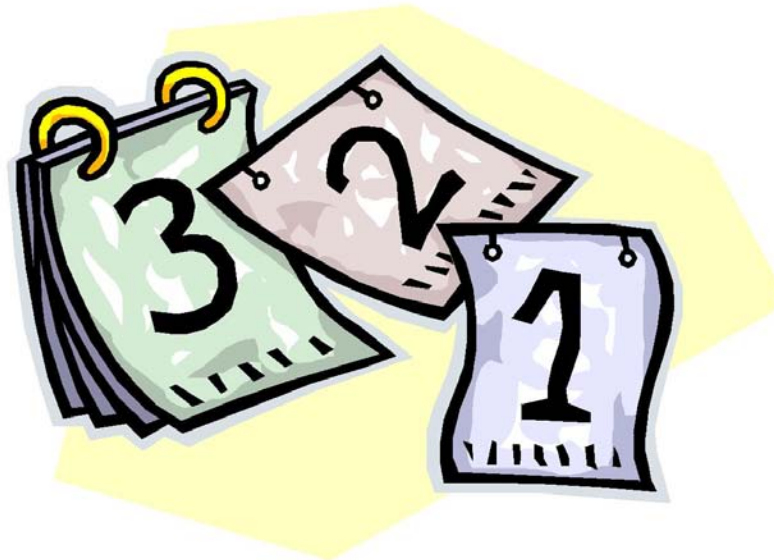




2.3 BUDGET CONSIDERATIONS

Budget Grant Period:

March 1, 2016 – August 31, 2016





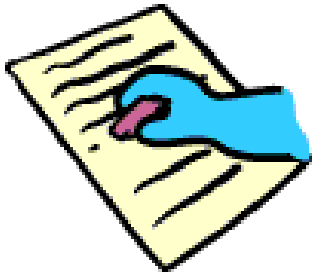
2.3 BUDGET CONSIDERATIONS

Ineligible Costs

- Costs that are unsupported by the NGO
- Costs not needed for grant program implementation
 - Not supported by the activity plan
- Costs associated with writing the application
- Entertainment
- Indirect costs
- Renovations of any kind
- Purchase of space
- Supplanting



2.3 BUDGET CONSIDERATIONS



NJDOE will remove ineligible costs and make revisions



NJDOE will limit the number of rounds for pre-award revisions



2.4 BUDGET REQUIREMENTS

- The partnership budget (all parties) **cannot** exceed **\$250,000**
 - Costs must be reasonable and necessary
- The **bulk of the activities** must occur **during FY16 which ends June 30, 2016**
 - Grant funded activities may stretch into July and August
 - Avoid unspent Summer funds
- Both Mentor and Mentee LEAs are to benefit from the implementation of the grant program
 - However, the **Mentee LEA must receive the greatest benefit... *greatest benefit?***



2.4 BUDGET REQUIREMENTS

Eligible Costs for Mentor/Mentee: see NGO pp.15-16

Student devices that meet or exceed the PARCC recommended technical specifications	Costs incurred to administer PARCC while rigorous instruction is still being conducted
Device carts specifically for the student devices purchased through this grant program	Instructional educational technology coach(es)
External keyboards, headsets and other peripherals that are needed to implement and administer the PARCC online assessments	Compensation for attending grant-related collaborative team meetings, curriculum development or modification, training
Materials including consumables	Release time for staff, including substitutes
Technical support such as technicians	Costs associated with administration of the PARCC assessments while mentoring is occurring
Professional development (subs and stipends)	Classroom instructional supplies and grant-funded equipment, including assistive technology
	Classroom coaches



2.4 BUDGET REQUIREMENTS

Eligible Costs for LEAD LEA: *see NGO p.16*

- Project Director -- grant funds maybe be used to pay an employee an additional salary amount, **beyond their regular working hours**, to oversee the administrative component of the grant
 - Be careful! How will the district verify that the person is only working on grant related responsibilities during those hours being paid for by the grant?

Eligible Costs for Mentor LEA: *see NGO p.16*

- Costs included to mentor districts, i.e., administration of the grant project.



2.4 BUDGET REQUIREMENTS

Subgrants

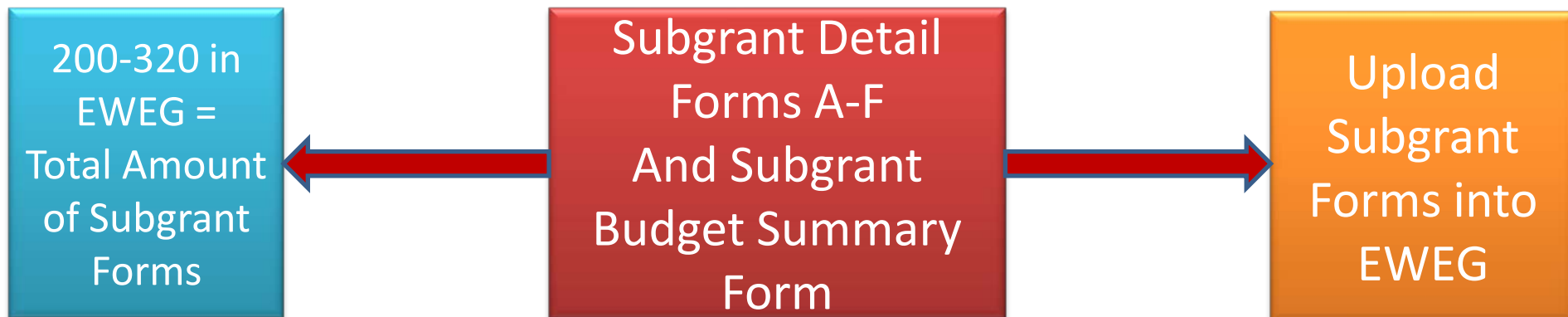
- If the Mentor or Mentee LEA is not the Lead LEA, then it must be a **subgrantee**
- A subgrantee is an organization that uses grant funds to carry out a portion of the goals/objectives of the project – not a consultant/vendor (provides goods/services)
 - Subgrantee performance is measured against the achievement of the project objectives.
 - Subgrantees have responsibility for applicable programmatic decision-making and must adhere to applicable program regulations and compliance requirements
- Generally, nonpublic schools cannot be a subgrantee



2.4 BUDGET REQUIREMENTS

Subgrants

- Need to complete Subgrant Budget Summary and detail forms that are located in **Appendix F**
- Subgrantee forms must be completed, scanned and uploaded into the EWEG system using the UPLOAD tab
- The total budgeted (and on the final report-expended) funds for the subgrantee will be entered on line 200-320 of the Project Expenditure form using the OTHER tab in EWEG





Subgrant Detail Forms – Appendix F

Appendix F

NOTE: Complete and upload this form only when requesting subgrants as part of the budget.

SUBGRANT BUDGET DETAIL FORM A

Date: _____

*Personal Services - Salaries
Function & Object Codes 100-100 and 200-100*

NGO TITLE: _____

APPLICANT (LEAD) AGENCY: _____

SUBGRANTEE: _____

NOTES: 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.



PROJECT GOAL/ OBJECTIVE/ ACTIVITY	FUNCTION & OBJECT CODE	POSITION/NAME	COST CALCULATION For full-time positions: total annual salary x percent of time to the grant project = total For part-time positions: rate (\$) per hour x number of hours per week x number of weeks per year = total	GRANT REQUEST AMOUNT



Subgrant Detail Forms – Appendix F

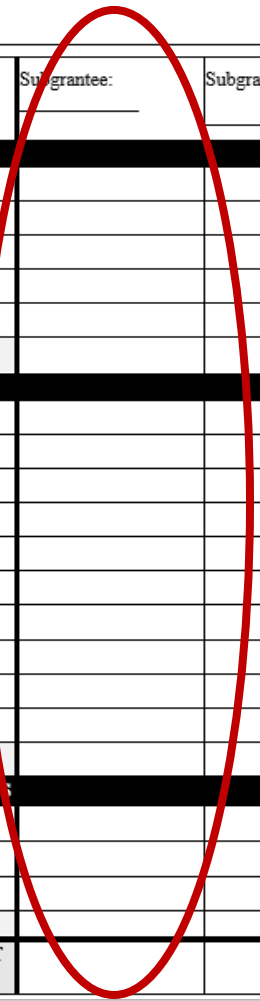
NJ DEPARTMENT OF EDUCATION
SUBGRANT BUDGET SUMMARY

Page ____ of ____

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

NGO TITLE: _____ NGO# _____

BUDGET CATEGORY	FUNCTION & OBJECT CODE	Subgrantee: _____	Subgrantee: _____	Subgrantee: _____	Subgrantee: _____	Subgrantee: _____	TOTAL <i>Sum of all subgrant columns</i>	ADMIN. COST SUMMARY
INSTRUCTION								
Personal Services - Salaries	100-100							
Purchased Prof. & Tech Svcs.	100-300							
Other Purchased Services	100-500							
Supplies and Materials	100-600							
Other Objects	100-800							
SUBTOTAL - INSTRUCTION								
SUPPORT SERVICES								
Personal Services - Salaries	200-100							
Personal Svcs. - Emp. Benefits	200-200							
Purchased Prof. & Tech Svcs.	200-300							
Subgrant Cost Summary	200-320							
Purchased Property Svcs	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								
FACILITIES ACQUISITION & CONSTR. SVC								
Buildings	400-720							
Instructional Equipment	400-731							
Non-instructional Equipment	400-732							
SUBTOTAL - FACILITIES								
TOTAL COST								



Totals by Function & Object Code

Sum of all 100-100, etc



2.4 BUDGET REQUIREMENTS

Completing the Budget Detail Pages

- All budget entries need to be **connected** to the project
 - List the goal, objective or activity to which this budgeted item is linked
 - Such as 1.2.1 (Goal 1, Objective 2, Indicator 1)
- All budget entries need a **cost basis**
 - e.g. quantity, description, unit price, total price
 - e.g. 50 laptops @ \$500 each = \$25,000
- All budget entries need a **function/object code**
 - **100**-600 (*instructional*) or **200**-600 (*non-instructional*)

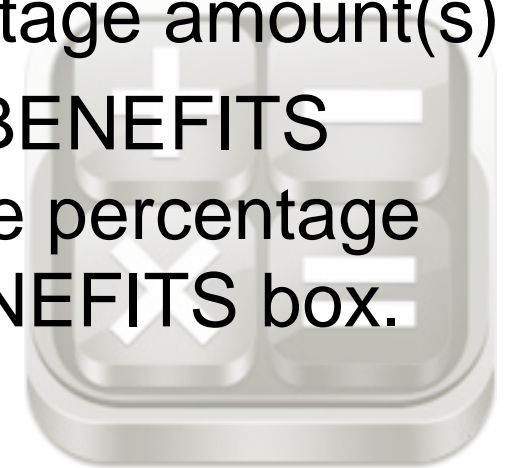




2.4 BUDGET REQUIREMENTS

Completing the Budget Detail Pages in EWEG

- *See NGO pp.17-18*
- If an amount is inserted in the OTHER BENEFITS percentage box while budgeting any salary
 - List at the end of the Title of Position box the benefit(s) and the individual percentage amount(s)
 - The total of the individual OTHER BENEFITS percentage amounts must equal the percentage amount inserted in the OTHER BENEFITS box.

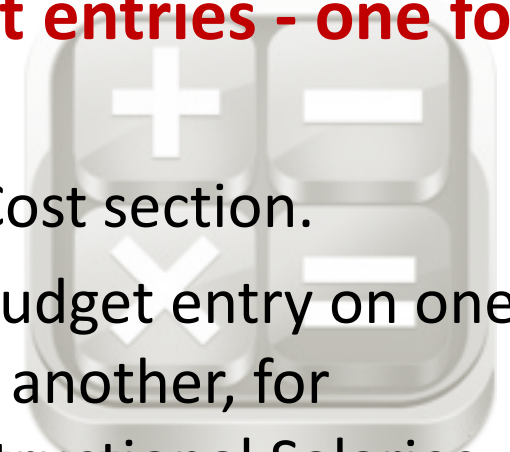




2.4 BUDGET REQUIREMENTS

Completing the Budget Detail Pages in EWEG

- *See NGO pp.17-18*
- For budget entries that represent administrative costs check, 'Administrative', in the Cost section of those entries.
- For any budget entry that has both a program and administrative portion, **create two budget entries - one for each.**
 - Check 'Program' or 'Administrative' in the Cost section.
 - It may be necessary to place the program budget entry on one tab and the administrative budget entry on another, for instance, Instructional Salaries and Non Instructional Salaries.





2.4 BUDGET REQUIREMENTS

Completing the Budget Detail Pages in EWEG

- *See NGO pp.17-18*

In the DESCRIPTION box:

- Describe what the amounts in the HOW MANY and COST PER UNIT boxes represent for budget entries created under the Supply, Equipment, and Other tabs
- If the amounts in those boxes represent a calculation, describe that calculation
- Describe the cost and its grant-related need





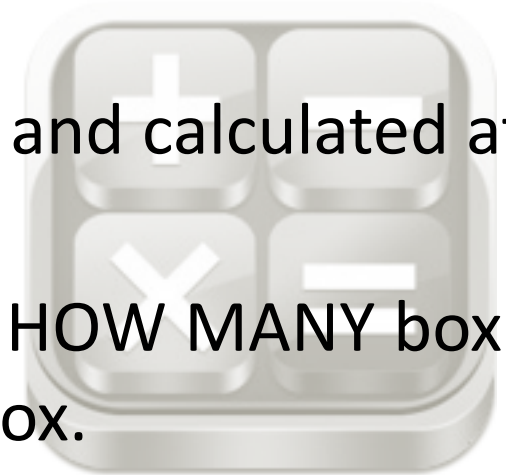
2.4 BUDGET REQUIREMENTS

Completing the Budget Detail Pages in EWEG

- *See NGO pp.17-18*

Mileage Reimbursement Budget Entries:

- Must describe the number of travelers, the relation to the grant of each traveler, and the grant-related purpose(s) of the travel.
- Mileage must be a separate budget entry and calculated at **no more than \$0.31 per mile.**
 - Insert the total number of miles in the HOW MANY box and 0.31 cents in the COST PER UNIT box.





2.4 BUDGET REQUIREMENTS

Completing the Budget Detail Pages in EWEG

- *See NGO pp.17-18*

Conferences (200-580):

- Transportation, lodging, and meals, are separate travel entries for each conference.
- Identify the number of travelers, the relation to the grant of each traveler, and the grant-related purpose for traveling to the specific conference.
- There should be a corresponding conference registration fee budget entry (200-500).





2.4 BUDGET REQUIREMENTS

Completing the Budget Detail Pages in EWEG

- *See NGO pp.17-18*

Conferences (200-580):

- Insert this statement, *gsa.gov rates will be used at the time of travel*, into the DESCRIPTION box of all conference travel budget entries.
- Itemize travel costs on a per person basis.
- In the HOW MANY box insert the number of travelers.
- In the COST PER UNIT box insert the total cost per person per conference.





2.4 BUDGET REQUIREMENTS

Completing the Budget Detail Pages in EWEG

- *See NGO pp.17-18*

Conferences (200-580):

- In the DESCRIPTION box show:
 - The per person cost for round-trip coach airfare or rail fare
 - The total cost for per diems and total number of per diem days supported by that amount
 - The total cost of lodging and the number of nights that amount supports





2.4 BUDGET REQUIREMENTS

Completing the Budget Detail Pages in EWEG

- *See NGO pp.17-18*

Conferences (200-580):

- In the DESCRIPTION box show:
 - The total cost for round-trip, airport – hotel shuttles. Include airport parking and tolls, as appropriate, if the travelers were parking at the airport or round-trip ground transportation shuttles from work to airport.
 - Mileage at 31 cents per mile from office to the airport must be a separate budget entry.





Function & Object Codes 400-731 and 400-732

- *400-731: Instructional Equipment*
- *400-732: Non-instructional Equipment*
- Unit cost is more than \$2000
- See Pre-award Manual, p.24 for definition
- Can be used to “bundle” or “package”
 - e.g. laptops, charging carts, printer
- Need to be careful – this is a **reserved** function/object code
 - Need a **budget modification request** to change budgeted items
 - Must purchase the **exact type and number of items**
 - If approved for a laptop package, cannot purchase a server
 - If approved for 20 laptops, cannot purchase 19 or 21





Future Ready New Jersey

✓ Completing the Application

3.1 General Instructions for Applying

3.2 Review of Applications

3.3 Application Component Checklist



3.1 GENERAL INSTRUCTIONS FOR APPLYING

To apply for a grant under this NGO, applicants must prepare and submit a complete application. The application must be a response to the State's vision as articulated in:

- **Section 1:** Grant Program Information of this NGO. It must be planned, designed and developed in accordance with the program framework articulated in
- **Section 2:** Project Guidelines of this NGO. Additional information about discretionary grants can be found on the New Jersey Department of Education web site at <http://www.nj.gov/education/grants/discretionary/>



3.2 REVIEW OF APPLICATIONS

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

	<i>Point Value</i>
STATEMENT OF NEED	20
PROJECT DESCRIPTION	20
GOALS, OBJECTIVES and INDICATORS	15
PROJECT ACTIVITY PLAN	20
ORGANIZATION COMMITMENT AND CAPACITY	5
BUDGET (including SUBGRANTEE Budget)	20
<i>TOTAL</i>	100
<i>Additional points available (up to 15 points)</i>	

All applications must score **65 points or above to be considered eligible for funding.**



3.2 REVIEW OF APPLICATIONS

If an application has been selected for pre-award revisions, the successful applicant will also be notified by the EWEG system via email. **Only the personnel listed on the contact page will receive a notification.**

- The applicant will be required to initiate the pre-award revision process by accessing the EWEG system, creating an amendment for the application and submitting the amendment through EWEG to the NJDOE. You 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.state.nj.us

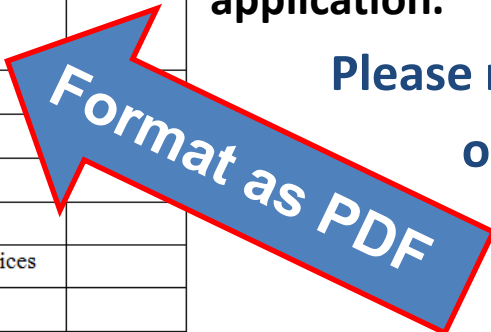


3.3 APPLICATION COMPONENT CHECKLIST

Required (✓)	Location	<i>EWEG TAB/SUBTAB</i>	Included (✓)
✓	EWEG	Admin (Contacts, Allocation, Assurances, Board Resolution and DUNS-SAM)	
✓	EWEG	Budget	
✓	EWEG	Budget (Subgrantee)	
✓	EWEG	Narrative (Abstract, Need, Project Description, Goal/Objectives/Indicators, Activity Plan, Organization Commitment and Capacity)	
The following document(s) must be scanned and attached to the EWEG application using the UPLOAD tab:			
✓	UPLOAD	“Entity Overview” page from the applicant’s www.sam.gov profile.	
✓	UPLOAD	Screen shot of the Future Ready gear assessment for Curriculum, Instruction and Assessment Gap & Strategies report for both <u>LEAs</u> in the partnership in doc. or .pdf format. Report page.	
✓	UPLOAD	Documentation of Eligibility (Appendix C)	
✓	UPLOAD	Additional Points Checklist (Appendix D)	
	NGO	Budget Form A: Full-Time and Part-Time Salaries	
	NGO	Budget Form B: Personal Services – Employee Benefits	
	NGO	Budget Form C: Purchased Professional and Technical Services	
	NGO	Budget Form D: Supplies and Materials	
	NGO	Budget Form E: Equipment	
	NGO	Budget Form F: Other Costs	
✓	UPLOAD	Subgrant Budget Summary	

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

Please review pages 21 & 22 of the NGO for details



File naming convention: - District-Document-Date use hyphen NO !@#%&*



Appendices

Appendix A	NJDOE Adult Photo Release form
Appendix B	NJDOE Student Photo Release form
Appendix C	Documentation of Eligibility form
Appendix D	Additional Points Checklist
Appendix E	Recommended PARCC Technical Specifications for Devices
Appendix F	Subgrant Budget Summary and Detail forms
Appendix G	Guidance to Take FUTURE READY Gear Assessment for Curriculum, Instruction and Assessment Gear and Sample Report
Appendix H	InnovateNJ Cohort 1 and Cohort 2 Partner



Future Ready New Jersey

A large, light blue sunburst graphic with many sharp points, centered behind the "THANK YOU" text.

THANK YOU



Future Ready New Jersey

Questions?

Questions regarding access to EWEG may be directed to eweghelp@doe.state.nj.us

Questions regarding the grant program may be directed to Chris Cox
Christopher.Cox@doe.state.nj.us