# Notice of Grant Opportunity Expanding Pre-Apprenticeships in a New Direction (ExPAND) Continuation Grant

**22-BE67-G06**

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[New Jersey Department of Education](http://www.state.nj.us/education)

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## Section 1: Grant Program Information

### 1.1 Description of the Grant Program

This continuation Notice of Grant Opportunity (NGO) for the Expanding Pre-Apprenticeship in a New Direction (ExPAND) is offered to continue the grant project that began during the first 17-month project period. The purpose of ExPAND is to increase the number of high school students, who are at least 16 years old, participating in and completing pre-apprenticeship programs that are aligned to a Registered Apprenticeship occupation recognized by the United States Department of Labor (USDOL), Office of Apprenticeship. For the purposes of this continuation NGO, pre-apprenticeship is best described as a program or set of strategies designed to prepare individuals for entry into a USDOL Registered Apprenticeship program. These programs are developed specifically for high school students, usually juniors and seniors who are at least 16 years old and are designed with the related technical instruction provided as part of their approved career and technical education (CTE) coursework. Students participate in work-based learning placements with an employer, business/industry association, or labor/trade organization that may, or may not be, a USDOL Registered Apprenticeship sponsor. Completers of the pre-apprenticeship program may be accorded preferential consideration for entry into a USDOL Registered Apprenticeship program and/or apply time served or credits earned toward fulfilling the program requirement. These programs typically align with the five components of a USDOL Registered Apprenticeship and may articulate with a postsecondary institution. The five components consist of business involvement, structured on-the-job training, related technical instruction, rewards for skill gains and a nationally recognized credential. This is accomplished by the creation or expansion of pre-apprenticeship opportunities that are available to students in high school throughout New Jersey.

The New Jersey Apprenticeship Network (NJAN) was established in the New Jersey Department of Labor and Workforce Development (NJDOL) in 2018 as a part of Governor Phil Murphy’s vision for transforming apprenticeship programs for the Garden State. This network provides multiple options to build meaningful careers across key industry sectors supporting New Jersey’s workforce for the 21st century economy. NJAN’s goal is to drive economic development through skills and educational attainment by increasing registered apprenticeship programs in industries of focus throughout New Jersey. By supporting the creation of formal linkages to the K-12 and higher education systems, more students will leave high school on a path to post-secondary success, having earned industry aligned credentials, college credits, skills, and work experience. Visit the [NJAN website](https://nj.gov/labor/apprenticeship/) for more information on becoming an employer sponsor, apprentice, or related technical instruction provider.

In response to Governor Phil Murphy’s vision, the New Jersey Department of Education (NJDOE) offers the ExPAND NGO. This grant provides financial and technical support to districts to grow pre-apprenticeship programs that provide high school students career focused competencies and skills in priority sectors. Awarded applicants will be required to continue the implementation of the programs goals and objectives building upon the first 17-month project period. Grant funds will be used to implement the criteria outlined in the pre-apprenticeship operating plan that supports the design, delivery and evaluation of the pre-apprenticeship program. Successful applicants will demonstrate how their pre-apprenticeship program is aligned to a [USDOL Registered Apprenticeship occupation](https://www.doleta.gov/oa/occupations.cfm) that is in a New Jersey industry of focus as identified by the [NJLWD Industry Partnerships](https://www.nj.gov/labor/employer-services/industry-partnerships/). This continuation period from July 1, 2021 to June 30, 2022 will be available to awarded grantees from the first 17-month project period. The department expects to make six awards. Applicants may apply for up to $100,000 each for the 12-month continuation period depending on the availability of funds.

### 1.2 Eligibility to Apply

The ExPAND continuation NGO is open to only the six school districts funded in the first 17-month project period. The six school districts are eligible to apply for continuation funding from July 1, 2021 to June 30, 2022 pending the attainment of stated goals and objectives from the first 17-month project period.

In addition, eligibility for continuation funding is contingent upon ExPAND grant applicants’ timely and accurate submission of interim and final programmatic and fiscal reports required under this grant program and the Department of Education’s approval of these reports.

Funded Districts:

* Somerset County Vocational and Technical Schools
* West Orange Public Schools
* Greater Egg Harbor Regional High School District
* Hudson County Schools of Technology
* Salem County Vocational Technical Schools
* Wildwood City School District

### 1.3 Federal Compliance Requirements (DUNS, SAM)

In accordance with the Federal Fiscal Accountability Transparency Act (FFATA), all grant recipients must have a valid [Data Universal Numbering System (DUNS)](http://fedgov.dnb.com/webform/) number and must also be registered with the federal [System for Award Management (SAM)](https://sam.gov/portal/SAM/#1), the successor to the federal Central Contractor Registration (CCR) database. DUNS numbers are issued by Dun and Bradstreet and are available at no cost to all entities required to register under FFATA.

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 [SAM profile](https://sam.gov/portal/SAM/#1) (which displays their DUNS number and street address with ZIP+4 code), and upload a scan of the page using the “Upload” tab.

FFATA Executive compensation disclosure criteria.

In the preceding fiscal year, if an applicant:

* Received at least $25,000,000 in annual gross revenues from federal awards; and,
* If at least eighty (80) percent of the applicant’s annual gross revenues came from federal awards;

the applicant is required to disclose the name and total compensation of the five (5) most highly compensated officers of the applicant as part of the grant application.

This information is to be entered using the appropriate EWEG tab (contacts). The term “federal award” includes federal contracts, sub-contracts, grants, and sub-grants. No award will be made to an applicant not in compliance with FFATA.

### 1.4 Statutory/Regulatory Source and Funding

The applicant’s project must be designed and implemented in conformance with all applicable state and federal regulations. The ExPAND grantis 100%percent funded fromthe Perkins Leadership Funds CFDA 84.048A, ORG/APU # 5062-118.

Final awards are subject to the availability of Federal Perkins funds. Applicants may request up to $100,000 for the 12-month continuation project period. The total funds available for the ExPand grant are $600,000.

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

The continuation program period is July 1, 2021 to June 30, 2022.

### 1.5 Dissemination of this Notice

The Office of Career Readiness will make this notice available to eligible applicants listed in section 1.2 based upon the eligibility statement, to the county superintendents of the counties in which the eligible agencies are located.

For [additional copies of the continuation NGO](https://www.state.nj.us/cgi-bin/education/grants/gropps.pl?maxhits=10000&string=active=actived&datafile=gropps) , contact the Office of Career Readiness at the NJ Department of Education, P.O. Box 500, Trenton, NJ 08625-0500; telephone (609) 376-9067; fax (609) 984-5347.

### 1.6 Technical Assistance

The Office of Career Readiness will provide technical assistance to grantees completing the ExPAND grant continuation application on an as needed basis.

### 1.7 Application Submission

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

The responsibility for a timely submission resides with the applicant. The Application Control Center (ACC) must receive the complete application through the online [Electronic Web Enabled Grant (EWEG](http://homeroom.state.nj.us/)) system no later than 4:00 P.M. on Thursday, June 3, 2021. Without exception,the ACC will not accept, and the Office of Grants Management cannot evaluate for funding consideration, an application after this deadline.

Each eligible applicant must have a logon ID and password to access the system. LEA applicants should contact their district’s web (homeroom) administrator who will complete the registration. Please allow 24-48 hours for the registration to be completed. Questions regarding access to EWEG may be directed to [eweghelp@doe.nj.gov](file:///C:\Users\kpaquett\AppData\Local\Microsoft\Windows\mangeluc\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\2TO1PA33\eweghelp@doe.nj.gov).

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. Running the consistency check does not submit the application. When the consistency check runs successfully, a submit button will appear. Once the submit button is clicked, the application may not be edited, additional information may not be submitted, and the application can no longer be accessed or returned.Please note that the submit button in the EWEG system will disappear as of 4:00 PM on the due date.

Complete applications are those that include all elements listed in Section 3.3, Application Component Checklist of this notice. Applications received by the due date and time will be screened to determine whether they are 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 grant application will not be accepted in lieu of the EWEG application. Applications submitted by fax cannot be accepted under any circumstances.

### 1.8 Reporting Requirements

Grant recipients are required to submit periodic project and fiscal progress reports. All reports will be submitted through the EWEG system. Reports for the continuation project period from July 1, 2021 to June 30, 2022 will be due as follows:

Report Periods and Deadlines

| **Report** | **Reporting Period** | **Due Date** |
| --- | --- | --- |
| Continuation Interim | July 1, 2021 – December 31, 2021 | January 31, 2022 |
| Continuation Final | July 1, 2021 – June 30, 2022 | August 31, 2022 |

Grantees are required to develop a sustainability plan for the pre-apprenticeship program detailing program costs and how the costs will be sustained once the grant ends that must be uploaded with the 1st Interim Report. Additionally, grantees are required to submit a reflection of student and programmatic outcomes using formative and summative data analysis for the pre-apprenticeship program that must be uploaded with the 2nd Interim Report.

(For additional information about post award requirements see the *Grant Recipient’s Manual for Discretionary Grants* at [Office of Grants Management, NJDOE Discretionary Grants](http://www.state.nj.us/education/grants/discretionary)).

### 1.9 Assessment of Statewide Program Results

Over the entire 29-month grant period, the Office of Career Readiness will require ongoing reporting and data submission in order to monitor progress in meeting the overarching goal (found on page 14) of the grant in the following areas:

* Marketing and outreach of the pre-apprenticeship program to all stakeholders.
* Skills and competencies acquired during the pre-apprenticeship from both the related technical instruction and on the job training.
* Ongoing activities of the pre-apprenticeship program in New Jersey’s industries of focus as defined by the NJLWD Industry Partnerships.
* Barriers that the pre-apprenticeship program experiences that may impact the outcomes of the program.
* The number of high school students enrolled in the pre-apprenticeship program including students with special needs, English Language Learners (ELL), students of low socioeconomic status (SES), and students from other underrepresented groups.
* The number of students that completed the pre-apprenticeship and enter a USDOL Registered Apprenticeship program.
* The number of college credits and/or [industry-valued credentials](https://nj.gov/careerconnections/prepare/skills/credentials/industry_valued_credentials.shtml) earned by the pre-apprenticeship participants.

To support the grants outcomes of the overarching goal of the grant, the NJDOE is requesting the following information from each district during the continuation project period:

* A sustainability plan for the pre-apprenticeship program detailing program costs and how the costs will be sustained once the grant ends *(submit with Interim Report).*
* A reflection of student and programmatic outcomes using formative and summative data analysis for the pre-apprenticeship program *(submit with Final Report).*
* Recommendations to the NJDOE on how to design, implement and continue to support pre-apprenticeship programs in secondary education.
* Recommendations to the NJDOE on how to facilitate high-quality partnerships with industry and higher education partners in support of pre-apprenticeship programs in secondary education.
* Recommendations to the NJDOE on decreasing barriers to student and employer participation of pre-apprenticeship programs in secondary education.
* Recommendations to the NJDOE on how to improve career training of students inclusive with the alignment of CTE curriculum and work processes within a USDOL Registered Apprenticeship.

Please note that in no case should identifiable student information (names, social security numbers or other identifying numbers, etc.) be included in anything submitted or uploaded as part of the grant application or data submissions. Please see the [Student Records and Rights link](https://www.state.nj.us/education/ESSA/records/) on the Every Student Succeeds Act (ESSA) in New Jersey webpage for specific information.

### 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.

One reimbursement request must be submitted each month. Grantees must submit their request no later than the 15th of the month. The requests may include funds that will be expended through the last calendar day of the month in which reimbursement is requested. If the grantees’ request is approved by the NJDOE program officer, the grantee should receive payment around the 8th-10th of the following month. Note**:** Payments cannot be processed until the award has been accepted in EWEG.

The last day to submit an amendment in EWEG is March 31, 2022.

The last day to submit a reimbursement request in EWEG is July 31, 2022.

## Section 2: Project Guidelines

The intent of this section is to provide the applicant with the framework within which it will plan, design, and develop its proposed project to meet the purpose of this grant program. Before preparing applications, eligible applicants are advised to review Section 1.1, Description of the Grant Program, of this NGO to ensure a full understanding of the state’s vision and purpose for offering the program. Additionally, the information contained in Section 2 will complete the applicant’s understanding of the specific considerations and requirements that are to be considered and/or addressed in their project.

Please note that the passage of [N.J.A.C 6A:23A-7](https://www.nj.gov/education/code/current/title6a/chap23a.pdf) places additional administrative requirements on the travel of school district personnel. The applicant is urged to be mindful of these requirements as they may impact the ability of school district personnel to participate in activities sponsored by the grant program.

Successful grant applications will include:

* Successful accomplishments during the 17-month Preparation and Implementation project period;
* Measurable activities that will lead to accomplishing the objectives;
* A budget that will lead to accomplishing the activities; and,
* A comprehensive application package that demonstrates the district has the commitment and capacity to accomplish the expected indicators by the conclusion of the grant period and sustain the pre-apprenticeship program beyond the grant period.

### 2.1 Project Design Considerations

The “ExPAND Grant” is intended to increase the number of high school students, who are at least 16 years old, that participate in and complete a pre-apprenticeship program aligned to a USDOL Registered Apprenticeship over a 29-month period. The occupation must be in at least one of New Jersey’s industries of focus as defined by the NJLWD Industry Partnerships. Successful pre-apprenticeship programs that are developed with this funding must be sustainable beyond the end of the grant period and will serve as model programs that can be replicated in other school districts that have approved CTE programs or programs of study. During the 12-month continuation period, applicants will enroll new students into the pre-apprenticeship program, support ongoing efforts with current enrolled students, assist the employer, business/industry association, or labor/trade organization partner to develop a USDOL Registered Apprenticeship program aligned to the pre-apprenticeship program, and begin to initiate the sustainability plan for the pre-apprenticeship program.

Similar to the activities that were expected of the grantees during the implementation period, it is expected that the grantees will further develop their prior activities as appropriate, and will:

* Continue offering the related technical instruction and/or on the job training;
* Continue recruiting and enrolling students;
* Continue to provide professional development opportunities;
* Continue to provide supports for all students to succeed in the program;
* Continue to develop and refine curriculum based on experience;
* Continue to develop and secure employer/industry partners;
* Place students in work-based learning opportunities;
* Prepare and refine the sustainability plan to ensure program continuity beyond the end of the grant;
* Complete data collection and evaluation activities for the grant period; and,
* Incorporate activities that were not able to be accomplished due to COVID-19.

The application must indicate how the grantee will continue to develop and expand the established pre-apprenticeship program that provides opportunity for high school students, that are at least 16 years old, to expand career focused competencies and skills so that completers of the pre-apprenticeship program may qualify for entry into a USDOL Registered Apprenticeship program.

The pre-apprenticeship program developed as a result of this funding must address the [New Jersey Student Learning Standards](https://www.nj.gov/education/cccs/) (NJSLS). While continuing to develop the program plan and build off the successes of the first 17-month grant period, the applicant should review the following questions and use them as a guide during the implementation of the continuation period:

* How does the pre-apprenticeship program align to a USDOL Registered Apprenticeship?
* How does the pre-apprenticeship program provide equitable access to a diverse range of students enrolled in an approved CTE program or program of study?
* How does the school recruit a diverse pool of students to participate in the pre-apprenticeship program?
* How does the school prepare students with prerequisite skills necessary to be successful in the pre-apprenticeship program?
* How does the school market the pre-apprenticeship program to the intended audiences?
* How does the school address barriers (such as transportation, lack of partnerships, staffing capacity, scheduling, child care, etc.) for participating in the pre-apprenticeship program?
* How does the school provide multiple opportunities (summer bridge or online courses, etc.) throughout the pre-apprenticeship program to successfully complete program requirements?
* How does the school develop and sustain partnerships with business and industry to support the pre-apprenticeship program?
* How does the school place and supervise students at pre-apprenticeship worksites?
* How does the pre-apprenticeship program benefit all stakeholders involved?
* How do the students, parents, school district staff, employers, and community benefit from the pre-apprenticeship program?

Note: Consider leveraging partnerships to reap the benefits of economies of scale. For example, multiple districts may be able to share a full-time Cooperative Education Coordinator that can place and supervise students at the pre-apprenticeship worksite. Partnerships can provide added benefits to students, such as post-secondary credit. Seek out partners that will enhance your pre-apprenticeship program.

### 2.2 Project Requirements

**Applicants will find within this section the requirements that must be addressed by the grant applicants in the project update, project description, and the project activity plan. All planning and designs should be in support of the Statewide Goal, Objectives and Indicators.**

**2.2.1 Project Update**

The Project Update is a recap of the project during the 17-month Preparation and Implementation Period and includes the project’s future need, purpose and projected outcomes. The activities that were accomplished in the 17-month period should be addressed as well as next steps the district will take regarding the continued implementation and sustainment of the pre-apprenticeship program.

#### 2.2.2 Project Description

Describe in a detailed narrative the continued efforts for implementing the entire 29-month project. Within the narrative, address how your original preparation and implementation plan may have been modified to accommodate COVID-19 requirements. Provide assurance that the strategies or activities were of sufficient quality and scope to ensure equitable access and participation among all eligible program participants. Provide evidence that the project is appropriate for and will successfully address the identified needs of the school. Describe the effect the project has had on the students upon completion. When possible, cite evidence of how the approach or different strategies have led to success for other schools. In addition to the activities listed below, the district will include the activities that support the overarching goal for the entire 29-month grant period. Items marked with *ongoing* will continue throughout the 12-month continuation.

**General**

* Write clearly and succinctly, focusing on quality and not quantity.
* Ensure that the steps of the Project Activity Plan for the Continuation period are well-articulated and logically sequenced in the narrative.

**Curriculum**

* Describe how your approved CTE programs or programs of study in New Jersey’s industries of focus will align to the pre-apprenticeship program. Include specific examples of systems, curriculum or design approaches that will be incorporated to align the pre-apprenticeship program’s related technical instruction to a USDOL Registered Apprenticeship. *(ongoing)*
* Describe how the school will address the periodic review and evaluation of the pre-apprentice’s performance in the related technical instruction. *(ongoing)*
* Describe how the school will provide educational and workforce preparation activities that will prepare students to meet the entry requisites of a USDOL Registered Apprenticeship. *(ongoing)*
* Describe how students will have the opportunity to obtain an industry-valued credential and/or be granted college credit at a postsecondary institution upon completion of the pre-apprenticeship program. *(ongoing)*
* Describe the designing and planning that will take place during the implementation year to enable all students to master relevant NJSLS through the related technical instruction and on the job training requirements of the program.*(ongoing)*
* Describe innovative strategies that would allow students to receive the required curriculum outside of the required school time. *(ongoing)*

**Structured Learning Experiences (now referred to as Work-Based Learning)**

* Describe how the school will provide meaningful, hands-on training, that will accurately simulate the industry and occupational conditions of the pre-apprenticeship program. *(ongoing)*
* Describe how students will be transported to and from the worksite. *(ongoing)*
* Describe the collaboration that will need to occur between multiple stakeholders, such as the counselors, employers, and coordinators to ensure that on the job training is a part of the pre-apprenticeship program and does not displace paid employees. *(ongoing)*
* Describe how you will ensure the safety and health of the pre-apprenticeship student while at the worksite. *(ongoing)*
* Describe how on the job training will align to requirements set forth in a USDOL Registered Apprenticeship. *(ongoing)*

**Cooperative Education Coordinator**

* Describe the current status or deliberative process for providing a required Cooperative Education Coordinator for supervising and placing students at the pre-apprenticeship worksite. (see appendix B for endorsement details pages) *(ongoing)*
* Include relevant professional development and training that the Cooperative Education Coordinator will undergo to prepare for placing and supervising students at the pre-apprenticeship worksite. *(ongoing)*
* Describe in detail, the role that the Cooperative Education Coordinator will play in the development of the pre-apprenticeship program as well as the coordinators continuous duties and responsibilities associated with the pre-apprenticeship program. *(ongoing)*

**Serving All Students**

* Describe how the pre-apprenticeship program will be designed to provide equitable access to a diverse range of students who are at least 16 years old and what supports will be provided to ensure the success of students with special needs, English Language Learners (ELL), students of low socioeconomic status (SES), and students from other underrepresented groups. Activities designed to increase the diversity of the student population in the pre-apprenticeship program should be listed here. *(ongoing)*
* Describe your recruitment strategies and how you will make students and parents aware that this program is available. *(ongoing)*
* Describe how you will prepare CTE students enrolled in an approved course sequence with prerequisite skills necessary to be successful in the pre-apprenticeship program. *(ongoing)*
* Describe how the school will plan and provide access to support services to all students to reduce barriers in participation and readiness in order to achieve program success. *(ongoing)*

**Staff Professional Development and Support**

* Identify plans for professional development, training and support for the school counselor, CTE teacher and the Cooperative Education Coordinator that will place and supervise the student, including what is needed to develop and implement a pre-apprenticeship program. *(ongoing)*
* Demonstrate a clear understanding of the current level of readiness among existing teachers and school counselor and articulate a clear plan to provide initial training and ongoing professional development as required to support the successful implementation of the pre-apprenticeship program. *(ongoing)*

**Staff Assigned to the Project**

* Identify who will be responsible for the major components of the project. Describe what level of support they will be given to ensure the success of the project. *(ongoing)*

**Sustainability**

* Describe in detail how ongoing and/or recurring costs associated with the pre-apprenticeship program will be addressed after the grant ends. Include plans to cover expenses for staffing, supplies, ongoing professional development, transportation, and any other costs associated with the program after the grant ends. Address probable increases in costs over time and describe plans to address increased costs after the grant period ends.
* Describe how the school will recognize the successful completion of the pre-apprenticeship program throughout and beyond the grant period.
* Describe how the school will pursue adding employer, business/industry association, or labor/trade organization partners beyond the grant period.
* Describe how the employer, business/industry association, or labor/trade organization partner will apply to become a Registered Apprenticeship program, recognized by USDOL Office of Apprenticeship, prior to the end of the grant period. For more information on how to register the apprenticeship program, contact your [Federal Representative State Director](https://www.dol.gov/agencies/eta/apprenticeship/contact/state-offices#NJ).
  + *If possible, formalized agreements are developed that enable students who have successfully completed the pre-apprenticeship program enter directly into a Registered Apprenticeship and/or include articulation agreements for earning advanced credit/placement for skills (on-the-job training) and competencies (related technical instruction) already acquired. This also includes, where applicable, articulation agreements with post-secondary institutions to award college credit for participation in pre-apprenticeship, and employer agreements for individuals who are hired following completion of the program.*

**2.2.3 Goals, Objectives, and Indicators:**

The NJDOE has developed the following overarching goal for the continuation grant period:

*Students enrolled in the pre-apprenticeship program will develop career focused competencies and skills necessary for the transition into an industry of focus career pipeline that leads to a nationally recognized credential supported through a USDOL Registered Apprenticeship.*

Each applicant is required to develop objectives that support this overarching goal. Objectives should clearly illustrate the plan to achieve the overarching goal. They must be achievable and realistic, while identifying the “*who, what and when”* of the proposed project. Objectives must be results-oriented, and clearly identify what the project is intended to accomplish. They must contain quantitative information, benchmark(s) and how progress will be measured. Objectives should also link directly to individual stated needs and provide a time frame for completion.

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

* Define the population to be served.
* Address the targeted number of students to enroll and complete the pre-apprenticeship program. See 1.9 Assessment of Statewide Program Results.
* Review the Statement of Need before and after constructing the objectives to ensure that the objectives clearly address identified needs.
* Identify the anticipated outcomes of the project in measurable terms and in relation to the stated needs.
* Identify the timeline for implementing and completing each objective.
* Identify the level of performance expected to indicate successful achievement of the objective.
* Make certain to construct measurable indicators of success that directly link to and support project objectives.

**2.2.4 Project Activity Plan:**

The Project Activity Plan follows the overarching goal and objectives that were listed in the previous section. The Project Activity Plan is for the 12-month continuation project period, July 1, 2021 - June 30, 2022. 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 overarching goal and the objectives when constructing the Project Activity Plan to ensure that appropriate links have been established between the goal, the objectives, and the activities.

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

### 2.3 Budget Design Considerations

The budget submitted in this grant application must include a one-year budget for the grant period from July 1, 2021 to June 30, 2022 and represent the total grant funds for which the applicant is applying in the continuation period.

Once the objectives that will guide the work in the continuation period of the grant have been prioritized, begin to develop the details of the budget that will be necessary to carry out each activity.

The applicant’s budget must be well-considered and demonstrate prudent use of resources. Items included in the budget must be necessary for the continuation of the project and remain within the funding parameters contained in this NGO. The budget will be reviewed to ensure that costs are customary and reasonable for continuation of each project activity.

The applicant must provide a direct link for each cost to the goal, objectives, and activities in the Project Activity Plan that provides programmatic support for the proposed cost. In addition, the applicant must provide documentation and details sufficient to support each proposed cost.

Guidance on constructing a grant budget may be found in the [Pre-award Manual for Discretionary Grants](http://www.state.nj.us/education/grants/discretionary/management). The budget submitted as part of the application is for the 12-month continuation grant period only.

The Department of Education will remove from consideration all ineligible costs, as well as costs not supported by the Project Activity Plan. The actual amount awarded will be contingent upon the applicant’s ability to provide support for its proposed budget upon application and ultimately will be determined by the Department of Education through the pre-award revision process. The applicant’s opportunity to make pre-award revisions will be limited by the Department of Education which is not responsible either to provide repeated opportunities for revisions or to permit reallocation of the funds previously requested for costs that have not been approved or have been disallowed.

Refer to the[Discretionary Grant Agreement Guidelines](https://www.nj.gov/education/grants/discretionary/management/mod_inst.pdfhttps:/www.nj.gov/education/grants/discretionary/management/mod_inst.pdf)for specific grant agreement amendment information.

Generally, grantees may move funds budgeted in one approved GAAP category to another approved GAAP category without DOE approval when:

* The transfer of funds does not result in a change in the scope of work (scope of work means program changes representing a significant departure from the originally approved project under the grant agreement)
* The cumulative amount of all transfers does not exceed ten (10%) percent of the total grant agreement amount
* The funds are not transferred to or from a restricted line item such as equipment, subgrants or indirect costs
* The funds are transferred to a previously approved line item. (Grantees may not move funds to an unbudgeted line item without written DOE approval)
* The transferred funds will not be used for expenditures that are specifically disallowed by the language in the NGO document, the applicable OMB Cost Principles Circular and the grant agreement. Expenditure for costs disallowed by the NGO, the grant agreement and/or the applicable OMB Cost Principles

**Equipment:** Grantees are limited to the specific equipment items listed in the final approved grant application budget. To comply with federal requirements, all equipment purchases require prior DOE approval. You can pay more or less than the approved amount, but the approved equipment item cannot be changed without permission. (i.e., no additions, deletions or substitutions to the approved equipment list).

All requests for a grant agreement modification must be received by the Application Control Center a minimum of 90 days prior to the end date of the grant agreement. **The deadline for submitting budget amendments is March 31, 2022**. No amendments may be submitted in EWEG after this date.

### 2.4 Budget Requirements

Budget requests should be linked to specific project activities and objectives of the ExPAND Grant. The provisions of N.J.A.C. 6A:23A-7 contain additional requirements concerning prior approvals, as well as expenditures related to travel. It is strongly recommended that the applicant work with their business administrator when constructing the budget. The NJDOE applies these restrictions uniformly to all grantees. Unless otherwise specified, the following restrictions apply to all grant programs:

* No reimbursement for in-state overnight travel (meals and/or lodging);
* No reimbursement for meals on in-state travel;
* Mileage reimbursement is capped at $.35/mile.

The maximum award is $100,000.

**Eligible costs may include:**

* Professional development;
* Curriculum and curriculum development;
* Cooperative Education Coordinator training;
* Supplies;
* Any cost associated with virtual/remote learning related to the pre-apprenticeship;
* Transportation for pre-apprenticeship students to the worksite for on the job training;
* Costs associated with substitute teachers and providing child care;
* Costs associated with acquiring industry-valued credentials or college credit;
* Any of the above to support middle school classes, outreach or summer bridge programs designed to increase the diversity of the pool of qualified applicants for the program;
* Administrative costs are limited to 5% of the total grant. Administrative costs are costs that do not directly impact implementation of the program (i.e. a percentage of the School Business Administrator’s salary), while program costs are those costs that are necessary and directly related to the implementation of the program activities, such as teacher salaries.

**Ineligible costs:**

* Teacher salaries;
* Student stipends;
* Entertainment;
* Out of state travel for students;
* In-state travel as described above.

**Indirect costs:**

Indirect costs may be requested in the budget from applicants that either 1) have a current federally negotiated indirect cost rate agreement; or 2) have never received a federally negotiated indirect cost rate agreement. The actual indirect cost rate that may be used in budgeting is a de minimis rate, which is subject to the requirements of the grant program. If indirect costs are requested, care must be taken to ensure that costs that would be considered an indirect cost are not included in the budget as a direct cost. Please refer to [2 CFR Part 200.414](http://www.ecfr.gov/) for additional information.

* Applicants with a current federally negotiated indirect cost rate agreement must scan and upload a copy of their indirect cost rate agreement. If this program is subject to a supplement, not supplant requirement, applicants with an approved restricted indirect cost rate must use that rate; Non-LEA applicants with rate agreements that do not include a restricted indirect cost rate are limited to 8% MTDC. LEAs without an approved indirect cost rate are limited to the state median-approved indirect cost rate applicable to this program.
* Applicants that have never received a federally negotiated indirect cost rate agreement must scan and upload a signed statement as part of the application. This statement must attest to the fact that the organization has never received a federally negotiated indirect cost rate agreement, and that the applicant is requesting the use of a de minimis indirect cost rate. This statement must be signed by the Chief Executive Officer or designee of the organization.

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## Section 3: Completing the Application

### 3.1 General Instructions for Applying

To apply for a grant under this NGO, applicants must have been funded for the preparation and implementation 17-month grant period and must prepare and submit a complete application. The application must be a response to the State’s vision as articulated in Section 1: Grant Program Information of this NGO. It must be planned, designed and developed in accordance with the program framework articulated in Section 2: Project Guidelines of this NGO. The applicant may wish to consult additional guidance found in the [Pre-award Manual for Discretionary Grants](http://www.state.nj.us/education/grants/discretionary/management).

### 3.2 Review of Applications

Department staff will review each continuation grant application on the basis of quality and comprehensiveness, including consistency with the comprehensive project plan selected and approved in the application under the preparation and implementation 17-month NGO. Applications will also be reviewed for completeness, accuracy and appropriateness of response to each of the items identified in Section2 in this NGO.

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

### 3.3 Application Component Checklist

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. Cells in the Column labeled “Included” are intentionally left blank for users to check when items are submitted.

Application Component Checklist

| Required | Location | EWEG TAB/SUBTAB | Included |
| --- | --- | --- | --- |
| Yes | EWEG | Admin (Contacts, Allocation, Assurance, Board Resolution and DUNS-SAM, and FFATA) |  |
| Yes | EWEG | Budget |  |
| Yes | EWEG | Narrative (Project Update, Project Description, Goals/Objectives/Indicators, and Project Activity Plan) |  |
|  |  | The following document(s) must be scanned and attached to the EWEG application using the UPLOAD tab: |  |
| Yes | Upload | “Entity Overview” page from the [applicant’s SAM profile](http://www.sam.gov/). |  |
| Yes | Upload | Indirect cost rate agreement if indirect costs are requested |  |