# New Jersey Department of Education*Notice of Grant Opportunity*

**

New Jersey Department of Education

Office of Grants Management

May 2021

## Notice of Grant OpportunityNita M. Lowey 21st Century Community Learning Centers Training and Technical Assistance

**22-EK58-H05**

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**May 2021**

**ORG/APU # 5064-006**

**CFDA 84.287C**

**Application Due Date**: June 3, 2021

[New Jersey Department of Education](http://www.state.nj.us/education%22%20%5Co%20%22http%3A//www.state.nj.us/education)

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## Section 1: Grant Program Information

## Description of the Grant Program

The Nita M. Lowey 21st Century Community Learning Centers (21st CCLC) Training and Technical Assistance project is federally-funded under Title IV, Part B, of the *Every Student Succeeds Act (ESSA)* will provide $160,000 for a 12-month period to the existing grantee. The purpose is to provide statewide training and technical assistance to improve the quality of out-of-school time (OST) programming and build the capacity of program staff in approximately 65 Nita M. Lowey 21st CCLC grantees, and approximately 10 new grantees commencing September 1, 2021. OST includes before-school, afterschool and summer enrichment programs. Additionally, to increase the number of quality afterschool programs throughout the state, the grantee will also provide statewide training to other entities in New Jersey eligible to apply for a 21st CCLC grant.

The grantee will be required to fulfill the following:

* Design and provide training and technical assistance that helps the 21st CCLC grantees fulfill program requirements and build the capacity of the program staff which in turn will enhance the quality of the program;
* Assist the NJDOE in addressing program quality, sustainability and networking;
* Promote the development, continuity and expansion of quality programming through on-site quality visits;
* Facilitate professional learning communities, especially around the following themes: science, technology, engineering and math (STEM), career awareness and exploration, visual and performing arts and civic engagement;
* Encourage the development of tangible partnership between 21st CCLC grantees and key stakeholders, including school administrators and staff, parents, and, collaborators;
* Collaborate with state-level evaluator, as appropriate;
* Assist the 21st CCLC grantees in the implementation of action research to encourage continuous quality improvement;
* Provide training sessions to other entities in New Jersey eligible to apply for a 21st CCLC grant;
* Provide training sessions to 21st CCLC grantees on best practice strategies for intentional planning, aligning with the school day, creating a youth-centered environment, effective management, summer learning, engaging parents and families, and designing program staff professional development;
* Integrate the New Jersey Student Learning Standards (NJSLS) within OST programming in order to improve participant achievement;
* Promote the use of a guided-inquiry and project-based approaches to support the development of participants’ 21st century skills;
* Design and plan professional learning experiences that are relevant, interactive and based on current national research;
* Provide professional development opportunities to build capacity to engage and meet the needs of English language learners and students with disabilities; and
* Utilize the New Jersey Quality Standards for Afterschool in developing trainings, workshops, and conferences.

## Grant Program Period

Grants for continuing programs are issued on an annual basis based on criteria determined by the NJDOE. The criteria includes reviewing program performance through reports, observations, adequate and efficient use of federal funds; and a continuation application to determine continued program funding. Based on the availability of federal resources, this grant program project period is as follows:

Year 5: September 1, 2021 – August 31, 2022

NOTE: The award will be issued on an annual basis contingent on continued program eligibility, program performance and availability of federal funds.

### Eligibility to Apply

The 21st CCLC Training and Technical Assistance project is open only to the existing training and technical assistance provider, which is the New Jersey School-Age Care Coalition (NJSACC). Henceforth in this document, NJSACC is referred to as “grantee”.

### Federal Compliance Requirements (DUNS, SAM)

In accordance with the Federal Fiscal Accountability Transparency Act (FFATA), all grant recipients must have a valid DUNS number and must also be registered with the System for Award Management (SAM), the successor to the Central Contractor Registration (CCR) database. 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](http://www.sam.gov/).

The grantee is required to submit its DUNS number and expiration date of its SAM registration as part of the continuation application in EWEG and must certify that they will ensure that their SAM registration will remain active for the entire grant period.

#### FFATA Executive Compensation Disclosure Criteria

In the preceding fiscal year, if the grantee:

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

The grantee is required to disclose the name and total compensation of the five (5) most highly compensated officers of the grantee as part of the continuation grant application. This information is to be entered using the appropriate EWEG tab (Admin). The term “federal award” includes federal contracts, sub-contracts, grants, and sub-grants. No award will be made to the grantee not in compliance with FFATA.

### Statutory/Regulatory Source and Funding

The grantee’s project must be designed and implemented in conformance with all applicable state and federal regulations. The 21st CCLC Training and Technical Assistance NGO is 100% federally-funded under Title IV, Part B of *ESSA*. The NJDOE will provide $160,000 annually to the existing grantee who will provide statewide training and technical assistance to improve the quality of approximately 65 21st CCLC grantees and up to 10 new grantees, commencing September 1, 2021.

The grantee is reminded that the federal funding language and Nita M. Lowey 21st CCLC logo, which will be forward to the grantee, must be prominently displayed on all printed and electronic program materials. Additionally, the grantee must ensure that the program is listed on the agency’s website to assist in marketability and recognition of the program.

These funds can be used only to supplement and not supplant federal, state or local funds. Failure to demonstrate the aforesaid will result in the reduction of the requested award amount. The final award is subject to the availability of Title IV, Part B funds. 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.   Failure to do so may result in the withdrawal by the NJDOE of the grantee’s eligibility for the continuation of grant funding.  The NJDOE will remove ineligible, inappropriate or undocumented costs from funding consideration.

### Dissemination of This Notice

The Office of Student Support Services will make this notice available to the existing grantee, the New Jersey School-Age Care Coalition. This NGO will also be available on the [NJDOE’s website.](http://www.state.nj.us/njded/grants/discretionary%22%20%5Co%20%22NJDOE%27s%20website)

### Technical Assistance

Technical assistance will be provided upon request from the grantee.

### 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 grantee. The Application Control Center (ACC) must receive the complete application through the online [Electronic Web-Enabled Grant (EWEG) system](http://homeroom.state.nj.us/) 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 received after this deadline.

Complete applications are those that include all elements listed in Section 3.3, Application Component Checklist, of this notice. The application received by the due date and time will be screened to determine whether they are, in fact, eligible for evaluation. The NJDOE reserves the right to reject any application not in conformance with the requirements of this NGO.

Paper copies of the grant application will not be accepted in lieu of the EWEG application system. The grantee is advised to plan appropriately to allow time to address any technical challenges that may occur. Additionally, the grantee should run a consistency check at least 24 hours before the due date to determine any errors that might prevent submission of the application. 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. The grantee is 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. Applications submitted by FAX cannot be accepted under any circumstances.

### Reporting Requirements

The grant recipient is required to submit quarterly program and fiscal progress reports. For additional information regarding post-award reporting requirements, please review the Pre-Award Manual for Discretionary Grants, which is available online at <https://www.state.nj.us/education/grants/discretionary/apps/>. All reports will be submitted through the online EWEG system. Program and fiscal reports for this program will be due through EWEG as follows:

| Program/Fiscal Report | Quarterly Reporting Period | Due Date |
| --- | --- | --- |
| 1st Quarter | September 1, 2021 – December 31, 2021 | January 29, 2022 |
| Interim | September 1, 2021 – March 31, 2022 | April 30, 2022 |
| 3rd Quarter | September 1, 2021 – June 30, 2022 | July 30, 2022 |
| Final | September 1, 2021 – August 31, 2022 | October 29, 2022 |

The grantee will be required to submit the above reports through the online EWEG system at [http://homeroom.state.nj.us](http://homeroom.state.nj.us/) on the dates specified above. Accompanying the program report, grantees are required to submit a narrative summary of activities conducted during the reporting period. This summary may be submitted as an upload within EWEG. The final program and fiscal report must include a final evaluation report of the overall effectiveness of the training and technical assistance activities. Accompanying each quarterly report is a narrative summary of activities conducted during the reporting period. NJDOE reserves the right to request additional reports throughout the year if necessary. After the final report is reviewed and approved, at all four levels in EWEG, a payment will be issued, if funds were due to the agency.

### Assessment of Statewide Program Results

The NJDOE will utilize all available data to assess the effectiveness of the grantee. Data must include, but is not limited to, participant evaluations, follow-up surveys, quarterly reports and deliverables outlined in this 21st CCLC Training and Technical Assistance NGO. The evaluation of this project will be based on the extent to which the grantee:

* Fulfills the requirements detailed in this NGO, including deliverables, timelines and quarterly reporting;
* Provides trainings that are appropriate and effective using the results of the participant evaluation forms, follow-up surveys, and other appropriate methods of data collection; and
* Attains the goals, objectives and indicators described in Section 2.2.

Annually, the grantee must also evaluate the overall effectiveness of the training and technical assistance activities. Federal legislation requires that the local evaluation is based on the factors included in the *Measures of Effectiveness* pursuant to Title IV, Part B, Sec.4205 (b)(1). For this NGO, the *Measures of Effectiveness* are defined as follows:

* An assessment of objective data;
* An established set of performance measures aimed at ensuring the availability of high-quality opportunities; and
* Based upon evidence-based research that the training will help program staff understand the challenging State academic standards.

Additionally, the results of the evaluation must be used to refine, improve, and strengthen the training and technical assistance plan. NJDOE reserves the right to request returned funds if the report is deemed insufficient and unsatisfactory.

### 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 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 completed the Grant Acceptance Certificate information. Payments cannot be processed until the award has been accepted in EWEG.

This grant program is federally funded. Federal funds have an expiration date after which grant funds, even appropriately spent, cannot be reimbursed. It is the responsibility of the awarded agency to avoid forfeiting grant funds by creating and submitting reimbursement request and report by the requested deadlines. The date to submit the last reimbursement request is August 13, 2022. If approved, the last reimbursement request should be paid by end of September or early October. Please keep in mind that the EWEG system cannot process both Reimbursement Requests and Final Reports simultaneously.

Only one (1) reimbursement request may be submitted per month. In order to receive a reimbursement at the beginning of the following month, applicants, if awarded, must submit a monthly 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 approximately the 10th of the following month.

#### Electronic Payments

In order to receive electronic payments from the State of New Jersey, the New Jersey Department of Treasury requires the grantee to submit the *Electronic Payment Authorization for Automatic Deposits (ACH Credits) form* and the *W-9/Vendor Questionnaire form* directly to the Department of Treasury. These forms can be found on the [Department of Treasury website](https://www.nj.gov/treasury/omb/pdf/forms/W9.pdf). Please contact vendor control at (609) 633-8183 or via email to AAIUNIT@treas.nj.gov or contact the Office of Management and Budget at 609-292-1865 with any questions regarding these forms. Forms must be submitted to Treasury concurrently with the EWEG application; however, please DO NOT submit these forms with this NGO.

NOTE: The NJDOE will not approve any reimbursement request(s), if the grantee has any outstanding report(s), including but not limited to the quarterly reports and surveys.

Audit Reports

Recipients of specific federal and/or state grant funds are required to have an annual audit performed in accordance with the Single Audit Act, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Subpart F and State Circular 15-08-OMB. The Training and Technical Assistance grant program is subject to this requirement. The State of New Jersey policy regarding grant recipients is as follows:

1. Recipients that expend $750,000 or more in federal and/or state funds within their fiscal year must have an annual organization-wide audit performed in accordance with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards for any fiscal year period beginning after December 26, 2014.

2. Recipients that expend less than $750,000 in federal and/or state funds within their fiscal year, but expend $100,000 or more in state and/or federal funds must have either a financial statement audit performed in accordance with Government Accounting Standards or a program-specific audit performed in accordance with the Act, Amendments, Subpart F-Audit Requirements of the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards. Although Subpart F-Audit Requirements allows specific provisions for biennial audits; State policy continues to require all audits to be performed on an annual basis.

3. Audit reports for recipients requiring an annual organization-wide audit as indicated in No. 1 above, must include the auditor’s comments on internal controls over state grants and state aid, compliance with material terms and conditions of state grant agreements, state aid programs, and applicable laws and regulations and the system review report (peer review).

4. Non-LEA recipients of this grant must complete the Audit Information Form (Appendix 1) and submit with this NGO.

5. Audit reports for recipients requiring either a financial statement audit performed, or a program-specific audit as indicated in No. 2 must include a Schedule of Expenditures of Federal and State Awards and the system review report (peer review). Applicants are required to submit a Schedule of Expenditures and the peer review with this application. A sample is provided in Appendix 1A.

6. Audit reports are the responsibility of the grant recipient. The financial statements may be prepared by the business administrator, or other financial personnel, however, the statements must be certified by an independent auditor.

7. Failure to comply with these audit requirements could jeopardize your eligibility for future grant funding. Consult your business administrator and independent auditor regarding these requirements. Any agency that has not had an audit done for each year it has received more than $500,000 (prior to December 26, 2014) or more than $750,000 (after December 26, 2014) in federal or state funds will be out of compliance with federal regulations.

#### Audit Due Dates

For grantees with a fiscal year ending June 30th, the audit report is due annually in March. For those grantees with a fiscal year ending December 31st the audit report is due annually in September.

## Section 2: Project Guidelines

1.

### Project Design Considerations

The intent of this section is to provide the grantee 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, potential grantees 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 grantee’s understanding of the specific considerations and requirements that are to be considered and/or addressed in their project. When submitting an application, the agency must use the EWEG online application system located [here](http://homeroom.state.nj.us/). Please refer to Section 1.7 for further details.

The grantee is expected to conform to the general scope of the program design that was outlined and approved in their year-one application. However, the grantee must consider implementing program design modifications for the purpose of ensuring continuous program improvement, as supported by the following:

* Prior program implementation experiences (successes, challenges, etc.);
* Program evaluation reports and outcome data;
* Training surveys;
* Focus group data;
* Advisory board recommendations;
* Child care licensing standards;
* New Jersey Student Learning Standards;
* NJ Quality Standards for Afterschool;
* NJDOE recommendations;
* National best practice standards; and
* Partner and/or collaborator consultations

Considerable thought and planning between the grantee agency and its partners, if applicable, must occur to ensure a correlation between the NJDOE’s purpose (presented in Section 1.1) and the grantee’s design of this training and technical assistance project. By collaborating and coordinating the resources of schools, other state agencies, community centers, corporations, churches and/or other community groups, 21st CCLC programs expand the benefits available to participants and allow for more efficient use of resources.

It is the intention of this NGO to enhance staff capacity through professional development for both school day and OST staff on relevant topics. As stated previously, professional development is a strategy to ensure intentional collaboration and linkage to the school day. Providing joint professional development equips staff with skills necessary to implement a quality OST program that supports youth learning, engages staff, and encourages new ideas and creativity.

### Project Requirements

The grantee may use the funds to provide a broad array of training and technical assistance, approved by the NJDOE, to 21st CCLC programs and other eligible entities that advance the academic achievement, social, behavioral, and physical development of the programs’ participants. To maintain consistency with the regulations set forth by the United States Department of Education (USDE) and the NJDOE’s belief that there are diverse and multiple paths for youth achievement, the NJDOE has established minimum program requirements that must be addressed by the grantee. The requirements are broken into the following sections: Project Description; Goals, Objectives, Indicators and Evaluation; and Project Activity Plan.

In this section the grantee should provide a detailed description of the proposed 21st CCLC Training and Technical Assistance project, including how the project will be implemented, managed and staffed. The NJDOE intends to provide training and technical assistance that both assists the 21st CCLC grantees in fulfilling program requirements and builds the capacity of the program staff. In addition to training and technical assistance sessions, the grantee will assist the NJDOE in addressing program quality, sustainability and networking. The grantee will work with the NJDOE to:

* Develop and conduct capacity building training and technical assistance to 21st CCLC program staff and other eligible entities within New Jersey;
* Ensure the implementation of quality programming;
* Assist the NJDOE in supporting the sustainability of practices that enhance or improve students’ academic performance;
* Facilitate networking opportunities for OST program providers throughout New Jersey; and
* Provide targeted technical assistance based on areas of improvement noted in state-level evaluation reports.

Additionally, the grantee agrees to:

* Develop all training content in collaboration with the NJDOE;
* Utilize the New Jersey Quality Standards for Afterschool (NJQSA) as a guiding document for quality;
* Meet with NJDOE staff on a monthly basis;
* Conduct planning meetings with the NJDOE staff at least 12 weeks prior to the project director meetings and 6 months prior to any conference date;
* Utilize presenters with a documented expertise in the subject matter of the training or workshop they will provide;
* Advertise all trainings, workshops and conferences a minimum of 8 weeks before the actual date of the training;
* Secure meeting locations;
* Maintain the capacity for on-line registration; and
* Include technical assistance at all trainings for the development of a plan to turnkey the information to program staff.

The grantee must address the following tasks within the Project Description section:

#### A. Develop and conduct capacity building training and technical assistance for the grantees.

As the national perspective of afterschool focuses on quality, it is imperative that the NJDOE provides training and technical assistance that not only helps the grantees to achieve program requirements, but also builds the capacity of the program staff which in turn will impact the quality of the program. The grantee must use presenters with documented expertise in the subject matter of the training or workshop they will provide. Additionally, all trainings, workshops and conferences must be advertised a minimum of eight weeks before the actual date of the training.

The grantee must describe the types of trainings and technical assistance to be provided that will build the capacity of grantee staff and other OST time providers. Additionally, at a minimum, the grantee must: facilitate quarterly project director meetings, conduct a minimum of 15 quality enhancing site visits utilizing the NJQSAself-assessment tool and support each of the four (4) themes: STEM, Career Awareness & Exploration, Civic Engagement, or Visual and Performing Arts.

B.Assist the NJDOE in ensuring the implementation of quality programs.

Quality OST programs provide a unique environment where children and youth can develop a range of skills needed to support their full involvement in their communities. Researchers have found that effective programs combine academic, enrichment, cultural, and recreational activities to guide learning and engage youth.

The grantee must describe how it plans to integrate nationally recognized strategies in its proposed training and technical assistance plan that are intended to increase the quality of the 21st CCLC. Additionally, the grantee must support its plan by reinforcing the use of the following strategies:

* [You 4 Youth](https://y4y.ed.gov/) professional development portal, developed by USDE specifically for 21st CCLC programs nationwide. The website includes free webinars and trainings.; and
* [21st Century Afterschool Science Project (21st CASP)](http://www.state.nj.us/education/21cclc/casp/), a federally-funded project supported by the NJDOE. Materials for the training are available online for free.

C. Facilitate networking opportunities for out-of-school time program providers throughout New Jersey.

Partnering and collaborating with local organizations to expand the benefits available to participants of any OST program allows for more efficient use of resources. The grantee must design and support opportunities for engaging other eligible entities throughout the year that enhance the capacity of front-line staff to provide quality programming. At a minimum, the grantee must:

Coordinate the Soaring Beyond Expectations: An Afterschool Celebration for 150 attendees.

* Assist 21st CCLC grantees in fulfilling its requirement to create at least one NJ Celebrates Afterschool event annually. NJ Celebrates Afterschool events are open houses with fun and educational activities for parents, children and local community leaders to build ongoing community support.

D. Use data-driven strategies for enhancing trainings and technical assistance.

The grantee must address its plan for determining the effectiveness of the provided trainings and technical assistance. The grantee must ensure that the training and technical assistance plan is based on the areas of improvement identified through the results of training survey responses collected in the prior year, as appropriate, and within the most recent NJDOE evaluation reports developed by the New Jersey 21st CCLC state evaluator.

E. Management Plan

The grantee must provide a description of the intended management plan. The grantee has some flexibility in the establishment of its staffing patterns; however, the NJDOE will review and approve the management plan, including staffing, based on what is necessary and reasonable to implement the project plan and adhere to program requirements. The grantee is required to identify a project director who will serve as the agency’s primary point of contact with the NJDOE program officer responsible for the program. This person must be employed by the *grantee* and is responsible for managing the administrative functions of this program. In order to effectively perform the administrative responsibilities of this federally-funded grant program, the management plan must indicate all agency staff that will be working on this project, with specific time allocated to this project.

#### Goals, Objectives, Indicators, and Evaluation

The NJDOE has mandated the following goals for this training and technical assistance project; however, the grantee is required to develop corresponding objectives and performance indicators. The grantee must describe how it will evaluate progress towards attaining the goals, objectives and indicators. Additionally, grantees must upload the corresponding objectives and indicators using Appendix 2.

Goal 1: To support NJDOE in increasing the capacity of grantee program staff.

Goal 2: To support 21st CCLC grantees in enhancing and improving student academic and social skill development and competencies.

Goal 3: To provide networking opportunities for out-of-school time program providers throughout New Jersey.

Goal 4: To provide targeted technical assistance based on areas of improvement noted in state-level evaluation reports.

The grantee is required to develop corresponding objectives and performance indicators. Both the objectives and the indicators must be developed using the S.M.A.R.T. method:

* S*pecific*. That is, they tell *how much* (e.g., 40%) *of what* is to be achieved (e.g., what behavior of whom or what outcome) by *when* (e.g., by March 2022)
* M*easurable*. You have identified the level of performance expected in order to indicate successful achievement of the objective and indicator.
* A*chievable*. Not only are the objectives and indicators themselves possible, it is likely that your organization will be able to achieve them.
* R*elevant*. Your organization has a clear understanding of how these objectives and indicators fit in with the overall vision of this contract.
* T*imed*. Your organization has developed a timeline (a portion of which is made clear in the objectives) by which they will be achieved.

Responses must be submitted in the Goals and Objectives section.

#### Project Activity Plan

The grantee must describe the proposed activities that will be implemented to achieve each State mandated goal and the grantee identified objectives and indicators. The project activity plan must directly support the budget, as it will serve as the basis for the proposed expenditures. Activities described must be specific and directly related to the goals and measurable objectives. For example, the following is an *unacceptable activity*: “Meetings with community partners, community entities, collaborators.” A more *acceptable activity* would be: “The project director will meet with community entities, partners, and collaborators on a quarterly basis.”

Within the EWEG Project Activity Plan section, the grantee must list activities that are specific to the 2021-2022 program year. Additionally, grantees must select the period in which the activity will be implemented. If the activity is ongoing or recurring, select each period in which the activity will take place. Responses to this section must be submitted in the Project Activity Plan section.

#### Budget Design Considerations

The organization designated as the grantee agency in the original application must remain the grantee agency and must be accountable for all fiscal and program oversight for the duration of this grant. Income collected from fees must be used to supplement the training for which it was collected or to fund additional costs consistent with the grant application and cannot be carried over into any subsequent years.

Once the objectives that will guide the work in the implementation phase of the grant have been prioritized, begin to develop the details of the budget that will be necessary to carry out each activity. The budget will be reviewed to ensure that costs are customary and reasonable for implementation of each project activity. The grantee must provide a direct link for each cost to the goals, objectives and activities in the Project Activity Plan that provides programmatic support for the proposed cost.

In addition, the grantee must provide documentation and sufficient details to support each proposed cost. NJDOE will review budget line items to determine percentage of administrative costs and ensure that they, like all costs, are reasonable and necessary. These line items may include administrative salaries, fringe benefits, office supplies and office equipment. The NJDOE reserves the right to require a reduction should it be determined that the administrative costs, or other costs, are excessive and unreasonable. 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/apps)document. The budget submitted as part of the application is for the current grant period only.

The NJDOE will remove from consideration all ineligible costs, as well as costs not supported by the Project Activity Plan. The actual amount awarded will be contingent upon the grantee’s ability to provide support for its proposed budget upon application and ultimately will be determined by the NJDOE through the pre-award revision process. The grantee’s opportunity to make pre-award revisions will be limited by the NJDOE which is not responsible 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.

The grantee may not charge fees for training or technical assistance services provided through this grant. This prohibition does not apply to charges for materials or other costs that are not included in the approved budget. Any such charges or fees must have prior approval of the NJDOE. If approval is granted, the grantee will be required to submit a program income report with each quarterly and final report.

Please consider the following when preparing the budget forms:

* Be sure to explain what the amounts in the Unit Cost and Quantity boxes represent for the supply, equipment and other budget entries. If the amounts in those boxes represent a calculation, describe that calculation in the description box.
* Be sure the description boxes also describe the cost, the need for it, and its relation to the grant program.
* Mileage must be a separate budget entry. Mileage reimbursement budget entries must describe the relation to the grant of the traveler(s) and the grant-related purpose(s) of the travel, as well as a brief explanation of how the number of miles was calculated.
* When requesting conference travel cost such as airfare, lodging, and meals, create separate entries for each conference. Be sure to identify the relation of the grant of each traveler. GSA.gov rates must be used at the time of the travel, for all conference travel costs.
* Be sure to itemize the cost, as applicable. Please refer to Appendix 3 for additional detail.

#### Budget Requirements

In constructing the budget, please note that all costs must be *reasonable and necessary* to implement program activities. Additionally, the budget entries must demonstrate clear and specific links to the project activity plan. The grantee must provide sufficient explanation of budgeted costs, including the calculation detail (cost-basis). The grantee must obtain prior approval from the NJDOE through their program officer to charge fees. If approval is granted, the grantee will be required to submit a program income report with the quarterly and final fiscal reports.

NJDOE program office staff will review budget line items to determine whether requested administrative costs are reasonable and necessary. The NJDOE will remove from consideration all ineligible costs, as well as costs not supported by the Project Activity Plan.

The grantee may charge fees for trainings that are not covered within this NGO. The grantee must obtain prior approval from the NJDOE through their program officer. If approval is granted, the applicant will be required to submit a program income report with the quarterly and final fiscal reports. Program income generated without prior approval from the NJDOE must be deducted from the funds awarded under the Federal grant**.**

The grantee is not permitted to divest more than 20% of the total grant award to any single entity, including, but not limited to partners, collaborators or sub-grantees. The grantee must maintain direct control of 51% of the total grant award during the entire grant cycle. Additionally, grantees are not allowed to divest oversight of the program administration or implementation to another agency, this includes, but is not limited to, existing Nita M. Lowey 21st CCLC programs and other agencies in a sub-grant process. These funds may not be used as a pass-through to another agency.

Through an amendment process the department may authorize a modification to an approved application. This process requires substantial programmatic and fiscal review by the NJDOE. The grantee must have a compelling programmatic justification and rationale for the need for the amendment requested. Any change requested must be in keeping with the intent, goals, and objectives of the NGO. The last day for the grantee to submit an amendment is May 27, 2022.

To reduce the number of pre-award revisions under the Budget section of EWEG, please review the Budget Development Instructions document in Appendix 3 for additional details as you construct your budget. The grantee must adhere to the NJDOE required provisions of *N.J.A.C*. 6A:23A-7, School District Travel Policies and Procedures. These provisions contain additional requirements concerning prior approvals, as well as expenditures related to travel. The NJDOE applies the *N.J.A.C.* 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 may not exceed $.35 per mile; and,
* Other ineligible costs are listed in the section below.

The grantee must ensure that it meets all of the requirements listed below:

Eligible Costs

Grant funds may be used by grantees for the following costs that directly support the activities described in the application:

* Salaries and benefits for project staff;
* Purchase of project materials, and supplies for grant-funded project activities;
* Identification, selection, and orientation of grant-funded staff;
* Computer(s) for the purpose of program administration and implementation;
* Attendance at one OST conference, which may include transportation, accommodations and food.
* Other grant related expenses (e.g., printing, telephones, postage, travel) that are necessary to perform grant administrative functions; and
* Indirect costs. Indirect costs represent the expenses of doing business that are not readily identified with a particular grant function or activity but are necessary for the general operation of the organization and the conduct of activities it performs. Indirect costs may be requested in the budget from the grantee 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 budgeted as a direct cost. Please refer to [2 CFR Part 200.414](http://www.ecfr.gov/) for additional information. The indirect cost dollar amount that you budget in your application must be the same dollar amount as the maximum, allowable indirect cost dollar amount calculated by EWEG in your application. If you want to budget a lesser dollar amount, reduce the rate amount that you insert in the RATE box under the INDIRECT COST tab.
	+ If the grantee has a current federally negotiated indirect cost rate agreement, it must scan and upload a copy of their indirect cost rate agreement. As this program is subject to a supplement, not supplant requirement, if the grantee has an approved restricted indirect cost rate must use that rate; if the grantee has a rate agreement that does not include a restricted indirect cost rate it is limited to 8% modified total direct cost (MTDC).
	+ If the grantee has a never received a federally negotiated indirect cost rate agreement, it 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 grantee 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. The de minimis rate is 8% MTDC.

NOTE: Out-of-state travel not documented in the approved grant application requires prior approval from the grantee’s program officer.

Ineligible Costs

Funds provided under this grant may not be used for the following costs:

* Food, including snacks and refreshments, for any professional development training or workshop;
* Vehicle purchases;
* Attendance at conferences or trainings, other than one USDE Nita M. Lowey 21st CCLC office sponsored conference;
* Construction or capital improvements;
* Religious practices or programs;
* Costs that are not directly related to the implementation of grant activities;
* Membership to associations or organizations;
* In-state overnight meals and/or lodging;
* Meals on in-state travel; and
* Mileage reimbursement in excess of $.35 per mile.

NOTE: Ineligible costs, as well as costs not supported by the activity plan, will be removed from consideration.

## Section 3: Completing the Application

1.

### General Instructions for Applying

To apply for a continuation grant under this NGO, you must prepare and submit a complete application. You must submit the 21st CCLC Training and Technical Assistance continuation application using the online [EWEG system](http://homeroom.state.nj.us/). Paper copies of the application will not be accepted. Grantees should refer to Appendix 4 for general tips on completing the application online through the EWEG system.

### Review of Applications

NJDOE staff will review the 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 initiating multi-year NGO. The application will also be reviewed for completeness, accuracy and appropriateness of response to each of the items identified in Section 2. Additionally, the final award will be based on the grantee’s program and fiscal performance through on-site and desk monitoring, quarterly reports, local and state level evaluations (including PARS21 data entry and accuracy), adequate and efficient use of federal funds and other areas deemed appropriate by the NJDOE.

The grantee is reminded that the opportunity to make pre-award revisions will be limited. It is up to the grantee to submit timely and thorough responses to any requests made by NJDOE staff. If the grantee delay responses or is unresponsive to requests, the grant award may be rescinded.

Please be advised that in accordance with the Open Public Records Act *P.L.* 2001, *c.* 404, all applications for discretionary grant funds received on 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.

### Application Component Checklist

The following components are required (see Required ü Column) to be included as part of your EWEG application. Failure to include a required component may result in your application being removed from consideration for funding. Please make note that the following characters are not recognized by EWEG (“, -!@#$ %^&\*( )”~/<>{} and bullets). When uploading documents to EWEG be sure to properly label each document with the **title of the form, not the appendix number**. Use the checklist (see Included ü Column) to ensure that all required components have been completed.

| Required() | Form | EWEG TAB/SUBTAB | Included() |
| --- | --- | --- | --- |
|  | EWEG  | Admin (Contacts, Allocation, Assurance, Board Approval, DUNS and FFATA) |  |
|  | EWEG  | Narrative (Project Description; Goals, Objectives, Indicators and Evaluation; and the Project Activity Plan)  |  |
|  | EWEG | Budget |  |
|  |  | \*The following documents are to be scanned and uploaded in the EWEG Application, as PDF files, prior to submission.  |  |
|  | UPLOAD and EMAIL | Nita M. Lowey 21st CCLC Audit Information Form (Appendix 1) and Agency Schedule of Expenditures |  |
|  | UPLOAD | State Mandated Goals and Objectives (Appendix 2)  |  |
|  | UPLOAD | Updated Management Plan |  |
|  | UPLOAD | Copy of grantee’s federally negotiated indirect cost rate OR a signed statement requesting the use of a de minimis indirect cost rate subject to the conditions set forth in the NGO.  |  |
|  | UPLOAD | Entity Overview page from the [www.sam.gov](http://www.sam.gov/) website. (This is the page that shows your agency’s name, address with 4-digit extension zip code, DUNS number, and CCR expiration date, which must be a date that comes after the start date of the grant program)  |  |

## Appendix 1:Audit Information

To be completed by all non-LEA grantees

Audit requirements and the type of audit are solely based on the totals of all state and federal grant expenditures incurred during the recipient’s 12-month fiscal year. The grantee is required to submit a schedule of expenditures (see Appendix6A) and the Auditor System Review (Peer Review). The Peer Review must be within three years of the agency fiscal year. To determine your agency’s audit requirements all non-LEA applicants must submit the following information:

Name of Applicant Agency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agency Federal Tax ID #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agency Fiscal Year Ended: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agency Fiscal Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person Name and Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Agency Auditing Firm: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person Name and Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of CEO or CFO (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature CEO or CFO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

**Please include this form with your application and send via email to Haydee Perez-Livingston at** **haydee.perez@doe.nj.gov**

## Appendix 2:State Mandated Goals and Objectives

Instructions: The grantee is required to adopt the state-mandated goals. Additionally, the grantee must create objectives and performance indicators for each objective. Performance indicators are quantifiable performance measurements used to define success factors and measure progress toward the achievement of your program’s goal and are directly correlated to the implementation activities created in the Project Activity Plan. When numbering the objectives and indicators below, please follow the following format: Objective 1.1, Indicator 1.1a; Indicator: 1.1b; Objective 1.2, Indicator 1.2a; Indicator 1.2b, etc. The grantee is required to upload this completed document into EWEG.

Please use the following goals:

Goal 1: To support NJDOE in increasing the capacity of grantee program staff.

Goal 2: To support grantees in enhancing and improving competences in youth outcomes and academic and social skill development.

Goal 3: To provide networking opportunities for out-of-school time program providers throughout New Jersey.

Goal 4: To provide targeted technical assistance based on state-level data.

## Appendix 3:Budget Development Instructions

To reduce the number of pre-award revisions, please follow instructions below:

1. In EWEG under the Salary tabs and in the Title of Position box, be sure to list the other benefits by type and percentage amount for positions that have other benefits such that the total of the individual other benefit percentage amounts equal the percentage amount shown in the Other Benefits box.
2. For budget entries that represent administrative costs, be sure to check “Administrative” in the Cost section of that budget entry.
3. For any budget entry that has both a program and administrative portion, create two budget entries, one for each. Be sure to check Program or Administrative in the Cost section. For example, the Project Director’s salary is based on providing both program and administrative services to the grant.
4. Be sure to explain what the amounts in the ‘How Many’ and ‘Cost per Unit’ boxes represent for the Supply, Equipment, and Other tabs budget entries. If the amounts in those boxes represent a calculation, describe that calculation in the Description box.
5. Be sure the Description boxes also describe the cost of the item, the need for the item, and the item’s relation to the grant program.
6. Mileage reimbursement budget entries must describe the relation to the grant of the traveler(s) and the grant-related purpose(s) of the travel, as well as a brief explanation of how the number of miles was calculated. Mileage must be a separate budget entry. When requesting conference travel costs such as airfare, lodging, and meals, create separate entries for each conference. Be sure to identify the relation of the grant to each traveler. For airport shuttles show the cost for up to four shuttles per person (home base to airport, airport to hotel, hotel to airport, airport back to home base). Insert this statement: “gsa.gov rates will be used at the time of travel” for all conference travel costs. Be sure to itemize the cost per person as follows:
* meals = cost per day times the number of days,
* round-trip coach air or rail fare = per person times the number of grant staff, and
* lodging = per room per night basis times the number of rooms times the number nights.
* Note that car rental at a conference is generally not allowed.

## Appendix 4:Electronic Web-Enabled Grants System (EWEG) Tips

The following are tips for working in the EWEG system. Please take note as these will ease submission of your application.

1. Do not use the “Back” button. This will cause a system error.
2. It is always recommended that long narrative sections be typed in either Word or Note Pad and copied and pasted into EWEG. Doing this, will prevent you losing the text that you worked hard to create, should something go wrong when you save the page.
3. When copying and pasting from Word or Note Pad, be sure to check for special characters. Most notably, quotation marks, apostrophes, bullets and hyphens are the biggest culprits. Avoid using all of the other special characters (!@#$%^&\*()”~/<>{} and bullets). Do not try to use fancy formatting. It will only give you problems. Just be sure that the content is there in a concise and clear manner.
4. The EWEG system is not compatible with the way Microsoft Word formats quotation marks, apostrophes, bullets and hyphens. Use the following procedure to resolve this problem. Remove the quotation marks, apostrophes, bullets and hyphens in the text that you want to copy and paste. Paste the text into EWEG. Working in EWEG, BEFORE YOU TRY TO SAVE THE PAGE, put the bullets, hyphens, apostrophes and quotation marks back in. You will notice that the apostrophes and quotation marks will now look different indicating that the problematic formatting has been removed. You should be able to save the page without getting an error message.
5. When you click on a Tab to open a page, do not click on it more than once. Some of our pages take a while to open. If you click on the tab more than once, you will get a system error.
6. Certain systems are just not compatible with EWEG. Most notably: MAC, hand-held devices, Notebooks, Safari, Google Chrome and Firefox. If you have these systems, please try to locate a different PC to use to enter your data.

Also note that Internet Explorer versions higher than 7.0 should access the EWEG site in

 “Compatibility Mode” or you may have unexpected errors and will not be able to view all

 application pages.