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| Climate Awareness Education: Implementing the New Jersey Student Learning Standards for Climate Change Continuation -REISSUE  23-WB02-G02  Program Term Date: 05/01/23 – 6/30/23  Application Due Date: Friday, April 28, 2023 no later than 4:00 P.M. |
| Angelica Allen-McMillan  Acting Commissioner of Education  Jorden Schiff  Acting Assistant Commissioner  Gilbert Gonzalez  Director  Office of Innovation  FY23  5063-359  New Jersey Department of Education  P.O. Box 500 ● Trenton, NJ 08625-0500 |

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The following are requirements and instructions on the New Jersey Department of Education (NJDOE) Notice of Grant Opportunity (NGO). Instructions on how to gain access to the application and how to complete the application in the Electronic Web-enable Grant (EWEG) system are available in [the Pre-Award Manual](https://www.nj.gov/education/grants/discretionary/apps/docs/PreAwardManual.pdf).

When responding to this NGO, applicants must use the Electronic Web-Enabled Grant System (EWEG) online application system on the NJDOE’s [Homeroom](http://homeroom.state.nj.us/) webpage. Please refer to the NJDOE’s [Discretionary Grants](http://www.nj.gov/education/grants/discretionary) web page for the NGO and (click on available grants) for information on when the EWEG application will be online. The responsibility for a timely submission resides with the applicant. The Application Control Center (ACC) must receive the completed application through the online EWEG system access through the NJDOE’s Homeroom web page on the due date of the application, no later than 4:00 P.M. Without exception, the ACC will not accept, and the Office of Grants Management (OGM) cannot evaluate for funding consideration, an application after this deadline.

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## Grant Program Information

## I.1 Purpose of the NGO

This is a targeted funding opportunity which is open to operating New Jersey public school districts who did not submit a completed application for the original Climate Awareness Education NGO ([23-WB01-G02](https://www.nj.gov/education/grants/opportunities/2023/23-WB01-G02.shtml)) by the March 17, 2023 4:00 PM deadline. This funding opportunity was made possible by Governor Murphy’s allocation of $4.5 million in the FY23 state budget. The goal is to fund locally focused climate awareness initiatives that design, demonstrate, and/or deploy climate awareness education curricula, activities, practices, or strategies based on the New Jersey Student Learning Standards (NJSLS) and that connect the local, regional, and global implications of climate change with the lives of students. This grant opportunity is intended to signify a partnership between the NJDOE and New Jersey school districts to inspire innovation in implementing the NJSLS for Climate Change Education.

There is strong evidence that behaviors and impacts related to students’ local communities have the greatest meaning for students. Therefore, this opportunity requires projects to focus on student-driven, authentic, location-based, collaborative, and innovative approaches to climate awareness education. Additionally, it supports extending climate awareness education beyond the classroom by providing funding for opportunities for students to interact with local ecosystems, become involved in climate solutions, and engage with community-based partners in dialogue and learning obtained through real-world experiences.

**Application Type**: **Targeted\* Open to operating New Jersey public school districts who did not submit a completed application for the original Climate Awareness Education NGO** ([23-WB01-G02](https://www.nj.gov/education/grants/opportunities/2023/23-WB01-G02.shtml)) **by the March 17, 2023 4:00 PM deadline**

**Target Audience:** Local Education Agency (LEA),   
 Community-Based Nonprofit Organization (CBO), or   
 Institutes of Higher Education (IHE)  
Other\*:**[Click to Add Eligible Applicant]**

## I.2 Federal Compliance Requirements - Unique Entity identifier (UEI) Registrations

In accordance with the Federal Fiscal Accountability Transparency Act (FFATA), all grant recipients must have a valid Unique Entity identifier (UEI). As part of the government-wide initiative, NJDOE will join other Federal agencies and transition from the use of the Dun and Bradstreet Data Universal Numbering System (DUNS) to the new UEI for all grant recipients and applicant organizations. UEIs are the primary means of entity identification for Federal awards and are required in accordance with 2 CFR Part 25. The UEI number is administered by the Federal Government in SAM.gov (System for Award Management).

## I.3 Award Management SAM Application

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

Key steps/actions:

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

Failure to complete or update the AWARD Management SAM application in EWEG will prevent the applicant from viewing, creating, and submitting applications in the EWEG system.

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

## I.4 Dissemination of This Notice

The Office of Innovation will make this notice available to eligible applicants listed in [Section I.1.](#_I.1__Purpose), to the Office of Comprehensive Support Team Leaders, and to the county superintendents of the counties in which the eligible agencies are located.

Additional copies of the NGO are also available on the NJDOE’s [Discretionary Grant](http://www.nj.gov/njded/grants/discretionary/) website or by contacting the Office of Innovation at the New Jersey Department of Education, 100 Riverview Plaza, Route 29, P.O. Box 500, Trenton, NJ 08625-0500; telephone: (609) 376-3853; email: [innovation@doe.nj.gov](mailto:innovation@doe.nj.gov).

## I.5 Access to the EWEG Application

Each eligible applicant must have a login ID and password to access the system. LEA applicants should contact their district’s Web (Homeroom) Administrator, who will complete the registration. Non-LEA applicants should send an email request for the [EWEG Help](mailto:eweghelp@doe.state.nj.us). Please allow 24-48 hours for the registration to be completed.

The NJDOE advises applicants 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 the submission of the application. Applicants are advised not to wait until the due date to submit the application online as the EWEG 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: The submit button in the EWEG system will disappear as of 4:00 PM on the due date**. Please refer to the [Pre-Award Manual](https://www.nj.gov/education/grants/discretionary/apps/docs/PreAwardManual.pdf) for instructions on how to work in EWEG.

## I.6 Application Submission

The ACC must receive the completed application through the online EWEG system access through the NJDOE [Homeroom](http://homeroom.state.nj.us) web page **no later than 4:00 P.M. on Friday, April 28, 2023.** Without exception, the ACC will not accept, and the OGM cannot evaluate for funding consideration, an application after this deadline.

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.

Completed applications are those that include all elements listed in [Section II.5.](#_Application_Component_Required), Application Component Required Uploads checklist. Applications received by the due date and specified time will be screened to determine whether they are, in fact, eligible for consideration. 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. Applications submitted via FAX will not be accepted under any circumstances.**

## I.7 Application Review Criteria

To be considered for funding, all grant applications will undergo a two-tiered review process. The application will be reviewed by the Program Office responsible for administering the program and an additional office within the NJDOE. The point system traditionally used in the NJDOE competitive grants review process will not be used to review applications for this NGO. Instead, the evaluators will use the information provided in the grant application under the Allowable Uses Tab and the Budget Tab to assess if the intended use of funds addresses [Section II.4.](#_Project_Design_Considerations_1), Project Design Considerations. The evaluators will also review the NGO application for completeness and accuracy. Applicants will have the option to opt out of receipt of funds within the EWEG application.

Grant applications must meet the intent of the Notice of Grant Opportunity, as noted in [Section I.1.](#_I.1__Purpose), Purpose of the NGO and [Section II.4.](#_Project_Design_Considerations_1), Project Design Considerations. The NJDOE reserves the right to reject any application not in conformance with the requirements of this NGO.

## I.8 Grantee Award Notifications

Applicants will be notified via the EWEG system to the emails listed in the Contacts Tab, and a list will be posted on the NGO web page on the NJDOE website. Preliminary Approved Applications will be notified via EWEG with instructions on how to proceed with Pre-award Revisions (PAR). For instructions on how to initiate the PAR process by creating an amendment, refer to the [Pre-Award Manual](https://www.nj.gov/education/grants/discretionary/apps/docs/PreAwardManual.pdf).

Those applicants not meeting the intent of the NGO listed in [Section II.4.](#_Project_Design_Considerations_1), Project Design Considerations, will be notified via an EWEG email to the contacts listed in the application, and the application status will read “No Award.”

## I.9 Open Public Records

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.

## Completing the Application

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 NGO. Before preparing applications, potential applicants are advised to review [Section I.](#_Grant_Program_Information), Grant Program Information, to ensure a full understanding of the State’s vision and purpose for offering the program. Additionally, the information contained in [Section III.](#_Grant_Agreement_and), Grant Agreement and Program Requirements, will complete the applicant’s understanding of the specific considerations and requirements that are to be considered and/or addressed in their project.

## General Instructions for Applying

To apply for a grant under this NGO, applicants must prepare and submit a complete application by the deadline. The following components in their related EWEG Tabs in the application are required to be completed:

Contact Tab

Allowable Uses Tab

District Refusal of Funds Tab (only if applicable)

Budget Tab – All related subtabs

Assurances Tab

The application must be a response to the State’s vision as articulated in [Section I.](#_Grant_Program_Information), Grant Program Information. It must be planned, designed, and developed in accordance with the program framework articulated in [Section II.](#_Completing_the_Application), Completing the Application. The applicant may wish to consult additional guidance found in the [Pre-Award Manual for Discretionary Grants](https://www.nj.gov/education/grants/discretionary/apps/docs/PreAwardManual.pdf).

## Application Technical Assistance Session

**Friday, April 21, 2023**

**TEAMs Virtual Meeting:** Please register [here](https://events.teams.microsoft.com/event/65da87a4-cc80-41c7-b75c-a65b9f7e8cd2@4b4f7312-dd09-4959-b666-d5ba6dc8f4b4).

**In-person Meeting:** Preregistration is required by [insert date]. Please register [online](https://homeroom5.doe.state.nj.us/events/)      . Registrants requiring special accommodations for the Technical Assistance Workshop should identify their needs at the time of registration.

## Grant Deliverables

Expected outcomes should align with the intent of the NGO, as noted in [Section I.1.](#_I.1__Purpose), Purpose of the NGO, and [Section II.4.](#_Project_Design_Considerations), Project Design Considerations. Grant recipients are required to adhere to the reporting schedule detailed in [Section III.](#_Grant_Agreement_and), Grant Agreement and Program Requirements. Outcomes related to the NJSLS for Climate Change Education that can be measured through educator and student experiences are a focal point of expected outcomes for this grant program. Student and educator experiences, best practices, and lessons learned through failures are all equally valuable outcomes. The Program Office welcomes invitations from grantees to observe and discuss the impacts and outcomes of this grant funding via in-person and/or virtual site visits.

## Project Design Considerations

**Year 1 Vision**

The NJSLS for Climate Change Education are the first of their kind in the nation, and a thoughtful, student-centered approach to developing climate awareness education will stand up New Jersey’s practices as models for climate education for the rest of the country. This grant opportunity will support the development of high-quality, innovative, project-based practices that begin with students, teachers, and communities. This initiative is grounded in the following principles:

* **Localized standards-aligned education opportunities.** The NJSLS for Climate Change Education will serve as the main foundation on which students and educators will build project-based educational opportunities and hands-on experiences for solving problems that directly impact their communities. Exploring all facets of the new climate change standards remains at the center of this initiative.
* **Creating space for the risk that comes with innovation.** Through this initiative, educators and students will be asked to innovate and take risks. Building tolerance for the risk of failure is a crucial component of innovation, and this grant is designed to push New Jersey educators to think creatively and make meaningful change. A successful, locally-initiated project, therefore, cannot only be defined by successful outcomes, as this will result in grantees taking a safer route and leaving exciting ideas on the table. A successful project will be one that is carefully documented and contributes meaningfully to the development of sustainable climate awareness education opportunities.
* **Building student resilience.** Student mental health remains a top concern for New Jersey’s education community as we collectively navigate recovery from the COVID-19 pandemic. It is well-understood that the social and emotional wellness of our students is the building block that allows them to succeed personally and academically. Engaging in honest conversations about the realities of climate change are challenging and can foster feelings of helplessness and fear. A major tenet of this initiative is building up students to be solutions-oriented and resilient in times of challenge and focusing on their locus of control by working directly on issues that affect their communities.

**Long-Term Vision**

* **Thoughtful, innovative climate awareness curriculum development.** Subsequent landscape analysis and best practices informed by this grant opportunity will help both LEAs and the NJDOE create guidance and supports, as well as meaningful opportunities to engage in the NJSLS for Climate Change Education. Student voice and experience will be at the center of these efforts and inform the continual evolution of experiential learning opportunities related to climate awareness education.
* **Creating tolerance for teaching a rapidly evolving and highly visible discipline that is critical to securing the futures of students.** The nature of climate awareness education will require educators and education leaders to create a pedagogical structure that is flexible and cross-disciplinary. While topics from algebra or literature classes may not be on the front pages of news sites, students are likely to encounter stories about climate change throughout their day from their friends, family, and social media. Building in structures to utilize the latest research, discuss current events, and interpret the information they encounter related to climate change will be integrated into all disciplines to best serve students.

**Project Scope**

Grant projects may be designed to address any of the five phases of climate awareness education:

* **Knowledge:** Projects may be designed to build understanding of the phenomenon of climate change in students and educators and/or provide professional learning to educators around the NJSLS for Climate Change Education.
* **Awareness:** Projects may be designed to raise awareness of climate change or a specific issue related to climate change relevant to the district and local community.
* **Critical Thinking and Problem Solving:** Projects may be designed to study the local impacts of climate change, identify a specific local issue related to climate change, and/or to investigate and design solutions to the problem.
* **Action:** Projects may be designed to deploy and evaluate the merits of a solution already developed to address a specific climate change problem previously identified.
* **Stewardship:** Projects may be designed to promote advocacy to districts, communities, and external partners, with projects, programs, and solutions being shared with others to drive continued action.

Projects identified by grantees may fall under different categories including, but not limited to:

* Climate and other weather-related mitigation
* Energy (uses, efficiency, sources)
* Food and waste management
* Land use and remediation
* Human health, safety, and environmental justice
* Civil engineering and architecture

## Application Component Required Uploads

Not Applicable

## Eligible Activities

Districts will specify their intended use of the funds among pre-defined options in NJDOE’s EWEG system. Applicants should use the funds in innovative ways that support the vision for this opportunity outlined in [Section I.1.](#_I.1__Purpose), Purpose of the NGO, and [Section II.4.](#_Project_Design_Considerations_1), Project Design Considerations. Per FY23 state budget language, eligible activities must be aligned to the NJSLS for Climate Change Education and are limited to:

1. **Technical assistance**: Obtaining technology and/or tools that will assist in the current or planned implementation of a district’s climate awareness curriculum OR receiving technical assistance for technology and/or tools currently implemented in or planned for implementation in a district’s climate awareness curriculum.
2. **Professional development opportunities**: Participation in professional development opportunities including, but not limited to, opportunities about:
   * Climate change subject knowledge or local climate change research.
   * Climate awareness curriculum in K-12 classrooms.
   * Technology and/or tools currently implemented in or planned for implementation in a district’s climate awareness curriculum.
   * Evaluation strategies to assess the effectiveness/impact of implemented or planned climate awareness curriculum on student learning.
3. **Instructional materials**: Acquiring instructional materials/resources, including tangible materials and experiential learning opportunities. Examples of eligible activities include, but are not limited to, purchasing materials for the development of a community rain garden, establishing “Green Teams” consisting of students and educators to provide leadership on local climate and sustainability initiatives, and taking off-site excursions where students can interact with local ecosystems, become involved in climate solutions, and learn from community-based partners.
4. **Evaluation strategies**: Developing and implementing strategies that can be used to assess the effectiveness/impact of implemented or planned climate awareness curriculum on student learning.

## Sub-granting Funds

Not Applicable

## NonPublic Participation

Not Applicable

## Apportionment of Grant Funds

The applicant’s project must be designed and implemented in conformance with all applicable state and federal regulations. Final awards are subject to the availability offunds. Total funds available for the grants are $4,500,000. This is 100% funded from the FY23 Appropriations Act, Direct State Services, Climate Change Education Grants to Schools (5063-359). The project period is 05/01/23 – 06/30/23.

All operating NJ public school districts are eligible for funding, with School Development Authority (SDA) districts receiving a 15% premium on the award amount for non-SDA districts in accordance with the budget language associated with this grant opportunity. The anticipated award amount for non-SDA districts is approximately $6,500, and the anticipated award amount for SDA districts is approximately $7,500.

Grants funds are to be used solely for the costs associated and incurred as a result of implementing the grant program.

[Max Administrative Cap](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-E/subject-group-ECFRd41a10959e1acab/section-200.417): 0% [NJ Travel Reimbursement Rate](https://www.nj.gov/infobank/circular/cir23-02-OMB.pdf): $0.47 cents per mile

[Max Benefit Cap](https://www.nj.gov/infobank/circular/cir23-08-OMB.pdf): 0% [Max Indirect Costs Cap %:](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-E/subject-group-ECFRd93f2a98b1f6455/section-200.414) 0%

Please refer to [Section II.10.](#_Eligible_Costs), Eligible Costs, and [Section II.11.](#_Ineligible_Costs), Ineligible Costs, for information regarding the allowability, inclusion of and/or restriction(s) to indirect costs in a grant budget.

Indirect costs may be requested in the budget from applicants that either 1) have a current federally negotiated indirect cost rate agreement; or 2) have never received a federally negotiated indirect cost rate agreement. The actual indirect cost rate that may be used in budgeting is a de minimis rate, which is subject to the requirements of the grant program. If indirect costs are requested, care must be taken to ensure that costs that would be considered indirect costs are not included in the budget as a direct cost. Additional guidance for indirect costs can be found in the [Pre-Award Manual for Discretionary Grants](https://www.nj.gov/education/grants/discretionary/apps/docs/PreAwardManual.pdf).

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 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 PAR will be limited by the NJDOE, which is not responsible either to provide repeated opportunities for revisions or to permit the reallocation of the funds previously requested for costs that have not been approved or have been disallowed.

## Eligible Costs

Use the [Quick Reference for Commonly Requested Costs](https://www.nj.gov/education/grants/discretionary/apps/docs/common_costs.pdf) or the [Uniform Minimum Chart of Accounts](https://www.nj.gov/education/finance/fp/af/coa/) to locate the appropriate budget costs codes.

Please note that the passage of N.J.A.C 6A:23A-7 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.

All eligible costs must be aligned with the constraints presented in [Section II.6.](#_Eligible_Activities), Eligible Activities, and [Section II.11.](#_Ineligible_Costs), Ineligible Costs. Eligible costs include:

* **Technical assistance**: Costs for obtaining technology and/or tools that will assist in the implementation of a district’s current or planned climate awareness curriculum OR costs for technical assistance for technology and/or tools currently implemented in or planned for implementation in a district’s climate awareness curriculum.
* **Professional development opportunities**: Costs associated with participation in professional development opportunities.
* **Instructional materials**: Costs associated with obtaining instructional materials, resources, and/or experiential learning opportunities.
* **Evaluation strategies**: Costs for developing and implementing strategies that can be used to assess the effectiveness/impact of implemented or planned climate awareness curriculum on student learning.

## Ineligible Costs

The NJDOE will not reimburse grantees or sub-grantees for ineligible costs. Ineligible costs include:

* **Indirect costs**
* **Outside of grant term**: Costs incurred outside of the grant term
* **Existing staff**: Salaries and/or benefits for existing staff are not eligible
* **Routine operating/administrative costs**: Costs for the routine operation of or administration of the organization are not eligible
* **No benefit**: Costs incurred for salaries, services, or media which do not benefit the end user of the grant program
* **Not reasonable or necessary**: Costs which are not reasonable or necessary to carry out the grant
* **Outside of target area**: The purpose of the grant is to provide statewide coverage; therefore, any activities undertaken outside of a Grantee’s DHSS designated territory must have prior NJDOE approval before costs being incurred
* **Poorly documented/undocumented**: Costs which are not supported by adequate documentation
* **Off message**: Costs for media which are prohibited or off message
* **Supplanting**: Costs for salaries, services or media which are covered under other federal, state, or private funding

## Grant Agreement and Program Requirements

Once the application for funding is approved in the PAR process, the EWEG grant application will convert to a Grant Agreement between the applicant and the NJDOE ([OMB Circular 07-05-OMB](https://www.nj.gov/infobank/circular/cir0705b.pdf)). The grantee is expected to complete the goals and objectives laid out in the approved application and is expected to complete the 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 NJDOE of the grantee’s eligibility for the continuation of grant funding. The NJDOE will remove ineligible, inappropriate, or undocumented costs from funding consideration. To view and download the complete grant agreement documents, including attachments A and B of the grant agreement, click [here](https://www.nj.gov/education/grants/discretionary/management/docs/attacha_b.pdf).

## Mandatory Orientation and Training

The grantee may be required to attend a program orientation. The NJDOE staff will acquaint the grantee with the general program information, and requirements of the program, including grant management, mandated staffing, policies and procedures, and compliance with applicable state and federal program regulations.

## Reporting Requirements

Grantees will be required to submit reports on activities according to the program report schedule (in [Section III.4.a.](#_Reporting_Periods)). The grantee will ensure that all reports are uploaded to EWEG by the due dates. Failure to deliver the reports by the due dates may result in the grantee achieving an unsatisfactory rating and may result in the stop of all NJDOE program payments.

## Activity Report

A final activity report is to be delivered to the NJDOE via electronic format uploaded within the EWEG system. A report submitted by other means will not be accepted and will be considered late if not uploaded by the due date listed in [Section III.4.a](#_Reporting_Periods). This report tracks actual progress in meeting benchmarks and documenting measurable outcomes from the program activities listed in the application. Specific instructions for completing the final activity report can be found in [Section III.6.](#_Acceptable_Documentation_for), Acceptable Documentation for Grant Monitoring.

## Fiscal Reimbursement and Fiscal Report Requirements

**Reimbursement Request:** The grantee shall request monthly, by the 15th of every month, reimbursement payment from the NJDOE. The grantee will complete a reimbursement request through the EWEG payment system. Specific instructions for completing this report are found at this [link](https://njdoe.mtwgms.org/NJDOEGmsWeb/HelpFiles/New_Reimbursement_Request_Instructions.pdf).

Requests may begin once the contract has been fully approved and executed by the NJDOE. All programs are reimbursement-only programs. Grantees will be reimbursed based on the grantee’s actual expenditures. Grantees must submit payment requests no later than the 15th of the month, via the EWEG system, to receive a payment the following month.

In making disbursements to any third party with whom the Grantee may contract to undertake the Project, the Grantee shall ensure that disbursements are made upon delivery of satisfactory work product and in accordance with the Department’s program policies.

NOTE: ALL REIMBURSEMENT REQUESTS MUST BE SUBMITTED PRIOR TO JUNE 15, 2023. Funds not requested by this date will be forfeited by the applicant.

**Final Expenditure Report:** This report WILL NOT generate a final payment to the grantee upon selecting the “final report radial button.”

### **Reporting Periods**

Reimbursement requests are due by the 15th of every month.

**The reporting periods for fiscal and activity reports are as follows:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Report: | | Reporting period: | | Date Due: |
| Final | 05/01/23 – 06/30/23 | | 8/31/2023 | |
|  |  | |  | |

## Monitoring

The NJDOE Program Managers may schedule on-site monitoring visits or virtual meetings with the Program Coordinator during or after the term of the Program contract to review program performance and fiscal documentation. These visits/meetings may be a comprehensive program assessment, or they may be oriented toward a review of performance in specific areas. In either case, Program staff shall cooperate with Program Managers and provide them with files and other information as requested. Districts are required upon request to share details regarding their implementation of awarded funds with department staff in either written form or in-person site visits and interviews.

## Acceptable Documentation for Grant Monitoring

Full and detailed documentation for grant expenditures shall be retained at the organization’s level for monitoring purposes. This shall include expenditures of the grantee and all sub-grantees.

### Final Activity Report

This report consists of documentation and/or evidence of program activities. It must be in the form of a properly completed programmatic Activity Report using the template provided by the Program Office. The report template will be located on the Program Office’s website (<https://www.nj.gov/education/innovation/>). The report template can be found by navigating to the Climate Awareness heading and looking under the Notice of Grant Opportunity subheading. Grantees should download the report template, fill in the applicable fields, and upload the completed report template into the EWEG system. To supplement the final activity report, other documentation, such as student testimonials, photos, flyers, video links, and newspaper clippings/article links related to the use of grant funds, is welcome, but not mandatory, and can also be uploaded into the EWEG system. Documentation of acceptable use of grant funds should be retained with the grantee for monitoring purposes unless otherwise specified by the Program Office.

### Reimbursements

**Staffing** – All timesheets and payroll records for any salaries paid using funds must be retained by the Grantee for both monitoring and reimbursement purposes. If staff is assigned part-time to the grant, a cost allocation sheet should accompany the reimbursement request.

**Travel** – Mileage records must include the date of travel, the point of origin and its designation (home/office), the sites visited, the purpose of the travel, and the ending location. Commutation must be subtracted from the mileage claimed. The travel reimbursement rate is $0.47 cents per mile. Receipts for parking and tolls must be retained.

**Mailings** – Receipts for postage and other materials and services associated with photocopying, printing, and distribution of materials. Cost allocation based upon agency budget may be acceptable. Please review with the NJDOE representative.

**Training** – Receipts for payment of training providers, course materials, venue, proof of attendance, and copies of any certificates awarded.

**Other costs** – Receipts, invoices, and purchase orders with enough detail to determine that the expenditure is an eligible cost under the grant program.

## Grant Amendments

All requests for amendments must be submitted at a minimum of 90 days before the end date of the grant agreement via the EWEG system.

Amendment modification forms are available [here](https://www.nj.gov/education/grants/discretionary/management/). Amendment modifications are initiated and submitted through the EWEG system to be uploaded into the Upload Tab in the grant application. Instructions on how to initiate the amendment are available in [the Pre-Award Manual](https://www.nj.gov/education/grants/discretionary/apps/docs/PreAwardManual.pdf). Use the [Quick Reference for Commonly Requested Costs](http://www.nj.gov/education/grants/discretionary/apps/common_costs.pdf) or the [Uniform Minimum Chart of Accounts](https://www.nj.gov/education/finance/fp/af/coa/) to locate the appropriate budget costs codes.

Amendments are required if the following situations occur:

* Changes to the program activity and request for no-cost time extension;
* Budget transfers greater than ten percent of the total approved budget into a previously approved line item;
* Changes to 200-320 Purchased Professional Education Services (subgrantee costs) previously approved in the budget;
* Budget transfer to a line not previously approved in the budget;
* Equipment: Grantees are limited to the specific equipment items listed in the final approved grant application budget. To comply with federal requirements, all equipment purchases require prior NJDOE approval. You can pay more or less than the approved amount, but the approved equipment item cannot be changed without permission (i.e., no additions, deletions, or substitutions to the approved equipment list);
* Changes to Indirect Costs.

**IMPORTANT NOTE**: The subgrantee is subject to the same terms and conditions as the grantee and is responsible to you (the lead agency) for the agreed-upon scope of work (approved goals, objectives, and activities), and the expenditure of subgrant funds. Any changes (program or fiscal) requested by a subgrantee must be reviewed by the grantee. If NJDOE requires sub-grantee amendment approval and you support the changes, forward the requested changes to the NJDOE Program Office for review. As the grantee, you do not have the authority to approve any changes in their project activities, any budget variances, or without prior approval by the NJDOE.

## Suspension/Cancellation of Grant/Loan Agreement and/or Reduction in Funding

The Department reserves the right to suspend and/or cancel this Grant Agreement for nonperformance of any of the Grant/Loan Agreement provisions. Failure by the grantee to comply with agreement stipulations, standards, or conditions may give the Department cause to suspend this agreement and withhold further payments, prohibit additional obligations or project funds pending corrective action, disallow all or part of the cost associated with the noncompliance, terminate this agreement, or take other remedies that may be legally available.

Formal written notice of suspension/cancellation of Grant Agreement and/or reduction in funding will be provided to the grantee in advance of the adverse action to be taken together with recommendations to correct deficiencies. Grantees that correct deficiencies in accordance with guidance provided in the written notice shall be reinstated.

## Grant Close Out

The grantee shall provide all documentation necessary to close out this agreement within 60 days of the grant agreement’s ending date. If performance is ahead of schedule, the documentation should be submitted within 60 days of the conclusion of grant activities. Documentation will include the Final Reports referenced in [Section III.4.a](#_Reporting_Periods).

## Federal Requirements

Not Applicable