New Jersey Department of Education

New Jersey Inclusion Project
Notice of Grant Opportunity

Technical Assistance Session

May 17, 2023

Office of Special Education
Division of Educational Services

Reminders

- All participants are muted.

- Cameras have been disabled to help preserve the internet bandwidth.

- Please post questions in the chat box.

- The presentation will be posted to the NJDOE Office of Grants Management (OGM) website on or before **May 26, 2023.**

- Responses to questions received via email and those received during the presentation today will be posted to the NJDOE OGM website on or before **May 26, 2023.**
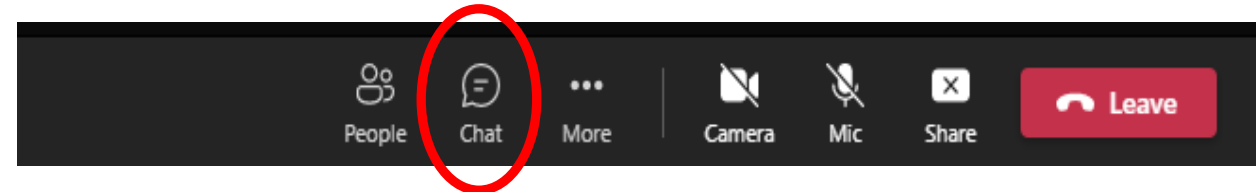
Virtual Meeting Recording Notice

The New Jersey Department of Education allows for the recording of audio, visuals, participants, and other information sent, verbalized or utilized during business related meetings. By joining this meeting, you automatically consent to such recordings. Any participant who prefers to participate via audio only should keep their camera disabled so only their audio will be captured.

Agenda

- Introductions

- Overview

- Eligibility

- Section 1: Program Information

- Section 2: Project Guidelines

- Section 3: Completing the Application

- Questions & Answers

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Overview

This 3-year NGO known as the "New Jersey Inclusion Project (NJIP)" aims to improve the inclusive educational practices within schools/Local Education Agencies (LEAs) across the state by providing quality supports through leadership development conferences, online and in-person professional learning opportunities, technical assistance, coaching and consultation specific to the needs of students with disabilities, ages 5-21.

Eligibility Information

- The New Jersey Inclusion Project is a limited competitive grant program open to all New Jersey public and private agencies that can support LEAs in identifying areas in need of enhancement specific to K-12 inclusion, educational equity philosophy and practice.

- Applicants may include not-for-profit agencies, parent organizations, and community-based organizations that support students with disabilities.

- Local education agencies (LEAs) including Educational Service Commissions and Jointure Commissions are not eligible to apply.

Section 1: Grant Program Information

Available Funding & Stipulations

- The New Jersey Inclusion Project is 100 percent funded from IDEA Part B funds CFDA # 84.027.

- One award of 1 million dollars per year for 3 years (total of 3 million dollars) will be awarded to the successful applicant.

- The awarded grantee may not award subgrants to entities to directly carry out project activities.

Key Dates

- **Application Due Date:** Thursday, June 8, 2023

- **Year 1 Anticipated Start Date :** July 1, 2023

- **Year 1 End Date:** June 28, 2024

Reporting Requirements

- Award recipients are required to provide relevant data as part of their interim and final program and fiscal progress reports; and
- All interim and final progress reports must be submitted through the EWEG system at http://homeroom.state.nj.us.

Year 1 Reporting Period	Report Period Dates	Due Date
1st Interim Program & Fiscal	July 1, 2023 – September 30, 2023	October 31, 2023
2nd Interim Program & Fiscal	July 1, 2023 – December 31, 2023	January 31, 2024
3rd Interim Program & Fiscal	July 1, 2023 – March 31, 2024	April 30, 2024
Final Program & Fiscal	July 1, 2023 – June 28, 2024	August 31, 2024

Reimbursement Requests & Budget Modifications

- Payment of grant funds are made through a reimbursement process.

- Reimbursement requests for all expenditures are made through the Electronic Web-Enabled Grant (EWEG) system.

- Reimbursement requests may begin once:

  o Application marked "Final Approved" in the EWEG system;

  o Grantee has accepted the award by clicking the "Accept Award" button on the Application Select page; and

  o Grantee has completed the Grant Acceptance Certificate information.

Reimbursement Requests & Budget Modifications, cont'd.

- Only one (1) reimbursement request, monthly, no later than the 15th of each month.

- Requests may include funds to be expended through last calendar day of the month in which reimbursement is requested.

- Upon reimbursement approval, payments should be received between the 8th-10th of the following month.

- **LAST DAY FOR Year 1 REIMBUSEMENT REQUESTS: Tuesday, June 28, 2024**.
  No reimbursement requests may be submitted in the EWEG system after this date.

- **LAST DAY FOR SUBMITTING Year 1 BUDGET MODIFICATIONS: Friday, March 1, 2024**.
  No modifications may be submitted in the EWEG system after this date.

Section 2: Project Guidelines

Review of Applications

Application Component	Point Value
Project Description	30
Goals, Objectives and Indicators	15
Project Activity Plan (Year One)	30
Organizational Commitment and Capacity	15
Budget (Year One)	10
Total	**100**

All applications must score 70 points or above **and must meet the intent of the NGO to be considered eligible for funding.**

Program Design Considerations

- The New Jersey Inclusion Project was developed in alignment with the NJDOE's mission of supporting schools, educators, and districts to ensure all of New Jersey's 1.4 million students have equitable access to high-quality inclusive instructional practices that meet their unique needs.

- The applicant that is awarded the New Jersey Inclusion Grant shall provide four layers of service with approval and oversight by the NJDOE.

Program Design Considerations (Cont'd.)

These four layers of service include:

- Leadership development via regional inclusion conferences and stakeholder engagement.

- Provision of technical assistance to identified schools statewide.

- Development of Implementation/systemic change sites.

- Development of universal resources for educators and families that can be accessed through the NJDOE website.

Project Requirements

Reponses to the following sections must be submitted in the EWEG grant application.

❑ Project Abstract

❑ Statement of Need

❑ Project Description

❑ Goals, Objectives and Indicators

❑ Project Activity Plan (Year One)

❑ Organizational Commitment and Capacity

❑ Evaluation Methods

❑ Budget (Year One)

Project Abstract

The Project Abstract is a (250- 300 words) summary of the

proposed project's need, purpose, and projected outcomes.

The proposed project and outcomes must cover the full

three (3) year grant period.

Statement of Need

The Statement of Need identifies the local conditions and/or needs that justify the project proposed in the application. The applicant must:

- Describe the target population to be served, including the grade levels and ages of the children to be served.

- Describe the programming that will take place to enable all students meet the New Jersey Student Learning Standards as well as address their unique needs.

- Provide documentation to substantiate the stated conditions and/or needs. This includes but is not limited to, demographics, test data, descriptions of target population(s), student data, personnel data and any relevant research.

Project Description

The applicant must:

- Describe in a detailed narrative the complete three (3) year project design and plan for implementing this project and provide assurance that the strategies or activities are of sufficient quality and scope to ensure equitable access and participation among all eligible program participants.

- Provide evidence that the project is appropriate for and will successfully address the identified needs of the school, while describing the effect the project will have on the school upon completion. When possible, cite examples of how the approach or different strategies have led to success in other schools.

Goals, Objectives and Indicators

The applicant must include one or more SMART goals for the selected area(s) of focus. Each goal must have corresponding objectives that are:

- Specific to what will be accomplished;

- Measurable (metrics used to determine if goal(s) is met);

- Achievable (what must be done to attain goal);

- Relevant and realistic to the selected goal(s); and

- Time-Bound to provide target dates for all deliverables.

Project Activity Plan

The Project Activity Plan is for the current grant period (July 1, 2023 - June 28, 2024).

- List Relevant Objectives:

    ▪ Number each goal, objective, and activity (1.1; 1.2; 2.1; 2.2; etc.).

- Describe All Planned Tasks and Activities.

- List All Activities in Chronological Order.

- Space Activities Across All Reporting Periods.

- Provide Documentation to Track Programs & Confirm Completion of Each Activity.

- Indicate √ in which Reporting Period the Activity will be Implemented.

- List Names of Specific Staff Members Directly Responsible for the Project.

Organizational Commitment & Capacity

The applicant must describe in detail, their capacity to take on the project, as well as identify the needs and the plans to address them.

- State previous experience in implementing similar types of projects, as well as the outcomes of those projects. What worked, what did not and why? Explain how previous experiences will ensure successful implementation of the proposed project.

- If the applicant has not implemented similar projects, explain why the proposed project will be successful, while describing all organizational resources (staff, facilities, equipment, funds, etc.) that will support successful project Implementation.

Organizational Commitment & Capacity, cont'd.

- What are staffing requirements for program or service (e.g., number and type of staff, education, credentials, content knowledge, cultural competency, cultural congruency)?

- Is coaching for staff available for the program or service? Is coaching culturally sensitive?

- Are training and professional development services related to the project readily available? Is training culturally sensitive? Does training use best practices and address elements of race, equity, cultural responsiveness, or implicit bias?

Organizational Commitment & Capacity, cont'd.

- Do staff have capacity to collect and use data to inform ongoing monitoring and improvement of the program or service?

- Does program or service require new technology (hardware or software, such as a data system)?

- How will the awarded funds allow LEAs to leverage additional dollars, if any?

- How will LEAs continue to address identified needs when the project funding ends?

Evaluation Methods

Evaluation involves examining processes, outcomes and the impact of programs. The applicant must:

- Describe evaluation methodology of proposed program or service.

- Identify applicable evaluation measurement tools:

    o Explain how each appropriately measures and tracks outcomes.

- Illustrate how evaluation processes are incorporated in LEA policies and procedures.

- Identify data to collect to determine if project goals and objectives are met.

Budget Considerations

- The budget **MUST** be well-considered, reasonable, necessary for implementation of the project, and remain within funding parameters of this grant.

- Each budgeted cost **MUST** be directly linked to goals, objectives, and activities in the Project Activity Plan.

- Guidance on constructing a grant budget may be found in the [Pre-award Manual for Discretionary Grants.](#)

General Budget Guidelines

- The budget is the applicant's financial plan for proposed grant-related expenditures.

- Use brief, but <u>specific</u> descriptions <u>and</u> a clear cost basis for every budget entry.

- The clearer the description of the cost and its grant-related purpose, the less likely an expenditure will be questioned during pre-award revisions (PAR).

Constructing the Budget

- **Be <u>allocable</u> (linked)** to project plan (goals, objectives, and activities).

- **Have an appropriate cost basis** to support the requested amount: *quantity x unit cost = total request.*

- **Be <u>necessary</u> for the grant project.**

- **Be administratively efficient and <u>reasonable</u>** for performance of the project.

Budget Requirements

Eligible costs must be necessary, reasonable, and allocable, and may include:

- Personnel salaries and fringe benefits

- Travel

- Equipment

- Supplies

- Indirect Costs

- Administrative Costs

Budget Requirements, cont'd.

Ineligible costs include:

• Lease or purchase costs for a facility or vehicle

• Building renovations, repairs, or upkeep

• Maintenance and operating expenses for a facility or vehicle

• Out-of-State Travel

• Hotel reimbursement

• Entertainment

Section 3: Completing the Application

Application Submission

- Submit application and ALL required documentation via EWEG system by **June 8, 2023, 4:00 pm, no exceptions**.

- EWEG system available through NJDOE Homeroom http://homeroom.state.nj.us.

- Applicants without current access to EWEG system must email EWEG Help Desk eweghelp@doe.nj.gov.

  - **NOTE**: This process could take up to 3 weeks

Application Submission, cont'd.

- Plan appropriately to allow time to address any technical challenges that may occur.

- Run a consistency check at least 24 hours before the due date.
  - *Note: Running the consistency check does not submit the application.*

- Click 'Submit' button, to submit NJIP grant application.

EWEG System – TIPS

- Do not use "Back" button in browser as it may cause a "system error."

- Type long narrative sections in Word or Google Doc, copy, then paste into application.

- When copying and pasting from Word or Google Doc:
  - Avoid using all special characters (!@#$%^&*()"~/<>{}) and bullets;
  - Do not use fancy formatting/font;
  - Ensure pasted content is concise and clear, in manner; and
  - Remove apostrophes, quotation marks, and hyphens (add them back once text is pasted into application).

Tips – Salaries and Benefits

- The application has separate tabs for Instructional and Non-Instructional Salaries and Benefits.

- If the same person performs both Instructional (100-100) & Non-Instructional (200-100) duties, be sure to show two (2) cost bases for that staff person.

Tips: Supplies and Materials

- Use separate tabs for instructional supplies and materials and non-instructional supplies and materials.

- Describe supplies to be purchased, cost per unit, and quantity. General supply items like folders, writing instruments, binders, paper clips, and staples may be grouped together.

- Provide explicit details for all entries, for NJDOE staff to accurately determine necessity for proposed expenditure.

Definition of Equipment

- Retains its original appearance and character with use.

- Does not lose its identity through fabrication or incorporation into a different or more complex unit or substance.

- Is nonexpendable; that is, if the item is damaged or some of its parts are lost or worn out, it is more feasible to repair the item than to replace the item.

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

- **Unit cost is <u>more than </u>$2,000.**

(Not all hardware is equipment.)

Tips – Other Costs

- Use Other Tab for consultant costs (100-300, 100-500, 200-300, 200-500).

- **Note:** Consultants are <u>non-employees</u> of the applicant who are paid to perform grant-related services on an hourly, daily, or flat-fee basis (Evaluators are usually consultants).

- **Note:** If a "flat fee" is used as the cost basis, you must identify the number of hours or days the consultant will spend on the project.

Budget Summary Tab

- Budget Summary is pre-populated automatically once detail pages are saved.

- Applicant must:

  - Check budget summary totals against the detail; and

  - **Ensure budget addresses all program requirements in the NGO**.

- Double check **ALL work** prior to submitting application.

Questions and Answers

Resources

- [EWEG System via NJDOE Homeroom](#)

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

- [NJDOE Office of Special Education](#)

- [NJDOE Office of Special Education Inclusion Resources](#)

After this Webinar:

- This presentation, along with responses to pre-submitted questions, will be posted on NJDOE's Grant Opportunities webpage on or about **May 26, 2023**.

- Questions on application submission should be directed to EWEG Help Desk at eweghelp@doe.nj.gov.

- **We are unable to answer any grant-related questions after this webinar. For addenda and questions please refer to: www.nj.gov/education/grants/discretionary/.**

Thank You

New Jersey Department of Education Website

http://www.state.nj.us/education/

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