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| Expanding Access to Computer Science High School Courses24-CZ10-G07Program Term Date: June 1, 2024 to February 28, 2025Application Due Date: Thursday, February 29, 2024no later than 4:00 P.M. |
| Christopher HuberActing Commissioner of EducationJorden Schiff, Ed.D.Assistant CommissionerGilbert E. GonzalezDirectorDivision of Teaching and Learning ServicesFY2024ORG/APU #5063-349New Jersey Department of EducationP.O. Box 500 ● Trenton, NJ 08625-0500 |

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-enabled Grant (EWEG) system are available in [the Pre-Award Manual](https://www.nj.gov/education/grants/discretionary/apps/).

When responding to this Notice of Grant Opportunity (NGO), applicants must use the Electronic Web-Enabled Grant System (EWEG) online application system on the New Jersey Department of Education'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 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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It is a policy of the New Jersey State Board of Education and the State Department of Education that no person, on the basis of race, color, creed, national origin, age, sex, handicap or marital status, shall be subjected to discrimination in employment or be excluded from or denied benefits of any activity, program or service for which the department has responsibility. The department will comply with all state and federal laws and regulations concerning nondiscrimination.

# Grant Program Information

## Purpose of the NGO

The Computer Science [State Plan](https://www.nj.gov/education/innovation/compsci/docs/ComputerScienceStrategicPlan.pdf) highlights the New Jersey Department of Education's (NJDOE) commitment to promoting equitable and expanded access to high-quality, standards-based computer science education for all New Jersey K-12 students in preparation for postsecondary success. The fiscal year 2024 (FY2024) state budget includes a $2 million appropriation for the expansion and support of professional development of K-12 computer science teachers and advanced computer science course offerings. The NJDOE offers this Notice of Grant Opportunity (NGO) in support of the mission and vision outlined in the Computer Science State Plan and in fulfillment of New Jersey's FY2024 computer science education budget appropriation.

The overarching goal of the Expanding Access to Computer Science High School Courses program is to expand high school students' access to high-quality, standards-based computer science education. A second goal is to expand high school students' opportunities to participate in high-quality advanced computer science courses. To achieve these goals, the grant program provides funding directly to local education agencies (LEAs) to develop and implement one or more new high-quality computer science education courses aligned with the New Jersey Student Learning Standards in Computer Science (NJSLS-CS). The new courses developed must be available for student enrollment in the 2024-2025 academic year.

LEAs that offer a high school program of study, not related to the Career Technical Education (CTE) Information Technology career cluster are eligible to apply for this program. The high school may also offer a CTE program in the Technology Career Cluster; however, the new course may not be part of the CTE program.

Eligible Applicants may request funding for *only one* of the following options:

* LEAs with one or more high schools that currently teach a computer science course may apply for up to $40,000 to develop and implement one or more new advanced computer science courses that meet one of the following criteria:
	+ 1. The course is a College Board approved Advanced Placement Computer Science A course.
		2. The course is a College Board approved Advanced Placement Computer Science Principles course.
		3. The course is a course in Cybersecurity or Artificial Intelligence (AI).
		4. The course is eligible for credit in computer science through an articulation agreement with a postsecondary institution.
* LEAs with one or more high schools that do not currently teach a computer science course may apply for up to $15,000 to develop and implement one or more new introductory computer science courses, building the high school's capacity to offer advanced computer science courses in subsequent years.

As part of the program, grantees will also organize and host one or more outreach events for elementary or middle school students with the objective of exposing young women, Black or African American students, Hispanic students, and students from other underrepresented populations to computer science. The students enrolled in the high schools' new computer science courses will participate in the event by sharing artifacts of their experience and serving as near-peer role models to the younger students. This element is aligned with [P.L.2021, c.239](https://pub.njleg.state.nj.us/Bills/2020/PL21/239_.PDF).

The 9-month grant period will consist of an initial planning period from June 1, 2024, to July 31, 2024, with the subsequent grant implementation period from August 1, 2024, to February 28, 2025.

The total funding available for this program is $1,100,000. Forty awards will be made. Twenty awards of up to $40,000 will be made to LEAs developing and implementing a new advanced computer science course. Twenty awards of up to $15,000 will be made to LEAs developing and implementing a new introductory computer science course.

For the purposes of this grant, New Jersey is geographically divided into three regions (North, Central, and South). The table below indicates the counties located within each of the three regions.

|  |  |  |
| --- | --- | --- |
| **Northern Region** | **Central Region** | **Southern Region** |
| * Bergen County
* Essex County
* Hudson County
* Morris County
* Passaic County
* Sussex County
* Warren County
 | * Hunterdon County
* Mercer County
* Middlesex County
* Monmouth County
* Somerset County
* Union County
 | * Atlantic County
* Burlington County
* Camden County
* Cape May County
* Cumberland County
* Gloucester County
* Ocean County
* Salem County
 |

NJDOE will ensure that at least two awards for new advanced computer science courses and two awards for new introductory computer science courses are made in each region in rank order, provided there are sufficient applications with a passing score (70 points or greater) in each region. The remaining awards will be made in rank order by score regardless of the region until either the available funds are exhausted or no applications with passing scores remain.

Preference is given to LEAs that receive Title I funds. Only applications with a passing score (70 points or greater) qualify to receive preference. LEAs must indicate that the school receives Title I funds on the Documentation of Eligibility form to receive preference.

**Application Type: Limited Competitive\***LEAs that offer a high school program of study, not related to the Career Technical Education (CTE) Information Technology career cluster are eligible to apply for this program. The high school may also offer a CTE program in the Technology Career Cluster; however, the new course may not be part of the CTE program.

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

## 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).

FFATA Executive Compensation Disclosure Criteria:

In the preceding fiscal year if an applicant:

* Received at least $25,000,000 in annual gross revenues from federal awards; and
* If at least eight (80) percent of the applicant's annual gross revenues came from federal awards; the applicant is required to disclose the name and total compensation of the five (5) most highly compensated officers of the applicant as part of the grant application.

This information is to be entered into the Award Management SAM Application in EWEG and updated on a yearly basis.

## Award Management SAM Application

Prior to applying for a grant application, all Local Education Agencies (LEAs), Community-Based Nonprofit Organizations (CBOs), or Institutes of Higher Education (IHEs) 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 and upload a copy of its SAM Entity Overview page. Applicants must ensure their address has the correct zip plus four in their address and both the SAM.GOV and the LEA Central Contacts in EWEG must match to be compliant with FFATA reporting.
			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.**

## Dissemination of This Notice

The Division of Teaching and Learning Services will make this notice available to Local Education Leads through an NJDOE broadcast.

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 Division of Teaching and Learning Services at the New Jersey Department of Education, 100 River View Plaza, Route 29, P.O. Box 500, Trenton, NJ 08625-0500; email: ComputerScience@doe.nj.gov.

## 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 to the EWEG Help. 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 48 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 application is complete and has passed a clean consistency check with no error messages, the applicant may submit the application by clicking the submit button and wait for the EWEG system message indicating the application was submitted. The application status will update in the GMS Select page to "Submitted for Review" along with the date the application was submitted.

**IMPORTANT:** Once the application has been submitted via EWEG, the application will not be returned to the applicant for editing, nor can additional information or missing documentation be submitted to the department for application review consideration. **Please Note: The submit button in the EWEG system will disappear as of 4:00 P.M. on the due date**. Please refer to the [Pre-Award Manual](https://www.nj.gov/education/grants/discretionary/apps/) for instructions on how to work in EWEG.

## Application Submission

The Application Control Center (ACC) must receive the completed application through the online EWEG system accessed through the NJDOE [Homeroom](http://homeroom.state.nj.us) web page **no later than 4:00 P.M. on Thursday, February 29, 2024.** Without exception, the ACC will not accept, and the Office of Grants Management (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.**

## Application Review Criteria

To be considered for funding, all grant applications complete a two-tiered review. First, the application will be reviewed and scored by a panel of three evaluators. The evaluators will only use the information provided in the EWEG grant application under the Narrative Tabs which include the Need, Project Description, Project Activity Plan, Goals/Objectives – Indicators and Activity Plan, Commitment and Capacity, the Budget Tabs, and all required documentation uploaded as noted in [Section II.5](#_Application_Component_Required). In addition to how well the content addresses [Section II.4.](#_Project_Design_Considerations_1), the evaluators will also review the NGO application for completeness and accuracy.

The second review is done by the Program Office responsible for administering the program. The Program office reviews the application as noted in Section I.1 Purpose of the NGO, and [Section II.4.](#_Project_Design_Considerations_1), Project Design Components. The NJDOE reserves the right to reject any application not in conformance with the requirements and intent of this NGO. The total point value for the NGO is 100 points. If noted in the NGO, bonus points will only be added if the grant application scores 70 points or greater and meets the intent of the Notice of Grant Opportunity (NGO).

NJDOE will ensure that at least two awards for new advanced computer science courses and two awards for new introductory computer science courses are made in each region in rank order, provided there are sufficient applications with a passing score (70 points or greater) in each region. The remaining awards will be made in rank order by score regardless of the region until either the available funds are exhausted or no applications with passing scores remain.

Preference is given to LEAs that receive Title I funds. Only applications with a passing score (70 points or greater) qualify to receive preference. LEAs must indicate that the school receives Title I funds on the Documentation of Eligibility form to receive preference.

## Grantee Award Notifications

EWEG will send award notifications via the email addresses listed in the Contacts Tab. A list of awardees will also be posted under the link to the NGO located in the NJDOE, Office of Grants Management, Grant Opportunities webpage.

In addition to the notifications mentioned above, the status will change on the EWEG GMS page from "Submitted for Review" to one of the following:

* Preliminary Approved – For applicants awarded the grant funds by scoring 70 points or greater and meeting the eligibility criteria, where funds are available. Approved Applications will be notified via EWEG with instructions on how to proceed with the Pre-Award process. In addition, instructions on how to initiate the Pre-Award Revision (PAR) process can be found in the [Pre-Award Manual](https://www.nj.gov/education/grants/discretionary/apps/).
* No Award – For those remaining applicants where either the applicant scored the 70-point or greater and met the eligibility criteria, but funding was exhausted; and those applicants not meeting the 70-point threshold, and/or the intent of the NGO listed in [Section II.4.](#_Project_Design_Considerations_1), Program Design Consideration.

## 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, 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 III, Grantee Agreement 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 are required to be completed in their respective EWEG tabs:

Admin Tab – Contacts, Allocation, Assurance, Board Resolution
Narrative Tab – Abstract, Project Description, Need, Goals & Objectives, Project Activity Plan, Organizational Commitment & Capacity

Budget Tab – All related subtabs

Upload Tab – The required documents to be included in the application as stated in the NGO

The application must be a response to the State's vision as articulated in Section I Grant Program Information of this NGO. It must be planned, designed, and developed in accordance with the program framework articulated in Section II, Completing the Application of this NGO. 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/)](https://www.nj.gov/education/grants/discretionary/apps/docs/PreAwardManual.pdf).

## Application Technical Assistance Session

**Thursday, February 15, 2024**

[x]  **Teams Virtual Meeting:** Pre-registration is required by Wednesday, February 14, 2024. Please [register](https://homeroom5.doe.state.nj.us/events/) [online](https://homeroom5.doe.state.nj.us/events/) using the NJDOE Calendar of Events.

## Grant Deliverables

Expected outcomes should align with the intent of the NGO, as noted in Section I.1, Purpose of the NGO, and Section II.4 Project Design Considerations and include the following:

* One or more new computer science courses will be developed and offered during the 2024-2025 school year. The course must be aligned with the NJSLS-CS and meet the requirements in section II.4 Project Design Considerations. The course must be sustainable beyond the 2024-2025 school year.
* One or more outreach events for elementary or middle school students aligned with [P.L.2021, c.239](https://pub.njleg.state.nj.us/Bills/2020/PL21/239_.PDF) will be organized and hosted with the objective of exposing young women, Black or African American students, Hispanic students, and students from other underrepresented populations to computer science.

The Program Office welcomes invitations from grantees to observe and discuss the implementation and outcomes of this grant funding via in-person and/or virtual site visits.

## Project Design Considerations

The Expanding Access to Computer Science High School Courses program will provide funding directly to LEAs to develop and implement one or more new high-quality computer science courses aligned with the NJSLS-CS. Courses developed must be available for the 2024-2025 academic year and be sustainable beyond the end of the grant period.

While developing the program plan, the applicant should use the following questions as a guide:

* How will the computer science course be accessible to all students?
* How will the school recruit a diverse pool of students to enroll in the computer science course?
* How will the school prepare students with the prerequisite skills necessary to be successful, if offering an advanced computer science course?
* How will the school prepare the instructor to teach the computer science course through initial training, ongoing professional development, and opportunities to collaborate with other teachers?
* What additional equipment and instructional supplies will be required to teach the computer science course?

Grantees must ensure that all students have equitable access to enroll in the new course and the support required to succeed in the course.

Each grantee will also organize and host one or more outreach events for elementary or middle school students with the objective of exposing young women, Black or African American students, Hispanic students, and students from other underrepresented populations to computer science.

Successful implementations of this program will work towards the following target metrics:

* One or more new computer science courses will be offered during the 2024-2025 academic year.
* Twenty-five students or more will be enrolled in the new course.
* The demographics of the students enrolled in the course will mirror the demographics of the student population of the high school offering the course.
* Eighty percent or more of the students who enroll in the course will remain on the active class roster until the end of the enrollment period.

All grant recipients will be required to:

* Develop and implement one or more new high-quality computer science education courses that meet the requirements specified in this NGO.
* Ensure that all students have equitable access to enroll in the course and the support needed to succeed in the course.
* Provide staff assigned to the project with ongoing professional learning and support throughout the grant period.
* Organize and host one or more student outreach events for elementary or middle school students with the objective of exposing young women, Black or African American students, Hispanic students, and students from other underrepresented populations to computer science.
* Work towards the target metrics specified above.
* Provide timely reports and data as specified in section III.6 Monitoring through section III.7a. Activity Reports.

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

**Project Abstract *(250-300 words)*** The Project Abstract is a summary of the proposed project's need, purpose, and projected outcomes. The proposed project and outcomes must cover the full 9-month grant period from June 1, 2024, to February 28, 2025. Do not include information in the abstract that is not supported elsewhere in the application.

**Needs [10] –** The Statement of Need identifies the local conditions and/or needs that justify the project proposed in the application. A "need" in this context is defined as the difference between the current status and the outcomes and/or standard(s) that the LEA would like to achieve.

For the Expanding Access to Computer Science High School Courses grant, the statement of Need should focus on the internal capacity needed to implement the computer science course as well as the needs of the students.

* Describe the target population to be served, including:
	+ The grade levels and ages of the children to be served.
	+ An explanation of how students will be selected or recruited for enrollment in the course.
* Identify the high school's and student population's needs that the project intends to address.
	+ Describe the reason for seeking funding.
	+ Describe any existing computer science courses offered to students and provide the number of students enrolled in the courses.
	+ Include information about the current status of computer science instruction such as qualified teachers on staff, the teachers' professional learning, equipment, and available supplies.
	+ Describe the staff, equipment, and other resources needed to support the new computer science course.
* Provide information to substantiate the stated conditions and/or needs. The information may include, but is not limited to, demographics, test data, descriptions of target population(s), student data, student enrollment in computer science courses, personnel data, and research.
* Do not attempt to address problems that are beyond the scope of the grant program.

**Project Description [40]** – Describe the project design and plan for implementation during the full 9-month grant period in a detailed narrative. Provide assurance that the strategies or activities are of sufficient quality and scope to ensure equitable access and participation among all eligible program participants.

The project description will be evaluated on the level of detail, clarity, and completeness of the narrative in addressing the required elements below.

1. **Course Curriculum**: The new course(s) to be offered may be an introductory or advanced computer science course as described in section I.1, Purpose of the NGO.
* All courses must be aligned with the NJSLS-CS. The disciplinary concepts, core ideas, performance expectations, and practices of the NJSLS-CS are defined in [*standard 8.1*](https://www.nj.gov/education/cccs/2020/2020%20NJSLS-CSDT.pdf).
* Advanced computer science courses must meet one of the following criteria:
	1. The course is a College Board-approved Advanced Placement Computer Science A course.
	2. The course is a College Board-approved Advanced Placement Computer Science Principles course.
	3. The course is a course in Cybersecurity or Artificial Intelligence (AI).
	4. The course is eligible for college credit in computer science through an articulation agreement with a postsecondary institution.

Applicants must clearly describe the new course to be implemented and include the following:

* Explanation of how the content aligns with the NJSLS-CS, including the disciplinary concepts addressed by the course.
* The name and description of any external curriculum or resources incorporated into the course.
* An explanation of why the course content was selected, and how it meets the specific needs of students at the high school and complements existing course offering(s).
* Explanation of how any instructional supplies and equipment, for example, microcontrollers and instructional robots, included in the budget will be integrated into the course curriculum and instruction.
* Examples of how active-learning, student-centered instruction will be incorporated into the course.

Applications for new advanced computer science courses must address the following additional requirements:

* High schools offering a new Advanced Placement Computer Science A or Advanced Placement Computer Science Principles course must be authorized to use the Advanced Placement (AP) designation on students' transcripts.
	+ Applicants must explain how the high school will meet this requirement.
	+ Applicants must attest on the Documentation of Eligibility form that upon acceptance of grant funds, the high school will initiate the [College Board approval process](https://apcentral.collegeboard.org/about-ap/start-expand-ap-program/start/how-your-school-can-offer-ap) for authorization to use the AP designation for the course on students' transcripts.
* High schools offering a course eligible for college credit in computer science through an articulation agreement must identify the postsecondary partner institution and the number of credits that will be earned.
	+ The signature of an authorized representative of the postsecondary partner institution is required on the Documentation of Eligibility form.
	+ Grantees must submit a copy of the signed articulation agreement with the first period Interim Report.
1. **Equitable Access and Support**: Applications must include an explanation of the strategies used to ensure that students have equitable access to enroll in the course and the necessary support to succeed in the course.
* How will students and parents be made aware of the availability of the new course?
* How will students be recruited to ensure that the demographics of the students enrolled in the course reflect the demographics of the high school's student population?
* What support will be provided to ensure the success of students with special needs, Multilingual Learners (MLs), economically disadvantaged students, and students from other underrepresented groups?
* How will high schools offering an advanced computer science course prepare students with the prerequisite skills necessary to be successful?

Activities designed to increase the diversity of the student population in the course, prepare students with prerequisite skills, and support students throughout the academic year must be listed and described.

1. **Teacher Professional Learning and Support:** Ensuring that each student has access to high-quality computer science educators is a requirement for providing all students with equitable access to high-quality computer science education. Applicants must articulate:
* A clear understanding of the level of training and expertise required of the educator who will teach the new course.
* The plan for providing the educator with the initial and ongoing computer science professional learning and support required to succeed in the project.
1. **Staff assigned to the Project:** The application must identify all staff members assigned to the project and address the following questions:
* Who will be responsible for the major components of the project?
* Is there an educator already on staff identified to teach the course? Does the educator have prior experience and professional learning in computer science education?
1. **Sustainability:** Proposals must include a plan to ensure the continuation of their program beyond the end of the grant period. Applicants must describe in detail how ongoing and recurring costs associated with the new course, including staffing, supplies, and ongoing professional learning and equipment, will be addressed after the end of the grant period.
2. **Student Outreach Event:** The application must outline the plan to organize and host one or more outreach events for elementary or middle school students with the objective of exposing young women, Black or African American students, Hispanic students, and students from other underrepresented populations to computer science. The plan must identify the staff responsible for organizing the activity and describe the LEA's relationship to the elementary and middle school students who will be engaged in the outreach activity. Data on the demographics of participating students must be collected. This element is aligned with [P.L.2021, c.239](https://pub.njleg.state.nj.us/Bills/2020/PL21/239_.PDF).

**Goals/Objectives/Indicators [15]** – Establish one or more *local* goals for this program aligned with the goals of the program outlined in Section I.1. Using the goals create objectives that are: (1) relevant to the selected goals, (2) applicable to grant-funded activities, (3) clearly written, and (4) measurable.

* Objectives should clearly illustrate the plan to achieve the goals. They must be achievable and realistic while identifying the "*who, what, and when"* of the proposed project.
* Objectives must be results-oriented, and clearly identify what the project is intended to accomplish.
* The objectives must contain quantitative information, benchmarks, and how progress will be measured.
* Objectives should also link directly to the individual stated needs and provide a time frame for completion.

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

* Write goals that are student-centered.
* Address the targeted number of students to enroll and complete the computer science course.
* Review the Statement of Need before and after constructing the objectives to ensure that the objectives clearly address identified needs.
* Identify the anticipated outcomes of the project in measurable terms and in relation to the stated needs.
* Define the population to be served.
* Identify the timeline for implementing and completing each objective.
* Identify the specific evaluative tools and expected performance levels to indicate successful achievement of the objective.

Make certain to construct measurable indicators of success that directly link to and support project objectives.

**Project Activity Plan** **[15] -** The Activity Plan is for the entire 9-month grant period, June 1, 2024, to February 28, 2025,and follows the goals and objectives that were listed in the previous section. Activities represent the steps that will be taken to achieve each identified objective. Also, the activities identified in this section serve as the basis for the individual expenditures proposed in the budget. Review the goals and objectives when constructing the Project Activity Plan to ensure that appropriate links have been established between the goals and objectives and the activities.

* State the relevant objective in full in the space provided. Number the Goal 1 and each objective 1.1, 1.2, 1.3, etc.
* Describe all the tasks and activities planned to accomplish each goal and objective.
* List all the activities in chronological order.
* Space the activities appropriately across all report periods of the grant project. Consider the activities scheduled for the planning period (June 1, 2024, to July 31, 2024) and the implementation period (August 1, 2024, to February 28, 2025).
* Identify the staff directly responsible for the implementation of the activity. If the individual conducting the activity is not referenced appropriately on the Project Activity Plan, it may not be possible to determine an allocation of the requested cost, and costs may be disallowed.
* List the documentation that tracks the progress and confirms the completion of each activity, such as agenda, minutes, curriculum, etc.
* In the Report Period Column on the Project Activity Plan, indicate with a checkmark the period in which the activity will be implemented.
	+ - If the activity is ongoing or recurring, place a checkmark in the boxes under each period in which the activity will take place.

Do not list the project director or other person with general oversight authority as the "person responsible" for carrying out all activities.

**Commitment and Capacity [10]** – After identifying the conditions and/or needs and the plan to address them, describe the applicant and its capacity to take on the project. Explain why the project being proposed is important to the LEA/high school. Describe the LEA/high school's commitment to addressing the conditions and/or needs identified. Describe all organizational resources (staff, facilities, equipment, etc.) that will support successful project implementation.

Explain any experience the organization has had in implementing similar projects and their outcomes. What worked, what did not, and why? Explain how previous experiences will ensure successful implementation of the proposed project. If the organization or members of the staff have not implemented similar projects, explain why the proposed project will be successful.

Include the resources that will be used to support the sustainability of the new course beyond the grant period. Explain how the LEA will cover all ongoing/recurring costs after the grant ends. Include plans to sustain staffing, supplies costs, ongoing professional learning, and instructional supplies needed beyond the end of the grant.

**Budget [10]** – 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 applicant's budget must be well-considered, necessary for the implementation of the project, remain within the funding parameters contained in this NGO, and demonstrate prudent use of resources. The budget will be reviewed to ensure that costs are reasonable and aligned to allowable uses as specified within this NGO.

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

**The budget submitted as part of the application is for the 9-month grant period, June 1, 2024, to February 28, 2025.**

## Application Component Required Uploads

See **Section IV** **Appendices** for attached forms, assurances, and/or informational documents related to this NGO. Failure to upload any required forms and/or documentation may result in an adverse funding decision.

|  |  |  |
| --- | --- | --- |
|  | Appendices | **Required Upload** |
|  | Attachment A - Documentation of Eligibility Form |  |

## Allowable Uses and Eligible Activities

* Development of new course curriculum.
* Research and adoption of existing curriculum.
* Activities to prepare students with the prerequisite skills to participate in the new computer science course.
* Computer science activities related to the course that provide experiences for students, for example field trips.
* Recruitment of students for enrollment in computer science course and attendance at outreach events.
* Professional development for project staff.
* Organizing and hosting student outreach events.
* Stipends for staff for attendance at project-related events outside of school hours.
* Other activities required or directly related to the successful implementation of the project.

## Sub-granting Funds

The Grantee shall not subcontract any of the work or services covered by this grant, nor shall any interest be assigned or transferred except as may be provided for in this grant or with the express written approval of the Department.

## **Nonpublic Participation**

## 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 are $1,100,000.00. This is 100 percent funded from an FY2024 State appropriation 24-100-034-5063-349-H300-6130. The project period is June 1, 2024, to February 28, 2025.

All grant funds are subject to a 60-day liquidation period at the end of the grant term. At this time, a final expenditure report will be due to close out the grant award.

Grants funds are to be used solely for the costs associated in implementing the grant program. Click on the links below to view the current rates:

[Max Administrative Cap](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-E/subject-group-ECFRd41a10959e1acab/section-200.417): [Max 10%] [NJ Travel Reimbursement Rate](https://www.nj.gov/infobank/circular/cir23-02-OMB.pdf): $0.47 per mile

[Max Benefit Cap](https://www.nj.gov/infobank/circular/cir23-08-OMB.pdf) Composite Rate: 77.15% [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 sections II.10 and II.11 of the NGO for information regarding the allowability, inclusion of and/or restriction(s) of 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 Discr](https://www.nj.gov/education/grants/discretionary/apps/)etionary Grants.

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](http://www.nj.gov/education/finance/fp/af/coa/coa1718.pdf) 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.

* Professional Learning costs, including registration, travel (except as excluded above), and teacher stipends for activities beyond contractual hours.
* Costs associated with the purchase or development of the course curriculum.
* Instructional Supplies and Equipment directly related to the new course, including small physical computing devices such as microcontrollers, instructional robots, and other low-cost devices.
* Advanced Placement Computer Science (APCS) student exam registration fees.
* Costs associated with computer science outreach events organized or hosted by the LEA.
* Costs associated with preparing students with the prerequisite skills to participate in the new computer science course.
* Cost of computer science experiences related to the new course for students, for example, field trips.
* Cost of substitute teachers for LEA staff participating in grant-related program activities during regular school hours.
* Other reasonable costs related to or required for the successful implementation of the new computer science course, or the organizing and hosting of the students' outreach event.

##  Ineligible Costs

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

* Indirect Costs.
* Food, beverages, or entertainment.
* Outside of grant term: Costs incurred outside of the grant term.
* Existing staff: Salaries and/or benefits for existing staff are not eligible unless they are assigned program responsibilities depicted in the staffing chart (see Section II.10.).
* Routine operating/admin costs: Costs for the routine operation of or administration of the organization are not eligible except when part of the approved budget (see section b of the grant/loan agreement).
* 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.
* Poorly Documented/Undocumented: Costs that are not supported by adequate documentation.
* Off Message: Costs for media that are prohibited or off message.
* Supplanting: Costs for salaries, services, or media which are covered under other federal, state 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). To locate the appropriate budget costs codes, go to the [Uniform Minimum Chart of Accounts](https://www.nj.gov/education/finance/fp/af/coa/) web page.

## Mandatory Orientation and Training

The grantee will 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.5.](#_Reporting_Periods) Reporting Periods. The grantee will ensure that all reports are uploaded to EWEG by the due dates. Failure to deliver the reports by due dates may result in the Grantee achieving an unsatisfactory rating and may result in the stop of all NJDOE program payments.

## Interim Activity Reports

These reports are to be delivered to NJDOE via electronic format uploaded in EWEG system. Reports submitted by other means will not be accepted and will be considered late if not uploaded by the due date listed in [Section III.5. Reporting Periods](#_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 each report are found in this [link](https://www.nj.gov/education/grants/discretionary/management/docs/INSTRUCTIONS%20FOR%20SUBMITTING%20PERS-REPORTS.pdf).

## Fiscal Reimbursement and Fiscal Interim 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. Reimbursement requests will be shut down 30 days before the end of the grant period. Any payments due to the grantee will be paid in the Final Expenditure Report from the remaining grant funds. 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 not later than the 15th of the month, via the EWEG system, to receive a payment, the following month. The reimbursements are closed 30 days before the end of the grant term. Funds owed to the grantee will be captured in the Final Expenditure Report.

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.

**Fiscal Interim Reports:** These reports are due as stated in [Section III.5. Reporting Periods](https://doe365-my.sharepoint.com/personal/lnietos_doe_nj_gov/Documents/Draft%20forms/Draft%20NGO%202023.docx#_Reporting_Periods). with the interim activity report. In this report, the grantee will report on actual expenditures incurred during their reporting period and reconcile the expenditures reported in the interim report should match what has been paid to the district during the reporting period.

**Final Expenditure Reports:** This report is in the same format as the Interim Report, except this report generates 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 are as follow**

|  |  |  |
| --- | --- | --- |
| Report Number: | Reporting periods: | Dates Due: |
| Report 1 | 6/1/2024 – 9/30/2024 | 10/31/2024 |
| Report 2 | 6/1/2024 – 12/30/2024 | 1/31/2025 |
| Final Report\* | 6/1/2024 – 2/28/2025 | 4/30/2025 |
|  | \*Includes 60-day liquidation period. |  |

## Monitoring

The NJDOE Program Managers will schedule on-site monitoring visits with the Program Coordinator during the term of the Program contract to review program performance and fiscal documentation. These visits 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.

## 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 the expenditures of the Grantee and all sub-grantees.

* + 1. **Activity Reports**

These reports consist of documentation and/or evidence of program activities. This can be in the form of a properly completed programmatic Activity Report uploaded into EWEG detailing events and activities. To supplement activity reports, other documentation, such as student testimonials, photos, flyers, video links, and newspaper clippings/article links related to the use of grant funds, are welcome but not mandatory. Documentation should be retained with the grantee for monitoring purposes unless otherwise specified by the program office.

For each reporting period, all grant recipients will be required to submit a narrative of the project's accomplishments, challenges, and problematic fiscal issues to date, in accordance with the project plan.

Grantees that selected to articulate the advanced computer science course with a postsecondary institution must submit a copy of the signed articulation agreement with the first period report.

Additional reporting and data submission will include the following:

* The name and description of the course offered.
* The number and demographics of the students enrolled in the course at the start of the academic year, including gender and racial/ethnic group, students with special needs, Multilingual Learners (MLs), economically disadvantaged students, and students from other underrepresented groups.
* The number and demographics of the students enrolled in the course at the end of the final reporting period, including gender and racial/ethnic group, students with special needs, Multilingual Learners (MLs), economically disadvantaged students, and students from other underrepresented groups.
* The number of students expected to earn higher education credits.
* The number and demographics of the students participating in the outreach event for elementary or middle school students.
	+ 1. **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 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/). 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. Grantees 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.

## 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 NJDOE cause to suspend this agreement and withhold further payments, prohibit additional obligations, or project funds pending corrective action, and 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 Report referenced in paragraph III.5.

## Federal Requirements

#  Appendices

## Attachment A – Documentation of Eligibility Form

**Expanding Access to Computer Science High School Courses**

**(This form must be completed, signed, and uploaded in the EWEG application using the UPLOAD tab.)**

LEA Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

High School Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Does the LEA receive Title I funds?** [ ]  Yes [ ]  No

**Using the funds of this grant, the LEA intends to implement the following (**please select ***only*** one**):**

[ ]  A new introductory computer science course. The high school above does not currently teach a course in computer science.

[ ]  A new advanced computer science course. The high school above currently teaches a course in computer science.

**High Schools implementing a new advanced computer science course eligible for credit through an articulation agreement, please complete the information below.**

Name of Postsecondary Institution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Postsecondary Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**High Schools implementing a new College Board Advanced Placement Computer Science A or Advanced Placement Computer Science Principles Courses, please attest that:**

[ ]  Upon acceptance of grant funds, the high school will initiate the [College Board approval process](https://apcentral.collegeboard.org/about-ap/start-expand-ap-program/start/how-your-school-can-offer-ap) for authorization to use the AP designation for the course on students' transcripts.

 **I certify that the high school offers a high school program of study, not related to the Career Technical Education (CTE) Information Technology career cluster, and that the information above is complete and accurate:**
Name of CSA: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_