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| Expanding Computer Science Professional Learning  24-CZ11-G07  Program Term Date: June 1, 2024 to March 31, 2025  Application Due Date: Thursday, February 29, 2024 no later than 4:00 P.M. |
| Christopher Huber  Acting Commissioner of Education  Jorden Schiff, Ed.D.  Assistant Commissioner  Gilbert E. Gonzalez  Director  Division of Teaching and Learning Services  FY2024  24-100-034-5063-349-H300-6130  New Jersey Department of Education  P.O. Box 500 ● Trenton, NJ 08625-0500 |

The following are requirements and instructions on the New Jersey Department of Education (NJDOE)’s 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 (NJDOE)’s 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. Ensuring that each student has access to high-quality computer science educators is a requirement for fulfilling this commitment. The fiscal year 2024 (FY2024) state budget includes a $2 million appropriation for the expansion and support of professional development for K-12 computer science teachers and for 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 *Expanding Computer Science Professional Learning* grant opportunity will establish three geographically distributed computer science professional learning hubs (Computer Science Hubs) to provide computer science professional learning for preservice and in-service teachers, and school administrators and promote the expansion of computer science education at local education agencies (LEAs). The professional learning programs must be aligned with the disciplinary concepts, core ideas, performance expectations, and practices of the New Jersey Student Learning Standards in Computer Science (NJSLS-CS) as defined in [standard 8.1](https://www.nj.gov/education/cccs/2020/2020%20NJSLS-CSDT.pdf).

The goals of this grant opportunity are to:

* Increase the number of well-prepared, high-quality educators from diverse backgrounds available to teach computer science.
* Provide professional learning, resources, and support for LEAs to continue implementing the NJSLS-CS across grades K–12.
* Expand equitable access to high-quality, standards-based computer science education for all K–12 students.

The 10-month grant period will be from June 1, 2024, to March 31, 2025, with an initial planning period from June 1, 2024, to June 30, 2024. The total funds available are $900,000. Three awards will be made. Applicants may apply for up to $300,000 each.

**Eligibility to Apply**

Two-year and four-year New Jersey institutions of higher education (IHEs) are eligible to apply for the program. An eligible IHE must apply on behalf of a partnership that includes a minimum of three New Jersey LEAs. The partnership must include at least one eligible LEA that received FY2024 funding under Title I, Part A of the federal ESEA as amended by ESSA. Attachment D lists LEAs approved to receive FY2024 Title I funds as of October 11, 2023. Each grantee will be expected to provide services to other eligible LEAs during the grant period beyond the partnering LEAs identified on the Documentation of Eligibility form.

An eligible IHE will serve as the lead agency of the partnership and may submit only one application. The location of the IHE will determine the regional designation. The partnering LEAs must be in the same region as the IHE. A partner LEA may only participate in one application.

Applicants must upload completed and signed Documentation of Eligibility (Attachment A) and Affirmation of Partnership (Attachment B) forms as part of their EWEG grant application.

For this grant opportunity, New Jersey has been geographically divided into three regions (North, Central, and South). The chart 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 |

The NJDOE expects to make three awards, provided there are enough applications that receive a passing score (70 points or greater). The NJDOE will ensure that at least one award is made in each region in rank order, provided there are enough applications that receive a passing score in each region. All other awards will be made in rank order by score regardless of region until either funding is exhausted or no applications with passing scores remain.

**Application Type: Open Competitive**

**Target Audience:** 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](mailto: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](mailto:Grants.Vendors@doe.nj.gov?subject=Grant%20Application%20). 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 PM on the due date, February 29, 2024**. 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 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. In addition to how well the content addresses Section II.4, 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 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).

Applications that score a minimum of 70 points may receive 5 additional competitive advantage points by including the optional program element described in section II.4 Project Design Considerations. Competitive advantage points can only be awarded to proposals with base scores of 70 or above.

The NJDOE expects to make three awards, provided there are enough applications that receive a passing score (70 points or greater). The NJDOE will ensure that at least one award is made in each region in rank order, provided there are enough applications that receive a passing score in each region. All other awards will be made in rank order by score regardless of region until either funding is exhausted or no applications with passing scores remain.

## 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

**Friday, February 16, 2024**

**Teams Virtual Meeting:** Pre-registration is required by Thursday, February 15, 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. Each grantee will achieve the following outcomes:

* Develop and administer a Computer Science Hub to provide professional learning and support the expansion of computer science education within LEAs.
* Organize and host a Computer Science Education Week (CSEdWeek) outreach event during CSEdWeek from December 9 to December 15, 2024, and support educators attending professional learning in organizing CSEdWeek events at their schools.
* Establish and manage a lending library consisting of small computing devices, such as microcontrollers, low-cost robots, and other instructional resources that can be checked out by participating educators for use in the classroom.
* 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.

Each grantee will become part of the state’s K–12 computer science education support network and is expected to collaborate with the NJDOE and the other grant recipients to advance the grant program goals outlined in section I.1 of this NGO.

As the program office administering this NGO, the NJDOE’s Office of Innovation 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 Computer Science Professional Learning grant will provide funding for three Computer Science Hubs to provide high-quality, standards-based computer science professional learning to educators in the Hub’s regional area and promote the expansion of computer science education within LEAs. Grantees must ensure that all eligible educators, schools, and LEAs have comparable access to participate in professional learning and to utilize the services of the Computer Science Hub program.

Each grant recipient will become part of the state’s K–12 computer science education support network and is expected to collaborate with the NJDOE and the other grant recipients to advance the grant program goals outlined in section I.1 of this NGO. Each grantee will be expected to collaborate with the other Computer Science Hubs to leverage the program’s collective resources, for example through sharing resources, model workshops, and staff, or assisting with the recruitment of teachers and building capacity.

Grantees will participate in the statewide celebration during Computer Science Education Week (CSEdWeek) from December 9 to December 15, 2024, by organizing a CSEdWeek event and supporting educators attending professional learning in organizing CSEdWeek events at their schools.

Small physical computing devices are effective tools for active learning and for making computer science concepts more accessible to students. As part of the Computer Science Hub’s program each grantee will establish and manage a lending library consisting of small computing devices, such as microcontrollers, low-cost robots, and other instructional resources. The use of computing devices and instructional resources must be incorporated into the professional learning offered. The lending library resources may be checked out by participating educators for use in the classroom.

Legislation adopted in September 2021 ([P.L.2021, c.239](https://pub.njleg.state.nj.us/Bills/2020/PL21/239_.PDF)), directs the NJDOE to develop and administer an outreach program to encourage young women and minorities to pursue post-secondary degrees and careers in science, technology, engineering, and mathematics (STEM). Each grantee will also 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. The outreach event will engage the elementary and middle school students of teachers participating in the Computer Science Hub’s program, and feature students majoring in computer science or other STEM disciplines at the grantee’s institution who may serve as near-peer role models.

The Computer Science Hubs may not charge a fee for their services.

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

* Two hundred educators or more will participate in the professional learning and events of the Computer Science Hub.
* Fifteen percent of the educators attending professional learning will be from underrepresented groups in computer science: female, Black or African American, Hispanic, American Indian, or Alaska Native.
* One hundred or more elementary or middle school students will be engaged in one or more outreach events with the intent of exposing young women, Black or African American students, Hispanic students, and students from other underrepresented populations to computer science.

All grant recipients will be required to:

* Establish a project team consisting of highly qualified staff experienced in organizing and developing professional learning for educators and with expertise in K-12 computer science education.
* Develop a plan for the promotion of the Computer Science Hub program and the recruitment and engagement of schools, LEAs, and educators.
* Utilize strategies for recruiting, engaging, and mentoring educators underrepresented in computer science including women and racial/ethnic minorities.
* Support school administrators in assessing their school’s current capacity to implement the NJSLS-CS and in the planning for teacher professional learning and changes to curriculum, instruction, scope, and sequence as needed.
* Develop and deliver differentiated professional learning aligned with the NJSLS-CS for educators at all levels of experience across the grade bands (K-2, 3-5, 6-8, and 9-12).
* Engage preservice and in-service teachers and administrators in professional learning.
* Provide professional learning and support for teachers to meet the new eligibility requirements to teach computer science as outlined in [N.J.A.C. 6A:9B](https://www.nj.gov/education/code/current/title6a/chap9b.pdf), State Board of Examiners and Certification.
* Incorporate small physical computing devices into professional learning.
* Establish and manage a lending library consisting of small computing devices, such as microcontrollers, low-cost robots, and other instructional resources.
* Collaborate with the NJDOE on the statewide celebration during Computer Science Education Week (CSEdWeek) from December 9 to December 15, 2024, by organizing a CSEdWeek event, and supporting educators attending professional learning in hosting CSEdWeek events at their schools.
* Organize and host one or more student outreach events for elementary or middle school students with the intent of exposing young women, Black or African American students, Hispanic students, and students from other underrepresented populations to computer science.
* Develop and maintain a web repository available to the public featuring the professional learning program, up-to-date registration information, and resources for K-12 educators.
* Develop and maintain a dedicated email address for the Computer Science Hub.
* Participate in the monthly Steering committee meetings scheduled by the NJDOE.
* Collaborate with the NJDOE and the other grant recipients to advance the grant goals outlined in section I.1 of the NGO.

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

* **Statement of Need**  **[5]**
* **Project Description**  **[45]**
* **Goals/Objectives/Indicators**  **[15]**
* **Project Activity Plan**  **[15]**
* **Commitment and Capacity**  **[10]**
* **Budget**  **[10]**

**Possible Total Score 100**

Five competitive advantage points will be added to the score of applications that include the optional program element described in the Project Description section below. Please note that competitive advantage points cannot be used to reach the 70-point threshold required for an application to be eligible for an award. Competitive advantage points will only be awarded to proposals with a score of 70 or above.

**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 10-month grant period from June 1, 2024, to March 31, 2025. Do not include information in the abstract that is not supported elsewhere in the application.

**Needs [5] –** 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 IHE would like to achieve.

For the Expanding Computer Science Professional Learning grant:

* Describe the current level of student access to K-12 computer science education in the region. Data may include but need not be limited to the computer science courses offered by LEAs in the region and the number of students enrolled in those courses.
* Describe the population of students to be served by the teachers, schools, and LEAs participating in the program.
* Provide documentation to substantiate the stated conditions and/or needs. Documentation may include, but is not limited to, demographics, test data, descriptions of target populations, student data, personnel data, and research.
* Do not attempt to address problems that are beyond the scope of the grant program.

**Project Description [45]** – Describe the project design and plan for implementation during the full 10-month grant period in a detailed narrative. Provide assurances that the strategies or activities are of sufficient quality and scope to ensure equitable access and participation among all eligible program participants.

Applications will be evaluated on the level of detail, clarity, and completeness of the narrative in describing a well-conceived and thoroughly developed plan that incorporates the mandatory program elements throughout all the components of the application.

**Mandatory Program Elements**

1. **Program Structure, Administration, and Evaluation:** Applicants must indicate how the Computer Science Hub program will be structured, administered, and evaluated. The narrative must include:

* A description of the organizational structure that will be established to support the Computer Science Hub.
* The name of staff members assigned to the project, their qualifications and expertise, their role on the project team, and the percentage of each staff member’s dedicated time committed to the project.
  + The project team must consist of highly qualified staff with expertise in both computer science and K-12 teacher education, as well as experience in organizing and developing professional learning for educators.
  + The project team may include higher education faculty, experienced K-12 computer science educators, and other staff that are not part of the IHE’s faculty.
  + The project team must include staff members responsible for fiscal accounting and reporting throughout the grant period.
  + All project team members must have dedicated time committed to supporting assigned program activities as indicated in the application's project activity plan.
* A description of the evaluation system that will be used to track and measure the Computer Science Hub’s progress towards meeting established goals throughout the grant period.
  + The evidence and data collected must be used to adjust the implementation activities as needed.

1. **Recruitment and Engagement of Educators and LEAs:** Applicants must describe a plan to promote the services of the Computer Science Hub to all LEAs, schools, and educators in the IHE’s regional area.

* Recruitment efforts must be focused on individual New Jersey educators who have administrative support to implement computer science in the classroom, schools, and LEAs.
* The professional learning opportunities may also be extended to preservice teachers.
* The recruitment plan must include activities for engagement of educators, schools, and LEAs serving a high percentage (25% or more) of economically disadvantaged students and/or students from underrepresented racial/ethnic groups. The demographics of an LEA or school is displayed on the [New Jersey School Performance Reports](https://rc.doe.state.nj.us/).
* Research has found that a diverse teacher workforce is beneficial to all students, regardless of race ([Carver-Thomas, 2018](https://learningpolicyinstitute.org/sites/default/files/product-files/Diversifying_Teaching_Profession_BRIEF.pdf)). The recruitment plan must include strategies for recruiting, engaging, and mentoring educators underrepresented in computer science including women and racial/ethnic minorities.
* All LEAs eligible for services from the Hub must have comparable access to professional learning and other services offered by the program.
  + Information on the services of the Computer Science Hub must be disseminated to all the LEAs in the region.
  + Registration for professional learning must be opened to all LEAs in the region at the same time.
  + Educators may attend professional learning at Computer Science Hubs outside their LEA’s regional area.
  + For workshops and events with limited registration, preference must be given to educators and LEAs in the IHE’s regional area.
* Grantees must indicate the target number of educators, schools, and LEAs that will be served by the program.

All marketing materials (printed hard copy, electronic or other means) must display NJDOE as the funding source.

1. **Professional Learning**: The application must include a detailed description of the content, grade bands, schedule, and target educator audience for the professional learning offered.

Differentiated professional learning must be available to preservice and in-service teachers, and school administrators at all levels who can promote access to K–12 education for all students.

The professional learning program offered must include the following:

* Professional learning workshops in both computer science content and best instructional practices for the inclusive, student-centered computer science classroom.
* Computer science content aligned with the NJSLS-CS, [standard 8.1](https://www.nj.gov/education/cccs/2020/2020%20NJSLS-CSDT.pdf) across each grade band, K-2, 3-5, 6-8, and 9-12.
* Professional learning workshops and tutoring to assist teachers in meeting the eligibility requirements to teach computer science as outlined in [N.J.A.C. 6A:9B](https://www.nj.gov/education/code/current/title6a/chap9b.pdf), State Board of Examiners and Certification, for example, achieving a passing grade on the content area exam required for the computer science endorsement.
* Support for school administrators to assess their school’s current capacity to implement and continue to expand instruction consistent with the NJSLS-CS and to plan for teacher professional learning and changes to curriculum, instruction, scope, and sequence as needed.
* Strategies for engaging and supporting a diverse group of learners, students with disabilities, Multilingual Learners (MLs), economically disadvantaged students, and students from other underrepresented groups.
* Opportunities for educators to participate in professional learning communities (PLCs) to encourage and facilitate the sharing of information across LEAs participating in the programs.

The applicants must explain how they will incorporate research-based best practices in the design of their professional learning programs.

* Research indicates that high-quality professional learning is sustained, intensive, collaborative, job-embedded, data-driven, and classroom-focused ([Desimone, 2011](https://lfp.learningforward.org/handouts/Dallas2018/8133/Effective%20PD%20DeSimone.pdf)).
* Research also suggests that active learning professional learning activities based on adult learning theory that incorporate elements of collaboration, coaching, feedback, and reflection are more effective than sit-and-listen lectures ([Darling-Hammond, Hyler, Gardner, 2017](https://learningpolicyinstitute.org/sites/default/files/product-files/Effective_Teacher_Professional_Development_BRIEF.pdf)).

Applicants must indicate the number of professional learning opportunities to be offered and the intended schedule (month, time, and day of the week).

* All Computer Science Hubs are expected to offer flexible types of programs which include in-person, virtual, asynchronous, or blended professional learning options.
* Grantees must consider the K-12 school year calendar when developing their overall schedule. For example, teachers are unlikely to attend professional learning during the start and end of the school year.
* The schedule must include professional learning options during the grant period's summer months (July and August) when teachers are not required to be in the classroom.

1. **Lending Library:** Applicants must describe the plan for establishing and managing a lending library consisting of low-cost, small computing devices, such as microcontrollers, robots, and other instructional resources.

* The applicant must identify the computing devices and instructional resources to be included in the lending library and how they will be used and integrated into professional learning.
* Educators participating in the program must be able to check out the devices for use in the classroom.
* A description of the plan for managing the resources of the lending library must be included in the narrative.
* The total amount budgeted for the computing devices must not exceed $30,000.

1. **Elementary and Middle School Students Outreach Event:** The application must outline the plan to 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.

* The outreach event will engage the elementary and middle school students of teachers participating in the Computer Science Hub’s program, and feature students majoring in computer science or other STEM disciplines at the grantee’s institution who may serve as near-peer role models.
* The narrative must describe:
  + The month during which the event will be hosted.
  + The content and format of the outreach event planned.
  + The staff responsible for organizing the activity.
  + The target number of students that will be attending the outreach event.

Data on the demographics of participating students and teachers must be collected to satisfy the requirements in Section III.7.a. Activity Reports.

1. **Data Collection:** Applicants must identify the plan for collecting and reporting the required data.

* Data on the outcomes of professional learning for the participating educators, students, schools, and LEAs must be collected during the grant period.
* The data collected must be sufficient to satisfy the reporting requirements described in Section III.7.a. Activity Reports.
* The plan must identify the staff member responsible for the data collection and reporting for the project.

1. **Participation in the New Jersey K–12 Computer Science Education Support Network:** As part of the state’s K–12 computer science education support network, grantees must collaborate with the other Computer Science Hubs and the NJDOE to promote and expand computer science education.

* The NJDOE will establish a steering committee consisting of NJDOE staff, and one or more representatives from each Computer Science Hub.
  + A representative from each Computer Science Hub must attend monthly steering committee meetings during the 10-month grant period.
  + Virtual meetings may be held in accordance with health and safety guidelines.
* Grantees must participate in the statewide celebration during Computer Science Education Week (CSEdWeek) from December 9 to December 15, 2024, by organizing and hosting a CSEdWeek event. Applicants must describe the CSEDWeek event planned, including its format and content, target audience and number of participants.
* Grantees must also support educators attending professional learning in organizing CSEdWeek events at their schools. The applicant must indicate the target number of schools.

1. **Dissemination of Resources and Information:** Each Computer Science Hub must develop and maintain a website that contains resources, computer science education news, events, and professional learning opportunities related to the program.

The applicant must describe where the website will reside and the types of information to be posted.

* The website must be available to the public and clearly display information and instructions on how to register for the services and access the program's resources that are available at no cost.
* The website must display a notice identifying NJDOE as the funding source for the program.
* All resources and materials produced as part of the program must be posted for public use.
* All information posted on the website must be aligned with the goals, objectives, and approved activities of the program and with the disciplinary concepts, core ideas, performance expectations, and practices in the NJSLS-CS (standard 8.1).
* Grantees must develop and maintain a dedicated email address for the program.
  + The email address must be displayed on the program’s website.
  + The corresponding mailbox must be checked regularly to ensure timely responses to LEAs’ inquiries.
* The website must be maintained during the 10-month grant period and be accessible as per federal requirements.

The program office will review the website periodically for alignment with the goals, objectives, and approved activities of the program and may request changes as needed.

1. **Program Sustainability:** Successful programs established with this funding must be sustainable beyond the grant period.

* Proposals must outline a plan to continue to support the expansion of the computer science teacher pipeline and computer science education beyond the end of the grant period.
  + The plan must describe how the infrastructure developed and lessons learned from the implementation of the Computer Science Hub will be leveraged to continue to support computer science education.

**Optional Program Element [5]**

Competitive advantage will be given to applicants who can attest that by September 30, 2024, the IHE’s School of Education will submit for NJDOE approval a teacher preparation program that satisfies the requirements of the computer science endorsement as outlined in [N.J.A.C. 6A:9B](https://www.nj.gov/education/code/current/title6a/chap9b.pdf), State Board of Examiners and Certification. Applicants including this optional element in their proposed program must:

* Describe the teacher preparation program that will be submitted for approval and the responsible IHE staff in the project description.
* Describe any steps completed and the schedule for submitting the program for internal IHE curriculum review and for NJDOE approval.

Five competitive advantage points will be added to the score of applications meeting this requirement. Please note that competitive advantage points cannot be used to reach the 70-point threshold required for an application to be eligible for an award. Competitive advantage points will only be awarded to proposals with a score of 70 or above.

Applications including this optional element must submit a Competitive Advantage Eligibility form (Attachment C) signed by the IHE’s Dean of the School of Education as an upload to the EWEG application. Competitive advantage points will not be awarded to applications that describe the teacher preparation program but do not upload a completed form with the appropriate signature.

Grantees who do not submit the teacher preparation program for approval by September 30, 2024, may be at risk for loss of funding. Evidence that the program was submitted for approval must be uploaded in EWEG with the second interim report due on October 31, 2024.

**Goals/Objectives/Indicators [15]** – Establish *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) aligned with the mandatory program elements, 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 details outlining how progress will be measured.
* Objectives must provide a timeframe 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.

* Address the targeted number of educators, schools, and LEAs to participate in professional learning and utilize the program's services and resources.
* Identify the project’s anticipated outcomes in measurable terms.
* 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 link to and support project objectives.

**Project Activity Plan** **[15] -** The Activity Plan is for the entire 10-month grant period, June 1, 2024, to March 31, 2025,and follows the goals and objectives that were listed in the previous section. Ensure that mandatory program elements and activities are reflected in the activity plan.

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 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 June 30, 2024) and the implementation period (May 1, 2024, to March 31, 2025).
* Identify the staff 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 agendas, 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]** – Describe the applicant and its capacity to take on the project.

* Explain how the project being proposed meets the vision of the NGO and advances computer science education.
* Describe the IHE’s commitment to addressing the conditions and/or needs identified.
* Describe all organizational resources (staff, facilities, equipment, etc.) that will support successful project implementation.
* Describe the project team, management, staff capacity, qualifications, and facilities.
* Indicate the expertise, experience level and affiliation of staff providing professional learning and coaching.
* Describe the IHE’s previous experience with the NJSLS-CS, with delivering and sustaining K–12 computer science professional learning, or with implementing other projects to support K-12 computer science education.
* Describe how the IHE will leverage the infrastructure developed and lessons learned from this project to continue to support the expansion of the computer science teacher pipeline and computer science education beyond the end of the grant period.

**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 10-month grant period, June 1, 2024, to March 31, 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 – Statement of Assurance Form |  |
|  | Attachment B – Affirmation of Partnership Form (3) |  |
|  | Attachment C - Competitive Advantage Eligibility Form (required for applications applying for competitive advantage points) |  |

## Allowable Uses and Eligible Activities

Eligible activities include establishing, promoting, managing, and sustaining a Computer Science Hub to provide high-quality, standards-based computer science professional learning to educators and promote the expansion of computer science education at LEAs. The activities may include:

* Establishing the program infrastructure.
* Procuring small computing resources and other instructional resources for the lending library.
* Marketing the Computer Science Hub’s program.
* Developing and implementing professional learning workshops.
* Organizing and hosting student outreach events.
* Hosting Professional Learning Community meetings.
* Other activities required or 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 $900,000.00. This is 100 percent funded from an FY2024 State appropriation  ORG/APU #24-100-034-5063-349-H300-6130. The project period is June 1, 2024 to March 31, 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 cents per mile

[Max Benefit Cap](https://www.nj.gov/infobank/circular/cir23-08-OMB.pdf) Composite Rate: 68.45% [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.

* Grant Staff Positions – A resume, brief job description, and rationale for each position proposed to help manage and implement the grant program must be provided. Enter the salary requests using the appropriate budget subtabs in the EWEG form.
* Marketing Costs – Costs related to efforts to recruit LEAs, teachers, or students.
* Administrative costs – Limited to 10 percent.
* Stipends - For participating educators to attend grant related activities outside of contracted hours.
* Lending Library – Costs of small physical computing devices (i.e., microcontrollers and other low-cost devices) for participating teachers. Total equipment costs may not exceed $50,000.
* Costs of small physical computing devices used in professional learning.
* Substitute Teachers – Costs related to acquiring substitute teachers for educators participating in grant-related program activities.
* Travel – For program and local education agency staff to travel to grant related events and activities.
* Organizing and hosting student outreach events.
* Other activities required or related to the successful implementation of the Computer Science Hub’s program.

## Ineligible Costs

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

* Indirect Costs.
* Food, beverages, or entertainment.
* Costs associated with writing the application.
* Supporting the research of individual scholars or faculty members.
* Outside of grant term: Costs incurred outside of the grant term.
* Existing staff: Salaries and/or benefits for existing staff are not eligible unless the staff 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 implement 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. 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 – 8/30/2024 | 9/30/2024 |
| Report 2 | 6/1/2024 – 10/31/2024 | 11/30/2024 |
| Report 3 | 6/1/2024 – 12/31/2024 | 1/31/2025 |
| Final Report\* | 6/1/2024 – 3/31/2025 | 5/31/2025 |
|  | \*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. Additional reporting and data submission will include the following:

* The types of computer science professional learning opportunities and the number of each type offered to educators.
* The number of LEAs represented by the educators in attendance at professional learning events.
* A list of the LEAs in attendance at professional learning events.
* The number of schools represented by the educators in attendance at professional learning events.
* A list of the schools represented by the educators in attendance at professional learning events.
* The number and demographic information (including gender and racial/ethnic group) of educators in attendance at professional learning events. Educators who attend professional learning more than once, must only be counted once.
* An estimate of the number of students benefiting from the educators’ attendance at professional learning events, including students with disabilities, Multilingual Learners (MLs), economically disadvantaged students, and students from other underrepresented groups.
* The number and demographic information (including gender and racial/ethnic group) of students in attendance at the outreach events conducted.
* A summary of evaluations of all professional learning events completed by the participating teachers.
  + 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 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/). 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.

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

#### Expanding Computer Science Professional Learning Documentation of Eligibility

Applicants must complete, sign, and upload this form in the EWEG application using the UPLOAD tab.

**List of Eligible Partners (Print or Type):**

An eligible IHE must apply on behalf of a partnership that includes a minimum of three New Jersey LEAs. The partnership must include at least one eligible LEA that received FY2024 funding under Title I, Part A of the federal ESEA as amended by ESSA.

Print Name of Applicant/Lead IHE

Name of Title I LEA Partner

|  |
| --- |
| Name(s) of at least two additional LEA Partners |
|  |
|  |
|  |
|  |
|  |
|  |

By submitting this application, the Lead Agency assures that the partner agencies listed above participated in the preparation and planning of the **Expanding Computer Science Professional Learning** grant and will participate in the implementation of the grant and program activities.

Print Name of Applicant IHE Dean/President

Signature of Applicant IHE Dean/President Date

## Attachment B – Affirmation of Partnership

### *Expanding Computer Science Professional Learning Affirmation of Partnership*

Applicants must complete, sign, and upload this form in the EWEG application using the UPLOAD tab.

*Instruction to Applicant/Lead Agency:*Please have each **partner LEA** complete a separate copy of this form, including the Title I LEA and other LEA partners. Submit all copies as attachments using the upload tab with the grant application.

*Instruction to Partner Agency*This document is to be signed by an eligible **partner LEA** and included with the application as evidence of the intent to participate in the Expanding Computer Science Professional Learning grant program. The chief school administrator (CSA) must complete and sign the statement below:

I commit to being a collaborative partner with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, the applicant/lead IHE and to ensure that my agency acts in full support of the proposed project through the provision of personnel, time, activities, information, data, services, and/or resources necessary to plan, implement, monitor and evaluate the grant project with fidelity.

I agree to protect the confidentiality of individual students and/or educators as necessary when providing information to the applicant and the project evaluator to fulfill project requirements.

I certifythat a designated representative, my agency’s grant lead person, will continue to collaborate with the applicant to meet the requirements of this grant opportunity as specified in the grant application.

Print Name of CSA from Partner LEA

Print Name of Partner LEA

Signature of CSA from Partner LEA Date

## Attachment C – Competitive Advantage Eligibility

### *Expanding Computer Science Professional Learning Grant Competitive Advantage Eligibility*

Applicants must complete, sign, and upload this form in the EWEG application using the UPLOAD tab to receive competitive advantage points for the optional program element outlined in Section II.4. The project narrative must also include a description of how the applicant will implement the optional element.

1. I ***certify*** that by September 30, 2024, the IHE’s School of Education will submit for NJDOE approval a teacher preparation program that satisfies the requirements of the computer science endorsement as outlined in [N.J.A.C. 6A:9B](https://www.nj.gov/education/code/current/title6a/chap9b.pdf), State Board of Examiners and Certification. The program director will upload evidence that the program was submitted for approval in EWEG with the second interim report due on November 30, 2024.

Print Name of Applicant IHE Dean/President

Signature of Applicant IHE Dean/President Date

## Attachment D – List of NJ LEAs Approved for FY2024 Title I Funds as of 10/11/2023

***Atlantic County***

010110 Atlantic City

010120 Atlantic County Vocational School District

010570 Brigantine City

011300 Egg Harbor City

011310 Egg Harbor Township

011410 Estell Manor City

011690 Galloway Township

011790 Greater Egg Harbor Regional High School District

012680 Linwood City

012910 Mainland Regional

013020 Margate City

013720 Northfield City

014180 Pleasantville

014240 Port Republic

015350 Ventnor City

015760 Weymouth Township

#### **Bergen County**

030080 Alpine

030290 Bergen County Vocational School District

030300 Bergenfield

030440 Bogota

030890 Cliffside Park

030930 Closter

031130 Dumont

031230 East Rutherford

031270 Edgewater

031345 Elmwood Park

031360 Emerson

031380 Englewood Cliffs

031450 Fair Lawn

031580 Franklin Lakes

031700 Garfield

031860 Hackensack

032180 Hillsdale

032620 Leonia

032710 Little Ferry

032740 Lodi

032860 Lyndhurst Township

032900 Mahwah Township

033060 Maywood

033170 Midland Park Borough

033330 Montvale

033350 Moonachie

033550 New Milford

033600 North Arlington

033700 Northern Highlands Regional

033710 Northern Valley Regional

033760 Oakland

033870 Oradell

033930 Paramus

033940 Park Ridge

034300 Ramapo Indian Hills Regional High School District

034370 Ridgefield

034380 Ridgefield Park

034410 River Edge

034430 River Vale

034470 Rochelle Park

034610 Saddle Brook Township

034620 Saddle River

034870 South Hackensack

035160 Tenafly

035330 Upper Saddle River

035410 Waldwick

035430 Wallington

035755 Westwood Regional School District

035830 Wood-Ridge

#### **Burlington County**

050475 Bordentown Regional School District

050600 Burlington City

050610 Burlington County Vocational School District

050620 Burlington Township

050830 Chesterfield Township

050840 Cinnaminson Township

051030 Delanco Township

051060 Delran Township

051250 Eastampton Township

051420 Evesham Township

052610 Lenape Regional

052850 Lumberton Township

052960 Mansfield Township

053440 Mount Laurel Township

053540 New Hanover Township

053690 Northern Burlington County Regional

053920 Palmyra Borough

054050 Pemberton Township

054740 Shamong Township

055010 Springfield Township

055130 Tabernacle Township

055805 Willingboro Township

055890 Woodland Township

#### **Camden County**

070190 Barrington Borough

070260 Bellmawr Borough

070330 Berlin Borough

070880 Clementon Borough

070940 Collingswood Borough

071255 Eastern Camden County Regional

071720 Gibbsboro

071801 Camden Prep

071880 Haddon Heights

071890 Haddon Township

072560 Lawnside Borough

072670 Lindenwold Borough

072890 Magnolia Borough

073110 Merchantville

074110 Pine Hill Borough

074590 Runnemede Borough

074790 Somerdale Borough

075035 Sterling High School District

075400 Voorhees Township

075560 Waterford Township

#### **Cape May County**

090710 Cape May City

090720 Cape May County Vocational School District

091080 Dennis Township

092820 Lower Cape May Regional

092840 Lower Township

093130 Middle Township

093680 North Wildwood City

093780 Ocean City

095790 Wildwood City

095800 Wildwood Crest

095840 Woodbine

#### **Cumberland County**

110540 Bridgeton

110995 Cumberland County Vocational School District

110997 Cumberland Regional District

111020 Deerfield Township

111120 Downe Township

111820 Greenwich Township

113050 Maurice River Township

113230 Millville

115070 Stow Creek Township

115300 Upper Deerfield Township

115390 Vineland City

#### **Essex County**

130250 Belleville

130410 Bloomfield Township

130660 Caldwell-West Caldwell

130760 Cedar Grove Township

131210 East Orange

131390 Essex County Vocational School District

131465 Fairfield Township

131750 Glen Ridge

132330 Irvington Township

132730 Livingston Township

133190 Millburn Township

133310 Montclair

133570 Newark

133630 North Caldwell

133750 Nutley

133880 Orange Board of Education

134530 Roseland

134900 South Orange-Maplewood

135370 Verona

135630 West Essex Regional

135680 West Orange

#### **Gloucester County**

150860 Clayton

150870 Clearview Regional

151100 Deptford Township

151180 East Greenwich Township

151330 Elk Township

151590 Franklin Township

151715 Gateway Regional

151730 Glassboro

151775 Gloucester County Vocational School District

151830 Greenwich Township

152070 Harrison Township

152440 Kingsway Regional High

152750 Logan Township

152990 Mantua Township

153280 Monroe Township

153490 National Park Borough

154020 Paulsboro

154140 Pitman

154880 South Harrison Township

154940 Delsea Regional High School District

155500 Washington Township

155620 West Deptford Township

155740 Westville

155860 Woodbury

#### **Hudson County**

170220 Bayonne

171200 East Newark

171850 Guttenberg

172060 Harrison

172295 Hudson County Vocational School District

172390 Jersey City

172410 Kearny

173610 North Bergen

174730 Secaucus

175240 Union City

175580 Weehawken Township

175670 West New York

#### **Hunterdon County**

190020 Alexandria Township

190910 Clinton Town

190920 Clinton Township

191040 Delaware Township

191050 Delaware Valley Regional High

191160 East Amwell Township

191376 South Hunterdon Regional

191510 Flemington-Raritan Regional

191600 Franklin Township

192140 High Bridge Borough

192220 Holland Township

192300 Hunterdon Central Regional

192308 Hunterdon County Vocational School District

192450 Kingwood Township

192600 Lebanon Township

193660 North Hunterdon/Voorhees Reg High

194350 Readington Township

195180 Tewksbury Township

195270 Union Township

#### **Mercer County**

211245 East Windsor Regional

211430 Ewing Township

211950 Hamilton Township

212280 Hopewell Valley Regional

212580 Lawrence Township

214255 Princeton

215510 Robbinsville

215715 West Windsor-Plainsboro Regional

#### **Middlesex County**

230750 Carteret Borough

230970 Cranbury Township

231140 Dunellen

231170 East Brunswick Township

231290 Edison Township

232150 Highland Park

233140 Middlesex Borough

233150 Middlesex County Vocational School District

233220 Milltown

233290 Monroe Township

233620 North Brunswick Township

233845 Old Bridge Township

234090 Perth Amboy

234660 Sayreville

234830 South Amboy

234860 South Brunswick Township

234910 South Plainfield

234920 South River

234970 Spotswood

235850 Woodbridge Township

#### **Monmouth County**

250100 Asbury Park

250130 Atlantic Highlands

250180 Avon Borough

250500 Bradley Beach

250560 Brielle Borough

251000 Deal Borough

251260 Eatontown

251440 Fair Haven Borough

251640 Freehold Borough

251660 Freehold Township

252105 Hazlet Township

252290 Howell Township

252400 Keansburg Borough

252430 Keyport

252720 Little Silver Borough

252920 Manalapan-Englishtown Regional

253030 Marlboro Township

253040 Matawan-Aberdeen Regional

253160 Middletown Township

253200 Millstone Township

253260 Monmouth County Vocational School District

253270 Monmouth Regional H.S. District

253510 Neptune Township

253810 Ocean Township

253830 Oceanport Borough

254360 Red Bank

254365 Red Bank Regional H.S. Dist.

254570 Rumson Borough

254760 Shore Regional High School District

254770 Shrewsbury Borough

254990 Spring Lake Heights Borough

255185 Tinton Falls

255230 Union Beach Borough

255310 Upper Freehold Regional

255640 West Long Branch

#### **Morris County**

270450 Boonton Town

270460 Boonton Township

270820 Chester Township

271090 Denville Township

271110 Dover Town

271190 East Hanover Township

271530 Florham Park

271990 Hanover Park Regional High School District

272000 Hanover Township

272010 Harding Township

272380 Jefferson Township

272460 Kinnelon Borough

272870 Madison

273240 Mine Hill Township

273340 Montville Township

273370 Morris Hills Regional

273380 Morris Plains

273385 Morris School District

273410 Mount Arlington

273450 Mount Olive Township

273460 Mountain Lakes

273520 Netcong

273950 Parsippany-Troy Hills Township

274000 Long Hill Township

274080 Pequannock Township

274330 Randolph Township

274440 Riverdale

274480 Rockaway Borough

274490 Rockaway Township

274560 Roxbury Township

275520 Washington Township

275660 West Morris Regional High School District

#### **Ocean County**

290185 Barnegat Township

290230 Beach Haven Borough

290320 Berkeley Township

290530 Brick Township

290770 Central Regional

291150 Eagleswood Township

292360 Jackson Township

292480 Lacey Township

292500 Lakehurst

292520 Lakewood Township

292550 Lavallette Borough

292690 Little Egg Harbor Township

292760 Long Beach Island

292940 Manchester Township

293790 Ocean County Vocational School District

293820 Ocean Township

294105 Pinelands Regional

294210 Point Pleasant Borough

294220 Point Pleasant Beach

294710 Seaside Heights Borough

294950 Southern Regional

295020 Stafford Township

295190 Toms River Regional

295220 Tuckerton Borough

#### **Passaic County**

310420 Bloomingdale

310900 Clifton

311920 Haledon

312100 Hawthorne

312510 Lakeland Regional

312700 Little Falls Township

313640 North Haledon

313970 Passaic City

313980 Passaic County Manchester Regional

313990 Passaic Valley Regional High School District #1

313995 Passaic County Vocational School District

314010 Paterson City

314230 Pompton Lakes

314270 Prospect Park

314400 Ringwood

315200 Totowa

315440 Wanaque

315570 Wayne Township

315650 West Milford Township

315690 Woodland Park

#### **Salem County**

330060 Alloway Township

331350 Elsinboro Township

332800 Lower Alloways Creek Township

332950 Mannington Township

333860 Oldmans Township

334070 Penns Grove-Carneys Point Regional

334075 Pennsville Township

334280 Quinton Township

334630 Salem City

334640 Salem County Vocational School District

335320 Upper Pittsgrove Township

335910 Woodstown-Pilesgrove Regional

#### **Somerset County**

350350 Bernards Township

350490 Bound Brook Borough

350510 Branchburg Township

350555 Bridgewater-Raritan Regional

351610 Franklin Township

351810 Green Brook Township

352170 Hillsborough Township

353000 Manville Borough

353320 Montgomery Township

353670 North Plainfield Borough

354810 Somerset County Vocational School District

354815 Somerset Hills Regional

354820 Somerville Borough

355470 Warren Township

355540 Watchung Borough

355550 Watchung Hills Regional

#### **Sussex County**

370090 Andover Regional

370640 Byram Township

371570 Franklin Borough

371630 Fredon Township

371800 Green Township

371930 Hamburg Borough

371980 Hampton Township

372030 Hardyston Township

372165 High Point Regional

372240 Hopatcong Borough

372465 Kittatinny Regional

372490 Lafayette Township

372615 Lenape Valley Regional High School District

373300 Montague

373590 Newton

373840 Ogdensburg Borough

374960 Sparta Township

375030 Stanhope Borough

375040 Stillwater Township

375100 Sussex-Wantage Regional

375110 Sussex County Vocational School District

375360 Vernon Township

375435 Wallkill Valley Regional

#### **Union County**

390850 Clark Township

390980 Cranford Township

391320 Elizabeth

391710 Garwood

392190 Hillside Township

392420 Kenilworth

393470 Mountainside

393560 New Providence

394160 Plainfield

394290 Rahway

394540 Roselle Borough

394550 Roselle Park

394670 Scotch Plains-Fanwood

395000 Springfield Township

395090 Summit City

395260 Union County Vocational School District

395290 Union Township

#### **Warren County**

410030 Allamuchy Township

410070 Alpha

410400 Blairstown Township

411620 Franklin Township

411670 Frelinghuysen Township

411785 Great Meadows Regional

411840 Greenwich Township

411870 Hackettstown

412470 Knowlton Township

412790 Lopatcong Township

412970 Mansfield Township

413675 North Warren Regional School District

413890 Oxford Township

414100 Phillipsburg

414200 Pohatcong Township

415460 Warren County Vocational School District

415465 Warren Hills Regional High

415530 Washington Township

415780 White Township

#### **Charter Schools**

806010 Academy Charter H.S.

806013 Bergen Arts and Science Charter School

806017 Foundation Academy Charter School

806018 Central Jersey College Prep CS

806020 Pride Academy Charter School

806021 Community Charter School of Paterson

806025 Paul Robeson Humanities CS

806026 Riverbank Charter School of Excellence

806028 Vineland Public Charter School

806029 Newark Educators Charter School

806030 The Ethical Community Charter School

806032 Academy for Urban Leadership

806033 The Barack Obama Green CS

806036 Hoboken Dual Lang Cs (HoLa)

806041 Hatikvah International Cs

806058 Roseville Community Cs

806069 Millville Public Charter School

806076 Benjamin Banneker Prep CS

806079 John P Holland Charter School

806080 Passaic Arts and Science CS

806081 Thomas Edison EnergySmart

806082 Beloved Community Charter

806089 Compass Academy CS

806094 Phillips Academy Charter

806096 Paterson Arts and Science

806100 Bridgeton Public Charter School

806101 College Achieve Central CS

806102 Cresthaven Academy Charter School

806103 Empowerment Academy Cs

806105 Hudson Arts and Science CS

806106 Philip's Academy Charter School of Paterson

806107 Camden Promise Charter

806109 Lead Charter School

806183 Trenton Stem-To-Civics CS

806230 Classical Academy Charter School of Clifton

806320 Discovery Charter School

806430 Englewood on the Palisades Charter School

806635 Greater Brunswick Charter School

806665 Gray Charter School

806720 Hoboken Charter School

806740 Hope Academy Charter School

806810 International Charter School of Trenton

806915 Jersey City Golden Door C. S.

807115 Learning Community Charter School

807290 New Horizons Community Charter School

807320 North Star Academy Charter School of Newark

807325 Team Academy Charter School

807500 Pace Charter School of Hamilton

807503 Paterson Charter School for Science & Technology

807540 Princeton Charter School

807720 The Red Bank Charter School

807730 Robert Treat Academy Charter School

807735 Maria L. Varisco-Rogers Charter School

807830 Soaring Heights Charter School

807850 Sussex County Charter School for Technology

807890 Teaneck Community Charter School

807892 College Achieve Paterson Charter School

807893 Ocean Academy Charter School

807895 Achievers Early College Prep

807897 Creativity CoLaboratory Charter School

808010 Union County Teams Cs

808060 University Academy Charter School

808140 Village Charter School