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| Advanced Placement and International Baccalaureate Course Expansion NGO  24-TE12-G03  Program Term Date: April 1, 2024, to December 31, 2024  Application Due Date: Tuesday, February 13, 2024 no later than 4:00 P.M. |
| Angelica Allen-McMillan, Ed.D.  Acting Commissioner of Education  Jorden Schiff, Ed.D.  Assistant Commissioner  Peter Mazzagatti, Ed.D.  Director  Office of Educator Effectiveness  FY2024  24-100-034-5063-364  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) Notice of Grant Opportunity (NGO). Instructions on how to gain access to the application and how to complete the application in the Electronic Web-enable Grant (EWEG) system are available in [the Pre-Award Manual](https://www.nj.gov/education/grants/discretionary/apps/docs/PreAwardManual.pdf).

When responding to this 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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## Grant Program Information

## Purpose of the NGO

As a part of Governor Murphy's Fiscal Year (FY) 2024 State Budget, a proposed $1,000,000 will support a competitive grant program to provide funding for a cohort of LEAs to train or hire additional teachers for Advanced Placement (AP) or International Baccalaureate (IB) classes. This competitive grant program is designed to expand the opportunity for equitable access to college-level AP/IB courses to traditionally disadvantaged students whose access to college-level coursework is not always accessible.

The Program will offer a cohort of Local Education Agencies (LEAs) the necessary funding for their teachers to become formally trained to teach AP or IB classes.

* + 1. **Expected Outcomes of the Grant Program**

As part of the NGO application process, LEAs will submit plans outlining how the training of additional staff to teach AP or IB coursework will result in one or more of the following outcomes:

1. Expanding the number of educators teaching AP/IB in a district,
2. Offering additional AP or IB courses to students, and/or
3. Expanding their current AP or IP programming to New Jersey's disadvantaged and high-need student population.

**1.1.2 Eligibility to Apply**

To be eligible to apply for this opportunity, in support of Governor Murphy's vision for a stronger, fairer, more equitable New Jersey, **this grant program will only be offered to LEAs with at least one school that qualifies for the federal definition of a schoolwide Title One program**. To meet this standard, a school must have at least 40% of its student population from low-income households.

**Application Type**: **Limited Competitive\***

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

**1.1.3 Grant Period Start and End Dates**

**The expected grant start date is April 1, 2024, and the end date is December 31, 2024.**

**1.1.4 Funding Amount**

**Based on LEA school district student enrollment listed in** [Section II.8](#_Apportionment_of_Grant)**, Apportionment of Grant Funds, LEAs can apply for up to $50,000 or up to $75,000 of FY2024 State funds for this initiative.**

## Federal Compliance Requirements - Unique Entity Identifier (UEI) Registrations

Following 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 using 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 Federal Government administers the UEI number on SAM.gov (System for Award Management).

## Award Management SAM Application

Before applying for a grant application, all Local Education Agencies (LEA), Community-Based Nonprofit Organizations (CBO), or Institutions of Higher Education (IHE) must create a profile in the NJDOE EWEG's AWARD Management SAM application to include the district's UEI information:

Key steps/actions:

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

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

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

## Dissemination of This Notice

The Office of Educator Effectiveness will make this notice available to eligible applicants listed in section I.1. based upon the eligibility statement, to the Office of Comprehensive Support Team Leaders, and to the county superintendents of the counties where the eligible agencies are located.

Additional copies of the NGO are also available on the NJDOE's [Discretionary Grant](http://www.nj.gov/njded/grants/discretionary/) website or by contacting the Office of Educator Effectiveness at the New Jersey Department of Education, 100 River View Plaza, Route 29, P.O. Box 500, Trenton, NJ 08625-0500; email: [teachpd@doe.nj.gov](mailto:teachpd@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 for [EWEG Help](mailto:eweghelp@doe.state.nj.us). Please allow 24-48 hours for the registration to be completed.

The NJDOE advises applicants to plan appropriately to allow time to address any technical challenges. Additionally, applicants should run a consistency check at least 48 hours before the due date to determine any errors that might prevent the application submission. 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 waiting for the EWEG system message indicating the application was submitted. The application status will update on the GMS Select page to "Submitted for Review," along with the application submission date.

**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/docs/PreAwardManual.pdf) 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 access through the NJDOE [Homeroom](http://homeroom.state.nj.us) web page **no later than 4:00 P.M. on   
Tuesday, February 13, 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 public funds and, therefore, will not accept late applications. The responsibility for a timely submission resides with the applicant.

Completed applications 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. The application will be reviewed and scored by evaluators and the Program Office responsible for administering the Program. The evaluators will use the information provided in the 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 noted as part of the NGO in the Upload Tab. In addition to how well the content addresses [Section II.4.](#_Project_Design_Considerations_1), the evaluators will review the NGO application for completeness and accuracy. The total point value for the NGO is 100 points.

Grant applications must score 70 points or greater and meet the Notice of Grant Opportunity (NGO) 's intent before adding any bonus points, as noted in Section 1.1 Eligibility to Apply in 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 of this NGO.

## Grantee Award Notifications

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

Those applicants not meeting the 70-point threshold or the intent of the NGO listed in [Section II.4.](#_Project_Design_Considerations_1), Program Design Consideration, will be notified via an EWEG email to the contacts listed in the application, and the application status will read "No Award."

## Open Public Records

Please be advised that per 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

This section intends 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 fully understand the State's vision and purpose for offering the Program. Additionally, the information in Section III, Grantee Agreement Requirements, will complete the applicant's understanding of the specific considerations and requirements to be considered or addressed in their project.

## General Instructions for Applying

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

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 are to be included in the application as stated in the NGO.

The application must respond to the State's vision articulated in Section I, Grant Program Information, of this NGO. It must be planned, designed, and developed according to the program framework articulated in Section II, Completing the Application, of this NGO. The applicant may seek additional guidance in the [Pre-Award Manual for Discretionary Grants](https://www.nj.gov/education/grants/discretionary/apps/docs/PreAwardManual.pdf).

## Application Technical Assistance Session

**Thursday, January 18, 2024**

**TEAMs Virtual Meeting:**

Visit[NJDOE Calendar of Events](https://homeroom5.doe.state.nj.us/events/) for registration information.

January 18, 2024, 10 – 11:00 a.m.

## Grant Deliverables

Expected outcomes should align with the intent of the NGO, as noted in [Section I.1.](#_I.1__Purpose), Purpose of the NGO, and [Section II.4.](#_Project_Design_Considerations), Project Design Considerations. Grant recipients are required to adhere to the reporting schedule detailed in [Section III.](#_Grant_Agreement_and), Grant Agreement, and Program Requirements.

The Program will offer LEAs the opportunity for their teachers to become formally trained to teach AP or IB classes, emphasizing expanding equitable access to college-level AP/IB courses to traditionally disadvantaged students.

As part of the NGO application process, LEAs will submit plans outlining how the training of additional staff to teach AP or IB coursework will result in one or more of the following outcomes:

1. Expanding the number of educators teaching AP/IB in a district,
2. Offering additional AP or IB courses to students, and/or
3. Expanding their current AP or IP programming to New Jersey's disadvantaged and high-need student population.

For this NGO, consistent with the Elementary and Secondary Education Act (ESEA) as amended by the Every Student Succeeds Act (ESEA), the subgroup of students in focus is described as:

* Economically disadvantaged students;
* Students from major racial and ethnic groups;
* Children with disabilities; and
* English learners.

## Project Design Considerations

Applicants will find what is required when designing a local program consistent with the State goal within this section.

When crafting the grant application, applicants should create **a local school and/or district Professional Development Plan (PDP) goal** that aligns with the State goal and develop attainable objectives that support the State and local goal, leading to achievable grant outcomes.

The State goal is to increase the number of students academically prepared for postsecondary studies by developing a corps of trained Advanced Placement and International Baccalaureate teachers.

When developing objectives and indicators, LEAs should keep in mind the following:

* **Effective Curricular Programming:** 
  + What are the components of developing effective AP/IB programming?
  + How will the LEA support the projected program expansion after receiving the award?
* **Teacher Participation and Support:** 
  + **How will the district select/recruit teachers participating in the training program?**
  + **What is the approximate number of teachers that will participate in the Program?**
  + **How will the district sustain and support AP/IB teachers through ongoing training/workshops/professional development/mentoring opportunities after the grant period has ended?**
* **Course Selection and Scheduling:** 
  + **How will the district select the classes to develop or expand?**
  + **What data sources will be consulted?**
  + **What scheduling changes will the district make to accommodate new/expanded classes?**
* **Broadening Access to Advanced Placement and International Baccalaureate courses**:
  + What strategies will the district use to ensure their AP/IB classes reflect the diversity of their student population?
* **Student Support**:
  + AP/IB classes are academically challenging endeavors for all students; what does a Student Success Model look like, and how does it meet the unique needs of all students?
* **College and Career Counseling**:
  + Participation in AP/IB classes represents college preparation and readiness. How will school counselors communicate the district's AP/IB programming to students and families?
* **Resources:**
  + The College Board: [Advanced Placement® (AP) – The College Board](https://doe365-my.sharepoint.com/personal/kpaquett_doe_nj_gov/Documents/Executive%20Director/AP-IB/Advanced%20Placement®%20(AP)%20–%20The%20College%20Board) (<https://ap.collegeboard.org>)
  + International Baccalaureate [International education - International Baccalaureate® (ibo.org)](https://ibo.org/)

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

**Project Abstract *(250-300 words)*** The Project Abstract summarizes the proposed project's need, purpose, and projected outcomes. The proposed project and outcomes must cover the full multi-year/single-year grant period. Do not include information in the abstract that is not supported elsewhere in the application.

**Needs 20** 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 district would like to achieve.

* Identify the state, regional, or local need(s) that the LEA will address through the development or expansion of AP/IB classes in their district;
* Discuss the need(s) of the student population and how this program will reach and meet the needs of diverse learners specified in [Section II.3](#_Grant_Deliverables);
* Identify and discuss the data considered in the district's decision to develop or expand their AP/IB programming focusing on goals, objectives, and outcomes;
* Describe the target population, including teachers and students, grade levels, courses, educator credentials, and educator experience.
* Provide documentation to substantiate the stated conditions and/or needs. Documentation may include but is not limited to, demographics, test data, descriptions of the target population(s), student data, personnel data, and research; and
* Do not attempt to address problems beyond the grant program's scope.

**Project Description 20** – Describe the complete single project design and plan for implementing the project in a detailed narrative. Provide evidence that the project is appropriate for and will successfully address the identified needs of the district.

* Provide sufficient detail to demonstrate that the strategies or activities to be implemented are of sufficient quality and scope to ensure equitable access and participation among all eligible program participants. Describe the effect the project will have on the district upon completion. When possible, cite examples of how the approach or different strategies have led to success for other schools/districts. Describe the current status and history of the AP/IB programming at the district;
* Describe how the grant program will enhance the student and teacher experience in your district;
* Include specific examples of systems, curricula, and approaches that will be incorporated as a result of this grant;
* Include benchmarks for the early, middle, and final stages of the program and how progress will be measured towards these benchmarks (including teacher identification, participation, student enrollment, and achievement);
* Describe the PDP for the teachers selected to participate in the AP/IB Course Expansion Program: when will they receive training, how often, and by whom?;
* Describe the selection process for the teachers involved in the Program: how many teachers will participate and what are their credentials and experience?;
* Estimate the number of teachers who will participate in the grant program, including plans to cover expenses for training/workshops/professional development/consultant fees, non-instructional salaries, transportation fees, and other grant-related costs; and
* Estimate the number of students the new AP/IB programming will serve, describe how the district will ensure equitable access to all students, and expand programming to disadvantaged and high-need student populations as described in [Section II.3](#_Grant_Deliverables).

**Goals/Objectives/Indicators 20** – LEAs applying for the Advanced Placement and International Baccalaureate Course Expansion NGO will develop one **local school and/or district Professional Development Plan (PDP) goal** that aligns with the State goal and grant outcomes. Using the goal(s), create objectives that are: (1) relevant to the selected goal, (2) applicable to grant-funded activities, (3) clearly written, and (4) measurable. Objectives should clearly illustrate the plan to achieve the goal(s). 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. They must contain quantitative information, benchmark(s), and how progress will be measured. Objectives should also link directly to the stated needs and provide a time frame for completion.

Applications must also include a plan to evaluate the project's success in achieving its goal and objectives. Indicators of success must be established for each project objective. In constructing the indicators, describe the methods that will be used to evaluate the progress toward achievement of the goal and objectives, as well as the overall grant project outcomes. Also, describe the measures and instruments to be used in the indicators, 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 or not to refine an aspect of the project to ensure overall success.

* Review the Statement of Need before and after constructing the objectives to ensure that the objectives address identified needs;
* Identify the anticipated outcomes of the project in measurable terms and relating to the stated needs;
* Define the population to be served;
* Identify the timeline for implementing and completing each objective;
* Identify the level of performance expected to indicate the achievement of the objective; and
* Make certain to construct measurable indicators of success that directly link to and support project objectives.

**Project Activity Plan 20**

The Project Activity Plan follows the goal(s) and objectives that were listed in the previous section. The Activity Plan is for the current grant period. Activities represent the steps that it will take to achieve each identified objective. Also, the activities identified in this section serve as the basis for the individual expenditures being proposed in the budget. Review the Goal and the Objectives when constructing the Project Activity Plan to ensure that appropriate links have been established between the goal(s) and objectives and the activities.

* State the relevant objective in full in the space provided. Number Goal 1 and each objective 1.1, 1.2, 1.3, etc.;
* Describe all of the tasks and activities planned for the accomplishment of each goal and objective;
* List all the activities in chronological order;
* Space the activities appropriately across all report periods of the grant project;
* 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 talk place; and
* Do not list the project director or other person with general oversight authority for the project 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 LEA's organization and capacity to take on the project. Explain why the project is proposed and important to the school. Describe the commitment to addressing the identified conditions and/or needs, including the organizational support for implementing the proposed project.

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

* Describe all organizational resources (staff, facilities, equipment, funds, etc.) that will support successful project implementation;
* Describe the district's capacity to carry out the project successfully;
* Describe the commitment to addressing the conditions and/or needs identified in the Statement of Need;
* Describe the organizational support that exists within the district and partner for implementing the proposed project;
* Discuss the administrative commitment to support the project; and
* If applicable, identify current AP/IB courses and discuss the district's successes, challenges, and any modifications necessary for expansion.

**Budget 10**

Once the objectives that will guide the work of the grant have been prioritized, develop the budget details 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 customary and reasonable for implementing each project activity.

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.

Guidance on constructing a grant budget may be found in the [Pre-award Manual for Discretionary Grants](https://www.state.nj.us/education/grants/discretionary/apps/PreAwardManual.pdf).

## Application Component Required Uploads

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| --- | --- |
|  | Documentation to substantiate the "Need" for the AP/IB Course Expansion Program |

## Eligible Activities

Eligible activities include opportunities for veteran or new teachers for Advanced Placement or International Baccalaureate classes to attend AP/IB workshops, trainings, professional development seminars, mentoring, etc., virtually or in person.

## Sub-granting Funds

Not Applicable   
  
Eligible Sub-grantees: N/A

Sub-grantees must have the capacity to provide services within the grant term.

Written Agreements: Written agreements between the Grantee and each sub-grantee are required. A copy of the written agreement must be provided to NJDOE for review. The written agreement shall include a scope of services that details the sub-grantee's services, how the Grantee will measure a subgrantee's progress, reporting requirements of the sub-grantee, and the amount of funds that will be sub-granted. The grantee/sub-grantee agreement must use the same budget categories listed in the Grantee's Budget and include a disbursement schedule. The written agreement shall include provisions for early termination of the agreement if the sub-grantee fails to perform under the terms of the agreement.

## NonPublic Participation

Not Applicable

## Apportionment of Grant Funds

The applicant's project must be designed and implemented in conformance with all applicable state and federal regulations. Final awards are subject to the availability offunds. The total funds available are $1,000,000. The FY2024 State Appropriation funds for this NGO are funded from account: 24-100-034-5063-364. The project period is April 1, 2024, to December 31, 2024.

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.

Two categories of school district size (based on student enrollment numbers) will be used for this program. LEAs may apply up to $75,000 or $50,000 based on student enrollment numbers according to the chart below (Figure 1). It is anticipated that eight (8) awards will be made for each category for a total of 16 awards.

Applicants must score 70 or higher points to qualify for funding consideration. Applications will be selected according to the highest score for each category. Any remaining funds will be used to fund awards in rank order regardless of district size.

Figure 1: Funding Distribution According to School District Size

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | **School District Student Enrollment** | **Budget Amount** | **Number of Awards** |
| Small-Medium | 0 to 2999 students | Up to $50,000 | 8 |
| Large | Over 3000 students | Up to $75,000 | 8 |

Grants funds are to be used solely for the costs associated with and incurred due to implementing the grant program.

[Max Administrative Cap](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-E/subject-group-ECFRd41a10959e1acab/section-200.417): 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/cir24-11-OMB.pdf): 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 section II.10 of the NGO for information regarding the allowability, inclusion of, or restriction(s) to indirect costs in a grant budget.

The budget may request indirect costs 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 grant program's requirements. 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 costs. Additional guidance for indirect costs can be found in the [Pre-Award Manual for Discretionary Grants](https://www.nj.gov/education/grants/discretionary/apps/docs/PreAwardManual.pdf).

The NJDOE will remove from consideration all ineligible costs and costs not supported by the Project Activity Plan. The actual amount awarded will be contingent upon the applicant's ability to support its proposed budget upon application and ultimately will be determined by the NJDOE through the pre-award revision process. The applicant's opportunity to make PAR will be limited by the NJDOE, which is not responsible for providing repeated opportunities for revisions or permitting the reallocation of the funds previously requested for costs that have not been approved or 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 cost 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.

* **Non-Instructional Salaries/Stipends**: Costs associated with paying a salary or stipend for a district staff member beyond contract hours to attend an AP/IB workshop, training, professional development, or other activity associated with the NGO. Costs must be consistent with the current district bargaining agreement.
* **Consultant Fees**: Fees incurred for outside professional services relating to AP/IB courses/programs such as consultation, evaluation, training, and workshops. The fees may include consultant fees and related expenses.
* **Professional Development/Workshop Fees**: Fees incurred for activities that contribute to the professional occupational growth and competence of the AP/IB instructional staff.
* **Transportation Fees**: Mileage fees incurred for a staff member to travel to an AP/IB workshop, professional development session, etc. Mileage is capped at $.47 per mile.

## Ineligible Costs

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

* **Instructional Salaries: Costs associated with AP/IB classroom instruction (teaching).**
* **Outside of grant term**: Costs incurred outside of the grant term.
* **Existing staff**: Salaries 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 organization's routine operation or administration 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 not reasonable or necessary to carry out the grant.
* **Outside of target area**: The purpose of the grant is to provide statewide coverage; therefore, any activities undertaken outside of a Grantee's DHSS designated territory must have prior NJDOE approval before costs are incurred.
* **Poorly Documented/Undocumented**: Costs that are not supported by adequate documentation.
* **Off Message**: Costs for media that are prohibited or off message.
* **Curriculum Development or Expansion of Curriculum** unless specified by the grant program as an eligible activity.
* **Supplanting**: Costs for salaries, services, or media covered under other federal, state, or private funding.

## Grant Agreement and Program Requirements

Once the funding application 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 in the approved application, complete the activities established in its grant agreement, and make satisfactory progress toward completing 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. Click [here](https://www.nj.gov/education/grants/discretionary/management/docs/attacha_b.pdf) to view and download the complete grant agreement documents, including attachments A and B of the grant agreement. Go to the [Uniform Minimum Chart of Accounts](https://www.nj.gov/education/finance/fp/af/coa/) web page for the appropriate budget cost codes.

## Mandatory Orientation and Training

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

## Reporting Requirements

Grantees must submit reports on activities according to the program report schedule ([section III.4.a.](#_Reporting_Periods)). The Grantee will ensure all reports are uploaded to EWEG by the due date. Failure to deliver the reports by due dates may result in the Grantee achieving an unsatisfactory rating and NJDOE stopping all program payments.

## Interim Activity Reports

These reports will be delivered to NJDOE via electronic format uploaded or within the EWEG system. Reports submitted by other means will not be accepted and considered late if not uploaded by the due date listed in [section III.4.a](#_Reporting_Periods). This Report tracks actual progress in meeting benchmarks and documenting measurable outcomes from the program activities listed in the application. Specific instructions for completing 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 out in the Final Expenditure Report. 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 according to NJDOE's program policies.

**Fiscal Interim Reports:** These reports are due as stated in section IIII.4.a. 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 is the same Report as the Interim Report, except that 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 follows:**

|  |  |  |
| --- | --- | --- |
| **Report Number:** | **Reporting Periods:** | **Dates Due:** |
| Report 1 | April 1, 2024, to June 30, 2024 | 7/31/2024 |
| Report 2 | April 1, 2024, to September 30, 2024 | 10/31/2024 |
| Final Report\* | April 1, 2024, to December 31, 2024 | 2/28/2025 |

\*Includes a 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 documentation shall include the expenditures of the Grantee and all sub-grantees.

* + 1. **Activity Reports**

These reports consist of documentation or evidence of educational outreach, events, and program activities. This documentation can be in the form of a properly completed programmatic Activity Report uploaded into EWEG or emailed to the program officer detailing events and activities. Sample documentation includes flyers, attendance sheets, and newspaper clippings. Documentation should be retained with the Grantee for monitoring purposes unless specified by the program office.

Interim and Final Activity Reports must contain the following:

* specific data showing the number of trained teachers (categorized by course), and
* program expansion updates (new students served disaggregated by student population and future projections).
  + 1. **Reimbursements**

**Staffing** – The Grantee must retain all timesheets and payroll records for any salaries paid using funds for both monitoring and reimbursement purposes. A cost allocation sheet should accompany the reimbursement request if staff is assigned part-time to the grant.

**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 distributing materials. Cost allocation based on the 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 least 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 create the amendment are available in [the Pre-Award Manual](https://www.nj.gov/education/grants/discretionary/apps/docs/PreAwardManual.pdf). Use the [Quick Reference for Commonly Requested Costs](http://www.nj.gov/education/grants/discretionary/apps/common_costs.pdf) or the [Uniform Minimum Chart of Accounts](https://www.nj.gov/education/finance/fp/af/coa/) to locate the appropriate budget cost codes.

Amendments are required if the following situations occur:

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

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

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

The NJDOE reserves the right to suspend or cancel this Grant Agreement for nonperformance of any 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 the Grant Agreement or reduction in funding will be provided to the Grantee before the adverse action is taken, together with recommendations to correct deficiencies. Grantees who correct deficiencies by following the guidance 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.4.a.

## Federal Requirements

Not Applicable