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| Teacher Climate and Culture Innovation NGO  24-TE13-G03  Program Term Date: May 1, 2024 to February 28, 2025  Application Due Date: Thursday, March 14, 2024 no later than 4:00 P.M. |
| Kevin Dehmer  Acting Commissioner of Education  Jorden Schiff, Ed.D.  Assistant Commissioner  Peter Mazzagatti, Ed.D.  Director  Office of Educator Effectiveness  Fiscal Year 2024  **#5061-053**  New Jersey Department of Education  P.O. Box 500 ● Trenton, NJ 08625-0500 |

The following are requirements and instructions for a Notice of Grant Opportunity (NGO) from the New Jersey Department of Education (NJDOE). 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 Discretionary Grants Manual](https://www.nj.gov/education/grants/discretionary/apps/).

Applicants must use the EWEG online application system on the NJDOE's [Homeroom](http://homeroom.state.nj.us/) webpage when responding to this NGO. Please refer to the NJDOE's [Discretionary Grants](http://www.nj.gov/education/grants/discretionary) webpage for the NGO and select "Available Grants" for information about 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 through the NJDOE Homeroom webpage by no later than 4:00 P.M. on the due date of the application. Without exception, the ACC will not accept, and the Office of Grants Management (OGM) cannot evaluate an application submitted after this deadline for funding consideration.

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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

Recently, a great deal of emphasis has been placed on addressing local school climate and culture matters which greatly impact teachers’ quality of life at work. [The United States Department of Education](https://www.ed.gov/teaching), [National Education Association](https://www.nea.org/nea-today/all-news-articles/getting-serious-about-teacher-burnout) and [WestEd](https://www.wested.org/wested-bulletin/insights-impact/boosting-teacher-morale-motivation/) are among those who have investigated strategies related to increasing teacher satisfaction and retention, while decreasing burnout and early exits from the teaching profession.

New Jersey has prioritized the exploration of the challenges facing educators today in our schools. In November of 2022, the Task Force on Public School Staff Shortages in New Jersey (Task Force) was established pursuant to Governor Murphy’s Executive Order #309 to “develop recommendations to address teacher shortages in school districts across the State.” Comprised of 25 members, the Task Force was organized and charged with providing the Governor with initial recommendations to address these public-school staff shortages. Soon after the convening, in February 2023, New Jersey released a report of findings related to teacher quality of life titled the [Initial Recommendations from Members of the Task Force on Public School Staff Shortages in New Jersey](https://nj.gov/education/docs/TaskForceReport.pdf).

One of the key recommendations from the task force was targeted towards “reclaiming teacher time” through the investigation and implementation of policies and procedures which reduce administrative paperwork and other tasks that pull teachers away from classroom instruction. **The Teacher Climate and Culture Innovation Grant** is intended to actualize this key Task Force recommendation.

**The Teacher Climate and Culture Innovation Grant Program will run from May 1, 2024, through February 28, 2025. Awarded local education agencies (LEAs) will:**

1. **Develop** policies, programming, guidance and/or equivalencies (PPGEs) **aimed at reclaiming teacher time through the reduction of administrative paperwork and other tasks that pull teachers away from classroom instruction. It is intended that these can be shared and replicated statewide.**
2. **Implement the PPGEs in one or more schools within the LEA with the purpose of reducing administrative paperwork and other tasks within those participating school(s).**
3. **Measure the impact of the PPGEs in one or more schools within the LEA with the purpose of understanding its impact on teacher climate and culture within those participating school(s).**

**Application Type: Open Competitive**

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

## 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, the 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 UEI number is administered by the Federal Government in the System for Award Management (SAM) through the [SAM.gov](https://sam.gov/content/home) website.

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 eighty (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 will be entered into the Award Management SAM Application in EWEG and updated yearly.

## Award Management SAM Application

Before applying for a grant application, a Local Education Agency (LEA), Community-Based Nonprofit Organization (CBO), or Institute of Higher Education (IHE) must provide the requisite information in the SAM section in the NJDOE's EWEG system. The entity will need its valid UEI to complete this step.

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 hyphenated nine-digit zip code in their address. Information provided in the LEA Central Contacts must match information from SAM.gov 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 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 Contact EduEval@doe.nj.gov

## Access to the EWEG Application

Each eligible applicant must have login credentials to access the application through the EWEG system. LEA applicants should contact their district's Web (Homeroom) Administrator for access. Non-LEA applicants should request access by sending an email to [eweghelp@doe.nj.gov](mailto:eweghelp@doe.nj.gov). Please allow up to 24-48 hours for the registration in the EWEG system to be completed.

The NJDOE advises applicants to plan appropriately and allow time to address 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 expected due to increased usage. Running the consistency check does not submit an application. A "Submit for Review" button will appear when the consistency check runs successfully. Once the application is complete and has passed the consistency check, the applicant may submit the application by selecting the "Submit for Review" button. The applicant should receive a message from the EWEG system indicating that the application was submitted. The application status will update in EWEG on the GMS Select page as "Submitted for Review," along with the application submission date.

**IMPORTANT:** Once the application is 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 New Department of Education (NJDOE) 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 [Discretionary Grants Manual](https://www.nj.gov/education/grants/discretionary/apps/) for instructions on how to work in EWEG.

## Application Submission

The Office of Grants Management's Application Control Center (ACC) must receive the completed application through the EWEG system accessible through the NJDOE's Homeroom webpage **no later than 4:00 P.M. on Thursday, March 14, 2024.** Without exception, the ACC will not accept nor evaluate an application after this deadline for funding consideration.

The NJDOE administers discretionary grant programs in strict conformance with procedures designed to ensure accountability and integrity in the use of public funds and, therefore, will not accept late applications. The responsibility for a timely submission resides with the applicant.

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

## Application Review Criteria

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

The second review is conducted 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 that is 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).

## Once scored, applications will be awarded based on rank order from highest to lowest score by region until grant-allocated funds are exhausted. The regions for this grant are defined by the county groupings below:

## Northern counties: Bergen, Essex, Hudson, Morris, Passaic, Sussex, Union, and Warren

## Central counties: Middlesex, Monmouth, Mercer, Somerset, Ocean, and Hunterdon

## Southern counties: Atlantic, Burlington, Camden, Cape May, Cumberland, Gloucester, and Salem

## Grantee Award Notifications

The EWEG system notifies applicants of awards through emails to individuals listed in the Contacts Tab. A list will also be posted on the NJDOE's website under the Office of Grants Management> 2024 NGOs> Grant Title> Awardee List.

In addition to the notifications mentioned above, the status in EWEG will change on the 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. EWEG will notify approved applicants with instructions on proceeding with the Pre-Award Review (PAR) process. In addition, instructions to initiate the PAR process can be found in the [Discretionary Grants Manual](https://www.nj.gov/education/grants/discretionary/apps/).
* No Award – No award is made for applicants that fall into one of two categories: applicants who do not meet the 70-point score and/or the intent of the NGO listed in II.4 (Program Design Consideration); applicants who score 70 points or greater and meet the eligibility criteria, but funds are exhausted.

## Open Public Records

In accordance with the Open Public Records Act P.L. 2001, c. 404, applications, evaluation results, and other competitive grant information for discretionary grant funds received September 1, 2003, or later will become matters of public record and will be available to members of the public upon request after the evaluation process.

# Completing the Application

This section intends to provide the framework within which the applicant 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 and/or addressed in the 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 sections in the EWEG application are required to be completed:

Admin Tab – Contacts, Allocation, Assurance, Board Resolution   
Narrative Tab – Abstract, Project Description, Statement of 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 respond to the State's vision 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. The applicant may seek additional guidance in the [[Discretionary Grants Manual](https://www.nj.gov/education/grants/discretionary/apps/)](https://www.nj.gov/education/grants/discretionary/apps/docs/PreAwardManual.pdf).

## Application Technical Assistance Session

**Tuesday, February 20, 2024**

**Teams Virtual Meeting:** [**Click here to register**](https://homeroom5.doe.state.nj.us/events/)**.**

## Grant Deliverables

*Overview*

The Teacher Climate and Culture Innovation Grant Program is intended to empower LEAs to develop and implement innovative PPGEs aimed at reclaiming teacher time through the reduction of administrative paperwork and other tasks that pull teachers away from classroom instruction. These innovative practices will be designed in a way where they can be replicated and shared statewide. Through this grant opportunity, the Department seeks to identify LEAs who are focused on developing and promoting practices that focus on reducing administrative burden to ultimately enhance the climate and culture for teachers across the state of New Jersey.

*Teacher Climate and Culture Innovation Grant Program Goals*

The overarching goal of this program is to identify LEAs committed to the continual improvement of climate and culture for their staff by reducing the burden of administrative paperwork.

Key Goals for the Teacher Climate and Culture Innovation Grant Program include:

* **Exploring Innovation:** Provide innovative solutions designed to reclaim teacher time through the reduction of administrative paperwork and other tasks that pull teachers away from classroom instruction, which can be shared and replicated statewide.
* **Improving Teacher Climate and Culture:** Provide strategies for improving climate and culture for teachers through reducing administrative burden consistent with the Task Force’s key recommendation.
* **Empowering Outstanding Educators:** Provide extended opportunities for outstanding educators to inform solutions to reduce administrative burden, develop further as leaders, and have a wider impact on other educators statewide.

*Teacher Climate and Culture Innovation Grant Program Expected Outcomes*

Awardees will develop and implement PPGEs aimed at reclaiming teacher time through the reduction of administrative paperwork and related administrative burdens. Through the development process, LEAs will deliver on the following primary outcomes:

1. Creation of innovative PPGEs, potentially to be replicated by other LEAs throughout the state.
2. Commitment of one or more buildings within the LEA to implement the PPGEs.
3. Demonstrate the impact of the PPGEs in each school where implemented.

## Project Design Considerations

The NJDOE seeks to empower LEAs to develop innovative programming that actualizes one of the key Task Force recommendations aimed at reclaiming teacher time by reducing administrative tasks. Through this grant opportunity, LEAs will investigate and provide innovative PPGEs designed to positively impact school climate and culture through the reduction in administrative burden, which can be shared and replicated statewide.

Successful grant applicants will describe how they will develop, implement, and measure the impact their approach(es) within the parameters set by the terms of the NGO. It is the intent that the PPGEs developed as a result of this program may inform guidance for other LEAs throughout the state. Specifically, applicants must:

* Outline LEA goals for participation in this program.
* Highlight the innovative aspects of the proposed approach.
* Provide a rationale for the targeted area to which PPGEs will be developed and implemented.
* Provide a percentage of the number of overall school buildings within the LEA who will be participating in the implementation of the PPGEs.
* Provide a rationale for why the school buildings selected will be a part of the PPGEs implementation.
* Describe the core team who will lead the development and oversee the implementation of the PPGEs within the LEA. Core teams must be comprised of supervisors and teachers.
* Confirm internal capacity for participation, including a description of the existing foundational structures that may be leveraged to ensure overall the successful development and implementation of the PPGEs.
* Confirm commitment to collaborate with the NJDOE as needed to ensure the successful development and implementation of the PPGEs within the LEA.
* Confirm commitment to assess the results of the PPGEs on teacher climate and culture in your LEA.

**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 entire multi-year/single-year grant period. Do not include information in the abstract that is not supported elsewhere in the application.

**Statement of Need [10]** - Describe the following:

1. Why is the LEA interested in working on this project?
2. How were administrative burdens identified by the LEA?
3. What are the innovative PPGEs designed to address?
4. How will the proposed PPGEs potentially support or inform the work of other LEAs across New Jersey?

**Project Description [30]** – Provide a narrative detailing your approach to the project. Successful applicants will describe the proposed development and implementation of PPGEs and outline plans to support all grant activities. Please address the following items as part of your project description:

1. **PPGE Development Work**: (1) Explain your area of focus and why this is a priority in reclaiming teacher time. (2) Confirm commitment from your local association to participate in this grant program (See Appendix A: “Statement of Participation”). (3) Explain why your LEA is qualified to develop and deliver an approach for this key task force recommendation. This explanation must include: (a) experience in working towards this key recommendation and (b) a brief description of the project you have in mind which directly connects to reclaiming teacher time.
2. **PPGE Project Development**: (1) Provide a rationale for the targeted area to which a PPGEs will be developed and implemented. (2) Provide a percentage of the number of overall school buildings within the LEA who will be participating in the implementation of the PPGEs. (3) Provide a rationale for why the school buildings selected will be part of the PPGEs implementation.
3. **PPGE Core Development Team Members**: (1) Describe the PPGEs core development team you will assemble for this project. (2) Describe how you will identify core development team members who are the right fit for leading this effort. Core teams must be comprised of supervisors and teachers.
4. **PPGE Implementation Support**: (1) Describe your vision for the process which will be used in implementing the PPGEs in the identified building(s).
5. **PPGE Impact**: (1) Describe how you plan to measure the impact of the PPGEs within your LEA. LEAs can utilize the [New Jersey School Climate Improvement (NJ SCI) Survey](https://njschoolclimate.org/), or locally or commercially developed survey to support the measurement of climate and culture impact. (2) Confirm commitment to share promising practices in an effort to impact other LEAs throughout the state.

**Goals/Objectives/Indicators [10]**

Keeping the requirements below in mind, create 3-5 major goals for your participation in this program. Then, provide specific objectives and measurable indicators of success for each goal.

Goals should align with each of the following requirements:

* **Exploring Innovation:** Provide innovative solutions designed to reclaim teacher time through the reduction of administrative paperwork and other tasks that pull teachers away from classroom instruction which can be shared and replicated statewide.
* **Improving Teacher Climate and Culture:** Provide strategies for improving climate and culture for teachers through the reduction in administrative burden consistent with the Task Force’s key recommendation.
* **Empowering Outstanding Educators:** Provide extended opportunities for outstanding educators to inform solutions to reduce administrative burden, develop further as leaders, and have a wider impact on other educators statewide.

**Project Activity Plan [10]**

The Project Activity Plan will cover the entire grant period. It follows the goal(s) and objectives that were described in the previous section, Goals/Objectives/Indicators. Describe the steps that the LEA will take to achieve each identified objective. The activities identified in this section serve as the basis for the individual expenditures that are proposed in the budget. Review the Goals and Objectives when constructing the Project Activity Plan to ensure that appropriate links are established between the goals, objectives and activities.

In the Project Activity Plan Tab:

* 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 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; and
* Identify the staff directly responsible for the implementation of the activity. If the individual conducting the activity is not referenced appropriately on the Project.

**Commitment and Capacity [30]** To effectively execute the goals, objectives and indicators outlined in prior sections, LEAs must clearly describe **both its** capacity to do the work and its commitment to ensuring it is successful. Please share information about the following:

* **Commitment to furthering positive impacts on climate and culture within your LEA**: Provide examples of how a focus on climate and culture is a priority within your LEA. Include a description of why your LEA is a good fit for designing a strategy aimed at reclaiming teacher time. Include evidence that educators within your LEA are invested in the proposed plan. (Optional examples of educator investment may include, but are not limited to, survey findings, focus group notes, meeting minutes, etc.)
* **Connection to professional learning within the LEA**: Describe how this project will connect to other priorities in your LEA. Include any connections to current school and/or district professional development plan goals which may exist.
* **Commitment to ongoing teacher climate and culture development:** Describe what evidence and data will be collected to determine impact. LEAs can utilize the [New Jersey School Climate Improvement (NJ SCI) Survey](https://njschoolclimate.org/) or other locally or commercially developed survey to support the measurement of climate and culture impact. (How will the LEA use resources created, and capacity developed through this experience to continue to improve workplace conditions for teachers moving forward? How will the LEA determine which promising practice(s) should be shared with the Department to improve workplace conditions for teachers statewide?

**Budget [10]** – Once the objectives that will guide the work of the grant have been prioritized, begin to develop the budget details, using the detailed funding parameters described within this section, 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 described below, 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. The applicant must provide sufficient details to support each cost.

LEAs may apply for funds as described in the chart below.

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| **Category** | **Number of Teachers** | **Maximum Award Size** |
| A | Up to 100 | $75,000 |
| B | 101-250 | $125,000 |
| C | More than 250 | $200,000 |

***Optional: Commitment of Participation from Local Associations [6]:*** Confirm commitment from local teacher representation to work on the project (See Appendix A: “Statement of Participation”).

## 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.

|  |  |  |
| --- | --- | --- |
|  | **Upload Name** | **Required Upload** |
|  | Appendix A – Statement of Participation | Optional |

## Allowable Uses and Eligible Activities

Grant funds for this program must be used to support activities and materials associated with developing replicable PPGEs aimed at reclaiming teacher time.

## Sub-granting Funds

Not allowable

## **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 $2,000,000 This amount is 100 percent funded from Fiscal Year 2024 State Appropriation, Account # 24-100-034-5061-053. The project period is May 1, 2024, to February 28, 2025.

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

Grant funds will be used solely for the costs associated with 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 0%] [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) Composite Rate: 77.15% [Max Indirect Costs Cap %:](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-E/subject-group-ECFRd93f2a98b1f6455/section-200.414) [Max 8%]

Please refer to Sections II.10 and II. 11 of the NGO for information regarding indirect costs' allowability, inclusion, and/or restriction(s) in a grant budget.

Additional guidance for indirect costs can be found in the [glossary page of the Discretionary Grants Manual.](https://www.nj.gov/education/grants/discretionary/apps/)

The NJDOE will remove all ineligible costs and costs not supported by the Project Activity Plan from budget consideration. Through the PAR process, the applicant will be allowed to revise their budget. Providing opportunities for revisions or permitting the reallocation of the budgeted funds is at the discretion of the NJDOE. The final funding award will be contingent upon the applicant's ability to justify its proposed budget.

## 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 stipends: Costs for compensating participating teachers for developing grant related materials and implementing them throughout the identified school buildings within the LEA.​
* Non-Instructional materials: Costs associated with the development and implementation of the grant program.
* Non-instructional stipend for project manager.​
* Costs associated with release time for teachers to work on the development and implementation of the grant program.​

## Ineligible Costs

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

* Outside of grant term: Costs incurred outside of the grant term.
* Existing staff: Salaries and/or benefits for existing staff are not eligible unless they are assigned program responsibilities depicted in the staffing chart (see Section II.10.).
* Routine operating/admin costs: Costs for the 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 that do not benefit the end user of the grant program.
* Not reasonable or necessary: Costs not reasonable or necessary to carry out the grant.
* Poorly Documented/Undocumented: Costs that are not supported by adequate documentation.
* Off Message: Costs for media that are prohibited or off message.
* Curriculum Development or Expansion of Curriculum unless specified by the grant program as an eligible activity.
* Supplanting: Salaries, services, or media costs covered under other federal or state 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. View the [Uniform Minimum Chart of Accounts](https://www.nj.gov/education/finance/fp/af/coa/) webpage for the appropriate budget cost codes.

## Mandatory Orientation and Training

The grantee will be required to attend a program orientation. The NJDOE staff will provide the grantee with general program information, program 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 in [Section III.5, Reporting Periods](#_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 stopping all NJDOE program payments.

## Interim Activity Reports

These reports are to be delivered to NJDOE electronically. Grantees are required to upload within the EWEG system. Reports submitted by other means will not be accepted. Reports will be considered late if not uploaded by the due date listed in [Section III.5, Reporting Periods](#_Reporting_Periods). This report tracks 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 the [Instructions for Submitting Interim and Final Reports](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 close 30 days before the end of the grant period. Any remaining payments due to the grantee will be paid through the Final Expenditure Report. Specific instructions for completing Reimbursement Requests are found in the [Instructions for Completing Reimbursement Requests](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 before 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 NJDOE's program policies.

**Fiscal Interim Reports:** These reports are due as stated in [Section III.5, Reporting Periods](https://doe365-my.sharepoint.com/personal/lnietos_doe_nj_gov/Documents/Draft%20forms/Draft%20NGO%202023.docx#_Reporting_Periods), with the interim activity report. In this report, the grantee will report on actual expenditures incurred during the reporting period. 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 generates a final payment to the grantee upon selecting the "Final Report" 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 | May 1, 2024 to June 30, 2024 | 7/31/2024 |
| Report 2 | May 1, 2024 to August 31, 2024 | 9/30/2024 |
| Report 3 | May 1, 2024 to November 30, 2024 | 12/31/2024 |
| Final Report\* | May 1, 2024 to February 28, 2025 | 4/30/2025 |
|  | \*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

Complete 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.

* + 1. **Activity Reports**

These reports include documentation and/or evidence of educational, outreach events, and program activities. This documentation can be a 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.

* + 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, travel beyond one's standard commute, 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 Program Manager.

**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 the eligible expenditure 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 using the Upload Tab in the grant application. Instructions on initiating the amendment are available in [the Discretionary Grants Manual](https://www.nj.gov/education/grants/discretionary/apps/). Use the [Quick Reference for Commonly Requested Costs](http://www.nj.gov/education/grants/discretionary/apps/common_costs.pdf) or the [Uniform Minimum Chart of Accounts](https://www.nj.gov/education/finance/fp/af/coa/) to locate the appropriate budget 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. 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.

**IMPORTANT NOTE**: If the grantee has a subgrantee, the subgrantee is subject to the same terms and conditions as the grantee. The subgrantee is responsible to the grantee 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. The NJDOE requires sub-grantee amendment approval for changes the grantee supports. Grantees will forward the requested changes to the NJDOE Program Office for review. Grantees do not have the authority to approve any changes in their project activities or any budget variances without prior approval by the NJDOE.

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

The NJDOE reserves the right to suspend and/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 and/or reduction in funding will be provided to the grantee before the adverse action is 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

Not applicable

**Appendix A – Statement of Participation**

 The Teacher Climate and Culture Innovation Grant Program

This document must be completed, signed, scanned and uploaded as part of the EWEG application if it is to be utilized as evidence of commitment and capacity.

Name of Applicant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

County of Applicant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By this document, the LEA and its teachers are certifying their intention to participate in this grant program.

Name of Chief School Administrator \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Local Representation President \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_