New Jersey Department of Education

Teacher Climate and Culture Innovation

Notice of Grant Opportunity (NGO) Technical Assistance

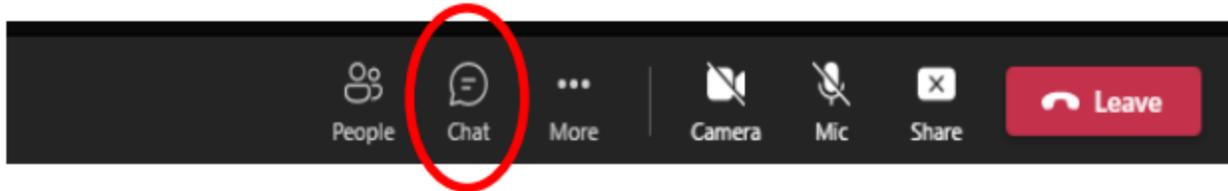Division of Teaching and Learning Services

February 2024

Welcome

To ensure the delivery of an efficient presentation, please:

- Verify that your microphone 🎤 is "muted".

- Use the "chat" feature to submit questions.

- Teacher Climate and Culture Innovation NGO - https://www.nj.gov/education/grants/opportunities/index.shtml

Agenda

Up Next	Topic
X	**Provide an Overview of the Grant Program Information**
	Highlight the Instructions on Completing the Application
	Describe the Program Requirements
	Review the NGO Dates and Deadlines
	Respond to Questions

The Purpose of the Grant

The purpose of the grant is targeted towards **"reclaiming teacher time"** by:

- **Developing 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.

- **Implementing 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).

- **Measuring 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).

The Goal of the Grant

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

- **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.

Eligibility Requirements

Applicant eligibility information:

- The NGO is **open to all** operating Local Education Agencies (**LEAs**)

- The total funds available are **$2M**

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

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

Confirm the following prior to applying:

- All grant recipients must have a valid **Unique Entity Identifier** (UEI) from [SAM.gov](SAM.gov) to apply.

- An AWARD Management SAM application profile in the New Jersey Department of Education's (NJDOE) Electronic Web-Enabled Grant (EWEG) must be submitted.

Application Submission (2 of 2)

- Each eligible applicant must have a login ID and password to access the system.

- Applicants should run a consistency check at least 48 hours before the due date.

- The Application Control Center (ACC) must receive a completed application no later than **4:00 p.m. on Thursday, March 14, 2024**.

EWEG System - Tips

- Type long narrative sections using plain text in Microsoft Word or a Google Document then copy and paste the text into the application.

- When copying and pasting from Microsoft Word or Google Doc:

  - Avoid using special characters (!@#$%^&*) and bullets;

  - Avoid using fancy formatting/fonts;

  - Ensure pasted content is concise and clear; and

  - Remove apostrophes, quotation marks, and hyphens (add them back once the text is pasted into the application).

- Refrain from using the browser's "back" button as it may cause a system error.

- Allow for EWEG pop-ups in your browser.

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General Application Instructions

The following components are required to be completed in the Electronic Web-enabled Grant (EWEG) application:

- **Admin Tab**

- **Narrative Tab**

- **Budget Tab**

- **Upload Tab**

LEAs should:

- Pick an area of focus and display an understanding of why it is a priority in reclaiming teacher time.

- Develop a PPGE to address this priority.

- Implement and measure the impact of their approach(es) with the parameters set by the terms of the NGO.

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.

Applicants must:

- Describe the core team that 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.

Project Requirements

Applicants must score a minimum of **70 points** in the following areas to be eligible for funding consideration:

Application Component	Point Value	Requirements
Project Abstract	Zero points	Optional
Statement of Need	10 points	Required
Project Description	30 points	Required
Goals, Objectives, and Indicators	10 points	Required
Project Activity Plan	10 points	Required
Commitment and Capacity	30 points	Required
Budget	10 points	Required
Statement of Participation	6 points	Optional
Total	**106 points**	

Project Abstract (Zero Points)

The Project Abstract is a (250-300 word) summary of the proposed project's need, purpose, and projected outcomes.

Statement of Need (10 Points)

The **Statement of Need -** 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 points)

The **Project Description** should address the local needs, and detail the following:

- PPGE Development Work

- PPGE Project Development

- PPGE Core Development Team Members

- PPGE Implementation Support

- PPGE Impact

Goals, Objectives, and Indicators (10 points)

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 points)

- The **Activity Plan** is for the entire grant period and follows the goal(s) and objectives;

- The activities identified serve as the basis for the individual expenditures being proposed in the budget; and

- The applicant must ensure that the appropriate links have been established between the goal(s) and objectives and the activities.

Commitment and Capacity (30 points)

- **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.

- **Connection to professional learning within the LEA**: Describe how this project will connect to other priorities in your LEA.

- **Commitment to ongoing teacher climate and culture development:** Describe what evidence and data will be collected to determine 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 points)

LEAs may apply for funds as described in the chart below

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

Budget Development

- The applicant's budget must be well considered, necessary for the implementation of the project, remain within the funding parameters described in the budget table, 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.

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.

Eligible Costs

Eligible costs include:

- Non-Instructional Stipends

- Non-Instructional Materials

- Non-Instructional Stipends for Project Manager

- Teacher Release Time Cost

Ineligible Costs

Ineligible costs include:

- Outside of grant term

- Existing staff

- Routine operating/admin costs

- No benefit

- Not reasonable or necessary

- Poorly Documented/Undocumented

- Off Message

- Curriculum Development or Expansion of Curriculum unless specified by the grant program as an eligible activity.

- Supplanting

Statement of Participation (6 points)

- **The Statement of Participation scoring section of the NGO is optional.**

- The applicant may include as part of their application a competitive priority worth an additional 6 points for those who score a minimum of 70 points on their application. To qualify for this competitive priority, the following requirements must be met:

  - Complete and upload the "Statement of Participation." This must be signed by both the Chief School Administrator and the local representation's President. It then must be scanned and uploaded as part of the EWEG application.

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Fiscal Reports and Reimbursement

Required Fiscal Reports for this program include:

- Monthly Reimbursement Requests

- Fiscal Interim Report

- Final Expenditure Report

Reporting Periods

The **reporting periods** for fiscal and activity reports 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.	

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Important Dates and Deadlines

Application Due Date – no later than **4:00 p.m.**

on **Thursday, March 14, 2024**

Project Period – **May 1, 2024 to February 28, 2025**

Contact Information

Technical (EWEG) Support:
EWEGhelp@doe.nj.gov

Application Control Center
Support: OGMACC@doe.nj.gov

Grant Support:
TeachPD@doe.nj.gov

Questions

Thank You

New Jersey Department of Education

EduEval@doe.nj.gov

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