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| Paraprofessional Program NGO  24-TE14-G03  Program Term Date: June 1, 2024, to May 31, 2025  Application Due Date: Tuesday, April 30, 2024 no later than 4:00 P.M. |
| Kevin Dehmer  Acting Commissioner of Education  Christopher Irving Ed.D.  Assistant Commissioner  Keshia Golding-Cooper  Director  Office of Recruitment, Preparation, and Certification  FY2024  2024-100-034-5061-051  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/).

When responding to this NGO, applicants must use the EWEG online application system on the NJDOE’s [Homeroom](http://homeroom.state.nj.us/) webpage. Please refer to the NJDOE’s [Discretionary Grants](http://www.nj.gov/education/grants/discretionary) webpage for the NGO and click on “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.

**Table of Contents**

I. Grant Program Information 4

I.1. Purpose of the NGO 4

I.2. Federal Compliance Requirements - Unique Entity Identifier (UEI) Registrations 4

I.3. Award Management SAM Application 4

I.4. Dissemination of This Notice 5

I.5. Access to the EWEG Application 5

I.6. Application Submission 6

I.7. Application Review Criteria 6

I.8. Grantee Award Notifications 6

I.9. Open Public Records 7

II. Completing the Application 8

II.1. General Instructions for Applying 8

II.2. Application Technical Assistance Session 8

II.3. Grant Deliverables 8

II.4. Project Design Considerations 9

II.5. Application Component Required Uploads 13

II.6. Allowable Uses and Eligible Activities 13

II.7. Sub-granting Funds 13

II.8. NonPublic Participation 13

II.9. Apportionment of Grant Funds 13

II.10. Eligible Costs 14

II.11. Ineligible Costs 14

III. Grant Agreement and Program Requirements 16

III.1. Mandatory Orientation and Training 16

III.2. Reporting Requirements 16

III.3. Interim Activity Reports 16

III.4. Fiscal Reimbursement and Fiscal Interim Report Requirements 16

III.5. Reporting Periods 17

III.6. Monitoring 17

III.7. Acceptable Documentation for Grant Monitoring 17

III.8. Grant Amendments 18

III.9. Suspension/Cancellation of Grant/Loan Agreement and/or Reduction in Funding 18

III.10. Grant Close Out 19

III.11. Federal Requirements 19

IV. Appendices 19

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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

As part of Governor Murphy’s Fiscal Year (FY) 2024 State Budget, a proposed $1,000,000 in funding for one year. The grant will award four local education agencies (LEAs), and/or charter school organizations (CSO) $250,000 each to provide one year tuition assistance to full-time education support professionals (ESPs). This funding will support ESPs seeking a teaching certificate in one of the critical teacher shortage areas identified by the Task Force (i.e. special education, science, math, career and technical education (CTE), and English as a second language or bilingual education).

**Application Type: Limited Competitive\***

**Target Audience:** Local Education Agency (LEA),   
 Community-Based Nonprofit Organization (CBO), or   
 Institutes of Higher Education (IHE)  
Other\*:To be eligible to apply for this opportunity, in support of Governor Murphy's vision for reducing barriers to becoming an educator and addressing teacher shortages, **this grant program will only be offered to LEAs and publicly funded charter school organizations with at least two hundred fully employed ESPs seeking to be teachers***.* Please refer to Appendix A, Paraprofessional List, to determine if your LEA and/or charter school organization is eligible.Additionally, a LEA and/or charter school organization must also have an existing partnership with an educator preparation programs (EPPs) providers.

## 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 the use of the Dun and Bradstreet Data Universal Numbering System (DUNS) to the new UEI for all grant recipients and applicant organizations. UEIs are the primary means of entity identification for Federal awards and are required in accordance with 2 CFR Part 25. The UEI number is administered by the Federal Government in the System for Award Management (SAM) through theSAM.gov 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 is to be entered into the Award Management SAM Application in EWEG and updated on a yearly basis.

## Award Management SAM Application

Prior to applying for a grant application, 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 to 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 Recruitment, Preparation, and Certification 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 in which 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 Recruitment, Preparation, and Certification at the New Jersey Department of Education, 100 River View Plaza, Route 29, P.O. Box 500, Trenton, NJ 08625-0500; Email Contact – [rpr@doe.nj.gov](mailto:rpr@doe.nj.gov).

## Access to the EWEG Application

Each eligible applicant must have login credentials in order 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. Please allow up to 24-48 hours for the registration to be completed in the EWEG system.

The NJDOE advises applicants to plan appropriately and to allow for time to address any technical challenges that may occur. Additionally, applicants should run a consistency check at least 48 hours before the due date to determine any errors that might prevent the submission of the application. Applicants are advised not to wait until the due date to submit the application online as the EWEG system may be slower than normal due to increased usage. Running the consistency check does not submit the application. When the consistency check runs successfully, a “Submit” button will appear. Once the application is complete and has passed the consistency check with no error messages, the applicant may submit the application by clicking the “Submit” button. The applicant should wait for a message from the EWEG system indicating the application was submitted. The application status will update in the Grants Management System (GMS) on the GMS Select page as “Submitted for Review” along with the date the application was submitted.

**IMPORTANT:** Once the application has been submitted via EWEG, the application will not be returned to the applicant for editing, nor can additional information or missing documentation be submitted to the department for application review consideration. **Please Note: The submit button in the EWEG system will disappear as of 4:00 PM on the due date**. 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 Tuesday, April 30, 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 in lieu of the EWEG application. Applications submitted via FAX will not be accepted under any circumstances.**

## Application Review Criteria

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

The second review is done by the Program Office responsible for administering the program. The Program office reviews the application as noted in Section I.1 (Purpose of the NGO) and Section II.4. (Project Design 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 until grant allocated funds are exhausted.

## 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> YYYY 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. Approved Applications will be notified via EWEG with instructions on how to proceed with the Pre-Award process. In addition, instructions on how to initiate the Pre-Award 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); and 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 at the completion of the evaluation process.

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# Completing the Application

The intent of this section is 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 ensure a full understanding of the State’s vision and purpose for offering the program. Additionally, the information contained in Section III, Grantee Agreement Requirements, will complete the applicant’s understanding of the specific considerations and requirements that are to be considered and/or addressed in the project.

## General Instructions for Applying

To apply for a grant under this NGO, applicants must prepare and submit a complete application by the deadline. The following sections in the EWEG 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 to be included in the application as stated in the NGO.

The application must be a response to the State’s vision as articulated in Section I, Grant Program Information, of this NGO. It must be planned, designed, and developed in accordance with the program framework articulated in Section II, Completing the Application. The applicant may wish to consult additional guidance found 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

**Friday, April 19, 2024**

**Teams Virtual Meeting:** [**Click here to register.**](https://teams.microsoft.com/registration/EnNPSwndWUm2ZtW6bcj0tA,0IKRVgFcak2NIRXdmNp4wg,nYph-84lL0uKtOACQAaUvA,VlH6eYKudU2ygl6EbZkjmg,97oksrodrEu1Jkq2vS2Mlg,ElRoEo4jaUOdBkMud2TlIg?mode=read&tenantId=4b4f7312-dd09-4959-b666-d5ba6dc8f4b4)

Friday, April 19, 2024, 2:00 p.m. – 3:00 p.m.

## Grant Deliverables

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

The Program will offer four LEAs and/or charter school organizations the opportunity for ESPs employed full-time to receive tuition assistance to a state-funded educator preparation program at an institution of higher education (IHE), to become a certified teacher in fields with teacher shortages.  Additionally, grantees must develop and implement a sustainable and comprehensive professional development program with mentoring for ESPs while they are enrolled in an IHE.

As part of the NGO application process, LEAs will submit plans outlining how tuition assistance of ESPs will result in the following outcomes:

1. Expand the number of full-time ESPs teaching in a public school district and/or publicly funded charter school organization.
2. Address staffing shortages in specific teaching areas, including, but not limited to, special education, science, math, CTE, and English as a second language or bilingual education.

1. Diversify the teacher workforce.

1. Prepare and equip ESPs through professional development with mentoring as they transition to full-time teachers.

## 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 plan that will provide tuition assistance, ongoing professional development, and with mentoring for ESPs, as they pursue a teaching credential. The proposed program will align with the State goal and develop attainable objectives that support the State and local goal, leading to achievable grant outcomes.   
  
The State’s goal is to reduce barriers for diverse candidates seeking to pursue a career in teaching and address statewide teacher shortages.   
  
When developing objectives and indicators, LEAs and charter school organizations should keep in mind the following:   
  
**Tuition Assistance:**

* How will the district select/recruit ESPs to participate in the program?
* What recruiting strategies will the district use to ensure ESPs reflect the diversity of their student population?
* What is the approximate number of ESPs that will participate in the program?

**Professional Development and Support:**

* How will the LEA and/or charter school organization support ESPs through ongoing training/workshops/professional development/mentoring opportunities after the grant period has ended?

**Program Evaluation:**

* What benchmarks will the LEA and/or charter school organization use to measure the success of the program?

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

**Project Abstract *(250-300 words)*** 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 and education support professionals (ESPs) shortages in school districts across the State.” ESPs, also known as paraprofessionals, play a vital role as a member of the education team, providing instructional, behavioral, and social-emotional support to students in and outside the classroom.  According to the Task Force, although ESPs have significant in-class experience, there are several barriers for individuals interested in pursuing a teaching certificate, including, but not limited to, the cost of tuition.

To address this hurdle, the Task Force identified the following recommendations:

* *11.1. Strengthen University partnerships, including grow-your own programs, to promote careers in education and encourage prospective college students to attend New Jersey’s institutions of higher education (IHE).*
* *11.2. Build Grow Your Own Models.*
* *12.5. Develop a program enabling instructional assistants/paraprofessionals to become certified.*

**Needs [10]** - Explain how this section will be evaluated and the key points a successful section will contain.

* Identify the ESPs need(s) that the LEA will address through the **tuition assistance** that directly supports ESPs pursuing a teaching certificate in special education, science, math, CTE, and English as a second language or bilingual education.
* Identify the ESPs need(s) that the LEA will address through the **professional development plan** with mentoring that directly supports ESPs pursuing a teaching certificate in special education, science, math, CTE, and English as a second language or bilingual education.
* Discuss the need(s) of the ESP population and how this program will reach and meet the needs of diverse candidates specified in [Section II.3](file:///C:\Users\amorgan\Downloads\24-TE12-G03_NGO.docx#_Grant_Deliverables);
* Describe the program’s vision, ESPs eligibility criteria, including prior experience, and how they will apply.
* Describe the personnel who will monitor and support the program.
* Do not attempt to address problems beyond the grant program's scope.

**Project Description [30]** – Explain how this section will be evaluated and the key points a successful section will contain.

* Describe how the grant program will enhance the pathway for diverse ESPs candidates to become certified teachers.
* Include benchmarks for the early, middle, and final stages of the program and how progress will be measured towards these benchmarks (including ESP recruitment, identification, participation, student enrollment, and achievement).
* Describe the PDP for the ESPs selected to participate in the Paraprofessional Program.
* Describe the selection process for recruiting and selecting ESPs involved in the Program, including how many ESPs will participate.
* Estimate the cost of the professional development program with mentoring for ESPs selected to receive tuition assistance and/or reimbursement.
* Estimate the number of ESPs who will participate in the grant program, including plans to cover expenses for tuition at the EPP/IHE where there is a partnership, training/workshops/professional development fees, non-instructional salaries, transportation fees, and other grant-related costs.

**Goals/Objectives/Indicators [20]** – Explain how this section will be evaluated and the key points a successful section will contain.

As part of the NGO application process, LEAs will submit plans outlining how tuition assistance of ESPs will result in one or more of the following outcomes:

1. Expand the number of full-time ESPs teaching in a public school district and/or charter school organization.
2. Address staffing shortages in specific teaching areas, including, but not limited to, special education, science, math, CTE, and English as a second language or bilingual education.
3. Increase tuition free opportunities to ESPs seeking a bachelor's degree that leads to the certificate of eligibility with advanced standing and ESPs who hold a bachelor's degree to complete a certificate of eligibility program.

​​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 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 [10]** Explainhow this section will be evaluated and the key points a successful section will contain.

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 [20]** Explain how this section will be evaluated and the key points a successful section will contain.

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 is 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. Please include a description abouthowthe LEA intends to support ESPs in finding a program that is manageable and supportive of the goal of the program.
* Describe the commitment to addressing the conditions and/or needs identified in the Statement of Need.
* Discuss the administrative commitment to support the project.

**Budget [10]** – Explain how this section will be evaluated and the key points a successful section will contain.

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 [Discretionary Grants Manual](https://www.nj.gov/education/grants/discretionary/apps/).

## 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.

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|  | **Appendices Name** | **Required Upload** |
|  | MOU with an EPP/IHE | Yes |
|  | Existing district/school policies for tuition assistance or tuition reimbursement | Yes |

## Allowable Uses and Eligible Activities

Eligible activities include opportunities for eligible ESPs to attend classes at an IHE, participate in professional development workshops, mentoring, training, etc., virtually or in person.

## Sub-granting Funds

Not applicable.

## **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. Total funds available are $1,000,000.00 with each LEA and/or charter school organization receiving $250,000. This is 100 percent funded from the Paraprofessional Training Program, 2024-100-034-5061-051. The project period is June 3, 2024, to May 30, 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 are to 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): 10%   
[NJ Travel Reimbursement Rate](https://www.nj.gov/infobank/circular/cir23-02-OMB.pdf): $0.47 cents per mile

[Max Benefit Cap Composite Rate](https://nj.gov/infobank/circular/) including FICA: 77.15%   
[Max Indirect Costs Cap %:](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-E/subject-group-ECFRd93f2a98b1f6455/section-200.414) 0%

Please refer to Sections II.10 and II. 11 of the NGO for information regarding the allowability, inclusion, and/or restriction(s) of indirect costs 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 pre-award revision process (PAR), the applicant will be given the opportunity 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.

* **Tuition Assistance and/or Tuition Reimbursement:** Costs associated with paying all or part of the cost of tuition of a credit based or credit hours course for ESPs that will lead to an instructional certificate.
* Non-Instructional Salaries/Stipends: Costs associated with paying a salary or stipend for a district staff member beyond contract hours to manage and support the allocation of funding eligible ESPs seeking a certificate in eligibility of advanced standing (CEAS) or a certificate of eligibility (CE).
* Professional Development/Workshop Fees: Fees incurred for activities that contribute to the professional learning, development, and mentoring of ESPs.
* Transportation Fees: Mileage fees incurred for an ESP to travel to an IHE for courses, 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:

* Outside of grant term: Costs incurred outside of the grant term.
* Existing staff: Salaries and/or benefits for existing staff are not eligible unless they are assigned program responsibilities depicted in the staffing chart (see Section II.10.).
* Routine operating/admin costs: Costs for the routine operation of or administration of the organization are not eligible except when part of the approved budget (see section b of the grant/loan agreement).
* No benefit: Costs incurred for salaries, services, or media that do not benefit the end user of the grant program.
* Not reasonable or necessary: Costs that are not reasonable or necessary to carry out the grant.
* Poorly Documented/Undocumented: Costs that are not supported by adequate documentation.
* Off Message: Costs for media that are prohibited or off message.
* Curriculum Development or Expansion of Curriculum unless specified by the grant program as an eligible activity.
* Supplanting: Costs for salaries, services, or media that are covered under other local, federal, or state funding.

# Grant Agreement and Program Requirements

Once the application for funding is approved in the PAR process, the EWEG grant application will convert to a Grant Agreement between the applicant and the NJDOE ([OMB Circular 07-05-OMB](https://www.nj.gov/infobank/circular/cir0705b.pdf)). The grantee is expected to complete the goals and objectives laid out in the approved application and is expected to complete the activities established in its grant agreement and make satisfactory progress toward the completion of its approved action plan. Failure to do so may result in the withdrawal by NJDOE of the grantee’s eligibility for the continuation of grant funding. The NJDOE will remove ineligible, inappropriate, or undocumented costs from funding consideration. To view and download the complete grant agreement documents, including attachments A and B of the grant agreement, click [here](https://www.nj.gov/education/grants/discretionary/management/docs/attacha_b.pdf). To locate the appropriate budget costs codes, go to the [Uniform Minimum Chart of Accounts](https://www.nj.gov/education/finance/fp/af/coa/) webpage.

## 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, requirements of the program (including grant management, mandated staffing, policies and procedures), and compliance with applicable state and federal program regulations.

## Reporting Requirements

Grantees will be required to submit reports on activities according to the program report schedule in [Section III.5, Reporting Periods](#_Reporting_Periods). The grantee will ensure that all reports are uploaded to EWEG by the due dates. Failure to deliver the reports by due dates may result in the Grantee achieving an unsatisfactory rating and may result in the stop of all NJDOE program payments.

## Interim Activity Reports

These reports are to be delivered to NJDOE 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 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 of remaining grant funds due to the grantee will be paid 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 no later than the 15th of the month via the EWEG system in order 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 follow**

|  |  |  |
| --- | --- | --- |
| Report Number: | Reporting periods: | Dates Due: |
| Report 1 | June 1, 2024, to August 31, 2024 | 9/30/2024 |
| Report 2 | June 1, 2024, to November 30, 20204 | 12/31/2024 |
| Report 3 | June 1, 2024, to February 28, 2025 | 3/31/2025 |
| Final Report\* | June 1, 2024, to May 31, 2025 | 7/31/2025 |
|  | \*Includes 60-day liquidation period. |  |

## Monitoring

The NJDOE Program Managers will schedule on-site monitoring visits with the Program Coordinator during the term of the Program contract to review program performance and fiscal documentation. These visits may be a comprehensive program assessment, or they may be oriented toward a review of performance in specific areas. In either case, Program staff shall cooperate with Program Managers and provide them with files and other information as requested.

## Acceptable Documentation for Grant Monitoring

Full and detailed documentation for grant expenditures shall be retained at the organization’s level for monitoring purposes. This shall include the expenditures of the grantee and all sub-grantees.

* + 1. **Activity Reports**

These reports consist of documentation and/or evidence of educational, outreach events, and program activities. This 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 otherwise specified by the program office.

* + 1. **Reimbursements**

**Staffing** – All timesheets and payroll records for any salaries paid using funds must be retained by the Grantee for both monitoring and reimbursement purposes. If staff is assigned part-time to the grant, a cost allocation sheet should accompany the reimbursement request.

**Travel** – Mileage records must include the date of travel, the point of origin and its designation (home/office), the sites visited, the purpose of the travel, and the ending location. Commutation, travel beyond one’s standard commute, must be subtracted from the mileage claimed. The travel reimbursement rate is $0.47 cents per mile. Receipts for parking and tolls must be retained.

**Mailings** – Receipts for postage and other materials and services associated with photocopying, printing, and distribution of materials. Cost allocation based upon agency budget may be acceptable. Please review with the NJDOE 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 that the expenditure is an eligible cost under the grant program.

## Grant Amendments

All requests for amendments must be submitted at a minimum of 90 days before the end date of the grant agreement via the EWEG system.

Amendment modification forms are available [here](https://www.nj.gov/education/grants/discretionary/management/). Amendment modifications are initiated and submitted through the EWEG system using the Upload Tab in the grant application. Instructions on how to initiate 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 costs codes.

Amendments are required if the following situations occur:

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

**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. Any changes (program or fiscal) requested by a subgrantee must be reviewed by the grantee. The NJDOE requires sub-grantee amendment approval for changes the grantee supports. Grantees are to 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 of the Grant/Loan Agreement provisions. Failure by the grantee to comply with agreement stipulations, standards, or conditions may give the NJDOE cause to suspend this agreement and withhold further payments, prohibit additional obligations, or project funds pending corrective action, and disallow all or part of the cost associated with the noncompliance, terminate this agreement, or take other remedies that may be legally available.

Formal written notice of suspension/cancellation of Grant Agreement and/or reduction in funding will be provided to the grantee in advance of the adverse action to be taken together with recommendations to correct deficiencies. Grantees that correct deficiencies in accordance with guidance provided in the written notice shall be reinstated.

## Grant Close Out

The grantee shall provide all documentation necessary to close out this agreement within 60 days of the grant agreement’s ending date. If performance is ahead of schedule, the documentation should be submitted within 60 days of the conclusion of grant activities. Documentation will include the Final Report referenced in paragraph III.5.

## Federal Requirements

Not applicable

# Appendices

Appendix A: 2022-23 FTE Paraprofessional in LEAs/CSOs

|  |  |
| --- | --- |
| **DISTRICT NAME** | **PARAPROFESSIONALS (FTE)** |
| Elizabeth Public Schools | 490 |
| Newark Public School District | 464 |
| Paterson Public School District | 348 |
| North Star Academy Charter School | 340.3 |
| Passaic City School District | 300 |
| Cherry Hill School District | 281 |
| Perth Amboy Public School District | 258 |
| Middletown Township Public School District | 234.2 |
| Gloucester County Special Services School District | 230.6 |
| Camden City School District | 225 |
| East Orange School District | 223 |