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| New Jersey Innovation Dual Enrollment Pilot Grant  24-TG05-G02  Program Term Date: December 01, 2023 to December 31, 2024  Application Due Date: Wednesday, November 01, 2023 no later than 4:00 P.M. |
| Angelica Allen-McMillan, Ed.D.  Acting Commissioner of Education  Jorden Schiff, Ed.D.  Assistant Commissioner  Fiscal Year 2024  5063-363  New Jersey Department of Education  P.O. Box 500 ● Trenton, New Jersey 08625-0500 |

**Saturday, February 03, 2024**

Following are requirements and instructions on the New Jersey Department of Education (NJDOE) Notice of Grant Opportunity (NGO). Instructions on how to gain access to the application and how to complete the application in the Electronic Web-enable Grant (EWEG) system are available in [the Pre-Award Manual](https://www.nj.gov/education/grants/discretionary/apps/).

When responding to this NGO, applicants must use the EWEG online application system on the New Jersey Department of Education's [Homeroom](http://homeroom.state.nj.us/) webpage. Please refer to the NJDOE's [Discretionary Grants](http://www.nj.gov/education/grants/discretionary) web page for the NGO and (click on available grants) for information on when the EWEG application will be online. The responsibility for a timely submission resides with the applicant. The Application Control Center (ACC) must receive the completed application through the online EWEG system access through the NJDOE Homeroom web page on the due date of the application, no later than 4:00 P.M. Without exception, the ACC will not accept, and the Office of Grants Management (OGM) cannot evaluate for funding consideration, an application after the deadline **of Wednesday, November 01, 2023**.

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It is a policy of the New Jersey State Board of Education and the State Department of Education that no person, on the basis of race, color, creed, national origin, age, sex, handicap or marital status, shall be subjected to discrimination in employment or be excluded from or denied benefits of any activity, program or service for which the department has responsibility. The department will comply with all state and federal laws and regulations concerning nondiscrimination.

# Grant Program Information

## Purpose of the NGO

The Dual Enrollment Study Commission ("Commission") established under P.L. 2018, c. 145, recommended, in part, that New Jersey develop and invest in an innovative dual enrollment pilot, which would inform future dual enrollment policies and expand dual enrollment opportunities across the State. In collaboration with the New Jersey Office of the Secretary of Higher Education (NJOSHE), the NJDOE has developed this grant to expand this integral opportunity for New Jersey students to earn high school and college credits simultaneously. The [Commission's Report](https://www.nj.gov/education/cte/dualenrollment/docs/DualEnrollmentStudyCommissionReport2022.pdf) highlights that dual enrollment prepares students to meet the rigor and academic demands of college and improve access, affordability, and completion of college coursework.

New Jersey seeks to expand existing innovative dual enrollment programs, and support the implementation of new programs, to achieve increased student participation in dual enrollment, specifically focusing on equitable access across demographic groups. The goal of the pilot is to identify and support scalable models that may serve as exemplars for the immediate expansion of dual enrollment and to develop future dual enrollment policy.

The grant prioritizes funding for projects that:

* Utilize innovative policies and practices to increase access to dual enrollment;
* Offer credit-bearing dual enrollment courses directly applicable to degree attainment, especially core requirements, awarded by an institution of higher education;
* Commit to sharing data on grant outcomes and participate in other collaborative efforts to inform future actions at the State and local levels, with the ultimate goal of scaling programs across the State; and,
* Target high participation and success rates for student groups at or below the 12% participation threshold per the Study Commission's Report—Black/African American, Hispanic, military-connected, economically disadvantaged students, homeless students, students with disabilities, students in foster care, migrant students, and multilingual learners.

It is anticipated that prioritizing such projects will lay the foundation to advance State efforts toward meeting the following five-year targets outlined in the Commission's Report:

* Double the number of high school students enrolled in at least one dual enrollment course;
* Close access gaps to dual enrollment for student groups to reduce and eliminate enrollment differences;
* Ensure that 100% of high schools provide dual enrollment options for students;
* Increase credential and degree attainment for all students; and,
* Double the percentage of economically disadvantaged students earning credentials and college degrees.

Applicants may apply for up to a maximum grant amount based on the local educational agency's (LEA) grade 9-12 student enrollment, as indicated in Table 1. The single-year grant program begins on December 1, 2023, and closes on December 31, 2024. Eligible LEAs are invited to partner with accredited New Jersey Institutions of Higher Education (IHEs) to propose strategic and innovative solutions to expand dual enrollment access, participation, and completion.

**Table 1: Grant Award Tier Structure**

|  |  |  |
| --- | --- | --- |
|  | **LEA Grade 9-12 Student Enrollment** | **Maximum Award Eligibility** |
| Tier 3 | Greater than 2,000 | $150,000 |
| Tier 2 | 500 to 2,000 | $100,000 |
| Tier 1 | Fewer than 500 | $50,000 |

**Application Type: Limited Competitive\* Open to all operating New Jersey public school districts that, in 2021-2022, had at least forty percent (40%) economically disadvantaged**[[1]](#footnote-2) **student enrollment in grades 9 through 12 AND either: a)** have an established dual enrollment partnership with an accredited New Jersey IHE (including an articulation of agreement signed by the LEA's superintendent and the IHE's president or their designee), **or b) present a** letter of intent to partner with an accredited New Jersey IHE signed by LEA's superintendent and the IHE's president or their designee.

**Target Audience:** Local Education Agency (LEA),

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

In accordance with the Federal Fiscal Accountability Transparency Act (FFATA), all grant recipients must have a valid Unique Entity identifier UEI. As part of the government-wide initiative, NJDOE will join other Federal agencies and transition from using the Dun and Bradstreet Data Universal Numbering System (DUNS) to the new UEI for all grant recipients and applicant organizations. UEIs are the primary means of entity identification for Federal awards and are required in accordance with 2 CFR Part 25. The Federal Government administers the UEI number in SAM.gov (System for Award Management).

FFATA Executive Compensation Disclosure Criteria:

In the preceding fiscal year, if an applicant:

* Received at least $25,000,000 in annual gross revenues from federal awards; and
* If at least eight (80) percent of the applicant's annual gross revenues came from federal awards;

the applicant must 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

Prior to applying for a grant application, all LEAs, Community-Based Nonprofit Organizations (CBO), or IHEs must create a profile in the NJDOE EWEG's AWARD Management SAM application to include the district's UEI information:

Key steps/actions:

* + - 1. Create and submit the AWARD Management SAM application in EWEG if your entity has applied for or has received other grants from the NJDOE.
      2. When completing the AWARD Management SAM application, entities must enter an active SAM UEI and upload a copy of its SAM Entity Overview page. Applicants must ensure their address has the correct zip plus four in their address, and both the SAM.GOV and the LEA Central Contacts in EWEG must match to be compliant with FFATA reporting.
      3. To renew an existing SAM UEI or apply for a SAM UEI, entities must go through [www.sam.gov](http://www.sam.gov/).

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

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

## Dissemination of This Notice

The Office of the Assistant Commissioner of Teaching and Learning Services 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 Executive County Superintendents of the respective counties.

Additional copies of the NGO are also available on the NJDOE's [Discretionary Grant](http://www.nj.gov/njded/grants/discretionary/) website or by contacting the Division of Teaching and Learning Services at NJDOE, 100 River View Plaza, Route 29, P.O. Box 500, Trenton, New Jersey 08625-0500; telephone (609) 376-9090 email: [dualenrollment@doe.nj.gov](mailto:dualenrollment@doe.nj.gov).

## Access to the EWEG Application

Each eligible applicant must have a login ID and password to access the system. LEA applicants should contact the LEA's Web (Homeroom) Administrator, who will complete the registration. Non-LEA applicants should send an email request for the [EWEG Help](mailto:eweghelp@doe.state.nj.us). Please allow 24-48 hours for the registration to be completed.

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

**IMPORTANT:** Once the application has been submitted via EWEG, the application will not be returned to the applicant for editing, nor can additional information or missing documentation be submitted to the NJDOE 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 [Pre-Award Manual](https://www.nj.gov/education/grants/discretionary/apps/) for instructions on how to work in EWEG.

## Application Submission

The Application Control Center (ACC) must receive the completed application through the online EWEG system access through the NJDOE [Homeroom](http://homeroom.state.nj.us) web page **no later than 4:00 P.M. on Wednesday, November 01, 2023**. Without exception, the ACC will not accept, and the OGM cannot evaluate for funding consideration an application after this deadline.

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

Completed applications include all elements listed in [Section II.5.](#_Application_Component_Required), Application Component Required Uploads checklist. Applications received by the due date and specified time will be screened to determine whether they are, in fact, eligible for consideration. NJDOE reserves the right to reject any application not in conformance with the requirements of this NGO.

**Paper copies of the grant application will not be accepted in lieu of the EWEG application.**

## Application Review Criteria

All grant applications must undergo a two-tiered review to be considered for funding. First, the application will be carefully reviewed and scored by an interagency panel of evaluators. The evaluators will only use the information provided in the EWEG grant application under the Narrative Tabs, which includes 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), 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 1.1, Eligibility to Apply in the NGO, and [Section II.4.](#_Project_Design_Considerations_1), Project Design Components. The NJDOE reserves the right to reject any application not in conformance with the requirements and intent of this NGO. The total point value for the NGO is 100 points.

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

Applicants will be notified via the EWEG system to the emails listed in the Contacts Tab, and a list will be posted under the link to the NGO located in the NJDOE, Office of Grants Management, Grant Opportunities webpage.

In addition to the notifications mentioned above, the status will change on the EWEG GMS page from "Submitted for Review" to one of the following:

* Preliminary Approved – For applicants awarded the grant funds by scoring 70 points or greater and meeting the eligibility criteria, where funds are available. Approved Applications will be notified via EWEG with instructions on how to proceed with the Pre-Award process. In addition, instructions on how to initiate the Pre-Award process can be found in the [Pre-Award Manual](https://www.nj.gov/education/grants/discretionary/apps/).
* No Award – For those remaining applicants where either the applicant scored the 70-point or greater and met the eligibility criteria, but funding was exhausted; and those applicants not meeting the 70-point threshold and/or the intent of the NGO listed in [Section II.4.](#_Project_Design_Considerations_1), Program Design Consideration.

## Open Public Records

Please be advised that in accordance with the Open Public Records Act P.L. 2001, c. 404, all applications for discretionary grant funds received September 1, 2003, or later, as well as the evaluation results associated with these applications and other information regarding the competitive grants process, will become matters of public record upon the completion of the evaluation process and will be available to members of the public upon request.

# Completing the Application

This section intends to provide the applicant with the framework within which it will plan, design, and develop its proposed project to meet the purpose of this NGO. Before preparing applications, potential applicants are advised to review Section I, Grant Program Information, of this NGO to fully understand the State's vision and purpose for offering the program. Additionally, the information in Section III, Grantee Agreement Requirements will complete the applicant's understanding of the specific considerations and requirements to be considered and/or addressed in their project.

## General Instructions for Applying

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

Admin Tab – Contacts, Allocation, Assurance, Board Resolution,   
Narrative Tab – Abstract, Project Description, Need, Goals & Objectives, Project Activity Plan, Organizational Commitment & Capacity

Budget Tab – All related subtabs.

Upload Tab – The required documents to be included in the application as stated in the NGO.

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

## Application Technical Assistance Session

Wednesday, October 18, 2023

**☒ TEAMs Virtual Meeting:**

Please register [online](https://homeroom5.doe.state.nj.us/events/) [here](https://homeroom5.doe.state.nj.us/events/?p=a). Registrants requiring special accommodation for the Technical Assistance Workshop should identify their needs when registering.

## 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. Outcomes related to the New Jersey Innovation Dual Enrollment Pilot Grant can be measured through:

* Documented practices and policies that reduce or eliminate barriers and increase student access to dual enrollment opportunities;
* Increased participation in dual enrollment opportunities, particularly among the student groups at or below the 12% participation threshold identified in the Commission's Report; and,
* Documented practices and policies that support successful credit-bearing completion of college courses, especially core courses, taken through dual enrollment.

Grantee shall attend and participate in activities related to the administration of the grant that may be convened by the State and which may include but not be limited to in-person periodic meetings, webinars, and collaborative events with multiple stakeholders to examine best practices in grant implementation to understand the outcomes better.

## Project Design Considerations

In this section, applicants will find critical guidelines for designing and implementing a local program that aligns with the State's overarching goals. The applicant must construct a comprehensive need statement, detail the project description, formulate goals and objectives, devise activities aligned with identified objectives, and exhibit the capacity and commitment necessary to achieve expected grant outcomes within the grant period.

Applicants may refer to the Dual Enrollment Study Commission's [Report](https://www.nj.gov/education/cte/dualenrollment/docs/DualEnrollmentStudyCommissionReport2022.pdf) and the NJDOE's Dual Enrollment [website](https://www.nj.gov/education/cte/dualenrollment/) and [toolkit.](https://www.nj.gov/education/cte/dualenrollment/docs/DualEnrollmentToolkit.pdf) The toolkit provides step-by-step technical assistance for high schools and colleges looking to expand their dual enrollment offerings.

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

* **Statement of Need [10]**
* **Project Description [30]**
* **Goals/Objectives/Indicators [10]**
* **Project Activity Plan [20]**
* **Commitment and Capacity [10]**
* **Budget [20]**

**Maximum Potential Score 100**

**Project Abstract *(250-300 words)*** –The Project Abstract summarizes the proposed project's needs, purpose, and targets. The applicant should provide a response that briefly outlines relevant details, including specific needs/challenges, program goals, and direct solutions/strategies—each with corresponding data points. Do not include information in the abstract that is not supported elsewhere in the application.

**Statement of Need [10]** – The Statement of Need identifies the local conditions and/or needs that justify the project proposed in the application. A "need" in this context is defined as the difference between the current status and the outcomes and/or standard(s) that the LEA would like to achieve.

Applicants must use data to identify the needs of the LEAs and student group(s) that will be impacted. In addition, applicants must provide and describe the data for one or more of the following identified barriers:

* Financial Barriers: Including but not limited to the cost of tuition, textbooks, and transportation.
* Academic Barriers: Including but not limited to prerequisites like grade point average and standardized test thresholds.
* Informational Barriers: Including but not limited to a lack of awareness and/or complete understanding of dual enrollment across stakeholder groups.
* Structural and Systemic Barriers: Including but not limited to a lack of alignment spanning programs, course curricula, and various organizational policies and practices at the LEA and/or the partnering IHE(s).

Note: Applicants are welcome to include other relevant characteristics specific to their circumstances.

Suggestions for applicants to consider when determining relevant need:

* The identified need(s) the LEA proposes to address.
* The root causes of identified needs and challenges.
* How all relevant stakeholders (e.g., LEA/school staff, parents, IHE, etc.) are involved in data analysis and selecting the strategy, project, or intervention(s).
* Documentation to substantiate the stated conditions and/or needs. Documentation may include, but is not limited to, demographic data, assessment data, descriptions of target population(s), student data, personnel data, and research.
* Stakeholder review of LEA, school, grade-level, and student group data to identify and document students' needs.
* Program implementation which identifies the anticipated student, educator, family, and community outcome(s).

**Project Description [30]** – Describe the project plan for implementation of the project within the grant period in a detailed narrative. Assure strategies or activities are of sufficient quality and scope to ensure equitable access and participation among all eligible program participants. Describe the evidence that informs the project design and addresses how the project will respond to the identified needs of the students within the LEA. Describe the project's anticipated effect on the identified student population(s) upon completion and how the project impact will be evaluated. Explain how the proposed model, strategy, or approach is innovative, will facilitate high participation rates, and serve as a model for expanding dual enrollment use statewide in collaboration with at least one eligible IHE. At a minimum, the project description should articulate:

* A program that allows students to earn college credits up to and/or including an associate degree;
* The data used to identify the specific schools, grade levels, and student groups that will benefit most from programs and services funded under this NGO. This data must include all student groups and have the low participation threshold groups identified in the Commission's Report;
* The interventions and strategies that will be implemented as part of the project to increase opportunities for all students, particularly increasing the access and participation rates of the student groups mentioned above;
* Justification supporting the selected program or intervention for engagement of the targeted students, parents, and other stakeholders to achieve the intended results. Including the research the LEA used to identify and design the best approach to serve the target schools, targeted grade levels, and/or student groups, as well as to address identified needs;
* How student progress and fidelity of the project's implementation or strategies will be measured during the project period;
* How the partnership between the LEA and IHE will foster goal attainment, including data sharing surrounding impact, outcomes, lessons learned and to be learned; and,
* Clear explanations of the value proposition of the project to serve as a model of expanding dual enrollment to similar LEAs.

**Project Requirements**

**Equitable Access:** Include project elements such as data-driven efforts to identify, recruit, enroll, and support students who are Black/African American, Hispanic, students with a disability, multilingual learners, migrant students, economically disadvantaged students, homeless students, students in foster care, and military-connected students. LEAs are advised to include data, strategy, and other information that:

* Identifies localized dual enrollment participation trends and outcomes;
* Articulates any systemic barriers to participation in dual enrollment for student groups with low participation rates;
* Demonstrates how the proposed interventions will address any identified gaps and disparities in current dual enrollment access, participation, and completion trends;
* Makes considerations for a range of student needs, including, but not limited to, language, financial, and accessibility needs;
* Provides for exploration through access to courses/programs of choice; and,
* Promotes dual enrollment for students from low-participation groups, with an emphasis on awareness, support, family engagement, and/or other relevant factors.

**Innovation:** Include projects that implement strategies, methods, or technologies to increase the effectiveness, accessibility, and sustainability of dual enrollment programs. Innovation may take a variety of forms. For the purposes of this grant, applicants should explain how their approach uses specific practices and/or policies to achieve high participation rates while navigating the hurdles and opportunities inherent to the State's educational landscape. LEAs must work closely with their IHE partners to develop innovative strategies. Ideas may include but are not limited to:

* Considering interdisciplinary approaches to teaching,
* Broadening the selection of available dual enrollment offerings for increased accessibility to courses without stringent prerequisites;
* Offering pre-enrollment orientation to prepare students for success in specific courses of interest;
* Implementing a co-teaching model (e.g., an IHE teacher with an LEA teacher); and,
* Using new technologies as teaching tools, such as virtual learning systems.

Applicants should emphasize how innovations meaningfully reduce access barriers, support student success, and may be reproducible across the State. It is anticipated that successful programs are more likely to:

* Provide dual enrollment learning experiences that are accessible to and engaging for student groups with low participation rates;
* Meet the needs of students with different learning styles, special needs, and varying levels of academic mastery; and,
* Be practical, reproducible, and scalable for other schools to apply.

**LEA-IHE Collaboration:** The project is accompanied by a signed affirmation of partnership forms that serve as evidence of LEA-IHE collaboration. From the project description and the signed forms, it must be clear that the LEA applicant has a formalized partnership with a 2-year or 4-year IHE (County Community College or University). The applicant must provide a detailed plan for the frequency and duration of the partnership program or events, describe the enrollment number and targeted student groups to be served through the partnership(s) and state the organizational structure for equitable program communication and delivery. The Affirmation of Partnership includes:

* Dual Enrollment Articulation of Agreement (signed by the LEA and the partnering IHE);

**Or,**

* Statement of Assurance to Provide a Dual Enrollment Articulation Agreement (signed by LEA).

**Goals/Objectives/Indicators [10]** –Establish one or more local goal(s) for this 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. The objectives must contain quantitative information, benchmark(s), and measure how progress is accomplished. Objectives should also link directly to the individual stated needs and provide a time frame for completion.

The applicant must implement measurable and well-developed local objectives aligned with the State goal and outcomes for the NGO and the applicant's articulated needs. These objectives and indicators should include the required implementation activities that clearly outline how the objectives will be realized and what support the LEA will require to achieve the stated objectives. Within this section, LEAs should also indicate the evidence/documentation demonstrating how the objectives will be accomplished.

Using project goals, the LEA should ensure the objectives are:

* Relevant to the goal;
* applicable to grant-funded activities;
* clearly written; and,
* measurable.

This application must also include a plan to evaluate the project's success in achieving its stated 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 State goal and objectives and the overall grant project outcomes. Also, describe in the indicators the measures and instruments to be used, the individuals responsible for developing and conducting the evaluation, and how results will be used to improve project outcomes. Well-constructed indicators of success will help establish a clear understanding of responsibilities and a system of accountability for the project and will also help to determine whether or not to refine an aspect of the project to ensure overall success.

At a minimum, this section should:

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

**Project Activity Plan [20]** –The Project Activity Plan follows the goals and objectives listed in the previous section. Activities represent the steps necessary to achieve each identified objective. Additionally, the activities identified in this section serve as the basis for the individual expenditures that are 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, objectives, and the activities.

* State the relevant objective in full in the space provided. Number the Goal 1 and each objective 1.1, 1.2, 1.3, etc.;
* Describe all of the tasks and activities planned for the accomplishment of the State goal and each objective of the applicant;
* 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 take place; and,
* Do not list the project director or other person with general oversight authority for the project as the "person responsible" for carrying out all activities.

**Commitment and Capacity [10]** – After identifying the conditions and/or needs and the plan to address them, describe the LEA's commitment and capacity to take on the project. Describe the LEA’s and the IHE's commitment to addressing the conditions and/or needs identified, including the organizational support that exists for implementing the proposed project. Describe all organizational resources (staff, facilities, equipment, funds, etc.) that will support successful project implementation.

Identify the current programs and initiatives that already exist within your LEA to address the targeted population's needs.

* Identify opportunities to complement and/or improve existing programs and initiatives and the changes the grant project intends to accomplish; and,
* Identify IHE partnerships and describe how they will contribute to the success of the program, if applicable.

Key elements to be addressed include:

**Performance History**: A description of the following:

* + Descriptive examples of previous experience(s) implementing the same or similar strategies of dual enrollment for achieving high student participation rates in target student groups to create a scalable and sustainable implementation of the proposed program(s) or service(s).

**Fit and Usability**: A description of the following:

* + How the program or service fits with existing priorities and/or initiatives in the LEA;
  + The existing priorities and/or initiatives currently being implemented that will intersect with the program(s) or service(s);
  + Other existing priorities and/or initiatives that will make it easier or more challenging to implement the proposed program(s) or service(s) and achieve the desired outcomes; and,
  + How have the program(s) or service(s) been adapted for use within racially, ethnically, culturally, and linguistically specific populations.

**Capacity to Implement**:A description of the following:

* + The staffing requirements for the program(s) or service(s) (e.g., number and type of staff, education, credentials, content knowledge, cultural competency, cultural congruency);
  + How training and professional development services related to the program(s) or service(s) are readily available. The ways the training uses best practices, as well as whether the training addresses issues of race, equity, cultural responsiveness, or implicit bias;
  + The ways capacity is created for staff to collect and use data to inform ongoing monitoring and improvement of the program(s) or service(s); and,
  + How the program(s) or service(s) require new technology (hardware or software, such as a data system).

**Sustainability**: A description of the following:

* + A description of how the awarded funds will allow the LEA to leverage additional dollars, if any (consider reviewing NJDOE's resource [Maximizing Federal Funds](https://www.nj.gov/education/federalfunding/)); and,
  + A description of how the LEA will continue to address the identified needs when the grant funding ends.

A successful program that is developed from this grant funding must be sustainable past the end of the grant period by establishing or bolstering a steering committee. The committee should engage in the program's planning process implementation and management. This committee may include the following members:

* Central Administrator (i.e., Superintendent, Assistant Superintendent, or Director of Curriculum);
* Building Level Administrator (i.e., Principal or Vice Principal);
* Guidance Director (i.e., School Counseling Lead);
* Curriculum Lead (i.e., Supervisor of Instruction);
* Program Lead/coordinator (if applicable);
* Parent/Community Partner;
* Institution of Higher Education Partner; and,
* Student Representative.

**Budget [20]** – The applicant's budget must be well-considered and 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 the implementation of each project activity. If the LEA wishes to supplement grant funds with the LEA's funds, the LEA must document those supplemental funds in the budget submitted in the application.

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 details sufficient to support each proposed cost. The Pre-award Manual for Discretionary Grants may provide guidance on constructing a grant budget.

Elements of a well-considered budget meet the following criteria:

**Budget costs are necessary, reasonable, and allowable:** The costs are recognized as appropriate for the NGO. The applicant should not inflate costs from the established practices of the applicant or the partnering institutions. All relevant EWEG tabs should be complete with appropriate costs. For example, all salaries should be entered under either the instructional or non-instructional salary tab, as appropriate. Budget costs must be effectively expended within the grant's performance period.

**Budget costs link to the activity plan:** The budget should support the proposed costs of activities outlined in the Project Activity Plan and Project Description and contain no surprises or unjustified requests. Additionally, the "Goal and Objective Number" textboxes on all budget tabs contain the numbers that indicate the corresponding goals and objectives that provide direct programmatic justification for all proposed expenditures.

**Budget costs student-centered:** The budget should comprehensively reflect the project description by including the various identified student-centered costs. An applicant's budget may include costs that span instructional and non-instructional uses. Refer to Section II.10 and Section II.11 for eligible and ineligible costs, respectively.

## 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.

* Dual Enrollment Articulation of Agreement (signed by the LEA and the partnering IHE);

**Or,**

* Statement of Assurance to Provide a Dual Enrollment Articulation Agreement (signed by LEA).

## Allowable Uses and Eligible Activities

See the Budget under the Project Design Consideration Section.

## Sub-granting Funds

☒ Not Allowed

The grantee shall not subcontract any of the work or services covered by this grant, nor shall any interest be assigned or transferred except as may be provided for in this grant or with the expressed written approval of the NJDOE.

## **Non-Public 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 **$500,000.** This is 100% percent funded from State funds, Innovation Dual Enrollment Pilot, 5063-363. The project period is December 01, 2023, to December 31, 2024.

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

Grant funds are to be used solely for the costs associated and incurred as a result of 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 per mile

[Max Benefit Cap](https://www.nj.gov/infobank/circular/cir23-08-OMB.pdf) Composite Rate: 68.45% [Max Indirect Costs Cap %:](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-E/subject-group-ECFRd93f2a98b1f6455/section-200.414) 0%

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

Indirect costs may be requested in the budget from applicants that either 1) have a current federally negotiated indirect cost rate agreement, or 2) have never received a federally negotiated indirect cost rate agreement. The actual indirect cost rate that may be used in budgeting is a de minimis rate, which is subject to the grant program's requirements. If indirect costs are requested, care must be taken to ensure that costs that would be considered indirect costs are not included in the budget as a direct cost. Additional guidance for indirect costs can be found in the [Pre-Award Manual for Discretionary Grants.](https://www.nj.gov/education/grants/discretionary/apps/)

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

## Eligible Costs

Use the [Quick Reference for Commonly Requested Costs](https://www.nj.gov/education/grants/discretionary/apps/docs/common_costs.pdf) or the [Uniform Minimum Chart of Accounts](http://www.nj.gov/education/finance/fp/af/coa/coa1718.pdf) to locate the appropriate budget cost codes.

Please note that the passage of N.J.A.C 6A:23A-7 places additional administrative requirements on the travel of LEA personnel. The applicant is urged to be mindful of these requirements as they may impact the ability of LEA personnel to participate in activities sponsored by the grant program.

Priority use of funds

* Student Participation: Efforts to recruit and retain students, tuition, instructional supplies/equipment, and transportation.
* Program Instructors: Stipend for dual enrollment work beyond faculty/staff contact that is consistent with the LEA contractual rates.
* Costs and expenses directly related to the students participating in the grant-funded program at the LEA and the partnering IHE.
* Curriculum Development or Expansion of Curriculum related to Dual Enrollment

Low-priority use of funds for this grant includes expenses that are not student-centered, although related to dual enrollment. For example:

* Program supplies (i.e., general office supplies not fully related to student needs; program supplies, such as paper, pens, etc.);
* Hiring consultants;
* Professional development for programs teachers and faculty; and,
* Staff/Faculty travel (conferences, workshops), as applicable to the program or service.

## Ineligible Costs

* The NJDOE will not reimburse grantees or sub-grantees for ineligible costs. Ineligible costs include 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 federal or state funding.
* Indirect costs.
* Meals and Entertainment.
* Other costs are determined on a case-by-case basis.

# Grant Agreement and Program Requirements

Once the application for funding is approved in the pre-award revision process, the EWEG grant application will convert to a Grant Agreement between the applicant and the NJDOE ([c](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 cost codes, go to the [Uniform Minimum Chart of Accounts](https://www.nj.gov/education/finance/fp/af/coa/) web page.

## Mandatory Orientation and Training

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

## Reporting Requirements

Grantees will be required to submit reports on activities according to the program report schedule in [Section III.5. Reporting Periods](#_Reporting_Periods). The grantee will ensure 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 may result in the stoppage of all NJDOE program payments.

## Interim Activity Reports

These reports are to be delivered to NJDOE via electronic format uploaded or within the EWEG system. Reports submitted by other means will not be accepted and will be considered late if not uploaded by the due date listed in [Section III.5. Reporting Periods](#_Reporting_Periods). This Report tracks actual progress in meeting benchmarks and documenting measurable outcomes from the program activities listed in the application. Specific instructions for completing each Report are found in this [link](https://www.nj.gov/education/grants/discretionary/management/docs/INSTRUCTIONS%20FOR%20SUBMITTING%20PERS-REPORTS.pdf).

## Fiscal Reimbursement and Fiscal Interim Report Requirements

**Reimbursement Request:** The grantee shall request monthly, by the 15th of every month, reimbursement payment from the NJDOE. The grantee will complete a reimbursement request through the EWEG payment system. Reimbursement requests will be shut down 30 days before the end of the grant period. Any payments due to the grantee will be paid out in the Final Expenditure Report. Specific instructions for completing this Report are found at this [link](https://njdoe.mtwgms.org/NJDOEGmsWeb/HelpFiles/New_Reimbursement_Request_Instructions.pdf).

Requests may begin once the contract has been fully approved and executed by the NJDOE. All programs are reimbursement-only programs. Grantees will be reimbursed based on the grantee's actual expenditures. Grantees must submit payment requests not later than the 15th of the month, via the EWEG system, to receive a payment, the following month. The reimbursements are closed 30 days before the end of the grant term. Funds owed to the grantee will be captured in the Final Expenditure Report.

In making disbursements to any third party with whom the grantee may contract to undertake the project, the grantee shall ensure that disbursements are made upon delivery of satisfactory work product 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 their reporting period and reconcile the expenditures reported in the interim Report should match what has been paid to the district during the reporting period.

**Final Expenditure Reports:** This is the same Report as the Interim Report, except that this Report generates a final payment to the grantee upon selecting the "final report radial button."

## **Reporting Periods**

Reimbursement requests are due by the 15th of every month.

The reporting periods are as follows:

|  |  |  |
| --- | --- | --- |
| Report Number | Reporting periods: | Dates Due: |
| Report 1 | December 01, 2023 to February 29, 2024 | 3/22/2024 |
| Report 2 | March 01, 2024 to April 30, 2024 | 5/31/2024 |
| Report 3 | May 01, 2024 to August 31, 2024 | 9/27/2024 |
| Report 4 | September 01, 2024 to October 31, 2024 | 11/29/2024 |
| Final Report\* | December 01, 2023 to December 31, 2024 | 2/28/2025 |
|  | \*Includes a 60-day liquidation period. |  |

## Monitoring

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

## Acceptable Documentation for Grant Monitoring

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

* + 1. Activity Reports

These reports consist of documentation and/or evidence of educational activities, 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 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 distribution of materials. Cost allocation based upon agency budget may be acceptable. Please review with the NJDOE representative.

**Training** – Receipts for payment of training providers, course materials, venue, proof of attendance, and copies of any certificates awarded.

**Other costs** – Receipts, invoices, and purchase orders with enough detail to determine that the expenditure is an eligible cost under the grant program.

## Grant Amendments

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

Amendment modification forms are available [here](https://www.nj.gov/education/grants/discretionary/management/). Amendment modifications are initiated and submitted through the EWEG system to be uploaded into the upload tab in the grant application. Instructions on how to initiate the amendment are available in [the Pre-Award Manual](https://www.nj.gov/education/grants/discretionary/apps/). Use the [Quick Reference for Commonly Requested Costs](http://www.nj.gov/education/grants/discretionary/apps/common_costs.pdf) or the [Uniform Minimum Chart of Accounts](https://www.nj.gov/education/finance/fp/af/coa/) to locate the appropriate budget cost codes.

Amendments are required if the following situations occur:

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

## 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.4.a.

## Federal Requirements

☒ Not Applicable

# Appendix I: Affirmation of Partnership (Required Uploads)

***Instruction:*** *The documents below must accompany the application to be complete. The item must be uploaded into the EWEG application using the Upload tab.* For LEAs and IHEs seeking an example of a Dual Enrollment Articulation Agreement (also referred to as a Memorandum of Understanding), see [here](https://www.nj.gov/education/cte/dualenrollment/docs/Sample%20Memorandum%20of%20Understanding.docx).

**Required Uploads:**

* Dual Enrollment Articulation of Agreement (signed by the LEA and the partnering IHE);

**Or,**

* Letter of intent to partner with at least one IHE that includes a commitment to provide a Dual Enrollment Articulation Agreement by the first reporting deadline (signed by the LEA and the partnering IHE).

1. For the purpose of this grant, an “economically disadvantaged” student is a student who is a member of a household that meets Federal income poverty eligibility guidelines for free and reduced price meals or free milk established by the Richard B. Russell National School Lunch Act, 42 U.S.C. §§ 1758(b)(1) and 1766(c)(4) and the Child Nutrition Act of 1966 42 U.S.C. §§ 1772(a)(6) and 1773(e)(1)(A), incorporated herein by reference, as amended and supplemented. The U.S. Department of Agriculture annually issues the Income Eligibility Guidelines for free and reduced-price meals for the National School Lunch Program (7 CFR Part 210). [↑](#footnote-ref-2)