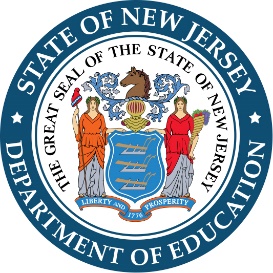
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| --- |
|  |
| *Expanding Access to Climate Change Education and the New Jersey Student Learning Standards through Interdisciplinary Learning and Community Resilience Projects*  24-WB05-G02  Program Term Date: June 1, 2024 – May 31, 2025  Application Due Date: Thursday, February 29, 2024 no later than 4:00 P.M. |
| Angelica Allen-McMillan, Ed.D.  Acting Commissioner of Education  Jorden Schiff, Ed.D.  Assistant Commissioner  Sarah Sterling-Laldee  Senior Climate Change Advisor  Division of Teaching and Learning Services  FY 2024  ORG/APU #: 5063-359  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 5

I.1. Purpose of the NGO 5

I.2. Federal Compliance Requirements - Unique Entity Identifier (UEI) Registrations 6

I.3. Award Management SAM Application 6

I.4. Dissemination of This Notice 6

I.5. Access to the EWEG Application 7

I.6. Application Submission 7

I.7. Application Review Criteria 7

I.8. Grantee Award Notifications 9

I.9. Open Public Records 9

II. Completing the Application 10

II.1. General Instructions for Applying 10

II.2. Application Technical Assistance Session 10

II.3. Grant Deliverables 10

II.4. Project Design Considerations 10

II.5. Application Component Required Uploads 19

II.6. Allowable Uses and Eligible Activities 19

II.7. Sub-granting Funds 19

II.8. Nonpublic Participation 19

II.9. Apportionment of Grant Funds 19

II.10. Eligible Costs 20

II.11. Ineligible Costs 20

III. Grant Agreement and Program Requirements 22

III.1. Mandatory Orientation and Training 22

III.2. Reporting Requirements 22

III.3. Interim Activity Reports 22

III.4. Fiscal Reimbursement and Fiscal Interim Report Requirements 22

III.5. Reporting Periods 23

III.6. Monitoring 23

III.7. Acceptable Documentation for Grant Monitoring 23

III.8. Grant Amendments 24

III.9. Suspension/Cancellation of Grant/Loan Agreement and/or Reduction in Funding 25

III.10. Grant Close Out 25

III.11. Federal Requirements 25

IV. Appendices 26

*Appendix 1: Documentation of Required Collaboration* 27

*Appendix 2: Program Statement of Assurances* 28

*Appendix 3: Project Reporting Requirements* 29

*Appendix 4: Application Component Checklist* 30

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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

### Background

With the adoption of the [2020 New Jersey Student Learning Standards (NJSLS) that integrate Climate Change Education](https://mcas-proxyweb.mcas.ms/certificate-checker?login=false&originalUrl=https%3A%2F%2Fwww.nj.gov.mcas.ms%2Feducation%2Fstandards%2Fclimate%2Flearning%2Fgradeband%2Findex.shtml%3FMcasTsid%3D20892&McasCSRF=64a85783aa3c96066fa0e09d913e5f185b0db763d7fa4727d5f6b43f6ada24bf), New Jersey became the first state in the nation to require the teaching of climate change across multiple content areas (i.e., Visual and Performing Arts; Comprehensive Health and Physical Education; Science; Social Studies; World Languages; Computer Science and Design Thinking; Career Readiness, Life Literacies, and Key Skills). Additionally, the 2023 NJSLS in [English Language Arts (ELA)](https://www.nj.gov/education/standards/ela/Index.shtml) and [Mathematics](https://www.nj.gov/education/standards/math/Index.shtml) identify the standards through which climate change topics could be integrated as an interdisciplinary, authentic learning experience within these content areas. Collectively, these initiatives are designed to prepare students to understand how and why climate change happens, the impact it has on our local and global communities, and how to act in informed and sustainable ways.

In the fiscal year (FY) 2023 State budget, Governor Phil Murphy allocated $4.5 million to support the implementation of climate change education in New Jersey. The NJDOE administered the *Climate Awareness Education* grant opportunities (NGO #’s [23-WB01-G02](https://mcas-proxyweb.mcas.ms/certificate-checker?login=false&originalUrl=https%3A%2F%2Fwww.nj.gov.mcas.ms%2Feducation%2Fgrants%2Fopportunities%2F2023%2F23-WB01-G02.shtml%3FMcasTsid%3D20892&McasCSRF=64a85783aa3c96066fa0e09d913e5f185b0db763d7fa4727d5f6b43f6ada24bf) and [23-WB02-G02](https://mcas-proxyweb.mcas.ms/certificate-checker?login=false&originalUrl=https%3A%2F%2Fwww.nj.gov.mcas.ms%2Feducation%2Fgrants%2Fopportunities%2F2023%2F23-WB02-G02.shtml%3FMcasTsid%3D20892&McasCSRF=64a85783aa3c96066fa0e09d913e5f185b0db763d7fa4727d5f6b43f6ada24bf)) in fulfillment of this appropriation. In the FY 2024 State budget, Governor Murphy allocated an additional $4.5 million to support the implementation of climate change education in New Jersey. The NJDOE is offering this grant opportunity in partial fulfillment of the FY 2024 State budget appropriation.

### Overview

The overarching goals of this program are to:

1. Expand equitable access to high-quality, standards-based climate change education for K-12 students.
2. Encourage student-centered experiential learning opportunities and engagement in location-based climate change solutions.

To further their standards-based climate change education initiatives, local education agencies (LEAs) will plan, coordinate, and execute an interdisciplinary, project-based unit plan and a corresponding student-led community resilience project focused on climate action and solutions in the students’ local community.

This is a 12-month grant program. The project period is June 1, 2024 to May 31, 2025. The NJDOE expects to make up to 80 awards. Applicants may each apply for up to $31,875.

**Application Type: Limited Competitive\***

**\*This grant opportunity is open to operating New Jersey LEAs.**

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

### Eligibility to Apply

This limited competitive grant opportunity **is open to operating New Jersey LEAs.** An eligible LEA may submit only one application. A grant project team member from the LEA must be designated as the “lead applicant” for the grant application. To effectively implement a community resilience project, the LEA must collaborate with at least one community partner (e.g., their municipality, a CBO that is currently engaged in place-based environmental education in their region, etc.). The NJDOE is requiring LEAs to develop partnerships for this NGO to ensure the development of culturally responsive and locally focused community resilience projects. Applicants will be required to complete and upload the Documentation of Required Collaboration form for their community partner(s) (see [Appendix 1](#_Appendix_1:_Documentation)). Applicants must ensure the mission, vision, and general services of their partner(s) align with the intent of the NJSLS supporting Climate Change Education and the goals of this grant program.

## 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 the SAM.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 LEA, CBO, or 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 the Assistant Commissioner will make this notice available to eligible applicants listed in [Section I.1.](#_Purpose_of_the) 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 Program Office (Office of the Assistant Commissioner) at the New Jersey Department of Education, 100 River View Plaza, Route 29, P.O. Box 500, Trenton, NJ 08625-0500; Email Contact – [climateeducation@doe.nj.gov](mailto:climateeducation@doe.nj.gov).

## Access to the EWEG Application

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

Please direct all questions regarding the EWEG system to the EWEG help desk: [eweghelp@doe.nj.gov](mailto:eweghelp@doe.nj.gov).

**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 Thursday, February 29, 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.1.](#_General_Instructions_for), General Instructions for Applying, and [Section II.5.](#_Application_Component_Required), Application Component Required Uploads. See [Appendix 4](#_Appendix_4:_Application) for an application component 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 Tab, which includes the Abstract, Need, Project Description, Project Activity Plan, Goals/Objectives/Indicators, and Commitment/Capacity, the Budget Tab, 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), 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), Purpose of the NGO, and [Section II.4.](#_Project_Design_Considerations), Project Design Considerations. 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 NGO.

For the purposes of this grant program, New Jersey has been geographically divided into three regions (northern, central, and southern). The table below indicates the counties located within each of the three regions. The county in which the LEA is located will determine the regional designation of the applicant.

**Regional Distribution of New Jersey Counties**

|  |  |  |
| --- | --- | --- |
| Northern Region | Central Region | Southern Region |
| * Bergen County * Essex County * Hudson County * Morris County * Passaic County * Sussex County * Warren County | * Hunterdon County * Mercer County * Middlesex County * Monmouth County * Somerset County * Union County | * Atlantic County * Burlington County * Camden County * Cape May County * Cumberland County * Gloucester County * Ocean County * Salem County |

The NJDOE expects to make up to 80 awards, provided there are enough applications that receive a passing score (i.e., 70 points) during the application review process. Twenty of the awards will be reserved exclusively for Schools Development Authority (SDA) LEAs. The remaining 60 awards will be distributed across the three regions in proportion to the number of LEAs within each region.

* The 20 awards reserved exclusively for SDA LEAs will be awarded in rank order regardless of regional designation. Any SDA LEAs that receive a passing score but do not receive one of the 20 awards reserved for SDA LEAs will be eligible for the awards within their region.
* Of the remaining 60 awards, 24 awards are designated for LEAs in the Northern Region, 16 awards are designated for LEAs in the Central Region, and 20 awards are designated for LEAs in the Southern Region. These awards will be made in rank order by region.

If there are not enough applications that receive a passing score to make the maximum number of awards reserved for SDA LEAs and/or the maximum number of awards designated for a region, the NJDOE expects to distribute the remaining funds in the following order to applicants with passing scores until funding is exhausted:

1. Any remaining awards will be made in rank order to eligible LEAs regardless of SDA designation or region.
2. Any remaining funds will be evenly distributed to all awardees regardless of SDA designation or region.

Prior to any changes in an applicant’s expected budgetary allowance, the applicant will be required to amend their original application to reflect the revised budgetary allowance and to indicate their understanding of the revised grant program responsibilities, as determined by the Program Office, associated with the revised budgetary allowance.

## Grantee Award Notifications

The EWEG system notifies applicants of awards through emails to individuals listed in the Contacts Tab. A list will also be posted on the NJDOE’s website under the Office of Grants Management> 2024 NGOs> Expanding Access to Climate Change Education and the New Jersey Student Learning Standards through Interdisciplinary Learning and Community Resilience Projects> 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 [Section II.4.](#_Project_Design_Considerations), Project Design Considerations; 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.

# 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), 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.](#_Grant_Agreement_and), Grant Agreement and Program 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), 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), 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

**Thursday, January 25, 2024**

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

**In-person Meeting:** Preregistration is required by [insert date]. Please register [online](https://homeroom5.doe.state.nj.us/events/) here.

Registrants requiring special accommodation for the Technical Assistance Workshop should identify their needs at the time of registration.

## Grant Deliverables

Please see the Mandatory Objectives listed in [Section II.4.](#_Project_Design_Considerations) for a detailed description of each required deliverable related to the Mandatory Goals. The activity reports detailed in [Section III.](#_Grant_Agreement_and) are also required deliverables of this grant program.

## Project Design Considerations

The applicant is strongly encouraged to read this section, [Section II.6.](#_Allowable_Uses_and), [Section II.10.](#_Eligible_Costs), and [Section II.11.](#_Ineligible_Costs) in their entirety **prior** to developing a project plan.

The purpose of this grant program is to support LEAs as they plan, develop, and implement a locally focused, interdisciplinary climate change education unit plan and a corresponding student-led community resilience project aligned with the NJSLS.

### Mandatory Goals

The overarching goals of this program are to:

1. Expand equitable access to high-quality, standards-based climate change education for K-12 students.
2. Encourage student-centered experiential learning opportunities and engagement in location-based climate change solutions.

Applicants must outline a clear, detailed plan as to how they will achieve these goals and provide justification for their plan of action.

### Mandatory Objectives

The following objectives must be included in the applicant’s plan to achieve the mandatory goals. When completing the application, applicants must expand upon these objectives, providing detail as to how they will fit in the applicant’s specific project plan (e.g., do not list “climate change education unit plan” as the objective, but expand upon this objective with project specifics. For example, “The LEA will develop a unit plan that integrates climate change education across…,”. Do not use this exact example in your application).

**Climate Change Education**

1. **Climate change education unit plan**: The grantee must design and implement an interdisciplinary climate change education unit plan within the grant project period.
   1. Standards-aligned: The unit plan, developed and implemented by the grantee, must integrate relevant NJSLS supporting Climate Change Education.
   2. Interdisciplinary: The interdisciplinary unit plan must integrate at least four content areas (ELA; Mathematics; Science; Social Studies; Visual & Performing Arts; Comprehensive Health & Physical Education; World Language; Computer Science & Design Thinking; and Career Readiness, Life Literacies & Key Skills).
      1. The NJDOE has developed [examples for how the NJSLS supporting Climate Change Education can be grouped to create interdisciplinary units](https://www.nj.gov/education/standards/climate/learning/connections/index.shtml), compiled [standards-aligned instructional materials](https://mcas-proxyweb.mcas.ms/certificate-checker?login=false&originalUrl=https%3A%2F%2Fwww.nj.gov.mcas.ms%2Feducation%2Fstandards%2Fclimate%2Finstructional%2Findex.shtml%3FMcasTsid%3D20892&McasCSRF=64a85783aa3c96066fa0e09d913e5f185b0db763d7fa4727d5f6b43f6ada24bf), developed [informational videos](https://mcas-proxyweb.mcas.ms/certificate-checker?login=false&originalUrl=https%3A%2F%2Fwww.nj.gov.mcas.ms%2Feducation%2Fstandards%2Fstamp%2Fta%2Fvideo%2F%3FMcasTsid%3D20892&McasCSRF=64a85783aa3c96066fa0e09d913e5f185b0db763d7fa4727d5f6b43f6ada24bf" \t "_blank) about the NJSLS supporting Climate Change Education, and provided [guidance for designing and evaluating instructional materials](https://mcas-proxyweb.mcas.ms/certificate-checker?login=false&originalUrl=https%3A%2F%2Fwww.nj.gov.mcas.ms%2Feducation%2Fstandards%2Fdei%2Fmaterials%2Findex.shtml%3FMcasTsid%3D20892&McasCSRF=64a85783aa3c96066fa0e09d913e5f185b0db763d7fa4727d5f6b43f6ada24bf) that applicants are encouraged to use as a starting point when developing their unit plans. LEAs may use these examples as a model to develop their own interdisciplinary connections and unit plans but must design their units to be locally focused and aligned with the goals and objectives of this NGO.
   3. Locally focused: The unit plan must focus on locally occurring issues driven by climate change to create more engaging learning opportunities for students by addressing existing and emerging problems that are part of their lived experiences.
   4. Project-based: Unit plans must be designed using a project-based learning approach where the learning environment is student-centered so that students can explore complex interdisciplinary problems and develop actionable solutions.
   5. Experiential learning: Unit plans must integrate student-centered experiential learning opportunities.
      1. For the purposes of this grant, experiential learning opportunities are learning activities that extend climate change education beyond the classroom, providing opportunities for students to interact with local ecosystems, become involved in climate solutions, and engage with community-based partners in dialogue and learning obtained through real-world experiences.
   6. Universal Design for Learning (UDL): Grantees must ensure that the unit plan and the instructional resources and assessments that are part of the unit plan are developed following UDL principles.
      1. The UDL framework provides a blueprint for creating flexible instructional goals, methods, materials, and assessments that can be customized and adjusted for individual needs.
      2. The NJDOE has compiled [UDL supports](https://www.nj.gov/education/udl/) that LEAs may find useful when developing their unit plans.
   7. Diversity, equity, and inclusion: The grantee must make efforts to ensure that the unit plan is intentionally designed to highlight the contributions and experiences of individuals with diverse abilities, cultures, identities, and perspectives.
      1. The NJDOE has compiled [diversity, equity, & inclusion educational resources](https://www.nj.gov/education/standards/dei/index.shtml) that LEAs may find useful when developing their unit plans.
2. **Community resilience project**: Grantees must plan, coordinate, and execute a community resilience project concurrently with their climate change education unit plan.

The New Jersey Department of Environmental Protection (NJDEP) defines [community resilience](https://dep.nj.gov/climatechange/training/asat-unit1/#1-resilience-is-a-communitys-ability-to-bounce-forward) as the ability of a community to prepare for anticipated hazards, adapt to changing conditions, and withstand and recover rapidly from changes in the environment and climate. Community resilience results from processes that ensure diverse, equitable, and inclusive engagement of socially diverse populations. It is not static, but rather dynamic in that it may depend on the circumstance of the impacting phenomenon (i.e., resilience can be negatively impacted by other factors such as financial, social, or health-related setbacks), and therefore, developing community resilience requires flexibility in planning and response.

Given that schools are reflective of the community that they serve, the issues that communities face because of climate change are the issues that students face. Therefore, schools and students are an integral part of planning and are key stakeholders in ensuring lasting community resilience. This grant program intends to support LEAs in their ongoing work to forge strong connections with their community and to help develop a sense of action and agency through student-led community resilience projects.

1. Community partnership: The grantee must collaborate with at least one community partner to complete their community resilience project.
   * 1. Applicants will be required to complete and upload the Documentation of Required Collaboration form for each community partner (see [Appendix 1](#_Appendix_1:_Documentation)).
        1. Applicants must ensure the mission, vision, and general services of the community partner(s) align with the intent of the NJSLS supporting Climate Change Education and the goals of this grant program.
        2. The community partner(s) for this project must have the capacity and logistical experience to address the climate change issues that the community resilience project may address.
        3. The final determination as to the suitability of the proposed community partner(s) will be determined by the NJDOE.
     2. At a minimum, bimonthly meetings between the grantee and its community partner(s) must occur to plan and review progress toward the completion of the community resilience project.
2. Climate resilience strategies: The community resilience project should focus on developing a solution, or multiple solutions, to local climate change related issues addressed in the unit plan. With the help of their community partner(s), the grantee must identify specific strategies for mitigation, prevention, and/or adaptation to address the climate change related issues addressed in the unit plan.
   1. The [State of New Jersey Climate Change Resilience Strategy](https://dep.nj.gov/wp-content/uploads/climatechange/nj-climate-resilience-strategy-2021.pdf), published by the NJDEP, has guidance for state-wide strategies in building community resilience.
   2. The United States Environmental Protection Agency published the [Regional Resilience Toolkit](https://www.epa.gov/sites/default/files/2019-07/documents/regional_resilience_toolkit.pdf), which identifies and provides additional guidance for developing community resilience plans.
   3. Community resilience projects identified by grantees may fall under different categories including, but not limited to:
      * 1. Climate and other weather-related mitigation.
        2. Energy (uses, efficiency, sources).
        3. Food and waste management.
        4. Land use and remediation.
        5. Human health, safety, and environmental justice.
        6. Civil engineering and architecture.
3. Community outreach: The resilience project must include multiple opportunities for students to learn from and provide learning opportunities to their community related to their resilience project goals.
   1. Students must gather information from community members to inform their resilience project goals and outcomes through conducting surveys, [charrettes](https://doee.dc.gov/sites/default/files/dc/sites/ddoe/service_content/attachments/DC-NZECharetteToolkit.pdf), interviews, etc.
   2. Students must share learning opportunities with their community via social media, in-person presentations, videos, webinars, etc.

**Partnership and Network Development**

1. **Climate Change Learning Collaborative (CCLC) partnership**: The grantee must partner with one of the regional Climate Change Learning Collaboratives (CCLCs) to further their climate change education initiatives.
   1. The CCLCs will be established by the NJDOE through a separate NGO and will be ready to provide services to LEAs by June 1, 2024.
      1. Once established, the CCLCs’ contact information and webpages will be made available to all LEAs.
      2. The Program Office will provide the LEA grantee’s contact information to the CCLCs to keep all grantees informed about CCLC services and events.
   2. For the partnership requirement to be met, the grantee must complete at least one of the following tasks:
      1. Participate in a professional development event offered by the CCLC.
      2. Seek guidance and mentorship from CCLC staff, the CCLC’s CBO partner(s), and other participating LEAs (e.g., regarding instructional materials, technical assistance, evaluation strategies, etc.).
      3. Engage with experiential learning opportunities or technical training provided through the CCLC and their CBO partner(s).
   3. The regional CCLCs will keep records of interactions with LEA grantees of the Program Office to ensure the partnership requirement is met. LEA grantees must also keep their own records of their interactions with the CCLCs.
   4. The CCLCs will be available as a resource to grantees when developing their climate change education unit plan and implementing their community resilience project.
2. **Dissemination of promising practices:** The grantee must assist in the dissemination of promising practices in climate change education by:
   1. Sharing developed materials**:** The grantee must share the interdisciplinary unit plan and any plans associated with their community resilience project with the NJDOE and regional CCLC.
      1. This includes the general unit plan, lesson activities, assessments, ancillary instructional materials, samples of student work, etc.
         1. All student work must have personal identifying information removed, and any photographs of students must have written consent to be used in the materials.
      2. The work completed by the grantee may serve as a model for future professional development events and/or may be posted to the regional CCLC’s webpage for use by other LEAs.
   2. Presenting developed materials**:** At the request of the NJDOE, the grantee must present an overview of their unit plan and community resilience project in a live or recorded webinar or as an in-person presentation.
   3. Mentoring other LEAs**:** The grantee must serve as a mentor to other New Jersey LEAs, at their request, by providing them with guidance and/or technical support.
      1. The grantee’s contact information will be made available to other LEAs via the regional CCLC website and may also be made available by other means (e.g., NJDOE broadcast, etc.).
      2. Guidance and/or technical support may include, but is not limited to, providing examples of the planning, design, and implementation of the grantee’s unit plan and/or community resilience project, advice for overcoming challenges in the planning and implementation of these initiatives, etc.
3. **CCLC culminating events**: The grantee must present at and/or attend one of the CCLC year-end culminating events showcasing the work completed by CCLC staff and their CBO and LEA partners.

### Mandatory Project Design Elements

The following project design elements must be met by grantees.

1. **Execution of the approved project within the project period**: The grantee must execute the project plan that was approved by the Program Office within the grant project period (June 1, 2024 – May 31, 2025). Any changes made to the project plan (e.g., goals, objectives, timeline, deliverables, etc.) must be submitted in a timely manner as an amendment request, which needs to be reviewed and approved by the NJDOE prior to the implementation of any changes.
   1. Please see [Section III.8.](#_Grant_Amendments) for additional information regarding grant amendments. Please note, amendment requests must be submitted at a minimum of 90 days before the end date of the grant agreement via the EWEG system.
2. **Not for profit**: Grantees and their partner(s) are not permitted to profit from events, work products, etc. undertaken or developed through this grant program.
   1. LEAs and their partner(s) may not commercialize work products developed under this grant program and must make any work products developed under this grant program freely available. Work products developed under this grant program must remain non-commercialized and freely available after the end of the project period.
3. **Reports and data collection**: Grantees must submit all required reports and assist in the collection of relevant qualitative and quantitative data to evaluate LEA progress on the implementation of climate change education initiatives.
   1. Additional details on the reporting and data collection requirements are provided in [Section III.](#_Grant_Agreement_and) and [Appendix 3](#_Appendix_3:_Project) of this NGO.
4. **Community of practice**: Grantees must engage in a community of practice.
   1. Participation in a statewide support network for the implementation of climate change education requires a positive, collaborative atmosphere among all grantees.
   2. Collaboration is key to maximizing expertise and providing high quality climate change education.
5. **Program persistence**: Successful programs established with this funding should be sustainable beyond the end of the 12-month project period.

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

**Project Abstract[0 points]**

The Project Abstract is a summary (250 – 300 words) of the proposed project’s need, purpose, and projected outcomes. The proposed project and outcomes must cover the full grant period. Do not include information in the abstract that is not supported elsewhere in the application.

**Needs [6 points]**

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 conditions and the outcomes that the applicant would like to achieve (see above for mandatory goals, objectives, and project design elements).

In the Statement of Need, applicants must address the following:

1. Identify the conditions and/or needs that justify the project.
   1. Applicants are encouraged to provide supporting information to substantiate the stated conditions and/or needs. Supporting information may include, but is not limited to, demographics, test data, descriptions of target population(s), student data, and personnel data, challenges the community is facing related to climate change, and research.
2. Explain how the applicant’s proposed programming addresses (1) the stated conditions and/or needs and (2) the mandatory goals listed previously in this section.
   1. Do not attempt to address problems that are beyond the scope of the grant program and/or that do not align with the mandatory goals, objectives, and project design elements of this grant program as described previously in this section.

**Project Description [40 points]**

Describe in a detailed narrative the complete project design and the plan for implementing the project. Write clearly and succinctly, focusing on quality and not quantity. Include specific examples of systems, design approaches, and components that will be incorporated and justification for their use. Identify the grant project team members directly responsible for each component of the project. Ensure that the steps of the Project Activity Plan (see below) are well-articulated and logically sequenced in the Project Description narrative.

In the Project Description, applicants must include the following:

1. A detailed description of the proposed climate change education unit plan, making sure to include:
   1. The NJSLS supporting Climate Change Education to which the unit plan will be aligned.
   2. The content areas the interdisciplinary unit integrates.
   3. A detailed description of the target grades for which the unit plan will be developed.
   4. The local climate change related issues on which the unit plan will focus and any experiential learning opportunities that may be included within the unit activities.
   5. The project-based learning and UDL frameworks upon which the unit plan will be developed.
   6. The plan to highlight the contributions and experiences of individuals with diverse abilities, cultures, identities, and perspectives.
2. A detailed description of the proposed community resilience project, making sure to include:
   1. Strategies for involving students in the decision-making processes.
   2. The community partner(s) with whom the applicant will plan, coordinate, and execute the community resilience project.
   3. A detailed description of the plan to collaborate with at least one community partner that includes:
      1. A proposed community partner(s) meeting schedule to align priorities.
      2. The proposed activities that will require support from the community partner(s).
      3. The means by which programmatic data will be collected from the community partner(s).
   4. The local climate change related issues to which the project will seek a solution.
   5. Proposed strategies for building community resilience considering the identified issues that the project seeks to address.
   6. Proposed strategies for community outreach regarding the community resilience project.
3. A detailed description of the effect the overall grant project will have upon completion and a plan for continuation of the program elements beyond the project period.
4. A detailed description of the plan for collecting qualitative and quantitative data to assess progress in completing the overall project plan and assist the Program Office with evaluating the impact of the grant program.

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

Applicants are required to expand upon the mandatory objectives and develop indicators to support each of the NJDOE mandated goals.

In the Goals, Objectives, and Indicators section of the application, the applicant must:

1. List the mandatory goals.
   1. State the goal in full in the space provided. The first goal will be numbered “1” and each objective that falls under that goal should be numbered “1.1”, “1.2”, “1.3”, etc. Indicators corresponding to those objectives should be numbered “1.1.1”, “1.2.1”, “1.3.1”, etc. Repeat this numbering process for any additional goals, objectives, and indicators.
2. Expand upon the five mandatory objectives, providing details as to how the mandatory objectives will fit in the applicant’s specific project plan.
   1. Objectives must be (1) relevant to the selected goal, (2) mindful of the mandatory project design elements, (3) clearly written, (4) measurable, and (5) achievable and realistic, while identifying the “*who, what, and when”* of the proposed project.
   2. Make sure to:
      1. Define the target population(s), target grades, and NJSLS content areas to be served.
      2. Identify the timeline for implementing and completing each objective.
3. Develop indicators for each mandatory objective.
   1. Indicators are specific, observable, and measurable characteristics that are used to determine if the objectives have been accomplished**.**
   2. In constructing the indicators, describe the methods that will be used to evaluate the progress toward achievement of the objectives.
      1. Describe the measures and instruments to be used, the individuals responsible for developing and conducting the evaluations, and how the results will be used to improve project outcomes.
      2. Identify the level of performance expected to indicate “successful achievement” of the objective.

**Project Activity Plan [16 points]**

The Project Activity Plan follows the goals and objectives that were listed in the previous section. Activities are the steps that it will take to achieve each identified objective. The activities that are identified in this section serve as the basis for the individual expenditures that are being proposed in the budget. Review the goals and the objectives when constructing the Project Activity Plan to ensure that appropriate links have been established between the goals and objectives and the activities.

For the Project Activity Plan, applicants must:

1. Number each activity accordingly (e.g., goal 1, objective 1, activity 1 would be numbered 1.1.1.).
2. Describe, in detail, all the tasks and activities planned for the accomplishment of each goal and objective.
   1. List all the activities in chronological order.
3. Space the activities appropriately across all reporting periods of the grant project.
   1. In the “Reporting Period” column on the Project Activity Plan tab, indicate, with a checkmark, the period in which the activity will be implemented.
   2. If the activity is ongoing or recurring, place a checkmark in the boxes under each period in which the activity will take place.
4. Identify the staff directly responsible for the implementation of the activity.
   1. Do not list the project director, lead applicant, or other person with general oversight authority for the project as the “person responsible” for carrying out all the activities.
   2. 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.
5. List the documentation that tracks the progress and confirms the completion of each activity, such as agendas, meeting minutes, unit plans, etc.

**Commitment and Capacity [18 points]**

Describe the organization and its capacity to take on the project.

In the Organizational Commitment and Capacity section, applicants must:

1. Explain why the project being proposed is important to the LEA and the community partner(s) and the commitment of the LEA and community partner(s) to completing the proposed project.
2. Describe all LEA and any community partner resources (e.g., facilities, equipment, external funding, etc.) that will support successful project implementation.
3. Provide a detailed summary of the LEA grant project team’s capacity and the capacity and qualifications of the community partner(s) to implement the proposed project.
   1. This information should complement the information submitted on [Appendix 1](#_Appendix_1:_Documentation).
4. Describe any experience the grant project team and proposed community partner(s) have had in implementing similar types of projects, as well as the outcomes of those projects. What worked, what did not, and why?
   1. Explain how this previous experience will ensure successful implementation of the proposed project. When possible, cite examples of how the planned approach has been successful in the past.
      1. If the grant project team and proposed community partner(s) have not implemented similar projects, explain why the proposed project will be successful.
5. Describe how the grant project team, including the proposed community partner(s), will participate in a community of practice with the regional CCLCs and other LEAs.

**Budget [10 points]**

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 the implementation of each project activity.

The applicant must provide a direct link for each cost to the goal, objectives, and activities in the Project Activity Plan that provides programmatic support for the proposed cost. In addition, the applicant must provide documentation and details sufficient to support each proposed cost.

Guidance on constructing a grant budget may be found in the [Pre-award Manual for Discretionary Grants](https://www.nj.gov/education/grants/discretionary/apps/). Use the [Quick Reference for Commonly Requested Costs](https://www.nj.gov.mcas.ms/education/grants/discretionary/apps/docs/common_costs.pdf?McasCtx=4&McasTsid=15600) to locate the appropriate budget costs codes.

The Department of Education will remove from consideration all ineligible costs, as well as 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 Department of Education through the pre-award revision (PAR) process. The applicant’s opportunity to make pre-award revisions (PARs) will be limited by the Department of Education, which is not responsible either to provide repeated opportunities for revisions or to permit reallocation of the funds previously requested for costs that have not been approved or have been disallowed.

## Application Component Required Uploads

See [Section IV.](#_Appendices)**, Appendices,** for attached forms, assurances, and/or informational documents related to this NGO. Failure to upload any required forms and/or documentation may result in an adverse funding decision.

|  |  |  |
| --- | --- | --- |
|  | **Upload Name** | **Required Upload** |
|  | “Entity Overview” page from the applicant’s [SAM](https://mcas-proxyweb.mcas.ms/certificate-checker?login=false&originalUrl=http%3A%2F%2Fwww.sam.gov.mcas.ms%3FMcasTsid%3D20892&McasCSRF=64a85783aa3c96066fa0e09d913e5f185b0db763d7fa4727d5f6b43f6ada24bf) profile |  |
|  | Documentation of Required Collaboration ([Appendix 1](#_Appendix_1:_Documentation)) |  |
|  | Program Statement of Assurances ([Appendix 2](#_Appendix_2:_Program)) |  |

## Allowable Uses and Eligible Activities

Budget requests should be linked to specific project activities and objectives of the *Expanding Access to Climate Change Education and the New Jersey Student Learning Standards through Interdisciplinary Learning and Community Resilience Projects* grant program. Eligible activities include those aligned with the mandatory objectives listed in [Section II.4](#_Project_Design_Considerations).

## Sub-granting Funds

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 express written approval of the Department.

## **Nonpublic Participation**

## 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 $2,550,000. This is 100 percent funded from the FY 2024 Appropriations Act (5063-359). The project period is June 1, 2024 – May 31, 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.

Grants funds are to be used solely for the costs associated in 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://www.nj.gov/infobank/circular/cir24-11-OMB.pdf): 77.15% [Max Indirect Costs Cap %:](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-E/subject-group-ECFRd93f2a98b1f6455/section-200.414) 0%

Please refer to [Section II.10.](#_Eligible_Costs) and [Section II.11.](#_Ineligible_Costs) 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 (PAR) process, applicants 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 costs 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.

All eligible costs must be aligned with the constraints presented in this NGO. Grantees are strongly encouraged to contact the Program Office if uncertain about the eligibility of a cost prior to incurring the cost in question. The final determination as to the eligibility of a cost will be determined by the NJDOE. Eligible costs may include:

* **Accommodations** – Reasonable and necessary services and accommodations, directly related to the proposed project, associated with serving students with special needs.
* **Administrative costs** – Administrative costs related to the grant program.
* **Instructional materials** – Costs for instructional materials needed to administer grant-related events and activities (e.g., books and other instructional resources for implementing the unit plan, etc.).
* **Instructional opportunities** – Costs for instructional opportunities, such as experiential learning opportunities, that are components of the unit plan or community resilience project.
* **LEA staff stipends and benefits** – Costs for stipends and associated benefits for LEA staff to lead project activities that take place outside of contractually obligated hours (field experiences, etc.) or collaborative planning of project activities with other LEA staff outside of contractually obligated hours.
* **Marketing Costs –** Costs for the community outreach component of the community resilience project.
* **Substitute teachers** – Costs related to acquiring substitute teachers to cover for LEA teachers participating in grant-related program activities.
* **Supplies** – Costs for supplies needed to administer grant-related events and activities (e.g., supplies for the community resilience project, etc.).
* **Transportation** – Costs related to transporting students to grant related events and activities.
* **Travel** – For LEA staff to travel to grant related events and activities.

## Ineligible Costs

The NJDOE will not reimburse grantees or sub-grantees for ineligible costs. Grantees are strongly encouraged to contact the Program Office if uncertain about the eligibility of a cost prior to incurring the cost in question. The final determination as to the ineligibility of a cost will be determined by the NJDOE. Funds may not be used for the following costs:

* **Community partner staff salaries/stipends/benefits**.
* **Entertainment**.
* **Food**.
* **Grant writing** – Costs associated with writing this or other grant applications.
* **Indirect costs**.
* **LEA staff salaries**.
* **LEA staff stipends and benefits** – Stipends and/or benefits for LEA staff members who are not directly contributing to the project development and implementation.
* **No benefit** – Costs incurred for salaries, services, media, etc. which do not benefit the end user of the grant program.
* **Not reasonable or necessary** – Costs that are not directly related to the educational program, are unsupported by the NGO, or are not reasonable or necessary to carry out the grant program.
* **Off message** – Costs for services, supplies, media, etc. which are prohibited or off message.
* **Out of state travel** – Travel to out-of-state meetings unless it is demonstrated that attendance at a meeting will directly and significantly advance a project and is approved by the NJDOE prior to the cost being incurred.
* **Outside of grant period** – Costs incurred outside of the grant period.
* **Outside of target area** – The purpose of the grant is to provide statewide coverage; therefore, any activities undertaken outside of New Jersey must have prior NJDOE approval before costs are incurred.
* **Personal productivity devices** – Costs associated with the purchase of personal productivity devices (e.g., computers, printers, etc.).
* **Poorly documented/undocumented** – Costs which are not supported by adequate documentation.
* **Routine operating/administrative costs** – Costs for the routine operation of or administration of the organization, including standard office supplies.
* **Subgrants**.
* **Supplanting** – Costs for salaries, services, media, etc. which are covered under other federal, state, or private funding.

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# 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. Additional mandatory meetings and training may be scheduled at the discretion of the NJDOE.

## 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

The Program Office will provide grantees with an activity report template. Interim and final activity reports using this template are to be delivered to the NJDOE electronically via the EWEG system. Activity reports should be submitted through the “Upload” tab in the corresponding EWEG fiscal report. 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 uploading 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.

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), Reporting Periods, with the interim activity report. In this report, the grantee will report on actual expenditures incurred during the reporting period. The expenditures reported in the interim report should match what has been paid to the district during the reporting period.

**Final Expenditure Reports:** This report generates a final payment to the grantee upon selecting the “Final Report” button.

## **Reporting Periods**

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

**The reporting periods are as follows:**

|  |  |  |
| --- | --- | --- |
| Report Number: | Reporting period: | Date Due: |
| Interim Report 1 – Fiscal & Activity | June 1, 2024 – August 31, 2024 | 9/30/2024 |
| Interim Report 2 – Fiscal & Activity | June 1, 2024 – November 30, 2024 | 12/31/2024 |
| Interim Report 3 – Fiscal & Activity | June 1, 2024 – February 28, 2025 | 3/31/2025 |
| Final Report – Fiscal\*+  Final Report – Activity\* | June 1, 2024 – May 31, 2025  June 1, 2025 – May 31, 2025 | 7/31/2025  7/31/2025 |
|  | \*Includes 60-day liquidation period.  +Final fiscal report is cumulative. |  |

## Monitoring

The NJDOE Program Managers may 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.

Upon request, grantees must allow the NJDOE to review any work products, etc. developed or used as part of this grant program and to attend any events sponsored through this grant program to ensure alignment with the goals of the grant program and NJDOE policies and procedures. Following NJDOE review, grantees must revise or replace any work products, etc. in conflict with NJDOE policies and procedures. These terms extend to services purchased by the grantee from an outside vendor. Using language provided by the Program Office, grantees must acknowledge the NJDOE as the funding source on any presentations, work products, etc. developed under this grant program.

## 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. 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](https://www.nj.gov/education/grants/discretionary/apps/docs/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 [Section III.5](#_Reporting_Periods).

## Federal Requirements

# Appendices

## *Appendix 1: Documentation of Required Collaboration*

(Please duplicate for each community partner.)

This document is to be signed and submitted with the grant application as evidence of the collaboration between the applicant and the community partner with whom the applicant has or will coordinate in the planning and execution of the community resilience project outlined in the grant application.

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

Name of Community Partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Community Partner Contact Person Name and Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Community Partner Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

County: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Community Partner Telephone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Community Partner Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

It is my understanding that the applicant listed above plans to submit an *Expanding Access to Climate Change Education and the New Jersey Student Learning Standards through Interdisciplinary Learning and Community Resilience Projects* grant application, available through the NJDOE to support the applicant in their implementation of climate change education as envisioned through the NJSLS. Recognizing the need for such services, I am committed to ensuring that my organization acts in full support of the proposed program through the provision of activities, services, and/or resources because of the collaborative effort between my organization and the aforementioned applicant agency. In addition, my organization will provide data or other information to the applicant for the purposes of documentation of services and the state evaluation of the program.

Please check off the services that the community partner will provide:

|  |  |
| --- | --- |
| \_\_\_ Contribute to professional development.  \_\_\_ Contribute paid staffing.  \_\_\_ Contribute volunteer staffing.  \_\_\_ Contribute in-kind donations.  \_\_\_ Contribute goods/materials. | \_\_\_ Collaborate on experiential learning opportunities for teachers and/or students.  \_\_\_ Provide transportation.  \_\_\_ Provide technical assistance.  \_\_\_ Other (please specify). \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name of Community Partner Representative

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Community Partner Representative Date

## *Appendix 2: Program Statement of Assurances*

The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (LEA name) hereby assures that if awarded funding:

* + - 1. The LEA will partner with one of the regional CCLCs that have received FY 2024 grant funding from the Program Office for climate change education initiatives and will keep records to ensure this partnership requirement is met.
      2. The LEA will identify and collaborate with at least one community partner currently engaged in climate change or sustainability education efforts in communities in their region to develop a culturally responsive and locally focused unit plan and community resilience project.
      3. The LEA will align their overall project plan with the NJSLS.
      4. The LEA will share the interdisciplinary unit plan and any plans associated with their community resilience project with the NJDOE and regional CCLC.
      5. At the request of the NJDOE, the LEA will present an overview of their unit plan and community resilience project in a live or recorded webinar or as an in-person presentation.
      6. The LEA will serve as a mentor to other New Jersey LEAs, at their request, by providing them with guidance and/or technical support.
      7. The LEA will present at and/or attend one of the CCLC year-end culminating events showcasing the work completed by CCLC staff and their CBO and LEA partners.
      8. Using language provided by the Program Office, the LEA will acknowledge the NJDOE as the funding source on any presentations, work products, etc. developed under this grant program.
      9. The LEA will execute the project plan that was approved by the Program Office within the grant project period (June 1, 2024 – May 31, 2025).
      10. Any proposed changes to the project plan will be submitted in a timely manner as an amendment request, which needs to be reviewed and approved by the NJDOE prior to the implementation of any changes.
      11. The LEA and community partner(s) will not profit from events, work products, etc. undertaken or developed through this grant program.
      12. Funds under the program will only be used for authorized programs and activities.
      13. Reimbursement requests will be submitted monthly via the EWEG system, as specified in the NGO.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name of Lead Applicant

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Lead Applicant Date

## *Appendix 3: Project Reporting Requirements*

Over the project period, the Program Office will require ongoing reporting and data submission to monitor the LEA’s progress in meeting the goals of the grant program. The data submission requirements will minimally include the following:

* The number and names of schools that participated in this grant program.
* Unit plan documentation in accordance with the project activity plan.
* The number and demographic information (including gender and racial/ethnic group) of students impacted by the unit plan.
* The number, grade band(s), and demographic information (including gender and racial/ethnic group) of students that engaged in experiential learning opportunities as part of the unit plan.
* Student work samples and other community resilience project documentation in accordance with the project activity plan.
* The number, grade band(s), and demographic information (including gender and racial/ethnic group) of students that engaged in the community resilience project.
* The type and frequency of community outreach events that took place as a part of the community resilience project.
* The number of community members in attendance at community outreach events.
* The demographic and socio-economic information regarding the population(s) served and/or impacted by the community resilience project.
* Any information needed to ensure that the LEA is meeting the community partner requirements.
* Any information needed to ensure that the LEA is meeting the CCLC partnership requirements. For example:
  + The number and demographic information (including gender, racial/ethnic group) of the LEA’s educators in attendance at CCLC professional development events.
  + The number and demographic information (including gender, racial/ethnic group) of the LEA’s students in attendance at CCLC experiential learning opportunities.
  + The type and frequency of technical assistance sought by the LEA from their regional CCLC.

## *Appendix 4: Application Component Checklist*

| ***Required (******)*** | ***Location*** | ***EWEG Tab/Subtab*** |
| --- | --- | --- |
|  | EWEG | Admin (Contacts; UEI; FFATA; Board Approval; Assurances). |
|  | EWEG | Narrative (Abstract, Need, Description, Goals/Objectives/Indicators, Project Activity Plan, Organizational Commitment & Capacity). |
|  | EWEG | Budget (any applicable subtabs). |
| ***Required (******)*** | ***Form Location*** | ***The following forms are to be uploaded in the EWEG application, as PDF files, prior to submission.*** |
|  | Applicant provided | “Entity Overview” page from the applicant’s [SAM](https://mcas-proxyweb.mcas.ms/certificate-checker?login=false&originalUrl=http%3A%2F%2Fwww.sam.gov.mcas.ms%3FMcasTsid%3D20892&McasCSRF=64a85783aa3c96066fa0e09d913e5f185b0db763d7fa4727d5f6b43f6ada24bf) profile. |
|  | NGO | Documentation of Required Collaboration ([Appendix 1](#_Appendix_1:_Documentation)). |
|  | NGO | Program Statement of Assurances ([Appendix 2](#_Appendix_2:_Program)). |