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| Real-World STEM for Middle School ProjectNGO#: 25-AA07-H02Program Term Date: April 1, 2025- December 31, 2025Application Due Date: Thursday, January 30, 2025no later than 4:00 P.M. |
| Kevin DehmerActing Commissioner of EducationKathleen EhlingAssistant CommissionerLeslie Franks-McRae DirectorOffice of Supplemental Educational ProgramsFY2021CFDA 84.425UNew Jersey Department of EducationP.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](https://njdoe.mtwgms.org/NJDOEGmsWeb/logon.aspx) on the NJDOE’s [Homeroom](http://homeroom.state.nj.us/) webpage. In the EWEG GMS page scroll down to view “Available” grants to initiate the application. If the application is not available, contact EWEG help to gain access to the application. The responsibility for a timely submission resides with the applicant. The Application Control Center (ACC) must receive the completed application through the online EWEG system through the NJDOE Homeroom webpage by no later than 4:00 P.M. on the due date of the application. Without exception, the ACC will not accept, and the Office of Grants Management (OGM) cannot evaluate an application submitted after this deadline for funding consideration.

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

# Grant Program Information

## Purpose of the NGO

The Real-World STEM for Middle School Project is a Federally funded project providing approximately $250,000 to support STEM curriculum in a New Jersey middle school. Funded under the American Rescue Plan Elementary and Secondary School Emergency Relief (ARP ESSER) ARP ESSER Consolidated Administration funds, the purpose of the Real-World STEM for Middle School project is to provide opportunities for communities with an economically disadvantaged population of over 50% and servicing migratory students. As defined under [ESSA Section 1309 (2)](https://www2.ed.gov/documents/essa-act-of-1965.pdf), a migratory student is:

21 years of age or younger; and

Who is, or whose parent/guardian is, a migratory fisher, dairy worker, lumber, or agricultural worker; and,

Who in the preceding three years has moved from one school district to another in order for the worker to obtain temporary or seasonal employment in agricultural or fishing work; and

Has received a [National Certificate of Eligibility](https://results-assets.s3.amazonaws.com/legislation/COE_Instructions_Template_-_exp_06_30_23.pdf) (COE) which is an official record of eligibility determination for migrant students. The COE must be obtained from one of the [NJDOE Regional Grantees](https://www.nj.gov/education/migrant/reg/).

The New Jersey Department of Education (NJDOE) seeks to support LEAs that will implement a STEM Curriculum Program to promote project-based learning in science, technology, engineering, and math for at-risk students in grades six through eight. The goals of the project are to:

* Support at-risk and non-traditional students at multiple levels;
* Reduce dropout rates; and
* Foster individual student responsibility for learning and behavior.

**This award will be issued based on the availability of Federal resources. This nine month grant project will begin April 1, 2025, and end December 31, 2025.** To maximize the impact of these funds during this implementation period, preference will be given to an LEA who can build upon an existing STEM curriculum initiative.

**Application Type: Limited Competitive\***

**Target Audience:** [x] Local Education Agency (LEA), Grade span: grades six through eight
[ ]  Community-Based Nonprofit Organization (CBO), or
[ ]  Institutes of Higher Education (IHE)
[ ] Other\*

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

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

FFATA Executive Compensation Disclosure Criteria:

In the preceding fiscal year if an applicant:

* Received at least $25,000,000 in annual gross revenues from federal awards; and
* If at least eighty (80) percent of the applicant’s annual gross revenues came from federal awards, the applicant is required to disclose the name and total compensation of the five (5) most highly compensated officers of the applicant as part of the grant application.

This information is to be entered into the Award Management SAM Application in EWEG and updated on a yearly basis.

## Award Management SAM Application

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

Key steps/actions:

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

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

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

## Dissemination of This Notice

The Office of Supplemental Educational Programs will make this notice available to eligible applicants listed in section I.1. based upon the eligibility statement, to the Office of Comprehensive Support Team Leaders, and to the county superintendents of the counties in which the eligible agencies are located.

Additional copies of the NGO are also available on the NJDOE’s [Discretionary Grant](http://www.nj.gov/njded/grants/discretionary/) website or by contacting the Office of Supplemental Educational Programs at the New Jersey Department of Education, 100 River View Plaza, Route 29, P.O. Box 500, Trenton, NJ 08625-0500; telephone (609) 376-9080, email Contact - ESSA@doe.nj.gov.

## Access to the EWEG Application

To initiate the application, the applicant must have EWEG system logon credentials. Once you logon, go to the GMS Access Select page and scroll down to view “Available” applications. If an application is not visible in the EWEG system, contact your district’s Web (Homeroom) Administrator to request access to the application via EWEG help. LEA applicants without log on credentials must contact their district’s Web (Homeroom) Administrator to request access to the EWEG system. Non-LEA applicants must request access by sending an email to: eweghelp@doe.nj.gov. Please allow up to 48 hours for the registration to be completed in the EWEG system.

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

**IMPORTANT:** Once the application has been submitted via EWEG, the application will not be returned to the applicant for editing, nor can additional information or missing documentation be submitted to the department for application review consideration. **Please Note: The submit button in the EWEG system will disappear as of 4:00 PM on the due date**. Please refer to the [Discretionary Grants Manual](https://www.nj.gov/education/grants/discretionary/apps/) for instructions on how to work in EWEG.

## Application Submission

The Office of Grants Management’s Application Control Center (ACC) must receive the completed application through the EWEG system accessible through the NJDOE’s Homeroom webpage **no later than 4:00 P.M. on Thursday, January 30, 2025.** 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.4., Application Component Required Uploads checklist Section II.5. Applications received by the due date and specified time will be screened to determine whether they are, in fact, eligible for consideration. The NJDOE reserves the right to reject any application not in conformance with the requirements of this NGO.

**Paper copies of the grant application will not be accepted in lieu of the EWEG application. Applications submitted via FAX will not be accepted under any circumstances.**

## Application Review Criteria

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

The second review is done by the Program Office responsible for administering the program. The Program office reviews the application as noted in Section I.1 (Purpose of the NGO) and Section II.4. (Project Design Components). The NJDOE reserves the right to reject any application that is not in conformance with the requirements and intent of this NGO. The total point value for the NGO is 100 points. If noted in the NGO, bonus points will only be added if the grant application scores 70 points or greater and meets the intent of the NGO.

Once scored, applications will be awarded based on rank order from highest to lowest score until grant allocated funds are exhausted.

## Grantee Award Notifications

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

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

* Preliminary Approved – For applicants awarded the grant funds by scoring 70 points or greater and meeting the eligibility criteria, where funds are available. Approved Applications will be notified via EWEG with instructions on how to proceed with the Pre-Award process. In addition, instructions on how to initiate the Pre-Award process can be found in the [Discretionary Grants Manual](https://www.nj.gov/education/grants/discretionary/apps/).
* No Award – No award is made for applicants that fall into one of two categories: applicants who do not meet the 70-point score and/or the intent of the NGO listed in II.4 (Program Design Consideration); and applicants who score 70 points or greater and meet the eligibility criteria, but funds are exhausted.

## Open Public Records

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

#  Completing the Application

The intent of this section is to provide the framework within which the applicant will plan, design, and develop its proposed project to meet the purpose of this NGO. Before preparing applications, potential applicants are advised to review Section I, Grant Program Information, of this NGO to ensure a full understanding of the State’s vision and purpose for offering the program. Additionally, the information contained in Section III, Grantee Agreement Requirements, will complete the applicant’s understanding of the specific considerations and requirements that are to be considered and/or addressed in the project.

## General Instructions for Applying

To apply for a grant under this NGO, applicants must prepare and submit a complete application by the deadline. The following sections in the EWEG application are required to be completed:

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

Budget Tab – All related subtabs.

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

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

## Application Technical Assistance Session

**Wednesday, January 8, 2025 9:30-10:30 am.**

[x]  **Teams Virtual Meeting**[**: Click here to register**](https://homeroom5.doe.state.nj.us/events/details.php?t=2;recid=50872)**.**

[ ]  **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

Scientific and technological advances have proliferated and now permeate most aspects of life in the 21st century. It is increasingly important that all members of our society develop an understanding of scientific and engineering concepts and processes. Learning how to construct scientific explanations and how to design evidence-based solutions provides students with tools to think critically about personal and societal issues and needs. Students can then contribute meaningfully to decision-making processes, such as discussions about climate change, new approaches to health care, and innovative solutions to local and global problems. The New Jersey Student Learning Standards for Science, specifically for grades 6 – 8, are supported throughout this project.

Students who study STEM develop a variety of skills that are essential for success, such as: critical thinking and problem-solving, creativity and innovation, communication, collaboration, and entrepreneurship. STEM programs are designed for a specific purpose: to integrate and apply knowledge of math and science to create technologies and solutions for real-world problems, using an engineering design approach. Student experiences centered on engineering design challenges offer students meaningful ways to engage with mathematics and science content, implying that engineering is a natural conduit for STEM integration. The America American Society for Engineering Education identified several characteristics of quality STEM programs:

• The context is motivating, engaging, and real-world.

• Students integrate and apply meaningful and important mathematics and science content.

• Teaching methods are inquiry-based and student-centered.

• Students engage in solving engineering challenges using an engineering design process.

• Teamwork and communication are a major focus.

## Project Design Considerations

To ensure quality design, the applicant must provide all components required to operate the Real World STEM Middle School project, including:

* CURRICULUM - all curriculum for the operation of the project will be provided, including core curriculum that is aligned to New Jersey State Standards for courses to be jointly selected that fall within the 6th through 8th grades.
* MATERIALS – all material necessary for the operation of the to implement the project.
* SERVICES - Professional Development and Training, Educational Support Specialists, Technical Support.

Additionally, the applicant must provide the following program standards per school participant:

* Students Served: up to 80 students per year.
* Curriculum Elements: mathematics, science, social studies, and English language arts.
* Space: A minimum of 4 classrooms with an option for a 5th classroom shall be mutually selected for the Real World STEM Middle School project. Four (4) rooms will house the main course offerings and one (1) room if available will accommodate research and design, and technology lab activities.
* The program will include traditional class schedules and/or an accelerated block schedule format.

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

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

**Needs [20]** - The Statement of Need (not to exceed 7,000 characters and spaces) identifies the local conditions and/or needs that justify the project the applicant proposes to implement in their application. Applicants must demonstrate the need for the proposed project in relation to this grant program.

**Project Description [20]** – Describe in a detailed narrative the project design and plan for implementing the project. Describe how existing priorities and/or initiatives currently being implemented will intersect with this program. Provide assurance that the strategies or activities are of sufficient quality and scope to ensure equitable access and participation among all eligible program participants. Provide evidence that the project is appropriate for and will successfully address the identified needs.

**Goals/Objectives/Indicators [25]** – In accordance with the project goals, establish local goals and objectives for each of the full year of the project. For each local goal and objective, develop indicators that will be used to determine how well the local goal(s) and objectives were met.

**Project Activity Plan [25]** - Applicants must describe the proposed activities that will be implemented to achieve each stated goal and objectives and result in the attainment of the performance indicators. The Project Activity Plan must directly support the budget, as it will serve as the basis for the proposed expenditures. Activities described must be specific and measurable and directly relate to the goal and objective.

**Organizational Commitment and Capacity [0] –** This section can be left blank.

**Budget [10]** – The budget should be designed to accommodate reasonable costs of all planned activities. The applicant’s budget must be well-considered, necessary for the implementation of the project, remain within the funding parameters contained in the NGO, and demonstrate prudent use of resources. 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 enough details to support each proposed cost. The NJDOE will especially review budget line items to determine the percentage of administrative costs and ensure that they, like all costs, are reasonable and necessary. These line items may include administrative salaries, fringe benefits, office supplies and office equipment. Guidance on constructing a grant budget may be found in the Pre-award Manual for Discretionary Grants document. The budget submitted as part of the application is for the current grant period only.

**Bonus [10]** – LEAs with more than 5 migrant students enrolled in school years 2023-24; 2022-23; and 2021-22. A description of how a project-based STEM program will support the learning needs of migratory students who experience disruptions associated with a migratory lifestyle. See Appendix A for LEAs eligible to receive bonus points.

## Application Component Required Uploads

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

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| --- | --- | --- |
|  | **Appendices Name** | **Required Upload** |
|  | N/A |  |

## Allowable Uses and Eligible Activities

Grant funds may be used by applicants for the following costs that directly support the activities described in the application:

* Salaries and benefits for program staff, including but not limited to custodial, security, and nursing staff, which are reasonable and necessary to run the program;
* Purchase of curricula, project materials, and supplies for grant-funded project activities, including computer software and on-line resources;
* Professional development and training in support of grant-funded projects and services;
* Identification, selection, and orientation of grant-funded staff;
* Reasonable and necessary services and accommodations associated with serving disabled students;
* Computer(s) for the purpose of program administration and implementation;
* Other grant-related expenses (e.g., printing, telephones, postage, travel, rent) that are necessary to perform grant administrative functions.

## 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 $250,000.00. This is 100 percent funded from ARP ESSER Consolidated Administration funds, [Enter CFDA# or ORG/ALN #]. The project period is April 1, 2025 to December 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.

Grant funds are to be used solely for the costs associated with implementing the grant program. Click on the links below to view the current rates:

[Max Administrative Cap](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-E/subject-group-ECFRd41a10959e1acab/section-200.417): [Max 0%]
[NJ Travel Reimbursement Rate](https://www.nj.gov/infobank/circular/cir23-02-OMB.pdf): $0.47 cents per mile

[Max Employee Benefit Reimbursement Composite Rate](https://nj.gov/infobank/circular/)s (OMB Circular) including FICA: 71.45%
[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) [Max 0%]

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

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

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

## Eligible Costs

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

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

##  Ineligible Costs

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

* Outside of grant term: Costs incurred outside of the grant term.
* Existing staff: Salaries and/or benefits for existing staff are not eligible unless they are assigned program responsibilities depicted in the staffing chart (see Section II.10.).
* Routine operating/admin costs: Costs for the routine operation of or administration of the organization are not eligible except when part of the approved budget (see section b of the grant/loan agreement).
* No benefit: Costs incurred for salaries, services, or media that do not benefit the end user of the grant program.
* Not reasonable or necessary: Costs that are not reasonable or necessary to carry out the grant.
* Poorly Documented/Undocumented: Costs that are not supported by adequate documentation.
* Off Message: Costs for media that are prohibited or off message.
* Curriculum Development or Expansion of Curriculum unless specified by the grant program as an eligible activity.
* Food, including snacks and refreshments for project participants, both children and families, or staff meetings, including required orientation, professional development training, scheduled in-service trainings and advisory board meetings.
* Vehicle purchases.
* Construction or capital improvements.
* Religious practices or programs, such as religious instruction, worship, or prayer.
* Costs that are not directly related to the implementation of grant activities.
* Membership in associations or organizations.
* In-state overnight lodging and/or meals.
* Out of State travel
* Meals on in-state travel.
* Mileage reimbursement in excess of $0.47 per mile.
* Administration costs, which are different than program administrative staff costs, exceed 10% (i.e., overhead, indirect costs, leasing, etc.).

#  Grant Agreement and Program Requirements

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

## Mandatory Orientation and Training

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

## Reporting Requirements

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

## Interim Activity Reports

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

## Fiscal Reimbursement and Fiscal Interim Report Requirements

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

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

In making disbursements to any third party with whom the Grantee may contract to undertake the Project, the Grantee shall ensure that disbursements are made upon delivery of satisfactory work product and in accordance with the NJDOE’s program policies.

**Fiscal Interim Reports:** These reports are due as stated in [Section III.5, Reporting Periods](https://doe365-my.sharepoint.com/personal/lnietos_doe_nj_gov/Documents/Draft%20forms/Draft%20NGO%202023.docx#_Reporting_Periods), with the interim activity report. In this report, the grantee will report on actual expenditures incurred during the reporting period. The expenditures reported in the interim report should match what has been paid to the district during the reporting period.

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

## **Reporting Periods**

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

**The reporting periods are as follows:**

|  |  |  |
| --- | --- | --- |
| Report Number: | Reporting periods: | Dates Due: |
| Interim Report | April 1, 2025 – June 30, 2025 | July 31, 2025 |
| Final Report\* | April 1, 2025 – December 31, 2025 | February 28, 2026 |
|  | \*Includes 60-day liquidation period. |  |

## Monitoring

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

## Acceptable Documentation for Grant Monitoring

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

* + 1. **Activity Reports**

These reports consist of documentation and/or evidence of educational, outreach events, and program activities. This can be in the form of a properly completed programmatic Activity Report uploaded into EWEG or emailed to the program officer detailing events and activities. Sample documentation includes flyers, attendance sheets, and newspaper clippings. Documentation should be retained with the grantee for monitoring purposes unless otherwise specified by the program office.

* + 1. **Reimbursements**

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

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

**Mailings** – Receipts for postage and other materials and services associated with photocopying, printing, and distribution of materials. Cost allocation based upon agency budget may be acceptable. Please review with the NJDOE Program Manager.

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

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

## Grant Amendments

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

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

Amendments are required if the following situations occur:

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

**IMPORTANT NOTE**: If the grantee has a subgrantee, the subgrantee is subject to the same terms and conditions as the grantee. The subgrantee is responsible to the grantee for the agreed-upon scope of work (approved goals, objectives, and activities) and the expenditure of subgrant funds. Any changes (program or fiscal) requested by a subgrantee must be reviewed by the grantee. The NJDOE requires sub-grantee amendment approval for changes the grantee supports. Grantees are to forward the requested changes to the NJDOE Program Office for review. Grantees do not have the authority to approve any changes in their project activities or any budget variances without prior approval by the NJDOE.

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

The NJDOE reserves the right to suspend and/or cancel this Grant Agreement for nonperformance of any of the Grant/Loan Agreement provisions. Failure by the grantee to comply with agreement stipulations, standards, or conditions may give the NJDOE cause to suspend this agreement and withhold further payments, prohibit additional obligations, or project funds pending corrective action, and disallow all or part of the cost associated with the noncompliance, terminate this agreement, or take other remedies that may be legally available.

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

## Grant Close Out

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

## Federal Requirements

**Not applicable.**

#  Appendices

## Appendix A

**LEAs Serving More Than Five (5) Migrant Students in School Years 2021-22 to 2023-24**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| County Code | County Name | LEA Code | LEA Name | 2023-24Counts | 2022-23Counts | 2021-22Counts |
| 11 | Cumberland | 0540 | Bridgeton City School District | 74 | 146 | 296 |
| 11 | Cumberland | 1460 | Fairfield Township School District | 6 | 7 | 16 |
| 25 | Monmouth | 1640 | Freehold Borough School District | 6 | 7 | 6 |
| 41 | Warren | 1870 | Hackettstown Public School District | 43 | 45 | 62 |
| 01 | Atlantic | 1960 | Hammonton School District | 48 | 216 | 237 |
| 11 | Cumberland | 2570 | Lawrence Township School District | 8 | 14 | 41 |
| 11 | Cumberland | 3230 | Millville School District | 7 | 8 | 14 |
| 11 | Cumberland | 5390 | Vineland Public School District | 7 | 10 | 15 |