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| Elevate Career and Technical Education  (CTE) Innovation Grant  25-AG50-G06  Program Term Date: July 1, 2025, to June 30, 2026  Application Due Date: Thursday, May 15, 2025 no later than 4:00 PM. |
| Kevin Dehmer  Acting Commissioner of Education  Jorden Schiff, Ed.D.  Assistant Commissioner  Kathleen Paquette  Director  Office of Career Readiness  FY2025  CFDA 84.048A: FAIN: V048A240030  Account: 25-100-034-5062-118-6130-DL15  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/).

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 when responding to this NGO. On the EWEG GMS page, scroll down to view “Available” grants to initiate the application. If the application is not available, contact [EWEG help](mailto:grants.vendors@doe.nj.gov) 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 PM 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 *Elevate Career and Technical Education Innovation* grant provides schools with the opportunity to modernize and enhance a Career and Technical Education (CTE) program of study by upgrading the program curriculum to align with business and industry standards, securing the latest equipment and supplies, attending professional development, and obtaining resources necessary to foster a future-ready workforce. This grant aims to bridge the gap between classroom learning and industry demands by equipping students with cutting-edge tools and the latest technology that mirrors real-world professional environments. By investing in CTE, local education agencies (LEAs) can provide students with the hands-on experiences, skills, and certifications needed to succeed in today’s rapidly evolving job market, ensuring they are prepared for the careers of tomorrow. This initiative empowers LEAs to transform their programs and foster innovation.

**Application Type: Limited Competitive\***

**Target Audience:** Local Education Agency (LEA), Grade span:   
 Community-Based Nonprofit Organization (CBO), or   
 Institutes of Higher Education (IHE)  
Other\*: **Open to LEAs with grades 9-12 currently** [**eligible to receive Perkins funding**](#_Appendix_I)**.** The CTE program of study must be currently approved, aligned with [New Jersey’s Key Industry Sectors](#_Appendix_II), and actively serving students.

## 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 using the Dun and Bradstreet Data Universal Numbering System (DUNS) to the new UEI for all grant recipients and applicant organizations. UEIs are the primary means of entity identification for Federal awards and are required in accordance with 2 CFR Part 25. The 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 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. Entities must go through www.sam.gov to renew an existing SAM UEI or apply for a SAM UEI; entities must go through [www.sam.gov](http://www.sam.gov/).

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

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

## Dissemination of This Notice

The Office of Career Readiness (OCR) will make this notice available to eligible applicants listed in Section 1.1. based upon the eligibility, 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 Career Readiness at the New Jersey Department of Education, 100 River View Plaza, Route 29, P.O. Box 500, Trenton, NJ 08625-0500; telephone 609-376-9067, Email Contact – [CTE@doe.nj.gov](mailto:CTE@doe.nj.gov).

## Access to the EWEG Application

To initiate the application, the applicant must have EWEG system login credentials. Once you log on, 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 login 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](mailto: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 allow for time to address any technical challenges. Additionally, applicants should run a consistency check at least 48 hours before the due date to determine any errors that might prevent the application submission. Applicants are advised not to wait until the due date to submit the application online, as the EWEG system may be slower than normal due to increased usage. Running the consistency check does not submit the application. A “Submit” button will appear when the consistency check runs successfully. 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 application submission date.

**IMPORTANT:** Once the application has been submitted via EWEG, the application will not be returned to the applicant for editing, nor can additional information or missing documentation be submitted to the 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](http://homeroom.state.nj.us) webpage **no later than 4:00 PM on Thursday, May 15, 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 include all elements listed in [Section II.5.](#_Application_Component_Required), Application Component Required Uploads checklist. Applications received by the due date and specified time will be screened to determine whether they are, in fact, eligible for consideration. The NJDOE reserves the right to reject any application that does not conform with this NGO’s requirements.

**Paper copies of the grant application will not be accepted instead 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.

Utilizing the FY2025 Perkins federal leadership funds of $300,000, the NJDOE aims to award up to two LEAs per region (North, Central, or South) of New Jersey with up to **$50,000** for the *Elevate CTE Innovation NGO*. After scoring the funding applications, the highest-scoring applications from each region will be chosen. If a region lacks an award, the funding will be allocated to the next eligible applicant, scoring 70 or above, regardless of region.

**Regional Chart:**

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

## 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 initiating 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 after the evaluation process.

# Completing the Application

This section intends 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 fully understand the State’s vision and purpose for offering the program. Additionally, the information in Section III, Grantee Agreement Requirements, will complete the applicant’s understanding of the specific considerations and requirements to be considered and/or addressed in the project.

## General Instructions for Applying

Applicants must prepare and submit a complete application by the deadline to apply for a grant under this NGO. The following 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 seek additional guidance 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

**Tuesday, April 15, 2025**

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

## Grant Deliverables

Through this grant opportunity, up to six LEAs will be awarded (two per region of the State: north, central, and south) up to $50,000 each to update a CTE program of study within one of [New Jersey’s Key Industry Sectors](#_Appendix_II) that concentrates on the following initiatives:

* **Curriculum Enhancement**: Revise the program of study curriculum to incorporate innovative concepts and applications to prepare students for careers of the future.
* **Upgraded Facilities, Equipment, and Technology**: Upgrade equipment and technology to support enhanced curriculum aligned to evolving business or industry standards, ensuring that students gain hands-on experience with state-of-the-art tools relevant to their field, including facilities upgrades to support all students.
* **Professional Development for Instructors:** Training programs and professional learning opportunities that foster innovative teaching methods, equipment, and resources that reflect current and emerging industry practices. Work-based learning and opportunities beyond the classroom: Providing students with the opportunity to engage in real-world professional environments through partnerships with local businesses or industries.

Applicants must select **one** currently approved CTE program of study to upgrade, that is aligned with New Jersey’s [Key Industry Sectors](#_Appendix_II).

The overarching goals of the program are to:

* **Goal 1:** Prepare CTE students for careers that are aligned with New Jersey’s [innovation economy](https://www.nj.gov/labor/labormarketinformation/assets/PDFs/pub/lmv/cluster_handout.pdf).
* **Goal 2:** Increase industry and LEA partnerships to support innovative practices and critical skills essential to building the workforce talent pipeline.

Each applicant must establish a collaboration with at least one:

* **Business or Industry partner** that preferably has an established presence in the applicant’s designated region but, at a minimum, has an established presence within New Jersey and that can support the development of updated curriculum, required skills, WBL opportunities, and training to upskill certified teaching staff for the program of study.

Success criteria for the project include:

* Identifying the infrastructure and resources needs to enhance the program of study.
* Identifying and developing teacher training that addresses upskilling.
* Identifying relevant work-based learning or opportunities beyond the classroom, such as internship/apprenticeships and community service opportunities.
* Identify future-ready and key skills to update the curriculum for each course in the POS, including differentiated learning and student learning supports.
* Outfitting classrooms with equipment and supplies appropriate for the POS.

## Project Design Considerations

When preparing the grant application, applicants must follow and address the two State goals outlined in Section II.3, Grant Deliverables, to ensure successful grant outcomes.

The CTE program of study must meet the following Federal Perkins V Definition:

A coordinated, non-duplicative sequence (at least three courses for full-time programs and two courses for a shared-time program at a county vocational school district) of academic and technical content at the secondary and postsecondary level that:

1. incorporates challenging state academic standards, including those adopted by a state under section 1111(b)1 of the Elementary and Secondary Education Act of 1965;
2. addresses both academic and technical knowledge and skills, including employability skills;
3. is aligned with the needs of industries in the economy of the State, region, Tribal community, or local area;
4. progresses in specificity (beginning with all aspects of an industry or career cluster and leading to more occupation-specific instruction);
5. has multiple entry and exit points that incorporate credentialing; and
6. culminates in the attainment of a recognized postsecondary credential.

When developing objectives and indicators, LEAs should recognize the following:

**College and Career Counseling** – How will the applicant integrate counseling for students, offering it as an option for either continuing their education or entering the workforce directly?

**Student Support** –CTE student success should meet the unique needs of students and lead to the completion of the chosen program of study. How will the applicant identify, develop, or improve student learning supports, and how will achievement be measured?

**Administrative Vision and Commitment** – Successful programs require the leadership and support of district and building-level administration and are essential to developing and implementing CTE programs of study. What changes will district and building-level administrators make to improve their support of and vision for the program, and how will they measure the success of these changes over time?

**Communications/Recruitment/Outreach** - Well-developed communications shared with stakeholders are crucial for program success. How are stakeholders, such as teachers, staff, board of education members, and groups of parents and students, informed about the CTE program of study, including the opportunity for all students to participate?

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

**Project Abstract *(250-300 words)*** The Project Abstract summarizes 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 identifies the local conditions and/or needs that justify the project proposed in the application. A “need” in this context is defined as the difference between the current status and the outcomes and/or standard(s) that the school would like to achieve.

* Provide a clear and detailed narrative directly addressing evolving and innovative industry practices and their impact on the CTE program of study.
* Describe how the CTE programming will address the need to align with industry or business standards.
* Describe the target population to be served, including the grade levels and ages of the students.
* Describe how the curriculum will enable all students to meet the New Jersey student achievement standards and address student learning needs.
* Provide details (including data) in the narrative to substantiate the stated conditions and/or needs. Data may include, but is not limited to, test data, descriptions of target population(s), student data, personnel data, attendance data, and research. Data uploads that substantiate the narrative are optional.
* Do not attempt to address problems beyond the grant program’s scope.

**Project Description [30]** – Describe the complete single-year project design and plan for implementing the project in a detailed narrative. Provide evidence that the project is appropriate for and will successfully address the school’s identified needs. Describe the effect the project will have on the school upon completion. When possible, cite examples of how the approach or different strategies have led to success for other schools.

* Identify the CTE program of study the district will be enhancing to prepare students for future careers, the vision for the program, and the reason for the selection.
* Include specific examples of systems, curriculum, or design approaches that will be incorporated, such as work-based learning, project-based learning, industry-valued credentials, or dual credit.
* Include benchmarks for the process’s early, middle, and final stages and how progress will be measured toward these benchmarks.
* Identify who will be responsible for what stages and the level of support they will receive.
* Write clearly and succinctly, focusing on quality and not quantity.

Ensure that the steps of the project Activity Plan are well-articulated and logically sequenced in the narrative.

**Goals/Objectives/Indicators [20]**

Using the program’s overarching goals listed below, developobjectives and indicators of success that align with each:

**Goal 1**: Prepare CTE students for careers that are aligned with New Jersey’s innovation economy.

**Goal 2:** Increase industry and LEA partnerships to support innovative practices and critical skills essential to building the workforce talent pipeline.

Applications must include a plan to evaluate the project’s success in achieving its goals and objectives. Indicators of success must be established for each project objective. In constructing the indicators, describe the methods that will be used to evaluate the progress toward achievement of the goal and objectives, as well as the overall grant project outcomes. Also, describe in the indicators the measures and instruments to be used, the individuals responsible for developing and conducting the evaluation, and how results will be used to improve project outcomes. Well-constructed indicators of success will help establish a clear understanding of responsibilities and a system of accountability for the project. Indicators will also help to determine whether to refine an aspect of the project to ensure overall success. Indicators will include the following considerations:

* Define the population to be served.
* Identify the project’s anticipated outcomes in measurable terms and in relation to the stated needs.
* Identify the timeline for implementing and completing each objective.
* Identify the expected performance level to indicate the achievement of the objective.
* Make certain to construct measurable indicators of success that directly link to and support project objectives.

**Project Activity Plan [10]** - The Project Activity Plan follows the goal(s) and objectives listed in the previous Section. The Activity Plan is for the current grant period. Activities represent the steps that will be taken to achieve each identified objective. Also, the activities identified in this Section serve as the basis for the individual expenditures proposed in the budget. Review the Goals and Objectives when constructing the Project Activity Plan to ensure that appropriate links have been established between the goals, objectives, and activities.

* State the relevant objective in full in the space provided. Number the Goal 1 and each objective 1.1, 1.2, 1.3, etc.
* Describe all of the tasks and activities planned to accomplish each goal and objective.
* List all the activities in chronological order.
* Space the activities appropriately across all report periods of the grant project.
* Identify the staff directly responsible for the implementation of the activity. If the individual conducting the activity is not referenced appropriately on the Project Activity Plan, it may not be possible to determine an allocation of the requested cost, and costs may be disallowed.
* List the documentation that tracks the progress and confirms the completion of each activity, such as an agenda, minutes, curriculum, etc.
* In the Report Period Column on the Project Activity Plan, indicate with a checkmark the period in which the activity will be implemented. If the activity is ongoing or recurring, place a checkmark in the boxes under each period in which the activity will take place.
* Do not list the project director or other person with general oversight authority for the project as the “person responsible” for carrying out all activities.

**Commitment and Capacity [10]** After identifying the conditions and/or needs and the plan to address them, describe the LEA and its capacity to take on the project.

* + Explain why the Project being proposed is important to the school.
  + Describe the commitment to addressing the conditions and/or needs identified, including the organizational support that exists for implementing the proposed Project.
  + Explain any experience the organization has had in implementing similar types of projects, as well as the outcomes of those projects. What worked, what did not, and why?
  + Explain how previous experiences will ensure successful implementation of the proposed project. If the organization or staff members have not implemented similar projects, explain why the proposed Project will be successful.
  + Describe all organizational resources (staff, facilities, equipment, funds, etc.) that will support successful project implementation.
  + Describe the industry/business, board of education, staff, and student support for this proposed program or similar programming.
  + Describe the organization’s future capacity to sustain the program beyond the single-year grant period.

**Budget [10]** – Once the objectives guiding the work have been prioritized, the budget details necessary to carry out each activity will be developed.

The applicant’s budget must be well-considered, necessary for the implementation of the project, remain within the funding parameters contained in this handout, 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 detailed justification to support each proposed cost.

The [Discretionary Grant Award Manual](https://www.nj.gov/education/grants/discretionary/apps/docs/DiscretionaryGrant_AwardManual_2024-Accessible-10-2024.pdf) may provide guidance on constructing a grant budget.

**The budget submitted as part of the application is for the current grant period only.**

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

**Bonus [00]** – Not applicable

## Application Component Required Uploads

See **Section IV** **Appendices** for attached forms, assurances, and/or informational documents related to this NGO. ***No uploads are required for this NGO.***

## Allowable Uses and Eligible Activities

Grant funds may be used to accomplish the following:

* Writing/upgrading curriculum for a CTE program of study aligned to the grant goals;
* Equipment and supplies necessary to run the program, such as computers, peripherals, and furniture required for equipment utilization;
* Salaries for stipends and associated benefits for district staff to lead project activities outside of contractually obligated hours; and
* Travel/Transportation costs related to district staff or students traveling to grant-related activities.

## Sub-granting Funds

Not Allowed

## **Nonpublic Participation**

Not Applicable

## Apportionment of Grant Funds

The applicant’s project must be designed and implemented in conformance with all applicable state and federal regulations. Final awards are subject to the availability offunds. The total funds available are $300,000. This is 100 percent funded by FY 2025 Perkins Federal CFDA 84.048A, FAIN: V048A240030, Account 25-100-034-5062-118-6130-DL15. The project period is July 1, 2025, to June 30, 2026.

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

[Max Administrative Cap](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-E/subject-group-ECFRd41a10959e1acab/section-200.417): 10%  
[NJ Travel Reimbursement Rate](https://www.nj.gov/infobank/circular/cir23-02-OMB.pdf): $0.47 per mile

[Max Employee Benefit Reimbursement Composite Rate](https://nj.gov/infobank/circular/)s (OMB Circular)is 63.8% plus FICA 7.65% total 76.45%   
[Max Indirect Costs Cap:](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-E/subject-group-ECFRd93f2a98b1f6455/section-200.414) 0%

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

Costs associated with the development of a CTE program of study may be used to accomplish the following:

* Writing curriculum for the CTE program of study aligning with business and industry needs and innovative practices in the workforce;
* Equipment and supplies necessary to upgrade the program, such as computers, peripherals, and furniture required for equipment utilization;
* Salaries for stipends and associated benefits for district staff to lead project activities outside of contractually obligated hours;
* Professional development for teaching staff to build skills and knowledge in the industry; and
* Travel/Transportation costs related to district staff or students traveling to grant-related activities.

## 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 organization’s routine operation or administration 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; or
* Supplanting: Costs for salaries, services, or media covered under other local, federal, or state funding.

# Grant Agreement and Program Requirements

Once the funding application 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, complete the activities established in its grant agreement, and make satisfactory progress toward completing 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. Click [here](https://www.nj.gov/education/grants/discretionary/management/docs/attacha_b.pdf) to view and download the complete grant agreement documents, including Attachments A and B of the grant agreement. Go to the [Uniform Minimum Chart of Accounts](https://www.nj.gov/education/finance/fp/af/coa/) webpage for the appropriate budget cost codes.

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

## Reporting Requirements

Grantees must submit reports on activities according to the program report schedule in [Section III.5, Reporting Periods](#_Reporting_Periods). The Grantee will ensure all reports are uploaded to EWEG by the due date. Failure to deliver the reports by due dates may result in the Grantee achieving an unsatisfactory rating and stopping 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 progress in meeting benchmarks and documenting measurable outcomes from the program activities listed in the application. Specific instructions for completing each Report are found at this [link](https://www.nj.gov/education/grants/discretionary/management/docs/INSTRUCTIONS%20FOR%20SUBMITTING%20PERS-REPORTS.pdf).

## Fiscal Reimbursement and Fiscal Interim Report Requirements

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.

**Reimbursement Request:** The Grantee will complete a reimbursement request through the EWEG payment system by the 15th of every month. 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).

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 the actual expenditures incurred during the reporting period. The expenditures reported in the Interim Report should match what was 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: |
| Report 1 | July 1, 2025 to November 30, 2025 | December 31, 2025 |
| Report 2 | July 1, 2025 to February 28, 2026 | March 31, 2026 |
| Final Report\* | July 1, 2025 to June 30, 2026 | August 31, 2026 |
|  | \*Includes a 60-day liquidation period. |  |

## Monitoring

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

## Acceptable Documentation for Grant Monitoring

Complete 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 include 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** – The Grantee must retain all timesheets and payroll records for any salaries paid using funds for both monitoring and reimbursement purposes. A cost allocation sheet should accompany the reimbursement request if staff is assigned part-time to the grant.

**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 per mile. Receipts for parking and tolls must be retained.

**Mailings** – Receipts for postage and other materials and services associated with photocopying, printing, and distributing materials. Cost allocation based on 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 eligible under the grant program.

## Grant Amendments

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

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 initiating 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 cost codes.

Amendments are required if the following situations occur:

* Changes to the program activity and request for no-cost time extension;
* Budget transfers greater than ten percent of the total approved budget into a previously approved line item;
* Changes to 200-320 Purchased Professional Education Services (subgrantee costs) previously approved in the budget;
* Budget transfer to a line not previously approved in the budget;
* Equipment: Grantees are limited to the specific equipment items listed in the final approved grant application budget. To comply with federal requirements, all equipment purchases require prior NJDOE approval. 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.

## 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 the Grant Agreement and/or reduction in funding will be provided to the Grantee before the adverse action is 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.

# Appendix I

### FY2025 Perkins V Eligible Recipients

|  |  |  |  |
| --- | --- | --- | --- |
| **County Name** | **County Code** | **District Code** | **District Name** |
| ATLANTIC | 1 | 0110 | ATLANTIC CITY |
| ATLANTIC | 1 | 0120 | ATLANTIC CO VOC |
| ATLANTIC | 1 | 0590 | BUENA REGIONAL |
| ATLANTIC | 1 | 1310 | EGG HARBOR TWP |
| ATLANTIC | 1 | 1790 | GREATER EGG HARBOR REG |
| BERGEN | 3 | 0290 | BERGEN CO VOC |
| BERGEN | 3 | 0300 | BERGENFIELD BORO |
| BERGEN | 3 | 1450 | FAIR LAWN BORO |
| BERGEN | 3 | 1550 | FORT LEE BORO |
| BERGEN | 3 | 2620 | LEONIA BORO |
| BERGEN | 3 | 3710 | NORTHERN VALLEY REGIONAL |
| BERGEN | 3 | 4370 | RIDGEFIELD BORO |
| BERGEN | 3 | 5160 | TENAFLY |
| BURLINGTON | 5 | 0600 | BURLINGTON CITY |
| BURLINGTON | 5 | 0610 | BURLINGTON CO VOC |
| BURLINGTON | 5 | 3690 | NORTHERN BURLINGTON REG |
| BURLINGTON | 5 | 4050 | PEMBERTON TWP |
| CAMDEN | 7 | 0390 | BLACK HORSE PIKE REGIONAL |
| CAMDEN | 7 | 0680 | CAMDEN CITY |
| CAMDEN | 7 | 0700 | CAMDEN CO VOC |
| CAMDEN | 7 | 0940 | COLLINGSWOOD BORO |
| CAMDEN | 7 | 1770 | GLOUCESTER CITY |
| CAMDEN | 7 | 4060 | PENNSAUKEN TWP |
| CAMDEN | 7 | 5820 | WINSLOW TWP |
| CAPE MAY | 9 | 0720 | CAPE MAY CO VOCATIONAL |
| CAPE MAY | 9 | 2820 | LOWER CAPE MAY REGIONAL |
| CUMBERLAND | 11 | 0540 | BRIDGETON CITY |
| CUMBERLAND | 11 | 0995 | CUMBERLAND CO VOC |
| CUMBERLAND | 11 | 0997 | CUMBERLAND REGIONAL |
| CUMBERLAND | 11 | 3230 | MILLVILLE CITY |
| CUMBERLAND | 11 | 5390 | VINELAND CITY |
| ESSEX | 13 | 0250 | BELLEVILLE TOWN |
| ESSEX | 13 | 0410 | BLOOMFIELD TWP |
| ESSEX | 13 | 1210 | EAST ORANGE |
| ESSEX | 13 | 1390 | ESSEX CO VOC |
| ESSEX | 13 | 2330 | IRVINGTON TOWNSHIP |
| **County Name** | **County Code** | **District Code** | **District Name** |
| ESSEX | 80 | 7210 | MARION P. THOMAS CS |
| ESSEX | 13 | 3570 | NEWARK CITY |
| ESSEX | 13 | 3750 | NUTLEY TOWN |
| ESSEX | 13 | 3880 | ORANGE BOE |
| ESSEX | 13 | 5680 | WEST ORANGE TOWN |
| GLOUCESTER | 15 | 4940 | DELSEA REGIONAL H.S DIST. |
| GLOUCESTER | 15 | 1100 | DEPTFORD TWP |
| GLOUCESTER | 15 | 1715 | GATEWAY REGIONAL |
| GLOUCESTER | 15 | 1775 | GLOUCESTER CO VOC |
| GLOUCESTER | 15 | 3280 | MONROE TWP |
| GLOUCESTER | 15 | 5500 | WASHINGTON TWP |
| GLOUCESTER | 15 | 5860 | WOODBURY CITY |
| HUDSON | 17 | 2060 | HARRISON TOWN |
| HUDSON | 17 | 2295 | HUDSON CO VOC |
| HUDSON | 17 | 2390 | JERSEY CITY |
| HUDSON | 17 | 5240 | UNION CITY |
| HUNTERDON | 19 | 2308 | HUNTERDON CO VOC |
| MERCER | 21 | 1430 | EWING TWP |
| MERCER | 21 | 1431 | KATZENBACH |
| MERCER | 21 | 3105 | MERCER CO VOC |
| MIDDLESEX | 23 | 3150 | MIDDLESEX CO VOC |
| MIDDLESEX | 23 | 3530 | NEW BRUNSWICK CITY |
| MIDDLESEX | 23 | 3620 | NORTH BRUNSWICK TWP |
| MIDDLESEX | 23 | 3845 | OLD BRIDGE TWP |
| MIDDLESEX | 23 | 4130 | PISCATAWAY TWP |
| MIDDLESEX | 23 | 4660 | SAYREVILLE BORO |
| MIDDLESEX | 23 | 5850 | WOODBRIDGE TWP |
| MONMOUTH | 25 | 0100 | ASBURY PARK CITY |
| MONMOUTH | 25 | 1650 | FREEHOLD REGIONAL |
| MONMOUTH | 25 | 2400 | KEANSBURG BORO |
| MONMOUTH | 25 | 2930 | MANASQUAN BORO |
| MONMOUTH | 25 | 3040 | MATAWAN-ABERDEEN REG |
| MONMOUTH | 25 | 3160 | MIDDLETOWN TWP |
| MONMOUTH | 25 | 3260 | MONMOUTH CO VOC |
| MONMOUTH | 25 | 3810 | OCEAN TWP |
| MONMOUTH | 25 | 5310 | UPPER FREEHOLD REGIONAL |
| MORRIS | 27 | 1110 | DOVER |
| MORRIS | 27 | 3365 | MORRIS CO VOC |
| MORRIS | 27 | 3370 | MORRIS HILLS REGIONAL |
| **County Name** | **County Code** | **District Code** | **District Name** |
| OCEAN | 29 | 2360 | JACKSON TWP |
| OCEAN | 29 | 2520 | LAKEWOOD TWP |
| OCEAN | 29 | 3790 | OCEAN CO VOC |
| OCEAN | 29 | 5190 | TOMS RIVER REGIONAL |
| PASSAIC | 31 | 0900 | CLIFTON CITY |
| PASSAIC | 31 | 3970 | PASSAIC CITY |
| PASSAIC | 31 | 3995 | PASSAIC CO VOC |
| PASSAIC | 31 | 4010 | PATERSON CITY |
| PASSAIC | 31 | 5570 | WAYNE TWP |
| SALEM | 33 | 4640 | SALEM CO VOC |
| SALEM | 33 | 5910 | WOODSTOWN-PILESGROVE REG |
| SOMERSET | 35 | 1610 | FRANKLIN TWP |
| SOMERSET | 35 | 4810 | SOMERSET CO VOC |
| SUSSEX | 37 | 2165 | HIGH POINT REGIONAL |
| SUSSEX | 37 | 5110 | SUSSEX CO VOC |
| SUSSEX | 37 | 5360 | VERNON TWP |
| UNION | 39 | 1320 | ELIZABETH CITY |
| UNION | 39 | 4160 | PLAINFIELD CITY |
| UNION | 39 | 5260 | UNION CO VOC |
| WARREN | 41 | 4100 | PHILLIPSBURG |
| WARREN | 41 | 5460 | WARREN CO VOC |
| WARREN | 41 | 5465 | WARREN HILLS REGIONAL |

# Appendix II

### Key Industry Sector to Career Cluster Crosswalk

|  |  |
| --- | --- |
| **Key Industry Sector** | **CTE Career Cluster(s)** |
| Construction and Energy | Architecture and Construction, Agriculture, Food and Natural Resources, Science, Technology, Engineering and Mathematics (STEM), Manufacturing |
| Financial Services | Finance |
| Health Care | Health Science |
| Leisure and Hospitality | Hospitality and Tourism |
| Biopharmaceutical & Life Sciences | Health Science, STEM, and Agriculture, Food & Natural Resources |
| Manufacturing | Manufacturing |
| Retail Trade | Marketing |
| Technology | Information Technology and STEM |
| Transportation, Distribution, Logistics | Transportation, Distribution, and Logistics |