# New Jersey Department of Education

# *http://doeintranet/sites/default/files/DOEcomm/images/DOE%20LOGO.jpgNotice of Grant Opportunity*

New Jersey Department of Education

Office of Grants Management

March 2024

# Notice of Grant Opportunity

# New Jersey Inclusion Project Year 2 of 3

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***March 2024***

**ALN: 84.027**

**Application Due Date: June 6, 2024**

[**New Jersey Department of Education**](http://www.state.nj.us/education)

**P.O. Box 500**

**Trenton, NJ 08625-0500**

## State Board of Education

**State Board of Education**

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When responding to this Notice of Grant Opportunity (NGO), applicants must use the Electronic Web Enabled Grant (EWEG) online application system on the New Jersey Department of Education’s [Homeroom](http://homeroom.state.nj.us/) webpage. Please refer to the NJDOE’s [Discretionary Grants](http://www.nj.gov/education/grants/discretionary) web page for the NGO and (click on available grants) for information on when the EWEG application will be online.

Please note that beginning Fiscal Year 2023, all applicants for discretionary grants must complete and submit a System for Award Management (SAM) application in EWEG prior to being able to create and submit a grant application in EWEG.

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## Section 1: Grant Program Information

### Description of the Grant Program

The New Jersey Inclusion Project (NJIP) is a federally funded program sponsored by the New Jersey Department of Education (NJDOE), Office of Special Education (OSE), that supports and builds capacity within schools to create inclusive learning environments across the state. These supports ensure that each child with a disability has equitable access to services, supports, and resources that achieve positive educational outcomes. The grant also assists students with disabilities in developing the skills for post-secondary education, employment, independent living, and full participation within the community.

**Project Update**

The first year of this project began on July 1, 2023 and will end on June 30, 2024. So far, the New Jersey Coalition of Inclusive Education (NJCIE) team has demonstrated remarkable progress in achieving the tasks outlined in the Activity Plan and this has served as a guiding framework for the remaining 2 years. The team fostered a collaborative environment with organized team meetings and development activities. They also focused on individual student planning, the use of inclusive family surveys, collaboration with child study teams (CST) on the development of inclusive IEPs and regular informational sessions for families, demonstrating a strong commitment to involving all stakeholders. The administrative team also efficiently utilized [the NJIP website and resources](https://www.njcie.org/njip1) to manage applications and ensure a smooth selection process for each of the school sites. Their comprehensive approach to technical assistance and school engagement set a solid foundation for continuous improvement that contributed to statistically significant changes in content knowledge, attitudes, self-efficacy, and practices.

In year 2, the team will build upon the work done in Year 1 and investigate the existing infrastructure within each school site to ensure it is designed to meet the needs of all learners. Some Year 2 activities include:- Provide a refresher presentation on inclusive education for faculty, survey faculty to assess the effectiveness of Year 1 Professional Learning Opportunities (PLOs) and identify any additional training needs. The team will also expand PLO sessions based on identified needs and feedback from stakeholders. They will reinforce the need for change with staff through updated research, success stories, and data, and provide additional training sessions and coaching on utilizing differentiation to support Inclusive education, co-teaching/collaborative consultation and operationalize accommodations and modifications.

All services and transformative practices facilitated by the NJCIE team of inclusion experts will continue to be informed by implementation science. Using the principles of implementation science ensures that the team is actively addressing effective practices, utilizing effective implementation strategies, and employing improvement cycles (National Implementation Research Network, 2015). The NJIP has worked with and will continue to collaborate with the University of North Carolina’s Impact Center, a national leader in implementation science, to ensure that its operations are aligned with research and best practices.

Goal(s) of the program

The goal of this project is to improve inclusive instructional practices within schools by providing support through leadership development conferences, online and in-person professional learning opportunities, coaching, and consultation that drives the development, implementation, and maintenance of inclusive education practices specific to the needs of identified participating schools. This NGO promotes continuous improvement to increase positive outcomes for students with disabilities, ages 5-21.

Outcomes of the program

The grantee in collaboration with the NJDOE OSE team will:

* + Utilize Least Restrictive Environment (LRE) data to select new Technical Assistance (TA) and Systemic Change (SC) sites. Technical Assistance is an opportunity for interdisciplinary staff in school districts to explore a professional development topic related to inclusion practices in virtual or in-person sessions. Districts may choose an overview of Inclusion (Research, Policy, Strategies) while others want more targeted information on a topic such as Utilizing Differentiation to support Students with Disabilities, Best Practices in developing IEPs, Infusing Universal Design for Learning in daily Instruction, Coteaching and Consultation etc. Systemic Change, guided by Implementation Science, supports public school interdisciplinary stakeholders through the phases of exploration, installation, initial implementation or piloting as they work towards the full implementation of evidence-based inclusive practices. Short-term goals are linked to the district’s targeted transformative practices that they identify during their self-assessment on the Quality Indicators. Long-term goals include changes in student placement and improved inclusion rates overall.
  + Develop, expand, and improve inclusive practices within K-12 schools across New Jersey. This includes providing TA to up to fifteen sites in need of support with explicit online and in-person professional development (PD), coaching, consultation and/or community of practice (CoP) opportunities for staff and leadership.
  + Support and increase the knowledge and skills of educational professionals, pre-service teachers, and advocacy group members. This will be done by providing intensive support based on LRE data for 48 Systemic Change sites for the duration of the project, to foster the transformation to exemplary inclusive learning environments. NJDOE seeks an increase in the number of school districts that exhibit an ongoing commitment and capacity to sustain the project and a culture of inclusion beyond the grant period that result in a statewide increase in positive post-school outcomes for students with disabilities.

This grant opportunity is designed to support educators and school leaders serving students with disabilities in grades K through twelve. A minimum of forty-eight schools over three years shall be serviced statewide with documented attendance and participation in regional grant-sponsored conferences, webinars, professional development, technical assistance, and access to relevant resources. These schools shall be identified using NJDOE LRE data.

The OSE offered this three (3) year project beginning on July 1,2023, and ending on June 30, 2026. Funding for each 12-month project period will be awarded pending the availability of funds and the submission of an approvable continuation application. Only one award will be made.

The program periods offered by OSE are as follows:

Year 2 July 1, 2024 - June 30, 2025

Year 3 July 1, 2025 - June 30, 2026

The maximum amount for which the applicant can apply for in Year two is $1,000,000. It is anticipated that, pending availability of federal funding, that year three will be funded at this amount.

Please refer to the Guidelines for Developers for further information

### Eligibility to Apply

The New Jersey Inclusion Project is a continuation grant open to The New Jersey Coalition of Inclusion (CIE); the grantee was selected through a competitive process in Year One.

### Federal Compliance Requirements (UEI, SAM)

In accordance with the Federal Fiscal Accountability Transparency Act (FFATA), all grant recipients must have a valid Unique Entity Identifier (UEI) number and be registered with the federal System for Award Management (SAM), the successor to the federal Central Contractor Registration (CCR) database and is obtained through registration (new or renewal) with the System for Award Management (SAM).

To register with the SAM database, applicants must go to SAM [website](https://www.sam.gov/portal/SAM/).

#### FFATA Executive Compensation Disclosure Criteria:

In the preceding fiscal year if an applicant:

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

The term “federal award” includes federal contracts, subcontracts, grants, and sub-grants.

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

### Statutory/Regulatory Source and Funding

The applicant’s project must be designed and implemented in conformance with all applicable state and federal regulations. The New Jersey Inclusion Projectis 100percent funded fromIndividuals with Disabilities Education Act ALN # 84.027A. The funding, $1,000,000, will come from FY24 account: 24-100-034-5065-086-H070-6130-D004 FAIN # H027A230100.

Final awards are subject to the availability of **IDEA Part B** funds. Total funds for the second year of the New Jersey Inclusion Projectare $1,000,000.

The grantee is expected to complete the goal(s) and objectives laid out in the approved grant application, complete implementation 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 the New Jersey Department of Education (NJDOE) of the grantee’s eligibility for the continuation of grant funding. The Department of Education will remove ineligible, inappropriate or undocumented costs from funding consideration.

Applicants are reminded that the federal funding language, which will be forwarded to the successful applicant, must be prominently displayed on all printed and electronic program materials. All program material must be submitted, reviewed, and approved by the **Office of Special Education** prior to use. Additionally, applicants must ensure that the program, resources, and materials are available on the NJDOE and agency websites (can include but not limited to a link; to assist in ensuring access to program support as well as to promote the marketability and recognition of the program.

The second grant period will begin on July 1, 2024, and end on June 30, 2025.

### Dissemination of This Notice

The **Office of Special Education** will make this notice available to eligible applicant listed in section 1.2 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/) web site or by contacting the Office of Special Education at the New Jersey Department of Education, River View Executive Plaza, Building 100, Route 29, P.O. Box 500, Trenton, NJ 08625-0500; telephone (609) 376-9084.

### Technical Assistance

Technical assistance will be provided on an as-needed basis. Please contact Chinwe Osondu at [Chinwe.osondu@doe.nj.gov](mailto:Chinwe.osondu@doe.nj.gov) to address any questions.

### Application Submission

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. The Application Control Center (ACC) must receive the completed application through the online Electronic Web Enabled Grant (EWEG) system access through the NJDOE [Homeroom](http://homeroom.state.nj.us) web page **no later than 4:00 P.M. on** **Thursday, June 6, 2023**. Without exception,the ACC will not accept, and the Office of Grants Management (OGM) cannot evaluate for funding consideration, an application after this deadline.

Each eligible applicant must have a logon ID and password to access the system. Non-LEA applicants should send an email request for the [EWEG help desk](mailto:eweghelp@doe.state.nj.us). Please allow 24-48 hours for the registration to be completed.

Please direct questions regarding access to EWEG to the [EWEG help](mailto:eweghelp@doe.nj.gov) email account.

The NJDOE advises applicants to plan appropriately to allow time to address any technical challenges that may occur. Additionally, applicants should run a consistency check at least 24 hours before the due date to determine any errors that might prevent 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 submit button is clicked, the application may not be edited, additional information may not be submitted, and the application can no longer be accessed or returned. **Please Note**: **The submit button in the EWEG system will disappear as of 4:00 PM on the due date**.

Complete applications are those that include all elements listed in Section 3.3, Application Component Checklist of this notice. Applications received by the due date and specified time will be screened to determine whether they are, in fact, eligible for consideration. The New Jersey Department of Education (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**.

### Reporting Requirements

Grant recipients must submit periodic program and fiscal progress reports. All reports will be submitted through the EWEG system [here](http://homeroom.state.nj.us/) on the dates specified. Reports for this program will be due as follows:

| **Report** | **Reporting Period** | **Due Date** |
| --- | --- | --- |
| 1st Interim | 07/01/24 – 09/30/24 | 10/31/24 |
| 2nd Interim | 07/01/24 – 12/31/24 | 01/31/25 |
| 3rd Interim | 07/01/24 – 03/31/25 | 04/30/25 |
| Final | 07/01/24 – 06/30/25 | 08/31/25 |

### Assessment of Statewide Program Results

The New Jersey Department of Education will analyze the grantees’ progress and outcome results through review of the online EWEG program progress, interim and final reports. In each interim report, the grant recipient must submit a brief narrative that summarizes the activities conducted during the project period along with:

* The list must denote the total number of schools receiving special education services with a breakdown of demographic information such as socio-economic status, race, and gender.
* The list must include descriptions of the methods by which schools were identified; dates on which meetings with district staff were conducted during the reporting period; and a description of any technical assistance and/or activities designed and implemented for the purpose of continuation and strengthening of the group.
* Copies of documents, presentations, resource lists, and announcements developed and provided to support stakeholder groups.
* For all grant activities, include a description, date, duration, and summary of outcomes, including attendance logs, copies of announcements, presentation materials and a summary of the evaluations with recommendations and next steps.
* For all resources, materials, policies, and procedures curated through this grant, a page with this relevant information must be created and submitted for inclusion on the NJDOE’s website (this page may include but may not be limited to a link to grantees website, all materials must be Section 508 compliant/accessible).

For the final report, include the above for all four quarters as well as a summary of progress toward achieving each of the project goals.

It is important to note that these reports are required to reflect the progress the grant recipient is making toward increasing educational equity for students with disabilities.

### Reimbursement Requests

Payment of grant funds is made through a reimbursement system. Reimbursement requests for any grant funds the local project has expended are made through the Electronic Web-Enabled Grant (EWEG) system. Reimbursement requests may begin once the application has been marked “Final Approved” in the EWEG system, and the grantee has accepted the award by clicking on the “Accept Award” button on the Application Select page and completing the Grant Acceptance Certificate information.

Only one (1) request may be submitted per month. Grantees must submit their request no later than the 15th of the month. The requests may include funds that will be expended through the last calendar day of the month in which reimbursement is requested. If the grantees’ request is approved by the NJDOE program officer, the grantee should receive payment around the 8th-10th of the following month.

**NOTE:** Payments cannot be processed until the award has been accepted in EWEG.

The reimbursement requests may not be submitted in EWEG after 6/15/2025. Payments for costs incurred after that date will be made pending the submission and approval of the final fiscal report in EWEG.

The deadline for submitting any modification requests/amendments to the approved application in EWEG is 3/31/2025.

## Section 2: Project Guidelines

The intent of this section is to provide the applicant with the framework within which it will plan, design, and develop its proposed project to meet the purpose of this grant program. Before preparing applications, potential applicants are advised to review Section 1.1, Description of the Grant Program, 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 2 will complete the applicant’s understanding of the specific considerations and requirements that are to be considered and/or addressed in their project.

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.

### Project Design Considerations

The New Jersey Inclusion Projectis focused on improving the educational equity and post-school outcomes for students with disabilities, ages 5-21, by providing local education agencies (LEAs) with the opportunity to establish systems that interrupt inequitable practices, examine biases, and create inclusive learning environments for all students while also equipping educators with the skills needed to support these students. The grantee will provide high quality professional development, coaching, consultation, technical assistance and various other resources to educators and school leaders statewide.

State Goal

The New Jersey Inclusion Project was developed in alignment with the NJDOE’s mission of supporting schools, educators, and districts to ensure all of New Jersey’s 1.4 million students have equitable access to high-quality education and achieve academic excellence. This project aims to improve inclusive instructional practices within schools by providing support through leadership development conferences, online and in-person professional development opportunities, coaching, and consultation that drives the development, implementation, and maintenance of inclusive education practices specific to the needs of identified participating schools. This NGO will promote continuous improvement to increase positive outcomes for students with disabilities, ages 5-21.

The applicant that is awarded the New Jersey Inclusion grant shall provide four layers of service with approval and oversight by the NJDOE. These are:

* Leadership development via regional inclusion conferences and stakeholder engagement.
  + Provision of technical assistance to schools in Identified LEAs statewide.
  + Development of implementation sites.
  + Development of universal resources for educators and families available through the NJDOE website.

Objective 1: Leadership development via regional inclusion conferences and stakeholder engagement.

Under the guidance and leadership of OSE, the grantee will provide leadership development to school districts across the state via regional Inclusion leadership conferences, online and in-person professional development, webinars, and/or community of practice (CoP) opportunities. The CoP opportunities will be made available statewide to enable educators and educator leaders the opportunity to share best practices and engage in thought partnerships. Leadership development activities will also support capacity building within schools to create systems that ensure that each child with a disability has equitable access to the educational services, supports, and resources they need to thrive.

Objective 2: Provision of Technical Assistance (TA) to public schools statewide

The grantee will provide TA to NJDOE identified LEAs, in need of support with professional development, coaching, and administrative guidance in areas related to the creation of inclusive learning environments. Qualifying public school sites approved by the NJDOE will receive five onsite visits to support them in their identified area of need. Technical support will be provided to up to 15 qualified schools throughout the three years of the grant. Information and application for TA will be made available in the spring of each year for services to be provided the following academic year. Professional development topics will include but are not limited to the following: Universal Design for Learning (UDL), Culturally Responsive Teaching, LRE programming options, Co-Teaching and Collaborative Consultation, Differentiation, Accommodations and Modifications, Developmental and Mental Health Foundations across all levels from K to grade 12 etc. At the end of each academic year, summative data will be collected, and outcomes will be shared with the NJDOE. Quarterly updates and semi-annual reports will also be submitted to the NJDOE.

Objective 3: Development of System Change (SC) sites

The grantee will provide support for up to forty-eight (48) Systemic Change sites to foster the transformation to equitable and inclusive learning environments. Each year, progress at all sites will be evaluated using quality indicators and surveys for the project. Sites that demonstrate exemplary qualities will be approved by the NJDOE and designated as demonstration sites for the project.

Please refer to the Guidelines for Developers for further information.

Objective 4: Development of Universal Resources and Guidance

The grantee will develop an accessible website to include information, resources and strategies that boost engagement, enhance learning and improve inclusion. This includes posting updates to the website content on a frequent basis. Website analytics and usage data shared with the NJDOE should reflect users’ easy access to standards-based activities and resources.

### Project Requirements

#### Project Update

The Project Abstract is a (250- 300 words) summary of the progress made to date and a summary of the work to be undertaken in Year 2.

Project Description:

Describe in a detailed narrative the Year 2 project design and plan for implementing the project. 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 of the school. 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.

* Include specific examples of systems, curriculum or design approaches that will be incorporated.
* Include justification for identifying this as an area to improve and the plan to make this transition.
* Include benchmarks for the early, middle, and final stages of the process and how progress will be measured towards these benchmarks.
* Identify who will be responsible for what stages and what level of support they will be given.
* 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, and Indicators:

Establish one or more local goal(s) for Year 2 of this program. Using the goal(s) create objectives that are (1) relevant to the selected goal, (2) applicable to grant-funded activities, (3) clearly written and (4) measurable. Objectives should clearly illustrate the plan to achieve the goal(s). They must be achievable and realistic, while identifying the “*who, what and when”* of the proposed project. Objectives must be results-oriented, and clearly identify what the project is intended to accomplish. They must contain quantitative information, benchmark(s) and how progress will be measured. Objectives should also link directly to individual stated needs and provide a time frame for completion.

Applications must also include a plan to evaluate the project’s success in achieving its goal and objectives. Indicators of success must be established for each project objective. In constructing the indicators, describe the methods that will be used to evaluate the progress toward achievement of the goal and objectives, as well as the overall grant project outcomes. Also, describe 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. They will also help to determine whether to refine an aspect of the project to ensure overall success.

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

Project Activity Plan:

The Project Activity Plan follows the goal(s) and objectives that were listed in the previous section. **The Activity Plan is for the current Year 2 grant period (July 1, 2024 – June 30, 2025)**. Activities represent the steps that it will take to achieve each identified objective. Also, the activities that are identified in this section serve as the basis for the individual expenditures that are being proposed in the budget. Review the Goal(s) and the Objectives when constructing the Project Activity Plan to ensure that appropriate links have been established between the goal(s) and objectives and the activities.

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

### Budget Design Considerations

Once the objectives that will guide the work in the implementation phase of the grant have been prioritized, begin to develop the details of the budget that will be necessary to conduct each activity.

The applicant’s budget must be well-considered, necessary for the implementation of the project, remain within the funding parameters contained in this handout, and demonstrate prudent use of resources. The budget will be reviewed to ensure that costs are customary and reasonable for the implementation of each project activity.

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

Guidance on constructing a grant budget may be found in the [Pre-award Manual for Discretionary Grants](https://www.nj.gov/education/grants/discretionary/apps/docs/PreAwardManual.pdf).

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

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

### Budget Requirements

Budget requests should be linked to specific project activities and objectives of the New Jersey Inclusion Project.

The provisions of N.J.A.C. 6A:23A-7 contain additional requirements concerning prior approvals, as well as expenditures related to travel. It is strongly recommended that the applicant work with their business administrator when constructing the budget. The NJDOE applies these restrictions uniformly to all grantees. Unless otherwise specified, the following restrictions apply to all grant programs:

* No reimbursement for in-state overnight travel (meals and/or lodging)
* No reimbursement for meals on in-state travel
* Mileage reimbursement is capped at $.47/mile
* Benefit costs are capped at 77.15% ([Max Benefit Cap](https://www.nj.gov/infobank/circular/cir24-11-OMB.pdf))

Eligible costs may include

* Program staff salaries and benefits for staff required to provide technical assistance, support and training to educators and stakeholders.
* Consultant costs necessary for the completion of the scope of work proposed.
* Mileage and toll reimbursement for program staff travel to school sites and professional development activities.
* Instructional materials used during workshops for participants.
* Registration costs and stipends for program staff to attend training and other professional development activities related to providing instructional support, and other topics related to creating equitable learning environments.
* Computers and related technology needed by staff for the program such as cell phones, projectors, microphones, and Internet access.
* Operating costs including rent, utilities, telephone, postage, office supplies and rent for office equipment needed for daily program office activity.
* Indirect costs using the restricted indirect cost rate (please see the discussion on indirect costs below).

Ineligible costs - Funds may not be used for the following costs:

* Lease or purchase costs for a facility or vehicle
* Building renovations, repairs, or upkeep
* Maintenance and operating expenses for a facility or vehicle
* Out-of-State Travel
* Hotel reimbursement
* Entertainment
* Costs not supported by the program plan or otherwise declared ineligible.

**Indirect costs**:

Indirect costs may be requested in the budget from applicants that either 1) have a current federally negotiated indirect cost rate agreement; or 2) have never received a federally negotiated indirect cost rate agreement. The actual indirect cost rate that may be used in budgeting is a de minimis rate, which is subject to the requirements of the grant program. If indirect costs are requested, care must be taken to ensure that costs that would be considered an indirect cost are not included in the budget as a direct cost. Please refer to [2 CFR Part 200.414](http://www.ecfr.gov/) for additional information.

* Applicants with a current federally negotiated indirect cost rate agreement must scan and upload a copy of their indirect cost rate agreement. If this program is subject to a supplement, not supplant requirement, applicants with an approved restricted indirect cost rate must use that rate; non-LEA applicants with rate agreements that do not include a restricted indirect cost rate are limited to 8% MTDC. LEAs without an approved indirect cost rate are limited to the state median-approved indirect cost rate applicable to this program.
* Applicants that have never received a federally negotiated indirect cost rate agreement must scan and upload a signed statement as part of the application. This statement must attest to the fact that the organization has never received a federally negotiated indirect cost rate agreement, and that the applicant is requesting the use of a de minimis indirect cost rate. This statement must be signed by the Chief Executive Officer or designee of the organization.

## Section 3: Completing the Application

### 3.1 General Instructions for Applying

To apply for a grant under this NGO, applicants must prepare and submit a complete application. The application must be a response to the State’s vision as articulated in Section 1: Grant Program Information of this NGO. It must be planned, designed, and developed in accordance with the program framework articulated in Section 2: Project Guidelines of this NGO. The applicant may wish to consult additional guidance found in the [Pre-award Manual for Discretionary Grants](https://www.nj.gov/education/grants/discretionary/apps/docs/PreAwardManual.pdf).

### 3.2 Review of Applications

Evaluators will use the selection criteria found in Part I: General Information and Guidance of the Pre-award Manual for Discretionary Grants to review and rate the application according to how well the content addresses Sections 1 and 2 in this NGO.

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

Applications will also be reviewed for completeness and accuracy.

### 3.3 Application Component Checklist

The following components are required (see *Required  Column*) to be included as part of the application. Failure to include a required component may result in the application being removed from consideration for funding. Use the checklist (see *Included  Column*) to ensure that all required components have been completed in the application.

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| --- | --- |
| Required Components in EWEG |  |
| EWEG Tab/Subtab | Check (** ) if included |
| Admin (Contacts, Allocation, Assurance, and Board Resolution) |  |
| Budget |  |
| Narrative (Update, Description, Goals/Objectives/Indicators, Activity Plan) |  |