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| Expanding Career Pathways in Artificial Intelligence25-PT05-G06Program Term Date: February 1, 2025, to January 31, 2026Application Due Date: Thursday, November 14, 2024no later than 4:00 P.M. |
| Kevin DehmerActing Commissioner of EducationJorden Schiff, Ed.D.Assistant CommissionerKathleen PaquetteDirectorOffice of Career ReadiessFiscal Year 202525-100-034-5062-032-H200-MXX5New 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 Inform ation

## Purpose of the NGO

Technological advancements made possible by Artificial Intelligence (AI) are expected to reshape the future and require new skills to prepare students not just for today but for the challenges and opportunities of the future. AI plays a significant role in various aspects of daily life, highlighting the need for students to understand how AI works, its impact on society, and the ethical considerations of its use. In support of Governor Murphy's commitment to an innovation economy and supported by a Fiscal Year (FY) 2025 State Appropriation, the Office of Career Readiness proposes the *Expanding Career Pathways in Artificial Intelligence* NGO.

This NGO aims to expand CTE students' knowledge and skills on how computers and software mimic human learning, reasoning, and motor skills. CTE students will learn about computing theory, cybernetics, human factors, natural language processing, and how these apply to engineering and technology. Additionally, through this NGO, career and technical education (CTE) students will be better equipped to navigate and participate in technological AI advancements, understand how AI processes data to make decisions, and identify AI's limitations and potential biases through hands-on experiences.

Through this single-year grant opportunity, up to two New Jersey County Vocational School Districts (CVSDs) will be awarded up to $375,000 to partner with an Institution of Higher Education (IHE) and industry specialist(s) to develop, write, and publish an Artificial Intelligence and Robotics career and technical education (CTE) curriculum based on the development of principles for teaching and learning AI. The awarded grantees will develop a rigorous three-course CTE curriculum for the Classification of Instructional Program (CIP) 11.0102 Artificial Intelligence and Robotics.

The overarching goals of this program are to:

* Expand access to high-quality Artificial Intelligence and Robotics CTE curriculum through the development of a three-course CTE program of study.
* Encourage integrating generative AI literacy into the CTE curriculum by utilizing guiding principles for teaching and learning AI.
* Promote continuous knowledge and skills in teaching and learning AI by developing Professional Learning Communities (PLCs) with school districts, IHEs, and industry experts.

**Application Type: Limited Competitive\***

**Target Audience:** [ ] Local Education Agency (LEA), Grade span:
[ ]  Community-Based Nonprofit Organization (CBO), or
[ ]  Institutes of Higher Education (IHE)
[x] Other\*:**County Vocational-Technical School Districts**

**To be eligible, the CVSD must:**

* Partner with a four-year New Jersey IHE that offers programs in AI or AI research;
* Partner with an industry specialist(s) with expertise in AI;
* As of the NGO application due date, the CVSD must administer one or more approved CTE programs of study from the following identified programs:
	+ Computer Science;
	+ Computer Programming/Programmer, General; or
	+ Mechatronics, Robotics, and Automation Engineering.

## 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 Career Readiness 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 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 – IT.careercluster@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 24-48 hours for the registration to be completed in the EWEG system.

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

**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, November 14, 2024.** Without exception, the ACC will not accept nor evaluate an application after this deadline for funding consideration.

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

Completed applications are those that include all elements listed in [Section II.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 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 Program Office will review the application for adherence to the eligibility criteria outlined in Section I.1, partnership with an IHE and industry specialist, and operation of a program of study in one of the following: Computer Science; Computer Programming/Programmer, General; or Mechatronics, Robotics, and Automation Engineering 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 Notice of Grant Opportunity (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.

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#  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

**Tuesday, October 15, 2024**

[x]  **Teams Virtual Meeting: Click here to register.**

[ ]  **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

To provide access and opportunity to all New Jersey students to participate in AI programs of study, the CVSD, IHE partner, and industry specialist(s) will collaborate to meet the following deliverables within the grant project period of February 1, 2025 to January 31, 2026:

* Develop CTE principles for teaching and learning AI literacy;
* Create an acceptable use framework for students and teachers to use generative AI. The framework will identify and mitigate potential unintended consequences of using AI in the classroom;
* Develop and publish a three-course curriculum and curriculum framework incorporating the New Jersey State Learning Standards (including CTE-IT standard 9.3 and Career Readiness, Life Literacies & Key Skills)
* Recruitment strategies highlighting the need for diversity among the workforce in the AI career field;
* Identify and propose to the NJDOE an industry-valued credential aligned with the AI curriculum;
* Develop and publish a catalog of resources to accompany the curriculum;
* Develop a statewide articulation agreement with the participating IHE for at least one three-credit course;
* Create and publish asynchronous teacher training modules for each course to be hosted on the NJDOE's website;
* Create an AI professional learning community (PLC) facilitated by the CVSD that will meet on an ongoing basis to update the curriculum, share best practices, and discuss new advancements in AI; and
* Host at least one in-person "AI in CTE" training session for all districts, sharing the curriculum and associated resources.

## Project Design Considerations

Designing a curriculum for an AI course requires careful consideration of various factors to ensure comprehensive coverage of essential concepts while keeping pace with the rapidly evolving field. The following design considerations should be included in curriculum deliverables:

* **Scope and Depth**: Determine the scope and depth of the program. Perkins V defines a program of study as a coordinated, nonduplicative sequence of academic and technical content at the secondary and postsecondary level that – (A) incorporates challenging State academic standards; (B) addresses both academic and technical knowledge and skills, including employability skills; (C) is aligned with the needs of industries in the economy of the State, region, or local area; (D) progresses in specificity (beginning with all aspects of an industry or career cluster and leading to more occupation-specific instruction); (E) has multiple entry and exit points that incorporate credentialing; and (F) culminates in the attainment of a recognized postsecondary credential.
* **Interdisciplinary Approach**: AI intersects with various disciplines, such as computer science, mathematics, psychology, and ethics. Incorporate interdisciplinary perspectives to provide a holistic understanding of AI.
* **Hands-on Projects**: Include practical, hands-on projects to reinforce theoretical concepts and enhance problem-solving skills. Projects could involve programming assignments, building AI models, or working with AI libraries and frameworks.
* **Ethical and Social Implications**: Discuss the ethical, societal, and legal implications of AI technologies. Address topics like bias in AI algorithms, privacy concerns, job displacement, and AI's impact on society.
* **Real-world Applications**: Explore real-world applications of AI across different domains such as healthcare, finance, autonomous vehicles, natural language processing, and computer vision. Case studies and guest lectures from industry experts can provide valuable insights.
* **Algorithmic Transparency and Accountability**: Teach students about the importance of algorithmic transparency, fairness, and accountability. Discuss methods for evaluating and mitigating biases in AI systems.
* **Emerging Trends and Technologies**: Cover emerging trends and technologies in AI, such as deep learning, reinforcement learning, generative models, and AI ethics. Stay updated with the latest research and advancements in the field.
* **Assessment Methods**: Choose appropriate assessment methods to evaluate students' understanding and skills. This could include exams, quizzes, project presentations, coding assignments, and peer evaluations.
* **Adaptability**: AI is a rapidly evolving field, so the curriculum should be designed to adapt to technological and research changes. Incorporate flexibility to update course content and materials as needed.
* **Feedback Mechanisms**: Implement feedback mechanisms to gather input from students and stakeholders to improve the course structure and update course content continuously.
* **Accessibility and Inclusivity**: Design the curriculum to be accessible and inclusive to students from diverse backgrounds, including those with disabilities or different learning styles. Include scaffolding resources for students needing additional academic support in required mathematics or other prerequisite content.
* **Extended Learning Opportunities**: Offer opportunities for students and teachers to engage in professional development activities outside the classroom, such as attending conferences, participating in hackathons, and incorporating work-based learning in AI-related fields.

In addition, applicants shall consider the following when developing a CTE program of study (POS):

**High-Quality Partnerships**
Private/public partnerships are the foundation of CTE programs of study and are essential in designing and implementing a curriculum in CTE. A successful applicant will form a high-quality partnership(s) with at least one IHE and an industry partner with experience in AI.

**Work-based Learning (WBL)**

Under Perkins V, WBL, formerly known as Structured Learning Experiences (SLE), means sustained interactions with industry or community professionals in real workplace settings, to the extent practicable, or simulated environments at an educational institution that fosters in-depth, firsthand engagement with the tasks required in a given career field, that are aligned to curriculum and instruction. They are designed as rigorous activities integrated into the curriculum that provide students with opportunities to demonstrate and apply high academic and/or technical skills to further develop their personal, academic, and career goals. Types of WBL include job shadowing, school-based enterprises, service learning, cooperative education, internships, apprenticeships, and volunteering. The curriculum and curriculum resources shall provide examples of how WBL can be integrated throughout the AI POS. These opportunities should be offered to students throughout the curriculum in a logical sequence and reinforced with WBL workplace mentors.

**Administrative Vision and Commitment**

A successful grant program requires strong leadership and support from district-level administration. Commitment from leadership is essential to developing and implementing high-quality partnerships, educational program design, teacher training, and continuous learning. Administrators and project coordinators must have an innovative and flexible mindset dedicated to providing positive outcomes for all CTE students.
Curriculum developers must ensure that student learning supports are incorporated into the instructional model. Some activities include academic tutoring and mastery, summer bridge preparation programs, student attainment of industry-valued credentials, realization of technical and academic skills, incorporation of work-based learning experiences, and pathways to a postsecondary degree through a statewide articulation agreement with the IHE partner.

**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 [10]** - The Statement of Need identifies the local conditions and/or needs that justify the project proposed in the application. A "need" in this context is defined as the difference between the current status and the outcomes and/or standard(s) that the school would like to achieve. Describe the target population to be served, including the grade levels and ages of the students. Describe the programming that will take place to enable all students to meet the New Jersey student achievement standards and address student learning needs. Identify and discuss the data considered in the district's decision to develop a program of study in artificial intelligence and robotics. Provide documentation to substantiate the district and the statewide need for a CTE program of study in Artificial Intelligence and robotics. Documentation may include, but is not limited to, labor market data, research, demographics, test data, descriptions of target population(s), student data, and personnel data. Do not attempt to address problems beyond the grant program's scope.

**Project Description [30]** – Describe in a detailed narrative the complete single-year project design and plan for implementing the project. Assure 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 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.

* Include specific examples of systems, curriculum, or design approaches that will be incorporated.
* Include justification for identifying this as an area to expand upon and the plan to complete the project.
* 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.
* Describe the partnerships with the IHE and industry partners, state how long the partnership has existed, and the role the partners will have in accomplishing the program's goals.
* 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 [10]** – Establish one or more local goal(s) for this program. Using the goal(s), create objectives that are (1) relevant to the selected goal, (2) applicable to grant-funded activities, (3) clearly written, and (4) measurable. Objectives should clearly illustrate the plan to achieve the goal(s). They must be achievable and realistic while identifying the "who, what, and when" of the proposed project. Objectives must be results-oriented and clearly identify what the project is intended to accomplish. They must contain quantitative information, benchmark(s), and information on measuring progress. 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 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 the measures and instruments to be used in the indicators, 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 or not 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 project's anticipated outcomes in measurable terms and in relation to the stated needs.
* Define the population to be served.
* Identify the timeline for implementing and completing each objective.
* Identify the expected performance levels 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 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 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 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 as the "person responsible" for carrying out all activities.

**Commitment and Capacity [30]** After identifying the conditions or needs and the plan to address them, describe the district's capacity to take on the project. First, explain why the proposed project is important to the school and the state. Describe the commitment to addressing the conditions or needs identified, including the organizational support that exists for implementing the proposed project. Describe the experience level of district staff in AI, computer science, and automation and the commitment of staff to pursue continuous professional development in emerging technologies.
Explain any experience the organization has had in implementing similar projects and 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 any prior/existing partnerships with IHE and industry partners that demonstrate the district has the capacity to complete grant objectives.

**Budget [10]** –Once the objectives that will guide the work in the implementation phase of the grant have been prioritized, begin to develop the budget details necessary to carry out 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 NJDOE will review the budget to ensure that costs are customary and reasonable for implementing 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.

Utilizing the FY2025 State Appropriation of $750,000 the NJDOE aims to award one CVSD per region (Region One and Region Two) of New Jersey with up to $**375,000** for the *Expanding Career Pathways in Artificial Intelligence NGO*. After scoring the applications for funding, the highest-scoring application from each region is chosen. If a region lacks an awarded CVSD, the funding will be allocated to the next eligible applicant, regardless of their region.

**Regional Chart:**

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| --- | --- |
| **Region One** | **Region Two** |
| Bergen CountyEssex CountyHudson CountyHunterdon CountyMorris CountyPassaic CountySomerset CountySussex CountyUnion County Warren County | Atlantic CountyBurlington CountyCamden CountyCape May CountyCumberland CountyGloucester CountyMercer CountyMiddlesex CountyMonmouth CountyOcean CountySalem County |

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 provide support for 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.

Budget requests should be linked to specific project activities and objectives of the Expanding Career Pathways in Artificial Intelligence grant.

If the partnership determines appropriate, the IHE partner may be considered a sub-recipient. CVSDs may subgrant some funds for curriculum writing, AI in CTE training expenditures, and other costs to their IHE partner. A written agreement with the IHE partner will be required for the NJDOE to review the application submission. The written agreement shall include a scope of work that details the sub-grantee services, how the grantee will measure a sub-grantee's progress, reporting requirements of the sub-grantee, and the amount of funds that will be sub-granted.

The applicant will upload partnership forms as a requirement of the NGO. Applicants will complete the entire budget of up to $375,000 in EWEG. It will clearly state the amount of funding to the partner on the affirmation of partnership form, which will be signed by the school district Chief School Administrator/Superintendent and IHE lead and then uploaded into the grant application in EWEG using the Upload tab.

**Bonus [00]** – N/A

## 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.

|  |  |  |
| --- | --- | --- |
|  | **Appendices Name** | **Required Upload** |
|  | Documentation of Partnership Form | Yes |
|  | IHE Intent to Partner  | Yes |
|  | Industry Specialist Intent to Partner | Yes |

## Allowable Uses and Eligible Activities

Grant funds may be used to accomplish the following:

* Writing curriculum for a three-course sequence in Artificial Intelligence and Robotics including curriculum resources,
* Developing asynchronous teacher training modules,
* Creating a professional learning community for artificial intelligence and robotics educators, and
* Holding an AI in CTE in-person teacher training.

## Sub-granting Funds

 Refer to Section IV Appendices - Eligible Sub-grantees and sub-grantee upload requirements.

Sub-grantees must have the capacity to provide services during the grant term.

The Lead agency must have written agreements between the grantee and each sub-grantee are required. A copy of the written agreement must be provided to NJDOE for review. The written agreement shall include a scope of services that details the services the sub-grantee will be providing, how the grantee will measure a subgrantee’s progress, reporting requirements of the sub-grantee, and the amount of funds that will be sub-granted. The grantee/sub-grantee agreement must use the same budget categories listed in the grantee’s Budget and include a disbursement schedule. The written agreement shall include provisions for early termination of the agreement if the sub-grantee fails to perform under the terms of the agreement.

## **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 $750,000.00. This is 100 percent funded from Fiscal Year 2025 State Budget Appropriation] 25-100-034-5062-032-H200-MXX5. The project period is February, 2025, to January 31, 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 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): [10%]
[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: 77.15%
[Max Indirect Costs Cap %:](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-E/subject-group-ECFRd93f2a98b1f6455/section-200.414) [8%]

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.

* Sub-granting – costs associated with the IHE partnership to administer grant-related activities.
* Supplies needed to administer grant-related activities.
* Travel/Transportation – costs for in-state district staff to travel to IHE and industry partner sites or other grant-related activities.
* Salary – stipend costs and associated benefits for district staff to lead project activities outside of contractually obligated hours or collaborative planning with other district staff, IHE, or industry partners outside of contractually obligated hours.
* Curriculum development and materials – costs associated with curriculum development, writing, and publishing. This includes curriculum resources and asynchronous teacher training modules.
* AI in CTE teacher training – costs associated with hosting the AI in CTE in-person teacher training. All costs shall align with OMB circulars related to meals/refreshments/conferences, etc.
* Administrative Costs - Administrative costs up to 10% related to the grant program.

##  Ineligible Costs

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

* Industry partner salaries/stipends/benefits.
* Entertainment or food-related expenses.
* Grant writing – costs associated with writing this or other grant applications.
* No benefit – costs incurred for salaries, services, media, etc., that do not benefit the end user or the grant program.
* Not reasonable or necessary – costs that are not directly related to the educational program, are unsupported by the NGO, or are not reasonable or necessary to carry out the grant program.
* Off message – costs for services, supplies, media, etc., that are prohibited or off message.
* Out-of-state travel – travel to out-of-state meetings unless it is demonstrated that attendance at a meeting will directly and significantly advance a project and is approved by the NJDOE prior to the cost being incurred.
* Outside of grant period – costs incurred outside the grant period.
* Outside the target area – the purpose of the grant is to provide statewide coverage; therefore, any activities undertaken outside of New Jersey must have prior NJDOE approval before costs are incurred.
* Poorly documented/undocumented – costs that are not supported by adequate documentation.
* Supplanting – salaries, services, media, etc., costs covered under other federal, state, or private funding.
* 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).

#  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 follow**

|  |  |  |
| --- | --- | --- |
| Report Number: | Reporting periods: | Dates Due: |
| Report 1 | February 1, 2025 to April 30, 2025 | 5/31/2025 |
| Report 2 | February 1, 2025 to July 31, 2025 | 8/31/2025 |
| Report 3 | February 1, 2025 to October 31, 2025 | 11/30/2025 |
| Final Report\* | February 1, 2025 to January 31, 2026 | 3/31/2026 |
|  | \*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

## Appendix I: Documentation of Partnership Form

**Expanding Career Pathways in AI Program**

(This form must be completed, signed, and uploaded in the application using the Upload tab)

**Name of Applicant /School District:**

**Name of Institution of Higher Education (IHE) Partner:**

**Name of Industry Partner:**

By submitting this application, the Lead Agency (school district) assures that the partner agency listed above participated in the preparation and planning of the **Expanding Career Pathways in AI Program** grant application certifies that the application meets all eligibility criteria, and all partners will participate in the implementation of the grant and program activities.

**Signature of School District Lead Administrator Date**

## Appendix II: Affirmation of Partnership Forms

The application must be accompanied by signed Partnership Agreement Forms for each required partner:

Required

1. School District/Local Educational Agency (LEA)
2. Postsecondary Institution of Higher Education (IHE)

**Expanding Career Pathways in AI Grant Program**

**Partnership Form**

(This form must be completed, signed, and uploaded in the application using the Upload tab)

List of Partners (print or type):

**Name of Applicant /School District:**

**Budget Amount allocated to School District:**

**Name of Institution of Higher Education (IHE) Partner:**

**Budget Amount allocated to IHE Partner (sub-recipient):**

By submitting this application, the Lead Agency assures that the agencies listed above have been selected as partners and consulted about their partnership role in the **Expanding Career Pathways in AI Program** and will participate in the implementation of the grant and program activities.

**Signature of Superintendent:**

**Date:**

**Signature of IHE President:**

**Date:**

**Institution of Higher Education (IHE) Partnership Form**

**Expanding Career Pathways in AI Grant Program**

(This form must be completed, signed, and uploaded in the application using the Upload tab)

IHE Partner

**Instruction to Applicant:** Please have the IHE partnercomplete a separate copy of this form, including the LEA principal partner and any other agencies or LEA partners**.**

**Instruction to IHE Partner:** This document is to be signed by an eligible partner and included with the application as evidence of the collaboration between the applicant and the eligible partner in the **Expanding Career Pathways in AI Program**. The IHE President must complete and sign the statement below:

I **commit** to be a collaborative partner with [ ], the applicant/lead agency, and to ensure that my institution acts in full support of the proposed project through the provision of personnel, time, activities, information, data, services, and/or resources necessary to plan, implement, monitor and evaluate the grant project with fidelity.

I **agree** to protect the confidentiality of individual students and/or educators as necessary when providing information to the applicant and the project evaluator to fulfill project requirements.

I **certify** that a designated representative, my agency's grant lead person, will continue to collaborate with the applicant to meet the requirements of this grant opportunity as specified in the grant application.

**Print Name** **of** **IHE President:**

**Print Name of IHE:**

**Signature of** **IHE President:**

**Date (mm/dd/yyyy):**