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| Advanced Placement and International Baccalaureate Course Expansion NGO  25-TE17-G03  Program Term Date: June 1, 2025, to December 31, 2026  Application Due Date: **Thursday, May 15, 2025** no later than 4:00 P.M. |
| Kevin Dehmer, Ed.D.  Commissioner of Education  Jorden Schiff, Ed.D.  Assistant Commissioner  Peter Mazzagatti, Ed.D.  Director  Office of Educator Effectiveness  FY2025  25-100-034-5063-364-H300-6130  New Jersey Department of Education  P.O. Box 500 ● Trenton, NJ 08625-0500 |

The following are requirements and instructions on the New Jersey Department of Education (NJDOE) Notice of Grant Opportunity (NGO). Instructions on how to gain access to the application and how to complete the application in the Electronic Web-enable Grant (EWEG) system are available in [Discretionary Grant Manual](http://www.nj.gov/njded/grants/discretionary/).

When responding to this Notice of Grant Opportunity (NGO), applicants must use the Electronic Web-Enabled Grant System (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. 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 access through the NJDOE Homeroom web page on the due date of the application, no later than 4:00 P.M. Without exception, the ACC will not accept, and the Office of Grants Management (OGM) cannot evaluate for funding consideration, an application after this deadline.

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

# Grant Program Information

## Purpose of the NGO

As part of Governor Murphy's Fiscal Year (FY) 2025 State Budget, $500,000 has been allocated for a competitive grant program to expand access to college-level coursework for traditionally disadvantaged students. This initiative will provide funding to a cohort of Local Education Agencies (LEAs) to train additional educators to teach Advanced Placement (AP) or International Baccalaureate (IB) courses.

Through this program, LEAs will receive financial support to train educators in AP or IB instruction, thereby increasing opportunities for students who have historically faced barriers to advanced coursework.

**Expected Outcomes**

As part of the application process, LEAs must submit plans detailing how educator training and professional development initiatives will achieve the following overarching outcomes:

1. Expanding the number of educators credentialed to teach AP/IB courses;
2. Increasing AP/IB course offerings within the district;
3. Strengthening existing AP/IB programs to better serve New Jersey’s disadvantaged and high-need student populations.

**Eligibility to Apply**

* To be eligible, **LEAs must have at least one school that qualifies for the federal definition of a schoolwide Title I program in the current year**.
* **LEAs that received an FY24 APIB Course Expansion grant (NGO #24-TE12-G03) are ineligible to apply to ensure access to funding opportunities.**

**Application Type: Limited Competitive\***

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

**Grant Period Start and End Dates**

This 19-month grant program runs from June 1, 2025, to December 31, 2026.

**Funding Amount**

LEAs may apply for:

* Up to $50,000 or up to $75,000, based on district enrollment size (see Section II.9, Apportionment of Grant Funds for details).

The NJDOE expects to award up to 8 grants, distributed by school district enrollment size, contingent upon applications receiving a minimum score of 70 points or greater.

## 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

Before applying for a grant application, all Local Education Agencies (LEA), Community-Based Nonprofit Organizations (CBO), or Institutions of Higher Education (IHE) must create a profile in the NJDOE EWEG's AWARD Management SAM application to include the district's UEI information:

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.
      3. To renew an existing SAM UEI or apply for a SAM UEI, entities must go through [www.sam.gov](http://www.sam.gov/).

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

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

## Dissemination of This Notice

The Office of Educator Effectiveness 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 where 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 Educator Effectiveness at the New Jersey Department of Education, 100 River View Plaza, Route 29, P.O. Box 500, Trenton, NJ 08625-0500; email: [teachpd@doe.nj.gov](mailto:teachpd@doe.nj.gov)

## Access to the EWEG Application

Each eligible applicant must have a login ID and password to access the system. LEA applicants should contact their district's Web (Homeroom) Administrator, who will complete the registration. Non-LEA applicants should send an email request for [EWEG Help](mailto:eweghelp@doe.state.nj.us). Please allow 24-48 hours for the registration to be completed.

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

**IMPORTANT:** Once the application has been submitted via EWEG, the application will not be returned to the applicant for editing, nor can additional information or missing documentation be submitted to the Department for application review consideration. **Please Note: The submit button in the EWEG system will disappear as of 4:00 P.M. on the due date**. Please refer to the [Discretionary Grant](http://www.nj.gov/njded/grants/discretionary/) 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, May 15, 2025.** Without exception, the ACC will not accept nor evaluate an application after this deadline for funding consideration.

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

Completed applications include all elements listed in [Section II.5.](#_Application_Component_Required), Application Component Required Uploads checklist. Applications received by the due date and specified time will be screened to determine whether they are, in fact, eligible for consideration. 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. The application will be reviewed and scored by evaluators and the Program Office responsible for administering the Program. The evaluators will use the information provided in the 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 noted as part of the NGO in the Upload Tab. In addition to how well the content addresses [Section II.4.](#_Project_Design_Considerations_1), the evaluators will review the NGO application for completeness and accuracy. The total point value for the NGO is 100 points.

Grant applications must score 70 points or greater and meet the Notice of Grant Opportunity (NGO) 's intent before adding any bonus points, as noted in Section I.1 Eligibility to Apply in the NGO, and [Section II.4.](#_Project_Design_Considerations_1), Project Design Components. The NJDOE reserves the right to reject any application not in conformance with the requirements of this NGO.

## Grantee Award Notifications

A successful applicant will be notified via the EWEG system to the emails listed in the Contacts Tab, and a list will be posted on the NGO web page within the NJDOE website. Preliminary Approved Applications will be notified via EWEG with instructions on proceeding with Pre-award Revisions (PAR). Refer to the [Discretionary Grant Manual](http://www.nj.gov/njded/grants/discretionary/) for instructions on how to initiate the PAR process by creating an amendment.

Those applicants not meeting the 70-point threshold or the intent of the NGO listed in [Section II.4.](#_Project_Design_Considerations_1), Program Design Consideration, will be notified via an EWEG email to the contacts listed in the application, and the application status will read "No Award."

## Open Public Records

Please be advised that per 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.

## Completing the Application

This section intends to provide the applicant with the framework within which it will plan, design, and develop its proposed project to meet the purpose of this NGO. Before preparing applications, potential applicants are advised to review Section I, Grant Program Information, of this NGO to fully understand the State's vision and purpose for offering the Program. Additionally, the information in Section III, Grantee Agreement Requirements, will complete the applicant's understanding of the specific considerations and requirements to be considered or addressed in their project.

## General Instructions for Applying

Applicants must prepare and submit a complete application by the deadline to apply for a grant under this NGO. The following components in their related EWEG Tabs in the 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 are to be included in the application as stated in the NGO.

The application must respond to the State's vision articulated in Section I, Grant Program Information, of this NGO. It must be planned, designed, and developed according to the program framework articulated in Section II, Completing the Application, of this NGO. The applicant may seek additional guidance in the [[Discretionary Grant Manual](http://www.nj.gov/njded/grants/discretionary/)](https://www.nj.gov/education/grants/discretionary/apps/docs/PreAwardManual.pdf).

## Application Technical Assistance Session

**Thursday, May 8, 2025 at 1:00 PM**

☒ Teams Virtual Meeting: [Click here to register](https://homeroom5.doe.state.nj.us/events/) [online](https://homeroom5.doe.state.nj.us/events/) using the [NJDOE Calendar of Events](https://homeroom5.doe.state.nj.us/events/). Pre-registration is required by Tuesday, May 6, 2025.

## Grant Deliverables

Expected outcomes must align with the intent of the NGO, as outlined in Section I.1, Purpose of the NGO, and Section II.4, Project Design Considerations. Grant recipients must adhere to the reporting schedule detailed in Section III, Grant Agreement, and Program Requirements.

This program will provide Local Education Agencies (LEAs) with the opportunity to train educators in Advanced Placement (AP) or International Baccalaureate (IB) instruction, ensuring access to college-level coursework for traditionally disadvantaged students.

As part of the application process, LEAs must submit plans detailing how AP/IB educator training will achieve the following outcomes:

1. Increase the number of educators trained and credentialed to teach AP/IB courses within the district.
2. Expand AP/IB course offerings to increase student access to rigorous coursework.
3. Enhance existing AP/IB programs to better serve New Jersey’s disadvantaged and high-need student populations.

For this NGO, consistent with the Elementary and Secondary Education Act (ESEA) as amended by the Every Student Succeeds Act (ESEA), the subgroup of students in focus is described as:

* Economically disadvantaged students;
* Students from major racial and ethnic groups;
* Children with disabilities; and
* Multilingual learners.

## Project Design Considerations

This section provides applicants with a framework for designing a local AP/IB expansion program that aligns with the State’s goal and grant objectives. Applicants must read this section in full before developing their project plan.

To ensure compliance with all grant requirements, applicants are strongly encouraged to review Section II.6, Section II.10, and Section II.11 before submission.

**State Goal**

The State’s goal is to increase the number of students academically prepared for postsecondary studies by expanding Advanced Placement (AP) and International Baccalaureate (IB) course offerings through the expansion of a trained and credentialed cohort of AP/IB educators.

**Mandatory Goals**

All applicants must align their project plan with the following two mandatory goals:

1. Increase the number of credentialed educators to expand AP/IB offerings.
2. Expand student access to rigorous AP/IB coursework.

Applicants will be provided with the required objectives to meet these goals. LEAs must develop local indicators to measure progress toward each objective.

**Mandatory Objectives**

To meet these goals, applicants must incorporate the following objectives into their project plans:

* Train and credential educators through approved AP/IB professional development.
* Expand AP/IB course offerings based on district needs, student demand, and alignment with state standards.
* Implement recruitment strategies to increase participation among historically underrepresented students.
* Provide academic supports (e.g., tutoring, mentoring) to ensure student success in AP coursework.
* Strengthen communication efforts with students, families, and school staff to promote awareness and accessibility.

**Indicators**

Applicants must develop measurable indicators for each objective that align with their local context and data sources. These indicators should:

* Track progress toward meeting each objective.
* Be specific, quantifiable, and realistic.
* Demonstrate student, educator, and program-level impact

**Alignment of Key Considerations with Mandatory Goals, Objectives, and Indicators**

Applicants must ensure that their project plans align with the Mandatory Goals and Objectives outlined in this grant. To develop a comprehensive and effective AP/IB expansion plan, applicants should integrate the following Key Considerations, which directly support the required goals and objectives.

Progress in these areas will be measured through indicators, ensuring that strategies lead to meaningful improvements in educator training, student participation, and program sustainability.

Applicants should address the following critical areas when developing their project plans:

* Course Selection & Scheduling: What criteria determine new AP/IB course offerings, and how will scheduling accommodate expansion?
* Teacher Recruitment & Support: What strategies will be used to recruit, train, and retain AP/IB educators?
* Access: What initiatives will help ensure that traditionally underserved student participation in AP/IB coursework is achieved?
* Student Support: What resources (e.g., tutoring, mentoring, preparatory workshops) will help students succeed in rigorous AP/IB courses?

**Resources**

Applicants may refer to the following resources for additional guidance on AP/IB course implementation, educator training, and program expansion:

* The College Board: [Advanced Placement® (AP) – The College Board](https://doe365-my.sharepoint.com/personal/kpaquett_doe_nj_gov/Documents/Executive%20Director/AP-IB/Advanced%20Placement®%20(AP)%20–%20The%20College%20Board) (<https://ap.collegeboard.org>)
* International Baccalaureate [International education - International Baccalaureate® (ibo.org)](https://ibo.org/)

These resources will assist applicants in aligning their project plans with AP/IB program standards and best practices.

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

**Project Abstract *(250-300 words)*** The Project Abstract must provide a high-level summary of the proposed project’s need, purpose, and expected outcomes for the full grant period. It should:

* Summarize the need for AP/IB course expansion, supported by data.
* Define the project’s purpose, aligning with the State goal of increasing trained AP/IB educators and expanding e student access.
* Highlight key outcomes, such as the number of educators trained, courses expanded, and projected student impact.
* Ensure consistency with the full application—no new information should be introduced here.

This section is **informational only** and will not be scored.

**Needs [10 points]** - The Needs statement must provide clear, data-driven evidence to justify the expansion of AP/IB courses within the LEA. Applicants must:

* Identify the need for AP/IB expansion, citing specific gaps in access, enrollment, or educator capacity.
* Describe how the proposed project will address the needs of diverse learners, ensuring access and support.
* Use quantitative and qualitative data (e.g., student performance, teacher availability, course demand) to support the application.
* Include relevant documentation (e.g., demographic reports, test scores, student/teacher surveys) to substantiate the identified needs.
* Remain within the scope of the grant—do not attempt to address issues beyond AP/IB course expansion.

A well-developed Needs statement will clearly connect identified gaps to the proposed project, ensuring that the AP/IB expansion is data-driven, necessary, and impactful.

**Project Description [40 points]** – Applicants must provide a detailed narrative that outlines a comprehensive project design and implementation plan. The project description should demonstrate how the proposed AP/IB expansion will successfully address the identified needs of the district and create sustainable improvements in educator training, student participation, and access.

Applications will be evaluated based on the following:

* Clarity and completeness of the project design.
* Strength of the evidence provided to justify the program's effectiveness.
* Quality, scope, and feasibility of proposed strategies.
* Increased access and participation among all eligible program participants.
* Clear benchmarks and measurable outcomes to track progress.
* Sustainability and long-term impact on district AP/IB programming.

**Key Components of a Strong Project Description**

Applicants should thoroughly address the following components:

1. Comprehensive Project Design and Implementation Plan

* Describe the overall project structure, including the vision, goals, and expected outcomes.
* Provide evidence-based justification for why this approach is appropriate and how it addresses district needs.
* Detail the history and current status of AP/IB programming in the district.

2. Strategies for Ensuring Quality and Increased Access

* Demonstrate how proposed strategies and activities are of sufficient quality and scope to increase access to AP/IB coursework.
* Describe how barriers to participation (e.g., financial, logistical, academic) will be addressed.

3. Impact on Students, Educators, and District

* Describe how the grant program will enhance student and teacher experience.
* Provide specific examples of how AP/IB expansion will increase college and career readiness.
* Explain how the program will strengthen instructional quality by increasing the number of AP/IB credentialed teachers.

4. Systems, Curricula, and Approaches to be Implemented

* Describe any new instructional models, curricula, or academic support systems that will be introduced.
* Cite examples where similar strategies have led to positive outcomes.

5. Benchmarks and Measurement of Progress

* Identify early, middle, and final-stage benchmarks to track progress toward program goals.
* Include specific indicators such as:
  + Teacher identification and participation in professional development.
  + Student enrollment and retention in AP/IB courses.
  + Student performance and achievement growth on AP/IB assessments.

6. Professional Development Plan (PDP) for AP/IB Educators

* Outline when, how often, and by whom teachers will receive training.
* Describe the types of professional development opportunities (e.g., AP Summer Institutes, IB workshops, coaching, mentoring).
* Explain how the district will provide ongoing support to ensure teacher success beyond the grant period.

7. Teacher Selection Process and Credentials

* Describe the process for selecting teachers to participate in AP/IB training.
* Specify how many teachers will be involved and their qualifications/experience.
* Explain how participating educators will be integrated into the district’s AP/IB instructional framework.

8. Budget and Cost Estimates

* Provide an estimated number of teachers participating in the grant program.
* Outline plans to cover expenses, including:
  + Training, workshops, and professional development costs.
  + Consultant fees, non-instructional salaries, and transportation expenses.
  + Other grant-related expenditures needed to sustain program expansion.

9. Student Impact and Expansion

* Estimate the number of students who will benefit from new or expanded AP/IB programming.
* Detail how the district will ensure increased access to all students.
* Describe efforts to expand AP/IB participation among disadvantaged and high-need student populations as outlined in Section II.3.

**Goals/Objectives/Indicators [10 points]** – Successful applications must include the mandatory goals and objectives outlined below and develop measurable indicators that align with their specific project plan. Indicators will serve as the primary method for demonstrating progress toward achieving the grant’s goals.

In this section, successful applications must:

1. List the mandatory goals.

* Clearly state the mandatory goals identified in Section II.4.
* Use the required numbering format:
  + Each goal is numbered “1, 2, 3”, with corresponding objectives numbered “1.1, 1.2, etc.”
  + Indicators corresponding to each objective should be numbered “1.1.1, 1.2.1, etc.”

1. Develop indicators for each mandatory objective that will be used to evaluate project success.

* Indicators must be specific, observable, and measurable characteristics used to determine if the objectives have been successfully accomplished.
* Successful applications must describe:
  + Methods and tools used to evaluate progress.
  + Measures and instruments that will be used, including who will be responsible for developing and conducting evaluations.
  + How results will be used to refine and improve project outcomes.
* Successful applications must identify expected performance levels that indicate successful achievement of each objective.

1. Applicants may include additional objectives and indicators that align with their local needs and further enhance the impact of AP/IB expansion.

**Mandatory Goals and Objectives for Applicants**

Applicants must align their project plan with the following mandatory goals and their corresponding mandatory objectives, which serve as the foundation for AP/IB expansion.

**Goal 1: Increase the Number of Credentialed Educators**

* **Objective 1.1:** Train and credential educators through approved AP/IB professional development programs.
* **Objective 1.2:** Establish a structured professional development plan to ensure newly trained educators are effectively integrated into AP/IB instruction.

Successful applications must develop indicators that track educator training, credentialing, and retention.

**Goal 2: Expand Student Access to Rigorous AP/IB Coursework**

* **Objective 2.1:** Expand AP/IB course offerings based on district needs, student demand, and alignment with NJSLS and postsecondary readiness standards.
* **Objective 2.2:** Develop targeted outreach strategies to inform students and families about AP/IB opportunities.

Successful applications must develop indicators that track course expansion, student enrollment, and outreach effectiveness.

**Developing Indicators for Mandatory Objectives**

Indicators must clearly demonstrate how each mandatory objective will be implemented and measured within the applicant’s specific project plan. Successful applications must ensure that indicators provide measurable evidence of progress toward AP/IB expansion goals.

Successful applications must include indicators that:

* Are specific, measurable, and realistic, ensuring progress toward each objective.
* Identify the target population(s) to be served.
* Define the timeline for tracking and completing each objective.
* Clearly outline how the district will measure success in expanding AP/IB course offerings, credentialing educators, and expanding access.

Applicants may include additional objectives and indicators that align with their local needs and further enhance the impact of AP/IB expansion.

**Project Activity Plan [20 points]** The Project Activity Plan outlines the specific tasks and activities necessary to implement the mandatory goals and objectives identified in the previous section. The activities outlined here must directly align with the indicators developed for each objective to ensure clear connections between the proposed strategies, implementation steps, and anticipated outcomes.

The Project Activity Plan is for the current grant period and should:

* Provide a structured roadmap for achieving AP/IB expansion goals.
* Clearly link activities to the required objectives and indicators.
* Serve as the basis for budget allocations, ensuring that all grant-related expenditures correspond to planned activities.

The Project Activity Plan outlines the specific steps necessary to achieve the mandatory goals and objectives in Section II.4. Activities must be clearly defined, feasible, and aligned with the project’s indicators and budget.

Successful applications must:

* State the objective in full and number activities accordingly (e.g., 1.1.1 for Goal 1, Objective 1.1, Activity 1).
* Describe all planned activities, ensuring they directly support the objective and are realistic within the grant period.
* List activities in chronological order and distribute them appropriately across reporting periods.
* Assign responsible staff for each activity. Oversight personnel should not be listed as responsible for all activities.
* Track progress and completion using supporting documentation, such as agendas, meeting minutes, unit plans, or student participation records.
* Track progress and confirm completion using supporting documentation, such as current school year course catalog and future course catalogs, agendas, meeting minutes, student participation records, or other relevant materials.

**Alignment with Goals, Objectives, and Indicators**

Each activity must align with at least one mandatory objective and contribute to measurable indicators of success. All budgeted expenditures must directly correspond to the activities outlined in this section.

**Commitment and Capacity [10]** This section describes the LEA’s capacity to implement the AP/IB expansion project and its commitment to addressing identified needs. Successful applications must demonstrate the LEA’s ability to implement and sustain the proposed AP/IB expansion.

* Explain the significance of the project to the school and district and how it aligns with strategic priorities.
* Describe the LEA’s capacity to implement the project, including key staff, facilities, equipment, and funding.
* Outline the district’s commitment to addressing identified needs, including administrative and organizational support.
* Summarize past experience implementing similar projects, highlighting successes, challenges, and lessons learned.
* If applicable, identify current AP/IB courses and discuss planned modifications or expansions.

Successful applications must provide evidence of the organizational support, resources, and capacity necessary to implement and sustain AP/IB expansion.

**Budget [10]** – Applicants must develop a budget that directly supports the goals, objectives, and activities outlined in the Project Activity Plan. The budget must be necessary for implementation, within the funding parameters of this NGO, and demonstrate efficient use of resources.

Successful applications must ensure that the budget:

* Is well-structured, justified, and cost-effective for achieving project objectives.
* Directly links each cost to a specific goal, objective, and activity in the Project Activity Plan.
* Includes clear documentation and details to support all proposed costs.
* Reflects reasonable and necessary expenses aligned with standard grant funding practices.

The budget will be reviewed to ensure all costs are justified, feasible, and directly linked to the project’s goals and activities.

For additional guidance, refer to the [Discretionary Grant Manual](http://www.nj.gov/njded/grants/discretionary/).

## Application Component Required Uploads

No Uploads are required for this grant application.

## Eligible Activities

Eligible activities include opportunities for veteran or new teachers for Advanced Placement or International Baccalaureate classes to attend AP/IB workshops, training, professional development seminars, mentoring, etc., virtually or in person.

## Sub-granting Funds

☒ Not Applicable

## **Nonpublic Participation**

☒ Not Applicable

Since nonpublic participation is not required under this grant opportunity, no consultation with nonpublic schools is necessary. For general guidance on nonpublic equitable services, refer to the Consultation Toolkit on the [Nonpublic Equitable Services website](https://www.nj.gov/education/essanj/ombudsman.shtml).

## 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 of funds. Total funds available are $500,000. This is 100 percent funded from the FY2025 State Appropriation funds **25-100-034-5063-364-H300-6130**. The project period is June 1, 2025 – December 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.

**Funding Allocation and Award Distribution**

For this program, two categories of school district size (based on student enrollment) will determine the maximum funding amount an LEA may request. LEAs may apply for up to $75,000 or $50,000, depending on their total student enrollment, as outlined in Figure 1.

The NJDOE anticipates awarding up to eight (8) grants, with four (4) awards allocated per district size category.

To be considered for funding, applicants must score at least 70 points and meet all eligibility requirements. Awards will first be distributed to the highest-scoring applications within each category.

If funds remain after initial awards, NJDOE has discretion in determining how leftover funds are allocated—either by increasing awards for existing recipients or funding additional high-scoring applicants, regardless of district size.

Figure 1: Funding Distribution According to School District Size

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | **School District Student Enrollment** | **Budget Amount** | **Number of Awards** |
| Small-Medium | 0 to 2999 students | Up to $50,000 | 4 |
| Large | Over 3000 students | Up to $75,000 | 4 |

Grants funds are to be used solely for the costs associated with and incurred due to implementing the grant program.

[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  
[Employee Benefit Reimbursement Rate:](https://nj.gov/infobank/circular/) ([OMB Circular: 25-05-OMB](https://nj.gov/infobank/circular/cir25-05-OMB.pdf) ) is 63.8% plus FICA: 7.65%.   
[Max Indirect Costs Cap %:](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-E/subject-group-ECFRd93f2a98b1f6455/section-200.414) 0%

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

The NJDOE will remove from consideration all ineligible costs and costs not supported by the Project Activity Plan. The actual amount awarded will be contingent upon the applicant's ability to support its proposed budget upon application and ultimately will be determined by the NJDOE through the pre-award revision process. The applicant's opportunity to make PAR 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.

## 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.

* **Non-Instructional Salaries/Stipends**: Costs associated with paying a salary or stipend for a district staff member beyond contract hours to attend an AP/IB workshop, training, professional development, or other activity associated with the NGO. Costs must be consistent with the current district bargaining agreement.
* **Consultant Fees**: Fees incurred for outside professional services relating to AP/IB courses/programs such as consultation, evaluation, training, and workshops. The fees may include consultant fees and related expenses.
* **Professional Development/Workshop Fees**: Fees incurred for activities that contribute to the professional occupational growth and competence of the AP/IB instructional staff.
* **Transportation Fees**: Mileage fees incurred for a staff member to travel to an AP/IB workshop, professional development session, etc. Mileage is capped at $.47 per mile.

## Ineligible Costs

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

* **Instructional Salaries: Costs associated with AP/IB classroom instruction (teaching).**
* Outside of grant term: Costs incurred outside of the grant term.
* Existing staff: Salaries and/or benefits for existing staff are not eligible unless they are assigned program responsibilities depicted in the staffing chart (see Section II.10.).
* Routine operating/admin costs: Costs for the routine operation of or administration of the organization are not eligible except when part of the approved budget (see section b of the grant/loan agreement).
* No benefit: Costs incurred for salaries, services, or media that do not benefit the end user of the grant program.
* Not reasonable or necessary: Costs that are not reasonable or necessary to carry out the grant.
* Poorly Documented/Undocumented: Costs that are not supported by adequate documentation.
* Off Message: Costs for media that are prohibited or off message.
* Curriculum Development or Expansion of Curriculum unless specified by the grant program as an eligible activity.
* Supplanting: Costs for salaries, services, or media that are covered under other local, federal, or state funding.

# Grant Agreement and Program Requirements

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

## Mandatory Orientation and Training

The Grantee will be required to attend a program orientation. The NJDOE staff will acquaint the Grantee with the Program's general program information and requirements, including grant management, mandated staffing, policies and procedures, and compliance with applicable state and federal program regulations.

## Reporting Requirements

Grantees must submit reports on activities according to the program report schedule ([section III.4.a.](#_Reporting_Periods)). The Grantee will ensure all reports are uploaded to EWEG by the due date. Failure to deliver the reports by due dates may result in the Grantee achieving an unsatisfactory rating and NJDOE stopping all program payments.

## Interim Activity Reports

These reports will be delivered to NJDOE via electronic format uploaded or within the EWEG system. Reports submitted by other means will not be accepted and considered late if not uploaded by the due date listed in [section III.4.a](#_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 due to the Grantee will be paid out 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 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 according to NJDOE's program policies.

**Fiscal Interim Reports:** These reports are due as stated in section IIII.4.a. with the interim activity report. In this Report, the Grantee will report on actual expenditures incurred during their reporting period and reconcile the expenditures reported in the Interim Report should match what has been paid to the district during the reporting period.

**Final Expenditure Reports:** This is the same Report as the Interim Report, except that this Report generates a final payment to the Grantee upon selecting the "final report radial button."

## **Reporting Periods**

The grant term runs from June 1, 2025, to December 31, 2026.

Reimbursement requests are due by the 15th of each month throughout the grant period.

**The reporting periods are as follows:**

|  |  |  |
| --- | --- | --- |
| **Report Number:** | **Reporting Periods:** | **Dates Due:** |
| Report 1 | 6/1/2025 - 8/31/2025 | **9/30/2025** |
| Report 2 | 6/1/2025 - 11/30/2025 | **12/31/2025** |
| Report 3 | 6/1/2025 - 2/28/2026 | **3/31/2026** |
| Final Report\* | 6/1/2025 - 12/31/2026 | **3/1/2027** |

\*Includes a 60-day liquidation period

## Monitoring

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

## Acceptable Documentation for Grant Monitoring

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

* + 1. **Activity Reports**

These reports consist of documentation or evidence of educational outreach, events, and program activities. This documentation 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 specified by the program office.

Interim and Final Activity Reports must contain the following:

* specific data showing the number of trained teachers (categorized by course), and
* program expansion updates (new students served disaggregated by student population and future projections).
  + 1. **Reimbursements**

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

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

**Mailings** – Receipts for postage and other materials and services associated with photocopying, printing, and distributing materials. Cost allocation based on the agency budget may be acceptable. Please review with the NJDOE representative.

**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 least 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 to be uploaded into the Upload Tab in the grant application. Instructions on how to create the amendment are available in [Discretionary Grant Manual](http://www.nj.gov/njded/grants/discretionary/). Use the [Quick Reference for Commonly Requested Costs](http://www.nj.gov/education/grants/discretionary/apps/common_costs.pdf) or the [Uniform Minimum Chart of Accounts](https://www.nj.gov/education/finance/fp/af/coa/) to locate the appropriate budget cost codes.

Amendments are required if the following situations occur:

* Changes to the program activity and request for no-cost time extension;
* Budget transfers greater than ten percent of the total approved budget into a previously approved line item;
* Changes to 200-320 Purchased Professional Education Services (subgrantee costs) previously approved in the budget;
* Budget transfer to a line not previously approved in the budget;
* Equipment: Grantees are limited to the specific equipment items listed in the final approved grant application budget. To comply with federal requirements, all equipment purchases require prior NJDOE approval. You 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**: The subgrantee is subject to the same terms and conditions as the Grantee and is responsible to you (the lead agency) for the agreed-upon scope of work (approved goals, objectives, and activities) and the expenditure of subgrant funds. The Grantee must review any changes (Program or fiscal) requested by a subgrantee. If NJDOE requires sub-grantee amendment approval and you support the changes, forward the requested changes to the NJ NJDOE Program Office for review. As the Grantee, you do not have the authority to approve any changes in their project activities, budget variances, or without prior approval by the NJDOE.

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

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

Formal written notice of suspension/cancellation of the Grant Agreement or reduction in funding will be provided to the Grantee before the adverse action is taken, together with recommendations to correct deficiencies. Grantees who correct deficiencies by following the guidance 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.4.a.

## Federal Requirements

Not Applicable