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| Teacher Development Program  25-TE19-G03  Program Term Date: June 1, 2025 – May 31, 2026  Application Due Date: Thursday, May 15, 2025 no later than 4:00 P.M. |
| Kevin Dehmer  Commissioner of Education  Ambrose Duckett  Assistant Commissioner  Paula Bloom  Executive Director  Office of Recruitment, Preparation and Certification  FY25  25-100-034-5064-221  ORG/APU #5064-221  New Jersey Department of Education  P.O. Box 500 ● Trenton, NJ 08625-0500 |

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

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](mailto:grants.vendors@doe.nj.gov) to gain access to the application. The responsibility for a timely submission resides with the applicant. The Application Control Center (ACC) must receive the completed application through the online EWEG system through the NJDOE Homeroom webpage by no later than 4:00 P.M. on the due date of the application. Without exception, the ACC will not accept, and the Office of Grants Management (OGM) cannot evaluate an application submitted after this deadline for funding consideration.

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

# Grant Program Information

## Purpose of the NGO

The purpose of this grant program is to provide funding for eligible institutions of higher education (IHE) that recruit and support new teachers in one or more high poverty school districts in the State as defined in section 3 of P.L. 2007, c.260 (C 18A: 7F-45). Recipients will identify, substantiate and document effective programs, strategies and resources to increase the recruitment and support of new teachers, with special emphasis on minority teachers. This is a one-year limited competitive grant program, and it is anticipated that no more than two grants will be awarded with a maximum award size of $375,000 each. This opportunity is open to IHE’s with an approved educator preparation program (EPP) located in the state of New Jersey. IHEs must provide evidence of successful implementation of programs that recruit and support new teachers in high poverty school districts, with special emphasis on minority teachers. The IHE must apply on behalf of the partnership that includes at least one high poverty school district. The partnership may also include additional school districts, IHE’s and other educational or community organizations. The Affirmation of Partnership form is included as Appendix A. A list of eligible high poverty school districts is included as Appendix B.

**Application Type: Limited Competitive\***

**Target Audience:** Institutions of Higher Education (IHE)

## 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 Recruitment, Preparation and Certification will make this notice available to eligible applicants listed in section I.1.

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 Recruitment, Preparation and Certification at the New Jersey Department of Education, 100 River View Plaza, Route 29, P.O. Box 500, Trenton, NJ 08625-0500.  
Email Contact – recruitment@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, May 15, 2025.** Without exception, the ACC will not accept nor evaluate an application after this deadline for funding consideration. The NJDOE administers discretionary grant programs in strict conformance with procedures designed to ensure accountability and integrity in the use of public funds and, therefore, will not accept late applications. The responsibility for a timely submission resides with the applicant.

Completed applications are those that include all elements listed in Section II.5., 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 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. In addition to how well the content addresses Section II.4., the evaluators will also review the NGO application for completeness and accuracy.

The second review is done by the Program Office responsible for administering the program. The Program office reviews the application as noted in Section I.1 (Purpose of the NGO) and Section II.4. (Project Design Components). The NJDOE reserves the right to reject any application that is not in conformance with the requirements and intent of this NGO. The total point value for the NGO is 100 points. 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> 2025 NGOs> Grant Title> Awardee List.

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

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

## Open Public Records

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

# Completing the Application

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

## General Instructions for Applying

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

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

Budget Tab – All related subtabs.

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

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

## Application Technical Assistance Session

**Thursday, May 8, 2025, at 11:30 a.m.**

**Teams Virtual Meeting:** [**Click here to register.**](mailto:recruitment@doe.nj.gov)

## Grant Deliverables

The selected applicant will be tasked with achieving the following essential outcomes:

* + - 1. Establish a partnership with at least one high poverty school district in which new teacher candidates will be supported, with a special emphasis on minority teachers;
      2. Provide support to teacher candidates in various ways to include alleviating financial and administrative burdens; and,
      3. Identify effective strategies, resources and best practices that can be implemented by school districts, educator preparation programs, and/or other organizations to increase the recruitment and support of new teachers.

## Applicants should consider innovative strategies to improve recruitment and support practices in schools for new teachers. Applicants should also consider how educator preparation programs can support new teachers throughout the hiring process.

Applicants should describe how they will collaborate with the partner district(s) to integrate recruitment and support practices into existing district policies and procedures to increase the number of new teachers in the district. Applicants should also describe how they will share best practices with other school districts, educator preparation programs, and relevant organizations.

## Project Design Considerations

New Jersey is one of many states developing specific measures to address the decline of qualified educators across school districts. To explore and address the challenges facing New Jersey’s educational workforce, Governor Phil Murphy issued Executive Order No. 309 in 2022, which established the Task Force on Public School Staff Shortages in New Jersey. The task force was directed to develop short and long-term recommendations to increase the number of K-12 school staff. Recommendations reinforce the need for efforts to recruit, support and retain new teachers.

There are three goals of the grant program:

1. Establish a partnership with at least one high poverty school district in which new teacher candidates will be supported, with a special emphasis on minority teachers.

2. Provide support to new teacher candidates in various ways to include alleviating financial and administrative burdens.

3. Identify effective strategies, resources and best practices that can be implemented by school districts, educator preparation programs, and/or other organizations to increase the recruitment and support of new teachers.

Applicants must fully address the goals stated above. The goals addressed through the application must be made explicit, and the proposed project objectives and indicators shall be aligned to the identified goal.

**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 grant period. Do not include information in the abstract that is not supported elsewhere in the application.

**Need [5]** - Describe the target population to be served by the proposed grant program and identify the reason for seeking funding. Provide data to support the need.

**Project Description [25]** – Describe the project design and plan for implementing the program within the grant period in a detailed narrative. 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 for and will successfully address the identified needs of the target population within schools and/or districts. Detailed narrative must include the following:

* 1. Why do you want to participate in this program?
  2. Describe how you selected your high poverty school district(s). Identify your key strategies for effective collaboration with your partner(s).
  3. Why do you think your partnership will be effective?
  4. Describe the strategies you will use to increase the recruitment of new teachers.
  5. Describe the strategies you will use to provide support to new teachers.
  6. What do you currently have in place (programs, systems, personnel, etc.) that will contribute to the success of your project?
  7. Identify research that supports your project plan and expected outcomes.
  8. Describe the critical pieces of evidence and data you will use to track and inform project implementation decisions and determine if the project goals are being met.

**Goals/Objectives/****Indicators [20]** – Establish one or more local goal(s) for this program derived from the main project goals identified in this Notice of Grant Opportunity. Using the local goal(s) developed, 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. Objectives must contain quantitative information, benchmark(s), and how progress will be measured. Objectives should also link directly to the individual stated needs and provide a time frame for completion within the grant period.

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

* 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 and major goals of the grant opportunity.
* Define the population to be served.
* Identify the specific metrics to indicate the successful achievement of each objective.
* Make certain to construct measurable indicators of success that directly link to and support project objectives.

**Project Activity Plan [20]** – The Activity Plan is for the current grant periodand follows the goal(s) and objectives that were listed in the previous section that are explicitly tied to the major goal of the grant program. Activities represent the steps that it will take 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. Name and number each goal, such as Goal 1 and each objective 1.1, 1.2, 1.3, etc.
* Describe all 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 in 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. Each activity or set of activities should demonstrate a shared responsibility for the project; one individual may have broad oversight, but successful applications will have multiple individuals working together on the entire project to demonstrate sufficient organizational commitment and capacity.

**Commitment and Capacity [15]** – After identifying the needs and the plan to address them, next describe the applicant’s commitment and capacity to take on the project. Describe the applicant’s commitment to addressing the grant opportunity’s goals and needs identified, including the organizational support that exists for implementing the proposed project. Describe all organizational resources (staff, facilities, equipment, funds, etc.) that will support successful project implementation. Describe how the project will leverage expertise from individuals responsible for delivery, oversight, and implementation of this project. Upload a resume or curriculum vitae for each individual supporting this project.

**Budget [15]** – Once the objectives that will guide the work in the implementation phase of the grant have been prioritized, begin to develop the details of the budget that will be necessary to 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 NGO, and demonstrate prudent use of resources. It is expected for the bulk of this award to be applied towards participant costs. The budget will be reviewed to ensure that costs are customary and reasonable for the implementation of each project activity.

The applicant must provide a direct link for each cost to the goal, objectives and activities in the Project Activity Plan that provides programmatic support for the proposed cost. In addition, the applicant must provide documentation and details sufficient to support each proposed cost. Guidance on constructing a grant budget may be found in the Pre-Award Manual for Discretionary Grants.

## Application Component Required Uploads

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

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|  | **Appendices Name** | **Required Upload** |
|  | Affirmation of Partnership (Appendix A) | X |
|  | List of eligible high poverty school districts (Appendix B) |  |

## Allowable Uses and Eligible Activities

Allowable uses and eligible activities may include, but is not limited to, the following activities:

* Participant support – Tuition assistance (to not extend beyond project period), and fees associated with tuition assistance.
* Academic support – Costs associated with assisting participants with coursework and test preparation as well as course materials and books.
* Marketing – Costs directly related to participant recruitment efforts.
* Grant staff positions – Up to 20% of the budget can be used towards salary and fringe benefits. A resume/CV, brief job description and rationale for each position proposed to assist in the management and implementation of this grant program must be provided.
* Travel – For program and school district staff to attend grant related activities. Up to 2% of the budget can be used for travel. Please note the guidelines below per N.J.A.C. 6A:23A-7:
  + No reimbursement for in-state overnight travel (meals and/or lodging)
  + No reimbursement for means on in-state travel
  + Mileage reimbursement is capped at $.47/mile
  + Meal expenses are only eligible for project events and activities that must be scheduled over a mealtime.

## Sub-granting Funds

The Grantee shall not subcontract any of the work or services covered by this grant, nor shall any interest be assigned or transferred except as may be provided for in this grant or with the express written approval of the Department.

## **Nonpublic Participation**

## Apportionment of Grant Funds

The applicant’s project must be designed and implemented in conformance with all applicable state and federal regulations. Final awards are subject to the availability offunds. Total funds available are $750,000. This is 100% percent funded from a FY25 state appropriation (ORG/APU #5064-221; 25-100-034-5064-221). The project period is 6/1/25 – 5/31/26.

All grant funds are subject to a 60-day liquidation period at the end of the grant term. At this time, a final expenditure report will be due to close out the grant award.

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

[Max Administrative Cap](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-E/subject-group-ECFRd41a10959e1acab/section-200.417): [Max 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%

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

Please review section II.6 for a list of eligible costs. Use the [Quick Reference for Commonly Requested Costs](https://www.nj.gov/education/grants/discretionary/apps/docs/common_costs.pdf) or the [Uniform Minimum Chart of Accounts](http://www.nj.gov/education/finance/fp/af/coa/coa1718.pdf) to locate the appropriate budget cost codes.

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

## Ineligible Costs

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

* Outside of grant term: Costs incurred outside of the grant term.
* Grant staff positions: Recipient may only allocate up to 20% of the overall budget towards salary and fringe benefits. Funding for staffing beyond 20% will not be covered.
* 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 (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 or activities that are prohibited or off message.
* Curriculum development or expansion of curriculum
* Supplanting: Costs for salaries, services, or media that are covered under other local, federal, or state funding.

# 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, 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 Meetings

The grantee will be required to attend a virtual meeting with the NJDOE at least once a reporting period. The NJDOE will coordinate with grantee to arrange a time mutually beneficial for each party.

## Reporting Requirements

Grantees will be required to submit reports on activities according to the program report schedule in Section III.5, 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. Grantees will receive a reporting template from the program office.

## 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. 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 the 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 to receive 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, 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 | 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 – 5/31/2026 | 7/31/2026 |
|  | \*Includes 60-day liquidation period. |  |

## Monitoring

The NJDOE may schedule virtual or on-site monitoring visits with the grantee during the term of the grant 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 and provide 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.

* + 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 are 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 budget may be acceptable. Please review with the NJDOE Program Manager.

**Support** – Receipts or records of tuition assistance, fees, course materials, etc.

**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](https://www.nj.gov/education/grants/discretionary/apps/docs/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); and
* Changes to Indirect Costs.

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

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

Formal written notice of suspension/cancellation of 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.

# Appendices

**AFFIRMATION OF PARTNERSHIP FORM – APPENDIX A**

**Teacher Development Program**

1. *(This form must be completed, signed and uploaded in the application for each partner using the UPLOAD tab.)*

**Local Education Agency**

Teacher Development Program

June 1, 2025 – May 31, 2026

**Instructions to Applicant/Lead Agency:** Please have each **partner** complete a separate copy of this form, including the school district partner, and any other agencies or school district **partners**. Submit all copies as attachments using the upload tab with the grant application.

**Instructions to Partner Agency:** This document is to be signed by an eligible **partner** and included with the application as evidence of the collaboration between the applicant/lead agency and the eligible **partner** in the New Jersey Apprenticeship Program. The chief school administrator (CSA), Dean, chief executive officer (CEO) or other head of a partnering agency must complete and sign the statement below:

I COMMIT to being a collaborative partner with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, the applicant/lead agency and to ensure that my agency 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**) (**CSA/ Dean/CEO/Head** from **Partner** **Agency**)

of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(**Print Name**) (**Partner Agency**)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature** of **CSA/Dean/CEO/Head** from **Partner** **Agency**

\_\_\_/\_\_\_\_/\_\_\_

**Date**

**Eligible High Poverty Districts – Appendix B**

|  |  |
| --- | --- |
| **County** | **District** |
| ATLANTIC | Absecon City |
| Atlantic City |
| Atlantic County Vocational |
| Atlantic County Special Services Commission |
| Brigantine City |
| Buena Regional |
| Egg Harbor City |
| Egg Harbor Twp |
| Galloway Twp |
| Greater Egg Harbor Reg |
| Hamilton Twp |
| Hammonton Town |
| Pleasantville City |
| Somers Point City |
| Ventnor City |
| Weymouth Twp |
| BERGEN | Bogota Boro |
| Cliffside Park Boro |
| Elmwood Park |
| Englewood City |
| Fairview Boro |
| Garfield City |
| Hackensack City |
| Little Ferry Boro |
| Lodi Borough |
| Moonachie Boro |
| Palisades Park |
| Teaneck Twp |
| BURLINGTON | Beverly City |
| Burlington City |
| Burlington Co Vocational |
| Delanco Twp |
| Edgewater Park Twp |
| Maple Shade Twp |
| Mount Holly Twp |
| New Hanover Twp |
| Palmyra Boro |
| Riverside Twp |
| Willingboro Twp |
| CAMDEN | Bellmawr Boro |
| Brooklawn Boro |
| Camden City |
| Camden County Vocational |
| Gloucester City |
| Gloucester Twp |
| KIPP: Cooper Norcross, A New Jersey Nonprofit Corporation |
| Camden Prep, Inc. |
| Mastery Schools of Camden, Inc. |
| Lawnside Boro |
| Lindenwold Boro |
| Magnolia Boro |
| Pennsauken Twp |
| Pine Hill Boro |
| Woodlynne Boro |
| CAPE MAY | Cape May City |
| Cape May Co Special Services District |
| Lower Cape May Regional |
| Lower Twp |
| Middle Twp |
| North Wildwood City |
| Wildwood City |
| Woodbine Boro |
| CUMBERLAND | Bridgeton City |
| Commercial Twp |
| Cumberland Co Vocational |
| Cumberland Regional |
| Deerfield Twp |
| Downe Twp |
| Maurice River Twp |
| Millville City |
| Upper Deerfield Twp |
| Vineland City |
| ESSEX | Belleville Town |
| Bloomfield Twp |
| East Orange |
| Essex Co Ed Services Commission |
| Essex Co Voc-Tech |
| Irvington Township |
| Newark City |
| City Of Orange Twp |
| West Orange Town |
| GLOUCESTER | Clayton Boro |
| Deptford Twp |
| Glassboro |
| National Park Boro |
| Paulsboro Boro |
| Westville Boro |
| Woodbury City |
| HUDSON | Bayonne City |
| East Newark Boro |
| Guttenberg Town |
| Harrison Town |
| Hoboken City |
| Hudson County Vocational |
| Jersey City |
| Kearny Town |
| North Bergen Twp |
| Union City |
| West New York Town |
| HUNTERDON | Hunterdon Co Ed Services Commission |
| MERCER | Ewing Twp |
| Mercer County Special Services School District |
| Trenton Public School District |
| MIDDLESEX | Carteret Boro |
| Dunellen Boro |
| Jamesburg Boro |
| Middlesex Co Vocational |
| New Brunswick City |
| North Brunswick Twp |
| Perth Amboy City |
| South Amboy City |
| South River Boro |
| MONMOUTH | Asbury Park City |
| Belmar Boro |
| Bradley Beach Boro |
| Eatontown Boro |
| Freehold Boro |
| Highlands Boro |
| Keansburg Boro |
| Keyport Boro |
| Long Branch City |
| Monmouth-Ocean Ed Services Commission |
| Neptune City |
| Neptune Twp |
| Red Bank Boro |
| MORRIS | Dover Town |
| Wharton Boro |
| OCEAN | Lakehurst Boro |
| Lakewood Twp |
| Little Egg Harbor Twp |
| Ocean Gate Boro |
| Seaside Heights Boro |
| PASSAIC | Clifton City |
| Haledon Boro |
| Passaic City |
| Northern Region Educational Services Commission |
| Passaic Co Manchester Reg |
| Passaic County Vocational |
| Paterson City |
| Prospect Park Boro |
| SALEM | Elsinboro Twp |
| Penns Grove-Carneys Pt Reg |
| Salem City |
| SOMERSET | Bound Brook Boro |
| Franklin Twp |
| Manville Boro |
| North Plainfield Boro |
| Somerset Co Ed Serv Comm |
| South Bound Brook |
| UNION | Elizabeth City |
| Hillside Twp |
| Linden City |
| Plainfield City |
| Rahway City |
| Roselle Boro |
| Union Co Ed Services Commission |
| WARREN | Phillipsburg Town |
| CHARTERS | Academy Charter High School |
| Academy for Urban Leadership Charter School |
| Achieve Community Charter School |
| Atlantic Community Charter School |
| Beloved Community Charter School |
| Benjamin Banneker Prep Charter School |
| Bergen Arts and Sciences Charter School |
| Bridgeton Public Charter School |
| Burch Charter School of Excellence |
| Camden’s Promise Charter School |
| Charter Tech High School |
| College Achieve Central Charter School |
| College Achieve Greater Asbury Park Charter School |
| College Achieve Paterson Charter School |
| Community Charter School of Paterson |
| Compass Academy Charter School |
| Cresthaven Academy Charter School |
| Discovery Charter School |
| Dr Lena Edwards Academic Charter School |
| East Orange Community Charter School |
| Empowerment Academy Charter School |
| Environment Community Charter School |
| Foundation Academy Charter School |
| Freedom Prep Charter School |
| Gray Charter School |
| Great Oaks Legacy Charter School |
| Greater Brunswick Charter School |
| Hope Academy Charter School |
| Hope Community Charter School |
| Hudson Arts and Science Charter School |
| International Academy of Atlantic City Charter School |
| International Academy of Trenton Charter School |
| International Charter School |
| Jersey City Comm. Charter School |
| Jersey City Global Charter School |
| Jersey City Golden Door Charter School |
| John P Holland Charter School |
| Kingdom Charter School of Leadership |
| LEAP Academy University Charter School |
| Link Community Charter School |
| M E T S Charter School |
| Maria L. Varisco-Rogers Charter School |
| Marion P. Thomas Charter School |
| Millville Public Charter School |
| New Horizons Comm. Charter School |
| Newark Educators Community Charter School |
| North Star Academy Charter School |
| Ocean Academy Charter School |
| Pace Charter School of Hamilton |
| Passaic Arts and Science Charter School |
| Paterson Arts and Science Charter School |
| Paterson Charter School for Science/Technology |
| Paul Robeson Humanities Charter School |
| Peoples Preparatory Charter School |
| Philip’s Charter School of Paterson |
| Phillip's Academy Charter School |
| Pride Academy Charter School |
| Queen City Academy Charter School |
| Robert Treat Academy Charter School |
| Roseville Community Charter School |
| Soaring Heights Charter School |
| TEAM Academy Charter School |
| The Barack Obama Green Charter High School |
| The Ethical Community Charter School |
| The Red Bank Charter School |
| Trenton Stem-to-Civics Charter School |
| Union County TEAMS Charter School |
| University Academy Charter School |
| University Heights Charter School |
| Village Charter School |
| Vineland Public Charter School |