|  |
| --- |
|  |
| Artificial Intelligence Innovation in Education  25-TG07-G02  Program Term Date: February 1, 2025 – January 31, 2026  Application Due Date: Thursday, November 7, 2024 no later than 4:00 P.M. |
| Kevin Dehmer  Acting Commissioner of Education  Jorden Schiff, Ed.D.  Assistant Commissioner  Gilbert Gonzalez  Director  Division of Teaching and Learning  2025  ORG/APU #5068-057  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.

**Table of Contents**

I. Grant Program Information 4

I.1. Purpose of the NGO 4

I.2. Federal Compliance Requirements - Unique Entity Identifier (UEI) Registrations 5

I.3. Award Management SAM Application 5

I.4. Dissemination of This Notice 5

I.5. Access to the EWEG Application 6

I.6. Application Submission 6

I.7. Application Review Criteria 7

I.8. Grantee Award Notifications 7

I.9. Open Public Records 8

II. Completing the Application 9

II.1. General Instructions for Applying 9

II.2. Application Technical Assistance Session 9

II.3. Grant Deliverables 9

II.4. Project Design Considerations 10

II.5. Application Component Required Uploads 16

II.6. Allowable Uses and Eligible Activities 16

II.7. Sub-granting Funds 16

II.8. Nonpublic Participation 16

II.9. Apportionment of Grant Funds 16

II.10. Eligible Costs 17

II.11. Ineligible Costs 18

III. Grant Agreement and Program Requirements 19

III.1. Mandatory Orientation and Training 19

III.2. Reporting Requirements 19

III.3. Interim Activity Reports 19

III.4. Fiscal Reimbursement and Fiscal Interim Report Requirements 19

III.5. Reporting Periods 20

III.6. Monitoring 20

III.7. Acceptable Documentation for Grant Monitoring 20

III.8. Grant Amendments 21

III.9. Suspension/Cancellation of Grant/Loan Agreement and/or Reduction in Funding 22

III.10. Grant Close Out 22

III.11. Federal Requirements 22

IV. Appendices 23

IV.1. Attachment A – AI Vendor Recommendations 23

IV.2. Attachment B – AI Advisory Meeting Template: Required Upload 24

**State Board of Education**

|  |  |
| --- | --- |
| Kathy A. Goldenberg – President | Burlington |
| Nedd James Johnson – Vice President | Salem |
| Arcelio Aponte | Middlesex |
| Mary G. Bennett | Essex |
| Mary Beth Berry | Hunterdon |
| Elaine Bobrove | Camden |
| Ronald K. Butcher | Gloucester |
| Jack Fornaro | Warren |
| Dr. Claudine Keenan | Atlantic |
| Jeanette Pena | Hudson |
| Ahmed Shehata | Union |
| Joseph Ricca, Jr | Morris |

Kevin Dehmer, Acting Commissioner

Acting Secretary, State Board of Education

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 rapid advancement of generative artificial intelligence (AI) technology is fundamentally reshaping industries, jobs, and society. In January 2024, Governor Murphy announced an “AI Moonshot” to galvanize New Jersey’s innovators and industry leaders to unleash a new generation of AI-powered discoveries and create economic opportunities for New Jersey’s workers and families. This plan allocates Fiscal Year 2025 funds to advance AI utilization and opportunities throughout the state. In alignment with this plan, the New Jersey Department of Education (NJDOE) is committed to being a leader in leveraging AI to support teaching and learning in our schools.

As generative AI tools become increasingly accessible, there is an urgent need to ensure our students gain literacy in this domain and develop the skills to navigate the AI-driven future responsibly and ethically. Given the novelty of generative AI, student exposure to AI concepts and hands-on experiences with generative AI tools remains limited. Most New Jersey educators also require substantive training in leveraging generative AI capabilities to enhance teaching and learning. At the same time, generative AI is already influencing how students learn, create content, and engage with information. From intelligent tutoring systems to coding AI applications, these technologies are expected to be ubiquitous by the time our current elementary students enter the workforce, if not sooner.

It is imperative to start meaningfully and appropriately integrating AI into education now to prepare New Jersey students for the world they will graduate into as AI continues to diffuse into various facets of technology. This grant opportunity focuses on two complementary areas for Local Education Agencies (LEAs) to focus on:

1. Teaching *with* AI: This element is intended to support the development of a pilot program utilizing generative AI tools to empower educators and enhance instructional practices across the district though the augmentation of their existing pedagogical and content knowledge. Specific use cases may include leveraging AI for individualized tutoring, conducting data analysis to inform interventions as it relates to instructional learning opportunities, and upskilling teachers through AI-focused professional development.
2. Teaching *about* AI: This element is intended to support the development of innovative AI literacy curricula and applied learning experiences to build student understanding and hands-on skills with generative AI in K-12. Examples include creating lessons on AI ethics and societal impacts, planning and designing AI-focused makerspaces for project-based learning, or launching AI design competitions and career exploration initiatives.

The 12-month grant period will be from February 1, 2025, to January 31, 2026. The total funds available are $750,000. Ten awards will be made. Applicants may apply for up to $75,000 each.

**Application Type: Open Competitive**

**Target Audience:  Local Education Agency (LEA), Grade span: includes at least one high school operating any of the grades 9-12.**  
 Community-Based Nonprofit Organization (CBO), or   
 Institutes of Higher Education (IHE)  
Other\*:

To be eligible, the LEA must:

* Upload Attachment B to confirm their district has an AI advisory committee overseeing AI integration in the local curriculum. This includes the names and roles of its members and meeting minutes from the most recent meeting.

## 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 **Division of Teaching and Learning, Office of Innovation** will make this notice available to eligible applicants listed in section I.1. based upon the eligibility statement, to the Office of Comprehensive Support Team Leaders, and to the county superintendents of the counties in which the eligible agencies are located.

Additional copies of the NGO are also available on the NJDOE’s [Discretionary Grant](http://www.nj.gov/njded/grants/discretionary/) website or by contacting the Office of Innovation at the New Jersey Department of Education, 100 River View Plaza, Route 29, P.O. Box 500, Trenton, NJ 08625-0500,   
Email Contact – Innovation@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 November 7, 2024.** Without exception, the ACC will not accept nor evaluate an application after this deadline for funding consideration. Each eligible LEA may submit only one application, though the project can be implemented at multiple high schools within the district.

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

Completed applications are those that include all elements listed in [Section II.5](#_Application_Component_Required)., Application Component Required Uploads checklist. Applications received by the due date and specified time will be screened to determine whether they are, in fact, eligible for consideration. The NJDOE reserves the right to reject any application not in conformance with the requirements of this NGO.

**Paper copies of the grant application will not be accepted in lieu of the EWEG application. Applications submitted via FAX will not be accepted under any circumstances.**

## Application Review Criteria

To be considered for funding, all grant applications complete a two-tiered review. First, the application will be reviewed and scored by a panel of three evaluators. The evaluators will only use the information provided in the EWEG grant application under the Narrative Tabs, which include the Need, Project Description, Project Activity Plan, Goals/Objectives – Indicators and Activity Plan, Commitment and Capacity, the Budget Tabs, and all required documentation uploaded as noted in [Section II.5](#_Application_Component_Required). In addition to how well the content addresses [Section II.4.](#_Project_Design_Considerations_1), the evaluators will also review the NGO application for completeness and accuracy.

The second review is done by the Program Office responsible for administering the program. The Program office reviews the application as noted in Section I.1 (Purpose of the NGO), Sections II.3. (Grant Deliverables) and II.4. (Project Design Components). The NJDOE reserves the right to reject any application that is not in conformance with the requirements and intent of this NGO. The total point value for the NGO is 100 points. If noted in the NGO, bonus points will only be added if the grant application scores 70 points or greater and meets the intent of the Notice of Grant Opportunity (NGO).

For the purposes of this grant program, New Jersey has been geographically divided into three regions (northern, central, and southern). The table below indicates the counties located within each of the three regions. The county in which the LEA is located will determine the regional designation of the applicant.

**Regional Distribution of New Jersey Counties**

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

NJDOE will ensure that at least one award will be made in each region in rank order, provided there are sufficient applications with a passing score (70 points or greater) in each region. The remaining awards will be made in rank order by score regardless of the region until either the available funds are exhausted or no applications with passing scores remain.

**Only applicants that meet both review criteria will be considered for funding of this grant opportunity.**

## Grantee Award Notifications

The EWEG system notifies applicants of awards through emails to individuals listed in the Contacts Tab. A list will also be posted on the NJDOE’s website under the Office of Grants Management> YYYY NGOs> Grant Title> Awardee List.

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

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

## Open Public Records

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

# 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

**October 8, 2024**

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

## Grant Deliverables

It is imperative to start meaningfully and appropriately integrating AI into education now to prepare New Jersey students for the world they will graduate into as AI continues to diffuse into various facets of technology. This grant opportunity focuses on two complementary areas for Local Education Agencies (LEAs) to focus on:

1. Teaching *with* AI: This element is intended to support the development of a pilot program utilizing generative AI tools to empower educators and enhance instructional practices across the district through the augmentation of their existing pedagogical and content knowledge. Specific use cases may include leveraging AI for individualized tutoring, conducting data analysis to inform interventions as it relates to instructional learning opportunities, and upskilling teachers through AI-focused professional development.
2. Teaching *about* AI: This element is intended to support the development of innovative AI literacy curricula and applied learning experiences to build student understanding and hands-on skills with generative AI in K-12. Examples include creating lessons on AI ethics and societal impacts, planning and designing AI-focused makerspaces for project-based learning, or launching AI design competitions and career exploration initiatives.

Expected outcomes should align with the intent of the NGO, as noted in Section I.1 (Purpose of the NGO), Sections II.3. (Grant Deliverables) and II.4. (Project Design Components) and include the following:

* A strategic plan to generate sustainable and replicable implementation models, as well as resources to be shared with other schools.
* Curated list of locally vetted AI teaching tools mapped to learning standards with outlined appropriate use cases, including evaluation criteria.
* Detailed program activity documentation to inform future NJDOE resource allocations and initiatives. The information may include, but is not limited to, descriptions of target population(s), student performance data, student demographics, student enrollment metrics, personnel data, and foundational research.
* Standards-aligned AI literacy lesson plans across content areas and grades 9-12.
* Conduct AI outreach events for primary (grades K-8) students or faculty. At least one event must focus on exposing young women, Black or African American students, Hispanic students, and students from other underrepresented populations to AI and be aligned to the extent practicable with [P.L.2021, c.239](https://pub.njleg.state.nj.us/Bills/2020/PL21/239_.PDF)
* The reporting and data submission requirements will *minimally* include the following:
  + The number and type of AI professional learning opportunities offered to educators.
  + The number and demographic information (including gender and racial/ethnic group) of educators in attendance at professional learning events.
  + The number of educators in attendance at professional learning events.
  + The number of educators offering AI instruction for the first time.
  + The number of students benefiting from the educators’ attendance at professional learning events, including students with disabilities, Multilingual Learners (MLs), economically disadvantaged students, and students from other underrepresented groups.
  + List of AI resources used in classroom instruction. Include a description and summary of instructor and student feedback for each.
  + A summary of evaluations of all professional learning events completed by the participating teachers.

## Project Design Considerations

The proposed FY 2025 *Artificial Intelligence Innovation in Education* grant opportunity is intended to establish 10 AI vanguard districts that will develop and model comprehensive approaches to AI-integrated teaching, learning, and operations during the 2024-2025 academic year that will be sustainable beyond the end of the grant period. Grantees must ensure that all students have equitable access to instructional resources developed by this program.

Resources developed as part of the program will be the intellectual property of the NJDOE.

Required goals of the grant will be:

1. Develop comprehensive, standards-aligned 9-12 AI curricula;
   * Project-based: Unit plans must be designed using a project-based learning approach where the learning environment is student-centered so students can explore complex interdisciplinary problems and develop actionable solutions.
   * Experiential learning: lessons and projects must include student-centered experiential learning opportunities.
   * Diversity, equity, and inclusion: The grantee must make efforts to ensure that the curricula and projects are intentionally designed to highlight the contributions and experiences of individuals with diverse abilities, cultures, identities, and perspectives.
   * Vendor Considerations: See Appendix IV AI-Powered Platform Grant Vendor Recommendations.
2. Develop an AI use policy framework to be approved by the local board of education which includes strategies to identify and mitigate potential unintended consequences.
   * Investigate existing policies from reputable government agencies, educational institutions, or relevant organizations.
   * Identify and consult with stakeholder groups, which must include Institutions of Higher Education, teachers, support staff, outside organizations, parents and students.
   * Based on stakeholder feedback, develop and adopt an AI policy that meets the needs of the LEA and community.
3. Promote hands-on, applied AI learning through:
   * Digital literacy, digital citizenship, data literacy, makerspaces, etc.
   * Design should meet the needs of all learners.
   * Include skills for investigation, problem solving and creative thinking.
4. Implement AI professional development for educators.
   * Sharing developed materialssuch asunit plans, lesson activities, assessments, ancillary instructional materials, samples of student work, etc.
   * The work completed by the grantee may serve as a model for future professional development events and/or may be posted to the district or state web site.
   * Presenting developed materials**:** At the request of the NJDOE, the grantee must present an overview of their accomplishments in a live or recorded webinar or as an in-person presentation.
   * LEAs are encouraged to invite NJDOE staff to any sessions, workshops or lessons they feel are beneficial in demonstrating the progress of grant activities.
5. Focus on underrepresented and underserved student groups.
   * The grantee must make efforts to ensure that the unit plan is intentionally designed to highlight the contributions and experiences of individuals with diverse abilities, cultures, identities, and perspectives.
   * The grantees must conduct AI outreach events for primary (grades K-8) students or faculty. At least one event must focus on exposing young women, Black or African American students, Hispanic students, and students from other underrepresented populations to AI and be aligned to the extent practicable with [P.L.2021, c.239](https://pub.njleg.state.nj.us/Bills/2020/PL21/239_.PDF).
6. Create replicable, sustainable models for AI education.
   * Understand landscape by researching and reviewing other models, identifying gaps and researching technologies.
   * Strategic Planning should be done in collaboration with stakeholders keeping in mind ethical framework, inclusion, and underrepresented populations.
   * Curriculum integration must include AI literacy and critical thinking and evaluation tools.
   * Evaluation process and materials should include assessment metrics, continuous feedback gathering from stakeholders and recommendations for adaptability.
   * Designed to be sustainable and implemented in primary grades (K-8) in the future.
7. Contribute AI lessons, implementation frameworks, and resources as open education resources.
   * Share AI materials including lesson activities, assessments ancillary instructional materials, samples of student work, etc.
   * Share partnership agreements and lessons learned.
8. Generate specific use cases for various generative AI tools and systems.
   * Identify the problem or goal and how the tool addresses them.
   * Identify challenges and opportunities.
   * Document their feasibility, potential benefits, risks, and recommendations.

Successful implementation of this program will work towards the completion of the following:

* A sustainable and replicable implementation model, as well as resources to be shared with other schools.
* Curated list of vetted AI teaching tools with outlined appropriate use cases mapped to the New Jersey Learning Standards.
* The reporting and data submission require, at minimum, fields outlined in the II.3 Deliverables section.
* Standards-aligned AI literacy lesson plans across content areas and grade-levels.
* The successful launch of AI outreach events for primary (grades K-8) students or faculty. At least one event must focus on exposing young women, Black or African American students, Hispanic students, and students from other underrepresented populations to AI and be aligned to the extent practicable with [P.L.2021, c.239](https://pub.njleg.state.nj.us/Bills/2020/PL21/239_.PDF).

As "AI vanguard" sites, awarded LEAs will commit to:

1. Rigorously documenting their implementation processes, outcomes, best practices, and use cases;
2. Sharing AI curricula and materials developed as open education resources;
3. Participating in regional convening and communities of practice; and
4. Hosting site visits to showcase their work for other LEAs

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

**Project Abstract *(250-300 words)*** The Project Abstract is a summary of the proposed project’s need, purpose, and projected outcomes. The proposed project and outcomes must cover the full multi-year/single-year grant period. Do not include information in the abstract that is not supported elsewhere in the application.

**Needs [6]** - The Statement of Need identifies the local conditions and/or needs that justify the project proposed in the application. A “need” in this context is defined as the difference between the current conditions and the outcomes that the applicant would like to achieve (see above for mandatory goals, objectives, and project design elements). In the Statement of Need, applicants must address the following: Identify the conditions and/or needs that justify the project. Applicants are encouraged to provide supporting information to substantiate the stated conditions and/or needs. Supporting information may include, but is not limited to, relevant professional development, existing resources, policies, curricula, resources, vendor partnerships, demographics, or descriptions of target population(s). Explain how the applicant’s proposed programming addresses (1) the stated conditions and/or needs and (2) the mandatory goals listed previously in this section. Do not attempt to address problems that are beyond the scope of the grant program and/or that do not align with the mandatory goals, objectives, and project design elements of this grant program as described previously in this section. Scoring for this section will only consider answers provided in the corresponding space provided in the EWEG application. Information provided in other sections, but not included in this section will not be included in the score for this section.

**Project Description [40]** – Describe in a detailed narrative the complete project design and the plan for implementing the project. Write clearly and succinctly, focusing on quality and not quantity. Include specific examples of systems, design approaches, and components that will be incorporated and justification for their use. Identify the grant project team members directly responsible for each component of the project. Ensure that the steps of the Project Activity Plan are well-articulated and logically sequenced in the Project Description narrative.

* Description how the LEA will develop and model a comprehensive approach to AI-integrated teaching, learning and operations during the project period by addressing each of the required goals:

1. Develop comprehensive, standards-aligned 9-12 AI curricula.
2. Develop an AI use policy framework to be approved by the local board of education which includes strategies to identify and mitigate potential unintended consequences.
3. Promote hands-on, applied AI learning.
4. Implement AI professional development for educators.
5. Focus on underrepresented and underserved student groups.
6. Create replicable, sustainable models for AI education.
7. Contribute AI lessons, implementation frameworks, and resources as open education resources.
8. Generate specific use cases for various generative AI tools and systems.

* Description of the process the LEA will use to address the grant deliverables described in II.3, including who will be responsible for each piece.
* Detailed description of the plan for collecting qualitative and quantitative data to assess progress in completing the project plan and assist the Program Office with evaluating the impact of the grant program.
* Detailed description of how the program will serve underrepresented and underserved student groups: individuals with diverse abilities, cultures, identities, and perspectives.
* Description of how this program will be sustainable and expand the project to primary grades (K-8) in the future.

**Goals/Objectives/Indicators [10]** – Applicants are required to expand upon the mandatory objectives and develop indicators to support each of the NJDOE mandated goals.

In the Goals, Objectives, and Indicators section of the application, the applicant must:

1. List the mandatory goals.
   1. State the goal in full in the space provided. The first goal will be numbered “1” and each objective that falls under that goal should be numbered “1.1”, “1.2”, “1.3”, etc. Indicators corresponding to those objectives should be numbered “1.1.1”, “1.2.1”, “1.3.1”, etc. Repeat this numbering process for any additional goals, objectives, and indicators.
2. Expand upon the objectives, providing details as to how the objectives will fit in the applicant’s specific project plan.
   1. Objectives must be (1) relevant to the selected goal, (2) mindful of the mandatory project design elements, (3) clearly written, (4) measurable, and (5) achievable and realistic, while identifying the “*who, what, and when”* of the proposed project.
   2. Make sure to:
      1. Define the target population(s), target grades, and NJSLS content areas to be served.
      2. Identify the timeline for implementing and completing each objective.
3. Develop indicators for each objective.
   1. Indicators are specific, observable, and measurable characteristics that are used to determine if the objectives have been accomplished**.**
   2. In constructing the indicators, describe the methods that will be used to evaluate the progress toward achievement of the objectives.
      1. Describe the measures and instruments to be used, the individuals responsible for developing and conducting the evaluations, and how the results will be used to improve project outcomes.
      2. Identify the level of performance expected to indicate “successful achievement” of the objective.

**Project Activity Plan [16]** The Activity Plan is for the entire 12-month grant periodand follows the goals and objectives that were listed in the previous section. Activities represent the steps that will be taken to achieve each identified objective. Also, the activities identified in this section serve as the basis for the individual expenditures proposed in the budget. Review the goals and objectives when constructing the Project Activity Plan to ensure that appropriate links have been established between the goals and objectives and the activities.

* State the relevant objective in full in the space provided. Number the Goal 1 and each objective 1.1, 1.2, 1.3, etc.
* Describe all the tasks and activities planned 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. Consider the activities scheduled for the implementation period (February 1, 2025 to January 31, 2026).
* Identify the staff directly responsible for the implementation of the activity. If the individual conducting the activity is not referenced appropriately on the Project Activity Plan, it may not be possible to determine an allocation of the requested cost, and costs may be disallowed.
* List the documentation that tracks the progress and confirms the completion of each activity, such as agenda, minutes, curriculum, etc.
* In the Report Period Column on the Project Activity Plan, indicate with a checkmark the period in which the activity will be implemented.
  + - If the activity is ongoing or recurring, place a checkmark in the boxes under each period in which the activity will take place.
* Include activities related to collecting data outline in section II.3 Deliverables.

Do not list the project director or other person with general oversight authority as the "person responsible" for carrying out all activities. Scoring for this section will only consider answers provided in the corresponding space provided in the EWEG application. Information provided in other sections, but not included in this section will not be included in the score for this section.

**Commitment and Capacity [18]**

Describe the organization and its capacity to take on the project.

In the Organizational Commitment and Capacity section, applicants must:

1. Explain why the project being proposed is important to the LEA.
2. Describe all LEA resources (e.g., facilities, equipment, external funding, etc.) that will support successful activity implementation.
3. Provide a detailed summary of the LEA grant project team’s capacity and the capacity and qualifications to implement the proposed project.
4. Describe any experience the grant project team has had in implementing similar types of projects, as well as the outcomes of those projects. What worked, what did not, and why?  
   1. Explain how this previous experience will ensure successful implementation of the proposed project. When possible, cite examples of how the planned approach has been successful in the past.
      1. If the grant project team have not implemented similar projects, explain why the proposed project will be successful.
5. Describe the process for collecting data outline in section II.3 Deliverables.

Scoring for this section will only consider answers provided in the corresponding space provided in the EWEG application. Information provided in other sections, but not included in this section will not be included in the score for this section.

**Budget [10]** – 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. The budget will be reviewed to ensure that costs are customary and reasonable for the implementation of each project activity.

The applicant must provide a direct link for each cost to the goal, objectives, and activities in the Project Activity Plan that provides programmatic support for the proposed cost. In addition, the applicant must provide documentation and details sufficient to support each proposed cost.   
Guidance on constructing a grant budget may be found in the [Pre-award Manual for Discretionary Grants](https://www.nj.gov/education/grants/discretionary/apps/). Use the [Quick Reference for Commonly Requested Costs](https://www.nj.gov.mcas.ms/education/grants/discretionary/apps/docs/common_costs.pdf?McasCtx=4&McasTsid=15600) to locate the appropriate budget costs codes.

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

**Bonus [10]** - NA

## Application Component Required Uploads

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

|  |  |  |
| --- | --- | --- |
|  | **Appendices Name** | **Required Upload** |
|  | Attachment A: Procurement Guidance Doc | No |
|  | Attachment B: Artificial Intelligence Advisory Committee Members and Meeting Minutes | Yes |

## Allowable Uses and Eligible Activities

* Development of new curriculum.
* Research and adoption of existing curriculum.
* AI activities related to the curriculum or activities, for example field trips.
* Professional services.
* Professional development for project staff.
* Organizing and hosting student outreach events.
* Stipends for staff for attendance at curriculum-related activities outside of school hours.
* Other activities required or directly affect and benefit students in the area of AI.
* Hardware or software used to implement AI curriculum and instructional opportunities.

## Sub-granting Funds

Not applicable

## **Nonpublic Participation**

Not applicable

## Apportionment of Grant Funds

The applicant’s project must be designed and implemented in conformance with all applicable state and federal regulations. Final awards are subject to the availability offunds. Total funds available are $750,000.00. This is 100 percent funded from an FY2025 State appropriation 2025-100-034-5068-057**.** The project period is February 1, 2025 to January 31, 2026.

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

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

[Max Administrative Cap](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-E/subject-group-ECFRd41a10959e1acab/section-200.417): 5%   
[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 (Current FY OMB Circular) including FICA: 77.15%   
[Max Indirect Costs Cap %:](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-E/subject-group-ECFRd93f2a98b1f6455/section-200.414) 5%

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

Additional guidance for indirect costs can be found in the [glossary page of the Discretionary Grants Manual.](https://www.nj.gov/education/grants/discretionary/apps/)

The NJDOE will remove all ineligible costs and costs not supported by the Project Activity Plan from budget consideration. Through the pre-award revision process (PAR), the applicant will be given the opportunity to revise their budget. Providing opportunities for revisions or permitting the reallocation of the budgeted funds is at the discretion of the NJDOE. The final funding award will be contingent upon the applicant’s ability to justify its proposed budget.

## Eligible Costs

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

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

* Accommodations – Reasonable and necessary services and accommodations, directly related to the proposed project, associated with serving students with special needs.
* Administrative costs – Administrative costs related to the grant program.
* Instructional materials – Costs for instructional materials needed to administer grant-related events and activities (e.g., books and other instructional resources for implementing the unit plan, etc.).
* Instructional opportunities – Costs for instructional opportunities, such as experiential learning opportunities, that are components of the unit plan or curriculum.
* LEA staff stipends and benefits – Costs for stipends and associated benefits for LEA staff to lead project activities that take place outside of contractually obligated hours (field experiences, etc.) or collaborative planning of project activities with other LEA staff outside of contractually obligated hours.
* Substitute teachers – Costs related to acquiring substitute teachers to cover for LEA teachers participating in grant-related program activities.
* Supplies – Costs for supplies needed to administer grant-related events and activities (e.g., supplies for the community resilience project, etc.).
* Transportation – Costs related to transporting students to grant related events and activities.
* Travel – For LEA staff to travel to grant related events and activities.

## Ineligible Costs

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

* Outside of grant term: Costs incurred outside of the grant term.
* 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 outside the scope of the grant program.
* 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, including attachments A and B of the grant agreement, click [here](https://www.nj.gov/education/grants/discretionary/management/docs/attacha_b.pdf). To locate the appropriate budget costs codes, go to the [Uniform Minimum Chart of Accounts](https://www.nj.gov/education/finance/fp/af/coa/) webpage.

## Mandatory Orientation and Training

The grantee will be required to attend a program orientation. The NJDOE staff will provide the grantee with general program information, requirements of the program (including grant management, mandated staffing, policies and procedures), and compliance with applicable state and federal program regulations.

## Reporting Requirements

Grantees will be required to submit reports on activities according to the program report schedule in [Section III.5, Reporting Periods](#_Reporting_Periods). The grantee will ensure that all reports are uploaded to EWEG by the due dates. Failure to deliver the reports by due dates may result in the Grantee achieving an unsatisfactory rating and may result in the stop of all NJDOE program payments.

## Interim Activity Reports

These reports are to be delivered to NJDOE electronically. Grantees are required to upload within the EWEG system. Reports submitted by other means will not be accepted. Reports will be considered late if not uploaded by the due date listed in [Section III.5, Reporting Periods](#_Reporting_Periods). This report tracks actual progress in meeting benchmarks and documenting measurable outcomes from the program activities listed in the application. Specific instructions for completing each report are found in this [link](https://www.nj.gov/education/grants/discretionary/management/docs/INSTRUCTIONS%20FOR%20SUBMITTING%20PERS-REPORTS.pdf).

## Fiscal Reimbursement and Fiscal Interim Report Requirements

**Reimbursement Request:** The grantee shall request monthly, by the 15th of every month, reimbursement payment from the NJDOE. The grantee will complete a reimbursement request through the EWEG payment system. Reimbursement requests will be shut down 30 days before the end of the grant period. Any payments of remaining grant funds due to the grantee will be paid in the Final Expenditure Report. Specific instructions for completing this report are found at this [link](https://njdoe.mtwgms.org/NJDOEGmsWeb/HelpFiles/New_Reimbursement_Request_Instructions.pdf).

Requests may begin once the contract has been fully approved and executed by the NJDOE. All programs are reimbursement-only programs. Grantees will be reimbursed based on the grantee’s actual expenditures. Grantees must submit payment requests not later than the 15th of the month via the EWEG system in order to receive a payment the following month. The reimbursements are closed 30 days before the end of the grant term. Funds owed to the grantee will be captured in the Final Expenditure Report.

In making disbursements to any third party with whom the Grantee may contract to undertake the Project, the Grantee shall ensure that disbursements are made upon delivery of satisfactory work product and in accordance with the NJDOE’s program policies.

**Fiscal Interim Reports:** These reports are due as stated in [Section III.5, Reporting Periods](https://doe365-my.sharepoint.com/personal/lnietos_doe_nj_gov/Documents/Draft%20forms/Draft%20NGO%202023.docx#_Reporting_Periods), with the interim activity report. In this report, the grantee will report on actual expenditures incurred during the reporting period. The expenditures reported in the interim report should match what has been paid to the district during the reporting period.

**Final Expenditure Reports:** This report generates a final payment to the grantee upon selecting the “Final Report” button.

## **Reporting Periods**

Reimbursement requests are due by the 15th of every month.

**The reporting periods are as follow**

|  |  |  |
| --- | --- | --- |
| Report Number: | Reporting periods: | Dates Due: |
| Report 1 | February 1, 2025 - April 30, 2025 | 5/31/2025 |
| Report 2 | February 1, 2025 - July 31, 2025 | 8/31/2025 |
| Report 3 | February 1, 2025 - November 30, 2025 | 12/31/2025 |
| Final Report\* | February 1, 2025 - January 31, 2026 | 3/31/2026 |
|  | \*Includes 60-day liquidation period. |  |

## Monitoring

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

## Acceptable Documentation for Grant Monitoring

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

* + 1. **Activity Reports**

These reports consist of documentation and/or evidence of educational, outreach events, and program activities. This can be in the form of a properly completed programmatic Activity Report uploaded into EWEG or emailed to the program officer detailing events and activities. Sample documentation includes flyers, attendance sheets, and newspaper clippings. Documentation should be retained with the grantee for monitoring purposes unless otherwise specified by the program office.

* + 1. **Reimbursements**

**Staffing** – All timesheets and payroll records for any salaries paid using funds must be retained by the Grantee for both monitoring and reimbursement purposes. If staff is assigned part-time to the grant, a cost allocation sheet should accompany the reimbursement request.

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

**Mailings** – Receipts for postage and other materials and services associated with photocopying, printing, and distribution of materials. Cost allocation based upon agency budget may be acceptable. Please review with the NJDOE Program Manager.

**Training** – Receipts for payment of training providers, course materials, venue, proof of attendance, and copies of any certificates awarded.

**Other costs** – Receipts, invoices, and purchase orders with enough detail to determine that the expenditure is an eligible cost under the grant program.

## Grant Amendments

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

Amendment modification forms are available [here](https://www.nj.gov/education/grants/discretionary/management/). Amendment modifications are initiated and submitted through the EWEG system using the Upload Tab in the grant application. Instructions on how to initiate the amendment are available in [the Discretionary Grants Manual](https://www.nj.gov/education/grants/discretionary/apps/). Use the [Quick Reference for Commonly Requested Costs](http://www.nj.gov/education/grants/discretionary/apps/common_costs.pdf) or the [Uniform Minimum Chart of Accounts](https://www.nj.gov/education/finance/fp/af/coa/) to locate the appropriate budget costs codes.

Amendments are required if the following situations occur:

* Changes to the program activity and request for no-cost time extension;
* Budget transfers greater than ten percent of the total approved budget into a previously approved line item;
* Changes to 200-320 Purchased Professional Education Services (subgrantee costs) previously approved in the budget;
* Budget transfer to a line not previously approved in the budget;
* Equipment: Grantees are limited to the specific equipment items listed in the final approved grant application budget. To comply with federal requirements, all equipment purchases require prior NJDOE approval. Grantees can pay more or less than the approved amount, but the approved equipment item cannot be changed without permission (i.e., no additions, deletions, or substitutions to the approved equipment list);
* Changes to Indirect Costs.

**IMPORTANT NOTE**: If the grantee has a subgrantee, the subgrantee is subject to the same terms and conditions as the grantee. The subgrantee is responsible to the grantee for the agreed-upon scope of work (approved goals, objectives, and activities) and the expenditure of subgrant funds. Any changes (program or fiscal) requested by a subgrantee must be reviewed by the grantee. The NJDOE requires sub-grantee amendment approval for changes the grantee supports. Grantees are to forward the requested changes to the NJDOE Program Office for review. Grantees do not have the authority to approve any changes in their project activities or any budget variances without prior approval by the NJDOE.

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

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

Formal written notice of suspension/cancellation of Grant Agreement and/or reduction in funding will be provided to the grantee in advance of the adverse action to be taken together with recommendations to correct deficiencies. Grantees that correct deficiencies in accordance with guidance provided in the written notice shall be reinstated.

## Grant Close Out

The grantee shall provide all documentation necessary to close out this agreement within 60 days of the grant agreement’s ending date. If performance is ahead of schedule, the documentation should be submitted within 60 days of the conclusion of grant activities. Documentation will include the Final Report referenced in paragraph III.5.

## Federal Requirements

# Appendices

## Attachment A – AI Vendor Recommendations

Here are recommendations to consider when selecting an AI vendor:

* **Professional Development:**
  + Commits to the capacity and capability to provide high-quality training to participating teachers across multiple modalities.
  + Training must consider thoughtful integration of the platform within blended and/or virtual learning models.
  + Training must include onboarding support, platform training (both technical and pedagogical), and periodic check-ins on a schedule agreed upon between the vendor and school.
  + Training must include guidance to support teachers in providing child safety instructions to students and parents.
* **Support:**
  + Provides timely technology support.
  + A helpdesk is available during standard school business hours and is staffed to respond as soon as possible.
  + Assists schools in account management and creation.
  + Assists schools in technical assistance/troubleshooting.
* **Safety:**
  + Has assurances or details that highlight safety protocols for student use.
  + Has an escalation protocol to immediately address child safety concerns.
  + Has a monitoring and reporting mechanism.
  + Tracks student usage (in minutes) and mastery data (both formative and summative assessments).
  + Certified by an educational technology tool rating such as Digital Promise, iKeepSafe, etc.
* **Security and privacy:**
  + Evidence this is a safe platform for students and teachers.
  + Evidence of compliance with federal and state laws and regulations
  + Considers the age of the participating students. The terms of service are aligned to the age of users.
  + CIPA, COPPA, and FERPA compliant
  + Accessible for all learners.
  + Privacy policy and transparent data usage policy.
* **Technology:**
  + Includes functionalities to support both teachers and students by employing large language models.
  + Leverages AI foundation models GPT-4 (or equivalent) or successors (i.e. GPT-5)
  + Platform provides coaching for students.
  + Supports teachers by providing student mastery data
  + Includes teacher administration support such as providing instructional material support (rubrics, prompts, assessment questions)
  + Integrates and functions seamlessly with existing technology systems.
* **Experience and evidence:**
  + Can provide documented evidence of successful implementation in education settings addressing all areas listed above.
  + Utilizes researched-based strategies for implementation in education settings.

## Attachment B – AI Advisory Meeting Template: Required Upload

**Artificial Intelligence Advisory Committee**

**Members and Meeting Minutes Template**

District Name:

District Code:

County:

AI Advisory Committee Member Names (add rows as needed)

|  |  |  |  |
| --- | --- | --- | --- |
| **Member Name** | **Member Email Address** | **Member Affiliation** | **Member Role** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Date of Meeting:**

**Meeting Minutes:**