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| New Jersey Teacher Apprenticeship Program  25-TP01-H03  Program Term Date: November 1, 2024 – October 31, 2025  Application Due Date: Thursday, September 12, 2024 no later than 4:00 P.M. |
| Kevin Dehmer  Acting Commissioner of Education  Jorden Schiff  Acting Assistant Commissioner  Paula Bloom  Executive Director  Rani Singh  Acting Director  Office of Recruitment, Preparation and Certification  FY25  #25-100-034-5061-054-H320-6130  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 establish new USDOL-approved registered teacher apprenticeship programs while offsetting the costs associated with tuition assistance and/or on the job training. It is anticipated that no more than two grants will be awarded with a maximum award size of $400,000 each. Eligible entities include Institutions of Higher Education (IHEs) that currently offer a New Jersey Department of Education approved educator preparation program.

**Application Type: Please Select**

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

## 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. 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 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 NJDOE 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, September 12, 2024.** Without exception, the ACC will not accept nor evaluate an application after this deadline for funding consideration. The NJDOE administers discretionary grant programs in strict conformance with procedures designed to ensure accountability and integrity in the use of public funds and, therefore, will not accept late applications. The responsibility for a timely submission resides with the applicant.

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

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

## Application Review Criteria

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

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

Once scored, applications will be awarded based on rank order from highest to lowest score until grant allocated funds are exhausted.

## Grantee Award Notifications

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

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

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

## Open Public Records

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

# 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, August 8, 2024 at 11:00 a.m.**

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

**In-person Meeting:** Preregistration is required by [insert date]. Please register [online](https://homeroom5.doe.state.nj.us/events/) here Registrants requiring special accommodation for the Technical Assistance Workshop should identify their needs at the time of registration.

## Grant Deliverables

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

1. Have an existing partnership with a local education agency (LEA) to provide technical instruction to paraprofessionals that leads to a National Portable Credential from the United States Department of Labor, Office of Apprenticeship upon completion of the program.
2. Develop opportunities that target shortages in the areas of special education, science and math, and English as a second language or bilingual education.
3. Develop a budget that includes the removal of economic barriers to training and mentorship (i.e. tuition, books, materials, stipends, etc.)
4. Develop a plan for how the EPP provider will collect data throughout the implementation of the program for monitoring program effectiveness and demonstrating impact. Data should include, but not be limited to: Praxis/Assessment Scores, Program Completion, and Graduation Rates, Candidate Exit Interview, and Mentor Survey Feedback.
5. Develop a plan to provide core supportive services, including mentorship, leadership development opportunities, comprehensive guidance and counseling, and optional supportive services and how these services will be made available to participants.
6. Develop a plan to ensure that all apprentices will earn a National Portable Credential from the United States Department of Labor in a timely manner.

New Jersey is one of many states developing specific measures to address the decline of qualified educators across school districts. Data from the New Jersey Statewide Data System highlights the pressing need to fill key positions in education that have persisted for more than a decade:

* 8% decline for both mathematics and science teachers.
* Staffing increases are needed in English Language Learning classes, computer science, and special education.
* The number of new provisional teacher certifications has declined substantially, relative to the number of permanent exits from the teaching profession. In 2013-14, there were three provisional certifications per permanent exit; in 2022-23, the ratio was one to one.

In 2023, the Task Force on Public School Staff Shortages in New Jersey identified several recommendations to address staffing shortages, including the establishment of a New Jersey teacher apprenticeship program. The New Jersey Department of Education in collaboration with the New Jersey Department of Labor envisions NJDOE approved educator preparation programs (EPPs) providers establishing new state approved registered Teacher Apprenticeship Programs to provide paraprofessionals an opportunity to learn the trade through tuition assistance while receiving mentorship from experienced teachers.

## Project Design Considerations

New Jersey, like many other states, has increasingly faced significant challenges in attracting and retaining education professionals over the past few years. 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 quantity of K-12 school staff – including teachers and support staff – in the state.

Among other areas explored, the Task Force identified the barriers to recruitment and training of new educators, particularly for diverse candidates to reflect the demographics of student enrollment in New Jersey, as a focus area for addressing staffing shortages. By focusing on the most prominent barriers individuals face throughout this process or for those barriers that may discourage an individual from pursuing this path, the Task Force set forth a recommendation to establish a Teacher Apprenticeship program. This primary recommendation for improving recruitment and training provides a high-quality pathway into the teaching profession, with the intent to create opportunities for individuals that may not have access to the profession in the past.

There is one goal of the grant program:

1. To establish new USDOL-approved registered teacher apprenticeship programs.

Applicants must fully address the goal stated above. Applicants are expected to address the goal through an application to the USDOL and receive approval. The goal 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 apprenticeship program and identify the reason for seeking funding. It is required to provide a list of other funding sources utilized to support this program’s development. The required list is to be uploaded as Appendix II.

**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. Create and complete a Registered Apprenticeship Program application with the USDOL.
  2. Describe how the EPP will develop and/or expand opportunities that target shortages in the areas of special education, science and math, and English as a second language or bilingual education.
  3. Describe the EPP’s previous experience in addressing critical teacher shortage areas (listed above) as well as outcomes achieved.
  4. Develop a plan for how the EPP provider will collect data throughout the implementation of the program for monitoring program effectiveness and demonstrating impact. Data should include, but not be limited to: Praxis/Assessment Scores, Program Completion, and Graduation Rates, Candidate Exit Interview, and Mentor Survey Feedback.
  5. Develop a plan to provide technical instruction to candidates that addresses the knowledge of the theoretical and technical aspects related to the apprentice’s area of study.
  6. Develop a plan to provide core supportive services, including mentorship, leadership development opportunities, comprehensive guidance and counseling, and optional supportive services and how these services will be made available to participants.
  7. Describe previous experience working with the target population that will be applied to ensure successful program completion.
  8. Describe how the EPP will create a pipeline of qualified individuals in the educator sector.
  9. Provide a realistic timeline for planning and implementing the program.
  10. Describe the evidence of employment demand and career trajectory in the partnering school district(s).
  11. Describe the recruitment strategies the EPP will develop and/or refine to outreach to the target population.
  12. Provide the proposed expected outcomes, including the total number to be enrolled in the apprenticeship program.
  13. Describe how the program will meet the criteria of a comprehensive review regarding all aspects of an apprenticeship program’s performance, including, but not limited to, determining if apprentices are receiving the following: on-the-job training in all phases of the apprentice’s occupation, scheduled wage increase consistent with the registered standards, related instruction through appropriate curriculum and delivery systems.

**Goals/Objectives/****Indicators [20]** – The goal of the grant program is to establish new USDOL-approved registered teacher apprenticeship programs, while offsetting the costs associated with tuition assistance and/or on the job training. Establish one or more local goal(s) for this program derived from the main project goal 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, which is the establishment of a new USDOL-approved registered teacher apprenticeship. The 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 or not 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 goal of the grant opportunity: Establishing a new USDOL-approved registered teacher apprenticeship program.
* 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 on the Project Activity Plan, it may not be possible to determine an allocation of the requested cost, and costs may be disallowed.
* List the documentation that tracks the progress and confirms the completion of each activity, such as agenda, minutes, curriculum, etc.
* In the Report Period Column on the Project Activity Plan, indicate with a checkmark the period in which the activity will be implemented. If the activity is ongoing or recurring, place a checkmark in the boxes under each period in which the activity will take place.

Do not list the project director or other person with general oversight authority as the "person responsible" for carrying out all activities. 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 and oversight of the IHE’s NJDOE-approved teacher preparation program for the design and implementation of 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. 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.

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

## 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 I) | X |
|  | List of additional funding sources used to support program development (Appendix II) | X |

## Allowable Uses and Eligible Activities

Eligible activities include the establishment of new USDOL-approved registered teacher apprenticeship programs. This may include, but is not limited to, the following activities:

* Developing a plan, guidelines and associated materials pertaining to the anticipated operation of a new USDOL-approved registered teacher apprenticeship program;
* Expanding enrollment of diverse candidates in a new USDOL-approved registered teacher apprenticeship program through innovative, research-based strategies;
* Offsetting the participant costs associated with the registered apprenticeship program, including related technical instruction costs, mentor salaries, books and materials, tuition and supportive services to those enrolled to encourage program completion;
* Evaluation of NJDOE-approved teacher preparation programs to ensure alignment with existing state statutes and regulations related to teacher preparation; and
* Activities related to ushering the program through the USDOL-approved registered apprenticeship process and the NJDOE’s teacher preparation program accreditation process.

## 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 NJDOE.

## **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 $800,000. This is 100% percent funded from the U.S. DOL #25-100-034-5061-054-H320-6130 (NJCFS). The project period is 11/1/24 – 10/31/25.

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

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.

* Costs associated with the development of a plan, guidelines and associated materials pertaining to the anticipated operation of a new USDOL-approved registered teacher apprenticeship program, including staff salaries, stipends, consultants, professional learning costs, etc.
* Costs associated with offfsetting the participant costs associated with the registered apprenticeship program, including related technical instruction costs, tuition, mentor salaries, books and materials, supportive and wraparound services to those enrolled to encourage program completion, etc.; and
* Costs related to ushering the program through the USDOL-approved registered apprenticeship process and the NJDOE’s teacher preparation program accreditation process.

## 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.
* Staff: Salaries and/or benefits for staff are not eligible unless they are assigned program responsibilities as described in section II.4.
* Routine operating/admin costs: Costs for the routine operation of or administration of the organization are not eligible except when part of the approved budget (see section b of the grant/loan agreement).
* No benefit: Costs incurred for salaries, services, or media that do not benefit the end user of the grant program.
* Not reasonable or necessary: Costs that are not reasonable or necessary to carry out the grant.
* Poorly Documented/Undocumented: Costs that are not supported by adequate documentation.
* Off Message: Costs for media that are prohibited or off message.
* Curriculum Development or Expansion of Curriculum unless specified by the grant program as an eligible activity.
* Supplanting: Costs for salaries, services, or media that are covered under other local, federal, or state funding.

# Grant Agreement and Program Requirements

Once the 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 Orientation

The grantee will be required to attend a virtual program orientation. The NJDOE and USDOL program officers 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. Grantees may 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](#_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 | 11/1/24 – 1/31/2025 | 2/28/2025 |
| Report 2 | 11/1/2024 – 4/30/2025 | 5/31/2025 |
| Report 3 | 11/1/2024 – 7/30/2025 | 8/31/2025 |
| Final Report\* | 11/1/2024 – 10/31/2025 | 12/31/2025 |
|  | \*Includes 60-day liquidation period. |  |

## Monitoring

The NJDOE and USDOL Program Officers will schedule virtual or on-site monitoring visits with the grantee 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 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. 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. Once the grant period concludes, the grantee will continue to collaborate with the USDOL program officer.

# Appendices

**AFFIRMATION OF PARTNERSHIP FORM**

**New Jersey Apprenticeship Program**

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

**Local Education Agency**

New Jersey Apprenticeship Program

November 1, 2024 – October 31, 2025

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

**Instruction 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**

**APPENDIX II**

**ADDITIONAL FUNDING SOURCES USED TO SUPPORT PROGRAM DEVELOPMENT**

**New Jersey Apprenticeship Program**

1. *(This form must be completed and uploaded in the application using the UPLOAD tab.)*

**New Jersey Apprenticeship Program**

**November 1, 2024 – October 31, 2025**

**Instruction to Applicant:** Please list the additional funding sources used to support the development of your program. Number as appropriate in the space below.

I CERTIFY the above information is accurate and reflects the additional funding sources used to support the development of the program.

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

(**Print Name** **and Title)**

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

**Signature**

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

**Date**