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| *Climate Change Learning Collaboratives* 25-WB07-G02Program Term Date: April 1, 2025 – March 31, 2026Application Due Date: Thursday, January 16, 2025no later than 4:00 P.M. |
| Kevin DehmerActing Commissioner of EducationJorden Schiff, Ed.D.Assistant CommissionerSarah Sterling-LaldeeSenior Climate Change Education AdvisorDivision of Teaching and Learning ServicesFY 2025ORG/APU #: 5063-359New Jersey Department of EducationP.O. Box 500 ● Trenton, NJ 08625-0500 |

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

When responding to this NGO, applicants must use the EWEG online application system on the NJDOE’s [Homeroom](http://homeroom.state.nj.us/) webpage. Please refer to the NJDOE’s [Discretionary Grants](http://www.nj.gov/education/grants/discretionary) webpage for the NGO and click on “Available Grants” for information about when the EWEG application will be online. The responsibility for a timely submission resides with the applicant. The Application Control Center (ACC) must receive the completed application through the online EWEG system 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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# Grant Program Information

## Purpose of the NGO

**Background**

With the adoption of the [2020 New Jersey Student Learning Standards (NJSLS) that support climate change education](https://www.nj.gov/education/climate/learning/gradeband/), New Jersey became the first state in the nation to require the teaching of climate change across multiple content areas (i.e., visual and performing arts; comprehensive health and physical education; science; social studies; world languages; computer science and design thinking; career readiness, life literacies, and key skills). Additionally, the 2023 NJSLS in [English language arts (ELA)](https://www.nj.gov/education/standards/ela/Index.shtml) and [mathematics](https://www.nj.gov/education/standards/math/Index.shtml) identify the standards through which climate change topics could be integrated as an interdisciplinary, authentic learning experience. Collectively, these initiatives prepare students to understand how and why climate change happens, the impact it has on our local and global communities, and how to act in informed and sustainable ways.

In the fiscal year (FY) 2023 and 2024 State budgets, Governor Phil Murphy allocated $4.5 million to assist schools with the implementation of the NJSLS supporting climate change education. In FY 2023, the New Jersey Department of Education (NJDOE) administered the *Climate Awareness Education* grant opportunities (NGO #’s [23-WB01-G02](https://www.nj.gov/education/grants/opportunities/2023/23-WB01-G02.shtml) and [23-WB02-G02](https://www.nj.gov/education/grants/opportunities/2023/23-WB02-G02.shtml)), and in FY 2024, the NJDOE administered the *Expanding Access to Climate Change Education* grant opportunities (NGO #’s [24-WB05-G02](https://www.nj.gov/education/grants/opportunities/2024/24-WB05-G02.shtml) and [24-WB06-G02](https://www.nj.gov/education/grants/opportunities/2024/24-WB06-G02.shtml)) in fulfillment of these appropriations. In the FY 2025 State budget, Governor Murphy allocated an additional $3.5 million to assist schools with the implementation of the NJSLS supporting climate change education. The NJDOE is offering this grant opportunity in partial fulfillment of the FY 2025 State budget appropriation.

**Overview**

The overarching goals and expectations of this grant program are to:

1. Further increase the number and content-area diversity of New Jersey K-12 public school educators prepared to teach high quality, standards-based climate change education.
2. Continue to build out a statewide network to assist local education agencies (LEAs) in implementing the NJSLS supporting climate change education through the existing regional (northern, central, southern) Climate Change Learning Collaboratives (CCLCs) at New Jersey institutes of higher education (IHEs), with the support of community-based nonprofit organizations (CBOs) engaged in place-based environmental education.

The four New Jersey IHEs that were selected as grantees of NGO # [24-WB06-G02](https://www.nj.gov/education/grants/opportunities/2024/24-WB06-G02.shtml) will continue to increase the knowledge and skillset of New Jersey’s K-12 public school educators by providing them with professional development (PD), experiential learning opportunities (ELOs), and technical assistance through their regional CCLCs. The CCLCs will guide educators in developing and identifying high quality, locally focused, justice oriented instructional materials, implementing program evaluation strategies, and collaborating with neighboring LEAs.

The focus of this grant opportunity is to deepen understanding and implementation of the NJSLS supporting climate change education. This may include climate change-specific topics as well as the effort to make students more aware of their relationship to the environment and the varied influences of climate across disciplines and at the local, state, national, and global levels.

This is a 12-month grant program. The project period is April 1, 2025 to March 31, 2026.

**Eligibility to Apply**

Eligibility is limited to the four IHEs selected through a competitive process for NGO # [24-WB06-G02](https://www.nj.gov/education/grants/opportunities/2024/24-WB06-G02.shtml) (Ramapo College of New Jersey, Rutgers University – New Brunswick, Monmouth University, and Stockton University), provided they continue to have an approved [Certificate of Eligibility with Advanced Standing](https://www.nj.gov/education/certification/CEAS_Preparation_Program_Providers.shtml) or [Certificate of Eligibility](https://www.nj.gov/education/certification/CEprogramproviders.shtml) teacher preparation program. Each eligible IHE may submit only one application. Ramapo College of New Jersey and Stockton University may each apply for up to $600,000. Rutgers University – New Brunswick and Monmouth University may each apply for up to $300,000.

To effectively support the implementation of climate change education across content areas, the IHE grant project team must include, at a minimum, three staff members from the IHE:

* One staff member from the teacher preparation program with experience developing and supporting interdisciplinary learning initiatives, preferably with a sustainability focus.
* One staff member external to the teacher preparation program working within a science, technology, engineering, or mathematics department/school and who is well versed in climate change subject knowledge.
* One staff member external to the teacher preparation program working within a department/school in the humanities (e.g., foreign languages, history, fine arts, etc.), preferably with some experience addressing climate change or other socio-scientific topics through the humanities.

All three of these staff members are expected to be actively involved in the grant program (e.g., leading or co-leading PD, attending programmatic meetings, etc.). One of these three IHE grant project team members must be designated as the “lead applicant” for the grant application. Applicants will be required to complete and upload a Documentation of Eligibility form detailing the IHE grant project team (see [Appendix 1](#_Appendix_1:_Documentation)) and a two-page resume for each member of the IHE grant project team. For new grant-related positions at the IHE, additional information will be required (see [Section II.5.](#_Application_Component_Required)).

Applicants will be responsible for identifying CBOs that are engaged in place-based, in-person environmental education in their assigned counties to serve as partners (see [Section I.7.](#_Application_Review_Criteria) for assigned counties and regional designations). For the purposes of this NGO, “CBOs that are currently engaged in place-based, in-person environmental education in their assigned counties” are defined as CBOs that regularly offer locally focused, in-person (1) ELOs for K-12 teachers and students, (2) teacher PD, and/or (3) community engagement activities, in the relevant counties. Applicants are not required to partner with the same CBOs as in the first year of the grant program. Applicants are encouraged to expand their partnerships to include CBOs from [frontline communities](https://www.climaterealityproject.org/frontline-fenceline-communities).

Rutgers University – New Brunswick and Monmouth University will each be responsible for identifying at least one CBO to serve as a partner. Ramapo College of New Jersey will be responsible for identifying at least one CBO in the eastern part of the northern region (i.e., in eastern Morris County, Passaic County, Essex County, Bergen County, or Hudson County) and at least one CBO in the western part of the northern region (i.e., in western Morris County, Sussex County, or Warren County) to serve as partners. Stockton University will be responsible for identifying at least one CBO in the eastern part of the southern region (i.e., in Ocean County, eastern Burlington County, Atlantic County, eastern Cumberland County, or Cape May County) and at least one CBO in the western part of the southern region (i.e., in western Burlington County, Camden County, Gloucester County, Salem County, or western Cumberland County) to serve as partners.

The NJDOE requires applicants to develop partnerships to ensure the development of locally focused learning opportunities for participating LEAs that are culturally responsive and climate justice oriented. Applicants will be required to complete and upload the Documentation of Required Collaboration forms (see Appendices [2](#_Appendix_2:_Program) and [3](#_Appendix_4:_Documentation)) for each CBO partner and a subgrantee budget form for each CBO partner that will be a subgrantee (see [Appendix 4](#_Appendix_4:_Subgrantee)). Applicants must ensure the mission, vision, and general services of the CBO partner(s) align with the intent of the NJSLS supporting climate change education and the goals and objectives of this grant program.

## 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 the SAM.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 LEA, CBO, or 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 Program Office (Office of the Assistant Commissioner of the Division of Teaching and Learning Services) will make this notice available to eligible applicants listed in [Section I.1.](#_Purpose_of_the) 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 the Assistant Commissioner of the Division of Teaching and Learning Services at the New Jersey Department of Education, 100 Riverview Plaza, Route 29, P.O. Box 500, Trenton, NJ 08625-0500; Email Contact - ClimateEducation@doe.nj.gov.

## Access to the EWEG Application

Each eligible applicant must have login credentials to access the application through the EWEG system. LEA applicants should contact their district’s Web (Homeroom) Administrator for access. Non-LEA applicants should 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.

Please direct all questions regarding the EWEG system to the EWEG help desk: eweghelp@doe.nj.gov.

**IMPORTANT:** Once the application has been submitted via EWEG, the application will not be returned to the applicant for editing, nor can additional information or missing documentation be submitted to the department for application review consideration. **Please Note: The submit button in the EWEG system will disappear as of 4:00 PM on the due date**. Please refer to the [Discretionary Grants Manual](https://www.nj.gov/education/grants/discretionary/apps/) for instructions on how to work in EWEG.

## Application Submission

The Office of Grants Management’s Application Control Center (ACC) must receive the completed application through the EWEG system accessible through the NJDOE’s Homeroom webpage **no later than 4:00 P.M. on Thursday, January 16, 2025.** Without exception, the ACC will not accept nor evaluate an application after this deadline for funding consideration.

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

Completed applications are those that include all elements listed in [Section II.1.](#_General_Instructions_for), General Instructions for Applying, and [Section II.5.](#_Application_Component_Required), Application Component Required Uploads. See [Appendix 5](#_Appendix_5:_Application) for an application component 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 continuation funding, all grant applications will be reviewed by the Program Office. The Program Office will use the information provided in the EWEG grant application under the Narrative Tabs, which include the Project Update, Project Description, Project Activity Plan, and Goals/Objectives/Indicators, 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), the Program Office will also review the NGO application for completeness and accuracy.

The Program Office will also review applications to determine eligibility, which includes, at a minimum:

* Demonstration that the applicant is an eligible entity as described in [Section I.1.](#_Purpose_of_the)
* Demonstration of adequate progress towards meeting the FY 2024 grant goals and objectives.
* Completion of required document uploads as described in [Section II.5.](#_Application_Component_Required)
* Demonstration that the application meets the basic requirements, spirit, and intent of the grant opportunity.

The NJDOE reserves the right to reject any application not conforming with the requirements and intent of this 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 how the counties located within each of the three regions have been distributed to the existing CCLCs. If any of the four IHEs choose not to reapply, the NJDOE will reassign their counties to another CCLC.

**CCLC Regional Distribution of New Jersey Counties**

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

The NJDOE expects to make four awards to the four New Jersey IHEs that were grantees of NGO # [24-WB06-G02](https://www.nj.gov/education/grants/opportunities/2024/24-WB06-G02.shtml).

If any of the four IHEs choose not to reapply, the NJDOE will determine the best course of action for the distribution of the remaining grant funds.

## Grantee Award Notifications

The EWEG system notifies applicants of awards through emails to individuals listed in the Contacts Tab. A list will also be posted on the NJDOE’s website under the Office of Grants Management> 2025 NGOs> Climate Change Learning Collaboratives> 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 – 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 do not meet the eligibility criteria ([Section I.1.](#_Purpose_of_the)) and review criteria ([Section I.7.](#_Application_Review_Criteria)).

## 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), 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.](#_Grant_Agreement_and), Grant Agreement and Program 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 – Project Update, Project Description, Goals & Objectives, Project Activity Plan

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), 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), 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

Technical assistance will be provided for eligible applicants upon request. Eligible applicants who would like to schedule a technical assistance session must send their request to the Program Office at ClimateEducation@doe.nj.gov.

## Grant Deliverables

Please see the Mandatory Objectives listed in [Section II.4.](#_Project_Design_Considerations) for a detailed description of each required deliverable related to the Mandatory Goals. The reports detailed in [Section III.](#_Grant_Agreement_and) are also required deliverables of this grant program.

## Project Design Considerations

The applicant is strongly encouraged to read this section ([Section II.4.](#_Project_Design_Considerations)), [Section II.6.](#_Allowable_Uses_and), [Section II.10.](#_Eligible_Costs), and [Section II.11.](#_Ineligible_Costs) in their entirety **prior** to developing a project plan.

The purpose of this grant program is to continue to assist LEAs with the implementation of the NJSLS supporting climate change education through the ongoing administration of regional CCLCs, which serve as conduits of knowledge and resources for LEAs. The CCLCs will continue to provide LEAs with the support to effectively implement high quality, standards-based climate change education unit plans, answer LEAs’ questions, and connect LEAs with established community partners that can further their climate change education initiatives.

Although much of the work of the CCLCs will be completed through interactions with LEA staff, it is imperative to remember that students will be the ultimate beneficiaries of the efforts undertaken through this grant program. Given that there is strong evidence that behaviors and impacts related to students’ local communities have the greatest meaning for students, climate change education should:

* Focus on local issues and opportunities with a climate justice orientation.
* Be student-driven in nature.
* Engage students in interdisciplinary, standards-based, project-based learning.
* Be grounded in climate science and be developmentally appropriate.
* Extend learning beyond the classroom through ELOs for students to:
	+ Interact with local ecosystems.
	+ Become involved in local, place-based climate solutions (inclusive of mitigation and adaptation efforts).
	+ Engage with community-based partners in dialogue and solution making.

Applicants must keep this in mind as they develop a plan to achieve the goals and objectives of the grant program.

### Mandatory Goals

The goals of this grant program are to:

1. **Goal 1:** Further increase the number and content-area diversity of New Jersey K-12 public school educators prepared to teach high quality, standards-based climate change education.
2. **Goal 2:** Continue to build out a statewide network to assist LEAs in implementing the NJSLS supporting climate change education through the existing regional CCLCs at New Jersey IHEs, with the support of CBOs engaged in place-based environmental education.

Applicants must outline a clear, detailed plan as to how they will achieve these goals and provide justification for their plan of action.

### Mandatory Objectives

The following objectives must be included in the applicant’s plan to achieve each of the mandatory goals. When completing the application, applicants must expand upon these objectives, providing detail as to how they will fit in the applicant’s specific project plan (e.g., do not list “professional development” as the objective, but expand upon this objective with project specifics. For example, “To increase knowledge, six professional development opportunities will be held throughout the year”. Do not use this exact example in your application).

**Goal 1:** Further increase the number and content-area diversity of New Jersey K-12 public school educators prepared to teach high quality, standards-based climate change education.

1. **Objective 1.1: Professional Development**: The CCLCs must provide PD events that will assist LEAs with the implementation of the NJSLS supporting climate change education.
2. PD events should cover, at a minimum, the following topics:
3. The climate change subject knowledge needed to teach standards-based climate change education in K-12 classrooms and across all nine content areas, with a focus on local knowledge and climate justice issues that are most relevant to students’ everyday lives.
	1. Each educator should receive the same base knowledge about climate change regardless of the grade(s) or content area(s) they teach.
4. How to effectively identify, develop, and implement high quality, standards-based, interdisciplinary, project-based K-12 climate change education unit plans
	* + - 1. Must be differentiated, at a minimum, for primary and secondary teachers.
5. How to create or co-create ELOs for students on their LEA campus, at local parks or other public spaces, or at IHE or partner CBO locations.

Must include advice on identifying local sites for ELOs, assistance in developing resources for instructional use during ELOs, and logistical support including:

Guidance documents to support thorough planning of ELO events.

Site visits to identified local sites with LEA educators to support their planning.

Accompanying LEA educators on their early independent ELO events to provide feedback and additional supervision of students.

1. Relevant technology, assessment tools, and resources that can be integrated into climate change education unit plans.
2. Ways to expand climate change education initiatives through external grant, award, and certification programs, the establishment of a green team, and the development of a sustainability plan.
3. [Green and blue career awareness](https://greenblueworkforce.edc.org/resource/building-a-workforce-for-the-future-sustainability-green-and-blue-jobs/) and related workforce development opportunities.
4. At least one topic not listed above or offered in the first year of the program.
	* + - 1. This topic should be selected based on LEA requests and NJDOE feedback during the first year of the grant program.
5. PD events must:
	1. Focus on no more than two topics per event.
	2. Be offered in a logical sequence based on topic.
	3. Occur at least twice throughout the project period (only required for events covering the seven topics listed above).
	4. Be spaced appropriately throughout the project period.
	5. When required and as appropriate, be differentiated, at a minimum, for primary and secondary teachers.
	6. Have a local, place-based focus.
	7. Have an interdisciplinary focus (i.e., not be restricted by content area).
	8. Be offered on a first-come, first-served basis, with no requirement that certain numbers of teachers per LEA attend.
	9. Reflect the diversity and expertise of the grant project team via co-presentation or rotation of presentation responsibilities.
	10. Be revised and updated based on LEA and NJDOE feedback from the first year of the grant program.
6. Rutgers University – New Brunswick and Monmouth University must each host at least eighteen (18) PD events over the course of the project period (minimum of one per calendar month) starting in June 2025. Ramapo College of New Jersey and Stockton University must each host at least thirty-six (36) PD events over the course of the project period (minimum of one per calendar month) starting in June 2025.
	* + 1. The applicant will determine the number and format (e.g., in-person, virtual, etc.) of any additional PD events, if any, to include in their project plan.
7. To more effectively serve LEAs across the entire state, at least one in-person PD event must be held in each of New Jersey’s 21 counties during the project period.
8. Applicants should assume they will be responsible for providing these in-person PD events to the counties they were assigned in FY 2024 (see [Section I.7.](#_Application_Review_Criteria) for county assignments).
9. The final determination as to the counties each CCLC will be responsible for providing these in-person PD events to is contingent on the total number of awards made and the regional locations of all the CCLCs.
10. Final county responsibilities for FY 2025 will be assigned to the CCLCs by the Program Office.
11. The in-county PD events count towards the minimum number of PD events each CCLC must hold.
12. The CCLC will be responsible for securing event space (e.g., a conference room at a community college, etc.) to host the in-person PD events in each of their assigned counties.
13. Workshops, presentations, etc. hosted by grant project team members at external conferences, summits, etc. do not count towards the requirements of this objective.
14. The CCLC may subcontract with their CBO partner(s) to provide PD events for LEA educators.
15. The proposed CBO partner(s) and their qualifications to provide the contracted PD events must be detailed in the application.
16. Applicants will be required to complete and upload the Documentation of Required Collaboration forms (Appendices [2](#_Appendix_2:_Program) and [3](#_Appendix_4:_Documentation)) for each CBO partner and a subgrantee budget form for each CBO partner that will be a subgrantee ([Appendix 4](#_Appendix_4:_Subgrantee)).
17. Applicants must ensure the mission, vision, and general services of the CBO partner(s) align with the intent of the NJSLS supporting climate change education and the goals and objectives of this grant program.
18. The final determination as to the suitability of the proposed CBO partner(s) to provide PD events in alignment with the intent of NJSLS supporting climate change education and the goals of this grant program will be determined by the NJDOE.
19. The CCLC must compensate LEA teachers for attending PD events by providing:
	* + 1. Stipends to LEA teachers if the PD event is outside of contracted hours.
			2. Substitute teacher coverage for LEA teachers if the PD event is at an offsite location during contracted hours.
20. The applicant will be required to upload a planned schedule of PD events (see [Section II.5.](#_Application_Component_Required) for additional details).
21. **Objective 1.2: Experiential Learning Opportunities**: The CCLCs must provide ELOs for LEA educators and ELOs for LEA students.
	1. For the purposes of this grant, ELOs are learning activities that extend climate change education beyond the classroom, providing opportunities to interact with local ecosystems, become involved in sustainability initiatives, participate in climate change research and the development of solutions, and engage with community-based partners in dialogue and learning obtained through real-world experiences.
22. For the LEA educator ELOs:
	* + 1. Rutgers University – New Brunswick and Monmouth University must each provide at least four (4) educator ELOs during the project period. Ramapo College of New Jersey and Stockton University must each provide at least eight (8) educator ELOs during the project period.
			2. ELOs for educators can include:
				1. Visits by educators to the IHE or partner CBO locations, local parks, or other public places.
			3. The LEA educator ELOs:
				1. Count towards the minimum and in-county requirements of the PD objective (Objective 1.1).
				2. Must adhere to the guidelines provided in the PD objective (Objective 1.1.b).
23. For the LEA student ELOs:
	* + 1. Rutgers University – New Brunswick and Monmouth University must each provide at least four (4) student ELOs during the project period. Ramapo College of New Jersey and Stockton University must each provide at least eight (8) student ELOs during the project period.
			2. ELOs for students can include:
24. Visits by students to the IHE or partner CBO locations, local parks, or other public places.
25. Visits by IHE or partner CBO staff to the LEA campus.
26. Virtual visits by IHE or partner CBO staff with students, provided the visit meets the definition of an ELO provided above.
	* + 1. If the applicant’s plan for LEA student ELOs includes visits by students to the IHE or partner CBO locations, local parks, or other public places, busing costs for the transportation of the LEA staff and students and substitute teacher coverage should be included in the applicant’s budget.
27. Workshops, experiences, etc. hosted by grant project team members at external conferences, summits, etc. do not count towards the requirements of this objective.
28. The CCLC may subcontract with their CBO partner(s) to provide LEA educator ELOs and LEA student ELOs.
	* 1. The proposed CBO partner(s) and their qualifications to provide the ELOs must be detailed in the application.
		2. Applicants will be required to complete and upload the Documentation of Required Collaboration forms (Appendices [2](#_Appendix_2:_Program) and [3](#_Appendix_4:_Documentation)) for each CBO partner and a subgrantee budget form for each CBO partner that will be a subgrantee ([Appendix 4](#_Appendix_4:_Subgrantee)).
		3. Applicants must ensure the mission, vision, and general services of the CBO partner(s) align with the intent of the NJSLS supporting climate change education and the goals and objectives of this grant program.
		4. The final determination as to the suitability of the proposed CBO partner(s) to provide ELOs in alignment with the intent of the NJSLS supporting climate change education and the goals of this grant program will be determined by the NJDOE.
29. The CCLC must compensate LEA teachers for attending educator ELOs by providing:
	* + 1. Stipends to LEA teachers if the ELO is outside of contracted hours.
			2. Substitute teacher coverage for LEA teachers if the ELO is at an offsite location during contracted hours.
30. The applicant will be required to upload a planned schedule of ELOs (see [Section II.5.](#_Application_Component_Required) for additional details).
31. **Objective 1.3: Instructional Materials**: Upon request from an LEA, the CCLC must assist in identifying and developing high quality, standards-based, interdisciplinary instructional materials (e.g., project-based unit plans, teaching tools, and activities).
32. This assistance could take many forms, including, but not limited to, communications and resource sharing via email, virtual brainstorming sessions, etc.
33. The applicant is reminded that the NJSLS are *what* LEAs must teach, but LEAs have local control over *how* they teach the standards (i.e., the specific lesson plans, resources, activities used, etc.).
34. Any development of instructional materials must be done by the LEAs to ensure the utility of the resources developed.
35. Curriculum development by the CCLCs, including their CBO partners, is not an eligible activity for this grant opportunity.
36. The NJDOE has compiled [standards-based instructional materials](https://www.nj.gov/education/climate/instructional/), developed [informational videos](https://www.nj.gov/education/standards/stamp/%22%20%5Ct%20%22_blank), and provided [guidance for designing and evaluating instructional materials](https://www.nj.gov/education/standards/dei/materials/index.shtml) that the CCLCs are encouraged to use as a starting point when creating a plan to assist LEAs in identifying and developing instructional materials.
37. Providing individualized assistance regarding instructional materials does not count towards the requirements of the PD objective (Objective 1.1).

1. **Objective 1.4: Technical Assistance**: Upon request from an LEA, the CCLC must provide technical assistance related to the LEA’s climate change education initiatives.
2. This may include, but is not limited to, guidance in the use of technology, teaching tools, and instructional materials, applying for non-NJDOE grants, awards, and certifications, establishing green teams, and assisting administrators in developing a sustainability plan.
3. This assistance could take many forms, including, but not limited to, communications and resource sharing via email, virtual brainstorming sessions, etc.
	* 1. Providing individualized technical assistance does not count towards the requirements of the PD objective (Objective 1.1).

1. **Objective 1.5: Evaluation Strategies**: Upon request from an LEA, the CCLC must assist in utilizing self-assessment tools to determine progress towards full implementation of the NJSLS supporting climate change education.
	* 1. LEA grantees of the Program Office will be asked to provide self-assessment data as a part of regular reporting. The CCLC must assist the LEA grantees in gathering and analyzing that data to inform goalsetting.
		2. This assistance could take many forms, including, but not limited to, communications and resource sharing via email, virtual brainstorming sessions, etc.
		3. Providing individualized assistance regarding evaluation strategies does not count towards the requirements of the PD objective (Objective 1.1).

**Goal 2:** Continue to build out a statewide network to assist LEAs in implementing the NJSLS supporting climate change education through the existing regional CCLCs at New Jersey IHEs, with the support of CBOs engaged in place-based environmental education.

1. **Objective 2.1: Community of Practice:** The CCLCs must facilitate and participate in a community of practice among the regional CCLCs.
	* 1. To meet this objective, the CCLC must:
			1. Participate in a community of practice with the other CCLCs.
			2. Collaborate with the other CCLCs to maximize the expertise within each entity to provide high quality services to LEAs.
			3. Assist in facilitating the positive, collaborative atmosphere needed to establish an effective statewide support network for LEAs.
			4. Welcome staff from other CCLCs to their events, when applicable and as able.
			5. Collaborate on opportunities for statewide CCLC advertising.
			6. Attend the individual and group meetings scheduled by the Program Office.
2. **Objective 2.2: CBO Partnerships:** The CCLCs must partner with CBOs that are engaged in place-based, in-person environmental education in their assigned counties to support the development of culturally responsive, climate justice oriented, and locally focused PD events (Objective 1.1) and ELOs (Objective 1.2).
3. For the purposes of this NGO, “CBOs that are currently engaged in place-based, in-person environmental education in their assigned counties” are defined as CBOs that regularly offer locally focused, in-person (1) ELOs for K-12 teachers and students, (2) teacher PD, and/or (3) community engagement activities, in the relevant counties.
4. The applicant is not required to partner with the same CBOs as in the first year of the grant program.
5. The applicant is encouraged to expand their partnerships to include CBOs from [frontline communities](https://www.climaterealityproject.org/frontline-fenceline-communities).
6. Each applicant must partner with, at a minimum, the following number of CBOs in their assigned counties:
	1. Rutgers University – New Brunswick and Monmouth University will each be responsible for identifying at least one CBO to serve as a partner.
	2. Ramapo College of New Jersey will be responsible for identifying at least one CBO in the eastern part of the northern region (i.e., in eastern Morris County, Passaic County, Essex County, Bergen County, or Hudson County) and at least one CBO in the western part of the northern region (i.e., in western Morris County, Sussex County, or Warren County) to serve as partners.
	3. Stockton University will be responsible for identifying at least one CBO in the eastern part of the southern region (i.e., in Ocean County, eastern Burlington County, Atlantic County, eastern Cumberland County, or Cape May County) and at least one CBO in the western part of the southern region (i.e., in western Burlington County, Camden County, Gloucester County, Salem County, or western Cumberland County) to serve as partners.
7. For the partnership requirement to be met by the CCLC, the following tasks must be completed:
8. Partner with the minimum number of CBOs, ensuring that the selected CBOs are eligible to be partners.
	1. Complete and upload the Documentation of Required Collaboration forms (Appendices [2](#_Appendix_2:_Program) and [3](#_Appendix_4:_Documentation)) for each CBO partner and a subgrantee budget form for each CBO partner that will be a subgrantee ([Appendix 4](#_Appendix_4:_Subgrantee)).
	2. Ensure the mission, vision, and general services of the CBO partner(s) align with the intent of the NJSLS supporting climate change education and the goals and objectives of this grant program.
9. Hold regular meetings with the CBO partner(s).
10. Collect programmatic and fiscal data from the CBO partner(s) regarding any services, subcontracted or otherwise, that the CBO partner(s) engage(s) in as a part of the partner agreement with the CCLC.
11. The final determination as to the suitability of the proposed CBO partner(s) will be determined by the NJDOE.
12. **Objective 2.3: LEA Partnerships**: The CCLCs must partner with LEAs in their assigned counties that receive the FY 2025 *Climate Literacy for Community Resilience* (CLCR) and *Climate Change Education and Resilience through Interdisciplinary Learning* (CCERIL) grant opportunities administered by the Program Office.
13. The CCLC must support the CLCRgrantees in fully developing their interdisciplinary climate literacy unit plans and student-led community resilience projects in the first quarter of their project period (the CCLC’s assistance is a mandatory component of their grant program).
	* + 1. The CCLC must host a mandatory training session for all CLCR grantees in the CCLC’s assigned counties.
			2. Upon request, the CCLC must provide individualized assistance after the training session.
14. The CCLC must support the CCERILgrantees in revising their interdisciplinary curricular units and corresponding student-led community resilience projects upon request (the CCLC’s assistance is an optional component of their grant program).
15. For the partnership requirement to be met:
	* + 1. CLCR grantees must:
				1. Attend the mandatory training session.
				2. Nominate a student representative to serve on their CCLC’s student advisory board (see Objective 2.4).
				3. Complete at least one of the following tasks:

Participate in a PD event offered by the CCLC.

Engage in an educator ELO provided by the CCLC.

* + - 1. CCERIL grantees must:
				1. Nominate a student representative to serve on their CCLC’s student advisory board (see Objective 2.4).
				2. Complete at least one of the following tasks:

Participate in a PD event offered by the CCLC.

Engage in an educator ELO provided by the CCLC.

1. The CCLC will be required to keep records of interactions with the CLCR and CCERIL grantees to ensure the partnership requirement is met.
2. Additional information about the partnership requirement and CLCR and CCERIL grant opportunities will be provided by the Program Office to the FY 2025 CCLCs.

1. **Objective 2.4: Student Advisory Board:** The CCLCs must create and convene student advisory boards to gather end-user feedback on CCLC-LEA partnership activities and suggestions for future programming.
2. Rutgers University – New Brunswick and Monmouth University will each be responsible for convening a student advisory board for their assigned counties.
3. Ramapo College of New Jersey will be responsible for convening two student advisory boards: one representing the eastern part of the northern region (Passaic County, Essex County, Bergen County, and Hudson County) and one representing the western part of the northern region (Morris County, Sussex County, and Warren County).
4. Stockton University will be responsible for convening two student advisory boards: one representing the eastern part of the southern region (Ocean County, Atlantic County, Cumberland County, and Cape May County) and one representing the western part of the southern region (Burlington County, Camden County, Gloucester County, and Salem County).
5. FY 2025 CLCR and CCERIL grantees must be given the opportunity to nominate a student representative from their LEA to serve on their respective student advisory board.
6. The CCLC must also provide the opportunity for non-LEA grantees in their assigned counties to select a student representative to serve on their respective student advisory board.
	* 1. A maximum of five students from non-LEA grantees may serve on a student advisory board and will be named to the board on a first-come, first-served basis.
7. Student representatives can be in grades K through 12 but must be enrolled at the LEA they are representing for the duration of the 2025-2026 school year.
8. Each student advisory board should meet quarterly, at a minimum, to provide timely and actionable feedback.
	1. Depending on the size and the grade level composition of each student advisory board, multiple quarterly meetings with differing structures may be needed to ensure all participants are provided with an appropriate setting to share feedback.
9. A certificate of participation should be provided to student advisory board members at the completion of their service.
10. The CCLC should be prepared to share how this feedback is being utilized to inform programmatic adjustments.
11. **Objective 2.5: Network Development**: The CCLCs must provide LEAs within their assigned counties with multiple opportunities to network, collaborate, and innovate with fellow educators at neighboring LEAs and their partner CBOs engaged in place-based, in-person environmental education in their assigned counties to foster the development of a statewide climate change education support network.
12. The CCLC must update and maintain their existing email listserv and/or cloud-based collaboration site for LEAs.
13. The CCLC must provide at least one networking opportunity for LEAs every two months.
14. The networking opportunity could take many forms, including, but not limited to, events exclusively for this purpose or dedicated networking time at PD events and ELOs.
15. Workshops, social gatherings, etc. hosted by grant project team members at external conferences, summits, etc. do not count towards this requirement.
16. Events exclusively for networking do not count towards the requirements of the PD objective (Objective 1.1) or ELOs objective (Objective 1.2).

1. **Objective 2.6: Promotion**: The CCLCs must promote their services to recruit and engage LEAs in their assigned counties.
2. The CCLC must maintain their dedicated CCLC email address.
3. The CCLC email inbox must be checked daily to ensure timely communication with LEAs.
4. The CCLC must update and maintain their CCLC webpage which promotes the CCLC’s services.
5. The webpage must be updated at least once per month to keep the content current.
6. At a minimum, webpages must include:
	* + - 1. The goals of the CCLC.
				2. The CCLC’s assigned counties.
				3. The CCLC’s email address.
				4. A list of upcoming events.
				5. A link pointing to the [NJDOE’s Climate Change Education](https://www.nj.gov/education/climate/index.shtml) page for more information and resources.
				6. Links to the other CCLCs’ webpages.
				7. A list of the FY25 LEA grantees and their contact information.
				8. A place to share the work of the LEAs that partner with the CCLC.
				9. The following language surrounding eligibility:

Teachers and administrators from New Jersey public schools are eligible to attend Climate Change Learning Collaborative events/opportunities and use services provided by the Climate Change Learning Collaborative.

Teachers from New Jersey public schools are eligible to receive a stipend for attending Climate Change Learning Collaborative events/opportunities outside contracted hours and substitute teacher coverage for attending Climate Change Learning Collaborative events/opportunities at an offsite location during contracted hours. Teachers will be required to complete a post-event/opportunity survey to receive a stipend or substitute teacher coverage.

* + - * 1. The following funding acknowledgement language:

The [insert name of institute of higher education] Climate Change Learning Collaborative is funded by a grant from the New Jersey Department of Education. This material and any opinions, results, conclusions, or recommendations expressed within are those of the author(s) and do not necessarily represent the views of the New Jersey Department of Education nor constitute an endorsement thereof.

1. **Objective 2.7: Culminating Event**: The CCLCs must plan and coordinate a CCLC-wide culminating event at the end of the project period to showcase the work completed by the CCLC, CBO partners, and partner LEA educators and students.
2. The event can be held no sooner than three-quarters of the way through the project period.
3. The format of the event (e.g., in-person, virtual, etc.) will be determined by the CCLC.
4. The CCLC is not permitted to use other pre-existing, regularly occurring events hosted by the IHE or CBO partner(s) to meet this requirement.
5. The culminating event counts towards the minimum and in-county requirements of the PD objective (Objective 1.1).
	* + 1. Teachers presenting during the culminating event should be compensated with stipends and substitute teacher coverage accordingly (see Objective 1.1.g).

### Mandatory Project Design Elements

The following project design elements must be met by grantees and clearly addressed in the applicant’s project plan.

1. **Initial Planning Period**: The first two months of the project period (April and May 2025) must be used by the CCLCs to prepare to implement the project plan in the approved application (e.g., updating of webpages, revising and updating PD materials, etc.).
2. Starting June 1, 2025, the CCLCs must be ready to provide services to LEAs.
3. **NJDOE Key Elements of Climate Change Education**: Effective climate change education begins with a strong foundation based on several key elements. The CCLCs’ project plans must exhibit these key elements.
	* 1. **Grounded in Climate Science**: The CCLCs must use The National Academies’ [*A K-12 Framework for Science Education: Practices, Concepts and Core Ideas*](https://nap.nationalacademies.org/catalog/13165/a-framework-for-k-12-science-education-practices-crosscutting-concepts), which is the basis for the NJSLS-Science, to guide the selection of concepts and themes that are scientifically accurate and developmentally appropriate.
		2. **Developmentally Appropriate**: The NJSLS supporting climate change education differ across grade bands (i.e., K-2, 3-5, 6-8, and 9-12). The CCLCs must thoroughly support the developmentally appropriate implementation of climate change education across grades K-12.
		3. **Standards-Based**: The CCLCs must base all work completed through this grant program in the [2020 NJSLS supporting climate change education](https://www.nj.gov/education/climate/learning/gradeband/) and the climate change opportunities within the 2023 [ELA](https://www.nj.gov/education/standards/ela/Index.shtml) and [mathematics](https://www.nj.gov/education/standards/math/Index.shtml) NJSLS.
		4. **Interdisciplinary Learning**: Interdisciplinary learning is not just a pedagogical approach but a powerful tool for addressing climate change. The CCLCs must thoroughly support the implementation of climate change education in the science content area and the other eight content areas.
		5. **Locally Focused**: Through locally focused, place-based learning, students build a systems level understanding of their community. The CCLCs must provide LEAs with support in implementing locally focused, place-based climate change education.
		6. **Justice Oriented**: The intentional emphasis on local issues and opportunities brings environmental justice challenges into focus. The CCLCs must provide LEAs with support in helping students further develop their systems-level understanding of climate change to prepare them to engage in civic life as decision makers that aim to improve the quality of life for all community members.
		7. **Student-Centered**: Although much of the work of the CCLC will be completed through interactions with LEA staff, students will be the ultimate beneficiaries of the efforts undertaken through this grant program. The CCLCs should focus their efforts on supporting culturally responsive, student-driven, project-based, approaches to extend climate change education beyond the classroom, providing opportunities for students to interact with local ecosystems, become involved in place-based climate solutions, and engage with community-based partners in dialogue and learning obtained through real-world experiences.
4. **Serve LEAs as a Whole**: Educators are only one component of LEA staff.
5. The CCLCs must support the LEAs as a whole (i.e., educators, administrators, students, etc.) in the implementation of their climate change education initiatives.
6. **Timing**: The CCLCs must consider timing when developing their overall project plan (e.g., the start and end of the school year and fiscal year, during standardized testing periods, etc. tend to be busy for LEAs) and vary event times (e.g., summer, during the school year on weekends, after school, etc.) to accommodate different schedules.
7. **Equitable Access for All Eligible LEAs**: The CCLCs must provide equitable access to CCLC services to all eligible LEAs.
8. The Program Office will provide the CCLCs with a list of eligible LEAs.
	* + 1. Only New Jersey LEA teachers and administrators are eligible to attend CCLC events and to use services provided by the CCLC.
			2. Only teachers from New Jersey LEAs are eligible to receive a stipend for attending CCLC PD events and ELOs outside of contracted hours and substitute teacher coverage for attending CCLC PD events and ELOs at an offsite location during contracted hours.
9. For PD events and LEA educator ELOs constrained by occupancy limits, preference must be given to educators in the following order:
	* + 1. FY 2025 CLCR LEA grantees in the CCLC’s assigned counties.
			2. FY 2025 CCERIL LEA grantees in the CCLC’s assigned counties.
			3. Non-grantee Schools Development Authority (SDA) LEAs in the CCLC’s assigned counties.
			4. All other non-grantee LEAs in the CCLC’s assigned counties.
			5. FY 2025 CLCR LEA grantees that are not in the CCLC’s assigned counties.
			6. FY 2025 CCERIL LEA grantees that are not in the CCLC’s assigned counties.
			7. Non-grantee SDA LEAs that are not in the CCLC’s assigned counties.
			8. All other non-grantee LEAs that are not in the CCLC’s assigned counties.
10. For the LEA student ELOs, preference must be given to LEAs in the following order:
	* + 1. Non-grantee Schools Development Authority (SDA) LEAs in the CCLC’s assigned counties.
			2. All other non-grantee LEAs in the CCLC’s assigned counties.
			3. FY 2025 CLCR LEA grantees in the CCLC’s assigned counties.
			4. FY 2025 CCERIL LEA grantees in the CCLC’s assigned counties.
			5. Non-grantee SDA LEAs that are not in the CCLC’s assigned counties.
			6. All other non-grantee LEAs that are not in the CCLC’s assigned counties.
			7. FY 2025 CLCR LEA grantees that are not in the CCLC’s assigned counties.
			8. FY 2025 CCERIL LEA grantees that are not in the CCLC’s assigned counties.
11. During the project period, the grantee should review their project plans and adjust them if needed, and as approved by the Program Office, to meet the level of interest from LEAs.
12. Additionally, LEAs will be at different stages of implementing their climate change education initiatives, and services should be adjusted accordingly to meet the needs of each LEA.
13. **Not for Profit**: The CCLCs, including their partner CBO(s), are not permitted to profit from events, work products, etc. undertaken or developed through this grant program.
14. The CCLCs may not charge LEAs fees for any services (e.g., PD events, assistance with instructional materials, ELOs, technical assistance, evaluation strategies, etc.) provided through the CCLCs.
15. The CCLCs may not commercialize work products developed under this grant program and must make any work products developed under this grant program freely available. Work products developed under this grant program must remain non-commercialized and freely available after the end of the project period.
16. **Program Persistence**: Successful programs established with this funding should be sustainable beyond the end of the grant project period.
17. **Reports and Data Collection**: The CCLCs must assist the Program Office and their associates in the collection of qualitative and quantitative data so that the Program Office can evaluate LEA progress on the implementation of their climate change education initiatives and assess the overall effectiveness of the regional CCLCs.
18. LEA educators will be required to complete a post-event/opportunity survey to receive a stipend or substitute teacher coverage for attending CCLC PD events or ELOs.
	* + 1. The Program Office will provide the survey questions to the FY 2025 CCLCs.
19. Additional details on the reporting and data collection requirements are provided in [Section III.](#_Grant_Agreement_and) and [Appendix 6](#_Appendix_6:_) of this NGO.

### Application Requirements

Ensure that all the information requested below is included within the correct section of the grant application. Please note, this application should only describe the project plan for the upcoming project period (April 1, 2025 to March 31, 2026). Do not include information about the current project period unless it is specifically requested.

**Project Update**

The Project Update is a 250 to 300-word summary describing the grantee’s progress in implementing their project to date. The Project Update should include a description of the project’s impact and outcomes related to the required measures for the project. In addition, the Project Update should include proposed changes based on what has been learned during the past year of project implementation.

**Project Description**

Do not submit any project description information in this tab. All project description information must be provided on [Appendix 7](#_Appendix_7:_). Once completed, [Appendix 7](#_Appendix_7:_) must be uploaded into EWEG and submitted with the application. Please place only the following text in the Project Description tab: “The project description is detailed in Appendix 7, which has been uploaded with this application.”.

**Goals/Objectives/Indicators**

Applicants are required to expand upon the mandatory objectives and develop indicators to support each of the mandatory goals.

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

1. List the two mandatory goals.
2. State the goal in full in the space provided.
	* + 1. The goals are as follows:
				1. Goal 1: Further increase the number and content-area diversity of New Jersey K-12 public school educators prepared to teach high quality, standards-based climate change education.
				2. Goal 2: Continue to build out a statewide network to assist LEAs in implementing the NJSLS supporting climate change education through the existing regional CCLCs at New Jersey IHEs, with the support of CBOs engaged in place-based environmental education.
			2. The first goal will be numbered “1” and the second should be numbered “2”.
3. Only include the mandatory goals in the application. Do not add supplementary goals.
4. Expand upon the twelve mandatory objectives, providing details as to how the mandatory 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, and (4) achievable and realistic, while identifying the “*who, what, and when”* of the proposed project.
			2. Each expanded objective should only be listed once and should be placed under the corresponding mandatory goal as follows:
				1. Goal 1

Professional Development

Experiential Learning Opportunities

Instructional Materials

Technical Assistance

Evaluation Strategies

* + - * 1. Goal 2

Community of Practice

CBO Partnerships

LEA Partnerships

Student Advisory Board

Network Development

Promotion

Culminating Event

1. Each objective that falls under goal 1 should be numbered “1.1”, “1.2”, “1.3”, etc., as labeled above. Repeat this numbering process for objectives under goal 2.
2. Only include the mandatory objectives in the application. Do not add supplementary objectives.
3. Develop indicators for each mandatory objective.
4. Indicators are specific, observable, and measurable characteristics that are used to determine if the objectives have been accomplished**.**
	* 1. Indicators corresponding to each objective under goal 1 should be numbered “1.1.1”, “1.2.1”, “1.3.1”, etc. Repeat this numbering process for indicators corresponding to each objective under goal 2.
5. In constructing the indicators, describe the methods that will be used to evaluate the progress toward achievement of the objectives.
6. 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.
7. Identify the level of performance expected to indicate “successful achievement” of the objective.

**Project Activity Plan**

The Project Activity Plan follows the goals and objectives that were listed in the previous section. Activities are the steps that it will take to achieve each identified objective. The activities that are identified in this section serve as the basis for the individual expenditures that are being proposed in the budget. Review the goals and the objectives when constructing the Project Activity Plan to ensure that appropriate links have been established between the goals and objectives and the activities.

For the Project Activity Plan, applicants must:

1. Number each activity accordingly (e.g., goal 1, objective 1, activity 1 would be numbered 1.1.1.).
2. Describe, in detail, all the tasks and activities planned for the accomplishment of each goal and objective.
3. List all the activities in chronological order to the extent possible.
4. Each activity should only be listed once.
5. Add an activity acknowledging the first two months of the project period are to be used for planning purposes.
6. Space the activities appropriately across all reporting periods of the grant project.
7. In the “Reporting Period” column on the Project Activity Plan tab, indicate, with a checkmark, the period in which the activity will be implemented.
8. If the activity is ongoing or recurring, place a checkmark in the boxes under each period in which the activity will take place.
9. Identify the staff directly responsible for the implementation of the activity.
10. Do not list the project director, lead applicant, or other person with general oversight authority for the project as the “person responsible” for carrying out all the activities.
11. 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.
12. List the documentation that tracks the progress and confirms the completion of each activity, such as agendas, meeting minutes, unit plans, etc.

**Budget**

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 subgrantee budget(s) ([Appendix 4](#_Appendix_4:_Subgrantee)) uploaded with the application will be evaluated with the Budget section.

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. Make sure to include the name(s) of the existing IHE staff member(s) in each applicable proposed cost on the “Salaries-Instructional” and “Salaries-Non Instructional” subtabs in EWEG.

In their budget, applicants must include:

* 1. Stipends for LEA teachers if they are hosting PD events and/or ELOs outside of contracted hours.
	2. Substitute teacher coverage for LEA teachers if they are hosting PD events and/or ELOs at an offsite location during contracted hours.
	3. Fees for renting venue space for the in-person PD events to be held in each county and/or the culminating event, only when there is no adequate space available to the grantee for no cost at their home institution or at their partner CBO’s location(s).
	4. Busing costs for the transportation of the LEA staff and students if the LEA student ELOs will include visits by students to the IHE or partner CBO locations, local parks, or other public places.

**The applicant is strongly encouraged to budget for the maximum eligible award amount.**

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/education/grants/discretionary/apps/docs/common_costs.pdf) to locate the appropriate budget costs codes. Use function code 200 and object code 320 for subgrantee awards.

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.

## Application Component Required Uploads

See [Section IV.](#_Appendices)**,** **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.

|  |  |  |
| --- | --- | --- |
|  | **Upload Name** | **Required Upload** |
|  | Documentation of Eligibility ([Appendix 1](#_Appendix_1:_Documentation)) |  |
|  | Documentation of Required Collaboration – Part 1 for each CBO partner ([Appendix 2](#_Appendix_2:_Program)) |  |
|  | Documentation of Required Collaboration – Part 2 for each CBO partner ([Appendix 3](#_Appendix_4:_Documentation)) |  |
|  | Subgrantee Budget for each CBO partner that will be a subgrantee ([Appendix 4](#_Appendix_4:_Subgrantee)) |  |
|  | Project Description ([Appendix 7](#_Appendix_7:_Project)) |  |
|  | Program Statement of Assurances ([Appendix 8](#_Appendix_8:_Program)) |  |
|  | For existing IHE staff – a two-page resume for each member of the IHE grant project team |  |
|  | For new grant-related positions at the IHE – a brief job description and rationale for each position proposed to assist in the management and implementation of the grant program (only required if applicable) |  |
|  | A planned schedule of PD events and ELOs (in the same document), making sure to include the following for each event/opportunity:1. Date (month, day, and year)
2. Time (e.g., 10:00 am to 1:00 pm)
3. Location:
	1. For in-person events, at a minimum, list what county the event will be held in
	2. For virtual events, list “Virtual” as the location
4. Event title
5. Instructor(s)
6. Short description of the event
7. Target participants (primary educators, secondary educators, all educators, students, administrators etc.)
8. Content areas covered (i.e., visual and performing arts; comprehensive health and physical education; science; social studies; world languages; computer science and design thinking; career readiness, life literacies, and key skills; ELA; mathematics)
 |  |

## Allowable Uses and Eligible Activities

Budget requests should be linked to specific project activities and objectives of the *Climate Change Learning Collaboratives* grant program. Eligible activities include those aligned with the mandatory objectives listed in [Section II.4.](#_Project_Design_Considerations) and the eligible and ineligible costs listed in [Section II.10.](#_Eligible_Costs) and [Section II.11.](#_Ineligible_Costs), respectively.

## Sub-granting Funds

Applicants are not permitted to divest more than 15% of the total grant award to any single entity, including but not limited to partners, collaborators, or sub-grantees (i.e., applicants cannot divest more than 15% of the total grant award to an individual CBO partner). At a minimum, applicants must maintain direct control of 51% of the total grant award during the entire grant cycle. Additionally, applicants are not allowed to divest oversight of the program’s administration or implementation to another agency. These funds may not be used as a pass-through to another agency to create and implement the CCLC

## **Nonpublic Participation**

Nonpublic participation is not applicable for this grant. Only New Jersey LEA teachers and administrators are eligible to attend CCLC events/opportunities and to use services provided by the CCLC. Only teachers from New Jersey LEAs are eligible to receive a stipend for attending CCLC events/opportunities outside contracted hours and substitute teacher coverage for attending CCLC events/opportunities at an offsite location during contracted hours.

## 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 $1,800,000. This is 100 percent funded from the FY 2025 Appropriations Act (5063-359). The project period is April 1, 2025 to March 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.

Grants funds are to be used solely for the costs associated in 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): 15% [NJ Travel Reimbursement Rate](https://www.nj.gov/infobank/circular/cir23-02-OMB.pdf): $0.47 cents per mile

[Max Benefit Cap Composite Rate](https://www.nj.gov/infobank/circular/cir24-11-OMB.pdf): 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) 0%

Please refer to [Section II.10.](#_Eligible_Costs) and [Section II.11.](#_Ineligible_Costs) 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 PAR process, the applicants 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 costs 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.

All eligible costs must be aligned with the constraints presented in this NGO. Grantees and sub-grantees are strongly encouraged to contact the Program Office if uncertain about the eligibility of a cost prior to incurring the cost in question. The final determination as to the eligibility of a cost will be determined by the NJDOE. Eligible costs may include:

* **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, not to exceed 15% of the total grant award.
	+ **Conference attendance** – Registration fees and mileage costs for IHE and CBO staff attendance at in-state professional conferences, meetings, workshops, summits, etc. where the IHE and CBO staff will give a presentation about their CCLC. Presentation teams must include an IHE staff member. Conference attendance costs are not to exceed 1% of the total grant award. Mileage reimbursement is limited to $0.47 per mile, and commutation, one’s standard commute, must be subtracted from mileage estimates. Program Office approval is required prior to incurring any conference attendance expenses.
	+ **Existing IHE faculty/staff/student salaries/benefits/compensation** – Salaries, benefits, and other compensation for existing IHE faculty, staff, and students assisting in the management and implementation of the grant program. In the budget submitted with the original application, salaries, benefits, and other compensation for IHE faculty/staff/students and subgrants to CBO partners collectively should not exceed 65% of the total requested award amount.
* **Grant program staff positions** – A new grant-related position. For new positions at the IHE, a brief job description and rationale for each position proposed to assist in the management and implementation of the grant program must be uploaded into EWEG. Enter the salary requests using the appropriate budget subtabs in the EWEG form. In the budget submitted with the original application, salaries, benefits, and other compensation for IHE faculty/staff/students and subgrants to CBO partners collectively should not exceed 65% of the total requested award amount.
* **Guest speakers** – Reasonable fees for a guest speaker to present on a specialized topic during PD events or ELOs if the IHE and CBO grant project team staff do not have the expertise in this specialized topic area and the inclusion of the specialized topic will bring a significant positive impact to the grant program. Please note, guest speakers are those who provide a short segment during an event. They do not assist in planning or running events, should not be presenting on a regular basis, and should be used sparingly throughout the program. Guest speakers cannot be used in place of IHE and partner CBO staff to deliver PD or ELOs. Applicants are strongly encouraged to contact the Program Office if they are uncertain about what constitutes a guest speaker versus the need to hire an individual as an IHE or CBO staff member. Program Office approval of guest speakers is required prior to incurring any guest speaker expenses.
* **Honoraria** – Reasonable costs associated with securing a keynote speaker to provide a keynote address at the culminating event. Program Office approval of the keynote speaker is required prior to incurring any honoraria expenses.
* **Marketing costs** – Costs directly related to efforts to recruit LEAs to engage with the CCLC and participate in CCLC sponsored PD events and ELOs. Internal marketing resources available through the IHE and CBO should be used when available and applicable.
* **Mileage** – Mileage reimbursement ($0.47 per mile) for IHE and CBO staff to travel to CCLC PD events and ELOs. Please note, commutation, one’s standard commute, must be subtracted from mileage estimates.
* **Stipends** – For New Jersey LEA teachers to attend CCLC sponsored PD events or ELOs held outside of contracted hours (please note that LEA supervisors and curriculum directors cannot be compensated through these funds). For events or opportunities that are three hours or less, stipends can be no less than $50/hour. For events or opportunities longer than three hours, stipends may be capped but can be no less than $150.
* **Subgrants** – Costs for eligible CBO staff members to provide PD events and ELOs. Applicants are not permitted to divest more than 15% of the total grant award to any single entity, including, but not limited to partners, collaborators, or sub-grantees (i.e., applicants cannot divest more than 15% of the total grant award to an individual CBO partner). At a minimum, applicants must maintain direct control of 51% of the total grant award during the entire grant cycle. In the budget submitted with the original application, salaries, benefits, and other compensation for IHE faculty/staff/students and subgrants to CBO partners collectively should not exceed 65% of the total requested award amount.
* **Substitute teachers** – Costs related to acquiring substitute teachers to cover for New Jersey LEA teachers participating in CCLC PD events or ELOs at an offsite location during contracted hours.
* **Supplies** – Costs for supplies and instructional materials needed to administer grant-related events and opportunities (e.g., PD events, ELOs, culminating event, etc.).
* **Transportation** – Costs related to transporting teachers and students to attend CCLC sponsored PD events and ELOs.
* **Venue fees** – Reasonable fees associated with renting venue space for the in-person PD events to be held in each county or for the culminating event, only when there is no adequate space available to the grantee for no cost at their home institution or at their partner CBO’s location(s).

## Ineligible Costs

The NJDOE will not reimburse grantees or sub-grantees for ineligible costs. Grantees are strongly encouraged to contact the Program Office if uncertain about the eligibility of a cost prior to incurring the cost in question. The final determination as to the ineligibility of a cost will be determined by the NJDOE. Ineligible costs include, but are not limited to:

* **Awards/mini grants/fellowships, etc.** – Funds from this grant opportunity are not permitted to be distributed to LEAs or other entities via awards, mini grants, fellowships, etc.
* **Certifications** – Costs associated with IHE staff, CBO staff, LEA staff, students, etc. obtaining certifications or the administration of the IHE’s or CBO’s certification program.
* **Conflict of interest** – Costs and associated activities that will or could create a perceived or actual conflict of interest.
* **Curriculum development** – Costs associated with curriculum development or expansion of curriculum.
* **Entertainment**.
* **Existing IHE faculty/staff/student** **salaries/benefits/compensation** – Salaries, benefits, and other compensation for existing IHE faculty, staff, and students are not eligible unless they (1) have a clearly designated role on the grant project team, (2) are being compensated for serving as a guest speaker (with Program Office approval), or (3) are providing a keynote address at a culminating event (with Program Office approval).
* **External grant program evaluators.**
* **Food**.
* **Grant writing** – Costs associated with writing this or other grant applications.
* **Indirect costs**.
* **LEA salaries/benefits/compensation** – Salaries, benefits, and other compensation for LEA staff members, except for (1) stipends for New Jersey LEA teachers to attend CCLC PD events or ELOs held outside of contracted hours, (2) substitute teachers for New Jersey LEA teachers participating in CCLC PD events or ELOs at an offsite location during contracted hours, (3) compensation for serving as a guest speaker (with Program Office approval), and (4) honoraria for providing a keynote address at a culminating event (with Program Office approval).
* **Lodging.**
* **No benefit** – Costs incurred for salaries, services, media, etc. which do not benefit the end user of the grant program.
* **Not reasonable or necessary** – Costs that are not directly related to the intent or mandatory goals, objectives, and project design elements of the grant program, are unsupported by the NGO, or are not reasonable or necessary to carry out the grant program.
* **Off message** – Costs for services, supplies, media, etc. which are prohibited or off message.
* **Out of state travel**.
* **Outside of grant project period** – Costs incurred outside of the grant project period (April 1, 2025 – March 31, 2026).
* **Outside of target area** – The purpose of the grant is to provide statewide coverage, with each CCLC having assigned counties to cover; therefore, any activities undertaken outside of New Jersey or outside of the assigned counties must have prior NJDOE approval before costs are incurred.
* **Personal productivity devices and services** – Costs associated with the purchase of personal productivity devices (e.g., computers, printers, tablets, phones, etc.) and services (video conferencing, wireless internet access, etc.) unless determined by the Program Office as necessary and reasonable for the implementation of the proposed grant program.
* **Poorly documented/undocumented**: Costs that are not supported by adequate documentation.
* **Professional society/organization membership fees.**
* **Research** – Costs in support of the research of individual scholars, faculty members, organizations, etc.
* **Routine operating/administrative costs** – Costs for the routine operation of or administration of the organization (e.g., video conferencing software, phones, etc.) unless determined by the Program Office as necessary and reasonable for the implementation of the proposed grant program.
* **Subgrants or any other form of payment to ineligible entities or individuals.**
* **Supplanting** – Costs for salaries, services, media, etc. which are covered under other federal, state, private, or any other type of funding.
* **Supplies for LEAs** – Purchasing supplies, technology, etc. for general distribution to LEAs or other entities without a direct connection to CCLC sponsored PD events or ELOs.
* **Tuition and tuition remission.**

#  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. Grantees will also be required to attend monthly grant program meetings with the Program Office. Some or all meetings may be held virtually. Additional mandatory meetings and training may be scheduled at the discretion of the NJDOE.

## Reporting Requirements

Grantees will be required to submit reports on activities according to the program report schedule in [Section III.4.a.](#_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

The Program Office will provide grantees with an activity report template. Interim and final activity reports using this template are to be delivered to the NJDOE electronically via the EWEG system. Activity reports should be submitted through the “Upload” tab in the corresponding EWEG fiscal report. The activity reports uploaded to EWEG using the Program Office provided template are not cumulative. 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.4.a.](#_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 uploading 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.

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.4.a.](#_Reporting_Periods), 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 grantee 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 follows:**

|  |  |  |
| --- | --- | --- |
| Report Number: | Reporting period: | Date Due: |
| Interim Report 1 | April 1, 2025 – June 30, 2025 | 7/31/2025 |
| Interim Report 2 | April 1, 2025 – September 30, 2025 | 10/31/2025 |
| Interim Report 3 | April 1, 2025 – December 31, 2025 | 1/30/2026 |
| Final Report\*\*Includes 60-day liquidation period. | April 1, 2025 – March 31, 2026 | 5/29/2026 |

## Monitoring

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

Upon request, grantees must allow the NJDOE to review any work products, etc. developed or used as part of this grant program and to attend any events sponsored through this grant program to ensure alignment with the goals, objectives, design elements, and intent of this grant opportunity and NJDOE policies and procedures. Following NJDOE review, grantees must revise or replace any work products, etc. in conflict with the goals, objectives, design element, and intent of this grant opportunity or NJDOE policies and procedures.

Grantees must acknowledge the NJDOE as the funding source on any presentations, publications, websites, other work products, etc. related to or developed under this grant program using the following language:

The [insert name of institute of higher education] Climate Change Learning Collaborative is funded by a grant from the New Jersey Department of Education. This material and any opinions, results, conclusions, or recommendations expressed within are those of the author(s) and do not necessarily represent the views of the New Jersey Department of Education nor constitute an endorsement thereof.

These terms extend to subgrantees.

## 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. 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](https://www.nj.gov/education/grants/discretionary/apps/docs/common_costs.pdf) or the [Uniform Minimum Chart of Accounts](https://www.nj.gov/education/finance/fp/af/coa/) to locate the appropriate budget costs codes.

Amendments are required if the following situations occur:

* Changes to the program activity and request for no-cost time extension.
* Budget transfers greater than ten percent of the total approved budget into a previously approved line item.
* Changes to 200-320 Purchased Professional Education Services (subgrantee costs) previously approved in the budget.
* Budget transfer to a line not previously approved in the budget.
* Equipment: Grantees are limited to the specific equipment items listed in the final approved grant application budget. To comply with federal requirements, all equipment purchases require prior NJDOE approval. Grantees can pay more or less than the approved amount, but the approved equipment item cannot be changed without permission (i.e., no additions, deletions, or substitutions to the approved equipment list).
* 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 [Section III.4.a.](#_Reporting_Periods)

## Federal Requirements

Not applicable to this grant opportunity.

# Appendices

## *Appendix 1:Documentation of Eligibility*

This form must be completed, signed, and uploaded into the EWEG application using the Upload tab. Please refrain from using acronyms when listing the school/department affiliation.

**Name of IHE:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|    | **Name of IHE grant project team member**  | **School/department affiliation within the IHE**  | **From teacher preparation program? (Yes/No)**  | **From STEM school/department? (Yes/No)**  | **From humanities school/department? (Yes/No)**  |
| **1.**  | **Lead Applicant:**    |   |   |   |   |
| **2.**  |   |   |   |   |   |
| **3.**  |   |   |   |   |   |
| **4.**  |   |   |   |   |   |
| **5.**  |   |   |   |   |   |
| **6.**  |   |   |   |   |   |
| **7.**  |   |   |   |   |   |

The lead applicant certifies that the IHE grant project team members listed above participated in the preparation and planning of the *Climate Change Learning Collaboratives* grant application and will participate in the implementation of the grant and program activities.

**Print Name of Lead Applicant:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature of Lead Applicant:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## *Appendix 2:Documentation of Required Collaboration – Part 1*

 (Please duplicate for each partner CBO)

This document is to be signed and submitted with the grant application as evidence of the collaboration between the applicant and the CBO with whom the applicant has or will coordinate in the planning and execution of services outlined in the grant application.

Name of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of CBO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CBO Contact Person Name and Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CBO Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

County: \_\_\_\_\_\_\_\_\_\_\_\_\_\_CBO Telephone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CBO Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

It is my understanding that the applicant listed above plans to submit a *Climate Education Learning Collaboratives* grant application, available through the New Jersey Department of Education to support New Jersey LEAs in their implementation of climate change education as envisioned through the New Jersey Student Learning Standards supporting climate change education. Recognizing the need for such services, I am committed to ensuring that my CBO acts in full support of the proposed program through the provision of activities, services, and/or resources because of the collaborative effort between my CBO and the aforementioned applicant agency. In addition, my CBO will provide data or other information to the applicant for the purposes of documentation of services and the state evaluation of the program.

Please check off the services that the CBO will provide:

| \_\_\_ Provide professional development. \_\_\_ Provide experiential learning opportunities for educators.\_\_\_ Provide experiential learning opportunities for students. \_\_\_ Provide transportation for experiential learning opportunities.\_\_\_ Provide goods/materials. | \_\_\_ Provide in-kind donations (please specify):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.\_\_\_ Other (please specify):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. |
| --- | --- |

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

Print Name of CBO CEO or CSA

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

Signature of CBO CEO or CSA Date

## *Appendix 3:Documentation of Required Collaboration – Part 2*

(Please duplicate for each partner CBO)

Name of CBO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicants must answer each of the following questions for the partner CBO:

* Is this partner CBO a sub-grantee in the contract? \_\_\_ Yes \_\_\_ No
	+ If ‘Yes’, enter the dollar amount of the subcontract to be held by this agency/collaborator for the contract period. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	+ If ‘Yes’, provide the percentage (%) of the total award amount. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Estimate the value of in-kind contributions that will be made by this partner CBO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Please describe this CBO’s relevant experience towards meeting the grant goals and objectives:

## *Appendix 4:Subgrantee Budget*

(Please duplicate for each partner CBO that will be a subgrantee)

**Name of CBO**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Total Subgrant Amount**: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Instructions**: List the breakdown of budget items for the CBO partner making sure to provide adequate detail about each cost so that the Program Office can determine its relevance to the project plan and eligibility under the grant program. Ensure the sum of all costs listed below total to the subgrant amount provided above. Note: The first line is an example. Please delete it before submitting this form with the application.

|  |  |  |  |
| --- | --- | --- | --- |
| **Relevant Project Goal(s) and Objective(s)** | **Item Name** | **Description/Justification** | **Total Cost ($)** |
| 1.1 | Education specialist salary and benefits | Professional development events on climate change subject knowledge will be provided. Five events @ $200 per event. | $1,000 |
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## *Appendix 5:Application Component Checklist*

| ***Required (******)*** | ***Location*** | ***EWEG Tab/Subtab*** |
| --- | --- | --- |
|  | EWEG | Admin (Contacts; UEI; FFATA; Board Approval; Assurances). |
|  | EWEG | Narrative (Project Update, Project Description, Goals/Objectives/Indicators, Project Activity Plan). |
|  | EWEG | Budget (any applicable subtabs). |
| ***Required (******)*** | ***Form Location*** | ***The following forms are to be uploaded in the EWEG application, as PDF files, prior to submission.*** |
|  | NGO | Documentation of Eligibility ([Appendix 1](#_Appendix_1:_Documentation)). |
|  | NGO | Documentation of Required Collaboration - Part 1 for each CBO partner ([Appendix 2](#_Appendix_2:_Program)). |
|  | NGO | Documentation of Required Collaboration - Part 2 for each CBO partner ([Appendix 3](#_Appendix_4:_Documentation)). |
|  | NGO | Subgrantee Budget for each CBO partner that will be a subgrantee ([Appendix 4](#_Appendix_4:_Subgrantee)). |
|  | NGO | Project Description ([Appendix 7](#_Appendix_7:_)) |
|  | NGO | Program Statement of Assurances ([Appendix 8](#_Appendix_9:_Program)). |
|  | Applicant provided | For existing IHE staff – a two-page resume for each member of the grant project team. |
|  | Applicant provided | For new grant-related positions at the IHE – a brief job description and rationale for each position proposed to assist in the management and implementation of the grant program (only required if applicable). |
|  | Applicant provided | A planned schedule of PD events and ELOs (see [Section II.5.](#_Application_Component_Required) for what needs to be included). |

## *Appendix 6:**Project Reporting Requirements*

Over the project period, the Program Office will require ongoing reporting and data submission to monitor the CCLC’s progress in meeting the goals of the grant program. The data submission requirements will minimally include the following:

* The number and type (in-person or virtual, topics covered, etc.) of PD events and ELOs offered to LEA educators.
* The number and demographic information (including gender and racial/ethnic group) of educators in attendance at PD events and ELOs.
* The content area(s), grade band(s), and number of students taught by educators in attendance at PD events and ELOs.
* The number and names of LEAs and schools represented by the educators in attendance at PD events and ELOs.
* The number, type, and a description of student ELOs provided and/or co-developed.
* The number, demographic information (including gender, racial/ethnic group), and grade of students in attendance at any provided ELOs.
* A summary of participant evaluations from all PD events, ELOs, etc. hosted by the CCLCs.
* The number and names of LEAs and schools assisted with instructional materials.
* The number and names of LEAs and schools provided technical assistance.
* The number and names of LEAs and schools assisted with self-evaluation and goal setting.
* The number and names of LEAs partnering with the CCLC as a requirement of funding from the Program Office.
* Any information needed to ensure the LEAs partnering with the CCLCs as a requirement of funding from the Program Office meets the partnership requirement.
* The number and types of opportunities LEAs were provided to network, collaborate, and innovate with fellow educators at neighboring LEAs.
* The date the CCLC’s website was last updated and a description of the updates that were made.
* Any available website traffic metrics, analytics regarding email marketing, and social media impact reports.
* The number and names of LEAs that participate in the CCLC-wide culminating event.
* A summary of the discussions with and the feedback received from the student advisory board(s).

## *Appendix 7:Project Description*

In response to the prompts below, applicants will describe, in narrative format, the complete project design, the plan for continuing the project, and the organization and its capacity to take on the project. Write clearly and succinctly, focusing on quality and not quantity. Include specific examples of systems, unit plans, or design approaches that will be incorporated and justification for their use. Identify the grant project team members directly responsible for each component of the project. The planned schedule of PD events and ELOs, the Documentation of Eligibility ([Appendix 1](#_Appendix_1:_Documentation)), Documentation of Required Collaboration forms (Appendices [2](#_Appendix_2:_Program) and [3](#_Appendix_4:_Documentation)), and the IHE grant project team member resumes uploaded with the application will be reviewed with the responses provided below.

|  |
| --- |
| **Objectives 1.1 and 1.2: Professional Development and Experiential Learning Opportunities**1. A detailed description of the plan for continuing to provide PD events and ELOs (educator and student) to LEAs, making sure to include:
2. Names of IHE staff or the name of the CBO partner(s) who will be providing the PD and ELOs (educator and student).
3. The number of PD events and ELOs (educator and student) planned.
4. The different topics that will be covered during the PD events, brief descriptions of the educator ELOs, and the type of student ELOs that will be provided (i.e., who will be visiting who).
5. The plan to revise and update PD and ELOs based on LEA and NJDOE feedback from the first year of the grant program.
6. The plan to provide compensation to educators for attending PD events and educator ELOs (if applicable).
 |
| Insert information in narrative format here and delete this sentence. |

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| **Objective 1.3: Instructional Materials**1. A detailed description of the plan for continuing to assist LEAs in identifying and developing high quality, standards-based, interdisciplinary instructional materials upon request by an LEA.
 |
| Insert information in narrative format here and delete this sentence. |

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| **Objective 1.4: Technical Assistance**1. A detailed description of the plan for continuing to provide LEAs with technical assistance related to their climate change education initiatives upon request by an LEA.
 |
| Insert information in narrative format here and delete this sentence. |

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| **Objective 1.5: Evaluation Strategies**1. A detailed description of the plan for continuing to assist LEAs in utilizing self-assessment tools to evaluate their progress towards full implementation of the NJSLS supporting climate change education.
 |
| Insert information in narrative format here and delete this sentence. |

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| **Objective 2.1: Community of Practice**1. A detailed description of how the CCLC intends to continue to facilitate and participate in the community of practice with the other CCLCs.
 |
| Insert information in narrative format here and delete this sentence. |

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| **Objective 2.2: CBO Partnerships**1. A detailed description of the CBO partner(s) and their role(s) in the project, making sure to include:
	* 1. A short summary about each partner CBO (include what county they are located within) and how their expertise complements the broader project plan.
		2. A description of the IHE and CBO partner(s) meeting schedule.
		3. Evidence of efforts to expand CBO partnerships to include frontline community representation and other diverse voices and perspectives present in the assigned counties.
 |
| Insert information in narrative format here and delete this sentence. |

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| **Objective 2.3: LEA Partnerships**1. A detailed description of the plan to:
	1. Engage with the CLCR and CCERIL grantees throughout their grant program.
	2. Host a mandatory training session for CLCR grantees to assist them in developing their interdisciplinary climate literacy unit plans and student-led community resilience projects in the first quarter of their project period.
 |
| Insert information in narrative format here and delete this sentence. |

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| **Objective 2.4: Student Advisory Board**1. A detailed description of the plan to create the required number of student advisory boards.
2. A statement about how the feedback collected from the board(s) will be used to inform programmatic adjustments.
 |
| Insert information in narrative format here and delete this sentence. |

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| **Objective 2.5: Network Development**1. A detailed description of the plan for continuing to provide LEAs with multiple opportunities to network, collaborate, and innovate with fellow educators at neighboring LEAs and the partner CBO(s).
 |
| Insert information in narrative format here and delete this sentence. |

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| **Objective 2.6: Promotion**1. A detailed description of the plan for continuing to promote CCLC services to maintain current LEA participation and involve LEAs that have not previously participated in CCLC programming.
 |
| Insert information in narrative format here and delete this sentence. |

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| **Objective 2.7: Culminating Event**1. A detailed description of the plan to host a CCLC-wide culminating event at the end of the project period to showcase the work completed by the CCLC, CBO partners, and LEA partner educators and students.
 |
| Insert information in narrative format here and delete this sentence. |

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| **Project Design Element 2: Key Elements of Climate Change Education**A detailed description of how the project plan exhibits the NJDOE key elements of climate change education, making sure to include specific details on how:All work will be grounded in climate science.PD and ELO content will be developmentally appropriate for the intended grade level.The standards will be highlighted as the framework for climate change education.Support for all content areas will be provided (list all nine and what support will be provided for each).Interdisciplinary learning, locally focused, place-based initiatives, a justice-oriented mindset, and student-centered, project-based learning will be incorporated. |
| Insert information in narrative format here and delete this sentence. |

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| **Project Design Element 5: Target Numbers**Target numbers of LEAs, educators, and students the CCLC intends to provide services to. |
| Insert information in narrative format here and delete this sentence. |

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| **Project Design Element 7: Program Outcomes and Persistence**1. A detailed description of the effect the project will have upon completion and a plan for continuation of program elements beyond the project period.
 |
| Insert information in narrative format here and delete this sentence. |

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| **Project Design Element 8: Data Collection**1. A detailed description of the plan for collecting the qualitative and quantitative data required by the Program Office to assess progress in completing the applicant’s project plan and assist the Program Office with evaluating the overall impact of their grant programs.
 |
| Insert information in narrative format here and delete this sentence. |

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| Describe all IHE and any partner CBO(s) resources (e.g., facilities, equipment, external funding, etc.) that will support successful project implementation. |
| Insert information in narrative format here and delete this sentence. |

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| Provide a detailed summary of the grant project team’s capacity and qualifications to implement the proposed project, including that of any CBO partners.  1. The description must address the expertise, experience level, and affiliation of all members of the grant project team and any proposed CBO partners and describe the grant project team’s and each partnering CBO’s experience level with the NJSLS.
2. This information should complement the information submitted on [Appendix 1](#_Appendix_1:_Documentation), [Appendix 2](#_Appendix_2:_Program), [Appendix 3](#_Appendix_4:_Documentation), and in the grant project team member resumes.
 |
| Insert information in narrative format here and delete this sentence. |

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| Describe how the grant project team and CBO partner(s) have demonstrated success in their FY 2024 grant programs. 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.
			2. For any members of the grant project team and any CBO partners who were not included in the FY 24 grant program, describe what previous experiences demonstrate their readiness to contribute to the successful implementation of the proposed project. When possible, cite examples from previous work.
 |
| Insert information in narrative format here and delete this sentence. |

## *Appendix 8:Program Statement of Assurances*

The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (IHE name) hereby assures that if awarded funding:

* + - 1. The CCLC will facilitate and participate in a community of practice among the regional CCLCs as described in [Section II.4.](#_Project_Design_Considerations)
			2. The CCLC will identify and partner with CBOs currently engaged in place-based, in-person environmental education in their assigned counties to develop culturally responsive and locally focused programming for LEAs.
			3. The CCLC will collect programmatic and budget data from the partner CBOs.
			4. The CCLC will partner with LEAs that receive FY 2025 CLCR and CCERIL grant funding from the Program Office and will keep records to ensure the partnership requirement is met.
			5. The CCLC will update and maintain their webpage and email listserv and/or cloud-based collaboration site each month and will maintain their CCLC email address (to be checked daily).
			6. The CCLC will incorporate the NJDOE key elements of climate change education into their plans.
			7. The CCLC will offer events and opportunities on a first-come, first-served basis, with no requirement that certain numbers of teachers per LEA attend. For events constrained by occupancy limits, the CCLC will follow the guidelines provided in [Section II.4.](#_Mandatory_Project_Design)
			8. The CCLC will not charge LEAs fees for any services provided through the CCLC.
			9. The CCLC, including their partner CBO(s), will not profit from events, work products, etc. undertaken or developed through this grant program.
			10. The CCLC will ensure that the services planned are of sufficient quantity, quality, and scope to ensure equitable access and participation among all eligible LEAs in the CCLC’s assigned counties.
			11. The CLCC will ensure that only New Jersey LEA teachers and administrators attend CCLC events and use services provided by the CCLC.
			12. The CCLC will ensure that only teachers from New Jersey LEAs receive a stipend for attending CCLC PD events and ELOs outside of contracted hours and substitute teacher coverage for attending CCLC PD events and ELOs at an offsite location during contracted hours.
			13. The CCLC will not divest more than 15% of the total grant award to any single entity, including but not limited to partners, collaborators, or sub-grantees and maintain control of at least 51% of the total grant award.
			14. The CCLC will use the language provided by the Program Office in [Section III.5.](#_Monitoring) to acknowledge the NJDOE as the funding source on any presentations, publications, websites, other work products, etc. related to or developed under this grant program.
			15. The CCLC will execute the project plan that was approved by the Program Office within the grant project period (April 1, 2025 – March 31, 2026).
			16. Funds under the program will only be used for authorized programs and activities.
			17. Reimbursement requests will be submitted monthly through EWEG as specified in [Section III.4.](#_Fiscal_Reimbursement_and)
			18. Amendment requests will be submitted for NJDOE review and approval prior to the implementation of any changes as specified in [Section III.7.](#_Grant_Amendments)

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Print Name of Lead Applicant

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Signature of Lead Applicant Date