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| Engagement of Parents of Students with Disabilities Year 1 of 3 26-BC53-H03Program Term Date: July 01, 2025 - June 30-2026Application Due Date: Tuesday, May 06, 2025no later than 4:00 P.M. |
| Kevin DehmerCommissioner of EducationKathy EhlingAssistant CommissionerKimberly MurrayDirectorOffice of Special EducationJuly 2025CFDA 84.027A25-100-034-5065-086-H070-6130-D005New 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](https://njdoe.mtwgms.org/NJDOEGmsWeb/logon.aspx) on the NJDOE’s [Homeroom](http://homeroom.state.nj.us/) webpage. In the EWEG GMS page scroll down to view “Available” grants to initiate the application. If the application is not available, contact EWEG help to gain access to the application. The responsibility for a timely submission resides with the applicant. The Application Control Center (ACC) must receive the completed application through the online EWEG system through the NJDOE Homeroom webpage by no later than 4:00 P.M. on the due date of the application. Without exception, the ACC will not accept, and the Office of Grants Management (OGM) cannot evaluate an application submitted after this deadline for funding consideration.

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

# Grant Program Information

## Purpose of the NGO

The NJDOE (New Jersey Department of Education) Office of Special Education (OSE) is continuing the sponsorship of the grant opportunity, Engaging Parents of Students with Disabilities in Schools. The goal of this three (3) Year grant is to continue the focus on enhancing parent/caregiver’s engagement in the education of their students who are referred for or receiving special education services.

This three (3) year grant program promotes the development of family-school collaborative partnerships, increasing family access to resources, and expanding parent/caregivers’ participation in placement and program decisions and their ability to support academic, behavior, and social-emotional development. The grant program is in direct alignment with New Jersey’s State Plan for Every Student Succeeds Act (ESSA), the New Jersey Tiered System of Supports (NJTSS) initiative, and the State Performance Plan/Annual Performance Report (SPP/APR), all of which strongly encourage increasing parent engagement in schools.

**Application Type: Open Competitive**

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

## Federal Compliance Requirements - Unique Entity Identifier (UEI) Registrations

In accordance with the Federal Fiscal Accountability Transparency Act (FFATA), all grant recipients must have a valid Unique Entity Identifier (UEI). As part of the government-wide initiative, the NJDOE will join other Federal agencies and transition from the use of the Dun and Bradstreet Data Universal Numbering System (DUNS) to the new UEI for all grant recipients and applicant organizations. UEIs are the primary means of entity identification for Federal awards and are required in accordance with 2 CFR Part 25. The UEI number is administered by the Federal Government in the System for Award Management (SAM) through theSAM.gov website

FFATA Executive Compensation Disclosure Criteria:

In the preceding fiscal year if an applicant:

* Received at least $25,000,000 in annual gross revenues from federal awards; and
* If at least eighty (80) percent of the applicant’s annual gross revenues came from federal awards, the applicant is required to disclose the name and total compensation of the five (5) most highly compensated officers of the applicant as part of the grant application.

This information is to be entered into the Award Management SAM Application in EWEG and updated on a yearly basis.

## Award Management SAM Application

Prior to applying for a grant application, a Local Education Agency (LEA), Community-Based Nonprofit Organization (CBO), or Institute of Higher Education (IHE) must provide the requisite information in the SAM section in the NJDOE’s EWEG system. The entity will need its valid UEI to complete this step.

Key steps/actions:

* + - 1. Create and submit the AWARD Management SAM application in EWEG if your entity has applied for or has received other grants from the NJDOE.
			2. When completing the AWARD Management SAM application, entities must enter an active SAM UEI and upload a copy of its SAM Entity Overview page. Applicants must ensure their address has the correct hyphenated nine-digit zip code in their address. Information provided in the LEA Central Contacts must match information from SAM.gov to be compliant with FFATA reporting.
			3. To renew an existing SAM UEI or to apply for a SAM UEI, entities must go through [www.sam.gov](http://www.sam.gov/).

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

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

## Dissemination of This Notice

The Office of Special Education will make this notice available to eligible applicants listed in section I.1. based upon the eligibility statement, to the Office of Comprehensive Support Team Leaders, and to the county superintendents of the counties in which the eligible agencies are located.

Additional copies of the NGO are also available on the NJDOE’s [Discretionary Grant](http://www.nj.gov/njded/grants/discretionary/) website or by contacting the program officer, Tisha McKenzie Office of Special Education at the New Jersey Department of Education, 100 River View Plaza, Route 29, P.O. Box 500, Trenton, NJ 08625-0500;  Email Contact – Tisha.mckenzie@doe.nj.gov

## Access to the EWEG Application

To initiate the application, the applicant must have EWEG system logon credentials. Once you logon, go to the GMS Access Select page and scroll down to view “Available” applications. If an application is not visible in the EWEG system, contact your district’s Web (Homeroom) Administrator to request access to the application via EWEG help. LEA applicants without log on credentials must contact their district’s Web (Homeroom) Administrator to request access to the EWEG system. Non-LEA applicants must request access by sending an email to: eweghelp@doe.nj.gov. Please allow up to 24-48 hours for the registration to be completed in the EWEG system.

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

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

## Application Submission

The Office of Grants Management’s Application Control Center (ACC) must receive the completed application through the EWEG system accessible through the NJDOE’s Homeroom webpage **no later than 4:00 P.M. on Tuesday, May 06, 2025.** Without exception, the ACC will not accept nor evaluate an application after this deadline for funding consideration.

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

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

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

## Application Review Criteria

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

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

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

## Grantee Award Notifications

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

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

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

## Open Public Records

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

#  Completing the Application

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

## General Instructions for Applying

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

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

Budget Tab – All related subtabs.

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

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

## Application Technical Assistance Session

**Friday, April 11, 2025, 11:00am – 12:30pm**

[x]  **Teams Virtual Meeting:** [**Click here to attend**](https://teams.microsoft.com/l/meetup-join/19%3Ameeting_NWIzOGYxZjgtMDRmYy00MzVlLWEzZTItYTNhMGJlMTc3Zjkw%40thread.v2/0?context=%7b%22Tid%22%3a%224b4f7312-dd09-4959-b666-d5ba6dc8f4b4%22%2c%22Oid%22%3a%225227cc64-3219-4d6a-b968-a052e75ae0ab%22%7d)**.**

## Grant Deliverables

This NGO is a federally funded program developed by the New Jersey Department of Education (NJDOE), Office of Special Education (OSE), focused on enhancing parent/caregiver’s engagement in the education of their students who are referred for or receiving special education services. This three (3) year grant program includes the development of family-school collaborative partnerships, increasing family access to resources, and expanding parent/caregivers’ participation in placement and program decisions and their ability to support academic, behavior, and social-emotional development. The grant program is in direct alignment with New Jersey’s State Plan for Every Student Succeeds Act (ESSA), the New Jersey Tiered System of Supports (NJTSS) initiative, and the State Performance Plan/Annual Performance Report (SPP/APR), all of which strongly encourage increasing parent engagement in schools.

The OSE is offering this three (3) year project which began on July 1, 2025, and ends on June 30, 2028. Funding for year three (3) will be awarded pending the availability of funds and the submission of an approvable continuation application. Only one (1) award will be made.

## Project Design Considerations

The Engagement of Parents of Students with Disabilities in Schools grant program remains focused on enhancing parent/caregiver engagement in the education of their students who are identified for special education services. The program includes the development of family-school collaborative partnerships, the dissemination of information to increase parent awareness, the support to increase family access to resources, and the assistance to expand families’ ability to support their children’s academic, behavioral, and social-emotional development at home.

**State Goal**

The State’s vision, for which this opportunity was developed, is to increase the involvement of parents/caregivers in the education of their children identified for special education services.

**Targeted Stakeholders**

The grantee will target support for parent/caregivers with students ages 3-21 who are receiving, or have been referred for, special education and related services. The applicant must prioritize support activities in districts with schools identified as in need of comprehensive or targeted in coordination with the Office of Comprehensive Support (OCS), NJDOE and approved by the Office of Special Education (OSE) by aligning activities with the development and implementation of annual school plans related to increased engagement of families in school to promote a partnership for the betterment of students with disabilities.

In the first year, the grant recipient will initiate at least 15 new parent groups across the state, based on the objectives, goals and outcomes listed. Priority must be given to those districts with schools identified as needing “comprehensive” or “targeted” support as defined by the OCS and approved by the OSE. This level of intensive support would require training and coaching of parent advisory group leaders. Applicants can find a list of “comprehensive” and “targeted” schools on the NJDOE web site.

The applicant must also provide, in each grant year, technical assistance to a minimum of one hundred fifty (150) existing parent groups at various stages of development through the provision of resources, hands on technical assistance and/or training. New Jersey Administrative Code 6A:14-1-2(h) requires all districts to have a parent group and states that, “Each board of education shall ensure that a special education parent advisory group is in place in the district to provide input to the district on issues concerning students with disabilities.”

Documented attendance and participation in grant sponsored conferences, webinars, school training, and access to resources and other related grant activities should reach a minimum of seven hundred (700) parents, caregivers and/or educators in each grant year.
This is the section where the applicant finds out what is required when they design a local program that is consistent with the state goals of the program. What should they keep in mind when designing a local program?

**Goal(s) of the Program**

The goal of the grant program includes supporting and encouraging parents to be involved and engaged in their children’s education as involved parents can lead to more engaged students, which in turn can increase educational achievement. This grant program also supports the following indicators in the New Jersey State Performance Plan; Indicator 8: Increasing Parent Involvement, Indicator 3C: Proficiency for Students with IEPs, Indicator 5: Participation/Time in General Education Settings Least Restrictive Environment as well as, Indicator 9: Disproportionate Representation in Special Education. A meta-analysis conducted by the Harvard Research Project (2005) confirms that parent engagement including holding high expectations for achievement, support of literacy at home, and parent/caregiver participation in school contribute to higher academic achievement for students. The grant program service options support parent/caregiver participation through the implementation of these and other activities that promote their active involvement:

* Providing technical assistance to schools on the development and support of parent groups specifically designed to support families with children identified for special education services, and support to schools with an existing parent support group that may need assistance.
* Conducting mini conferences, webinars, meetings, and other events to reach families and educators on topics related to the successful inclusion of students with disabilities.
* Providing technical assistance and resources to schools to increase the capacity to engage families in fostering literacy that connects to cultural responsiveness at home.
* Providing technical assistance and resources to schools to increase the capacity to understand and support the academic and/or behavioral interventions that are used in school to support students.

 All activities should include dissemination of information to families through various venues such as webinars, training, parent nights, and website resources. Efforts should be made to reach parents with children who are disproportionately represented in special education while communicating in a manner that considers family diversity in culture and language and encourages accessibility.

**Outcomes of the Program**

The grantee in collaboration with the NJDOE OSE team will:

* + Increase the involvement of parent/caregivers with children receiving special education services in the school community through active participation in parent groups as either members or in leadership roles.
	+ Increase the knowledge of parent/caregivers on research-based practices and interventions that support the inclusion of students with disabilities such as parent involvement in the Individualized Education Program, how to foster reading at home, and how to support their student’s access to general education programs.
	+ Increase the access to resources and involvement of parent/caregivers with children receiving special education services in fostering literacy development and reading connected to cultural responsiveness at home.
	+ Increase the number of schools with the capacity to support parents/caregivers of students with disabilities to become involved in the school community and develop knowledge related to research-based practices and interventions to support their children at home with a focus on academic achievement and behavior.

**Required Components:**

The grant application must at a minimum, address following four (4) components:

**Component 1: Parent and Community Engagement Activities – Development and Implementation:**

* Implement a model program or process for initiation of start-up parent/caregiver groups and the provision of ongoing technical assistance that includes activities such as dissemination of information, recruitment, developing a board, creating bylaws, meeting planning, and agenda development and budget development that will serve as a guide to grantee staff.
* Continue to recruit and train staff to prepare them for provision of the technical assistance for developing, initiating and ongoing sustainability of parent/caregiver organizations.
* Continue to identify and support schools, of those listed as “comprehensive” or “targeted” by the NJDOE, that are without groups that represent parents/caregivers of students who are identified for special education services to provide support in building SEPAGs and assist in developing plans for its continuation.
* Continue to provide technical assistance to districts with schools identified as needing “comprehensive” or “targeted” support by the OCS, NJDOE and approved by the OSE, NJDOE and those with a high rate of students who are African/American or Hispanic/Latino.

**Component 2: Increasing Opportunities for the Successful Inclusion of Students with Disabilities in General Education Settings:**

* Review and adjust (improve upon/COVID considerations etc.) parents/caregivers and educators about educating students with disabilities in general education settings with the appropriate supports and services and how home can partner in student success.
* Develop resources, activities, and strategies to support the successful inclusion of students with disabilities alongside their peers in general education with the appropriate supports and services.

**Component 3: Literacy Strategies for Parents. In each year:**

* In each year, identify 10 schools in which there is minimal growth and low performance on ELA state assessments for students with disabilities for technical assistance on literacy strategies for parents/caregivers.
* Develop a plan for technical assistance and expertise to increase the capacity of schools and parent leaders for engaging parents/caregivers fostering literacy connections that are culturally responsive.
* Collaborate with schools to develop a literacy program that provides reading resources connected to and is culturally responsive so that parents can utilize to help engage children in reading at home.
* Cross curriculum support – helping parents with ELA/SS, ELA/Math, Math/Sci vice versa – connections and potential impacts as well as appropriate supports.

**Component 4: Multi-Tiered System of Supports:**

* In collaboration with the NJDOE, continue to develop training and methods of dissemination for parents/caregivers on the New Jersey Tiered System of Supports (NJTSS) that provides an overview of the tiers of support and how parents can support their children at home.
* Develop parent/caregiver resources, activities and strategies to reinforce tiered interventions used at school to support students in the home.
* Applicants must address each of these grant components and provide objectives that further delineate specific grant activities that will support each component addressed.

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

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

**Needs [05]** - Clearly identify the problem or gap that you aim to address, provide evidence of its significance and urgency, and demonstrate how your proposed solution will make a difference.

**Project Description [30]** – Describe in a detailed narrative the three (3) year project design and plan for implementing the project. The project design must align with the four (4) components set forth in Section II.4. Provide assurance that the strategies or activities are of sufficient quality and scope to ensure equitable access and participation among all eligible program participants.

• Include specific examples of systems, curriculum or design approaches that will be incorporated.

• Include justification for identifying this as an area to improve and the plan to make this transition.

* Include benchmarks for the early, middle and final stages of the process and how progress will be measured towards these benchmarks.
* Identify who will be responsible for what stages and what level of support they will be given.
* Write clearly and succinctly, focusing on quality and not quantity.
* Ensure that the steps of the Program Project Activity Plan are well-articulated and logically sequenced in the narrative.

**Goals/Objectives/Indicators [15]** – Using the state goal and components specified in Section II.4., create goals and objectives that are (1) relevant to the state goal, (2) applicable to grant-funded activities, (3) clearly written, and (4) measurable. Objectives should clearly illustrate the plan to achieve the goal(s). They must be achievable and realistic, while identifying the “who, what and when” of the proposed project. Objectives must be results-oriented, and clearly identify what the project is intended to accomplish. They must contain quantitative information, benchmark(s) and how progress will be measured. Objectives should also link directly to individual stated needs and provide a time frame for completion.

Applications are required to include a plan to evaluate the project’s success in achieving its goal and objectives. Indicators of success must be established for each project objective and must align with the state outcomes described in Section I.1. In constructing the indicators, describe the methods that will be used to evaluate the progress toward achievement of the goal and objectives, as well as the overall grant project outcomes. Also, describe in the indicators the measures and instruments to be used, the individuals responsible for developing and conducting the evaluation, and how results will be used to improve project outcomes. Well-constructed indicators of success will help establish a clear understanding of responsibilities and a system of accountability for the project. They will also help to determine whether or not to refine an aspect of the project to ensure overall success.

* Identify the anticipated outcomes of the project in measurable terms and in relation to the stated needs.
* Define the population to be served.
* Identify the timeline for implementing and completing each objective.
* Identify the level of performance expected in order to indicate successful achievement of the objective.
* Make certain to construct measurable indicators of success that directly link to and support project objectives.

**Project Activity Plan [30]** The Program Project Activity Plan follows the goal(s) and objectives that were listed in the previous section. **The Activity Plan is for the current grant period (July 1, 2025, to June 30, 2026)**. Activities represent the steps that it will take to achieve each identified objective. Also, 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 Goal(s) and the Objectives when constructing the Project Activity Plan to ensure that appropriate links have been established between the goal(s) and objectives and the activities.

* State the relevant objective in full in the space provided. Number the Goal 1 and each objective 1.1, 1.2, 1.3, etc.
* Describe all of the tasks and activities planned for the accomplishment of each goal and objective.
* List all the activities in chronological order.
* Space the activities appropriately across all report periods of the grant project.
* Identify the staff directly responsible for the implementation of the activity. If the individual conducting the activity is not referenced appropriately on the Project Activity Plan, it may not be possible to determine an allocation of the requested cost, and costs may be disallowed.
* List the documentation that tracks the progress and confirms the completion of each activity, such as agenda, minutes, curriculum, etc.
* In the Report Period Column on the Project Activity Plan, indicate with a checkmark the period in which the activity will be implemented. If the activity is ongoing or recurring, place a checkmark in the boxes under each period in which the activity will take place.
* Do not list the project director or other person with general oversight authority for the project as the “person responsible” for carrying out all activities.

**Commitment and Capacity [15]** After identifying the conditions and/or needs and the plan to address them, next describe the applicant organization and its capacity to take on the project. First, explain why the project being proposed is important to the applicant. Describe the commitment to addressing the conditions and/or needs identified, including the organizational support that exists for implementing the proposed project.

Explain any experience the organization has had in implementing similar types of projects, as well as the outcomes of those projects. What worked? What did not and why? Explain how previous experiences will ensure successful implementation of the proposed project. If the organization or members of the staff have not implemented similar projects, explain why the proposed project will be successful. Describe all organizational resources (staff, facilities, equipment, funds, etc. of the applicant agency) that will support successful project implementation.

**Budget [05]** – Once the objectives that will guide the work in the implementation phase of the grant have been prioritized, begin to develop the details of the budget that will be necessary to carry out each activity.

The applicant’s budget **must** be well-considered, necessary for the implementation of the project, remain within the funding parameters contained in this handout, and demonstrate prudent use of resources. The budget will be reviewed to ensure that costs are customary and reasonable for the implementation of each project activity.

The applicant **must** provide a direct link for each cost to the goal, objectives and activities in the Project Activity Plan that provides programmatic support for the proposed cost. In addition, the applicant **must** provide documentation and details sufficient to support each proposed cost.

Guidance on constructing a grant budget may be found in the Pre-award Manual for Discretionary Grants, which can be accessed [here](http://www.nj.gov/education/grants/discretionary/apps).

**The budget submitted as part of the application is for the current grant period July 1, 2025 - June 30, 2026 only**.

## Application Component Required Uploads

Not Applicable

## Allowable Uses and Eligible Activities

* Program staff salaries and benefits for staff required to provide technical assistance, support and training to school parent/caregiver organizations.
* Consultant costs necessary for the completion of the scope of work proposed.
* Mileage and toll reimbursement for program staff travel to school sites and professional development activities.
* Instructional materials used during workshops for parent/caregivers, students, and educators.
* Registration costs and stipends for program staff to attend training and other professional development activities related to providing parent/caregiver support, and other topics related to parent involvement in the education of their student who receives special education services.
* Computers and related technology needed by staff for the program such as cell phones, projectors, microphones and Internet access.
* Operating costs including rent, utilities, telephone, postage, office supplies and rent for office equipment needed for daily program office activity.

## Sub-granting Funds

## **Nonpublic Participation**

## Apportionment of Grant Funds

The applicant’s project must be designed and implemented in conformance with all applicable state and federal regulations. Final awards are subject to the availability offunds. Total funds available are $400,000.00. This is [100] percent funded from IDEA CDFA # 84. 027A (account # 25-100-034-5065-086-H070-6130-D005). The project period is July 1, 2025 – June 30, 2026.

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

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

[Max Administrative Cap](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-E/subject-group-ECFRd41a10959e1acab/section-200.417): [Max 10%]
[NJ Travel Reimbursement Rate](https://www.nj.gov/infobank/circular/cir23-02-OMB.pdf): $0.47 cents per mile

[Max Employee Benefit Reimbursement Composite Rate](https://nj.gov/infobank/circular/)s
(Circular 25-05-OMB) 63.8, plus FICA: 7.65% total, 71.45%
[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) [Max 8%]

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

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

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

## Eligible Costs

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

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

Eligible costs may include:

* Program staff salaries and benefits for staff required to provide technical assistance, support and training to school parent/caregiver organizations.
* Consultant costs necessary for the completion of the scope of work proposed.
* Mileage and toll reimbursement for program staff travel to school sites and professional development activities.
* Instructional materials used during workshops for parent/caregivers, students, and educators.
* Registration costs and stipends for program staff to attend training and other professional development activities related to providing parent/caregiver support, and other topics related to parent involvement in the education of their student who receives special education services.
* Computers and related technology needed by staff for the program such as cell phones, projectors, microphones and Internet access.
* Operating costs including rent, utilities, telephone, postage, office supplies and rent for office equipment needed for daily program office activity.

##  Ineligible Costs

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

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

#  Grant Agreement and Program Requirements

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

## Mandatory Orientation and Training

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

## Reporting Requirements

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

## Interim Activity Reports

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

## Fiscal Reimbursement and Fiscal Interim Report Requirements

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

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

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

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

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

## **Reporting Periods**

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

**The reporting periods are as follow**

|  |  |  |
| --- | --- | --- |
| Report Number: | Reporting periods: | Dates Due: |
| Report 1 | 07/01/2025 – 10/31/2025 | 11/30/2025 |
| Report 2 | 07/01/2025 – 12/31/2025 | 01/30/2026 |
| Report 3 | 07/01/2025 – 03/31/2026 | 04/30/2026 |
| Final Report\* | 07/01/2025 - 06/30/2026 | 08/31/2026 |
|  | \*Includes 60-day liquidation period. |  |

## Monitoring

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

## Acceptable Documentation for Grant Monitoring

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

* + 1. **Activity Reports**

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

* + 1. **Reimbursements**

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

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

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

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

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

## Grant Amendments

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

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

Amendments are required if the following situations occur:

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

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

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

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

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

## Grant Close Out

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