

Literacy Initiative for Families and Thriving Communities (LIFT)

**26-ET06-G03**

Program Term Date: September 30, 2025 -August 31, 2026

Application Due Date: August 21, 2025  
no later than 4:00 P.M.

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Commissioner of Education

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Division of Teaching and Learning

FY25

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New Jersey Department of Education

P.O. Box 500 ● Trenton, NJ 08625-0500

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

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

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| --- | --- |
| **State Board of Education** | |
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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. | |

# I. Grant Program Information

## I.1 Purpose of the NGO

The United States Department of Education’s [Comprehensive Literacy State Development (CLSD)](https://www.ed.gov/grants-and-programs/grants-birth-grade-12/well-rounded-education-grants/comprehensive-literacy-state-development) program is authorized under Sections 2221-2225 of the Elementary and Secondary Education Act, as amended. The purpose of CLSD discretionary grants is to create comprehensive literacy programs to advance literacy skills, including pre-literacy skills, reading and writing, for children from birth through grade 12. In 2024, New Jersey was awarded almost $50 million in CLSD funding over five years to implement several subgrants to local education agencies (LEAs).

The Literacy Initiative for Families and Thriving Communities (LIFT) Grant is a competitive funding opportunity designed to support LEAs in developing programs that cultivate home-based literacy habits and foster strong family engagement in children’s literacy development. Through this $2.25 million grant program, the New Jersey Department of Education (NJDOE) will award tiers of $20,000, $40,000, and $60,000 based on district enrollment (see Appendix A).

Grants will require partnerships with community-based literacy organizations and active collaboration with willing DCF County Councils for Young Children (CCYC). Programs are expected to engage non-traditional community partners, such as libraries, family success centers, Head Start centers, daycare centers, and other locally trusted organizations, to reach and serve families with young children. The NJDOE thanks the New Jersey Department of Children and Families (DCF) for their collaboration on this initiative.

The Department anticipates the LIFT Grant to result in the following outcomes:

* Expand access to literacy resources and supports for families with young children;
* Strengthen home-school partnerships that reinforce literacy development beyond the classroom;
* Engage families and caregivers in meaningful literacy practices;
* Leverage trusted community organizations to broaden outreach and engagement; and
* Foster sustainable, family-centered literacy ecosystems within local communities.

| **Application Type** | **Enter X to select** |
| --- | --- |
| **Open Competitive** |  |
| **Continuation** |  |
| **Limited Competitive** | **X** |
| **Targeted** |  |
| **Cooperative Agreement** |  |

| **Target Audience** | **Enter X to select** | **Additional Information** |
| --- | --- | --- |
| **Local Education Agency** | **X** | **LEAs serving 40% or more FRL and Pre-K (See Appendix A)** |
| **Community Based Nonprofit Organization (CBO)** |  |  |
| **Institutes of Higher Education (IHE)** |  |  |
| **Other** |  |  |

## I.2 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](https://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.

## I.3 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 System for Award Management (SAM) application in EWEG if your entity has applied for or has received other grants from the NJDOE.
2. When completing the A 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 sam.gov.

Failure to complete or update the 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.**

## I.4 Dissemination of this Notice

The Division of Teaching and Learning 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 through a Department broadcast memorandum and posting on the NJDOE’s [Discretionary Grant](http://www.nj.gov/njded/grants/discretionary/) webpage.

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 Division of Teaching and Learning at the New Jersey Department of Education, 100 River View Plaza, Route 29, P.O. Box 500, Trenton, NJ 08625-0500; Email Contact — LEAR@nj.doe.gov.

## I.5 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 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, on the [Discretionary Grant Applications](https://www.nj.gov/education/grants/discretionary/apps/) page, for instructions on how to work in EWEG.

## I.6 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, August 21, 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.**

## I.7 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. 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).

Eighteen grant awards will be distributed at each enrollment tier. Awards will continue to be made within each tier based on the number of eligible applicants and available funding, until all funds have been expended.

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

## I.8 Grantee Award Notifications

The EWEG system notifies applicants of awards through emails to individuals listed in the Contacts Tab. 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.
* No Award — No award is made for applicants that fall into one of three categories:
  + 1. Applicants who do not meet the 70-point score
    2. Applicants who did not meet the eligibility criteria as noted in Section I.1 (Purpose of the NGO) and Section II.4. (Project Design Components).
    3. Applicants who score 70 points or greater and meet the eligibility criteria, but funds are exhausted.

Please complete this [form](https://forms.office.com/r/CUZQXHHz3n) to request your application scores and comments. Scores will only be released to the contacts listed in the grant application. All others requesting scores must do so via an Open Public Records request at https://nj.gov/opra/.

## I.9 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.

# II. 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.

## II.I 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 — No uploads required

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.

## II.2 Application Technical Assistance Session

**Date: Wednesday, August 6, 2025, at 10 AM EST & Monday, August 11, 2025, at 2 PM EST**

**Meeting Information**

| **Meeting Type** | **Enter X to select** | **Registration Information** |
| --- | --- | --- |
| Teams Virtual Meeting | X | [Click here to register.](https://homeroom5.doe.state.nj.us/events/?p=a) |

Registrants requiring special accommodation for the Technical Assistance Workshop should identify their needs at the time of registration.

## II.3 Grant Deliverables

Through the LIFT Grant, grantees are expected to design and implement programs that build family capacity to support children’s literacy development at home and strengthen connections between schools, families, and communities. LEAs awarded funding must deliver the following:

* Design and implement a family literacy initiative that promotes home-based literacy practices and strengthens families’ roles in supporting early and developing readers.
* Establish partnerships with at least one community-based organization (e.g., local libraries, family success centers, nonprofits) and actively collaborate with willing DCF County Councils for Young Children to support program design, outreach, and delivery.
* Develop and deliver responsive programming that reflects the languages, backgrounds, and needs of families within the school community.
* Offer direct literacy-focused activities or events for families (e.g., workshops, book giveaways, parent-child reading nights, interactive literacy sessions, take-home kits) that promote reading and meaningful caregiver engagement.
* Promote access to high-quality literacy materials for families, including print and digital materials aligned to [*The New Jersey Literacy Framework*](https://www.nj.gov/education/lear/documents/NJ_Literacy_Framework.pdf) and supportive of children’s learning at home.
* Build and sustain trusted relationships between families and school-based educators, support staff, and community partners to reinforce a shared commitment to literacy development.
* Submit an end-of-year summary detailing program activities, community partnerships, family participation, and lessons learned.

## II.4 Project Design Considerations

Programs should prioritize engaging caregivers as their child’s first teacher and strengthening connections among families, schools, and the broader community.

Children in this age group are not yet enrolled in school, so effective project designs should be rooted in community-based outreach, incorporate developmentally appropriate strategies, and include partnerships with trusted local organizations that serve families with young children. When designing a local program under the LIFT grant, applicants should consider the following:

**1. Meet Families Where They Are**

* Engage families **outside of school settings**, using spaces they already visit and trust—such as libraries, family success centers, pediatric clinics, and community centers.
* Consider hosting programming in flexible formats: pop-up events, baby-and-me sessions, library story hours, or informal drop-in sessions.

**2. Design Developmentally Appropriate Programming**

* Activities should support early communication, language, and bonding—such as:
  + Talking, singing, and reading aloud with infants and toddlers
  + Rhymes, fingerplays, and songs
  + Sensory-rich experiences like playing with books, textures, or musical toys
* Provide families with simple, repeatable strategies they can do during everyday routines—like bath time, diaper changes, and mealtime.

**3. Empower Caregivers as Literacy Champions**

* Help parents and caregivers understand how early literacy starts from birth and that they play a vital role, regardless of their own reading level.
* Offer guidance in how to:
  + Choose age-appropriate books
  + Make reading interactive and joyful
  + Use everyday moments to build vocabulary and language
* Emphasize positive reinforcement, family bonding, and confidence-building over academic “instruction.”

**4. Partner with Community-Based Organizations**

* Partnerships are essential to reach families with young children. LEAs must work with:
  + At least one community-based literacy or family-serving organization
  + Their willing local DCF CCYC
* Community partners can assist with outreach and recruitment, hosting or co-facilitating events, providing books or literacy kits, offering multilingual support.

**5. Provide Access to High-Quality Resources**

* Use grant funds to distribute books, board books, and early literacy kits for families to keep and use at home.
* Materials should reflect student cultures, languages, and family structures.
* Include guidance for caregivers on how to use the materials, even if they are not confident readers themselves.

**6. Focus on Simplicity, Connection, and Joy**

* Prioritize activities that are easy for families to participate in and build positive associations with literacy.
* Provide a warm, welcoming atmosphere where caregivers feel supported and not judged.
* Offer food, transportation, or incentives where possible to reduce participation barriers.

**7.** Plan for Reflection, Feedback, and Learning

* Collect basic data on participation (e.g., number of families served, number of events held).
* Use short, informal caregiver feedback tools (e.g., short surveys, comment cards, verbal check-ins).
* Reflect on what worked, what families valued, and how the program might grow or improve over time.

### Evaluation of Applications

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

### Project Abstract (not scored)

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 (10 points)

In this section, the applicant describes why their community needs support to build early literacy skills at home for children from birth to 3 years old. The response should explain what gaps exist, what the LEA is already doing, and how this grant would help meet the needs of families with young children. This includes, but is not limited to, providing the following information in a clear narrative:

1. Explain any challenges families face in supporting early language and literacy development at home. This may include limited access to books or early learning programs, few opportunities for caregivers to engage in literacy activities with their young children, or barriers such as transportation, language, or lack of trusted programs in the community. LEAs may also include demographic or local data that supports the need, such as high rates of poverty, large populations of multilingual families, or low levels of family participation in early childhood programming.
2. Connect the LEA’s need to the spirit and intent of the grant. Describe how grant funds would help expand access to early literacy resources, provide meaningful support to caregivers, and build partnerships with trusted community organizations to reach more families with children ages 0–3.

### Project Description (25 points)

The Project Description is a critical component of the grant application and will be evaluated for clarity, alignment with the LIFT Grant’s purpose and feasibility of proposed activities. This section should offer a concise overview of the LEA’s proposed family literacy initiative, including program design, partnerships, planned activities, and strategies for engaging families in home-based literacy development.

Applicants are encouraged to provide a clear and focused narrative that emphasizes community engagement, access, and sustainability. LEAs may respond using brief paragraphs, bulleted responses, or a narrative summary that addresses the following components aligned with LEA Literacy Goals:

1. Program Overview and Alignment
   1. Provide a brief summary of the proposed family literacy initiative.
   2. Explain how the proposed program aligns with the purpose and anticipated outcomes of the LIFT Grant.
   3. Identify the population of focus (e.g., families with infants, toddlers, or young children not yet in school), and describe how the initiative supports caregivers as children’s first teachers and strengthens the home-school-community connection.
2. Community Partnerships
   1. Identify at least one community-based organization that will collaborate with the LEA on program implementation. Examples include public libraries, family success centers, or nonprofit organizations serving families with young children.
   2. Confirm active collaboration with willing DCF CCYCs.
   3. Describe the role each partner will play in program design, outreach, event facilitation, or resource distribution.
3. Key Program Activities
   1. Outline the primary activities the LEA will implement to support family literacy. Examples include read-aloud events, parent-child story sessions, take-home literacy kits, workshops for caregivers, or pop-up events in community spaces.
   2. Indicate the settings in which these activities will occur (e.g., school, library, community center), and describe how accessibility and family engagement will be supported (e.g., flexible scheduling, transportation, child-friendly environments, or incentives).
4. Access for Families
   1. Describe how the LEA will ensure programming reflects the languages, backgrounds and needs of participating families.
   2. Explain how caregivers will be encouraged to engage actively in literacy-related activities, and how the program will foster positive, trusting relationships between families, schools, and community partners.
5. Sustainability and Continuous Improvement
   1. Outline how the LEA will reflect on lessons learned throughout the grant period and identify strategies for sustaining family literacy efforts beyond the duration of the grant.
   2. Briefly describe how the LEA will collect feedback and document participation (e.g., sign-in sheets, short surveys, narrative reflections, or informal check-ins).

### Goals / Objectives / Indicators (20 points)

The Goals and Objectives section will be evaluated based on alignment with the LIFT Grant’s purpose, clarity, measurability, and feasibility. Strong applications will include SMART objectives (Specific, Measurable, Achievable, Relevant, and Time-bound) that support the creation of sustainable, family-centered literacy ecosystems. Each objective must include at least one indicator that demonstrates how progress toward the objective will be monitored or assessed.

The following sample goals and objectives are provided for LEAs to use or adapt based on local priorities and program design:

* Goal 1: Strengthen home-based literacy practices among families with young children through school-community collaboration.
  + Objective 1.1: Establish and maintain a partnership with at least one community-based organization (CBO) to co-design and deliver literacy-focused programming for families.
  + Objective 1.2: Design and implement developmentally appropriate literacy programming that equips caregivers with strategies to support language and early literacy at home.
  + Objective 1.3: Provide take-home materials and resources that support joyful, interactive reading and language development.
* Goal 2: Deepen relationships and trust between families, schools, and community partners.
  + Objective 2.1: Host literacy events or activities in accessible, trusted community locations in partnership with local organizations.
  + Objective 2.2: Provide all caregivers—including those with limited literacy skills—with guidance on supporting their child’s development.
* Goal 3: Promote effective approaches to early literacy.
  + Objective 3.1: Ensure literacy programming reflects the needs of the community.
  + Objective 3.2: Use data to support continuous improvement and instructional decision-making.
* Goal 4: Build sustainable, community-anchored literacy ecosystems.
  + Objective 4.1: Collaborate with both a community-based organization and willing DCF CCYCs to support program implementation and outreach.
  + Objective 4.2: Document lessons learned and establish a plan for sustaining and scaling family literacy efforts beyond the grant period.

In the application, each goal has a separate tab such that Tab 1 is for Goal 1, Tab 2 is for Goal 2, and so forth. Within each goal’s tab, the applicant can list multiple objectives and corresponding indicators for that goal. A goal must have at least one corresponding objective, but a goal may have more than one objective. Objectives capture incremental measures of progress, or a benchmark point, towards achieving the goal. Each objective has a corresponding indicator that identifies how the LEA determines that the objective has been achieved.

### Project Activity Plan (10 points)

In this section, the applicant is required to list significant activities or critical action steps to achieve the indicators and, in turn, the objectives for each goal. Use Project Activity Plan tabs 1-4 in the EWEG system. Tab 1 corresponds to Goal 1, Tab 2 corresponds to Goal 2 and so forth. List activities in chronological order. Use the numbering system to link activities to goals/objectives/indicators (e.g. - 1.1.A refers to Goal 1, Objective 1, Indicator A). Name the documentation that tracks progress such as agendas for meetings. In the report column, use multiple checkmarks for activities that are ongoing.

### Commitment and Capacity (25 points)

Through narrative text, the applicant demonstrates the LEA’s capacity to support the project through:

A. Leadership Support: The LEA should identify a lead staff member who will coordinate the grant and oversee program activities, such as a literacy coach, family engagement coordinator, principal, or administrator. School and district leaders are expected to support the initiative by encouraging staff involvement, promoting family participation, and ensuring alignment with other literacy and family engagement efforts.

B. Partnerships: The LEA must partner with at least one community-based organization (CBO) and actively collaborate with willing local CCYCs. These partnerships will help design and deliver the program, support outreach to families, and offer trusted spaces and resources for events. LEAs may describe whether these are existing or new partnerships and how they will be maintained throughout the grant period.

C. Family Engagement Structures: The LEA should describe current efforts to engage families, such as school-based family nights, parent communications, or community events. The proposed LIFT program is expected to build on these foundations to reach families with young children are not enrolled in school. LEAs should also explain how they will ensure programming is welcoming and accessible to all families, including those who speak languages other than English or face barriers to participation.

D. Program Delivery: The LEA should explain how the proposed literacy activities will be planned and delivered in collaboration with community partners. This may include providing training for staff or volunteers, offering materials in multiple languages, and selecting locations and times that are convenient for families. Programs should be designed to address the needs of all students in a developmentally appropriate and joyful manner.

E. Sustainability and Reflection: The LEA should briefly describe how it will track family participation and collect simple feedback (such as surveys or conversations) to learn what is working well. This information will be used to improve future activities. LEAs are also encouraged to describe any plans to continue or grow the program beyond the grant period, including possible funding sources or integration with existing initiatives.

### Budget (10 points)

**Important:** The budget will be evaluated for clarity, alignment, and cost-effectiveness. Applicants must submit a detailed budget with narratives that clearly explain how the grant funds will support the project’s goals, objectives, and activities. If no budget is entered, the application will be disqualified.

Through this $2.25 million grant program, the NJDOE will award tiers based on school enrollment, with grants of $20,000, $40,000, or $60,000 per LEA.

| **District Enrollment** | **Max Award** |
| --- | --- |
| 0-999 | $20,000 |
| 999-2849 | $40,000 |
| 2850+ | $60,000 |

All costs must be allowable, reasonable, and necessary. Strong budgets will link each expense to the Project Activity Plan and demonstrate a strategic use of funds that supports implementation and sustainability. The Department will review the budget to ensure compliance with all grant requirements and funding guidelines.

The [Discretionary Grant Award Manual](https://www.nj.gov/education/grants/discretionary/apps/docs/DiscretionaryGrant_AwardManual_2024-Accessible-10-2024.pdf) provides specific guidance on constructing a grant budget. The budget submitted as part of the application is for the current grant period only. The NJDOE guides the removal of ineligible costs and costs not supported by the Project Activity Plan through the pre-award revision process. The actual amount awarded is contingent upon the applicant’s ability to support the budget proposed in the application. The applicant’s opportunity to make pre-award revisions is limited by the NJDOE. The NJDOE is responsible neither for providing repeated opportunities for revisions nor for permitting the reallocation of the funds previously requested for unapproved or disallowed costs.

## II.5 Application Component Required Uploads

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

| **#** | **Appendices Name** | **Required Upload** |
| --- | --- | --- |
| I. | **Appendix A – List of Eligible LEAs** |  |

## II.6 Allowable Uses and Eligible Activities

Grant funds may be used for eligible project activities such as: family literacy programming; caregiver engagement and support; community collaboration and outreach; staffing and facilitation; and technology and digital access. These costs are described below.

Family Literacy Programming and Materials costs include:

* Purchase of board books, picture books, or early literacy kits to distribute to families with children ages 0–3.
* Representative materials that promote at-home reading and storytelling.
* Take-home activity kits with simple, developmentally appropriate literacy tools (e.g., puppets, letter cards, sensory items).
* Literacy-focused event supplies (e.g., read-aloud props, family giveaway items, printed reading guides).
* Incentives that encourage family participation in literacy events (e.g., snacks, raffle items, baby/toddler care supplies).

Caregiver Engagement and Support costs include:

* Workshops, storytime sessions, or informal gatherings for caregivers to learn about early literacy strategies.
* Printed or digital resources for families on how to support early language and literacy at home.
* Child development tip sheets, reading logs, or home activity calendars tailored to infants and toddlers.
* Support for families with limited English proficiency, including translation or interpretation services.

Community Collaboration and Outreach costs include:

* Planning and hosting events in partnership with libraries, family success centers, and other trusted community organizations.
* Partnership development activities with the DCF County Council for Young Children (e.g., co-hosted events, materials).
* Outreach and recruitment materials to promote family literacy events (e.g., flyers, mailers, social media ads).
* Transportation stipends or other supports that reduce access barriers for families.

Staffing and Facilitation costs include:

* Stipends for school or community staff planning or leading literacy events outside of contractual hours.
* Compensation for community-based facilitators or guest readers leading programming.
* Substitute coverage or release time for LEA staff helping coordinate the grant activities.
* Administrative support or coordination costs tied to the planning and execution of LIFT programming.

Technology and Digital Access costs include:

* Access to digital platforms used to share early literacy resources with families (e.g., family newsletters, video tutorials).
* Digital literacy tools or subscriptions designed for families with very young children.
* Tools that enable virtual participation for caregivers who cannot attend in person.

## II.7 Sub-granting Funds

The applicant is allowed to sub-grant portions of the grant funds to pay for grant-related services provided by partner organizations.

Refer to the [Office of Grants Management>Grant Applications](https://www.nj.gov/education/grants/discretionary/apps/) page to download the Subgrantee forms. All sub-grantee forms must be uploaded to EWEG.

Sub-grantees must have the capacity to provide services during the entire grant term.

The Lead agency must have written agreements between the grantee and each sub-grantee are required. A copy of the written agreement must be provided to NJDOE for review. The written agreement shall include a scope of services that details the services the sub-grantee will be providing, how the grantee will measure a subgrantee’s progress, reporting requirements of the sub-grantee, and the amount of funds that will be sub-granted. The grantee/sub-grantee agreement must use the same budget categories listed in the grantee’s Budget and include a disbursement schedule. The written agreement shall include provisions for early termination of the agreement if the sub-grantee fails to perform under the terms of the agreement.

## II.8 Nonpublic Participation

| **Nonpublic Participation** | **Enter X to select** |
| --- | --- |
| Allowable |  |
| Unallowable | X |

## II.9 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 $2,250,000. This is 100 percent funded from the Comprehensive Literacy State Development Grant, 84.371C (account number 25-100-034-5063-374-HRID-6130-D045). The project period is September 30, 2025, to August 31, 2026.

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

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

[Max Administrative Cap](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-E/subject-group-ECFRd41a10959e1acab/section-200.417): Max 10%

[NJ Travel Reimbursement Rate](https://www.nj.gov/infobank/circular/cir23-02-OMB.pdf): $0.47 cents per mile

[Max Employee Benefit Reimbursement Composite Rate](https://nj.gov/infobank/circular/)s (OMB Circular) including FICA: 77.15%

[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.

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.

## II.10 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](https://www.nj.gov/education/finance/fp/af/coa/) 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:

* Purchase of early literacy materials such as board books, picture books, and take-home literacy kits for families with children ages 0–3, including multilingual and culturally relevant resources.
* Supplies and materials for literacy-focused events and activities (e.g., storytime props, caregiver handouts, printed reading guides, sensory items for infants and toddlers).
* Stipends or compensation for staff or facilitators leading family literacy programming, including school staff or community partners working outside of contractual hours.
* Services to support family participation in events or access to materials.
* Outreach and recruitment efforts, including printed flyers, signage, social media advertisements, or other promotional materials to engage families.
* Event costs, such as room rentals, refreshments, or transportation support that reduce barriers to participation for families with young children.
* Collaboration and partnership activities with community-based organizations or the DCF County Council for Young Children, including co-hosted events and planning sessions.
* Digital tools or platforms used to share literacy content and caregiver tips (e.g., videos, newsletters, activity calendars) with families remotely.
* Printing or reproduction of caregiver guides, early literacy calendars, tip sheets, or other resources designed to build at-home literacy habits.

## II.11 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.

# III. 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.

View and download the complete grant agreement documents, including [attachments A and B](https://www.nj.gov/education/grants/discretionary/management/docs/attacha_b.pdf) of the grant agreement. 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.

## III.1 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.

## III.2 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.

## III.3 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 the [EWEG Application System: Instructions for Submitting Interim and Final Reports (PDF)](https://www.nj.gov/education/grants/discretionary/management/docs/INSTRUCTIONS%20FOR%20SUBMITTING%20PERS-REPORTS.pdf).

## III.4 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 in the [Instructions for Submitting Reimbursement Requests (PDF)](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.

## III.5 Reporting Periods

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

The reporting periods are as follows:

|  |  |  |
| --- | --- | --- |
| **Report Number** | **Reporting Periods** | **Due Date** |
| Interim Report | September 30, 2025-March 31, 2026 | April 15, 2026 |
| Final Report\* | September 30, 2025 - August 31, 2026 | September 30, 2026 |

**\*Note:** The final report includes a 60-day liquidation period.

## III.6 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.

## III.7 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.

### III.7.a. 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.

### III.7.b. 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.

## III.8 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 on the [Grant Management: Payments](https://www.nj.gov/education/grants/discretionary/management/) webpage . 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, found on the [Discretionary Grant Applications](https://www.nj.gov/education/grants/discretionary/apps/) page. 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 that 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.

## III.9 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.

## III.10 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.

## III.11 Federal Requirements

| **Federal Requirements** | **Enter X to select** |
| --- | --- |
| Applicable | X |
| Not applicable |  |

The federal requirement is for grantees to comply with Sections 2221-2225 of ESEA

# IV. Appendices

## Appendix A – List of Eligible LEAs

Through this $2.25 million grant program, the NJDOE will support up to 125 Local Education Agencies (LEAs). Award tiers will be allocated based on school enrollment, with grants of $20,000, $40,000, or $60,000 per LEA.

|  |  |
| --- | --- |
| **District Enrollment** | **Max Award** |
| 0-999 | $20,000 |
| 999-2849 | $40,000 |
| 2850+ | $60,000 |

This list was created utilizing the 2024-2025 data and represents LEAs who have 40% or more free and reduced lunch and service Pre-K students.

| **County Code** | **County Name** | **District Code** | **District Name** | **Award** |
| --- | --- | --- | --- | --- |
| 1 | Atlantic | 10 | Absecon Public Schools District | $20,000 |
| 1 | Atlantic | 110 | Atlantic City School District | $60,000 |
| 1 | Atlantic | 125 | Atlantic County Special Services School District | $20,000 |
| 1 | Atlantic | 590 | Buena Regional School District | $40,000 |
| 1 | Atlantic | 1300 | Egg Harbor City School District | $20,000 |
| 1 | Atlantic | 1310 | Egg Harbor Township School District | $60,000 |
| 1 | Atlantic | 1690 | Galloway Township Public School District | $60,000 |
| 1 | Atlantic | 1940 | Hamilton Township School District | $60,000 |
| 1 | Atlantic | 3480 | Mullica Township School District | $20,000 |
| 1 | Atlantic | 4180 | Pleasantville Public School District | $60,000 |
| 1 | Atlantic | 4800 | Somers Point School District | $20,000 |
| 1 | Atlantic | 5350 | Ventnor City School District | $20,000 |
| 1 | Atlantic | 5760 | Weymouth Township School District | $20,000 |
| 3 | Bergen | 300 | Bergenfield Borough School District | $60,000 |
| 3 | Bergen | 440 | Bogota Public School District | $40,000 |
| 3 | Bergen | 740 | Carlstadt Public School District | $20,000 |
| 3 | Bergen | 890 | Cliffside Park School District | $60,000 |
| 3 | Bergen | 1230 | East Rutherford School District | $20,000 |
| 3 | Bergen | 1345 | Elmwood Park School District | $40,000 |
| 3 | Bergen | 1370 | Englewood Public School District | $40,000 |
| 3 | Bergen | 1470 | Fairview Public School District | $40,000 |
| 3 | Bergen | 1700 | Garfield Public School District | $60,000 |
| 3 | Bergen | 1860 | Hackensack School District | $60,000 |
| 3 | Bergen | 2710 | Little Ferry Public School District | $20,000 |
| 3 | Bergen | 2740 | Lodi School District | $60,000 |
| 3 | Bergen | 3350 | Moonachie School District | $20,000 |
| 3 | Bergen | 3910 | Palisades Park School District | $40,000 |
| 3 | Bergen | 4380 | Ridgefield Park Public School District | $40,000 |
| 3 | Bergen | 4370 | Ridgefield School District | $40,000 |
| 3 | Bergen | 4870 | South Hackensack School District | $20,000 |
| 3 | Bergen | 5150 | Teaneck School District | $60,000 |
| 3 | Bergen | 5430 | Wallington Boro School District | $40,000 |
| 5 | Burlington | 380 | Beverly City School District | $20,000 |
| 5 | Burlington | 600 | Burlington City Public School District | $40,000 |
| 5 | Burlington | 1030 | Delanco Township School District | $20,000 |
| 5 | Burlington | 1280 | Edgewater Park Township School District | $40,000 |
| 5 | Burlington | 1520 | Florence Township School District | $40,000 |
| 5 | Burlington | 3010 | Maple Shade School District | $40,000 |
| 5 | Burlington | 3430 | Mount Holly Township Public School District | $40,000 |
| 5 | Burlington | 3540 | New Hanover Township | $20,000 |
| 5 | Burlington | 3920 | Palmyra Public School District | $40,000 |
| 5 | Burlington | 4050 | Pemberton Township School District | $60,000 |
| 5 | Burlington | 4450 | Riverside Township School District | $40,000 |
| 5 | Burlington | 5805 | Willingboro Public School District | $60,000 |
| 7 | Camden | 260 | Bellmawr Public School District | $40,000 |
| 7 | Camden | 340 | Berlin Township School District | $20,000 |
| 7 | Camden | 580 | Brooklawn Public School District | $20,000 |
| 7 | Camden | 680 | Camden City School District | $60,000 |
| 7 | Camden | 880 | Clementon Elementary School District | $20,000 |
| 7 | Camden | 1770 | Gloucester City Public School District | $40,000 |
| 7 | Camden | 1780 | Gloucester Township Public Schools | $60,000 |
| 7 | Camden | 2560 | Lawnside School District | $20,000 |
| 7 | Camden | 2670 | Lindenwold Public School District | $60,000 |
| 7 | Camden | 2890 | Magnolia School District | $20,000 |
| 7 | Camden | 3110 | Merchantville School District | $20,000 |
| 7 | Camden | 3420 | Mt. Ephraim School District | $20,000 |
| 7 | Camden | 4060 | Pennsauken Township Board Of Education School District | $60,000 |
| 7 | Camden | 4110 | Pine Hill School District | $40,000 |
| 7 | Camden | 4590 | Runnemede Public School District | $20,000 |
| 7 | Camden | 4790 | Somerdale School District | $20,000 |
| 7 | Camden | 5820 | Winslow Township School District | $60,000 |
| 7 | Camden | 5900 | Woodlynne School District | $20,000 |
| 9 | Cape May | 2840 | Lower Township Elementary School District | $40,000 |
| 9 | Cape May | 3130 | Middle Township Public School District | $40,000 |
| 9 | Cape May | 3680 | North Wildwood School District | $20,000 |
| 9 | Cape May | 5790 | Wildwood City School District | $20,000 |
| 9 | Cape May | 5840 | Woodbine School District | $20,000 |
| 80 | Charters | 6107 | Camden'S Promise Charter School | $40,000 |
| 80 | Charters | 6089 | Compass Academy Charter School | $20,000 |
| 80 | Charters | 6053 | Great Oaks Legacy Charter School | $40,000 |
| 80 | Charters | 6915 | Jersey City Golden Door Charter School | $20,000 |
| 80 | Charters | 6079 | John P Holland Charter School School District | $20,000 |
| 80 | Charters | 7210 | Marion P. Thomas Charter School | $40,000 |
| 80 | Charters | 6029 | Newark Educators Community Charter School | $20,000 |
| 80 | Charters | 6094 | Phillip'S Academy Charter School | $20,000 |
| 80 | Charters | 7720 | Red Bank Charter School | $20,000 |
| 80 | Charters | 6030 | The Ethical Community Charter School School Distirct | $20,000 |
| 11 | Cumberland | 540 | Bridgeton City School District | $60,000 |
| 11 | Cumberland | 950 | Commercial Township School District | $20,000 |
| 11 | Cumberland | 1020 | Deerfield Township School District | $20,000 |
| 11 | Cumberland | 1120 | Downe Township School District | $20,000 |
| 11 | Cumberland | 1460 | Fairfield Township School District | $20,000 |
| 11 | Cumberland | 1820 | Greenwich Township School District | $20,000 |
| 11 | Cumberland | 2270 | Hopewell Township School District | $20,000 |
| 11 | Cumberland | 2570 | Lawrence Township School District | $20,000 |
| 11 | Cumberland | 3050 | Maurice River Township School District | $20,000 |
| 11 | Cumberland | 3230 | Millville School District | $60,000 |
| 11 | Cumberland | 5300 | Upper Deerfield Township School District | $20,000 |
| 11 | Cumberland | 5390 | Vineland Public School District | $60,000 |
| 13 | Essex | 250 | Belleville Public School District | $60,000 |
| 13 | Essex | 410 | Bloomfield Township School District | $60,000 |
| 13 | Essex | 2330 | Irvington Public School District | $60,000 |
| 13 | Essex | 3570 | Newark Public School District | $60,000 |
| 13 | Essex | 3880 | Orange Board Of Education School District | $60,000 |
| 15 | Gloucester | 860 | Clayton Public School District | $40,000 |
| 15 | Gloucester | 1730 | Glassboro School District | $40,000 |
| 15 | Gloucester | 3490 | National Park Boro School District | $20,000 |
| 15 | Gloucester | 4020 | Paulsboro School District | $40,000 |
| 15 | Gloucester | 5740 | Westville Boro Public School District | $20,000 |
| 15 | Gloucester | 5860 | Woodbury City Public School District | $40,000 |
| 17 | Hudson | 220 | Bayonne School District | $60,000 |
| 17 | Hudson | 1200 | East Newark School District | $20,000 |
| 17 | Hudson | 1850 | Guttenberg School District | $20,000 |
| 17 | Hudson | 2060 | Harrison Public Schools | $40,000 |
| 17 | Hudson | 2390 | Jersey City Public Schools | $60,000 |
| 17 | Hudson | 2410 | Kearny | $60,000 |
| 17 | Hudson | 3610 | North Bergen School District | $60,000 |
| 17 | Hudson | 5240 | Union City School District | $60,000 |
| 17 | Hudson | 5580 | Weehawken Public School District | $40,000 |
| 17 | Hudson | 5670 | West New York School District | $60,000 |
| 21 | Mercer | 1245 | East Windsor Regional School District | $60,000 |
| 21 | Mercer | 1430 | Ewing Township School District | $60,000 |
| 21 | Mercer | 1950 | Hamilton Township Public School District | $60,000 |
| 21 | Mercer | 3103 | Mercer County Special Services School District | $20,000 |
| 21 | Mercer | 5210 | Trenton Public School District | $60,000 |
| 23 | Middlesex | 750 | Carteret Public School District | $60,000 |
| 23 | Middlesex | 1140 | Dunellen Public School District | $40,000 |
| 23 | Middlesex | 2150 | Highland Park Boro School District | $40,000 |
| 23 | Middlesex | 2370 | Jamesburg Public School District | $20,000 |
| 23 | Middlesex | 3140 | Middlesex Borough School District | $40,000 |
| 23 | Middlesex | 3530 | New Brunswick School District | $60,000 |
| 23 | Middlesex | 3620 | North Brunswick Township School District | $60,000 |
| 23 | Middlesex | 4090 | Perth Amboy Public School District | $60,000 |
| 23 | Middlesex | 4130 | Piscataway Township School District | $60,000 |
| 23 | Middlesex | 4660 | Sayreville School District | $60,000 |
| 23 | Middlesex | 4830 | South Amboy School District | $40,000 |
| 23 | Middlesex | 4920 | South River Public School District | $40,000 |
| 23 | Middlesex | 5850 | Woodbridge Township School District | $60,000 |
| 25 | Monmouth | 100 | Asbury Park School District | $40,000 |
| 25 | Monmouth | 270 | Belmar Elementary School District | $20,000 |
| 25 | Monmouth | 500 | Bradley Beach School District | $20,000 |
| 25 | Monmouth | 1260 | Eatontown Public School District | $40,000 |
| 25 | Monmouth | 1640 | Freehold Borough School District | $40,000 |
| 25 | Monmouth | 2400 | Keansburg School District | $40,000 |
| 25 | Monmouth | 2430 | Keyport School District | $20,000 |
| 25 | Monmouth | 2770 | Long Branch Public School District | $60,000 |
| 25 | Monmouth | 3500 | Neptune City School District | $20,000 |
| 25 | Monmouth | 3510 | Neptune Township School District | $60,000 |
| 25 | Monmouth | 4360 | Red Bank Borough Public School District | $40,000 |
| 25 | Monmouth | 5230 | Union Beach Public School District | $20,000 |
| 27 | Morris | 1110 | Dover Public School District | $60,000 |
| 27 | Morris | 3240 | Mine Hill Township School District | $20,000 |
| 27 | Morris | 3385 | Morris School District | $60,000 |
| 27 | Morris | 3520 | Netcong School District | $20,000 |
| 27 | Morris | 5770 | Wharton Borough School District | $20,000 |
| 29 | Ocean | 185 | Barnegat Township School District | $60,000 |
| 29 | Ocean | 2360 | Jackson Township School District | $60,000 |
| 29 | Ocean | 2500 | Lakehurst School District | $20,000 |
| 29 | Ocean | 2520 | Lakewood Township School District | $60,000 |
| 29 | Ocean | 2690 | Little Egg Harbor Township School District | $40,000 |
| 29 | Ocean | 2940 | Manchester Township School District | $40,000 |
| 29 | Ocean | 3800 | Ocean Gate School District | $20,000 |
| 29 | Ocean | 3820 | Ocean Township School District | $20,000 |
| 29 | Ocean | 4710 | Seaside Heights School District | $20,000 |
| 29 | Ocean | 5190 | Toms River Regional School District | $60,000 |
| 29 | Ocean | 5220 | Tuckerton Borough School District | $20,000 |
| 31 | Passaic | 900 | Clifton Public School District | $60,000 |
| 31 | Passaic | 1920 | Haledon Public School District | $20,000 |
| 31 | Passaic | 2100 | Hawthorne Public School District | $40,000 |
| 31 | Passaic | 3970 | Passaic City School District | $60,000 |
| 31 | Passaic | 4010 | Paterson Public School District | $60,000 |
| 31 | Passaic | 5690 | Woodland Park School District | $40,000 |
| 33 | Salem | 4070 | Penns Grove-Carneys Point Regional School District | $40,000 |
| 33 | Salem | 4075 | Pennsville School District | $40,000 |
| 33 | Salem | 4280 | Quinton Township School District | $20,000 |
| 33 | Salem | 4630 | Salem City School District | $40,000 |
| 33 | Salem | 4635 | Salem County Special Services School District | $20,000 |
| 35 | Somerset | 490 | Bound Brook School District | $40,000 |
| 35 | Somerset | 1610 | Franklin Township Public School District | $60,000 |
| 35 | Somerset | 3000 | Manville School District | $40,000 |
| 35 | Somerset | 3670 | North Plainfield School District | $60,000 |
| 35 | Somerset | 4850 | South Bound Brook Public School District | $20,000 |
| 37 | Sussex | 1570 | Franklin Borough School District | $20,000 |
| 37 | Sussex | 3300 | Montague Township School District | $20,000 |
| 37 | Sussex | 3590 | Newton Public School District | $40,000 |
| 39 | Union | 1320 | Elizabeth Public Schools | $60,000 |
| 39 | Union | 2190 | Hillside Public School District | $60,000 |
| 39 | Union | 2660 | Linden Public School District | $60,000 |
| 39 | Union | 4160 | Plainfield Public School District | $60,000 |
| 39 | Union | 4290 | Rahway Public School District | $60,000 |
| 39 | Union | 4550 | Roselle Park Public School District | $40,000 |
| 39 | Union | 4540 | Roselle Public School District | $60,000 |
| 39 | Union | 5290 | Township Of Union School District | $60,000 |
| 39 | Union | 5245 | Union County Educational Services Commission | $20,000 |
| 41 | Warren | 2970 | Mansfield Township Elementary School District | $20,000 |
| 41 | Warren | 4100 | Phillipsburg School District | $60,000 |
| 41 | Warren | 5480 | Washington Borough School District | $20,000 |

## Appendix B – Scoring Rubric

#### Scoring Rubric for Competitive Grant in EWEG – Literacy Initiative for Families and Thriving Communities (LIFT)

Directions: Use this rubric for the LIFT grant. Add the score for each section to determine the total score based on 100 points. The cut score for an application to be awardable is 70 points. For more information, refer to Section II, Completing the Application, in the Notice of Grant Opportunity (NGO).

##### Abstract (Not Scored)

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.

##### Need (10 points)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Incomplete/ Ineligible - 1 | Does not meet expectations - 2 | Partially meets expectations - 3 | Meets expectations – 4 | Exceeds expectations - 5 |
| A | missing, incomplete or off topic | provides general statement | states status generally to satisfy need but lacks details | describes need in sufficient detail | describes need in beyond sufficient detail and includes data to support |
| B | missing, incomplete or off topic | provides general statement to connect need to grant intent | inconsistency in thoroughness to connect need to grant intent | connects need to grant intent in sufficient detail | connects need to grant intent in beyond sufficient detail |

##### Project Description (25 points)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Incomplete/ Ineligible - 1 | Does not meet expectations - 2 | Partially meets expectations- 3 | Meets expectations - 4 | Exceeds expectations - 5 |
| A | missing, incomplete or off topic | response is a limited and there is insufficient detail to support overview and alignment | either response is a limited response or there is insufficient detail to explain overview and alignment | response has beyond details to explain program overview and alignment | response has beyond sufficient details to explain program overview and alignment |
| B | missing, incomplete or off topic | response is a limited and there is insufficient detail to support community partnership | either response is a limited response or there is insufficient detail to explain community partnership | response has beyond details to explain community partnership | response has beyond sufficient details to explain community partnership |
| C | missing, incomplete or off topic | response is a limited and there is insufficient detail to support key program activities | either response is a limited response or there is insufficient detail to explain key program activities | response has beyond details to explain key program activities | response has beyond sufficient details to explain key program activities |
| D | missing, incomplete or off topic | response is a limited and there is insufficient detail to support access and family inclusion | either response is a limited response or there is insufficient detail to explain access and family inclusion | response has beyond details to explain access and family inclusion | response has beyond sufficient details to explain access and family inclusion |
| E | missing, incomplete or off topic | response is a limited and there is insufficient detail to support sustainability and continuous improvement | either response is a limited response or there is insufficient detail to explain sustainability and continuous improvement | response has beyond details to explain sustainability and continuous improvement | response has beyond sufficient details to explain sustainability and continuous improvement |

##### Goals & Objectives (20 points)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Incomplete/ Ineligible - 4 | Does not meet expectations - 8 | Partially meets expectations - 12 | Meets expectations -16 | Exceeds expectations -20 |
| A | missing, incomplete or off topic | applicant has few goals and objectives and/or indicators are missing | applicant has goals but they are not SMART or the objectives and indicators lack detail | applicant has relevant SMART goals and listed objectives and indicators with sufficient detail | applicant has relevant SMART goals and listed objectives and indicators with beyond sufficient detail |

##### Project Activity Plan (10 points)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Incomplete/ Ineligible - 2 | Does not meet expectations - 4 | Partially meets expectations - 6 | Meets expectations – 8 | Exceeds expectations - 10 |
| A | missing, incomplete, or off topic | activities are listed but there is a significant disconnect between the activities and indicators or details are lacking | activities are listed but there are clear revisions needed (such as all activities listed in same quarter, one staff member responsible for every activity) | activities are listed with sufficiently detailed information and all goals, objectives, indicators are referenced | activities are listed with beyond sufficiently detailed information and all goals, objectives, indicators are referenced |

##### Commitment-Capacity (25 points)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Incomplete/ Ineligible - 1 | Does not meet expectations - 2 | Partially meets expectations - 3 | Meets expectations – 4 | Exceeds expectations - 5 |
| A | missing, incomplete or off topic | narrative text is a limited response and there is insufficient detail to support | either narrative text is a limited response or there is insufficient detail to support | narrative text is a sufficient response and there is sufficient detail to support | narrative text is a beyond sufficient response and there is beyond sufficient detail to support |
| B | missing, incomplete or off topic | narrative text is a limited response and there is insufficient detail to support | either narrative text is a limited response or there is insufficient detail to support | narrative text is a sufficient response and there is sufficient detail to support | narrative text is a beyond sufficient response and there is beyond sufficient detail to support |
| C | missing, incomplete or off topic | narrative text is a limited response and there is insufficient detail to support | either narrative text is a limited response or there is insufficient detail to support | narrative text is a sufficient response and there is sufficient detail to support | narrative text is a beyond sufficient response and there is beyond sufficient detail to support |
| D | missing, incomplete or off topic | narrative text is a limited response and there is insufficient detail to support | either narrative text is a limited response or there is insufficient detail to support | narrative text is a sufficient response and there is sufficient detail to support | narrative text is a beyond sufficient response and there is beyond sufficient detail to support |
| E | missing, incomplete or off topic | narrative text is a limited response and there is insufficient detail to support | either narrative text is a limited response or there is insufficient detail to support | narrative text is a sufficient response and there is sufficient detail to support | narrative text is a beyond sufficient response and there is beyond sufficient detail to support |

##### Budget (10 points)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Incomplete - 2 | Does not meet expectations - 4 | Partially meets expectations - 6 | Meets expectations - 8 | Exceeds expectations - 10 |
| A | missing, incomplete or off topic | the budget is illogical or not connected to the activities, nor can it be inferred | budget and project are logically connected, but significant information or connection to activities is lacking | budget and project are logically connected, and the detailed information is sufficient | budget and project are logically connected and the detailed information is beyond sufficient |