



Financial Understanding & Empowerment for Life- New Jersey (FUEL NJ)

Program Term Date: July 15, 2026 - June 30, 2031

Application Due Date: July 1, 2025
no later than 4:00 P.M.

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Commissioner of Education

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Office of the Executive Director

FY26

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).

The program office must receive the completed application through the academics@doe.nj.gov email box by no later than 4:00 P.M. on the due date of the application. Without exception, the NJDOE will not accept and 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.

I. Grant Program Information

I.1 Purpose of the NGO

N.J.S.A. 17:9-43.2 requires the New Jersey Department of Education, in consultation with the Department of Banking and Insurance, to designate a nonprofit corporation, organized under the "New Jersey Nonprofit Corporation Act," N.J.S.15A:1-1 et seq., and with a history and experience in promoting financial education and financial literacy and delivering financial education and financial literacy services, to serve as the recipient of the funds due from credit unions. The funds are to be directed to a nonprofit organization with a history and experience in promoting financial education and financial literacy to support the delivery of financial education and financial literacy services to schools across New Jersey.

This Notice of Grant Opportunity is being released to designate the nonprofit corporation to serve as the recipient of the funds in order to support the delivery of financial education and financial literacy services throughout New Jersey over a five-year term. Funding for the program is derived from direct deposits from credit unions accepting public funds, as outlined in N.J.S.A. 17:9-43.2, and will be determined on an annual basis in accordance with the statute, but will not exceed \$100,000 in any one year. Each year, the Department will issue a statement of work with the dollar amount. Funding over the past five years has averaged approximately \$26,000 annually, but has ranged from \$13,153 to \$59,657. Continuation funding is contingent upon grantee performance and availability of funds.

Application Type

Select one by adding an **X** in column 2.

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

Target Audience

Select one by adding an **X** in column 2.

Target Audience	Enter X to select	Additional Information
Local Education Agency		
Nonprofit Organization (CBO) with a history and experience in promoting financial education and financial literacy and delivering financial	X	

Target Audience	Enter X to select	Additional Information
education and financial literacy services, per N.J.S.15A:1-1 et seq.		
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.

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 application. The entity will need its valid UEI to complete this step.

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

I.4 Dissemination of this Notice

Copies of the NGO are available on the [NJDOE’s Standards website](#) or by contacting the Division of Teaching and Learning Services at the New Jersey Department of Education, 100 River View Plaza, Route 29, P.O. Box 500, Trenton, NJ 08625-0500; telephone 609-376-9090, Email Contact — academics@doe.nj.gov

I.6 Application Submission

The Office of the Executive Director must receive the completed application through email to academics@doe.nj.gov **no later than 4:00 P.M. on Wednesday, June 15, 2026.** Without exception, the NJDOE will not accept nor evaluate an application after this deadline for funding consideration. 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](#). 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 email submission. 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 Project Description, Commitment and Capacity, and all required documentation uploaded as noted in Section II.5. In addition to how well the content addresses [Section II.4.](#), 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.

I.8 Grantee Award Notifications

The Department will notify applicants of award through the email address of the person or organization that submitted the application.

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.1 General Instructions for Applying

To apply for a grant under this NGO, applicants must prepare and submit a complete application by the deadline. **The application forms package that must be completed appears in Appendix A.**

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: June 1, 2026

Meeting Information

Meeting Type	Enter X to select	Registration Information
Teams Virtual Meeting	X	FUEL Grant Technical Assistance Session

Preregistration is required by May 29, 2026. Registrants requiring special accommodation for the Technical Assistance Workshop should identify their needs at the time of registration.

II.3 Grant Deliverables

To support the path towards postsecondary success, students need opportunities to understand and develop personal financial literacy. New Jersey Student Learning Standards in Career Readiness, Life Literacies and Key Skills (NJSLs – CLKS) include Personal Financial Literacy, which outlines the important fiscal knowledge, habits, and skills that must be mastered in order for students to make informed decisions about personal finance. Financial literacy is an integral component of a student's college and career readiness, enabling students to achieve fulfilling, financially secure and successful lives. In meeting these expectations, New Jersey students will acquire the necessary knowledge and skills to not only achieve personal success, but also find and maintain financial wellness.

N.J.A.C. 6A:8-5.1(a)1v requires "At least 2.5-credits in financial, economic, business, and entrepreneurial literacy." The goal of this requirement, adopted by the State Board of Education on June 17, 2009, is to ensure that students demonstrate understanding about how the economy works and their own role in the economy, and also develop the necessary skills to effectively manage personal finances by the time they graduate. In addition, N.J.S.A. 18A:35-4.34 requires school districts to incorporate financial literacy instruction in each of the grades six through eight to pupils enrolled in those grades, beginning in the 2019-2020 school year.

This NGO supports districts in designing and implementing instructional programs that meet the expectations set forth in the NJSLS and their legal requirements for financial literacy instruction.

II.4 Project Design Considerations

The New Jersey Department of Education currently provides general curriculum and instructional financial literacy resources that are posted on the Department's website. However, interactive professional development for personal financial literacy teachers is critical and must include support for both improving effective instructional practice and mastering subject matter content. Further, this additional professional development resource will greatly assist school districts in meeting the requirements of NJSLS 9.1, as well as the 2.5 credit personal financial literacy requirement. The objective of this project is to assist school districts by providing professional development for education teachers related to developing and implementing financial literacy curriculum, instructional and assessment resources that can be used to meet the requirements stated above. Specifically, the following constitutes the full range of work to be accomplished ***(only to the degree that deposits from the credit unions are adequate enough to support the full range of this work):***

- Conduct onsite trainings and professional development for school personnel;
- Provide professional development activities that will enable high school and middle school teachers to increase student knowledge in personal financial literacy and economic concepts. Which could include the following:
 - Provide strategies for support for educators who work with chronically failing students, as well as those with special needs. This work would also target school districts in historically underserved communities.
 - Provide professional services in the development and utilization of personal financial literacy assessments.
 - Disseminate proven research-based best practices, approaches, and models for personal financial literacy education.
 - Develop and maintain a website for personal financial literacy education in New Jersey that houses curriculum, instructional and assessment resources.
 - Provide professional development for teachers to help them insure their personal financial literacy instruction is anchored in NJSLS – CLKS.
- Promote Financial Literacy education to school districts;
- Assist schools/school districts in identifying research-based curriculum resources and/or developing model curriculum that can be used in the classroom to teach and assess financial literacy concepts;
- Develop and deploy online curriculum that would satisfy the graduation requirement;
- Monitor and evaluate the effectiveness of the model curriculum and resources recommended to school districts;
- Conduct presentations related to financial literacy at educational conventions/conferences in New Jersey; and
- Conduct webinars and conference calls targeted to educators of financial literacy.

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.

Project Description

Point value: 25

Evaluation Criteria: Reviewers will assess how well the applicant describes the overall vision, structure, and purpose of the proposed project. This section should clearly articulate how the project addresses the goals of the FUEL NJ grant and supports financial literacy education across New Jersey schools.

Evaluators will look for:

- Clarity and coherence of the project's purpose and design.
- Alignment with the grant's stated goals and objectives.
- Responsiveness to the needs of the target audience (e.g., educators, underserved districts).
- Feasibility of implementation within the grant period.

Goals / Objectives / Indicators

Point value: 25

Reviewers will assess how well the applicant develops appropriate objectives and indicators aligned with the two identified project goals:

- **Goal 1:** Provide professional development activities that will enable elementary, middle and high school teachers to increase student knowledge in personal financial literacy and economics concepts.
- **Goal 2:** Conduct webinars and district-level professional development targeted to educators of financial literacy.

Commitment and Capacity

Point value: 50

Evaluation Criteria: This section will be evaluated on the applicant's demonstrated ability and readiness to carry out the proposed project. Reviewers will look for evidence of organizational strength, relevant experience, and staff qualifications.

Key Elements of a Successful Section:

- Description of the organization's history and experience in financial literacy education.
- Evidence of staff expertise, including resumes or bios of key personnel.
- A staffing chart showing roles and responsibilities aligned with the activity plan.
- Description of existing infrastructure (e.g., training platforms, partnerships, prior programs).
- Demonstrated commitment to equity, especially in serving historically underserved communities.
- Clear articulation of internal systems for managing grant funds, reporting, and compliance.

II.6 Allowable Uses and Eligible Activities

- Professional Development
 - Conducting onsite trainings for school personnel.
 - Hosting webinars and virtual workshops for financial literacy educators.
 - Paying for expert facilitators or trainers.
 - Purchasing materials for training sessions (e.g., workbooks, guides).
- Curriculum and Instructional Support

- Developing or acquiring research-based curriculum resources.
- Creating model curriculum aligned with NJSL – CLKS standards.
- Designing and deploying online curriculum to meet graduation requirements.
- Assessment Development
 - Creating and implementing personal financial literacy assessments.
 - Providing tools and resources for evaluating student learning outcomes.
- Technology and Online Resources
 - Developing and maintaining a website to house curriculum and instructional materials.
 - Hosting digital platforms for resource sharing and educator collaboration.
- Support for Underserved Communities
 - Providing targeted support for educators working with chronically failing students or students with special needs.
 - Focusing efforts on historically underserved school districts.
- Travel and Related Costs
- Administrative Costs

II.7 Sub-granting Funds

Select one by entering an X in column 2.

Sub-granting Funds	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 of funds. Funding for the program is derived from direct deposits from credit unions accepting public funds, as outlined in N.J.S.A. 17:9-43.2, and will be determined on an annual basis in accordance with the statute, but will not exceed \$100,000 in any one year. The project period is [enter dates].

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](#): Max 10%

[NJ Travel Reimbursement Rate](#): \$0.47 cents per mile

[Max Employee Benefit Reimbursement Composite Rates \(OMB Circular\)](#) including FICA: 77.15%

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

Additional guidance for indirect costs can be found in the glossary page of the Discretionary Grants Manual.

II.10 Eligible Costs

Use the [Quick Reference for Commonly Requested Costs](#) or the [Uniform Minimum Chart of Accounts](#) 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.

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 grant application will convert to a Grant Agreement between the applicant and the NJDOE ([OMB Circular 07-05-OMB](#)). 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.

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](#). The grantee will ensure that all reports are submitted 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.4 Fiscal Reimbursement and Fiscal Interim Report Requirements

Reimbursement Request

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. 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.

Final Expenditure Reports

This report generates a final payment to the grantee.

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
Annual Report*	July 1, 2026 -June 30, 2027	August 31, 2027
Annual Report*	July 1, 2027 -June 30, 2028	August 31, 2028
Annual Report*	July 1, 2028 -June 30, 2029	August 31, 2029
Annual Report*	July 1, 2029 -June 30, 2030	August 31, 2030
Annual Report*	July 1, 2030 -June 30, 2031	August 31, 2031

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

III.6 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.

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 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.

Amendment modification forms are available on the [Grant Management: Payments](#) webpage. Amendment modifications are initiated and submitted through email.

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.

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

Select one by adding an **X** in column 2.

Federal Requirements	Enter X to select
Applicable	
Not applicable	X

Appendix A: Required Application Forms

- BOARD RESOLUTION TO APPLY
- GENERAL ASSURANCES
- DOCUMENTATION OF FEDERAL COMPLIANCE (DUNS/SAM) FORM
- PROJECT ABSTRACT
- STATEMENT OF NEED
- GOALS, OBJECTIVES AND INDICATORS
- ORGANIZATIONAL COMMITMENT AND CAPACITY
- BUDGET DETAIL FORM A
- BUDGET DETAIL FORM B
- BUDGET DETAIL FORM C
- BUDGET DETAIL FORM D
- BUDGET DETAIL FORM E
- BUDGET DETAIL FORM F
- APPLICATION FOR FUNDS - BUDGET SUMMARY
- MATCHING FUNDS SUMMARY & EXPENDITURE REPORT

BOARD RESOLUTION TO APPLY

The _____ Board* hereby certifies that permission has been

granted to apply for the discretionary grant program entitled:

for the purposes described in the application, in the amount of,

\$_____ .00,

starting on _____, and

ending on _____.

The filing of this application was authorized at the Board meeting held on,

_____, 20__

Secretary of the Board*

_____, 20__

*For applicants that do not have a Board of Education, Board of Directors, or other similar governing body, the applicant should identify the body or individual who is legally authorized to approve the agency's application for grant funds.

General Assurances

The certifications listed below shall be treated as a material representation of fact by the applicant upon which the New Jersey Department of Education (NJDOE) will place reliance in making a grant award. The NJDOE is hereby assured by the applicant of the following:

Legal authority

Has the legal authority to apply for funds made available under the requirements for this grant program application, and has the institutional, managerial, and financial capacity (including funds sufficient to pay the federal/state/local share of project costs, as appropriate) to ensure proper planning, management, and completion of the project described in this grant application.

Access to records

Gives the New Jersey Department of Education (NJDOE) or its authorized representatives, access to and the right to examine all records, books, or discounts related to the award; and will establish a proper accounting system in accordance with Generally Accepted Accounting Principles (GAAP) and §§ 200.300 et. seq. of the Uniform Grant Guidance (UGG).

Conflict of Interest

Shall establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest or personal gain in accordance with §200.112 of the Uniform Grant Guidance (UGG).

Non-discrimination

Shall comply with all federal and state statutes and regulations relating to nondiscrimination. These include, but are not limited to the following:

- Title VI of the *Civil Rights Act of 1964* (P.L. 88-352; 34 CFR Part 100), which prohibits discrimination on the basis of race, color, or national origin;
- Title IX of the *Education Amendments of 1972*, as amended (20 U.S.C. 1681-1683, and 1685-1686; 34 CFR Part 106), which prohibits discrimination on the basis of sex;
- *Section 504 of the Rehabilitation Act of 1973*, as amended (29 U.S.C. 794; 34 CFR Part 104), which prohibits discrimination on the basis of disability;
- *Section 503 of the Rehabilitation Act of 1973*, as amended (41 CFR Parts 61-741.5(a), as applicable, which requires affirmative action in employment;
- *The Age Discrimination Act of 1975*, as amended (42 U.S.C. 6101 et. seq.; 45 CFR Part 90), which prohibits discrimination on the basis of age;
- *The Americans with Disabilities Act of 1990*, as amended (P. L. 101-336), which prohibits discrimination on the basis of disability;
- *The Drug Abuse Office and Treatment Act of 1972* (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse;
- *The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970* (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism;
- Any other nondiscrimination provisions in the specific statute(s) under which the application for

Federal assistance is being made; and

- The requirements of any other nondiscrimination statute(s), which may apply to the application.

Hatch Act

Shall comply, as applicable, with provisions of the *Hatch Act* (5 U.S.C 1501-1508 and 7324-7328), which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

Trafficking Victims Protection Act

Shall comply with the requirements of §106(g) of the *Trafficking Victims Act (TVPA) of 2000*, as amended (22 U.S.C. 7104), which prohibits grant award recipients or a sub-recipient from: (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect; (2) Procuring a commercial sex act during the period of time that the award is in effect; or (3) Using forced labor in the performance of the award or subawards under the award.

Lobbying

Shall comply, for all contracts in excess of \$100,000, with the *New Restrictions on Lobbying* (34 CFR Part 82). This certification extends to all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts).

Debarment and Suspension

Shall certify that the applicant, as well as its principals (Board of Education, Superintendent, Business Administrator, or others in equivalent positions) and subcontractors, is not presently debarred, proposed for debarment, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction from receiving federal funds in accordance with Executive Orders 12549 and 12689 and 34 CFR Part 85

Drug Free Workplace

Shall comply with the provisions of the *Drug Free Workplace Act of 1988*, as implemented at 34 CFR Part 84, Subpart A – Purpose and Coverage and Subpart B – Requirements for Recipients Other Than Individuals.

Equal Employment Opportunity

Shall comply with Executive Order 11246, Equal Employment Opportunity dated September 24, 1965, as amended by Executive Order 11375, dated October 13, 1967, and as supplemented by the regulations at 41 CFR Part 60.

General Educational Provisions Act (GEPA)

Shall comply with the provisions of the *General Education Provisions Act* (GEPA) (20 U.S.C. 1221).

Education Department General Administrative Regulations (EDGAR)

Shall comply with the provisions of the *Education Department General Administrative Regulations* (EDGAR) Part 76, Part 81, Part 82 and Part 99.

Stevens Amendment

Shall ensure projects will be administered in conformity with *The Stevens Amendment* (P.L. 101-166, §511). Projects or programs funded in whole or in part with Federal grant funds must credit the Federal government for the Federal government's portion of the financial support.

Federal Fiscal Accountability and Transparency Act (FFATA)

Shall comply with the provisions of *The Federal Fiscal Accountability and Transparency Act* (FFATA) and has provided to the NJDOE a correct and valid Data Universal Numbering System (DUNS) number for the applicant organization, as well as any controlling parent organization.

Shall establish and maintain a current and complete registration in the System for Award Management (SAM), located at: <http://www.sam.gov> prior to the submission of this grant application, and shall maintain a current SAM registration throughout the period of the grant award.

Administration

Shall adopt and use proper methods of administering each program, including the enforcement of any obligations imposed by law on agencies, institutions, organizations, and other recipients responsible for carrying out each program and the correction of deficiencies in program operations that are identified through audits, monitoring, or evaluations.

NJ Public School Contracts Law

Shall comply with provisions of the Public School Contracts Law: *N.J.S.A. 18A:18A-1*, et. seq. and other relevant state laws and regulations, whenever the program supported with these funds involves the procurement of goods or services from vendors or consultants, written contracts between the LEA and such vendors or consultants, and the award for such contracts.

Board Resolution

- Local Educational Agency (LEA) applicants shall obtain and maintain on file a certified board resolution or board minutes verifying the District Board of Education's authorization for submission of this application or of any amendments that entail either programmatic or fiscal changes to the final, NJDOE approved grant application.
- Non-LEA applicants shall obtain and maintain on file, from officials authorized to bind the applicant, documentation verifying the applicant's authorization for submission of this application or of any amendments that entail programmatic or fiscal changes to the final NJDOE approved grant application.

Uniform Grant Guidance

Shall comply with the provisions of the Uniform Grant Guidance, as applicable (2 CFR §200 et. seq.) including, but not limited to, the following:

- **Key Personnel** standards as outlined in §200.201 (b)(5) with regard to changes in the project director, other key personnel, or scope of effort, which require prior written approval of the NJDOE.
- **Property standards** as outlined in §§200.310 through 200.316; with an emphasis on internal controls related to equipment in §200.313.
- **Procurement standards** as outlined in §§200.318 through 200.326, as well as the provisions of the New Jersey Public Schools Contracts Law (N.J.S.A. 18A:18A-1, et. seq.) applicable to the grantee.
- **Performance and Reporting standards** as outlined in §§200.327 through 200.329. Reports will be submitted in accordance with established procedures and timelines, and any addenda, to enable the NJDOE to meet its responsibilities under the program.
- **Record Retention and Access standards** as outlined in §§200.333 through 200.337. Records which document the compliance with program requirements, relate to fiscal control, and/or the accounting of project funds, shall be maintained for three years after the submission of all required reports to the NJDOE.
- **Remedies for Noncompliance** as outlined in §200.338 including the imposition of additional conditions as outlined in §200.207.
- **Closeout** as outlined in §200.343.
- **Cost Principles** as outlined in Subpart E, §§200.400 through 200.475.
- **Audit requirements** in accordance with Subpart F, §200.501 and New Jersey Treasury Circular 15-08-OMB.

Student Records and Privacy

Shall comply with the provisions of:

- 34 *CFR* Part 99, *Family Educational Rights and Privacy Act*;
- 45 *CFR* Parts 160, 162, and 164, *Health Insurance Portability and Accountability Act of 1996 (HIPAA)* [P.L. 104-191].

Safe and Drug Free Schools

Shall comply with the provisions of:

- 42 *CFR* Part 2, *Confidentiality of Drug and Alcohol Abuse Patient Records*;
- 34 *CFR* Part 98, *Protection of Pupil Rights Amendment*;
- 20 *U.S.C.* 7151, *Gun-Free Schools Act* and *N.J.S.A.* 18A:37-7 through 12, *Zero Tolerance for Guns Act*;
- 20 *U.S.C.* 7171, *Transfer of Student Disciplinary Records* and *N.J.S.A.* 18A:36- 19a, *Record requests for newly enrolled students*; and
- P.L. 102-321, Section 1926, *Synar Amendment* and *N.J.S.A.* 26:3D-17, *Smoking Prohibitions in Educational*

Institution.

Shall maintain a policy requiring referral to the appropriate law enforcement agency any student who brings a firearm or weapon to a school served by the LEA, pursuant to 20 U.S.C. 7151(h) and N.J.A.C. 6A:16-5.5(d)4 and 5.6(d)4.

Shall maintain a description of the circumstances surrounding all student removals imposed under the one-year removal requirement for firearms offenses, pursuant to 20 U.S.C. 7151, *Gun-Free Schools Act, N.J.S.A. 18A:37-7 through 12, Zero Tolerance for Guns Act* and N.J.A.C. 6A:16-5.5, *Removal of students for firearms offenses*, which includes, at a minimum, the name of the school concerned, the number of students removed from the school, and the type of firearms concerned, as reported on the Electronic Violence and Vandalism Reporting system, pursuant to N.J.A.C. 6A:16-5.3. Additionally, pursuant to N.J.A.C. 6A:16-5.5(b)1i, the chief school administrator will develop and maintain a written record of any case-by-case modifications of the one-year removal requirement made by the chief school administrator.

Applicant Agency

Signature: *Chief School Administrator,
Chief Executive Officer (or equivalent)*

Date

Typed Name and Title

Documentation of Federal Compliance (DUNS/SAM) form

Note: this form must be completed and returned by the applicant prior to any award being made.

Please print out and attach a copy of the applicant's Entity Overview Page from their www.sam.gov registration to this form.

Part I – Applicant Organization

Organizational Name of Applicant _____

Address
(including zip + 4 code) _____

Congressional District _____

DUNS number _____

Expiration Date of SAM.GOV registration _____

Part II – Primary Place of Performance under this award

City _____

Congressional District _____

County _____

Part III– Parent Organization

Is the applicant owned or controlled by another entity? _____ Yes _____ No.

If yes, please provide the following:

Parent organization name _____

Parent organization DUNS number _____

Documentation of Federal Compliance form, page 2

Part IV – Executive Compensation Disclosure Criteria

Please circle the appropriate response to the questions below:

Question 1: In the preceding fiscal year, did the applicant receive at least \$25 million in federal awards?

(Yes/No)

Question 2: In the preceding fiscal year, did the applicant receive at least eighty (80) percent of their gross annual revenues from federal awards?

(Yes/No)

If the applicant answered YES to both questions, in the space below, please provide the name and total compensation of the five (5) most highly compensated officers of the applicant organization.

I certify that this information is complete and correct. Furthermore, the applicant certifies that it has completed its registration on the federal System for Award Management website, found at www.sam.gov and shall maintain a current registration throughout the grant period.

Signature of Chief School Administrator or equivalent

Name and Title

Date: _____

Page ____ of ____

PROJECT ABSTRACT

Copy this page as needed

Applicant (Lead) Agency: _____

NGO Title: _____ **NGO #:** _____

Date: _____

Page ____ of ____

STATEMENT OF NEED

Copy this page as needed

Applicant (Lead) Agency: _____

NGO Title: _____ **NGO #:** _____

Date: _____

Page ____ of ____

PROJECT DESCRIPTION
Copy this page as needed

Applicant (Lead) Agency: _____

NGO Title: _____ NGO #: _____

Date: _____

Page ____ of ____

GOALS, OBJECTIVES AND INDICATORS

Copy this page as needed

Applicant (Lead) Agency: _____

NGO Title: _____ **NGO #:** _____

Date: _____

Page ____ of ____

ORGANIZATIONAL COMMITMENT AND CAPACITY

Copy this page as needed

Applicant (Lead) Agency: _____

NGO Title: _____ **NGO #:** _____

BUDGET DETAIL FORM A

Date: _____

*Personal Services - Salaries
Function & Object Codes 100-100 and 200-100*

NGO TITLE:	<input type="checkbox"/> Check box if this is a subgrantee form and identify subgrantee below.
APPLICANT (LEAD) AGENCY:	SUBGRANTEE:

NOTES: Copy this form. Refer to Part III, Constructing a Grant Application Budget, of the *Discretionary Grant Application* for instructions. Complete all columns. Use multiple lines for a single entry if necessary.

PROJECT GOAL/ OBJECTIVE/ ACTIVITY	FUNCTION & OBJECT CODE	POSITION/NAME	COST CALCULATION	GRANT REQUEST AMOUNT
			For full-time positions: total annual salary x percent of time to the grant project = total For part-time positions: rate (\$) per hour x number of hours per week x number of weeks per year = total	

Date: _____

BUDGET DETAIL FORM B

*Personal Services – Employee Benefits
Function & Object Code 200-200*

NGO TITLE:	<input type="checkbox"/> Check box if this is a subgrantee form and identify subgrantee below.
APPLICANT (LEAD) AGENCY:	SUBGRANTEE:

NOTES: Copy this form. Refer to Part III, Constructing a Grant Application Budget, of the *Discretionary Grant Application* for instructions. Complete all columns. Use multiple lines for a single entry if necessary.

POSITION/NAME	GRANT REQUESTED SALARY AMOUNT	FICA <u>7.65%</u>	TPAF -----%	PERS -----%	WRKR'S COMP ----- %	UNEMPLY. ----- %	DISABIL. ----- %	HEALTH -----%	OTHER SPECIFY: -----%	TOTAL % OF BENEFITS	GRANT REQUEST AMOUNT (BENEFITS ONLY)

BUDGET DETAIL FORM C

Date: _____
 - _____

*Purchased Professional and Technical Services
 Function & Object Codes 100-300 and 200-300*

NGO TITLE:	<input type="checkbox"/> Check box if this is a subgrantee form and identify subgrantee below.
APPLICANT (LEAD) AGENCY:	SUBGRANTEE:

NOTES: Copy this form. Refer to Part III, Constructing a Grant Application Budget, of the *Discretionary Grant Application* for instructions. Complete all columns. Use multiple lines for a single entry if necessary.

PROJECT GOAL/ OBJECTIVE/ ACTIVITY	FUNCTION & OBJECT CODE	DESCRIPTION/PURPOSE	RATE: HOURLY, DAILY, FLAT FEE	TIME REQUIRED	GRANT REQUEST AMOUNT

BUDGET DETAIL FORM D

Date: _____
 - -

Supplies and Materials
Function & Object Codes 100-600 and 200-600

NGO TITLE:	<input type="checkbox"/> Check box if this is a subgrantee form and identify subgrantee below.
APPLICANT (LEAD) AGENCY:	SUBGRANTEE:

NOTES: Copy this form. Refer to Part III, Constructing a Grant Application Budget, of the *Discretionary Grant Application* for instructions. Complete all columns. Use multiple lines for a single entry if necessary.

PROJECT GOAL/ OBJECTIVE/ ACTIVITY	FUNCTION & OBJECT CODE	ITEM DESCRIPTION	UNIT COST (UC)	QUANTITY (Q)	GRANT REQUEST AMOUNT (GR)

BUDGET DETAIL FORM E

Date: _____
 - -

Equipment
 Function & Object Codes 400-731 and 400-732

NGO TITLE:	<input type="checkbox"/> Check box if this is a subgrantee form and identify subgrantee below.
APPLICANT (LEAD) AGENCY:	SUBGRANTEE:

NOTES: Copy this form. Refer to Part III, Constructing a Grant Application Budget, of the *Discretionary Grant Application* for instructions. Complete all columns. Use multiple lines for a single entry if necessary.

PROJECT GOAL/ OBJECTIVE/ ACTIVITY	FUNCTION & OBJECT CODE	ITEM DESCRIPTION	UNIT COST (UC)	QUANTITY (Q)	GRANT REQUEST AMOUNT (GR)

Date: _____

BUDGET DETAIL FORM F

*Other Purchased Services, Other Objects, Purchased Property Services, Travel, Indirect Costs, Buildings
Function & Object Codes 100-500, 100-800, 200-400, 200-500, 200-580, 200-800, 200-860, 400-720*

NGO TITLE:	<input type="checkbox"/> Check box if this is a subgrantee form and identify subgrantee below.
APPLICANT (LEAD) AGENCY:	SUBGRANTEE:

NOTES: Copy this form. Refer to Part III, Constructing a Grant Application Budget, of the *Discretionary Grant Application* for instructions. Complete all columns. Use multiple lines for a single entry if necessary.

PROJECT GOAL/ OBJECTIVE/ ACTIVITY	FUNCTION & OBJECT CODE	DESCRIPTION/COST CALCULATION	GRANT REQUEST AMOUNT

NJ DEPARTMENT OF EDUCATION

APPLICATION FOR FUNDS - BUDGET SUMMARY

Applicant (Lead) Agency: _____ CO/Lead Agency Code: ____ / _____

NGO Title: _____ NGO#: _____

BUDGET CATEGORY	FUNCTION & OBJECT CODE	GRANT FUNDS REQUESTED			TOTAL <i>Sum of columns 1-3</i> (Column 4)	ADMIN. COST SUMMARY (Column 5)
		STATE FUNDS (Column 1) (Column 3)	FEDERAL FUNDS (Column 2)	OTHER FUNDS		
INSTRUCTION						
Personal Services - Salaries	100-100					
Purchased Professional & Technical Services	100-300					
Other Purchased Services	100-500					
Supplies and Materials	100-600					
Other Objects	100-800					
SUBTOTAL - INSTRUCTION						
SUPPORT SERVICES						
Personal Services - Salaries	200-100					
Personal Services – Employee Benefits	200-200					
Purchased Professional & Technical Services	200-300					
Subgrant Cost Summary	200-320					
Purchased Property Services	200-400					
Other Purchased Services	200-500					
Travel	200-580					
Supplies and Materials	200-600					
Other Objects	200-800					
Indirect Costs	200-860					

SUBTOTAL - SUPPORT SERVICES						
FACILITIES ACQUISITION & CONSTR. SVCS						
Buildings	400-720					
Instructional Equipment	400-731					
Noninstructional Equipment	400-732					
SUBTOTAL - FACILITIES						
TOTAL COST						

TOTAL AMOUNT OF MATCHING FUNDS COMMITTED TO THIS PROJECT*:

**Complete only when there is a matching funds requirement in the NGO.*

\$ _____

final – 10/00

Business Administrator/Chief Fiscal Officer

Date

MATCHING FUNDS SUMMARY & EXPENDITURE REPORT

(Complete this form only when required by the NGO)

NGO TITLE:	<input type="checkbox"/> Check box if matching funds are provided by a subgrantee. Identify the subgrantee below.
APPLICANT (LEAD) AGENCY:	SUBGRANTEE:

Complete this box for Matching Funds expenditure Reporting:	Report #: _____	<input type="checkbox"/> Check box if FINAL report
	Reporting Period: (from) _____ (to) _____	

NOTES: Copy this form. Refer to the *Constructing a Grant Application Budget* in the Discretionary Grant Application for instructions.

PROJECT GOAL/ OBJECTIVE/ ACTIVITY	COST CATEGORY <i>(e.g., salaries, supplies, equipment, etc.)</i>	MATCHING FUNDS BUDGETED <i>(by cost category)</i>	MATCHING FUNDS EXPENDED <i>(by category)</i>
TOTAL MATCHING FUNDS BUDGETED:			
*TOTAL MATCHING FUNDS EXPENDED:			

*Use a copy of this form for reporting matching expenditures when submitting interim and final expenditure reports.