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| *Expanding Access to Climate Change Education and the New Jersey Student Learning Standards through Climate Change Learning Collaboratives*  24-WB06-G02  Program Term Date: April 1, 2024 – March 31, 2025  Application Due Date: Tuesday, February 13, 2024 no later than 4:00 P.M. |
| Angelica Allen-McMillan, Ed.D.  Acting Commissioner of Education  Jorden Schiff, Ed.D.  Assistant Commissioner  Sarah Sterling-Laldee  Senior Climate Change Education Advisor  Division of Teaching and Learning Services  FY 2024  ORG/APU #: 5063-359  New Jersey Department of Education  P.O. Box 500 ● Trenton, NJ 08625-0500 |

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

When responding to this NGO, applicants must use the EWEG online application system on the NJDOE’s [Homeroom](http://homeroom.state.nj.us/) webpage. Please refer to the NJDOE’s [Discretionary Grants](http://www.nj.gov/education/grants/discretionary) webpage for the NGO and click on “Available Grants” for information about when the EWEG application will be online. The responsibility for a timely submission resides with the applicant. The Application Control Center (ACC) must receive the completed application through the online EWEG system through the NJDOE Homeroom webpage by no later than 4:00 P.M. on the due date of the application. Without exception, the ACC will not accept and the Office of Grants Management (OGM) cannot evaluate an application submitted after this deadline for funding consideration.

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

# Grant Program Information

## Purpose of the NGO

**Background**

With the adoption of the [2020 New Jersey Student Learning Standards (NJSLS) that integrate Climate Change Education](https://mcas-proxyweb.mcas.ms/certificate-checker?login=false&originalUrl=https%3A%2F%2Fwww.nj.gov.mcas.ms%2Feducation%2Fstandards%2Fclimate%2Flearning%2Fgradeband%2Findex.shtml%3FMcasTsid%3D20892&McasCSRF=64a85783aa3c96066fa0e09d913e5f185b0db763d7fa4727d5f6b43f6ada24bf), New Jersey became the first state in the nation to require the teaching of climate change across multiple content areas (i.e., Visual and Performing Arts; Comprehensive Health and Physical Education; Science; Social Studies; World Languages; Computer Science and Design Thinking; Career Readiness, Life Literacies, and Key Skills). Additionally, the 2023 NJSLS in [English Language Arts (ELA)](https://www.nj.gov/education/standards/ela/Index.shtml) and [Mathematics](https://www.nj.gov/education/standards/math/Index.shtml) identify the standards through which climate change topics could be integrated as an interdisciplinary, authentic learning experience. Collectively, these initiatives prepare students to understand how and why climate change happens, the impact it has on our local and global communities, and how to act in informed and sustainable ways.

In the fiscal year (FY) 2023 State budget, Governor Phil Murphy allocated $4.5 million to support the implementation of climate change education in New Jersey. The New Jersey Department of Education (NJDOE) administered the *Climate Awareness Education* grant opportunities (NGO #’s [23-WB01-G02](https://mcas-proxyweb.mcas.ms/certificate-checker?login=false&originalUrl=https%3A%2F%2Fwww.nj.gov.mcas.ms%2Feducation%2Fgrants%2Fopportunities%2F2023%2F23-WB01-G02.shtml%3FMcasTsid%3D20892&McasCSRF=64a85783aa3c96066fa0e09d913e5f185b0db763d7fa4727d5f6b43f6ada24bf) and [23-WB02-G02](https://mcas-proxyweb.mcas.ms/certificate-checker?login=false&originalUrl=https%3A%2F%2Fwww.nj.gov.mcas.ms%2Feducation%2Fgrants%2Fopportunities%2F2023%2F23-WB02-G02.shtml%3FMcasTsid%3D20892&McasCSRF=64a85783aa3c96066fa0e09d913e5f185b0db763d7fa4727d5f6b43f6ada24bf)) in fulfillment of this appropriation. In the FY 2024 State budget, Governor Murphy allocated an additional $4.5 million to support the implementation of climate change education in New Jersey. The NJDOE is offering this grant opportunity in partial fulfillment of the FY 2024 State budget appropriation.

**Overview**

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

1. Establish a statewide network to support local education agencies (LEAs) in implementing climate change education initiatives through the creation of regional (northern, central, southern) Climate Change Learning Collaboratives (CCLCs) at New Jersey institutes of higher education (IHEs), with the support of community-based nonprofit organizations (CBOs) engaged in place-based environmental education in each region.
2. Increase the number and content-area diversity of K-12 educators prepared to teach high quality, standards-aligned climate change education.

The regional CCLCs will increase the knowledge and skillset of New Jersey’s educators by providing professional development, technical assistance, and experiential learning opportunities. The CCLCs will guide educators in developing and identifying high quality instructional materials that are locally focused and culturally responsive, implement program evaluation strategies, and foster the opportunity for educators to collaborate and innovate with neighboring LEAs.

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

The NJDOE expects to make a minimum of three, but up to six, awards to New Jersey IHEs. Applicants may each apply for up to $325,000.

The project period is April 1, 2024 to March 31, 2025.

**Application Type: Limited Competitive\***

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

**Eligibility to Apply**

This limited competitive grant opportunity is open to two-year and four-year New Jersey-based IHEs with approved [Certificate of Eligibility with Advanced Standing](https://mcas-proxyweb.mcas.ms/certificate-checker?login=false&originalUrl=https%3A%2F%2Fwww.nj.gov.mcas.ms%2Feducation%2Fcertification%2FCEAS_Preparation_Program_Providers.shtml%3FMcasTsid%3D20892&McasCSRF=64a85783aa3c96066fa0e09d913e5f185b0db763d7fa4727d5f6b43f6ada24bf) or [Certificate of Eligibility](https://mcas-proxyweb.mcas.ms/certificate-checker?login=false&originalUrl=https%3A%2F%2Fwww.nj.gov.mcas.ms%2Feducation%2Fcertification%2FCEprogramproviders.shtml%3FMcasTsid%3D20892&McasCSRF=64a85783aa3c96066fa0e09d913e5f185b0db763d7fa4727d5f6b43f6ada24bf) teacher preparation programs. An eligible IHE may submit only one application. To effectively support the implementation of climate change education across content areas, the IHE grant project team must include, at a minimum, three staff members from the IHE:

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

One of these three grant project team members must be designated as the “lead applicant” for the grant application. Applicants will be required to complete and upload a Documentation of Eligibility form detailing the grant project team (see [Appendix 1](#_Appendix_1:_Documentation)) and a two-page resume for each member of the grant project team. For new grant-related positions at the IHE, additional information will be required (see [Section II.10.](#_Eligible_Costs)).

Applicants will also be responsible for identifying at least one CBO that is currently engaged in place-based environmental education in their region to serve as a partner (see [Section I.7.](#_Application_Review_Criteria) for regional designations). The NJDOE requires applicants to develop partnerships to ensure the development of culturally responsive and locally focused learning opportunities for participating LEAs. Applicants will be required to complete and upload the Documentation of Required Collaboration forms (see Appendices [3](#_Appendix_3:_Documentation) and [4](#_Appendix_4:_Documentation)) for each CBO partner. Applicants must ensure the mission, vision, and general services of the CBO partner(s) align with the intent of the NJSLS and the goals of this grant program.

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

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

FFATA Executive Compensation Disclosure Criteria:

In the preceding fiscal year, if an applicant:

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

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

## Award Management SAM Application

Prior to applying for a grant application, a LEA, CBO, or IHE must provide the requisite information in the SAM section in the NJDOE’s EWEG system. The entity will need its valid UEI to complete this step.

Key steps/actions:

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

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

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

## Dissemination of This Notice

The Office of the Assistant Commissioner will make this notice available to eligible applicants listed in [Section I.1.](#_Purpose_of_the) based upon the eligibility statement, to the Office of Comprehensive Support Team Leaders, and to the county superintendents of the counties in which the eligible agencies are located.

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

## Access to the EWEG Application

Each eligible applicant must have login credentials to access the application through the EWEG system. LEA applicants should contact their district’s Web (Homeroom) Administrator for access. Non-LEA applicants should request access by sending an email to: [eweghelp@doe.nj.gov](mailto:eweghelp@doe.nj.gov). Please allow up to 24-48 hours for the registration to be completed in the EWEG system.

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

Please direct all questions regarding the EWEG system to the EWEG help desk: [eweghelp@doe.nj.gov](mailto:eweghelp@doe.nj.gov).

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

## Application Submission

The Office of Grants Management’s Application Control Center (ACC) must receive the completed application through the EWEG system accessible through the NJDOE’s Homeroom webpage **no later than 4:00 P.M. on Tuesday, February 13, 2024.** Without exception, the ACC will not accept nor evaluate an application after this deadline for funding consideration.

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

Completed applications are those that include all elements listed in [Section II.1.](#_General_Instructions_for), General Instructions for Applying, and [Section II.5.](#_Application_Component_Required_1), Application Component Required Uploads. See [Appendix 5](#_Appendix_5:_Application) for an application component checklist. Applications received by the due date and specified time will be screened to determine whether they are, in fact, eligible for consideration. The NJDOE reserves the right to reject any application not in conformance with the requirements of this NGO.

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

## Application Review Criteria

To be considered for 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 Abstract, Need, Project Description, Project Activity Plan, Goals/Objectives/Indicators, and Commitment and Capacity, the Budget Tabs, and all required documentation uploaded as noted in [Section II.5](#_Application_Component_Required_1). In addition to how well the content addresses [Section II.4.](#_Project_Design_Considerations), 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), Purpose of the NGO, and [Section II.4.](#_Project_Design_Considerations), Project Design Considerations. 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 NGO.

For the purposes of this grant program, New Jersey has been geographically divided into three regions (northern, central, and southern). The table below indicates the counties located within each of the three regions. The location of the IHE will determine the regional designation.

**Regional Distribution of New Jersey Counties**

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

The NJDOE expects to make a minimum of three, but up to six, awards, provided there are enough applications that receive a passing score (i.e., 70 points) during the application review process. The NJDOE will make up to two awards per region in rank order by region, provided there are enough applications that receive a passing score in each region.

If there are not enough applications that receive a passing score to make two awards in each region, the NJDOE expects to distribute the remaining funds in the following order to applicants with passing scores until funding is exhausted:

1. If only one award can be made in a region, the funds from the remaining award intended for that region will be allocated to the successful applicant in that region.
2. If no awards can be made in a region, the remaining awards intended for that region will be made in rank order by score, regardless of region.
3. Any remaining award funds will be allocated evenly to all the successful applicants.

Prior to any changes in an applicant’s expected budgetary allowance, the applicant will be required to amend their original application to reflect the revised budgetary allowance and to indicate their understanding of the revised grant program responsibilities, as determined by the Program Office (Office of the Assistant Commissioner), associated with the revised budgetary allowance.

## Grantee Award Notifications

The EWEG system notifies applicants of awards through emails to individuals listed in the Contacts Tab. A list will also be posted on the NJDOE’s website under the Office of Grants Management> 2024 NGOs> Expanding Access to Climate Change Education and the New Jersey Student Learning Standards through Climate Change Learning Collaboratives > Awardee List.

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

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

## Open Public Records

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

# Completing the Application

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

## General Instructions for Applying

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

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

Budget Tab – All related subtabs.

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

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

## Application Technical Assistance Session

**Thursday, January 25, 2024**

**Teams Virtual Meeting: Click** [**here**](https://homeroom5.doe.state.nj.us/events/) **to register.**

**In-person Meeting:** Preregistration is required by [insert date]. Please register [online](https://homeroom5.doe.state.nj.us/events/) here

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

Please direct questions regarding the EWEG online application system to [eweghelp@doe.nj.gov](mailto:eweghelp@doe.nj.gov). Please direct programmatic questions to [climateeducation@doe.nj.gov](mailto:climateeducation@doe.nj.gov). All questions must be submitted electronically to one of the email addresses above. No questions will be answered live during this session. Answers to any programmatic questions received by Monday, January 29, 2024 at [climateeducation@doe.nj.gov](mailto:climateeducation@doe.nj.gov) will be posted on the NGO webpage by Wednesday, January 31, 2024. The Program Office is not permitted to provide a response to programmatic questions received after Monday, January 29, 2024.

## Grant Deliverables

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

## Project Design Considerations

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

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

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

* Focus on local issues and opportunities in a culturally responsive manner.
* Be student-driven in nature.
* Engage students in collaborative, interdisciplinary projects.
* Extend learning beyond the classroom through opportunities for students to:
  + Interact with local ecosystems.
  + Become involved in local climate solutions and/or mitigation efforts.
  + Engage with community-based partners in dialogue and learning obtained through real-world experiences.

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

### Mandatory Goals

The overarching goals of this grant program are to:

1. Establish a statewide network to support LEAs in implementing climate change education initiatives through the creation of regional (northern, central, southern) CCLCs at New Jersey IHEs, with the support of CBOs engaged in place-based environmental education in each region.
2. Increase the number and content-area diversity of K-12 educators well prepared to teach high quality, standards-aligned climate change education.

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

### Mandatory Objectives

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

**Training and Assistance**

1. **Professional development**: The CCLCs must provide professional development events that will support LEAs with the implementation of the NJSLS.
2. Professional development events should cover, but are not limited to, the following topics:
3. The base climate change subject knowledge needed to teach standards-aligned climate change education in K-12 classrooms and across all nine content areas, with a focus on local knowledge most relevant to students’ everyday lives.
4. How to effectively identify, develop, and implement high quality, standards-aligned, interdisciplinary, project-based K-12 climate change education unit plans.
5. How to create and/or identify opportunities for student engagement in local climate change research, sustainability initiatives, and other experiential learning opportunities.
6. Relevant technology and/or tools that can be integrated into climate change education unit plans.
7. How to utilize self-assessment tools to provide ongoing feedback on implementation progress and set goals for improvement moving forward.
8. Ways to expand climate change education initiatives through external grant, award, and certification programs, the establishment of a green team, and the development of a sustainability plan.
9. To more effectively serve LEAs across the entire state, at least one in-person professional development event must be held in each of New Jersey’s 21 counties during the project period.
10. For the purposes of the application, applicants should assume they will be responsible for providing these in-person professional development events to the counties in their region (see [Section I.7.](#_Application_Review_Criteria) for regional designation).
11. In the event that two CCLCs are designated in a region, the county responsibilities in the region will be divided between the two CCLCs.
12. The final determination as to the counties each CCLC will be responsible for providing these in-person professional development events to is contingent on the total number of awards made and the regional locations of all the CCLCs.
13. Final county responsibilities will be assigned to CCLCs by the Program Office.
14. The CCLC will be responsible for securing event space (e.g., a conference room at a community college, etc.) to host the in-person professional development events.
15. At least two professional development events must take place in each calendar month of the project period starting in June 2024.
    * + 1. The applicant will determine the number and format (e.g., in-person, virtual, asynchronous, etc.) of any additional professional development events to include in their project plan.
16. CCLCs may subcontract with their CBO partner(s) to provide professional development events on their behalf.
17. The proposed CBO partner(s) and their qualifications to provide the contracted professional development events must be detailed in the application, and the Documentation of Required Collaboration forms (see Appendices [3](#_Appendix_3:_Documentation) and [4](#_Appendix_4:_Documentation)) must be filled out for each CBO partner and submitted with the application.
18. Applicants must ensure the mission, vision, and general services of the CBO partner(s) align with the intent of the NJSLS and the goals of this grant program.
19. The final determination as to the suitability of the proposed CBO partner(s) to provide professional development events in alignment with the intent of NJSLS and the goals of this grant program will be determined by the NJDOE.

1. **Instructional materials**: The CCLCs must assist LEAs in identifying and developing high quality, standards-aligned, interdisciplinary instructional materials (e.g., project-based unit plans, teaching tools, and activities).
2. The applicant is reminded that the NJSLS are *what* LEAs must teach, but LEAs have local control over *how* they teach the standards (i.e., the specific lesson plans, resources, activities used, etc.).
3. Any development of instructional materials must be done in collaboration with LEAs to ensure the utility of the resources developed.
4. The NJDOE has compiled [standards-aligned instructional materials](https://mcas-proxyweb.mcas.ms/certificate-checker?login=false&originalUrl=https%3A%2F%2Fwww.nj.gov.mcas.ms%2Feducation%2Fstandards%2Fclimate%2Finstructional%2Findex.shtml%3FMcasTsid%3D20892&McasCSRF=64a85783aa3c96066fa0e09d913e5f185b0db763d7fa4727d5f6b43f6ada24bf), developed [informational videos](https://mcas-proxyweb.mcas.ms/certificate-checker?login=false&originalUrl=https%3A%2F%2Fwww.nj.gov.mcas.ms%2Feducation%2Fstandards%2Fstamp%2Fta%2Fvideo%2F%3FMcasTsid%3D20892&McasCSRF=64a85783aa3c96066fa0e09d913e5f185b0db763d7fa4727d5f6b43f6ada24bf" \t "_blank), and provided [guidance for designing and evaluating instructional materials](https://mcas-proxyweb.mcas.ms/certificate-checker?login=false&originalUrl=https%3A%2F%2Fwww.nj.gov.mcas.ms%2Feducation%2Fstandards%2Fdei%2Fmaterials%2Findex.shtml%3FMcasTsid%3D20892&McasCSRF=64a85783aa3c96066fa0e09d913e5f185b0db763d7fa4727d5f6b43f6ada24bf) that applicants are encouraged to use as a starting point when developing a plan to assist LEAs in identifying instructional materials.

1. **Instructional opportunities**: The CCLCs must assist LEAs in identifying and developing locally focused, high quality, standards-aligned, interdisciplinary instructional opportunities (e.g., local experiential learning opportunities for students).
2. CCLCs must support LEAs in identifying or developing an experiential learning opportunity within their local community directly related to the NJSLS that may be leveraged in support of climate change education.
3. For the purposes of this grant, experiential learning opportunities are learning activities that extend climate change education beyond the classroom, providing opportunities for students to interact with local ecosystems, become involved in climate solutions, and engage with community-based partners in dialogue and learning obtained through real-world experiences.
4. CCLCs are permitted to subcontract with their CBO partner(s) to provide LEAs with an experiential learning opportunity or the technical training and support to develop an experiential learning opportunity themselves.
   * + 1. The proposed CBO partner(s) and their qualifications to provide the contracted experiential learning opportunity or technical training and support must be detailed in the application, and the Documentation of Required Collaboration Forms (see Appendices 3 and 4) must be filled out for each CBO partner and submitted with the application.
       2. Applicants must ensure the mission, vision, and general services of the CBO partner(s) align with the intent of the NJSLS and the goals of this grant program.
       3. The final determination as to the suitability of the proposed CBO partner(s) to provide an experiential learning opportunity or the technical training and support in alignment with the intent of the NJSLS and the goals of this grant program will be determined by the NJDOE.

1. **Technical assistance**: The CCLCs must provide LEAs with technical assistance related to their climate change education initiatives.
2. This includes, but is not limited to, guidance in the use of technology, teaching tools, and instructional materials, applying for non-NJDOE grants, awards, and certifications, establishing green teams, and assisting administrators in developing a sustainability plan.

1. **Evaluation strategies**: The CCLCs must assist LEAs in utilizing self-assessment tools to determine their progress towards full implementation of the NJSLS via locally focused, high quality, standards-aligned, interdisciplinary instruction and setting goals for improvement.
   * 1. LEA grantees of the Program Office will be asked to provide self-assessment data as a part of regular reporting. The CCLCs must assist the LEA grantees in gathering and analyzing that data to inform goalsetting.

**Partnership and Network Development**

1. **CBO partnerships:** The CCLCs must partner with at least one CBO that is engaged in locally focused environmental education in their region to support culturally responsive and place based professional development, experiential learning opportunities, and technical assistance.
2. For the partnership requirement to be met by the CCLCs, they must complete the following tasks:
3. Hold regular meetings with their CBO partner(s).
4. Collect programmatic and fiscal data from their CBO partner(s) regarding any services, subcontracted or otherwise, that the CBO partner(s) engage(s) in as a part of the partner agreement with the CCLCs.
5. **LEA partnerships**: The CCLCs must partner with LEAs that receive FY 2024 climate change education grant opportunities administered by the Program Office.
6. LEAs who are awarded FY 2024 climate change education funding through the Program Office will be required to initiate a partnership with a CCLC.
7. For the partnership requirement to be met by an LEA, the LEA must complete at least one of the following tasks:
8. Participate in a professional development event offered by the CCLC.
9. Seek guidance and mentorship from CCLC staff, CBO partners, and other participating LEAs (e.g., regarding instructional materials, technical assistance, evaluation strategies, etc.).
10. Engage with experiential learning opportunities or technical training provided through the CCLC and CBO partner(s).
11. The regional CCLCs will be required to keep records of interactions with LEA grantees of the Program Office to ensure the partnership requirement is met.
12. Additional information about the FY 2024 LEA grant opportunities and the partnership requirement will be provided by the Program Office to the selected CCLCs.

1. **CCLC network development**: The CCLCs must provide LEAs within their region multiple opportunities to network, collaborate, and innovate with fellow educators at neighboring LEAs and CBOs engaged in locally focused environmental education in their region to foster the development of a statewide climate change education support network.
2. CCLCs must create an email listserv or a cloud-based collaboration site for LEAs and provide at least one additional face-to-face networking opportunity for LEAs (e.g., in-person, virtual, etc.) every two months.
3. The additional networking opportunity could take many forms, including, but not limited to, events exclusively for this purpose and dedicated networking time at professional development events.

1. **Regional CCLC promotion**: The CCLCs must promote their services to recruit and engage LEAs.
2. CCLCs must develop and maintain a dedicated email address for their regional CCLCs.
3. The email inbox must be checked daily to ensure timely communication with interested LEAs.
4. CCLCs must develop and maintain a website/webpage containing information promoting the regional CCLC’s services, share the CCLC’s email address, and share the work of the LEAs that partner with the CCLC.
5. The website/webpage must be updated at least once per month to keep the content current.

**Culminating Events**

1. **CCLC culminating event**: The CCLC must plan and coordinate a CCLC-wide culminating event at the end of the project period to showcase the work completed by CCLC staff and the CBO and LEA partners.
2. The event can be held no sooner than three-quarters of the way through the project period.
3. The format of the event (e.g., in-person, virtual, etc.) will be determined by the grantee.

### Mandatory Project Design Elements

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

1. **Initial planning period**: The first two months of the project period (April and May 2024) must be used by the CCLCs to establish the CCLC framework and to prepare to implement the project plan in the approved application (e.g., creation of webpages/websites, planning of professional development events, etc.).
2. Starting June 1, 2024, the CCLCs must be ready to provide services to interested LEAs.
3. **Standards aligned**: CCLCs must ground all work completed through this grant program in the [2020 NJSLS supporting Climate Change Education](https://mcas-proxyweb.mcas.ms/certificate-checker?login=false&originalUrl=https%3A%2F%2Fwww.nj.gov.mcas.ms%2Feducation%2Fstandards%2Fclimate%2Flearning%2Fgradeband%2Findex.shtml%3FMcasTsid%3D20892&McasCSRF=64a85783aa3c96066fa0e09d913e5f185b0db763d7fa4727d5f6b43f6ada24bf) and the climate change opportunities within the 2023 [ELA](https://www.nj.gov/education/standards/ela/Index.shtml) and [Mathematics](https://www.nj.gov/education/standards/math/Index.shtml) NJSLS.
4. **Interdisciplinary focus**: Climate Change Education spans across all content areas.
5. CCLCs must thoroughly support the implementation of climate change education in the science content area *and* the other non-science content areas.
6. **All grade bands**: The NJSLS differ across grade bands (i.e., K-2, 3-5, 6-8, and 9-12).
7. CCLCs must thoroughly support the implementation of climate change education across all K-12 grade bands, as a “one-size fits all” approach will not be appropriate.
8. **Serve LEAs as a whole**: Educators are only one component of LEA staff.
9. CCLCs must support the LEAs as a whole (i.e., educators, administrators, supervisors, students, etc.) in the implementation of their climate change education initiatives.
10. **Students are the ultimate beneficiaries**: Although much of the work of the CCLCs will be completed through interactions with LEA staff, students will be the ultimate beneficiaries of the efforts undertaken through this grant program.
11. CCLCs should focus their efforts on supporting culturally responsive, local, student-driven, project-based, collaborative, interdisciplinary, and innovative approaches to extend climate change education beyond the classroom, providing opportunities for students to interact with local ecosystems, become involved in climate solutions, and engage with community-based partners in dialogue and learning obtained through real-world experiences.
12. **Timing**: CCLCs must consider timing when developing their overall project plan (e.g., the start and end of the school year and fiscal year, during standardized testing periods, etc. tend to be busy for LEAs) and vary event times (e.g., summer, during the school year on weekends, after school, etc.) to accommodate different schedules.
13. **Equitable access for all eligible LEAs**: CCLCs must provide equitable access to CCLC services to all eligible LEAs in the CCLC’s regional area.
14. The Program Office will provide CCLCs with a list of eligible LEAs.
15. For CCLC events constrained by occupancy limits, preference must be given to LEAs that are required to partner with the CCLCs as a condition of a grant opportunity administered by the Program Office and may be given to LEAs within the same geographic region as the CCLC.
16. During the project period, the grantee should review their project plans and adjust them if needed, and as approved by the Program Office, to meet the level of interest from LEAs.
17. Additionally, LEAs will be at different stages of implementing their climate change education initiatives, and services should be adjusted accordingly to meet the needs of each LEA.
18. The following information is provided to applicants for planning purposes.
19. In the 2022-2023 school year, there were 671 operating New Jersey LEAs. Using the regional designations outlined in [Section I.7.](#_Application_Review_Criteria), there are 270 LEAs in the northern region of the state, 182 LEAs in the central region of the state, and 219 LEAs in the southern region of the state.
20. **Not for profit**: CCLCs and their partner CBO(s) are not permitted to profit from events, work products, etc. undertaken or developed through this grant program.
21. CCLCs and their partner CBO(s) may not charge LEAs fees for any services (e.g., professional development events, instructional materials, experiential learning opportunities, technical assistance, evaluation strategies, etc.) provided through the CCLCs.
22. CCLCs and their partner CBO(s) may not commercialize work products developed under this grant program and must make any work products developed under this grant program freely available. Work products developed under this grant program must remain non-commercialized and freely available after the end of the project period.
23. **Community of practice**: CCLCs must facilitate and participate in a community of practice among the regional CCLCs.
24. Establishing a statewide support network for the implementation of climate change education requires a positive, collaborative atmosphere among CCLCs.
25. Collaboration between the regional CCLCs is key to maximizing the expertise within each entity and providing high quality services to LEAs.
26. **Program persistence**: Successful programs established with this funding should be sustainable beyond the end of the project period.
27. **Reports and data collection**: CCLCs must assist in the collection and analysis of qualitative and quantitative data to evaluate LEA progress on the implementation of their climate change education initiatives and assess the overall effectiveness of the regional CCLCs.
28. Additional details on the reporting and data collection requirements are provided in [Section III.](#_Grant_Agreement_and) and [Appendix 6](#_Appendix_6:_Project) of this NGO.

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

**Project Abstract [0 points]**

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

**Needs** **[0 points]**

The Statement of Need identifies the local conditions and/or needs that justify the project proposed in the application. A “need” in this context is defined as the difference between the current conditions and the outcomes that the applicant would like to achieve (see above for mandatory goals, objectives, and project design elements). 

In the Statement of Need, applicants must address the following:

1. Identify the conditions and/or needs that justify the project.
2. Applicants are encouraged to provide supporting information to substantiate the stated conditions and/or needs. Supporting information may include, but is not limited to, demographics, test data, descriptions of target population(s), student data, and personnel data and research.
3. Explain how the applicant’s proposed programming addresses (1) the stated conditions and/or needs and (2) the mandatory goals listed previously in this section.
4. Do not attempt to address problems that are beyond the scope of the grant program and/or that do not align with the mandatory goals, objectives, and project design elements of this grant program as described previously in this section.

**Project Description [46 points]**

Describe in a detailed narrative the complete project design and the plan for implementing the project. Write clearly and succinctly, focusing on quality and not quantity. Include specific examples of systems, unit plans, or design approaches that will be incorporated and justification for their use. Identify the grant project team members directly responsible for each component of the project. Ensure that the steps of the Project Activity Plan (see below) are well-articulated and logically sequenced in the Project Description narrative.

In the Project Description, applicants must include the following:

1. A detailed description of the plan for providing professional development events to LEAs, making sure to include:
2. Specifics of who will be providing the professional development.
3. The number and format of professional development events planned.
4. The topics that will be covered during the professional development events.
5. A detailed description of the plan for assisting LEAs in identifying and developing high quality, standards-aligned, interdisciplinary instructional materials.
6. A detailed description of the plan for supporting LEAs in identifying or the development of a local experiential learning opportunity for students, making sure to include:
7. Specifics of who will be providing the experiential learning opportunity or the technical training and support for LEAs to plan their own experiential learning opportunity.
8. A detailed description of the plan for providing LEAs with technical assistance related to their climate change education initiatives.
9. A detailed description of the plan for assisting LEAs in utilizing self-assessment tools to evaluate their progress towards full implementation of the NJSLS.
   1. This plan should also describe how they will support LEAs in their development of improvement goals.
10. A detailed description of the plan to include CBO partners to ensure LEAs are provided with culturally responsive, locally focused professional learning, instructional resources, and experiential learning opportunities that includes:
    * 1. A partner meeting schedule to align priorities.
      2. The specifics of who will provide professional development and other technical training from the partner CBO(s).
      3. The means by which programmatic and budget data will be collected from the partner agencies.
11. A detailed description of how the CCLCs will maintain contact with LEAs that are awarded funding through the Program Office that includes plans to keep records of interactions with the LEA grantees to ensure the partnership requirement is met.
12. A detailed description of the plan to provide LEAs in the regional CCLC with multiple opportunities to network, collaborate, and innovate with fellow educators at neighboring LEAs and the partner CBO(s).
13. A detailed description of the plan to promote CCLC services to LEAs, making sure to include:
14. A plan to create and monitor a dedicated email address for the CCLC.
15. A plan for the development and maintenance of a website/webpage for the CCLC.

A detailed description of the plan to host a CCLC-wide culminating event at the end of the project period.

The planned schedule of CCLC events, making sure to include approximate dates, times of day, and format of events.

A detailed description of the (1) target population(s), (2) target grades, and (3) NJSLS content areas to be served by the CCLC’s events and activities.

A detailed description of the connection between the applicant’s overall project plan and the NJSLS.

A detailed description of the plan to support local, student-driven, project-based, collaborative, interdisciplinary, and innovative approaches to climate change education.

Assurances that the services planned are of sufficient quantity, quality, and scope to ensure equitable access and participation among all eligible LEAs in the CCLC’s regional area.

Target numbers of LEAs and educators the CCLC intends to provide services to.

A detailed description of the effect the project will have upon completion and a plan for continuation of the program elements beyond the project period.

A detailed description of the plan for collecting qualitative and quantitative data to assess progress in completing the project plan and assist the Program Office with evaluating the impact of the grant program.

**Goals/Objectives/Indicators [10 points]**

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

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

1. List the mandatory goals.
2. State the goal in full in the space provided. The first goal will be numbered “1” and each objective that falls under that goal should be numbered “1.1”, “1.2”, “1.3”, etc. Indicators corresponding to those objectives should be numbered “1.1.1”, “1.2.1”, “1.3.1”, etc. Repeat this numbering process for any additional goals, objectives, and indicators.
3. Expand upon the ten mandatory objectives, providing details as to how the mandatory objectives will fit in the applicant’s specific project plan.
4. Objectives must be (1) relevant to the selected goal, (2) mindful of the mandatory project design elements, (3) clearly written, (4) measurable, and (5) achievable and realistic, while identifying the “*who, what, and when”* of the proposed project.
5. Make sure to:
6. Define the target population(s), target grades, and NJSLS content areas to be served.
7. Identify the timeline for implementing and completing each objective.
8. Develop indicators for each mandatory objective.
9. Indicators are specific, observable, and measurable characteristics that are used to determine if the objectives have been accomplished**.**
10. In constructing the indicators, describe the methods that will be used to evaluate the progress toward achievement of the objectives.
11. Describe the measures and instruments to be used, the individuals responsible for developing and conducting the evaluations, and how the results will be used to improve project outcomes.
12. Identify the level of performance expected to indicate “successful achievement” of the objective.

**Project Activity Plan [16 points]**

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

For the Project Activity Plan, applicants must:

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

**Commitment and Capacity [18 points]**

Describe the organization and its capacity to take on the project.

In the Organizational Commitment and Capacity section, applicants must:

1. Explain why the project being proposed is important to the IHE and any partner CBOs and the IHE’s and any partner CBO’s commitment to completing the proposed project.
2. Describe all IHE and any partner CBO(s) resources (e.g., facilities, equipment, external funding, etc.) that will support successful project implementation.
3. Provide a detailed summary of the grant project team’s capacity and qualifications to implement the proposed project, including that of any CBO partners.
4. The description must address the expertise, experience level, and affiliation of all members of the grant project team and any proposed CBO partners and describe the grant project team’s and each partnering CBO’s experience level with the NJSLS.
5. This information should complement the information submitted on [Appendix I](#_Appendix_1:_Documentation), [Appendix III](#_Appendix_3:_Documentation), and in the grant project team member resumes.
6. Describe any experience the grant project team and proposed CBO partner(s) have had in implementing similar types of projects, as well as the outcomes of those projects. What worked, what did not, and why?
   * + 1. Explain how this previous experience will ensure successful implementation of the proposed project. When possible, cite examples of how the planned approach has been successful in the past.
7. If the grant project team and proposed CBO partner(s) have not implemented similar projects, explain why the proposed project will be successful.
8. Describe how the grant project team, including the proposed partner CBO(s), will facilitate and participate in a community of practice among the regional CCLCs.

**Budget [10 points]**

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

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

Guidance on constructing a grant budget may be found in the [Pre-award Manual for Discretionary Grants](https://www.nj.gov/education/grants/discretionary/apps/). Use the [Quick Reference for Commonly Requested Costs](https://www.nj.gov/education/grants/discretionary/apps/docs/common_costs.pdf) to locate the appropriate budget costs codes.

The Department of Education will remove from consideration all ineligible costs, as well as costs not supported by the Project Activity Plan. The actual amount awarded will be contingent upon the applicant’s ability to provide support for its proposed budget upon application and ultimately will be determined by the Department of Education through the pre-award revision (PAR) process. The applicant’s opportunity to make pre-award revisions (PARs) will be limited by the Department of Education, which is not responsible either to provide repeated opportunities for revisions or to permit reallocation of the funds previously requested for costs that have not been approved or have been disallowed.

## Application Component Required Uploads

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

|  |  |  |
| --- | --- | --- |
|  | **Upload Name** | **Required Upload** |
|  | “Entity Overview” page from the applicant’s [SAM](https://mcas-proxyweb.mcas.ms/certificate-checker?login=false&originalUrl=http%3A%2F%2Fwww.sam.gov.mcas.ms%3FMcasTsid%3D20892&McasCSRF=64a85783aa3c96066fa0e09d913e5f185b0db763d7fa4727d5f6b43f6ada24bf) profile |  |
|  | Documentation of Eligibility ([Appendix 1](#_Appendix_1:_Documentation)) |  |
|  | Program Statement of Assurances ([Appendix 2](#_Appendix_2:_Program)) |  |
|  | Documentation of Required Collaboration – Part 1 ([Appendix 3](#_Appendix_3:_Documentation)) |  |
|  | Documentation of Required Collaboration – Part 2 ([Appendix 4](#_Appendix_4:_Documentation)) |  |
|  | For existing IHE staff – a two-page resume for each member of the grant project team |  |
|  | For new grant-related positions at the IHE – a brief job description and rationale for each position proposed to assist in the management and implementation of the grant program (only required if applicable) |  |

## Allowable Uses and Eligible Activities

Budget requests should be linked to specific project activities and objectives of the *Expanding Access to Climate Change Education and the New Jersey Student Learning Standards through Climate Learning Collaboratives* grant program. Eligible activities include those aligned with the mandatory objectives listed in [Section II.4](#_Project_Design_Considerations).

## Sub-granting Funds

Applicants are not permitted to divest more than 20% of the total grant award to any single entity, including but not limited to partners, collaborators, or sub-grantees. At a minimum, applicants must maintain direct control of 51% of the total grant award during the entire grant cycle. Additionally, applicants are not allowed to divest oversight of the program’s administration or implementation to another agency. These funds may not be used as a pass-through to another agency to create and implement the CCLC.

## **Nonpublic Participation**

Nonpublic participation is not applicable for this grant.

## Apportionment of Grant Funds

The applicant’s project must be designed and implemented in conformance with all applicable state and federal regulations. Final awards are subject to the availability offunds. Total funds available are $1,950,000. This is 100 percent funded from the FY 2024 Appropriations Act (5063-359). The project period is April 1, 2024 to March 31, 2025.

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

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

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

[Max Benefit Cap Composite Rate](https://www.nj.gov/infobank/circular/cir24-11-OMB.pdf): 77.15% [Max Indirect Costs Cap %:](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-E/subject-group-ECFRd93f2a98b1f6455/section-200.414) 0%

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

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

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

## Eligible Costs

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

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

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

* **Accommodations** - Reasonable and necessary services and accommodations associated with serving disabled students.
* **Administrative costs** – Administrative costs related to the grant program.
* **Existing IHE staff salaries/benefit costs** – Salaries/benefit costs for existing staff assisting in the management and implementation of the grant program.
* **Grant program staff positions** – A new grant-related position at the IHE - a brief job description and rationale for each position proposed to assist in the management and implementation of the grant program must be uploaded into EWEG. Enter the salary requests using the appropriate budget subtabs in the EWEG form.
* **Marketing costs** – Costs directly related to efforts to recruit LEAs to engage with the grantee and participate in grant-related program activities.
* **Stipends** – For LEA teachers to attend grant related activities held outside of contracted hours (please note that supervisors and curriculum directors cannot be compensated through these funds).
* **Subgrants** – Costs for partnering with CBOs. Applicants are not permitted to divest more than 20% of the total grant award to any single entity, including but not limited to partners, collaborators, or sub-grantees. At a minimum, applicants must maintain direct control of 51% of the total grant award during the entire grant cycle.
* **Substitute teachers** – Costs related to acquiring substitute teachers to cover for LEA teachers participating in grant-related program activities.
* **Supplies** – Costs for supplies and instructional materials needed to administer grant-related events and activities (e.g., professional development events, etc.).
* **Transportation** – Costs related to transporting students to attend CCLC-sponsored experiential learning opportunities.
* **Travel** – For program and LEA staff to travel to grant related events and activities.
* **Venue fees** – Reasonable fees associated with renting external venue space for the in-person professional development events to be held in each county or for other events, only when there is no adequate space available to the grantee at their home institution.

## Ineligible Costs

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

* **Curriculum development** – Curriculum development or expansion of curriculum unless specified by the grant program as an eligible activity.
* **Entertainment**.
* **Existing IHE staff** **salaries/benefits** – Salaries and/or benefits for existing staff are not eligible unless they are a member of the grant project team.
* **Food**.
* **Grant writing** – Costs associated with writing this or other grant applications.
* **Indirect costs**.
* **LEA salaries/benefits** – Salaries or benefits for LEA staff members.
* **No benefit** – Costs incurred for salaries, services, media, etc. which do not benefit the end user of the grant program.
* **Not reasonable or necessary** – Costs that are not directly related to the educational program, are unsupported by the NGO, or are not reasonable or necessary to carry out the grant program.
* **Off message** – Costs for services, supplies, media, etc. which are prohibited or off message.
* **Out of state travel** – Travel to out-of-state meetings unless it is demonstrated that attendance at a meeting will directly and significantly advance a project and is approved by the NJDOE prior to the cost being incurred.
* **Outside of grant period** – Costs incurred outside of the grant period.
* **Outside of target area** – The purpose of the grant is to provide statewide coverage; therefore, any activities undertaken outside of New Jersey must have prior NJDOE approval before costs are incurred.
* **Personal productivity devices** – Costs associated with the purchase of personal productivity devices (e.g., computers, printers, etc.).
* **Poorly documented/undocumented**: Costs that are not supported by adequate documentation.
* **Professional society/organization membership fees.**
* **Research** – Costs in support of the research of individual scholars or faculty members.
* **Routine operating/administrative costs** – Costs for the routine operation of or administration of the organization are not eligible except when part of the approved budget.
* **Stipends** – Stipends to any LEA staff during regular contracted school days.
* **Supplanting** – Costs for salaries, services, media, etc. which are covered under other federal, state, or private funding.
* **Supplies** – Purchasing supplies, instructional materials, etc. for general distribution to LEAs without a direct connection to other CCLC-sponsored events and activities (e.g., professional development events).

# Grant Agreement and Program Requirements

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

## Mandatory Orientation and Training

The grantee will be required to attend a program orientation. The NJDOE staff will provide the grantee with general program information, requirements of the program (including grant management, mandated staffing, policies and procedures), and compliance with applicable state and federal program regulations. Grantees will also be required to attend monthly grant program meetings with the Program Office. Some or all meetings may be held virtually. Additional mandatory meetings and training may be scheduled at the discretion of the NJDOE.

## Reporting Requirements

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

## Interim Activity Reports

The Program Office will provide grantees with an activity report template. Interim and final activity reports using this template are to be delivered to the NJDOE electronically via the EWEG system. Activity reports should be submitted through the “Upload” tab in the corresponding EWEG fiscal report. 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 uploading each report are found in this [link](https://www.nj.gov/education/grants/discretionary/management/docs/INSTRUCTIONS%20FOR%20SUBMITTING%20PERS-REPORTS.pdf).

## Fiscal Reimbursement and Fiscal Interim Report Requirements

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

Requests may begin once the contract has been fully approved and executed by the NJDOE. All programs are reimbursement-only programs. Grantees will be reimbursed based on the grantee’s actual expenditures.

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

**Fiscal Interim Reports:** These reports are due as stated in [Section III.5.](#_Reporting_Periods), Reporting Periods, with the interim activity report. In this report, the grantee will report on actual expenditures incurred during the reporting period. The expenditures reported in the interim report should match what has been paid to the grantee during the reporting period.

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

## **Reporting Periods**

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

**The reporting periods are as follow**

|  |  |  |
| --- | --- | --- |
| Report Number: | Reporting period: | Date Due: |
| Interim Report 1 – Fiscal & Activity | April 1, 2024 – June 30, 2024 | 7/31/2024 |
| Interim Report 2 – Fiscal & Activity | July 1, 2024 – September 30, 2024 | 10/31/2024 |
| Interim Report 3 – Fiscal & Activity | October 1, 2024 – December 31, 2024 | 1/31/2025 |
| Final Report – Fiscal\*+  Final Report – Activity\* | April 1, 2024 – March 31, 2025  January 1, 2025 – March 31, 2025  \*Includes 60-day liquidation period.  +Final fiscal report is cumulative. | 5/30/2025  5/30/2025 |

## Monitoring

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

Upon request, grantees must allow the NJDOE to review any work products, etc. developed or used as part of this grant program and to attend any events sponsored through this grant program to ensure alignment with NJDOE policies and procedures. Following NJDOE review, grantees must revise or replace any work products, etc. in conflict with NJDOE policies and procedures. Using language provided by the Program Office, grantees must acknowledge the NJDOE as the funding source on any presentations, work products, etc. developed under this grant program. These terms extend to subgrantees.

## Acceptable Documentation for Grant Monitoring

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

* + 1. **Activity Reports**

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

* + 1. **Reimbursements**

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

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

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

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

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

## Grant Amendments

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

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

Amendments are required if the following situations occur:

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

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

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

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

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

## Grant Close Out

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

## Federal Requirements

Not applicable to this grant opportunity.

# Appendices

## *Appendix 1: Documentation of Eligibility*

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

**Name of IHE:**

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

The lead applicant certifies that the grant project team members listed above participated in the preparation and planning of the *Expanding Access to Climate Change Education and the New Jersey Student Learning Standards through Climate Change Learning Collaboratives* grant application and will participate in the implementation of the grant and program activities.

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

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

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

## *Appendix 2: Program Statement of Assurances*

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

* + - 1. The CCLC will partner with LEAs that have received FY 2024 grant funding from the Program Office for climate change education initiatives and will keep records to ensure this requirement is met.
      2. The CCLC will identify and partner with one or more CBOs currently engaged in climate change or sustainability education efforts in communities in their region to develop culturally responsive and locally focused programming for LEAs.
      3. The CCLC will align their overall project plan with the NJSLS.
      4. Using language provided by the Program Office, grantees must acknowledge the NJDOE as the funding source on any presentations, work products, etc. developed under this grant program.
      5. The CCLC staff will ensure that the services planned are of sufficient quantity, quality, and scope to ensure equitable access and participation among all eligible LEAs in the CCLC’s regional area.
      6. The CCLC may not charge LEAs fees for any services provided through the CCLC.
      7. The CCLC will not divest more than 20% of the total grant award to any single entity, including but not limited to partners, collaborators, or sub-grantees and maintain control of at least 51% of the total grant award.
      8. Funds under the program will only be used for authorized programs and activities.
      9. Reimbursement requests will be submitted monthly through EWEG, as specified in the NGO.

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

Print Name of Lead Applicant

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

Signature of Lead Applicant Date

## *Appendix 3: Documentation of Required Collaboration – Part 1*

(Please duplicate for each partner CBO.)

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

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

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

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

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

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

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

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

Please check off the services that the CBO will provide:

| \_\_\_ Provide professional development.  \_\_\_ Provide paid staffing.  \_\_\_ Provide volunteer staffing.  \_\_\_ Provide in-kind donations.  \_\_\_ Provide goods/materials.  \_\_\_ Provide transportation. | \_\_\_ Provide experiential learning opportunities for teachers and/or students.  \_\_\_ Provide technical assistance.  \_\_\_ Provide evaluation services.  \_\_\_ Other (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. |
| --- | --- |

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

Print Name of CBO CEO or CSA

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

Signature of CBO CEO or CSA Date

## *Appendix 4: Documentation of Required Collaboration – Part 2*

(Please duplicate for each partner CBO.)

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

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

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

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

## *Appendix 5: Application Component Checklist*

| ***Required (******)*** | ***Location*** | ***EWEG Tab/Subtab*** |
| --- | --- | --- |
|  | EWEG | Admin (Contacts; UEI; FFATA; Board Approval; Assurances). |
|  | EWEG | Narrative (Abstract, Need, Description, Goals/Objectives/Indicators, Project Activity Plan, Organizational Commitment & Capacity). |
|  | EWEG | Budget (any applicable subtabs). |
| ***Required (******)*** | ***Form Location*** | ***The following forms are to be uploaded in the EWEG application, as PDF files, prior to submission.*** |
|  | Applicant provided | “Entity Overview” page from the applicant’s [SAM](https://mcas-proxyweb.mcas.ms/certificate-checker?login=false&originalUrl=http%3A%2F%2Fwww.sam.gov.mcas.ms%3FMcasTsid%3D20892&McasCSRF=64a85783aa3c96066fa0e09d913e5f185b0db763d7fa4727d5f6b43f6ada24bf) profile. |
|  | NGO | Documentation of Eligibility ([Appendix 1](#_Appendix_1:_Documentation)). |
|  | NGO | Program Statement of Assurances ([Appendix 2](#_Appendix_2:_Program)). |
|  | NGO | Documentation of Required Collaboration - Part 1 ([Appendix 3](#_Appendix_3:_Documentation)). |
|  | NGO | Documentation of Required Collaboration - Part 2 ([Appendix 4](#_Appendix_4:_Documentation)). |
|  | Applicant provided | For existing IHE staff – a two-page resume for each member of the grant project team. |
|  | Applicant provided | For new grant-related positions at the IHE – a brief job description and rationale for each position proposed to assist in the management and implementation of the grant program (only required if applicable). |

## *Appendix 6: Project Reporting Requirements*

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

* The number and type (in-person or virtual, topics covered, etc.) of professional development events offered to LEAs.
* The number and demographic information (including gender and racial/ethnic group) of educators in attendance at professional development events.
* The content area(s) and grade band(s) taught by educators in attendance at professional development events.
* The number and names of LEAs and schools represented by the educators in attendance at professional development events.
* An estimate of the number of students benefiting from the educators’ attendance at professional development events.
* The number and names of LEAs and schools assisted with instructional materials.
* The number, type, and a description of experiential learning opportunities provided and/or co-developed.
* The number and demographic information (including gender, racial/ethnic group) of students in attendance at any provided experiential learning opportunities.
* The number and names of LEAs and schools provided technical assistance.
* The number and names of LEAs and schools assisted with self-evaluation and goal setting.
* The number and names of LEAs partnering with the CCLC as a requirement of funding from the Program Office.
* Any information needed to ensure the LEAs partnering with the CCLCs as a requirement of funding from the Program Office meets the partnership requirement.
* The number and types of opportunities LEAs were provided to network, collaborate, and innovate with fellow educators at neighboring LEAs.
* The date the CCLC’s website was last updated and a description of the updates that were made.
* The number and names of LEAs that participate in the CCLC-wide culminating event.
* A summary of participant evaluations from all events, experiential learning opportunities, etc. hosted by the CCLCs.