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| **McKinney-Vento Education of Homeless Children and Youth Program**Year 5 ContinuationNGO# 25-BR33-H02Program Term Date: January 1, 2025 – June 30, 2025Application Due Date: Tuesday, February 25, 2025no later than 4:00 P.M. |
| Kevin DehmerActing Commissioner of EducationKathleen EhlingAssistant CommissionerLeslie Franks-McRae DirectorOffice of Supplemental Educational ProgramsFY2025CFDA 84.196ANew Jersey Department of EducationP.O. Box 500 ● Trenton, NJ 08625-0500 |

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

When responding to this NGO, applicants must use [the EWEG online application system](https://njdoe.mtwgms.org/NJDOEGmsWeb/logon.aspx) on the NJDOE’s [Homeroom](http://homeroom.state.nj.us/) webpage. In the EWEG GMS page scroll down to view “Available” grants to initiate the application. If the application is not available, contact EWEG help to gain access to the application. The responsibility for a timely submission resides with the applicant. The Application Control Center (ACC) must receive the completed application through the online EWEG system through the NJDOE Homeroom webpage by no later than 4:00 P.M. on the due date of the application. Without exception, the ACC will not accept, and the Office of Grants Management (OGM) cannot evaluate an application submitted after this deadline for funding consideration.

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

# Grant Program Information

## Purpose of the NGO

The public school system is the largest and most significant intervention for children and youth experiencing homelessness. The Stewart B. McKinney-Vento Homeless Assistance Act's (McKinney-Vento) Education for Homeless Children and Youth (EHCY) program and Title I, Part A, provide students experiencing homelessness with protections and services to ensure they enroll in and attend school, complete their high school education, and continue to higher education which is their best hope of avoiding poverty and homelessness as adults. Of the over 1.2 million children and youth experiencing homelessness in the United States, more than 11,100 children and youth were identified in the State of New Jersey during the 2021-2022 school year.

N.J.A.C 6A:17 et. seq. outlines the responsibilities of all New Jersey local educational agencies (LEAs) to provide educational services to children and youth experiencing homelessness and to ensure that they have equal access to a free, appropriate public education that enables them to enroll in and attend school. Many LEAs also provide supplemental funding through their federal Title I, Part A homeless reserve allocations, which are intended to provide supplemental support services to students experiencing homelessness in addition to those required under the New Jersey administrative code.

It is the intent of the McKinney-Vento EHCY grant program to support state and federal efforts through the establishment of regional partnership projects that will: 1) provide leadership and technical assistance in this area to the schools within the region; and 2) coordinate and provide (when possible) supplemental academic programs and support services to children and youth experiencing homelessness attending schools within the region. For each regional project it is expected that, to the extent possible, all identified children and youth experiencing homelessness within the region will be served.

The New Jersey Department of Education (NJDOE) established a three-year grant program to create partnerships between an LEA and service agencies located in each region of the state to coordinate and provide supplemental academic programs and support services to children and youth experiencing homelessness residing in the partnership’s regional area. The regional McKinney-Vento projects will also identify and establish partnerships with regional service providers, state and county resources, and community-based and social service organizations, to assist LEAs in providing supplemental services and making referrals to appropriate agencies to enable all children and youth experiencing homelessness in the partnership’s regional area to meet the challenging State content and student performance standards.

The three-year EHCY grant program began on July 1, 2020, and, as a result of the American Rescue Plan Homeless Children and Youths (ARP-HCY) funding allotment to current Grantees, this EHCY continuation application has been extended for an additional two years. The award year will be January 1, 2025 through June 30, 2025. Based on the Federal award, approximately **$1,276,682** of EHCY funds is expected to be available for Year 5.

Funds provided under this grant program are subject to the federal supplement, not supplant rule.

**Application Type: Continuation**

**Target Audience:** [x] Grantees selected through a competitive process in Year one: see Regional Grantee table below.

[ ]  Community-Based Nonprofit Organization (CBO), or

[ ]  Institutes of Higher Education (IHE)

[ ] Other\*

| **Regional Grantee** | **Counties** | **Number of Reported Homeless Children and Youths 23-24**  | **Approximately $1,276,682.00 for the Yr 5 of 3 NGO (January 1-June 30, 2025)**  |
| --- | --- | --- | --- |
| Region 1: Bergen County Special Services School District  | Bergen, Hunterdon, Passaic, Somerset, Sussex, Warren | 3,323  | $243,985  |
| Region 2: Essex Regional Educational Services Commission  | Essex, Hudson, Morris, Union  | 3,963  | $290,976   |
| Region 3: Monmouth/Ocean Regional Educational Services Commission  | Mercer, Middlesex, Monmouth, Ocean  | 4,282  | $314,398   |
| Region 4: Gloucester County Special Services School District  | Atlantic, Burlington, Camden, Gloucester, Cape May, Cumberland, Salem  | 5,820  | $427,323   |

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

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

FFATA Executive Compensation Disclosure Criteria:

In the preceding fiscal year if an applicant:

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

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

## Award Management SAM Application

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

Key steps/actions:

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

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

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

## Dissemination of This Notice

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

Additional copies of the NGO are also available on the NJDOE’s [Discretionary Grant](http://www.nj.gov/njded/grants/discretionary/) website or by contacting the Office of Supplemental Educational Programs at the New Jersey Department of Education, 100 River View Plaza, Route 29, P.O. Box 500, Trenton, NJ 08625-0500; telephone (609) 376-9080, email Contact - ESSA@doe.nj.gov.

## Access to the EWEG Application

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

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

**IMPORTANT:** Once the application has been submitted via EWEG, the application will not be returned to the applicant for editing, nor can additional information or missing documentation be submitted to the department for application review consideration. **Please Note: The submit button in the EWEG system will disappear as of 4:00 PM on the due date**. Please refer to the [Discretionary Grants Manual](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 25, 2025.** Without exception, the ACC will not accept nor evaluate an application after this deadline for funding consideration.

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

Completed applications are those that include all elements listed in Section II.4., Application Component Required Uploads checklist Section II.5. Applications received by the due date and specified time will be screened to determine whether they are, in fact, eligible for consideration. The NJDOE reserves the right to reject any application not in conformance with the requirements of this NGO.

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

## Application Review Criteria

To be considered for funding, all continuation grant applications will be reviewed by the Program Office responsible for administering the program and the Office of Grants Management. The Program office reviews the application as noted in Section I.1 (Purpose of the NGO) and Section II.4. (Project Design Components). The NJDOE reserves the right to reject any application that is not in conformance with the requirements and intent of this NGO.

## Grantee Award Notifications

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

## Open Public Records

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

#  Completing the Application

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

## General Instructions for Applying

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

Admin Tab – Contacts, Allocation, Assurance, Board Resolution
Narrative Tab – Update, Project Description, Goals & Objectives, Project Activity Plan,

Budget Tab – All related subtabs.

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

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

## Application Technical Assistance Session

**Technical Assistance will be provided on an as-needed basis. Please contact the McKinney-Vento Program Coordinator at** **McKinney.Vento@doe.nj.gov**.

[ ]  **Teams Virtual Meeting: Click here 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 Workshop should identify their needs at the time of registration.

## Grant Deliverables

Quality homeless education programs consider the special needs of those experiencing homelessness. Therefore, grantees, in collaboration with their partner educational and non-educational agencies, must show evidence of programs, services, and activities that:

* Access Title I and other educational programs to address the comprehensive needs of children and youth experiencing homelessness;
* Develop staff awareness of issues pertaining to homelessness and how homelessness impacts the education of children and youth;
* Strengthen links with non-educational agencies (e.g., CBOs, FQHCs, social service agencies, etc.) to ensure the delivery of comprehensive services to children and youth experiencing homelessness, based on needs;
* Share strategies for self-sufficiency with families experiencing homelessness;
* Ensure the identification of all children and youth experiencing homelessness;
* Develop staff awareness of each other’s roles and responsibilities in the project, including those of district homeless liaisons;
* Provide continuous opportunities for training and professional development, particularly, district homeless liaisons, including the [McKinney-Vento Credentialing Course](https://urldefense.com/v3/__https%3A/vimeo.com/374022130/7565352519__;!!J30X0ZrnC1oQtbA!eD-yKq7_0aTbfKbQfZQjQqUBXkGXd0UnLeRuMk1C9QE--D61psn8cwG-k3-6LpU0nECMd7A$);
* Provide programs and services that support the entire family;
* Provide opportunities for children and youth experiencing homelessness to participate in activities that they may not otherwise experience;
* Ensure that students experiencing homelessness with disabilities receive a free appropriate public education in accordance with the Individuals with Disabilities Education Act and accompanying state regulations;
* Develop effective systems to address the transportation needs of children experiencing homelessness and their families;
* Assure the provision of counseling services to allow children and youth experiencing homelessness to address their emotional and social issues, challenges, or concerns due to homelessness;
* Establish relationships with vendors or organizations who can provide supplies or materials that students in homeless situations may not otherwise be able to afford;
* Collaborate with LEAs to ensure that children experiencing homelessness and have disabilities are provided a free, appropriate public education;
* Develop methods to ensure the privacy and integrity of children experiencing homelessness and their families in all possible situations; and,
* Provide opportunities for children experiencing homelessness to participate in extracurricular activities to make friendships and form allegiances with other children.

## Requirements

1. The applicant maintains responsibility for ensuring that training and technical assistance is provided to LEAs ([McKinney-Vento Credentialing Course](https://urldefense.com/v3/__https%3A/vimeo.com/374022130/7565352519__;!!J30X0ZrnC1oQtbA!eD-yKq7_0aTbfKbQfZQjQqUBXkGXd0UnLeRuMk1C9QE--D61psn8cwG-k3-6LpU0nECMd7A$)) within the lead agency’s regional service area.
	1. Under the federal McKinney-Vento Act as reauthorized by the *Every Student Succeeds Act,* McKinney-Vento liaisons are required to participate in professional development so that they can better identify and meet the needs of children and youth experiencing homelessness (42 U.S.C. §§ 11432[f][6] & [g][6][A][ix])
2. Applicants are required to interface with **all** districts within their respective regions to facilitate, coordinate, plan, develop and assure that the LEAs will provide **comparable** supplemental academic and support services for all identified program eligible children and youth, as needed.
3. Further, applicants must report to the Department on all **barriers** local liaisons for homeless children and youth experience in their efforts to enroll and sustain the attendance of students experiencing homelessness.
4. Additionally, applicants must offer guidance to LEAs in their respective regions to increase the likelihood of the effective and efficient use of Title I, Part A funds reserved for services to homeless children and youth. *Section 1113(c)(3)(A) of the Elementary and Secondary Education Act of 1965 (ESEA), as amended by the Every Student Succeeds Act of 2015 (ESSA), requires* ***all*** *Local Educational Agencies (LEAs) to reserve such Title I, Part A funds as are necessary to provide services comparable to those provided to children in Title I-funded schools to serve homeless children and youth, including providing educationally-related support services to children in shelters and other locations where children may live.*
5. **Two principles govern the use of Title I, Part A funds to provide such services to homeless students.**
	* 1. First, the services must be reasonable and necessary to assist homeless students to take advantage of educational opportunities. (ESEA Section 1113(c)(3)(A); 2 CFR § 200.403(a))
		2. Second, Title I, Part A funds must be used only as a last resort when funds or services are not available from other public or private sources, such as the USDA’s National School Lunch Program and Breakfast Program, public health clinics, or local discretionary funds (sometimes provided by the PTA) used to provide similar services for economically disadvantaged students generally. (See ESEA Section 1115(e)(2))

***Note:*** *Food (e.g., light snacks/meals and refreshments) may be offered to support family participation in funded activities.* ***Please Note****: When determining whether to budget costs for food, the applicant must comply with all Uniform Grant Guidance cost principles (2 CFR section 200), as well as N.J.A.C. 6A:23A-5.8d. All budgeted costs for food must be reasonable and necessary to meet the intents and purposes of the funded activity/activities.*

## Project Design Considerations

**Project Abstract *(250-300 words)*** The Project Update is a (250-300 words) summary of the Year 5 project’s purpose, and projected outcomes, as well as a summary of the accomplishments from the prior year. Do not include information that is not supported elsewhere in the application.

**Project Description** – Describe in a detailed narrative the plan for implementing the Year 5 project. Provide assurance that the unique and specialized needs of children and youth experiencing homelessness within the region will be met. Detail how primary partners, collaborating LEAs, and other agencies play a role in meeting the needs of the population.

Provide evidence that the project is appropriate for and will successfully address the identified needs of the homeless student population. Describe the effect the project will have on the school upon completion. When possible, cite examples of how the approach or different strategies have led to success for other homeless students.

* + Include specific examples of systems, curriculum, or design approaches that will be incorporated.
	+ Include justification for identifying this as an area to improve and the plan to make this transition.
	+ Include benchmarks for the early, middle, and final stages of the process and how progress will be measured towards these benchmarks.
	+ Identify who will be responsible for what stages and what level of support they will be given.
	+ Write clearly and succinctly, focusing on quality and not quantity.
	+ Ensure that the steps of the Project Activity Plan are well-articulated and logically sequenced in the narrative.

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

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

* Review the Year One Statement of Need before and after constructing the objectives to ensure that the objectives clearly address identified needs.
* Identify the anticipated outcomes of the project in measurable terms and in relation to the stated needs.
* Define the population to be served.
* Identify the timeline for implementing and completing each objective.
* Identify the level of performance expected in order to indicate successful achievement of the objective.
* Make certain to construct measurable indicators of success that directly link to and support project objectives.

**Project Activity Plan** - The Project Activity Plan follows the goal(s) and objectives that were listed in the previous section. **The Activity Plan is for the Year 5 grant period (January 1, 2025 – June 30, 2025)**. Activities represent the steps that it will take to achieve each identified objective. Also, the activities that are identified in this section serve as the basis for the individual expenditures that are being proposed in the budget. Review the Goal(s) and the Objectives when constructing the Project Activity Plan to ensure that appropriate links have been established between the goal(s) and objectives and the activities. Points to remember:

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

**Budget** – The 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 necessary and reasonable for 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 budget may be found in the Pre-Award Manual for Discretionary Grants.

The budget submitted as part of the application is for the Year 5 grant period (January 1, 2025 to June 30, 2025) only.

The Department 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 through the pre-award revision process. The applicant’s opportunity to make pre-award revisions will be limited by the Department, which is not responsible either to provide repeated opportunities for revisions or to permit the reallocation of the funds previously requested for costs that have not been approved or have been disallowed.

McKinney-Vento funds must be used to assist homeless children and youth in enrolling, attending, and succeeding in school. Funds may support activities listed in II.3.

## Application Component Required Uploads

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

|  |  |  |
| --- | --- | --- |
|  | **Appendices Name** | **Required Upload** |
|  | N/A |  |
|  | N/A |  |

## Allowable Uses and Eligible Activities

* The provision of tutoring, supplemental instruction and enriched educational services that are linked to the achievement of the challenging state academic standards.
* The provision of expedited evaluations of the strengths and needs of homeless children and youth, including needs and eligibility for programs and services (such as educational programs for gifted and talented students, children with disabilities and students with limited English proficiency, services provided under Title I of the Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act (ESSA) or similar state or local programs, programs in vocational and technical education, and school nutrition programs).
* Professional development and other activities for educators and pupil services personnel that are designed to heighten the understanding and sensitivity of such personnel to the needs of homeless children and youth, the rights of such children and youth under this subtitle, and the specific educational needs of runaway and homeless youth.
* The provision of referral services to homeless children and youth for medical, dental, mental health and other health services.
* The provision of assistance to defray the excess cost of transportation for students under section 722(g)(4)(A), not otherwise provided through federal, state or local funding, where necessary, to enable students to attend the school selected under section 722(g)(3).
* The provision of developmentally appropriate early childhood education programs not otherwise provided through federal, state, or local funding, for preschool-aged homeless children.
* The provision of services and assistance to attract, engage and retain homeless children and youth, and unaccompanied youth, in public school programs and services provided to non-homeless children and youth.
* The provision of before- and after-school programs mentoring, and summer programs for homeless children and youth in which a teacher or other qualified individual provides tutoring, homework assistance and supervision of educational activities.
* If necessary, the payment of fees and other costs associated with tracking, obtaining, and transferring records necessary to enroll homeless children and youth in school, including birth certificates, immunization or medical records, academic records, guardianship records, and evaluations for special programs or services.
* The provision of education and training to the parents of homeless children and youth about the rights of and resources available to such children and youth.
* The development of coordination between schools and agencies providing services to homeless children and youth, as described in section 722(g)(5).
* The provision of pupil services (including violence prevention counseling) and referrals for such services.
* Activities to address the particular needs of homeless children and youth that may arise from domestic violence.
* The provision of school supplies, including those supplies to be distributed at shelters or temporary housing facilities, or other appropriate locations.
* The provision of other extraordinary or emergency assistance needed to enable homeless children and youth to attend school.

## Sub-granting Funds

Funds may be used to pay for grant-related services provided by partner organizations.

## **Nonpublic Participation**

### Use of Funds Requirements (*EDGAR 76.650 - 76.662*) for Nonpublic Students

When providing benefits to nonpublic school students with federal funds, the following must be addressed:

* The grantee must maintain administrative control over all funds and property. *(No funds can flow directly to the nonpublic school via a subgrant).*
* The grantee may place equipment and supplies in the nonpublic school for the period of time needed for the grant. The grantee must ensure that the materials are used only for the purposes of the grant and can be removed from the nonpublic school without remodeling the nonpublic school facility.
* Funds cannot be used for construction of nonpublic school facilities.
* Funds must be used to meet specific needs of eligible migratory children. *(Funds cannot supplant benefits normally provided by the nonpublic school).*
* Funds may be used to pay for services of an employee of the nonpublic school if the employee performs the services outside of his or her regular hours and the employee performs the services under the supervision of the grantee.
* All benefits provided, including equipment and materials, must be **secular, neutral** and **non-ideological**. [*ESSA* 8501(a) (2)]

*\*A nonpublic school is defined in N.J.A.C. 18A:46A-1 as an elementary or secondary school within the State, other than a public school, offering education for grades kindergarten through 12, or any combination of them, wherein any child may legally fulfill compulsory school attendance requirements and which complies with the requirements of Title VI of the Civil Rights Act of 1964 (P.L. 88-352). A list of nonpublic schools by LEA district can be found on the New Jersey Department of Education website at:* [*http://www.nj.gov/njded/nonpublic/*](http://www.nj.gov/njded/nonpublic/)*.*

## 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 **$1,276,682**. This is 100 percent funded from the Title VII-B of the *McKinney-Vento Homeless Assistance Act* (42 USC 11431 et seq.; CFDA 84.196A and reauthorized under the *Every Student Succeeds Act (ESSA).* Account no. 25-100-034-5064-088-H060-6130-D005. **The Year 5 project period is January 1, 2025 – June 30, 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.

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

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

[Max Employee Benefit Reimbursement Composite Rate](https://nj.gov/infobank/circular/)s (OMB Circular) including FICA: 71.45%
[Max Indirect Costs Cap %:](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-E/subject-group-ECFRd93f2a98b1f6455/section-200.414) [Max 8%]

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

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

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

## Eligible Costs

Budget requests should be linked to specific project activities and objectives of the McKinney-Vento Education for Homeless Children and Youth Program. Use the [Quick Reference for Commonly Requested Costs](https://www.nj.gov/education/grants/discretionary/apps/docs/common_costs.pdf) or the [Uniform Minimum Chart of Accounts](http://www.nj.gov/education/finance/fp/af/coa/coa1718.pdf) to locate the appropriate budget cost codes.

Please note that the passage of N.J.A.C 6A:23A-7 places additional administrative requirements on the travel of LEA personnel. The applicant is urged to be mindful of these requirements as they may impact the ability of LEA personnel to participate in activities sponsored by the grant program. The NJDOE applies these restrictions uniformly to all grantees. Unless otherwise specified, the following restrictions apply to all grant programs:

* No reimbursement for in-state overnight travel (meals and/or lodging);
* No reimbursement for meals on in-state travel; and
* Mileage reimbursement may not exceed $.47 per mile

In constructing the budget, please refer to Table I in Section I.1 for the maximum amount you may apply for. **The budget is for Year 5, only.** Please note that all costs must be ***reasonable and necessary*** to implement program activities. Additionally, the budget entries must demonstrate clear and specific links to the project activity plan. All applicants must provide a sufficient explanation of budgeted costs, including the calculation detail (cost-basis). Important notes:

* In the “Title of Position” box for positions that have “Other Benefits” be sure to list the “Other Benefits” by type and percentage amount such that the total of the individual “Other Benefit” percentage amounts equal the percentage amount shown in the “Other Benefits” box.
* For budget entries that represent administrative costs, be sure to check “Administrative,” in the “Cost” section of those entries.
* For any budget entry that has both a programmatic and administrative portion, create two budget entries, one for each. Be sure to check “Program” or “Administrative” in the “Cost” section. For example, if an after-school teacher’s salary is based on providing both teaching, (“Instructional” tab) and non-teaching (“Non-instructional” tab) services to the grant.
* Be sure to explain what the amounts in the “How Many” and “Cost per Unit” boxes represent for the “Supply,” Equipment, and Other tabs budget entries. If the amounts in those boxes represent a calculation, describe that calculation in the Description box.
* Be sure the “Description” boxes also describe what the cost is for, the need for it, and its relation to the grant program.
* Mileage reimbursement budget entries must describe the relation to the grant of the traveler(s) and the grant-related purpose(s) of the travel, as well as a brief explanation of how the number of miles was calculated. Mileage must be a separate budget entry and calculated at no more than $.47 per mile.
* When requesting conference travel costs such as airfare, lodging, and meals, create separate entries for each conference. Be sure to identify the relation of the grant of each traveler. (There should be a corresponding conference registration entry). Insert this statement, *gsa.gov rates will be used at the time of travel,* into the “Description” box for all conference travel costs. Be sure to itemize travel costs on a per-person basis. In the “How Many” box insert the number of travelers. In the “Cost per Unit” box insert the total cost per person. In the “Description” box show the per-person cost for round-trip coach airfare or rail fare. For meals shows the per person, per day cost times the number of days. For lodging show the per night rate per room times the number of nights. For airport shuttles show the cost for up to four shuttles per person.

In addition, the grantee must ensure that it meets all requirements listed below:

* + Programs will be expected to allocate eighty-five (85) percent of the total grant amount for direct program cost services to children and their families. No more than fifteen (15) percent may be used for administrative purposes. Direct program services are categorized as Program costs under the Cost section of each budget entry. PROGRAM costs may include salaries and fringe benefits for persons with direct instructional, evaluation, counseling and/or referral responsibilities; curriculum materials and supplies; training and staff development activities; contracted services; and transportation of the children. Grant-funded compensation for general or overall grant program supervision, as well as grant-funded compensation for the supervision of other grant-related staff must be categorized as an ADMIN cost under the COST section of the budget entry. If a program staff person were to provide both PROGRAM and ADMIN services, be sure to break-out that compensation into two budget entries as appropriate, PROGRAM and ADMIN. The Program Office will review all grant-funded costs to ensure the application adheres to the 15% administrative (ADMIN) cap.
	+ Applicants who are requesting indirect costs must provide documentation of an approved rate with the application by using the Upload tab via the EWEG system.
	+ Indirect costs applied to administrative direct costs are considered administrative costs; the total administrative costs requested may not exceed 15% of the grant award.
	+ Indirect costs applied to program costs are not considered administrative costs.
	+ For each staff member whose duties include administration and direct services, provide a job description which includes the percentage of time spent on each task, group of tasks, or responsibility.
	+ For each staff member whose duties must be entered in more than one salary line (for example, a staff member who serves as teacher, Instructional Salary tab, and a counselor, Non-instructional Salary tab) provide a job description which includes the percentage of time spent on each task, group of tasks, or responsibility.
	+ The applicant must be prepared to document all salaries in accordance with Section 200.430 of the Uniform Grant Guidance (UGG). Salaries for split-funded personnel must be pro-rated to accurately reflect the time charged to this grant program.
	+ Instructional equipment may be purchased only if directly related to grant activities, sufficiently justified, and designed to meet the needs of the population served.
	+ Assistance may be provided to defray the excess cost of transportation for students under section 722(g)(4)(A) of the Homeless Education Assistance Act, when not otherwise provided through Federal, State, or local funding, and where necessary to enable students to attend the school selected under section 722(g)(3).
	+ Grant funds must supplement and not supplant other funds available for this purpose.

**Indirect costs**:

Indirect costs may be requested in the budget from applicants that either 1) have a current federally negotiated indirect cost rate agreement; or 2) have never received a federally negotiated indirect cost rate agreement. The actual indirect cost rate that may be used in budgeting is a de minimis rate, which is subject to the requirements of the grant program. If indirect costs are requested, care must be taken to ensure that costs that would be considered an indirect cost are not included in the budget as a direct cost. Please refer to 2 CFR Part 200.414 for additional information ([www.ecfr.gov](http://www.ecfr.gov)).

Applicants with a current federally negotiated indirect cost rate agreement must scan and upload a copy of their indirect cost rate agreement. If this program is subject to a supplement, not supplant requirement, applicants with an approved restricted indirect cost rate must use that rate; Non-LEA applicants with rate agreements that do not include a restricted indirect cost rate are limited to 8% MTDC. LEAs without an approved indirect cost rate are limited to the state median-approved indirect cost rate applicable to this program.

Applicants that have never received a federally negotiated indirect cost rate agreement must scan and upload a signed statement as part of the application. This statement must attest to the fact that the organization has never received a federally negotiated indirect cost rate agreement, and that the applicant is requesting the use of a de minimis indirect cost rate. This statement must be signed by the Chief Executive Officer or designee of the organization.

##  Ineligible Costs

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

* Outside of grant term: Costs incurred outside of the grant term;
* Entertainment costs, including “amusement, diversion, and social activities, as well as any cost associated with such items (i.e., tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities).” Applicant LEAs must be able to document that any budgeted field trips are educational;
* Cash incentives for participation in programs/services;
* Vehicles;
* Existing staff: Salaries and/or benefits for existing staff are not eligible unless they are assigned program responsibilities depicted in the staffing chart (see Section II.10.);
* Routine operating/admin costs: Costs for the routine operation of or administration of the organization are not eligible except when part of the approved budget (see section b of the grant/loan agreement);
* No benefit: Costs incurred for salaries, services, or media that do not benefit the end user of the grant program;
* Not reasonable or necessary: Costs that are not reasonable or necessary to carry out the grant;
* Poorly Documented/Undocumented: Costs that are not supported by adequate documentation;
* Off Message: Costs for media that are prohibited or off message;
* Supplanting: Costs for salaries, services, or media that are covered under other local, federal, or state funding;
* Individual indirect costs, which include those incurred for support services that are not readily identifiable and assigned to the program (e.g., custodial services, bookkeeping services, and utilities that are provided outside of program hours/locations). Funds for expenses included under direct costs may not be requested separately as indirect costs in the applicant’s budget;
* Costs that are not directly related to the implementation of grant activities;
* Renovations or construction; and
* Meals and/or overnight accommodations for in-state travel.

**NOTE:** Ineligible costs, as well as costs not supported by the activity plan, will be removed from consideration.

*The applicant’s project must be designed and implemented in conformance with all applicable state and federal regulations. The Department will remove from consideration all ineligible costs, as well as costs not supported by the Project Activity Plan.*

# 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 cost codes, go to the [Uniform Minimum Chart of Accounts](https://www.nj.gov/education/finance/fp/af/coa/) webpage.

## Mandatory Orientation and Training

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

## Reporting Requirements

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

## Interim Activity Reports

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

## Fiscal Reimbursement and Fiscal Interim Report Requirements

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

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

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

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

|  |  |  |
| --- | --- | --- |
| Report Number: | Reporting periods: | Dates Due: |
| Final Report\* | January 1, 2025 – June 30, 2025 | August 31, 2025 |
|  | \*Includes 60-day liquidation period. |  |

## Monitoring

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

## Acceptable Documentation for Grant Monitoring

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

* + 1. **Activity Reports**

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

* + 1. **Reimbursements**

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

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

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

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

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

## Grant Amendments

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

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

Amendments are required if the following situations occur:

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

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

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

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

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

## Grant Close Out

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

## Federal Requirements

**Supplement, not supplant**

Applicants must use program funds to supplement and not supplant other Federal, State, and local funds to provide programs and activities allowable under thisprogram.

**.**