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| [Nita M. Lowey 21st Century Community Learning Centers Training and Technical Assistance - Continuation]25-EK72-H05Program Term Date: 9/1/2024- 8/31/2025Application Due Date: Tuesday, July 09, 2024no later than 4:00 P.M. |
| Kevin DehmerCommissioner of EducationKathy EhlingAssistant CommissionerLuiz PereiraDirectorOffice of Student Support Services2024-2025CFDA# 84.287CNew Jersey Department of EducationP.O. Box 500 ● Trenton, NJ 08625-0500 |

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

When responding to this Notice of Grant Opportunity (NGO), applicants must use the Electronic Web-Enabled Grant System (EWEG) online application system on the New Jersey Department of Education’s [Homeroom](http://homeroom.state.nj.us/) webpage. Please refer to the NJDOE’s [Discretionary Grants](http://www.nj.gov/education/grants/discretionary) web page for the NGO and (click on available grants) for information on 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 access through the NJDOE Homeroom web page on the due date of the application, no later than 4:00 P.M. Without exception, the ACC will not accept, and the Office of Grants Management (OGM) cannot evaluate for funding consideration, an application after this deadline.

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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 Nita M. Lowey 21st Century Community Learning Centers (21st CCLC) Training and Technical Assistance project federally funded under Title IV, Part B, of the Every Student Succeeds Act (ESSA) will provide $170,000 for a 12-month period to the grantee. The purpose is to provide statewide training and technical assistance to improve the quality of out-of-school time (OST) programming and build the capacity of program staff for current Nita M. Lowey 21st CCLC grantees commencing September 1, 2024. OST includes before-school, after school and summer enrichment programs. Additionally, to increase the number of quality after school programs throughout the state, the grantee will also provide statewide training to other entities in New Jersey eligible to apply for a 21st CCLC grant.

**Application Type: Continuation**

**Target Audience:** [ ] Local Education Agency (LEA),
[ ]  Community-Based Nonprofit Organization (CBO), or
[ ]  Institutes of Higher Education (IHE)
[x] Other\*:**[New Jersey School Age Care Coalition]**

## 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, 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 SAM.gov (System for Award Management).

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 eight (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, all Local Education Agencies (LEA), Community-Based Nonprofit Organizations (CBO), or Institutes of Higher Education (IHE) must create a profile in the NJDOE EWEG’s AWARD Management SAM application to include the district’s UEI information:

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 zip plus four in their address and both the SAM.GOV and the LEA Central Contacts in EWEG must match to be compliant with FFATA reporting.
			3. To renew an existing SAM UEI or 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 Student Services 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 Student Support Services at the New Jersey Department of Education, 100 River View Plaza, Route 29, P.O. Box 500, Trenton, NJ 08625-0500; telephone (609-376-9109) fax (609-633-9655) ,
Email Contact – 21stCCLC@doe.nj.gov

## Access to the EWEG Application

Each eligible applicant must have a login ID and password to access the system. LEA applicants should contact their district’s Web (Homeroom) Administrator, who will complete the registration. Non-LEA applicants should send an email request for the EWEG Help. Please allow 24-48 hours for the registration to be completed.

The NJDOE advises applicants to plan appropriately to allow 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 a clean consistency check with no error messages, the applicant may submit the application by clicking the Submit button and wait for the EWEG system message indicating the application was submitted. The application status will update in the GMS Select page to “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 Application Control Center (ACC) must receive the completed application through the online EWEG system access through the NJDOE [Homeroom](http://homeroom.state.nj.us) web page **no later than 4:00 P.M. on Tuesday, July 09, 2024.** Without exception, the ACC will not accept, and the Office of Grants Management (OGM) cannot evaluate for funding consideration, an application after this deadline.

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

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

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

## Application Review Criteria

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

## Grantee Award Notifications

Applicants will be notified via the EWEG system to the emails listed in the Contacts Tab and a list will be posted under the link to the NGO located in the NJDOE, Office of Grants Management, Grant Opportunities webpage.

## Open Public Records

Please be advised that in accordance with the Open Public Records Act P.L. 2001, c. 404, all applications for discretionary grant funds received September 1, 2003, or later, as well as the evaluation results associated with these applications, and other information regarding the competitive grants process, will become matters of public record upon the completion of the evaluation process and will be available to members of the public upon request.

#  Completing the Application

The intent of this section is to provide the applicant with the framework within which it 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 their 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 components in their related EWEG Tabs in the application are required to be completed:

* Admin Tab – Contacts, Allocation, Assurance, Board Resolution,
* Narrative Tab – Abstract, Project Description, Need, Goals & Objectives, Project Activity Plan, Organizational Commitment & Capacity
* Budget Tab – All related subtabs.
* Upload Tab – The required documents to be included in the application as stated in the NGO.

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

## Application Technical Assistance Session

Click or tap to enter a date.

[x]  **Teams Virtual Meeting: Upon request from the grantee.**

[ ]  **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

The grantee will be required to fulfill the following:

* Design and provide training and technical assistance that helps the 21st CCLC grantees fulfill program requirements and build the capacity of the program staff which in turn will enhance the quality of the program;
* Assist the NJDOE in addressing program quality, sustainability and networking;
* Promote the development, continuity and expansion of quality programming through on-site quality visits;
* Facilitate professional learning communities, especially around the following themes: science, technology, engineering and math (STEM), career awareness and exploration, visual and performing arts and civic engagement;
* Encourage the development of tangible partnership between 21st CCLC grantees and key stakeholders, including school administrators and staff, parents, and, collaborators;
* Collaborate with state-level evaluator, as appropriate;
* Assist the 21st CCLC grantees in the implementation of action research to encourage continuous quality improvement;
* Provide training sessions to other entities in New Jersey eligible to apply for a 21st CCLC grant;
* Provide training sessions to 21st CCLC grantees on best practice strategies for intentional planning, aligning with the school day, creating a youth-centered environment, effective management, summer learning, engaging parents and families, and designing program staff professional development;
* Integrate the New Jersey Student Learning Standards (NJSLS) within OST programming in order to improve participant achievement;
* Promote the use of a guided-inquiry and project-based approaches to support the development of participants’ 21st century skills;
* Design and plan professional learning experiences that are relevant, interactive and based on current national research;
* Provide professional development opportunities to build capacity to engage and meet the needs of English language learners and students with disabilities; and
* Utilize the New Jersey Quality Standards for Afterschool in developing trainings, workshops, and conferences, as applicable.

## Project Design Considerations

The applicant is expected to conform to the general scope of the program design included in the application. Throughout the duration of the program, the applicant will be expected to consider implementing program design modifications for the purpose of ensuring continuous program improvement, as supported by the following:

* Program implementation experiences (successes, challenges, etc.);
* Program evaluation reports and outcome data;
* Training surveys;
* Focus group data;
* Advisory board recommendations;
* Child care licensing standards;
* New Jersey Student Learning Standards;
* NJ Quality Standards for Afterschool;
* NJDOE recommendations;
* National best practice standards; and
* Partner and/or collaborator consultations

Considerable thought and planning between the applicant agency and its partners, if applicable, must occur to ensure a correlation between the NJDOE’s purpose and the applicant’s design of this training and technical assistance project. By collaborating and coordinating the resources of schools, other state agencies, community centers, corporations, churches and/or other community groups, 21st CCLC programs expand the benefits available to participants and allow for more efficient use of resources.

It is the intention of this NGO to enhance staff capacity through professional development for both school day and OST staff on relevant topics. Professional development is a strategy to ensure intentional collaboration and linkage to the school day. Providing joint professional development equips staff with skills necessary to implement a quality OST program that supports youth learning, engages staff, and encourages new ideas and creativity.

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

**Project Abstract *(250-300 words)*** The Project Abstract for a continuation should describe the progress made in the previous project period. The abstract will provide context for the application reviewer to understand the remainder of the continuation proposal.

**Project Description [00]** – The grantee must use presenters with documented expertise in the subject matter of the training or workshop they will provide. Additionally, all trainings, workshops and conferences must be advertised a minimum of four weeks before the actual date of the training.
The applicant must describe the types of trainings and technical assistance to be provided that will build the capacity of 21st CCLC grantee staff and other OST time providers. Additionally, at a minimum, the grantee must: facilitate quarterly project director meetings, conduct a minimum of 15 quality enhancing site visits utilizing the NJQSA self-assessment tool and support each of the four (4) themes: STEM, Career Awareness & Exploration, Civic Engagement, or Visual and Performing Arts. In addition, the grantee will coordinate the Soaring Beyond Expectations: An Afterschool Celebration for approximately 150 attendees.

**Goals/Objectives/Indicators [00]** –

Goal 1: To support NJDOE in increasing the capacity of grantee program staff.

Goal 2: To support 21st CCLC grantees in enhancing and improving student academic and social skill development and competencies.

Goal 3: To provide networking opportunities for out-of-school time program providers throughout New Jersey.

Goal 4: To provide targeted technical assistance based on areas of improvement noted in state-level evaluation reports.

The applicant is required to develop corresponding objectives and performance indicators. Both the objectives and the indicators must be developed using the S.M.A.R.T. method:

* S*pecific*. That is, they tell *how much* (e.g., 40%) *of what* is to be achieved (e.g., what behavior of whom or what outcome) by *when* (e.g., by March 2023)
* M*easurable*. You have identified the level of performance expected to indicate successful achievement of the objective and indicator.
* A*chievable*. Not only are the objectives and indicators themselves possible, but it is also likely that your organization will be able to achieve them.
* R*elevant*. Your organization has a clear understanding of how these objectives and indicators fit in with the overall vision of this contract.
* T*imed*. Your organization has developed a timeline (a portion of which is made clear in the objectives) by which they will be achieved.

**Project Activity Plan [****00]** - The applicant must describe the proposed activities that will be implemented to achieve each State mandated goal and the grantee identified objectives and indicators. The project activity plan must directly support the budget, as it will serve as the basis for the proposed expenditures. Activities described must be specific and directly related to the goals and measurable objectives. For example, the following is an *unacceptable activity*: “Meetings with community partners, community entities, collaborators.” A more *acceptable activity* would be: “The project director will meet with community entities, partners, and collaborators on a quarterly basis.”

Within the EWEG Project Activity Plan section, the grantee must list activities that are specific to the program year. Additionally, the applicant must select the period in which the activity will be implemented. If the activity is ongoing or recurring, select each period in which the activity will take place.

**Budget [00]** – In constructing the budget, 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. The applicant must provide sufficient explanation of budgeted costs, including the calculation detail (cost-basis). The applicant must obtain prior approval from the NJDOE through their program officer to charge fees. If approval is granted, the grantee will be required to submit a program income report with the quarterly and final fiscal reports.

NJDOE program office staff will review budget line items to determine whether requested administrative costs are reasonable and necessary. The NJDOE will remove from consideration all ineligible costs, as well as costs not supported by the Project Activity Plan.

The grantee may charge fees for trainings that are not covered within this NGO. The grantee must obtain prior approval from the NJDOE through their program officer. If approval is granted, the grantee will be required to submit a program income report with the quarterly and final fiscal reports. Program income generated without prior approval from the NJDOE must be deducted from the funds awarded under the Federal grant***.***

The grantee is 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. The grantee must maintain direct control of 51% of the total grant award during the entire grant cycle. Additionally, grantees are not allowed to divest oversight of the program administration or implementation to another agency, this includes, but is not limited to, existing Nita M. Lowey 21st CCLC programs and other agencies in a sub-grant process. These funds may not be used as a pass-through to another agency.

Through an amendment process the NJDOE may authorize a modification to an approved application. This process requires substantial programmatic and fiscal review by the NJDOE. The grantee must have a compelling programmatic justification and rationale for the need for the amendment requested. Any change requested must be in keeping with the intent, goals, and objectives of the NGO. The last day for the grantee to submit an amendment is May 31, 2025.

## 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.

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|  | **Appendices Name** | **Required Upload** |
|  | Audit Information |  |
|  | State Mandated Goals and Objectives  |  |
|  | Budget Development Instructions |  |
|  | Electronic Web-Enabled Grants System (EWEG) Tips |  |

## Allowable Uses and Eligible Activities

* Salaries and benefits for project staff;
* Purchase of project materials, and supplies for grant-funded project activities;
* Identification, selection, and orientation of grant-funded staff;
* Computer(s) for the purpose of program administration and implementation;
* Attendance at one OST conference, which may include transportation, accommodations and food.
* Other grant related expenses (e.g., printing, telephones, postage, travel) that are necessary to perform grant administrative functions; and
* Indirect costs represent the expenses of doing business that are not readily identified with a particular grant function or activity but are necessary for the general operation of the organization and the conduct of activities it performs. Indirect costs may be requested in the budget from the grantee 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 budgeted as a direct cost. Please refer to [2 CFR Part 200.414](http://www.ecfr.gov/) for additional information. The indirect cost dollar amount that you budget in your application must be the same dollar amount as the maximum, allowable indirect cost dollar amount calculated by EWEG in your application. If you want to budget a lesser dollar amount, reduce the rate amount that you insert in the RATE box under the INDIRECT COST tab.
* If the applicant has a current federally negotiated indirect cost rate agreement, it must scan and upload a copy of their indirect cost rate agreement. As this program is subject to a supplement, not supplant requirement, if the applicant has an approved restricted indirect cost rate must use that rate; if the applicant has a rate agreement that does not include a restricted indirect cost rate it is limited to 8% modified total direct cost (MTDC).
* If the applicant has a never received a federally negotiated indirect cost rate agreement, it 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 grantee 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. The de minimis rate is 8% MTDC.
* NOTE: Out-of-state travel not documented in the approved grant application requires prior approval from the grantee’s program officer.

## Sub-granting Funds

The Grantee shall not subcontract any of the work or services covered by this grant, nor shall any interest be assigned or transferred except as may be provided for in this grant or with the express written approval of the Department.

## **NonPublic Participation**

## Apportionment of Grant Funds

The applicant’s project must be designed and implemented in conformance with all applicable state and federal regulations. Final awards are subject to the availability offunds. Total funds available are $170,000.00. This is [100 percent] percent funded from [21st CCLC] CFDA# 84.287C. The project period is [2024-2025].

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): [Max 10%] [NJ Travel Reimbursement Rate](https://www.nj.gov/infobank/circular/cir23-02-OMB.pdf): $0.47 cents per mile

[Max Benefit Cap](https://www.nj.gov/infobank/circular/cir24-11-OMB.pdf) Composite Rate: 77.15% [Max Indirect Costs Cap %:](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-E/subject-group-ECFRd93f2a98b1f6455/section-200.414) [Max 8%]

Please refer to section II.10 and II. 11 of the NGO for information regarding the allowability, inclusion of and/or restriction(s) to 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 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 process. The applicant’s opportunity to make PAR will be limited by the NJDOE, 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.

## 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.

* Refer to allowable uses and eligible activities.

##  Ineligible Costs

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

* Outside of grant term: Costs incurred outside of the grant term.
* Existing staff: Salaries and/or benefits for existing staff are not eligible unless they are assigned program responsibilities depicted in the staffing chart (see Section II.10.).
* Routine operating/admin costs: Costs for the routine operation of or administration of the organization are not eligible except when part of the approved budget (see section b of the grant/loan agreement).
* No benefit: Costs incurred for salaries, services or media which do not benefit the end user of the grant program.
* Not reasonable or necessary: Costs which are not reasonable or necessary to carry out the grant.
* Outside of target area: The purpose of the grant is to provide statewide coverage; therefore, any activities undertaken outside of a Grantee’s DHSS designated territory must have prior NJDOE approval before costs are incurred.
* Poorly Documented/Undocumented: Costs that are not supported by adequate documentation.
* Off Message: Costs for media that are prohibited or off message.
* Curriculum Development or Expansion of Curriculum unless specified by the grant program as an eligible activity.
* Supplanting: Costs for salaries, services, or media which are covered under other federal, or state funding.
* Food, including snacks and refreshments, for any professional development training or workshop.
* Vehicle purchases.
* Attendance at conferences or trainings, other than one USDE Nita M. Lowey 21st CCLC office sponsored conference.
* Construction or capital improvements.
* Religious practices or programs.
* Costs that are not directly related to the implementation of grant activities.
* Membership of associations or organizations.
* In-state overnight meals and/or lodging.
* Meals on in-state travel.
* Mileage reimbursement in excess of state allowable amount per mile.

#  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/) web page.

## Mandatory Orientation and Training

The grantee will be required to attend a program orientation. The NJDOE staff will acquaint the grantee with the general program information, and 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 via electronic format uploaded or within the EWEG system. Reports submitted by other means will not be accepted and 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 due to the grantee will be paid all remaining grant funds 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, 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 Department’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 their reporting period and reconcile the expenditures reported in the interim report should match what has been paid to the district during the reporting period.

**Final Expenditure Reports:** This is the same report as the Interim Report, except that this report generates a final payment to the grantee upon selecting the “final report radial button.”

## **Reporting Periods**

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

**The reporting periods are as follow**

|  |  |  |
| --- | --- | --- |
| Report Number: | Reporting periods: | Dates Due: |
| Report 1 | September 1, 2024 – December 31, 2024 | 1/31/2025 |
| Report 2 | September 1, 2024 – March 31, 2025 | 4/30/2025 |
| Report 3 | September 1, 2024 – June 30, 2025 | 7/31/2025 |
| Final Report\* | September 1, 2024 – August 31, 2025 | 10/31/2025 |
|  | \*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 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 representative.

**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 to be uploaded into 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. You 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**: The subgrantee is subject to the same terms and conditions as the grantee and is responsible to you (the lead agency) 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. If NJDOE requires sub-grantee amendment approval and you support the changes, forward the requested changes to the NJ NJDOE Program Office for review. As the grantee, you do not have the authority to approve any changes in their project activities, any budget variances, or without prior approval by the NJDOE.

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

The Department 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 Department 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

The applicant’s project must be designed and implemented in conformance with all applicable state and federal regulations. The 21st CCLC Training and Technical Assistance NGO is 100% federally-funded under Title IV, Part B of ESSA (CFDA 84.287C; FAIN: S287C240030).

#  Appendices

## Audit Information

To be completed by all non-LEA applicants

Audit requirements and the type of audit are solely based on the totals of all state and federal grant expenditures incurred during the recipient’s 12-month fiscal year. The grantee is required to submit a schedule of expenditures and the Auditor System Review (Peer Review). The Peer Review must be within three years of the agency’s fiscal year. To determine your agency’s audit requirements all non-LEA applicants must submit the following information:

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

Agency Federal Tax ID #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agency Fiscal Year Ended: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agency Fiscal Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Telephone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Agency Auditing Firm: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Telephone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of CEO or CFO (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature CEO or CFO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

**Please include this form with your application and send via email to Haydee Perez-Livingston at** **haydee.perez@doe.nj.gov****.**

## State Mandated Goals and Objectives

Instructions: The applicant is required to adopt the state-mandated goals. Additionally, the applicant must create objectives and performance indicators for each objective. Performance indicators are quantifiable performance measurements used to define success factors and measure progress toward the achievement of your program’s goal and are directly correlated to the implementation activities created in the Project Activity Plan. When numbering the objectives and indicators below, please follow the following format: Objective 1.1, Indicator 1.1a; Indicator: 1.1b; Objective 1.2, Indicator 1.2a; Indicator 1.2b, etc. The grantee is required to upload this completed document into EWEG.

Please use the following goals:

Goal 1: To support NJDOE in increasing the capacity of grantee program staff.

Goal 2: To support 21st CCLC grantees in enhancing and improving competences in youth outcomes and academic and social skill development.

Goal 3: To provide networking opportunities for out-of-school time program providers throughout New Jersey.

Goal 4: To provide targeted technical assistance based on state-level data.

## Budget Development Instructions

Please follow instructions below:

1. In EWEG under the Salary tabs and in the Title of Position box, be sure to list the other benefits by type and percentage amount for positions that have other benefits such that the total of the individual other benefit percentage amounts equals the percentage amount shown in the Other Benefits box.
2. For budget entries that represent administrative costs, be sure to check “Administrative” in the Cost section of that budget entry.
3. For any budget entry that has both a program and administrative portion, create two budget entries, one for each. Be sure to check Program or Administrative in the Cost section. For example, the Project Director’s salary is based on providing both program and administrative services to the grant.
4. 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.
5. Be sure the Description boxes also describe the cost of the item, the need for the item, and the item’s relation to the grant program.
6. 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. 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 to each traveler. For airport shuttles show the cost for up to four shuttles per person (home base to airport, airport to hotel, hotel to airport, airport back to home base). Insert this statement: “gsa.gov rates will be used at the time of travel” for all conference travel costs. Be sure to itemize the cost per person as follows:
* meals = cost per day times the number of days,
* round-trip coach air or rail fare = per person times the number of grant staff, and
* lodging = per room per night basis times the number of rooms times the number nights.
* Note that car rental at a conference is generally not allowed.

## Electronic Web-Enabled Grants System (EWEG) Tips

The following are tips for working in the EWEG system. Please take note as these will ease submission of your application.

1. Do not use the “Back” button. This will cause a system error.
2. It is always recommended that long narrative sections be typed in either Word or Note Pad and copied and pasted into EWEG. Doing this will prevent you losing the text that you worked hard to create, should something go wrong when you save the page.
3. When copying and pasting from Word or Note Pad, be sure to check for special characters. Most notably, quotation marks, apostrophes, bullets, and hyphens are the biggest culprits. Avoid using all of the other special characters (!@#$%^&\*()”~/<>{} and bullets). Do not try to use fancy formatting. It will only give you problems. Just be sure that the content is there in a concise and clear manner.
4. The EWEG system is not compatible with the way Microsoft Word formats quotation marks, apostrophes, bullets, and hyphens. Use the following procedure to resolve this problem. Remove the quotation marks, apostrophes, bullets, and hyphens in the text that you want to copy and paste. Paste the text into EWEG. Working in EWEG, BEFORE YOU TRY TO SAVE THE PAGE, put the bullets, hyphens, apostrophes and quotation marks back in. You will notice that the apostrophes and quotation marks will now look different indicating that the problematic formatting has been removed. You should be able to save the page without getting an error message.
5. When you click on a Tab to open a page, do not click on it more than once. Some of our pages take a while to open. If you click on the tab more than once, you will get a system error.
6. Certain systems are just not compatible with EWEG. Most notably: MAC, hand-held devices, Notebooks, Safari, Google Chrome, and Firefox. If you have these systems, please try to locate a different PC to use to enter your data.
7. Also note that Internet Explorer versions higher than 7.0 should access the EWEG site in “Compatibility Mode” or you may have unexpected errors and will not be able to view all application pages.