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| Empowering Educators:  The 2025 Teacher Climate and Culture Innovation Grant  25-TE21-G03  Program Term Date: June 1, 2025 to May 31, 2026  Application Due Date: Thursday May 15, 2025 no later than 4:00 P.M. |
| Kevin Dehmer  Commissioner of Education  Jorden Schiff, Ed.D.  Assistant Commissioner  Peter Mazzagatti, Ed.D.  Director  Office of Educator Effectiveness  Fiscal Year 2025  25-100-034-5061-053  New Jersey Department of Education  P.O. Box 500 ● Trenton, NJ 08625-0500 |

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

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

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# Grant Program Information

## Purpose of the NGO

Recently, a great deal of emphasis has been placed on addressing local school climate and culture matters which have demonstrated significant impact on teachers’ quality of life at work. In November of 2022, the Task Force on Public School Staff Shortages in New Jersey (Task Force) was established pursuant to Governor Murphy’s Executive Order #309 to “develop recommendations to address teacher and ESP [education support professional] shortages in school districts across the State.” In 2024, New Jersey set aside 2 million dollars for a competitive grant issued through a Notice of Grant Opportunity (NGO) to address one of the key recommendations of the Task Force: improving climate and culture through the investigation of strategies aimed at reducing administrative burdens and other tasks that pull teachers away from the classroom.

New Jersey continues to prioritize the recruitment and retention of teachers through a competitive grant designed to offer year one recipients the opportunity to extend and expand their work in this area, while sharing their findings from year one with LEAs throughout the state.

The **2025** **Empowering Educators: Teacher Climate and Culture Innovation Grant** is a limited competitive grant open to LEAs who did not participate in the 2024 Teacher Climate and Culture Innovation grant program. A companion limited competitive grant (Expanding Innovations in Teacher Climate and Culture) is open only to those LEAs who participated in the 2024 grant program. Awardees from both NGOs will work on strategies aimed at reducing administrative burdens and other tasks that pull teachers away from the classroom and will both take part in the Teacher Climate and Culture Institute scheduled to take place on July 29, 2025.

**The Empowering Educators: Teacher Climate and Culture Innovation Grant** is a limited competitive grant open to LEAs who did not participate in the 2024 Teacher Climate and Culture Innovation grant program (24-TE13-G06), **and it will run from June 1, 2025, through May 31, 2026. Awarded local education agencies (LEAs) will:**

1. **Develop** policies, programming, guidance and/or equivalencies (PPGEs) **aimed at reclaiming teacher time through the reduction of administrative burdens placed on teachers which pull them away from classroom instruction. It is intended that these can be shared and replicated statewide.**
2. **Implement the PPGEs in one or more schools within the LEA with the purpose of reducing the administrative burden placed on teachers within those participating school(s).**
3. **Measure the impact of the PPGEs in one or more schools within the LEA with the purpose of understanding its impact on teacher climate and culture within those participating school(s).**
4. **Send a team of a team of at least four educators (a mixture of administrators and teachers) to attend the Teacher Climate and Culture Institute to take place on July 29, 2025**

**Application Type: Limited Competitive\***

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

## 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 using the Dun and Bradstreet Data Universal Numbering System (DUNS) to the new UEI for all grant recipients and applicant organizations. UEIs are the primary means of entity identification for Federal awards and are required in accordance with 2 CFR Part 25. The UEI number is administered by the Federal Government in the System for Award Management (SAM) through the [SAM.gov](https://sam.gov/content/home) 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 will be entered into the Award Management SAM Application in EWEG and updated yearly.

## Award Management SAM Application

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

Key steps/actions:

* + - 1. Create and submit the 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 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 Educator Effectiveness 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 where 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 Educator Effectiveness at the New Jersey Department of Education, 100 River View Plaza, Route 29, P.O. Box 500, Trenton, NJ 08625-0500;   
Email Contact EduEval@doe.nj.gov

## Access to the EWEG Application

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

The NJDOE advises applicants to plan appropriately and allow time to address technical challenges. Additionally, applicants should run a consistency check at least 48 hours before the due date to determine any errors that might prevent the application submission. Applicants are advised not to wait until the due date to submit the application online, as the EWEG system may be slower than expected due to increased usage. Running the consistency check does not submit an application. A "Submit for Review" button will appear when the consistency check runs successfully. Once the application is complete and has passed the consistency check, the applicant may submit the application by selecting the "Submit for Review" button. The applicant should receive a message from the EWEG system indicating that the application was submitted. The application status will update in EWEG on the GMS Select page as "Submitted for Review," along with the application submission date.

**IMPORTANT:** Once the application is 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 New Department of Education (NJDOE) for application review consideration. **Please Note: The submit button in the EWEG system will disappear as of 4:00 P.M. 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 Thursday May 15, 2025.** Without exception, the ACC will not accept nor evaluate an application after this deadline for funding consideration.

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

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

**Paper copies of the grant application will not be accepted instead 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.

The second review is conducted by the Program Office responsible for administering the program. The Program office reviews the application as noted in Section I.1 (Purpose of the NGO) and Section II.4. (Project Design Components). The NJDOE reserves the right to reject any application that is not in conformance with the requirements and intent of this NGO. The total point value for the NGO is 100 points. If noted in the NGO, bonus points will only be added if the grant application scores 70 points or greater and meets the intent of the Notice of Grant Opportunity (NGO).

## Grantee Award Notifications

Once scored, applications will be awarded based on rank order from highest to lowest score by category size until grant-allocated funds are exhausted, beginning with category A and continuing through category C. The category sizes are defined by the groupings below:

|  |  |  |
| --- | --- | --- |
| **Category** | **Number of Teachers** | **Maximum Award Size** |
| **A** | **Up to 100** | **$50,000** |
| **B** | **101-250** | **$70,000** |
| **C** | **More than 250** | **$120,000** |

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.

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

Preliminary Approved – For applicants awarded the grant funds by scoring 70 points or greater and meeting the eligibility criteria, where funds are available. Approved Applications will be notified via EWEG with instructions on how to proceed with the Pre-Award process. In addition, instructions on how to initiate the Pre-Award process can be found in the [Discretionary Grants Manual](https://www.nj.gov/education/grants/discretionary/apps/).

No Award – No award is made for applicants that fall into one of two categories: applicants who do not meet the 70-point score and/or the intent of the NGO listed in II.4 (Program Design Consideration); and applicants who score 70 points or greater and meet the eligibility criteria but funds are exhausted.

## Open Public Records

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

# Completing the Application

This section intends 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 fully understand the State's vision and purpose for offering the program. Additionally, the information in Section III, Grantee Agreement Requirements, will complete the applicant's understanding of the specific considerations and requirements to be considered and/or addressed in the project.

## General Instructions for Applying

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

Admin Tab – Contacts, Allocation, Assurance, Board Resolution   
Narrative Tab – Abstract, Project Description, Statement of 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 respond to the State's vision 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 seek additional guidance in the [[Discretionary Grants Manual](https://www.nj.gov/education/grants/discretionary/apps/)](https://www.nj.gov/education/grants/discretionary/apps/docs/PreAwardManual.pdf).

## Application Technical Assistance Session

**Thursday, May 8, 2025**

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

## Grant Deliverables

*Overview*

“Empowering Educators: The 2025 Teacher Climate and Culture Innovation Grant” is intended to empower LEAs to develop and implement innovative PPGEs aimed at reclaiming teacher time through the reduction of administrative burdens and other tasks that pull teachers away from classroom instruction. These innovative practices will be designed to be replicated and shared statewide. Through this grant opportunity, the NJDOE seeks to identify LEAs who are focused on developing and promoting practices that focus on reducing administrative burden to ultimately enhance the climate and culture for teachers across the state of New Jersey.

*Goals and Outcomes*

Goals for Empowering Educators: The 2025 Teacher Climate and Culture Innovation Grant:

1. **Exploring Innovation:** Provide innovative solutions designed to reclaim teacher time through the reduction of administrative burdens that pull teachers away from classroom instruction, which can be shared and replicated statewide.
2. **Improving Teacher Climate and Culture:** Provide strategies for improving climate and culture for teachers consistent with the Task Force’s key recommendation.
3. **Empowering Outstanding Educators:** Provide extended opportunities for outstanding educators to inform solutions to reduce administrative burden, develop further as leaders, and have a wider impact on other educators statewide.

The 2025 Teacher Climate and Culture Innovation Grant Program Expected Outcomes:

Awardees will develop and implement PPGEs aimed at reclaiming teacher time through the reduction of administrative burdens. Through the development process, LEAs will deliver on the following primary outcomes:

1. **Creation of innovative PPGEs**, potentially to be replicated by other LEAs throughout the state.
2. **Commitment of one or more buildings within the LEA to implement** the PPGEs.
3. **Demonstrate the impact of the PPGEs** in each school where implemented.

## Project Design Considerations

The NJDOE seeks to empower LEAs to develop innovative programming that actualizes one of the key Task Force recommendations aimed at reclaiming teacher time by reducing administrative burdens which pull teachers away from classroom instruction. Through this grant opportunity, LEAs will investigate and provide innovative PPGEs designed to positively impact school climate and culture through the reduction in administrative burden, which can be shared and replicated statewide.

Successful grant applicants will describe how they will develop, implement, and measure the impact of their approach(es) within the parameters set by the terms of the NGO. It is the intent that the PPGEs developed through this program may inform guidance for other LEAs throughout the state. Specifically, applicants must:

* Outline LEA goals for participation in this program.
* Highlight the innovative aspects of the proposed approach.
* Provide a rationale for the targeted area to which PPGEs will be developed and implemented.
* Provide a percentage of the overall number of school buildings within the LEA who will be participating in the implementation of the PPGEs.
* Provide a rationale for why the school buildings selected will be a part of the PPGEs implementation.
* Describe the core team who will lead the development and oversee the implementation of the PPGEs within the LEA. Core teams must be comprised of supervisors and teachers.
* Confirm internal capacity for participation, including a description of the existing foundational structures that may be leveraged to ensure overall the successful development and implementation of the PPGEs.
* Confirm commitment to collaborate with the NJDOE as needed to ensure the successful development and implementation of the PPGEs within the LEA.
* Confirm commitment to assess the results of the PPGEs on teacher climate and culture in your LEA.
* Confirm commitment from your local association to participate in this grant program. (See Appendix A: “Statement of Participation”.)
* Confirm commitment to send a team of at least four educators (a mixture of administrators and teachers) to attend the Teacher Climate and Culture Institute to take place on July 29, 2025. (See Appendix A: “Statement of Participation”.)

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

**Project Abstract *(250-300 words)*** The Project Abstract summarizes the proposed project's need, purpose, and projected outcomes. The proposed project and outcomes must cover the entire multi-year/single-year grant period. Do not include information in the abstract that is not supported elsewhere in the application.

**Statement of Need [10]** - Describe the following:

1. Why is the LEA interested in working on this project? What identified need will be met through participation in the grant program?
2. How were administrative burdens identified by the LEA?
3. What are the innovative PPGEs designed to address?
4. How will the proposed PPGEs potentially support or inform the work of other LEAs across New Jersey?

**Project Description [30]** – Provide a narrative detailing your approach to the project. Successful applicants will describe the proposed development and implementation of PPGEs and outline plans to support all grant activities. Please address the following items as part of your project description:

1. **PPGE Development Work**: (1) Explain your area of focus and why this is a priority in reclaiming teacher time. (2) Confirm commitment from your local association to participate in this grant program (See Appendix A: “Statement of Participation”). (3) Explain why your LEA is qualified to develop and deliver an approach for this key task force recommendation. This explanation must include: (a) experience in working towards this key recommendation and (b) a brief description of the project you have in mind which directly connects to reclaiming teacher time.
2. **PPGE Project Development**: (1) Provide a rationale for the targeted area to which PPGE(s) will be developed and implemented. (2) Provide a percentage of the number of overall school buildings within the LEA who will be participating in the implementation of the PPGEs. (3) Provide a rationale for why the school buildings selected will be part of the PPGEs implementation.
3. **PPGE Core Development Team Members**: (1) Describe the PPGEs core development team you will assemble for this project. (2) Describe how you will identify core development team members who are the right fit for leading this effort. Core teams must be comprised of supervisors and teachers.
4. **PPGE Implementation Support**: (1) Describe your vision for the process which will be used in implementing the PPGEs in the identified building(s).
5. **PPGE Impact**: (1) Describe how you plan to measure the impact of the PPGEs within your LEA. LEAs can utilize the [New Jersey School Climate Improvement (NJ SCI) Survey](https://njschoolclimate.org/), or locally or commercially developed survey to support the measurement of climate and culture impact. (2) Confirm commitment to share promising practices in an effort to impact other LEAs throughout the state.

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

Keeping the requirements below in mind, create 3-5 major goals for your participation in this program. Then, provide specific objectives and measurable indicators of success for each goal.

Goals should align with each of the following requirements:

* **Exploring Innovation:** Provide innovative solutions designed to reclaim teacher time through the reduction of administrative burdens and other tasks that pull teachers away from classroom instruction which can be shared and replicated statewide.
* **Improving Teacher Climate and Culture:** Provide strategies for improving climate and culture for teachers consistent with the Task Force’s key recommendation.
* **Empowering Outstanding Educators:** Provide extended opportunities for outstanding educators to inform solutions to reduce administrative burden, develop further as leaders, and have a wider impact on other educators statewide.

**Project Activity Plan [10]**

The Project Activity Plan will cover the entire grant period. It follows the goal(s) and objectives that were described in the previous section, Goals/Objectives/Indicators. Describe the steps that the LEA will take to achieve each identified objective. The activities identified in this section serve as the basis for the individual expenditures that are proposed in the budget. Review the Goals and Objectives when constructing the Project Activity Plan to ensure that appropriate links are established between the goals, objectives and activities.

In the Project Activity Plan Tab:

* 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; and
* Identify the staff directly responsible for the implementation of the activity. If the individual conducting the activity is not referenced appropriately on the Project.

**Commitment and Capacity [30]** To effectively execute the goals, objectives and indicators outlined in prior sections, LEAs must clearly describe **both its** capacity to do the work and its commitment to ensuring it is successful. Please share information about the following:

* **Commitment to furthering positive impacts on climate and culture within your LEA**: Provide examples of how a focus on climate and culture is a priority within your LEA. Include a description of why your LEA is a good fit for designing a strategy aimed at reclaiming teacher time. Include evidence that educators within your LEA are invested in the proposed plan. (Optional examples of educator investment may include, but are not limited to, survey findings, focus group notes, meeting minutes, etc.)
* **Connection to professional learning within the LEA**: Describe how this project will connect to other priorities in your LEA. Include any connections to current school and/or district professional development plan goals which may exist.
* **Commitment to ongoing teacher climate and culture development:** (1) Describe what evidence and data will be collected to determine impact. LEAs can utilize the [New Jersey School Climate Improvement (NJ SCI) Survey](https://njschoolclimate.org/) or other locally or commercially developed survey to support the measurement of climate and culture impact. (How will the LEA use resources created, and capacity developed through this experience to continue to improve workplace conditions for teachers moving forward? (2) How will the LEA determine which promising practice(s) should be shared with the NJDOE to improve workplace conditions for teachers statewide? (3) Confirm commitment to send a team of at least four educators (a mixture of administrators and teachers) to attend the Teacher Climate and Culture Institute which will take place on July 29, 2025. (See Appendix A: “Statement of Participation”.)

**Budget [10]** – Once the objectives that will guide the work of the grant have been prioritized, begin to develop the budget details, using the detailed funding parameters described within this section, that will be necessary to carry out each activity.

The applicant’s budget must be well considered, necessary for the implementation of the project, remain within the funding parameters described below, and demonstrate prudent use of resources. The budget will be reviewed to ensure that costs are customary and reasonable for implementing 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. The applicant must provide sufficient details to support each cost.

LEAs may apply for funds as described in the chart below.

|  |  |  |
| --- | --- | --- |
| **Category** | **Number of Teachers** | **Maximum Award Size** |
| A | Up to 100 | $50,000 |
| B | 101-250 | $70,000 |
| C | More than 250 | $120,000 |

## 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.

|  |  |  |
| --- | --- | --- |
|  | **Upload Name** | **Required Upload** |
|  | Appendix A – Statement of Participation | Required |

## Allowable Uses and Eligible Activities

Grant funds for this program must be used to support activities and materials associated with developing replicable PPGEs aimed at reclaiming teacher time.

## Sub-granting Funds

Not allowable

## **Nonpublic Participation**

Not applicable

## 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. The total funds available are $960,000 This amount is 100 percent funded from Fiscal Year 2025 State Appropriation, Account # 25-100-034-5061-053. The project period is June 1, 2025, to May 31, 2026.

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

Grant funds will 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 per mile

[Employee Benefit Reimbursement Rate:](https://nj.gov/infobank/circular/) ([OMB Circular: 25-05-OMB](https://nj.gov/infobank/circular/cir25-05-OMB.pdf) ) is 63.8% plus FICA: 7.65%.

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

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

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

## Eligible Costs

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

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

* Non-instructional stipends: Costs for compensating participating teachers for attending the Teacher Climate and Culture Institute, as well as developing grant related materials and implementing them throughout the identified school buildings within the LEA.​
* Non-Instructional materials: Costs associated with the development and implementation of the grant program.
* Non-instructional stipend for project manager.​
* Costs associated with release time for teachers to work on the development and implementation of the grant program.​
* Transportation: Costs for compensating LEA staff to attend the Teacher Climate and Culture Institute.

## Ineligible Costs

The NJDOE will not reimburse 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 organization's routine operation or administration 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 not reasonable or necessary to carry out the grant.
* Poorly Documented/Undocumented: Costs that are not supported by adequate documentation.
* Off Message: Costs for media that are prohibited or off message.
* Curriculum Development or Expansion of Curriculum unless specified by the grant program as an eligible activity.
* Supplanting: Salaries, services, or media costs covered under other federal or state funding.

# Grant Agreement and Program Requirements

Once the funding application 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 in the approved application, complete the activities established in its grant agreement, and make satisfactory progress toward completing 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. Click [here](https://www.nj.gov/education/grants/discretionary/management/docs/attacha_b.pdf) to view and download the complete grant agreement documents, including attachments A and B of the grant agreement. View the [Uniform Minimum Chart of Accounts](https://www.nj.gov/education/finance/fp/af/coa/) webpage for the appropriate budget cost codes.

## Mandatory Orientation and Training

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

## Reporting Requirements

Grantees must submit reports on activities according to the program report schedule in [Section III.5, Reporting Periods](#_Reporting_Periods). The grantee will ensure all reports are uploaded to EWEG by the due date. Failure to deliver the reports by due dates may result in the grantee achieving an unsatisfactory rating and stopping 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 progress in meeting benchmarks and documenting measurable outcomes from the program activities listed in the application. Specific instructions for completing each report are found in the [Instructions for Submitting Interim and Final Reports](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 close 30 days before the end of the grant period. Any remaining payments due to the grantee will be paid through the Final Expenditure Report. Specific instructions for completing Reimbursement Requests are found in the [Instructions for Completing Reimbursement Requests](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 before 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 NJDOE's program policies.

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

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

## **Reporting Periods**

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

**The reporting periods are as follows:**

|  |  |  |
| --- | --- | --- |
| Report Number: | Reporting periods: | Dates Due: |
| Report 1 | June 1, 2025 to August 31, 2025 | 9/30/2025 |
| Report 2 | June 1, 2025 to November 30, 2025 | 12/31/2025 |
| Report 3 | June 1, 2025 to February 28, 2026 | 3/31/2026 |
| Final Report\* | June 1, 2025 to May 31, 2026 | 7/31/2026 |
|  | \*Includes a 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

Complete 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.

* + 1. **Activity Reports**

These reports include documentation and/or evidence of educational, outreach events, and program activities. This documentation can be a 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 specified by the program office.

* + 1. **Reimbursements**

**Staffing** – The grantee must retain all timesheets and payroll records for any salaries paid using funds for both monitoring and reimbursement purposes. A cost allocation sheet should accompany the reimbursement request if staff is assigned part-time to the grant.

**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 per mile. Receipts for parking and tolls must be retained.

**Mailings** – Receipts for postage and other materials and services associated with photocopying, printing, and distributing materials. Cost allocation based on the 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 the eligible expenditure under the grant program.

## Grant Amendments

All requests for amendments must be submitted at least 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 initiating 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 cost 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. The grantee must review any changes (program or fiscal) requested by a subgrantee. The NJDOE requires sub-grantee amendment approval for changes the grantee supports. Grantees will 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 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 the Grant Agreement and/or reduction in funding will be provided to the grantee before the adverse action is 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

Not applicable

# Appendix

## A – Statement of Participation

 Empowering Educators: The 2025 Teacher Climate and Culture Innovation Grant

This document must be completed, signed, scanned and uploaded as part of the EWEG application.

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

County of Applicant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By this document, the LEA and its teachers are certifying their intention to:

1. Participate in this grant program.
2. Send a team of ***a team of at least four educators (a mixture of administrators and teachers)*** to attend the Teacher Climate and Culture Institute to take place on July 29, 2025.

Name of Chief School Administrator \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Local Representation President \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_