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| New Jersey Inclusion Project, Year 3NGO 26-BC54-H03Program Term Date: July 1, 2025 – June 30, 2026Application Due Date: Tuesday, July 8, 2025no later than 4:00 P.M. |
| Mr. Kevin DehmerCommissioner of EducationKathy EhlingAssistant CommissionerKim MurrayDirectorOffice of Special EducationFY2026ALN 84.027A25-100-034-5065-086-H070-6130-D005New Jersey Department of EducationP.O. Box 500 ● Trenton, NJ 08625-0500 |

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

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

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# Grant Program Information

## Purpose

**The New Jersey Inclusion Project (NJIP) is a federally funded initiative sponsored by the New Jersey Department of Education (NJDOE), Office of Special Education (OSE), in collaboration with the New Jersey Coalition for Inclusive Education (NJCIE). NJIP provides free technical assistance, long-term systemic change support, leadership development events, materials, and resources to promote continuous improvement, increasing positive outcomes for students with disabilities ages 5 to 21. NJIP builds capacity within schools to create inclusive learning environments, ensuring that every child with a disability has equitable access to services, supports, and resources that lead to positive educational outcomes. The project also supports students with disabilities in developing skills for post-secondary education, employment, independent living, and full participation within the community.**

**Project Update of the NGO**

**The NJIP has made steady progress across key initiatives in the 2024–2025 period. The winter Leadership Conference was successfully facilitated, with finalized speaker proposals and completed attendee evaluations informing future planning. Preparations for the summer sessions are underway, with ongoing evaluations and process refinements.**

**The Communities of Practice (CoP) initiative has been consistently active. Regular meetings have been held, and needs surveys, sign-ins, and exit surveys have been implemented to track engagement and inform future sessions. Data aggregation and analysis will continue into summer 2025.**

**Technical Assistance (TA) efforts have advanced significantly. TA packages were delivered to schools, and training for Inclusion Facilitators was completed. Pre- and post-assessments measured knowledge and attitudes toward inclusive practices. The summer period focuses on impact evaluation and ensuring the fidelity of implementation.**

**Professional development initiatives included completing pre- and post-assessments, as well as receiving support from school-based staff. Walkthroughs were conducted to evaluate inclusive practices, and the resulting data informed the development of school action plans. Ongoing PD sessions continue to address identified needs.**

**NJCIE has prioritized the development and** [sharing of resources](https://www.allinforinclusiveed.org/njip-resources)**. Materials have been posted on the** [NJIP website](https://www.allinforinclusiveed.org/njip-resources)**, and quarterly reports are submitted to NJDOE OSE. Website analytics are monitored to improve resource accessibility and relevance.**

**In summary, NJIP's work throughout 2024–2025 has reflected meaningful progress in advancing inclusive education, with continued efforts to evaluate and refine each initiative.**

**Application Type: Please Select**

**Target Audience:** [x] Local Education Agency (LEA), Grade span: K-12
[ ]  Community-Based Nonprofit Organization (CBO), or
[ ]  Institutes of Higher Education (IHE)
[ ] Other

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

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

FFATA Executive Compensation Disclosure Criteria:

In the preceding fiscal year if an applicant:

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

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

## Award Management SAM Application

Prior to applying for a grant application, a Local 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 their SAM Entity Overview page. Applicants must ensure their address has the correct hyphenated nine-digit zip code in their address. Information provided in the LEA Central Contacts must match information from SAM.gov to be compliant with FFATA reporting.
			3. To renew an existing SAM UEI or to apply for a SAM UEI, entities must go through [www.sam.gov](http://www.sam.gov/).

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

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

## Dissemination of This Notice

The Office of Special Education will make this notice available to eligible applicants listed in section I.1. based on the eligibility statement.

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 Special Education at the New Jersey Department of Education, 100 River View Plaza, Route 29, P.O. Box 500, Trenton, NJ 08625-0500; telephone (609) 376-9084.

## Access to the EWEG Application

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

The NJDOE advises applicants to plan appropriately and to allow for time to address any technical challenges that may occur. Additionally, applicants should run a consistency check at least 48 hours before the due date to determine any errors that might prevent the submission of the application. Applicants are advised not to wait until the due date to submit their application online, as the EWEG system may experience slower than normal processing due to increased usage. Running the consistency check does not submit the application. When the consistency check runs successfully, a “Submit” button will appear. Once the application is complete and has passed the consistency check with no error messages, the applicant may submit the application by clicking the “Submit” button. The applicant should wait for a message from the EWEG system indicating that the application has been submitted. The application status will be updated in the Grants Management System (GMS) on 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 of Thursday, June 19, 2025**. Please refer to the [Discretionary Grants Manual](https://www.nj.gov/education/grants/discretionary/apps/) for instructions on how to work in EWEG.

## Application Submission

The Office of Grants Management’s Application Control Center (ACC) must receive the completed application through the EWEG system accessible through the NJDOE’s Homeroom webpage **no later than 4:00 P.M. on Tuesday July 8, 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 that does not conform to 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

Eligibility to apply for this continuation grant is open to NJCIE, to improve inclusive instructional practices within schools by providing support through leadership development conferences, online and in-person professional learning opportunities, coaching, and consultation that drives the development, implementation, and maintenance of inclusive education practices specific to the needs of identified participating schools. This NGO promotes continuous improvement to increase positive outcomes for students with disabilities, ages 5-21. The grantee was selected through a competitive process in Year One.

To be considered for funding, this continuation grant will be reviewed 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 does not conform to the requirements and intent of this NGO.

## Grantee Award Notifications

The EWEG system notifies applicants of awards through emails to individuals listed in the Contacts Tab. A list will also be posted on the NJDOE’s website under the Office of Grants Management> 2026 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 Preliminary Approved.

## Open Public Records

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

#  Completing the Application

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

## General Instructions for Applying

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

Admin Tab – Contacts, Allocation, Assurance, Board Resolution.

Narrative Tab –Project Update, Project Description, Goals & Objectives, Project Activity Plan

Budget Tab – All related subtabs.

Upload Tab – The required documents to be included in the application as stated in the NGO (see Section II.5).

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 outlined 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).

The applicant is required to include information in the application separately addressing each of the program requirements described below for the entire five-year grant program, unless otherwise specified.

## Application Technical Assistance Session

[x] Technical assistance will be provided on an as-needed basis. Please contact the program officer via email at **Chinwe.Osondu@doe.nj.gov** to schedule a technical assistance session.

[ ]  **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 New Jersey Department of Education will analyze the grantees’ progress and outcome results through review of the online EWEG program progress, interim, and final reports. In each interim report, the grant recipient must submit a brief narrative that summarizes the activities conducted during the project period, along with:

* The list must denote the total number of schools receiving special education services, with a breakdown of demographic information such as socio-economic status, race, and gender.
* The list must include descriptions of the methods by which schools were identified; dates on which meetings with district staff were conducted during the reporting period; and a description of any technical assistance and/or activities designed and implemented for the purpose of continuation and strengthening of the group.
* Copies of documents, presentations, resource lists, and announcements developed and provided to support stakeholder groups.
* For all grant activities, include a description, date, duration, and summary of outcomes, including attendance logs, copies of announcements, presentation materials, and a summary of the evaluations with recommendations and next steps.
* For all resources, materials, policies, and procedures curated through this grant, a page with this relevant information must be created and submitted for inclusion on the NJDOE’s website (this page may include but may not be limited to a link to grantee’s website, all materials must be Section 508 compliant/accessible).

For the final report, include the above information for all four quarters, as well as a summary of progress toward achieving each of the project's goals.

The Office of Special Education will determine the success of the grant program and make recommendations regarding continued funding based on the information provided by the applicant, any meetings held between the applicant and NJDOE staff as necessary, and any other relevant program information requested by NJDOE.

**Note:** TheNJDOE reserves the right to increase data requirements throughout the grant cycle.

## Project Design Considerations

The New Jersey Inclusion Project focuses on improving educational equity and post-school outcomes for students with disabilities, ages 5-21, by providing local education agencies (LEAs) the opportunity to establish systems that interrupt inequitable practices, examine biases, and create inclusive learning environments for all students. Additionally, it equips educators with the skills needed to support these students. The grantee will provide high-quality professional development, coaching, consultation, technical assistance, and various other resources to educators and school leaders throughout the state.

State Goal

The New Jersey Inclusion Project was developed in alignment with the New Jersey Department of Education's (NJDOE) mission to support schools, educators, and districts in ensuring that all of New Jersey’s 1.4 million students have equitable access to high-quality education and achieve academic excellence. This project aims to enhance inclusive instructional practices within schools by providing support through leadership development conferences, online and in-person professional development opportunities, coaching, and consultation that facilitate the development, implementation, and maintenance of inclusive education practices tailored to the needs of participating schools. This NGO will promote continuous improvement to increase positive outcomes for students with disabilities, ages 5-21.

The applicant awarded the New Jersey Inclusion grant shall provide four layers of service, subject to approval and oversight by the New Jersey Department of Education (NJDOE). These are:

* Leadership development via regional inclusion conferences and stakeholder engagement.
* Provision of technical assistance to schools in identified Local Education Agencies (LEAs) statewide.
* Development of implementation sites.
* Development of universal resources for educators and families available through the NJDOE website.

Objective 1: Leadership development via regional inclusion conferences and stakeholder engagement.

Under the guidance of OSE, the grantee will provide leadership development to school districts across the state through regional inclusion leadership conferences, both online and in-person professional development, webinars, and communities of practice (CoP) opportunities. The CoP opportunities will be available statewide, enabling educators and educator leaders to share best practices and engage in thought-provoking partnerships. Leadership development activities will also support capacity building within schools, creating systems that ensure every child with a disability has equitable access to the educational services, supports, and resources they need to thrive.

Objective 2: Provision of Technical Assistance (TA) to public schools statewide

The grantee will provide technical assistance (TA) to NJDOE-identified LEAs that need support in professional development, coaching, and administrative guidance to create inclusive learning environments. Qualifying public school sites approved by the NJDOE will receive five onsite visits to address their identified needs. Technical support will be provided to up to 15 qualified schools over the three-year grant period. Information and applications for TA will be available each spring for services to be provided in the following academic year. Professional development topics will include but are not limited to: Universal Design for Learning (UDL), Culturally Responsive Teaching, LRE programming options, Co-Teaching and Collaborative Consultation, Differentiation, Accommodations and Modifications, and Developmental and Mental Health Foundations from K to grade 12. At the end of each academic year, summative data will be collected, and outcomes will be shared with the NJDOE. Quarterly updates and semiannual reports will also be submitted to the New Jersey Department of Education (NJDOE).

Objective 3: Development of System Change (SC) sites

The grantee will provide support for up to 48 Systemic Change sites to foster transformation into equitable and inclusive learning environments. Each year, progress at all sites will be evaluated using quality indicators and project-specific surveys. Sites that demonstrate exemplary qualities will be approved by the NJDOE and designated as demonstration sites for the project.

**Project Update *(250-300 words)***

The Project Update is a summary statement of Years 1-2 of the project’s accomplishments and outcomes, and how they will impact Year 3 implementation.

**Project Description**

* + Describe in a detailed narrative the Year 3 project design and plan for implementing the project. Provide assurance that the strategies or activities are of sufficient quality and scope to ensure equitable access and participation among all eligible program participants. Provide evidence that the project is appropriate for and will successfully address the identified needs of the school. Describe the effect the project will have on the school upon completion. When possible, cite examples of how the approach or different strategies have led to success for other schools.
	+ Provide specific examples of systems, curricula, or design approaches that will be incorporated.
	+ Include justification for recognizing this as an area for improvement, along with a plan to support this transition.
	+ Include benchmarks for the initial, intermediate, and final stages of the process, along with methods to measure progress toward these benchmarks.
	+ Identify who will be responsible for each stage and the level of support they will receive.
	+ Write clearly and succinctly, focusing on quality and not quantity.
	+ Ensure that the steps in the Project Activity Plan are clearly articulated and logically sequenced within the narrative.

**Goals/Objectives/Indicators**

Establish one or more local goals for Year 3 of this program. Using the goals, create objectives that are (1) relevant to the selected goal, (2) applicable to grant-funded activities, (3) clearly written, and (4) measurable. Objectives should clearly illustrate the plan to achieve these goals. They must be achievable and realistic while identifying the “who, what, and when” of the proposed project. Objectives must be results-oriented and clearly indicate what the project is intended to accomplish. They should contain quantitative information and benchmarks, specifying how progress will be measured. Objectives should also be directly linked to individual stated needs and include a clear timeframe for completion.

Applications must also include a plan to evaluate the project’s success in achieving its goals and objectives. Indicators of success must be established for each project objective. In constructing the indicators, describe the methods that will be used to evaluate progress toward achieving the goals and objectives, as well as the overall outcomes of the grant project. Also, describe in the indicators the measures and instruments that will be used, the individuals responsible for developing and conducting the evaluation, and how results will be utilized to enhance project outcomes. Well-constructed indicators of success will help establish a clear understanding of responsibilities and a system of accountability for the project. They will also assist in determining whether to refine aspects of the project to ensure overall success.

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

**Project Activity Plan**

The Project Activity Plan follows the goal(s) and objectives that were listed in the previous section. The Activity Plan is for the current Year 3 grant period, spanning from July 1, 2025, to June 30, 2026. Activities represent the steps required to achieve each identified objective. Additionally, the activities outlined in this section form the basis for the individual expenditures proposed in the budget. Review the Goal(s) and the Objectives when constructing the Project Activity Plan to ensure that appropriate links have been established between the goal(s) and objectives and the activities.

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

**Budget**

Once the objectives that will guide the work in the continuation phase of the grant have been prioritized, begin to develop the details of the budget that will be necessary to carry out each activity.

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

The applicant must provide a direct link for each cost to the goal, objectives, and activities in the Project Activity Plan that provide programmatic support for the proposed cost. In addition, the applicant must provide documentation and details sufficient to support each proposed cost, including the calculation detail (cost-basis).

Guidance on constructing a grant budget may be found in the [Pre-award Manual for Discretionary Grants](https://www.nj.gov/education/grants/discretionary/apps/).

**The budget submitted as part of the application is for the specified 12-month grant period only (July 1, 2025, to June 30, 2026).**

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

Please note that all costs must be reasonable and necessary to the implementation of the grant project activities.

To reduce the number of pre-award revisions and the risk of disallowed costs under the Budget section of EWEG, please review [Appendix C, Budget Tips](#_Appendix_C).

The provisions of N.J.A.C. 6A:23A-7 contain additional requirements concerning prior approvals, as well as expenditures related to travel. It is strongly recommended that the applicant work with their business administrator when constructing the budget. The NJDOE applies these restrictions uniformly to all grantees.

Unless otherwise specified, the following restrictions apply to all grant programs:

* No reimbursement for in-state overnight travel (meals and/or lodging).
* No reimbursement for meals on in-state travel.
* Mileage reimbursement is capped at $.47/mile.
* Benefit costs are capped at 71.45% [(Max Benefit Cap)](https://www.nj.gov/infobank/circular/cir25-05-OMB.pdf)

## Application Component Required Uploads

See **Section IV Appendices** for informational documents related to this NGO. Failure to upload any required forms and/or documentation may result in an adverse funding decision. The following components are required (see Required ** Column) to be included as part of the application. Failure to include a required component may result in the application being removed from consideration for funding. Use the checklist (see Included  Column) to ensure that all required components have been completed in the application.

|  |  |
| --- | --- |
| EWEG Tab/Subtab | Check (** ) if included |
| Admin (Contacts, Allocation, Assurance, and Board Resolution) | **🗸** |
| Budget | **🗸** |
| Narrative (Update, Description, Goals/Objectives/Indicators, Activity Plan) | **🗸** |

**Please note** that the following characters are not recognized by EWEG (“, -!@#$ %^&\*( )”~/<>{} and bullets). When uploading documents to EWEG, please use the Adobe PDF format and ensure that each document is properly labeled with the **title of the form, not the appendix number**.

## Allowable Uses and Eligible Activities

* Funds may be used to support activities conducted to achieve the goals, objectives, and desired student outcomes detailed in Sections II.3-II.4. For a list of allowable uses of funding to support grant activities, please see Sections II.10 and II.11.

## Sub-granting Funds

## **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 $1,100,000. The New Jersey Inclusion Projectis 100percent funded fromIndividuals with Disabilities Education Act ALN # 84.027A. The funding, $1,100,000, will come from account: 25-100-034-5065-086-H070-6130-D005, FAIN # H027A240100. The project period is July 1, 2025, to June 30, 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 are to be used solely for the costs associated with implementing the grant program. Click on the links below to view the current rates:

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

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

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

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

The NJDOE will remove all ineligible costs and costs not supported by the Project Activity Plan from budget consideration. Through the pre-award revision process (PAR), the applicant will be 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 advised to be aware of these requirements, as they may affect the ability of school district personnel to participate in activities sponsored by the grant program.

Applicants may use grant funds for the following costs that directly support the activities described in the application:

* Salaries and benefits for law enforcement personnel to deliver the instructional program.
* Consultant fees, expenses, and other purchased services in support of the NGO.
* Salaries and benefits to support project administration, which must be justified by the activities in the approved Project Activity Plan and must directly support the arrangement and delivery of the instructional program and the administration of this grant. These salaries and benefits must be prorated according to grant-related and non-grant-related functions, as appropriate.
* Purchase of curricula.
* Purchase of materials and supplies that are required components of the approved curriculum.
* Professional development and training for law enforcement personnel in support of grant-funded projects and services.
* Planning for grant-funded projects and services.
* Project evaluation.

## Other approved direct costs and operating expenses (i.e., printing, telephones, postage, and travel) that are necessary for performing grant functions. All travel expenses must be directly related to project activities and well justified. Grant funds may be used to pay necessary travel expenses only for personnel directly involved in this grant program. Ineligible Costs

The NJDOE will not reimburse grantees or sub-grantees for ineligible costs or costs not supported by the activity plan. 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/administrative costs: Costs for the routine operation or administration of the organization, including salaries and benefits of personnel not providing direct services under this grant, computers, and other costs that are not directly related to services, are not eligible.
* Food: This includes snacks or refreshments for participants and staff, as well as refreshments for required orientation, professional development training, scheduled in-service trainings, and advisory board meetings.
* Summer programs for students.
* Indirect Costs: Costs that are not directly related to the arrangement and delivery of the instructional program and that are not supported by this NGO.
* In-and out-of-state overnight meals and/or lodging.
* No benefit: Costs incurred for salaries, services, or media that do not benefit the end user of the grant program.
* Not reasonable or necessary: Costs that are not reasonable or necessary to carry out the grant, i.e., vehicle purchases, maintenance of vehicles, entertainment, purchase of office furniture or equipment.
* Poorly Documented/Undocumented: Costs that lack adequate supporting documentation.
* Off Message: Costs for media that are prohibited or off-message, such as fundraising activities, capital construction or renovation, medical services, religious practices or programs (including religious instruction, worship, or prayer), and memberships to associations and organizations.
* Supplanting: Costs for salaries, services, or media that are covered under other local, federal, or state funding.

**Indirect costs:**

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

* Applicants with a current federally negotiated indirect cost rate agreement must scan and upload a copy of their indirect cost rate agreement. If this program is subject to a supplement, not supplant, requirement, applicants with an approved restricted indirect cost rate must use that rate. Non-LEA applicants with rate agreements that do not include a restricted indirect cost rate are limited to an 8% maximum total direct cost (MTDC). LEAs without an approved indirect cost rate are limited to the state median-approved indirect cost rate applicable to this program.
* Applicants who have never received a federally negotiated indirect cost rate agreement must scan and upload a signed statement as part of the application. This statement must attest to the fact that the organization has never received a federally negotiated indirect cost rate agreement, and that the applicant is requesting the use of a de minimis indirect cost rate. This statement must be signed by the Chief Executive Officer or designee of the organization.

#  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 laid out in the approved application and is expected to complete the activities established in its grant agreement and make satisfactory progress toward the completion of its approved action plan. Failure to do so may result in the withdrawal by NJDOE of the grantee’s eligibility for the continuation of grant funding. The NJDOE will remove ineligible, inappropriate, or undocumented costs from funding consideration. To view and download the complete grant agreement documents, including attachments A and B of the grant agreement, click [here](https://www.nj.gov/education/grants/discretionary/management/docs/attacha_b.pdf). To locate the appropriate budget cost codes, visit the [Uniform Minimum Chart of Accounts](https://www.nj.gov/education/finance/fp/af/coa/) webpage.

## Mandatory Orientation and Training

The grantee will be required to attend a program orientation. The NJDOE staff will provide the grantee with general program information, including the program's requirements (such as grant management, mandated staffing, policies, and procedures), as well as guidance on 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 outlined in Section III.5, Reporting Periods. The grantee will ensure that all reports are uploaded to EWEG by the due dates. Failure to deliver the reports by the due dates and/or failure to complete requested revisions in a timely manner may result in the implementation of a corrective action plan. Continued failure to satisfactorily complete the reports by the due dates may lead to the Grantee receiving an unsatisfactory rating and may result in the cessation of all NJDOE program payments. Interim Activity Reports

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

**Interim reports must be based on each activity described in the applicant’s** approved **Project Activity Plan for each reporting period. All reports will be submitted through the EWEG system** [here](https://homeroom.state.nj.us/) **on the dates specified.**

## Fiscal Reimbursement and Fiscal Interim Report Requirements

**Reimbursement Request:** The grantee shall request reimbursement payments monthly, by the 15th of each month (or the date specified in the monthly email from the program office), from the NJDOE. The grantee will complete a reimbursement request through the EWEG payment system, and the requests may include funds that will be expended through the last calendar day of the month in which reimbursement is requested. Reimbursement requests will be closed 30 days prior to the end of the grant period. Any payments of remaining grant funds due to the grantee will be paid in the Final Expenditure Report. [Specific instructions for completing reimbursement requests](https://njdoe.mtwgms.org/NJDOEGmsWeb/HelpFiles/New_Reimbursement_Reqhttps%3A/njdoe.mtwgms.org/NJDOEGmsWeb/HelpFiles/New_Reimbursement_Request_Instructions.pdfuest_Instructions.pdf) are also available.

Requests may begin once the contract has been fully approved and executed by the NJDOE. All programs operate as reimbursement-only programs. Grantees will be reimbursed based on their actual expenditures. Grantees must submit payment requests no later than the 15th of the month via the EWEG system in order to receive a payment the following month. Reimbursements will close 30 days before the end of the grant term. Any funds owed to the grantee will be included 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.

**Note:** Payments cannot be processed until the award has been accepted in the EWEG system. Payments can be withheld if the applicant fails to submit required reports.

**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 provide an account of actual expenditures incurred during the reporting period. The expenditures reported in the interim report should match the payments made to the district during the reporting period.

**Final Expenditure Reports:** This report generates a final payment to the grantee when the “Final Report” button is selected.

## **Reporting Periods**

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

**Reports for this program will be due as follows:**

|  |  |  |
| --- | --- | --- |
| **Report**  | **Reporting Period** | **Due Date** |
| 1st Interim | 07/01/25 – 09/30/25 | 10/31/25 |
| 2nd Interim | 07/01/25 – 12/31/25 | 01/31/26 |
| 3rd Interim | 07/01/25 – 03/31/26 | 04/30/26 |
| Final Report | 07/01/25 – 06/30/26 | 08/31/26 |
|  | \*Includes 60-day liquidation period. |  |

## Monitoring

The NJDOE Program Managers have the right to 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 part of a comprehensive program assessment or focused on reviewing performance in specific areas. In either case, Program staff shall cooperate with Program Managers and provide them with files and other requested information.

## 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 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** – The Grantee must retain all timesheets and payroll records for any salaries paid using funds for both monitoring and reimbursement purposes. If staff are 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 or office), the sites visited, the purpose of the trip, and the ending location. Commute, travel beyond one’s standard commute, must be subtracted from the mileage claimed. The travel reimbursement rate is 0.47 cents per mile. Receipts for parking and tolls must be retained for record-keeping purposes.

**Mailings** – Receipts for postage and other materials and services associated with photocopying, printing, and distribution of 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 that the expenditure is an eligible cost under the grant program.

## Grant Amendments

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

Amendment modification forms are available [here](https://www.nj.gov/education/grants/discretionary/management/). Amendment modifications are initiated and submitted through the EWEG system using the Upload Tab in the grant application. Instructions on how to initiate the amendment are available in [the Discretionary Grants Manual](https://www.nj.gov/education/grants/discretionary/apps/). Use the [Quick Reference for Commonly Requested Costs](http://www.nj.gov/education/grants/discretionary/apps/common_costs.pdf) or the [Uniform Minimum Chart of Accounts](https://www.nj.gov/education/finance/fp/af/coa/) to locate the appropriate budget 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 that the grantee supports. Grantees are to forward the requested changes to the NJDOE Program Office for review. Grantees do not have the authority to approve any changes to their project activities or budget variances without prior approval from the NJDOE.

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

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

Formal written notice of suspension/cancellation of the 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

#  Appendices

## Appendix A

### Budget Tips

To reduce the number of pre-award revisions, please follow the instructions below:

* Explain what the amounts in the ‘How Many’ and ‘Cost per Unit’ boxes represent for the Supply and Other tabs budget entries. If the amounts in those boxes represent a calculation, describe that calculation in the Description box.
* Include in the Description boxes the cost of the item, the need for it, and its relation to the grant program.
* Mileage reimbursement budget entries must describe the relation to the grant of the traveler(s) and the grant-related purpose(s) of the travel, as well as a brief explanation of how the number of miles was calculated. Mileage must be a separate budget entry.

## Appendix B

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

The following are tips for working within the EWEG system. Please take note, as this would ease the submission of applications.

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 Notepad and copied and pasted into EWEG. Doing this will prevent 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 Notepad, remove special characters. These include quotation marks, apostrophes, hyphens, and all of the other special characters (!@#$%^&\*()”~/<>{} and bullets). Avoid fancy formatting as it will only give you problems. Ensure that the content is presented in a concise and clear manner.
4. The EWEG system is not compatible with the way Microsoft Word formats apostrophes, quotation marks, and bullets. Use the following procedure to resolve this problem:
	* Remove the apostrophes and quotation marks 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 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 (like the Needs Data page). If you click on the tab more than once, you will get a system error.
6. Certain systems are just not compatible with EWEG. Notably, these include MAC, handheld devices, notebooks, Safari, Google Chrome, and Firefox. If you have these systems, please try to locate an alternative PC to use for entering your data.
7. If using Internet Explorer versions higher than 7.0, access the EWEG site in

“Compatibility Mode,” or you may have unexpected errors and not be able to view all

application pages.