

Building Capacity for Career Pathways Grant

Technical Assistance Session

Questions and Answers

Completing the Application

Question 1: Where is the EWEG application located?

Answer 1: The link for logging into the EWEG system is <https://njdoe.mtwgms.org/NJDOEGmsweb/logon.aspx>. Once logged in, go to the dropdown menu for FY17. You must select Fiscal Year 2017 from the drop down list on the GMS Access/Select page.

Question 2: When does the grant start?

Answer 2: The grant start date is 4/1/2016.

Question 3: Is the applicant required to type the goals and objectives into the EWEG application?

Answer 3: The Statewide Goal is already prepopulated in the EWEG application, but the local objective(s) and indicator(s) needed to support the Statewide Goal of the program will need to be typed in by the applicant.

Question 4: If the applicant is referencing other things the district did in the past, should it remain anonymous or should the applicant divulge businesses and people's names?

Answer 4: This is a district decision. The applicant may want to fully describe the breadth and depth of prior efforts. All information submitted on an application is part of a public record.

Question 5: The PowerPoint says the Statement of Need is worth 15 points, but the NGO says it is worth 20 points. Which is correct?

Answer 5: The NGO is correct. The PowerPoint has since been revised to reflect the correct point value of 20 points for the Statement of Need.

Question 6: Would it be helpful to provide additional supporting documents when applying, such as copies of the school's PSLP (Personalized Student Learning Plan)?

Answer 6: All the required documents of the application are set forth in the NGO. Additional documents provided are at the discretion of the district.

Question 7: How much of the application must be completed in order for it to be scored?

Answer 7: The applicant must submit a completed application. This also includes completing the various forms which must be uploaded as well. Once the application has been submitted, no further additions or changes can be made.

Structure of Grant

Question 8: Is the annual reporting required to qualify for continuation of the grant?

Answer 8: Eligibility for continuation funding (years 2, 3, 4, 5 of the grant) will be dependent on progress on the prior year's performance as documented in the interim and final reports. Failure to submit reports may affect eligibility for continuation funding.

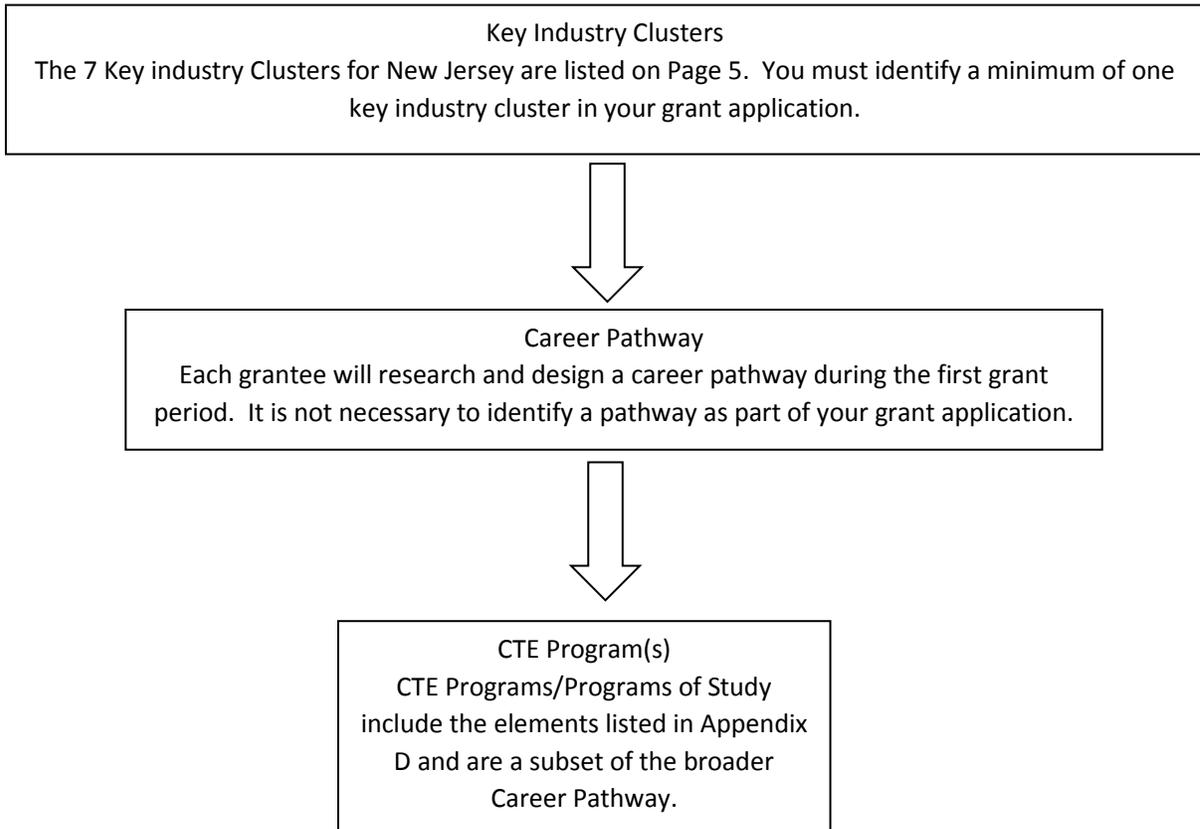
- Question 9:** Are all the funds awarded at once or yearly?
Answer 9: The initial budget submitted with the application is for the first year of the grant. In subsequent years, grantees must apply for a continuation. Eligibility for subsequent years will be contingent on many different factors, including timely submission of completed reports (interim and final). Reimbursements of up to \$100,000 to each grantee for each year depending on the approved budget are handled through EWEG. Please see Section 1.1.3, Grant Timeframe and Funding.
- Question 10:** If you already have an existing CTE program, can you increase capacity for that program?
Answer 10: The NGO does not disallow expansion of an existing program. However, please note that applicants are not asked to select a pathway or program in the grant application. Only a Key Industry Cluster must be identified at this point.
- Question 11:** Is there sustainability asked in the application?
Answer 11: Please refer to page 22 of the NGO, Section 2.2.3, Project Description, sub-heading Sustainability.
- Question 12:** Where can I find contact info for the grants management office?
Answer 12: The site for the NJDOE Office of Grants Management is <http://www.nj.gov/education/grants>. If you want information on available grant opportunities, including this grant, please visit <http://www.nj.gov/education/grants/gropps.shtml>.
- Question 13:** Who scores and ranks the applications?
Answer 13: The Office of Grants Management convenes a reader panel comprised of representatives of DOE employees and outside continuants. The reader panel is composed of one reader from the originating program office who is not the program officer, one reader from another office within the NJDOE who has expertise or knowledge of the content area of the NGO, and one reader outside of the NJDOE who has expertise or knowledge of the content area of the NGO.

Key Industries/Career Pathways

Many questions from potential applicants indicate some confusion over the terminology around clusters and pathways. We are including an explanation and graphic here to clarify. Information can also be found throughout the NGO.

Please Note: New Jersey uses the 16 Career Clusters[®] framework for organizing and delivering CTE programs. In this framework, the term “pathways” is used to describe groups of similar careers in each cluster. Career Pathways in this grant has a slightly different meaning from the Career Cluster pathways. The Key Industry Clusters identified in this grant describe broad industry areas where various CTE programs may relate.

For purposes of the NGO:



Question 14: Can a program of study have multiple Career Pathways?

Answer 14: A Career Pathway may have multiple CTE programs/programs of study. Please see the graphic above.

Question 15: It states in the NGO that a minimum of one key industry needs to be identified, can a key industry be added later? If you are unsure about which key industry to use, should you list both?

Answer 15: The NGO requires a minimum of one key industry cluster. The application requires information on the reason for selecting this industry and requires a commitment to develop a related pathway in this industry.

Question 16: Will schools be required to offer 2 pathways per key industry?

Answer 16: An additional pathway must be developed for implementation in Year 4. This may be in the same key industry or a different one.

Question 17: If an applicant already has a CTE program, do the key industry and the career pathways need to be new ones?

Answer 17: Applicants are not required to create new CTE programs. Existing programs may be enhanced.

Eligibility

- Question 18:** Are districts with no approved CTE programs eligible to apply?
Answer 18: Districts with no approved CTE programs are eligible to apply. See Section 1.4, part v., Emerging Career and Technical Education Programs.
- Question 19:** Is an applicant eligible if they have many CTE programs at their school?
Answer 19: One of the goals of this grant is to have a variety of models: comprehensive, regional, and charter serving grades 9-12. Schools with none, some or many CTE programs at their school are eligible to apply provided they meet the criteria detailed in Section 1.2: Eligibility to Apply.
- Question 20:** Is a Community Based Enterprise eligible for this grant?
Answer 20: A school district with one or more comprehensive high schools, regional high school districts, and charter schools serving grades 9-12 are the only eligible applicants for the grant. A Community Based Organization can be a partner, but they cannot be the applicant.
- Question 21:** Are themed high schools eligible to apply?
Answer 21: A school district with one or more comprehensive high schools, regional high school districts, and charter schools serving grades 9-12 are eligible to apply for the grant, but they must select only one high school for the application and that school must have its own school code.
- Question 22:** If a district presently has CTE programs and if they apply to one key industry that they do not currently have, will it affect the applicant's eligibility?
Answer 22: Applicants must identify one of New Jersey's key industries in their application. It does not matter if there are currently programs or no existing programs in these industries. Please refer to the key industry cluster section of this Question and Answer document.
- Question 23:** Can a district submit more than one application for the grant?
Answer 23: A district with multiple high schools must select one high school and submit only one application for that one high school. See Section 1.2, Eligibility to Apply.
- Question 24:** Suppose an applicant has various programs that meet many of the key industries, how can they select just one?
Answer 24: The applicant should choose the key industry in which they plan to more fully develop to meet the intent of the NGO. This choice should take into consideration the needs of the students and the community and the potential to develop high-quality partnerships.
- Question 25:** If an applicant already has an existing pathway, can the applicant plan to increase the participation in that pathway?
Answer 25: The applicant has flexibility in the design.

Reporting Existing CTE Programs

- Question 26:** For districts with multiple high schools, must programs that are not being run at the school selected for the application also be reported?
- Answer 26:** Yes, please list all approved CTE programs in the district.
- Question 27:** How do you know what programs your district has?
- Answer 27:** The district approved list is located on the CTE home page at <http://www.nj.gov/education/cte/pubvoc.htm> which has a link to approved CTE programs by district.
- Question 28:** If a new CTE program application was submitted to the state and it has yet to be formally approved, should it be listed?
- Answer 28:** If a new program is not yet listed on the currently approved list, please do not include it.
- Question 29:** If the district wants to drop a CTE program, should it be listed?
- Answer 29:** The process to drop a program is to send a letter from the superintendent to the director of the Office of Career Readiness, requesting that the program be deleted. If you have not yet done that and have not received notification that the program has been deleted, please include the program in the list on the application.
- Question 30:** Are schools with multiple existing CTE programs less likely to be selected?
- Answer 30:** The selection criteria was developed with the intent to have a diverse selection of schools. Please see section 1.4.1 of the NGO to see all of the application categories.

Partnerships

- Question 31:** Is it expected that the partnerships will be established by the time the grant application is submitted in January?
- Answer 31:** Realizing that it will take time to establish partnerships, the partnership agreements are not due until October 2016.
- Question 32:** Do applicants have to identify who they plan to partner with in the future?
- Answer 32:** The applicant may be as general or specific, as appropriate, in the application since official partnerships are not required to be in place until October 2016. See Question 31.
- Question 33:** Is there an advantage to stating these partnerships before/when applying?
- Answer 33:** The specific names of partners is not required in the application. Prospective partners can be listed generically, i.e. "institution of higher education."

Grant Process

Question 34: When will we receive the grant?

Answer 34: Applicants determined to be eligible for funding will be contacted by the Office of Grants Management Application Control Center. These applicants will then be required to make any pre-award revisions deemed necessary by the Program Office (see Question 35).

Question 35: If an applicant is not receiving the grant, will they be notified?

Answer 35: The applicants who are initially selected through the selection process (see Page 8 of the NGO, Section 1.4.1 Selection Guide) will be notified that they are eligible to move to pre-award revisions. If any applicant fails to complete the pre-award revision process, the next highest scoring applicant in that category will be notified that they are now eligible. Districts that are not initially selected are not notified of that fact, but any applicant can contact the Office of Grants Management to inquire about whether they were selected for funding.

Professional Development Attendance

Question 36: Will the Advisory board members *all* have to come to the professional development sessions? Does every member have to attend each session?

Answer 36: These professional development sessions require team input and planning. It will be important that the team is fully engaged in order to achieve the desired outcomes of the grant.

Question 37: Are the postsecondary and industry partners required to attend the professional development sessions?

Answer 37: See answer to Question 36.

Structured Learning Experiences (SLEs)

Question 38: What should be planned for in terms of the SLEs?

Answer 38: SLEs are a required component of all CTE programs. During the building capacity year, as grantees plan with their partners, structured learning experiences can be developed.

Allowable Costs

Question 39: Can a district use funds for such costs as facility upgrades, or teachers' salaries, or stipends for attendance at professional development sessions?

Answer 39: Budget items not listed in Section 2.4.2, Ineligible Costs, may be requested in the grant application. All budget items are reviewed during the pre-award revision process and further justification may be requested. Any unallowable costs will be identified and the applicant may, at the discretion of the NJDOE, be allowed to reallocate their funds to an allowable cost.

Question 40: How will the professional development costs for years 2-5 be shown on the budget?

Answer 40: The budget submitted in this application is for year one only. The professional development costs in year 2 will appear on the year 2 continuation grant application budget, the year 3 in the year three application, etc.