

**School Regionalization Efficiency Program (SREP)**

### Application for a

**School District Regionalization Study**

### SREP Grant FY2024

**Application Instructions**

The School Regionalization Efficiency Program (SREP) provides grant funding for school district feasibility studies that support the creation of meaningful and implementable plans for school district regionalization and consolidation. Program details, including application requirements and evaluation criteria, are set forth in the SREP Grant Guidelines. ***Consult the program guidelines before preparing a grant application.***

**Applicant Information**

New Jersey school districts and governing bodies of school districts that do not have a board of education, or a municipality constituting part of a consolidated school district, and the governing body of a municipality constituting a constituent district of a limited purpose or all-purpose regional district, (hereafter, “school district”) are eligible to receive SREP Grant funding.

**Application Submission**

This is a rolling application process; however, application submission deadline is **April 15, 2024**. Limited funding is available under the applicable FY2024 appropriation and awards under FY2024 funding cycle must be encumbered before June 30, 2024. A completed application package must be submitted electronically to DLGS at dlgs.srepgrant@dca.nj.gov. The date of email submission shall constitute the date filed.

Incomplete applications will not be considered for funding.

**This Application includes information for three different types of feasibility studies. Please complete only one of the sections. Please refer to application type (A, B or C) for completion instructions.**

### Authorizing Resolution (see sample)

Every lead applicant and each participating school district must submit a certified resolution identifying the application’s purpose and authorizing participation in the program.

**Applicant Identification and Project Summary Form (SREP-1)**

Complete the data page(s): Identify the project name, lead entity, participating school district(s), the contact information for the proposed grant program administrator, any key personnel assigned to supervise or participate in the SREP Grant, and the amount of grant requested.

**In the space provided on SREP-1**, present a brief (150-200 word) narrative describing the feasibility study. The narrative must describe the project or study, estimate the total cost, summarize the objectives for the study, and indicate the amount of grant funds requested.

**Project Description (SREP-2)**

This section should describe the planned study’s participants, partnership commitment, objectives, and areas of focus. As appropriate, supporting information and documentation should be included. The information provided must include, but is not limited to, the following information:

* The basis for undertaking the study, including viability and commitment of the partnership (this must include the requisite resolutions).
* Objectives related to enhancing the learning environment for participating school districts.
* Needs and goals related to coordinating curriculum on a K-12 basis.
* Initial indicators or projections related to improved efficiency and cost savings.

**Estimated Expenditure and Funding Report (SREP-3)**

Use the Estimated Expenditures Report of SREP Funds Form (SREP-3) to show the estimated expenses anticipated for the use of SREP Funds.

Estimated expenditures must demonstrate the prudent use of resources. The total grant funds requested must also be included on the Applicant Identification and Project Summary Form (SREP-1).

**Project Reports**

Grant reports must be submitted by the lead agency.

Report submission dates on required forms will be scheduled as part of the grant agreement. Reports will be reviewed to determine the degree of project progress within the scope of the work and its conformance with aid requirements. **The accurate and timely submission of required reports is necessary to ensure the release of grant payments**. Funds will be withheld from any grantee whose reports are delinquent or not filed.

**ASSISTANCE**

For questions about SREP, the application, or grant process, contact us at (609) 913-4398. You can also obtain additional information and copies of the application form by visiting: <https://www.nj.gov/dca/dlgs/programs/srep_grants.shtml>.



**School Regionalization Efficiency Program (SREP)**

# **APPLICATION CHECKLIST**

# **PLEASE ENSURE THAT eACH of THE FOLLOWING ITEMS ARE in your application PACKAGE:**

Resolutions: Applicant (lead entity); Participating School District(s)

Applicant Identification and Project Summary Form (SREP-1)

Project Description Form (SREP-3) (if applicable)

Estimated Expenditures Report Form (SREP-4)

Consultant Proposal or Planned Expenditures Form - Consultant Assistance Form (SREP-5)

RFP for consultant services (if applicable)

Certification from New Jersey Department of Education (if applicable)

### APPLICANT IDENTIFICATION AND PROJECT SUMMARY FORM - SREP 1

|  |  |
| --- | --- |
| **Project Name:** |  |

**Applicant/Project Coordinator(s):**

|  |  |  |
| --- | --- | --- |
| Entity Name: | | County: |
| Address: | | |
| Applicant **(New Jersey State Vendor ID Number - if not provided, application will be rejected)** | | |
| **Program Contact Information** | | |
| *Project Coordinator(s):* | *Contact Person & Title:* | |
| Voice Phone & Extension #: | Voice Phone & Extension #: | |
| Fax: | Fax: | |
| E-mail: | E-mail: | |

|  |  |
| --- | --- |
| **Total Grant Amount Requested:**  (Insert Grant Amount from Form SREP-3) | $ |

**Participating School District:**

|  |  |  |
| --- | --- | --- |
| Entity Name: | | County: |
| Address: | | |
| **Program Contact Information** | | |
| *Project Coordinator:* | *Contact Person & Title:* | |
| Voice Phone & Extension #: | Voice Phone & Extension #: | |
| Fax: | Fax: | |
| E-mail: | E-mail: | |

**Check this box if there are additional participants. Include the required information on supplemental sheet(s) (SREP-1a).**

### APPLICANT IDENTIFICATION SUPPLEMENTAL FORM - SREP-1A

**Participating School District:**

|  |  |  |
| --- | --- | --- |
| Entity Name: | | County: |
| Address: | | |
| **Program Contact Information** | | |
| *Project Coordinator:* | *Contact Person & Title:* | |
| Voice Phone & Extension #: | Voice Phone & Extension #: | |
| Fax: | Fax: | |
| E-mail: | E-mail: | |

**Participating School District:**

|  |  |  |
| --- | --- | --- |
| Entity Name: | | County: |
| Address: | | |
| **Program Contact Information** | | |
| *Project Coordinator:* | *Contact Person & Title:* | |
| Voice Phone & Extension #: | Voice Phone & Extension #: | |
| Fax: | Fax: | |
| E-mail: | E-mail: | |

**Participating School District:**

|  |  |  |
| --- | --- | --- |
| Entity Name: | | County: |
| Address: | | |
| **Program Contact Information** | | |
| *Project Coordinator:* | *Contact Person & Title:* | |
| Voice Phone & Extension #: | Voice Phone & Extension #: | |
| Fax: | Fax: | |
| E-mail: | E-mail: | |

**There are three (3) Types of SREP Grant applications: A, B, and C. Please see the following instructions for completion:**

**A) Preliminary Approval for School District Regionalization Feasibility Study applications must include the following**: (Check completed items below)

1. Creation of a K-12 regional district incorporating all members or sending districts that currently

send students to the same 9-12 or 7-12 regional district **(or**);

1. Creation of a countywide district; or
2. Project Summary.
3. Participating School District and/or Governing Body Acknowledgement.
4. Executed resolution(s) (documentation) memorializing the school district’s and/or governing body’s commitment to completion of the proposed feasibility study and implementation plan development. One school district or governing body must be designated as the project applicant/lead. See resolution templates for applicant and participant(s).

**B) School District Regionalization Feasibility Study applications must include the following:** (Check completed items below)

1. Fully completed application (all sections).
2. Certification (documentation) by the Commissioner of the New Jersey Department of Education that the newly formed or enlarged regional district will not increase or exacerbate segregation among the districts seeking to regionalize or, as applicable, seeking to withdraw.
3. Proposed areas of feasibility study should include the following items, **at a minimum**,

**in order as listed below**:

* 1. Facility utilization.
  2. Cost sharing and methods of apportionment, including, but not limited to, equalized valuation, pupil enrollment, or a combination of the two, as well as whether such apportionment should take effect immediately or on a phase-in or transitional basis over a certain number of years.
  3. The allocation of existing school debt and proceeds from the sale of unutilized or underutilized facilities.
  4. Projected enrollment trends, including the impact on the demographic breakdown of the student population, including race, ethnicity, national origin, and projected changes in class size.
  5. Current and projected staffing needs and costs, including retirement and attrition trends for instructional, administrative, and support staff.
  6. Analysis of the differences in the salaries and terms and conditions of employment in elementary, middle, and high school teachers’, administrators’, and support staffs’ contracts among the various districts and the distribution of all compensation among covered employees, including the potential impact of expired contracts moving forward. This analysis shall be developed by the school districts and the majority representatives of all recognized bargaining units.
  7. State aid and tax revenue projections.
  8. Potential cost savings or increases from regionalization.
  9. Student seat time and distance traveled, as well as potential increases or reductions in transportation costs.
  10. K-12 curriculum coordination improvements.
  11. Potential enrichment of educational programs for students.
  12. Calculation and methods of apportionment for determining membership on the regional district board of education among the constituent districts.

4.  A demonstration of the school district’s or governing bodies’ capacity to oversee the proposed

feasibility study.

5.  A plan to incorporate public and stakeholder participation and ideas in the regionalization study

process, which shall include school board members, parents, teachers, administrators, non-instructional staff, union representatives, municipal officials, and interested citizens.

6.  For applications that include participating and non-participating school districts, where the study involves non-participating school districts in a potential regional school district, the study must include the following: (**1**) findings and recommendations related only to the merger of participating districts into a regional district; and (**2**) findings and recommendations contingent upon the non-participating district agreeing to join in the regionalization effort.

7.  Commitment to develop, execute, and submit a school district regionalization implementation plan

that has the potential for improved efficiency and cost savings, advance an enhanced learning environment for participating districts, and coordinate curriculum across schools and grades throughout the proposed limited purpose or all-purpose regional school district.

8.  Executed resolutions (documentation) that memorializes the school district’s and/or governing body’s commitment to completion of proposed feasibility study and implementation of regionalization plan development. One (1) school district or governing body must be designated as the feasibility study applicant/lead with a minimum of one (1) participant. See resolution templates for applicant and participant(s).

**NOTE:** Feasibility studies that do not support a K-12 Regionalization or Countywide School District Consolidation will be reviewed by the New Jersey Department of Education to ensure that the consolidation/regionalization plan does not have a negative effect on the basis of race, socio-economic status, or English Language Learner enrollment in either the new district proposal or in any district that is being withdrawn from.

**C) Previously Conducted School District Regionalization Feasibility Study applications must include the following:** (Check completed items below)

1. Complete application (all sections), including executed applicant/lead and all participant(s)

resolutions.

1. Feasibility Study Request for Proposal (RFP), consultant bids, consultant bid award resolution, and

other documentation that supports the selection, as applicable, and consultant contract

documentation.

3.  Final Feasibility Study Report and Recommendations.

4.  School District Regionalization Plan.

|  |
| --- |
| **PROJECT SUMMARY**: Summarize the project in the space below. |

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**PROJECT DESCRIPTION - SREP 2**

|  |
| --- |
| **Applicant:** |
| **Project Type:** |
| **Project Name:** |
| **Description:** |
|  |

**ESTIMATED EXPENDITURES REPORT - SREP 3**

|  |
| --- |
| **Applicant:** |
| **Project Type:** |
| **Project Name** |

**ESTIMATED EXPENDITURES**

**(Please refer to the Guidelines for eligible activities)**

|  |  |
| --- | --- |
| **ACTIVITY/TASK** | **Project Total** |
|  | **$** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **Professional Services (submit proposal with application)** [[1]](#footnote-1) |  |
| Consulting |  |
|  |  |
|  |  |
| **TOTAL ESTIMATED EXPENDITURES** | **$** |

# Participating School District and/or Governing Body Acknowledgement

By signing this application form, each participating school district and/or governing body signatory attests to the express authority to sign on behalf of the school district or governing body he or she represents and to the accuracy of the information contained in the application.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

(Print) Name and Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Print) Lead Applicant/Project Coordinator:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

(Print) Name and Title:

(Print) Participating Entity:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

(Print) Name and Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Print) Participating Entity:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

(Print) Name and Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Print) Participating Local Entity:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**A) Preliminary Approval and B) Newly Proposed Applications**

**PARTICIPANT’S RESOLUTION**

**SCHOOL REGIONALIZATION EFFICIENCY PROGRAM**

WHEREAS, the Department of Community Affairs (DCA) is dedicated to helping New Jersey school districts achieve educational excellence and district efficiencies: and

WHEREAS, the School Regionalization Efficiency Program (SREP) Grant supports public school districts and governing bodies across New Jersey who wish to study the feasibility of school district regionalization and consolidation; and

WHEREAS, school districts and governing bodies are invited to apply for funding to offset costs associated with conducting feasibility studies that support the creation of meaningful and implementable plans to form or expand regional school districts; and

WHEREAS, the Department of Community Affairs, Division of Local Government Services (DLGS) is tasked with administering these grant funds through the School Regionalization Efficiency Program (SREP); and

WHEREAS, (Names of participating school districts and/or governing bodies) have evaluated whether (Names of Districts being studied) may be able to attain improved educational quality and efficiencies through consolidation or regionalization; and

WHEREAS, a formal study must be undertaken to accomplish this objective with regional implementation plan development; and

WHEREAS, the (Name of lead school district or governing body) has agreed to be the lead entity in conducting this study and will submit the application for financial support for this study to DLGS on behalf of all participating school districts and/or governing bodies.

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the (Name of participating school district or governing body), that the (Name of participating school district or governing body) does hereby join with (Name of applicant/lead) in applying for a SREP Grant to support the undertaking (insert description of study).

**CERTIFICATION**

I, \_\_\_\_\_\_\_\_\_\_signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_print name\_\_\_\_\_\_\_\_\_\_\_\_, (clerk/secretary of the school district of governing body unit) of the (Name of school district or governing body) in the County of \_\_\_\_\_\_\_\_\_\_\_\_, and the State of New Jersey do hereby Certify that the foregoing Resolution is a true copy of the Original Resolution duly passed and adopted by a majority of the full membership of the (Name of school district or governing body) at its meeting of \_\_\_\_\_\_\_\_\_month, day, year\_\_\_\_\_\_\_\_.

**A) Preliminary Approval and B) Newly Proposed Applications**

**APPLICANT’S RESOLUTION**

**SCHOOL REGIONALIZATION EFFICIENCY PROGRAM**

WHEREAS, the Department of Community Affairs (DCA) is dedicated to helping New Jersey school districts achieve educational excellence and district efficiencies: and

WHEREAS, the School Regionalization Efficiency Program (SREP) Grant supports public school districts and governing bodies across New Jersey who wish to study the feasibility of school district regionalization and consolidation; and

WHEREAS, school districts and governing bodies are invited to apply for funding to offset costs associated with conducting feasibility studies that support the creation of meaningful and implementable plans to form or expand regional school districts; and

WHEREAS, the Department of Community Affairs, Division of Local Government Services (DLGS) is tasked with administering these grant funds through the School Regionalization Efficiency Program (SREP); and

WHEREAS, (Names of participating school districts and/or governing bodies) have determined to evaluate whether (names of districts being studied) may be able to attain improved educational quality and efficiencies through consolidation or regionalization; and

WHEREAS, a formal study must be undertaken to accomplish this objective with regional implementation plan development; and

WHEREAS, the (Name of lead school district or governing body) has agreed to be the lead entity in conducting this study and will submit the application for financial support for this study to DLGS on behalf of all participating school districts and/or governing bodies.

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the (Name of applicant/lead), that the (Name of applicant/lead) does hereby join with (Name(s) of participating school districts or government bodies) in applying for a SREP Grant to support the (insert description of study) and, if awarded, and upon execution of said Agreement, the (Name of applicant/lead) does accept the Terms and Conditions specified in the Agreement in connection to this grant award.

**CERTIFICATION**

I, \_\_\_\_\_\_\_\_\_\_signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_print name\_\_\_\_\_\_\_\_\_\_\_\_, (clerk/secretary of the school district of governing body unit) of the (Name of school district or governing body) in the County of \_\_\_\_\_\_\_\_\_\_\_\_, and the State of New Jersey do hereby Certify that the foregoing Resolution is a true copy of the Original Resolution duly passed and adopted by a majority of the full membership of the (Name of school district or governing body) at its meeting of \_\_\_\_\_\_\_\_\_month, day, year\_\_\_\_\_\_\_\_\_.

**C) Previously Conducted Feasibility Studies Applications**

**PARTICIPANT’S RESOLUTION**

**SCHOOL REGIONALIZATION EFFICIENCY PROGRAM**

WHEREAS, the Department of Community Affairs (DCA) is dedicated to helping New Jersey school districts achieve educational excellence and district efficiencies: and

WHEREAS, the School Regionalization Efficiency Program (SREP) Grant supports public school districts and governing bodies across New Jersey who wish to study the feasibility of school district regionalization and consolidation; and

WHEREAS, school districts and governing bodies are invited to apply for funding to offset costs associated with conducting feasibility studies that support the creation of meaningful and implementable plans to form or expand regional school districts; and

WHEREAS, the Department of Community Affairs, Division of Local Government Services (DLGS) is tasked with administering these grant funds through the School Regionalization Efficiency Program (SREP); and

WHEREAS, (Names of participating school districts and/or governing bodies) has evaluated whether (names of districts being studied) may be able to attain improved educational quality and efficiencies through consolidation or regionalization; and

WHEREAS, a formal study has been undertaken to accomplish this objective and a regionalization plan has been executed; and

WHEREAS, the (Name of lead school district or governing body) has agreed to be the lead entity in submitting the application for financial support for this study to DLGS on behalf of all participating school districts and/or governing bodies.

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the (Name of participating school district or governing body), that the (Name of participating school district or governing body) does hereby join with (Name of applicant/lead) in applying for a SREP Grant to support the (insert description of study).

**CERTIFICATION**

I, \_\_\_\_\_\_\_\_\_\_signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_print name\_\_\_\_\_\_\_\_\_\_\_\_\_, (clerk/secretary of the school district of governing body unit) of the (Name of school district or governing body) in the County of \_\_\_\_\_\_\_\_\_\_\_\_, and the State of New Jersey do hereby Certify that the foregoing Resolution is a true copy of the Original Resolution duly passed and adopted by a majority of the full membership of the (Name of school district or governing body) at its meeting of \_\_\_\_\_\_\_\_\_month, day, year\_\_\_\_\_\_\_\_.

**C) Previously Conducted Feasibility Studies Applications**

**APPLICANT’S RESOLUTION**

**SCHOOL REGIONALIZATION EFFICENCY PROGRAM**

WHEREAS, the Department of Community Affairs (DCA) is dedicated to helping New Jersey school districts achieve educational excellence and district efficiencies: and

WHEREAS, the School Regionalization Efficiency Program (SREP) Grant supports public school districts and governing bodies across New Jersey who wish to study the feasibility of school district regionalization and consolidation; and

WHEREAS, school districts and governing bodies are invited to apply for funding to offset costs associated with conducting feasibility studies that support the creation of meaningful and implementable plans to form or expand regional school districts; and

WHEREAS, the Department of Community Affairs, Division of Local Government Services (DLGS) is tasked with administering these grant funds through the School Regionalization Efficiency Program (SREP); and

WHEREAS, (Names of Participating School Districts and/or Governing Bodies) has evaluated whether (Names of Districts being studied) may be able to attain improved educational quality and efficiencies through consolidation or regionalization; and

WHEREAS, a formal study has been undertaken to accomplish this objective and a regionalization plan has been executed; and

WHEREAS, the (Name of lead school district or governing body) has agreed to be the lead entity in submitting the application for financial support for this study to DLGS on behalf of all participating school districts and/or governing bodies.

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the (Name of applicant/lead), that the (Name of applicant/lead) does hereby join with (Name(s) of participating school districts or government bodies) in applying for a SREP Grant to support the (insert description of study) and, if awarded, and upon execution of said Agreement, the (Name of applicant/lead) does accept the Terms and Conditions specified in the Agreement in connection to this grant award.

**CERTIFICATION**

I, \_\_\_\_\_\_\_\_\_\_signature\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_print name\_\_\_\_\_\_\_\_\_\_, (clerk/secretary of the school district of governing body unit) of the (Name of school district or governing body) in the County of \_\_\_\_\_\_\_\_\_\_\_\_, and the State of New Jersey do hereby Certify that the foregoing Resolution is a true copy of the Original Resolution duly passed and adopted by a majority of the full membership of the (Name of school district or governing body) at its meeting of \_\_\_\_\_\_\_month, day, year\_\_\_\_\_.

1. Complete Estimated Expenditures Form or submit detailed consultant proposal. [↑](#footnote-ref-1)