Securing our Children's Future Bond Act

Career and Technical Education Grant

for County Vocational School Districts

Technical Assistance Session
Thursday, December 17, 2020

NJDOE Representatives

Kevin Dehmer, Assistant Commissioner, CFO

Office of Career Readiness (OCR):
Erskine Grover, Director
Kathleen Paquette, Education Program Development Specialist

Office of Grants Management:
Martin Egan, Director

Office of School Facilities Planning (OSF):
Susan Kutner, Director

Division of Finance:
Ralph Hoag, Planning Associate
Angela Velez, Regulatory Officer

Agenda

➔ Today's Q&A Process

➔ CTE Grant Application Overview

➔ The CTE Grant Application Workbook

➔ LRFP and Project Application Considerations
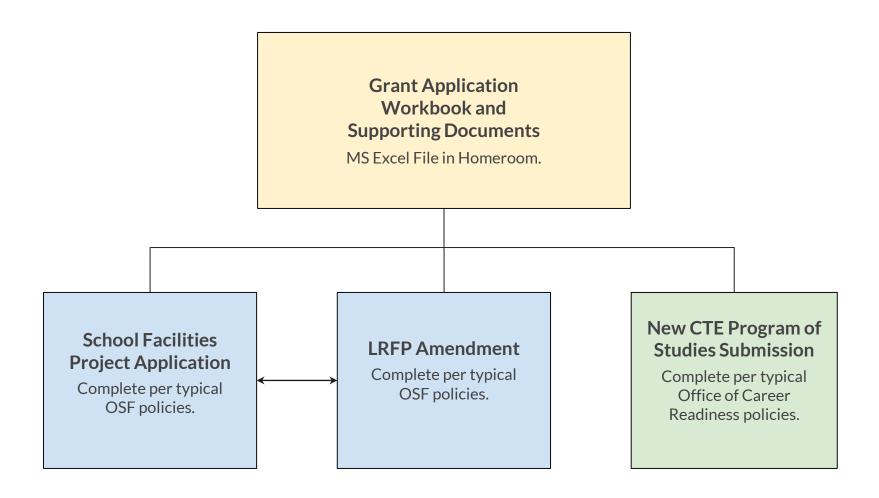
➔ Help

➔ Questions

Today's Q&A Process

➜ Submit questions through the chat feature.

➜ Technical and some other questions may be answered today.

➜ All questions will be answered in a FAQ document that will be posted on the OSF homepage.

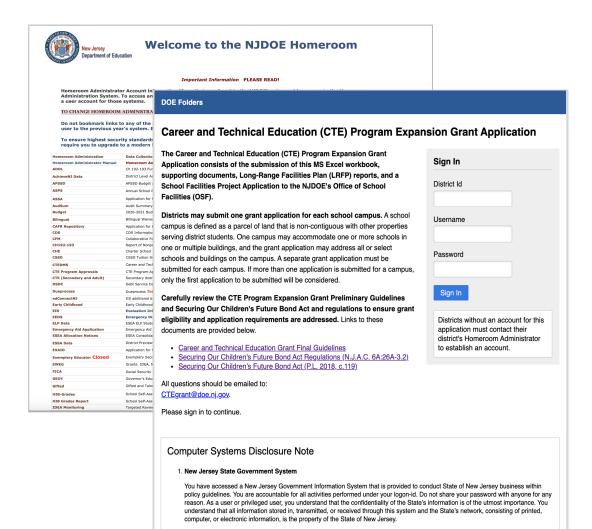# CTE Grant Application Overview

Grant Application Overview

➜ **Districts can submit one grant application for each school campus** (include all or select schools and buildings located on the campus).

➜ Review [Career and Technical Education Program Expansion Grant Final Guidelines](#) for eligibility information.

➜ **Applications are due March 1, 2020.**

CTE Grant Application Components

Grant Application Workbook and Supporting Documents

MS Excel File in Homeroom.

School Facilities Project Application

Complete per typical OSF policies.

LRFP Amendment

Complete per typical OSF policies.

New CTE Program of Studies Submission

Complete per typical Office of Career Readiness policies.

The CTE Grant Application Workbook

The Grant Application Workbook

MS Excel workbook
accessed in DOE's Homeroom:

SOCFBA CTE Expansion

The Grant Application Workbook

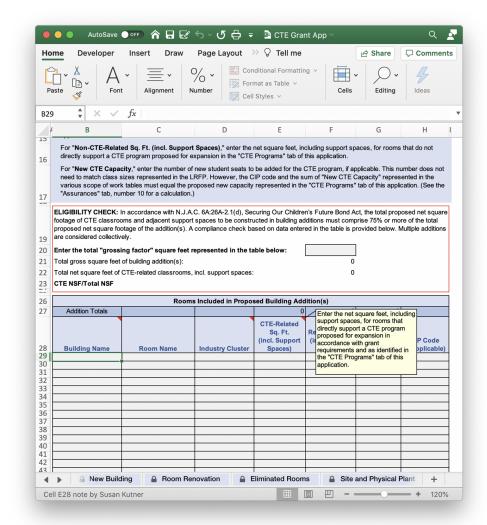## 13 worksheets

➔ Contain or reference all reporting requirements - data entry and/or supporting documents

➔ List with hyperlinks provided in *Welcome* tab

➔ Completion depends upon the proposed project scope of work
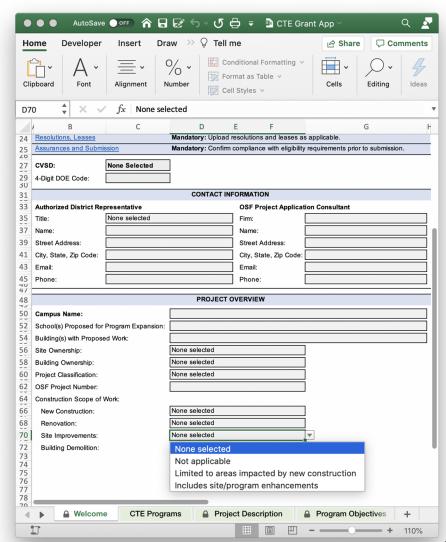
The Grant Application Workbook

Complete each worksheet in accordance with instructions.

→ Do not refer reviewer to supporting documents in lieu of entering data in a table!

→ Hover over cells with a red triangle in upper right corner for additional instructions.

→ Follow format for naming supporting document files (highlighted in blue text)
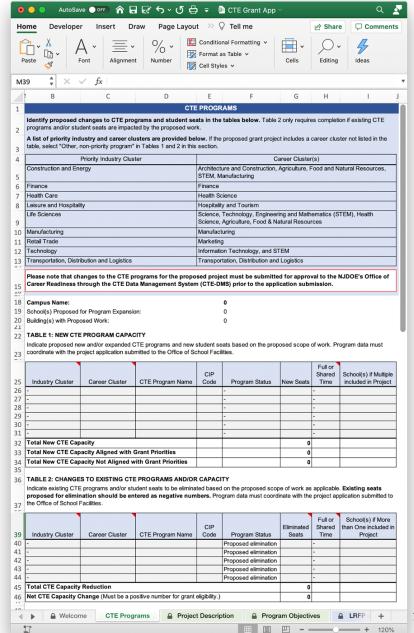
The Grant Application Workbook
Welcome tab

➜ Complete each field.

➜ If a proposed scope of work is not listed in the "Construction Scope of Work" pull-downs, it is likely not eligible for grant consideration.

The Grant Application Workbook
CTE Programs tab

➔ **Reference** (shaded blue): Refer to priority industry clusters and corresponding career clusters for use in completing the tables.

   ◆ Can select "other" in tables for non-priority CTE programs.

➔ **Table 1:** Indicate proposed new CTE programs and/or capacity (required).

➔ **Table 2:** Indicate changes to existing CTE programs and/or capacity, *if applicable.*

➔ **Submit CTE Program of Study Application to the Office of Career Readiness** through the CTE Data Management System (CTE-DMS) *prior to* the application submission.

The Grant Application Workbook
Project Description tab

➜ Answer 3 questions in the shaded rows. (Row will auto-expand with typing.)

➜ Limit responses to 300 words.

The Grant Application Workbook
Program Objectives tab

6 objectives (equitable access, collaboration, industry-valued credentials, college credits, apprenticeship, innovation)

➔ Response required for objectives addressed by proposed project

➔ Combination of data entry (grey shaded cells) and supporting documents

The Grant Application Workbook
LRFP and Project Application tab

Upload components of the LRFP and School Facilities Project Application submitted to the OSF.

➔ Must be the same documents submitted to the OSF.

➔ Must match information entered in the Grant Application Workbook as directed.

The Grant Application Workbook

Program Scope of Work tabs

Building Addition, New Building, Room Renovation, Eliminated Rooms

➔ Coordinate "Building Name," "Room Name," and "Sq. Ft." with *Proposed Rooms Report* from LRFP (submitted as supporting document).

➔ Coordinate "Industry Cluster" with *CTE Programs* tab.

➔ Coordinate "New CTE Capacity" with *CTE Programs* tab, **not** LRFP.

➔ See *Assurances* tab for CTE capacity coordination check.

Building Name	Room Name	Industry Cluster	CTE-Related Sq. Ft. (incl. Support Spaces)	Non-CTE Related Sq. Ft. (incl. Support Spaces)	New CTE Capacity (if applicable)	CIP Code (if applicable)
LRFP Proposed Rooms Report		**CTE Programs Tab**	**LRFP Proposed Rooms Report**		**CTE Programs Tab**	

Program Scope of Work tabs

CTE-Related Square Feet

➔ Rooms that directly support a CTE program identified in the *CTE Programs* tab

Example: Auto shop and adjacent lecture room used by auto classes, storage room, and finishing room

Non-CTE-Related Square Feet

➔ Rooms that are not used for CTE program instruction

Examples: Academic classrooms, physical education spaces, media center, cafeteria

Program Scope of Work tabs

Building Addition

➔ Physically attached to and integrated with an existing building.

New Building

➔ The only physical connection to an existing building is a circulation element.

➔ The proposed building has independent systems.

The Grant Application Workbook
Building Addition tab

Complete if proposed scope of work includes a building addition.

➔ Check compliance with "75% NSF rule" in red box above table after room information is entered in table.

➔ Submit a separate "other capital" project application to the OSF to include ineligible non-CTE square footage if needed for compliance. (This project will be 100% locally funded.)

The Grant Application Workbook
New Building tab

Complete if proposed scope of work includes a new building.

The Grant Application Workbook
Room Renovation tab

Complete if proposed scope of work includes changes to rooms in an existing building.

➜ Same terminology as LRFP "actions"

➜ **Room reassignment:** change-in-use; note regardless of construction cost

➜ **Room reconfiguration:** reconfiguration of walls to change existing room square footage for existing or proposed new use

The Grant Application Workbook
Eliminated Rooms tab

Complete if proposed scope of work eliminates existing program spaces through reassignment, reconfiguration, or demolition.

➔ Represent square footages and capacity as negative numbers.

➔ Proposed work should not result in a net loss of CTE student seats.

The Grant Application Workbook
Site and Physical Plant tab

Identify site and physical plant improvements included in proposed project.

➔ Site acquisition, site expansion, and site improvements not related to CTE program expansion are ineligible.

The Grant Application Workbook
Cost Estimate tab

Enter the cost estimate totals from the School Facilities Project Application, Form 130.

➜ Must exactly match supporting documentation submitted with grant application.

➜ Exclude costs incurred prior to the signing of a grant agreement.

The Grant Application Workbook
"Resolutions and Leases" tab

Upload County Board of Freeholders and Board of Education resolutions.

Upload lease terms if the project includes a leased building and:

➔ Lessor is a public entity.

➔ Term of lease is for a minimum of 20 years (end date no earlier than June 30, 2044).

➔ District is authorized to make improvements represented in grant application.

The Grant Application Workbook
Assurances and Submission tab

Select true or false for each assurance.

(Select "true" if not applicable.)

➔ If false, application revisions are required.

➔ Assurance #10 checks coordination of proposed new CTE capacity and proposed construction school of work.

➔ Assurance #11 checks compliance with building addition "75% rule."

Link provided at bottom to submit Grant Application Workbook.

LRFP and Project Application Considerations

Project Application Considerations

➔ Represent proposed grant project as "other capital."

◆ Only include eligible work proposed in the grant application.

◆ Submit a separate project application for ineligible work.

➔ Submit for new leased sites as well as for construction work.

➔ Must coordinate with LRFP and Grant Application Workbook.

➔ OSF project approvals will be released with the grant determinations.

LRFP Considerations

LRFP 101:

https://www.nj.gov/education/facilities/lrfp/

➔ LRFP system access

➔ LRFP system tutorials

➔ Prior LRFP approval letters

➔ Major Amendment Guidelines

   ◆ Step-by-step instructions

   ◆ Applicable except for enrollment projection *(Enter "district-proposed enrollments" based on proposed "district practices capacity.")*

Governor Phil Murphy • Lt. Governor Sheila Oliver

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Department of Education

Office of School Facilities

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Long Range Facilities Plan (LRFP) Information

LRFP Amendment Requirements

School districts are required to amend their LRFP at least once every five years and to coordinate with project applications. Major amendments to comply with five-year reporting requirements include updates on the web-based LRFP reporting system and the email submission of supporting documents. Minor amendments to plans approved within the last five years, typically to coordinate with project applications, only require the submission of supporting documents if inventory updates (site, assets, rooms) are not required.

For a Major Amendment

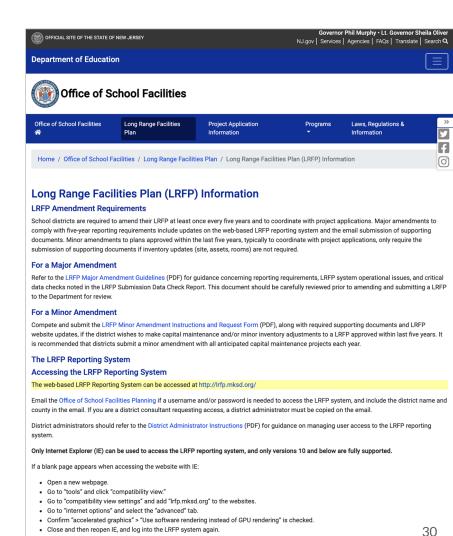Refer to the LRFP Major Amendment Guidelines (PDF) for guidance concerning reporting requirements, LRFP system operational issues, and critical data checks noted in the LRFP Submission Data Check Report. This document should be carefully reviewed prior to amending and submitting a LRFP to the Department for review.

For a Minor Amendment

Compete and submit the LRFP Minor Amendment Instructions and Request Form (PDF), along with required supporting documents and LRFP website updates, if the district wishes to make capital maintenance and/or minor inventory adjustments to a LRFP approved within last five years. It is recommended that districts submit a minor amendment with all anticipated capital maintenance projects each year.

The LRFP Reporting System

Accessing the LRFP Reporting System

The web-based LRFP Reporting System can be accessed at http://lrfp.mksd.org/

Email the Office of School Facilities Planning if a username and/or password is needed to access the LRFP system, and include the district name and county in the email. If you are a district consultant requesting access, a district administrator must be copied on the email.

District administrators should refer to the District Administrator Instructions (PDF) for guidance on managing user access to the LRFP reporting system.

Only Internet Explorer (IE) can be used to access the LRFP reporting system, and only versions 10 and below are fully supported.

If a blank page appears when accessing the website with IE:

- Open a new webpage.
- Go to "tools" and click "compatibility view."
- Go to "compatibility view settings" and add "lrfp.mksd.org" to the websites.
- Go to "internet options" and select the "advanced" tab.
- Confirm "accelerated graphics" > "Use software rendering instead of GPU rendering" is checked.
- Close and then reopen IE, and log into the LRFP system again.

Using the LRFP Reporting System

If data in the LRFP reporting system cannot be edited (text appears grey and records cannot be edited), the LRFP is "locked." To have a LRFP's data

LRFP Considerations

➔ Do not submit the LRFP Amendment to the OSF until project plans are finalized.

➔ LRFP's *Proposed Room Inventory Report* must coordinate with the project application; if not, the project application will not be approved.

➔ Most common mistakes in CVSD LRFP Amendments:

◆ Not checking the *Data Check Report* for critical errors described in the Guidelines

◆ Representing 1 contiguous building as separate buildings if serving multiple schools

◆ Creating a potential asset to indicate a building addition rather than adding the potential rooms to an existing asset

◆ Associating standalone buildings serving districtwide functions, such as an administrative building, with a school

➔ LRFP determinations will be issued as completed.

Help

Help

Review posted documents on the [Office of School Facilities' homepage](#).

Email grant questions to CTEgrant@doe.nj.gov.

Email LRFP amendment questions to Susan Kutner from the Office of School Facilities Planning at susan.kutner@doe.nj.gov.

Email project application questions to Bernie Piaia from the Office of School Facilities Projects at bernie. piaia@doe.nj.gov.

Questions:
Enter in "chat."