



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

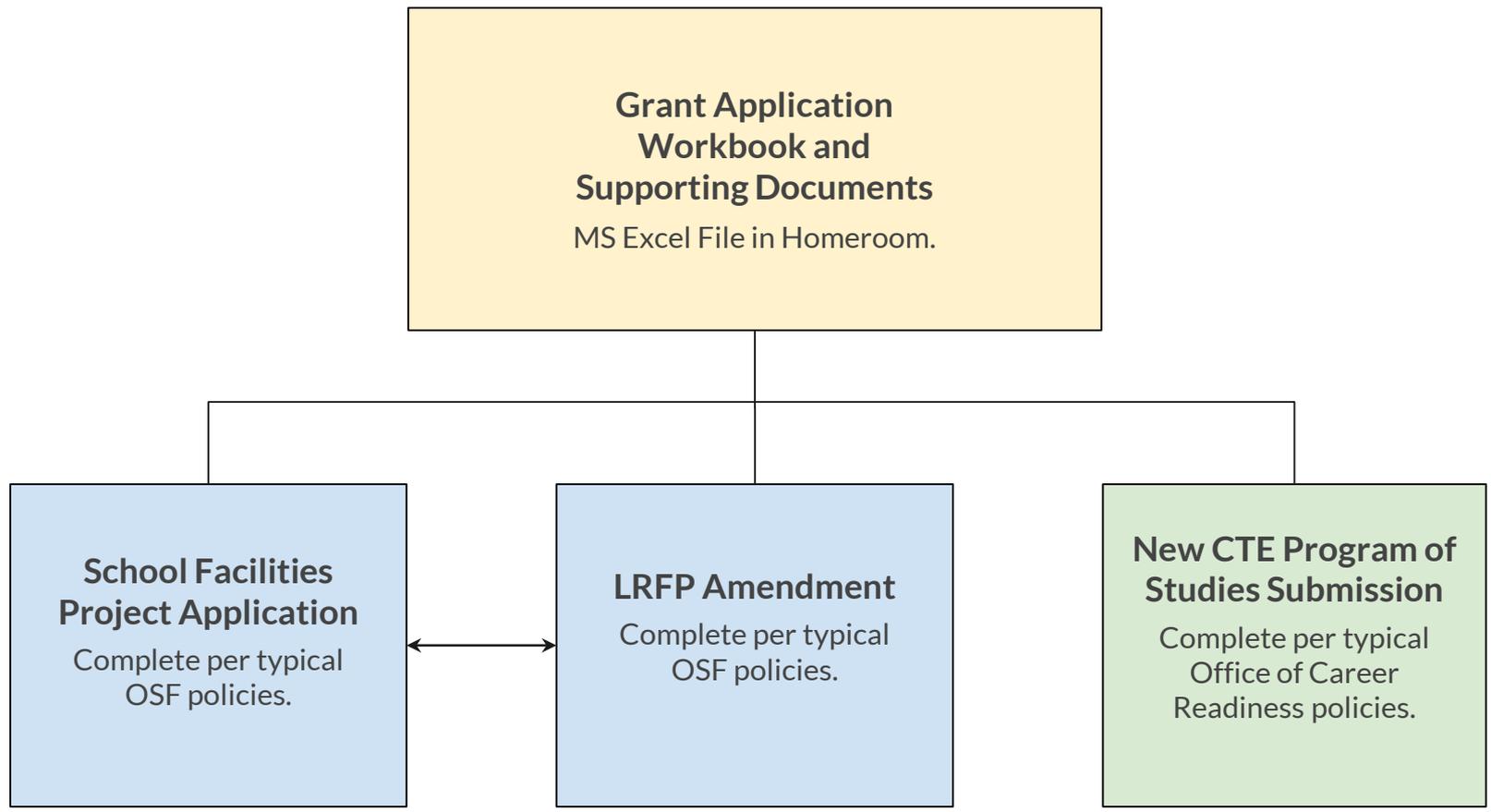


Grant Application Overview

- 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



The CTE Grant Application Workbook

The Grant Application Workbook

MS Excel workbook
accessed in DOE's Homeroom:

[SOCFBA CTE Expansion](#)

Welcome to the NJDOE Homeroom

Important Information PLEASE READ!

DOE Folders

Career and Technical Education (CTE) Program Expansion Grant Application

The Career and Technical Education (CTE) Program Expansion Grant Application consists of the submission of this MS Excel workbook, supporting documents, Long-Range Facilities Plan (LRF) reports, and a School Facilities Project Application to the NJDOE's Office of School Facilities (OSF).

Districts may submit one grant application for each school campus. A school campus is defined as a parcel of land that is non-contiguous with other properties serving district students. One campus may accommodate one or more schools in one or multiple buildings, and the grant application may address all or select schools and buildings on the campus. A separate grant application must be submitted for each campus. If more than one application is submitted for a campus, only the first application to be submitted will be considered.

Carefully review the CTE Program Expansion Grant Preliminary Guidelines and Securing Our Children's Future Bond Act and regulations to ensure grant eligibility and application requirements are addressed. Links to these documents are provided below.

- [Career and Technical Education Grant Final Guidelines](#)
- [Securing Our Children's Future Bond Act Regulations \(N.J.A.C. 6A:26A-3.2\)](#)
- [Securing Our Children's Future Bond Act \(P.L. 2018, c.119\)](#)

All questions should be emailed to: CTEgrant@doe.nj.gov

Please sign in to continue.

Sign In

District Id

Username

Password

Sign In

Districts without an account for this application must contact their district's Homeroom Administrator to establish an account.

Computer Systems Disclosure Note

1. New Jersey State Government System

You have accessed a New Jersey Government Information System that is provided to conduct State of New Jersey business within policy guidelines. You are accountable for all activities performed under your logon-id. Do not share your password with anyone for any reason. As a user or privileged user, you understand that the confidentiality of the State's information is of the utmost importance. You understand that all information stored in, transmitted, or received through this system and the State's network, consisting of printed, computer, or electronic information, is the property of the State of New Jersey.

You are hereby notified that use of this system constitutes consent to monitoring and auditing of printed, computer or electronic

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 screenshot displays the Microsoft Excel interface for a workbook titled 'CTE... - Saved t...'. The ribbon is set to 'Home', and the active cell is D56. The spreadsheet content is as follows:

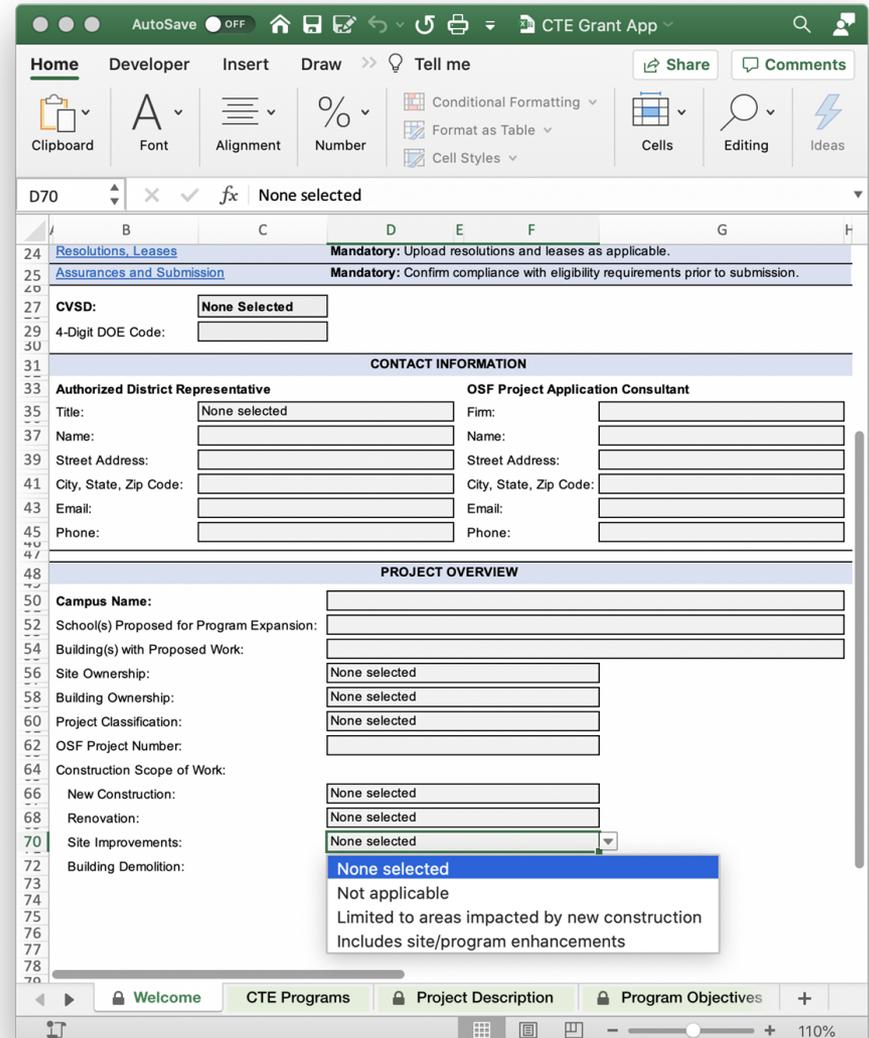
WELCOME	
<p>The Career and Technical Education (CTE) Program Expansion Grant Application consists of the submission of this MS Excel workbook, supporting documents, Long-Range Facilities Plan (LRFP) reports, and a School Facilities Project Application to the NJDOE's Office of School Facilities (OSF).</p>	
<p>Districts may submit one grant application for each school campus. A school campus is defined as a parcel of land that is non-contiguous with other properties serving district students. One campus may accommodate one or more schools in one or multiple buildings, and the grant application may address all or select schools and buildings on the campus. A separate grant application must be submitted for each campus. If more than one application is submitted for a campus, only the first application to be submitted will be considered.</p>	
<p>Carefully review the CTE Program Expansion Grant Preliminary Guidelines and Securing Our Children's Future Bond Act and regulations to ensure grant eligibility and application requirements are addressed. Links to these documents are provided below.</p>	
<p>Career and Technical Education Program Expansion Grant Preliminary Guidelines</p>	
<p>Securing Our Children's Future Bond Act Regulations (N.J.A.C. 6A:26A-3.2)</p>	
<p>Securing Our Children's Future Bond Act (P.L. 2018, c.119)</p>	
<p>All questions should be emailed to: CTEgrant@doe.nj.gov</p>	
<p>Completion of the tabs in this workbook (listed below with links) depends upon the proposed scope of work. The tabs are listed in the order they are presented in the workbook, and scrolling at the bottom of the Excel window may be required to access a tab. Please be sure to scroll down to the end of each worksheet. Data entry fields are shaded grey. All information must coordinate with project submissions to the NJDOE's Office of School Facilities.</p>	
CTE Programs	Mandatory: Identify proposed new CTE programs and capacity and changes to existing programs.
Project Description	Mandatory: Describe the proposed project and its support of CTE program expansion.
Program Objectives	Mandatory: Describe the extent to which the application addresses the objectives of the grant program in terms of equitable access, collaboration, industry valued credentials, college credits, apprenticeships, and innovation and upload supporting documents as applicable.
LRFP and Project Application	Mandatory: Upload LRFP reports and school facilities project application documents submitted to the NJDOE's Office of School Facilities.
Building Addition	Complete this section if the proposed scope of work includes a building addition.
New Building	Complete this section if the proposed scope of work includes a new standalone building.
Room Renovation	Complete this section if the proposed scope of work includes room change-in-use or reconfiguration (wall relocations).
Eliminated Rooms	Complete this section if the proposed scope of work eliminates existing program
Site and Physical Plant	Complete this section if the proposed scope of work includes site or physical plant upgrades.
Cost Estimate	Mandatory: Enter the cost estimates represented in Form 130, Cost Estimate Worksheet, of the project application submitted to the Office of School Facilities.
Resolutions, Leases	Mandatory: Upload resolutions and leases as applicable.
Assurances and Submission	Mandatory: Confirm compliance with eligibility requirements prior to submission.

At the bottom of the screenshot, the 'CVSD:' dropdown menu is set to 'None Selected', and the worksheet tabs at the bottom are 'Welcome', 'CTE Programs', 'Project Description', and 'Program'.

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 screenshot shows the 'CTE Programs' tab in a spreadsheet application. The interface includes a ribbon with tabs like Home, Developer, Insert, Draw, Page Layout, and Tell me. The main content area contains several tables and instructions.

CTE PROGRAMS

Identify proposed changes to CTE programs and student seats in the tables below. Table 2 only requires completion if existing CTE programs and/or student seats are impacted by the proposed work.

A list of priority industry and career clusters are provided below. If the proposed grant project includes a career cluster not listed in the table, select "Other, non-priority program" in Tables 1 and 2 in this section.

Priority Industry Cluster	Career Cluster(s)
Construction and Energy	Architecture and Construction, Agriculture, Food and Natural Resources, STEM, Manufacturing
Finance	Finance
Health Care	Health Science
Leisure and Hospitality	Hospitality and Tourism
Life Sciences	Science, Technology, Engineering and Mathematics (STEM), Health Science, Agriculture, Food & Natural Resources
Manufacturing	Manufacturing
Retail Trade	Marketing
Technology	Information Technology, and STEM
Transportation, Distribution and Logistics	Transportation, Distribution and Logistics

Please note that changes to the CTE programs for the proposed project must be submitted for approval to the NJDOE's Office of Career Readiness through the CTE Data Management System (CTE-DMS) prior to the application submission.

Campus Name: 0
 School(s) Proposed for Program Expansion: 0
 Building(s) with Proposed Work: 0

TABLE 1: NEW CTE PROGRAM CAPACITY
 Indicate proposed new and/or expanded CTE programs and new student seats based on the proposed scope of work. Program data must coordinate with the project application submitted to the Office of School Facilities.

Industry Cluster	Career Cluster	CTE Program Name	CIP Code	Program Status	New Seats	Full or Shared Time	School(s) if Multiple Included in Project
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
Total New CTE Capacity					0		
Total New CTE Capacity Aligned with Grant Priorities					0		
Total New CTE Capacity Not Aligned with Grant Priorities					0		

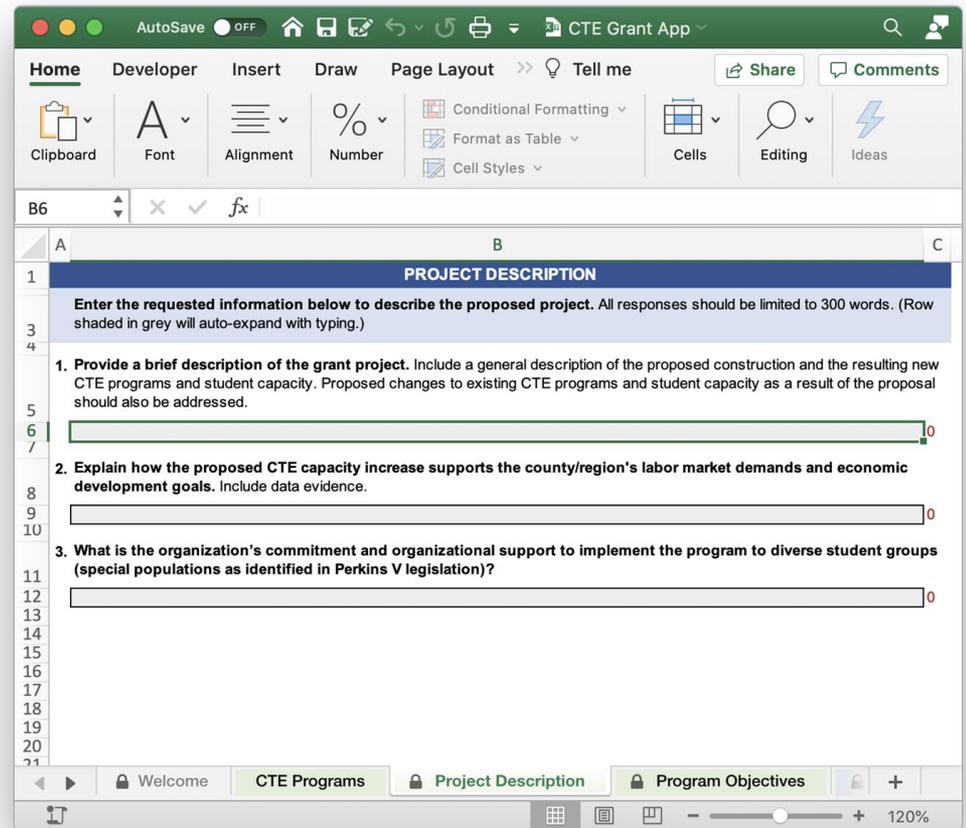
TABLE 2: CHANGES TO EXISTING CTE PROGRAMS AND/OR CAPACITY
 Indicate existing CTE programs and/or student seats to be eliminated based on the proposed scope of work as applicable. Existing seats proposed for elimination should be entered as negative numbers. Program data must coordinate with the project application submitted to the Office of School Facilities.

Industry Cluster	Career Cluster	CTE Program Name	CIP Code	Program Status	Eliminated Seats	Full or Shared Time	School(s) if More than One Included in Project
-	-	-	-	Proposed elimination	-	-	-
-	-	-	-	Proposed elimination	-	-	-
-	-	-	-	Proposed elimination	-	-	-
-	-	-	-	Proposed elimination	-	-	-
-	-	-	-	Proposed elimination	-	-	-
-	-	-	-	Proposed elimination	-	-	-
Total CTE Capacity Reduction					0		
Net CTE Capacity Change (Must be a positive number for grant eligibility.)					0		

The bottom of the screenshot shows the application's navigation bar with tabs for Welcome, CTE Programs, Project Description, Program Objectives, and LRF, along with a zoom level of 120%.

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

PROGRAM OBJECTIVES

Enter the requested information and upload supporting documents as applicable to describe the extent to which the application addresses grant program objectives. Applications are not required to respond to each objective to be eligible for grant consideration, but the extent to which proposals achieve the objectives will be considered in the rubric scoring.

Limit responses (excluding supporting documents) to 500 words.

[Click here to upload supporting documents for program objectives in NJDOE Homeroom.](#)

In Homeroom, click on "SOCFBA CTE Program Expansion" to access the login page and upload files. Each file should be in PDF format, named as noted below, and not exceed 10 MB.

1. EQUITABLE ACCESS

Describe how the district plans to identify, recruit, enroll, and support students with a disability, English language learners, economically disadvantaged students, students preparing for nontraditional fields, homeless students, students placed in a resource family home, and students whose parent or guardian has been ordered into active military service in the U.S. Armed Forces. Minimally address the following:

- (a) A data analysis of students served, including a baselines, trends and gaps, and county demographics;
- (b) Targets for annual increases in representation of student populations identified as underserved and aimed at programs that reflect county demographic data;
- (c) Research-based strategies for effectively assembling and communicating with students and families in the identified subgroups, including when and where the county vocational school district anticipates making the communications; and
- (d) A value proposition that promotes CTE generally and the new program(s) specifically.

Description of Equitable Access:

Upload supporting documentation.
File name: Campus Name – Equitable Access

2. COLLABORATION

Community College Partner Name(s):

Grades of Students to be Served through the Partnership:

Employer Partner Name(s):

Grades of Students to be Served through the Partnership:

LEA Partnership Name:

Grades of Students to be Served through the Partnership:

Number of Students to be Served through the Partnership:

Describe the extent to which the school district will establish or expand partnerships with one or more county colleges or employers to (1) expand the program's impact by offering activities or courses that build career awareness or technical employability skills for students or (2) develop the professional capacity of educators to teach CTE courses. Include details concerning the partnership, including the frequency and duration of the program or events, the organizational structure for communication and delivery, and a description of the process by which the school district engaged employers to identify workforce needs.

Description of Collaboration:

Upload letters of interest submitted by one or more interested partners.
File name: Campus Name – Collaboration

3. INDUSTRY VALUED CREDENTIALS

Describe the CTE program(s) that will lead to a NJ Department of Labor and Workforce Development (NJDOLE) industry-valued credential in a high-demand industry cluster and state how the proposed program will support the student groups listed in the equitable access program objective to earn one or more stackable industry valued credentials. Include a description of (1) how the program (or a part of the program) is aligned to an industry-valued credential and (2) how the curriculum will promote success for all students in obtaining the industry-valued credential.

CTE Program Name(s):

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.

LRFP AND OSF PROJECT APPLICATION

Complete the information listed below and upload the documents *after* the District's Long-Range Facilities Plan (LRFP) and school facilities project application(s) have been submitted to the NJDOE's Office of School Facilities (OSF) in accordance with OSF policies and procedures. (See Guidelines, sections 4.5-4.6 for additional information.)

[Click here to upload LRFP reports and project application documents.](#)

In Homeroom, click on "SOCFBA CTE Program Expansion" to access the login page and upload files. Each file should be in PDF format, named as noted below, and not exceed 10 MB.

1. LRFP

Does the LRFP propose work for the campus that is not included in the grant application?

If yes, address 2(b) and 2(c) as described below before uploading the LRFP reports.

Upload the "Proposed Room Inventory Report" and the "Detailed Inventory Action Report" from the NJDOE's LRFP reporting system *after* the LRFP has been amended to reflect the proposed project and approved. The uploaded report files should adhere to the following requirements:

- (a) The reports should only include the school(s) impacted by the project. (When generating the reports in the LRFP system, multiple applicable schools can be selected by holding down the "option" key.)
- (b) In the Proposed Room Inventory Report, cross out rooms with a single strike-through that are assigned proposed inventory actions (new construction, reconfiguration, reassignment, etc.) that are not part of the grant application and for which grant funding is not requested.
- (c) In the Detailed Inventory Action Report, cross out rows with a single strike-through that are not part of the grant application and for which grant funding is not requested.

Proposed Room Inventory Report:
File name: Campus Name – Proposed Room Inventory Report

Proposed Detailed Inventory Action Report:
File name: Campus Name – Detailed Inventory Action Report

2. OSF PROJECT APPLICATION

Upload the MS Excel project application workbook and PDFs of the proposed site and floor plans submitted to the OSF as part of the school facilities project application. The uploaded documents must be the same as those submitted to the OSF and coordinate with all representations in the grant application.

OSF Project Application Excel Workbook:
File name: Campus Name – OSF Project Application

Site and Floor Plans:
File name: Campus Name – Site and Floor Plans

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.)

PROPOSED BUILDING ADDITION

Campus Name:	0
School(s) Proposed for Program Expansion:	0
Building(s) with Proposed Work:	0
Total New CTE Capacity:	0

Complete the table below if the proposed project includes an addition to an existing building.

Important considerations and instructions:

- Only enter the rooms included in proposed building addition(s). Rooms proposed to be constructed in a new standalone building or renovated should be entered in subsequent sections of this application.
- Enter one room per row. Data must match the uploaded "Proposed Room Inventory Report" from the LRFP reporting system and the program information entered in the "CTE Programs" tab.
- "Grossing factor spaces" (corridors, mechanical spaces, etc.) can be totaled and entered in one row rather than listed as individual spaces. However, totals must match the room inventory actions and square footages represented in the LRFP Proposed Rooms Report and the OSF project application.
- "Building Name" should match a building identified in the Welcome tab and as displayed in the box above. Only list buildings for which an addition is proposed as part of the grant scope of work.
- "Industry Cluster" should match an industry cluster identified in the CTE Programs tab.
- For "CTE-Related Sq. Ft. (incl. Support Spaces)," enter the net square feet, including support spaces, for rooms that directly support a CTE program proposed for expansion in accordance with grant requirements and as identified in the "CTE Programs" tab of this application.
- For "Non-CTE-Related Sq. Ft. (incl. Support Spaces)," enter the net square feet, including support spaces, for rooms that do not directly support a CTE program proposed for expansion in the "CTE Programs" tab of this application.
- For "New CTE Capacity," enter the number of new student seats to be added for the CTE program, if applicable. This number does not need to match class sizes represented in the LRFP. However, the CIP code and the sum of "New CTE Capacity" represented in the various scope of work tables must equal the proposed new capacity represented in the "CTE Programs" tab of this application. (See the "Assurances" tab, number 10 for a calculation.)

ELIGIBILITY CHECK: In accordance with N.J.A.C. 6A:26A-2.1(d), Securing Our Children's Future Bond Act, the total proposed net square footage of CTE classrooms and adjacent support spaces to be constructed in building additions must comprise 75% or more of the total proposed net square footage of the addition(s). A compliance check based on data entered in the table is provided below. Multiple additions are considered collectively.

Enter the total "grossing factor" square feet represented in the table below:

Total gross square feet of building addition(s): 0

Total net square feet of CTE-related classrooms, incl. support spaces: 0

CTE NSF/Total NSF

Rooms Included in Proposed Building Addition(s)						
Addition Totals			0	0	0	0
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)

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.

SITE AND PHYSICAL PLANT IMPROVEMENTS

Campus Name:	0
School(s) Proposed for Program Expansion:	0
Building(s) with Proposed Work:	0
Total New CTE Capacity:	0

Identify site and physical plant improvements required to support CTE program expansion. All work must coordinate with the project application submitted to the Office of School Facilities.

TABLE 1: SITE IMPROVEMENTS
Describe site improvements that are needed to support the proposed CTE program expansion and the reasons for inclusion in the project. **Site acquisition (including site expansion) costs are not eligible for grant funding.**

Proposed Site Improvements		
Site Improvement Type	Scope of Work Description	Statement of Need Relative to CTE Program Expansion
None selected		

TABLE 2: PHYSICAL PLANT IMPROVEMENTS
Describe physical plant upgrades to the school building(s) that are needed to support the proposed program expansion and the reasons for inclusion in the project. The information must be consistent with representations in the project application submitted to the NJDOE's Office of School Facilities Projects.

Proposed Physical Plant Improvements			
Building Name	Physical Plant Upgrade Type	Scope of Work Description	Statement of Need Relative to CTE Program Expansion
	None selected		

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 screenshot shows the 'Cost Estimate' tab in a Microsoft Excel spreadsheet. The spreadsheet is titled 'SUMMARY AND COST ESTIMATE' and contains a table with columns for 'Program Scope of Work', 'Square Feet', and 'Change in CTE Program Capacity'. Below this is a section titled 'PROJECT APPLICATION COST ESTIMATE WORKSHEET SUMMARY' with a table for 'Estimated Costs' including 'New Construction', 'Rehabilitation', and 'Total of New Construction and Rehabilitation'.

SUMMARY AND COST ESTIMATE		
Campus Name:	0	
School(s) Proposed for Program Expansion:	0	
Building(s) with Proposed Work:	0	
Total New CTE Capacity:	0	
Total Eliminated CTE Capacity:	0	
Net CTE Capacity Change:	0	
Program Scope of Work	Square Feet	Change in CTE Program Capacity
Building Addition	0	0
New Building	0	0
Room Renovation (Reassignment, Reconfiguration)	0	0
Eliminated Rooms (Demolition, Reassignment, Reconfiguration)	0	0
Totals	0	0
PROJECT APPLICATION COST ESTIMATE WORKSHEET SUMMARY		
Enter the cost estimates represented in Form 130, Cost Estimate Worksheet, in the project application submitted to the Office of School Facilities. The entries below must exactly match Form 130. Land acquisition costs are not eligible for grant funding and should be excluded from the application.		
Row ID	Scope of Work Description	Estimated Costs
		New Construction
		Rehabilitation
		Total of New Construction and Rehabilitation
1	Costs of Land and Building Acquisition	
20	Total Building Construction Costs	
38	Total Other Allowable Costs	
41	Total Project Costs	\$0

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 screenshot shows a Microsoft Excel spreadsheet with the following content:

- Home** | Developer | Insert | Draw | Page Layout | Tell me | Share | Comments
- Clipboard | Font | Alignment | Number | Conditional Formatting | Format as Table | Cell Styles | Cells | Editing | Ideas
- Formula bar: B5 | Click here to upload supporting documents in NJDOE Homeroom.
- RESOLUTIONS AND LEASE TERMS**
- Upload the supporting documents listed below.
- [Click here to upload supporting documents in NJDOE Homeroom.](#)
- In Homeroom, click on "SOCFBA CTE Program Expansion" to access the login page and upload files. Each file should be in PDF format, named as noted below, and not exceed 10 MB.
- 1. RESOLUTIONS** (See Guidelines section 4.8 and N.J.A.C. 6A:26A-2.4(a)7 and 8.)
 - County Board of Freeholders and Board of Education resolutions are required in accordance with the requirements described below.
 - B.1 County Board of Freeholders Resolution**
 - Upload a County Board of Freeholders resolution that affirms or acknowledges:
 - (a) The submission of the grant application;
 - (b) Funding for the district's local share based on the estimated project costs represented in the project application, including a contingency in the event of cost overruns; and
 - (c) The school district's responsibility to return a pro rata share of the grant to the NJDOE upon termination of a lease prior to June 30, 2044, if applicable.
 - File name: Campus Name – County Board of Freeholders Resolution
 - B.2 Board of Education Resolution**
 - Upload a Board of Education Resolution that affirms or acknowledges:
 - (a) The submission of the grant application;
 - (b) Funding for the district's local share based on the estimated project costs represented in the project application, including a contingency in the event of cost overruns; and
 - (c) The school district's responsibility to return a pro rata share of the grant to the NJDOE upon termination of a lease prior to June 30, 2044, if applicable.
 - File name: Campus Name – Board of Education Resolution
- 2. BUILDING LEASE TERMS, if applicable** (See Guidelines section 4.7 and N.J.A.C. 6A:26A-2.4(a)9.)
 - If you are (applicant is) requesting grant funding for a leased building, upload the lease agreement and/or a Memorandum of Understanding (MOU) pending the execution of a lease agreement or an addendum that stipulates:
 - (a) The lessor is a public entity, such as a school district or county college;
 - (b) The term of the lease is no less than twenty years, with an expiration date no earlier than June 30, 2044; and
 - (c) The school district is authorized to make the improvements represented in the grant application.
 - File name: Campus Name – Building Lease

Navigation tabs: Site and Physical Plant | Cost Estimate | **Resolutions, Leases** | Assurances | +

Zoom: 120%

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.

AutoSave OFF

Home Developer Insert Draw Page Layout Tell me Share Comments

Clipboard Font Alignment Number Conditional Formatting Format as Table Cell Styles Cells Editing Ideas

B13 fx None selected

	A	B	C	D	E	F
1	ASSURANCES AND SUBMISSION					
3	Campus Name:		0			
4	School(s) Proposed for Program Expansion:		0			
5	Building(s) with Proposed Work:		0			
6	Total New CTE Capacity:		0			
8	For the grant application to be eligible for consideration, the application must comply with all requirements and eligibility criteria in accordance with 6A:26A-2.1 and as described in the CTE Program Expansion Grant Guidelines, Section 2.					
9	Click here to access N.J.A.C. 6A:26A-3.2.					
10	Click here to access the CTE Program Expansion Grant Guidelines.					
11	Select eligibility considerations are summarized below for confirmation. Confirm each statement to be true or false. If a statement is determined to be false, the grant application is not eligible for consideration as currently proposed and should not be submitted without revision.					
13	1.	None selected	Only one application is being submitted for the campus included in this application.			
14	2.	None selected	Worksheets in this application have been completed and supporting documentation uploaded to NJ Homeroom applicable.			
15	3.	None selected	The District has submitted to the Office of School Facilities a complete school facilities project application that coordinates with all elements of the CTE program expansion grant application, including but not limited to proposed scopes of work, room inventory data, and the cost estimate.			
16	4.	None selected	The District has obtained a documented commitment for matching funds as set forth at N.J.A.C. 6A:26A-2.2.			
17	5.	None selected	The District has submitted a request for CTE program approval from the NJDOE's Office of Career Readiness through the CTE Data Management System (CTE-DMS) as required based on the grant application.			
18	6.	None selected	At least one CTE program is aligned with a targeted industry cluster per N.J.A.C. 6A:26A-2.1(a) ii.			
19	7.	None selected	The proposed work excludes building system upgrades and improvements not related to CTE program expansion.			
20	8.	None selected	The proposed scope of work excludes site acquisition and site expansion.			
21	9.	None selected	The proposed scope of work does not result in a net loss of CTE student seats as represented in the CTE Programs tab.			
22	10.	None selected	The proposed net capacity change represented in the CTE Programs tab equals the sum of the capacities represented in the scopes of work tabs for Building Addition, New Building, Room Renovation, and Eliminated Rooms.			
23	Proposed CTE Capacity Coordination Check					
24	Net Capacity Change in CTE Programs tab: 0					
25	Net Capacity Change in scopes of work tabs: 0					
26	11.	None selected	If you are (or the applicant is) proposing a building addition, the net square feet of new CTE classrooms, including adjacent support spaces, is minimally 75% of the proposed new construction.			
27	Addition Square Footage Check					
28	CTE NSF/Total NSF =					
29	12.	None selected	If the application includes a leased building, (1) the lessor is a public entity, such as a school district or county college, (2) the term of the lease agreement is for a minimum of five years, with an end date no earlier than June 30, 2024, and (3) the school district is authorized to make the improvements represented in the grant application.			
30	By uploading this application to NJ Homeroom, the District verifies the accuracy and completeness of the grant application, including supporting documents. The District further understands that the application cannot be edited once submitted.					
31	Click here to submit the MS Excel grant application to NJ Homeroom.					

Cost Estimate Resolutions, Leases Assurances and Submission

Ready 120%

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.”*)

The screenshot shows the official website of the New Jersey Department of Education, Office of School Facilities. The page is titled "Long Range Facilities Plan (LRFP) Information" and provides detailed instructions for school districts regarding LRFP amendments and reporting. The navigation menu includes "Office of School Facilities", "Long Range Facilities Plan", "Project Application Information", "Programs", and "Laws, Regulations & Information". The main content area is divided into sections: "LRFP Amendment Requirements", "For a Major Amendment", "For a Minor Amendment", "The LRFP Reporting System", and "Accessing the LRFP Reporting System". A yellow highlight is present under the heading "The web-based LRFP Reporting System can be accessed at <http://lrfp.mksd.org/>".

OFFICIAL SITE OF THE STATE OF NEW JERSEY Governor Phil Murphy • Lt. Governor Sheila Oliver
NJ.gov | Services | Agencies | FAQs | Translate | Search Q

Department of Education

Office of School Facilities

Office of School Facilities Long Range Facilities Plan Project Application Information Programs Laws, Regulations & Information

Home / Office of School Facilities / Long Range Facilities Plan / Long Range Facilities Plan (LRFP) Information

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

Complete 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 LRFPA 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.”