



**Securing our Children's Future Bond Act  
County Vocational School District Career and Technical Education (CTE)  
Frequently Asked Questions  
Updated as of February 25, 2021**

**Q1. Will a PowerPoint of this presentation be available?**

The New Jersey Department of Education (NJDOE) will do its best to make available an accessible version of the CVSD Bond Act Technical Assistance PowerPoint for posting on the website.

**Q2. The CTE Program of Study Application in the Career and Technical Education-Data Management System (CTE-DMS) requires two advisory planning meetings, does the grant application?**

The CVSD grant application does not require documentation of program planning meetings. However, the grant does require extensive programmatic planning and evidence of partnership involving both internal and external partners/stakeholders.

**Q3. Are you supposed to have a table 3 and 4 in the CTE Programs worksheet?**

No, there are only two tables in the CTE Programs worksheet, Table 1 and Table 2.

**Q4. In the section Objectives, the excel has a cell to enter the narrative. For each section, named file uploads, what is uploaded? Is it just a PDF copy of the narrative? Or is there a template?**

For each Objectives section, clear instructions inform applicants of the required uploads and the naming convention of the required files. Narrative should be written in the space provided and files (required or optional) should be uploaded according to the specific instructions in the application.

**Q5. Can we go over the file naming format and upload process for the supporting documents?**

All documents uploaded into the application should be submitted using the provided naming format outlined in each section of the application.

Securing our Children's Future Bond Act  
County Vocational School District Career and Technical Education (CTE)  
Frequently Asked Questions  
Updated as of January 8, 2021

Q6. Are site improvements to provide parking for CTE staff eligible?

Yes, related site improvements to support the new building such as parking would be eligible.

Q7. Are support services and administrative spaces for CTE programs considered CTE or non CTE spaces?

Support services and administrative spaces are only classified as "CTE-related Square Feet" if the rooms directly support instruction in a CTE program identified in the "CTE Programs" tab of the Grant Application workbook. If a support service or administrative serves the broader school population, such as a guidance office, it should be classified as "non-CTE related."

Q8. Is there a template for the Letters of Support from business partners?

No, the NJDOE did not supply template letters of support from business partners.

Q9. On the programs tab, for the New Seats is that number the number of students per grade level or total of all 4 grade levels?

This should be the total number of students across all grade levels; we are not requiring districts to break the number of seats out by grade level.

Q10. The grant award reimbursements will be made 4 times (35%, 65%, substantial and final). Can reimbursement requests be made anytime the milestones are achieved? Or must they wait until the next reporting period described in the grant instructions document?

We anticipate that reimbursement requests may be submitted at any time the required milestones are achieved, however, NJDOE's normal grant disbursement schedule will apply, so districts will need to submit their requests in accordance with the required reporting deadlines for each disbursement date. More information on requests for reimbursement and disbursement will be released upon the final approval of grant applications.

Securing our Children's Future Bond Act  
County Vocational School District Career and Technical Education (CTE)  
Frequently Asked Questions  
Updated as of January 8, 2021

- Q11. Does an applicant have to secure all the funds before the start of the project? Or can an applicant procure funding in stages? (i.e. bond for half of the project in year 1 of a 2 year project, and bond the balance of the project in the following year)

CVSDs should consult with bond counsel and district counsel on the appropriate course of action for bonding for a school facilities project, with reference to the laws and regulations governing district budgeting and school facilities projects. Please note that if districts are unable to secure the required level of matching funding set forth in N.J.A.C. 6A:26A-2.2, it could place the district's eligibility for the grant at risk.

- Q12. Does a district need a program approval from the DOE for a new program, prior to submitting the application?

According to the CTE Programs tab in the application, "changes to the CTE programs for the proposed project must be **submitted for approval** by the NJDOE's Office of Career Readiness through the CTE Data Management System (CTE-DMS) prior to the application submission." The program of study application will be reviewed and remediated by the appropriate career cluster team and granted either full approval or conditional approval by the Office of Career Readiness director.

- Q13. Will districts be alerted when the CTE-DMS application site is up to date with the new components for the application to be prepared?

Yes, when the new program of study application is "live" in the CTE-DMS, a notification will be sent out to districts through email.

- Q14. If we started a new DMS application already will they be converted over to the new format?

Your current application will automatically be converted into the new format and the career cluster lead will work with you to complete the new sections of the application.

- Q15. If we are planning to expand upon a program that is already approved in CTE-DMS, do we need to resubmit another application in CTE-DMS?

Please contact the Office of Career Readiness and/or the career cluster lead for your program. Your district may want to upgrade the current program application if it is not consistent with your new program's offerings/goals.

Securing our Children’s Future Bond Act  
County Vocational School District Career and Technical Education (CTE)  
Frequently Asked Questions  
Updated as of January 8, 2021

**Q16. What does “Value Proposition” under the Equity question mean?**

Value Proposition is a declarative statement that explains why a customer (student) should purchase (choose) your product or service (in this case, CTE and specifically, the newly proposed program). It clearly explains what differentiates it from the others, or makes the program “unique” and why it is the best choice. The messaging to stakeholders should be clear, concise and appropriate.

How are you promoting CTE generally and specifically, how will you demonstrate that the new program will benefit and support all students? Provide/cite specific examples.

**Q17. For districts planning to construct a new stand-alone building as part of its grant application, should a new nursing suite to serve the entire school population be included in the grant application?**

The nurse’s suite, as well as other program spaces that do not directly support new or expanded CTE programs, can be included in a building addition if the total square footage of the non-CTE spaces proposed in the addition are 25% or less of the total net square feet of new construction or a new standalone building. However, as a competitive grant, the proposed scope of work will be considered in project rankings.

**Q18. Are there any land lease requirements, language term limits, or minimums that apply to facilities that are the subject of a grant application?**

As set forth in N.J.A.C. 6A:26A-2.1(d), improvements to leased buildings are ineligible costs except where: (i) the lessor is a public entity, such as a school district or county college; (ii) the term of the lease agreement is for a minimum of 20 years, with an end date no earlier than June 30, 2044; and (iii) the CVSD is authorized to make the capital improvements represented in the grant application. In order to demonstrate compliance with this provision, the districts must submit the two items required in Section 4.7 of the [Final Guidelines](#), which must contain the required information also set forth in Section 4.7.

**Q19. Is there a “word count” when completing required information?**

The three responses in the Project Description tab are limited to 300 words, as noted in the instructions in the blue-shaded area at the top of the worksheet. Responses in the Program Objectives tab are limited to 500 words.

Securing our Children's Future Bond Act  
County Vocational School District Career and Technical Education (CTE)  
Frequently Asked Questions  
Updated as of January 8, 2021

**Q20. What is required in the Site and Physical Plant improvements Statement of Need for items such as roofs, building skin, structure, etc.?**

The statement of need should briefly explain why the proposed scope of work is required to support CTE program expansion. For example, a new parking lot may be required to replace a parking lot that is displaced by a building addition or to accommodate the additional CTE capacity, or electrical upgrades may be required to provide additional capacity to support the new CTE program spaces or address building code requirements.

**Q21. Is there a sample resolution that districts are required to submit with the CTE Bond Application?**

There is no sample resolution, however, the resolutions must contain, at a minimum, the information stipulated in Section 4.8 of the [Final Guidelines](#).

**Q22. Once an application is approved, how and when will grant funds be disbursed?**

Payments will be disbursed based on project completion in accordance with the schedule set forth in N.J.A.C. 6A:26A-1.7(c), which is based on the completion of a percentage of the project and approval of a request for disbursement. In simpler terms, once the district provides documentation of, for example, 35 percent completion of the project, the Department will disburse 30 percent of the total grant amount. Payment will be made to the school district as the grantee. Districts will be required to provide the following documentation for disbursement required by N.J.A.C. 6A:26A-1.7(b):

1. A complete description of the costs incurred and the vendors to be paid, signed by the school district's chief school administrator;
2. A certification of the chief school administrator attesting to the completion of any percentage of the project as set forth in (c) or (d) below, as applicable;
3. Sufficient documentation, as determined by the Commissioner, to support the chief school administrator's certification in (b)2 above; and
4. A completed Commissioner-approved project completion checklist for the final disbursement.

Securing our Children's Future Bond Act  
County Vocational School District Career and Technical Education (CTE)  
Frequently Asked Questions  
Updated as of January 8, 2021

**Q23. Must the applicant complete the whole CTE program approval process in order to be considered for the grant?**

According to the Programs Tab in the CVSD application, "changes to the CTE programs for the proposed project must be **submitted for approval** by the NJDOE's Office of Career Readiness through the CTE Data Management System (CTE-DMS) prior to the application submission." The program of study application will be reviewed and remediated by the appropriate career cluster team and granted either full approval or conditional approval by the Office of Career Readiness director.

Districts should attempt to complete as much of the CTE-DMS application as they are able prior to submitting to the Office of Career Readiness. All sections (1-6) of the application will be reviewed. Understandably, some information for new programs of study may not be determined until after the facility expansion is approved such as, a full course sequence with descriptions, course syllabi and full advisory committee. Supporting documentation for items such as articulation agreements, advisory meeting minutes, course syllabi are not required.

All new programs of study with conditional approval will stay in "hold for bond act" status in the CTE-DMS until the Office of Career Readiness is informed by the district that they would like to proceed with the application. In this status, they will not be considered approved for NJSMART reporting.

**Q24. Is there a template available for a "letter of interest by an industry partner?"**

At this time, there is not a template available for a letter of interest by an industry or postsecondary partner.

**Q25. When does the county need to have their matching funds on hand?**

The grant application requires a resolution from both the county governing body and the county vocational school district board of education, approving the following:

- The submission of the grant application; and
- Funding for the district's local share based on the estimated projects costs represented in the project application, including a contingency in the event of cost overruns.

Securing our Children's Future Bond Act  
County Vocational School District Career and Technical Education (CTE)  
Frequently Asked Questions  
Updated as of January 8, 2021

Ultimately, the need to have funds on hand depends on the district's construction schedule. For more information about the disbursement process, please see the response to Q22 above.

- Q26. For what type of grant project does the requirement that the total proposed net square footage of CTE classrooms, including adjacent support spaces serving the classroom, be less than 75 percent of the total net square footage of the proposed construction apply?

The net square footage limitation required by N.J.A.C. 6A:26A-2.1(d)3 applies to building additions, and does not apply to a new stand-alone building.

- Q27. Will a new stand-alone building constructed pursuant to this grant program be subject to the "[Best Practices Standards for Schools under Construction or Being Planned for Construction](#)"?

Yes. Please contact the Department of Community Affairs, Division of Codes and Standards, [Bureau of Construction Project Review](#) for additional information.

- Q28. How should a district completing the Office of School Facilities Project Application describe the funding sources on Form 120-8a for a project pursuant to this grant program?

Districts should record the funding sources as follows: On Form 120-8a local funding source "Other" such as "County Commissioners" and for 120-8b State Funding Source "Other" as "SOCF CTE Expansion Grant."

- Q29. How should a district complete the Office of School Facilities Project Application complete Form-130 New or Renovation Construction – Eligible cost or Ineligible Cost column for a project pursuant to this grant program?

Please refer to the [Career and Technical Education Grant Final Guidelines](#), sections 2.2 and 2.3, for the eligible and ineligible construction scopes of work that are applicable to this grant. Use this information to determine the eligible costs that should be used to fill out Form 130.

- Q30. Where should a district completing the Office of School Facilities Project Application complete Form-130 New or Renovation Construction enter its costs?

Securing our Children's Future Bond Act  
County Vocational School District Career and Technical Education (CTE)  
Frequently Asked Questions  
Updated as of January 8, 2021

Costs should be entered on Form 130, Line 19 – FFE. The project cost totals calculated in Form 130 are also entered in the Grant Application workbook.

- Q31. Must the resolution of the county commissioners include a statement that affirms or acknowledge 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?**

No, the resolution of the county commissioners need not affirm or acknowledge this statement. However, per N.J.A.C. 6A:26A-2.4(a)9ii this statement must be included in the board of education resolution if the grant application proposes work to leased property.

- Q32. Can a district view their uploaded documents for the CVSD CTE Bond Act?**

Districts can view their uploaded documents in the "Outbox" through the SOCFBA CTE Expansion application system. These will be updated at or near close of business each weekday until the deadline on March 1, 2020.

- Q33. Can the narratives for "Equitable Access", "Collaboration", "Industry Valued..." etc. be uploaded as separate documents or one large document known as "Program Objectives"?**

Narratives should be completed within the grant application workbook found in the SOCFBA CTE Expansion application on [NJDOE Homeroom](#).

- Q34. What exactly does the "Completed Grant Application Excel Workbook" imply/require? Is this synonymous with the "MS Excel project application" (page 16 of the guidelines from October 2020)?**

No, the grant application, which is separate from the required Office of School Facilities project application, is in a Microsoft Excel document accessible through the [NJDOE Homeroom](#) in the SOCFBA CTE Expansion application, and is a required component of a complete grant application.