

Securing Our Children’s Future Bond Act
County Vocational School District Career and Technical Education Grant Application Instructions

Section I. Grant Program General Information

1.1 Description of the Grant Program

The County Vocational School District Career and Technical Education Program Expansion Grants program is a forty-eight-month grant program offered by the New Jersey Department of Education (NJDOE) and is intended to increase the number of students in Career and Technical Education (CTE) programs and academic opportunity by expanding or of offering new CTE programs in New Jersey county vocational schools (CVSDs). For further information, please refer to the following documents:

[Guidelines](#)

[Regulations](#)

It is strongly recommended that each applicant review these materials very closely before developing their application.

1.2 Statutory/Regulatory Source and Funding

The applicant’s project must be designed and implemented in conformance with all applicable state regulations. The Career and Technical Education Program Expansion Grants program is 100% state funded from the Securing Our Children’s Future Bond Act, P.L. 2018, c. 119 and the regulations at N.J.A.C. 6A:26A. The total amount available for this program is \$275,000,000. Amounts requested are subject to the limitations in Section 1.5 of the [Guidelines](#).

Final awards are subject legislative approval and the availability of state funds for this program.

1.3 Eligible Applicants

This grant program is open to New Jersey county vocational school districts.

Only one (1) application per CVSD campus may be submitted. Multiple applications will not be considered. Inclusion of ineligible work in the grant application may result in the disqualification of the entire application. Please refer to Section 3.1 of the [Guidelines](#).

1.4 Grant Agreement Period

The grant agreement period is forty-eight months, projected to be from July 1, 2021 – June 30, 2025. (Please refer to Section 2.1 of the [Guidelines](#)).

1.5 Technical Assistance

For assistance with applications, districts should email CTEGrant@doe.nj.gov.

1.6 Application Submission

Please note: The grant application is a tabbed MS-Excel workbook with attachments in pdf format. The workbook may be downloaded on the [NJDOE Homeroom page](#).

The completed application package is to be uploaded on NJDOE Homeroom.

The NJDOE administers discretionary grant programs in strict conformance with procedures designed to ensure accountability and integrity in the use of public funds and therefore, **will not accept late applications**.

The responsibility for a timely submission resides with the applicant. The NJDOE must receive the complete application through Homeroom **no later than 4:00 P.M. on Monday, March 1, 2021**. Without exception, the NJDOE will not accept, and cannot evaluate for funding consideration, an application after this deadline.

Complete applications are those that include all elements listed in Appendix B of the [Guidelines](#) and in a format described in the MS-Excel workbook application. Applications received by the due date and time will be screened to determine whether they are, in fact, eligible for consideration. NJDOE reserves the right to reject any application not in conformance with the requirements of this NGO.

Applications submitted by fax cannot be accepted under any circumstances.

1.7 Apportionment of Grant Funds

Grants funds are to be used solely for the costs associated with and incurred as a result of the implementation of the approved grant application. Grant funds may be used to pay 100% of allowable costs up to the maximum amount applied for and within the timeframe specified. Excess costs are the responsibility of the district. Districts may not use debt service aid to pay for any local share. Please refer to Section 2.1 and Section 5.4 of the [Guidelines](#).

1.8 Eligible Costs

Please refer to Section 2.2 of the [Guidelines](#).

1.9 Ineligible Costs

The NJDOE will not reimburse grantees or sub-grantees for ineligible costs. Ineligible costs include those costs identified in Section 2.3 of the [Guidelines](#).

1.10 Completion of the MS-Excel workbook application.

The MS-Excel workbook application is structured using tabs. Please review every tab and ensure that they are properly completed.

Please review the upload requirements for each document or sets of documents in the MS-Excel workbook application. Ensure that the requirements for file naming conventions, file size, and file format are satisfied for all documents uploaded.

Please also refer to the Guidelines for further information on the types of documentation required.

1.11 Review of Applications.

NJDOE staff will review each application for eligibility and compliance with the requirements set forth in the Guidelines document and the implementing regulations. Applications will also be reviewed for completeness, accuracy and appropriateness of response. Applicants may be requested to provide additional information as a part of the NJDOE application review process.

Applications will be reviewed and scored in accordance with the rubric set forth in Section 5.2 of the Guidelines.

A final list of grantees is subject to legislative approval. Upon final approval of an award, the grantee will be notified and provided with instructions to submit a modified application in the Electronic Web-Enabled Grants (EWEG) system to receive their electronic grant agreement.

1.12 Open Public Records

Please be advised that in accordance with the Open Public Records Act, P.L. 2001, c. 404, all applications for discretionary grant funds received September 1, 2003 or later, as well as the evaluation results associated with these applications, and other information regarding the competitive grants process, will become matters of public record upon the completion of the evaluation process, and will be available to members of the public upon request.

1.13 Grant Agreements

An electronic grant agreement will be issued through EWEG upon the completion of the NJDOE application review and approval process, and legislative approval.

Section II. Grantee Requirements

The grantee is expected to complete the scope of work proposed by the applicant and as approved by the NJDOE. The NJDOE will remove ineligible, inappropriate or undocumented costs from funding consideration.

2.1 Mandatory Orientation and Training

The grantee may be required to attend a program orientation. The NJDOE staff will acquaint the grantee with the general requirements of the program, including grant management, mandated staffing, procedures, general information and compliance with applicable state and federal regulations.

2.2 Reporting Requirements

Grantees will be required to submit reports on programmatic activities and fiscal expenditures on a semiannual basis. The grantee will ensure that all reports are uploaded to EWEG by the due dates. Failure to deliver the reports by due dates may result in the Grantee achieving an unsatisfactory rating and may result in the termination of all NJDOE program payments.

These reports are to be delivered to NJDOE via electronic format uploaded on to the EWEG system unless otherwise specified by the Office of School Facilities. All reports are cumulative.

Report	Report Period	Due Date
1.	July 1, 2021 – December 31, 2021	January 31, 2022
2.	July 1, 2021 – June 30, 2022	July 31, 2022
3.	July 1, 2021 – December 31, 2022	January 31, 2023
4.	July 1, 2021 – June 30, 2023	July 31, 2023
5.	July 1, 2021 – December 31, 2023	January 31, 2024
6.	July 1, 2021 – June 30, 2024	July 31, 2024
7.	July 1, 2021 – December 31, 2024	January 31, 2025
FINAL	July 1, 2021 – June 30, 2025	August 31, 2025

The NJDOE reserves the right to impose additional reporting requirements as necessary.

2.3 Fiscal Reimbursement Requirements

Reimbursement Request: The grantee shall request reimbursement payment from the NJDOE for completed school security projects within 30 days of notification of the final grant amount. For all planned school security projects, reimbursement shall be submitted based upon the following schedule:

- For each project requiring other capital project approval pursuant to N.J.A.C. 6A:26-3.11:
 - Within 30 days of the completion of 35 percent of the project, the grantee shall request reimbursement of 30 percent of the grant amount attributable to the project;
 - Within 30 days of the completion of 65 percent of the project, the grantee shall request reimbursement of 40 percent of the grant amount attributable to the project;
 - Within 30 days of substantial completion as defined in N.J.A.C. 6A:26A-1.2 of the project, the grantee shall request reimbursement of 15 percent of the grant amount attributable to the project;
 - Within 30 days of the completion of the project, the grantee shall request reimbursement of the remaining grant amount attributable to the project.

The grantee will complete a reimbursement request through the EWEG payment system.

Reimbursement requests will be shut down 30 days prior to the end of the grant period. Any payments due to the grantee will be paid out in the Final Expenditure Report. Specific instructions for completing this report is found in this [link](#).

Requests may begin once the contract has been fully executed and processed by the NJDOE. All programs are reimbursement-only programs, and shall be accompanied by the documentation required by N.J.A.C. 6A:26A-1.7(b). Grantees will be reimbursed based on the grantee's actual encumbered expenditures. Grantees must submit requests not later than the 15th of the month in order to receive payment the following month.

In making disbursements to any third party with whom the grantee may contract to undertake the Project, the grantee shall ensure that disbursements are made upon delivery of satisfactory work product and in accordance to the NJDOE's program policies.

2.4. Monitoring

The NJDOE Program Managers, or their representatives, will schedule on-site monitoring visits with the Program Coordinator during the term of the Program contract to review program performance and fiscal documentation. These visits may be a comprehensive program assessment, or they may be oriented toward a review of performance in specific areas. In either case, grantee staff shall cooperate with NJDOE Program Managers and provide them with files and other information as requested.

2.5 Grant Agreement Modifications

Section XIV of Attachment A: Grant Agreement Terms and Conditions of the electronic grant agreement in EWEG contains guidelines for budget modifications. Any change to the approved scope of work will require the prior written approval of the NJDOE. Please contact your NJDOE Program Manager for further information.

2.6 Grant Close Out

The grantee shall provide all documentation necessary to close out this agreement within 60 days of the agreement's ending date. If performance is ahead of schedule, and the grantee wishes to close out the grant prior to the published end date, the grantee must contact the Office of School Facilities for further instructions prior to initiating any grant closeout activities.