

**FY16 COUNTY VOCATIONAL SCHOOL DISTRICT PARTNERSHIP GRANT**  
**Technical Assistance Webinar**  
**October 29, 2015**  
**QUESTION & ANSWER DOCUMENT**  
*Prepared by the Office of Career Readiness*

The following questions were posed during the technical assistance session. Answers have been prepared by the Office of Career Readiness.

**ELIGIBILITY REQUIREMENTS**

**Question 1:** Who can apply for the grant?

**Answer:** All county vocational school districts are eligible to apply.

**Question 2:** What happens if an application fits under more than one of the four models?

**Answer:** Section 1.2, Eligibility to Apply, of the NGO states that, “Applicants must identify which one model primarily applies to their proposed program.”

**PARTNERSHIPS**

**Question 3:** Can a county vocational school district partner with a special services school district in the application?

**Answer:** The budget appropriation language for the County Vocational School District Partnership Grant Program states that grants are allocated to, “... county vocational school districts to partner with urban districts, other school districts, county colleges, and other entities to create high-quality career and technical education programs ...”

**Note:** Section 1.1, Description of the Grant Program, of the NGO also states that, “Programs must be housed in existing facilities (e.g., school districts, county colleges, four-year college or universities, government, non-profits or employers) that are not owned or leased by the funded county vocational school districts and are either ready for use immediately or will require only minor or short-term renovations.”

**CTE PROGRAM REQUIREMENTS**

**Question 4:** If the county vocational technical school district wants to expand or duplicate an existing approved CTE program or program of study (CTE program), is a new CTE program application required for the new classroom site?

**Answer:** It depends upon the nature of the partnership, as follows:

**Example A:** The partnering school is a comprehensive high school and participating students will be enrolled full-time with the comprehensive high school:

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- If the partnering comprehensive high school already has program approval for the CTE program in question, then a new program approval will not be necessary.
- If the partnering comprehensive high school does not have program approval for the CTE program in question, then a new program approval will be necessary.

**Example B:** The participating students will be enrolled shared-time or full-time with the county vocational school district:

- A new program approval application will not be necessary if it is a CTE program using the existing CIP Code.

**Question 5:** If the county vocational school district wants to expand a successful CTE program at another school, can an existing CIP code be used?

**Answer:** See the answer to Question 4.

**Question 6:** Is a new CTE program application required if the program is located at a site other than the county vocational school district?

**Answer:** See the answer to Question 4.

**Question 7:** What will happen if NJDOE program approval is not obtained by the school offering the CTE program by the time the 2016-2017 school year starts?

**Answer:** According to Section 2.1, Project Design Considerations, of the NGO: "...it is expected that grantees will complete and submit a program approval application to the NJDOE for the program/program of study by July 1, 2016, if this is a new program." If the NJDOE determines that the application is substantially approvable, the partnership will be permitted to commence with the CTE program at the start of SY2016-2017.

**Note:** If the NJDOE determines there are significant deficits with the submitted program application, the NJDOE reserves the right to not permit students to be enrolled at the start of SY2016-2017 until those issues are resolved.

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**Question 8:** If the county vocational school district expands an existing CTE program at a partner site, must the new program replicate the scheduling of the existing CTE program, for example, block scheduling?

**Answer:** The school district in which students will be enrolled for the expanded CTE program can determine the appropriate schedule for that program in collaboration with the partnership.

**Question 9:** Can the enrollment periods for the CTE program be staggered to accommodate the schedules of the sending school districts?

**Answer:** See the answer to Question 8.

**Question 10:** Does the NGO require all years of the CTE program to be offered each year?

**Answer:** Section 1.9, Assessment of Statewide Program Results, in the NGO states that, “The project must be designed to serve a minimum of 20 new students for the first year and at least 20 additional students per school year thereafter, for a total of at least 60 additional students over the three school years of grant implementation.”

**Note:** The school district in which students will be enrolled for the CTE program can determine the appropriate schedule for that program, in collaboration with the partnership, as long as all participating students have the opportunity to experience the entire CTE program.

**Question 11:** If the county vocational school district’s partner is a community college, can students spend the first two years at the county vocational school district site and the second two years at the college?

**Answer:** In accordance with Section 1.1, Description of the Grant Program, “Programs must be housed in existing facilities (e.g., comprehensive high schools, county colleges, four-year college or universities, government, non-profits or employers) that are not owned or leased by the funded county vocational school districts and are either ready for use immediately or will require only minor or short-term renovations.”

**Question 12:** Why is there a focus on offsite facilities for the CTE program in this NGO?

**Answer:** The authorizing legislation that requires that the CTE programs be offered at sites other than those owned or leased by the county vocational school districts.

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**TRANSPORTATION**

**Question 13:** Can the grant pay for student transportation buses?

**Answer:** Transportation of students for the CTE program is an allowable cost; however, all budget requests will be reviewed and considered on a case by case basis, taking into consideration how these costs impact on the sustainability and replicability of the program.

**Note:** Applicants must include a detailed explanation in the sustainability plan describing how these costs will be provided for after the end of the grant period.

**Question 14:** Can a new bus route be created for this grant program?

**Answer:** Transportation questions such as these are local decisions that should be made in accordance with State transportation regulations.

**Question 15:** Can the grant pay for student transportation to the offsite classroom for the CTE program and back again to the school for academics?

**Answer:** See the answer to Question 13.

**STUDENT RECRUITMENT & ENROLLMENT**

**Question 16:** Can student enrollments be limited to only students from a comprehensive school district partner?

**Answer:** It depends upon the nature of the partnership, as follows:

**Example A:** If the students will be enrolled full-time at a comprehensive high school, then the CTE program can be limited to only those students enrolled at the comprehensive high school.

**Example B:** If the students will be enrolled as shared-time or full-time students with the county vocational school district, then student recruitment, selection and enrollment in the CTE program must comply with the county vocational school district's published policies.

**Question 17:** Can the county vocational school district recruit students for a shared-time CTE program from any school in the county?

**Answer:** See Example B in the answer to Question 16.

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**Question 18:** Who will be responsible for recruiting students if the county vocational school district's partner is a college?

**Answer:** The county vocational school district.

**Note:** Recruitment must in compliance with the requirements identified in Example B of Question 16.

**Question 19:** If the county vocational school district is partnering with a comprehensive high school, can student enrollment be limited to grades 10-12 and grade 9 be used for recruitment?

**Answer:** The school district in which students will be enrolled in the CTE program can employ various enrollment models, in collaboration with the partnership.

**Note:** Students must be enrolled in the CTE program in the first school year of the grant program in accordance with Section 1.9, Assessment of Statewide Program Results, in the NGO, which states that, "The project must be designed to serve a minimum of 20 new students for the first year and at least 20 additional students per school year thereafter, for a total of at least 60 additional students over the three school years of grant implementation."

**Note:** Enrollments must be in compliance with the requirements identified in Question 16.

**Question 20:** The NGO has a minimum requirement of 20 students for each year of the grant program. Can all 60 students be enrolled in the first year?

**Answer:** More than 20 students may be enrolled in any year of the CTE program.

**Note:** In accordance with Section 1.9, Assessment of Statewide Program Results, in the NGO, "The project must be designed to serve a minimum of 20 new students for the first year and at least 20 additional students per school year thereafter, for a total of at least 60 additional students over the three school years of grant implementation.

**Question 21:** What types of evidence would demonstrate student interest in the proposed CTE program?

**Answer:** Some examples would include: program waiting lists, student surveys from the sending school districts, responses to presentations, collected student interest forms, targeted student interest documents, etc.

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**Question 22:** Can grant funds be used to pay tuition for dual credit courses established through the CTE program?

**Answer:** Tuition is an allowable costs; however, all budget requests will be reviewed by the NJDOE and considered on a case by case basis, taking into consideration how these costs impact on the sustainability and replicability of the program.

**Note:** Applicants must include a detailed explanation in the sustainability plan describing how these costs will be provided for after the end of the grant period.

**FACULTY & STAFF**

**Question 23:** Can grant funds be used to pay for a CTE teacher and a special education co-teacher for the offsite CTE program?

**Answer:** Requests to use funds to support instructional salaries are allowable costs; however, all budget requests will be reviewed by the NJDOE and considered on a case by case basis, taking into consideration how these costs impact on the sustainability and replicability of the program.

**Note:** Applicants must include a detailed explanation in the sustainability plan describing how these costs will be provided for after the end of the grant period.

**SUSTAINABILITY & REPLICABILITY**

**Question 24:** When does a formal agreement or plan between the partners for the offsite CTE program have to be in place?

**Answer:** The NGO requirement for a sustainability plan means the partnership should have detailed discussions pertaining to how the CTE program will be implemented and maintained throughout the grant program and beyond. In accordance with Section 1.9, Assessment of Statewide Results, “Over the 40-month grant period, the Office of Career Readiness will require ongoing reporting and data submission in order to monitor each partnership’s progress in meeting the goals of the grant in the following areas ...

- A plan for sustainability beyond the grant period that addresses funding staff, transportation and other costs.”

Consequently, partnerships will be required to show periodic progress on the development of the sustainability plan and its planned implementation after the grant period ends.

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**Question 25:** Does the NJDOE have a preferred format for the sustainability plan which will be submitted by the applicant?

**Answer:** Applicants are not required to submit a formal sustainability plan in the application; however, the elements of the sustainability plan as required by Section 2.2, Project Requirements, should be described in detail in the application and should contain, at a minimum, the requirements for the plan as indicated in the NGO.

**BUDGET**

**Question 26:** How much can an applicant apply for in each year of the three year grant program?

**Answer:** In accordance with Section 1.4, Statutory/Regulatory Source and Funding, “Applicants may request up to \$600,000 for the 40-month project period.” However, all budget requests will be reviewed by the NJDOE and considered on a case by case basis, taking into consideration the appropriateness of the requested costs.

**Note:** Applicants must apply for the entire 40-month budget amount in the initial application.

**Question 27:** If the county vocational school district determines that classroom equipment and supplies purchased through the grant will be owned by a partner, should those costs be included in the partner’s subgrant?

**Answer:** Costs associated with partner responsibilities should be identified in the partner’s subgrant; however, all budget requests will be reviewed by the NJDOE and considered on a case by case basis, taking into consideration the appropriateness of the requested costs.

**Note:** All equipment and supplies purchased through the grant must be for the direct benefit of participating students during and beyond the grant program.

**Question 28:** What is the administrative cost limit?

**Answer:** In accordance with Section 2.4, Budget Requirements, the limit on administrative costs is five percent.

**Question 29:** If the county vocational school district wants to hire a project coordinator to oversee the grant program, can the same individual serve as both a project director of the grant program as well as the project coordinator?

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**Answer:** Staffing of the project is a local decision; however, all budget requests will be reviewed by the NJDOE and considered on a case by case basis, taking into consideration the appropriateness of the requested costs.

**Question 30:** **Are project coordinator costs administrative?**

**Answer:** It depends upon the job duties assigned to the project coordinator. Assignment of budget costs to administrative or programmatic lines will be reviewed by the NJDOE on a case by case basis, and may be reassigned as appropriate.

**Question 31:** **If an existing Project Lead the Way CTE program is targeted for expansion in the grant application, can 50% of the PLTW fee for the new class be charged to the grant?**

**Answer:** The applicant would have to justify the actual costs for the budget request. All budget requests will be reviewed by the NJDOE and considered on a case by case basis, taking into consideration the appropriateness of the requested costs.

**Question 32:** **Is there a 10% itemized supply threshold?**

**Answer:** No; however, all budget requests will be reviewed and considered by the NJDOE on a case by case basis, taking into consideration the appropriateness of the requested costs.

**OTHER**

**Question 33:** **Will there be a third round of funding for this grant next year?**

**Answer:** At this time, the NJDOE does not know if additional funding will be available.

**Question 34:** **Is there a character limit in EWEG?**

**Answer:** Yes. The character limit for each section will be posted on the EWEG application.