# 

# Notice of Grant Opportunity

**Career and Technical Student Organization –**

**Health Occupations Students of America (HOSA)**

**Year 1 of 4**

**Angelica Allen-McMillan, Ed.D.**

Acting Commissioner of Education

**Jorden Schiff, Ed.D.**

Acting Assistant Commissioner

Division of Teaching and Learning Services

**Marianne Cappello**

Director

Office of Career Readiness

**July 2022**

**Application Due Date: August 4, 2022**

**NEW JERSEY DEPARTMENT OF EDUCATION**

**P.O. Box 500**

**Trenton, NJ 08625-0500**

**ORG/APU 5062-032**

<http://www.nj.gov/education>

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**When responding to this NOTICE of Grant Opportunity ( NGO), applicants must use the Electronic Web Enabled Grant (EWEG) online application system. See** [**http://homeroom.state.nj.us/**](http://homeroom.state.nj.us/%20%20)  **to access this system. Please refer to the web page for the NGO at** [**http://www.nj.gov/education/grants/discretionary**](http://www.nj.gov/education/grants/discretionary) **(click on *available grants*) for information on when the EWEG application will be online.**

**Please note that beginning Fiscal Year 2023, all applicants for discretionary grants must complete and submit a System for Award Management (SAM) application in EWEG prior to being able to create and submit a grant application in EWEG.**

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**1: GRANT PROGRAM INFORMATION**

* 1. **DESCRIPTION OF THE GRANT PROGRAM**

The Career and Technical Student Organization – Health Occupations Students of America (CTSO-HOSA) grant program is established to provide statewide leadership to the student officers and local chapters (student members, advisors and teachers) involved with CTSO-HOSA. HOSA “*is an international student organization recognized by the U.S. Department of Education and the Health Science Education (HSE) Division of Adult, Career and Technical Education (ACTE). HOSA's two-fold mission is to promote career opportunities in the health care industry and to enhance the delivery of quality health care to all people. HOSA's goal is to encourage all health science instructors and students to join and be actively involved in the HSE-HOSA Partnership*.” ([www.hosa.org/about](http://www.hosa.org/about)).

Career and Technical Student Organizations (CTSOs) are **student-led organizations** that develop student competencies and career readiness designed to 1) prepare them for success in environments in different broad industry areas, 2) gain self-confidence and pride in their work and accomplishments, 3) learn good leadership qualities and skills, and 4) identify and make realistic career choices that encourage individual achievement and recognition. Local chapters of a CTSO are established at LEAs serving secondary students.

These outcomes are realized through the development, management, and administration of CTSO co-curricular activities, competitive events, award programs, student leadership activities and professional development for teachers and advisors. CTSO programs, competitive events, and co-curricular activities reflect the current standards (i.e., refer to Appendix A) and competencies for the CTSO educational programs that they support, and teachers infuse the organization’s activities into the instructional programs, thereby, enabling students to see and immerse themselves in the real world activities that connect to their academic and career and technical education studies.

To address these outcomes and many of the state leadership requirements identified in the Carl D. Perkins Career and Technical Education Act of 2006 (Perkins IV), the New Jersey Department of Education (NJDOE) has established a four-year grant opportunity to provide statewide leadership to the local chapters of the Health Occupations Students of America (HOSA) CTSO.

The successful applicant’s project director will serve as the state advisor for NJ HOSA and will be the liaison between the NJ chapters and the national organization. The state advisor will be responsible for providing effective and efficient administration and management of the CTSO-HOSA grant and will promote greater awareness of, and expand participation in, the HOSA CTSO. For further information about the roles and responsibilities or the state advisor and the local chapters, please refer to the *Career & Technical Student Organizations Policies & Procedures Manual* available [https://www.nj.gov/education/cte/resources/ctso/](https://www.nj.gov/education/cte/resources/ctso/%20) and referenced in Appendix C of this NGO.

The successful applicant will be responsible for successfully completing activities in five key program areas:

1. promoting student recruitment efforts that increase the number of students statewide participating in the CTSO;
2. increasing the participation of special populations in the CTSO;
3. provision of student leadership activities for participating students
4. provision of professional development to local chapter advisors and teachers; and
5. prudent administration of grant funds **and** student account funds.

Eligible organizations may apply for up to $158,500 per year. Only one (1) award will be made. The first grant period will run from September 1, 2022 – August 30, 2023.

* 1. **ELIGIBILITY TO APPLY**

The Career and Technical Student Organization Health Occupations Students of America (HOSA) Grant Program is a limited-competitive, four (4) year grant program open to public secondary school districts and 2-year and 4-year institutions of higher education in the State of New Jersey. Only one (1) award will be made.

The applicant whose grant application is funded in year one of the multi-year grant program will be eligible to apply for continuation funding pending attainment of stated goals and objectives on a yearly basis, and the *availability of state vocational aid.* Subsequent year(s) funding for the grant recipient will be contingent upon:

* In each grant period, the grant recipient is expected to complete the goals, objectives and activities established for that grant period and to make satisfactory progress towards the completion of its multi-year plan. *Failure to do so may result in the withdrawal by the Department of Education of certification of the grant recipient’s eligibility for continuation funding.*
* Satisfactory performance as evidenced by: timely and accurate submission of all interim and final reports required under this grant program and Department of Education approval of those reports; approval by the Office of Career Readiness (OCR) of the grant recipient’s progress in implementation of the comprehensive multi-year plan.

**NOTE:** Under multiyear grant programs, **applicants must retain a copy of the initiating multiyear NGO and a copy of each subsequent year’s NGO for reference when applying for continuation funding.** Information from the initiating NGO may not be repeated in subsequent NGOs. Therefore, it is the responsibility of the grant recipient to maintain accurate records of all project requirements for subsequent grant award period applications. CTSO applicants are also required to retain a copy of the NGO in the contract file for audit purposes.

**1.3 FEDERAL COMPLIANCE REQUIREMENTS (UEI, SAM)**

In accordance with the Federal Fiscal Accountability Transparency Act (FFATA), all grant recipients must have a valid Unique Entity Identifier (UEI) number (which replaces the DUNS number) and is obtained through registration (new or renewal) with the System for Award Management (SAM).

* To register with the SAM database, go to [www.sam.gov](http://www.sam.gov/).

Please note that beginning Fiscal Year 2023, all applicants for discretionary grants must complete and submit a System for Award Management (SAM) application in EWEG prior to the applicant being able to create and submit a CTSO grant application in EWEG.

**FFATA Executive Compensation Disclosure Criteria**: In the preceding fiscal year, if an applicant:

* Received at least $25,000,000 in annual gross revenues from federal awards; and,
* If at least eighty (80) percent of the applicant’s annual gross revenues came from federal

awards;

the applicant is required to disclose the name and total compensation of the five (5) most highly compensated officers of the applicant as part of the grant application.

This information is to be entered using the appropriate EWEG tab (contacts). The term “federal award” includes federal contracts, sub-contracts, grants, and sub-grants.

No award will be made to an applicant not in compliance with FFATA.

**1.4 STATUTORY/REGULATORY SOURCE AND FUNDING**

The applicant’s project must be designed and implemented in conformance with all applicable state and federal regulations. The CTSO-HOSA grant is 100 percent funded from state vocational aid funds. (ORG/APU 5062/032)

Total Year 1 funds for CTSO-HOSA are $158,500. Applicants must score at least 70 points **and** their application must meet the intent of the NGO in order to be considered for funding. Only one (1) award will be made.

Final awards are subject to the availability of state vocational aid funds. The first grant period is September 1, 2022 – August 31, 2023.

**1.5 DISSEMINATION OF THIS NOTICE**

The Office of Career Readiness (OCR) will make this notice available to the eligible applicants listed in section 1.2 based upon the eligibility statement, and to the county superintendent of the counties in which the eligible agencies are located.

Additional copies of the NGO are also available on the NJDOE web site [http://www.nj.gov/education/grants/discretionary/](http://www.state.nj.us/njded/grants/discretionary/discapps.htm) or by contacting OCR at the New Jersey Department of Education, River View Executive Plaza, Building 100, Route 29, P.O. Box 500, Trenton, NJ 08625-0500; telephone (609) 376-9067.

**1.6 TECHNICAL ASSISTANCE**

A Technical Assistance workshop will be held virtually on July 28, 2022 at 2 p.m. To register, please contact Maria Casale by email at [maria.casale@doe.nj.gov](mailto:maria.casale@doe.nj.gov). Registrants requiring special accommodations for the Technical Assistance workshop should identify their needs at the time of registration.

**1.7 APPLICATION SUBMISSION**

The Department of Education 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 Application Control Center (ACC) must receive the complete application through the online Electronic Web Enabled Grant (EWEG) system at <http://homeroom.state.nj.us> **no later than 4:00 P.M. Thursday, AUGUST 4, 2022. Without exception,** the ACC will not accept, and the Office of Grants Management cannot evaluate for funding consideration, an application after this deadline.

The eligible applicant must have a logon ID and password to access the Electronic Web-Enabled Grant (EWEG) system. LEA applicants should contact their district’s web (homeroom) administrator who will complete the registration. Non-LEA applicants should send an email request to register to the EWEG help desk at [eweghelp@doe.nj.gov](mailto:eweghelp@doe.nj.gov). Please allow 24-48 hours for the registration to be completed.

An EWEG tips document is available on the OGM website at <https://www.nj.gov/education/grants/eweg>. Questions regarding access to EWEG may be directed to [eweghelp@doe.nj.gov](mailto:eweghelp@doe.nj.gov).

**Applicants are advised to plan appropriately** to allow time to address any technical challenges that may occur. Additionally, applicants should run a consistency check at least 24 hours before the due date to determine any errors that might prevent submission of the application. Applicants are advised not to wait until the due date to submit the application online as the system may be slower than normal due to increased usage. Running the consistency check does not submit the application. When the consistency check runs successfully, a submit button will appear. Once the submit button is clicked, the application may not be edited, additional information may not be submitted, and the application can no longer be accessed or returned. **Please note that the submit button in the EWEG system will disappear at 4:00 PM on the due date.**

Complete applications are those that include all elements listed in Section 3.3, Application Component Checklist of this notice. Applications received by the due date and time will be screened to determine whether they are, in fact, eligible for consideration. The Department of Education reserves the right to reject any application not in conformance with the requirements of this NGO.

**Paper copies of the grant application *will not be accepted* in lieu of the Electronic Web Enabled Grant application system. Applications submitted by FAX cannot be accepted under any circumstances.**

### **REPORTING REQUIREMENTS**

### Applicants are required to submit periodic programmatic and fiscal progress reports. All reports must be submitted through the EWEG system.

The program and fiscal reports for the first year of the multi-year grant will be due as follows:

**Report Reporting Period Due Date**

1st Interim September 1, 2022 – December 31, 2022 January 31, 2023

2nd Interim September 1, 2022 – April 30, 2023 May 31, 2023

Final Report September 1, 2022 – August 31, 2023 October 31, 2023

### (For additional information about reporting requirements, see the *Grant Recipient’s Manual for Discretionary Grants* at: [https://www.nj.gov/education/cte/resources/ctso/](https://www.nj.gov/education/cte/resources/ctso/%20) ).

The final report must include information on student leadership development for the CTSO for the period September 1, 2022 – August 31, 2023, including the following:

* The number of CTSO student members and number of chapters
* The number of CTSO statewide competitive events held and total student attendance
* The number of CTSO student leadership training events held and total attendance
* The number of CTSO regional conferences held and student attendance
* A summary of completed evaluations of all CTSO events; and
* The CTSO Annual Equipment Inventory Form detailing the inventory of all equipment that belongs to CTSO and was purchased with student organization funds during the current year or prior and that remains the property of the CTSO.
  1. **ASSESSMENT OF STATEWIDE PROGRAM RESULTS**

The NJDOE will evaluate the grant program to ensure that it meets the intent stated in Section 1.1, Description of the Grant Program and also the approved goals and objectives. NJDOE staff will use the monitoring and reporting documents listed in Section 1.8, Reporting Requirements, as the basis of the program evaluations. NJDOE staff will evaluate these documents to ensure that CTSO applicants have successfully carried out the required activities in each grant period.

* 1. **Reimbursement Requests**

Payment of grant funds is made through a reimbursement system. Reimbursement requests for any grant funds the local project has expended are made through the EWEG system. Requests may begin once the application has been marked “Final Approved” in the EWEG system, and the grantee has accepted the award by clicking on the “Accept Award” button on the Application Select page and completing the Grant Acceptance Certificate information.

It is expected that grantees will request reimbursement on a monthly basis. Only one (1) request may be submitted per month. Grantees must submit requests no later than the 15th of the month. Grantees may include in the request funds that will be expended through the last calendar day of the month in which the grantee is requesting the reimbursement. If the grantee’s request is approved by the NJDOE program officer, the grantee should receive payment around the 8th-10th of the following month.

**NOTE:** Payments cannot be processed until the award has been accepted in EWEG.

The last day to submit a modification request in EWEG is May 31, 2023.

The last day to submit a reimbursement request in EWEG is August 15, 2023.

**SECTION 2: PROJECT GUIDELINES**

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The intent of this section is to provide the applicant with the program framework within which it will plan, design, and develop its proposed project to meet the purpose of this grant program. Before preparing applications, applicants are advised to review Section 1.1, Description of the Grant Program of this NGO to ensure a full understanding of the state’s vision and purpose for offering the program. Additionally, the information contained in Section 2 will complete the applicant’s understanding of the specific considerations and requirements that are to be considered and/or addressed in its project.

Please note that the passage of N.J.A.C. 6A:23A-7 places additional administrative requirements on the travel of school district personnel. The applicant is urged to be mindful of these requirements as they may impact the ability of school district personnel to participate in activities sponsored by the grant program.

**2.1 PROJECT DESIGN CONSIDERATIONS**

The NJDOE requires applicants to describe how they plan to successfully complete activities relating to the following four key program areas: student recruitment; inclusion of special populations; provision of student leadership activities and professional development for state advisors and teachers; and, administration and management of grant funds and student accounts.

The applicant is advised to review the *New Jersey Career and Technical Student Organizations Policies and Procedures Manual* at [https://www.nj.gov/education/cte/resources/ctso/](https://www.nj.gov/education/cte/resources/ctso/%20) before and during the development of their application.

**A. State Advisor's Role**

Student governance is a guiding principle upon which the career and technical student organizations function. Adequate professional service and leadership are also essential to maintain the organization's educational and leadership purpose.

The state advisor’s responsibilities include the following:

1. Serving as liaison between the national association and the state chapter;
2. Participating in meetings and activities with representatives from the NJDOE, as requested, to facilitate statewide planning and initiatives for CTSOs;
3. Selecting facilities used for conference events that are barrier-free for students with disabilities;
4. Arranging services for students with disabilities that are appropriate to the identified needs in their individual educational program (IEP);
5. Preparing and submitting state chapter reports to the national office including reports on finances, membership, projects and activities;
6. Coordinating the activities of the state executive council (state officers and their advisors), including providing assistance to state officers during meetings and operation of the state conferences;
7. Establishing a coordinated public relations program to increase public awareness and understanding of the career and technical student organization;
8. Developing support for student activities through the active involvement with business and industry in the organization’s activities and events;
9. Establishing an advisory committee that meets regularly, with appropriate representation from business and industry, to give input into the activities of the organization;
10. Building leadership capacity within the ranks of the CTSO, including the advisory committee, as well as with local advisors to position the CTSO to sustain its long-term viability and effectiveness. This can be accomplished by:
    1. Embracing a collective leadership philosophy.
    2. Valuing diversity and difference.
    3. Recognizing leadership potential and nurturing it.
    4. Creating a coaching environment for continuous growth.

1. Use training and mentoring to prepare teachers/advisors for leadership roles.

* 1. Delegating increasingly important tasks.
  2. Set up a timetable for new leadership.

1. Maintaining close communication with the state executive council and advisory committee;
2. Maintaining open lines of communication with all local advisors;
3. Serving as a resource person for local chapter advisors;
4. Ensuring that any information regarding activities and events is published on the CTSO’s website and updated regularly;
5. Maintaining state and national membership records; and
6. Requesting prior written approval from the director of the Office of Career Readiness for out-of-state (regional or national) conference attendance for self and any other staff.

**Please note:** The state advisor **does not** **chaperone** any student member at any state or out-of-state/country conferences.

**B. State Officers' Roles**

Managing a state chapter of a career and technical student organization is the responsibility of the state officers and the state advisor. The state student officers alone hold voting rights. Debate on issues is limited to those with voting power unless the chair seeks additional information from an outside source.

The success of a state chapter depends on the strength of its state officers. Therefore, the selection of state officers should be structured to best meet state chapter needs. A qualified student member must have a strong desire to be a state officer.

The title of the state officer positions may vary by CTSO. All officers must work for the growth and educational development of the association. A sample of officer titles and tasks are as follows:

*President* - Presides at all meetings including executive council meetings; makes necessary committee appointments including the designation of committee members’ appointments and of committee chairs; develops a program of work for the term of office.

*Vice President(s)* - Accept(s) the responsibilities of the president as needed.

*Secretary* - Records the proceedings of all business and state executive council meetings, keeps the minutes and/or proceedings of all meetings and conferences.

*Treasurer* - Develops and presents financial and membership records as necessary.

*Historian* - Maintains records of the chapter, including an annual report of its activities, awards and publicity.

*Reporter* - Works closely with the president and state advisor to encourage maximum publicity by all chapters, prepares news releases concerning the state chapter and its events, and informs the national career and technical student organization of state chapter activities.

*Parliamentarian* - Advises the president or presiding officer on points of parliamentary procedure.

**C. Advisory Committee's Role**

Every CTSO must have a state advisory committee. It is recommended that this advisory committee include business members, community leaders and educators in state chapter activities. Each organization should strive to have an advisory committee with 50 percent membership from business and industry.

A state advisory committee can serve as the organization's liaison to the community as well as to business and industry. Committee members are invaluable in helping to plan, organize and/or implement civic projects, speaking engagements, community-wide sales, publicity campaigns, field trips, competitive events, local media coverage, and scholarship programs. The state advisory committee must convene at least two meetings during the school year.

**D. Grant Recipient Organization’s Role**

The grant recipient is responsible for the following:

1. Administer the statewide program for the CTSO;
2. Conduct the CTSO's annual program of work and calendar of events according to the organization's New Jersey and national constitutions, bylaws, rules and regulations;
3. Make available on the CTSO’s website the policies and procedures governing all student competitions in a manner that is clear and easily accessible to the public;

4. Manage grant and organization funds collected from student members, chapters and others according to General Accepted Accounting Principles (GAAP);

1. Manage grant funds in an appropriate manner, and for the educational benefit of the student populations to be served, including special populations;
2. Maximize opportunities for students through ensuring economical and reasonable student fees;
3. Administer student leadership development and advisor professional development; and
4. Provide sufficient and suitable workspace and communications access.

**E. Competitive Events**

Competitive events can be conducted for individuals, teams, and chapters.

Competitive events are conducted for CTSOs to test students’ skills and competencies in each CTE program area. The educational value is in the preparation and motivation to perform at a high level. CTSOs recognize performance, not just ranking. It is paramount that CTSO State Advisors plan and execute student competitions in ways that are competent, equitable, and transparent. In addition, student competition policies and procedures must be published for each student competition and posted to the CTSO’s website. The Office of Career Readiness reserves the right to review and approve the annual skills competition(s) planned by each CTSO.

**F. Chapter Database and Communications**

##### Database

Each CTSO must maintain a database of current active school chapters and advisors. This database is necessary to send current information to chapters. The database must be kept up to date for efficient communications. It can be used to make mailing labels and name tags, schedule classroom visits by state officers, merge information for national competition correspondence, and even communicate with chapter officers. Managed correctly, the database can be the key to efficient communications and administrative duties of the state office.

##### Mailings and Communications

Each CTSO has different needs when it sends mailings of conference and competitive events to chapters. Some CTSO state offices develop handbooks, which they send at the beginning of the school year to each local chapter. This eliminates the need to send individual event mailings before events. Other CTSOs have instituted fax-back systems or are transmitting materials electronically. The state advisor must ensure that all communication for activities and events are sent to the appropriate local chapter advisor at least six weeks before the activity or event. Mailings are sent to state officers regularly about state meetings, conferences and competitive events. Each CTSO must have a website that lists its calendar of events and pertinent information regarding activities and events. This website must be updated regularly.

**G. Baseline data:**

As of the 2020-2021 school year, the CTSO HOSA program consists of 91 chapters and 4,543 student members. These statistics will be used as the baseline to measure future growth within the CTSO-HOSA program.

The applicant’s ability to support the CTSO throughout the state by forming collaborative partnerships with other relevant institutions, as well as the knowledge and resources they will bring to the program should be made evident through their responses to the following required sections.

**2.2 PROJECT REQUIREMENTS**

**Project Abstract**

The Project Abstract is a (250-300 word) summary of the project’s purpose and proposed outcomes and must cover the full four year program period. Do not include information in the abstract that is not supported elsewhere.

**Project Description (30 points)**

Describe in a detailed narrative the complete four year project design and plan for implementing the project. The Project Description must include a detailed description of how the applicant plans to manage and staff the project to ensure successful implementation. In writing this project description, applicants should refer to the specific requirements identified under Section 2.1, Project Design Considerations. Applicants may also wish to consult Appendix B of this NGO, which sets forth a sample activity list and suggested timeframes.

For more information relating to constructing a comprehensive project description, refer to the *Pre-award Manual for Discretionary Grants* for developing an application at the following website: <http://www.nj.gov/education/grants/discretionary/apps>.

**Goals, Objectives and Indicators (15 points)**

The following are the mandated goals and goal outcomes for this grant program. Applicants must develop objectives (how the applicant will achieve each goal) for each stated goal.

**GOAL A** Provide for effective and efficient administration and management of the HOSA career and technical student organization to promote greater awareness of the organization and expanded participation in the organization and its activities and events.

**Outcomes**

The grantee has:

* provided detailed information on events and activities to all advisors before each event, and/or has prepared an annual activity guide;
* maintained and updated the web site on a continuous basis and included: the annual schedule of events, information regarding the organization’s program of work, links to local chapters, the national office and related resources, student members’ accomplishments and opportunities/requirements for participation, policies and procedures governing all student competitions, and the state organization’s handbook;
* published newsletters and news releases to local media and distributed copies to chapters, alumni members, and business/industry participants;
* provided technical assistance to all schools starting a new chapter;
* established and maintained a coordinated public relations program to increase public awareness and understanding of the CTSO; and
* maximized opportunities for students to participate in the CTSO by ensuring economical and reasonable student fees.

**Indicators**

* Copies of all publications with their date of release;
* Copies of mailing lists showing to whom information was sent; and
* Records of technical assistance, whether conducted on-site, by telephone or via email.

**GOAL B** Maintain or increase the number of local chapters and the student membership in existing chapters on a yearly basis including representation of special populations, and develop and offer co-curricular activities, competitive events, award programs, and student leadership activities relevant to special populations.

**Outcomes**

The grantee has:

* ensured that the number of schools/districts with local chapters was at least equal to, and preferably a minimum of one percent greater than, the benchmark year of **2020-2021**; and
* ensured that the organizational membership, including that of special populations, was at least equal to, and preferably a minimum of one percent greater than, the benchmark year of **2020-2021**.
* developed and offered co-curricular activities, competitive events, award programs, and student leadership activities relevant to special populations;
* improved students’ occupational preparation and personal development through increased student participation in competitive events and other activities; and
* documented activities reflecting outreach to special populations.

**Indicators**

* Documentation of activities reflecting outreach to special populations; and
* Membership and participation records to show that the number of schools/districts with local chapters was at least equal to, and preferably a minimum of one percent greater than, the benchmark year of **2020-2021** and thatthe organizational membership, including that of special populations, was at least equal to, and preferably a minimum of one percent greater than, the benchmark year of **2020-2021.**

**GOAL C** Administer the career and technical student organization for the educational benefit of student/members in accordance with the grant program parameters, and promote student leadership development and advisor/teacher professional development.

**Outcomes**

The grantee has:

* identified student leadership needs in collaboration with the Advisory Committee;
* developed an annual program of work or activities during the first quarter;
* developed a plan to offer student leadership events for the fall leadership conference, student competitions, monthly council meetings and other required meetings and award ceremonies;
* planned and coordinated state, regional and national conferences adhering to all requirements of the organization and the objectives established in the grant;
* inducted and trained new state officers into the CTSO;
* offered professional development activities to advisors/teachers to strengthen CTSO activities and the educational instructional objectives aligned with New Jersey Student Learning Standards, business and industry standards. Collected evaluations from professional development participants in order to address continuous improvement;
* solicited input from business and industry and developed competitive events to keep events relevant to employers’ needs, and employers evaluated students’ performance;
* conducted competitive events and developed and collected evaluations from students, advisors and judges of all events and activities in order to address continuous improvement;
* met with Director of OCR and attended other required meeting and/or conferences; and
* met with state and regional advisory boards to facilitate and promote all activities connected to the CTSO program as required by the NJ Department of Education.

**Indicators**

* publication of the student competition policies and procedures for each student competition and postings on the CTSO website;
* records of meetings; and
* event evaluations from students and teachers.

**Goal D:** Administer and manage the career and technical organization accounts and processes in accordance with the CTSO’s organizations’ bylaws, rules and regulations and the NJDOE Office of Grant’s Management policies and procedures.

**Outcomes**

The grantee has:

* conducted all required activities (e.g., CTSO’s annual program of activities and calendars of events) in accordance with the organization's state and national constitutions, bylaws, rules, regulations and policies without justifiable complaint;
* completed all fiscal and programmatic interim reports and final reports and submitted them to the NJDOE on the dates identified in the CTSO Grant Program NGO;
* established two accounts for CTSO activities; one for CTSO state vocational grant funds, and another for student organization funds to ensure no comingling of funds;
* received monthly written financial reports of organization funds from the CTSO executive committee, and ensured the reports were available to any member or advisor who requested them;
* provided written agendas before CTSO executive committee/state officer meetings, and recorded meeting minute notes that documented all official action by state officers/executive committee;
* maximized cost saving measures such as utilizing online meetings and conferences wherever possible;
* prepared detailed monthly financial reports of student organization funds for the student governing body meetings that detailed the student officers’ approval of the annual budget and monthly expenditures, and included these prepared meeting minutes in all interim and final grant reports;
* completed an independent audit for CTSO student accounts by an independent private auditor at the conclusion of the fiscal year; and
* followed the policies and procedures detailed in the *New Jersey Career and Technical Student Organizations Policies and Procedures Manual* relating to student international travel, if applicable: [https://www.nj.gov/education/cte/resources/ctso/](https://www.nj.gov/education/cte/resources/ctso/%20) .

**Indicators**

* Policies and procedures governing all student populations were published on the CTSO website. The policies and procedures were articulated in a clear and concise manner;
* Annual report of income and expenditures was prepared and submitted to the state officers/executive committee, the CTSO’s national organization, or the Internal Revenue Service (Form 990);
* Annual budget of organization funds showing income and expenditures approved by state officers/executive committee was submitted to the OCR Program officer by the date of the final report each grant year; and
* All reports as described in the outcomes were completed, submitted in a timely fashion and maintained for future reference and/or NJDOE review.

**Project Activity Plan (15 points)**

The Project Activity Plan follows the goal(s) and objectives that were listed in the previous section. **The Activity Plan is for Year 1 only**. Activities represent the steps that the applicant will take to achieve each identified objective. Also, the activities that are identified in this section serve as the basis for the individual expenditures that are being proposed in the budget. Review the Goal(s) and the Objectives when constructing the Project Activity Plan to ensure that appropriate links have been established between the goal(s) and objectives and the activities.

* State the relevant objective in full in the space provided. Number the Goal 1 and each objective 1.1, 1.2, 1.3, etc.
* Describe all of the tasks and activities planned for the accomplishment of each goal and objective.
* List all the activities in chronological order.
* Space the activities appropriately across all report periods of the grant project.
* Identify the staff directly responsible for the implementation of the activity. If the individual conducting the activity is not referenced appropriately on the Project Activity Plan, it may not be possible to determine an allocation of the requested cost, and costs may be disallowed.
* List the documentation that tracks the progress and confirms the completion of each activity, such as agenda, minutes, curriculum, etc.
* In the Report Period Column on the Project Activity Plan, indicate with a checkmark the period in which the activity will be implemented. If the activity is ongoing or recurring, place a checkmark in the boxes under each period in which the activity will take place.
* Do not list the project director or other person with general oversight authority for the project as the “person responsible” for carrying out all activities.

**Organizational Commitment and Capacity (25 points)**

In this section, provide an explanation as to why this program would be a good fit for the applicant organization. Explain how this program would align within the mission of the organization and the commitment that the organization would be making to ensure successful program, implementation. What expertise or other organizational resources (staff, facilities, equipment, etc.) are available that the applicant may draw upon to support successful implementation of the proposed program.

**2.3 BUDGET DESIGN CONSIDERATIONS**

Once the objectives that will guide the work in the implementation phase of the grant have been prioritized, begin to develop the details of the budget that will be necessary to carry out each activity.

The applicant’s budget **must** be well-considered, necessary for the implementation of the project, remain within the funding parameters contained in this NGO, and demonstrate prudent use of resources. The budget will be reviewed to ensure that costs are customary and reasonable for implementation of each project activity.

The applicant must provide a direct link for each cost to the goal, objectives and activities in the Project Activity Plan that provides programmatic support for the proposed cost. In addition, the applicant must provide documentation and details sufficient to support each proposed cost.

Guidance on constructing a grant budget may be found in the *Pre-award Manual for Discretionary Grants* document, which can be accessed at

<http://www.nj.gov/education/grants/discretionary/apps/>

**The budget submitted as part of the application is for the Year 1 grant period only**.

The Department of Education will remove from consideration all ineligible costs, as well as costs not supported by the Project Activity Plan. The actual amount awarded will be contingent upon the applicant’s ability to provide support for its proposed budget upon application and ultimately will be determined by the Department of Education through the pre-award revision process. The applicant’s opportunity to make pre-award revisions will be limited by the Department of Education which is not responsible either to provide repeated opportunities for revisions or to permit reallocation of the funds previously requested for costs that have not been approved or have been disallowed.

**2.4 BUDGET REQUIREMENTS**

The provisions of N.J.A.C. 6A:23A-7 contain additional requirements concerning prior approvals, as well as expenditures related to travel. It is strongly recommended that the applicant work with their business administrator when constructing the budget. The Department of Education applies these restrictions uniformly to all grantees.

In constructing the budget, applicants must be aware of the differences between **state vocational aid grant funds** and the **student organization funds**.

The **state vocational aid grant funds** are those made available through this grant agreement from the New Jersey Department of Education in accordance with the Carl D. Perkins Career and Technical Education Act of 2006 and state vocational aid provisions of N.J.S.A. 18A: 58-34.

**State vocational aid grant funds** may be used for the following activities related to student leadership development and administration of the CTSO organization:

* Salary for project staff;
* Fringe benefits (grant-funded staff only);
* Travel for grant-funded staff to regional, state and national career and technical student organization conferences. (It is recommended that the applicant verify the location and dates of national events with its national office to ensure proper planning of resources). International travel with grant funds is not an allowable cost.
* In-state travel for grant-funded staff;
* Supplies for the operation of the student organization office;
* Equipment (e.g., computers, printers, office equip) for use by the student organization only;
* Telephone costs;
* Printing costs;
* Postage;
* Consultant services for assistance with conducting events, professional development activities, technical assistance to local advisors, test creation, registration and tabulation tasks; and
* Professional development activities to strengthen career and technical student organization activities and instructional programs.

The NJDOE may determine that certain proposed costs, though not specifically identified as ineligible, are not reasonable or appropriate under this grant program and, therefore, are not allowable.

Applicants are required to limit their total spending of grant funds during the grant agreement time period to the maximum budget cap amounts noted below:

Fringe Benefits Fringe benefits for full and part-time salaries may be charged at a rate not to exceed the agency’s standard fringe benefit rate. Documentation of the rate(s) used must be included as part of the application in the Upload Section of EWEG.

Out-of-State Travel Out-of-state conference attendance by an applicant’s staff must have prior written approval from the Director of the Office of Career Readiness.

Meal Per Diem Out-of-state: meal costs associated with approved conferences.

Lodging Per Diem Staff costs associated with in-state conferences (for events where CTSO students will be present) or out-of-state approved conferences.

Mileage Mileage reimbursement is capped at $.31/mile for all travel (in-state and out of state).

**Ineligible Costs**

State vocational aid grant funds provided through this grant program may not be expended for the following:

* Indirect costs
* Entertainment
* In-state travel meal reimbursement

The Director of the NJDOE Office of Career Readiness must approve other uses of the organization’s funds (state vocational aid, or student organization funds) before expenditures are made.

**Student organization funds** are funds that are or have been generated from state membership dues, conference registrations, fundraising activities and donations of monies for a specific organizational purpose (e.g., scholarships, awards or supplies). All student organization funds must have an identified account/chart of accounts, which follows the organization's revenue and expenditure system and must be accounted for separately.

**Student organization funds** should be used solely for the benefit of student members. Use of funds for activities that do not include the direct participation of student members must be pre-approved by the Director of the Office of Career Readiness. Use of student funds must be pre-approved by the student governing body and reflected in the minutes of the student governance meetings. Please reference the *New Jersey Career and Technical Student Organizations Policies and Procedures Manual* for greater detail regarding student organization fund uses for CTSOs. [https://www.nj.gov/education/cte/resources/ctso/](https://www.nj.gov/education/cte/resources/ctso/%20)

**Student organization funds** **may be used for the following activities:**

* Guest speakers for conferences;
* Organization awards and scholarships;
* Stipends or travel reimbursement not to exceed state or federal per diem rates for student members to attend regional, national, or international (with approved international travel petition) organization conferences;
* Office supplies related to the operation of student conferences;
* State officers’ training expenditures;
* State officers’ expenses to complete official duties;
* Equipment that is used solely by the organization for the benefit of students and that remains the property of the organization;
* Meals and lodging for student members and accompanying advisor at regional, national or international conferences;
* Registration fees for regional, national, or international conferences;
* State officers’ official uniforms;
* Student members’ telephone, printing and postage expenses related to the organization; and
* Consultants and administrative clerical support to facilitate the operation of conferences.

**Exceptions**

These requests must be made in writing to the NJDOE Office of Career Readiness. Regarding international student travel, the following documentation must accompany the international travel petition:

* Event name and dates of event;
* List of students to attend and schools they attend;
* List of chaperone/s to attend (**Note:** The CTSO state advisor **does not** **chaperone** any student member at any state or out-of-state/country conferences.);
* Estimated cost of travel (Shared lodging arrangements are recommended and must be listed on the request);
* Copy of travel itinerary, event agenda, and subsequent schedule of events; and
* Account number and funding source (i.e., of student account).

### **Fund-Raising Activities**

Fund-raising projects to support student activities usually take place at the local chapter level. Also, community service projects, which may involve fund-raising activities for other organizations and/or charities, are often a part of a local/state program of work. Student dues money must not be used for charitable contributions.

**SECTION 3: COMPLETING THE APPLICATION**

**3.1 GENERAL INSTRUCTIONS FOR APPLYING**

To apply for a grant under this NGO, applicants must prepare and submit a complete application. The application must be a response to the State’s vision as articulated in Section 1: Grant Program Information of this NGO. It must be planned, designed and developed in accordance with the program framework articulated in Section 2: Project Guidelines of this NGO. The applicant may wish to consult additional guidance found in the *Pre-award Manual for Discretionary Grants*, found at <http://www.nj.gov/education/grants/discretionary/apps/>.

3.2 REVIEW OF APPLICATIONS

Evaluators will use the selection criteria found in Part 1: General Information and Guidance of the *Pre-award Manual for Discretionary Grants* to review and rate the application according to how well the content addresses Sections 1 and 2 in this NGO.

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.

Applications will also be reviewed for completeness and accuracy. The following point values apply to the evaluation of applications received in response to this NGO:

|  |  |
| --- | --- |
| ***Application Component*** | ***Point Value*** |
| **PROJECT DESCRIPTION** | 30 |
| **GOALS, OBJECTIVES and INDICATORS** | 15 |
| **PROJECT ACTIVITY PLAN (Year One)** | 15 |
| **ORGANIZATIONAL COMMITMENT AND CAPACITY** | 25 |
| **BUDGET (Year One)** | 15 |
| ***TOTAL*** | 100 |

All applications must score **70 points** or above **and must meet the intent of the NGO** to be considered eligible for funding.

If an application has been selected for pre-award revisions (PARs), the successful applicant will be notified by the EWEG system via email. Only the personnel listed on the contact page will receive a notification. The successful applicant will be required to initiate the PAR process by accessing the EWEG system, creating an amendment for the application and submitting the amendment through EWEG to the NJDOE. You will not be able to make changes on any of the application pages at this time. Questions on how to submit an amendment should be directed to the EWEG help desk at [eweghelp@doe.nj.gov](mailto:eweghelp@doe.nj.gov).

## 3.3 APPLICATION COMPONENT CHECKLIST

The following components are required (see Required ü Column) to be included as part of your EWEG application. Failure to include a required component may result in your application being removed from consideration for funding. Use the checklist (see Included ü Column) to ensure that all required components have been completed.

|  |  |  |  |
| --- | --- | --- | --- |
| ***Required***  ***(ü)*** | ***Location*** | ***EWEG TAB/SUBTAB*** | ***Included***  ***(ü)*** |
| ü | EWEG | Admin (Contacts, Allocation, Assurance, Board Resolution and UEI-SAM) |  |
| ü | EWEG | Budget |  |
| ü | EWEG | Narrative (Abstract, Description, Goals/Objectives/Indicators, Activity Plan, Organizational Commitment and Capacity) |  |
|  |  |  |  |

**APPENDIX A**

**New Jersey Student Learning Standards\***

In June 2020, the New Jersey State Board of Education adopted the New Jersey Student Learning Standards improving the State standards for Career and Technical Education. CTSO programs and instructional objectives must be aligned to the NJSLS-Career Readiness, Life Literacies, and Key Skills (NJSLS-CLKS). Intended for integration throughout all K-12 academic and technical content areas, the 2020 New Jersey Student Learning Standards — Career Readiness, Life Literacies, and Key Skills (NJSLS-CLKS) provides the framework for students to learn the concepts, skills, and practices essential to the successful navigation of career exploration and preparation, personal finances and digital literacy.

The organization and content of the NJSLS-Career Readiness, Life Literacies, and Key Skills include the following areas:

**9.1 Personal Financial Literacy** – 9.1 outlines the important fiscal knowledge, habits, and skills to be mastered in order to enable students to make informed decisions about personal finance.

**9.2 Career Awareness, Exploration, and Preparation** – 9.2 outlines the importance of being knowledgeable about one’s interests and talents, as well as being informed about postsecondary and career options, career planning, and career requirements.

**9.3 Career and Technical Education** – 9.3 outlines what one should know and be able to do upon completion of a CTE Program of Study.

**9.4 Life Literacies and Key Skills** – the standard outlines key literacies and technical skills such as critical thinking, global and cultural awareness, and technology literacy\* that are critical for students to develop to live and work in an interconnected global economy.

\*Information about the standards was copied and/or adapted from the following website: <https://www.nj.gov/education/standards/clicks/index.shtml>

**APPENDIX B:**

**SAMPLE ANNUAL WORK PLAN FOR CTSO ACTIVITIES**

National CTSO: http://www.XXX.xxx

Current NJCTSO Lead Agency: XXXXXXXXXX

Current NJ CTSO State Advisor: XXXXXXXX, 609-555-1212

xxxx.@xxxxxx.org

**Annual Activities (ongoing and conducted throughout the year)**

Hold monthly Executive Committee meetings.

Deposit income.

Initiate payments.

Purchase items using competitive pricing process.

Receive membership dues.

Provide information to start new local chapters.

Provide technical assistance to teachers regarding integration into instruction.

Conduct leadership development for state officers.

Develop industry involvement.

Communicate with the national CTSO organization.

Maintain an accurate database for communications.

**Annual activities organized by timeframe**

July -September

Conduct orientation and training for state officers.

Plan the annual calendar of activities/program of activities.

Plan the annual budget.

Revise and rewrite the state activities handbook.

Select the annual theme for New Jersey.

Print the state activities handbook.

Set up the organization accounts.

Finalize and secure the sites for activities.

Create or revise the competitive activities.

Plan the program for the Fall Leadership Conference.

Secure speakers for the Fall Leadership Conference.

Rewrite the script for state officers’ use at Fall Leadership Conference.

Secure the site for clinical competitive activities.

October

Receive registrations for the Fall Leadership Conference.

Interview the postsecondary state officers.

Conduct the National CTSO State Advisor training.

November

Write the tests for regional competitive events, as appropriate.

Conduct the Fall Leadership Conference.

Elect the postsecondary officers.

December

Write the tests for state competitive events, as appropriate.

January

Verify the membership for regional competitive events.

February

Conduct the Southern Regional Competitive Events.

Conduct the Northern Regional Competitive Events.

Secure the chairpersons for the state competitive events.

Secure the judges for regional and state competitive events.

March

Receive registrations for the state conference and competitive events.

Develop the written program for the state conference with accurate times and locations.

Screen applications for state officer and conduct interviews.

April

Conduct the CTSO State Conference.

May

Conduct the officer team transition meeting.

Select the official delegates to the National CTSO Conference.

Secure assistance for the National CTSO Conference.

Register New Jersey students eligible for the National CTSO competitions.

Write thank you letters for assistance at the state conference.

June

Plan the training and orientation for state officers.

Oversee the National CTSO Conference and competitive events registration.

Prepare Form 990 for the Internal Revenue Service to maintain non-profit status.

**APPENDIX C:**

**New Jersey Career and Technical**

**Student Organizations**

**Policies and Procedures Manual**

<https://www.nj.gov/education/cte/resources/ctso/>