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**NOTICE OF GRANT OPPORTUNITY**

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**County College Career and Technical Education Program  
Expansion Grants**

**Securing Our Children's Future Bond Act  
P.L. 2018, c. 119**

Issued by the

New Jersey Office of the Secretary of Higher Education

**Section I. Grant Program General Information**

**1.1 Description of the Grant Program**

The County College Career and Technical Education Program Expansion Grants is a forty-eight-month grant program offered by the New Jersey Office of the Secretary of Higher Education (OSHE) and is intended to increase the capacity and opportunity to offer Career and Technical Education (CTE) programs by expanding or of offering new CTE programs in New Jersey county colleges. For further information, please refer to the following documents:

Link to Guidelines: <https://nj.gov/highereducation/socf/guidelines.pdf>

Link to regulations: [https://nj.gov/highereducation/documents/pdf/socf/\(F\)-PRN-2019-165-\(NJHE%209A\\_19\).pdf](https://nj.gov/highereducation/documents/pdf/socf/(F)-PRN-2019-165-(NJHE%209A_19).pdf)

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 County College 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 \$50,000,000. Amounts requested are limited to \$4,000,000 per application.

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

## 1.3 Eligible Applicants

This grant program is open to New Jersey county colleges.

Only one (1) application per institution 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 Sections 1.3 and 1.4 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 5 of the [Guidelines](#)).

## 1.5 Technical Assistance

For assistance with applications, institutions should email [OSHE@oshe.nj.gov](mailto:OSHE@oshe.nj.gov).

## 1.6 Application Submission

Please note: The grant application is a web-based Qualtrics form that will require institutions to upload the sections of the application; all typical file formats are acceptable. The application can be accessed on the OSHE Securing Our Children's Future Bond Act page at [www.nj.gov/highereducation/socf](http://www.nj.gov/highereducation/socf).

The completed application package must be submitted via the [OSHE Qualtrics application](#).

OSHE 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. OSHE must receive the complete application through Qualtrics **no later than 4:00 P.M. on Monday, March 1, 2021**. Without exception, OSHE 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 A of the [Guidelines](#) and in a format described within the Qualtrics application. Applications received by the due date and time will be screened to determine whether they are, in fact, eligible for consideration. OSHE reserves the right to reject any application not in conformance with the requirements of this Notice of Grant Opportunity.

**Applications submitted by facsimile 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 grantee. Institutions may not use debt service aid to pay for any local share.

## **1.8 Eligible Costs**

Please refer to Section 1.2 of the [Guidelines](#).

## **1.9 Ineligible Costs**

OSHE will not reimburse grantees or sub-grantees for ineligible costs. Ineligible costs include those costs identified in Section 1.2 of the [Guidelines](#).

## **1.10 Completion of the Qualtrics Application**

The Qualtrics application is designed on a secure online platform administered by OSHE. Please review all aspects of the [regulations](#), [Guidelines](#) and [application](#) to ensure that the submission is completed properly and in entirety.

Please review the upload requirements for each document or sets of documents in the Qualtrics 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 Qualtrics [application](#) for further information on the types of documentation required.

## **1.11 Review of Applications**

OSHE staff will review each application for eligibility and compliance with the requirements set forth in the [Guidelines](#) 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 OSHE application review process.

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 a formal communication from the Office of the Secretary of Higher Education followed by their electronic grant agreement.

## **1.12 Open Public Records Act**

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 DocuSign upon the completion of the OSHE 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 OSHE. OSHE will remove ineligible, inappropriate or undocumented costs from funding consideration.

### **2.1 Reporting Requirements**

Grantees will be required to submit an annual report for programmatic activities and fiscal expenditures via email to OSHE. The grantee will ensure that all requisitions utilize the format dictated by OSHE. Failure to submit requisitions and supporting documentation may result in the grantee achieving an unsatisfactory rating and may result in the termination of all OSHE program payments.

These reports are to be delivered to OSHE via electronic mail unless otherwise specified by OSHE. Reports must be submitted based on the deadline provided annually by OSHE. OSHE reserves the right to impose additional reporting requirements as necessary.

### **2.2 Fiscal Reimbursement Requirements**

The grantee will complete a reimbursement request utilizing the Securing Our Children's Future requisition form. Requisitions for reimbursement should be accompanied by receipts for all expenditures exceeding \$10,000. The Securing Our Children's Future requisition form will be provided to grantees as an appendix to their grant award.

Requests for reimbursement from OSHE for expenditures related to the County College Career and Technical Education Program Expansion grant projects may begin once the contract has been fully executed and processed by OSHE. Grantees will be reimbursed based on the grantee's actual encumbered expenditures. OSHE will review requests for reimbursement and remit payment within four to six weeks of receipt.

All payments will be made to the grantee; the institution will be responsible for 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 OSHE's program policies.

### **2.3 Monitoring**

OSHE staff, or their representatives, reserves the right to schedule on-site monitoring visits with the institution during the term of the grant agreement 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 OSHE staff and provide them with files and other information as requested.

## **2.5 Grant Agreement Modifications**

Any change to the approved scope of work will require the prior written approval of OSHE. Please contact OSHE for further information at [OSHE@oshe.nj.gov](mailto:OSHE@oshe.nj.gov).

## **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 OSHE for further instructions prior to initiating any grant close out activities.