



FALL 2021 CYCLE

QUESTION AND ANSWER DOCUMENTATION

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

Questions regarding the Solicitation were submitted via email to FinanceDocs@OSHE.nj.gov
from October 11, 2021 until 4 pm, November 8, 2021.

Final Question and Answer Documentation was posted on December 8, 2021 by 5 pm.

Q1) The institution submitted an application during the first round (the Fall 2020 Cycle) of the SOCF program, but was not awarded. Do we need to request and submit new partnership forms from our educational and business partners, or can we resubmit the original forms?

A1) You may resubmit the partnership forms you submitted during the first round/Fall 2020 Cycle of the SOCF program, however, applicants must submit a new and complete grant application to apply for the second round/Fall 2021 Cycle..

Q2) The institution submitted an application during the first round/Fall 2020 Cycle of the SOCF program, but was not awarded. Does the institution need to request and submit a new resolution from the Board of Trustees confirming our matching funds, or can we resubmit the original resolution?

A2) You may resubmit the resolution from the Board of Trustees that you submitted during the first round/Fall 2020 Cycle of the SOCF program, however, applicants must submit a new and complete grant application to apply for the second round/Fall 2021 Cycle.

Q3) What exactly is the “State Funded Facilities and Maintenance Plan”? The institution has a Long Range Facilities Plan and a Deferred Maintenance Plan, but need more clarification on what is needed for the “State Funded Facilities and Maintenance Plan”.

A3) The State Funded Facilities and Maintenance Plan is explained in Section 3.12 of the Application Guidelines. It is a narrative demonstrating the institution’s commitment over the past ten years to appropriate maintenance of facilities previously funded by State of New Jersey grant programs. This plan should provide an overview of measures taken within the last ten years on the institution’s campus to reach this goal.
The institution should provide a digital copy of the county college’s State Funded Facilities and Maintenance plans.

Q4) To what extent/detail should an institution submit for “Architectural Plans and Quotes”? The institution has the “bid specs” (412 pages) but wants to be sure that it is providing what is needed for the application.

A4) As described in the Application Guidelines at Section 3.6, institutions must provide documentation of the “Architectural Plans and Quotes” for the project, including any planning documents related to construction or procurement of equipment, including but not limited to blueprints, ecological evaluations, equipment quotes, etc., sufficient to demonstrate that the proposal is “construction ready”. “Construction ready,” as defined in N.J.A.C. 9A:19-1.2, means the extent to which the planning and design work have been completed and construction is able to begin, and the degree to which a project shall be completed expeditiously once begun. An evaluation of whether a project is “construction ready” shall include the status of the design work, project site readiness, zoning, and permitting approvals, as well as the anticipated time frame during which the project will be completed, and the pacing of related construction.

Q5) Can an applicant receive a copy of the rubric on which the application will be evaluated?

A5) No, applicants will not be supplied with a copy of the rubric by which the application will be evaluated. However, the scoring rubric is derived directly from the application criteria requested in the Application Guidelines.

Q6) If the proposed renovation project will involve 30% of a particular building and that building requires HVAC and a new roof, can 30% of the HVAC and new roof be added to the proposal to be funded?

A6) Yes, only 30% of the HVAC and new roof are eligible expenses that can be included in the proposed project to be funded.

Q7) Are there directions or a tutorial on how to complete the Source of Funds template?

A7) Yes, please refer to the “Directions to Complete the Sources of Funds Template” document linked [here](#). This document provides technical instructions on how to complete this template.

Q8) Are we required to get separate quotes for furniture and equipment for the renovated projects or is the quote from the Architect acceptable which will include quotes for these items?

A8) You are not required to have separate quotes for furniture and equipment if the cost of the furniture and equipment are included in the quote from the Architect.