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## FINAL APPLICATION GUIDELINES

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

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

Issued by the

Office of the Secretary of Higher Education

**Updated October 6, 2020**

These Final Guidelines are designed to provide guidance for the completion of grant applications released by the Office of the Secretary of Higher Education (OSHE) to county colleges as they plan to apply for grants pursuant to the Securing Our Children's Future Bond Act, L. 2018, c. 119. The regulations implementing the Bond Act at N.J.A.C. 9A:19-1 et seq. have been adopted by the Secretary without change, and the adoption was published in the New Jersey Register on April 6, 2020 at 52 N.J.R. 694(a). Our office released Preliminary Guidelines in December, 2019. These Final Guidelines have been modified, amended, and changed to align with the application to be released October 9, 2020. **County colleges must use these Final Guidelines and the adopted regulations to prepare grant applications for submission. Only a grant approval from OSHE with approved legislative funding constitutes an agreement by OSHE to fund the project.**

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**FINAL APPLICATION GUIDELINES**

**County College Career and Technical Education Program Expansion  
Securing Our Children’s Future Bond Act**

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## FINAL APPLICATION GUIDELINES

### County College Career and Technical Education Program Expansion Securing Our Children’s Future Bond Act

The New Jersey Office of the Secretary of Higher Education (“OSHE”) is issuing these Guidelines to provide information about the grant program to increase career and technical education (“CTE”) program capacity in county colleges as authorized by the [Securing Our Children’s Future Bond Act, P.L. 2018, c. 119](#) (“Bond Act”).

This document provides guidance to county colleges as they plan to apply for grants pursuant to the Bond Act. Implementing regulations have been adopted at [N.J.A.C. 9A:19-1 et seq.](#) **The final application which corresponds with these Guidelines will be released via OSHE’s website on October 9, 2020.**

#### 1. GRANT PROGRAM OVERVIEW

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##### 1.1 Description of Grant Program

On November 6, 2018, voters approved a general obligation bond issuance of \$50 million for county college CTE grants in association with the Bond Act, which Governor Murphy signed on August 27, 2018.

One purpose of the [Bond Act](#) is to provide New Jersey county colleges with financial resources to increase capacity to offer CTE programs. Accordingly, funds from the Bond Act will be used to provide county colleges with matching grants to construct and/or expand classrooms, laboratories, libraries, computer facilities, and other academic structures to increase CTE program capacity, which will provide direct benefits to students. Through the implementation of this provision of the Bond Act, the proposed Guidelines will advance important state goals, including the promotion of industry clusters, increased growth in employment opportunities, and expanded access to high-quality educational opportunity for all New Jersey residents.

##### 1.2 Summary of Key Considerations

Grant Objective	Expansion of CTE program capacity
Eligible Entities	New Jersey county colleges as defined by chapter 64A of Title 18A of the New Jersey Statutes.
Eligible Facilities	Education buildings owned or leased, as limited by <a href="#">N.J.A.C. 9A:19-1.6(c)4</a> , by the county colleges.
Eligible Work	<ul style="list-style-type: none"><li>• Renovation of existing square footage to increase program enrollment;</li><li>• New construction of a building addition or standalone building to increase program enrollment;</li><li>• Physical plant upgrades needed to support the conversion of existing space to support CTE programs or a building addition that increases CTE program enrollment;</li><li>• The purchase and installation of furniture and equipment, including technology, in new or renovated spaces;</li><li>• Site improvements related to CTE program expansion;</li><li>• Demolition of non-instructional buildings or portions of buildings to accommodate new construction that increases the number of student seats in CTE programs.</li></ul>
Ineligible Work	<ul style="list-style-type: none"><li>• Building system upgrades unrelated to CTE program expansion;</li></ul>

	<ul style="list-style-type: none"> <li>• Building additions in which the total proposed net square footage of CTE classrooms, including adjacent support spaces serving the classroom, is less than 75 percent of the total net square footage of proposed construction;</li> <li>• Demolition that results in a net loss of instructional space for CTE programs;</li> <li>• Improvements to leased buildings, except when: <ul style="list-style-type: none"> <li>○ The lessor is a public entity, such as a school district or the State of New Jersey;</li> <li>○ The term of the lease agreement is for a minimum of 20 years, with an end date no earlier than June 30, 2044; and</li> <li>○ The county college is authorized to make the capital improvements represented in the grant agreement.</li> </ul> </li> <li>• Site improvements not directly related to CTE program expansion.</li> </ul>
Total Grant Allocation	\$50,000,000
Funding Distribution	Maximum award is \$4,000,000; awards will be distributed based on the eligibility and priority criteria as outlined in the Bond Act and as proposed at 51 N.J.R. 1838(s). Consideration will also be shown for regional distribution and equity.
State Share	75% of the total cost of the project up to a maximum of \$4,000,000 per application

### 1.3 Eligibility

The county college CTE project grants are open to all New Jersey county colleges that operate Education Buildings as defined under the [Bond Act](#). The grant program does not include those entities that do not meet the definition of “county college” under the Bond Act.

### 1.4 Eligibility Criteria

The applicant must demonstrate that the proposed project will meet the application criteria as outlined in the [Bond Act](#):

1. The applicant is a county college as defined in chapter 64A of Title 18A of the New Jersey Statutes;
2. A net increase in the number of students in CTE programs and academic opportunity by offering new career and technical programs, or adding new courses within existing programs;
3. A focus on new student seats for CTE programs that prepare students for high demand, technically skilled careers; and
4. The county college application shall demonstrate that it addresses the following objectives of this grant program, as outlined in [N.J.A.C. 9A:19-1.6\(c\)](#).

### 1.5 Important Dates

Pursuant to the [Bond Act](#), section 4f, a comprehensive list of projects eligible for grant funding must be presented to the New Jersey State Legislature for approval. Therefore, applications must be submitted within a fixed time period for OSHE review and approval.

**Applications will *not* be accepted before or after the application period.** Only one grant allocation is anticipated. There will be no accommodations if a county college misses the submission deadline.

Due to the ongoing COVID-19 pandemic, the originally-anticipated timeframe for the application process has been revised.

<b>Release of Grant Application:</b>	<b>October 9, 2020</b>
<b>Grant Application Submission Deadline:</b>	<b>March 1, 2021</b>

## 2. APPLICATION PROCEDURES

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All applications must be consistent with the criteria described above to be considered for grant funding.

**All requirements must be met, or the application will be deemed ineligible.**

### 2.1 Number of Permissible Applications

**County colleges may submit one grant application that includes all eligible educational buildings. Multiple applications will not be considered.** Applications should be submitted per county college, not per campus; if there is an interest in submitting proposals for more than one project, please prepare separate budgets for each project or phase so that, if necessary, a portion of the project could be approved with the availability of funds.

### 2.2 Application Format

Grant applications must be submitted online utilizing OSHE’s Qualtrics application, which can be found here: <https://nj.gov/highereducation/socf/>

### 2.3 Application Deadline

**The application submission deadline is March 1, 2021.** OSHE administers discretionary grant programs in strict conformance with procedures designed to ensure accountability and integrity in the use of public funds. Therefore, late applications will not be accepted.

## 3. APPLICATION COMPONENTS

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### 3.1 General Considerations

To apply for a county college CTE grant, applicants must prepare and submit a complete application as described in this section. The application will consist of a narrative and supporting documents, and requirements will vary based on the proposed scope of work. **A checklist of application components is provided in Appendix A.** Before preparing an application, potential applicants are advised to carefully review Section 1, Grant Program Overview, of this document to ensure the proposed projects align with the State’s goals, the grant program and the specific requirements to be addressed.

### **3.2 Certification of Eligibility**

To submit a grant application, the applicant must confirm the application meets the eligibility requirements set forth in Section 1, Grant Program Overview, of this document. The application will only be eligible for grant consideration if the applicant can certify all requirements are met.

### **3.3 Institution Resolution**

Each application should be accompanied by an approved resolution from the institution's governing board, demonstrating support and financial commitment to the project if approved. If applicable, a copy of lease or memorandum of understanding with lessor should also be provided.

### **3.4 Scope and Sequence of Proposed Project**

In full detail, each specific component of the proposed project should be outlined, summarizing mission, goals, scope, sequence, need, impact and cost. The applicant should provide an overview of the current status of the location(s) or facility (or facilities) that the proposed project would affect, detailing its current uses, capacity and justification of why this location or facility is eligible for consideration for funding under the [Bond Act](#).

This overview should be a descriptive narrative that provides:

- The location of the proposed project site, total cost and categorization of the nature of the project as new construction, expansion or renovation of current facilities, new or updated equipment, etc.;
- The details of the work involved to complete the projects, including but not limited to, construction/demolition, purchase of property, procurement of equipment, etc.;
- The amount of time that the institution anticipates it will need to complete the project, from start to finish;
- An anticipated timeline and a phased implementation supported by contractor quotes and estimates;
- A plan for service interruption during project implementation to ensure the ability of the current vocational programs to continue to operate without reducing capacity;
- An explanation of whether the project is being completed in collaboration with partnering vocational school districts or employers, and whether these partnerships allow for increased scope and impact of the proposed project.

If the institution is submitting an application in collaboration with the partnering vocational school district or employers, these partners should be explicitly identified. These collaborations are encouraged, especially if it allows for increased scope and impact of the proposed project.

### **3.5 Architectural Plans and Quotes**

The applicant should provide any planning documents related to construction or procurement of equipment, including but not limited to blueprints, ecological evaluations, equipment quotes, etc. as to demonstrate that the project is “construction ready” as defined in [N.J.A.C. 9A:19-1.2](#).

### **3.6 Cost and Cost Effectiveness**

Provide the specific costs related to the project and an analysis of the cost versus the impact of the proposed project, demonstrating the return on investment for the State, county college, and students

and employers impacted. Institutions must provide details on useful life of any project, including equipment as determined either by reference to the Internal Revenue Service's Class Life Asset Depreciation Range System set forth in Revenue Procedure 87-56, as amended supplemented, or superseded, or by appraisal of any independent engineering or accounting firm, as appropriate. Applicants should also indicate whether or not the implementation of the project will help resolve or curb deferred maintenance needs.

Please include information regarding if this proposal is submitted in collaboration with a career technical education program or in combination with other capacity building initiatives. If the project is being completed in collaboration with partners that are sharing in the cost of the project, please include these details as well.

Applications should be submitted per county college, not per campus; if there is an interest in submitting an application for more than one campus, please prepare separate budgets for each campus so that if necessary a portion of the application could be approved with the availability of funds.

### **3.7 Source(s) of Matching Funds**

The applicant must certify the availability and source of the matching funds required to receive a CTE grant pursuant to the [Bond Act](#). Matching funds are equal to 25 percent of the total cost of such project and which are generated from institutional resources, other grants, institutional borrowings, or other sources as permitted in the grant approval process. Funds from State government sources may not be used to satisfy the matching requirement in [N.J.A.C. 9A:19-1.3\(c\)](#).

### **3.8 Partnership Forms**

Provide a completed partnership form for all partners who will be working in collaboration on the project.

### **3.9 Long Range Facilities Plan**

Provide a digital copy of the county college's most recent long range facilities plan.

### **3.10 Deferred Maintenance Plans**

Provide a digital copy of the county college's plans for deferred maintenance.

### **3.11 State Funded Facilities and Maintenance**

Provide a digital copy of the county college's State funded facilities and maintenance plans.

## **4. APPLICATION REVIEW AND AWARD INFORMATION**

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### **4.1 Incomplete Submissions**

Due to the volume of applications, OSHE is unable to provide a preliminary review for completeness prior to the close of the application period.

## 4.2 Eligibility Review

OSHE reserves the right to reject any application not in conformance with the requirements of the grant program. Only those applications that adhere to the project eligibility guidelines described in Section 1 of these guidelines and fulfill all submission requirements outlined in Section 3 may be awarded grants.

## 4.3 Grant Funding

CTE grants will be funded 75% up to a maximum of \$4,000,000 per application.

## 4.4 Priority Criteria

Pursuant to the Bond Act, the following will be considered priority criteria for receiving a CTE project grant:

- The county college's stackable credential program(s);
- The county college partnership(s) with county vocational school district for the provision of career and technical education programs;
- The county college's partnership(s) with employers with the intent to provide technical education and training for current or potential employees.

In addition, the application should highlight the benefits of the proposed project to the campus, specifically in relationship to the following questions in a descriptive narrative format:

1. How will the capacity of the county college to offer stackable credential programs be increased?
2. How will the proposed project support the preparation of students for high demand, technically skilled careers?
3. How does the proposal align with the labor market demands or economic development goals as set forth in [N.J.A.C. 9A:19-1.6\(a\)3ii](#)?
4. How does the county college demonstrate that it has an existing partnership or will be entering into a partnership with a county vocational school district and/or an employer or industry partner to provide technical education and training for current or potential employees?

The information should be provided in detail, and the applicant should provide relevant data and research supporting the proposed project mission and goals. The applicant should describe the stackable credentials programs that will be improved or created as a result of the implementation of the project. This should include all programs offered by the institutions that are applicable, the depth of the program content/exposure to on-the-job training, and the number of students currently enrolled in these programs in relationship to their overall student population.

1. The applicant should provide justification as to how the proposed project addresses needs of the vocational program(s) that will be directly impacted by it, including increases in capacity, the direct benefit to students, and the forecasted economic impact of the expanded capacity of the program.



## 6. GRANT AWARD ADMINISTRATION AND OTHER INFORMATION

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### 6.1 Notice of Award & Grant Agreement Offer Letter

If a proposed project is approved for funding by OSHE and an appropriation of sufficient funds for such project is made, pursuant to the [Bond Act](#), a grant agreement offer letter will be issued for the county college's acceptance. After the grant agreement is fully executed, project funding will commence. Please note that costs incurred prior to the effective date of the grant agreement will not be reimbursed. The effective date of the grant agreement will be the date on which projects are approved by the Legislature.

### 6.2 Updates to Application Guidelines

OSHE reserves the right to modify these Guidelines prior to the issuance of the [Notice of Grant Opportunity](#).

### 6.3 Questions

Comments and questions concerning these guidelines may be emailed to the Office of the Secretary of Higher Education ([OSHE@oshe.nj.gov](mailto:OSHE@oshe.nj.gov)).

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## APPENDIX A: APPLICATION CHECKLIST

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**County colleges should submit one grant application that includes all eligible educational buildings.**

### **For Leased Facilities (Section 1.2 table)**

- Copy of lease or memorandum of understanding with lessor; lease should specify the lease term and end date.

### **Certification of Eligibility (Section 3.2)**

- Checklist of eligibility requirements

### **County College Resolution (Section 3.3)**

- Governing Board Resolution

### **Scope and Sequence of Proposed Project (Section 3.4)**

- Project Category
- Work Involved
- Anticipated Timeline
- Phased Implementation Timeline with Quotes and Estimates
- Service Interruption Plan
- Partnerships

### **Architectural Plans and Quotes (Section 3.5)**

- Planning Documents

### **Cost and Cost Effectiveness (Section 3.6)**

- Cost Analysis

### **Partnership Forms (Section 3.7)**

- Partnership forms for each collaborator on project

### **Source(s) of Matching Funds (Section 3.8)**

- List of matching funds sources

### **Long Range Facilities Plan (Section 3.9)**

- Digital copy of county college's Long Range Facilities Plan

### **Deferred Maintenance Plans (Section 3.10)**

- Digital copy of county college's plans for deferred maintenance

### **State Funded Facilities and Maintenance (Section 3.11)**

- Digital copy of the county college's state funded facilities and maintenance plans