



**PUBLIC NOTICE**  
**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

UPDATED September 15, 2021

## **Section I. Grant Program General Information**

### **1.1 Name of the Grant Program:**

The County College Career and Technical Education (“CTE”) Program Expansion Grants, authorized pursuant to the Securing Our Children’s Future Bond Act P.L. 2018, c 119 (the “Bond Act”).

### **1.2 Description of the Grant Program**

The County College Career and Technical Education Program Expansion Grants (the “Program”) is a grant program offered by the New Jersey Office of the Secretary of Higher Education (“OSHE”) and is intended to increase New Jersey county colleges’ capacities to offer CTE programs by expanding current programs or offering new CTE programs. The available funds are to be used for the purpose of providing county colleges with matching grants to construct and/or expand classrooms, laboratories, libraries, computer facilities, and other academic structures, which will provide direct benefits to students. Pursuant to N.J.A.C. 9A:19-1.3(c), institutions must provide matching funds equal to a minimum of 25 percent of the total cost of such project. The matching funds must be 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. For further information, please refer to the following documents:

Application Guidelines (the “Guidelines”): <https://nj.gov/highereducation/socfii/guidelines.pdf>

Regulations implementing the Bond Act (the “Regulations”) N.J.A.C. 9A:19-1 et seq: [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.**

### **1.3 Amount of Funding Available:**

The Fall 2021 cycle is the second cycle of competitive grants to be offered under the Program. The Bond Act authorizes a total of \$50,000,000 for grants. The Fall 2021 cycle allocates \$23,542,004 in grants. Grant funds requested are limited to \$4,000,000 per application.

This is a competitive grant program. The applicant’s project must be designed and implemented in conformance with all applicable state regulations. The 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. 9A:19](#).

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

### **1.4 Eligible Applicants**

Entities that are eligible to apply for funding under the Program are county colleges as defined by Chapter 64A of Title 18A of the New Jersey Statutes (“Chapter 64A”). Chapter 64A defines county college as follows:

**“an educational institution established or to be established by one or more counties, offering programs of instruction, extending not more than two years beyond the high school, which may include but need not be limited to specialized or comprehensive curriculums, including college credit transfer courses, terminal courses in the liberal arts and sciences, and technical institute type programs.”**

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. County colleges that received grant awards during the first round of Securing Our Children’s Future Bond Act funding are ineligible for a second grant award. Applications from these institutions will not be considered. Please refer to Sections 1.3 and 1.4 of the [Guidelines](#).

## **Section II. Application Information**

### **2.1 Application Availability**

**Applications for the Fall 2021 cycle will be available beginning September 10, 2021.**

Applicants should consult the Regulations and Guidelines for information regarding submission requirements when applying for grant funding for a project. The Regulations, Application and Application Guidelines will be available on the Office of the Secretary of Higher Education’s website on September 10, 2021. A link to each respective document is provided above in Section **1.2 Description of the Grant Program**.

Applications will be screened for completeness and eligibility. Complete applications for eligible projects will be submitted to the Review Committee, as established by the Secretary of Higher Education (the “Secretary”), for review and recommendation to the Secretary.

Complete applications are those that include all elements listed in Appendix A of the [Guidelines](#) and in a format described within the application. Applications received by the due date and time will be screened to determine whether they are eligible for consideration. OSHE reserves the right to reject any application not in conformance with the requirements of this Notice of Grant Opportunity.

The completed application package must be submitted via the [OSHE Qualtrics application](#). **Applications submitted by facsimile cannot be accepted under any circumstances.**

### **2.2 Completion of the Application**

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 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.

### **2.3 Application Submission Deadline**

A **maximum of one (1)** online submission for each completed application must be received by 4:00 P.M., Eastern Daylight Time on Monday, February 14, 2022, for consideration in the Fall 2021 cycle.

**No application will be accepted after 4:00 PM, Eastern Daylight Time on Monday, February 14, 2022.**

The Secretary will not be responsible for any expenses in the preparation and/or presentation of the applications, if any, or for the disclosure of any information or material received in connection with the applications, whether by negligence or otherwise. The Secretary reserves the right to reject any and all applications with or without cause, and waive any irregularities or informalities in the applications submitted. In the event that all applications are rejected, the Secretary reserves the right to re-solicit applications.

### **2.4 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 in a formal communication from the Office of the Secretary of Higher Education followed by instructions to complete the due diligence and tax liability process prior to receiving their electronic grant agreement.

### **2.5 Technical Assistance**

The Secretary will host two Technical Assistance Sessions, the first on September 24, 2021. Applicants must register for the session no later than 4:00 P.M., September 17, 2021 to receive instructions on how to access the session. Registration information will be available on the Secretary of Higher Education's [website](#). The second session will be held in January 2022, the specific date and time are yet to be determined. Information regarding the second session will be posted to [OSHE's Securing Our Children's Future website](#). The sessions will be held virtually and will also be recorded and archived, so that all potential applicants will have access to this essential information.

For assistance with the online application (uploading documents, logging in, etc), institutions should email [FinanceDocs@oshe.nj.gov](mailto:FinanceDocs@oshe.nj.gov).

### **2.6 Questions and Answers and Addenda**

Questions may be submitted from October 11, 2021 through 4:00 P.M., on November 8, 2021 via email to [FinanceDocs@OSHE.nj.gov](mailto:FinanceDocs@OSHE.nj.gov). Additional information regarding submission of questions will be provided in the Guidelines. Phone calls/faxes will not be accepted. Answers and addenda, if any, to questions regarding the Solicitation will be posted on OSHE's [Securing Our Children's Future website](#) no later than December 8, 2021.

Communications with representatives of the State by the institution or the institution's representatives concerning this Solicitation are not permitted during the term of the submission and evaluation process, except as specified above.

### **Section III. Statutory/Regulatory Source and Funding**

#### **3.1 Funding of Applications**

Funding of approved applications is subject to the appropriation for the project by the Legislature and the issuance of bonds by the State in an amount sufficient to fund the project, as required by the Bond Act.

#### **3.2 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 project detailed in the approved grant application. Grant funds may be used to pay 100% of allowable costs up to the maximum amount applied for, 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.

#### **3.3 Eligible Costs**

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

#### **3.4 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](#).

#### **3.5 Matching Funds**

Applicants must provide matching funds of at least 25 percent of the cost of the project funded by the grant. Funds shall not be disbursed until:

1. Proposed projects are approved by the Secretary,
2. Appropriation of sufficient funds for the project is sent to the Legislature,
3. Bonds are issued by the State in an amount sufficient to fund the projects;
4. Grant agreements are executed with the Secretary;
5. Applicants have met all other terms and conditions of the Guidelines, Application, the Grant Agreement, laws and rules governing the grant program and requisite tax law.

### **Section IV. Grantee Requirements**

#### **4.1 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.

#### **4.2 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.

#### **4.3 Fiscal Reimbursement Requirements**

The grantee must complete reimbursement requests 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.

The grantee is expected to complete the scope of work proposed in its application and as approved by OSHE. OSHE will remove ineligible, inappropriate or undocumented costs from requisitions for reimbursement.

#### **4.5 Monitoring**

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

#### **4.5 Grant Agreement Modifications**

Any change to the approved scope of work will require the prior written approval of OSHE. The process for submitting and approval of modifications will be outlined in the grant agreement. Please contact OSHE for further information at [FinanceDocs@oshe.nj.gov](mailto:FinanceDocs@oshe.nj.gov).

#### **4.6 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.

#### **4.7 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.