



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

### **County College Career and Technical Education Program Expansion Application**

## **1. GRANT PROGRAM OVERVIEW**

### **1.1 Description of Grant Program**

On November 6, 2018, the voters approved a general obligation bond issuance of \$50,000,000 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 the county colleges' 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 rules will advance important State goals, including the promotion of industry clusters, increasing growth in employment opportunities, and expanding access to opportunity for all New Jersey residents.

This is the second cycle of competitive grants to be offered under the Securing Our Children's Future Bond Act. The Fall 2021 cycle allocates \$23,542,004 in grants. Grant funds requested are limited to \$4,000,000 per application. Institutions are required to provide matching funds equal to at least 25 percent of the total cost of such project 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\(c\)](#).

To submit an application for the Securing Our Children's Future Bond Act, please respond to the subsequent questions.

### **1.2 Definitions**

The following words and terms shall have the following meanings when used in this chapter, unless the context clearly indicates otherwise. Additional definitions that apply to this chapter can be found at P.L. 2018, c. 119, § 2.

“Act” means the Securing Our Children's Future Bond Act, P.L. 2018, c. 119.

“Activities” means apprenticeships, co-ops, and other experiential learning opportunities.

“Bonds” means the bonds authorized to be issued under the Act.

“Career and technical education program” or “CTE program” means a program that offers a sequence of courses that provide students with the coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in current or emerging professions. A career and technical education program provides technical skill proficiency, an industry-recognized credential, a certificate, or an associate degree.

“Construct” and “construction” means the planning, erecting, altering, repairing, purchasing, improving, developing, constructing, reconstructing, extending, rehabilitating, renovating, upgrading, demolishing, installing, and equipping of education buildings at county colleges.

“Construction ready” 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.

“Cost” means the expenses incurred in connection with: the acquisition by purchase, lease, or otherwise, the development, and the construction of any project authorized by the Act; the acquisition by purchase, lease, or otherwise, and the development of any real or personal property for use in connection with a project authorized by the Act, including any rights of interest therein; the execution of any agreements and franchises deemed by the Commissioner of Education or the Secretary of Higher Education to be necessary or useful and convenient in connection with any project; the procurement or provision of engineering, architectural design, surveying, inspection, planning, legal, financial, or other professional services, estimates, studies, reports, or advice; and feasibility studies.

“County college” means an entity established pursuant to Chapter 64A of Title 18A of the New Jersey Statutes.

“Day” means one 1) business day when the period specified is less than seven days and 2) calendar day when the period specified is seven days or more.

“Education buildings” means buildings, structures, and facilities required for the operation of county colleges.

“Grant” means a grant of moneys from the Securing Our Children’s Future Fund approved by the Secretary for a project.

“Grant agreement” means the grant agreement between the county college and Office of the Secretary of Higher Education, which sets forth the terms and conditions of the grant, amount of the grant, and disbursement schedule.

“Matching funds” means funds that are allocated by the county college for a specific project for which grants funds are used, which 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. Notwithstanding anything in this definition to the contrary, funds from State government sources may not be used to satisfy the matching requirement at N.J.A.C. 9A:19-1.3(c).

“Project” means the establishment and construction of education buildings and the expansion and construction of additional facilities at, and the acquisition and installation of additional or upgraded equipment for, existing or new education buildings, or parts thereof, at county colleges for the purpose of increasing academic capacity to expand or offer new career and technical education programs that shall include, but not be limited to, classrooms, laboratories, computer facilities, and other academic buildings and all property appurtenant thereto, but shall not include dormitories, administrative buildings, athletic facilities, or other revenue-producing facilities.

“School district” means a local or regional school district, a county special services school district, a county vocational school district, and a district under partial or full State intervention pursuant to P.L. 1987, c. 399 (N.J.S.A. 18A:7A-34 et seq.).

“Secretary” means the Secretary of Higher Education appointed pursuant to section 2 of P.L. 2009, c. 308 (N.J.S.A. 18A:3B-47).

“Stackable credentials program” means a program established for the purpose of supporting industry-recognized, short-term credentials and certificates that count toward a higher-level certificate or degree so that individuals may advance in employment and training over the course of their careers.

### 1.3 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 by county colleges, as limited by <a href="#">N.J.A.C. 9A:19-1.6(c)4</a> .
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> <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> </ul>

	<ul style="list-style-type: none"> <li>• Site improvements not directly related to CTE program expansion.</li> </ul>
Total Grant Allocation	\$50,000,000 The Fall 2021 cycle is the second cycle of competitive grants to be offered under the Securing Our Children's Future Bond Act; the Fall 2021 cycle allocates \$23,542,004 in grants.
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

## 1.4 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. 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.

### *County College Eligibility Check List*

To certify the institution's eligibility, please click the box below.

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

## 1.5 Eligibility Criteria

- By selecting this box, the institution confirms each statement listed above to be true. If any one of the following four statements is not true, the institution's application is not eligible for consideration as currently proposed.

## 1.5 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's partnership(s) with county vocational school district(s) 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.

## 1.6 Important Dates

<b>Release of Grant Application:</b>	<b>September 10, 2021</b>
<b>Technical Assistance Session 1:</b>	<b>September 24, 2021</b>
<b>Applicant Question Period Begins:</b>	<b>October 11, 2021</b>
<b>Applicant Question Period Ends:</b>	<b>November 8, 2021</b>
<b>OSHE Response Deadline:</b>	<b>December 8, 2021</b>
<b>Technical Assistance Session 2:</b>	<b>January, 2021 (specific date TBD)</b>
<b>Grant Application Submission Deadline:</b>	<b>February 14, 2022</b>

## 2. APPLICATION PROCEDURES

### 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.

### 2.3 Application Deadline

The application submission deadline is 4:00 P.M., Eastern Daylight Time on February 14, 2022. 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

### 3.1 General Considerations

#### *County College Application Check List*

*Below is a breakdown of the mandatory and conditional requirements to complete the institution's Securing Our Children's Future Bond Act application. Please review this list and refer to the following documentation for further guidance:*

- [Securing Our Children's Future Bond Act, P.L. 2018, c. 119](#)
- Office of the Secretary of Higher Education [Rules and Procedures for Implementation of the Securing Our Children's Future Bond Act](#)
- Securing Our Children's Future Bond Act [Guidelines for County College Career and Technical Education Program Expansion](#)
- Securing Our Children's Future Bond Act [Notice of Grant Opportunity](#)

<b>3.2 Certification of Eligibility</b>	Mandatory: The institution must confirm compliance with eligibility requirements prior to submission.
<b>3.3 Institution Resolution</b>	Mandatory: The institution must provide an approved resolution for the project from the college's governing board.
<b>3.3 Lease Agreement</b>	If applicable: For leased facilities, institutions must provide a copy of the lease or memorandum of understanding with lessor.
<b>3.4 Executive Summary</b>	Mandatory: The institution must provide a 200-word summary of the application.
<b>3.5 Scope and Sequence of Proposed Project</b>	Mandatory: The institution must provide a detailed project description and selection criteria narrative.
<b>3.6 Architectural Plans and Quotes</b>	Mandatory: The institution must provide an electronic copy of the architectural plans and quotes obtained to plan the project demonstrating that it is "construction ready".
<b>3.7 Cost and Cost Effectiveness</b>	Mandatory: The institution must provide a completed electronic copy of the Source of Funds template detailing the specific costs related to the project and an electronic copy of the narrative analysis of the cost versus impact.
<b>3.8 Source(s) of Matching Funds</b>	Mandatory: The institution must provide a list for the source(s) of matching funds for the project.
<b>3.9 Partnership Forms</b>	Mandatory: The institution must provide a completed Partnership Form for each collaborative project.
<b>3.10 Long Range Facilities Plan</b>	Mandatory: The institution must provide an electronic copy of the county college's long range facilities plan.
<b>3.11 Deferred Maintenance Plans</b>	If applicable: If institution has a Deferred Maintenance plan that is separate from the Long Range Facilities Plan or State Funded Facilities and Maintenance plans, an electronic copy of the plan should be provided.
<b>3.12 State Funded Facilities and Maintenance</b>	If applicable: The institution must provide an electronic copy of the county college's state funded facilities and maintenance plan.

the close of the application period. 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 the Securing Our Children's Future Bond Act [Guidelines for County College Career and Technical Education Program Expansion](#) and fulfill all submission requirements outlined in Section 3 of that same document will be considered for a grant award.

### 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.

**Select the name of the institution in the drop down below:**

#### Certification to Apply with All Laws and Terms of Grant Agreement

By selecting this box, the institution acknowledges and agrees to the following three statements:

1. The institution agrees to abide by any other applicable laws, rules, and regulations.
2. The institution shall provide to the Secretary of Higher Education, upon request, any information regarding the use of the grant and the progress of the project; and the disbursement of grant funds shall be in accordance with N.J.A.C. 6A:26A-1.7.
3. Failure by the institution to comply with the terms of the grant agreement may result in the withholding of disbursement or a requirement to repay disbursed grant funds to the Office of the Secretary of Higher Education.

**Please provide the information requested below:**

<b>Proposed Project Name</b>	<input type="text"/>
<b>Total Grant Ask Proposed Project</b>	<input type="text"/>
<b>Total Institutional Match for Proposed Project</b>	<input type="text"/>
<b>Total Cost of Proposed Project</b>	<input type="text"/>

#### Physical Location of Proposed Project

Address	<input type="text"/>
Address 2	<input type="text"/>
City	<input type="text"/>

State

Postal code

**Please select the option that indicates the type of project proposed from the dropdown menu below (please select all applicable options):**

- Establishment and/or construction of new facilities.
- Expansion and/or construction of existing facilities.
- Acquisition and/or installation of new, additional, and/or upgraded equipment for new or existing facilities.

**Please provide a primary contact for the institution's grant application.**

Contact Name

Contact Title

Contact Telephone

Contact Email

Contact Fax

### 3.3 Institution Resolution

**Please upload an electronic copy of the County College Governing Board Resolution.**

Each application must 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 must also be provided.

For additional guidance, refer to:

- Section 3.3 of the Securing Our Children’s Future Bond Act [Guidelines for County College Career and Technical Education Program Expansion](#)
- N.J.A.C. 9A:19-1.5 of the Office of the Secretary of Higher Education [Rules and Procedures for Implementation of the Securing Our Children’s Future Bond Act](#)
- N.J.A.C. 6A:26A-2.4 and 6A:26-3.2(b)(1) of the [Securing Our Children's Future Bond Act](#)

**Click the grey box below to upload the file for the "County College Governing Board Resolution" portion of your application.**

**For LEASED facilities, please upload a copy of lease or memorandum of understanding with lessor.**

Improvements to leased buildings are considered ineligible, except when:



- The lessor is a public entity, such as a school district or the State of New Jersey;
- The term of the lease agreement is for a minimum of 20 years, with an end date no earlier than June 30, 2044; and
- The county college is authorized to make the capital improvements represented in the grant agreement.

**If applicable, a copy of lease or memorandum of understanding with lessor should also be provided.**

For additional guidance, refer to:

- Sections 1.3 and 3.3 of the Securing Our Children’s Future Bond Act [Guidelines for County College Career and Technical Education Program Expansion](#)
- N.J.A.C. 9A:19-1.2 and 9A:19-1.5 of the Office of the Secretary of Higher Education [Rules and Procedures for Implementation of the Securing Our Children’s Future Bond Act](#)

**Click the grey box below to upload an electronic copy of the institution's lease agreement if applicable to your application.**

### 3.4 Executive Summary

**In 200 words or less, provide a set of clear goals and a mission statement for the proposed project demonstrating the need and expected outcomes.**

All applications require a 200 word overall, brief description of the project. The Executive Summary should state in a concise manner the purpose of the project, provide the location of the proposed project site, total cost and indicate the type of project proposed. What is being bought, built, expanded or enhanced? The institution should prepare and present a set of clear goals and a mission for the proposed project demonstrating the need and expected outcomes. This will be used as an identifier for the institution's project; it does not need to explain the benefits the project will provide. Section 3.4, "Scope and Sequence of Proposed Project" is your opportunity to “Pitch” your project. This is where you will go into detail on how your project meets the objectives and satisfies the requirements of the Securing Our Children's Future Bond Act, especially the priority criteria as outlined in the Regulations.

**In the space provided below, please indicate the career and technical programs offered by the institution that will be directly supported by the implementation of the proposed project. This should include both degree granting programs of study as well as industry valued credentials and certifications offered by the institution.**

### 3.5 Scope and Sequence of Proposed Project

**Project Description**

In full detail, each specific component of the proposed project should be outlined, summarizing mission, goals, scope, sequence, need, impact and cost. The institution should provide an overview of the current status of the location or facility that the proposed project would affect, detailing its current uses, capacity and the justification of why this location or facility should be eligible for consideration for the Securing Our Children's Future Bond Act funding.

This description should include:

- What category the project fits into (new construction, expansion or renovation of current facilities, new or updated equipment, etc.);
- The work involved to complete the projects (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 timeline 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; and
- Any project related partnerships.

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.

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.

The applicant should indicate if the project is being completed in collaboration with a partnering vocational school district or employers and if these partnerships allow for increased scope and impact of the proposed project.

### **Selection Criteria Narrative**

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 expanding 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).

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.

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.

**For additional guidance, refer to:**

- Section 3.5 of the Securing Our Children's Future Bond Act [Guidelines for County College Career and Technical Education Program Expansion](#)
- N.J.A.C. 9A:19-1.3, N.J.A.C. 9A:19-1.4, N.J.A.C. 9A:19-3 and N.J.A.C. 9A:19-4 of the [Office of the Secretary of Higher Education Rules and Procedures for Implementation of the Securing Our Children's Future Bond Act](#).
- P.L.2018, Chapter 119, Section 4 of the [Securing Our Children's Future Bond Act](#)

**Click the grey box below to upload the file for the "Scope and Sequence of Proposed Project" portion of the application.**

### 3.6 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](#).

For additional guidance, refer to:

- Section 3.6 of the Securing Our Children's Future Bond Act [Guidelines for County College Career and Technical Education Program Expansion](#)

- N.J.A.C. 9A:19-1.5 of the Office of the Secretary of Higher Education [Rules and Procedures for Implementation of the Securing Our Children's Future Bond Act](#)

**Click the grey box below to upload the file for the "Architectural Plans and Quotes" portion of your application.**

### 3.7 Cost and Cost Effectiveness

#### Project Cost

The institution must complete and upload the Sources of Funds Template provided on the Securing Our Children's Future page of the OSHE website.

For additional guidance, refer to:

- Section 3.7 of the Securing Our Children's Future Bond Act [Guidelines for County College Career and Technical Education Program Expansion](#)
- N.J.A.C. 9A:19-1.5 of the Office of the Secretary of Higher Education [Rules and Procedures for Implementation of the Securing Our Children's Future Bond Act](#)

**Click the grey box below to upload the Sources of Funds file for the "Cost and Cost Effectiveness" portion of your application.**

#### Cost Analysis

Provide a narrative analysis of the cost versus the impact of the proposed project, demonstrating the return on investment for the State, institution, and students and employers impacted. Institutions should also indicate whether or not the implementation of the project will help resolve or curb deferred maintenance needs.

Please include information regarding this proposal if submitted in collaboration with a career technical education program or in combination with other capacity building initiatives.

For additional guidance, refer to:

Section 3.7 of the Securing Our Children's Future Bond Act [Guidelines for County College Career and Technical Education Program Expansion](#)

N.J.A.C. 9A:19-1.5 of the Office of the Secretary of Higher Education [Rules and Procedures for Implementation of the Securing Our Children's Future Bond Act](#)

**Click the grey box below to upload the Cost Analysis file for the "Cost and Cost Effectiveness" portion of your application.**

## Unallowable Costs

- By selecting this box, the institution certifies that the proposed project does not include non-allowable costs.

## 3.8 Sources 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 must be equal to at least 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\(c\)](#).

For additional guidance, refer to:

- Section 3.8 of the Securing Our Children's Future Bond Act [Guidelines for County College Career and Technical Education Program Expansion](#)
- N.J.A.C. 9A:19-1.5 of the Office of the Secretary of Higher Education [Rules and Procedures for Implementation of the Securing Our Children's Future Bond Act](#)
- P.L.2018, Chapter119, Section 4 of the [Securing Our Children's Future Bond Act](#)

## Institutions must confirm that they have sources for matching funds.

- By selecting this box, the institution certifies that sources of matching funds have been identified based on the requirements of the Securing Our Children's Future Bond Act.

## 3.9 Partnership Forms

*Partnership forms for each collaborator on project. Applicants must demonstrate that the institution 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.*

For additional guidance, refer to:

- Section 3.9 of the Securing Our Children's Future Bond Act [Guidelines for County College Career and Technical Education Program Expansion](#)
- N.J.A.C. 9A:19-1.4(a)1(iv) of the Office of the Secretary of Higher Education [Rules and Procedures for Implementation of the Securing Our Children's Future Bond Act](#)

**Click the grey box below to upload the "Partnership Forms" associated with your application.**

### 3.10 Long Range Facilities Plan

*Electronic copy of county college's Long Range Facilities Plan*

For additional guidance, refer to:

- Section 3.10 of the Securing Our Children's Future Bond Act [Guidelines for County College Career and Technical Education Program Expansion](#)
- N.J.A.C. 9A:19-1.5 of the Office of the Secretary of Higher Education [Rules and Procedures for Implementation of the Securing Our Children's Future Bond Act](#)

**Click the grey box below to upload the electronic copy of the institution's most recent long range facilities plan.**

### 3.11 Deferred Maintenance Plans

If institution has a Deferred Maintenance plan that is separate from the Long Range Facilities Plan or State Funded Facilities and Maintenance plans, please provide an electronic copy of deferred maintenance plan

For additional guidance, refer to:

- Section 3.11 of the Securing Our Children's Future Bond Act [Guidelines for County College Career and Technical Education Program Expansion](#)
- N.J.A.C. 9A:19-1.5 of the Office of the Secretary of Higher Education [Rules and Procedures for Implementation of the Securing Our Children's Future Bond Act](#)

**Click the grey box below to upload the electronic copy of the institution's most recent deferred maintenance plan.**

### 3.12 State Funded Facilities and Maintenance

Electronic copy of State Funded Facilities and Maintenance plan. Institutions should provide a narrative demonstrating commitment of the institution over the past ten years to appropriate maintenance of facilities previously funded by State of New Jersey grant programs.

For additional guidance, refer to:

- Section 3.12 of the Securing Our Children's Future Bond Act [Guidelines for County College Career and Technical Education Program Expansion](#)

- N.J.A.C. 9A:19-1.5 of the Office of the Secretary of Higher Education [Rules and Procedures for Implementation of the Securing Our Children's Future Bond Act](#)

**Click the grey box below to upload the electronic copy of the institution's most recent state funded facilities and maintenance plan.**

**Issued by the Office of the Secretary of Higher Education**

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