



State of Nevada

Department of Education

STRENGTHENING CAREER AND TECHNICAL EDUCATION FOR THE 21ST CENTURY ACT PERKINS V

Corrections Grant

Fiscal Year 2023 Request for Application (RFA) Directions

Issued By

Nevada Department of Education
755 N. Roop Street, Suite 201
Carson City, NV 89701

Grant Period

July 1, 2022 – June 30, 2023

Applications Released

February 14, 2022

Applications Due

March 29, 2022, by 5:00 P.M.

Questions related to this request for application should be addressed to:

Nevada Department of Education
Office of Career Readiness, Adult Learning, and Education Options
755 N. Roop Street, Suite 201
Carson City, NV 89701
(775) 687-7300

Karen Chessell - (775) 687-7298 - kchessell@doe.nv.gov

Kristina Carey - (775) 687-7281 - kcarey@doe.nv.gov

Contents

Corrections Grant.....	1
Overview	3
Purpose of the Act	3
Purpose of Perkins V CTE Grants	3
Purpose of Perkins V Career and Technical Education (CTE) Corrections Grants	4
Eligible Recipients	4
Amount of Available Funds	4
Accountability	4
Application Information	5
Application Deadline	5
Submission	5
Local Administration	5
Application Component and Document Requirements	5
Application Review Procedures.....	5
Technical Assistance	6
Submission Directions	7
ePAGE Components	7
Uploaded Documents	12
Grant Application Narrative	14
Corrections Funds Grant	16

Overview

Purpose of the Act

The purpose of the ***Strengthening Career and Technical Education for the 21st Century Act*** (*aka*, Perkins V) is to develop more fully the academic knowledge and technical and employability skills of secondary education students and postsecondary education students who elect to enroll in career and technical education (CTE) programs and programs of study by:

- 1) building on the efforts of the State and localities to develop challenging academic and technical standards and to assist students in meeting such standards, including preparation for high-skill, high-wage, or in-demand occupations in current or emerging professions;
- 2) promoting the development of services and activities that integrate rigorous and challenging academic and career and technical instruction, and that link secondary education and postsecondary education for participating career and technical education students;
- 3) increasing State and local flexibility in providing services and activities designed to develop, implement, and improve career and technical education;
- 4) conducting and disseminating national research and disseminating information on best practices that improve career and technical education programs and programs of study, services, and activities;
- 5) providing technical assistance that (a) promotes leadership, initial preparation, and professional development at the State and local levels, and (b) improves the quality of career and technical education teachers, faculty, administrators, and counselors;
- 6) supporting partnerships among secondary schools, postsecondary institutions, baccalaureate degree granting institutions, area career and technical education schools, local workforce investment boards, business and industry, and intermediaries;
- 7) providing individuals with opportunities throughout their lifetimes to develop, in conjunction with other education and training programs, the knowledge and skills needed to keep the United States competitive; and,
- 8) increasing the employment opportunities for populations who are chronically unemployed or underemployed, including individuals with disabilities, individuals from economically disadvantaged families, out-of-workforce individuals, youth who are in, or have aged out of, the foster care system, and homeless individuals.

Purpose of Perkins V CTE Grants

The purpose of the Perkins V CTE grant is to provide funding to support CTE programs and programs of study that are: (1) of sufficient size, scope, and quality to be effective; (2) meet the needs identified in the comprehensive local needs assessment; and (3) that address one or more of the following six Perkins required uses of local funds:

- 1) provide career exploration and career development activities through an organized, systematic framework designed to aid students, including in the middle grades, before enrolling and while participating in career and technical education programs, in making informed plans and decisions about future education and career opportunities and programs of study;
- 2) provide professional development for teachers, faculty, school leaders, administrators, specialized instructional support personnel, career guidance, and academic counselors, or paraprofessionals;
- 3) provide within career and technical education the skills necessary to pursue high-skill, high-wage or in-demand industry sectors or occupations;

- 4) support integration of academic skills into career and technical education programs and programs of study to support;
- 5) plan and carry out elements that support the implementation of career and technical education programs and programs of study and that result in increasing student achievement of the local levels of performance; and,
- 6) develop and implement evaluations of the activities carried out with Perkins V local funds, including evaluations necessary to complete the comprehensive needs assessment required under section 134(c) and the local report required under section 113(b)(4)(B) of Perkins V.

Purpose of Perkins V Career and Technical Education (CTE) Corrections Grants

State agencies are permitted to allocate up to two (2) percent of the state leadership funds allocated through the Carl Perkins Act for purposes that support career and technical education services in state institutions, such as state correctional institutions, juvenile justice facilities, and education institutions that serve individuals with disabilities.

Eligible Recipients

Eligible recipients are State or county youth correctional facilities charged with the responsibility for court-adjudicated youth, ages 14 through 17, and only those facilities which serve youth on long-term placements (i.e., four months or longer) and offer career and technical education programs. For FY23, four agencies/districts are determined eligible to apply for the funds. They represent the five institutions of C.O. Bastian High School in Lincoln County; Jacobsen High School in Douglas County; Nevada Youth Training Center in Elko County; Summit View Youth Camp, and Spring Mountain Youth Camp in Clark County.

Amount of Available Funds

The official total amount of available funds is determined by the United States Department of Education (USDOE). The initial amount listed on the Nevada Department of Education (NDE) Carl D. Perkins Act – FY23 Allocations chart and listed in ePAGE reflects a tentatively provided funding amount from USDOE and will be adjusted after official grant award notification is received.

Final FY23 award amounts are tentative and subject to change based on the official USDOE Perkins grant award notification and the authority provided by the Nevada Legislature. NDE cannot and will not distribute any grant funding that is not funded by the federal government and/or authorized by the Nevada Legislature.

Accountability

Any recipient must meet the reporting requirements for the State determined level of performance under the Perkins V, sec. 112. The LEA must establish and describe in their applications the methods that will be utilized to report and evaluate progress of career and technical education programs funded under this application; see Section IV – Performance Indicators.

APPLICATION INFORMATION

Application Deadline

The application must be submitted by 5:00 P.M. PT on March 29, 2022.

Submission

Each applicant must submit a complete application in the ePAGE system. This application **must** be submitted at the same time as the Perkins Local Formula application in ePAGE with one click to submit.

Local Administration

There is a restriction on the amount of funds used for administrative purposes. No more than five percent (5%) of the total allocation may be used for administrative purposes. This amount will include any approved indirect costs.

Application Component and Document Requirements

It is the sole responsibility of the LEA to submit a complete application. All application components (e.g., forms, signature pages, etc.) and related documents must be submitted for an application to be complete.

ePAGE Components

1. Budget Overview
2. Budget

Uploaded Documents

1. Perkins Certifications (form located in ePAGE Related Documents)
2. Appeals Policy and Procedure (district/institution level policy)
3. Travel Policy (district/institution level policy)
4. Teacher license(s) if teacher salary is being requested
5. Grant Application Narrative: (form located in ePAGE Related Documents)

Application Review Procedures

The application will be submitted and initially reviewed by the Office of Career Readiness, Adult Learning, and Education Options (CRALEO) to ensure: (1) the application is submitted by the deadline; (2) the application is structurally complete (includes all required elements); (3) all required information is completely addressed; and (4) notification of any modifications needed, and (5) notification of funding approval. Common Criteria are used to evaluate all applications.

Complaint and Appeal Procedures

In the event an applicant or subrecipient is dissatisfied with any decision, such as requests for modifications or application, the eligible agency may submit a written complaint to the CRALEO Director. The complaint must be submitted within thirty (30) days of the date the agency received notification of the Department action. Upon receipt of the letter of complaint, the Director will review the complaint and will provide comment to the agency within thirty (30) days. The action taken by the Director, which includes a review conducted by State staff, shall be deemed final. Such action will be transmitted to the agency in writing.

Upon receipt of written notification of the action of the CRALEO Director, an agency may decide to appeal the action to the State Superintendent of Public Instruction. A written request for an appeal hearing may be made in writing to the superintendent within thirty (30) days of the agency's receipt of written notification of the action taken by the Director. An administrative hearing of the appeal will be conducted within ninety (90) days from the receipt of the written request. The agency will be notified of the date and time of the hearing thirty (30) days prior to the hearing date. A written record of the hearing and a written response describing the decisions and actions of the Superintendent will be provided to the agency. The written record and responses will be transmitted to the agency within fifteen (15) days after the hearing date.

Within twenty (20) calendar days following the receipt of the Department's written decision on the complaint/appeal, the agency may file a notice of the appeal with the Secretary of the United States Department of Education for final resolution. Such appeal shall be in writing and shall specify the particular points of disagreement with the decision as rendered by NDE.

Technical Assistance

For additional information or technical assistance, contact the CRALEO office.

Karen Chessell
(775) 687-7298
kchessell@doe.nv.gov

Kristina Carey
(775) 687-7281
kcarey@doe.nv.gov

Jennifer Fisk
(702) 486-6625
Jennifer.fisk@doe.nv.gov

SUBMISSION DIRECTIONS

By submitting the application, the LEA/eligible agency agrees to provide the NDE information as needed to report to the United States Department of Education regarding the effectiveness of Perkins funds.

It is the responsibility of the LEA/eligible agency to review the entire application to ensure all grant application requirements are met before submission.

ePAGE Components

1. **Budget Overview:** Verify accuracy of the ePAGE Budget Overview.
2. **Budget:** Complete the ePAGE Budget.

The Budget, entered in ePAGE **must** be formatted following the guidelines below.

Do not use acronyms solely unless stated in the guidelines. Use full names of items or services once in each budget narrative box, then acronyms may follow.

Plan to utilize the same name for all items on the grant application, Request for Funds submissions, and Final Financial Report (FFR) inventories, for ease in determining that the approved item is the same item being asked for reimbursement for and is the same item in the inventory.

See Nevada's current [Federal Uses of Funds Guidance](http://www.doe.nv.gov/CTE/Grants_Home/) document for allowable uses of funds. This document can be found at: http://www.doe.nv.gov/CTE/Grants_Home/

For object codes 100, 200, 600, and 700, in each Narrative Description box, list the following information in this order:

A. Career Cluster:

- Must use the full name or the listed acronym.
- Agriculture, Food, and Natural Resources (AG); Architecture and Construction (AC); Arts, A/V Technology, and Communication (AR); Business Management and Administration (BM); Education and Training (ED); Finance (FN); Government and Public Administration (GV); Health Science (HL); Hospitality and Tourism (HT); Human Services (HU); Information Technology (IT); Law, Public Safety, Corrections, and Security (LW); Manufacturing (MN); Marketing (MK); Science, Technology, Engineering, and Mathematics (ST); Transportation, Distribution, and Logistics (TD); Middle School (MS); and/or Licensed Educational Agency - wide (AW)
- Refer to the most recent course catalog to determine which program area a program of study falls under.

B. Program of Study (POS):

Use the program course name used by the institution.

Agency-wide: State "Agency-wide" if activity/item serves the beyond a specific CTE program/course. An example of an agency-wide use includes substitute teachers.

C. School name(s):

- Must use the main school/site name(s) where the program is offered.
- State "Agency-wide" if activity/item is needed beyond an individual program/course. An example of an agency-wide use would be substitute teachers.

D. Items/services to be purchased:

- Within each object code each purpose must have its own entry.

- If teachers for programs are being requested, the application/budget must identify each position, percentage (%) of Full Time Equivalent (FTE), program of study/college course, and the number of years this salary has been funded with CTE grants.
 - Funding is only allowable for teachers with the proper licensure endorsement to teach the program. Teacher license information needs to be included in the budget as well as in the Teacher License Information Form submitted with the Local Formula application. This spreadsheet template is found in the ePAGE Local Formula grant application Related Documents section.
 - Provide teacher license(s) for requested teacher salary.
 - List the quantities and unit costs in the provided areas (e.g., when purchasing 2 FTEs: quantity = 2 – unit cost = \$45,000, not quantity = 1 – unit cost = \$90,000).

Example:

Hospitality and Tourism (HT) – Culinary Arts – XYZ School

1 – 100% FTE – Culinary Arts Instructor – Second year salary requested, funded last year, FY__

Name of teacher - teacher license with secondary culinary arts endorsement information provided in the Secondary Programs of Study Funding spreadsheet in Related Documents

- Other personnel who are directly charged in the budget must be listed by position name with a percentage breakout of administration and other.
- For general supply budgets, every item **does not** need to be itemized; however, a brief and adequate description of the kind of supplies and which program of study they are being purchased for is required. If it is not easy for an evaluator to understand how the amount requested was determined, include additional information in the budget detail/narrative. ***There should be enough information to justify the amount requested.***
- Consumable supplies are allowable for a first-year program. If purchasing for a first-year program separate the consumables in the list and note they are for a first-year program.
- Additional wording to be added to the budget narrative regarding consumable supplies:
 - “No consumable supplies will be purchased.”, or
 - “Consumable supplies are being requested for a first-year program of study.”
 - “Prices vary by item. This is an estimate of cost. Will not exceed requested amount.”

Example:

Arts, A/V Technology, and Communications (AR) - Fashion, Textiles & Design - ABC School

Instructional supplies include: *bobbin cases, bobbin tension winders, thread cutters, foot control pedals, sewing machine handles with pins and end caps, sewing machine covers, back case pieces, rear thread guide plastic casings, stitch plates, screws, balancing feet, presser feet, horizontal spool pins, needle threaders, and shank shaft presser foot holders, etc.*

No consumable supplies will be purchased, or consumable supplies are being requested for a first-year program of study. Prices vary by item. This is an estimate of cost. Will not exceed requested amount.

- When requesting instructional and supplemental materials use a separate Budget Detail and Narrative Description section for each item.
- The determination of instructional materials including textbooks and curriculum – online and other - is at the discretion of NDE.

- **Secondary:** When requesting instructional materials, they need to be on the NDE CTE Approved Instructional Materials List.
 - For each instructional material, note in the budget detail/narrative the name of the instructional material, publisher, edition number, and that it is on the Approved Instructional Materials List located at https://doe.nv.gov/Standards_Instructional_Support/Instructional_Materials/
- For each supplemental material note in the budget detail/narrative the name of material, publisher, edition number, and that it will be used as a supplemental material.

Example:

Health Science (HS) - Nursing Assistant –ABC School

Approved Instructional Material: *Foundations of Caregiving, 5th Edition, Diana Dugan, Hartman Publishing, it is on the NDE Approved Instructional Materials List.*

- When requesting funds for fees indicate what is included with the fee and note the period of time the fee covers. The period of time should not exceed the grant funding year (e.g., site license, curriculum access, training, etc.).
- Itemize all items with a \$500 unit-cost or above; use a separate Budget Detail and Narrative Description section for each item.
- Itemize items under \$500 which are desirable to be stolen such as digital cameras, tablets, Chromebooks, etc. Use a separate Budget Detail and Narrative Description section for each item.
- Use Object codes: 610 for General Supplies under \$1,000; 612 for Non-Technology Items of Higher Value (general supplies type items) over \$1,000 - \$4,999; 652 for Technology Items of Higher Value; and 730 for items \$5,000 and above.
- For **items of value** and **equipment**:
 - Provide a justification for the item if it is not on the program of study equipment list indicate the State standard associated with the expenditure;
 - Provide the make and model of the desired item. If being locked into a specific item is not desired provide an example of what is desired and, add “or item with similar features and price”.
 - “**Industry standard equipment**” does not mean the same equipment used in industry. It means that students can learn the skills needed to meet the needs of industry. Therefore, less expensive items should be purchased when standards can be met.
 - See the program of study equipment lists at <http://www.doe.nv.gov/CTE/> for reference.
- List the quantities and unit costs in the provided areas (e.g., when purchasing 30 computers: quantity 30 – unit cost \$1,000, not quantity 1 – unit cost \$30,000). If unit cost cannot be determined at the time of application add to the budget detail/narrative, “Prices vary by item. This is an estimate of cost. Will not exceed requested amount.”
- If all the information is not available for a requested item include the following information in the narrative:
 - “This is an estimated cost. Will not exceed requested amount.”

The lack of required information may delay the subgrant award.

- E. District/institution information (optional):** Applicants may include their needed information/coding, for local use only, after items A through D.

For object codes 300, 400, 500, and 800, in each Narrative Description box, list the following information in this order:

A. Career Cluster

- Must use the full name or the listed acronym. Refer to the most recent course catalog to determine which program area a program of study falls under.
- Agriculture, Food, and Natural Resources (AG); Architecture and Construction (AC); Arts, A/V Technology, and Communication (AR); Business Management and Administration (BM); Education and Training (ED); Finance (FN); Government and Public Administration (GV); Health Science (HL); Hospitality and Tourism (HT); Human Services (HU); Information Technology (IT); Law, Public Safety, Corrections, and Security (LW); Manufacturing (MN); Marketing (MK); Science, Technology, Engineering, and Mathematics (ST); Transportation, Distribution, and Logistics (TD); Middle School (MS); and/or Licensed Educational Agency-wide (AW)
- Refer to the most recent NDE CTE secondary course catalog to determine which program area a program of study falls under.
<https://doe.nv.gov/uploadedFiles/ndedoenvgov/content/CTE/Nevada-CTE-Course-Catalog-2022-23.pdf>

B. Program/Course(s)

- Must use the program course name used by the institution.
- **Agency-wide:** State “Agency-wide” if activity/item is beyond the course. An example of an agency-wide use includes travel to Nevada Association of Career and Technical Education (NACTE) Summer Conference.

C. School(s) name(s)

- Must use the main school/site name(s) where the program of study is offered.
- State “Agency-wide” if activity/item is beyond one site. (e.g., Nevada Association of Career and Technical Education (NACTE) travel).

D. Items/services to be purchased

- Within each object code each purpose must have its own entry.
- All requests must be itemized.
- Plan to utilize the same name for all items on the grant application, Request for Funds submissions, and Final Financial Report (FFR) inventories, for ease in determining that the approved item is the same item being asked for reimbursement for and is the same item in the inventory.
- For services requested provide details describing the need, and assurance that the LEA has thoroughly reviewed the request to make sure it can be completed during the fiscal year of the grant.

Example:

Agency-wide (AW)

Printing and binding services for Career and Technical Education publications, Program of Study brochures, event flyers, and student certificates.

This is an estimated cost, not to exceed line-item total.

Service will be completed by June 30 of grant fiscal year.

- Travel Requests for professional development:
 - Use a separate Budget Detail and Narrative Description section for each event.
 - Itemize each event: indicate full name of sponsoring organization (no acronyms), full name of event (no acronyms with the exception of CTSOs - DECA, FBLA, FCCLA, FFA, HOSA, SkillsUSA), date, location, and name(s) of projected attendees.
 - In the narrative description of the budget detail, provide information on costs breakdown for flight, lodging, ground transportation, per diem, etc. Add the following

assurance in the budget narrative box, “The current GSA rates at the time of travel will be used for requests for reimbursement.”

- If names of attendees are not available, list the position of the potential attendees.
- If asking for funding for unanticipated CTE program related travel expenses provide as much detail as possible. State, “Specifics are not available at this time. This is an estimate of costs. Will not exceed requested amount.”
- If asking for funding when specifics are not available, add to the narrative description in the budget detail an explanation of why the information is not available plus the following information. The time of year event occurs, (e.g., February or spring). “This is an estimated cost. Will not exceed requested amount.”

Example:

Agency-wide (AW) – Nevada Association for Career and Technical Education State Conference, Date, Location, Names of projected attendees.

If attendees cannot be determined at this time note anticipated number of attendees and add, “This is an estimated cost. Will not exceed requested amount.”

The current GSA rates at the time of travel will be used for requests for reimbursement.

- For dues and fees indicate the name of sponsoring organization (full name, no acronyms), length of benefit (e.g., one-year subscription), and purpose/use/need. Indicate how it meets the standards and if professional development is a benefit. Use a separate Budget Detail/Narrative Description section for each request.

E. District/Institution information (optional)

- Applicants may include their needed information/coding, for local use only, after items A through D.

Uploaded Documents

When uploading documents into ePAGE, use the following eligible recipient names in the file name:

- Clark
- Douglas
- Lincoln
- NYTC

1. **Certifications:** Print both forms from the ePAGE *Related Documents* section, sign, and upload into ePAGE as **one file** under *Related Documents*.
 - Label the file: **“Eligible Recipient Name” Certifications FY23**
2. **Appeals Policy and Procedure:** Upload a copy of the agency’s policy and procedures that describe the steps involved in processing an appeal or dispute with respect to this application by uploading in ePAGE under *Related Documents*.
 - Label the file: **“Eligible Recipient Name” Appeals FY23**
3. **Travel Policy:** Upload a copy of the agency’s travel expense and reimbursement policies.
 - Label the file: **“Eligible Recipient Name” Travel Policy FY23** or **“Eligible Recipient Name” Travel Policy FY23 N/A** (add N/A if not requesting travel in the application)
4. **Teacher License(s): (Needed only if teacher salary is being requested.) Provide a copy of the teacher(s) license.**
 - Label the file: **“Eligible Recipient Name” Teacher License FY23”**
5. **Grant Application Narrative:**
 - Label the file: **“Eligible Recipient Name” Grant Application Narrative FY23**

Grant Application Narrative

Project Narratives and Outcomes

Complete the Perkins Corrections Grant Application Narrative project narrative and outcomes which include the following:

1. Agency project(s); and
2. Corrections agencies workgroup project as described below.

This application must include a project to develop, (with all four agencies, Clark, Douglas, and Lincoln Counties and Nevada Youth Training Center) a new model for delivery of career and technical education This *proposal should be submitted to the Department for consideration by August 2022. *This project proposal was requested to be provided to NDE CTE after the planned release of this RFA. The timing of which would not provide information for use in this RFA. Also, the unanticipated challenges due to COVID-19 took priority over some agencies ability to meet to develop the proposal, therefore this application is requesting that the work and proposal be completed and provided to NDE CTE by August 31, 2022.

Project Narrative and Outcomes

Provide a Project Narrative and Outcomes for each project requested in this grant application. Each project description must be thorough enough to clearly state what is being proposed and must include the following (Name project by program area, agency-wide, middle school, or etc.):

- Project name
- Proposed funding amount
 - Make sure any references to funding match the budget.
- Complete narrative which includes a clear description of the proposal which:
 - Include a description of how this project will help address priorities identified in the CLNA Summary (e.g., enrollment, opportunity, and/or performance gaps.
 - Demonstrates how funded programs, projects, or services, will guide students' secondary program completion to a postsecondary credential, such as an industry certification, Nevada System of Higher Education (NSHE) recognized certificate of achievement, and/or associate degree.
- Measurable project outcomes and timeline.
 - The project outcomes must be measurable and align with the intent of the project.
 - Discuss how the project's outcomes help address priorities identified by the CLNA and the use of data to ensure that the project is addressing those priorities. These outcomes will be addressed in the final performance report.
 - The timeline must include item, anticipated completion date, and person responsible for completing the item.
- Staffing description that addresses the following, if applicable:
 - The applicant must identify the full-time equivalency (FTE) of each position supported with federal funding. If a salary is paid partly from the grant and partly from another fund source, describe how the time allocated for cost objectives funded by Perkins V will be accounted for (e.g., personnel activity report or time log).
 - If a salary is funded wholly by Perkins V for one cost objective (e.g., program related activities), the recipient must provide assurances that written documentation, provided minimally on a semi-annual basis, is filed by the supervising administrator to ensure all activities of the funded position are directly related to the cost objective of the sub-grant from which the position is funded.

- If a salary is funded wholly by Perkins V for more than one cost objective (e.g., program-related activities and administration), describe how the time allocated for each cost objective funded by Perkins V will be accounted for (e.g., personnel activity report or time log).
- Describe how the project will be sustained after the grant period has ended.

PERKINS V
CORRECTIONS FUNDS GRANT

Application was submitted on time in ePAGE Yes No
The application has all required components Yes No

ePAGE Components

The Budget Overview and Budget are accurate and clearly detail the proposed expenditures as required in this RFA,

ePAGE Sections Components

Budget Overview Yes No
Budget Yes No

Uploaded Documents

Signed Certifications Yes No
Applicant's Appeals Policy and Procedure Yes No
Applicant's Travel Policy Yes No
Programs of Study Spreadsheet (if salary is requested) Yes No
Teacher License(s) (if salary is requested) Yes No