

FEDERAL

FY21 Uses of Funds Guidance

CARL D. PERKINS CAREER AND TECHNICAL EDUCATION FUNDS

The following guidance has been established by the Office of Career Readiness, Adult Learning & Education Options (CRALEO) for allowable uses of funds for federal Perkins V CTE funds. The guidance in this document supports federal regulations tied to the funding source.

Federal Grants Include:

- Local Formula Funds
- Corrections
- Rural Reserve Funds
- Reserve Competitive (Postsecondary only)

Funds made available to eligible recipients under this part shall be used to support career and technical education programs which serve students in middle school through community college and must: **(1)** be of sufficient size, scope and quality to be effective; **(2)** meet the needs identified in the comprehensive local needs assessment; and, **(3)** address one or more of the six 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 established under section 113;
- 6) Develop and implement evaluations of the activities carried out with funds under this part, 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).

ADMINISTRATION

Administrative costs are limited to: (1) no more than 5% of federal funds, (2) administrative functions, and/or (3) the approved indirect cost rate up to 5% total.

Administrative functions include but are not limited to: (1) grant writing, (2) budgeting, (3) ongoing fiscal management, (4) monitoring responsibilities (LEA compliance related), (5) fiscal and accountability reporting.

Personnel who are directly charged in the budget must be listed by position number or name with a percentage breakout of administration and other.

ASSESSMENTS

Costs for state-approved end-of-program assessment retakes to measure technical skill attainment and mastery of employability skills are allowable expenses with federal funds for special population students who qualify for the CTE Certificate of Skill Attainment (i.e., students who have met all other requirements for the certificate).

CAPITAL IMPROVEMENTS

Some retrofitting or facility modifications may be allowed to install equipment or meet safety requirements, particularly for program expansion and new program development. **Please contact CRALEO prior to grant submission for pre-approval.**

- Provide details describing the need and a signature from a facilities manager/director on cover page assuring that the request can be completed during this grant cycle.

CAREER AND TECHNICAL STUDENT ORGANIZATIONS (CTSO)

Nevada has six state sponsored, federally-approved career and technical student organizations (CTSOs) that are national or international organizations and are considered integral to the CTE curriculum. Use of federal funds is allowable for these six approved CTOS. The six state sponsored CTOS are: (1) DECA; (2) FBLA; (3) FCCLA; (4) FFA; (5) HOSA; and (6) SkillsUSA.

Federal funds may be used for:

- Students' travel costs and registration fees for CTSO activities such as district, regional, state or national leadership conferences/conventions and competitions.
- Advisor travel costs and registration fees.
- Curriculum materials that directly enhance students' employability or technical skills. Curricula packages and materials that include national CTSO memberships, which cannot be purchased separately, are permissible, (e.g., FBLA, FFA, HOSA, SkillsUSA).
- * Additional costs for social activities, souvenir t-shirts, spirit items and similar promotional items are not allowable expenses with grant funds.

CLOTHING

Occupational and safety clothing that is specific to a program of study, such as welding coveralls, scrubs, chef's coat, etc., are allowable as long as the items remain the property of the school or college.

Community colleges may purchase required occupational clothing for economically disadvantaged students who would otherwise be unable to participate in the CTE program due to the attendant costs. Items may become the property of the student, for students who enter programs of study through services such as re-entry.

CURRICULUM AND INSTRUCTIONAL MATERIALS

Curricula and instructional materials that develop, improve, and/or expand the program of study are allowed.

Instructional materials and supplemental materials are being defined for the purposes of the CTE grant applications for FY21 as:

- Instructional materials: **Drives** instruction for content area being used.
- Supplemental materials: Any medium or material used to **reinforce** or **support** instruction for a content area

SECONDARY ONLY:

Curriculum and instructional materials must meet the requirements of NAC 390. Please provide information in the Request for Application (RFA) budget narrative section which ensures the material is on the approved list.

INDUSTRY RECOGNIZED CREDENTIALS (NEVADA)

Nevada industry-recognized credentials are an allowable expense pursuant to NAC 389. Please include information in the RFA budget narrative section which ensures the credential is on the Nevada Eligible Industry Credentialing List. http://www.doe.nv.gov/Standards_Instructional_Support/Instructional_Materials/

MARKETING MATERIALS

Marketing materials such as brochures, posters, electronic media, etc., for CTE program of study promotion are allowable. Other promotional items such as souvenirs, coffee mugs, pen sets, clothing items, etc., are not allowable.

MEMBERSHIP DUES

Institutional affiliation dues for educators are allowable when an association offers group memberships to schools, districts, or states when the membership goes with the role, not the individual.

PERSONNEL

Personnel expenses are allowed under the following circumstances:

- Teachers assigned to new programs for a limited time period not to exceed three (3) years. Application/budget must identify the position and program, and the number of years this salary has been funded by CTE grants.
- Funding for teacher salaries must meet licensure requirements according to NRS 391; NAC 391, established by the Commission on Professional Standards in Education. Grant funding requested for teacher salaries for teachers who are not properly licensed will not be reimbursed. Evidence of proper licensure will be required to be submitted by December of the grant funding year.
- Lab assistants or other personnel assigned to specific programs for a limited time period not to exceed three (3) years. Application/budget must identify the position number, and the number of years this salary has been funded by CTE grants.
- Other personnel, such as coordinators or program specialists, whose job responsibilities support the objectives of CTE programs at an agency level and whose responsibilities support CTE programs.
- Extra duty pay is allowable for the following activities:
 - Curriculum development and program planning
 - Expansion of course offerings, such as those involving prep buyouts
 - Special projects to serve CTE students that extend beyond the normal contract hours.

* Extra duty pay cannot be provided when college credit, state in-service credit or other professional development credits are provided. Funding is not available for compensation for personal time.

SUPPLIES AND EQUIPMENT

Supplies and equipment purchases which support instruction to meet the educational objectives of state standards/postsecondary student learning objectives are allowable.

Only equipment that meets state standards and is necessary and reasonable for the program will be considered for funding. The size and scope of the program will be taken into consideration. Top of the line equipment that is outside standards/learning objectives will not be considered for funding.

Consumable supplies may be purchased as long as no other funding sources are available. Note that purchases of consumable supplies must satisfy the requirement that the cost supports activities of sufficient size, scope and quality; and such purchases cannot violate the non-supplant requirement. Please provide information in the Request for Application (RFA) budget narrative section which ensures that the non-supplant requirement is met.

The purchase of livestock is not allowed.

TRAVEL

Federal funds may be used for travel according to the following parameters:

- Teacher and district staff professional development
 - Teacher travel expenses to non-CTSO competition-based events may only be paid provided if the attendance at those events supports professional development objectives.
- Field trips related to course objectives which may include industry tours and visits to postsecondary institutions
 - Student travel to non-CTSO competition-based events is not an allowable expense.
- Meets criteria of LEAs' written travel policy.
- Proposed expenditures for out-of-state travel must itemize the event (provide the full name of sponsoring association), location and anticipated staff member(s) participating.
- State and local per diem rules, whichever is more restrictive, must be followed when charging travel costs to grants.
- Funds cannot be used for activities related to lobbying.
- Grant funds cannot be used for travel outside of the United States.

WORK-BASED LEARNING –

Federal funds may be used to support work-based learning activities as defined in NAC 389.825; e.g., extra duty-pay for school site coordination or district coordination, travel for those coordinators, costs for industry tours, student bus passes to get to an internship or CTE Work Experience site.