

FY23 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, and 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. The Nevada Department of Education has the ultimate authority for expenditures.

Federal Grants Include:

- Local Formula Funds
- Corrections
- Nontraditional Training and Employment
- Special Populations
- Rural Reserve Funds
- Reserve Competitive

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;
- 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 (subrecipient compliance related), (5) fiscal and accountability reporting.

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 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 written justification before the pre-approval conversation.

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 CTSOs. The six, state sponsored CTSOs 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 for all six state sponsored CTSOs.* 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 and is required to meet standards, such as welding coveralls, chef's coats, uniforms, etc., are an allowable use of funds and may remain the property of the school or college based on guidelines provided by State public health officials.

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.

This includes: Textbooks and curriculum, online or other.

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

- An instructional material drives instruction for the program of study and is used 70% of the time or more.
- A supplemental material is used to reinforce or support instruction for the program of study and is used less than 70% of the time.

Secondary:

- Curriculum and instructional materials must meet the requirements of NAC 389.
- NAC 389 can be found at: <https://www.leg.state.nv.us/nac/NAC-389.html>
- The Approved Instructional Materials List can be found at: http://www.doe.nv.gov/Standards_Instructional_Support/Instructional_Materials/

Distance Education Courses

Distance education courses are an allowable use of funds if the course and the vendor are listed as an approved course on the statewide CTE list. http://www.doe.nv.gov/Distance_Education/Home/

Food

Food for meetings is not an allowable use of funds.

Industry Recognized Credentials (Nevada)

Nevada industry-recognized credentials are an allowable expense pursuant to NAC 389.

Nevada Eligible Industry Credentialing List can be found at:

[https://owinn.nv.gov/uploadedFiles/owinnnv.gov/Content/Misc/Current%20NV%20Eligible%20Credentials%20List\(2\).pdf](https://owinn.nv.gov/uploadedFiles/owinnnv.gov/Content/Misc/Current%20NV%20Eligible%20Credentials%20List(2).pdf)

Certifications needed to meet program standards are an allowable use of funds.

Marketing Materials

Marketing materials such as brochures, posters, electronic media, etc., for CTE program of study promotion are an allowable use of funds. Other promotional items such as souvenirs, coffee mugs, pen sets, clothing items, etc., need to be preapproved before being added to a grant application. **Please contact CRALEO prior to grant submission for pre-approval.** Provide written justification before the preapproval conversation.

Membership Dues

Individual affiliation dues for educational personnel are allowable when professional development is a membership benefit.

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.
- Funding for teacher salaries (Full-Time Equivalents and prep buyouts) must meet licensure requirements according to NRS 391.125; 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 with the grant application.
- NRS 391.125 can be found at: <https://www.leg.state.nv.us/nrs/nrs-391.html>
- Postsecondary instructors must be qualified to teach the program/course(s).
- Lab assistants or other personnel assigned to specific programs for a limited time period not to exceed three (3) years.

- 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 an allowable expenditure 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

Supply 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/student learning objectives 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.

Secondary: Refer to program of study Equipment Lists. Equipment lists can be found with other program of study documents on the NDE website at <http://www.doe.nv.gov/CTE/>. Consumable supplies are an allowable use of funds for the first year of a new program of study.

Postsecondary: Consumable supplies may be purchased if 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.

The purchase of livestock is not an allowable use of funds.

Travel

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

- Teacher and district staff professional development.
 - Teacher travel expenses to a non-CTSO competition-based event is an allowable use of funds if attendance at the event supports professional development objectives.
- Field trips related to course objectives which may include industry tours and visits to postsecondary institutions.
- Meets criteria of subrecipient’s written travel policy.
- State and local per diem rules, whichever are more restrictive, are followed.
- Student travel to non-CTSO competition-based events is not an allowable use of funds.
- 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.

NAC 389.825 can be found at: <https://www.leg.state.nv.us/nac/NAC-389.html>