



State of Nevada

Department of Education

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

PERKINS RESERVE COMPETITIVE GRANT

FISCAL YEAR 2022 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, 2021 – June 30, 2022

Applications Released:

January 22, 2021 by 5:00 pm

Applications Due:

March 5, 2021 by 5:00 pm

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

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

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

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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 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 CAREER AND TECHNICAL EDUCATION (CTE) GRANTS

The purpose of Perkins V career and technical education (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 AND FUNDING PRIORITY OF PERKINS V RESERVE COMPETITIVE GRANT

State agencies are permitted to allocate up to Fifteen (15) percent of the local formula funds allocated through the Carl Perkins Act for purposes that support career and technical education activities in the following categories and priorities:

Categories -

- 1) Rural areas;
- 2) Areas with high percentages of CTE concentrators or CTE participants;
- 3) Areas with high numbers of CTE concentrators or CTE participants; and
- 4) Areas with disparities or gaps in performance as described in section 113(b)(3)(C)(ii)(II)*; and

In order to: (Priorities)

- A) Foster innovation through the identification and promotion of promising and proven career and technical education programs, practices, and strategies, which may include programs, practices, and strategies that prepare individuals for nontraditional fields; or
- B) Promote the development, implementation, and adoption of programs of study or career pathways aligned with State-identified high-skill, high-wage, or in-demand occupations or industries.”

(C) *As stated in the Act - Section 113(b)(3)(C)(ii)(II)

“Identify and quantify any disparities or gaps in performance on the state determined levels of performance under subparagraph (A) between any such subgroup of special population and the performance of all CTE concentrators served by the eligible agency under this Act, which shall include a quantifiable description of the progress each such subgroup or special population of students served by the eligible agency under the Act has made in meeting the state determined levels of performance.”

ELIGIBLE RECIPIENTS

Postsecondary local education agencies (LEAs) offering recognized Nevada CTE programs of study.

AMOUNT OF AVAILABLE FUNDS

The official total amount of available funds is determined by the United States Department of Education (USED). The amount of available funding for this application is \$365,991.70. LEAs may request all or part of the available funding. This amount of funding is listed in ePAGE and reflects the previous year’s funding plus carryforward funds. It may be adjusted after official grant award notification is received. Final Fiscal Year 2022 Nevada Department of Education award amounts are tentative and subject to change based on the official USED Perkins grant award notification, and the authority provided by the Nevada Legislature. The Department 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 **Strengthening Career and Technical Education for the 21st Century Act** (aka, Perkins V), sec. 112. The local education agency (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. (PDT) on Friday, March 5, 2021.

SUBMISSION

Each LEA must submit a complete application in the ePAGE system.

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 received by an LEA may be used for administrative purposes. This amount will include any approved indirect costs identified on the budget summary.

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

In order for LEAs to be able to “submit” the application in ePAGE a dollar amount needs to be entered. Once you have determined how much your LEA will be requesting in this application please email the dollar amount to Karen Chessell at kchessell@doe.nv.gov.

1. Budget Overview
2. Budget

Uploaded Documents

1. Assurances (form located in ePAGE)
2. Certifications (form located in ePAGE)
3. Appeals Policy and Procedure (institution level policy)
4. Travel Policy (institution level policy)
5. Advisory Technical Skills Committee Membership list(s) (institution level list)
6. Qualified Instructors Assurance that funded instructors are qualified to teach the course(s)
7. Project Narrative and Outcomes: (template located in ePAGE - institution level information)

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 all components of the application are submitted by the deadline and that requests meet allowable uses of funds requirements. Applications will then go to the review committee for recommendation of funding. LEA's will then be notified of pre-approval and ask for any modifications if needed. The LEAs will receive final notification after all modifications are complete and the application is structurally complete (includes all required elements). Common Criteria are used to evaluate all applications.

It is the responsibility of the LEA to review the application to ensure all grant application requirements are met **before** submission and/or resubmission.

COMPLAINT AND APPEAL PROCEDURES

In the event an agency is dissatisfied with any decision, such as requests for modifications or application, the eligible agency may submit a written complaint to the Director of the Office of Career Readiness, Adult Learning & Education Options. 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 Director of the Office of Career Readiness, Adult Learning & Education Options, 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 the Nevada Department of Education.

TECHNICAL ASSISTANCE

For additional information or technical assistance, contact the Office of Career Readiness, Adult Learning & Education Options at the Department of Education.

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

Randi Hunewill (775) 687-7284 rhunewill@doe.nv.gov

SUBMISSION DIRECTIONS

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

Throughout the application when referring to a program, the program/course name published by the college in their course catalog **must** be used.

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 in the following way:

For object codes 100, 200, 600, and 700, in each Title of Position/Purpose of Item section, list the following information in this order:

(1) Program Area: Must use the full name or the listed acronym.

- Agriculture (AG), Business & Marketing (B&M), Education Hospitality and Human Services (EHH), Health Science and Public Safety (HS&PS), Information and Media Technologies (IMT), Skilled and Technical Sciences (STS), and/or Licensed Educational Agency – wide (A - wide)

(2) Program of Study (POS):

- Must use the published name of the program used by the institution.
- N/A if activity/item is for institution-wide use (Agency-wide) (e.g., Disability Resources Center).

(3) School(s) name(s): Must use the main school name(s) where the POS is offered.

- N/A if activity/item is for institution-wide use (Agency-wide) (e.g., Disability Resources Center).

Do not use acronyms solely. Use full names of items or services once in each budget narrative box, then acronyms can follow.

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/

(4) Items/services to be purchased:

- Within each object code each purpose must have its own entry.
- If staff (% FTE) and/or quantities are being requested, list the quantities and unit costs in the provided areas (e.g., when purchasing 30 units: quantity 30 – unit cost \$1,000 (not quantity 1 – unit cost \$30,000).
- If teacher (FTEs) are being requested, the application/budget must identify the position and program, and the number of years this salary has been funded with CTE grants.

Example:

Education, Hospitality, and Human Services (EHH) – Culinary Arts – XYZ College – ABC Campus
1 – 100% FTE – Culinary Arts Instructor – Second year salary requested, funded last year, FY__–
Name of instructor, note that college instructor is qualified to teach this course(s)

- 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 POS they are being purchased for is required. If it is not easy for an evaluator to understand how the amount requested was determined add information to the budget detail/narrative. **There should be enough information to justify the amount requested.**
- Itemize all items with a \$500 unit cost or above; use a separate Budget Detail and Narrative Description section for each item.
- For **items of value** and **equipment**:
 - provide a justification for the item if the purpose is not clear;
 - discuss the range of options and prices for this item; and,
 - provide the make and model of the desired item.

NOTE: “**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 they can be used to teach the skills needed by industry.
- Utilize the same name for all items on the grant application, general ledger, and Final Financial Report (FFR) inventory, so that it is easily identifiable.
- Clearly identify consumable items for a new POS. (see Nevada’s FY22 Federal Uses of Funds Guidance document)
- Do not use acronyms solely. Use full names of items or services once, then acronyms can follow.

(5) District/institution information (optional): LEAs may include their needed information/coding, for local use only, after items one (1) through four (4).

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

- (1) Program Area:** Must use the full name or the listed acronym.
 - Agriculture (AG), Business & Marketing (B&M), Education Hospitality and Human Services (EHH), Health Science and Public Safety (HS&PS), Information and Media Technologies (IMT), Skilled and Technical Sciences (STS), and/or Licensed Educational Agency -wide (A - wide)
- (2) Program of Study (POS): Postsecondary:** Must use the published name of the program used by the institution.
 - N/A if activity/item is for institution-wide use (LEA-wide) (e.g., NACTE travel).
- (3) School(s) name(s):**
 - Must use the main school name(s) where the program/course(s) is offered.
 - N/A if activity/item is for district-, institution-wide use (A-wide) (e.g., NACTE travel)
- (4) Items/services to be purchased:** Within each object code each purpose must have its own entry.
 - 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, general ledger, and Final Financial Report (FFR) inventory, so that it will be easily identifiable.
 - 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:

Skilled and Technical Sciences (STS) – Welding Technology – XYZ College – ABC Campus
Service Request description/details/why needed

Assurance the 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*), 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.
- If names of attendees are not available, list the position of the potential attendees.
- 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. “This is an estimated cost. Will not exceed requested amount.”

Example:

Agency-wide – 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.”

***Exception CTSOs** = DECA, FBLA, FCCLA, FFA, HOSA, SkillsUSA

- 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 – how it meets the program objectives. Use a separate **Budget Detail and Narrative Description** section for each request.

(5) Institution information (optional): LEAs may include their needed information/coding, for local use only, after items one (1) through four (4)

UPLOADED DOCUMENTS

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

- CSN
- GBC
- TMCC
- WNC

Required Format: "LEA Name" Document Name FY22 **Example:** CSN Assurances FY22

1. **Assurances:** Print form from the ePAGE *Related Documents* section, sign, and upload into ePAGE under *Related Documents*.
 - Label the file: **"LEA Name" Assurances FY22**
2. **Certifications:** Print both forms from the ePAGE *Related Documents* section, sign, and upload into ePAGE as **one file** under *Related Documents*.
 - Label the file: **"LEA Name" Certifications FY22**
3. **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: **"LEA Name" Appeals FY22**
4. **Travel Policy:** Upload a copy of the LEA's travel expense and reimbursement policies.
 - Label the file: **"LEA Name" Travel Policy FY22** or **"LEA Name" Travel Policy FY22 NA** (add NA if not requesting travel in the application)
5. **Advisory Technical Skills Committee (ATSC) Membership list:** Upload all of the LEA's advisory technical skills committee membership list(s) into ePAGE as **one file** under *Related Documents*.
 - Label the file: **"LEA Name" ATSC Membership List FY22**
6. **Instructor Qualification(s):** For all CTE Teachers whose salary is requested in the application, provide an assurance that the instructor is qualified to teach the program. If the employee is not known at the time of application submission provide the information by July 1, 2021 into ePAGE as **one file** under *Related Documents*.
 - Label the file: **"LEA Name" Instructor Qualifications FY22** or **"LEA Name" FY22 NA** (add NA if not requesting instructor salaries in the application)
7. **Grant Application Narrative:** Complete the application template from the ePAGE *Related Documents* section; upload the LEA's response to all five grant application narrative sections as one word document into ePAGE under *Related Documents*.
 - Label the file: **"LEA Name" Grant Application Narrative FY22**

Grant Application Narrative Section and Instructions

Project Narrative and Outcomes

Complete an individual “Project Narrative and Outcomes” section for the project requested in this grant application. The project description must be thorough enough to clearly understand what is being proposed and include the following:

- 1) State the project name
- 2) State funding amount being requested
- 3) List funding priority being addressed
- 4) Complete a narrative to include a clear description of the proposal:
 - The description must include how the funds were targeted to the schools or student populations most in need.
 - The proposed project(s) must demonstrate how the funded programs will meet the chosen priority
- 5) Measurable project outcomes and timeline.
 - The project outcomes must be measurable and align with the intent of the project.
These outcomes will be addressed in a final performance report
 - The timeline must include item, anticipated completion date, and person responsible for completing the item
- 6) Staffing description that addresses the following, if applicable:
 - The applicant must identify the full-time equivalency (FTE) of each position. 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).
- 7) Describe how the LEA will sustain the project after the grant period has ended.

RUBRIC/CHECKLIST

PERKINS V

RESERVE COMPETITIVE GRANT SCORING RUBRIC

LEA:

Project #:

Project Name:

Funding Requested \$:

Scorer #:

Grant Evaluation Scoring Rubric	Inadequate (information not provided)	Minimal (requires additional clarification)	Adequate (clear and fairly complete)	Excellent (concise and thoroughly developed)
Components: The application has all required components and was submitted by the deadline.	0	4	7	10
Meets at least one Priority Use of Funds: The project is aligned with at least one of the appropriate required funding priorities.	0	4	7	10
Project Narrative: The project description fully identifies all requirements listed in the RFA.	0	4	7	10
Measurable Outcomes and Timeline: The measurable outcomes and timeline fully identifies all requirements listed in the RFA.	0	4	7	10
Staffing: The staffing description fully identifies all requirements listed in the RFA or says N/A	0	4	7	10 N/A = 10
Sustainability: The sustainability description fully identifies all requirements listed in the RFA.	0	4	7	10
Budget: The project budget detail clearly describes all items being requested for the project and follows the requirements listed in the RFA.	0	4	7	10

Scorer's Comments:

Total Score: / 70

Scorer's Recommendation:

Fund (circle one) - Yes or No

Scorers Initials or Mark: