



## Attachment CC

### GENERAL STATE GRANT ASSURANCES WITH CAREER AND TECHNICAL EDUCATION ASSURANCES

The RECIPIENT assures that if awarded a grant or contract:

The State Agency shall hold the RECIPIENT to the provisions within the applicable Nevada Revised Statute (NRS) that govern the funds passed through the Nevada Department of Education (NDE) to the RECIPIENT.

### STATE REGULATIONS

The Nevada Department of Education (NDE), which administers the funds and program, shall hold the RECIPIENT to the following provisions:

1. The RECIPIENT assumes full responsibility for the overall program, which includes, but is not limited to fiscal administration, timely submission of required reports, program management including personnel, and meeting the goals and objectives in the approved grant award.
2. The RECIPIENT agrees to fully comply with evaluation and audit teams that will evaluate the effectiveness of this grant. Noncompliance may affect the RECIPIENT'S eligibility for future awards from NDE or result in forfeiture of remaining funds.
3. The RECIPIENT agrees that monthly Requests for Funds (RFF) are due to the NDE by the 15<sup>th</sup> of each month for expenditures incurred in previous month. The final RFF must be submitted no more than 21 calendar days after the period of performance has ended. Failure to comply with these requirements may result in denial of the RFF.
4. Expenditures cannot exceed the approved budget in any object code (category). All requests for cost or no-cost budget amendments must be made in writing and approved prior to expenditure of funds. Any changes to the object code budget must be approved by NDE prior to expenses being incurred. NDE reserves the right to deny reimbursement for any amount exceeding the previously approved budget for each object code. Budget amendments may be accepted up to 60 calendar days prior to the end date of the grant period of performance and should not occur more than once per quarter.
5. The RECIPIENT will submit the Final Financial Reports to the NDE within 30 calendar days after the period of performance has ended. Failure to comply with this requirement may result in ineligibility for future grant awards from NDE.

## GENERAL STATE GRANT ASSURANCES (continued)

6. The RECIPIENT agrees to comply with NDE's requirement to submit supporting source documentation with reimbursement requests to demonstrate that all costs charged to state grants are allowable.
7. All documentation, such as invoices or contracts, etc., should be maintained at the RECIPIENT's principle place of business and readily available for examination upon request. If not, the RECIPIENT must bear the cost of making original documents available for examination by the State. RECIPIENTS generally must retain financial and programmatic records, supporting documents, statistical records, and all other records that are required by the terms of a grant or may reasonably be considered pertinent to a grant for a period of 3 years from the date the annual FFR is submitted to NDE.
8. Personnel employed, such as teachers and instructional aides, by the RECIPIENT or personnel contracted to provide services to the RECIPIENT shall be certified pursuant to the provisions of NRS 386.590 (as amended by Senate Bill 509 of the 2015 Session of the Nevada Legislature, Chapter 238, Statutes of Nevada (2015)).
9. The RECIPIENT shall maintain effective control and accountability for all grant funds, property, and other assets. Good internal control necessitates that fiscal responsibilities be clearly established. Accounting functions should be separated to the fullest extent possible, so that no one person authorizes, executes, and approves the same transaction. Policies covering personnel and accounting procedures and separation of duties must be documented in a policies and procedures manual or similar document and should be made available to NDE upon request.
10. The RECIPIENT must maintain continued responsibility of the overall program. This includes the establishment of written policies and procedures for program operations. The following areas must not be delegated to persons who are not employees or officials of the RECIPIENT organization:
  - a. Being informed of and accountable for all program income and expenditures;
  - b. Performance of timely, written evaluations of the program and monitoring of established goals and objectives as written in the program's grant award;
  - c. Financial reports and other reports required by NDE, including monthly Requests for Funds, quarterly progress reports and final program reports (as applicable);
  - d. Administration of the program in accordance with each RECIPIENT'S administrative practice.

## GENERAL STATE GRANT ASSURANCES (continued)

11. If the RECIPIENT decides to establish a policy-making body (as required by law or by funding source), its roles and responsibilities must be clearly defined. This must be approved by the NDE Program Director.
12. Any activities that deviate from the scope of work/goals and objectives identified in the grant agreement must receive prior written approval from the NDE Program Director and may require an amendment to the grant agreement. These changes may be accepted up to 60 calendar days prior to the end date of the grant period of performance.
13. RECIPIENTS must notify the NDE Education Programs Professional immediately regarding any legal action or negative publicity related to grant-funded events, activities, services, purchases, or outreach.
14. All instructions, requirements, rules and regulations for grants administered through the RECIPIENT are applicable to the RECIPIENT'S contracts or other mechanisms passing on these funds. It is the responsibility of the RECIPIENT to ensure compliance of these entities through monitoring, reporting, site visits, fiscal reviews or other means. NDE may implement probationary measures with the RECIPIENT for noncompliance.
15. Indirect costs are not allowed for State grants or contracts to school districts, charter schools, non-profit organizations, Nevada System of Higher Education (NSHE) or other entities that are funded in whole or in part with State funds.
16. No organization may participate in the grant-funded project in any capacity or be a recipient of State funds designated for this project if the organization has been debarred, suspended, or otherwise found to be ineligible for participation in federal assistance programs under Executive Order 12549, "Debarment and Suspension" (see 45 CFR 92.35). Prior to issuing grant awards under this grant, NDE will consult the Excluded Parties List System to ensure that organizations under funding consideration are not ineligible. The list may be accessed online through the System for Award Management at <https://www.sam.gov>.
17. Decisions made by NDE must be based on the grant agreements, approved budgets, grant assurance, written program policies and procedures, and written fiscal policies and procedures, including those in the State Administrative Manual, Nevada Revised Statutes or state regulations and guidance that apply to the funding source. If a RECIPIENT disagrees with a decision, the RECIPIENT has the option to dispute the decision by taking the following steps:
  - a. Request in writing that the NDE Education Programs Professional provide:
    1. Documentation upon which a decision is based. Written response will be made within seven (7) working days.

## **GENERAL STATE GRANT ASSURANCES (continued)**

2. If the disagreement is still unresolved, request in writing that the matter be reviewed by the NDE Program Director, whose decision will be final and will not be open to further discussion or challenge.
  3. All interactions will be conducted with honesty, courtesy, and respect. It is essential that a professional relationship be maintained in order to properly administer the grant and provide effective services in the community.
  4. Conduct that interferes with the administration of the grant or negatively impacts the ability to provide effective program services may result in termination of the grant after NDE carefully reviews the circumstances.
18. Timeliness of report submission will be tracked and noted in the RECIPIENT grant file. Any extensions or exceptions to requirements must also be noted in the RECIPIENT file.

## **STATE CTE SPECIFIC ASSURANCES**

### **GENERAL**

1. The applicant will assure that all funds will be used for the purpose of developing, expanding and improving career and technical education programs and services for students.
2. The applicant will assure that no state CTE funds will be used to provide career and technical education programs to students prior to middle school. Incidental use by other grade levels is permitted.
3. The applicant will assure that no funds made available under this fund will be used to require any secondary school student to choose or pursue a specific career path or major.

### **GRANTS MANAGEMENT AND ACCOUNTABILITY**

4. The applicant will assure that any required maintenance of fiscal effort on either a per-student or aggregate expenditure basis is met.
5. Any income generated from activities funded by state or federal grant funds must be accounted for and used for the purposes of furthering the program or project objectives.

### **PERSONNEL**

6. Career and technical instructors, counselors, supervisors, and other professional personnel involved in career and technical education who participate in state-funded projects will be licensed in accordance with current Rules and Regulations established by the Commission on Professional Standards in Education.

### **DATA MANAGEMENT**

7. All eligible recipients participating in federal and/or state funds available, will participate in, maintain, and utilize the performance accountability system prescribed by the Nevada Department of Education to report on all career and technical education programs; provide data required for reporting the performance measures designated by the State's

## **GENERAL STATE GRANT ASSURANCES (continued)**

performance indicators; and assure that staff involved in the accountability system receive the training specific to Career and Technical Education necessary to maintain a quality system.

### **EVALUATION**

8. An assurance that the evaluation and review of programs will include the full participation of representatives of individuals who are members of special populations. This review shall be used to identify and adopt strategies to overcome any barriers which are resulting in lower rates of access to career and technical education programs or success in such programs for individuals who are members of special populations and to evaluate the progress of individuals who are members of special populations in career and technical education programs assisted under this fund.

### **LOCAL PROGRAM IMPROVEMENT PLAN**

9. An assurance that if the applicant determines they are not making substantial progress in meeting the performance indicators approved by the State Board, the recipient of funds will develop a plan, in consultation with teachers, parents, and students concerned, for program improvement for the succeeding school year. The plan will describe how the recipient will identify and modify programs and will include a description of career and technical education and career development strategies designed to achieve progress to improve the effectiveness of the programs conducted with assistance under this fund, and will, if necessary, develop a description of strategies designed to improve supplementary services provided to individuals who are members of special populations.

### **COMMUNITY, BUSINESS, INDUSTRY, PARENT/STUDENT INVOLVEMENT AND APPEAL**

10. An expedited appeals procedure is established by which community, business, industry, parents, students, teachers, and area residents concerned will be able to directly participate in state and local decisions that influence the character of programs under this fund affecting their interests; and technical assistance will be designed and provided to ensure that such individuals are given access to the information needed to file a complaint/appeal by notification of the complaint/appeal process upon request.

### **STATE REQUIREMENTS**

11. The agency implements the requirements for advisory committees according to NRS 388.385 and NAC 389.
12. The agency implements the requirements for career guidance and counseling according to NRS 389.180 and NAC 389.187.
13. The agency implements career and technical education programs of study according to NAC 389.800, 389.803, 389.805, 389.810, and 389.815.
14. The agency implements the state assessment requirements for program completers according to NAC 389.800.
15. The agency provides program articulation, rural participation, and academic integration according to the State Plan for Career and Technical Education.

Failure to comply with the terms and conditions detailed above may result in the loss of state funds and may be considered grounds for the suspension or termination of this grant.

## GENERAL STATE GRANT ASSURANCES (continued)

The RECIPIENT understands and agrees that failure to comply with the assurances detailed above may result in the loss of State funds and may be considered grounds for the suspension or termination of this grant award.

---

State Fiscal Year

---

Project Title

---

Project Number

---

Name of Recipient (District/Organization)

---

Signature of Recipient Authorized Person

---

Recipient Authorized Person Name and Title

---

Date