



Allowable Uses of Carl D. Perkins and Nevada State Career and Technical Education Funds

The following guidance has been established by the Office of Career, Technical and Adult Education for allowable uses of funds for state and federal CTE funds. They are grounded in the state and federal regulations tied to the funding source.

Assessments

Costs for state-approved end-of-program assessments to measure technical skill attainment and mastery of employability skills are allowable expenses under Perkins and State CTE funds.

Capital Improvements

Capital improvements to buildings that increase the value of the building are generally not allowed. However, some retrofitting may be allowed to upgrade equipment or to improve safety. Please check with NDE staff prior to writing this expenditure into a grant.

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. The six CTOS are: (1) DECA; (2) FBLA; (3) FCCLA; (4) FFA; (5) HOSA; and (6) SkillsUSA.

A **start-up chapter** is defined as a CTOS that is completely new to the school. An additional section added to an existing CTOS at the same high school does not qualify as a start-up chapter.

The following applies to spending federal Perkins or State CTE funds for CTOS:

- Official CTOS jackets/blazers may be purchased for **start-up chapters** in their first full year only with **State CTE funds**; the jackets/blazers must remain property of the school or school district. They may not be purchased for an individual student. The expenditures must be reasonable. Any other clothing items related to a CTOS are not an allowable use of funds.
- Membership dues for advisors or students are not allowed under either Perkins or State CTE funds.
- Curriculum materials that directly enhance students' employability or technical skills are allowable with Perkins and State CTE funds.
- Student registration fees and travel costs for CTOS activities such as district, regional, state or national leadership conferences/conventions and competitions are allowable with State Allocation funds. State Competitive Grant funds may be used for **start-up** chapters only (see definition above).

Additional costs listed separately for social activities and such items as souvenir t-shirts and spirit items are not allowable expenses with grant funds.

- Teacher registration fees and travel expenses to CTSO conferences and related events are allowable with State CTE Funds. Such expenses for teachers may also be paid by Perkins funds provided attendance at those events support professional development objectives.

Clothing

Clothing that is specific to an occupation such as welding coveralls, scrubs, chef's coat, etc. is allowable under both Perkins and State CTE funds as long as the items remain the property of the school or college. T-shirts or individual shirts to promote a program are not allowed under either funding source.

Curriculum and Instructional Materials

Curriculum and instructional materials that support the development of a new program or expansion/improvement of an existing program are allowed with Perkins and State CTE funds.

Some CTSOs offer curriculum packages and instructional materials, such as employability skills workbooks, which are permissible expenditures under State CTE and Perkins funding. Any additional costs resulting in memberships for individuals are not allowed.

Eligibility for Funding

State CTE funds and Perkins funds may only be used to support those career and technical education courses and programs in the Nevada CTE Course Catalog.

Perkins funds can be used for programs serving students in grades 7 through 14. State CTE funds can only be used for programs serving students in grades 9 to 12.

Related services for CTE students, such as career guidance and services for special populations, are permissible.

Licenses and Certifications

Industry certifications are highly encouraged under the Perkins Act as a measure of skill attainment. State CTE and Perkins funds may not be used to pay for an individual certification or certification exams whereby the individual benefits (either teacher or student).

Fees associated with acquiring or maintaining a personal state board license required by industry such as cosmetology or medical licenses are not allowable under these funds.

Membership Dues

Perkins and State CTE funds may not be used to pay individual membership dues which provide benefits to individual members, such as professional association memberships or CTSO memberships.

Institutional affiliation dues for educators are allowable with State CTE funds when an association offers group memberships to schools, districts, or states. Such costs must be reasonable.

Personnel

Personnel expenses are allowed under State CTE and Perkins under the following circumstances:

- Teachers assigned to new programs for a limited time period not to exceed three (3) years.
- 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 in multiple schools, programs, etc.
- All personnel must perform job functions directly related to cost objectives; personnel paid full-time from grant funds must demonstrate one-hundred (100) percent of the allocation supports the assigned cost objective.
- For federal funds, support for administration functions is limited to no more than five (5) percent of the award to include indirect costs. Administrative functions include but are not limited to:
 - Grant writing
 - Budgeting
 - Ongoing fiscal management
 - Monitoring responsibilities (LEA compliance related)
 - Fiscal and accountability reporting
- Time and effort reporting is required by all personnel who are funded under Perkins to demonstrate the duties meet CTE objectives in the approved application. For those full-time positions assigned to grant activities that fall under one cost objective (i.e., instruction), a semi-annual certification signed by the supervisor is required. For full-time or part-time positions assigned to grant activities that fall under multiple cost objectives (i.e., instruction and grants management), ongoing time and effort reporting is required. For all personnel paid from multiple funding sources (i.e., state and federal funds), ongoing time and effort reporting is required.
- The local application must include detailed job descriptions for all personnel paid with grant funds.

Supplies and Equipment

Supplies to support instruction such as curriculum materials, books and computer software are allowable with state and federal funds. In the absence of local funds, consumable supplies such as paper, welding rods, construction materials and printer ink, etc., may be purchased with state CTE funds to maintain programs. Consumable items may not be purchased with Perkins funds unless it is demonstrated that such purchases are necessary to start a new program or expand an existing program to create greater access.

Supply items may be purchased to promote and market programs provided such items are educationally related. Such items may include brochures and other printed material or related electronic media. Other promotional items such as trinkets, coffee mugs, pen sets, clothing items, etc. are not allowed with state or federal funds.

Equipment items may be purchased with state or federal funds to meet the educational objectives of the application. All equipment items, whether they meet the capitalization threshold of \$5,000 or the definition of items of value, must be inventoried and properly labeled upon receipt.

Purchasing replacement equipment or items of value is limited to the following: (1) the replacement equipment is essential to meet state and/or industry standards for the program and (2) the agency clearly demonstrates that non-federal funds are not available for the replacement costs.

Purchasing vehicles and heavy equipment is only allowed when such vehicles and heavy equipment are training purposes only. These purchases may be made under very limited circumstances and with prior approval.

Travel

Perkins and State CTE funds may be used for travel to support CTE program objectives under the following circumstances:

- Teacher and district staff professional development
 - Note: rental cars are rarely allowed and must be preapproved
- Student and teacher travel for trips related to course objectives which may include career exploration, industry tours and visits to postsecondary institutions.
- Support for special population students to attend CTSO events, as defined in the Carl D. Perkins IV Act 2006, is allowed according to the non-regulatory guidance shown below:

Non-regulatory guidance issued by the U.S. Department of Education for using Perkins funding for student travel to CTSO events: *Special population students, as defined in the Perkins IV Act 2006, may be funded with Perkins funds. Direct assistance to special population students is allowable under limited circumstances if the costs are (1) related to a CTSO that is an integral part of the curriculum, and (2) part of a larger program to serve special populations or nontraditional students. For example, in these limited circumstances, an agency could use Perkins funds for transportation, lodging and meals at CTSO events described above for students who are members of special populations.*

Special populations are defined as the following: (1) individuals with disabilities; (2) individuals from economically disadvantaged families, including foster children; (3) individuals preparing for non-traditional fields; (4) single parents, including single pregnant women; (5) displaced homemakers; (6) individuals with limited English proficiency.

To qualify using federal funds to support student travel to CTSO events, the agency must provide the following: (1) assurance the students are members of special population groups described above and (2) a description of the “larger program” in place to serve the students, which includes a description of the expanded support services available to support the special population students.

Student travel to non-CTSO competition-based events is not allowable with Perkins or State CTE funds. Teacher travel expenses to such events may be paid by Perkins or State CTE funds provided attendance at those events support professional development objectives.