

FEDERAL

FY19 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 CTE funds. The guidance in this document supports federal regulations tied to the funding source.

Federal Grants Include:

- Local Formula Funds
- Corrections
- Reserve Program Articulation
- Reserve Competitive
- Nontraditional Training and Employment

Federal funds may be used to support career and technical education courses and programs that:

- (1) serve students in grades 7 through 14; and
- (2) meets secondary education programs that follow NAC 389 regulations related to Career and Technical Education and that are state-approved programs contained in the most recent edition of the Nevada CTE Course Catalog for secondary education programs; and
- (3) include postsecondary CTE programs at CSN, GBC, TMCC, and WNC.

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).

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:

- Special populations students' travel costs (see **Travel**), registration* and membership fees.
- Advisor travel costs (see **Travel**) 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., FFA, SkillsUSA, HOSA).

* Additional costs for social activities, souvenir t-shirts, CTSO official jackets, 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 FY19 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

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

If requesting an instructional material that is not on the list, an LEA must submit a letter of commitment stating that a LEA has **initiated the process** for the adoption of the instructional material (e.g., district committee formation for evaluation) before the request/item can be approved for grant funding.

INDUSTRY RECOGNIZED CREDENTIALS (NEVADA)

Credentials including certifications or certificates that are utilized in best practice for safety or that are required for participation and/or program completion are allowable expenditures. The following are allowable:

- American Heart Association certifications for CPR and First Aid
- OSHA 10 Hour
- ServSafe

Funds may be used to pay for individual credentials for economically disadvantaged students (e.g., certifications, certification exams, required state board licenses, etc.).

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.
- 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 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.

SUPPLIES AND EQUIPMENT

Supplies and equipment purchases which support instruction to meet the educational objectives of state standards 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.

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 allowable.
- 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.

- Support for special populations 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 populations students, as defined in the Perkins IV Act 2006, may be funded with Perkins funds. Direct assistance to special populations 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 nontraditional 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 populations 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 populations students.