



State of Nevada

Department of Education

CAREER AND TECHNICAL EDUCATION

STATE CTE COMPETITIVE

FISCAL YEAR 2021 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, 2020 – June 30, 2021

Applications Released:

January 24, 2020 by 5:00 pm

Application/Project Documents Due:

March 6, 2020 by 4:00 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

For fiscal year (FY) 2021, **\$13,543,822** is available in state funds to support career and technical education (CTE) in eligible school districts and public charter schools. In accordance with chapter [388.392 of the Nevada Revised Statutes \(NRS\)](#), 30 percent of the total state funding is available for the competitive grant.

☐ Competitive Grant: **\$4,063,146.60**

The primary goal of the competitive funds is to increase the numbers of students who have access to complete CTE programs of study and the ability to earn the state's CTE Certificate of Skill Attainment through the development, expansion or improvement of quality CTE programs. Programs must align to high-skill, high-wage, and/or in-demand occupations and industries, and the economic and workforce development priority need areas as evidenced by labor market data and analysis, and the four priority career pathway areas identified by the Governor's Office of Workforce Innovation for the New Nevada (OWINN). Those areas include: **Education, Healthcare, Manufacturing, and Technology; and high-skill, high-wage, in-demand (regionally-specific).**

State CTE grant funding is to support CTE programs based on the following criteria as prescribed in [Nevada Administrative Code \(NAC\) 389/R075-17](#):

- Career guidance
- Program and instruction
- Leadership development
- Educational personnel
- Program planning and promotion
- Facilities, equipment and instructional materials and supplies that support CTE programs
- Partnerships with business, industry and the community as they relate to CTE programs
- Systems of evaluation and accountability as they relate to CTE programs
- Alignment with priority career pathways for secondary and postsecondary education as identified by the Governor's Office of Workforce Innovation for the New Nevada (OWINN)
- Industry-recognized credentials as identified by the Governor's Office of Workforce Innovation for the New Nevada (OWINN)
- Alignment with workforce training needs in Nevada, and Nevada's economic development strategies and workforce investment system

PURPOSE OF FUNDS

The purpose of state competitive CTE grants is to drive change at the school or district level through the development, expansion or improvement of CTE programs. More specifically, the Department of Education has aligned the state's funding towards CTE programs that ensure students obtain skills and competencies needed by employers in high-skill, high-wage, and/or in-demand (regionally-specific) career pathways. Any program selected for funding must be included in the state's most current CTE Course Catalog.

State competitive funds must be used strategically by the school district to provide CTE programs leading to high-skill, high-wage, and/or in-demand (regionally specific) career pathways where such programs do not exist, or at such sites where students have limited opportunities or access to complete a CTE program of study.

The Nevada Department of Education (NDE) has established the following strategic goal to increase CTE program completion rates:

By 2020, 11,000 students will complete a CTE program of study.

The rationale behind this goal is higher program completion rates that will result in higher numbers of students engaged in a CTE program of study through the second-level course, resulting in lower drop-out rates, higher graduation rates, and an increase of students graduating high school both college and career ready. Furthermore, students who complete a program of study and earn the state's CTE Certificate of Skill Attainment will qualify for CTE College Credit, a gateway to postsecondary credentials in less time and at lower cost.

The following three funding purposes are supported with state CTE competitive grant funds:

NEW PROGRAM DEVELOPMENT

Funds may be used to develop new CTE programs where they did not exist before to create opportunities and access for students in areas that lead to high-skill, high-wage, and/or in-demand occupations. New programs **must** align to the state's priorities for economic and workforce development, using the most recent list of in-demand occupations produced by the Governor's Office of Economic Development (GOED), information found in Nevada Education Pathways to Employment Final Report (WestEd, September 2019), and/or other relevant Nevada regionally specific economic development data.

Projects to develop new CTE programs must describe a plan and timeline to build the program to completion levels and sustain the program.

PROGRAM EXPANSION

Program expansion funds may be used to expand existing CTE programs according to the following criteria: (1) the program currently offers a partial course sequence, but is lacking the completion-level course; (2) the program has current enrollments; and (3) the course sequence **must** align to the state's priorities for economic and workforce development, using the most recent list of in-demand occupations

produced by the Governor’s Office of Economic Development (GOED), information found in Nevada Education Pathways to Employment Final Report (WestEd, September 2019), and/or other relevant Nevada regionally specific economic development data.

Program Improvement

Program improvement activities are to assist CTE programs to meet or exceed standards and align with industry-recognized credentials. Local education agencies must describe how programs will be improved to increase equity and student access leading to improved program outcomes. Eligible programs **must** align to the state’s priorities for economic and workforce development, using the most recent list of in-demand occupations produced by the Governor’s Office of Economic Development (GOED), information found in Nevada Education Pathways to Employment Final Report (WestEd, September 2019), and/or other relevant Nevada regionally specific economic development data.

Examples of program improvement activities could include:

- Supply and equipment purchases to meet state and industry standards;
- Professional development strategically designed to support improved instruction;
- Local curriculum development to fully implement state CTE program standards and the state Employability Skills for Career Readiness Standards;
- Promotional efforts to market and reinforce the importance of program completion and the opportunities for students to earn CTE College Credit;
- Employer engagement;
- Industry certifications; and
- Career guidance and counseling support for students enrolled in and completing CTE programs.

APPLICATION INFORMATION

PROJECT DOCUMENTS/APPLICATION DEADLINE

The project documents must be submitted by 4:00 p.m. (PDT) on March 6, 2020.

SUBMISSION

Each LEA/eligible agency will submit one application with as many individual projects as desired. Each project narrative and detailed budget will be reviewed and scored independently. Once projects have been approved for funding, the eligible agency will be required to submit a complete application.

All application document templates will be provided for the LEA to utilize for their grant submission.

LOCAL ADMINISTRATION

Indirect costs are not allowed on State Grants.

INITIAL APPLICATION PROJECT DOCUMENT REQUIREMENTS

It is the sole responsibility of the LEA to submit a clear and reasonable project narrative and detailed budget. All components of the project narrative will be reviewed and scored by the review committee. Any incomplete or unclear submission could result in a lower committee score and may cause the project not to receive approval.

1. Application Cover Page
2. State Assurances
3. Budget Summary
4. Individual Project Narratives - There will be no limit on the number of projects which can be submitted, however each project has a 4 page narrative limit.
5. Individual Budget Detail for each Project Narrative (no page limit)

FINAL APPLICATION COMPONENT AND DOCUMENT REQUIREMENTS

It is the sole responsibility of the LEA to submit a complete application after the final funding is approved. All application components (e.g., forms, signature pages, etc.) and related documents must be submitted for an application to be complete. Any incomplete submissions will be returned to the LEA and may result in the delay of the approval.

1. Application Cover Page
2. State Assurances
3. Budget Summary
4. Individual Project Budget Details
5. Individual Project Narratives

APPLICATION REVIEW PROCEDURES

All projects will be reviewed and scored individually by a grant review committee, established [per NRS 388.393](#), which includes representatives of the industry sector councils. The Superintendent of Public Instruction shall review the recommendations, and award grants for the purposes described above.

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 Department 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

APPLICATION/PROJECT DIRECTIONS

These application guidelines must be followed by applicants applying for state CTE competitive funds. Each LEA or public charter school may submit one application with as many individual projects as desired. Projects will be evaluated separately and will be approved based upon completeness and the clarity of the narrative describing the overall strategy, expected outcomes and description of proposed expenditures.

Applications that do not meet the requirements will be “Returned not Approved” at the first indication of missing information. It is the responsibility of the eligible agency to review the entire application to ensure all grant application requirements are met before submission and/or resubmission.

PROJECT DOCUMENTS

Please contact the Department of Education’s Office of Career Readiness, Adult Learning & Education Options for all document templates that are needed for the grant application. They include the following:

- Application Cover Page
- State Assurances
- Budget Expenditure Summary with Detail and Narrative
- Project Narrative Template

1. CTE Application Cover Page:

Use the CTE Application Cover Page as the first page of the application and include all requested information and signatures.

2. State Assurances:

Print, sign, and scan the provided State Assurances.

3. Budget Summary:

Print, sign, and scan the budget summary sheet from the Budget Expenditure Summary document.

4. Project Narrative:

There will be no limit on the number of projects which can be submitted; however each project narrative is limited to 4 pages. Single-sided, 11 point font (no smaller).

Requirement

Throughout the project narrative and budget when referring to a program of study, the **official** program of study name listed in the current state CTE Course Catalog **must** be used.

The project narrative must follow the provided template and include the following items:

- **Project Information**
 - LEA Name
 - Grant Funding Year (select from list)
 - Project Name and Project Number (LEA-determined)
 - Funding Amount Requested (LEA-determined)
 - Career Pathway (select from list)
 - Funding Purpose (select from list)
- **Project Description**
 - Describe the purpose, scope and need for the project/program. If the request is a continuation of a project/program that has been funded with CTE grant funds previously, include a description of the progress already made and the need for funds to continue or finalize the project.

- If the request includes funding for a teacher, indicate if this position has been funded with CTE grant funds previously and for how many years.
 - Describe how funds would be targeted to schools and student populations most in need.
 - Describe how the program will result in improved program completion rates.
 - When desiring to fund health programs all state requirements must be met. Provide verification that the program is approved. Consult Randi Hunewill for details on meeting requirements (rhunewill@doe.nv.gov or 775-687-7284).
- **Project Alignment to Economic Workforce Needs and Collaboration/Data**
 - Describe how the project is high-skill, high-wage, and/or in-demand (regionally-specific) and aligns to the economic and workforce development priority need areas identified by the Industry Sector Councils and/or other relevant economic and workforce development indicators evidenced by data from regional economic development authorities, i.e., the Governor’s Office of Economic Development (GOED), OWINN, or other proven, reliable sources - data source(s) must be cited.
 - Describe how teachers, administrators, local industry partners, and the local CTE advisory committee(s) were involved in and committed to developing a quality application to support workforce and economic development priorities and initiatives
- **Project Alignment to Postsecondary or Industry Credentials**
 - Describe how the project aligns to Postsecondary and/or industry-recognized credentials.
- **Measurable Outcome(s)**
 - Describe how the LEA will evaluate and measure the success and outcomes of the objectives in this application. Include what will be measured, by whom, and the timeline for the completion of the evaluation. These outcomes will be used in the final grant performance report at the end of the grant cycle.
 - Measurable outcomes may be related to: project completion, CTE student participation numbers (e.g., CTE concentrator), CTE program completion rates, high school graduation and/or dropout rates; student engagement; student acquisition of knowledge and skills leading to industry or postsecondary credentials.
- **Staffing**
 - If not requesting salaries in the grant application, please indicate N/A in this section.
 - Describe the number of staff devoted to the project(s) and their professional preparation and/or credentials. The sub-grant recipient must identify the full-time equivalency (FTE) of each position supported with this funding. If a salary is paid partially from this grant and partially from another funding source, describe how the time allocated for cost objectives paid by this grant will be accounted for (e.g., personnel activity report or time log).
 - If a salary is funded wholly by this grant’s funding for **one** cost objective (e.g., program-related activities), the recipient must provide assurance 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 this grant’s funding for **more than one** cost objective (e.g., program-related activities and administration), describe how the time allocated for each cost objective funded by state funds will be accounted for (e.g., personnel activity report or time log).
 - If a salary is to be funded with multiple grants/funding sources (both CTE and non-CTE) describe the plan fully in the project narrative. Name the other grant/funding sources.

- **Sustainability**
 - Describe the LEA's/eligible agency's plan for continued sustainability of the proposed project and CTE programs affected by this application following this grant funding.

Individual Budget Detail for each Project Narrative (no page limit)

Submit individual budget detail and narrative forms for each project. Properly identify items by object and sub-object codes. Within each object code each item must have its own entry. Submit the entire budget detail and narrative form ("Instruction" and "Support Services") that is utilized for the project application.

Budget Detail and Narrative: Verify accuracy of the budget detail and narrative.

1. **Budget:** Complete the budget. **Submit the budget as an Excel file, not a PDF.**
The Budget **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:

- a) **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 (LEA-wide)
 - **Program of Study (POS):** Must use the POS name published in the most recent course catalog.
 - N/A if activity/item is for district-wide use (e.g., substitutes, career exploration).
- b) **School(s) name(s):** Must use the main school name where the POS is offered.
 - N/A if activity/item is for district-wide use (e.g., substitutes).
- c) **Items/services to be purchased:** Within each object code each purpose must have its own entry.
 - If staff (FTEs) 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 teachers (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.
 - 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.***
 - When requesting instructional materials, (including textbooks and software) they need to be on the NDE CTE Approved Instructional Materials List. Note in the budget detail/narrative the name of the instructional material, edition number, and that it is on the approved list. (If an item is being requested as a supplemental material note this in the narrative box. Supplemental materials do not need to be on the approved list.)

- When requesting funds for fees indicate what is included with the fee. (e.g., site license, curriculum access, training, etc.)
- Itemize all items with a \$500 unit cost or above;
- For **items of value** and **equipment**: Indicate the state standard associated with the expenditure.
 - provide a justification for the item if the state standard 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 standards.
- 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.
- Do not use acronyms solely. Use full names of items or services once, then acronyms can follow.

d) District/institution information (optional): LEAs may include their needed information/coding, at the end of the narrative descriptions.

For object codes 300, 400, 500, and 800, 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 (LEA - wide)
 - **Program of Study (POS):** Must use the POS name published in the most recent course catalog.
 - N/A if activity/item is for district--wide use (e.g., NACTE travel).
- (2) School(s) name(s):** Must use the main school name where the POS is offered.
 - N/A if activity/item is for district-wide use (e.g., NACTE travel)
- (3) Items/services to be purchased:** Within each object code each purpose must have its own entry.
 - All requests must be itemized.
 - 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.
 - Travel Requests for professional development: 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. If names of attendees are not available, list the position of the potential attendees. Use a separate **Title of Position/Purpose of Item** section for each event.

***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 standards. Use a separate **Budget Detail/Narrative Description** section for each request.

District/institution information (optional): LEAs may include their needed information/coding, at the end of the narrative descriptions.

SUBMITTING THE APPLICATION

By submitting an application, the LEA/eligible agency agrees to provide the NDE information as needed to report to the Nevada Legislature on the effectiveness of state CTE funds.

(1) Submission –

- a. Submit the application by mailing one (1) original and three (3) copies of the application and emailing one electronic copy per the bulleted requirements. All applications must be approved by the LEA's superintendent or designee.
 - Original application and copies must be mailed to the address listed in Item 2, and **postmarked** by the date listed in Item 3.
 - Electronic application (i.e., complete copy of original application) must be emailed to the address listed in Item 2 and be **time-stamped** by the date and time listed in Item 3.
- b. Items requiring signature are: (1) **Application Cover Sheet**; (2) **Assurances**; and (3) **Budget Summary**.
- c. The application must contain all forms and be submitted in the following order: (1) Application Cover Page; (2) State Assurances; (3) Budget Summary; (4) Project Narrative #1; (5) Project Budget Detail #1; (6) Project Narrative #2; (7) Project Budget Detail #2; and etc.
- d. **Do not** submit the RFA instructions or any blank pages.
- e. The application must be **single-sided and stapled or clipped** in the upper left-hand corner. Pages must be **standard 8 1/2" x 11" paper**.

(2) Submission Addresses –

- Mailing address:

Director, Career Readiness, Adult Learning & Education Options
Office of Career Readiness, Adult Learning & Education Options
Nevada Department of Education
755 N. Roop Street, Suite 201
Carson City, NV 89701
- Email Address:

jtruesdell@doe.nv.gov And "cc" to kchessell@doe.nv.gov

(3) Application Deadline

The application deadline is **4:00 p.m. on Friday, March 6, 2020** to be eligible for funding. Both hardcopy and electronic submissions must be received in order for the application to be considered complete. You will receive email confirmation to ensure that the application was received. If you do not receive confirmation, please call to obtain further instructions.

STATE CTE COMPETITIVE GRANT EVALUATION 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)
Project information: The project information fully identifies all requirements listed in the RFA. (Page 8)	0	4	7	10
Project Description: The project description fully identifies all requirements listed in the RFA. (Pages 8-9)	0	4	7	10
Project Alignment to Economic Workforce Needs and Collaboration/Data: The project alignment fully identifies all requirements listed in the RFA. (Page 9)	0	4	7	10
Project Alignment to Postsecondary or Industry Credentials: The project alignment fully identifies all requirements listed in the RFA. (Page 9)	0	4	7	10
Measurable Outcomes: The measurable outcomes description fully identifies all requirements listed in the RFA. (Page 9)	0	4	7	10
Staffing: The staffing description fully identifies all requirements listed in the RFA. (Page 9) N/A = 10 pts	0	4	7	10
Sustainability: The sustainability description fully identifies all requirements listed in the RFA. (Page 9)	0	4	7	10
Budget Details: The project budget detail clearly describes all items being requested for the project and follows the requirements listed in the RFA. (Pages 10-12)	0	4	7	10

Scorer's Comments:

Total Score: / 80

Scorer's Recommendation: Fully Fund – Partial Fund – Do not Fund

Scorer's Mark: