

STATE

FY19 Uses of Funds Guidance

The following guidance has been established by the Office of Career Readiness, Adult Learning & Education Options (CRALEO) for allowable uses of funds for state CTE funds. The guidance in this document supports state regulations tied to the funding source.

State Grants Include:

- State Allocation Grant
- State Competitive Grants

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

- (1) serve students in middle school through 12 grade; 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.

ADMINISTRATION

There are no indirect costs allowed with state funds.

Administrative costs are limited to: (1) no more than 5% of grant funds, and (2) administrative functions.

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 state funds for students who otherwise qualify for the CTE Certificate of Skill Attainment (i.e., students who have met all other requirements for the certificate).

CAPITAL IMPROVEMENTS

Some retrofitting or facility modifications may be allowed to install equipment or meet safety requirements, particularly for program expansion and new program development. **Must have pre-approval from CRALEO.**

Capital improvements to buildings that increase the value of the building are not allowed.

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 state 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.

State funds may be used for:

- Students' travel costs and registration* fees for CTSO activities such as district, regional, state or national leadership conferences/conventions and competitions.
- Advisor travel costs and registration fees.*

- Curriculum materials that directly enhance students' employability or technical skills.
 - Official CTSO jackets, blazers, and required competition uniforms which remain the property of the school or school district.
 - **State Competitive Grant** funds may be used for start-up chapters only.
 - A start-up chapter is defined as a CTSO that is completely new to the school. An additional section added to an existing CTSO at the same high school does not qualify as a start-up chapter.
- * 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.

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. 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)

Nevada industry-recognized credentials are an allowable expense pursuant to NAC 389. Please include information in the RFA budget narrative section which ensures the credential is on the [Nevada Eligible Industry Credentialing List](#).

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

Individual teacher or student memberships are not allowable.

Curricula packages and materials that include national CTSO memberships, which cannot be priced separately, are permissible.

Note: Curriculum and instructional materials must be on the approved list, as outlined above.

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.
- 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. Top of the line equipment that is outside standards will not be considered for funding.

Consumable supplies such as paper, welding rods, construction materials and printer ink, etc., may be purchased with state funds. Purchases cannot violate the non-supplant grant requirement.

The purchase of livestock is not allowed.

TRAVEL

State 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.