

Application Guidelines

State CTE Fund Program Competitive Grant (Funding Contingent on Legislative Final Approval) Career & Technical Education State Funded Programs July 1, 2009 – June 30, 2010

I. Overview

The 2007 State Legislature authorized \$4 million in line item funds in the Nevada Department of Education budget support of Career and Technical Education (CTE). It was agreed by legislators, educator associations, and the Office of Career and Technical Education that these funds would be used for statewide leadership activities and granted to LEA's in a competitive and per student allocation. The Office of Career and Technical Education will retain 5% for statewide CTE initiatives, grant \$1.5 million by program for development and expansion, and \$2.3 million in a per duplicated student allocations.

5% for statewide CTE initiatives

The \$200,000 administrative/leadership funds will be used for statewide initiatives to expand and promote career and technical education. The funds will focus on specific projects that will benefit all areas of CTE and help advance the important cause of creating a strong workforce development system at the secondary level. These funds will be crucial in connecting strong secondary CTE programs with post-secondary CTE training and development.

\$1.5 million competitive fund for program development and expansion

Each of the six program areas including Agriculture and Natural Resources Sciences; Business and Marketing Education; Family and Consumer Sciences Education; Health Science Education; Information Technology Education; and Trade and Industrial Education will have program specific competitive grants available for the expansion, improvement and development of these programs. The programs will each have \$250,000 available for application and review by competitive review committees. Funds not dispersed due to lack of applications will be reallocated to the per student allocation.

\$2.3 million in a per duplicated student allocations

Districts will receive direct allocations based on each high school's program duplicated enrollment for maintenance, improvement and support. Funds will flow through the district directly to each of the secondary programs at each high school site. Allocations will be identified for each district's high school sites, so the site programs may develop budgets based on improvement using the Program Quality Criteria. These budgets will then be forwarded to the district's Advisory Technical Skills Committee for final approval. Each program will receive approximately \$28 for each duplicated student enrolled in that site program. For example, the

program of Health Sciences at Eldorado High School with an enrollment of 250 students would receive a budget of approximately \$7,500 for maintenance, improvement and support.

Evaluation

Each program will be evaluated based on the Skills for Employment and Lifelong Learning Initiative (Program Quality Criteria).

II. Key Provisions

Establishment, maintenance and improvement of high school programs of Career and Technical Education

Funds shall be granted to school districts and qualifying charter schools to maintain and expand programs of career and technical education. To establish and expand programs through program competitive grants, funds may be used to purchase equipment and supplies, hire staff, provide professional development, develop curriculum, and limited facility improvements.

Programs may be maintained to the extent that the school district or eligible charter school can demonstrate the use of such funding is needed for the program to meet the Program Quality Criteria. The local education agency will assure that funds made available under this fund for career and technical education activities will supplement, and shall not supplant, non-Federal funds expended to carry out career and technical education activities and tech-prep activities.

Programs may be expanded or established that demonstrate promising growth opportunities and demonstrate that such expansion is designed to serve greater numbers of students.

Although school districts or eligible charter schools may prioritize funding to meet one or more of the elements of the Program Quality Criteria, a comprehensive approach to meeting all the criteria must be demonstrated.

The key elements of the Program Quality Criteria, approved by the State Board of Education as part of the Career and Technical Education Skills for Employment and Lifelong Learning Initiative (<http://www.doe.nv.gov/edteam/ndeoffices/octae.html>), are listed below:

(1) Standards and Instruction

The CTE program is organized and sequenced around career paths with clear performance standards.

(2) Leadership and Citizen Development

Students develop leadership, citizenship, interpersonal and employment skills through involvement in the following Career and Technical Student Organizations (CTSOs): FBLA; FFA; FCCLA; DECA; HOSA; and SkillsUSA.

(3) Practical Application of Occupational Skills

Practical application of occupational skills is accomplished through classroom simulation and/or work-based learning experiences.

- (4) **Qualified and Competent Personnel**
All CTE teachers are competent and qualified with the appropriate occupational proficiency. Ongoing professional development is provided to instructors.
- (5) **Facilities, Equipment and Materials**
Facilities, equipment, instructional materials and supplies comply with health and safety standards and simulate current and emerging technologies, and are of sufficient quantity and quality to meet the needs of students.
- (6) **Community, Business and Industry Involvement**
Individuals representing local business and industry, parents, administrators, postsecondary education, etc., serve on subject-area advisory committees to provide support and guidance in the development, operation and evaluation of the program.
- (7) **Career Guidance**
CTE staff, guidance counselors and other resource personnel provide career guidance services to ensure that students enroll in CTE programs that are consistent with their aptitudes and career interests.
- (8) **Program Promotion**
There is a systematic plan to promote and market the CTE program within the school and community.
- (9) **Program Accountability and Planning**
There is a systematic means of assessment to ensure the program's scope, design, content, instruction and administration meet the instructional objectives. The assessment process is used to develop short- and long-range improvement plans.
- (10) **Student-Teacher Ratio**
Appropriate class size is maintained to ensure effective instruction and safe working conditions are maintained. Class sizes must be monitored closely, especially in lab settings where time-on-task and safety are concerned.

III. Uses of Funds

Funds may be used for the following purposes:

- (1) Support standards and instruction
- (2) Support CTSO development & improvement at local, regional, state, & national activities
- (3) Support work based learning, cooperative, and entrepreneurship development
- (4) Professional development and staff support
- (5) Support facilities, equipment, and materials
- (6) Advisory and Technical Skill Committee
- (7) Career exploration and guidance
- (8) Program promotion and marketing
- (9) Program accountability
- (10) Student – Teacher Ratio

IV. Application Directions for Competitive Funds

This request for application will be utilized for the program **competitive funds**. Applications will be approved based on the clarity of the narrative describing the overall strategy, expected outcomes and description of proposed expenditures. Applicants will submit an application for **each** program area for which competitive funds are requested. Each program specific application must include the following components. If a district chooses to apply for each program area they would be submitting six separate competitive grants.

Program Competitive Funds

- (1) **Cover page:** Use the required cover page as the first page of the application and include all requested information and signatures. Identify which of the six program areas you are submitting an application for: Agriculture and Natural Resource Science; Business & Marketing; Family Consumer Science; Health Science Education; Information Technology; and Trade and Industrial Education. Submit a separate application for each of the six program areas the district is applying for.
- (2) **Assurances:** The district must sign the CTE Fund assurance page provided in the appendix.
- (3) **Narrative:** Describe how the district will utilize the funds to facilitate Program Quality Criteria to improve programs, and the role the advisory technical skill committee will play to develop a plan for all programs to meet the criteria.
- (4) **Project Objectives and Outcomes:** List the project objectives and anticipated outcomes to be achieved and project sustainability strategies.
- (5) **Budget:** Complete the budget summary and budget detail for the amount of funds to be allocated to the high school program. All proposed equipment must be itemized on the budget detail and include the proposed location(s) for the equipment items. Identify at the top of the Budget Summary which of the six programs your budget is funding.
- (6) **Budget Narrative:** Provide in narrative form a description of expenditures by budget category. For example, if funds are budgeted for supplies for a selected program, describe what the supplies are and how they will be used.
- (7) **Time Line:** Provide a timeline that shows the estimated timeframes by which the grant objectives will be completed. Also include a plan for long term sustainability.
- (8) **Staffing:** Describe the number of staff devoted to the project and their professional preparation. The subgrant recipient must identify the full-time equivalency (FTE) of each position supported with funding. If a salary is paid partly from the grant and partly from another fund source, describe how the time allocated for cost objectives paid by state funds will be accounted for (i.e., personnel activity report or time log).

If a salary is funded wholly by the state funds for one cost objective (i.e., 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 subgrant from which the position is funded.

If a salary is funded wholly by the state funds for more than one cost objective (i.e., program-related activities and administration), describe how the time allocated for each

cost objective funded by state funds will be accounted for (i.e., personnel activity report or time log).

Note: By submitting an application, the local education agency agrees to provide the Department of Education information as needed to report to the Legislature on the effectiveness of state CTE funds.

V. Submitting the Application

(1) Application Package

- a. Submit one application with a complete set of original signatures and two copies. All applications must be approved by the school district superintendent or designee. Faxed applications will not be accepted.
- b. The application must be submitted in the format provided in this application package. The cover page must be shown as the first page of the application. Failure to follow the format and directions provided may result in the application not being accepted or a delay of review and approval.
- c. Items requiring signature are the **Application Cover Sheet and Budget Summary Form**.
- d. The application must be **single-sided, paginated, and stapled or clipped** in the upper left-hand corner. Pages must be **standard 8 1/2" x 11" paper**.

(2) Mailing Address

Mail the original and copies to:

Phyllis Dryden, Director
Office of Career, Technical, and Adult Education
Nevada Department of Education
755 N. Roop Street, Suite 201
Carson City, NV 89701

(3) Application Deadline

The application must be received by **5:00 p.m. on May 22, 2009** to be eligible for funding.

(4) Information

For additional information, contact the Office of Career, Technical, and Adult Education at the Nevada Department of Education at 775-687-7300.

Attachments:

**Application Cover Page
Budget Summary
Budget Detail
CTE State Fund Assurances**

CTE State Fund
SUPPORT FOR CAREER AND TECHNICAL EDUCATION
APPLICATION COVER SHEET FOR
COMPETITIVE PROGRAM GRANT

THIS APPLICATION IS SUBMITTED FOR PROGRAM YEAR
JULY 1, 2009 THROUGH JUNE 30, 2010

Program Area of _____
Application (Example: Ag, Bus, FCS, IT, Health, Trades)
Agency: _____

Application Director: _____
(Name, position and telephone number)

(Email address)

Fiscal Manager: _____
(Name, position and telephone number)

(Email address)

Monitoring _____
Coordinator: (Name, position and telephone number)

(Email address)

Evaluation _____
Coordinator: (Name, position and telephone number)

(Email address)

Occupational _____
Reporting System _____
Coordinator: (Name, position and telephone number)

(Email address)

Advisory Technical _____
Skills Committee: (Signature of authorized representative) (Date)

Advisory Technical _____
Skills Committee: (Printed name of authorized representative) (Date)

Application _____
Submitted By: (Signature of authorized representative) (Date)

NEVADA DEPARTMENT OF EDUCATION

Budget/Expenditure Summary

Agency: _____ Project Number: _____

Project Name: _____ Fiscal Year: _____

Check One: Budget _____ Amendment _____ Number _____

OBJECT	DESCRIPTION	INSTRUCTION COST	SUPPORT SERVICES	TOTAL
100	100 Salaries			
200	200 Benefits			
300	300 Purchased Professional Services			
400	400 Purchased Property Services			
500	510 Student Transportation Services			
	580 Staff Travel			
	Other (520, 530, 540, 550, 560, 570, 590)			
	Total			
600	610 General Supplies (exclude 612 in 610 total)			
	612 Non Information Technology Items of Higher Value*			
	640 Books and Periodicals			
	650 Supplies – Information Technology Related (exclude 651 and 652 in 650 total)			
	651 Software			
	652 Information Technology Items of Higher Value*			
	Other (620, 630)			
	Total			
800	810 Dues and Fees			
	890 Other Miscellaneous			
	Total			
SUBTOTAL 100 – 600 & 800				\$
Approved Indirect Costs Rate:** _____ %				\$
700	730 Equipment			
TOTAL				\$

* All items of value must be itemized in the budget detail

** Indirect cost rates must be approved by the Department of Education before the subgrantee may budget for and charge those costs to the grant.

Signature of Authorized Agency Representative

Date

Department of Education Use Only

Initial

Date Approved

Budget Detail / Supplemental Schedules

Agency _____ Project Name _____

A	B	C	D	E	F
OBJECT CODE	TITLE OF POSITION/ PURPOSE OF ITEM	PROJECT TIME (FTE)	QUANTITY	SALARY, RENTAL OR UNIT COST	BUDGETED AMOUNT

*If additional space is needed, duplicate this page and number the additional pages. All items must be explained in specific terms. All items must be named and must be directly related and necessary to the operation of the program.

ASSURANCES

General

1. The local educational agency will assure that no state CTE funds will be used to provide career and technical education programs to students prior to the ninth grade, except that equipment and facilities purchased with funds may be used for such students.
2. The local educational agency 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

3. The local education agency will assure that maintenance of fiscal effort on either a per-student or aggregate expenditure basis is required.
4. The local education agency will assure that funds made available under this fund for career and technical education activities will supplement, and shall not supplant, non-federal funds expended to carry out career and technical education activities and tech-prep activities.
5. The local education agency will assure supporting documents for expenditures will be maintained for audit. Funds will not be commingled with other state and local funds and will be accounted for in a manner which will prevent loss of their identity as funds supporting specific career and technical education goals.
6. Effective and separate accounting procedures of the recipient will be employed to assure that funds from federal sources will not be commingled with state or local funds, but will be separately identified as expenditures of federal funds.
7. Fiscal control and funds accounting procedures shall be established as deemed necessary to assure proper disbursement of and accounting for state funds paid to a recipient for programs and projects.
8. The fiscal and statistical records are subject to and upon request will be made available for audit by the State of Nevada to determine whether the recipient has properly accounted for funds expended for career and technical education and services.
9. Records will be kept which fully disclose the amount and disposition of state funds allocated, as well as the total expenditures of funds for career and technical education programs and services supplied by funds from other sources.

Personnel

10. School district 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

11. All eligible recipients participating in state funds will participate in, maintain, and utilize a performance accountability system in the reporting of all career and technical programs in the Nevada Occupational Reporting System (ORS); provide data required for reporting the performance measures designated by the State's performance indicators; and assure that staff involved in the accountability system receive the training necessary to maintain a quality system.

12. All eligible recipients will provide sufficient information to the State to enable the State to comply with the requirements of allocating funds to area trade schools and intermediate educational agencies.

Evaluation

13. Participating agencies will cooperate with and the Department of Education with the Program Quality Criteria self evaluation, advisory committee evaluation, and state/peer evaluation.
14. An assurance that the applicant will comply with reporting procedures required by the Nevada Department of Education, which will assess the progress of its career and technical education programs and will include a review of outcomes related to the quality criteria indicators.
15. 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.
16. An assurance that the eligible recipient will comply with the Department of Education's requirements for State monitoring.

Local Program Improvement Plan

17. 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

18. 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 use these procedures and will be notified regarding the procedure regarding complaints/appeals upon request.

State Requirements

19. The provision for advisory committees, tech prep committees, program articulation, rural participation, and career guidance and counseling, as described in the State CTE Plan will be fully implemented, as required.

(Printed Name and Title of Authorized Representative)

(Signature)

(Date)