

Notice of Funding Opportunity

Career and Technical Education

Carl D. Perkins Local Formula

Application Due Date: On or before April 14, 2023

Issued By

The Nevada Department of Education

Office of Career Readiness, Adult Learning, and Education Options

Funding Period: July 1, 2023 – September 30, 2024
Funds Available: \$8,924,140 (tentative, pending USDOE award notification)
Source of Funding: Carl D. Perkins Grant

Questions related to this funding should be addressed to:

Karen Chessell, Education Programs Professional
Office of Career Readiness, Adult Learning, and Education Options
kchessell@doe.nv.gov
775-687-7298



Part I – Application Requirements and Guidelines 3

- A. Introduction and Background..... 3
 - Eligible Applicants** 3
 - Goals and Priorities** 3
 - Funding Information** 3
 - Participation and Evaluation** 4
 - Technical Assistance and Support**..... 5
 - Review Process** 5
 - Proposed Timeline**..... 6
- B. Overview of Application Requirements..... 6
 - Applicant Information** 6
 - Narrative** 8
 - Budget** 8
 - Pre-Award Assessment** 8
 - Certification**..... 9
 - Assurances** 9

Part II – Application..... 9

- A. Narrative 9
- B. Budget 10
- D. Contacts/Identifying Information 10
- E. Assurances 10

Part III - References 11

- Submission Checklist** 11
- Glossary** 11

Part I – Application Requirements and Guidelines

A. Introduction and Background

The purpose of the *Strengthening Career and Technical Education for the 21st Century Act* (aka, Perkins V) is to develop more fully the academic knowledge and technical and employability skills of secondary education students and postsecondary education students who elect to enroll in career and technical education (CTE) programs and programs of study.

Eligible Applicants

- Public secondary and postsecondary local education agencies (LEAs) offering recognized Nevada CTE programs of study;
- Public charter schools that offered and had enrollment in a recognized Nevada CTE program of study in FY23; and
- These recognized agencies that submitted an FY23 Comprehensive Local Needs Assessment Guide (CLNA).

Goals and Priorities

The purpose of the Perkins V CTE grant is to provide funding to support CTE programs and programs of study that are: (1) of sufficient size, scope, and quality to be effective; (2) meet the needs identified in the comprehensive local needs assessment; and (3) that address one or more of the following six Perkins required uses of local funds:

- provide career exploration and career development activities through an organized, systematic framework designed to aid students, including in the middle grades, before enrolling and while participating in career and technical education programs, in making informed plans and decisions about future education and career opportunities and programs of study;
- provide professional development for teachers, faculty, school leaders, administrators, specialized instructional support personnel, career guidance, and academic counselors, or paraprofessionals;
- provide within career and technical education the skills necessary to pursue high-skill, high-wage, or in-demand industry sectors or occupations;
- support integration of academic skills into career and technical education programs and programs of study to support;
- plan and carry out elements that support the implementation of career and technical education programs and programs of study and that result in increasing student achievement of the local levels of performance; and,
- develop and implement evaluations of the activities carried out with Perkins V local funds, including evaluations necessary to complete the comprehensive needs assessment required under section 134(c) and the local report required under section 113(b)(4)(B) of Perkins V.

Funding Information

The official total amount of available funds is determined by the United States Department of Education (USDOE). FY24 award amounts are tentative and subject to change based on the official USDOE Perkins grant award notification and the authority provided by the Nevada Legislature. The Nevada Department of Education (NDE) cannot and will not distribute any grant funding that is not funded by the federal government and/or authorized by the Nevada Legislature.

The initial tentative amount for grant application development purposes is \$8,924,140. The NDE Carl D. Perkins Act – FY24 Allocations chart and Total Allocation amounts in ePAGE reflect the tentative formula-based funding amount for each subrecipient and will be adjusted after official grant award notification is received.

Secondary Education Agencies

Local Formula grant amounts for secondary education agencies are based on the estimated allocation for Nevada as determined by the USDOE. The amounts are based on ages 5-17 populations and poverty rates and are subject to receipt of funding from the Federal appropriations made for this Act. Secondary agencies receive 63% of the local funds, less the amount set aside for the reserve fund allocation. Local formula fund amounts for secondary education agencies are based on the estimated allocation for Nevada as determined by the USDOE.

Postsecondary Education Agencies

The amounts are based on the Pell Grant counts as reported by the Nevada System of Higher Education (NSHE). The amount allocated is 37% of the total local funds, less the amount set aside for the reserve fund allocation. Local formula fund amounts for postsecondary education agencies are based on the estimated allocation for Nevada as determined by the USDOE.

Participation and Evaluation

Participation Requirements

The purpose of this grant is to more fully develop the academic knowledge, technical, and employability skills of students who elect to enroll in CTE programs and programs of study. Building on the efforts of the State and localities to develop challenging academic and technical standards, and assist students in meeting such standards including preparation for high-skill, high-wage, or in-demand occupations in current or emerging professions, the following components must be addressed in the application:

- Promoting the development of services and activities that integrate rigorous and challenging academic and career and technical instruction, and that link secondary education and postsecondary education for participating career and technical education students;
- Increasing State and local flexibility in providing services and activities designed to develop, implement, and improve career and technical education;
- Conducting and disseminating national research and disseminating information on best practices that improve career and technical education programs and programs of study, services, and activities;
- Providing technical assistance that (a) promotes leadership, initial preparation, and professional development at the State and local levels, and (b) improves the quality of career and technical education teachers, faculty, administrators, and counselors;
- Supporting partnerships among secondary schools, postsecondary institutions, baccalaureate degree granting institutions, area career and technical education schools, local workforce investment boards, business and industry, and intermediaries;
- Providing individuals with opportunities throughout their lifetimes to develop, in conjunction with other education and training programs, the knowledge and skills needed to keep the United States competitive; and,
- Increasing the employment opportunities for populations who are chronically unemployed or underemployed, including individuals with disabilities, individuals from economically disadvantaged families, out-of-workforce individuals, youth who are in, or have aged out of, the foster care system, and homeless individuals.

Reporting Requirements

Any recipient must meet the reporting requirements for the State determined level of performance under the Perkins V, sec. 112. The LEA must establish and describe in their applications the methods that will be utilized to report and evaluate progress of CTE programs funded under this application.

Awarded applicants are required to submit:

- Quarterly Program Reports
- Annual Narrative Reports
- Monthly Requests for Reimbursement
- Final Financial Reports

Monitoring and Evaluation Requirements

Financial subrecipient monitoring is conducted by the Office of Division Compliance on an annual basis related to the financial management and systems of the subrecipient. Additional information related to this monitoring is available in the *NDE Financial-Based Risk Assessment Manual*. This monitoring is determined by the Pre-Award Assessment conducted during the application process for the grant. Additionally, the sub-recipient will undergo a programmatic monitoring evaluation on a regular basis.

Technical Assistance and Support

If you have general questions about this grant application process, please contact the following:

Technical Assistance

Name	Email
Program Support - Karen Chessell	kchessell@doe.nv.gov
Grant Technical Assistance	grantsinfo@doe.nv.gov
ePAGE Technical Assistance	grantsinfo@doe.nv.gov
Pre-Award Assessment Technical Assistance	sidcompliance@doe.nv.gov

NDE is committed to supporting all applicants and subrecipients. We are available to provide personalized consultation and technical assistance regarding this competitive grant application process and grants management.

Scheduled Technical Assistance Webinars at this time include:

Technical Assistance	Date and Time
Purposes, Uses of Funds, Budget	Monday, March 20, 2023, 10:00 A.M.
Repeat of Purposes, Uses of Funds, Budget	Wednesday, March 22, 2023, 3:00 P.M.

Review Process

Submission of Application

Each applicant must submit a complete application in the ePAGE system. It is the responsibility of the applicant to submit a complete application.

Review of Application

The application will be submitted and initially reviewed by the Office of Career Readiness, Adult Learning, and Education Options (CRALEO) to ensure: (1) the application is submitted by the deadline; (2) the application is structurally complete (includes all required elements); (3) all required information is completely addressed; (4) CRALEO team reviews for allowable use of funds; (5) notification of any modifications needed, and (6) notification of funding approval. Common Criteria are used to evaluate all applications.

Complaint and Appeal Procedures

In the event an applicant or subrecipient is dissatisfied with any decision, such as requests for modifications or application, the eligible agency may submit a written complaint to the CRALEO Director. 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 State staff, shall be deemed final. Such action will be transmitted to the agency in writing.

Nevada Department of Education

Notice of Funding Opportunity

Perkins Local Formula Grant



Upon receipt of written notification of the action of the CRALEO Director, 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 particular points of disagreement with the decision as rendered by NDE.

Proposed Timeline

The proposed timeline for the application period, review of applications, creation of the subaward agreement, and the funding period is available below:

<i>Date</i>	<i>Activity</i>
<i>March 13, 2023</i>	Applications made available to applicants
<i>April 14, 2023</i>	Applications Due
<i>April 17, 2023</i>	Applications Reviewed
<i>May 12, 2023</i>	Awardees Notified of Allocations
<i>June 2023</i>	Development of Subaward Agreement
<i>July 1, 2023</i>	Funding Date
<i>September 30, 2024</i>	First Report Date – CAR Activity Report
<i>September 30, 2024</i>	All Funds Expended; End of Funding Period
<i>December 27, 2024</i>	Final Financial Report Due

Please note that dates are subject to change.

B. Overview of Application Requirements

Applicant Information

Applicant Information for the applying entity will be required for identification and compliance purposes, including up-to-date contacts for the organization. Please provide detailed contact information with your submission. Review, and update as needed, Roles for Perkins grants in ePAGE.

Application Deadline

The application must be submitted by 5:00 P.M. PDT on April 14, 2023.

Submission

Each applicant must submit a complete application in the ePAGE system.

Local Administration



There is a restriction on the amount of funds used for administrative purposes. No more than five percent (5%) of the total allocation may be used for administrative purposes. This amount will include any approved indirect costs.

Application Component and Document Requirements

It is the sole responsibility of the LEA to submit a complete application. All application components (e.g., forms, signature pages, etc.) and related documents must be submitted for an application to be complete.

ePAGE Components

1. Budget
2. Budget Overview

Uploaded Documents

1. 2023-24 Local Application Grant Application Narrative (form located in ePAGE Related Document)
2. Perkins Certifications (form located in ePAGE Related Documents)
3. Appeals Policy and Procedure (district/institution level policy)
4. Travel Policy (district/institution level policy)
5. Advisory Technical Skills Committee Membership list(s) (district/institution level list)
6. Programs Information Form or Postsecondary Programs Funding Requests Spreadsheet
7. Pre-Award Assessment
8. Teacher Licenses or Qualified Instructor Assurance (if teacher salary is requested)
9. Teacher License Information (if teacher salary is requested)
10. Pre-Award Assessment Documents
 - a. Internal Controls
 - b. Financial Management Policies
 - c. Conflict of Interest Policy
 - d. Civil Rights Policy
 - e. Student Privacy Policy
 - f. Ledger of Expenditures

When uploading documents into ePAGE, use the following eligible recipient names in the file name:

Amplus	Elko	Lyon	SLAM
Carson	Eureka	Mineral	TMCC
Churchill	GBC	Nye	Washoe
Clark	Humboldt	NYTC	White Pine
CSN	Lander	Pershing	WNC
Douglas	Lincoln	Pinecrest	

1. **2023-24 Local Application:** Upload the 2023-24 Local Application into ePAGE as **one file** under *Related Documents*
 - Label the file: **“Eligible Recipient Name” 2023-24 Local Application FY24**
2. **Certifications:** Print both forms from the ePAGE *Related Documents, Document Template* section, sign, and upload into ePAGE as **one file** under *Related Documents*.
 - Label the file: **“Eligible Recipient Name” Certifications FY24**

3. **Appeals Policy and Procedure:** Upload a copy of the agency’s policy and procedures that describe the steps involved in processing an appeal or dispute with respect to this application by uploading in ePAGE under *Related Documents*.
 - Label the file: **“Eligible Recipient Name” Appeals FY24**
4. **Travel Policy:** Upload a copy of the agency’s travel expense and reimbursement policies.
 - Label the file: **“Eligible Recipient Name” Travel Policy FY24**
5. **Advisory Technical Skills Committee (ATSC) Membership list:** Upload all the eligible recipient’s advisory technical skills committee membership list(s) into ePAGE as *one file* under *Related Documents*.
 - Label the file: **“Eligible Recipient Name” ATSC Membership List FY24**
6. **Secondary Programs Spreadsheet:** Complete the application template from the ePAGE Related Documents section (Note there are three tabs). Upload the spreadsheet into ePAGE in Related Documents. Only one spreadsheet needs to be submitted for all CTE grants. The same one can be submitted with other applications.
 - Label the file: **“Eligible Recipient Name” Programs Spreadsheet FY24**
7. **Postsecondary Programs Funding Request Spreadsheet:** Complete the application template from the ePAGE *Related Documents* section. Upload the spreadsheet into ePAGE in *Related Documents*.
 - Label the file: **“Eligible Recipient Name” Postsecondary Programs Spreadsheet FY24**
8. **Teacher License(s) or Assurance of Qualified Instructor:** (Needed only if teacher salary is being requested.) Upload a copy of the teacher(s) license or the letter of assurance that the teacher is qualified in the ePAGE Related Documents, Optional Documents section.
 - Label the file: **“Eligible Recipient Name” Teacher License FY24;** or
 - Label the file: **“Eligible Recipient Name” Qualified Assurance FY24**
9. **Teacher License Information:** (Needed only if teacher salary is being requested.) Upload a copy of the Teacher License Information form in the ePAGE Related Documents, Optional Documents section.
 - Label the file: **“Eligible Recipient Name” Teacher License Information FY24;**
10. **Pre-Award Assessment:** The Pre-Award Assessment Questionnaire will be included within the ePAGE application. Please upload copies of each of the supplemental documents requested by the Pre-Award Assessment in the ePAGE Related Documents section.

Narrative

The 2023-2024 Perkins Local Application form is to be used for the submission of the narrative portion of this application. The template can be found in the ePAGE Related Documents section.

Budget

The budget is to be submitted in ePAGE.

Pre-Award Assessment

NDE is required to conduct the Pre-Award Assessment for each subrecipient prior to the approval of a subaward agreement in alignment with requirements under state and federal regulation. This assessment must be completed for compliance purposes, however, provided you are eligible to receive funds, your score will not impact your eligibility to receive grant funds. The assessment is completed in ePAGE and a copy of the rubric for the assessment is further attached within ePAGE.

Certification

The Perkins Certifications forms can be found in the ePAGE Related Documents section. **Note: There are two signatures required.** Submit it in the Related Documents section.

Assurances

When the application is submitted in ePAGE with the status '*LEA Authorized Representative Approved*', that means the assurances are confirmed. These assurances include the Perkins grant required assurances.

Part II – Application

A. Narrative

Utilize and complete the *2023-2024 Perkins Local Application* found in the ePAGE Related Document section.

Priorities, Strategies, and Actions Table

Utilize the findings in the CLNA Parts A through G to identify the priorities for the LEA, identify the specific root cause(s) addressed by the priority, determine measurable goals to achieve the priorities, develop strategies and next steps to meet the goals, and identify funding mechanisms. **Note: All funding requests need to be linked to the CLNA findings and priorities.**

CLNA Summary, Analysis of CLNA, and Planned Actions

Complete the following sections (I through IX):

- Comprehensive Local Needs Assessment Summary
- CTE Program Course Offerings and Activities
- Career Exploration and Career Guidance
- Improvement of Academic and Technical Skills
- Special Populations Preparation and Equal Access
- Work-based Learning Opportunities
- Postsecondary Credit Opportunities
- Support of Recruitment, Preparation, Retention, and Training
- Addressing Disparities or Gaps in Performance

Required Uses of Funds

Identify which funds are aligned with the application by clicking on “Yes” or “N/A”. Provide a list of the projects in which they align with the required use of funds item. Pursuant to Perkins V sec. 134, funds are made available to LEAs to develop, coordinate, implement, or improve CTE programs to meet the needs identified in the CLNA. Said funding shall be used to support CTE programs that:

- are of sufficient size, scope, and quality to be effective.
- address one or more of the six (6) funding requirements, as outlined in the Resources Section of this NOFO.
- identify which priority(ies) that is/are aligned to this request for funds.
- identify the projects that align to the *Required Uses of Funds*.

All *Required Uses of Funds* items must be listed in the grant application narrative. If the funding requirement is not part of the eligible recipient’s request, mark the item as “Not Applicable”.

Project Narrative and Outcomes

For this section, complete an individual “Project Narrative and Outcomes” for each project request. Each project description must be thorough enough and clearly state what is being proposed. The description must include the following:

- Project name
- Identify project by program area if it is agency-wide, middle school, etc.
- Proposed funding amount

Make sure all references to funding match the budget. Provide a complete narrative which includes a clear description of the proposal which:

- includes a description of how this project and collected data will help address priorities identified in the CLNA Summary (e.g., enrollment, opportunity, and/or performance gaps).
- demonstrates how funded programs, projects, or services, will guide students' secondary program completion to a postsecondary credential, such as an industry certification, Nevada System of Higher Education (NSHE) recognized certificate of achievement, and/or associate degree.
- describes measurable project outcomes, project timeline, and alignment with the intent of the project.
 - The timeline must include each priority, the stakeholder(s) responsible for completion, and anticipated completion date.
- addresses the following staffing requirements if funding for staff is requested:
 - The applicant must identify the full-time equivalency (FTE) of each position requested.
 - Describe how the time will be accounted for (e.g., personnel activity report or time log).
 - If the staff member is to be paid partially from this grant and partially from another funding source, identify the other funding source.
- describes how the project will be sustained after the grant period has ended.

B. Budget

The budget is to be submitted in ePAGE. Refer to the most current NDE [GMU Budget Preparation Guidelines](#) and [GMU Budget Review Checklist](#) when developing the budget. The most current documents are to be released March 15, 2023, during the GMU Office Hours session.

1. **Budget Overview:** Verify accuracy of the ePAGE Budget Overview.
2. **Budget:** Complete the ePAGE Budget.

C. Pre-Award Assessment

NDE is required to conduct the Pre-Award Assessment for each subrecipient prior to the approval of a subaward agreement in alignment with requirements under state and federal regulation. This assessment must be completed for compliance purposes, however, provided you are eligible to receive funds, your score will not impact your eligibility to receive grant funds. The assessment is completed in ePAGE and a copy of the rubric for the assessment is further attached within ePAGE.

D. Contacts/Identifying Information

Applicant Information for the applying entity will be required for identification and compliance purposes, including up-to-date contacts for the organization. Please provide detailed contact information with your submission. Review, and update as needed, Roles for Perkins grants in ePAGE.

E. Assurances

When the application is submitted in ePAGE with the status '*LEA Authorized Representative Approved*', the assurances are confirmed. These assurances include the Perkins grant required assurances.

Part III - References

Submission Checklist

- 2022-23 Local Application
- Certifications with Signatures
- Applicant's Appeals Policy and Procedure
- Applicant's Travel Policy
- Applicant's Advisory Technical Skills Committee Membership List(s) – in one document
- Programs Information Form (secondary only)
- Teacher License Information Form - secondary only (if asking for salary)
- Teacher License(s) – secondary only OR Assurance of Qualified Instructor - postsecondary only (if asking for salary)
- Postsecondary Programs Funding Request Spreadsheet
- Pre-Award Assessment
 - Internal Controls
 - Financial Management Policies
 - Conflict of Interest Policy
 - Civil Rights Policy
 - Student Privacy Policy
 - Ledger of Expenditures

Glossary

Assurances: The contractual agreement, specific to federal or state grants, required for all subaward agreements.

CAGE (Commercial and Government Entity): A CAGE number is a five-character identification number used by the Federal government to identify vendors, and trackable through FAPIIS (the Federal Awardee Performance and Integrity Information System).

Contractor: Individuals or entities from which state agencies procure goods and services to carry out a project or program. May also be referred to as “vendors”.

Competitive Funds: Competitive funds are those that the Nevada Department of Education (NDE) has discretion to award based on merit of application, specifically through the use of open applications scored through rubrics by a review committee and allocated according to project proposal and fit.

Compliance: This refers to the Office of Division Compliance, Student Investment Division. Their universal inbox is sidcompliance@doe.nv.gov

Discretionary Funds: For the purposes of this document, discretionary funds refer to those funds set aside for allowable use by NDE and spent via contractual relationships and/or administrative costs, rather than competitive subawards.

Entitlement Funds: Entitlement funds are those funds calculated via allocation formula by the U.S. Department of Education (USED), with local education agencies (LEAs) and other organizations entitled to the funds by virtue of their services and/or students under federal law.

ePAGE: Electronic Plans, Applications, Grants, and Expenditures (ePAGE) is the electronic platform used by NDE for grants management.

Federal Award Identification Number (FAIN): The FAIN is the award identification number assigned for any and all federal grants and is included on the GAN.

Formula Funds: Formula funds are those that may have an allocation formula associated with the funds, determining how those funds will be divided based on the number of applicants, represented students, etc.

Grant Award Notification (GAN): The Grant Award Notification (GAN) is a legally binding notification issued by the funding entity that an award is offered in response to a submitted proposal and/or application. When NDE accepts the award by signing the grant agreement or drawing funds, it is legally obligated to carry out the full terms and conditions of the grant as described under the complete GAN.

Grants Management Unit (GMU): The Grants Management Unit is within the Office of District Support Services, Student Investment Division, processes the financial management for all grants within NDE. Their universal inbox is grantsinfo@doe.nv.gov

Grant Profile: A document that includes key information related to a specific grant, including the scope of the grant, subject matter experts, budgetary information, reporting requirements, etc.

Notice of Funding Opportunity (NOFO): a Notice of Funding Opportunity (NOFO) is a document that notifies grant seekers/potential subrecipients of the prospect of a grant and includes information about the grant process, requirements, selection criteria, and timelines. A NOFO is required for all competitive funds.

Notice of Intent to Apply: A Notice of Intent to Apply is a preliminary form completed by interested grant applicants prior to the submission of their complete application. This prerequisite may or may not be required as part of a NOFO or grant application process but should always be clearly identified.

Pre-Award Assessment (PAA): The Pre-Award Assessment is a financial-based risk assessment which must be completed for all subrecipients and/or contractors prior to entering into an agreement.

Program: All references to Program (as a proper noun) specifically refer to programmatic offices within NDE.

Subaward: An award provided by a pass-through entity (in this case NDE) to a subrecipient for the subrecipient to carry out the terms of the originating award and agreed upon via general or federal assurances. Subawards do not apply to contractors nor beneficiaries of the program.

Subrecipient: A non-federal entity that receives a subaward from a pass-through entity to carry out the terms of the originating award but does not include an individual that is a beneficiary of the program.

Unique Entity Identifier (UEI): The UEI replaced the DUNS effective April 2022 and is required under all assurances; it is additionally required pursuant to 2 CFR 200. The UEI may be assigned via [SAM.gov](https://sam.gov).

Vendor Number: The vendor number is assigned by the [State Controller's Office](#) and makes it possible for any state agency to make a payment to external organizations.