Notice of Funding Opportunity

Career and Technical Education
State CTE Allocation Grant
Application Due Date: March 17, 2023

Issued By
The Nevada Department of Education
Office of Career and Technical Education

Funding Period: July 1, 2023 – June 30, 2024
Funds Available: $9,480,675.40 (tentative, pending 2023 legislation)
Source of Funding: State Career and Technical Education Grant

Questions related to this funding should be addressed to:

Kristina Carey, Education Program Professional
Office of Career Readiness, Adult Learning, and Education Options
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775-687-7281

Contents

Part I – Application Requirements and Guidelines

A. Introduction and Background

The primary goal of the State Allocation CTE Grant fund is to increase the numbers of students enrolled in and who complete CTE programs of study through the development of relevant, high-quality programs via New CTE Programs, CTE Program Expansion, and/or CTE Program Improvement and Support.

Eligible Applicants

School Districts and public charter schools with Career and Technical Education programs as listed in the 2021-22 Program Directory and as identified in the 2022-23 Nevada CTE Course Catalog.

Goals and Priorities

The State Board of Education will award grants to school districts and eligible public charter schools for programs of career and technical education 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 (GOWINN)
- Industry-recognized credentials as identified by GOWINN
- Alignment with workforce training needs in Nevada, and Nevada's economic development strategies and workforce investment system

Funding Information

For fiscal year (FY) 2024, **$13,543,822** is tentatively available, pending 2023 funding legislation, 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), 70 percent of the total state funding, **$9,480,675.40**, is tentatively available for the allocated grant. Eligible applicants may submit one application with as many projects as desired.

Participation and Evaluation

Participation Requirements

The purpose of state allocation 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 or state specific) career pathways. Any program selected for funding must be included in the state's most current CTE Course Catalog.

State allocated funds must be used strategically by the school district to provide CTE programs leading to high-skill, high-wage, and/or in-demand (regionally or state 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 following funding purposes are supported with state allocated CTE 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 GOWINN, 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:
- The program currently offers a partial course sequence, but is lacking the completion-level course;
- The program has current enrollments; and
- The course sequence must be completed according to the state's most current CTE Course Catalog.

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 GOWINN, 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 and Support

Funds may be used to assist CTE programs in meeting or exceeding standards and aligning 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 GOWINN, 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.

Reporting Requirements
All subrecipients are required to submit requests for reimbursement and final financial reports in alignment with the due dates in the assurances.

Monitoring and Evaluation Requirements
All subrecipients will be evaluated for financial risk via the Pre-Award Assessment conducted during the application process for the grant. Financial subrecipient monitoring is conducted on an annual basis throughout the performance period of the award. Additionally, the subrecipient will undergo a programmatic monitoring evaluation on a semi-annual basis.

Technical Assistance and Support

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

Technical Assistance

Name	Email
Program Support	kcarey@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

The Nevada Department of Education (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 and Uses of Funds	February 23, 2023 @ 10:00am via Teams
Narratives and Budgets	March 2, 2023 @ 1:00pm via Teams

Review Process

Notice of Intent to Apply
Each entity wishing to apply for funding must complete the *Notice of Intent to Apply* form. Only one form per entity is required. We understand that entities may not yet know the details of their application plan, but we ask that applicants be as accurate as possible at the time of submission; however, applicants are flexible to adjust their initial proposals in their final application. NDE will use the information provided for planning purposes and to create an account for your organization in ePage, (Electronic Plans, Applications, Grants and Expenditures), NDE's online grant management system, so that your organization may submit a funding application.

Please submit your Notice of Intent to Apply by: **February 15, 2023**

Submission of Application
Each LEA/eligible agency will submit one application with as many individual projects as desired. This application will be submitted in the ePAGE system.

Local Administration

Indirect costs are not allowed in State CTE Grants.

Application Components 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. **Any incomplete submissions will be returned and may result in the delay of the approval.**

   ePAGE Components
   1. Budget Overview
   2. Budget Details
   3. State Assurances
   4. Pre-Award Assessment
   5. Uploaded Documents
      - Agency's Appeals Policy and Procedure (district/institution level policy)
      - Agency's Travel Policy (district/institution level policy)

- Advisory Technical Skills Committee Membership List(s) (district/institution level list(s))
- Allocation Grant Program Narrative (form located in ePAGE Related Documents)
- Allocation Project Narrative(s) (form located in ePAGE Related Documents)
- Allocation Project Budget Details (form located on CTE Grants Administration webpage)
- Programs Information Form (located in ePAGE Related Documents)
- Teacher License Information Form (located in ePAGE Related Documents) - (Only positions funded by this grant)
- Internal Controls
- Financial Management Policies
- Conflict of Interest Policy
- Civil Rights Policy
- Student Privacy Policy
- Ledger of Expenditures

Review of Application

The application will be 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. Then, CRALEO will notify the applicant if any modifications are needed or notify of funding approval. Common Criteria are used to evaluate all applications.

Proposed Timeline

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

Date	Activity
February 14, 2023	Documents related to applications made available to applicants/ Awardees Notified of Allocations
March 17, 2023	Applications Due
April 17, 2023	Applications Reviewed to provide requests for modifications
May – June 2023	Development of Subaward Agreement
July 1, 2023	Funding Date
August 15, 2023	First Report Date
June 30, 2024	All Funds Expended; End of Funding Period
August 1, 2024	Final Financial Report Due

Please note that dates are subject to change.

B. Overview of Application Requirements

Notice of Intent to Apply

The Notice of Intent to Apply is available as an attachment to this document. Please complete the document completely and submit it by February 15, 2023, to *Kristina Carey via email, kcarey@doe.nv.gov*.

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.

Narrative

Project Narrative Form(s):
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) using the project narrative form provided.

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 Cluster (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 how many years the position has been grant funded.
- 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 Jennifer Fisk for details on meeting requirements (jennifer.fisk@doe.nv.gov or 702-486-6625).

Project Alignment to Economic Workforce Needs and Collaboration/Data
- Describe how the project is high-skill, high-wage, and/or in-demand (regionally or state 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., Governor's Office of Economic Development (GOED), GOWINN, 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. If applicable, describe how the project is connected to the district's Perkins V Comprehensive Local Needs Assessment.

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 performance report at the end of the grant cycle.
- Estimate the number of students impacted by the project.
- Estimate the number of instructors impacted by the project.

- Measurable outcomes may be related to:
  - o CTE student participation numbers (e.g., CTE concentrator)
  - o CTE program completion rates
  - o high school graduation and/or dropout rates
  - o student acquisition of knowledge and skills leading to industry or postsecondary credentials
    - ▪ **Note**: *With the Final Financial Report, subrecipients will be required to submit a report of the outcomes for each project narrative.*

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.

Budget
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.
The Budget **must** be formatted following the guidelines below. Do not use acronyms solely unless stated in the guidelines. Use full names of items or services once in each budget narrative box, then acronyms may follow.
Plan to utilize the same name for all items on the grant application, Request for Funds submissions, and Final Financial Report (FFR) inventories, for ease in determining that the approved item is the same item being asked for reimbursement for and is the same item in the inventory.
See Nevada's current document for allowable uses of funds, Use of Funds Guidance-State (nv.gov). This document can be found at: http://www.doe.nv.gov/CTE/Grants_Home/.

For object codes 100, 200, 600, and 700, in each Title of Position/Purpose of Item section, list the following information in this order:

Career Cluster:
- Select the appropriate Career Cluster from the dropdown menu provided in ePAGE for each narrative box.

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).

School(s) name(s):
- Select the appropriate School Site from the dropdown menu provided in ePAGE for each narrative box.

Items/services to be purchased:
- Within each object code each purpose must have its own entry.
- If teachers for programs are being requested, the completed Teacher Information form must identify each position, % FTE or prep buyout, program of study, and the number of years this salary has been funded with CTE grants.
- Funding is only allowable for teachers with the proper licensure endorsement to teach the program.
- Teacher license information needs to be included in the budget as well as in the Teacher License Information Form. This form will be in the ePAGE Related Documents section where the final application will be submitted.
- List the quantities and unit costs in the provided fields of the budget detail (e.g., when purchasing 2 FTEs: quantity = 2 – unit cost = $45,000, NOT quantity = 1 – unit cost = $90,000).

- Personnel who are directly charged in the budget must be listed by position name with a percentage breakout of administration and other.
- For general supply budgets, every item **does not** need to be itemized; however, a brief and adequate description of the kind of supplies. If it is not easy for an evaluator to understand how the amount requested was determined, include additional information to the budget detail/narrative.
- **There should be enough information to justify the amount requested.**

Example:
Fashion, Textiles & Design -
Instructional supplies, including *bobbin cases, bobbin tension winders, thread cutters, foot control pedals, sewing machine handles with pins and end caps, sewing machine covers, back case pieces, rear thread guide plastic casings, stitch plates, screws, balancing feet, presser feet, horizontal spool pins, needle threaders, shank shaft presser foot holders, etc.*
Prices vary by item. This is an estimate of cost. Will not exceed requested amount.

- When requesting instructional and supplemental materials use a separate Budget Detail and Narrative Description section for each item.
  - The determination of instructional materials including textbooks and curriculum – online and other - is at the discretion of NDE.
  - When requesting instructional materials, they need to be on the NDE CTE Approved Instructional Materials List.
  - For each instructional material, note in the budget detail/narrative the name of the instructional material, publisher, edition number, and that it is on the Approved Instructional Materials List located at https://doe.nv.gov/Standards_Instructional_Support/Instructional_Materials/

Example:
Nursing Assistant –
Approved Instructional Material: *Foundations of Caregiving, 5th Edition, Diana Dugan, Hartman Publishing.*

- 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; use a separate Budget Detail and Narrative Description section for each item.
- Itemize items under $500 such as digital cameras, tablets, Chromebooks, etc. Use a separate Budget Detail and Narrative Description section for each item.
- Use Object codes: 610 for General Supplies under $1,000; 612 for Non-Technology Items of Higher Value (general supplies type items) over $1,000 - $4,999; 652 for Technology Items of Higher Value; and 730 for items $5,000 and above.

- For **items of value** and **equipment**:
    - Provide a justification for the item. If it is not on the program of study equipment list, indicate the state standard associated with the expenditure.
    - Provide the make and model of the desired item. If being locked into a specific item is not desired, provide an example of what is desired and add "or item with similar features and price".
- "**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 standards can be met.
    - See the program of study equipment lists at CTE New Home (nv.gov) for reference.
- List the quantities and unit costs in the provided areas (e.g., when purchasing 30 computers: quantity 30 – unit cost $1,000, not quantity 1 – unit cost $30,000). If unit cost cannot be determined at the time of application add to the budget detail/narrative, "Prices vary by item. This is an estimate of cost. Will not exceed requested amount."
- If all the information is not available for a requested item include the following information in the narrative:
    - "This is an estimated cost. Will not exceed requested amount."
- The lack of required information may delay the subgrant award

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:

Career Cluster:
- Select the appropriate Career Cluster from the dropdown menu provided in ePAGE for each narrative box.
    - **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).

School(s) name(s):
- Select the appropriate School Site from the dropdown menu provided in ePAGE for each narrative box.
    - **Items/services to be purchased:**
    - Within each object code each purpose must have its own entry.
    - All requests must be itemized.
    - Plan to utilize the same name for all items on the grant application, Request for Funds submissions, and Final Financial Report (FFR) inventories, for ease in determining that the approved item is the same item being asked for reimbursement for and is the same item in the inventory.
    - 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.

Example:
Welding Technology – Inspection of tanks to ensure proper levels and installation.
This is an estimated cost, not to exceed line-item total.
Service will be completed by June 30 of grant fiscal year.

- Travel Requests for professional development:
    - Use a separate **Budget Detail and Narrative Description** section for each event.
    - Itemize each event: indicate full name of sponsoring organization (no acronyms), full name of event (no acronyms except for CTSOs - DECA, FBLA, FCCLA, FFA, HOSA, SkillsUSA), date, location, and position(s) of projected attendees.

- o In the narrative description of the budget detail, add the following assurance in the budget narrative box, "The current GSA rates at the time of travel will be used for requests for reimbursement."
- o If asking for funding for unanticipated CTE program related travel expenses provide as much detail as possible. State, "Specifics are not available at this time. This is an estimate of costs. Will not exceed requested amount." and include "The current GSA rates at the time of travel will be used for requests for reimbursement."
- o If asking for funding when specifics are not available, add to the narrative description in the budget detail an explanation of why the information is not available plus the following information. The time of year event occurs, (February or Spring). "This is an estimated cost. Will not exceed requested amount." and include "The current GSA rates at the time of travel will be used for requests for reimbursement."

- 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.

Pre-Award Assessment

NDE is required to conduct the Pre-Award Assessment (PAA) for each subrecipient prior to the approval of a subaward agreement in alignment with requirements under state and federal regulation. For competitive applications, the PAA must be incorporated into the evaluation of the application. The Pre-Award Assessment will be incorporated into your ePAGE application, and a rubric for the assessment is attached. Please note that if your Pre-Award Assessment indicates that you are not eligible to receive funds due to federal debarment, your application will be removed from consideration.

Certification and Assurances

All application document templates will be provided for the LEA to utilize for their grant submission.
- All applications must be approved by the LEA's superintendent or designee.
- Items requiring signature are:
  1. **Application Cover Page;**
  2. **Assurances; and**
  3. **Budget Summary**

C. Rubrics and References

Pre-Award Assessment Rubric

Risk Factor	Least Risk (0)	High Risk (1)
Is the applicant currently debarred?	No	Yes: not eligible to receive funds
Is the applicant currently in receivership?	No	Yes
What is the applicant's Unique Entity Identifier (UEI)?	Has an active UEI number	No UEI number
What is the applicant's SAM.gov status?	Clear and active status in SAM.gov	Inactive status on SAM.gov
What is the applicant's Nevada Vendor status?	Has an active Nevada Vendor number	Does not have an active Nevada Vendor number
Did the applicant have and submit their Internal Controls?	Has and submits internal controls	Does not submit internal controls / Does not have internal controls document
Did the applicant have and submit their Financial Management Policies?	Has and submits financial management policies	Does not submit financial management policies / Does not have a financial management policy
Did the applicant have and submit their Conflict-of-Interest Policy?	Has and submits conflict-of-interest policy	Does not submit conflict of interest policy / Does not have a conflict-of-interest policy
Did the applicant have and submit their Civil Rights Policy?	Has and submits civil rights policy/statement	Does not submit civil rights policy / Does not have a civil rights policy
Did the applicant have and submit their Student Privacy Policy?	Has and submits a policy related to protection of student privacy/data	Does not submit student privacy statement / Does not have a policy
Did the applicant have and submit their Ledger of Expenditures?	Has and submits ledger of expenditures	Does not submit ledger of expenditures / Does not have a ledger of expenditures
What is the status of any relevant accreditations and/or licenses for the applicant?	The applicant holds the relevant accreditation status and/or licenses	The applicant has recently lost accreditation and/or relevant licenses
Does the applicant plan to subcontract their awarded funds?	The applicant will not be subcontracting the awarded funds	The applicant will be subcontracting the awarded funds
Does the applicant's project align with one or more of NDE's 2020 STIP goal strategies?	The applicant's project clearly aligns with one or more of NDE's 2020 STIP goal strategies	The applicant's project does not clearly align with any of NDE's 2020 STIP goal strategies
Does the applicant have previous experience working with similar grants? (e.g., federal or state, amount of funding, etc.)	Applicant has previous history working with similar grants	Applicant is new to working with grants of similar size and/or complexity

Does the applicant have adequate financial staffing and experience to implement and manage the grant?	**80% or more of positions are filled and have the training needed to effectively manage the grant**	**20% or more of positions are vacant or hiring and will need training to effectively manage the grant**
Is the applicant able to segregate indirect costs from other funds?	Applicant is able to segregate indirect costs from other funds	Applicant is unable to segregate indirect costs from other funds
What accounting system does the applicant use, and can it identify receipts and expenditures of program funds separately and by budget categories?	Accounting system in place identifies receipts and expenditures of program funds separately for each award and by budget cost categories	Accounting system does not identify receipts and expenditures separately for each award and by budget cost categories
Does the applicant have a time and effort accounting system in place?	Has a time and effort accounting system in place	Does not have a time and effort accounting system in place

Risk Factor	Least Risk (0)	Medium Risk (1)	High Risk (2)
If match or maintenance of effort is required, has applicant identified an allowable and sustainable source?	There are no matching/MOE requirements for the applicant	There are match or MOE requirements for the applicant and they have identified a single sustainable source	There are match or MOE requirements for the applicant and they have identified fragmented sources
What is the status of recent state or federal financial audits for the applicant?	No findings on the most recent state or federal audits	No recent state or federal audits were conducted	One or more findings on the most recent state or federal audit
Is the applicant's Single Audit clear of any significant findings in the past three years?	No findings in the previous three fiscal years.	No Single Audit conducted in the previous three fiscal years.	One or more findings in the previous three fiscal years.
What was the Financial Subrecipient Monitoring score for the applicant in the previous fiscal year?	Low	Medium	High

PAA Subrecipient Score	PAA Score - Grant	Criteria	NOFO Rubric Score
Debarred	*N/A*	Not eligible to receive funds	0
12-20	4-6	High Risk	1-2
5-11	2-3	Medium Risk	3-4
0-5	0-1	Low Risk	5

Assurances
Provided both with this communication and on the NDE website Career and Technical Education page.

Part II – Application

A. Narrative
Utilize narrative forms provided both with this communication and on the NDE website Career and Technical Education page.

B. Budget
Utilize budget forms provided both with this communication and on the NDE website Career and Technical Education page.

C. Pre-Award Assessment
The Pre-Award Assessment will be incorporated into your ePAGE application. If you have any questions, please reach out to sidcompliance@doe.nv.gov.

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 along with the Pre-Award Assessment.

E. Assurances
Provided with this communication, on the NDE website Career and Technical Education page, and in ePAGE with the final subrecipient approval.

Part III - References

Submission Checklist
- ☐ State Assurances
- ☐ Cover Page with Signatures
- ☐ Applicant Information for ePAGE
- ☐ Budget Summary
- ☐ Project Narrative Forms
- ☐ Individual Project Budget Details
- ☐ Programs Information Form
- ☐ Teacher License Information Form (Funded projects only. Submitted in ePAGE.)
- ☐ Pre-Award Assessment
    - o Internal Controls
    - o Financial Management Policies
    - o Conflict of Interest Policy
    - o Civil Rights Policy
    - o Student Privacy Policy
    - o 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.

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.