

What to Put into the CTE Perkins Grants ePAGE and Paper Submitted Budget Detail and Budget Narrative Description Boxes

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The goal of this document is to provide clear expectations to support the submission of grants applications that do not need additional clarification, modifications, or corrections, to enable efficient review and timely production of subgrant awards.

This information relates to the FY24 Perkins Career and Technical Education (CTE) Notice of Funding Opportunities (NOFOs). Guidance is provided in this document by Nevada Department of Education (NDE) Office of Career Readiness, Adult Learning, and Education Options (CRALEO), Career and Technical Education (CTE) grants administration and the Grants Management Unit (GMU) Budget Preparation Guidelines and GMU Budget Review Checklist.

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The Budget **Narrative Description** Boxes should be formatted in the following way

Grants Management Unit Information Area (you don't need to include this wording)

- List what is wanted to be purchased
- List the purpose of the purchase
- Additional notes as required by GMU
(Leave a blank row)

CTE Information Area (you don't need to include this wording)

- **Program of Study/Course Name:** (information not in bold letters) **School Sites:** __ (information not in bold letters) __
- Additional notes required by CTE
- **CLNA Priority** (that is listed in your Perkins Grant Application Narrative): __ (information not in bold letters) _____
 - If notes are required in the budget narrative description box by subrecipient agency put them here at the end.

**More specific examples can be found at the bottom of this document.*

In each Perkins Budget submission, ePAGE and "Paper" grants, follow the guidance provided in the:

- **GMU Budget Preparation Guidelines** provided following the April 2023 GMU Office Hours presentation
- **GMU Budget Review Checklist** provided following the April 2023 GMU Office Hours presentation, and
- In ePAGE:
 - In the Budget Details provide all requested information
 - In the Narrative Description areas provide accurate, complete, (but succinct) information
 - Provide GMU information before CTE specific information separated by a blank line

- **In Paper:**
 - In the Title of Position Description of Item areas provide all requested information, (Do not include narrative information in this area)
 - In the Narrative areas provide accurate, complete, (but succinct) information
 - Include the CTE information after the GMU information separated by a blank line

Include the following, (found in items 1 – 3) as appropriate in ePAGE Budget Narrative Description areas and for Paper submissions Narrative areas (See examples above and on page two to see the format)

- Acronyms may be used once the item is spelled out fully the first time
- CLNA Priority/Alignment must be exact wording from the CLNA document submitted to NDE and noted in the Perkins Grant Application Narrative

1. GMU Required Information:

- In the Budget Detail section Quantity and Unit Cost should reflect the desired number of items to be purchased.
 - *Exceptions may include some items such as general supplies requests, and multiple Career and Technical Student Organizations (CTSOs) travel. Be sure to make it VERY clear how the cost was arrived at.*
- In the Narrative Description Box provide information describing **what is being requested for purchase**, and for what purpose(s). A brand name and model can be listed along with “or similar item and price” (to avoid the need for a revision if the specific model becomes unavailable)
- Briefly **describe** how students will be using or **benefit** from requested item – May include how request meets secondary program of study standards or postsecondary program objectives. *(Note: if a program standard is referenced it will be verified.)*

2. Blank Row

3. CTE Information

- a. Program Name: Add Program of Study/Postsecondary Program Name/Agency-wide (all on one line)
- b. School Name(s): List site(s) where program of study/program funding requested item is to be located, or Agency-wide. (Add this as a continuation of the first line.)
- c. Name of Item/Service Requested:
 - Use a separate Budget Detail with Narrative Description for most requests. (Exceptions may include some items such as supplies requests, and multiple Career and Technical Student Organizations (CTSOs) travel.
 - Expenditures must be requested in the correct object and function codes.
 - Include only requested information. Inclusion of unnecessary information can create unintended delays in approval. See specific object code information below.
 - Secondary: If the item requested is not on the Program of Study Equipment List provide a justification and list the program standard it meets. Equipment lists can be found with the program of study resources within the Career Cluster at <https://doe.nv.gov/CTE/>

- As the last CTE item in the Narrative area, add a brief note about how the request is aligned with the goals, purposes, and objectives of the Comprehensive Local Needs Assessment (CLNA). (Note: No funding will be provided for requests not associated with CLNA goals, purposes, and objectives.)
- Subrecipient required information can be added at the bottom of the Narrative Description box.

If salary request, object codes 100/200:

- *In the GMU area: Add percent Full-time Equivalent, (%FTE) requested.*
- *In the CTE area: If for a program salary request, **note** the number of years it has been funded.*
- *In the CTE area: If teacher salary is requested, add a note that the secondary teacher is properly licensed/ endorsed to teach the program of study and list the name of the endorsement. For postsecondary, add a note that the instructor is qualified to teach the subject.*
- *In GMU area: For other personnel note the position name with percentage breakout of administration and other duties.*

If travel requested, object codes 330/580:

*In the **CTE area:** In **object code 330** (registration) include the following information: Sponsoring organization (no acronyms), date, location, and name of position of projected attendees.*

To allow for use of funds without needing a revision, if desired all similar type of registration can be put in one detail and narrative.

For example, Program of study specific professional development conferences. To include, but are not limited to, Nevada Association of Career and Technical Education (NACTE), Association for Career and Technical Education (ACTE), American Association of Family and Consumer Sciences National Conference, National Association for the Education of Young Children (NAEYC) National Conference. To be attended by CTE teachers, administrators, counselors, and other related CTE staff.

*In the **GMU area:** In **object code 580** (staff travel expenses) Add the Note at the bottom of the Narrative Description box, “The current GSA rates at the time of travel will be used for Requests for Reimbursement.”*

U.S. General Services Administration (GSA) Rates can be found at:

<https://www.gsa.gov/travel-resources>

If costs are estimated include a statement indicating that the total cost is estimated. Do not include a statement regarding “total costs not to exceed.”

In the CTE area:

Include information: Examples of Sponsoring organizations (no acronyms) and name of position of projected attendees, notation of what funding is being requested (e.g., flight, lodging, mileage, ground transportation, per diem, etc. Cost breakdown for each is not needed.)

If general supplies request, object code 610:

- In **GMU area**: Provide enough examples of the types of supplies to reasonably estimate the amount of funding being requested. (This is an item that causes the most requests for additional information. Requests are often related to the suggested items, our mental estimation of costs, and our not being able to see how the total dollar amount requested was arrived at.)
- If costs are estimated include a statement indicating that the total cost is estimated. Do not include a statement regarding “total costs not to exceed,”.
- Add a note that says General Supplies Items under \$1,000. (Object code 610 is general supplies items under \$1,000.)
- Use separate budget requests for consumable items and non-consumable items requests.
- In the **CTE area**: Add note which indicates *consumable or non-consumable items
- If *consumable supplies are requested add note in the Narrative Description box:
 - For secondary, “for first year program of study”
 - For postsecondary, “no other funds are available to purchase consumables”

If Information Technology Supplies under \$1,000, use object code 654:

- Use object code, 654 for information technology equipment with a per unit cost of less than \$1,000 **and** useful life of more than one year. Items such as computers, monitors, cameras, laptops, microphones, printers, etc. (Plan that these items will be required for the FFR Inventory.)

If instructional material request, object codes 640/641/651/653:

In the **CTE Area**

- Add to the Narrative Description if it is a State Board of Education approved Instructional Material which is on the approved list, or to be used as supplemental.
 - Instructional materials and supplemental materials are being defined for the purposes of the CTE grant applications as:
 - An instructional material drives instruction for the program of study and is used 70% of the time or more.
 - A supplemental material is used to reinforce or support instruction for the program of study and is used less than 70% of the time.
- The approved instructional materials list can be found at https://doe.nv.gov/Standards_Instructional_Support/Instructional_Materials/ Scroll down to State Approved Instructional Materials and then CTE.

***EXAMPLE ONE:**

In object code 580

GMU area information:

Participation in the Nevada Association for Career and Technical Education, (NACTE) Summer Conference. May include airfare, lodging, mileage, ground transportation, and per diem for administrators, counselors, instructors, and program staff.

For Professional Development to improve CTE program offerings which meet the needs of students and the Nevada workforce.

The current GSA rates at the time of travel will be used for Requests for Reimbursement.

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CTE area information:

Program of Study/Course Name: Agency-wide **School Site(s):** Agency-wide

CLNA alignment: To increase the number of CTE program completers.

*** EXAMPLE TWO:**

In object code 610

GMU area information:

KitchenAid Mixer, or similarly priced item

To meet program standards/objectives

Blank row

CTE area information:

Program of Study: Culinary Arts **School Sites:** ABC High School, DEF High School, GHI High School

CLNA alignment: To prepare students for success in this occupational field.

***EXAMPLE THREE:**

In object code 641

GMU area information:

Instructional Material, Textbook, Teaching 3rd Edition 2021, Publisher: Goodheart-Willcox

To educate students for occupations in education and training fields

Blank row

CTE area information:

Program of Study: Teaching and Training **School Sites:** ABC High School, DEF High School, GHI High School

On State Board of Education (SBE) Approved Instructional Materials list

CLNA alignment: To increase the number of CTE Teaching and Training program completers. To provide more teachers for Nevada schools.