GRANT SUBMISSION GUIDELINES

NCE Innovation Grants

Nebraska Department of Education
Nebraska Career Education
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DISCLAIMER

Funding for the Nebraska Career Education Perkins Innovation Grant
and the processes outlined in this manual
is dependent upon the availability of federal funds.

It is the policy of the Nebraska Department of Education not to discriminate on the basis of sex, disability, race, color, religion, marital status, age, or national or ethnic origin in its education programs, admissions policies, employment, or other agency-administered programs.

Introduction

On August 12, 2006, the Carl D. Perkins Vocational and Technical Education Act (P.L. 109-270) was signed into law.

The purposes of the Perkins Act are to:

- Build on the efforts of states and localities to develop challenging academic and technical standards and to assist students in meeting such standards, including preparation for high skill, high wage, or high demand occupations in current or emerging professions.

- Promote the development of services and activities that integrate rigorous and challenging academic and career technical instruction, and that link secondary and postsecondary education for participating career and technical education students.

- Increase state and local flexibility in providing services and activities designed to develop, implement, and improve career education, including tech prep.

- Conduct and disseminate national research and disseminating information on best practices that improve career education programs, services, and activities.

- Provide technical assistance that:
    - Promotes leadership, initial preparation and professional development at the state and local levels, and
    - Improves the quality of career technical education teachers, faculty, administrators, and counselors

- Support 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; and

- Provide 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.

The RFP for the Perkins Innovation Competitive Grant Fund has been developed in coordination with the Nebraska State Plan for Career and Technical Education and the Carl D. Perkins Career and Technical Education Act of 2006.

Proposed projects are considered proposals until such time that they have been reviewed, approved, and have been properly signed by authorized representatives. Upon completion of the review process and signature of authorizing representatives, the proposal is considered a funded project and issued a Grant Award Notification. Changes in the contract may be accomplished through proper approval from the Nebraska Department of Education.

In 2004, the name Vocational and Technical Education was changed to *Nebraska Career Education.* All references to career and technical education in the Perkins Act apply to Nebraska Career Education.

Perkins Innovation Competitive Grant Information

Grant Submission
Applications are to be submitted electronically through the NDE Grants Management System (GMS): https://portal.education.ne.gov/Site/DesktopDefault.aspx.

Goal/Purpose
The purpose of this RFP is to assist local educational agencies (LEAs) in building their capacity to implement the Nebraska Career Education (NCE) Model and improve career technical education as a part of their career education programs.

Eligible Recipients
Eligible recipients include the following:

- Public school districts that offer approved CTE programs of study as a part of their career education programs and that participate in the Federal Perkins Grant program
- Community colleges that offer career technical education programs and that participate in the Federal Perkins Grant program
- Educational Service Units that manage a Perkins consortium
- Consortia of public school districts, Educational Service Units and/or community colleges meeting the above mentioned criteria

Eligible recipients must meet one of the three required criteria listed below.

- *Serving Rural Area*: For purposes of this RFP, rural is defined as those eligible recipients located outside of the Omaha and Lincoln Metropolitan areas.

- *Serving a high percentage of NCE students*: For purposes of this RFP, high percentage of NCE students is defined as more than 50% of the student population non-duplicated count, (if a secondary school, grades 9-12 only) enrolled in one or more NCE courses per year.

- *Serving a high number of NCE students*: For purposes of this RFP, high number of NCE students is defined as 300 or more students non-duplicated count, enrolled in one or more NCE courses per year.

Innovation Competitive Grant Funds Available

An eligible recipient may submit a maximum of one (1) proposal for which they serve as a fiscal agent. However, eligible recipients may participate in multiple proposals.

Proposals must identify from which fund (either the "Formula Grant Supplementation Fund" **OR** the "Emerging Careers Innovation Fund") they choose to apply. Not all eligible Perkins Innovation Grant recipients qualify for both funds. Carefully review the qualifications for each grant fund below.

Formula Grant Supplementation Fund
This grant is only open to Perkins eligible recipients that have experienced a 5% or greater reduction in their formula calculation for Perkins basic grants during either or both of the past two years. This fund is designed to support innovation or special projects to implement rigorous programs of study, curriculum development and/or the implementation of the Nebraska Career Education Model.

OR

Emerging Careers Innovation Fund
This grant is open to Perkins eligible recipients for the purpose of promoting new and emerging career pathways including, but not limited to, "Green" careers. This fund is designed to support innovative projects including the development of rigorous programs of study, curriculum, best practices, career guidance and/or resources to prepare individuals for emerging careers vital for Nebraska's future economic growth and vitality.

In addition to the two preceding grant funds, the FY2011 Perkins Innovation Grant allows applicants to request funding for equipment as part of their grant proposal through the *21st Century Equipment Enhancement Option.*

21st Century Equipment Enhancement Option
As part of a Perkins Innovation Competitive grant proposal, eligible recipients may specifically request funding for the purpose of purchasing equipment that will increase industry-based career technical education experiences for students. Funding from the Equipment Enhancement Fund is targeted specifically for **industry grade equipment** required to prepare individuals for new and emerging careers.

Special Requirements

1. The proposal must target one or more of the following Perkins Target Areas:
    - Student Achievement
    - Secondary/Postsecondary Alignment
    - Alignment to Regional Economies and High Skill, High Wage, and High Demand Jobs
    - Programs of Study, Curriculum Development
    - Innovative Delivery models and Equity of Access to Instruction
    - Professional Development
    - Special Populations
    - School Counseling and Career Guidance
    - Career Education and Academic Integration
    - Understanding All Aspects of Industry

2. The proposal must provide documentation of serving one or more of the following:
    - Rural areas
    - Areas with high percentages of career education students
    - Areas with high numbers of career education students

3. Approvable expenditures under this Perkins Innovation Competitive Grant are the same requirements as the Perkins Basic Grant unless otherwise stated in the fund description. See the Perkins Innovation Competitive Grant Submission Guide for more information and a listing of approvable and non-approvable expenditures.

4. A copy of curriculum, materials and/or implementation plans developed through this grant must be submitted to the Nebraska Department of Education with the Final Report to be shared as a statewide model. Innovation Grant recipients may be asked to present at a future NCE professional development conference.

5. The proposal must provide a plan for sustainability beyond the grant year.

Fiscal Year for Utilization of Funds

The Perkins Innovation Competitive Grant program will be administered using the NDE Grants Management System (GMS). GMS will open for applications beginning February 1, 2011, with applications due on March 15, 2011. Applicants will be notified of their status by May 15, 2011. Funds will become available on July 1, 2011 and must be obligated or expended by June 30, 2012.

Allocation of Funds

Approximately $300,000 of Perkins funds is available for this grant program in FY11.

- Anticipated number of funded projects = 8 to 12
- Anticipated average grant size = $25,000

The reimbursement claims can be made up to 75% of the grant total and the balance can be claimed upon filing of the Final Report, Final Claim, and copies of curriculum, materials, and/or implementation plan(s) by September 15, 2012.

Contact

Questions should be directed to Matt Hastings at 402-471-3104, e-mail matt.hastings@nebraska.gov

Timelines for the Perkins Innovation Competitive Grants

Fiscal Year 2011-2012

February 1, 2011 – NDE Grants Management System (GMS) open to receive proposals

March 15, 2011 – proposals due to NDE via Grants Management System (GMS)

May 15, 2011 – applicants notified of proposal status

July 1, 2011 - June 30, 2012 – fiscal timeframe for FY11-12 approved proposals

September 15, 2012 – final report, claim, and all project summary and closeout materials due to NDE

General Terms for State and Federal Projects

Applicant Organization: An eligible recipient seeking a funded project from the Nebraska Department of Education (NDE).

Budget: The applicant's financial plan, which shows the proposed use of funds for carrying out the project objectives and activities.

Career Education*:* Educational programs offering programs of study that are directly related to the preparation of individuals for successful careers. Such programs shall include competency-based contextual learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, and technical skills necessary for economic independence as a productive and contributing member of society.

Career Education Advisory Committee: An advisory committee or group that meets either regularly or on an as-needed basis to provide input to projects. The advisory committee, that should represent a diverse representation, provides counsel, direction and assistance to career education programs.

Contact Person/Project Staff: Contact person is the staff member from the applicant's organization who will serve as the local contact and will have primary responsibility for conducting the project. Project staff includes staff members and/or consultants involved in conducting the project.

Curriculum Materials: Instructional and related or supportive material, including materials using advanced learning technology, in any occupational field which is designed to strengthen the academic foundation and prepare individuals for employment at the entry level or to upgrade occupational competencies of those previously or presently employed in any occupational field, and appropriate counseling and guidance materials.

Eligible Expenditures: Expenditures by the project recipient may be charged to the project only if they are in payment of an obligation incurred during the project period, conform to the approved project budget, and comply with minimum requirements of federal and state statutes, rules and regulations. Eligible expenditures must meet guidelines as listed in the RFP.

Eligible Recipients: Eligible recipients include public school districts that offer approved Perkins career education programs, community colleges offering career education programs, Educational Service Units and consortia of secondary and/or postsecondary institutions offering approved career education programs.

Eligible recipients must meet one of the three required criteria listed below**:**

- *Serving Rural Area:* For purposes of this RFP, rural is defined as those local education agencies located outside of the Omaha and Lincoln Metropolitan areas.

- *Serving a high percentage of NCE students:* For purposes of this RFP, high percentage of NCE students is defined as more than 50% of the student population non-duplicated count, (if a secondary school, grades 9-12 only) enrolled in one or more NCE courses per year.

- *Serving a high number of NCE students*: For purposes of this RFP, high number of NCE students is defined as 500 or more students**,** non-duplicated count, enrolled in one or more NCE courses per year.

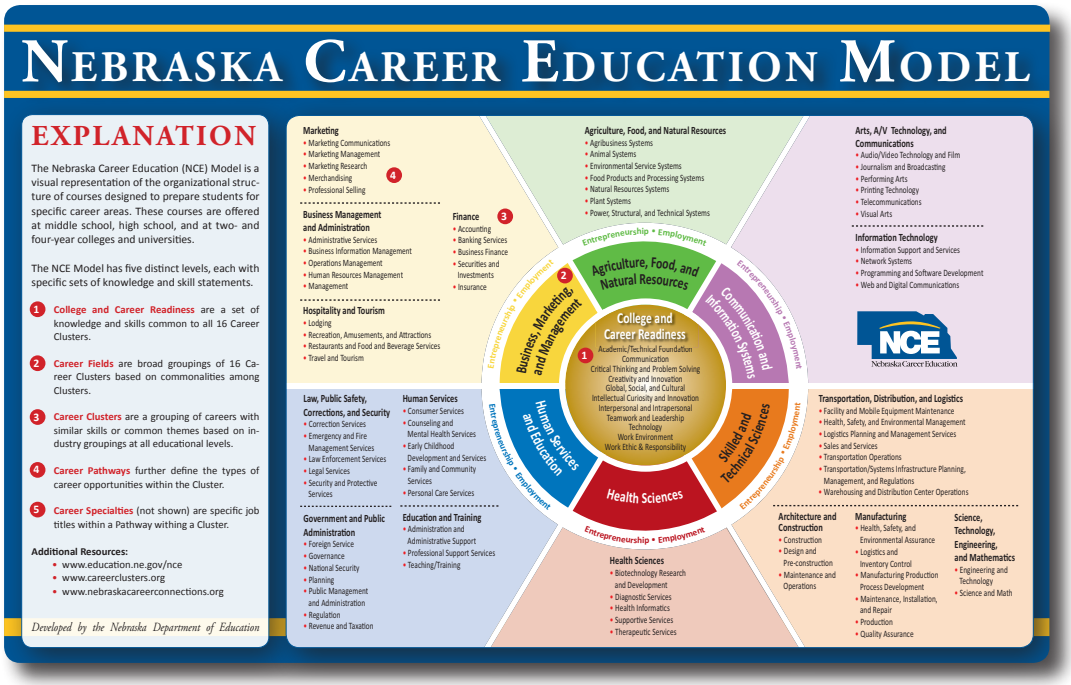
Green Career Pathways: for purposes of this RFP, a green career pathway shall incorporate jobs that provide products and services which use renewable energy resources, reduce pollution, conserve energy and natural resources, and/or reconstitute waste.

High Number of NCE Students: For purposes of this RFP, high number of NCE students is defined as 500 or more students, non-duplicated count, enrolled in one or more NCE courses per year.

High Percentage of NCE Students: For purposes of this RFP, high percentage of NCE students is defined as more than 50% of the student population**,** non-duplicated count, (for secondary grades 9-12) enrolled in one or more NCE course per year.

Nebraska Career Education: Educational programs offering a sequence of courses that are directly related to the preparation of individuals in paid or unpaid employment in current or emerging occupations requiring other than a baccalaureate or advanced degree. Such programs shall include competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem solving skills, work attitudes, general employability skills, technical skills and occupational specific skills necessary for economic independence as a productive and contributing member of society.

Nebraska Career Education Model:



Perkins Core Indicators of Performance: Identifies the categories for accountability of career education including student:

- attainment of challenging academic and vocational skill proficiencies;
- attainment of a secondary school or its equivalent, or a postsecondary degree or credential;
- placement in, retention in and completion of, postsecondary or advanced training, placement in military service, or placement or retention in employment;
- participation in and completion of career education programs that lead to nontraditional training and employment.

Project: A project is a proposal that is funded as evidenced by the signature of the NCE Administrator on the proposal/project's cover page. The NCE Administrator on-line approval/signature completes the contract, binding both the eligible recipient to the accomplishment of the project's objectives and activities and the Nebraska Department of Education to reimbursement of the eligible expenditures.

Project Duration: The length of time for which the project's funding is authorized.

Project Recipient: The agency that has been approved to provide services or activities described in a proposal approved by the Nebraska Department of Education.

Proposal: An eligible recipient's request for funding under state or federal education programs administered by the Nebraska Department of Education.

Reimbursement: Payments made by the Nebraska Department of Education to project recipients for approved expenditures. Access to the approved grant funds is made available on or after October 1, through reimbursement requests. The reimbursement claims can be made up to 75% of the grant total and the balance can be claimed upon filing of the final claim, reports, and curriculum, materials, and/or implementation plan(s) by September 15.

Rural: For purposes of this RFP, rural is defined as those LEAs located outside of the Omaha and Lincoln Metropolitan areas.

Special Populations: Individuals with disabilities, individuals from economically disadvantaged families (including foster children), individuals preparing for nontraditional training and employment, single parents (including single pregnant women), displaced homemakers and individuals with other barriers to educational achievement (including individuals with limited English proficiency).

Completing the Perkins Innovation Competitive Grant Application

The Proposal
The grant proposal is designed to serve four major functions:

1. To document the ***Needs & Baseline Data*** justifying the proposed project
2. To describe in detail the ***Activities*** intended to accomplish the project's stated *Goals & Objectives*
3. To outline ***Sustainability*** and ***Evaluation*** plans for the proposal
4. To serve as a *contract* for the receipt and expenditure of funds

Proposals **MUST** be submitted using the NDE Grant Management System (GMS).

Accessing the Grants Management System
The NDE Grant Management System can be accessed at:
https://portal.education.ne.gov/Site/DesktopDefault.aspx.

Completing the Proposal
Within the NDE Grants Management System (GMS), the FY 2011 Perkins Innovation Competitive Grant Application is divided into nine (9) broad categories (tabs) which require data entry on the part of applicants: Overview, Project Information, Program Information, Budget, Assurances, Amendment Description, Submit, Application History, and the Page_Lock Control. The following information is provided to assist with completing each category of the electronic application.

Overview
The overview category does **NOT** require data entry to complete the grant application. Rather, this tab simply provides an overview of the 2011 Perkins Innovation Competitive (PIC) grant. Included you will find information such as the Program, Purpose, and Grant Fund descriptions. Whole-heartedly

Project Information
The Project Information category contains two subcategories, *Contact Information* and *Allocations.*

Contact Information
This subcategory seeks basic contact information about representatives associated with the grant proposal. Form fields denote the specific items of information needed for this category of the application.

Allocations

This subcategory lists the allocations that a district has received. If a consortia or cooperative, the amount of funds assigned by member districts will appear on the Allocations line. Down the left hand column are variables that can affect the allocation. These include reallocated funds, carryover amounts (not included until after the previous year's project is closed-out), and a record of released funds, if any. When carryover funds are available, an amendment will be necessary to add them to the application's budget.

If a district has assigned part or all of their funds to a consortia or cooperative project, that information is indicated in the next set of lines. The part of their funds assigned is subtracted from the allocation in the top line and a new set of "available amounts" is presented. **Consortia and cooperative projects should check immediately to see if the member districts assigned match what is expected. Missing information or incorrect information must be reported to NDE.** There are **NO** data entry requirements within this particular subcategory to complete the grant application.

Program Information

The Program Information category contains five (5) subcategories, *Proposal Information, Narrative, Collaboration Information, Supplemental Documents,* and *Capital Outlay/Equipment.*

Proposal Information

This subcategory seeks basic information about the proposed targets of grant funds, as well as from which particular fund (Formula Grant Supplementation or Emerging Careers Innovation) the applicant is requesting funds. Form fields denote the specific items of information needed for this subcategory of the application.

Narrative

The Narrative subcategory contains five (5) sections, *Abstract, Needs and Baseline Information, Goals and Objectives, Sustainability,* and *Evaluation.* The Scoring Rubric document provides detailed information regarding the quality of responses expected for each section of the Perkins Competitive Innovation Grant Narrative category. The Perkins Innovation Competitive Grant Scoring Rubric can be found in the next section of this document.

Abstract

Directions and form fields denote the specific items of information needed for this section of the application. The abstract will be used for distribution and publication to describe initiatives funded by the Perkins Innovation Competitive (PIC) grant.

Needs and Baseline Information

This section is designed to provide justification for the grant proposal. The need should be clearly identified and supported with data to document the need. A review of the local performance data from Perkins Core Indicators might be included in this justification to support the grant proposal.

Goals and Objectives
Directions and the form field denotes the specific items of information needed for this section of the application. Both goals and objectives (two separate concepts) should be denoted in this section of the application to achieve full points.

Sustainability
Directions and the form field denotes the specific items of information needed for this section of the application.

Evaluation
Directions and the form field denote the specific items of information needed for this section of the application. This section must seek to measure RESULTS, not efforts.

Collaboration Information
The Collaboration Information subcategory contains one (1) section, *Advisory Committee.*

Advisory Committee
Directions and the form field denotes the specific items of information needed for this section of the application.

Supplemental Documents
Within the Supplemental Documents subcategory of the grant application you are encouraged, but not required, to upload any supplemental documents to support your grant proposal.

Capital Outlay/Equipment
The Capital Outlay/Equipment subcategory contains two (2) sections, *Inventoried Equipment,* and *Depreciated Equipment.*

Inventoried Equipment
Equipment items costing at least $1,500 per unit MUST be inventoried in this section of the grant application. However, it is prudent to inventory any equipment that meets the definition noted in the directions provided for this section of this section of the PIC grant application within GMS.

Depreciated Equipment
Equipment items costing at least $1,500 per unit MUST be inventoried in this section of the grant application. However, it is prudent to inventory any equipment that meets the definition noted in the directions provided for this section of the PIC grant application within GMS.

Budget

The budget category contains three (3) subcategories, *Activities, Budget Detail,* and *Budget Summary.*

Activities

The activities subcategory seeks, specifically, the activities for achieving the project's stated goals and objectives. For entry of more than one activity, click on the "Add Additional Entries" button as each activity listed is carried over into the Budget Detail section of this category. Each activity requires a separate budget detail. As such, listing all project activities in one activity text box is **NOT** acceptable.

Budget Detail

Directions and the form field denotes the specific items of information needed for this section of the application.

Budge Summary

This subcategory of the grant application compiles the information provided in the Budget Detail subcategory. As such, this subcategory does **NOT** require data entry to complete the grant application. Rather, it simply provides a one page summary of previous data submitted for the 2011 Perkins Innovation Competitive (PIC) grant.

Assurances

Upon acceptance of Federal and Technical education funds, the Local Education Agency (LEA), Consortium, or Community College must agree to the assurances listed in this category of the grant application. This category requires an electronic signature by the District Superintendent or the Signature of the Board-Certified Delegated Authority for the School District Superintendent.

Amendment Description

This category will display any amendments to you grant application after submission to NDE.

Submit

The GMS system has several ways to ensure that when an application is submitted, it is as accurate and complete as possible. For example, an error message will appear in red at the top of the page if a number is entered when a word is required. Validation errors must be corrected before the data can be saved. When the correct entry is made, the error message disappears and the data is saved.

The system has been designed to ensure that applications are complete before submission. The last step in the process of completing the Application is on a tab called ***"Submit"***. Prior to the authorized representative clicking the ***"Submit"*** button, the system requires a ***"Consistency Check"*** to be successfully performed. The consistency check examines the entire application, as opposed to a single web page of the application. Example: If any page contains required

responses that were skipped or if any available funds were not budgeted, an error message is displayed. The "Submit to NDE" button is only available after the consistency check has successfully passed. Further, when the consistency check does pass, the application is ***"Locked"***. This prevents modifications to the application that could nullify the consistency check. If the applicant desires to change the application after a successful consistency check (but before submission), they must click the ***"Unlock"*** button, also located on the Submit page. **This can only be done by the person's login id and password that "locked" the application.** By unlocking the application at this time, the record of a successful consistency check is erased, necessitating the consistency check being run again prior to submission.

The submit page will be different for a person designated for data entry. The data entry person will have a "submit" button but it will send the completed application to the authorized representative. **Only the authorized representative can submit the application to NDE for review and approval.**

The Submit page has a comment box for districts to describe what revisions they have made to the original application upon an amendment. Please use this box as it provides program staff, who are reviewing your application, information to the programs and pages that were revised.

Application History
This category will display the progress of your grant application after submission to NDE.

Page Lock Control
GMS Page Lock Control functionality and Web pages are used to manage the locking and unlocking of individual GMS Web data pages within the GMS online applications. The functionality works as follows:

- NDE users in the appropriate user groups (e.g. Grant Reviewers) are able to 'lock' GMS data pages during the application review process. Application Section level control has been developed that provides the ability to lock all pages in a given Application Section for ease of use. NDE staff can also 'unlock' GMS data pages that had been previously locked. This ability is available following LEA submission of the completed application to NDE Grant Review (GR) staff for agency review.

- LEA/applicant users in appropriate user groups are also able to 'unlock' some GMS data pages. This capability is available to the LEA staff while the application is in LEA control – for example, when the application has been returned by NDE to the LEA for needed changes. The LEA users have the ability to 'unlock' pages that have been LOCKED by NDE however; they cannot 'unlock' pages that are marked "FINAL".

- GMS System controls: The system will automatically LOCK all pages and will mark appropriate Web data pages as FINAL (e.g. Assurances pages are FINAL and cannot be

unlocked once submitted to NDE) or during the Amendment Creation process. This will force the applicant to 'unlock' pages they intend to modify on the amendment. The system cannot lock all pages on Submit because this functionality is intended to provide NDE with information on which pages need to be reviewed.

As pages are locked and unlocked using the Page Lock Control process, functionality is impacted. Below is a table that explains the impact on the LEA user based on the action(s) of the Grant Reviewer.

Special Note: it is important to save frequently while using the GMS application, especially after each category, subcategory, and section in an effort to avoid losing entered information.

Perkins Innovation Competitive Grant Scoring Rubric

Advisory Committee (5 Points)

Questions

List all individuals who will serve on the project advisory committee and/or will serve as project partners. The following individuals are suggestions for representation: business/industry representatives, secondary and postsecondary career education instructors, non-NCE instructors offering supporting curriculum and school counseling personnel.

In one or two paragraphs specifically discuss how the Advisory Council will be involved with the implementation and ongoing evaluation of the Grant Proposal.

0-1	2-3	4-5
• No Advisory Committee members identified • No discussion of Advisory Committee involvement in the implementation and ongoing evaluation of the Grant Proposal	• Advisory Committee is identified, but there is limited discussion of how their contributions will enhance implementation and evaluation of the Grant Proposal	• Advisory Committee identified • Thorough description of Advisory Committee member roles and how they will contribute to the implementation and ongoing evaluation of the Grant Proposal

Max Points	Review Points
5	

Project Abstract/Goals & Objectives (10 Points)

Questions

Provide a clear overview of what the proposed project will accomplish. Describe the outcomes to be achieved through this project. Objectives and goals must be strongly and clearly linked to Perkins Target Areas and the needs as stated in *Needs & Baseline Data*.

0-3	4-7	8-10
• No rationale provided • Project impractical or irrelevant to stated goals • Describes generic goals that are not project specific, and/or not linked to Target Areas • Goals are not attainable within the framework of this project	• Project rationale included • Project is practical and relevant • Some of the goals directly address the needs established in the proposal and are linked to Target Areas • Some of the goals are attainable within the framework of this project	• Strong rationale for the project • Project is clearly focused on measurable outcomes • Project goals are realistic, directly support the needs described in the proposal, and are linked to Target Areas • All of the goals are attainable within the framework of this project

Max Points	Review Points
10	

Description of Needs & Baseline Data (10 Points)

Questions

The needs section must address efforts related to career technical education as part of a career education program and/or the capacity to implement the Nebraska Career Education (NCE) Model. Include local performance data from Perkins Core Indicators, and any other relevant data, to substantiate need(s).

0-3	4-7	8-10
• No discussion of the career technical education needs that the project will address • Only describes equipment or technological needs	• Career technical educational need is specified, but there is little description or documentation of how the need was identified	• Thoroughly describes which schools and population of students will be served • Data is provided to substantiate the needs being addressed

Max Points	Review Points
10	

Activities (20 Points)

Questions

Specifically identify activities for achieving the project's stated goals and objectives.

0-3	4-7	8-10
• Generic description of activities and incomplete information regarding how activities tie into the project's goals and objectives • Unclear whether the proposed activities would yield success	• Description of activities, but incomplete information regarding how the activities tie into the project's goals and objectives • Project activities may lead to successful program implementation	• Clearly defined activities and complete description of how the activities tie into the project's goals and objectives • High likelihood that project activities will lead to successful program implementation

Reviewer Score x 2 = Review Points

Max Points	Review Points
20	

Sustainability (10 Points)

Questions

Explain how the project will be continued and integrated into the classroom after the Perkins Innovation Competitive Grant funds are no longer available – both in terms of maintaining ongoing activities and , if applicable, continued funding.

0-3	4-7	8-10
• Indicates intention to continue efforts, but no specific plans for leveraging resources for maintenance after the grant proposal • Offers a narrow explanation or no explanation for how efforts will be sustained • Discusses a limited connection to other related education initiatives	• Explains in general terms how existing resources will be re-allocated and leveraged to sustain the project • Specific roles and commitments for sustaining efforts are identified • Specifies some connections to other education initiatives	• Details how existing resources will be reallocated and leveraged to sustain the project • Potential sources of new funding identified • Specifies roles and commitments of all stakeholders for sustaining efforts, describes sustainability in terms of how the project will be incorporated into everyday practice • Describes specific connections between the project and other education initiative funds, funding links are clearly outlined

Max Points	Review Points
10	

Evaluation (5 Points)

Questions

Detail the process and accountability measures that you will use to evaluate the extent to which this project's activities are effective in improving career technical education as a part of a career education program and/or building capacity to implement the Nebraska Career Education Model.

0-1	2-3	4-5
• Evaluation plan is not discussed and/or is limited • Little or no planning for gauging progress toward project objectives and goals	• Some information about the evaluation plan • Some of the methodology and data collection instruments being used are appropriate to measure project objectives and goals	• Clear presentation of how progress toward project goals and objectives will be monitored at the local level including, where appropriate, information on instrumentation, methodology, and timeline

Max Points	Review Points
5	

Budget (10 Points)

Questions

Budget Details should indicate how funds are utilized to support the project's stated activities. Expenditures should be reasonable in relation to stated activities.

0-3	4-7	8-10
• No indication of how funds support stated activities • Expenditures are not reasonable in relation to stated activities	• Some information about how funds support stated activities • Expenditures are somewhat reasonable in relation to stated activities	• Clearly defined use of funds to support stated activities • Expenditures are highly reasonable in relation to stated activities

Max Points	Review Points
10	

Overall Cohesion (10 Points)

Questions

This is an overall assessment of the grant proposal. All of the elements of this grant proposal are connected and focused on building capacity to implement the Nebraska Career Education (NCE) Model and/or improve career technical education as part of local career education programs.

0-3	4-7	8-10
• Project plan is vague • Replicates current practice • No focus on results • No collaboration mentioned	• Project plan is discussed, but is unclear or incomplete in terms of implementation • Collaboration is indicated, but lacking details	• Application presents compelling rationale and logical plan of execution • Collaborative efforts are detailed in the description of Advisory Committee's involvement in the proposal

Max Points	Review Points
10	

Innovation (20 Points)

Questions

Throughout the grant, innovation will be considered as the process of making improvement(s) by introducing some new and useful idea, method, processes, or device. Preferably, the implementation of innovation will result in a new way of doing something within a career education program. The change should create a new capacity for student performance and growth.

0-3	4-7	8-10
• Project does not introduce a new idea, method, process, or device • Project does not identify change as a result of innovation • Proposed innovation lacks novelty, lacks foresight, fails in originality	• Project offers a new idea, method, process, or device • Change is partially identifiable and documented • Proposed innovation perfects existing efforts and enhances current capacity	• The new idea, method, process, or device is strongly linked to one or more changes • Change is easily identifiable and documented • Proposed innovation stimulates new capacity and anticipates future needs

Reviewer Score x 2 = Review Points

Max Points	Review Points
20	

Perkins Innovation Competitive Grant Scoring Rubric Summary

Page 1 – Advisory Committee (5 Points)

Page 2 – Project Abstract/Goals & Objectives (10 Points)

Page 3 – Description of Need & Baseline Data (10 Points)

Page 4 – Activities (20 Points)

Page 5 – Sustainability (10 Points)

Page 5 – Evaluation (5 Points)

Page 6 – Budget (10 Points)

Page 7 – Overall Cohesion (10 Points)

Page 8 – Innovation (20 Points)

Total Score (Maximum 100 pts.)

Submission, Review, and Reporting Procedures

Submission Details

- Agencies responding to RFPs must complete all sections of the electronic application.
- Submission of a completed proposal, which meets the requirements of the RFP, constitutes formal application for funding of a project.
- Further details regarding all claims, amendments, and the Final Report will be provided to recipients following the grant selection process.

Review Procedures

The NDE Administrator for Nebraska Career Education will approve a Grant Selection Committee, including individuals from both inside and outside the Nebraska Department of Education. Committee members will review proposals using the Perkins Innovation Competitive Grant Scoring Rubric (see above) provided for their use, and will make recommendations for funding to the NCE Administrator.

Monitoring of Innovation Grants

Nebraska Department of Education NCE staff will be assigned to monitor projects. The monitoring will consist of a review of activities accomplished as outlined in the project. The Monitoring Manual used for the basic grant will not be used as the monitoring document for the Innovation Grant.

Final Report and Closeout Procedures

The Final Report is a summary of the activities completed during the fiscal year. It must be submitted with the Final Claim for reimbursement to complete the final claim and payment process. The original and one (1) additional copy must be submitted to the Nebraska Department of Education by September 15 for the fiscal year just completed on June 30. Forms and directions for the Final Claim and payment process will be made available to winning applicants upon the selection of winning grant proposals.

Closeout requirements include:

1. The Final Report consisting of a detailed narrative of the procedures used and results of the project (see Final Report Details below).

2. The Final Claim, including an itemized printout detailing the expenditures from the project (See Final Report Details below).

3. A copy of the curriculum, materials and/or implementation plan(s) developed through this grant. The final report and claim will not be processed until these items are submitted.

Final Report Details
The Final Report should take the following structure:

Section 1 – Executive Summary
Provide a 1-2 paragraph summary of the needs addressed in the project and the activities employed to address said needs. Highlight results of the project and indicate impact on your Career and Technical Education program.

Section 2 – Project Activities
Highlight and describe the activities of the project. Use the following questions to guide the narrative:

- What activities were completed?
- To what extent did the planned expenditures impact and support these activities?
- What results did the activities achieve for all students or the targeted population(s)?
- What were the impacts (or are the expected impacts) for all students or the targeted populations?

Section 3 – Project Outcomes
Using the evaluation plan provided in your electronic application, document the progress and success of your project towards meeting the Goals & Objectives stated in your Innovation Grant Proposal.

Section 4 – Project Sustainability
Provide information as to the sustainability of this project. Will the project be continued into the future, and if so, how?

Section 5 – Final Claims
Forms and directions for the Final Claim and payment process will be made available to applicants upon the selection of winning grant proposals.

Legal Requirements for Use of Perkins Funds

General Authority. The primary purpose of funds received by eligible recipients is to improve existing or to develop new career education programs. Perkins III funds cannot be used to maintain ongoing programs.

Supplanting/Non-supplanting. Federal grant funds must supplement, not supplant, local or state funds. For example, it would be appropriate to refer a student to a remedial or developmental course as needed but not to pay for an instructor's salary in that course. It would be appropriate to print outreach and recruitment brochures for single parents, displaced homemakers or limited English proficient students, but not to expend funds on printing the general college catalog. Similarly, it would be appropriate to expend Perkins funds on NCE student assessment activities that go beyond the assessments available to all students. *In other words, if Perkins funds provided a service that the LEA is required to provide under local or state law, supplanting would occur.* In essence, Perkins funds cannot be used for a local education agency's general responsibilities.

Eligible Expenditures for Use of Funds. The following list of eligible expenditures for use of funds is provided as a basic guideline. This information is from OMB Circular A87 and A122.

Personnel Services/Salaries. Use of Perkins money for personnel services and salaries is an approvable expense if it helps to accomplish the activities identified in the local application. Any expenditure in this category must be identified in the expense printout that accompanies the final claim for reimbursement.

Regular Salary/Benefits. When it is permissible to use funds for staff, expenditures must be limited to only that amount that is necessary to carry out the activity. Funds cannot be used to maintain staff.

Employee benefits are considered part of the personnel cost. Personnel who are chargeable to more than one program must be time certified, and time certification records should be kept on the local level. Include all personnel that will be associated with the project. This may include the project contact person, instructors, aides, tutors and secretaries. The local application should include:

- Name of person or position
- How the salary and benefits were calculated
- Total salary for the project

Stipends/Extended Contract Time. Stipends may be paid to teachers or participants (other than students/clients) participating in inservice training or workshops if one of the following conditions are met:

- There is a genuine need to pay stipends. *Example*: The inservice training or workshop is conducted after school hours, weekends or during the summer; **or**
- The stipend is paid in lieu of paying expenses (travel, registration, etc.).

Substitute Teacher Salaries. Substitute teachers are an eligible expense if it allows for NCE teachers to participate in professional development activities.

Purchased Services. This category is used for payment of fees to consultants or for professional and technical services.

Professional & Technical Services. Services needed to carry out the activities as defined in the local application. This may include work of a subcontractor.

Subcontractors. The funded agency may enter into written agreements for part of the services to be provided under the local application. Such agreement will describe the services of the subcontractor and will contain provisions assuring that the funded agency will retain supervision and administrative control over the services. Services of the subcontractor agreement must be specified in the local application. If subcontractors are used, indicate their qualifications and specific responsibilities to the local agency.

Consultants. Consultant fees must be justified in the local application. Consulting fees plus travel, lodging and per diem shall conform to the funded agency's written policy. Consultant travel, lodging and per diem must be itemized in the expenditure printout.

Operating Expenses. Operating expenses include postage, communication, publication and printing, conference expense and program evaluation costs that are necessary to carry out the activities outlined in the local application.

Instructional Materials and Equipment (Instructional Equipment items <$5,000). Appropriate non-consumable instructional and curriculum materials include reference books, audio-visual materials, instructional software, curriculum and necessary duplication of materials. State the instructional materials/equipment to be purchased and the activities to be addressed. Simply stating intent to purchase (for example, applied academics curriculum for consortium schools) is not adequate.

Instructional Software. Instructional Software is defined as software that is needed to improve the academic or vocational skill development of students or is used for professional development of teachers. License agreements are approvable expenses.

Instructional Materials. Instructional materials must be non-consumable (student workbooks are not an approvable expense). Textbooks are considered a part of the regular school's obligation and therefore are not approvable because of the federal guidelines on supplanting state and local resources.

Instructional Equipment (Items<$5,000). Instructional equipment for this section costs less than $5,000 per item and is described as a movable or portable item, an implement, a devise or a machine designed for a specific instructional purpose that meets the following conditions:

- Retains its original shape and appearance with use and is **non-consumable**. (Consumable supplies that are not eligible include such things as plants, potting soil, welding rods/wire, welding gas, food, printer cartridges, paper, office supplies, lumber, etc.)
- Equipment purchased using lease/purchase is approvable.
- It is generally repairable.
- Retains its identity.
- It is a necessary adaptation to upgrade an existing item of equipment in order to be consistent with technology found in business and industry.
- Repair and/or maintenance of instructional equipment meeting these criteria is an eligible expenditure. General maintenance agreements for equipment not purchased under these criteria are not an eligible expenditure.
- Purchased equipment must be for career education programs that meet program standards. All equipment must be housed within career education programs meeting program standards, not in general use computer or learning labs. Equipment purchased with federal funds must be used for career education instruction purposes. For example, computers purchased using federal funds may not be used for general school clerical/office work.
- Equipment purchased by a consortium must be maintained and inventoried by the consortium.
- Equipment removed from career education programs that no longer meet program standards must be redistributed to other NCE programs meeting program standards.
- All equipment purchases must be detailed and shown on an itemized printout that is submitted with the final claim for reimbursement.

An inventory must be maintained which includes the make, model number, serial number, school/consortium inventory number and depreciation schedule, until the item is depreciated. The depreciation schedule used should be the same as the school depreciation schedule. In the absence of a local depreciation schedule, NDE defaults to IRS guidelines.

Conference Expenses. Costs associated with participation in both in-state and out-of-state conferences are approvable as requested on the local application. The potential benefit to NCE programs should be identified on the local application for justification of conference participation.

Other Project Travel.

Personnel Travel. Travel expenses are limited to mileage, airfare, meals and lodging. Travel must be justified in terms of value of the travel to the successful completion of the local application.

Student Travel. Transportation for students to attend field trips and laboratory activities related to career education instruction are permissible expenses.

Capital Outlay (Equipment items >$5,000). This section is used for capital outlay only. Capital Outlay is defined as equipment that costs more than $5,000 per individual item. Equipment is described as a movable or portable item, an implement, a devise or a machine designed for a specific instructional purpose that meets the following conditions:

- Retains its original shape and appearance with use and is **non-consumable.** (Consumable supplies that are not eligible include such things as plants, potting soil, welding rods/wire, welding gas, food, printer cartridges, paper, office supplies, lumber, etc.)
- Equipment purchased using lease/purchase is approvable.
- It is generally repairable.
- Retains its identity.
- It is a necessary adaptation to upgrade an existing item of equipment in order to be consistent with technology found in business and industry.
- Repair and/or maintenance of instructional equipment meeting these criteria is an eligible expenditure. General maintenance agreements for equipment not purchased under these criteria are not an eligible expenditure.
- Purchased equipment must be for career education programs that meet program standards. All equipment must be housed within career education programs meeting program standards, not in general use computer or learning labs. Equipment purchased with federal funds must be used for career education instruction purposes. For example, computers purchased using federal funds may not be used for general school clerical/office work.
- Equipment purchased by a consortium must be maintained and inventoried by the consortium.
- Equipment removed from career education programs that no longer meet program standards must be redistributed to other CTE programs meeting program standards within the LEA/consortium.
- All equipment purchases must be shown on an itemized printout that is submitted with the final claim for reimbursement.

Items of equipment with an original purchase unit price of $5,000 or more must be identified in the Capital Outlay category on the local application consolidated budget and final claim form. An inventory must be maintained which includes the make, model number, serial number, school/consortium inventory number and depreciation schedule, until the value of the item is less than $5,000.

The depreciation schedule used should be the same as the school depreciation schedule. In the absence of a local depreciation schedule, NDE defaults to IRS guidelines.

Equipment items with a current unit value of $5,000 or more cannot be disposed of without approval from the Nebraska Department of Education. Disposal of items is defined as sale, trade-in, transfer, exchange or loan. If disposal is approved, the federal share of the equipment must be used for approved career education purposes or returned to NDE for reallocation.

If an item of equipment is stolen, copies of letters should be submitted to the Nebraska Department of Education to document the notification and action of law enforcement officers.

Administrative Costs. Costs associated with the direct administration of the local application. Costs are limited to no more than 5% of total allocation. Approved indirect costs are considered administrative costs and must be included in the 5% limitation. **Documentation of actual expenses must be maintained to claim the 5% administrative cost.**

Direct Assistance to Students. In providing support for a program for individuals who are members of special populations or nontraditional training and employment activities, an eligible recipient, as appropriate, may use Perkins funds to provide direct assistance to students, including dependent care, tuition, transportation, books and supplies if all of the following conditions are met:

- Recipients of the assistance must be individuals who are members of special populations who are participating in approved career education programs that are consistent with the goals and purposes of Perkins.
- Assistance may only be provided to an individual to the extent that is needed to address barriers to the individual's successful participation in career education programs.
- Direct financial assistance to individuals must be a part of a broader, more generally focused effort to address the needs of individuals who are members of special populations. Direct assistance to individuals who are members of special populations is not by itself a program for special populations. It should be one element of a larger set of strategies designed to address the needs of special populations.
- Funds must be used to supplement, not supplant, assistance that is otherwise available from non-federal and other federal sources. For example, an eligible recipient could not use Perkins III funds to provide child care for single parents if non-federal or other federal funds previously were made available for this purpose, or if non-federal or other federal funds are used to provide child care services for single parents participating in non-career education programs and these services otherwise would have been available to CTE students in the absence of Perkins funds.
- Direct assistance should be paid to the vendor rather than the student whenever possible. Actual expenses can be reimbursed based on submission of a documented expense voucher. Costs for public transportation or a rate consistent with public transportation may be allowed only to provide student's transportation to attend a NCE approved education activity. Perkins funds cannot be given to students for purchase of tolls uniforms, equipment or materials. Perkins funds cannot be used for car repair.

Obligation of Perkins Funds. Following are some guidelines for when Perkins III funds are considered obligated (from 34CFR 76.707):

Equipment and supplies	→→	Date of purchase order
Work of employees	→→	When work is done
Contracted services	→→	Date of written agreement
Travel	→→	When travel is taken

Eligible Expenditures for Use of Funds

The following list of eligible expenditures for use of funds is provided as a basic guideline. This information is from OMB Circular A87 and A122 (postsecondary.)

Personnel Services/Salaries/Benefits

Object Code 100–Salaries/200–Benefits
Use of Perkins IV money for personnel services and salaries is an approvable expense if it helps to accomplish the activities identified in the local application.

Regular Salary/Benefits. When it is permissible to use funds for staff, expenditures must be limited to only that amount that is necessary to carry out the activity. Funds cannot be used to maintain staff; however, if funds are used to establish a new program, then funds could be used to provide instructional staff for a **period of not more than three years**. Employee benefits are considered part of the personnel cost. Personnel who are chargeable to more than one program must be time certified, and time certification records should be kept on the local level. See the time and effort sample attached. Include all personnel that will be associated with the project. This may include the project contact person, instructors, aides, tutors and secretaries. The local application should include:

- Name of person or position
- How the salary and benefits were calculated
- Total salary for the project

Stipends/Extended Contract Time. Stipends may be paid to teachers or participants (other than students/clients) participating in inservice training or workshops if one of the following conditions is met:

- There is a genuine need to pay stipends. *Example*: The inservice training or workshop is conducted after school hours, weekends or during the summer. Actual expenses may also be reimbursed in addition to the stipend.

OR

- The stipend is paid in lieu of paying expenses (travel, registration, etc.) If stipends are paid, it will be necessary to check the IRS guidelines because under some circumstances stipends may be subject to Social Security and Income Tax withholding

Substitute Teacher Salaries. Substitute teachers are an eligible expense if it allows for NCE teachers to participate in professional development activities.

Purchased Services/Lease Agreement
Object code 300
This category is used for payment of fees to consultants or for professional and technical services. It may also be used for payment from consortiums to schools for stipends to teachers. The membership contribution for the Partnerships for Innovation consortium is also budgeted in this object code. If a LEA is using indirect costs to calculate administration, it should be budgeted and reported under the object code 300.

Professional & Technical Services. Services needed to carry out the activities as defined in the local application. This may include work of a subcontractor.

***Subcontractors*.** The funded agency may enter into written agreements for part of the services to be provided under the local application. Such agreement will describe the services of the subcontractor and will contain provisions assuring that the funded agency will retain supervision and administrative control over the services. Services of the subcontractor agreement must be specified in the local application. If subcontractors are used, indicate their qualifications and specific responsibilities to the local agency.

Consultants. Consultant fees must be justified in the local application. Consulting fees plus travel, lodging and per diem shall conform to the funded agency's written policy. Consultant travel, lodging and per diem must be itemized in the expenditure printout.

Operating Expenses
Object code 400 – Supplies and materials/computer software (< $5,000 per item)
Operating expenses include postage, communication, publication and printing costs that are necessary to carry out the activities outlined in the local application.

Instructional Materials and Equipment (Instructional Equipment items <$5,000)
Appropriate non-consumable instructional and curriculum materials include reference books, audiovisual materials, instructional software, curriculum and necessary duplication of materials. State the instructional materials/equipment to be purchased and the activities to be addressed. Simply stating intent to purchase (for example, applied academics curriculum for consortium schools) is not adequate.

Instructional Software. Instructional Software is defined as software that is needed to improve the academic or technical skill development of students or is used for professional development of teachers. License agreements are approvable expenses.

Instructional Materials. Instructional materials must be non-consumable (student workbooks are not an approvable expense). Textbooks are considered a part of the regular school's obligation and therefore are not approvable because of the federal guidelines on supplanting state and local resources.

Instructional Equipment (Items <$5,000) Instructional equipment for this section costs **less than $5,000 per individual unit** and is described as a movable or portable item, an implement, a devise or a machine designed for a specific instructional purpose that meets the following conditions:

- Retains its original shape and appearance with use and is **non-consumable**. (Consumable supplies that are not eligible include such things as plants, potting soil, welding rods/wire, welding gas, food, printer cartridges, paper, office supplies, lumber, etc.)
- Equipment purchased using lease/purchase is approvable.
- It is generally repairable.
- Retains its identity.
- It is a necessary adaptation to upgrade an existing item of equipment in order to be consistent with technology found in business and industry.
- Repair and/or maintenance of instructional equipment meeting these criteria is an eligible expenditure. General maintenance agreements for equipment not purchased under these criteria are not an eligible expenditure.
- All equipment must be housed within career education programs, not in general use computer or learning labs. Equipment purchased with federal funds must be used for career education instruction purposes. For example, computers purchased using federal funds may not be used for general school clerical/office work.
- Equipment purchased by a stand-alone/consortium must be maintained and inventoried by the stand-alone/consortium using the local inventory process.
- Periodic review or request of inventory list may occur through monitoring.
- All equipment purchases must be detailed and shown on an itemized printout that is submitted with the final claim for reimbursement. An inventory must be maintained which includes the make, model number, serial number, school/consortium inventory number and depreciation schedule, until the item is depreciated. The depreciation schedule used should be the same as the school depreciation schedule. In the absence of a local depreciation schedule, NDE defaults to IRS guidelines.

Capital Outlay/Equipment (> $5,000 per item)
Object code 500 – Equipment items greater than $5,000
All purchased equipment with an individual per unit cost greater than $5,000 are budgeted and reported in this object code. In the local application, individual items purchased under capital outlay must be identified.

Capital Outlay (Equipment items >$5,000)
Capital Outlay is defined as equipment that costs more than $5,000 per individual item. Equipment is described as a movable or portable item, an implement, a devise or a machine designed for a specific instructional purpose that meets the following conditions:

- Retains its original shape and appearance with use and is **non-consumable**. (Consumable supplies that are not eligible include such things as plants, potting soil, welding rods/wire, welding gas, food, printer cartridges, paper, office supplies, lumber, etc.)

- Equipment purchased using lease/purchase is approvable.
- It is generally repairable.
- Retains its identity.
- It is a necessary adaptation to upgrade an existing item of equipment in order to be consistent with current technology found in business and industry.
- Repair and/or maintenance of instructional equipment meeting these criteria is an eligible expenditure. General maintenance agreements for equipment not purchased under these criteria are not an eligible expenditure.
- All equipment must be housed within career education programs, not in general use computer or learning labs. Equipment purchased with federal funds must be used for career education instruction purposes. For example, computers purchased using federal funds may not be used for general school clerical/office work.
- Equipment purchased by a consortium must be maintained and inventoried by the consortium.
- All equipment purchases must be shown on an itemized printout that is submitted with the final claim for reimbursement. Items of equipment with an original purchase unit price of $5,000 or more must be identified in the Capital Outlay category on the local application consolidated budget and final claim form. An inventory must be maintained which includes the make, model number, serial number, school/consortium inventory number and depreciation schedule, until the value of the item is less than $5,000. The depreciation schedule used should be the same as the school depreciation schedule. In the absence of a local depreciation schedule, NDE defaults to IRS guidelines. Equipment items with a current unit value of $5,000 or more cannot be disposed of without approval from the Nebraska Department of Education. Disposal of items is defined as sale, trade-in, transfer, exchange or loan. If disposal is approved, the federal share of the equipment must be used for approved career and technical education purposes or returned to NDE for reallocation. If an item of equipment is stolen, copies of letters should be submitted to the Nebraska Department of Education to document the notification and action of law enforcement officers.

Travel/Professional Development
Object code 600 – Travel/Professional Development
Expenses budgeted and reported here include travel, professional development, conference expenses and other activities that support the requirements of the legislation.

Conference Expenses
Costs associated with participation in both in-state and out-of-state conferences are approvable as requested on the local application. The potential benefit to NCE programs should be identified on the local application for justification of conference participation. NOTE: Expenses for advisors/sponsors attending student organization conferences and/or activities are a local responsibility and **are not allowed as an eligible expenditure**. This would be an example of supplanting local fiscal responsibility.

Other

Personnel Travel. Travel expenses are limited to mileage, airfare, meals and lodging. Travel must be justified in terms of value of the travel to the successful completion of the local application.

Training. The cost of training provided for teacher development is allowable. This may include the cost of meals and breaks subject to the Federal guidelines in OMB Circular A87, Attachment B.

Administrative Costs

Administrative costs must be associated with the direct administration of the local application. Costs are limited to no more than 5% of total allocation. Approved indirect costs are considered administrative costs and must be included in the 5% limitation. **Documentation of actual expenses must be maintained to claim the 5% administrative cost.** Budget and reporting of the direct administrative expenditures should appear in the appropriate object code. Expenses associated with conducting an advisory committee meeting may be considered a direct or indirect administrative cost. This may include meals or breaks associated with the meeting.

Direct Assistance to Students

In providing support for a program for individuals who are members of special populations or gender nontraditional, Perkins IV funds may be used to provide direct assistance to students, including dependent care, tuition, transportation, books and supplies if all of the following conditions are met:

- Recipients of the assistance must be individuals who are members of special populations who are participating in approved career education programs that are consistent with the goals and purposes of Perkins IV.
- Assistance may only be provided to an individual to the extent that is needed to address barriers to the individual's successful participation in career education programs.
- Direct financial assistance to individuals must be a part of a broader, more generally focused effort to address the needs of individuals who are members of special populations. Direct assistance to individuals who are members of special populations is not by itself a program for special populations. It should be one element of a larger set of strategies designed to address the needs of special populations.
- Funds must be used to supplement, not supplant, assistance that is otherwise available from nonfederal and other federal sources. For example, an eligible recipient could not use Perkins IV funds to provide child care for single parents if non-federal or other federal funds previously were made available for this purpose, or if non-federal or other federal funds are used to provide child care services for single parents participating in non-career education programs and these services otherwise would have been available to NCE students in the absence of Perkins funds.
- Direct assistance should be paid to the vender rather than the student whenever possible. Actual expenses can be reimbursed based on submission of a documented expense voucher.

Costs for public transportation or a rate consistent with public transportation may be allowed only to provide student's transportation to attend a NCE approved education activity. Perkins funds cannot be given to students for purchase of tolls, uniforms, equipment or materials.

Perkins funds cannot be used for car repair.

Ineligible Expenditures for Use of Funds

The following list of ineligible expenditures for use of funds is provided as a basic guideline. This information is from OMB Circular A87 and A122 (postsecondary.)

Obligation Prior to Authorized Date. Any purchase order or other encumbrance placed prior to the approved project beginning date, surpassing the ¼ allocation limitation on October 1, or after the ending dates of the grant.

Direct Assistance to Students. Lodging, meals, transportation, childcare, tuition, fees, textbooks, student workbooks, tools and other items that may be required of a student are ineligible uses of funds, except as provided to nontraditional students such as single parents, single pregnant women, and displaced homemakers or certain members of special populations. (See Glossary of Terms and Eligible Use of Funds)

Direct Benefits. Anything that is a direct benefit to an individual, instructor or student, such as purchasing supplies, jackets, T-shirts, and other personal ownership effects is not an allowable expense.

Entertainment. Entertainment, social activities and related costs such as meals, beverages, lodging, transportation and gratuities, including breaks for meetings and meals not involving overnight travel are ineligible expenses.

Awards/Promotional Items. Items such as trophies, plaques, notebooks, pens, calendars, registration folders, and other gratuitous items are not allowable expenses.

Individual Membership Dues/Subscriptions. Individual membership dues and subscriptions are ineligible uses of funds. This includes membership dues to NCE professional organizations and career student organizations. Institutional membership is a permissible expense**.**

College Tuition and Fees. This also includes books, tools and other items the student may be required to have except as provided to nontraditional students such as single parents, single pregnant women, and displaced homemakers or certain members of special populations. (See Glossary of Terms and Eligible Use of Funds)

Fines and Penalties. Perkins money cannot be used for any fines or penalties.

Contributions and Donations. Perkins money cannot be used for any contributions or donations.

Contingency Funds. Startup or implementation of petty cash and miscellaneous funds are ineligible expenses.

Miscellaneous Equipment Costs. Payment on repair and maintenance on equipment is ineligible unless it is for equipment purchased by Perkins federal funds.

Insurance. The payment of insurance on buildings, equipment, or personal/institutional liability is not allowed.

Cost of Conducting Audits, except for that portion required to audit the Perkins grants. The cost of a general audit cannot be charged to Perkins III funds, however, that portion of the audit that was attributed to auditing the Perkins grant may be charged against the five percent administration category.

Cost of Furniture or Facilities. This includes any construction, remodeling, rewiring or line installation or anything that becomes a permanent part of the facilities. Furniture is an ineligible expenditure although some exceptions may be made for furniture that is required for equipment to be operational, (e.g.. sewing machine cabinet for sewing machines) or to provide reasonable accommodations to NCE students with disabilities.

Support for Pre-Seventh Grade. No funds may be used to provide career education programs to students prior to the seventh grade, except that such students may use equipment in NCE classes that was purchased for NCE students in grades 7-12.

Approved Accounting Procedures

The following items must be part of the accounting procedures for the local institution conducting any approved project.

Tracking Expenditures. The best method of fulfilling Perkins tracking expenditure requirements efficiently is the establishment of a separate budgeting account for Perkins grants.

Staff Time. Use **POSITIVE** time allocation records for staff time expenditures.

- If expenditures are for a percentage of staff time factored against salary paid, time logs or some other positive time documents indicating how time was allocated must be kept.
- If expenditures are by the hour, a log must be kept which shows the number of hours spent on the project and the rate of pay per hour.
- If expenditures are for a contract in which payment is based on a final product, the final product should be kept as evidence of time spent.

Budget Amendments. The local project director is authorized to move no more than 10% of the total grant to any budget category other than personnel. (Example: if the total grant is $50,000, then a total of $5,000 may be moved between budget categories other than personnel without seeking approval from NDE.) Any changes greater than 10% or increases in the personnel category require written approval from the NDE project monitor.

Amendments to Planned Activities. If it is necessary to modify, delete, or add activities that change the original intent of the target area goal, such changes must be submitted in writing to the project monitor for approval. The information submitted must include justification for the change and new budget pages indicating the intended use of funds. **No changes can be approved after May 1st of the fiscal year.**

Stipends. Perkins funds may be used to pay stipends to NCE instructors participating in inservice training or workshops if one of the following conditions is met:

1. There is a genuine need to pay stipends to NCE instructors. Stipend must be reflected in the personnel category of the budget form. Example: The inservice training or workshop is conducted after-school hours, weekends, or during the summer. Actual expenses may also be reimbursed in addition to the stipend.

   or

2. The stipend is paid in lieu of paying travel expenses. If stipends are paid, it will be necessary to check the IRS guidelines because under some circumstances stipends may be subject to Social Security and Income Tax withholding.

Teachers from private schools are not eligible to receive stipends or to be reimbursed for expenses from Perkins funds.

Claim Forms. Claim forms must report all expenditures in accordance with the individual items shown on the approved budget. Expenditures must be coded as they were on the original budget.

Audit guidelines require that an itemized printout of the total expenditures attributed to the Approved Career Education Application for the year must accompany all claims for reimbursement. This printout must include the date of purchase, vender, amount and description of items purchased. The printout should also provide detailed information on any personnel services charged to the Perkins grant.