2016-2017 reVISION ACTION Grant Guidelines

Grant Submission
Proposals must be submitted using the Nebraska Grants Management System (GMS) at https://portal.education.ne.gov
After logging into the Portal, click on the blue tab “GMS” and then select the blue link “Perkins reVISION Action Grant”. (This may need to be added to your Grants Selection by the District Administrator.)

Goal/Purpose
The purpose of this grant is to improve, modernize or expand career education programs to align to Nebraska’s Economic priorities and workforce labor demands.

Eligible Recipients
Only those districts that have completed the reVISION process (funded by the reVISION Initial Grants) and developed reVISION Action Plans as the outcome of that process are eligible to apply for a reVISION Action Grant.

Use of Funds
This grant is intended to assist with implementing the action items that were identified through the reVISION process. The action items funded must be directly related to the implementation of the reVISION Action plan(s) completed during the reVISION process.

Only those activities that align with high skill, high wage and high demand occupational preparation and aligned with Nebraska’s economic priorities as defined in the Battelle study will be considered for funding.

Grant funds may not be used to purchase materials, equipment or professional development for current programs unless the proposed expenditures address specific actions addressed in the reVISION Action Plan. Equipment must be thoroughly justified by the action items in the reVISION plan to be considered an eligible expenditure. The maximum amount schools may receive is $50,000. However, districts may apply for up to that amount for the three years immediately following the completion of the reVISION process.

Approvable expenditures under this reVISION Action Grant Program are subject to the same requirements as the Perkins Basic Grant. For clarification on approvable expenditures, see https://www.education.ne.gov/NCE/documents/NonAllowable_uses_of_Perkinsfunds.pdf

Application Guidelines
An application must be submitted using the Nebraska Department of Education Grants Management System. The reVISION Action Plan worksheets developed during the reVISION Initial Grant must be used in the submission of your reVISION Action Grant application. Those forms can be found at https://www.education.ne.gov/nce/revision.html. The forms are identified as “reVISION Action Plan Worksheet” and are available in both fillable PDF and Word formats. It is important to prioritize the action items that are submitted so that reviewers are able to determine the highest priority actions for which funding is being sought. The appropriate reVISION Action Grant worksheet(s) must be uploaded into GMS with the application for funds.
GMS Application Procedure

1. Select the Perkins reVISION Action Grant.
2. Select Create Application and select 2017 (this opens the application forms).
3. The Overview tab provides an overview of the grant, its purpose, priority uses of the funds, and details about allowable activities.
4. Select Project Information tab and complete the Contact Information.
5. Ignore the Allocations tab (A maximum of $50,000 is available to conduct the reVISION Action process.)
6. Select Program Information tab. This opens three more tabs.
7. Complete the Proposal Information. Check all of the appropriate student population areas that the proposal serves.
8. Select the Supplemental Documents tab. Upload a copy of the reVISION Action Plan(s) developed as an outcome of the reVISION process. Additional support materials may be provided to justify your request. These are not required, but may help support the need for the grant.
9. Complete the Equipment/Capital Outlay tab
10. Select the Goals and Needs tab
   - There are 9 possible uses that would apply to the activities for each Priority. At least one of the uses must be checked for each priority, but it is not necessary to select all nine. In other words, it is not necessary for your Action Grant priorities to apply to all nine potential uses as defined in the Perkins Basic Grant.
   - Complete the narrative for each Goal and Activity. Be specific on items to be purchased/funded by the grant (for example, item descriptions, quantity, cost per item, total cost, etc.) This same information should be reflected in the Budget Detail section of the grant.
   - Select the Budget tab
   - Complete the Budget Detail section allocating the amount requested to the appropriate categories for specific items to be purchased and or activities to be funded by the grant. Item descriptions, quantity, cost per item, total cost, etc. must be detailed in this section. Use the following guidelines.

Object Category 100-Salaries
Administrative expenditures are limited to 5% of the total budget and can be spent for meeting general requirements of administering the grant (records retention, financial management). Documentation of individual staff time must be kept at the local level, and detailed on the itemized printout submitted to NDE when claiming for reimbursement. Grant funds can be used to pay staff for reVISION-related activities if the time spent is documented and justification is made for determining the rate of compensation. Under no circumstance is supplanting allowable. Stipends and substitutes are paid at the local district’s established rate.

Object Category 200-Benefits
These may include social security, retirement, health insurance, worker’s compensation, tax-sheltered annuities, life insurance.

Object Category 300-Purchased Services
Purchased services are allowable expenses, within reason, used to meet the intent of the program, and documented at the local level. Examples may include: postage, printing, consultant services, presenter services, and working meals if appropriate. Food is eligible only when secondary to meetings, workshops, or events/that provide an activity with an educational purpose (i.e., the meal is not the purpose of the meeting).
Object Category 400-Supplies and Materials
- Appropriate non-consumable instructional and curriculum materials include reference books, AV materials, instructional software curriculum and necessary duplication of materials. License agreements may be approvable if they are not an individual student license that must be renewed. Consumable supplies and materials such as office supplies, printer cartridges, etc. are NOT allowable.
- **Promotional items are Non-allowable** Prizes, rewards, and/or entertainment (recreational activities) are non-allowable expenditures as per federal guidelines. Promotional items and memorabilia, including souvenirs, after school or after event activities, and clothing are generally considered to be non-allowable expenditures because they do not serve a direct educational purpose.

Object Category 500-Capital Outlay
- All purchased equipment with an individual per unit cost greater than $5,000 must be reported in this budget code.

Object Category 600-Travel/Other
- Instate travel is allowable. Mileage should be paid at the local district’s established rate.

11. The Budget Summary will automatically fill from the Budget Detail page.
12. Complete the Assurances tab
13. Select the Submit tab

**Required Reports/Products**
The Final Report must be submitted by October 15, 2017. Closeout requirements include:
- The final report consisting of a narrative of the procedures used and results of the project
- A template is provided in GMS for the final report.
- The final claim including an itemized printout detailing the expenditures from the project.

A copy of any 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. Please upload and submit as an attachment to the Claim.

**Fiscal Year for Utilization of Funds**
Access to the approved grant funds is made available on or after July 1, 2016 through reimbursement requests using the Grants Management System (GMS) Payments. Funds must be obligated or expended by June 30, 2017.

**Timeframe**
- March 23, 2016 GMS opens for application submission
- May 6, 2016 GMS closes – applications must be received by system
- May 23, 2016 Notification of status pending State Board Approval (for those requesting $25,000 or more)
- July 1, 2016 – June 30, 2017 Grant Award Year
- October 15, 2017 Final report, claim and closeout materials due to NDE

**Further Information**
For more information, please contact Rich Katt (rich.katt@nebraska.gov) or Katie Graham (katie.graham@nebraska.gov) [http://www.education.ne.gov/nce/revision.html](http://www.education.ne.gov/nce/revision.html)
Career clusters with instructional programs in areas of economic priority as identified by the Battelle study and eligible for reVISION Innovation Grant funding.

- Agriculture, Food and Natural Resources
- Architecture and Construction
- Business Management and Administration
- Energy & Engineering
- Finance
- Health Science
- Information Technology
- Manufacturing
- Marketing
- Transportation, Distribution and Logistics