

**STATE OF NEVADA
COMMISSION ON CONSTRUCTION EDUCATION
GRANT APPLICATION**

Mission and goals of the Commission on Construction Education:

To improve the quality and integrity of the construction industry workforce in the State of Nevada by awarding grants to organizations with innovative, creative and cost-effective educational programs that will attract and retain highly qualified individuals.

- **Actively promote programs that introduce primary and secondary school students to the multitude of career options related to the construction industry. Educate both parents and students to the advantages of a career in the construction industry, including salary benefits and work fulfillment.**
- **Actively promote programs that teach business ethics; integrity; credibility and commitment to enhance the image of the construction industry.**
- **Actively promote programs that provide training and education to retain workers in the construction field.**
- **Monitor the results and control the quality of any program funded in part by the Commission.**
- **Ensure that grant awards do not replace other sources of funding.**
- **Improve employment opportunities by increasing student participation in construction training and credentialing programs.**

I. GENERAL INFORMATION AND REQUIREMENTS

A. APPLICATION SUBMISSION:

A Complete Application (**1 copy**) must be received by April 15 or October 15 either electronically or by paper form. The application must include a completed and signed Application Cover Sheet (page 6 of this document) and all information outlined below.

A representative of the applicant must be in attendance at the commission meeting to answer any questions concerning the application.

Submit applications to:
Commission on Construction Education
C/O State Contractors Board
5390 Kietzke Lane, Suite 102
Reno NV 89511
email: diwallace@nscb.state.nv.us

B. PURPOSE OF THE FUNDS:

Provide a statement concerning the purpose of the request and how the request supports the Commission on Construction Education Mission Statement and Goals.

C. PROGRAM OVERVIEW AND OBJECTIVES:

Provide an overview of the program and specific program objectives.

Objectives should include, but are not limited to:

Specific activities that will be funded by the grant and the anticipated number and age range of students that will participate in the proposed program.

Strategies for increasing enrollment in programs that lead to employment in the construction industry and strategies for increasing awareness of employment advantages in the construction industry.

Time Schedule: In chronological order, indicate the approximate length of time required for each major activity of the program. The use of diagrams and/or flow charts may be effective for this purpose. Include proposed class schedules with dates and times.

A plan for sustaining the program provided by your grant should the commission not fund your program in the future.

If your program could be disseminated statewide, an indication of what information would be available and how it may be disseminated.

D. EVALUATION:

Describe how you will assess and evaluate the student progress and program effectiveness by providing the following information for each program activity/objective:

Description of Activity/Objective	Desired Outcome	Anticipated Number and Age Range of Students	How you will Measure Outcome
-----------------------------------	-----------------	--	------------------------------

E. BUDGET:

Provide a budget on the attached form (page 7) with detail attached for each line item in the budget. Matching funds are encouraged. Other organizations helping fund your program will enhance your chances for a grant award.

F. FINANCIAL INFORMATION:

Financial Statements: You are required to provide a Financial Statement for the year ending closest to the application grant and two previous years. Start-up organizations may provide a pro forma statement.

Operating Statements: You are required to provide an Operating Statement for the two previous years for the organization and a budget for the year on which the grant is to be used indicating the source of all revenues and how this grant application fits in that budget.

Financial Agent: Eligible recipients must have a fiscal agent who is responsible for accounting services. The fiscal agent must sign the grant application.

II. APPLICATION FORMAT AND REQUIREMENTS

The following procedures and format are required:

The application should be limited to no more than ten (10) 8 ½" x 11 pages (excluding required financial information). The applicant is requested to submit either one (1) electronic copy with signatures or one (1) hard copy to the commission to review. If additional information is necessary, the Commission on Construction Education will notify the applicant.

Eligible recipients must have a fiscal agent who is responsible for accounting services. The fiscal agent must sign the grant application.

III. ASSURANCES

General

The fiscal agent will assure that all funds made available through the construction education commission will be used in accordance with the regulations of the commission.

Funds will be used as stipulated by the commission and supporting documents for expenditures will be maintained for audit. Funds will not be co-mingled with other state and local funds and will be accounted for in a manner which will prevent loss of their identity as funds supporting specific construction education goals.

The fiscal and statistical records are subject to and upon request will be made available for audit by the State of Nevada to determine whether the recipient has properly accounted for funds expended for construction education.

All eligible recipients will provide sufficient information to the commission to enable the commission to comply with the requirements of allocating funds to educational agencies.

IV. REVIEW AND APPROVAL PROCEDURES

A. APPLICATION REVIEW PROCEDURES

The Application for Funding will be reviewed by the Commission on Construction Education to assure that all information has been adequately addressed by the applicant.

B. CRITERIA FOR APPLICATION REVIEW AND APPROVAL

The review process will ensure that a common criterion is used that is based on the guidelines set forth in this Application for Funding.

C. COMPLAINT AND APPEAL PROCEDURES

In the event an Applicant is dissatisfied with any decision, a review may be submitted within thirty (30) days of the date of the decision. The Commission on Construction Education will review the decision and either reaffirm its original decision or modify its decision based on the material presented.

D. AVAILABILITY OF FUNDS

An initial grant award is not a guarantee of payment. The Commission will not commence procedures for processing grant payments for a minimum of thirty (30) days from the date of the meeting. In the event a grant reconsideration request is received pursuant to the provisions of NAC 624.840(6), the Commission will not process grant payments until the reconsideration request has been decided.

Payment of any grant award is subject to the continued availability of funds and any reallocations that may occur as the result of a granted reconsideration request. If a grant request is awarded, the Commission suggests the grantee not obligate any funds until such time as you receive payment from the Office of the State Treasurer.

V. QUARTERLY REPORTS AND FINAL REPORTS

Grantees will be required to provide quarterly reports and a final report signed by the Fiscal Agent to the Nevada Commission on Construction Education. The report must be provided on the form provided by the Commission and include the following:

1. A detailed response to the specific measurement outcomes identified in your grant application.
2. Each line item of the Budget approved by CCE must be accounted for separately.
3. Expenses must be detailed with the following information for each expense other than employees.
 - (a) Category of Budget to which the expense applies.
 - (b) An invoice listing all items purchased with individual item costs – the invoice must be dated and the date the invoice was paid must be reported.
 - (c) An invoice for service must include a detailed description of the services provided, the date or dates the services were provided and the date the invoice was paid must be reported.
 - (d) If equipment is purchased that includes a serial number, that serial number must be included in the invoice.
4. Expenses relating to employees or contract employment:
 - (a) The names of the persons providing the labor, the dates and the hours each week that apply to the grant. The hourly rate for those persons including all benefits and the weekly total cost.
 - (b) A detailed description of how the above-referenced time was spent and how that effort applied to the grant as requested.
 - (c) A class schedule showing dates and times of classes or events and names of students in attendance.
5. A member of the Commission on Construction Education (CCE) or an auditor hired by CCE must be allowed access to all materials, equipment, records and employees relating to this grant.
6. Any funds not properly accounted for or not used within the time frame of the grant will be refunded to the CCE.

COMMISSION ON CONSTRUCTION EDUCATION

APPLICATION COVER SHEET

Name of Applicant: _____

**Fiscal Agent/
Fiscal Manager**

(Designated person responsible for receiving & managing funds
Include name position and telephone number)

Address: _____

Email Address: _____

Contact Person: _____
(Name, position and telephone number)

Address: _____

Email Address: _____

**Application
Submitted by:** _____
(Name and Signature Must be Notarized)

Please note: Should this grant application be awarded, the commission will not commence procedures for processing the grant payment until 30 days after the date of the meeting, and provided no reconsideration requests are filed pursuant to Nevada Administrative Code (NAC) 624.840 (6).

Subscribed and sworn to before me this

_____ day of _____, _____.

Notary Public

Amount Requested: _____

**Approved by Fiscal Agent/
Fiscal Manager** _____
(Signature Must be Notarized)

Subscribed and sworn to before me this

_____ day of _____, _____.

Notary Public

**NEVADA COMMISSION ON CONSTRUCTION EDUCATION
Budget/Expenditure Summary**

Applicant _____ **Fiscal Year** _____

Project Name _____

DESCRIPTION	INSTRUCTION COST	SUPPORT SERVICES	TOTAL
<i>Direct Costs</i>			
Salaries & Benefits			
Purchased Professional Services			
Purchased Property Services			
Other Staff Travel			
Other			
Other Purchased Services			
General Supplies			
Books & Periodicals			
Audio Visual Materials			
Instructional Kits			
Software			
Dues & Fees			
Equipment			
Subtotal - Direct Costs	\$	\$	\$
<i>Indirect Costs</i>			
Indirect Costs **			
Grant Total - All Costs	\$	\$	\$

PLEASE ATTACH DETAILED COST JUSTIFICATION FOR EACH CATEGORY

Authorized Signature: _____ **Date** _____

Fiscal Manager Signature: _____ **Date** _____