



**STATE OF NEVADA  
COMMISSION  
ON  
CONSTRUCTION  
EDUCATION**

**9670 GATEWAY DRIVE SUITE 100 RENO, NV 89521**  
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www.nscb.state.nv.us

**QUARTERLY AND FINAL REPORT REQUIREMENTS FOR GRANT RECIPIENTS**

- 1. A detailed response to the specific measurements requested in your grant award letter. Give dates and names.**
- 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.**