

**STATE OF NEVADA
COMMISSION ON CONSTRUCTION EDUCATION**

Construction Education Programs

I. GENERAL INFORMATION AND REQUIREMENTS

A. APPLICATION SUBMISSION

A Complete Application (1 copy) must be received by April 15 or October 15.

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

B. PURPOSE OF THE FUNDS:

See attached Commission on Construction Education Mission Statement and Goals.

Funds must be utilized as indicated in the application and must meet the mission and the goals of the Commission on Construction Education.

C. EACH APPLICATION MUST INCLUDE:

1. Application Cover Sheet (Page 5 of this document)
2. Financial statement for the year ending closest to the application grant and two previous years. Start-up organizations may provide a pro forma statement.
3. 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.
4. Strategies for increasing enrollments in programs that lead to employment in the construction industry and strategies for increasing awareness of employment advantages in the construction industry.

5. A detailed explanation of the objectives of this grant and how those objectives meet the mission and goals of this Commission. Include in your explanation the measurable results to you expect; i.e. number of students before and after; the number of students/parents expected at events; the effect on the interest or image of the construction industry and how the results will be measured.
6. A budget on the attached form 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.
7. 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.
8. A plan for sustaining the program provided by your grant should the commission not fund your program in the future.
9. If your program could be disseminated statewide an indication of what information would be available and how it may be disseminated.

10. ELIGIBLE RECIPIENTS:

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

D. QUARTERLY REPORTS AND FINAL REPORTS: (Sample Attached)

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

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.

II. APPLICATION FORMAT AND REQUIREMENTS

The following procedures and format are required:

The application should be limited to no more than ten (10) 8 x 11 ½” pages including the attached required forms. If additional information is necessary, the Commission on Construction Education will notify the applicant. The applicant is requested to submit one (1) original copy with signatures to the commission to review.

II. ASSURANCES

General

1. 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 commingled 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.

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: _____

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

Address: _____

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

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

(For Commission use only)
This application was approved on _____
(Date)

Program Number _____

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

Applicant _____

Fiscal Year _____

Project Name _____

DESCRIPTION	INSTRUCTION COST	SUPPORT SERVICES	TOTAL
Salaries & Benefits			
Purchased Professional Services			
Purchased Property Services			
Other Staff Travel			
Other			
Other Purchased Services (Total)			
General Supplies			
Books & Periodicals			
Audio Visual Materials			
Instructional Kits			
Software			
Other			
Dues & Fees			
Other			
Total			
Subtotal			
Indirect Costs			
	Equipment		
	Other		
Total			

PLEASE ATTACH DETAILED COST JUSTIFICATION FOR EACH CATEGORY

Authorized Signature: _____ Date _____

Fiscal Manager Signature: _____ Date _____

MISSION STATEMENT

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.

GOALS

- **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.**

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.**