

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

Mission and Goals of the Commission on Construction Education:

The mission of the State of Nevada Commission on Construction Education (hereinafter referred to as “CCE” or “Commission”) is to improve the quality and integrity of the construction industry by awarding grants to organizations with innovative, creative and cost-effective educational programs that will help attract and retain a highly qualified workforce.

Pursuant to NRS 624.570, the Commission shall review programs of education which relate to building construction. Additionally, NAC 624.840, states that only Nevada school districts or programs of education approved by the Commission are eligible to receive grant funds.

Programs must be performed in Nevada and be used exclusively for uses outlined within the application. Grant funding will not be provided for work performed prior to grant approval. To be considered for funding, programs must demonstrate measurable impact in accordance with one or more of the following areas:

- 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 and increase programs related to the construction field focusing on training and education in the following areas:
 - Technical training;
 - High demand trades;
 - Business and entrepreneurial skills;
 - Project management;
 - Customer service;
 - Business ethics;
 - Integrity;
 - Retention;
 - Credibility; and,
 - Commitment to enhance the image of the construction industry.
- Monitor the quality of any program funded in part by the Commission, including monitoring results.
- Ensure that grant awards do not replace other sources of funding.
- Improve employment opportunities by increasing participation in construction training and credentialing programs.

>>>See next page for general information and requirements

GENERAL INFORMATION AND REQUIREMENTS

APPLICATION SUBMISSION INSTRUCTIONS:

1. A complete legible application and attachments **must be received by April 1 or October 1**, or 30 days prior to any additional scheduled meeting date, preferably electronically.
2. The application must be signed by individuals described in the application.
3. Eligible recipients must have a Fiscal Agent who is responsible for accounting services. The Fiscal Agent must sign the grant application.
4. Additional attachments (excluding required financial information) must be limited to no more than one (1) 8 ½" x 11 page.
5. If the application is incomplete, the CCE will make an effort to notify the applicant in advance of the meeting.
6. 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: cce@nscb.state.nv.us

>>>Application begins on page 3.

COMMISSION ON CONSTRUCTION EDUCATION
GRANT APPLICATION

Applicants Name: Your Organization Name
Name of Organization

Contact Person: Jane Doe Grants Administrator (775) 555-5555
First Name Last Name Position Phone Number

Address: 5390 Kietzke Lane, #102 Reno NV 89511
Street Address City State Zip

Email Address: janedoe@organization.org

PROGRAM INFORMATION

Program Name ("Program"): Welding Program

TOTAL FUNDS REQUESTED

Amount Requested: \$51,189.92

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

DESCRIPTION OF TYPE OF EDUCATION PROGRAM:

*NAC 624.840(1) provides that a Nevada school district or a program of education approved by the Commission may file a grant application.

Provide a description of the program below for review by the Commission:

- School District Charter School Registered Apprenticeship Program
- Licensed Private Postsecondary Educational Institution
- (501(c)(3)) Non-Profit Construction Trade Association
- Other _____

**Applications failing to comply with regulatory requirements may be denied.*

FISCAL AGENT INFORMATION: (Designated person responsible for receiving & managing funds)

Name of Fiscal Agent: John Smith Training Director (775) 555-5555
First Name Last Name Position Phone Number

Address: 5390 Kietzke Lane, #102 Reno NV 89511
Street Address City State Zip

Email Address: johnsmith@organization.org

PROGRAM APPLICATION**I. PRIOR FUNDS**

For this applicant, and/or entities related to and/or affiliated with the applicant, provide the name of all programs previously funded through CCE as well as the total dollar amount received.

Attach additional pages, if necessary.

| | |
|-------------------------|------------------------|
| VDV Program | \$ 41,344.04 |
| Program name | Dollar Amount Received |
| Motor Controls Lab | \$ 33,715.38 |
| Program name | Dollar Amount Received |
| Energy Storage Training | \$ 22,390.00 |
| Program name | Dollar Amount Received |

II. EXISTING FUNDS

Specific to this program, provide information regarding any and all potential future funds and/or funds received from other sources (include name of funding source and dollar amount).

Attach additional pages, if necessary.

| | |
|----------------|------------------------|
| Self Funded | \$ 69,148.00 |
| Funding Source | Dollar Amount Received |
| Funding Source | Dollar Amount Received |

III. PROGRAM OVERVIEW AND FUNDING

- a. Provide an overview of the Program that will be supported by this grant request.

The goal of the our Welding Program is to provide a state-of-the-art electrical welding training course so that an annual 24 individuals can learn new techniques and can safely practice welding needed on the job site for electricians and ultimately obtain a Welding Certificate.

Welding is a skill used in many industries, from automotive maintenance to manufacturing and construction. Skilled construction trade workers who possess a nationally recognized Welding Certificate are highly sought after by employers.

Welders are skilled tradespeople who use intense heat to join metal together or repair metal structures or components. To do that, they use one of many different welding methods, the most common being arc welding, where welders use a special welding rod or wire and join two metal pieces with an arc of electrical welding. Then there's oxy-fuel welding, which uses a flammable gas and oxygen to produce the heat needed to melt and join the metal pieces together. Most welders use hand-held equipment.

Why would an electrician need welding skills? There are many pre-manufactured fittings for electrical work, but they are expensive. With welding skills, an electrician can fabricate his own fittings, saving money and hence making the contract more competitive. Usually, when an electrician needs some welding done on the job, he would have to subcontract it to another trades-person. If the electrician can do the welding himself, it means he is more productive for his employer. Having welding capabilities makes an electrician more employable.

b. Explain the need for grant funding for this Program

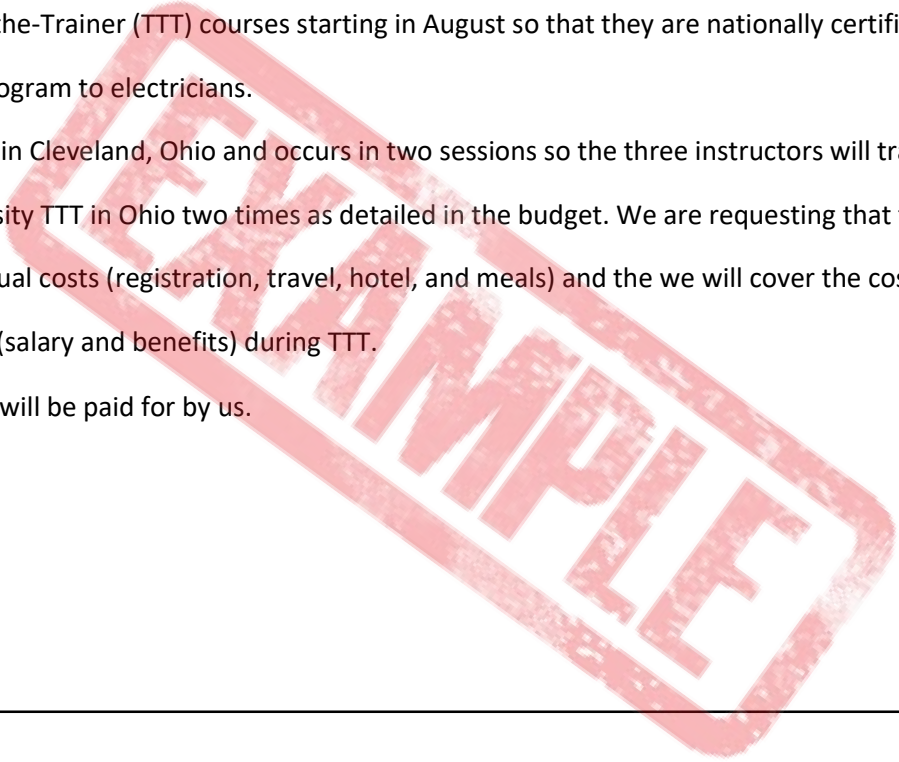
We are requesting only start-up costs for materials and for three Instructors to attend and participate in the Train-the-Trainer (TTT) instruction in August.

Upon receipt of the grant funding, the materials will be put out to bid. Since COVID, the recession, and delays with the supply-chain in receiving materials, we have implemented a process to secure at least 3 bids to make sure that we are receiving the most competitive price on materials. In addition, we negotiate with vendors, verifying that our educational and non-profit discounts are being properly applied to the final invoice.

While the competitive bidding is occurring for the materials, the three instructors will schedule and take the two Train-the-Trainer (TTT) courses starting in August so that they are nationally certified to teach the welding program to electricians.

This training is in Cleveland, Ohio and occurs in two sessions so the three instructors will travel to the Lincoln University TTT in Ohio two times as detailed in the budget. We are requesting that the grant pay for the TTT actual costs (registration, travel, hotel, and meals) and the we will cover the costs of the instructor pay (salary and benefits) during TTT.

All other costs will be paid for by us.



IV. DEMOGRAPHICS Identify which of the following groups will benefit from this program.

Select all that apply.

- | | |
|--|---|
| <input type="checkbox"/> Elementary School Education | <input type="checkbox"/> Secondary School Education |
| <input checked="" type="checkbox"/> Post-Secondary School Education | <input checked="" type="checkbox"/> Military Veterans |
| <input checked="" type="checkbox"/> Current Construction Workers | <input type="checkbox"/> New Immigrants |
| <input checked="" type="checkbox"/> Minorities: African American, Hispanic, Native American, Asian-Pacific, Subcontinent Asian American, Women, etc. | |
| <input type="checkbox"/> Other: _____ | |

V. GOALS AND OBJECTIVES

- a. Provide an outline of the program of education, including plan to disseminate project objectives statewide¹:

Our Welding Program will be 32-hours that includes 4-hours of safety and knowledge training at the beginning of class, with the remaining 28 hours practicing on the welding equipment. Our Welding Program will include the following skills training: Arc, Stick, Gas, MIG, and Plasma.

Because of the hands-on time required with each student, the Welding Program will keep the classes small with 6 students in each class, as the instructor will spend a lot of time with each person individually. We will have 3 instructors certified to teach the class so that we can have 4 classes during the 12-month grant period and 4 each year after the grant ends.

After passing our Welding Program, the individual is now a Certified Welding through Lincoln University, and receive a nationally-recognized training certificate. With this nationally recognized certificate, the Certified Welder will be able to earn 105% of the Journeyman scale, which in N. NV currently calculates at \$49.09 per hour.

EXAMPLE

¹ Required under NAC 624.840 (2)(C)(3)

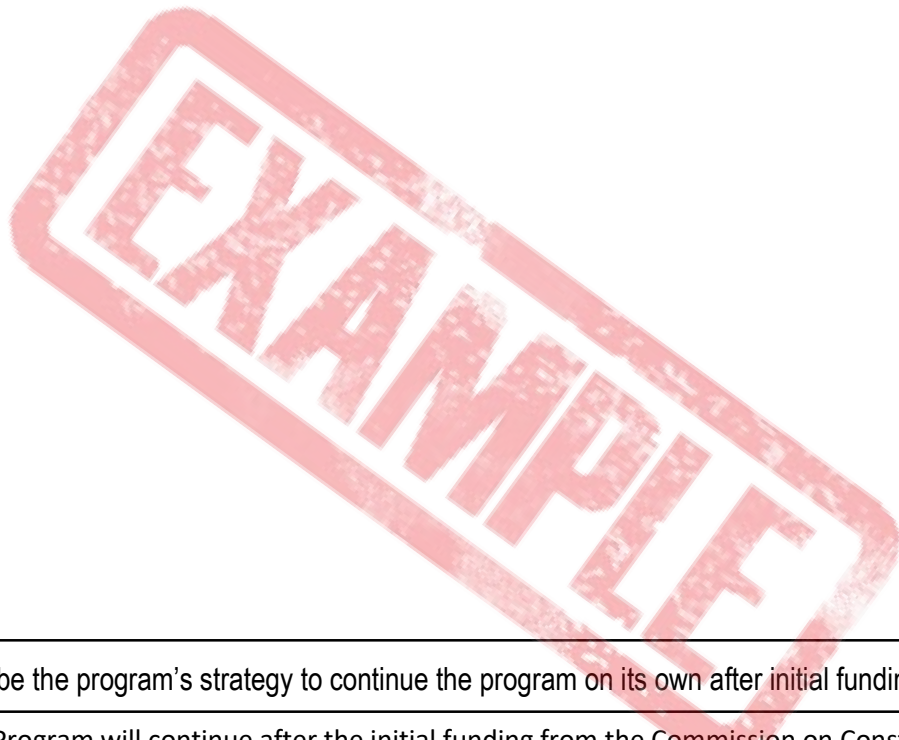
- b. Describe 1) the program's strategy to support the education and training to attract and retain workers in the construction industry and 2) the program's strategy to increase awareness concerning advantages of employment in the construction industry². This can include technical training, business and entrepreneurial skills, project management and customer service skills.

1. The goal of the Welding Program grant request is to support education and training programs that attract and retain workers in the electrical industry by creating an upscale Welding Program for hands-on learning opportunities for career advancement. Through the Welding Program, students will learn the safety methods in order to properly weld on various equipment by using multiple techniques.
2. Promote, recruit, and retain individuals into the Electrical Construction field.
 - a. The primary source of recruitment is through the International Brotherhood of Electrical Workers (IBEW) Local 401 Union, through the Women Build Nevada network, with the Northern Nevada Apprenticeship Coordinators Association (NNACA), high schools throughout Northern Nevada, and with nonprofit organizations whose focus is youth, training, and workforce opportunities.
 - b. The age range of students are 18 years old and older for the program. For recruitment, we target middle school and high school students to think about getting into the construction trades as a career. In addition to providing the Welding Program to electricians, this program will be highlighted during the annual Skills USA Vocational Recruitment and Vocational event held at the Reno-Sparks Convention Center each Spring. Middle and high school students who are interested in the trades as a profession will have the opportunity to sign up at our booth to come to the Electrical Training Center and tour the facility, learn about the electrical trades, and compete in one of our Skills USA competitions, which can now include welding.
 - c. Our comprehensive Welding Program will cover modern industry trends in welding on the construction job site, such as arc, stick, gas, mig, and plasma welding techniques.
3. Individuals who complete the Welding Program will submit their completion information and receive the Electrical Welding Certification through Lincoln University, which is recognized nationwide. So, wherever the certified electrical welder will work, they will earn an increased hourly wage because of this certification.

² Required under NAC 624.840 (2)(C)(2)

- c. Describe the program's strategy to promote educational programs that teach youth and their guardians about the opportunities and advantages of a career in the construction industry, including earning potential and work fulfillment.³

The Welding Program will be highlighted during the annual Skills USA Vocational event held at the Reno/Sparks Convention Center each Spring. Middle and high school students who are interested in the trades as a profession will have the opportunity to sign up at our booth to come to our Training Center to tour the facility, learn about the electrical trades and income potential.



- d. Describe the program's strategy to continue the program on its own after initial funding⁴.

The Welding Program will continue after the initial funding from the Commission on Construction Education as we are requesting only start-up costs for materials and for 3 Instructors to attend and participate in the Train-the-Trainer (TTT) instruction. This training is in Cleveland, Ohio and occurs in 2 sessions so the 3 instructors will travel to the Lincoln University TTT in Ohio 2 times as detailed in the budget. We are requesting that the grant pay for the TTT actual costs (registration, travel, hotel, and meals) and we will cover the costs of the instructor pay (salary and benefits) during TTT.

All other costs, including instructor costs for teaching the program, building space, program enrollment costs, and annual maintenance of the program, will be incorporated into our annual organizational budget.

³ Required under NAC 624.840 (2)(C)(6)

⁴ Required under NAC 624.840 (2)(C)(6)

- e. List specific activities that will be funded by the grant to reach the program's goals and objectives⁵.
Attach additional pages, if necessary.

| Activity | Description of Activity | Desired Outcome | How Will Outcomes be Measured? |
|----------|--|---|--|
| 1 | Purchase the materials to create a Welding Program | Through this program, we will purchase the materials for hands-on learning for the Welding Program. | This activity will be measured by purchasing the materials to construct a Welding Program which will start having classes in Fall 2022 and continue every quarter. |
| 2 | Have 3 Instructors attend 2 Train-the-Trainer (TTT) sessions in Cleveland, OH in order to teach the Welding Program. | The 3 Instructors will attend TTT so that the Instructors are certified to teach the Welding Program. | Our Instructors will receive the training and be certified to teach the program. We will measure this through the receipts from the training and the certificates our Instructors receive. |
| 3 | Our program helps young people make a successful transition from their secondary schooling into employment and training resulting in a well-paying career. We will actively recruit into our program through community partners. | The desired outcome is to provide outreach and recruit youth, focusing on underserved and under-represented communities throughout Northern Nevada. | This outcome will be measured through the demographics of the new applicants into our program. |
| 4 | Provide the Welding Program instruction and hands-on training to 24 individuals on an annual basis. | The desired outcome is to have 24 students become Certified Electrician Welders each year, beginning with the grant funded year and continuing thereafter. | This outcome will be measured by the attendance sign-in sheets that will be distributed in each class and we will track how many individuals complete the Welding Program, receive their nationally-recognized Certificate and earn increased wages. |
| 5 | The final goal of the Welding Program grant is to sustain the program without the need for any additional grant funding. | The desired outcome for this activity is to purchase the materials, provide the TIT to the Instructors, start the Welding Program, and integrate it into our annual budget. | This outcome will be measured by purchasing, receiving, and installing all materials to start-up the Welding Program, having the Instructors attend TTT, and integrating the maintenance and upkeep of the program into our annual budget. |

- f. Outline the Proposed Class Schedule and/or Events with Dates and Times:

Dates of Classes: Fall 10/2/22-10/27/22; Winter 1/31/23-2/23/23; Spring 4/3/23-4/27/23; Summer 7/3/23-7/27/23

Class begin time: 5:00 p.m.

Class end time: 9:00 p.m.

Daily Events:

Classes will be held Monday & Thursday for 4 weeks in each period for a total of 32 hours each session. Six welding stations will be used for hands on instruction and one will be used as a back-up and/or for the instructor to demonstrate the task being performed. We will continue to offer the welding program each quarter upon conclusion of the grant for minimum of 20 years.
 On the last night of each class, participants will complete a program evaluation anonymously so the instructors and training director can take that information to make improvements for the next welding program course.

A separate document may be attached in lieu of completing item "f" above.

⁵ Required under NAC 624.840 (2)(C)(6)

VI. FINANCIAL INFORMATION:

Financial Statements Requirement:

Provide a financial statement including, at minimum, a Balance Sheet AND a Statement of Revenues and Expenditures, *for the year ending closest to the application grant and two previous years.*

VII. BUDGET:

Budget Requirement:

Provide a budget for the applicant and include the following:

- Represent the year in which the grant is to be used;
- Indicate the source of all revenues; and,
- Describe how this grant application fits into that budget.

Budget/Expenditure Summary Form:

Complete the Budget/Expenditure Summary Form on Page 11 in detail for each line item.

Matching funds are encouraged. Use column B of the Budget/Expenditure Summary Form to provide details regarding funds committed from other sources.

Other organizations helping fund the program will enhance chances for a grant award.

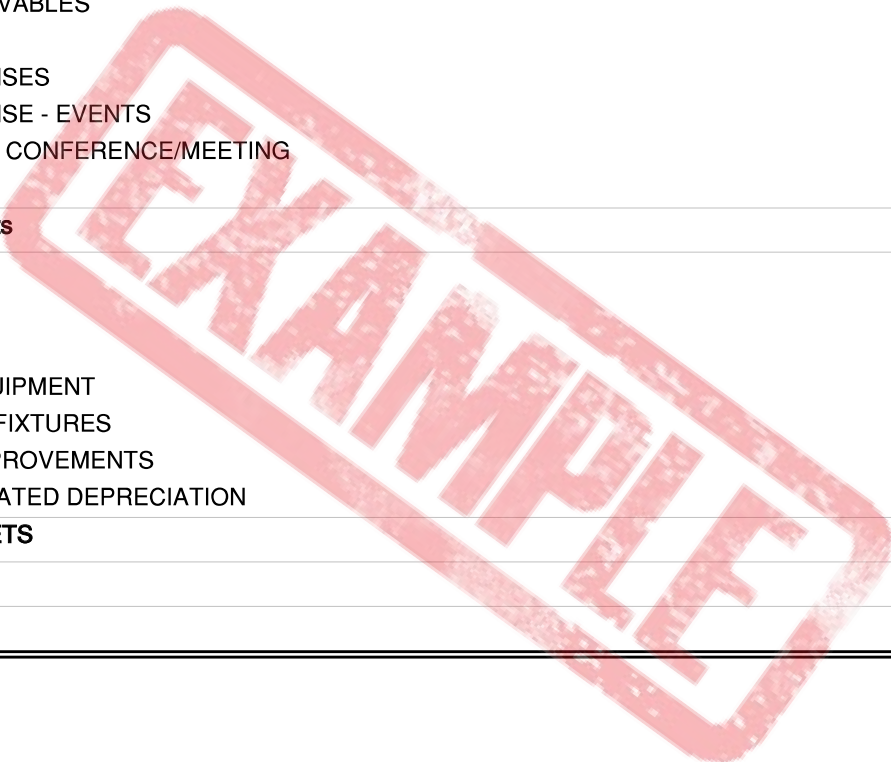
ORGANIZATION NAME

Statement of Financial Position

As of December 31, 2022

| | TOTAL |
|---|----------------------|
| ASSETS | |
| Current Assets | |
| Bank Accounts | |
| 10010 OPERATING | 702,408.80 |
| Total Bank Accounts | \$702,408.80 |
| Accounts Receivable | \$100,704.00 |
| Other Current Assets | |
| 10200 UNDEPOSITED FUNDS | 0.00 |
| 10210 WEBLINK RECEIVABLES | 13,031.13 |
| 10270 DUE FROM/TO | -116,453.31 |
| 11000 PREPAID EXPENSES | 13,510.97 |
| 12000 PREPAID EXPENSE - EVENTS | 27,370.68 |
| 13000 PREPAID EXPS - CONFERENCE/MEETING | 1,125.00 |
| Payroll Refunds | 855.83 |
| Total Other Current Assets | \$ -60,559.70 |
| Total Current Assets | \$742,553.10 |
| Fixed Assets | |
| 15000 FIXED ASSETS | |
| 15002 COMPUTER EQUIPMENT | 127,725.87 |
| 15003 FURNITURES & FIXTURES | 119,455.42 |
| 15006 LEASEHOLD IMPROVEMENTS | 0.00 |
| 15008 LESS ACCUMULATED DEPRECIATION | -181,557.46 |
| Total 15000 FIXED ASSETS | 65,623.83 |
| Total Fixed Assets | \$65,623.83 |
| TOTAL ASSETS | \$808,176.93 |

Your Balance Sheet Example
Balance Sheet Example
Your Balance Sheet May Be Formatted Differently



ORGANIZATION NAME

Statement of Financial Position

As of December 31, 2022

| | TOTAL |
|--|---------------------|
| LIABILITIES AND EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | \$2,736.13 |
| Credit Cards | |
| 20020 BANK OF LV - VISA | 19,445.92 |
| Total Credit Cards | \$19,445.92 |
| Other Current Liabilities | |
| 20011 AGC STUDENT CHAPTER | 2,179.68 |
| 20012 CANDIDATE BREAKFAST 2022 | 8,684.99 |
| 20106 DUE TO BUILD PAC | 1,000.00 |
| 20330 DEFERRED REVENUE | 289,058.52 |
| 20340 UNEARNED GRANT | |
| 20366 GRANT - DIR OF COMMUNITY OUTREA | 79,923.48 |
| 20369 NDOT GRANT 2021 - \$85,000 | 25,800.16 |
| 20380 NSCB GRANT - \$52,700 (07.2021) | 33,310.00 |
| 20381 NSCB GRANT - \$15,000 (07.2021) | 0.00 |
| 20382 NSCB GRANT- \$74,600 (05.2022) | 61,102.25 |
| 20383 NSCB GRANT - \$15,000 (05.2022) | 3,995.30 |
| Total 20340 UNEARNED GRANT | 204,131.19 |
| 20350 Accrued Expense | 0.00 |
| 20400 PAYROLL LIABILITIES | 2,828.18 |
| Total Other Current Liabilities | \$507,882.56 |
| Total Current Liabilities | \$530,064.61 |
| Total Liabilities | \$530,064.61 |
| Equity | |
| 30301 UNRESTRICTED FUNDS - PY EARNINGS | 267,755.82 |
| Net Revenue | 10,356.50 |
| Total Equity | \$278,112.32 |
| TOTAL LIABILITIES AND EQUITY | \$808,176.93 |

Your Balance Sheet Example
Balance Sheet Example
Your Balance Sheet May Be Formatted Differently



ORGANIZATION NAME

Statement of Activities

January - December 2022

| | TOTAL |
|---|-----------------------|
| Revenue | |
| 41010 SAFETY / TRAINING INC | 73,556.75 |
| 41100 OTHER INCOME | 665,646.41 |
| 41200 MEMBERSHIP DUES | 919,975.07 |
| 41400 SPONSORSHIP REWARDS PROGRAM | 309,000.00 |
| 41700 EVENTS | 22,628.44 |
| 41720 HOLIDAY DINNER DANCE | 259,141.21 |
| 41730 MEMBER LUNCHEON | 29,540.00 |
| 41740 GOLF TOURNAMENT | 89,423.73 |
| 41780 MEMBER MIXERS | 41,045.00 |
| 41790 NCA SHOOTING COMPETITION | 28,325.00 |
| Total Revenue | \$2,438,281.61 |
| GROSS PROFIT | \$2,438,281.61 |
| Expenditures | |
| 61110 EVENT EXPENSES | 753,294.23 |
| 61120 COMMITTEE EXPENSES | 11,471.44 |
| 61130 CONFERENCE & MEETINGS | 52,152.48 |
| 61260 NON PAYROLL TAXES | 9,244.23 |
| 61310 AUTOMOBILES | 622.60 |
| 61320 BANK / MERCHANT FEES | 27,290.81 |
| 61340 DUES & SUBSCRIPTIONS | 134,478.81 |
| 61350 INSURANCE | 179,987.17 |
| 61360 GENERAL EXPENSES | 71,160.85 |
| 61450 CLASS / TRAINING | 5,855.07 |
| 61500 OUTSIDE SERVICES | 96,954.59 |
| 61600 ADVERTISING & MARKETING | 53,430.07 |
| 61670 BUILDING & MAINTENANCE | 157,511.70 |
| 61800 UTILITIES | 17,854.18 |
| 61820 SALARIES & WAGES | 856,616.88 |
| 62850 LEGISLATIVE SERVICES | |
| 60851 CAMPAIGN CONTRIBUTIONS | 0.00 |
| Total 62850 LEGISLATIVE SERVICES | |
| Total Expenditures | \$2,427,925.11 |
| NET OPERATING REVENUE | \$10,356.50 |
| NET REVENUE | \$10,356.50 |

Statement of Revenues and Expenditures Example
Your Statement May Be Formatted Differently

EXAMPLE

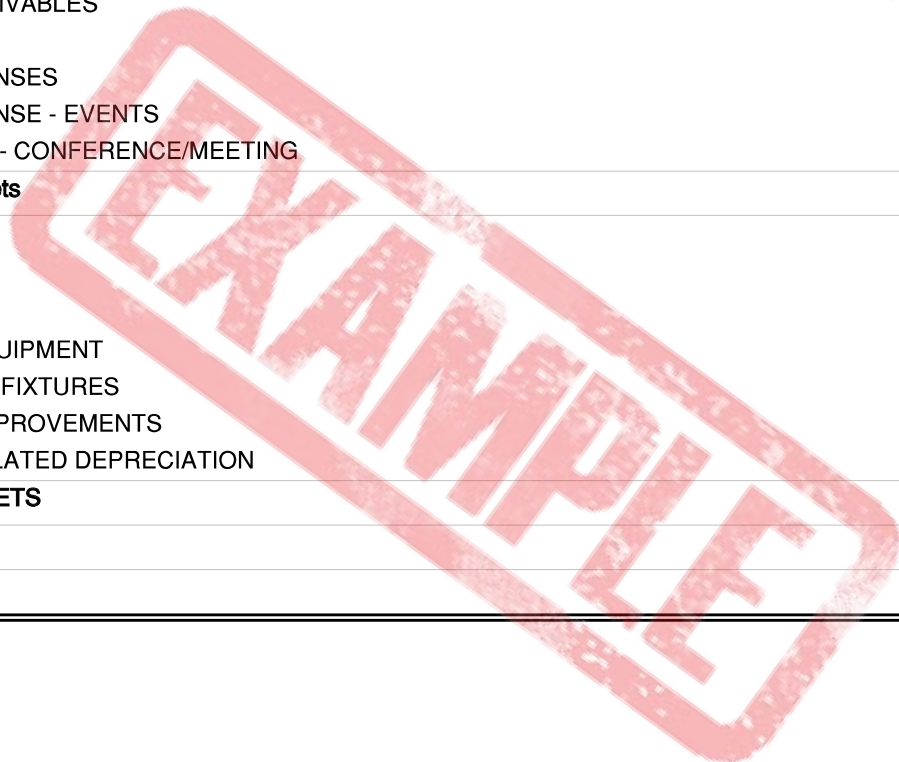
ORGANIZATION NAME

Statement of Financial Position

As of December 31, 2021

| | TOTAL |
|---|---------------------|
| ASSETS | |
| Current Assets | |
| Bank Accounts | |
| 10010 OPERATING | 531,363.08 |
| Total Bank Accounts | \$531,363.08 |
| Accounts Receivable | \$207,256.16 |
| Other Current Assets | |
| 10200 UNDEPOSITED FUNDS | 0.00 |
| 10210 WEBLINK RECEIVABLES | 61,786.95 |
| 10270 DUE FROM/TO | -156,851.57 |
| 11000 PREPAID EXPENSES | 29,753.12 |
| 12000 PREPAID EXPENSE - EVENTS | 67,625.02 |
| 13000 PREPAID EXPS - CONFERENCE/MEETING | 5,050.00 |
| Total Other Current Assets | \$7,363.52 |
| Total Current Assets | \$745,982.76 |
| Fixed Assets | |
| 15000 FIXED ASSETS | |
| 15002 COMPUTER EQUIPMENT | 105,681.04 |
| 15003 FURNITURES & FIXTURES | 118,063.20 |
| 15006 LEASEHOLD IMPROVEMENTS | 0.00 |
| 15008 LESS ACCUMULATED DEPRECIATION | -181,557.46 |
| Total 15000 FIXED ASSETS | 42,186.78 |
| Total Fixed Assets | \$42,186.78 |
| TOTAL ASSETS | \$788,169.54 |
| LIABILITIES AND EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | \$33,136.64 |
| Credit Cards | |
| 20020 BANK OF LV - VISA | 13,612.66 |
| Total Credit Cards | \$13,612.66 |
| Other Current Liabilities | |
| 20106 DUE TO BUILD PAC | 800.00 |
| 20330 DEFERRED REVENUE | 246,000.00 |
| 20340 UNEARNED GRANT | |
| 20366 GRANT - DIR OF COMMUNITY OUTREA | 103,884.67 |
| 20369 NDOT GRANT 2021 - \$85,000 | |
| 20380 NSCB GRANT - \$52,700 (07.2021) | 45,050.00 |
| 20381 NSCB GRANT - \$15,000 (07.2021) | 12,385.01 |

Balance Sheet Example
Your Balance Sheet May Be Formatted Differently



ORGANIZATION NAME

Statement of Financial Position

As of December 31, 2021

| | TOTAL |
|--|---------------------|
| Total 20340 UNEARNED GRANT | 212,176.94 |
| 20400 PAYROLL LIABILITIES | 14,687.48 |
| Total Other Current Liabilities | \$473,664.42 |
| Total Current Liabilities | \$520,413.72 |
| Total Liabilities | \$520,413.72 |
| Equity | |
| 30301 UNRESTRICTED FUNDS - PY EARNINGS | 67,755.82 |
| Net Revenue | 9,081.30 |
| Total Equity | \$67,755.82 |
| TOTAL LIABILITIES AND EQUITY | \$788,169.54 |



Your Balance Sheet Example
Balance Sheet Example
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ORGANIZATION NAME

Statement of Activities

January - December 2021

| | TOTAL |
|--|-----------------------|
| Revenue | |
| 41010 SAFETY / TRAINING INCO | 73,852.54 |
| 41100 OTHER INCOME | 806,607.61 |
| 41200 MEMBERSHIP DUES | 880,723.49 |
| 41400 SPONSORSHIP REWARDS PROGRAM | 269,645.34 |
| 41700 EVENTS | 30,008.09 |
| 41720 HOLIDAY DINNER DANCE | 221,900.50 |
| 41730 MEMBER LUNCHEON | 14,950.00 |
| 41740 GOLF TOURNAMENT | 46,050.00 |
| 41780 MEMBER MIXERS | 30,740.00 |
| 41790 NCA SHOOTING COMPETITION | 23,567.50 |
| Total Revenue | \$2,398,045.07 |
| GROSS PROFIT | \$2,398,045.07 |
| Expenditures | |
| 61110 EVENT EXPENSES | 663,015.69 |
| 61120 COMMITTEE EXPENSES | 11,248.22 |
| 61130 CONFERENCE & MEETINGS | 41,193.27 |
| 61260 NON PAYROLL TAXES | 8,246.61 |
| 61310 AUTOMOBILES | 11,433.93 |
| 61320 BANK / MERCHANT FEES | 26,248.28 |
| 61340 DUES & SUBSCRIPTIONS | 130,600.46 |
| 61350 INSURANCE | 169,341.95 |
| 61360 GENERAL EXPENSES | 98,789.66 |
| 61450 CLASS / TRAINING | 24,222.72 |
| 61500 OUTSIDE SERVICES | 86,004.72 |
| 61600 ADVERTISING & MARKETING | 42,684.22 |
| 61670 BUILDING & MAINTENANCE | 155,285.12 |
| 61800 UTILITIES | 19,453.42 |
| 61820 SALARIES & WAGES | 883,177.67 |
| 61900 TRAVEL & ENTERTAINMENT (deleted) | 43.97 |
| Total Expenditures | \$2,370,989.91 |
| NET OPERATING REVENUE | \$27,055.16 |
| Other Expenditures | \$7,973.86 |
| NET OTHER REVENUE | \$ -7,973.86 |
| NET REVENUE | \$19,081.30 |

Statement of Revenues and Expenditures Example
Your Statement May Be Formatted Differently

EXAMPLE

ORGANIZATION NAME

Statement of Financial Position

As of December 31, 2020

| | TOTAL |
|--|---------------------|
| ASSETS | |
| Current Assets | |
| Bank Accounts | |
| 10010 OPERATING | 636,839.80 |
| Total Bank Accounts | \$636,839.80 |
| Accounts Receivable | 80,557.68 |
| Other Current Assets | |
| 10210 WEBLINK RECEIVABLES | 5,528.83 |
| 10270 DUE FROM/TO | 0.00 |
| 11000 PREPAID EXPENSES | 106,365.92 |
| Total Other Current Assets | |
| Total Current Assets | \$818,234.57 |
| Fixed Assets | |
| 15000 FIXED ASSETS | |
| 15002 COMPUTER EQUIPMENT | 73,702.94 |
| 15003 FURNITURES & FIXTURES | 118,063.20 |
| 15006 LEASEHOLD IMPROVEMENTS | |
| 15008 LESS ACCUMULATED DEPRECIATION | -180,017.75 |
| Total 15000 FIXED ASSETS | |
| Total Fixed Assets | \$11,748.39 |
| TOTAL ASSETS | \$829,982.96 |
| LIABILITIES AND EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | \$215,297.41 |
| Credit Cards | |
| 20020 BANK OF LV - VISA | 5,667.84 |
| Total Credit Cards | \$5,667.84 |
| Other Current Liabilities | |
| 20106 DUE TO BUILD PAC | 0.00 |
| 20330 DEFERRED REVENUE | 209,370.34 |
| 20340 UNEARNED GRANT | |
| 20364 NSCB GRANT 2019 - \$28,500 | 5,306.26 |
| 20366 GRANT - DIR OF COMMUNITY OUTREA | |
| 20367 NSCB GRANT 2020 - \$62,200 (01.2020) | 17,607.02 |
| 20368 NDOT GRANT 2020 - \$85,000 | 39,528.64 |
| Total 20340 UNEARNED GRANT | 149,649.60 |
| 20400 PAYROLL LIABILITIES | 1,323.25 |
| Total Other Current Liabilities | |
| Total Current Liabilities | \$581,308.44 |
| Total Liabilities | \$581,308.44 |

Balance Sheet Example
Your Balance Sheet May Be Formatted Differently



ORGANIZATION NAME

Statement of Financial Position

As of December 31, 2020

| | TOTAL |
|-------------------------------------|---------------------|
| Equity | |
| 30301 UNRESTRICTED FUNDS - | 123,695.48 |
| Net Revenue | |
| Total Equity | \$248,674.52 |
| TOTAL LIABILITIES AND EQUITY | \$829,982.96 |

Balance Sheet Example
Your Balance Sheet May Be Formatted Differently



ORGANIZATION NAME

Statement of Activities

January - December 2020

| | TOTAL |
|-----------------------------------|-----------------------|
| Revenue | |
| 41010 SAFETY / TRAINING INC | 66,358.23 |
| 41100 OTHER INCOME | 687,473.41 |
| 41200 MEMBERSHIP DUES | 863,169.46 |
| 41400 SPONSORSHIP REWARDS PROGRAM | 216,414.00 |
| 41700 EVENTS | 3,447.27 |
| 41720 HOLIDAY DINNER DANCE | 194,057.00 |
| 41730 MEMBER LUNCHEON | 13,760.00 |
| 41740 GOLF TOURNAMENT | 20,160.00 |
| 41780 MEMBER MIXERS | 5,000.00 |
| 41790 NCA SHOOTING COMPETITION | 10,410.00 |
| 42500 BUILD PAC FUND | |
| 40510 PAC EVENT | |
| Total 42500 BUILD PAC FUND | 0.00 |
| Total Revenue | \$2,080,249.37 |
| GROSS PROFIT | \$2,080,249.37 |
| Expenditures | |
| 61110 EVENT EXPENSES | 367,653.36 |
| 61120 COMMITTEE EXPENSES | 13,256.13 |
| 61130 CONFERENCE & MEETINGS | 13,058.05 |
| 61260 NON PAYROLL TAXES | 12,960.55 |
| 61310 AUTOMOBILES | 6,540.30 |
| 61320 BANK / MERCHANT FEES | 15,451.52 |
| 61340 DUES & SUBSCRIPTIONS | 120,344.00 |
| 61350 INSURANCE | 150,449.70 |
| 61360 GENERAL EXPENSES | 67,657.81 |
| 61450 CLASS / TRAINING | 14,568.88 |
| 61500 OUTSIDE SERVICES | 59,354.97 |
| 61600 ADVERTISING & MARKETING | 66,024.02 |
| 61670 BUILDING & MAINTENANCE | 156,519.21 |
| 61800 UTILITIES | 20,093.27 |
| 61820 SALARIES & WAGES | 868,337.79 |
| 61900 TRAVEL & ENTERTAINMENT | 1,513.15 |
| Total Expenditures | \$1,953,782.71 |
| NET OPERATING REVENUE | \$126,466.66 |
| Other Expenditures | \$1,487.62 |
| NET OTHER REVENUE | \$ -1,487.62 |
| NET REVENUE | \$124,979.04 |

Statement of Revenues and Expenditures Example
Your Statement May Be Formatted Differently



ORGANIZATION NAME
BUDGET 2022

| Expenses | Amount | Revenue | |
|--|------------------------|---------------------------------------|------------------------|
| Administration | | Grants | |
| Administration Salary | \$ 281,296.08 | Nevadaworks Youth | \$ 171,571.97 |
| Administration Bene | \$ 98,453.63 | Nevadaworks Adult | \$ 190,987.49 |
| | | ETA/Alliance | \$ 24,685.36 |
| Total Administ | \$ 379,749.71 | John Snow Foundation | \$ 20,000.00 |
| | | OSIT | \$ 116,515.02 |
| Training Co | | OWINN | \$ 32,244.04 |
| Instructors Sal | \$ 360,206.40 | Other Foundation Grants | \$ 11,000.00 |
| Instructor Benefits | \$ 167,416.28 | Construction Education Grant | \$ 51,189.92 |
| Books | 109,537.97 | | |
| JW Upgrade | 595.34 | Total Grant Income | \$ 618,193.80 |
| Training, Workshop, Materials | 31 | | |
| Dues & Fees | | Training | |
| | | Book Sales | \$ 109,537.97 |
| Total Training Costs | | Course Fees | \$ 95.00 |
| | | *CC/UNR/Dept of Education Enhancement | \$ 226,654.46 |
| Conference, Training, Seminar | | | |
| CA Conf on Apprenticeship | | ing Income | \$ 336,287.43 |
| International Foundation | \$ | | |
| Other | \$ | | |
| | | | \$ 50,475.33 |
| Total Conference, Training, Seminar | \$ 26,645.76 | | \$ 722,315.97 |
| | | | \$ 178.38 |
| Building, Property, Utilities | | | \$ 14,194.07 |
| Land, Association Fees | \$ 60,335.02 | | |
| Utilities (garbage, power, gas, water) | \$ 9,224.45 | Total | \$ 787,163.75 |
| Janitorial, Maintenance, Repairs, Security | \$ 12,668.78 | | |
| Dedicated Classroom Space | \$ 27,828.00 | Interest Inco | |
| | | CD Interest | 3,179.83 |
| Total Facility Cost | \$ 110,056.25 | Checking Divident | 5,821.83 |
| | | UFCU Interest | 40.55 |
| General Operating Costs | | Total Interest Income | \$ 7,042.21 |
| Recruitment | \$ 30,649.63 | | |
| Office Supplies, Postage, Delivery, Printing & Copying | \$ 23,429.80 | | |
| Insurance | \$ 14,654.00 | | |
| Meetings & Graduation | \$ 9,867.50 | | |
| Accounting and Financial | \$ 56,053.71 | | |
| Internet, Phone | \$ 11,920.51 | | |
| | | | |
| Total General Operating Costs | \$ 146,575.15 | | |
| | | | |
| Total Expenses | \$ 1,748,687.19 | Total Revenue | \$ 1,748,687.19 |

THIS IS A SAMPLE ONLY
Your budget layout may look different.

Detailed Cost Justification

| Description | Paid By Grant | Paid By Us | Detailed Narrative |
|------------------------------|--------------------|--------------------|---|
| Instructor Salary | | \$18,700.00 | Instructor salary at \$46.75/hour X40 hours per class (32 hours for instruction and 8 hours for prep) for 4 classes during the grant period to a total of 24 students (\$46.75*40*4) AND TTT salary (see detail below) |
| Benefits | | \$11,220.00 | Instructor benefit rate at 44% for instruction of 4 Welding classes (44% (\$20.57)*40 class hours*4 classes) AND TTT (see detail below). |
| Classroom Space | | \$27,828.00 | Dedicated classroom space for the 7 Welding stations for the Welding Program course (\$6,957 per class* 4 classes). |
| Welding Program Registration | | \$5,400.00 | Registrant fees for Welding Program at \$225 each for 24 students (\$225*24) = \$5,400) This cost will be covered by us. |
| Books & Periodicals | | \$6,000.00 | Textbooks are \$250 each for 24 students and this cost will be paid by us. |
| Train-the-Trainer (TTT) | \$16,793.00 | | <p>Intro to Welding TTT Course: 5-day training for 3 instructors' registration (\$875*3=<u>\$2,625</u>) + Airfare (\$691 ea.* 3 = <u>\$2,073</u>) + Hotel (*5 nights \$141 *3 instructors = <u>\$2,115</u>) + Car Rental one week <u>\$722</u> + M&IE (\$61/day*5 days* 3 instructors = <u>\$915</u>)+ salary & benefits while in training (\$46.75 hourly rate+ \$20.57 benefits = \$67.32) for 40 hours of training for 3 instructors (\$67.32*40*3=\$8,078.40 PAID BY US).</p> <p>Gas Metal Arc Welding 101 course: 5 day training for 3 instructors registration (\$840*3=\$2,520)+ Airfare (\$691*3=<u>\$2,073</u>)+ Hotel (*5 nights *3 instructors = <u>\$2,115</u>) + Car Rental one week <u>\$722</u>+ M&IE (\$61/day*5 days * 3 instructors = <u>\$915</u>) + salary & benefits while in training (\$46.75 hourly rate+ \$20.57 benefits = \$67.32) for 40 hours of training for 3 instructors (\$67.32*240*3=\$8,078.40 PAID BY US).</p> |
| Materials | \$34,396.92 | | Cost of materials to construct 7 welding lab stations. |
| Grand Total | \$51,189.92 | \$69,148.00 | |

| Item | Cost each | # needed | Cost total |
|---|------------|----------|--------------------|
| Lincoln Electric Black welding helmet w/ variable lens auto darkening | \$304.22 | 7 | \$2,129.54 |
| Honeywell Fibre-metal faceshield clear | \$52.02 | 7 | \$364.14 |
| Radnor headgear without face shield | \$13.29 | 7 | \$93.03 |
| Jackson Safety clear faceshield | \$12.90 | 7 | \$90.30 |
| Radnor Shaded faceshield | \$23.11 | 7 | \$161.77 |
| Radnor clear safety goggles | \$2.88 | 7 | \$20.16 |
| Radnor xx-large flame resistant jacket | \$50.20 | 3 | \$150.60 |
| Radnor x-large flame resistant jacket | \$50.20 | 3 | \$150.60 |
| Radnor large flame resistant jacket | \$50.20 | 3 | \$150.60 |
| Radnor xx-large cotton flame resistant jacket | \$22.53 | 3 | \$67.59 |
| Radnor x-large cotton flame resistant jacket | \$22.53 | 3 | \$67.59 |
| Radnor large cotton flame resistant jacket | \$22.53 | 3 | \$67.59 |
| Radnor Welding Apron | \$60.00 | 7 | \$420.00 |
| Tillman large 14 1/4" TIG welding gloves | \$21.77 | 7 | \$152.39 |
| Radnor x-large 11 3/4" MIG welding gloves | \$14.19 | 7 | \$99.33 |
| Radnor large 14" kevlar welding gloves | \$11.86 | 7 | \$83.02 |
| Honeywell foam earplugs | \$36.00 | 7 | \$252.00 |
| Sluggar 1 gallon cutting oil | \$36.00 | 7 | \$252.00 |
| Norton depressed center cutting wheel | \$5.55 | 24 | \$133.20 |
| Radnor 40 grit flap disc | \$8.73 | 7 | \$61.11 |
| Radnor welding pliers | \$13.05 | 7 | \$91.35 |
| Radnor model G coil handle chipping hammer | \$11.19 | 7 | \$78.33 |
| Weiler scratch brush | \$4.59 | 7 | \$32.13 |
| Radnor standard tip cleaner | \$3.97 | 7 | \$27.79 |
| Miller 100 amp .030" -.035" air cooled MIG gun w/ 10" cable | \$297.86 | 7 | \$2,085.02 |
| .030" carbon steel MIG wire 33lb. 12" spool | \$111.54 | 7 | \$780.78 |
| 1/8" x 14" Carbon steel electrode 50lb | \$222.00 | 7 | \$1,554.00 |
| 3/32" x 36" Carbon steel TIG rod 1lb | \$17.55 | 7 | \$122.85 |
| 1/8" x 36" Carbon steel TIG rod 10lb | \$101.10 | 7 | \$707.70 |
| Radnor .5" bore nozzle | \$19.83 | 7 | \$138.81 |
| Radnor .030" x 1.125" contact tip (10 per card) | \$14.97 | 7 | \$104.79 |
| Wilson 6' x 8' gold vinyl welding curtain | \$40.30 | 7 | \$282.10 |
| 3/32" angled steel 10' lengths | \$27.73 | 7 | \$194.11 |
| 3/32" flat steel 10' lengths | \$35.80 | 7 | \$250.60 |
| Flume Control Filters | \$430.00 | 16 | \$6,880.00 |
| Sensor Lamps | \$1,600.00 | 6 | \$9,600.00 |
| Wire Spools | \$110.00 | 30 | \$3,300.00 |
| Argon gas tank refill | \$160.00 | 7 | \$1,120.00 |
| Carbon Dioxide refill | \$130.00 | 16 | \$2,080.00 |
| TOTAL | | | \$34,396.92 |

IX. SIGNATURES AND ASSURANCES

JURAT: You must swear or affirm, in the presence of a Notary Public, that the statements in this document are true.

Signature of Contact Person: Jane Doe
(Signature Must be Notarized)

State of Nevada)

County of Washoe)

Subscribed and sworn to before me this 29th
day of July, 20 22.

Mary Lynn
Notary Public



Fiscal Agent:

The **Fiscal Agent** will assure that all approved funds have been spent in accordance with the grant approval as well as with the regulations of the Commission.

Recipients must **not** use any distributed funds for political contributions or political advocacy.

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

The fiscal and statistical records will be made available upon request 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.

JURAT: You must swear or affirm, in the presence of a Notary Public, that the statements in this document are true.

Signature of Fiscal Agent: John Smith
(Signature Must be Notarized)

State of Nevada)

County of Washoe)

Subscribed and sworn to before me this 15th
day of July, 20 22.

Mary Lynn
Notary Public



X. REVIEW AND APPROVAL PROCEDURES

a. APPLICATION REVIEW PROCEDURES

The application for funding will be reviewed by the CCE to assure that all required information has been adequately addressed and provided 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 and will be reviewed and rated based on the following criteria:

- Program Overview, Objectives & Funding
- Organizational and Program Sustainability
- Demographics
- Measurable Goals & Objectives
- Budget
- Innovation & Creativity

The Commission rating form can be review at: http://www.nscb.nv.gov/Edu_Comm_main.html

c. COMPLAINT AND APPEAL PROCEDURES

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

d. AVAILABILITY OF FUNDS

An award is not a guarantee of funding. The Commission will not commence procedures for processing grant funding for a minimum of 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 funding until the reconsideration request has been decided.

Funding 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 is awarded, the Commission suggests the grantee not obligate any funds until such time as the monies are received from the Nevada Department of Administration, Administrative Services Division.

XI. QUARTERLY REPORTS AND FINAL REPORTS

Grantees are required to provide quarterly reports and a final report signed by the **Fiscal Agent** to the Nevada CCE. 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 the 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 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.

Quarterly and Final Reports are due by:

- January 10th
- April 10th
- July 10th
- October 10th