

Georgia Department of Education CTAE Accountability & Finance Unit

GACTE Professional Learning Conference
July 2015

Georgia Department of Education

Dr. Barbara Wall, Director
Career, Technical and Agricultural
Education

bwall@doe.k12.ga.us

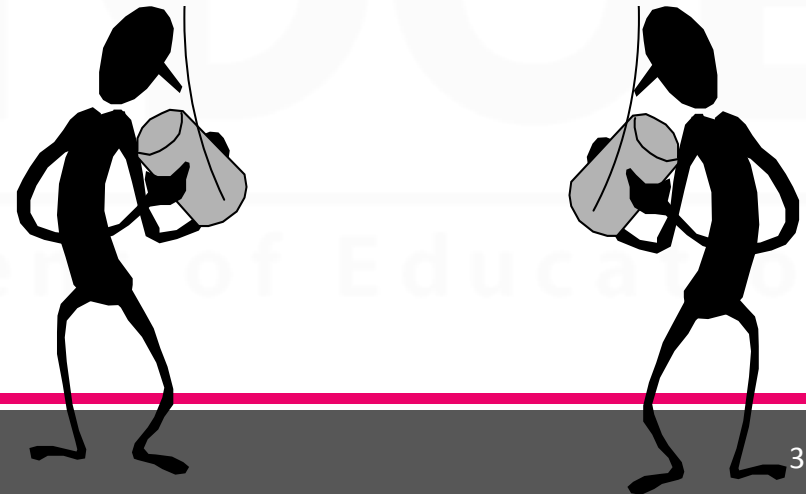
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FY2016 Budget and Accountability Goals

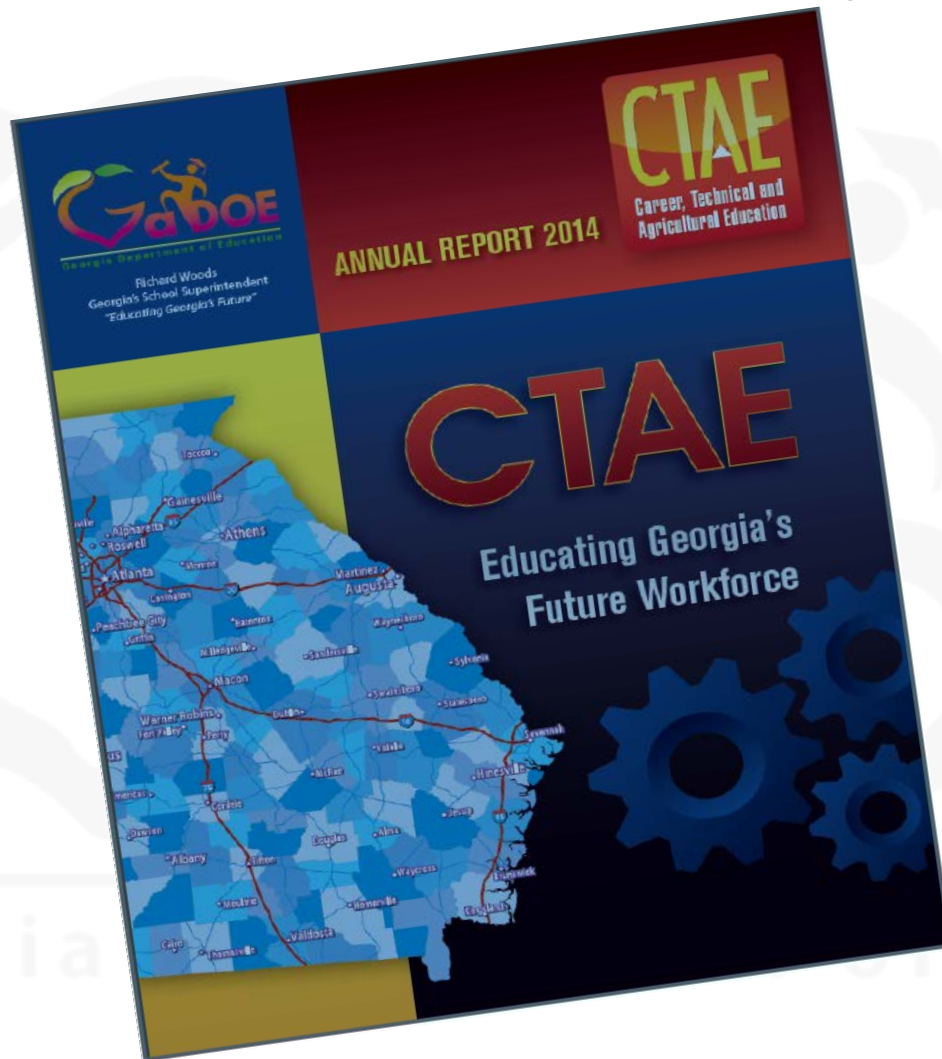
- The Accountability Unit will improve communication in working together and in communicating with the LEAs.
- The Accountability Unit will work to improve services provided to the LEAs.



FY2014 Annual Report



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
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FY2015 Unencumbered Funds



Richard Woods,
School Superintendent
"Creating Georgia's Future"
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Career, Technical and Agricultural Education Grant Status

FY2015 (July 1, 2014 - June 30, 2015) as of July 7, 2015

System Number: 601

System Name: *Appling County*

Grant	Approved Budget FY2015	Funds Requisitioned as of July 7, 2015	Balance of Funds Remaining in GAORS as of July 7, 2015	% of Funds Requisitioned as of July 7, 2015	Grant Status in GAORS
Career, Technical, and Agriculture - CTE Apprenticeship	\$20,213	\$17,548	\$2,665	86.82%	Open
CTAE - Ag Extended Day	\$12,149	\$10,406	\$1,743	85.65%	Open
CTAE - Ag Extended Year	\$11,523	\$11,523	-	100.00%	Open
CTAE - Ag State Leadership					
CTAE - Ag Young Farmer	\$67,286	\$67,286	-	100.00%	Open
CTAE - Ag Youth Camps					
CTAE - Area Teachers Program					
CTAE - CTE Extended Day	\$35,234	\$35,234	-	100.00%	Open
CTAE - CTE Extended Year	\$6,840	\$5,928	\$912	86.67%	Open
CTAE - CTE FCCLA					
CTAE - CTE Industry Certification	\$10,000	\$10,000	-	100.00%	Open
CTAE - Supervision	\$13,367	\$13,367	-	100.00%	Open

Close any grant with open status by July 31, 2015



UNITED STATES DEPARTMENT OF EDUCATION
OFFICE OF CAREER, TECHNICAL, AND ADULT EDUCATION

JUL 01 2015

Dr. Barbara Wall
State Director
Career, Technical and Agricultural Education
Georgia Department of Education
1752 Twin Towers East
205 Jesse Hill Jr., Drive
Atlanta, Georgia 30334-5040

Dear Dr. Wall:

The Office of Career, Technical, and Adult Education (OCTAE or "this office") is pleased to inform you of the approval of your State's request for extension of, and any revisions to, its State Plan under the Carl D. Perkins Career and Technical Education Act of 2006 (Perkins IV), 20 U.S.C. §§ 2301 et seq. as amended by P.L. 109-270. OCTAE has approved your State's submission of information required by the December 22, 2014, *Guidance for the State's State Plan Revisions, Budgets, and Performance Levels for Program Year Nine, Perkins IV Grant Awards - OMB Approval Number: 1830-0029*, except that we approve only those revisions that are reflected on the enclosed Final Agreed Upon Performance Levels (FAUPL) form, and our approval is subject to the conditions below. This letter and the conditions described below are hereby incorporated into the enclosed grant award notification.

The enclosed grant award makes available the first installment of your State's basic grant (Title I) for program year nine pursuant to the *Consolidated and Further Continuing Appropriations Act, 2015*, the first portion of which becomes available for obligation by the U.S. Secretary of Education on July 1, 2015. Under the *Consolidated and Further Continuing General Appropriations Act, 2015* (EDGAR) at 2015-03-0767(d), the first portion of the 2015 is the earliest date that your State can obligate these funds. These funds must be obligated during the 27-month period ending September 30, 2017.

The second installment, or remainder, of your State's basic grant will become available on October 1, 2015, provided that your State has met the conditions below. At that time, funds will be added as a supplement to the enclosed Title I grant award. These funds must be obligated by September 30, 2017.

Notification on Adjusted Performance Levels for Program Year Nine

Also enclosed is your State's FAUPL form, which includes your performance levels for program year nine, along with changes, if any, to your measurement definitions, approaches, and/or

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The Department of Education's mission is to promote student achievement and preparation for global competitiveness by fostering educational excellence and ensuring equal access.

FY2016 ALLOCATION LETTER



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
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Georgia

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Education

FY2016 PERKINS PROGRAM IMPROVEMENT CALCULATIONS Step #1 - State Allocation



Richard Woods,
Georgia's School Superintendent
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March 2, 2015		DRAFT				FY 2016	
GEORGIA CAREER AND TECHNICAL EDUCATION (Perkins IV) ALLOTMENT - FY 2016 (July 1, 2015 - June 30, 2016) (Carl D Perkins Act of 2006 - Allocations based on table on USDE website March 2, 2015.)							
Budget Summary for Program Year (PY) 2015-2016 (FY 2016)							
FUNDING CATEGORIES	Perkins IV Within State Allocation Formula	STATE TOTAL		FEDERAL FUNDS		NONFEDERAL FUNDS	
		Federal	Non-Federal	Secondary	Post Secondary	Secondary	Post Secondary
BASIC GRANT - Title I							
STATE ADMINISTRATION	5% Maximum	1,912,022	1,912,022	956,011	956,011	956,011	956,011
STATE LEADERSHIP	10% Maximum (10% of Consolidated Funds)	3,824,045		1,931,143	1,892,902		
Leadership Activities		3,725,804		1,862,902	1,862,902		
Non-Traditional Employment	60,000 Minimum - 150,000 Maximum	60,000		30,000	30,000		
State Institutions /1	1% Max. (0.1% of Basic Grant after Consolidation)	38,241		38,241			
LOCAL PROGRAMS	85% Minimum	32,504,378		16,252,189	16,252,189		
75% Allocation	75% Minimum	28,680,334		14,340,167	14,340,167		
Reserve Allocation	10% Maximum of Local Programs Funds	3,824,045		1,912,022	1,912,022		
Consolidated Basic Grant Title I Total	100%	38,240,445	1,912,022	19,139,343	19,101,102	956,011	956,011
Basic Grant before Consolidation with Tech Prep		38,240,445					
Tech Prep - Title II (100% Consolidated with Title I Basic Grant)							
/1 Allocated to Georgia Department of Juvenile Justice, Department of Corrections, and State Schools in accordance with Section 112 (a) (2) (A) of the Perkins IV legislation.							

PERKINS ALLOCATION USING FY2013 SAIPE DATA Step #2



Richard Woods,
Georgia's School Superintendent
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FY2016 SAIPE DATA

Table 1: 2013 School district estimates
Source: U. S. Census Bureau, Small Area Estimates Branch
Release Date: December 2014

State	FIPS State Code(00 U.S. record)	District ID Number	District Name	Estimated Total Population	Estimated Relevant Population 5-17	Estimated Number of Relevant Children 5 to 17 Years old in Poverty who are Related to the
GA	13			18440	3412	1214
GA	13			8290	1662	596
GA	13			448252	57606	20970
GA	13			11216	2111	881
GA	13			3341	533	214
GA	13			48039	6558	2343
GA	13			18415	3353	824
GA	13		Barrow County Sch	71453	14238	2740
GA	13		Barrow County Sch	81325	15732	3732
GA	13		Ben Hill County Sch	17515	3159	1310
GA	13		Berrien County Sch	19048	3438	1088
GA	13		Bibb County Sch	154721	27802	10874
GA	13		Bleckley County Sch	12771	2077	533
GA	13		Brantley County Sch	192	3487	1052
GA	13		Bremen City Sch	1	1288	408
GA	13		Brock County Sch	6	2397	904
GA	13		Bryan County Sch	7181	985	325
GA	13		Buena Vista Sch	2510	683	235
GA	13		Bulloch County Sch	10536	2921	1032
GA	13		Burke County Sch	4491	1917	682
GA	13		Burt County Sch	3661	1032	387
GA	13		Calhoun County Sch	2934	807	362
GA	13		Calhoun County Sch	932	362	135
GA	13		Camden County Sch	9141	9262	2029
GA	13		Candler County Sch	10937	2149	850
GA	13		Carroll County Sch	87528	16849	3719
GA	13		Carrollton City Sch	24781	3360	1051
GA	13		Cartersville City Sch	19948	3611	1003
GA	13		Catoosa County Sch	65311	11954	2331
GA	13		Charlton County Sch	13255	174	566
GA	13		Chatham County Sch	278434	42	12194
GA	13		Chattahoochee C	12	12	279
GA	13		Chattooga County Sch	23	1328	415
GA	13		Cherokee County Sch	225	5411	1915
GA	13		Chickamauga County Sch	2	95	33
GA	13		Clarke County Sch	1170	5682	1915
GA	13		Clay County Sch	91200	245	83
GA	13		Clayton County Sch	91230	18335	6375
GA	13		Clinch County Sch	91280	457	162
GA	13		Cobb County Sch	13	19620	6375
GA	13		Columbia County Sch	91330	2778	1032
GA	13		Columbia County Sch	91380	3045	1032
GA	13		Colquhoun County Sch	91400	2854	1032
GA	13		Commerce City Sch	91400	307	1032
GA	13		Cook County Sch	91470	353	1047
GA	13		Covington County Sch	91500	28344	4595

Estimated Total Population

Estimated Relevant Population 5-17

Estimated Relevant Population ages 5-17 in Poverty

DRAFT

Georgia Department of Education

Department of Education

ALLOCATION CALCULATION FOR 30% AND 70% BASIC GRANT Step #4



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FY2016 Perkins IV Allocation to E ligible Recipients (July 1, 2015 - June 30, 2016)										Compared to FY2015	
System #	System Name	Estimated Total Population	Estimated Relevant Population 5-17 Combined Systems)	Estimated Number of Relevant Children 5 to 17 Years old in Poverty who are Related to the Householder	Combined Total Population	Combined Total - Relevant population age 5 - 17	30%	70%	FY 2016 Total Perkins IV Sec. 131(a) Allocation - 75%	FY2015 Total Perkins IV Sec. 131(a) Allocation - 75%	Change in Funding from FY2015
								14,337,750			
801	Appling County School District	18,440	3,412	1,214	18,440	3,412	7,805	1,214	25,547	33,152	1,044
802	Atkinson County School District	8,290	1,662	596	8,290	1,662	3,705	596	12,542	16,247	(2,039)
803	Bacon County School District	11,216	2,111	681	11,216	2,111	4,705	681	14,331	19,036	(815)
804	Baker County School District	3,341	533	214	3,341	533	1,188	214	4,503	5,691	(580)
805	Baldwin County School District	46,039	6,558	2,343	46,039	6,558	14,618	2,343	49,306	63,924	(3,810)
806	Banks County School District	18,415	3,353	824	18,415	3,353	7,438	824	17,340	24,814	(1,990)
807	Barrow County School District	71,453	14,238	2,740	71,453	14,238	31,763	2,740	57,661	89,397	(5,395)
808	Bartow County School District	81,325	15,732	3,732	81,325	15,732	35,338	3,732	78,536	113,602	(114,424)
809	Ben Hill County School District	17,515	3,159	1,310	17,515	3,159	7,063	1,310	20,668	34,609	(4,775)
810	Berrien County School District	19,048	3,438	1,088	19,048	3,438	7,663	1,088	22,896	30,559	(2,933)
811	Bibb County School District	154,721	27,802	10,874	154,721	27,802	61,970	10,874	228,833	290,803	(15,962)
812	Bleckley County School District	12,771	2,077	533	12,771	2,077	4,630	533	11,216	15,846	(3,315)
813	Brantley County School District	18,292	1,052	1,052	18,292	3,487	7,772	1,052	22,138	29,910	(1,910)
814	Brooks County School District	15,516	2,397	904	15,516	2,397	5,343	904	19,024	24,367	(2,766)
815	Bryan County School District	33,157	7,181	985	33,157	7,181	16,008	985	20,728	36,734	(3,171)
816	Bulloch County School District	71,214	10,536	2,921	71,214	10,536	23,484	2,921	61,470	84,954	(9,690)
817	Burke County School District	22,923	4,491	1,917	22,923	4,491	10,010	1,917	40,341	50,351	(4,224)
818	Butts County School District	23,361	3,661	1,032	23,361	3,661	8,160	1,032	21,717	29,877	(3,298)
819	Calhoun County School District	6,523	932	362	6,523	932	2,077	362	7,618	9,695	(10,196)
820	Camden County School District	51,476	9,262	2,029	51,476	9,262	20,645	2,029	42,698	63,343	(64,575)
821	Candler County School District	10,937	2,149	850	10,937	2,149	4,790	850	17,887	22,677	(22,838)
822	Carroll County School District	87,528	13,849	3,719	87,528	16,849	37,556	3,719	78,263	115,819	(11,992)
823	Catoosa County School District	65,311	11,954	2,331	65,311	11,954	26,645	2,331	49,054	75,699	(80,263)
824	Charlton County School District	13,255	1,740	556	13,255	1,740	3,878	556	11,700	15,678	(2,888)
825	Chatham County School District	278,434	42,604	12,194	278,434	42,604	94,963	12,194	256,611	351,674	(38,226)
826	Chattahoochee County School District	12,842	889	279	12,842	3,544	7,899	831	17,488	25,387	(43,917)
827	Chattooga County School District	23,373	3,856	1,328	23,373	3,856	8,595	1,328	27,946	36,541	(30,344)
828	Cherokee County School District	225,106	45,064	5,411	225,106	45,064	100,447	5,411	113,869	214,316	(224,235)
829	Clarke County School District	121,285	14,077	5,882	121,285	14,077	31,377	5,882	119,572	150,949	(134,261)
830	Clay County School District	3,045	445	245	3,045	445	992	245	5,156	6,148	(6,148)
831	Clayton County School District	264,220	53,836	18,335	264,220	53,836	119,989	18,335	385,842	505,841	(596,988)
832	Clinch County School District	6,795	1,232	457	6,795	1,232	2,746	457	9,617	12,363	(13,564)
833	Cobb County School District	658,190	121,444	19,620	658,190	121,444	270,228	19,620	412,884	683,580	(757,939)
834	Coffee County School District	43,220	7,939	2,778	43,220	7,939	17,896	2,778	58,418	76,114	(82,105)

Total Allocation Equals 30% Amount, Plus 70%

PERKINS ALLOCATIONS PROGRAM IMPROVEMENT PROFESSIONAL DEVELOPMENT

Step #5



Richard Woods,
Superintendent
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FY2016 PERKINS IV ALLOCATIONS ---DRAFT													
Career and Technical Education - Perkins IV Formula Calculations - NO FUNDS HAVE BEEN APPROVED - Allocations are													
March 4, 2015		School System Perkins Grants Estimates				Sec.112(c)(1) Sec.131(c) and (f) Calculation			14,464,758			FY 2016 Estimates Compared to FY 2015 Actual	
System Number	System Name	FY 2016 CTE Perkins IV Grant - Program Improvement (LUA Program Code 3-315)	FY 2016 CTE Perkins IV Professional Development (LUA Program Code 3-316)	FY 2016 CTE Perkins IV - Education Career Partnership Allocation (LUA Program Code 3-319)		FY2016 CTE - Perkins IV Reserve Allocation	FY2016 Total Allocation and Basis for Under 15,000 Consortium Requirement Calculation	Under 15,000 Consortium Allocation Amount	FY2016 Total Perkins IV - Sec.131(a) Allocations		FY 2015 Program Improvement	Difference FY2015 Program Improvement	
							14,464,758						
801	Appling County	29,951	3,201	-			33,152	-	33,152		32,108	1,044	
802	Atkinson County	14,878	1,569	-			16,247	-	16,247		18,288	-2,039	
803	Bacon County	17,198	1,838	-			19,036	-	19,036		19,651	-615	
804	Baker County	5,141	550	-			5,691	5,691	5,691		6,271	-580	
805	Baldwin County	57,751	6,173	-			63,924	-	63,924		67,534	-3,610	
806	Banks County	22,418	2,396	-			24,814	-	24,814		26,804	-1,990	
807	Barrow County	80,784	8,633	-			89,397	-	89,397		91,792	-2,395	
808	Bartow County	102,632	10,970	-			113,602	-	113,602		115,551	-1,949	
809	Bartow County	31,287	3,342	-			34,609	-	34,609		35,351	-742	
810	Bartow County	27,608	2,951	-			30,559	-	30,559		30,559	-	
811	Bartow County	262,722	28,081	-			290,803	-	290,803		290,803	-	
812	Bartow County	14,316	1,530	-			15,846	-	15,846		15,846	-	
813	Bartow County	27,022	2,888	-			29,910	-	29,910		29,910	-	
814	Bartow County	22,014	2,353	-			24,367	-	24,367		24,367	-	
815	Bartow County	33,187	3,547	-			36,734	-	36,734		36,734	-	
816	Bartow County	76,751	8,203	-			84,954	-	84,954		84,954	-	
817	Bartow County	45,489	4,862	-			50,351	-	50,351		50,351	-	
818	Bartow County	26,992	2,885	-			29,877	-	29,877		29,877	-	
819	Bartow County	8,789	936	-			9,695	9,695	9,695		9,695	-	
820	Bartow County	57,226	6,117	-			63,343	-	63,343		63,343	-	
821	Bartow County	20,487	2,190	-			22,677	-	22,677		22,677	-	
822	Bartow County	104,635	11,184	-			115,819	-	115,819		115,819	-	
823	Bartow County	68,389	7,310	-			75,699	-	75,699		75,699	-	
824	Bartow County	14,074	1,604	-			15,678	-	15,678		15,678	-	
825	Bartow County	317,625	33,949	-			351,574	-	351,574		351,574	-	
826	Bartow County	22,936	2,451	-			25,387	-	25,387		25,387	-	
827	Bartow County	33,012	3,528	-			36,541	-	36,541		36,541	-	
828	Bartow County	193,621	20,695	-			214,316	-	214,316		214,316	-	
829	Bartow County	136,373	14,576	-			150,949	-	150,949		150,949	-	
830	Bartow County	5,554	594	-			6,148	6,148	6,148		6,148	-	
831	Bartow County	456,995	48,846	-			505,841	-	505,841		505,841	-	
832	Bartow County	11,189	1,194	-			12,383	12,383	12,383		12,383	-	
833	Bartow County	617,571	66,009	-			683,580	-	683,580		683,580	-	
834	Bartow County	68,784	7,350	-			76,114	-	76,114		76,114	-	
835	Bartow County	75,709	8,052	-			83,801	-	83,801		83,801	-	
836	Bartow County	104,772	11,199	-			115,971	-	115,971		115,971	-	

Total Basic Program Improvement Grant

LEA Professional Development Allocation

Total Perkins IV Allocation

DRAFT

Dear Superintendent:

Attached is your State Board approved FY16 allocations (approved on June 11, 2015). Each grant award will be loaded into the Consolidated Application (Con App) after July 13, 2015. Please note that the LEA is responsible for ensuring that all phases of the Con App process is completed by 5:00 p.m. on September 30, 2015; including sign-off by both coordinator and superintendent. The system should budget each of its grant awards appropriately using the "FY16 CTAE Budget Guidance" and "Permissive Use of Perkins Funds" documents as budgeting resources.

- The following must happen before a system may spend any of the Federal or State grant funds:
1. The system must receive Local Board approval for the FY16 CTAE and Perkins Local Plan.
 2. The system board approval date must be entered on the "Local Board Approval" tab of the Program Improvement grant in the Con App.
 3. The Data and Budget details must be completed in the Con App and show a status of "Superintendent Signed Off."
 4. The submitted budgets must be approved by Grants Accounting.

System Number: 601

System Name: Appl

Federal Agency: US Department of Education	
Pass-Through Agency: Career, Technical and Agricultural Education	
Federal Award I.D. #: V048A150010	
State Fiscal Year of Award: 2015	
Program Name: Carl D. Perkins Career and Technical Education	
CFDA Title: Vocational Education - Basic Grants to States	
CFDA Number: 84.048A	
Program Improvement	
Professional Development	\$1,000
Total Federal (85%) Basic Grant	\$1,000
Perkinsplus Reserve	\$0
State Institution	\$0
Total Federal Grants Allocation	\$1,000
CTAE State Grants	
CTE Extended Day - NOTE: Grant is under review and allocation subject to change	\$16,133
CTE Extended Year	\$2,834
CTE Apprenticeship	-
CTAE Supervision	\$9,319
CTAE Industry Certification	\$13,584
CTSO	-
CTE State Grants Total Allocation	\$25,737
Capital Equipment Grants	
Agricultural Education Construction Bond	-
Vocational Construction Bond	-
Total Capital Equipment Allocation	-

Sent to Superintendent and CTAE Director July 13, 2015

Copy in system folder

\$15,000 Minimal Allocation

An LEA must qualify for a grant of at least \$15,000 under the formula to receive an allocation, or it must enter into a consortium that meets the minimum allocation requirement. A state may waive this minimum allocation requirement in any case in which the LEA is in a rural, sparsely populated area and demonstrates that it is unable to enter a consortium to provide CTE activities.



Perkins Grant Award



Richard Woods,
Georgia's School Superintendent
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- ✓ You will only be able to draw down a maximum of 25% of your grant from July 1, 2015, to September 30, 2015.
- ✓ The remaining 75% will be available to draw down from October 1, 2015, through June 30, 2016.



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Georgia's School Superintendent
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BUDGETING YOUR FY16 GRANT AWARDS

- To ensure that funds are budgeted appropriately, use the “FY16 Budget Guidance” and the “Required and Permissive Use of Perkins Funds” as your guides. A copy of each document can be downloaded from the following links:
 - <http://www.gadoe.org/Curriculum-Instruction-and-Assessment/CTAE/Documents/FY16-Grants-Budget-Guidance.pdf>
 - <http://www.gadoe.org/Curriculum-Instruction-and-Assessment/CTAE/Documents/FY16-Permissive-Use-Perkins-Funds.pdf>

Georgia Department of Education

BUDGETING YOUR FY16 GRANT AWARDS (cont'd)

- Remember! CTAE grant funds cannot be spent until:
 - The FY15 Completion Reports have been submitted to Grants Accounting with a status of “closed”
 - The Local Board has approved the budget (no later than September 30, 2015)
 - The data side of your Program Improvement grant shows “Program Manager Signed Off” and the budget side shows “Approved”
- Last date for Con App Coordinator and Superintendent to sign off on all CTAE budget grants is September 30, 2015.

BUDGETING YOUR FY16 GRANT AWARDS (cont'd)



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- Any system that has not signed off on any grant budgets by September 30, 2015, is at risk of being required to return funds to the State.
- If this happens, the Superintendent must submit a letter explaining why the grant was not signed off and what measures will be taken to prevent this from reoccurring. A decision will be made if funds will be awarded to the system.
- Systems must notify GaDOE by September 30, 2015, through Lplan@doe.k12.ga.us of any federal or state grant funds they will not be able to use during the fiscal period for which the funds were awarded.

Georgia Department of Education

PROGRAM IMPROVEMENT CAPS



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- Systems must budget funds based on **MAXIMUM EXPENDITURES (CAPS)** for each Function/Object Code category as shown below

CATEGORY/OBJECT CODES	MAXIMUM EXPENDITURES (CAPS)
Administrative Cost (Function Codes 2230, 2300 & 2400)	Maximum 5% of Program Improvement award

NOTE: When budgeting for caps round down so not to exceed the budget cap. Example: 5% Administration – if your 5% threshold is \$2,500.00 and you spent \$2,500.58, round to \$2,500.00 not \$2,501.00.

Georgia Department of Education

Budgeting Reminders



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- Provide a **specific** and **detailed** budget description of each expenditure
 - Avoid simply providing the object code description

General Description	Specific/Detailed Description
Expendable computer equipment	14 desktop computers for Business Lab
Registration, dues and fees	Registration for 20 CTAE teachers to attend GACTE Conference
Supplies	Classroom/lab supplies for 24 CTAE teachers at three high schools

Budgeting Reminders (cont'd)



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Function Code	Used to Budget Funds
1000	Expenses are directly related to student instruction
2210	Expenses are directly related to assisting instructional staff (planning, developing, evaluating, etc.)
2230*	Expenses for CTAE Director for administration expense
2300*	Expenses for Federal indirect costs and State single audit fees
2400*	Expenses for CTAE Supervisor

*** Must be within the 5% Federal Administrative CAP. You are considered a "Director" for budgeting purposes if you have system-level CTAE duties no matter your local title, or location of your office.**

Budgeting Reminders (cont'd)



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- Only **employee benefit** allowed is **TRS** excluding the Ag Young Farmer grant which also allows state health insurance (object code 210)
 - Use specific object code 230 for TRS(14.27%)
- Benefits for substitutes and professional development stipends are **NOT** allowed
- Ag grant's uploaded PDF file (Ag Budget Worksheet & Ag Budget Summary) **must agree** with allocation in the Con App
- Avoid budgeting for **vacant positions**
 - Ag grants and CTE Extended Day grant



Calculating TRS



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	A	B	C	D
1	Calculation For Teacher Retirement Portion of Teacher Salary			
2				
3				
4				
5		Grant Award Amount (Enter amount)	<input type="text"/>	
6				
7		Teacher Salary	<input type="text" value="\$0.00"/>	
8				
9		Teacher Retirement System (TRS) Amount	<input type="text" value="\$0.00"/>	
10				
11		Teacher Salary plus TRS	<input type="text" value="\$0.00"/>	
12				
13				
14				
15				
16				
17				
18				
19				
20				

BUDGET DESCRIPTIONS



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Budget Descriptions			
Function and Object Code	Chart of Account Description	Vague Description <i>(NOT APPROVABLE)</i>	Specific and Detailed Description <i>(APPROVABLE)</i>
1000-113	Substitute	Substitutes for CTAE Department	Substitutes for 15 CTAE teachers to attend CTSO events
2210-113	Substitute	Substitutes for CTAE teachers	Substitutes for five CTAE teachers to attend professional development
1000-580	Travel - Employees	CTAE staff travel with students	Travel for 12 CTSO advisors with students
2210-580	Travel - Employees	CTAE staff travel	Travel for five CTAE teachers to attend professional development
2230-580	Travel - Employees	Travel expenses	Travel for CTAE Director to attend drive-ins and update meetings
1000-610	Supplies	Supplies for program improvement	Instructional supplies for FACS, Healthcare Science and Construction
2230-610	Supplies	Basic supplies	Office supplies for CTAE Director
1000-611	Supplies – Technology Related	Technology supplies	Technology supplies (flash drives, printer cartridges and toner) for three CTAE programs at two high schools
2230-611	Supplies – Technology Related	Technology supplies	Technology supplies for CTAE Director
1000-612	Computer Software	Computer software for CTAE programs	Adobe Creative Suites software update for Graphic Arts at WHS
2230-612	Computer Software	Computer software	Microsoft Office for CTAE Director's laptop
1000-615	Expendable Equipment	Expendable equipment for CTAE labs.	Upgrade A/V Technology and Film lab equipment at Campbell HS and Sprayberry HS
1000-616	Expendable Computer Equipment	Computer upgrade at a high school	10 computers to upgrade Drafting Lab at LHS
2230-616	Expendable Computer Equipment	Equipment for Administration	Printer for CTAE Director's office
1000-642	Books (Other than Textbooks) and Periodicals	Supplemental resources	Poultry Science Manual, 6 th edition for Ag Science

Georgia Department of Education
March 5, 2015
Page 1 of 2

BUDGET DESCRIPTIONS



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Budget Descriptions			
Function and Object Code	Chart of Account Description	Vague Description <i>(NOT APPROVABLE)</i>	Specific and Detailed Description <i>(APPROVABLE)</i>
2210-642	Books (Other than Textbooks) and Periodicals	Supplemental resources	Common core literacy resources
1000-730	Purchase of Equipment (Cost of \$5,000 or More per Unit)	Major equipment for the CTAE labs	Laser engraver for Engineering lab at LCHS
1000-734	Purchase or Lease-Purchase of Computers (Cost of \$5,000 or More per Unit)	Major computer equipment for the CTAE labs	Two plotters for Engineering labs (LHHS and MHS)
1000-810	Dues and Fees	Registration fees	CTSO conference registration fees for 15 CTAE teachers
2210-810	Dues and Fees	Dues, fees and registration costs	Registration for 14 CTAE teachers to attend professional development sponsored by CTAERN

TRAVEL EXPENSES



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- Any travel expenses paid for staff travel should be coded to object code 580, not object code 810. This includes payments made directly to a hotel.

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When are Budget Amendments Required?



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- Anytime funds are moved from one **FUNCTION CODE** to another **FUNCTION CODE**, an amendment is required
 - Example: Move \$1,200 from **1000-580** to **2210-810**

Georgia Department of Education

When are Budget Amendments Required? (cont'd)

- Anytime funds are moved from one **OBJECT CODE** to another **OBJECT CODE**, an amendment is required if moving **more** than 25% of the amount budgeted for that object code
 - Example: \$1,000 budgeted under 1000-610
 - 25% of \$1,000 = \$250
 - Move \$275 to 1000-810



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Tips for Avoiding Budget TOP 5 Rejections

5. Be aware of the cap placed on the Program Improvement Grant when budgeting funds
4. Calculate the correct amount for Teacher Retirement System (TRS)
3. Budget expenditures under the correct function and object codes

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Tips for Avoiding Budget TOP 5 Rejections

2. Provide a specific and detailed budget description of each expenditure
1. Be sure that filenames are **no more than 24** characters and uploaded to the correct tab

Helpful Budgeting Resources



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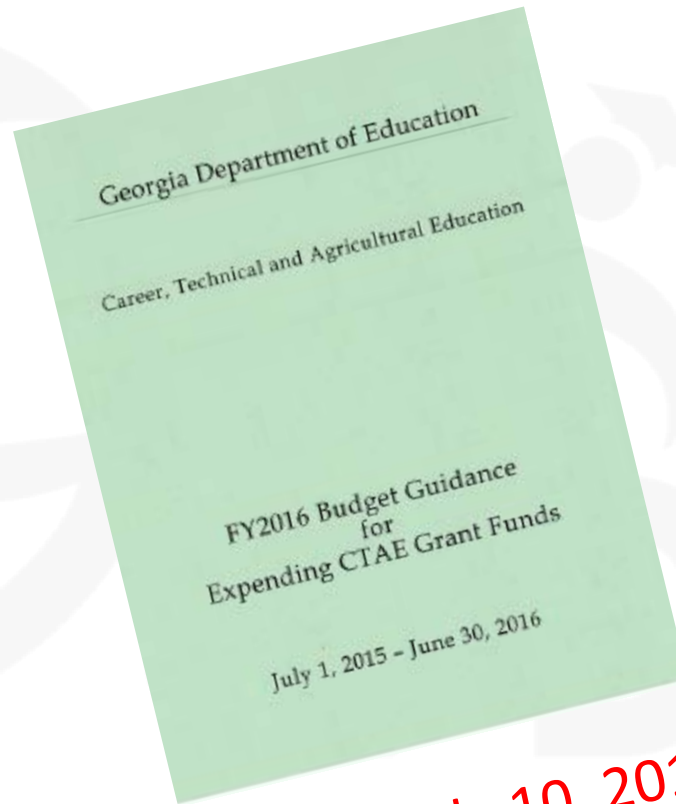
- FY2016 Budget Guidance
- FY2016 Guidelines for Use of Perkins IV Funds
- Budget Descriptions
- Teacher Retirement Systems (TRS) Calculation Spreadsheet
- Grant Management Procedure Manual



Budget Guidance FY2016



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Revised July 10, 2015

Georgia Department of Education

Who You Gonna Call??

- CTE Region Coordinators
 - Nancy Bessinger (Central Region)
404-805-9633
 - Dr. Brenda Merchant (South Region)
404-805-9904
 - Roy Rucks (North Region)
404-805-7279
- **FIRST** point of contact
- Provide technical assistance
- Relay issues to CTAE Accountability and Improvement Unit



MATCHING OR EXCEEDING THE PROGRAM IMPROVEMENT GRANT AWARD



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NOTE: THE LOCAL FUNDS BUDGETED BELOW IN OBJECT CODE CATEGORIES 400-800 MUST BE EQUAL TO OR GREATER THAN THE TOTAL PROGRAM IMPROVEMENT AWARD BUDGETED IN OBJECT CODE CATEGORIES 100-800

ENTER BELOW THE LOCAL BOARD OF EDUCATION APPROVED FUNDS BY OBJECT CODE:

(100)	(200)	(300)	(400)	(500)	(600)	(700)	(800)	(100-800)
Personal Services/ Salaries	Personal Services/ Benefits	Purchased Professional & Technical Services	Purchased Property Services	Other Purchased Services	Supplies	Property	Other	Total Local Maintenance of Effort
953345.16	285874.9	0	15000	18804.76	36129.69	0	4701.19	1313855.70

Total Local Maintenance of Effort Operational Cost (Object Codes 400-800 only): 74635.64

ENTER THE FEDERAL PERKINS IV - PROGRAM IMPROVEMENT FUNDS BY OBJECT CODE:

(100)	(200)	(300)	(400)	(500)	(600)	(700)	(800)	(100-800)
Personal Services/ Salaries	Personal Services/ Benefits	Purchased Professional & Technical Services	Purchased Property Services	Other Purchased Services	Supplies	Property	Other	Total
0	0	1,000	0	2,000	20,000	0	8,000	31,000

Total Perkins IV Maintenance of Effort Cost (Object Codes 100-800) 31,000

Does the Total Local Operational Cost exceed the Total Perkins Operational Cost? Yes No

Note: Your Local Board Approved Funds by Object-Total Local Maintenance of Effort Operational Cost 400-800 must equal or exceed the Program Improvement funds by Object code-Total Perkins IV Local Maintenance of Effort Cost (object codes 100-800).

NOTE: If "No" has been filled-in, the Total Perkins Operational Cost exceeds the Total Local Operational Cost. You must either adjust the amount of Local Funds or complete the explanation below:

Select from the list below the reason(s) that the Total Perkins Operational Cost exceeds the Total Local Operational Cost (Section 311(b)(1b)):

- Capital Expenditures
- Special One-time Project Cost
- Cost of Pilot Programs

QBE/FTE Expenditure Comparison Chart

System Name: _____
CTAE Director: _____
Date: _____

FY15 CTAE Local QBE/FTE Expenditures Compared to Perkins IV Improvement Grant Expenditures

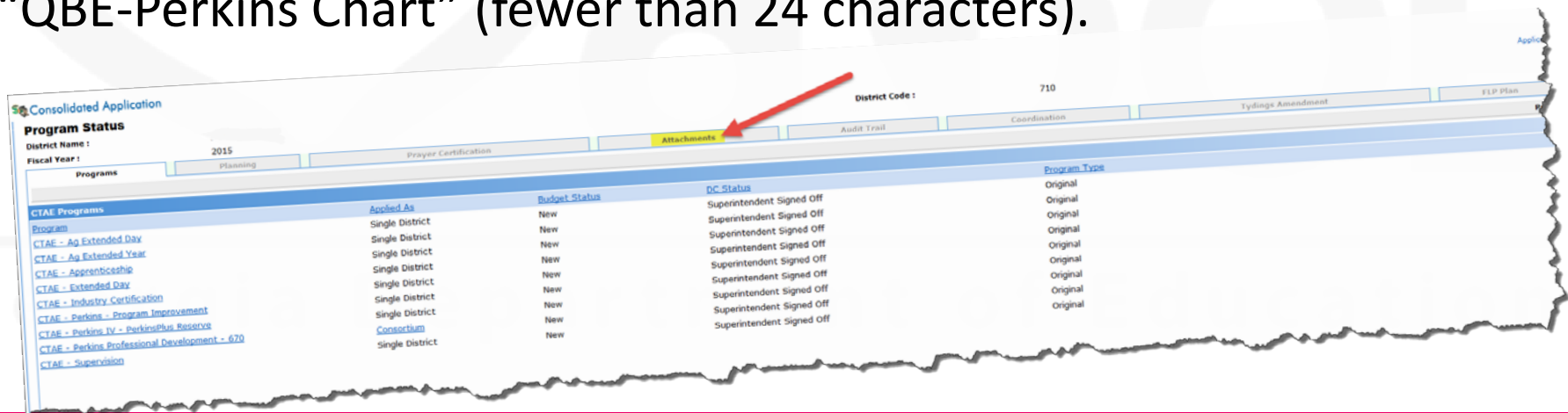
Object Codes	Description	Local QBE/FTE Expenditures		Perkins IV Program Improvement Grant	
		Amount Expended (Obj Codes 400-800)	Amount Expended (Obj Codes 100-300)	Amount Expended By Object Code	Amount Expended By Object Code
113	Substitutes				
116	Stipends				
142	Salary of Clerical Staff				
190	Other Management Personnel				
199	Other Salaries				
230	TBS Benefits				
300	Purchased Prof/Tech Service				
430	Repairs/Maintenance of Equipment				
432	Repairs/Maintenance - Technology Related				
443	Rental of Computer Equipment				
530	Communication				
580	Travel - Employees				
610	Supplies				
611	Technology Related Supplies				
612	Computer Software				
615	Expendable Equipment				
616	Expendable Computer Equipment				
641	Textbooks				
642	Books (other than textbooks) and Periodicals				
730	Purchase of Equipment (over \$5,000 per unit)				
734	Purchase or Lease-Purchase of Computers				
810	Dues and Fees (Registration)				
888	Federal Indirect Cost				
Total QBE/FTE Expenditures (Obj Codes 300-800)					
Total Perkins IV Expenditures (Obj Codes 100-800)					
FY14 Perkins IV Program Improvement Allocation					
FY14 Perkins IV Allocation Less Expenditures					

QBE/FTE Expenditure Comparison Chart



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- The Comparison Chart is to be completed after the CTAE Completion Report is showing "Closed."
- The Comparison Chart can be located at:
<http://www.gadoe.org/Curriculum-Instruction-and-Assessment/CTAE/Pages/Local-Plan-Application-and-Online-Forms.aspx>
- The Chart will be uploaded to the Consolidated Application in the Attachment Tab by September 30, 2015. Name the chart "QBE-Perkins Chart" (fewer than 24 characters).





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PROFESSIONAL DEVELOPMENT GRANT

- Your grant award letter indicates the amount to enter in section "D" (blue chart #4) of the Local Maintenance of Effort tab under object code category "800"
 - DO NOT create a budget on the budget tab!
 - Why?
 - Systems are set up in a consortium with the CTAE Resource Network
 - The CTAE Resource Network is the fiscal agent, and will budget the funds (don't get excited if you notice a larger amount appearing in the Professional Development budget than your allocation, this is the combined budget for all the LEAs)

Professional Development Allowable Expense



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- Registration for a state or national conference affiliated with a program area should be paid at the member rate.

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PERKINSPLUS GRANT



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- All PerkinsPlus funds must be used for the Priority activity for which it was approved
- Funds must be spent according to how they were budgeted on the initial application
- **Prior approval is required before creating an amendment in Con App**
 - Send the request for prior approval to Lplan@doe.k12.g.us with the subject line "System name – Perkinsplus revision request."
- **ALL AMENDMENTS TO PERKINSPLUS MUST BE PRE-APPROVED BY EMAIL TO LPLAN OR THEY WILL BE REJECTED**

Georgia Department of Education

State Grant Allocations



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CTAE High School State Program Grants FY16							State Grants Total Allocations
System Number	CTE Extended Day FY2016	CTE Extended Year FY2016	Youth App FY2016	CTAE Supervision FY2016	Industry Certification FY2016	CTSD FY2016	
June 11, 2015	25,210	6,937	18,638	13,584			64,369
801 Appling County				6,792			6,792
802 Atkinson County	12,294	3,817	18,638	13,584			48,333
803 Bacon County				6,792			6,792
804 Baker County	32,833		18,638	13,584			64,855
805 Baldwin County	10,748			27,167	20,000		42,968
806 Banks County	38,009		37,275	13,584			122,451
807 Barrow County	42,484		18,638	13,584	5,000		151,906
808 Bartow County	11,319		18,638	27,167	45,000		43,541
809 Ben Hill County	29,890	9,230	37,275	6,792			76,142
810 Benning County	124,941		9,319	13,584	5,000		234,383
811 Bibb County	22,395	1,909	18,638	13,584			38,508
812 Bleckley County	17,097		9,319	27,167			51,228
813 Brantley County	9,128	3,439	18,638	13,584			40,468
814 Brooks County	8,244			6,792			54,049
815 Bryan County	32,478		2,351	18,638			96,920
816 Bulloch County	27,767		9,319	13,584			67,340
817 Burke County	17,782		37,275	27,167			49,984
818 Butts County		3,439		9,319			18,111
819 Calhoun County	10,257			37,275			78,138
820 Camden County	3,536		2,167	37,275			26,439
821 Candler County	87,857			18,638	5,000		154,468
822 Carroll County	100,248		3,818	13,584			174,890
823 Catosa County	9,491		14,208	37,275			20,101
824 Charlton County	171,008			9,319			274,858
825 Chatham County	7,188		3,043	37,275			13,980
826 Chattahoochee County	23,325			6,792	10,000		58,690
827 Chattooga County	8,257			27,167			77,899
828 Cherokee County	21,708			13,584			35,290
829 Clarke County				37,275		5,000	-
830 Clay County	115,232			54,333			281,840
831 Clayton County				6,792			6,792
832 Clinch County				54,334			173,621
833 Cobb County				27,167			86,731
834 Coffee County				27,167	10,000		123,730
835 Colquitt County				13,584	5,000		131,187
836 Columbia County				27,167			62,806
837 Cook County				6,792			83,313
838				13,584	20,000		11,807
839				6,792	5,000		59,941
840				13,584			44,523
841				9,319			

**FY 2016 State
Grant Allocations**

Georgia Department of Education
June 11, 2015 • Page 1 of 5
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EXTENDED DAY CALCULATION

- No calculations were included for middle school personnel
- Your calculation was based on the percentage of funds you requested of the total funds that were available
- We have a total of **\$6,286,172** allocated for FY 2016
- We had a total of **\$10,172,791** in requests for funding
- Approximately – **61.179%**



Eligibility for Other State Grants

- ❖ You must earn at minimum of **25 CTAE FTEs** to be eligible for funding in the Youth Apprenticeship Grant
- ❖ If you fall below 25 CTAE FTEs, you will be notified that your status for one-year will be held harmless to give you the opportunity to increase your FTEs
- ❖ If you do not reach 25 CTAE FTEs after the held harmless year, you will not be eligible for funding



Youth Apprenticeship Grant Funding Levels



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**Funding is based on CTAE FTE count from
the most recent October submission**

.25 or 1/4 position = 25 to 149 FTEs

.50 or 1/2 position = 150 to 499 FTEs

1 fulltime position = 500 to 4000 FTEs

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Supervision Grant Funding Levels



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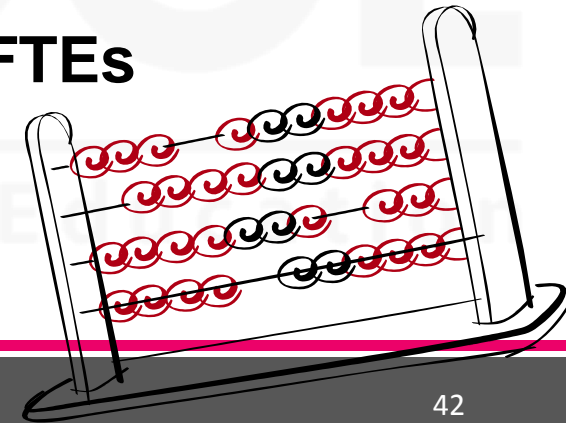
Funding is based on CTAE FTE count from the most recent October submission

.25 or 1/4 position = 0 to 149 FTEs

.50 or 1/2 position = 150 to 299 FTEs

1 fulltime position = 300 to 1,999 FTEs

2 fulltime positions = 2,000+ FTEs



HOW TO AVOID RETURNING GRANT AWARD FUNDS TO THE STATE



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- All funds must be spent by June 30th.
- Systems are encouraged to:
 - Decide at the end of prior school year, program improvement needs for upcoming school year
 - Draw down funds uniformly
 - Begin meeting regularly with your bookkeeper in early spring to compare actual expenses to budget
 - Identify amount of funds that has not been spent
 - Decide how to spend the balance of funds
 - Create amendment to adjust budgets by **June 6th**
 - After June 6th, the superintendent must write LPlan@doe.k12.ga.us and receive confirmation to create additional amendments

AN LEA IS "AT RISK" IF 15% OR GREATER OF PERKINS IV GRANT AWARD IS LEFT UNSPENT

JULY 1, 2015



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Career, Technical and Agricultural Education Perkins IV - Program Improvement Grant

Three Year History of Funds not Requisitioned

as of July 9, 2015

System Number: 601

System Name: Appling County

FY2013		FY2014		FY2015	
Approved Budget	Funds not Requisitioned	Approved Budget	Funds not Requisitioned	Approved Budget	Funds not Requisitioned
\$93,396	\$3,605	\$82,412	-	\$62,441	\$18,409

Total Grant Funds Received in Three Years: \$238,249
Total Funds not Requisitioned in Three Years: \$22,014
% of Funds not Requisitioned in Three Years: 9.24%

Must be less than 15%

*Unspent balance may be reduced by July 31st, since systems have up to then to draw-down their funds that they spent by June 30th



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**CAREER, TECHNICAL,
AND AGRICULTURAL
EDUCATION**

**NEW CRE Guidance
Revised July 6, 2015**

**Construction-Related
Equipment (CRE) Bond Grant
Guidance**

Georgia Department of Education
Career, Technical and Agricultural Education
1752 Twin Towers East
Atlanta, Georgia 30334

BONDS GRANT OVERVIEW

- Only used for major equipment purchases
- Programs are to open at beginning of school year
- Equipment with a life cycle of five years or more and are repairable, not replaced
- Minimum value of \$100 per item
- Equipment purchased must be for direct instruction to students
- Program Specialists are available to assist with lab design and approvable equipment

Georgia Department of Education

School Districts' Flexibility Options

The following guidelines are not subject to flexibility waiver:

- Safety of students and community of the facility
- Purchasing guidelines from GSFIC
- Deadlines for purchases and submission of grant equipment purchases and payments through GAORS

CRE Phase I Process

Opening July 1, 2017



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Making Initial Application for a CRE Grant:

Phase I

Attend technical assistance training for the Construction-Related Equipment Bond grant prior to the application deadline.

Complete your CRE grant application in the Consolidated Application no later than May 15th deadline. The grant application includes the following:

- Facility information
- Program cluster
- Construction approval date
- Anticipated occupancy date
- Projected date instruction will begin

CRE Phase II Process

Opening July 1, 2016



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Phase II

- By May 15th, the Phase II application should reflect the information entered in your Phase I application in Con App.
- You will be contacted to verify that all grant requests are accurate and valid for funding pending State Board approval.
- By this date the new facility construction or modifications should be completed, or confirm that it will be completed by the stated program start date.
- Commit to attend the CRE Grant Recipients training to be held as a GACTE pre-conference event.
- Systems scheduled to receive CRE funds may begin the equipment quote review process no earlier than June 1 of the grant award year.
- No equipment purchase should be made prior to the completion of the following:
 - ✓ The uploading of the equipment grant agreement which includes the Required Certification with original signatures of the CTAE Director and Superintendent.
 - ✓ Development of the grant budget
 - ✓ DOE Grants Accounting "Approval" of the budget

AG & VOCATIONAL CONSTRUCTION RELATED GRANTS BONDS (Capital Equipment Grants)



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- Contact your Regional Coordinator with questions
 - Roy Rucks, North Region Coordinator, (404) 805-7279
 - Nancy Bessinger, Central Region Coordinator, (404) 805-9633
 - Brenda Merchant, South Region Coordinator, (404) 805-9904

 - Stan Mitchell, Ag North Region Coordinator, (706) 552-4461
 - Chris Corzine, Ag Central Region Coordinator, (478) 822-7385
 - Vacant, Ag South Region Coordinator
- Contact Lplan@doe.k12.ga.us with additional questions

XYZ SCHOOL SYSTEM EQUIPMENT INVENTORY MANAGEMENT RECORD

Career, Technical and Agricultural Education
 Georgia Department of Education

Facility Code	Facility Name	Location of Equipment	Date Purchased	Description of the Equipment	Serial Number or Equipment ID Number	Source of Equipment (Vendor)	Cost of Equipment	Fund Source	Percent Federal Funds	Condition of Equipment	Disposal Date	Disposal Sale Price
2050	RHS	Room 212	8/11/2014	HP Printer	XY22567	Radio Shack	\$ 375.00	Perkins	100%	New		
2050	RHS	Room 610	10/15/2015	Dell Laptop	MNC123XYL	Dell	\$ 1,999.00	CRE Grant	0%	New		
2050	RHS	Room 212	8/11/2014	HP Printer	XY22567	Radio Shack	\$ 375.00	Perkins	100%	Good	6/13/2018	Transferred
2050	RHS	Room 610	10/15/2015	Dell Laptop	MNC123XYL	Dell	\$ 1,999.00	CRE Grant	0%	Fair	6/13/2018	\$ 275.00

SAMPLE

SHOULD BE AVAILABLE BY SCHOOL AND BY PROGRAM!!

FY2016 Perkins Monitoring & Risk Assessment Review



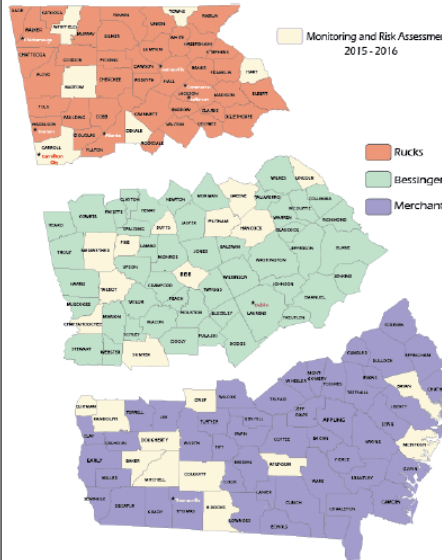
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Career, Technical and Agricultural Education FY2016 Perkins IV Monitoring & Risk Assessment Review

Name: _____
System/School: _____
Email Address: _____
Business Phone: _____ Cell: _____

Please place a 1, 2, and 3 indicating your 1st, 2nd, and 3rd preference in the boxes to the left of the systems you wish to serve as a Perkins IV Compliance Review team member during the 2015-2016 school year. Please refer to the map below for the location of the systems to be reviewed.

<input type="checkbox"/> Atkinson	10/20/2015	<input type="checkbox"/> Mitchell	9/30/2015	<input type="checkbox"/> Sumter	9/22/2015
<input type="checkbox"/> Atlanta City	10/28/2015	<input type="checkbox"/> Pike	10/1/2015	<input type="checkbox"/> Talbot	9/24/2015
<input type="checkbox"/> Baker	9/29/2015	<input type="checkbox"/> Putnam	10/21/2015	<input type="checkbox"/> Thomasville City	10/6/2015
<input type="checkbox"/> Bartow	10/29/2015	<input type="checkbox"/> Quitman	9/22/2015	<input type="checkbox"/> Towns	9/21/2015
<input type="checkbox"/> Bibb	10/29/2015	<input type="checkbox"/> Randolph	9/23/2015	<input type="checkbox"/> Whitfield	11/9/2015
<input type="checkbox"/> Brooks	10/7/2015				
<input type="checkbox"/> Bryan	10/22/2015				
<input type="checkbox"/> Butts	9/29/2015				
<input type="checkbox"/> Carroll	9/29/2015				
<input type="checkbox"/> Carrollton City	9/30/2015				
<input type="checkbox"/> Chattahoochee	9/23/2015				
<input type="checkbox"/> Chickamauga	11/10/2015				
<input type="checkbox"/> Colquitt	10/1/2015				
<input type="checkbox"/> Commerce City	10/20/2015				
<input type="checkbox"/> Crisp	10/8/2015				
<input type="checkbox"/> DeKalb	10/9/2015				
<input type="checkbox"/> Dougherty	9/24/2015				
<input type="checkbox"/> Dublin City	10/6/2015				
<input type="checkbox"/> Gainesville City	10/22/2015				
<input type="checkbox"/> Greene	10/22/2015				
<input type="checkbox"/> Hancock	10/20/2015				
<input type="checkbox"/> Hart	10/8/2015				
<input type="checkbox"/> Jefferson City	10/21/2015				
<input type="checkbox"/> Lincoln	10/14/2015				
<input type="checkbox"/> McIntosh	10/21/2015				
<input type="checkbox"/> Meriwether	9/30/2015				



Georgia

Education

Administrative Compliance

❖ Continuous Nondiscrimination Notification

--Recipients must take continuing steps to notify students, applicants, parents, employees, and unions or professional organizations that it does not discriminate based on race, color, national origin, sex or disability.

--Must appear on all documents, applications, brochures, etc... distributed by LEA.

Sample Continuous Notification



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The (Everyday County/City School System) offers career and technical education programs at (Ironworks High School, Peterman Career Technical Center, Moosehead Middle School). These programs are designed to prepare youth for a broad range of employment and further education and are offered under the guidance of certified teachers. The following is a list of programs being offered this year and the criteria for admission.

<u>Program</u>	<u>Criteria for Admission</u>	<u>Students Must:</u>
Health Science Cosmetology		Be able to work in environment with various chemicals and hair care products.
Automotive Service Technology Horticulture		Be able to reach, bend, and lift 10 pounds Be able to work in environment with various pollens and allergens

All career and technical education programs follow the system's policies of nondiscrimination on the basis of race, color, religion, national origin, sex, age, and disability in all programs, services, activities, and employment. In addition, arrangements can be made to ensure that the lack of English language proficiency is not a barrier to admission or participation.

For general information about these programs, contact:

Name
Career and Technical Administrator
Address
Telephone Number
E-Mail Address

Inquiries regarding nondiscrimination policies should be directed to:

Name and Title
Address
Telephone Number
E-mail Address

Administrative Compliance

❖ Annual School Public Notification

--Prior to the beginning of the school year annually, recipient must advise students, parents, employees, and the general public that ALL CTAE program opportunities will be offered to all students regardless of race, color, national origin, sex or disability.

Sample Annual Notification

Public Notice

Concrete County Board of Education



Richard Woods,

Georgia's School Superintendent

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The Concrete County School system offers the following career and technical education programs for all students regardless of race, color, national origin, including those with limited English proficiency, sex or disability in grades 9-12.

Horticulture

Cosmetology

Culinary Arts

Law and Public Safety

Welding

Automotive Service Technology

Business/Marketing

Persons seeking further information concerning the career and technical education offerings and specific pre-requisite criteria should contact:

Mr. Ray GaDOE

Career Technical Administrator

333 Concrete Drive

Tomahawk, AL 00033

000-343-0000

E-mail Address

Inquiries regarding nondiscrimination policies should be directed to:

Name and Title

Address

Telephone Number

E-mail Address

Name and Title

Address

Telephone Number

E-mail Address

<http://www.2.ed.gov/about/offices/list/ocr/docs/nondisc.pdf>

Introduction

"The Department of Education's (ED) Office of Civil Rights (OCR) enforces several statutes that protect the rights of beneficiaries in programs or activities that receive federal assistance from ED. These laws prohibit discrimination on the basis of race, color, and national origin (Title VI of the Civil Rights Act of 1964), sex (Title IX of the Education Amendments of 1972), disability (Section 504 of the Rehabilitation Act of 1973), and age (Age Discrimination Act of 1975). OCR also has enforcement responsibilities under Title II of the Americans with Disabilities Act, which prohibits state and local governments from discriminating on the basis of disability. In addition, OCR enforces the Boy Scouts of America Equal Access Act, which addresses equal access to school premises or school facilities for the Boy Scouts of America and other designated youth groups.

This fact sheet explains the requirements for schools, colleges, and state and local governments that receive federal funds to issue notices of non-discrimination, clarifies the information that should include in their non-discrimination notices, and provides a sample notice of non-discrimination. This fact sheet is designed to assist education institutions in establishing a notice of non-discrimination that meets the requirements of the applicable regulations.

Notice of Non-discrimination Requirements

The regulations implementing Title VI, Title IX, Section 504, the Age Discrimination Act, and the Boy Scouts Act contain requirements

for recipients to issue notices of non-discrimination. (See 28 C.F.R. Sections 100.603, 100.6, 104.8, 121.2, and 128.2, respectively.) The Title IX regulation also contains a notice requirement that applies to all entities of state or local governments, whether or not they receive federal financial assistance. (See 28 C.F.R. Section 103.106.)

These regulations require that recipients notify students, parents and others that they do not discriminate on the basis of race, color, national origin, sex, disability, and age, and, if applicable, that they provide equal access to the Boy Scouts of America and other designated youth groups. However, these regulations contain minor differences relating to the required content of recipient notices of non-discrimination and the methods used to publish these.

The Title VI regulation requires schools and colleges to notify students and others of the regulatory provisions in a manner that a responsible ED official would find necessary to inform students of their protections against discrimination under the statute and regulation.

The Boy Scouts Act regulation incorporates the Title VI regulatory provision concerning notice of non-discrimination. Public elementary and secondary schools and local and state educational agencies that receive funds available through ED must make available information regarding the provisions of the Boy Scouts Act. This information must be made available in a manner that a responsible ED official would find necessary to inform people of the protections provided under the Boy Scouts Act and its regulation. Some other than public elementary and secondary schools

and local and state educational agencies that receive funds available through ED need not comply with the notice of the Boy Scouts Act.

The Title IX and the Section 504 regulations both contain more detailed requirements that specify the information that must be included in a notice of non-discrimination. These regulations also require recipients to designate at least one employee to coordinate efforts to comply with and carry out responsibilities.

The Title IX regulation requires schools and colleges to implement specific and ongoing steps to inform students and others of the provisions against discrimination on the basis of sex. The regulation also states that the requirement of non-discrimination in educational programs and activities extends to employees and education. It also states that questions about Title IX may be referred to the employee designated to coordinate Title IX compliance or to the assistance secretary for civil rights. Schools are required to include the name, address, and telephone number of the designated coordinator in their notifications.

The Section 504 regulation requires that schools and colleges employing 15 or more persons implement appropriate, continuing steps to notify students and others that the school does not discriminate on the basis of disability in violation of the statute and regulation. The regulation also states, where appropriate, that the school or college does not discriminate in admission, treatment, or access to its programs or activities. The regulation also states that the school or college does not discriminate in employment in its programs or activities. The employee designated to

coordinate compliance with the Section 504 regulation must be identified in the notification.

The Title IX regulation requires that a public entity generally make information regarding the provisions of Title IX available to applicants, participants and other interested persons in such a manner as the head of the entity finds necessary to inform such persons of the provisions against discrimination under the Act in accordance with the Act. The regulation implementing the Age Discrimination Act requires a school or college to notify its students and applicants, in a continuing manner, of information regarding the provisions of the act and these regulations. The notice must identify the compliance coordinator by name or title, address, and telephone number.

Methods of Notification

In accordance with the Title IX and Section 504 regulations, notifications may include posting information notices, publishing in local newspapers, publishing in newspapers and magazines operated by the school or its student, publishing in a newspaper or other newspaper or magazine, or distributing mass e-mails or other written communications to students and employees. In addition, recipients are required to include a statement of nondiscrimination policy in any bulletin, announcement, publication, catalog, application form, or other recruitment materials that are made available to participants, students, applicants, or employees. As noted in the pertinent Section 504 regulatory provision, schools must disseminate these notices by including appropriate posters in waiting materials and publications

by mailing and reprinting the materials and publications.

Under the Title VI regulation, the Boy Scouts Act regulation, the Age Discrimination Act regulation, and the Title IX regulation specifies the methods to be used by recipients in publishing notices of non-discrimination.

Combined Requirements

OCR recognizes the variations among the regulatory governing notice requirements and understands that schools and colleges may wish to use one statement to comply with all requirements of the regulations implementing Title VI, Title IX, Section 504, the Age Discrimination Act, and, if applicable, the Boy Scouts Act. Public institutions also may wish to include Title II of the Americans with Disabilities Act in their statements. OCR encourages one combined notice for the regulations.

A combined non-discrimination notice should contain two basic elements: (1) a statement of non-discrimination that specifies the basis for non-discrimination, and (2) identification by name or title, address, and telephone number of the employee or employees responsible for coordinating the compliance efforts.

The regulations do not require that a recipient identify the personnel responsible by title. Please see the sample notice at the end of this pamphlet.

The Title IX regulation requires a recipient to provide the name of the person responsible for its compliance effort in addition to the address and telephone number where that person may be contacted. However, because OCR recognizes that the inclusion of a person's name

in a non-discrimination notice may result in an overly burdensome requirement to establish the notice if a person leaves the coordinator position, it is acceptable for a recipient to identify its coordinator only through a position title.

The Section 504 regulation does not require a recipient to include the address or telephone number of the responsible employee assigned to coordinate its compliance efforts. However, OCR considers that identifying the responsible employee without information on how to contact that person does not constitute an effective notice. An acceptable non-discrimination notice should provide information on how to contact the responsible employee.

Compliance with the notification requirements of Section 504 will generally satisfy the notification requirements of Title IX for state and local governments.

Although the Section 504 and Title IX regulations require that schools and colleges, where appropriate, shall specify non-discrimination in the areas of admission and employment, a general statement indicating non-discrimination in all programs is acceptable.

The Title IX regulation identifies that recipient concerning the application of the Title IX regulation may be referred to the coordinator or to the assistance secretary for civil rights. An acceptable notice may include the name and title of either one or both individuals.

However, since the Section 504 regulation requires identification of a coordinator, a combined non-discrimination notice should

include the name and/or title of the responsible employee. If a recipient designates two different people to coordinate compliance with Section 504 and Title IX, both names or titles should be included in the notice.

Sample Notice of Non-discrimination

The following sample notice of non-discrimination meets the various requirements of the regulations enforced by OCR:

The [Name of Recipient] does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provide equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Name and Title
 Address
 Telephone No.
 Name and/or Title²
 Address
 Telephone No.

For further information on notice of non-discrimination, visit <http://www.ed.gov/ocr> or contact us at the office that serves your area, or call 1-800-421-3421.

¹ Only public institutions or entities which are not state or local government entities that receive federal funds which are subject to the requirements of the regulations enforced by OCR are required to disseminate notices of non-discrimination in the manner specified in this regulation. Public institutions or entities that receive federal funds are not subject to this requirement.

² You may choose to use one official but have designated a coordinator for each regulation.



August 2010

U.S. Department of Education
 Office of Civil Rights
 Washington, DC 20303-1100

REMINDER DATES

- July 31st-final date to draw down FY15 funds
- July 31st- FY15 Completion Reports are due! Work with your bookkeeper to get these reports done for Grants Accounting.
LEAs with any CTAE grants having a status of open will have all FY2016 CTAE grant funds frozen
- September 30th:
 - **Final date** for all FY16 CTAE grant budgets sign-offs (including Local Board Approval)
 - **Final date** to return any FY16 CTAE grant funds that will not be spent

2016 Winter Conference



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
ga DOE.org

February 3-5, 2016

Hilton Atlanta/Marietta Hotel & Conference Center

500 Powder Springs Street

Marietta GA 30064

678-819-3241

Group Name: CTAE Resource Network Directors Conference

Group Code: CTAEWC

Registration Deadline: November 20, 2015

Georgia Department of Education



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Core Indicator Data Report

Georgia Department of Education

SYSTEM/STATE CORE INDICATOR PERFORMANCE LEVELS IN FY 2014, SYSTEM TARGETS FOR FY 2015 AND STATE TARGETS FOR FY 2015 AND FY 2016

CORE INDICATOR	System Target FY 2014	System Actual FY 2014	Target Met or NotMet FY 2014	State Target FY 2014	State Actual FY 2014	System Target FY 2015	State Target FY 2015	State Target FY 2016
1S1	87.18	89.32	M	92	94.21	89.99	92	93
1S2	*	35.29	*	76	37.48	45.47	76	65
2S1	35.99	56.92	M	40	58.44	57.07	40	42
3S1	89.98	88.54	M	95	94.35	90.16	95	95
4S1	82.98	91	M	92.5	88.9	91	92.5	92.5
5S1	64.64	70.13	M	75	82.99	71.35	75	75
6S1	11.12	7.04	DNM	19.2	18.32	10.08	19.2	19.2
6S2	10.1	*	DNM	22.2	16.09	5.55	22.2	18

M = System Met Target DNM = System Did Not Meet Target * = Sufficient Data Not Available

System Needs Improvement Plan in FY 2015 for Core Indicator(s):

- (1) If system did not meet target (DNM) in FY 2014, a Plan of Improvement must be developed as part of the Perkins Program Improvement grant in the
- (2) Due to the changes resulting from the implementation of CCRPI, the system information is only available for FY 2014 forward.
- (3) The State targets for Core Indicators 1S2 and 6S2 are being renegotiated with the USDOE.
- (4) In the years system reports insufficient data (10 or fewer students), the system's target will be the State's target, but a Plan of Improvement is not required.

EXAMPLE 1: Maintain or Increase performance target

CORE INDICATOR	System Target FY 2014	System Actual FY 2014	Target Met or NotMet FY 2014	State Target FY 2014	State Actual FY 2014	System Target FY 2015	State Target FY 2015	State Target FY 2016
1S1	90.93	96.53	M	92	94.21	96.53	92	93

System's Actual (96.53) is above State's Target (92) and above State's Actual (94.12)

System's Actual 96.53
State's Target 92
State's Actual 94.12

Maintain or Increase

New System Target is to Maintain or Increase System's Actual

EXAMPLE 2: Increase performance target by 10% of difference

CORE INDICATOR	System Target FY 2014	System Actual FY 2014	Target Met or NotMet FY 2014	State Target FY 2014	State Actual FY 2014	System Target FY 2015	State Target FY 2015	State Target FY 2016
1S1	93.17	93.98	M	92	94.21	94	92	93

System's Actual (93.98) is above State's Target (92) and below State's Actual (94.21)

State's Actual 94.21
Minus System's Actual - 93.98
Difference .23
Multiplied by 10% .10
Increase of .02

Increase performance target by 10% of the difference

New System Target = 94
93.98 + .02 = 94

EXAMPLE 3: Increase performance target by difference divided by 4



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CORE INDICATOR	System Target FY 2014	System Actual FY 2014	Target Met or NotMet FY 2014	State Target FY 2014	State Actual FY 2014	System Target FY 2015	State Target FY 2015	State Target FY 2016
1S1	73.81	88.35	M	92	94.21	89.26	92	93

System's Actual (88.35) is below State's Target (92) and below State's Actual (94.21)

State's Target
Minus System's Actual $\underline{-88.35}$
Difference 3.65
Divided by 4 ($3.65/4 = .9125$)

New System Target = 89.26
 $88.35 + .91 = 89.26$

92
Increase performance target by the difference divided by 4



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EXAMPLE 4: Maintain or Increase performance target





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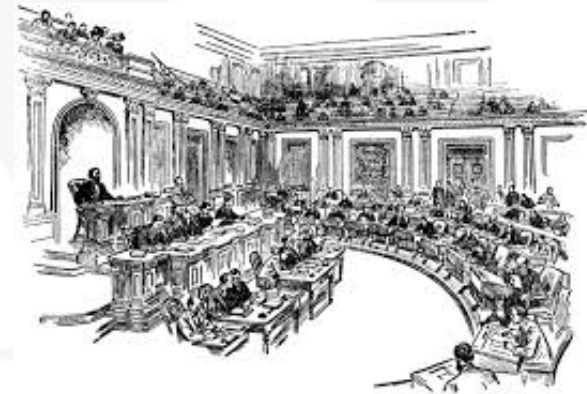
CORE INDICATOR	System Target FY 2014	System Actual FY 2014	Target Met or NotMet FY 2014	State Target FY 2014	State Actual FY 2014	System Target FY 2015	State Target FY 2015	State Target FY 2016
1S2	35.07	45.76	M	76	37.48	45.76	76	65
<p>System's Actual (45.76) is below State's Target (76) and above State's Actual (37.48)</p>			<p>Systems' Actual State's Target State's Actual</p>			<p>45.76 76 37.48</p> <p>Maintain or Increase</p> <p>New Target is to Maintain or Increase System's Actual</p>		
CORE INDICATOR	System Target FY 2014	System Actual FY 2014	Target Met or NotMet FY 2014	State Target FY 2014	State Actual FY 2014	System Target FY 2015	State Target FY 2015	State Target FY 2016
1S2	*	38.1	*	76	37.48	38.1	76	65

Where Does Perkins Stand In Reauthorization Pipeline?



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- In the Senate  #3
- In The House  #2



Georgia Department of Education

Senate Consideration of ESEA #1

- House CTE hearings unlikely before August recess
- Highly unlikely to have Perkins V on President's desk this year

Perkins V Most Likely Reauthorized in 2016 with a 07/01/2017 Effective Date

Georgia Department of Education

What Will Perkins V Look Like?

- No major overhaul
- Not contentious as ESEA/HEA
- Align with WIOA
- DOL Role on Perkins Postsecondary??

What Happened to OCTAE Blueprint??

- Competitive funding vs formula
- Consortia funding
- Private industry match
- Innovation fund (\$200 million)
- Programs of study



Carryover

- Recipients should budget to use entire subgrant award within year of allocation.
- Return of more than 10% to the state raises a red flag.
- Create plan to spend down funds.





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Policies and Procedures

- All recipients are required to have certain written policies and procedures under the UGG.
- Even where written policies and procedures are not required, it is good practice. Written policies and procedures are always evidence of compliance.
- OCTAE monitoring reports almost always include a recommendation for written policies and procedures if the recipient does not already have them.

Georgia Department of Education

Required Written Procedures:

Citation	Topic
2 CFR § 200.302(b)(7)	Procedures for determining the allowability of costs, including: <ul style="list-style-type: none"> • Factors affecting allowability • Cost principles • Selected items of cost
2 CFR § 200.302(b)(6) & 2 CFR § 200.305	Cash management procedures
2 CFR §§ 200.318 - 200.323	Procedures for procurement transactions, including: <ul style="list-style-type: none"> • Methods for evaluating proposals and selecting recipients • Contract administration
2 CFR § 200.318(c)	Conflict of interest policies, including <ul style="list-style-type: none"> • Reporting process • Recusal process • Standards regarding gratuities
2 CFR § 200.474(b)	Travel policy

Effective dates for 2 CFR Part 200



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- December 26, 2014 – Direct Grants from ED
- July 1, 2015 – State Administered Programs
(See Appendix)
- July 1, 2016 – Procurement Rules – One Year
Grace Period
- Indirect Cost Rates When Due For
Renegotiation

What is equipment?



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- Equipment: tangible, nonexpendable, personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.
- Grantee may also use its own definition of equipment as long as the definition would at least include all equipment defined above.

EDGAR 74.2 and 80.3

Omni Circular 200.33

Georgia Department of Education

Internal Controls

- Regardless of cost, grantee must maintain effective control and "safeguard all assets" and assure that they are used solely for authorized purposes."

XYZ SCHOOL SYSTEM EQUIPMENT INVENTORY MANAGEMENT RECORD

Career, Technical and Agricultural Education
 Georgia Department of Education

Facility Code	Facility Name	Location of Equipment	Date Purchased	Description of the Equipment	Serial Number or Equipment ID Number	Source of Equipment (Vendor)	Cost of Equipment	Fund Source	Percent Federal Funds	Condition of Equipment	Disposal Date	Disposal Sale Price
2050	RHS	Room 212	8/11/2014	HP Printer	XY22567	Radio Shack	\$ 375.00	Perkins	100%	New		
2050	RHS	Room 610	10/15/2015	Dell Laptop	MNC123XYL	Dell	\$ 1,999.00	CRE Grant	0%	New		
2050	RHS	Room 212	8/11/2014	HP Printer	XY22567	Radio Shack	\$ 375.00	Perkins	100%	Good	6/13/2018	Transferred
2050	RHS	Room 610	10/15/2015	Dell Laptop	MNC123XYL	Dell	\$ 1,999.00	CRE Grant	0%	Fair	6/13/2018	\$ 275.00

SAMPLE

SHOULD BE AVAILABLE BY SCHOOL AND BY PROGRAM!!

Allowability of Meals and Conferences



Current Law: A-87 / A-21

- Costs of meals and transportation is allowable if primary purpose of meeting / conference is dissemination of technical information





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Conferences

Omni-Circular: Section 200.432

- **Conference is...**
 - **A meeting, retreat, seminar, symposium, workshop or event**
 - **Whose primary purposes is the dissemination of technical information beyond the non-Federal entity and**
 - **Is necessary and reasonable for successful performance under the Federal award**
- **Allowable conference costs may include rental of facilities, speakers' fees, costs of meals and refreshments, local transportation and other items incidental to such conferences unless restricted by terms of Federal award.**

OIG Concerns - Meetings and Conferences

- OMB should limit meal costs to federal per diem rates and document a cost comparison of at least three sites to determine most cost-advantageous location



ESEA Title II, Part A FAQ 'Guidance'

- Consider whether hosting a meeting or conference is the most effective or efficient way to achieve the desired result.
 - When hosting a meeting, structure the agenda so there is time for participants to purchase their own food, beverages, or snacks.
 - Consider a location in which participants have easy access to food and beverages.



TIME AND EFFORT REQUIREMENTS



Georgia Department of Education

OMB Circulars Time and Effort Rule



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- If federal funds are used for salaries, then time distribution records are required.
- How staff demonstrate allocability
 - If employee paid with federal funds, then must show that the employee worked on that specific federal program cost objective.

Georgia Department of Education

Who must participate?

- All employees paid with federal funds!!
- Some employees paid with non-federal funds
 - When salaries are used for match purposes
- NOT contractors

Ruling Now Includes




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- Stipends - payments for special projects
- Substitutes - payments to cover a class to free instructor for professional development for CTSO Activities

Georgia Department of Education

SEMI-ANNUAL CERTIFICATION

This is to certify that Dolley Madison has worked 100% of her time for the period November 1, 2013 through April 30, 2014 on IDEA Part B programmatic activities.



Signature of Employee

Dolley Madison

Printed Name of Employee

5/2/14

Date



Signature of Supervisor

Martha Washington

Printed Name of Supervisor

5/2/14

Date

PERSONNEL ACTIVITY REPORT

Employee: Eleanor Roosevelt

Office: Special Education Teacher

Reporting Period: April 1 – April 30, 2014

I hereby certify this report is an accurate representation of the total activity expended during the period indicated.

Cost Objective	Account Number	Program	Distribution of Time
Special Education Instruction	400	IDEA, Part B	45%
Regular Education	300	Non-Federal	55%

Signature: Eleanor Roosevelt

Date: 5/1/14

Time Distribution Records "Standards for Documentation of Personnel Expenses"

- Must be maintained for all employees whose salaries are:
 - Paid in whole or in part with federal funds 200.430 (i)(1)
 - Used to meet a match/cost share requirement 200.430(i)(4)

Supplies

- Anything that is not equipment is considered supplies
 - "Highly Walkable" Items
- **NEW: Computing devices**
 - Machines used to acquire, store, analyze, process, public data and other information electronically
 - Includes accessories for printing, transmitting and receiving or storing electronic information
 - Computing devices are supplies if less than \$5,000

Questions and Answers Regarding the Implementation of the Carl D. Perkins Career and Technical Education Act of 2006

- **FAQ- Use of Funds for Conferences and Meetings**
- **FAQ-Perkins Participation of Private School Students and Personnel**
- **FAQ- Implementation of Perkins - April 24, 2015**



NEW AREAS OF RESPONSIBILITY

Mamie Hanson – EOPA, Oversee Industry Certification Grants, OCR and At-Risk Performance Monitoring Teams and sign-off on State CTE Grants

Nicole Croom – Sign-off on all Federal Grants, SEA and LEA Budgeting and OCR and At-Risk Performance Monitoring Teams

Brenda Barker – Sign-off on all AG Grants and CRE Grants and contact for CRE invoices

Accountability, Finance & Resource Staff Contact Information

- Dr. Ray Anukam

- Brenda Barker

- Nancy Bessinger

- Nicole Croom

- Mamie Hanson

- Brenda Merchant

- Roy Rucks

- Cynthia Pitts



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