

# FY20 Construction-Related Equipment (CRE) Grant Recipient Training

Georgia Association for Career & Technical  
Education (GACTE) Conference

July 14, 2019

4:00 – 5:00 pm

Athens, Georgia

We are delighted to serve your system throughout the FY2020 CRE Grant process. It is our intent to serve as a support system through this process. We desire for this to be a painless process for you and your system.

# Agenda

- Welcome & Introductions
- Role of Georgia State Financing & Investment Commission (GSFIC)
- Guidelines & Procedures
- Successful Grant Implementation
- Closing a Program
- Support
- Review of Grant Requests
- Questions & Answers

# Whose money is it anyway?

System?  
GADOE?  
GSFIC?



# Georgia State Finance & Investment Commission

## (GSFIC)



# What is the GSFIC?

## The members of the Commission:

- **Governor (chairman and chief executive officer)**
- **Lieutenant Governor (vice-chairman)**
- **State Auditor (secretary and treasurer)**
- **Speaker of the House of Representatives**
- **Attorney General**
- **Commissioner of Agriculture**
- **Director of the Office of Treasury & Fiscal Services**

# What is the GSFIC?

The commission is responsible for the proper application of proceeds from general obligation debt bonds and the issuance of all public debt by the State.

# Olden Times

no.203.078

THE WORLDS OLDEST NEWSPAPER

- since 1879 -

Georgia's Public School  
System Investigated for  
Misuse of State Bond  
of the News



# How do we protect CTAE access to GSFIC Bond Funds?



# Construction – Related Equipment (CRE) Bond Grant Guidelines

*(Handbook Provided)*

*Revised: July 1, 2019*

## **GADOE Contact Information:**

**Program Specialist contact information is in the manual by cluster for assistance with lab design or equipment purchase. Take advantage of their expertise before you make your purchases.**

# 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/serial number**
- **Equipment purchased must be for direct instruction to students**
- **Program Specialists are available to assist with lab design and approvable equipment**

# Facilities

- ✓ Lab designs are available through respective program specialist
- ✓ These are suggestions; not required lab designs
- ✓ We encourage your creativity and vision provided it is approved for safety by GaDOE Facilities Division
- ✓ Labs will only be approved for State Board Approved CTAE Program Clusters

# School District 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**
- **OCR Requirements (Office for Civil Rights)**

# Required Assurances for the Grant

**Equipment purchased using CRE funds must be maintained for at least five years in the program and facility for which it was approved.**

# Required Assurances for the Grant

Architectural plans and specifications for the new or modified facilities are to be jointly recommended by the local board and the GaDOE CTAE staff and approved by the GaDOE Facilities Unit **BEFORE** applying for this request.

**Safety of the facility cannot be waived by an LEA.**

# Required Assurances for the Grant

- Funds from this grant will be used for **major instructional equipment** items **ONLY** utilizing the following object sub-codes:
  - 612 – Computer Software
  - 615 – Expendable Equipment less than \$5,000
  - 616 – Computer Equipment and Computers less than \$5,000, including computers, cameras, and printers
  - 730 – Property (Equipment) over \$5,000(per item)
  - 734 – Computers over \$5,000 including computers, cameras, and printers



# Implementing an Approved Construction- Related Equipment (CRE) Bond Grant



After the state budget has been approved and the state BOE has approved the recommended list of system CRE grant recipients, the system Superintendent will be sent the CRE grant agreement which includes an abbreviated version of the CRE guidelines.

- The CTAE system contact person will then upload\* the updated grant agreement/assurances, with original signatures of the superintendent and director. The system director must then complete the budget detail in the system's Consolidated Application.

***\*the data side of the grant may be rejected to allow system to upload agreement***

**The CTAE Director and the school system Superintendent will sign off on the grant in the Consolidated Application. Both parties must sign off on the Program Information side and the Budget side of the grant application in the Consolidated Application document.**

**A member of the Accountability Team will sign off on the grant once notified via [lplan@doe.k12.ga.us](mailto:lplan@doe.k12.ga.us)**

# Phase II Process

- 1) By May 15<sup>th</sup> data from FY2019 request should be entered in Consolidated Application.
- 2) Verify by phone or at GACTE accuracy for funding
- 3) GaDOE should review a copy of your facility approval letter
- 4) Attend meeting at GACTE
- 5) Begin equipment review process July 1
- 6) Purchases may begin after the following have been completed:
  - Upload the grant agreement with required certification original signatures for Director and Superintendent
  - Develop and enter budget
  - Grants Accounting approval of budget

# Purchasing Guidelines for Use of FY2020 Construction- Related Equipment (CRE) Bond Grant Funds



# Examples of Items Eligible for CRE Funds Reimbursement

- Computer package w/necessary hardware
- Welding Machine
- 3D Printer
- Hospital Bed
- Cement Mixer
- Oven
- Washer
- Dryer
- Tiller
- Refrigerator
- Scanner
- Wheel Balancer
- Alignment Machine
- CPR Mannequin



# Examples of Items NOT Eligible for CRE Reimbursement

- Replacement parts for existing computers
- Items that are not durable, repairable or that do not have a useful life of at least five years or more
- Items that do not have a per item cost of \$100 or more
- Items without a serial number (exception: Shop Table)

# Examples of Items NOT Eligible for CRE Reimbursement

- Curriculum materials, lab projects, activity guides, software, etc ...
- Soil test kits, tool kits, utensils, pots & pans
- Any Kit/Set containing items with components less than \$100 each
- Training units,
- Tutorial materials
- Textbooks

Note: Contact content program specialist for more details and guidance

# Examples of Items NOT Eligible for CRE Reimbursement

- Standard classroom furniture – such as student or teacher chairs, student or teacher’s desks, utility carts, storage cabinets, filing cabinets, bulletin boards, shelving units, projectors, whiteboards, and textbooks, etc. These are considered to be “**operational costs**” and are not reimbursable through the grant.

# Examples of Items NOT Eligible for CRE Reimbursement

- “Storage” facilities and equipment such as shelving units, shade structures, head houses, potting sheds, utility buildings, carports, tool boxes, job boxes, show boxes.
- Copier contracts, service contracts, annual renewal agreements, advanced billing as “future” shipping, estimates costs, late fees, warranties, purchase orders.

# Examples of Items NOT Eligible for CRE Reimbursement

- Supplies – such as projector bulbs, batteries, calculators, home soil tests, label maker tape, badges, gloves, ink cartridges/toner, staples, paper, binders, glue sticks, etc.
- Vehicles –The purchase or lease of automobiles, trucks, buses, boats, golf carts, and motorcycles
- Enclosed storage or enclosed utility trailers

# Examples of Items NOT Eligible for CRE Reimbursement

- Power or audio/video outlets, data ports, connectors, cables or wires used for installation or updating facilities for equipment operation
- Equipment for personal use
- Shipping/handling/freight charges
- Taxes
- Installation charges/Installation hardware
- Personnel training

**Approved grant recipient systems can make equipment purchases from July 1, 2019 to June 30, 2020.** An optional review process through Program Specialists is available to assist you in making approvable GSFIC purchases. This is documented in the guidelines.

**GSFIC is the agency responsible for approval/denial of the reimbursement request.**

# Optional Review Process

- Secure quotes for selected equipment by program area. Do not compile equipment for multiple program areas on one quote.
- Submit PDF copies of quotes for review that are program specific to [lplan@doe.k12.ga.us](mailto:lplan@doe.k12.ga.us). The subject line of your email should follow this format:

***Review Request – Capital Equipment - Your System – Program Lab***



# Optional Review Process

- The email will be routed to the appropriate Program Specialist for review, with a co-copy to the CRE Grant Manager **within three working days of receipt.**
- An email will be sent to you by the Program Specialist **within seven working days of receipt** advising you of the status of your purchase request with a co-copy to the CRE Grant Manager.
- **You will not receive an approval code.**

The email response from the Program Specialist will serve as your documentation for the review request.

# Good Rules to Follow

**Before making the decision to ask for reimbursement, ask yourself the following:**

- If in five years my system's capital equipment grant is being audited, could I take the auditors to the building, room, and place my hand on the item?
- Am I willing to keep track of this item on the CRE Inventory Control form?
- These funds are for equipment for students in the labs in FY20. At least half of the funds should be spent and equipment received before the end of December.

# Reimbursement of CRE Expenditures

**Invoices for expenditures must be submitted via GAORS within 90 days of the invoice date. No purchase made after **June 30, 2020**, will be approved.**

# Reimbursement Process

- System requests for reimbursements will be handled through GAORS by the system financial person.
- Use the “total” invoice amount on the GAORS forms where requested.
- Make sure all invoices are specific to the grant program area and were reviewed by the Accountability and Finance Program Manager.
- Make sure all invoices give complete names and/or descriptions of items purchased under the grant.
- Vendor web site prices will be reviewed to determine if invoiced prices are accurate.

# Reimbursement Process

- Scanned invoices must be readable and saved in PDF format.
- Do not upload purchase orders or copies of paid checks, upload only invoices. Please upload in groups of twenty or fewer.
- Following approval of the grant budget on the Consolidated Application, reimbursements can be requested after items are received and invoiced.
- Computers (CPU) must be fully assembled and purchased with the necessary accessories (keyboard, monitor, mouse, Operating Systems software, etc.) included. School systems cannot purchase replacement parts for existing computers with CRE grant funds.

# Final Inventory

As purchases are made using CRE funds, they must be documented on the CRE Grant Equipment Inventory form. The completed inventory form must be attached to your FY2021 Consolidated Application.

# Unencumbered Grant Funds at the End of the Grant Period

What to do if grant funds will not be used during the grant period for which they are approved?

- The system superintendent should notify the GaDOE by sending a message via [lplan@doe.k12.ga.us](mailto:lplan@doe.k12.ga.us) detailing the facility, program grant name, amount of funding and an explanation why funds requested were not used.
- Cancelled program grant funds cannot be used by the system in another program or “rolled over” into the next school year.

# Closing of CRE Program Within Five Years

**All equipment purchased with the grant funds is expected to be in use by students for at least a five-year period in the approved CRE grant program, and if not, then the following guidelines will apply:**

- The LEA Superintendent will notify in writing the GaDOE CTAE State Director of the decision to close the program.
- Provide a list of equipment purchased with Construction-Related Equipment Bond Grant funds for specified program.
- GaDOE will notify other systems within the state with a similar instructional program of the availability for the pickup and transfer of the equipment item(s).
- A written record of the final disposition of the equipment items should also be documented on the system's CRE Inventory Form.



# Closing of CRE Program Within Five Years

All equipment purchased with the grant funds is expected to be in use by students for at least a five-year period in the approved CRE grant program, and if not, then the following guidelines will apply (continued):

- **GaDOE will notify other systems within the state with a similar instructional program of the availability for the pickup and transfer of the equipment item(s).**
- **A written record of the final disposition of the equipment items should also be documented on the system's CRE Inventory Form.**

# Stolen, Lost or Destroyed Equipment

- Stolen, lost or destroyed equipment that is less than five (5) years old must be reported to the State CTAE Director.
- The State CTAE Director is to be notified of the name of the specific item, the cause of the loss (stolen, lost, damaged, destroyed, etc.) and the value of each item.
- If the equipment was stolen, the LEA must provide the State CTAE Director with a copy of the police report.
- The State CTAE Director will then contact GSFIC, who is the owner of the equipment.

# Stolen, Lost or Destroyed Equipment

- The LEA is responsible for the replacement of the value of the equipment lost.
- If the equipment was stolen, the LEA must provide the State CTAE Director with a copy of the police report.
- The State CTAE Director will then contact GSFIC, who is the owner of the equipment.

# Stolen, Lost or Destroyed Equipment

- The LEA is responsible for the replacement of the value of the equipment lost.
- If the equipment was damaged or destroyed, the LEA must provide the State CTAE Director with a copy of the insurance claim.
- Insurance claims and police reports must be submitted to the State CTAE Director within two weeks of receipt.

# Disposal of CRE Funded Equipment After Five Years

- Equipment may be disposed in accordance with your local policy on surplus equipment disposal.
- Keep a written record of the items and date of disposal.
- Any funds received from the disposal of CTAE equipment should be reinvested in the local CTAE program.

- **TO DO:**

**Be Sure to Verify Your  
Labs/Amounts/Schools Before Leaving  
This Meeting**

- **Your Allocation Letter and CRE Assurances form should be sent tomorrow (Monday) to CTAE Director & Superintendent**
- **CRE Funds should be dropped into the Consolidated Application by tomorrow (Monday)**

## Contact Information:

Tim Brown

Program Manager, Accountability & Finance

[tibrown@doe.k12.ga.us](mailto:tibrown@doe.k12.ga.us)

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