

**CTAE Opportunities Equipment**

**Grant**

Grant Application

Fiscal Year 2020

Dissemination Date:

August 9, 2019

Submission Deadline:

September 19, 2019

**Grant Application Submission:**

Local system CTAE Directors may apply for the grant funds.

Grants will be awarded as long as funds are available.

**Submit to:** [LPlan@doe.k12.ga.us](mailto:LPlan@doe.k12.ga.us)

Georgia Department of Education

Division of Career, Technical and Agricultural Education

1752 Twin Towers East

Atlanta, GA 30334**CTAE Delivers Opportunities Grant**

**Application**

**Purpose:** To provide funds for grants for Career, Technical, and Agricultural Education equipment and film and audio-video equipment. The equipment purchased with these funds shall be essential industry standard equipment for CTAE labs and classrooms. The equipment purchased should enhance the instructional opportunities for the students in the CTAE programs. The grant is available to high school and middle school CTAE programs and the Elementary Agriculture Pilot programs. New or renovated facilities are **not** a requirement of this grant. Preference will be given to systems not receiving Capital Equipment, CONNECT, or AVTF Grants during the past five years.

**Eligibility:** The program for which the district is seeking the grant must:

* Be a high school or middle school CTAE program or an Elementary Agriculture Pilot Program.
* Have a significant need for equipment upgrades.
* Have a current Advisory Committee to include industry and educational partners that meets two times per year
* Preference will be given to those systems not receiving Capital Equipment, CONNECT, or AVTF Grants during the past five years.

**Grant Application Components:** All grant applications should include:

* Cover page (Appendix A)
* Assurances with Original Signatures (Appendix B)
* Grant Narrative (all are below following these instructions)
* Budget Template (Excel File – use the provided template)
* Letter from an Industry Partner explaining how this equipment will enhance the program

All files must be submitted together (one e-mail and one file) to [lplan@doe.k12.ga.us](mailto:lplan@doe.k12.ga.us) by 5:00 pm on September 19, 2019. Please put “**FY20 CTAE Opportunities** **Equipment** **Grant** – *System Name”* in the e-mail subject line. Incomplete, mislabeled and late applications will not be considered.

**Grant Award:** Each grant shall include funding for the purchase of essential industry standard equipment for a CTAE program or Elementary Agriculture Pilot program for the enhancement of the program. Maximum grant awards are listed in Appendix A. Grants will be awarded to programs that demonstrate a need for new equipment in a program that has a strong partnership with local business and industry leaders.

**Grant Notifications:** Grants will be awarded through September 19, 2019 as long as grant funds are available. Applicants will be notified of status after application has been reviewed and evaluated.

**Timeline:**

August 9, 2019 Grant applications released to district CTAE Directors

September 19, 2019 Grant application deadline

September 2019 Grant Selection

September – November 2019 Board Item for Action

November 2019 Grant Award Notifications Sent to Approved Systems/Programs

July 1, 2019 – June 30, 2020 Grant Award Period

**Grant Requirements:**

1. The purpose of the grant is to provide funding for industry standard equipment for CTAE programs as stated in the Purpose section.
2. Supplies and expendable items cannot be purchased with the grant.
3. Construction or renovation cost cannot be paid for with this grant.
4. **There is a minimum cost of $500.00 per item**.
5. Items purchased should be for student use and for direct instruction to students.
6. Only CTAE Pathways that have been State Board Approved and Elementary Agriculture Pilot Programs are eligible for Grant funding.
7. Funding is available to school systems that receive Federal Perkins V funding during FY 2020.
8. The funding amount listed by program area below is the maximum funds available for each grant.
9. The GaDOE/CTAE inventory form located on the CTAE website is required.
10. A copy of the completed CTAE inventory form should be available for review upon request.
11. At the conclusion of the grant funding year, a final copy of the inventory is to be uploaded to the Attachment Tab of the LEA’s Consolidated Application for the next fiscal year.
12. Equipment may be disposed in accordance with your local policy on surplus equipment disposal.
13. Keep a written record of the items and date of disposal.
14. Any funds received from the disposal of CTAE equipment should be reinvested in the local CTAE program.
15. All purchases for which reimbursement will be requested must follow the U.S. Department of Education General Administrative Cost Regulations. All purchases must be necessary, reasonable and allocable by law. <http://www2.ed.gov/policy/fund/guid/uniform-guidance/index.html> (Section 200.404 Reasonable Costs and 200.405 Allocable Costs)

**Grant Amounts Available:** Grants are funded up to the maximum amount listed in Appendix A by Career Cluster/Purpose.

**LEA requests for reimbursements will be handled through GAORS by the LEA’s financial person.**

**Commitments Required of School Districts Receiving Awards:**

* System must commit to developing strong relationships with business and industry leaders to secure support and guidance for the CTAE program.
* System must commit to adding all purchased equipment for the program to the Georgia Department of Education approved Equipment Inventory form.
* System leadership will commit to supporting the CTAE program in its effort to meet the educational and training needs of the local business and industry community.

# *Note: Funds allocated for this grant may only be used for the purchasing equipment for the CTAE program awarded the funds.*

# *Consider using these funds as leverage with business partners and others for needs beyond equipment.* Appendix “A”

## Proposal Cover Page

**CTAE Opportunities Equipment Grant**

**Grant**

**FY 2020**

# Appendix “A”

Proposal Cover Page

**Grant Amount Requested:** Click or tap here to enter text.

**System Name:** Click or tap here to enter text.

**System Number:** Click or tap here to enter text.

**Contact Information**

**Name:** Click or tap here to enter text.

**Email Address:** Click here to enter text.

**Day Phone Number:** Click here to enter text.

# APPENDIX “B”

# CTAE Delivers Opportunities

# Grant

# Grant Application Assurances

# Fiscal Year 2020

The grant applicant hereby assures that:

1. All programs, services, and activities covered by this Grant Application will be operated in accordance with state and federal laws, regulations, and approved rules as established by the State Board of Education and the State Plan for Career and Technical Education.
2. Funding will be allocated in accordance with state and federal laws, regulations, and approved rules as established by the State Board of Education and is targeted toward schools that have not received Capital Equipment, CONNECT, or AVTF Grants during the past five years.
3. Business and Industry partners assisted in the decision to pursue this grant and will be included in the selection and implementation of the new equipment.
4. Expenditures will be in compliance with the standard accounting procedures and guidelines established by the State Board of Education, federal legislation and CTAE Grant Budget Guidance.
5. Grant funds will not be expended in any manner other than as outlined in the budget section of the approved grant application.
6. Permission will be granted to use this grant proposal and its results, if funded, for informational purposes for other education agencies.
7. By signing this assurance, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Grant award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise.

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System Name System Number

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CTAE Director (Original Signature) Date

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Superintendent (Original Signature) Date

**School Information**

|  |  |
| --- | --- |
| Contact Information | |
| System Name: Click or tap here to enter text. | LEA System Number: Click or tap here to enter text. |
| School Name: Click or tap here to enter text. | School Number: Click or tap here to enter text. |
| High School  Middle School  Elementary Agriculture Pilot Program | |
| CTAE Program Area: Choose an item. | |
| Has this System received a Capital Equipment Grant in the past five years (FY16, FY17, FY18, FY19, and FY20)? Yes  No  If yes, which program area? Choose an item.  Has this System received a CONNECT Grant and/or an AVTF Grant in the past five years (FY16, FY17, FY18, FY19, and FY20)? Yes  No  If yes, which Grant? Choose an item. | |

|  |  |
| --- | --- |
| **CTAE Delivers Opportunities Grant Application** | |
| **Executive Summary**  Please provide a brief description of how the use of these funds will enhance the current CTAE program. Describe how the new equipment will improve student learning opportunities. (250 Word Limit):  *Insert text here:* | |
| **Advisory Board Committee**  Briefly describe the activities that occur throughout the year with the program’s Advisory Committee. List each member and his/her company, position, phone and email address. (250 Word Limit):  *Insert text here:* | |
| **Implementation Strategy**  Provide a brief description of the program’s plan to implement the grant funds to upgrade the current program. Please include several photos of current lab and equipment. (250 Word Limit):  *Insert text here:* | |
| I certify to the best of my knowledge that I am authorized to make this request on behalf of the educational system and school and that grant funds will only be allocated based on the terms and guidelines set forth in this application: | |
| Superintendent Name: | Superintendent Signature: |
| CTAE Director Name: | CTAE Director Signature: |

**Georgia Department of Education**

**CTAE Delivers Opportunities Grant**

**Scoring Rubric**

Using the following rubric, reviewers will assign numerical scores and prepare comments. The review team will meet to determine consensus.

**Twenty (20) additional bonus points will be awarded to Systems not receiving CONNECT, AVTF, and CRE grants for the past five years (FY16, FY17, FY18, FY19, and FY20). Ten (10) additional bonus points will be awarded to programs not receiving CRE grants but receiving AVTF and/or CONNECT grants for the past five years (FY16, FY 17, FY18, FY19, and FY20).**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Level 3**  **Meets All Criteria** | **Level 2**  **Meets Some Criteria** | **Level 1**  **Meets Few or No Criteria** |
| 1. **Completed Application** | All requested information was included on the application. The application was received by the deadline. | A limited amount of requested information was included on the application. The application was not received by the deadline. | The application contained little to none of the requested information. The application was not received by the deadline. |
| **20 Points** | **20-15** | **14-6** | **5-0** |
| 1. **Executive Summary** | The proposed activity is clearly and thoroughly described. The CTAE program will be greatly enhanced. Student learning will be greatly enhanced. | There is a limited description of the proposed activity. Very limited information on program enhancement and student learning enhancement. | The proposed activity is not clearly identified and insufficient information is included to support the need for grant. |
| **20 Points** | **20-15** | **14-6** | **5-0** |
| **D. Advisory Committee and Industry Partner Letter** | Key personnel are identified by name, title, and role. The attached letter from the industry partner clearly describes the need for the proposed equipment grant. | Few key personnel are identified by name, title, and role. The attached letter from the industry partner provides limited details on the need for the proposed equipment grant. | No key personnel are identified. No letter is attached from an industry partner. |
| **30 Points** | **30-20** | **20-10** | **10-0** |
| **E. Implementation Strategy** | An implementation strategy was clearly and thoroughly defined that highlights how funds will be used to enhance or upgrade the current program. | A limited implementation strategy was defined that highlights how funds will be used to enhance or upgrade the current program. | The implementation strategy was not clearly defined that highlights how funds will be used to enhance or upgrade the current program. |
| **30 Points** | **30-20** | **20-10** | **10-0** |
| **System Name:** |  | **LEA System Number:** | **Evaluator:** |
| **School Name:** |  | **School Number:** | **Total Score:** |

**Appendix A - FY20 CTAE Opportunities Equipment Grant**

**Maximum Funding Levels Per School (High School unless *Indicated*)**

**Agriculture, Forestry & Natural Resources**

Agriculture Mechanics Lab Equipment $32,400

Agriculture Multi-Use Lab Equipment $27,000

Plant Science/Horticulture Lab Equipment $27,000

Forestry/Natural Resources Lab Equipment $14,400

Food Processing Lab Equipment $52,500

*Middle School Agriculture Lab Equipment $14,400*

*Elementary Agriculture Pilot Program Equip. $8,000*

**Architecture & Construction**

Construction Lab Equipment $25,200

HVACR Lab Equipment $27,000

Architectural Drawing & Design Lab Equipment $32,400

Metals Lab Equipment $27,000

*Middle School Architecture & Construction Lab Equipment $14,440*

**Arts, AV Technology & Communications**

Audio/Video Technology & Film Lab Equipment $36,000

Graphics Design Lab Equipment $14,400

Graphics Communication Lab Equipment $36,000

*Middle School Arts, AV Tech & Communication* *Lab* *Equipment $14,500*

**Business Management & Administration**

Business Management Multi-Use Lab Equipment $14,400

*Middle School Business Education Lab* *Equipment $11,175*

**Education & Training**

Early Childhood Education Lab Equipment $10,800

**Energy**

Energy Lab Equipment $32,400

**Finance**

Business Management Multi-Use Lab Equipment $14,400

**Information Technology**

Information Technology Lab Equipment $14,400

**Health Science**

Health Science Multi-Use Lab Equipment $16,200

*Middle School Health Science Lab Equipment $9,000*

**Hospitality & Tourism**

Marketing Multi-Use Lab Equipment $7,200

Culinary Arts Lab Equipment $27,000

**Human Service**

Family/Consumer Science Multi-Use Lab Equipment $10,800

Cosmetology Lab Equipment $7,200

Barbering Lab Equipment $5,400

*Middle School Family/Consumer Science Lab Equipment $9,000*

**Law, Public Safety, Corrections & Security**

Public Safety Lab Equipment $5,400

*Middle School Public Safety Lab Equipment $4,975*

**Marketing**

Marketing Multi-Use Lab Equipment $7,200

*Middle School Marketing – Small Bus. Ent. Lab Equipment $5,310*

*Middle School Marketing – Adv. & Promo. $2,910*

**Manufacturing**

Manufacturing Lab $32,400

Mechatronics Lab $52,500

**Science, Technology, Engineering, & Math (STEM)**

Engineering Technology Multi-Use Lab $32,400

Engineering, Drawing & Design Lab $32,400

*Middle School Engineering Technology Lab $14,400*

**Transportation, Distribution, & Logistics**

Aviation Maintenance Lab $27,000

Flight Operations Lab $27,000

Automotive Services Lab $30,600

**Special Purpose Equipment**

Systems may apply for a Special Purpose piece of equipment outside the stated maximum amounts listed above. Applications for these purposes must include detailed information regarding the specific piece of equipment, purpose, relation to GaDOE-approved standards, and evidence of industry support and need.