Career, Technical and Agriculture Education
Winter Professional Learning Conference
February 6, 2018

Accountability & Finance Team
Cheryl Clemons
CTAE Program Manager
Accountability and Finance
1752 Twin Towers East
205 Jesse Hill Jr. Drive
Atlanta, GA 30334
Tel: 404-463-5279
Fax: 404-651-8984
Email: cclemons@doe.k12.ga.us
Overview

- Perkins Plus
- Monitoring/Risk Assessment Reviews
- Office of Civil Rights Compliance Reviews
- Timeline – February-December, 2018
- CRE Grants
- AVTF Grants - 2018
- Technical Assistance
- Grant Amendments/Closed-out
- GACTE
- Perkins Re-Authorization
Request for Proposal
For
Carl D. Perkins
PERKINSp1us
Reserve Fund Grants
Fiscal Year 2019

Dissemination Date:
January 16, 2018

Deadline:
February 16, 2018
5:00 p.m.

Georgia Department of Education
Division of Career, Technical, and Agricultural Education
1750 Tenth, Tower East
Atlanta, GA 30334
Requirements for Submitting Perkins Plus Grant Application

• Completed application with **all required** attachments must be received no later than 5pm on February 16, 2018

• Confirm that applications are complete before submitting

• Applications must be sent via email to [Lplan@doe.k12.ga.us](mailto:Lplan@doe.k12.ga.us) with a copy to your CTAE Region Coordinator
Requirements for Submitting Perkins plus Grant Application (Cont.)

• System Directors will receive an email confirmation that their application has been received.

• System must notify Lplan immediately if a confirmation is not received within 2 business days of submitting the application.

• Forms requiring original signatures must be scanned and submitted through the Lplan@doe.k12.ga.us as part of the grant application.
FY2019 Perkins plus Reserve Grant

• Four funding options for which you may apply
• Be sure to complete the narrative information required by each option
• If you are including Professional Development:
  • What is the professional development?
  • Who will attend?
  • Where will it be offered?
FY2019 Funding Options

OPTION #1
IMPROVING PERFORMANCE ON CORE INDICATORS

OPTION #2
NON-TRADITIONAL ACTIVITIES

OPTION #3
SPECIAL POPULATIONS

OPTION #4
IMPLEMENTING END-OF-PATHWAY ASSESSMENTS
FY2019 Perkinsplus Reserve Funding Levels

• Option #1 Core Indicators $15,000

• Option #2 Non-Traditional $10,000

• Option #3 Special Populations $10,000
**FY2019 Perkins plus Reserve Funding Levels**

- **Option #4** Assessment will be funded based on your October 2017 CTAE FTE count

<table>
<thead>
<tr>
<th>FTE Range</th>
<th>Funding Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-300</td>
<td>$15,000</td>
</tr>
<tr>
<td>301-1,000</td>
<td>$20,000</td>
</tr>
<tr>
<td>1,000+</td>
<td>$25,000</td>
</tr>
</tbody>
</table>
### Perkinsplus

**Option 1**

| Expand or improve LEA’s performance on any core indicators except $61$ and $62$. The proposed budget may not exceed $15,000. |

**Grant Narrative**

Applications must address questions below.

#### I. Describe the activity and the need for implementation.
- Identify the activity to be implemented or improved.
- Indicate the Perkins Core Indicator(s) to be addressed.
- What is the current performance level for the indicator(s) listed above?
- For professional development activities, include a description and identify staff involved.

#### II. Plan of Operation and Timeline
- List and describe the specific steps that will occur to support the successful development and implementation of the activity.
- For each step listed, include a timeline and the person responsible.

**Personnel**
- Identify project coordinator and team members involved in the implementation of the program (names, titles, and roles).

---

Each option lists the required documents to be submitted.
Narrative details no more than 2-3 pages
APPENDIX “C”

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
<th>I</th>
<th>J</th>
<th>K</th>
<th>L</th>
<th>M</th>
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**FY2019 PERKINSPLUS BUDGET TEMPLATE**

**OPTION FUNDING REQUESTED:**

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<tr>
<th>System Name:</th>
<th>System Number:</th>
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</table>

<table>
<thead>
<tr>
<th>Detailed Item Description</th>
<th>Function Code</th>
<th>Object Code</th>
<th>Quantity</th>
<th>Cost Per Item</th>
<th>Total Expenditure (Quantity x Cost Per Item)</th>
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</table>

**Total Perkinsplus Funds**
## APPENDIX “C”

**FY2019 PERKINSplus BUDGET TEMPLATE**

<table>
<thead>
<tr>
<th>Detailed Item Description</th>
<th>Describe How Item or Activity Will be Used in Program</th>
<th>Function Code</th>
<th>Object Code</th>
<th>Quantity</th>
<th>Cost Per Item</th>
<th>Total Expenditure (Quantity x Cost Per Item)</th>
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<tbody>
<tr>
<td>Marketing and Management EOPA</td>
<td>EOPA</td>
<td>1000</td>
<td>810</td>
<td>11</td>
<td>20.3</td>
<td>223.30</td>
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<tr>
<td>Nutrition and Food Science</td>
<td>EOPA</td>
<td>1000</td>
<td>810</td>
<td>26</td>
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<td>484.00</td>
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<td>810</td>
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<td>10</td>
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<td>80.00</td>
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<td>AVT and Film</td>
<td>EOPA</td>
<td>1000</td>
<td>810</td>
<td>6</td>
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<td>810</td>
<td>18</td>
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<td>Welding</td>
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<td>810</td>
<td>10</td>
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<td>200.00</td>
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<td>810</td>
<td>7</td>
<td>30.0</td>
<td>210.00</td>
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<td>810</td>
<td>15</td>
<td>155.0</td>
<td>2,325.00</td>
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<td>Therapeutic Services/Allied Health and Medicine (NCMA)</td>
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<td>12.0</td>
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<td>Therapeutic Services/Patient Care (ECMA)</td>
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<td>Graduation Caps</td>
<td>Recognition of Pathway Completed</td>
<td>1000</td>
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<td>150</td>
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<td>Plaques</td>
<td>Recognition of highest EOPA score</td>
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<td>Achievement Medallions</td>
<td>Recognition of EOPA Passers</td>
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<td>EOPA Coordinator/Consultant</td>
<td>Assist CTAE Director with completion</td>
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<td>Substitutes</td>
<td>Subs for teachers to have proficiency</td>
<td>2210</td>
<td>113</td>
<td>25</td>
<td>50.0</td>
<td>1,250.00</td>
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</table>

**Total Perkinsplus Funds**: 15,000.80
DRAFT – FY2019 EOPA Funding Worksheet

- Remember this is a **DRAFT** copy
- Intended to be used to assist systems with preparing EOPA Perkinsplus Grant budgets
- Some new assessments have been added for FY2019; others may be added
- Actual assessment inventory may change
- Assessment inventory will be shared at GACTE
## APPENDIX “D”

### FY2019 EOPA Funding Worksheet

**DRAFT Copy - EOPA Exam inclusions and pricing may possibly change based on the approved FY2019 Georgia Technical Skill Attainment Inventory**

<table>
<thead>
<tr>
<th>Cluster Area</th>
<th>Career Pathway Name</th>
<th>Available Pathway Exams</th>
<th>Pathway Sub Category Exams Available</th>
<th>Cost Per Exam</th>
<th>Number of Exams</th>
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<td></td>
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<td>Agricultural Communications &amp; Leadership (Precision)</td>
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<td></td>
<td>Agriculture Energy Systems</td>
<td>Natural Resource Science II (Precision)</td>
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<td></td>
<td>Agriculture Leadership in Animal Production</td>
<td>Agricultural Science I (Precision)</td>
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<td></td>
<td>Agriculture Leadership in Aquaculture</td>
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<td></td>
<td>Agriculture Leadership in Food Product Processing</td>
<td>Agricultural Communications &amp; Leadership (Precision)</td>
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<td></td>
<td>Agriculture Leadership in Forestry</td>
<td>Agricultural Science I (Precision)</td>
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<td>Agriculture Leadership in Horticulture</td>
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<td></td>
<td>Agriculture Mechanics and Electrical Systems</td>
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<td>Agriculture Mechanics and Metal Fabrication</td>
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<td></td>
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<td>Agricultural Mechanics - NOCTI</td>
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<td>Horticulture and Animal Science</td>
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<td></td>
<td>Animal Mechanical Systems</td>
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<td>Animal Production and Processing</td>
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<td>Equine Science</td>
<td>Animal Science I (Precision)</td>
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### Scoring Rubric

**Georgia Department of Education**

**STAR Performance Grant**

**Scoring Rubric, For Options 1-4**

Team will need to determine consensus.

<table>
<thead>
<tr>
<th>Level 1</th>
<th>Level 2</th>
<th>Level 3</th>
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</thead>
<tbody>
<tr>
<td><strong>A. Activity description and the use of data to support the need for the activity:</strong></td>
<td><strong>B. Performance criteria</strong></td>
<td><strong>C. Performance data</strong></td>
</tr>
<tr>
<td>The proposed activity is clearly and thoroughly described, and the performance data proves the need for the activity.</td>
<td>There is a limited description of the proposed activity, and the performance data provides no support for the activity.</td>
<td>The proposed activity is fully described, and measurable performance data is included to support the need for the activity.</td>
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</table>

<table>
<thead>
<tr>
<th>Points</th>
<th>Points</th>
<th>Points</th>
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<tbody>
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<td>25</td>
<td>15</td>
<td>5</td>
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<thead>
<tr>
<th>D. Plan of Operation and Timeline</th>
<th>E. Budget and Timeline</th>
<th>F. Evaluation Plan</th>
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<tbody>
<tr>
<td>The milestones in the implementation process are identified.</td>
<td>Budget is reasonable and cost effective. Budget justifies the program and provides general explanations.</td>
<td>The plan includes a timeline with specific dates.</td>
</tr>
<tr>
<td>The plan is comprehensive and includes all aspects of the program.</td>
<td>Budget is reasonable and cost effective. Budget justifies the program and provides general explanations.</td>
<td>The plan includes a timeline with specific dates.</td>
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</table>

<table>
<thead>
<tr>
<th>Points</th>
<th>Points</th>
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<tbody>
<tr>
<td>15</td>
<td>5</td>
<td>5</td>
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<tr>
<th>System Score:</th>
<th>10-30</th>
<th>31-60</th>
<th>61-100</th>
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</table>

**Winter Conference 2018**
### PERSONNEL ACTIVITY REPORT (PAR)

**Recipient:** Jane Doe  
**School:** Westside High School  
**Reporting Period:** May 1-31, 2017

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

<table>
<thead>
<tr>
<th>Program Name</th>
<th>Date of Activity</th>
<th>Description of Activity</th>
<th>Hours Worked</th>
<th>Total Compensation</th>
<th>Distribution of Time</th>
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<tr>
<td>Perkins</td>
<td>May 2, 2016</td>
<td>Substitute - FBLA</td>
<td>8</td>
<td>$65.00</td>
<td>100%</td>
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<tr>
<td>Perkins</td>
<td>May 6, 2016</td>
<td>EOPA Test Administration</td>
<td>2</td>
<td>$60.00</td>
<td>100%</td>
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<tr>
<td>Perkins</td>
<td>May 7, 2016</td>
<td>EOPA Data Entry</td>
<td>6</td>
<td>$180.00</td>
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</tr>
</tbody>
</table>

*Signature of Paid Recipient*

*Signature of Supervisor  
Date*
A Complete FY2019 Perkinsplus Reserve Grant Application Includes

- Appendix A - Proposal Cover Page
- Appendix B – Assurances with original signatures signed and scanned
- Grant Narrative - Questions I, II and III
- Appendix C - Perkinsplus Budget Template
- Appendix D - CTAE Assessment Funding Worksheet (Option #4 Only)
FY2018 Reserve Grant Projects Funded

- Total Reserve Funds Available ....................... $2,026,778
- Total Perkinsplus Reserve Grant Requests ...$1,662,048
- Total Perkinsplus Reserve Grants Funded .....$1,619,671
  - Grant awards included in system FY2018 allocations
Dates for Amendments, Expending Funds & Closing Out Grants

- All amendments must be submitted for approval **no later than June 6, 2018.**
- All funds must be expended by **June 30, 2018.**
- All funds must be drawn down by **July 31, 2018.**
- If your system knows that it **will not** be using grant funds, notify us **NOW via an email to Lplan!**
- CTAE Completion Reports are due to Grants Accounting by **July 31, 2018** (must have a status of **CLOSED**).
Selection of Recipients for Required Monitoring

An LEA to be monitored will be determined by using both its risk assessment rating from the CTAE Accountability & Finance Unit and the GaDOE Office of Financial Review Division rating.

(CTAE Unit: two-thirds of the score; GaDOE Financial Review: one-third of the total score).
DETERMINING A RATING

Annual Assessment

Complete the Monitoring and Risk Assessment Checklist by February 16, 2018

Email completed checklist to LPlan (lplan@doe.k12.ga.us) and copy CTAE Region Coordinator

High Risk Intervention Elements

- between 0 to 40 points will be determined low risk.
- between 50 to 90 points will be determined medium risk.
- score of 100 or greater will be determined high risk.

The goal for an LEA will be to have a low risk rating score.
Monitoring & Technical Assistance Reviews

Steps in the process:

- LEAs will complete the self-assessment (FY2017 Monitoring and Technical Assistance Checklist)

- LEAs submit completed checklist to Lplan and a copy to CTAE Region Coordinator by 5 pm on February 16, 2018

- At-Risk rating will be determined for each LEA (one-third based on GaDOE Financial Review score and two-thirds based on CTAE score)

- Approximately 30-32 LEAs will be reviewed annually

- High At Risk will be monitored along with 5-10 LEAs randomly selected from medium and low risk groups
Notification of On-Site Monitoring Visits

- LEAs selected for Monitoring and Risk Assessment Reviews (Compliance Reviews) notified by letter
  - Superintendent
  - CTAE Director
- Spring technical assistance meeting conducted by the Accountability and Finance Unit
  - Disseminate self-study assessment/monitoring documents
  - Review the monitoring process and procedure
MONITORING VISITS WILL REVIEW

The CTAE Accountability and Finance Unit conducts a monitoring and risk assessment of the following Perkins IV areas:

- Monitoring and Risk Assessment Checklist Results
- Core Indicators of Performance Data
- Financial Review Status
- Inventory
OCR/MOA

- LEAs selected for OCR (Office for Civil Rights) monitoring notified by letter
  - Superintendent
  - CTAE Director
- Spring technical assistance meeting conducted by the Accountability and Finance Unit
  - Disseminate self-study assessment/monitoring documents
  - Review the monitoring process and procedure.
  - Bring a team to this meeting including your facilities supervisor, special needs director, Title IX Coordinator, counselor, and someone from Human Resources.
Construction-Related Equipment Grant Reminders

FY 2018 Awardees

• Follow all close-out guidelines:
  • Upload invoices regularly
  • Complete the required GaDOE/CTAE equipment inventory form located on the CTAE website
  • Maintain a copy of the completed CTAE equipment inventory form in the office of the local board; copy should be available for review upon request.
  • Upload inventory form to the Attachment Tab of system’s FY 19 Consolidated Application
Construction-Related Equipment Grants

FY 19 Applicants

• Architectural plans for the facility must be submitted to and approved by GaDOE Facility Services unit.

• To receive grant funds operate a full-time program with a qualified teacher hired or position advertised.

• Optional quote review and purchasing guidance for use of CRE Bond Grant Funds

• If you choose not to review with program specialist you are on your own if not approved by GSFIC

• There is no guarantee of funds. Funds are allocated through the Governor and Legislative budgets.
Construction-Related Equipment Grants

- Stolen, lost or destroyed equipment that is less than five (5) years old must be reported in writing State CTAE Director within ten days of the discovery of the loss.
  - Include the name of the specific item, the cause of the loss (stolen, lost, damaged, destroyed, etc.) and the value of each item.
- State CTAE Director will then contact GSFIC, who is the owner of the equipment.
- LEA is responsible for the replacement of the value of the equipment lost. LEA has 60 days from the date the report was filed to replace the missing equipment.
Construction-Related Equipment Grant Timeline FY2020 Funding Requests

May 15, 2018 – Funding requests submitted to CTAE in the Consolidated Application by the LEA (Phase I Application)

June - July 2018 – CTAE reviews funding requests

August 2018 – Funding request submitted to DOE Facilities Office

September 2018 – Funding request forwarded to Governor’s Office of Planning and Budget

January 2019 – Governor’s budget presented to General Assembly which includes funds from state bond sale
Construction-Related Equipment Grant Timeline FY2020 Funding Request

April 2019 – General Assembly approves State Budget

May 2019 – Funding requests submitted to CTAE in the Consolidated Application by LEA (Phase II Application)

June 2019 – State Board of Education approves LEA grants if funded by the Georgia General Assembly

July 1, 2019 – Funds are available for LEA to purchase equipment

(Instruction is expected to begin August 2020)
FY18 AVTF Grants

• Grant funds available for FY18
• New or revised applications required
• Awards will be granted according to the following priorities:
  • Georgia Film Academy High Schools
  • Schools from the last cycle that did not receive an award
  • New schools that apply
    • First come, first served basis
    • Must have an active CTAE pathway
Use of Perkins Funds FY2019 and Budget Guidance

Distributed at Technical Assistance Meetings
New Format for Technical Assistance Workshops

• Extended time – 9:00 am – 3:00 pm
  • Lunch provided
  • Complete portions of application before workshop, i.e. attach equipment inventory, waiver letter (if required), upload Improvement Plan
• New tools and resources available to assist with accuracy
• Assistance available to review application as you work
GACTE SCHEDULE ALERT

Sunday, July 15:

2:00-4:00  New Leaders Orientation (Region Coordinators)
4:00-5:00  FY2019 CRE Phase II (Cheryl)
5:00-6:00  CTAE Advisory Council (Region Coordinators)
CTAE Timeline
(Dates and Deadlines through December 2018)

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Winter Conference 2018</td>
<td>39</td>
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</tbody>
</table>
CTAE Leaders
“Save The Dates”
Spring 2018

FY2019 Local Plan Technical Assistance Workshops

April 10, 2018  North, Central & South
April 12, 2018  North, Central & South
April 17, 2018  North, Central & South
April 18, 2018  South
April 19, 2018  North & Central
Perkins V
Reauthorization

• Reauthorization has not happened
• House passed HR 2353 in June
• Process starts over with new Congress
• Purpose of Act largely remains unchanged
• State and Local plan will change; states maintain authority over contents
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