

FY15 CRE Grant Recipient Training GACTE July 13, 2014



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

We are pleased to inform you that you have been approved to receive an FY2015 CRE Grant. It is our intent to serve as a support system through this process. We want this to be a painless process for you and your system.



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

*So who's money
is it anyway?*

SYSTEM?

DOE?

GSFIC?



Dr. John D. Barge, State School Superintendent

"Making Education Work for All Georgians"

www.gadoe.org

GSFIC

Georgia State Finance and Investment Commission



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

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.



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

Olden Times

Let's

no.203.078

THE WORLDS OF BEST NEWS PAPER

- since 1879 -

Georgia Public School

Systems Have

Investigation for Misuse of

of the News

Bond Funds

How do we Protect CTAE access to GSFIC Bond Funds?



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

Capital Related Equipment Grants (CRE) Guidelines (Handbook Provided)



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

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.



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

Required Assurances for the Grant

Funds from this grant will be used to purchase **major instructional equipment** items **ONLY** utilizing the following object sub-codes:



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

Funding Sub Codes

615 - Expendable Equipment less than \$5,000 (Major items only - per item cost must exceed \$100 unless approval is documented by the Content Area Program Specialist on the quote submitted for consideration).



Funding Sub Codes

616 - Computer Equipment less than \$5,000 (per item cost must exceed \$100 unless approval is documented by the Content Area Program Specialist on the quote submitted for consideration).



Funding Sub Codes

730 - Property (Equipment) over \$5,000

734 - Computers over \$5,000

612 - Computer Software (only

**Operating Systems and specialized
preapproved software for programs are
eligible) Software Banks are not
permissible.**



Implementing an Approved Construction- Related Equipment Grant



Dr. John D. Barge, State School Superintendent

"Making Education Work for All Georgians"

www.gadoe.org

Once 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 letter which includes an abbreviated version of the CRE guidelines.



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

The CTAE system contact person will then upload* the updated grant agreement and complete the budget detail in the system's Consolidated Application.

** the data side of the grant must 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.



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

A member of the
Accountability Team will sign
off on the grant once
notified via
lplan@doe.k12.ga.us



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

Approved grant recipient systems can make equipment purchases from July 1, 2014 to June 30, 2015, if they have followed the proper approval process documented in the FY15 CRE Guidelines.



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

Purchasing Guidelines for Use of FY15 Construction- Related Equipment Grant Funds



Dr. John D. Barge, State School Superintendent

"Making Education Work for All Georgians"

www.gadoe.org

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



A Good Rule 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?



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, **unless pre-approval is documented by the content area Program Specialist on the quote submitted for consideration.**



Examples of Items NOT Eligible for CREQ Reimbursement Cont'd

- Items that are in kits, sets, packs, units, systems, bundles and modules that contain consumable items or curriculum materials.
- Soil test kits,
- Training units,
- Tutorial materials

Note: Contact content program specialist for more details and guidance.



Dr. John D. Barge, State School Superintendent

"Making Education Work for All Georgians"

www.gadoe.org

Examples of Items NOT Eligible for CREQ Reimbursement Cont'd

- Instructional software - EXCEPT - Operating systems software (such as Windows XP, Windows VISTA, Windows 2000, Mac OS, Linux/Unix, DOS; Specialized Preapproved Software and Microsoft Office).
- Standard classroom furniture - such as student or teacher chairs, student or teacher's desks, utility carts, storage cabinets, filing cabinets, bulletin boards, shelving units, etc.



Examples of Items NOT Eligible for CREQ Reimbursement Cont'd

- "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 CREQ Reimbursement Cont'd

- 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 CREQ Reimbursement Cont'd

- Power or audio/video outlets, 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.



Mandatory Pre-Approval Process

Secure quotes for selected equipment by program area. Do not compile equipment for multiple program areas on one quote.



Make sure all Vendor Quotes are specific to the content area and are approved by the content area Program Specialist (quotes should be content program specific).



Dr. John D. Barge, State School Superintendent

"Making Education Work for All Georgians"

www.gadoe.org

Mandatory Pre-Approval Process

Submit PDF copies of quotes for approval that are program specific to lplan@doe.k12.ga.us. The subject line of your email should follow this format:

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



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

Mandatory Pre-Approval 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.



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

Mandatory Pre-Approval Process

An email will be sent to you by the Program Specialist within **ten** working days of receipt advising you of the approval or dis-approval of your purchase request with a co-copy to the CRE Grant Manager.



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

Mandatory Pre-Approval Process

You will not receive an approval code.

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



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

You may begin purchasing approved equipment after the local system has received approval from the content program specialist.



Dr. John D. Barge, State School Superintendent

"Making Education Work for All Georgians"

www.gadoe.org

Any Invoice submitted for reimbursement that was not originally submitted as a quote for review, and reviewed by a content Program Specialist will be denied.



Invoices referencing Quotes previously submitted (reviewed by content Program Specialist via email) for expenditures must be submitted via GAORS within 90 days of the invoice date. No purchase made after June 30, 2015 will be approved.



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

Any purchase made between April 1st and June 30th must be submitted by July 31st 2015.



Dr. John D. Barge, State School Superintendent

"Making Education Work for All Georgians"

www.gadoe.org

As purchases are made using CRE funds, they must be documented on the CRE Grant Equipment Inventory form. The completed inventory form must be submitted with your final request for reimbursement.



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

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



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

The system superintendent should notify the GaDOE by sending a message via lplan@doe.k12.ga.us.



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

Cancelled program grant funds cannot be used by the system in another program or “rolled over” into the next school year.



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

Future funding for a cancelled program grant will require that a new application be submitted by the local system. In this case, a new set of architectural plans will not be required.



Dr. John D. Barge, State School Superintendent

"Making Education Work for All Georgians"

www.gadoe.org

Disposal of CTAE Equipment

All equipment purchased with the grant funds are 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.



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

Between the purchase date and five years of use:

- **Notify (in writing) the GaDOE CTAE director of your need to dispose of the equipment. Provide a complete listing of items you wish to dispose.**
- **Identify the reason(s) for the disposal – obsolete, damaged beyond repair, closing the program, etc.¹⁹**



Between the purchase date and five years of use:

- **Notify other systems within the state with a similar instructional program of the availability for their pickup and transfer of the equipment item(s) to their system, after confirming transition with GaDOE CTAE Director.**
- **If after a sufficient period of time no one wants the equipment, the equipment can be disposed of in accordance with your local system's policy on surplus equipment disposal, after confirming with GaDOE CTAE Director.**



Between the purchase date and five years of use:

- Keep a written record of these steps and final disposition of the equipment items.



After five years of use:

- 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.
- It is suggested that any funds received from the disposal of such CTAE equipment be made available for use in the local CTAE program.¹⁹



A Closing Thought!

The intent of this process is not to keep you from acquiring the equipment that you need, but more so to ensure that you will not have to defend the fact that you have it!



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

Contact Info:
Brenda S. Barker
Program Manager Accountability
& Finance

brbarker@doe.k12.ga.us

404-463-5279



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org