

Career, Technical and Agricultural Education

CRE Grant Application Training January 15, 2014

Brenda S. Barker
Accountability & Finance
Program Manager



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***How do I make sure my
system is ready to apply?***



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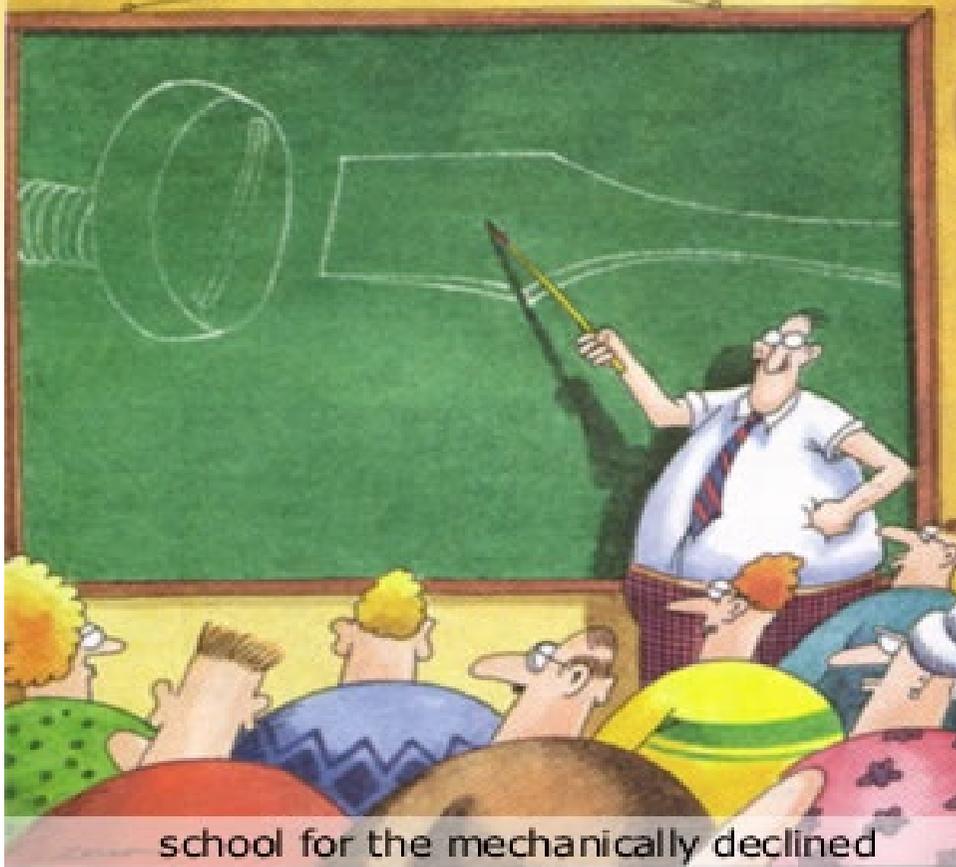
Question 1:

Has my system done the necessary research to determine what program(s) we need to be offering?

- Economic Development (Chamber)
- Local Business & Industry Survey
- Student Interest Survey
- Consulted DOE/CTAE Program Specialist



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Question 2:

Do these program(s) meet the requirements to receive CRE funding?

- These funds are only for CTAE Labs in new school buildings or in newly modified labs where new programs are being implemented.
- These grant funds are **NOT** for existing programs in facilities that are not undergoing a modification!
- Funds are not available to “update” a program.



Question 2 Continued:

Do these programs meet the requirements to receive CRE funding?

- 5 Years – Minimum commitment for program in a funded facility.
- CRE Grant funds are focused toward programs that begin in the fall of that school year.
- The grant funds are designed to only provide funding for large essential equipment.



Question 3:

Has my system made the commitment to provide the necessary funds to either build the new program(s) facility or modify a current facility, including furniture?

- CRE funds **cannot** be used for building materials or classroom/lab furniture!
- Grant Applicant/Recipient must own the facility.



Question 4:

Has my system submitted facility plans to the GaDOE Facilities Unit and received an approval letter from that division?

- DOE Facilities Services Resources website?

<http://public.doe.k12.ga.us/Finance-and-Business-Operations/Facilities-Services/Pages/Facilities-Services-Resources.aspx>



DOE Facilities Services Resources Website Continued

Architectural Review

O.C.G.A. 20-2-261 Common Minimum Facility Requirements

O.C.G.A. 25-2-14 Fire Protection and Safety

FED(1) 160-5-5-.10 Approval of Plans and Specifications

IDDF (14) 160-4-7-.14 [Personnel, Facilities, and Caseloads](#)

Guideline 3

[Guideline for Submission of Documents for Review of Planning, Bidding, and Construction of Educational Facilities](#)

Guideline 4

[Guideline for Square Footage Requirements for Educational Facilities](#)

Information [CTAE Lab Size Requirements](#)



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Purpose of Facilities Services Unit

Facilities Services assists local school systems in developing long-range capital improvement plans, acquiring the funds needed to implement their plans, and reviewing their architect's plans to construct adequate and safe school facilities

Facilities Services employs regional specialists throughout the state and utilizes a strong support staff in the Atlanta office to provide consultative and support services in the following areas:

- Plan Development
- Funding; and
- Architectural Review

Mr. Gerald Williams, Architectural Staff, Facility Services, GaDOE



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Question 5:

What is the definition of a NEW, MODIFIED and RENOVATED facility?

New Facility- the lab does not exist on the school's current facility site.

Modified Facility – the lab does exist on the school's current site, but requires significant alteration to meet the DOE/CTAE requirements to offer the new program.

Renovated Facility – Cosmetic Improvement that does not require a change to structural components of the existing facility. **This facility does not qualify.**



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Question 6:

Where do I find detailed information about required lab designs/layouts, square footage requirements, and also types of equipment that the lab(s) must be designed to support?

- **Lab Size Requirements -**

<http://archives.gadoe.org/DMGetDocument.aspx/CTAE%20Lab%20Size%20Requirements.pdf?p=6CC6799F8C1371F660D2D4D56AF769C3FDB93118AA587BB056FB43DB5B40E5E9&Type=D>

- **Suggested Lab Designs & Program Specific Equipment List**

<http://www.doe.k12.ga.us/Curriculum-Instruction-and-Assessment/CTAE/Pages/Facilities-Capital-Equipment-and-Equipment-Lists.aspx>



Question 6 Continued:

Where do I find detailed information about required lab designs/layouts, square footage requirements, and also types of equipment that the lab(s) must be designed to support?

- The DOE/CTAE Program Specialist are always at your disposal to offer suggestions or guide you to resources that may take care of Architectural design issues while in the development stage, which will expedite the approval process later.
- Direct contact with equipment vendors during the planning and development stage can provide design details that also will speed the process.



Question 6 Continued:

Where do I find detailed information about required lab designs/layouts, square footage requirements, and also types of equipment that the lab(s) must be designed to support?

As an FYI, the DOE Facility Services Group does have a staff member that is assigned to your region of the state. These staff members are given the charge to work directly with your systems facilities staff member. Please do not circumvent your systems chain of command by contacting these individuals directly. The issues that can result work the same on their side of the fence as it does on ours.



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Question 7:

Has my system already created the necessary drawing package, and **Completed** the mandatory submission and approval process through the DOE Facility Services?

- If a CRE request is to be considered in FY2016, the system **must** complete the plan approval process through DOE Facility Services prior to application!



Final Checklist

- All plans and specifications for new or modified facilities are submitted and approved by DOE Facilities Services before May 15th, (fifteen months before the program starts).
- System is committed to have all facility construction completed to facilitate program start at the beginning of the school year.
- System is committed to hire a certified teacher for each program grant requested.
- System is committed to provide all necessary resources for program success that are not provided in the grant.

If the answer to all of the above is yes, move next to the Phase I Application process.



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Phase I CRE Application Process

- The initial application is made no later than May 15th, fifteen months prior to the start of the program via the Consolidated Application.
- Architectural plans for new construction or modified construction must be completed, submitted and approved by GaDOE Facilities Unit prior to making application.
- The system director must attend the Spring Technical Assistance Drive-in for training the year you intend to apply.



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Applying On-Line Correctly

If the wrong date is entered in the Projected Date Instruction will begin in a new facility box. There is a very real chance that your CRE Grant Application will be missed, as this date is the date used to pull the FY funding report.

Facilities School Bldg. No.	Lab Name	Lab Status
113	Business Education Multi-Use Lab-FY14	New
113	Business Education Multi-Use Lab-FY14	New
113	Engineering Technology Multi-Use Lab-FY14	New
113	FACS Multi-Use Lab-FY14	New
113	Healthcare Science Multi-Use Lab-FY14	New

Facilities School Bldg. No.	Program projected to be Industry Certified	Requested Funding Amount
113	2015	48000
113	2015	48000
113	2016	36000
113	2014	54000

113	Engineering Technology Multi-Use Lab-FY14	New	Engineering & Technology	08/04/2014
113	FACS Multi-Use Lab-FY14	New	Family Consumer Science	08/04/2014
113	Healthcare Science Multi-Use Lab-FY14	New	Healthcare Science	08/04/2014



Your attention to detail as you complete the preliminary requirements and as you make application for your system will be the determining factors as to whether or not your system will receive a grant!



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CAREER, TECHNICAL AND AGRICULTURAL EDUCATION

Construction Related Equipment Grant (CRE) Guidance

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

Revised: December 13, 2013

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Sample CRE Agreement Letter

APPENDIX A
Georgia Department of Education (GaDOE)
Career, Technical and Agricultural Education (CTAE) Division
FY 2014 Vocational/Agriculture "EQUIPMENT GRANT AGREEMENT"
Must be uploaded by September 30, 2014 into System's Consolidated Funding Application

SYSTEM NAME:
This notice of approval and grant agreement, if accepted by the system by being placed in its Consolidated Application and signed off on by the CTAE Coordinator and the System Superintendent, constitutes a contractual agreement between the LEA (Board of Education) and the State Board of Education and a commitment of funds for the purposes as described in the agreement. All identified job equipment funding will be on a reimbursement basis from state bond proceeds. The Georgia Department of Education (GaDOE) and the Georgia State Financing and Investment Commission (GSFIC) has entered into an agreement that permits the GSFIC to administer the distribution of funds. For each project (job) funded from the sale of general obligation bonds, at least five percent of your allocation must be expended (and requisitioned) within two months after approval of the grant, and that 85 percent of the expendable proceeds be spent (and requisitioned) within ten months after approval of the grant. Failure to expend and requisition for reimbursement the funds appropriated for your projects within these time frames may cause the state to reduce the remaining unspent and/or un-requisitioned amounts to facilitate redistribution of unmet bond funds.

SYSTEM NO.:

All requisitions for reimbursements from local systems must be submitted via GAORS within 90 days of invoice date in order to receive reimbursement. Expenditures must be made during the grant period of July 1, 2013 to June 30, 2014. No requisitions for reimbursements will be accepted after July 31, 2014.

This addendum to the Local Plan for Improving Career, Technical & Agricultural Education and One-Year Funding Application for FY 2014 (hereinafter referred to as Local Plan Application) becomes effective no earlier than July 1, 2013. In addition to the annexes and conditions in the FY 2014 Local Plan Application, the local system board of education must agree to the following items:

1. The local board agrees to construct or modify the vocational education instructional facilities for schools in accordance with the architectural plans that have been approved for each program.
2. The total funds available to the local school system for the purchase of instructional equipment for identified CTE (vocational) program(s) through this grant program are listed at the end of this document. The grant period will be July 1, 2013 through June 30, 2014. Funds may not be obligated prior to the beginning of the grant period. All equipment purchased with the grant funds must be received by June 30, 2014. The local system will be reimbursed for the cost of purchased instructional equipment based on the submission of the approved paid invoices. These invoices will be submitted online through Grants Accounting Application. The request for reimbursement is to be submitted to the Accounting Staff at the local school system. The final request for reimbursement needs to be submitted no later than July 31, 2014, but the invoice date must not exceed June 30, 2014. The Grants Completion Report of Expenditures



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Appendix C Construction Related Equipment Grant Timeline FY 2016 Funding Request

May 15, 2014 – Request fundingsubmitted to CTAE in the Consolidated Application by the LEA

June – July, 2014 – CTAE reviews funding request

August, 2014 – Funding request submitted to DOE Budget Office

September, 2014 – Funding request forwarded to Governor's Office of Planning and Budget

January, 2015 – Governor's budget released to General Assembly

April, 2015 – General Assembly approves State Budget

June, 2015 – State Board of Education approves LEA grants if funded by the Georgia General Assembly

July 1, 2015 - Funds are available for LEA to purchase equipment

Other Important Dates

January 15, 2014 – Construction Related Equipment Grants Phase I Workshop - LEAs applying for FY 2016 funding - Macon Marriott City Center – 1:00-3:00pm

March 13, 2014 - Construction Related Equipment Grants FY 2014 Close Out Workshop (LEAs funded in FY2014)
Warner Robbins Hilton Garden Inn – 1:00-3:00pm

July, 2014 - LEAs receiving FY 2015 Construction Related Equipment Grants – Grant implementation meeting during GACTE Conference

Revised: December 13, 2013



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

brbarker@doe.k12.ga.us

404-463-5279



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