Career, Technical and Agricultural Education

CRE Grant Application Training

January 15, 2014

Brenda S. Barker
Accountability & Finance
Program Manager
How do I make sure my system is ready to apply?
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
school for the mechanically declined
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?

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
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
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.**
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** -

- **Suggested Lab Designs & Program Specific Equipment List**
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.
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.
Phase I CRE Application Process

• The initial application is made no later than May 15\textsuperscript{th}, 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.
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.

<table>
<thead>
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<th>Facilities School Bldg. No.</th>
<th>Lab Name</th>
<th>Lab Status</th>
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<tbody>
<tr>
<td>113</td>
<td>Business Education Multi-Use Lab-FY14</td>
<td>New</td>
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<td>113</td>
<td>Business Education Multi-Use Lab-FY14</td>
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<td>113</td>
<td>Engineering Technology Multi-Use Lab-FY14</td>
<td>New</td>
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<td>113</td>
<td>FACS Multi-Use Lab-FY14</td>
<td>New</td>
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<tr>
<td>113</td>
<td>Healthcare Science Multi-Use Lab-FY14</td>
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Fiscal Year Program projected to be Industry Certified: 2015
Requested Funding Amount: 48000

This Date is Critical
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!
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

Dr. John D. Barge, State School Superintendent
www.gadoe.org
Sample CRE Agreement Letter

APPENDIX A
Georgia Department of Education (GaDOE)
Career, Technical and Agricultural Education (CTAE) Division

FY 2014 Vocational/Agricultural “EQUIPMENT GRANT AGREEMENT”

This notice of approved and grant agreement, if accepted by the system by being placed in its Consolidated Application and signed off 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 this agreement. All identified job equipment funding will be on a reallocation basis from the grant proceeds. The Georgia Department of Education (GaDOE) and the CTAE Department of Education (GCTE) has entered into an agreement with the CTAE Department to administer the distribution of funds. Year each project(s) is funded from the state of Georgia. All obligations under the agreement are to be spent and reimbursed by the grantee. Failure to spend and reimbursement the funds appropriated for the grantee within these time frames may cause the state to reduce the remaining unspent and/or un-reimbursed amounts to facilitate redistribution of unused funds.

All requirements for reimbursements from local systems must be submitted via GaDOE within 30 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 expenditures for reimbursement will be accepted after July 1, 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 assurances 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 incorporate or modify the vocational education instructional facilities for schools in accordance with the technical 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 CTAE (vocational) programs is through the grant program are listed at the end of this document. The grant period will be from 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 school system will be reimbursed for the cost of purchased instructional equipment based on the submission of the approved application. The equipment will be submitted online through Grants Accounting Application. The equipment for reimbursement will be submitted online through Grants Accounting Application. The equipment for reimbursement needs to be submitted no later than July 31, 2013. The invoice date may not exceed June 30, 2014. The Grant Completion Report of Expenditures is required.
Equipment Inventory Form

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<th>Data Manufacturer</th>
<th>Description of Equipment</th>
<th>Serial Number of Equipment</th>
<th>Receiving Date</th>
<th>Cost of Equipment</th>
<th>Items Status</th>
<th>Funding Source</th>
<th>Auction or Exchange</th>
<th>Condition of Equipment</th>
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Appenda B

Inventory Management System

Page 1 of 1

1/1/2012

Revised December 15, 2011
Appendix C
Construction Related Equipment Grant Timeline
FY 2016 Funding Request

May 15, 2014 – Request funding submitted 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 2015 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

Dr. John D. Barge, State School Superintendent
Revised: December 13, 2011
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