

Career, Technical and Agricultural Education

CRE Grant Application Training

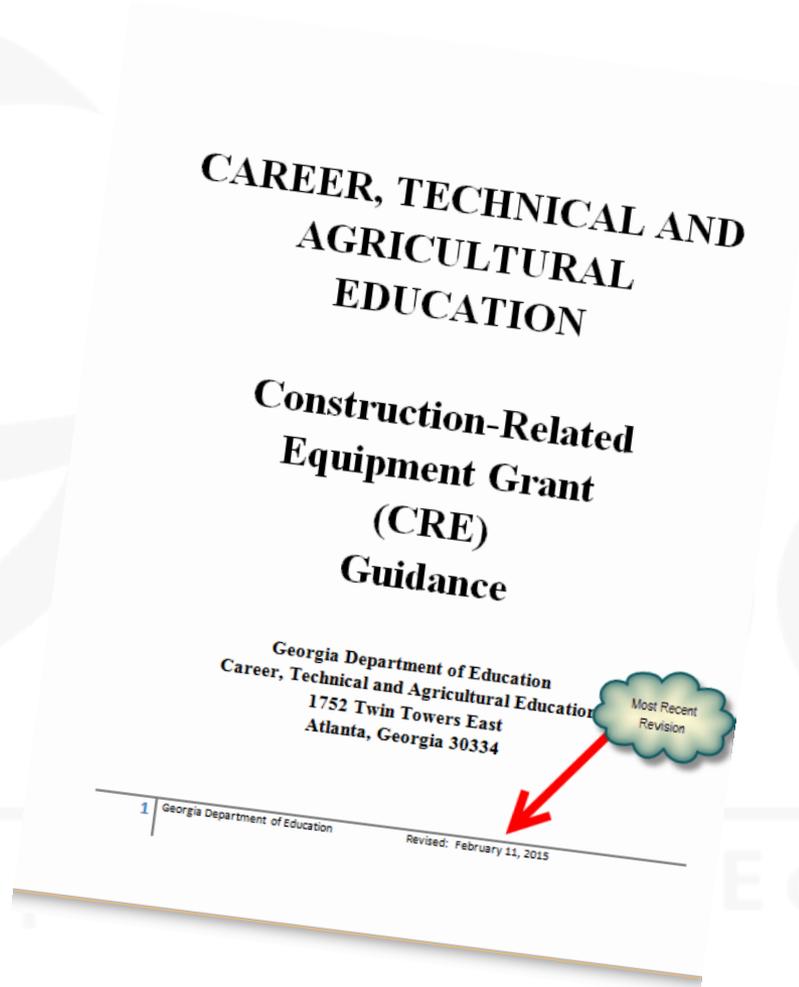
March 16, 2015

Brenda S. Barker
Program Manager
Accountability & Finance

Construction-Related Equipment Grant (CRE) Guidance



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Contact Information for Each Program Specialist

CAREER, TECHNICAL AND AGRICULTURAL EDUCATION Construction-Related Equipment (CRE)

This document is intended to provide both general and specific information about recommended CTAE secondary lab designs, equipment and equipment grants. It is suggested that you use the information herein to answer your general questions, and then contact the appropriate GaDOE Program Specialist for more specific information.

GaDOE Contact Information

Roy Rucks rrucks@doe.k12.ga.us	North Region Coordinator - CTAE (404) 805-7279
Nancy Bessinger nbessinger@doe.k12.ga.us	Central Region Coordinator - CTAE (404) 805-9633
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Stan Mitchell smitchell@doe.k12.ga.us	North Region Coordinator – Agriculture, Food and Natural Resources (706) 552-4461
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Mark Crenshaw mcrenshaw@doe.k12.ga.us	Science, Technology, Engineering and Math (STEM); Energy; Manufacturing (404) 657-8316
Carol Burke cburke@doe.k12.ga.us	Architecture & Construction; Arts, A/V Technology & Communications; Transportation, Distribution & Logistics (404) 657-8308
Daphne Bonaparte dbonaparte@doe.k12.ga.us	Human Services (Nutrition & Food Sc. (Interiors, Fashion & Textiles); Hospita Education & Training (404) 463-6406
Linda Smith lsmith@doe.k12.ga.us	Marketing (404) 657-6588

Purpose of CRE Grant

The purpose of Capital Equipment Bond Grant funding is to provide funding for large essential equipment for CTAE programs:

- (1) in new school buildings;
- (2) in newly remodeled labs;
- (3) where new programs are being implemented.



This grant is **NOT** for existing labs and existing programs. Capital equipment includes items which are considered major equipment purchases having a life cycle of at least five years and which are repairable, not replaced. Grants are approved with the understanding that a minimum of five years is committed for program use in the specified lab.

Preparing for a New Lab

Have you completed the necessary research to determine which program(s) you need to offer?

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



Determining Your Lab Design



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The unique nature of the CTAE program curriculum requires that there be a variety of lab designs to complement the various curricula.

- **Multi-functional** – can accommodate instruction in several career pathways
- **Single function** – specific to a single career pathway



The nature of the curriculum dictates the layout and/or design of the lab. Lab designs may be modified to reflect changes in program emphasis. The square footage requirements of these labs are important in meeting Industry Certification standards, safety standards and for eligibility for equipment grants.

WORK CLOSELY WITH YOUR PROGRAM SPECIALIST IN LAB DESIGN!!!!
SAMPLE DESIGNS ARE UNDER CONSTRUCTION AND WILL BE ON CTAE WEBSITE!

Do the programs you selected meet the requirements for CRE Funding???



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- ✓ CTAE Lab will be in a new school building, or
- ✓ CTAE Lab will be in a newly modified lab.
- ✓ Grant funds are **NOT** for existing programs in facilities that are not undergoing a modification.
- ✓ LEA commits to 5-years minimum to operate program in funded facility
- ✓ LEA plans to open new programs in the fall of the school year
- ✓ Grant funds are designed to provide for large essential equipment
- ✓ Local funds will be provided for smaller items needed by the program
- ✓ CRE funds **cannot** be used for building materials or classroom/lab furniture
- ✓ Grant applicant/ recipient must own the facility



Has your system submitted facility plans to the GaDOE Facilities Unit and received a letter of approval from that division?

GaDOE Facilities Services Resources Website

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

Guidelines for Submission of Documents for Review of Planning, Bidding, and Construction of Education Facilities

Guideline for Square Footage Requirements for Educational Facilities

Information on CTAE Lab Size Requirements

Purpose of Facilities Services Unit



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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
Mr. Gregg Snapp, Architectural Staff, Facility Services, GaDOE

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.

DOES NOT QUALIFY FOR FUNDING!!



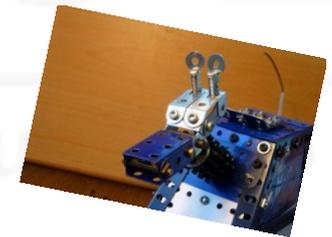
Final Checklist...are you ready to apply??

- ✓ All plans and specifications for new or modified facilities are submitted and approved by GaDOE Facilities Services before May 15th (thirteen months before the program is to open).
- ✓ LEA will have all facility construction completed to facilitate program start at the beginning of the school year.
- ✓ LEA will hire a full-time certified teacher for each program grant requested.
- ✓ LEA will provide all necessary resources for program success that are not provided in the grant.
- ✓ LEA will commit to a minimum of 5-years program operation.

If the answer to all of the above is YES, you are ready to move to the Phase I Application process.

Phase I CRE Application Process

- 1) The initial application is made no later than May 15th, thirteen months prior to the opening of the program via the Consolidated Application.
- 2) Architectural plans for new construction or modified construction must be completed, submitted and approved by GaDOE Facilities nit prior to making application.
- 3) The system CTAE Director must attend the Spring Technical Assistance Drive-in for training the year you intend to apply.
- 4) All facility information including program names, lab names, lab status, dates of Local BOE approval, occupancy date, date architectural plan approved, facility code, program clusters to be offered and date instruction will begin in new facility will be entered into the consolidated application.



Timeline for FY2017 Grants



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Construction-Related Equipment Grant Timeline FY 2017 Funding Request

*Sequence
of Events*

May 15, 2015 – Request funding submitted to CTAE in the Consolidated Application by the LEA

June – July, 2015 – CTAE reviews funding request

August, 2015 – Funding request submitted to DOE Budget Office

September, 2015 – Funding request forwarded to Governor's Office of Planning and Budget

January, 2016 – Governor's budget released to General Assembly

April, 2016 – General Assembly approves State Budget

June, 2016 – State Board of Education approves LEA grants if funded by the Georgia General Assembly

July 1, 2016 - Funds are available for LEA to purchase equipment

Phase II CRE Application Process



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- 1) By May 15th, 12 months after your Phase I application was submitted you will be contacted to verify that all grant requests are accurate and valid for funding pending State Board approval.
- 2) By this date the new facility construction or modifications should be completed, or confirm that it will be completed by the stated program start date.
- 3) Verify that a fulltime CTAE certified teacher has been hired, or confirm that this step will be completed on program start date.
- 4) Commit to attend the CRE Grant Recipients' training to be held as a GACTE pre-conference event.
- 5) Systems scheduled to receive CRE funds may begin the equipment quote review process no earlier than June 1 of the grant award year.
- 6) No equipment purchase should be made prior to the completion of the following:
 - The uploading of the agreement letter
 - Development of the grant budget
 - DOE Grants Accounting "Approval" of the budget



What is "equipment" for the purpose of this grant?

The equipment needed for instruction in CTAE labs is quite varied; items can be small to very large, inexpensive to very expensive or durable to very fragile. Program Specialists, working with both vendors and program advisory committees, regularly review and update the recommendations for their respective programs.

- **Items must be durable, repairable and have a useful life of five years or more. CRE funds are for major equipment purchases. Individual items must have a value of \$100 or more to be eligible, unless item details are submitted in writing to the Grant Area Program Specialist for review. All items purchased must be maintained on the CRE Inventory and retained for five years.**
- **It should be understood that every purchase necessary for program implementation is not covered by this grant. Certain purchases are the responsibility of the local school system**

Guidelines for Implementing an Approved Construction-Related Equipment Grant

- 1) The CRE grant applications for the upcoming fiscal year will go to the State Board for its approval in June.
- 2) Once the state budget has been approved and the State Board has approved the recommended list of system grant recipients, the system Superintendent will be sent the CRE grant agreement letter (See Appendix A for a sample.)
- 3) The local system should ensure that all parts of the agreement letter are correct and will be carried out before signing off on the agreement within the Consolidated Application (Con App).
- 4) The CTAE System Contact person will then upload the updated grant agreement letter and complete the budget detail in the system's Consolidated Application document. ***(The data side of the grant must be rejected to allow system to upload agreement)***
- 5) The CTAE Director and the school system Superintendent will sign off on the grant in the Consolidated Application. Both parties must sign off on both the Data Collection side and the Budget side of the grant in the Consolidated Application document.

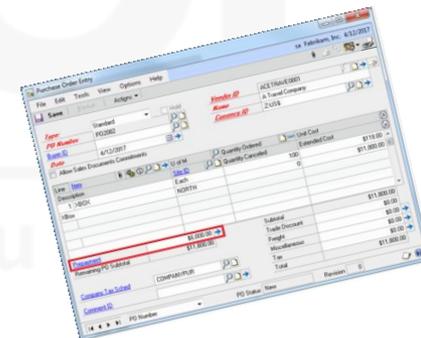
Guidelines for Implementing an Approved Construction-Related Equipment Grant (Cont'd)

- 6) The Accountability and Finance Program Manager will review and then sign off on the grant.
- 7) After GaDOE's review of the system submissions, the Construction-Related Equipment grant allocation amounts will appear on the Consolidated Application budget tab (continue to check the Con App periodically).
- 8) Approved grant recipient systems can then submit vendor equipment purchase invoices that have been validated by the Program Specialist review process.
- 9) All equipment purchases must be made by June 30th of the funded fiscal year.

Requisitions for reimbursement (reviewed by content Program Specialist via email) for expenditures must be submitted via the Grants Accounting On-Line Reporting System (GAORS) within 90 days of the invoice date during the period of July 1st to June 30th of the fiscal year.

Vendor Quote Review Process

- Secure vendor quotes for selected equipment by program area. Do not combine equipment for multiple program areas on one quote.
- Submit **PDF** copies of quotes for review that are program specific to LPlan@doe.k12.ga.us. The subject line of your email should follow this format:
FYXX CRE Review Request - **Your** System – **Program** Lab
- The email will be routed to the appropriate Program Specialist for review, with a co-copy to the Accountability & Finance Program Manager within three working days of receipt.
- An email will be sent to you by the Program Specialist **within ten working days of receipt**, with a co-copy to the Accountability and Finance Program Manager.



Other Terms of Agreement Continued



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- ❖ At the conclusion of the year in which the grant was funded, a final copy of the inventory list is to be uploaded by July 31 to the Attachment Tab of the LEA's Consolidated Application for the following fiscal year.
- ❖ If an LEA, for any reason, decides to close the identified CTAE program within five (5) fiscal years after the approval of the grant, the LEA must send an email to LPlan@doe.k12.ga.us with a copy to the State CTAE Director and the Program Manager for CRE State Bond grants. The CTAE division will then initiate the transfer of equipment to another school in the LEA or to another LEA.



Brownian

Lost, Theft, Damaged or Destroyed Property Procedure



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- ❖ Equipment purchased with CRE State Bond Grant funds are expected to be kept in good working order for five years and used for instruction in the lab for which it was purchased. The equipment must be replaced by the LEA if it is lost within five (5) years due to theft, disrepair, damage, destruction or not in operation for any other reason. The replacement equipment must be comparable to the equipment it replaces. This equipment must be reported on the CRE Equipment Replacement Form found on the GaDOE/CTAE website. If the equipment was stolen, the LEA must provide the State CTAE Director with a copy of the police report. If the equipment was damaged or destroyed, the LEA must provide the State CTAE Director with a copy of the insurance claim. Insurance claims and police reports must be submitted to the State CTAE Director within two weeks of receipt.



Items Not Allowed from Grant Funds

The following are **examples of items and costs that are not eligible** for reimbursement from grant funds. This list is not intended to be all inclusive of the items that are not eligible.

Remember, prior review of purchases by the Grant Program Specialist is required of all purchases for reimbursement. Items that are not eligible include:

- Standard classroom furniture – including student or teacher chairs, student or teacher's desks, utility carts, storage cabinets, filing cabinets, bulletin boards, shelving units, etc.
- "Storage" facilities and equipment such as shelving units, shade structures, head houses, potting sheds, utility buildings, carports, tool boxes, job boxes, and show boxes.
- Copier contracts, service contracts, annual renewal agreements, advanced billing as "future" shipping, estimates costs, late fees, training of personnel, warranties, and taxes.

Items Not Allowed from Grant Funds



- Shipping, handling and installation charges can only be reimbursed if the charges for these items are included in the total item cost on the invoice. **If itemized on the final invoice they will not be approved.**
- Supplies – including projector bulbs, batteries, calculators, home soil tests, label maker tape, pliers/screwdrivers, badges, gloves, wire brushes, saw blades, ink cartridges/toner, staples, paper, binders, glue sticks, small hand tools, etc.
- Vehicles –The purchase or lease of automobiles, trucks, buses, boats, golf carts, and motorcycles.
- Power or audio/video outlets, connectors, cables or wires used for installation or updating facilities for equipment operation.
- Equipment for personal use.
- Computers (CPU) must be fully assembled and purchased with the necessary accessories (keyboard, monitor, mouse, Operating Systems software, etc.) included. School systems cannot purchase replacement parts for existing computers.



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**ALL PURCHASES ARE SUBJECT TO
GaDOE REVIEW AND GSFIC (GEORGIA
STATE FINANCING AND INVESTMENT
COMMISSION) APPROVAL.**

**GaDOE does not approve invoices
for payment only GSFIC.**

Georgia Department of Education

Guidance for Reimbursements



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- System requests for reimbursements will be handled through GAORS by the system financial person.
- Use the “total” invoice amount on the GAORS forms where requested.
- Make sure all invoices are specific to the grant program area and were reviewed by the Accountability and Finance Program Manager.
- Make sure all invoices give complete names and/or descriptions of items purchased under the grant.
- Vendor web site prices will be reviewed to determine if invoiced prices are accurate.
- Scanned invoices must be readable and saved in **PDF format**.
- Do not upload purchase orders or copies of paid checks, upload only invoices. Please upload in groups of ten or less.
- Following approval of the grant budget on the Consolidated Application, reimbursements can be requested after items are received and invoiced.

A school system cannot be reimbursed for:

- a) Consumable supplies
- b) Consumable equipment
- c) Shipping/handling/freight/installation charges (**unless it is included in the total item cost on the invoice**)
- d) Taxes
- e) Service contracts
- f) Annual renewal agreements
- g) Advanced billing as future shipping
- h) Purchase orders
- i) Estimates
- j) Late fees
- k) Personnel training
- l) Warranties



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

- The system superintendent should notify the GaDOE by sending an email to LPlan@doe.k12.ga.us detailing the facility, program grant name, amount of funding and an explanation why funds requested were not used.
- Future funding for a cancelled program grant will require that a new application be submitted by the local system.
- Cancelled program grant funds cannot be used by the system in another program or "rolled over" into the next school year.

Disposal of CRE Funded Equipment

The state-funded equipment grant agreement stipulates that the local board agrees that if, for any reason, any portion of the specified lab ceases to be used for the purposes established in the grant program request, instructional equipment will be released for transfer to other CTAE programs in the state. 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.



Between the purchase date and five years of use:

- Notify by email the GaDOE CTAE State 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.
- GaDOE will notify other systems within the state with a similar instructional program of the availability for the pickup and transfer of the equipment item(s).
- A written record of the final disposition of the equipment items should also be documented on the systems CRE Grant Inventory Control Document.

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.
- Any funds received from the disposal of CTAE equipment should be reinvested in the local CTAE program.

Maintaining Inventory of Capital Related Equipment

The local board agrees to maintain an inventory of the equipment purchased with the CRE State Bond Grant funds in accordance with GaDOE and LEA inventory procedures.

- The GaDOE/CTAE inventory form located on the CTAE website is required.
- A copy of the completed CTAE inventory form is to be kept in the office of the local board and should be available for review upon request.
- At the conclusion of the year in which the grant was funded, a final copy of the inventory is to be uploaded to the Attachment Tab of the system's Consolidated Application for the next fiscal year.
- If a system, for any reason, decides to close the identified CTAE program within five (5) years, the system must send an email to LPlan@doe.k12.ga.us with a copy to the State CTAE Director and the Accountability and Finance Program Manager. The CTAE division will initiate the transfer of equipment to another school in the system or to another LEA.



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Maintaining Inventory of Capital Related Equipment

The local board agrees to maintain an inventory of the equipment purchased with the CRE State Bond Grant funds in accordance with GaDOE and LEA inventory procedures.

- Stolen, lost or destroyed equipment that is less than five (5) years old must be reported to the State CTAE Director. The State CTAE Director is to be notified of the name of the specific item, the cause of the loss (stolen, lost, damaged, destroyed, etc.) and the value of each item. The State CTAE Director will then contact GSFIC, who is the owner of the equipment. The LEA is responsible for the replacement of the value of the equipment lost.

Georgia Department of Education

Required Certification

By signing this report, 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 Federal 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. (US Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812)

CTAE Director

Superintendent

Please return with original signatures!

Other Important Dates

March 16, 2015 – Construction-Related Equipment Grants Phase I Workshop - LEAs applying for FY 2017 funding –Homewood Suites, 1514 Bass Road, Macon, GA– 1:00pm-3:00pm

March 11, 18, 26, 2015 – Construction-Related Equipment Grants FY2015 Close Out Workshop (LEAs funded in FY2015) after spring updates – 1:00pm-3:00pm

April, 2015 – Technical Assistance Workshops in each region

July 12, 2015 - LEAs receiving FY2016 Construction Related Equipment Grants – Grant implementation meeting during GACTE Conference—4:00pm-5:00pm.

CRE LAB FUNDING LEVELS



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FY 2016 Construction-Related Equipment Grant Funding Levels

Lab	New	Modified
Agriculture, Forestry & Natural Resources		
Agriculture Mechanics Lab	\$108,000	\$81,000
Agriculture Multi-Use Lab	\$90,000	\$67,500
Plant Science/Horticulture Lab	\$90,000	\$67,500
Forestry/Natural Resources Lab	\$48,000	\$36,000
Food Processing Lab	\$175,000	\$140,000
Middle School Agriculture Lab	\$48,000	\$36,000
Architecture & Construction		
Construction Lab		
HVACR Lab		
Architectural Drawing & Design Lab		
Metals Lab		
Arts, AV Technology & Communication		
Audio/Video Technology & Film		
Graphics Design Lab		
Graphics Communication Lab		
Business Management and Administration		
Business Management Multi-Use Lab	\$48,000	\$36,000
Middle School Business Education Lab	\$36,000	\$27,000
Education and Training		
Early Childhood Education Lab	\$36,000	\$27,000
Energy		
Energy	\$108,000	\$81,000
Finance		
Business Management Multi-Use Lab	\$48,000	\$36,000
Information Technology		
Information Technology Lab	\$48,000	\$36,000
Health Science		
Health Science Multi-Use Lab	\$54,000	\$40,500
Middle School Health Science Lab	\$30,000	\$22,500
Hospitality & Tourism		
Marketing Multi-Use Lab	\$24,000	\$18,000
Culinary Arts Lab	\$90,000	\$67,500

Will be updated annually

RESULTS OF THE CAPITAL EQUIPMENT STATE AUDIT

GaDOE had no findings in the audit results. We did address the three "*Items for Consideration*" expressed by the auditor.

DOE may wish to consider altering the CRE grant program to allow school systems to receive state funding for vocational equipment without a related facility project.

DOE should consider tracking the full cost for equipping vocational labs. Staff indicated that the funding levels are intended to cover the costs for a lab's basic, large equipment, but without actually tracking the total cost, DOE is unable to determine the state's share.

RESULTS OF THE CAPITAL EQUIPMENT STATE AUDIT

DOE may wish to consider developing a reimbursement schedule for vocational equipment in renovated labs that considers the life span of the equipment and the amount of time since state funding was last provided. DOE's reimbursement rates for renovated labs assume some of the equipment from the prior lab is usable, but the rates do not consider the actual age of the used equipment in the lab. If it has been a significant amount of time since the equipment has been replaced, the reduced rate may not sufficiently fund equipment needs.

GaDOE 's RESPONSE

The Career, Technical and Agricultural Education (CTAE) Division will consider developing a reimbursement schedule for vocational equipment in renovated labs that considers the life span of the equipment and the amount of time since state funding was last provided. The CTAE Division plans to develop a suggested vocational equipment list and update the list annually. Additionally, CTAE plans to create sample lab designs. These designs will be done with the input of business and industry stakeholders. The lab funding levels will be reviewed annually to ensure that the funding levels are sufficient.

GaDOE recognizes that there are local school systems that need vocational equipment but do not have a related facility project (a new lab or a renovated lab), which is a requirement to qualify for the vocational equipment bond funds. As a result, these local school systems do not qualify for vocational equipment state bonds. Funding these systems would be a state budget decision.

QUESTIONS

