



Richard Woods,  
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# FY17 CRE Grant Recipient Training

## GACTE

### July 10, 2016

### 4:00 - 5:00 pm

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**We are pleased to inform you that you have been approved to receive an FY2017 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.**

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*So who's money is it  
anyway?*

**SYSTEM?  
DOE?  
GSFIC?**



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# GSFIC

## Georgia State Finance and Investment Commission

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# Who is the GSFIC?



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## The members of the Commission

Governor (chairman and chief executive officer)

Lieutenant Governor (vice-chairman) State Auditor  
(secretary and treasurer)

Speaker of the House of Representatives Attorney  
General

Commissioner of Agriculture

Director of the Office of Treasury and Fiscal  
Services



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# 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.

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Golden Times

Let's

no.203.078

THE WORLD'S OLDEST NEWSPAPER

- since 1879 -

Georgia Public School

Systems Under

Investigation for Misuse of

of the News

Bond Funds



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# How do we Protect CTAE access to GSFIC Bond Funds?

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# Construction- Related Equipment (CRE) Bond Grant Guidelines

(Handbook Provided)  
*Revised: July 1, 2016*

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# GaDOE Contact Information

Program Specialist Contact information is in the manual by Cluster for assistance with lab design or equipment purchase. Take advantage of their expertise before you make your purchases.

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# BONDS GRANT OVERVIEW

- Only used for major equipment purchases
- Programs are to open at beginning of school year
- Equipment with a life cycle of five years or more and are repairable, not replaced
- Minimum value of \$100 per item
- Equipment purchased must be for direct instruction to students
- Program Specialist are available to assist with lab design and approvable equipment

# Facilities

- ✓ Lab designs are available through respective program specialist
- ✓ These are suggestions not required lab designs
- ✓ We encourage your creativity and vision provided it is approved for safety by GaDOE Facilities Division
- ✓ Labs will only be approved for State Board Approved CTAE Program Clusters

# School Districts' Flexibility Options

The following guidelines are not subject to flexibility waiver:

- Safety of students and community of the facility
- Purchasing guidelines from GSFIC
- Deadlines for purchases and submission of grant equipment purchases and payments through GAORS
- OCR Requirements (Office for Civil Rights)



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## 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.**

**Safety of the facility cannot be waived by an LEA.**

# Required Assurances for the Grant

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

- 615 – Expendable Equipment less than \$5,000
- 616 – Computer Equipment and Computers less than \$5,000
- 730 – Property (Equipment) over \$5,000(per item)
- 734 – Computers over \$5,000
- 612 – Computer Software



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# Implementing an Approved Construction-Related Equipment (CRE) Bond Grant

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After 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 which includes an abbreviated version of the CRE guidelines.

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The CTAE system contact person will then upload\* the updated grant agreement, with original signatures of the superintendent and director. The system director must then 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*



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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.



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A member of the Accountability  
Team will sign off on the grant  
once notified via  
[lplan@doe.k12.ga.us](mailto:lplan@doe.k12.ga.us)

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# Phase II Process

- 1) By May 15<sup>th</sup> data from FY2017 request should be entered in Consolidated Application.
- 2) Verify by phone or at GACTE accuracy for funding
- 3) GaDOE should review a copy of your facility approval letter
- 4) Attend meeting at GACTE
- 5) Begin equipment review process July 1
- 6) Purchases may begin after the following have been completed:
  - Upload the grant agreement with required certification original signatures for Director and Superintendent
  - Develop and enter budget
  - Grants Accounting approval of budget



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# Purchasing Guidelines for Use of FY2017 Construction-Related Equipment (CRE) Bond Grant Funds

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# 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 CRE Reimbursement Cont'd

- curriculum materials, lab projects, activity guides, etc ...
- Soil test kits,
- Training units,
- Tutorial materials

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



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# Examples of Items NOT Eligible for CRE Reimbursement Cont'd

- Standard classroom furniture - such as student or teacher chairs, student or teacher's desks, utility carts, storage cabinets, filing cabinets, bulletin boards, shelving units, and textbooks, etc. These are considered to be "*operational costs*" and are not reimbursable through the grant.

# Examples of Items NOT Eligible for CRE 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.



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## Examples of Items NOT Eligible for CRE 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 CRE 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.



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Approved grant recipient systems can make equipment purchases from July 1, 2016 to June 30, 2017. An optional approval process through Program Specialists is available to assist you in making approvable GSFIC purchases. This is documented in the guidelines.



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# Optional Pre-Approval Process

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



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## Optional Pre-Approval Process

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

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



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## Optional 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.

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## Optional Pre-Approval Process

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

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# Optional 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.**

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# 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?



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# Reimbursement of CRE Expenditures

Invoices for expenditures must be submitted via GAORS within 90 days of the invoice date. No purchase made after June 30, 2017 will be approved.

## Reimbursement Process

- 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.

# Reimbursement Process (Con't)

- 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.

## Reimbursement Process (Con't)

- 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.

# Final Inventory



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As purchases are made using CRE funds, they must be documented on the CRE Grant Equipment Inventory form. The completed inventory form must be attached to your FY2018 Consolidated Application.



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# Unencumbered Grant Funds at the End of the Grant Period

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

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The system superintendent should notify the GaDOE by sending a message via [lplan@doe.k12.ga.us](mailto:lplan@doe.k12.ga.us) detailing the facility, program grant name, amount of funding and an explanation why funds requested were not used.



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

# Closing of CRE Program Within Five Years



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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:

- The LEA Superintendent will notify in writing the GaDOE CTAE State Director of the decision to close the program.
- Provide a list of equipment purchased with Construction-Related Equipment Bond Grant funds for specified program.
- 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 system's CRE Inventory Form.

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# Closing of CRE Program Within Five Years (Con't)



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- 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 system's CRE Inventory Form.

# Stolen, Lost or Destroyed Equipment

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.

If the equipment was stolen, the LEA must provide the State CTAE Director with a copy of the police report.

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.

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.

**Appendix A - Sample Equipment Agreement**

**Appendix B - Sample Equipment Inventory Form**

**Appendix C - Construction-Related Equipment Bond Grant  
Timeline FY2017**

**Appendix D - FY2017 Construction-Related Equipment Grants  
Funding Levels**

**Appendix E - Con App Construction-Related Equipment Bond  
Grant Application**

# Disposal of CRE Funded Equipment After Five Years



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- 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.

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# 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!**

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