Career, Technical and Agriculture Education
Winter Professional Learning Conference
February 13, 2019

Accountability & Finance Team

Cheryl Clemons
CTAE Program Manager
Accountability and Finance
1752 Twin Towers East
205 Jesse Hill Jr. Drive
Atlanta, GA 30334
Tel: 404-463-5279
Fax: 404-651-8984
Email: cclemons@doe.k12.ga.us
Overview

• Perkins Plus
• Monitoring/Risk Assessment Reviews
• Office of Civil Rights Compliance Reviews
• CRE Grants
• Timeline – February- December, 2019
• Technical Assistance
• FY19 Carryover Grants
• Grant Amendments/Close-out
• GACTE
Request for Proposal
For
Carl D. Perkins
PERKINSplus
Reserve Fund Grants
Fiscal Year 2020

Dissemination Date:
February 4, 2019

Deadline:
February 28, 2019
5:00 p.m.

Georgia Department of Education
Division of Career, Technical and Agricultural Education
1757 Twin Towers East
Atlanta, GA 30334
Requirements for Submitting Perkinsplus Grant Application

• A completed application with **all required** attachments must be received no later than 5pm on February 28, 2019.

• Confirm that applications are complete before submitting.

• Applications must be sent via email to [Lplan@doe.k12.ga.us](mailto:Lplan@doe.k12.ga.us) with a copy to your CTAE Region Coordinator. South Region: Please copy Nancy Bessinger, [nbessinger@doe.k12.ga.us](mailto:nbessinger@doe.k12.ga.us).
Requirements for Submitting Perkinsplus Grant Application (Cont.)

• System Directors will receive an email confirmation that their application has been received
• System must notify Lplan immediately if a confirmation is not received within 2 business days of submitting the application
• Forms requiring original signatures must be scanned and submitted through the Lplan@doe.k12.ga.us as part of the grant application
FY2020 Perkinsplus Reserve Grant

• Four funding options for which you may apply
• Be sure to complete the narrative information required by each option
• If you are including Professional Development, you must outline what the professional development is, who is attending, and where it is to be offered
FY2020 Funding Options

OPTION #1
IMPROVING PERFORMANCE ON CORE INDICATORS

OPTION #2
NON-TRADITIONAL ACTIVITIES

OPTION #3
SPECIAL POPULATIONS

OPTION #4
IMPLEMENTING END-OF-PATHWAY ASSESSMENTS
FY2020 Perkins plus Reserve Funding Levels

- Option #1 Core Indicators $15,000
- Option #2 Non-Traditional $10,000
- Option #3 Special Populations $10,000
FY2020 Perkins plus Reserve Funding Levels

• **Option #4** Assessment will be funded based on your October 2018 CTAE FTE count

  • FTE 0-300  $15,000
  • FTE 301-1,000 $20,000
  • FTE 1,000+  $25,000

Winter Conference 2019
### Perkinsplus

<table>
<thead>
<tr>
<th>Option 1</th>
<th>Expand or improve LEA’s performance on any core indicators except $668 and $652. The proposed budget may not exceed $15,000.</th>
</tr>
</thead>
</table>

**COMPLETE APPLICATION FOR OPTION 1 MUST INCLUDE:**
- Appendix A – Cover Page
- Appendix B – Signed Assurance with Original Signatures
- Grant Narrative – Questions I, II and III
- Appendix C – Budget Template

Local school systems may apply for grant funds to support the implementation of activities to improve its performance on any core indicator except $651 & $652.

**Narrative Required**

Each option lists the required documents to be submitted.

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**Winter Conference 2019**

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**Richard Woods, Georgia’s School Superintendent**

**“Educating Georgia’s Future”**

**gadoe.org**
Narrative details no more than 2-3 pages
APPENDIX “C”

<table>
<thead>
<tr>
<th>Detailed Item Description</th>
<th>Describe How Item or Activity Will Be Used in Program</th>
<th>Function Code</th>
<th>Object Code</th>
<th>Quantity</th>
<th>Cost Per Item</th>
<th>Total Expenditure (Quantity x Cost Per Item)</th>
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</table>
## PERKINSplus Sample Grant

### Budget Narrative Detail

**FY2019 PERKINSplus BUDGET NARRATIVE TEMPLATE**

<table>
<thead>
<tr>
<th>Detailed Item Description</th>
<th>Describe How Item or Activity Will Be Used in Program</th>
<th>Function Code</th>
<th>Object Code</th>
<th>Quantity</th>
<th>Cost Per Item</th>
<th>Total Expenditure (Quantity x Cost Per Item)</th>
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</thead>
<tbody>
<tr>
<td>Ag Mechanics Assessment--NOCTI</td>
<td>EOPA for Ag Mechanics</td>
<td>1000</td>
<td>300</td>
<td>25</td>
<td>22</td>
<td>550.00</td>
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<tr>
<td>Forestry Products &amp; Processing Assessment--NOCTI</td>
<td>EOPA for Forestry/Wildlife</td>
<td>1000</td>
<td>300</td>
<td>25</td>
<td>22</td>
<td>550.00</td>
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<tr>
<td>Agricultural Science--Precision</td>
<td>EOPA for Horticulture Mechanical Systems</td>
<td>1000</td>
<td>300</td>
<td>20</td>
<td>8</td>
<td>160.00</td>
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<tr>
<td>ServSafe Food Handler Assessment</td>
<td>EOPA for Nutrition &amp; Food</td>
<td>1000</td>
<td>300</td>
<td>35</td>
<td>15</td>
<td>525.00</td>
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<tr>
<td>W3Schools HTML5 Certification</td>
<td>EOPA for Web &amp; Digital Design</td>
<td>1000</td>
<td>300</td>
<td>10</td>
<td>95</td>
<td>950.00</td>
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<tr>
<td>Gmetrix Computer Program</td>
<td>Prep for EOPA for Business Management with MOS Certification Tests</td>
<td>1000</td>
<td>532</td>
<td>1</td>
<td>1100</td>
<td>1,100.00</td>
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<tr>
<td>Study Guide for ServSafe Exam (pkg of 10)</td>
<td>To review class standards</td>
<td>1000</td>
<td>642</td>
<td>4</td>
<td>45</td>
<td>180.00</td>
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<td>Study Guide for Ag Mech Exam (pkg of 10)</td>
<td>To review class standards</td>
<td>1000</td>
<td>642</td>
<td>3</td>
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<td>135.00</td>
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<tr>
<td>Study Guide for Forestry Exam (pkg of 10)</td>
<td>To review class standards</td>
<td>1000</td>
<td>642</td>
<td>3</td>
<td>45</td>
<td>135.00</td>
</tr>
<tr>
<td>Substitute Pay</td>
<td>CTAE teachers may be called to serve as proctors during assessments (not their own) and/or work with a group of students for review</td>
<td>1000</td>
<td>642</td>
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</tr>
<tr>
<td>Honorarium for site coordinator (5 days--40 hours @$30/hr) to work beyond the school day preparing for assessments and follow-up No benefits included</td>
<td>To prepare for assessments: (Review testing information from DOE, contract agencies/companies, communicate/plan with teachers/director, order assessments, set up site, and follow-up reports.</td>
<td>1000</td>
<td>642</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

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### Provide Specific Detail

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Winter Conference 2019

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DRAFT – FY2020 EOPA Funding Worksheet

• Remember this is a **DRAFT** copy
• Intended to be used to assist systems with preparing EOPA Perkins*plus* Grant budgets
• Actual assessment inventory may change
• Assessment inventory will be shared at GACTE
### Appendix “D”

**FY2020 EOPA Funding Worksheet**

- **DRAFT Copy - EOPA Exam Inclusions and pricing may possibly change based on the approved FY19 Georgia Technical Skill Attainment Inventory**

<table>
<thead>
<tr>
<th>System Number</th>
<th>System Name</th>
<th>School Name</th>
<th>School Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agriculture</td>
<td>Agricultural Communications &amp; Leadership</td>
<td>Available Pathway Exams</td>
<td>Pathway Sub-Category Exams Available</td>
</tr>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
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<tr>
<td>AgBusiness Systems</td>
<td>Agricultural Science I (Precision)</td>
<td>$0.00</td>
<td>0</td>
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<tr>
<td>Agriculture Energy Systems</td>
<td>Agricultural Science I (Precision)</td>
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<td>0</td>
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<td>Agriculture Leadership in Animal Production</td>
<td>Agricultural Science I (Precision)</td>
<td>$0.00</td>
<td>0</td>
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<tr>
<td>Agriculture Leadership in Agriculture</td>
<td>Agricultural Science I (Precision)</td>
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<td>0</td>
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<tr>
<td>Agriculture Leadership in Food Product Processing</td>
<td>Agricultural Science I (Precision)</td>
<td>$0.00</td>
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<td>Agriculture Leadership in Forestry</td>
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<tr>
<td>Agriculture Leadership in Horticulture</td>
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<tr>
<td>Agriculture Leadership in Plant Science</td>
<td>Agricultural Science I (Precision)</td>
<td>$0.00</td>
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<tr>
<td>Agriculture Mechanics and Electrical Systems</td>
<td>Agricultural Systems Technology I (Precision)</td>
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<tr>
<td>Agriculture Mechanics and Metal Fabrication</td>
<td>Agricultural Systems Technology I (Precision)</td>
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<td>Agriculture Mechanics Systems</td>
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<td>AgScience Systems</td>
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<td>0</td>
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<td>Animal Science and Animal Science</td>
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<td>$0.00</td>
<td>0</td>
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<tr>
<td>Animal Production and Processing</td>
<td>Agricultural Science I (Precision)</td>
<td>$0.00</td>
<td>0</td>
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<td>Companion Animal Systems</td>
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<td>Environmental Agriculture Systems</td>
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<td>0</td>
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<tr>
<td>Food Animal Science</td>
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<td>0</td>
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<td>Forest Products and Processing Systems</td>
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<td>Forest Systems</td>
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<td>Food Processing</td>
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<td>Forest Renewable Energy</td>
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<td>Food Science and Animal Science Systems</td>
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### Scoring Rubric

#### Winter Conference 2019

**GEORGIA DEPARTMENT OF EDUCATION**

CTE Innovation Grant

**Scoring Rubric for Options 1-4**

<table>
<thead>
<tr>
<th>Level</th>
<th>Memo Score Criteria</th>
<th>Score: 0</th>
<th>Score: 1</th>
<th>Score: 2</th>
<th>Score: 3</th>
<th>Score: 4</th>
<th>Score: 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1</td>
<td>The proposal is creative and original, and the supporting evidence is well-documented.</td>
<td>40-45</td>
<td>46-52</td>
<td>53-60</td>
<td>61-68</td>
<td>69-75</td>
<td>76-80</td>
</tr>
<tr>
<td>Level 2</td>
<td>The proposal is creative and original, but the supporting evidence is less well-documented.</td>
<td>25-30</td>
<td>31-37</td>
<td>38-45</td>
<td>46-52</td>
<td>53-60</td>
<td>61-68</td>
</tr>
<tr>
<td>Level 3</td>
<td>The proposal is creative and original, but the supporting evidence is not well-documented.</td>
<td>15-20</td>
<td>21-27</td>
<td>28-34</td>
<td>35-41</td>
<td>42-48</td>
<td>49-55</td>
</tr>
</tbody>
</table>

**Rubric Points: 100**

- **20 Points**
  - **A. Project Description**
    - 20 Points: The proposal is detailed, specific, and well-organized. (20 Points)
  - **B. Project Description**
    - 20 Points: The project description is detailed, specific, and well-organized. (20 Points)
  - **C. Key Personnel**
    - 10 Points: The key personnel are selected by name, title, and role. (10 Points)
  - **D. Budget Template**
    - 20 Points: The proposal includes a detailed budget template that outlines the costs of the project and clearly identifies potential funding sources. (20 Points)
  - **E. Project Overview**
    - 20 Points: The project overview is clear and concise, and it includes information about the project's goals, objectives, and expected outcomes. (20 Points)

**Total Points: 100**

*For Winter Conference 2019, the scoring rubric is designed to assess the creativity, originality, and documentation of project proposals. The criteria are structured to provide a comprehensive evaluation of the project's potential impact and feasibility.*
A Complete FY2020 Perkinsplus Reserve Grant Application Includes

• Grant Narrative - Questions I, II and III
• Appendix A - Proposal Cover Page
• Appendix B – Assurances with original signatures signed and scanned
• Appendix C - Perkinsplus Budget Template
• Appendix D - CTAE Assessment Funding Worksheet (Option #4 Only)
## PERSONNEL ACTIVITY REPORT (PAR)

Recipient: Jane Doe 
School: Westside High School

Reporting Period: May 1-31, 2016

I hereby certify this report is an accurate representation of the total activity expended during the period indicated.

<table>
<thead>
<tr>
<th>Program Name</th>
<th>Date of Activity</th>
<th>Description of Activity</th>
<th>Hours Worked</th>
<th>Total Compensation</th>
<th>Distribution of Time</th>
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<tr>
<td>Perkins</td>
<td>May 2, 2016</td>
<td>Substitute - FBLA</td>
<td>8</td>
<td>$65.00</td>
<td>100%</td>
</tr>
<tr>
<td>Perkins</td>
<td>May 6, 2016</td>
<td>EOPA Test Administration</td>
<td>2</td>
<td>$60.00</td>
<td>100%</td>
</tr>
<tr>
<td>Perkins</td>
<td>May 7, 2016</td>
<td>EOPA Data Entry</td>
<td>6</td>
<td>$180.00</td>
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</tr>
</tbody>
</table>

Signature of Paid Recipient

Signature of Supervisor
FY2019 Reserve Grant Projects Funded

- Total Reserve Funds Available........................ $1,755,306
- Total Perkinsplus Reserve Grant Requests ...$1,925,781
- Total Perkinsplus Reserve Grants Funded.....$1,755,306
  - Grant awards included in system FY2019 allocations
Monitoring & Risk Assessment Survey
Monitoring & Risk Assessment Reviews

Steps in the process:

- LEAs will complete the FY2020 Monitoring and Risk Assessment Survey

- LEAs submit completed survey to Lplan and a copy to CTAE Region Coordinator by 5 pm on February 15, 2019

- At-Risk rating will be determined for each LEA (one-third based on GaDOE Financial Review score and two-thirds based on MRA Survey score)

- Approximately 30-32 LEAs will be reviewed annually

- High At Risk will be monitored along with 5-10 LEAs randomly selected from medium and low risk groups
DETERMINING A RATING

The CTAE Accountability & Finance Unit will conduct a monitoring and risk assessment review each year to determine if an LEA is considered high risk.

Each year, all LEAs will be asked to complete the Monitoring and Risk Assessment Survey. The completed survey will be emailed to LPlan (lplan@doe.k12.ga.us) with a copy sent to their CTAE Region Coordinator by the established deadline.

The following High Risk Intervention Elements will be used to determine each LEAs score. Those LEAs with a score:

- between 0 to 40 points will be determined low risk.
- between 50 to 90 points will be determined medium risk.
- score of 100 or greater will be determined high risk.

The goal for an LEA will be to have a low risk rating score.
Selection of Recipients for Required Monitoring

An LEA to be monitored will be determined by using both its risk assessment rating from the CTAE Accountability & Finance Unit and the GaDOE Office of Financial Review Division rating.

(CTAE Unit: two-thirds of the score; GaDOE Financial Review: one-third of the total score).
Monitoring & Risk Assessment (MRA) On-Site Visits

- Official notification sent to selected System Superintendents by State CTAE Director
- CTAE Director must attend MRA Technical Assistance workshop
  - March 21, 2019 - 1:00 p.m. - 3:30 p.m. - Macon
- MRA Technical Assistance workshop
  - Dissemination of self-study assessment
  - Dissemination of required documentation
  - Review of monitoring process & procedures
- All equipment purchased through State and/or Federal funds will be verified during on-site visit
Office for Civil Rights (OCR) On-Site Visits

- Official notification sent to five selected System Superintendents by State CTAE Director

- CTAE Director and others must attend MRA Technical Assistance workshop
  - March 21, 2019 – 8:30 a.m. – 11:30 a.m. – Macon

- OCR Technical Assistance workshop
  - Dissemination of self-study assessment
  - Dissemination of required documentation
  - Review of monitoring process & procedures

- Recommended attendees at OCR Tech Ass’t workshop
  - CTAE Director, Facilities Director, Special Needs Director, Title IX Coordinator, Counselor, Human Resources personnel
Construction-Related Equipment Grant
FY21 Funding Requests
(Phase I – FY20 Con App)
Technical Assistance

March 20, 2019 – 1:30 p.m. – 3:30 p.m. – Macon

Recommend you bring the Facilities Director, etc.
Construction-Related Equipment Grant Timeline FY21 Funding Requests (Phase I – FY20 Con App)

May 15, 2019 – Request funding submitted to CTAE in the Consolidated Application by the LEA (Phase I Application)

June- July 2019 – CTAE reviews funding request

August 2019 – Funding request submitted to DOE Facilities Office

September 2019 – Funding request forwarded to Governor’s Office of Planning and Budget

January 2020 – Governor’s budget presented to General Assembly which includes funds from state bond sale
Construction-Related Equipment Grant Timeline FY21 Funding Request (Phase II Begins – FY21 Con App)

April 2020 – General Assembly approves State Budget

May 2020 – Request funding submitted to CTAE in the Consolidated Application by LEA(Phase II Application)

June 2020 – State Board of Education approves LEA grants if funded by the Georgia General Assembly

July 1, 2020 – Funds are available for LEA to purchase equipment (Instruction is expected to begin August 2020)
## Construction Related Equipment Grant 5-Year Funding Cycle

### Phase I

<table>
<thead>
<tr>
<th>Lab Opening Date</th>
<th>Application Date</th>
<th>Funding Cycle</th>
<th>Fiscal Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 2021</td>
<td>May 2020</td>
<td>July 1, 2021 – June 30, 2022</td>
<td>FY22</td>
</tr>
<tr>
<td>August 2022</td>
<td>May 2021</td>
<td>July 1, 2022 – June 30, 2023</td>
<td>FY23</td>
</tr>
<tr>
<td>August 2023</td>
<td>May 2022</td>
<td>July 1, 2023 – June 30, 2024</td>
<td>FY24</td>
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<tr>
<td>August 2024</td>
<td>May 2023</td>
<td>July 1, 2024 – June 30, 2025</td>
<td>FY25</td>
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</tbody>
</table>
Richard Woods,
Georgia’s School Superintendent
“Educating Georgia’s Future”
gadoe.org

CTAE Timeline
(Dates and Deadlines through December 2019)
CTAE Leaders
“Save The Dates”
Spring 2019
FY2020 Local Plan Technical Assistance Workshops

April 9, 2019  North
April 10, 2019 Central
April 11, 2019 North & South
April 16, 2019 North & South
April 17, 2019 Central & South
April 18, 2019 North, Central & South
April 23, 2019 Central
Format for Technical Assistance Workshops

• Extended time – 9:00 am – 3:00 pm
  • Lunch provided
  • Complete portions of application before workshop, i.e. attach equipment inventory, waiver letter (if required), upload Improvement Plan
  • New tools and resources available to assist with accuracy
  • Assistance available to review application as you work
Use of Perkins Funds FY2020 and Budget Guidance

Documents will be available on CTAE Website in the near future
FY19 Carryover Grants

- What are Carryover Grants?
- Approximately $736,000 in Carryover funds redistributed to all but 11 systems
- Notifications sent to receiving systems in December, 2018
- Must ADD Carryover Grant to FY19 Con App
- Complete BUDGET side only
- Use Budget Guidance document for budgeting these funds
- Cannot exceed 5% Admin Cap
- Both CTAE Director & Superintendent must sign off on Budget
- Same grant deadlines apply
Dates for Amendments, Expending Funds & Closing Out Grants

• All amendments must be submitted for approval no later than June 6, 2019.

• All funds must be expended by June 30, 2019.

• All funds must be drawn down by July 31, 2019.

• If your system knows that it will not be using grant funds, notify us NOW via an email to Lplan!

• CTAE Completion Reports are due to Grants Accounting by July 31, 2019 (must have a status of CLOSED).
Availability of FY2020 Funds

On August 1, 2019, all FY2020 funds will be frozen for all CTAE grants if the LEA has not submitted the required completion reports with a CLOSED status.
GACTE SAVE THE DATE  
July 14-16, 2019  
The Classic Center  
Athens, GA

Sunday, July 14:

2:00-4:00   New Director Orientation (Region Coordinators)
4:00-5:00   FY2019 CRE Phase II Workshop (Cheryl Clemons)
5:00-7:00   CTAE Advisory Council (Region Coordinators)
Accountability and Finance Staff Contact Information

• Dr. Ray Anukam  ranukam@doe.k12.ga.us
• Sharon Bonner  sbonner@doe.k12.ga.us
• Cheryl Clemons  cclemons@doe.k12.ga.us
• Mamie Hanson  mhanson@doe.k12.ga.us
• Cynthia Pitts  cpitts@doe.k12.ga.us
• Roy Rucks  rrucks@doe.k12.ga.us

• Tim Brown and Julie Kenny will join our team on March 1, 2019!!!