Career, Technical and Agricultural Education
CRE Grant Application Training Webinar

MARCH 27, 2020
DAVID TURNER
PROGRAM MANAGER
ACCOUNTABILITY & FINANCE
## Construction Related Equipment Grant 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>
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**Purpose of CRE Grant**

Provide funding for large essential equipment for CTAE programs:
- in newly remodeled labs
- in new school buildings
- where new programs are being implemented

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.

This grant is **NOT** for existing labs and existing programs. CRE funds **cannot** be used for building materials or classroom/lab furniture.

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

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!**
NO FLEXIBILITY WITH THE FOLLOWING:

1. Must follow “GSFIC Reimbursement Procedures for Bond Funded Construction Projects”

2. Must follow all statewide and federal accounting polices and procedures

3. All OCR (Office for Civil Rights) guidelines must be followed
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


Guidelines for Square Footage Requirements for Educational Facilities

Information on CTAE Lab Size Requirements
Final Letter from GaDOE Facilities Services

Richard Woods, Georgia’s School Superintendent
“Educating Georgia’s Future”
gadoe.org

Dear Superintendent XXXXXX,

The documents for the above referenced project, prepared for bidding and construction use by XXXXXX, have been released by this office for compliance with the policies and regulations set by the State Board of Education for construction, renovation, and modifications of school facilities in Georgia.

This set of documents meets the State Recents square footage requirements for all spaces.

If the construction delivery method is Design/Bid/Build, the bidding date should be set no earlier than XXXXXXXX. The local system shall publicly advertise the contract opportunity. Such notice shall be posted conspicuously in the governing authority’s office and shall be advertised on the official website of the governmental entity or an Internet website identified by the governmental entity. Contract opportunities shall be advertised a minimum of two times, with the first advertisement occurring at least four weeks prior to the opening of the sealed bids or proposals. The second advertisement shall follow no earlier than two weeks from the first advertisement. Plans and specifications shall be available on the first day of the advertisement for examination by interested persons at no charge. The interested person shall be given an opportunity to inspect the plans and specifications.

The notices of advertisement shall be open to the public to know the location and character of the work to be done. All required notices of advertisement shall also state if any mandatory construction requirements or pre-bid conferences as well as any legal requirements pursuant to subsection (6) of Section 36-34-12.

With any other construction delivery method, the local system must comply with the appropriate provisions of OSA Code Section 35-91, and applicable State Board Rules for advertisement and bidding project.

3. The local system shall provide to the Facilities Services Section a copy of the following prior to the start of construction:
   - State or local Fire Marshall’s approval (if applicable)
   - Letter from Local Health Department approving kitchen plans and specifications

Sincerely,

[Signature]

[Title]
Facilities Services Section

cc: XXXXXX

1470 Two Towers East * 205 Jesse Hill Jr. Drive * Atlanta, Georgia 30303 * www.gadoe.org
An Equal Opportunity Employer

3/27/2020
Contact Information for Facilities Services Unit

Gerald J. Williams, Lead Architect
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Georgia Department of Education
gewillia@doe.k12.ga.us

Gregory S. Snapp, Architect
Facilities Services Division
Georgia Department of Education
gsnapp@doe.k12.ga.us
Do the programs you selected meet the requirements for CRE Funding???

✓ 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 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
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 – August 2021.

✓ LEA will hire a full-time qualified 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 of 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) Initial application 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 unit prior to making application.
3) 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 FY 22 Grants

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>May 15, 2020</td>
<td>Request for funding submitted to CTAE (Phase I)</td>
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<tr>
<td>June–July 2020</td>
<td>CTAE reviews funding requests</td>
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<tr>
<td>August 2020</td>
<td>Funding requests submitted to DOE Budget office</td>
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<tr>
<td>September 2020</td>
<td>Funding requests forwarded to Governor’s Office of Planning and Budget</td>
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<tr>
<td>January 2021</td>
<td>Governor’s budget presented to General Assembly</td>
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<tr>
<td>April 2021</td>
<td>General Assembly approves State Budget</td>
</tr>
<tr>
<td>May 2021</td>
<td>Request for funding submitted to CTAE (Phase II)</td>
</tr>
<tr>
<td>June 2021</td>
<td>State Board of Education approves LEA grants if funded by General Assembly</td>
</tr>
<tr>
<td>July 2021</td>
<td>Funds available for LEA to purchase equipment</td>
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</table>
Phase II CRE Application Process

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 qualified 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.
Phase II CRE Application Process

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
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 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.
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.
Quote Review and Purchasing Guidance for use of CRE Grant Funds

The following resources may be used to identify equipment to be purchased with the CRE Grant:

- Appropriate CTAE Program Specialist
- Local CTAE Advisory Committee
- Local business and industry representatives
- Available State Equipment List

FOR ALL PURCHASES OF EQUIPMENT FOR WHICH REIMBURSEMENT WILL BE SOUGHT FROM CRE GRANT FUNDS, WE RECOMMEND YOU CONSULT AND REVIEW YOUR QUOTE WITH YOUR CONTENT PROGRAM SPECIALIST.
Optional 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 program specific quotes for review 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

❖ Items purchased should be for student use and for direct instruction to students.

❖ The LEA 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 LEA and should be available for review for five (5) years.

❖ Upload copy of inventory form to Con App Attachments tab the fiscal year following the end of the grant period.
❖ 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.
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.
Lost, Theft, Damaged or Destroyed Property Procedure

- 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 recommended for selected purchases in order to qualify 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, warrantees, 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.
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
ALL PURCHASES ARE SUBJECT TO GaDOE REVIEW AND GSFIC (GEORGIA STATE FINANCING AND INVESTMENT COMMISSION) APPROVAL.

GaDOE does not approve invoices for payment. This is done by GSFIC.
Guidance for Reimbursements

System requests for reimbursements will be handled through GAORS by the system finance staff:

- CTAE Director should maintain copies of all invoices.
- 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.
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.
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!
CRE LAB FUNDING LEVELS

<table>
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<tr>
<th>FY 2016 Construction-Related Equipment Grant Funding Levels</th>
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<tbody>
<tr>
<td>Lab</td>
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<tr>
<td>Agriculture, Forestry &amp; Natural Resources</td>
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<tr>
<td>Agriculture Mechanics Lab</td>
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<tr>
<td>Agriculture Multi-Use Lab</td>
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<tr>
<td>Plant Science/Horticulture Lab</td>
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<tr>
<td>Forestry/Natural Resources Lab</td>
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<tr>
<td>Food Processing Lab</td>
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<tr>
<td>Middle School Agriculture Lab</td>
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<tr>
<td>Architecture &amp; Construction</td>
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<tr>
<td>Construction Lab</td>
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<tr>
<td>HVACR Lab</td>
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<tr>
<td>Architectural Drawing &amp; Design Lab</td>
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<tr>
<td>Metal Lab</td>
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<tr>
<td>Arts, AV Technology &amp; Communication</td>
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<tr>
<td>Audio Visual Technology &amp; Film</td>
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<tr>
<td>Graphics Design Lab</td>
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<tr>
<td>Graphics Communication Lab</td>
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<tr>
<td>Business Management and Administration</td>
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<td>Business Management Multi-Use Lab</td>
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<tr>
<td>Middle School Business Education Lab</td>
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<tr>
<td>Education and Training</td>
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<tr>
<td>Early Childhood Education Lab</td>
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<td>Energy</td>
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<td>Health Science</td>
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<td>Health Science Multi-Use Lab</td>
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<td>Middle School Health Science Lab</td>
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<tr>
<td>Hospitality &amp; Tourism</td>
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<tr>
<td>Marketing Multi-Use Lab</td>
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<tr>
<td>Culinary Arts Lab</td>
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Will be updated annually
# Accountability and Finance Staff

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<tr>
<th>Name</th>
<th>Email</th>
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<tbody>
<tr>
<td>David Turner</td>
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QUESTIONS