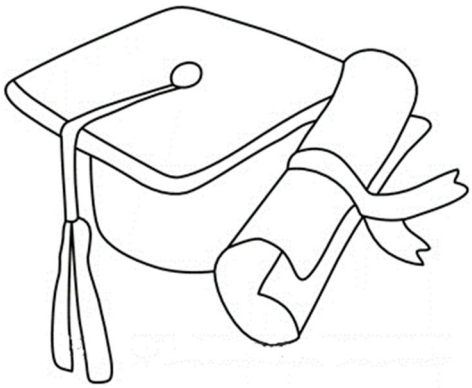
CAREER, TECHNICAL AND AGRICULTURAL EDUCATION



Construction-Related Equipment (CRE) Bond Grant Guidance

Funding Year – FY2022

Georgia Department of Education
Career, Technical and Agricultural Education
1752 Twin Towers East
Atlanta, Georgia 30334

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

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Introduction

This document is designed to provide general information and guidance about Career, Technical, and Agricultural Education (CTAE) equipment, facilities, and capital equipment grants. In drafting this document, consideration was given to local educational agencies (LEA) operating under flexibility contracts, the requirements listed in the statewide accounting policy and procedures manual *GSFIC Reimbursements for Bond Funded Construction Projects*, and the considerations identified in *Special Examination Report No. 14-14: Capital Funding for Local School Systems* published by the Georgia Department of Audits and Accounts.

In an effort to provide an easy to read document, much of the information is offered in numbered or bulleted form. Should you have any questions about the information in this document, please contact Dr. Tim Brown, Accountability and Finance Program Manager, or email LPlan@doe.k12.ga.us. You may also contact the appropriate Georgia Department of Education (GaDOE) Program Specialist for more specific program area information. (See pg. 3 for contact information)

Construction-Related Equipment (CRE) Bond Grants Overview

1. The purpose of the grant is to provide funding for large essential equipment for CTAE labs in new or modified school facilities.
2. Only major equipment purchases (capital expenditures) can be reimbursed (Accounting Manual Reference: Section GSFIC *Reimbursement for Bond Funded Construction Projects, pp.1-4*). https://sao.georgia.gov/sites/sao.georgia.gov/files/related_files/site_page/BP_Bond_Reimb_Construction_Projects_Final.pdf. Construction-related items include items which are considered **major equipment purchases** having a life cycle of five years or more and which are repairable, not needing to be replaced.
3. Equipment purchased must have a useful life equal or exceeding the five-year term of the bond, and should be in operation for a minimum of five years after receiving CRE funding.
4. There is a minimum cost of $100.00 per individual item. If items are sold in a kit or set, each individual item in the kit or set must have a value that exceeds $100.00.
5. Equipment purchased must have a serial number from the manufacturer. The serial number must be included on the final invoice from the vendor. The only exception to this would be lab specific workbenches and lab specific tables. For additional guidance, please contact your Program Specialist.
6. Items purchased should be for student use and for direct instruction to students.
7. Construction-Related Equipment Bond grant funds should not be the only funds considered when planning for the equipment and other programmatic needs of a new or modified facility. Quality Basic Education (QBE) funds, SPLOST funds, capital outlay funds, resources of local business partners, and local school funds are also resources that should be considered.
8. Grants are awarded for programs opening at the beginning of the school year. Any variations must be addressed in an email to Lplan@doe.k12.ga.us.
9. Only CTAE Pathways that have been State Board Approved are eligible for Construction-Related Equipment Grant funding.

Facilities

1. The unique nature of the CTAE program curriculum requires that there be a variety of lab designs to complement the various curricula.
2. Some of the lab designs are multi-functional and can accommodate instruction in several career pathways. Others may be specific to a single career pathway.
3. The selection of an LEA's flexibility option may impact the layout and/or design of CTAE labs.
4. **Sample** lab designs are available for use in planning CTAE labs. Contact your program specialist for sample lab designs. These sample layouts comply with all federal laws and regulations including Office for Civil Rights (OCR), as well as with all state laws, rules and regulations concerning health and safety. Because these are sample lab designs and layouts, any LEA, including those with flexibility contracts, may propose a customized lab design or layout for review and comments by the Program Specialist.
5. It is recommended that you contact the specific Program Specialist for sample lab designs available to assist you in planning new or modified construction-related projects. Architectural blueprints for new or modified construction submitted by the LEA will be reviewed by CTAE Program Specialists and then reviewed and approved by GaDOE's Facilities Services Division. Final approval will be granted in a letter by the Facilities Services Division.

CTAE Lab Designs and Equipment Lists

The CTAE sample lab designs and sample equipment lists for the Career Clusters listed below may be obtained by contacting the program specialist listed on pgs. 3-4 of this document.

Cluster: **Agriculture, Food & Natural Resources**

- Agriculture Mechanics Lab
- Agriculture Multi-Use Lab
- Plant Science/Horticulture Lab
- Food Processing Lab
- Forestry/Natural Resources Lab
- Animal Science Lab
- *Middle School Agriculture Lab*

Cluster: **Architecture & Construction**

- Construction Lab
- HVACR Lab
- Architectural Drawing and Design Lab
- Metals Lab
- *Middle School Architecture & Construction*

Cluster: **Arts, A/V Technology & Communications**

- Audio & Video Technology & Film Lab
- Graphic Communication Lab
- Graphic Design Lab
- *Middle School Arts, AV Tech & Communications*

Cluster: **Business, Management & Administration**

- Business Management Lab
- *Middle School Business Education Lab*

Cluster: **Education & Training**

- Early Childhood Education Lab

Cluster: **Energy**

- Energy Lab

Cluster: **Finance**

- Business Management Lab

Cluster: **Health Science**

- Health Science Multi-Use Lab
- *Middle School Health Science Lab*

Cluster: **Hospitality & Tourism**

- Marketing Multi-Use Lab
- Culinary Arts Lab

Cluster: **Human Services**

- Family/Consumer Science Multi-Use Lab
- Cosmetology Lab
- Barbering Lab
- *Middle School Family/Consumer Science Lab*

Cluster: **Information Technology**

- Information Technology Multi-Use Lab

Cluster: **Law, Public Safety, Corrections & Security**

- Law, Public Safety, Corrections and Security Multi-Use Lab
- *Middle School Law, Public Safety, Corrections and Security Multi-Use Lab*

Cluster: **Marketing**

- Marketing Multi-Use Lab
- *Middle School Marketing – Small Bus. Ent.*
- *Middle School Marketing – Adv. & Promo.*

Cluster: **Manufacturing**

- Manufacturing Lab
- Mechatronics Lab

Cluster: **Science, Technology, Engineering & Mathematics (STEM)**

- Engineering and Technology Multi-Use Lab
- Engineering, Drafting and Design Lab
- *Middle School Engineering and Technology Lab*

Cluster: **Transportation, Distribution & Logistics**

- Aviation Maintenance Lab
- Flight Operations Lab
- Automotive Services Lab
- Collision Repair Lab
- Distribution & Logistics Lab
- *Middle School Transportation*

Equipment Lists

Our equipment lists are not intended to be inclusive of all equipment that may be used for instruction in CTAE labs. **The individual program area lists have both capital items as well as non-capital items listed.** Items can range from small to very large, inexpensive to very expensive, and durable to very fragile. Program Specialists, working with both vendors and program advisory committees, regularly review and update the recommendations for their respective programs.

1. **CRE funds are for major equipment purchases.** Small, non-capital items such as hammers, screwdrivers, place settings, data cables, etc… must be funded from local funds. Please see the expanded list on page 14 of this document.

2. **Because these lists are not intended to be inclusive of all items that a program might use during instruction, please contact the appropriate Program Specialists with additional requests for items not included in the equipment list.**

3. **Items must be durable, repairable, and have a useful life of five years or more.**

4. **Individual items must have a cost of $100.00 or more to be eligible.**

5. **Individual items must have a manufacture issued serial number.**

6. **All items purchased must be maintained on the CRE Inventory and retained for a minimum of five years.**

7. **Every purchase necessary for program implementation is not covered by this grant. Operational purchases are the responsibility of the LEA. For example, standard classroom furniture and consumable supplies are not approved expenditures for CRE grant funds.**

Checklist to Determine Your Readiness to Apply for the CRE Bond Grant

The following are some important checklist items to help you determine if you are ready to apply for a Construction-Related Equipment grant:

1. The LEA has conducted a needs assessment in cooperation with local business and industry partners to determine which programs meet the needs of their respective community. Please remember that these programs must be in operation for a minimum of five years after receiving CRE funds to meet bond requirements.
2. LEA personnel have consulted with their respective GaDOE Program Specialist(s) for their guidance.
3. Current GaDOE-suggested program requirements, including CTAE lab floor plans and CTAE state equipment lists, have been reviewed.
4. The state CTAE website has been reviewed for current Construction-Related Equipment Bond guidance.
5. LEA personnel understand and accept that **grant funds cannot be used for construction or modifications of buildings**.
6. Architectural plans for the facility enhancements have been **submitted to and approved** by the GaDOE Facilities Services unit, Local Board of Education and the GaDOE CTAE unit.
7. Identify other funding sources and resources needed for purchasing additional equipment, supplies, and other program-related needs that are not covered by the Construction-Related Equipment Bond grant.
8. The program receiving grant funds shall operate as a full-time program. A qualified teacher will be hired for each program receiving the grant.
9. The local BOE record-keeping system is in place to maintain an inventory of equipment purchased with grant funds.
10. The local policy on obtaining competitive bids for equipment has been reviewed.
11. The system has reviewed the sample equipment grant assurances (Appendix A).
12. Any variations from this list must be addressed in an email to Lplan@doe.k12.ga.us prior to applying for or receiving the grant.

Making Initial Application for a CRE Grant:

Phase I – (See page 20 "Sample Timeline")

1. Attend technical assistance training for the Construction-Related Equipment Bond grant prior to the application deadline.
2. Complete your CRE grant application in the Consolidated Application no later than the May 15, 2019 deadline. The grant application includes the following:
    - Facility information
    - Program cluster
    - Construction approval date
    - Anticipated occupancy date
    - Projected date instruction will begin
    - Approved Facilities letter from the Georgia Department of Education Facilities Division.

Phase II

1. By the May deadline, the Phase II application should reflect the information entered in your Phase I application in Con App. Any variations from the Phase I application must be addressed in an email to Lplan@doe.k12.ga.us prior to submitting the Phase II application.
2. You will be contacted to verify that all grant requests are accurate and valid for funding pending State Board approval.
3. By the May deadline, the new facility construction or modifications should be completed, or confirm that it will be completed by the stated program start date.
4. The CRE Grant Recipients should make arrangements to attend training to be held as a GACTE pre-conference event.
5. LEAs scheduled to receive CRE funds may begin the equipment quote review process no earlier than June 1 (30 days prior to) the grant award year.
6. No equipment purchase should be made prior to the completion of the following:
    a. The uploading of the equipment grant assurances, which includes the Required Certification with original signatures of the CTAE Director and Superintendent;
    b. Development of the grant budget; and
    c. The approval of the budget by GaDOE Grants Accounting.

Implementing an Approved Construction-Related Equipment Bond Grant

1. The CRE grant applicants list for the upcoming fiscal year will go to the State Board for its approval in June.
2. After the GaDOE state budget has been approved and the State Board has approved the recommended list of LEA grant recipients, the LEA Superintendent will be sent the CRE grant assurances (See Appendix A for a sample.)
3. The LEA should ensure that all parts of the CRE grant assurances are correct and will be carried out before signing the assurances within the Consolidated Application (Con App).

4. The CTAE System Contact person will then upload the updated CRE grant assurances and complete the budget detail in the system's Consolidated Application document. Upload a copy of final approval letter from Facilities Services. ***(The data side of the grant may require a revision request to allow system to upload agreement.)***
5. The CTAE Director and the LEA 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.
6. The Accountability and Finance Program Manager will review and then sign off on the grant.
7. After a system's grant budget has been "approved," LEAs can then submit equipment purchase orders to vendors.
8. All equipment purchases must be made by June 30 of the funded fiscal year.
9. Requisitions for reimbursement for expenditures must be submitted through the Grants Accounting On-Line Reporting System (GAORS) within 90 days of the invoice date. Please upload invoices by program area in groups of 10 or fewer.
10. Purchases must be made between July 1st and June 30th of the grant award fiscal year. All requisitions for reimbursements must be submitted by July 31st.
11. A Consolidated Application Completion report reflecting a closed status must be completed by July 31st. A CRE Inventory form must be completed and uploaded to the "Attachment" tab of the next fiscal year Consolidated Application.

Optional Quote Review and Purchasing Guidance for use of CRE Bond Grant Funds

NOTE: *These are only recommendations and are subject to change – use the contact information provided earlier in this document for requesting additional information or clarification.*

Program Specialists are available to review equipment quotes prior to purchase if you so choose. The purpose of this review is to help ensure that the LEA will be making purchases that are reimbursable by the Georgia State Financing and Investment Commission (GSFIC). **Please note that this is only a review and is not an approval. Final approval rests with GSFIC.** If a decision is made to utilize this optional service, please follow the process below.

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 quotes for review that are program specific to LPlan@doe.k12.ga.us. The subject line of your email should follow this format:

  FY**XX** CRE Review Request - ***Your*** System – ***Program*** Lab
- The email will be routed to the appropriate Program Specialist for review.

- An email will be sent to you by the Program Specialist **within ten** business **days of receipt.**

- The email response from the Program Specialist will advise you of the status of your review request.

- **Please note that this is only a review and is not an approval. Final approval rests with GSFIC.**

Maintaining Inventory of Construction-Related Bond Equipment

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.

a. The GaDOE/CTAE inventory form located on the CTAE website is required.
b. A copy of the completed CTAE inventory form should be available for review upon request.
c. At the conclusion of the grant funding year, a final copy of the inventory is to be uploaded to the Attachment Tab of the LEA's Consolidated Applications for the next fiscal year.
d. Stolen, lost or destroyed equipment that is fewer than five (5) years old must be reported to the State CTAE Director within three business days of discovery. 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. The equipment should be replaced within 60 days of loss 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.

Closing of CRE Program Within Five Years

The state-funded equipment grant assurances stipulate that the LEA 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. If this ceases to be the case, then the following guidelines will apply:

a. The LEA Superintendent will notify, in writing, the GaDOE CTAE State Director of the decision to close the program.

b. The LEA will provide a list of equipment purchased with Construction-Related Equipment Bond Grant funds for specified program.
c. GaDOE will notify other LEAs within the state with a similar instructional program of the availability for the pickup and transfer of the equipment item(s).
d. A written record of the final disposition of the equipment items should also be documented on the LEA's CRE Inventory Form.

Disposal of CRE Funded Equipment After Five Years

a. Equipment may be disposed in accordance with your local policy on surplus equipment disposal.
b. Keep a written record of the items and date of disposal.
c. Any funds received from the disposal of CTAE equipment should be reinvested in the local CTAE program.

Guidance for Reimbursements

Reimbursement Process

1. LEA requests for reimbursements will be handled through GAORS by the LEA's financial person.
2. Use the "total" invoice amount on the GAORS forms where requested.
3. Make sure all invoices are specific to the grant program area and were reviewed by the Accountability and Finance Program Manager.
4. Make sure all invoices give complete names and/or descriptions of items purchased under the grant, and list the school and program for which the items were purchased.
5. Invoices should have the serial number for each item purchased.
6. Vendor website prices will be reviewed to determine if invoiced prices are accurate.
7. Scanned invoices must be readable and saved in **PDF format**.
8. Do not upload purchase orders or copies of paid checks, upload only invoices. Please upload in groups of ten or fewer by program area.
9. Following approval of the grant budget on the Consolidated Application, reimbursements can be requested after items are received and invoiced.
10. 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.
11. If only an item number appears on the invoice, write or type onto the invoice the name of the item by the respective cost prior to scanning the document, and include the name of the program and school for which the item was purchased.
12. All purchases for which reimbursement will be requested must follow the U.S. Department of Education General Administrative Cost Regulations. All purchases must be necessary, reasonable and allocable by law. http://www2.ed.gov/policy/fund/guid/uniform-guidance/index.html (Section 200.404 Reasonable Costs and 200.405 Allocable Costs)

Ineligible Items and Costs

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, but not required, of all purchases for reimbursement. Items that are not eligible include:

- Standard classroom furniture – including student or teacher chairs, student or teacher desks, utility carts, storage cabinets, filing cabinets, bulletin boards, shelving units, tables, whiteboards, etc.
- "Storage" facilities and equipment such as shelving units, shade structures, head houses, potting sheds, utility buildings, carports, toolboxes, 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, gift certificates, future rebates, and taxes.
- 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, soil test kits, label maker tape, pliers/screwdrivers, badges, gloves, wire brushes, saw blades, ink cartridges/toner, staples, paper, binders, glue sticks, small hand tools, extension cords, memory cards, batteries, etc.
- Vehicles –The purchase or lease of automobiles, trucks, buses, boats, golf carts, and motorcycles. The purchase of enclosed storage or enclosed utility trailers.
- Power or audio/video outlets, connectors, cables, wires used for installation or updating facilities for equipment operation, network extenders, access points, and security cameras.
- Equipment for personal use.
- Instructional materials, including lesson plans, DVDs, software, curriculum, simulations, web licenses, etc.

What to Do If Grant Funds Will Not Be Used During the Grant Period

1. The LEA 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.
2. Future funding for a cancelled program grant will require that a new application be submitted by the LEA.
3. Cancelled program grant funds cannot be used by the LEA in another program or carried forward into the next school year.

SAMPLE

Appendix A

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

FY 2022 Vocational/Agriculture "EQUIPMENT BOND GRANT ASSURANCES"

Must be uploaded by September 30, 2021, into System's Consolidated Application

SYSTEM NAME: **SYSTEM NO.:**

By submitting these assurances through the Consolidated Application, the superintendent and the Career, Technical and Agricultural Education Director for the local education agency ("LEA") identified above agree to operate the Construction-Related Equipment ("CRE") Bond Grant in accordance with the LEA's FY2022 Local Plan for Improving Career, Technical & Agricultural Education and One-Year Funding Application for FY2022 ("Local Plan/Application") and all applicable state and federal laws and to abide by the following specific assurances regarding the operation of this grant:

All identified lab equipment funding will be on a reimbursement basis from state bond proceeds. The Georgia Department of Education (GaDOE) and the Georgia State Financing and Investment Commission (GSFIC) have entered into an agreement that permits the GSFIC to administer the distribution of funds.

All requisitions for reimbursements from local educational agencies ("LEA") must be submitted via Grants Accounting Online Reporting System (GAORS) within 90 days of invoice date in order to receive reimbursement. Expenditures must be made during the grant period of July 1, 2021 to June 30, 2022. No requisitions for reimbursement will be accepted after July 31, 2022.

This addendum to the Local Plan for Improving Career, Technical & Agricultural Education and One-Year Funding Application for FY 2022 (hereinafter referred to as Local Plan/Application) becomes effective no earlier than July 1, 2021. In addition to the assurances and conditions in the FY 2022 Local Plan/Application, the local system board of education must agree to the following items:

1. The LEA shall construct or modify the CTAE instructional facilities for schools in accordance with the architectural plans that have been approved for each program.

2. The LEA understands that the total funds available to it for the purchase of instructional equipment for identified Career and Technical Education (vocational) program(s) through this grant program are listed at the end of this document. The grant period will be July 1, 2021, through June 30, 2022. 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, 2022. The LEA will be reimbursed for the cost of purchased instructional equipment based on the submission of the approved paid invoices. These invoices will be submitted online through Grants Accounting Online Reporting System (GAORS). The request for reimbursement is to be submitted by the Accounting Staff at the local school system. The final request for reimbursement needs to be submitted no later than July 31, 2022, but the invoice may not be dated after June 30, 2022. The Grants Completion Report of Expenditures for FY2022 shall be submitted as soon as the local system receives the final payment. The state board shall not be obligated to pay any request for reimbursement received after July 31, 2022.

   Please be aware that when you submit a request for reimbursement of purchases, the Georgia Department of Education will review your request, and if accepted, will forward to the Georgia State

Financing and Investment Commission (GSFIC) for approval or denial. As soon as the Georgia Department of Education receives the funds from the GSFIC your system will receive the requested reimbursement. This process may take several weeks to complete.

3. The LEA agrees to purchase appropriate equipment for each instructional program. Recommendations from the Georgia Department of Education Career, Technical and Agricultural Education ("CTAE") staff, local advisory committees, local planning committees, and local business and industry representatives, should be used as resources to assist in the determination of equipment items that should be purchased. Funds may only be used to purchase major instructional equipment items under function code 1000 (direct instruction) and the following object codes:

   612 Computer Software (only Operating Systems software and Specialized preapproved software for programs is reimbursable)
   615 Expendable Equipment less than $5,000 (Major items only – per item cost must exceed $500.00)
   616 Computer Equipment and Computers less than $5,000 (per item cost must exceed $500.00)
   730 Property over $5,000 (per item)
   734 Computers over $5,000 (per item)

   Refer to Construction-Related Equipment (CRE) Bond Grant Guidance document

4. Architectural plans and specifications for the new or modified facilities are to be approved by the local board, reviewed by the GaDOE's Career, Technical and Agricultural Education Division staff and approved by the GaDOE's Facilities Service Unit prior to the grant award. Equipment grant **funds may not be used for construction or modification of the facility** in which this program will be implemented.

5. Lab facilities for which grant funds are provided must be owned by the local Board of Education. Proof of ownership may be required in certain circumstances.

6. The LEA will be responsible for providing adequate instructional materials and supplies. The local board agrees to submit an annual budget for these provisions in the Local Plan/Application.

7. The LEA will be responsible for building repair, maintenance, utilities, insurance, janitorial services, and other services as may be needed to maintain the operation of the instructional program(s).

8. 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.
   a. The GaDOE/CTAE inventory form located on the CTAE website is required.
   b. 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.
   c. 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.
   d. 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 Program Manager for CRE State Bond grants. The CTAE division will initiate the transfer of equipment to another school in the system or to another LEA.
   e. 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. The equipment should be replaced within 60 days of loss report.

9. The LEA shall select and employ qualified instructors for each full-time program funded in this agreement.

10. The LEA agrees that no student will be denied admission to the CTAE program.

11. The State Board, or any duly authorized representative thereof, shall have access to any books, documents, papers, and records of the local board that are pertinent to this agreement for the purposes of examining transactions and inventories. The local board further agrees to provide these books, documents, papers, and records upon request.

12. Any equipment, supplies, or materials used in the performance of this addendum that are not provided pursuant to the CRE grant program shall be provided at the expense of the LEA.

13. State equipment grant funds shall be used only for the purchase of instructional equipment in the following program(s):

FY 2022 Grant Award Details

School	Program	Amount
County High School	High School Agriculture Mechanics Lab	**$90,000**
County Middle School	Middle School Business Education	**$36,000**
County Middle School	Middle School Family & Consumer Science Lab	**$30,000**
	GRANT TOTAL	**$156,000**

The local board agrees to the above addendum to the Local Plan/Application for Career and Technical Education FY 2022.

Purchasing Guidelines for FY22 CRE Bond Grants

1. Equipment list are available for use to identify items appropriate for specific program implementation. State equipment lists are not inclusive of all items which are permissible to purchase.
2. Begin purchases of appropriate equipment after the local system has been approved for the grant via the FY2022 Consolidated Application but no earlier than July 1, 2021.
3. Items must be durable and repairable and have a useful life of five years or more. These funds are for major equipment purchases. Individual items must have a value of $100.00 or more to be eligible. **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.**
4. Items purchased should be for student use and for the direct instruction to students.
5. Items purchased must be listed on your local equipment inventory and noted as a CRE equipment item. This information should be made available during system Monitoring and Risk Assessment Reviews.
6. Computers (CPU) must be fully assembled and purchased with the necessary accessories (keyboard, monitor, mouse, Operating Systems software, etc.) included. Computers must be billed as a single unit in order to qualify for reimbursement. School systems cannot buy the individual component pieces to be assembled at the school.

7. Turn-key built (one price) greenhouses are reimbursable, but other structures (i.e. shade structures, head houses, potting sheds, utility storage, etc.) are not reimbursable.
8. The following are **examples of items and costs that are not eligible** for reimbursement from the grant funds. This list is not intended to be all inclusive of the items that are ineligible.
    a. items not durable, repairable or that do not have a useful life of at least five years.
    b. items having a per item cost of less than $100.00.
    c. curriculum and training materials, lab projects, activity guides and soil test kits
    d. standard classroom furniture – including student or teacher chairs, student or teacher's desks, utility carts, storage cabinets, filing cabinets, bulletin boards, white boards, shelving units, lecterns, tables, etc.
    e. "storage" facilities and equipment such as shelving units, shade structures, head houses, potting sheds, utility buildings, carports, toolboxes, job boxes, show boxes.
    f. enclosed storage or enclosed utility trailers. .
    g. copier contracts, shipping/handling charges, installation charges, service contracts, annual renewal agreements, advanced billing as "future" shipping, estimates costs, late fees, training of personnel, warrantees,
    h. 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, extension cords, etc.
9. The system should request reimbursement for grant expenditures after items are received and invoiced to the system. Make sure all invoices are specific to the Grant Program area. Give complete names and/or descriptions of items purchased under the grant. If only an item number appears on the invoice, write or type onto the invoice the name of the item by the respective cost prior to submitting the document.

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

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

SAMPLE

Appendix B

APPENDIX B

(NAME OF SCHOOL SYSTEM) INVENTORY MANAGEMENT RECORD

Career, Technical and Agricultural Education

Georgia Department of Education

Facility Name	Facility Code	Date Purchased	Description of the Equipment	Serial Number or Equipment ID Number	Source of Equipment (Vendor)	Cost of Equipment	Fund Source	Percent Federal Funds	Location of Equipment	Condition of Equipment	Disposal Date	Disposal Sale Price

Copy of Inventory-Management-Record-form Appendix B updated 6-19-2014

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6/19/2014

Appendix C

Construction-Related Equipment Grant Timeline
FY 2022 Funding Request

May 15, 2020 – Request for funding submitted to CTAE in the Consolidated Application by the LEA (Phase I Application)

June – July 2020 – CTAE reviews funding request

August 2020 – Funding request submitted to DOE Budget Office

September 2020 – Funding request forwarded to Governor's Office of Planning and Budget

January 2021 – Governor's budget presented to General Assembly which includes funds from state bond sale

April 2021 – General Assembly approves State Budget

May 15, 2021 - Request funding submitted to CTAE in the Consolidated Application by the LEA (Phase II Application)

June 2021 – State Board of Education approves LEA grants if funded by the Georgia General Assembly

July 1, 2021 - Funds are available for LEA to purchase equipment

Appendix D

FY 2022 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	$84,000	$63,000
HVACR Lab	$90,000	$67,500
Architectural Drawing & Design Lab	$108,000	$81,000
Metals Lab	$90,000	$67,500
Middle School Architecture & Construction	*$48,120*	*$36,090*
Arts, AV Technology & Communications		
Audio/Video Technology & Film	$120,000	$90,000
Graphics Design Lab	$48,000	$36,000
Graphics Communication Lab	$120,000	$90,000
Middle School Arts, AV Tech & Communications	*$48,325*	*$36,245*
Business Management and Administration		
Business Management Multi-Use Lab	$48,000	$36,000
Middle School Business Education Lab	*$37,250*	*$27,940*
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

LAB	NEW	MODIFIED
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
Human Services		
Family/Consumer Science Multi-Use Lab	$36,000	$27,000
Cosmetology Lab	$24,000	$18,000
Barbering Lab	$18,000	$12,000
Middle School Family/Consumer Science Lab	*$30,000*	*$22,500*
Law, Public Safety, Corrections & Security		
Public Safety Lab	$18,000	$13,500
Middle School Public Safety	*$16,575*	*$12,430*
Marketing		
Marketing Multi-Use Lab	$24,000	$18,000
Middle School Marketing – Small Bus. Ent.	*$17,700*	*$13,275*
Middle School Marketing – Adv. & Promo.	*$9,700*	*$7,275*
Manufacturing		
Manufacturing Lab	$108,000	$81,000
Mechatronics Lab	$175,000	$140,000
Science Technology Engineering and Math (STEM)		
Engineering Technology Multi-Use Lab	$108,000	$81,000
Engineering, Drawing & Design Lab	$108,000	$81,000
Middle School Engineering Technology Lab	*$48,000*	*$36,000*
Transportation Distribution and Logistics		
Aviation Maintenance Lab	$90,000	$78,000
Flight Operations Lab	$90,000	$78,000
Automotive Services Lab	$102,000	$90,000
Collision Repair Lab	$90,000	$67,500
Distribution and Logistics	$108,000	$81,000
Middle School Transportation	*$49,800*	*$37,350*

Appendix E

GADOE - LEA Consolidated Application

LEA Consolidated Application

District Code: 676 **District Name:** Houston County
Fiscal Year: 2017 **Program:** CTAE - Vocational Construction Bond - Original

Construction-Related Equipment Request
(formerly the DE0170 form)

FACILITY INFORMATION: Request for School Year: 2017 (7/1/2016 through 6/30/2017)

System Number:	676-Houston County
Facility ID & Facility Name:	Houston County Career Academy
Facility Grade Range:	

Date Construction was approved by the Local Board of Education:	
Anticipated date for receiving an Occupancy Permit:	
Date the architectural plan for this lab(program) was approved by Facilities Services:	
Facility Code (Issued by DOE Facilities Services):	
Facility Status:	
Enter current School Building Number where lab is located:	
Lab Name:	
Lab Status:	

Constr. Approval Date by Local BOE	Anticipated Occupancy Permit Date	Architectural Plan Approved by Fac. Srvs.	Facility Code Issued by DOE Fac. Srvs.	Facility Status	Facilities School Bldg. No.	Lab Name	Lab Status

PROGRAM/COURSE INFORMATION

Facility Information:	
Program Cluster:	
Projected Date Instruction will begin in new facility:	
Fiscal Year Program projected to be Industry Certified:	
Requested Funding Amount:	

GADOE - LEA Consolidated Application

Facilities School Bldg. No.	Lab Name	Lab Status	Program Cluster	Projected Date Instruction will begin in a new facility	Fiscal Year Program projected to be Industry Certified	Requested Funding Amount