

# Career, Technical and Agriculture Education Winter Professional Learning Conference February 6, 2018

## Accountability & Finance Team

**Cheryl Clemons**

CTAE Program Manager  
Accountability and Finance

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# Overview

- Perkins Plus
- Monitoring/Risk Assessment Reviews
- Office of Civil Rights Compliance Reviews
- Timeline – February-December, 2018
- CRE Grants
- AVTF Grants - 2018
- Technical Assistance
- Grant Amendments/Close-out
- GACTE
- Perkins Re-Authorization





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Request for Proposal  
For  
Carl D. Perkins  
**PERKINSplus**  
Reserve Fund Grants  
Fiscal Year 2019

Dissemination Date:  
January 16, 2018

**Deadline:**  
**February 16, 2018**  
**5:00 p.m.**

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

# Requirements for Submitting Perkinsplus Grant Application

- Completed application with all required attachments must be received no later than 5pm on February 16, 2018
- 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



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# 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](mailto:Lplan@doe.k12.ga.us) as part of the grant application

# FY2019 Perkinsplus Reserve Grant



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- **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:**
  - **What** is the professional development?
  - **Who** will attend?
  - **Where** will it be offered?

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# FY2019 Perkins *plus* Reserve Funding Levels

- **Option #1** Core Indicators **\$15,000**
- **Option #2** Non-Traditional **\$10,000**
- **Option #3** Special Populations **\$10,000**

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# FY2019 Perkins *plus* Reserve Funding Levels



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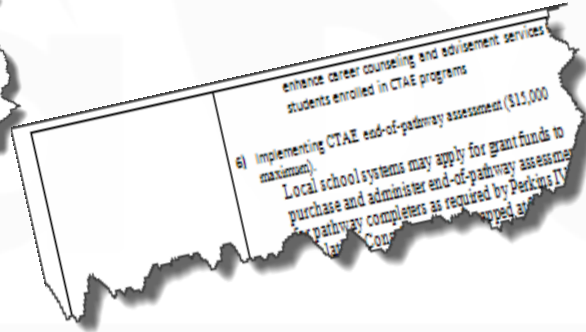
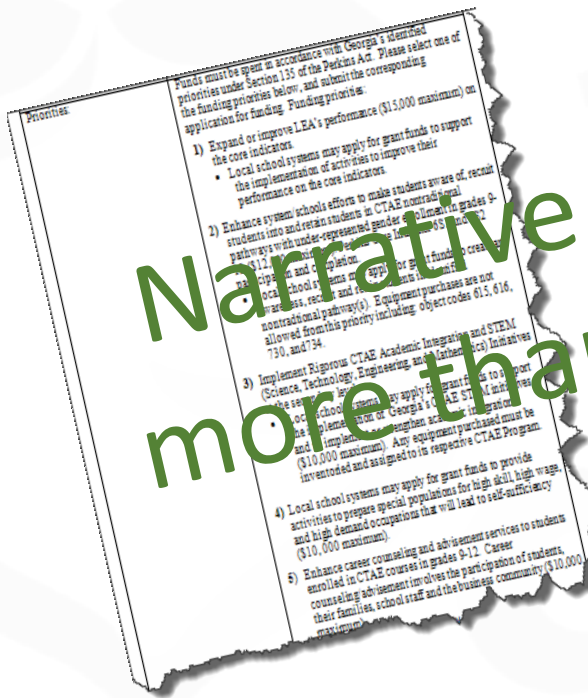
- **Option #4** Assessment will be funded based on your October 2017 CTAE FTE count

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

	<b>Perkinsplus</b>
<b>Option 1</b>	<i>Expand or improve LEA's performance on any core indicators except 6S1 and 6S2. The proposed budget may not exceed \$15,000.</i>
<div data-bbox="338 278 627 585" style="border: 2px solid red; padding: 5px;"> <p><b>COMPLETE APPLICATION FOR OPTION 1 MUST INCLUDE:</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Appendix A – Cover Page</li> <li><input checked="" type="checkbox"/> Appendix B – Signed Assurances with Original Signatures</li> <li><input checked="" type="checkbox"/> Grant Narrative – Questions I, II and III</li> <li><input checked="" type="checkbox"/> Appendix C – Budget Template</li> </ul> </div> <div data-bbox="401 1053 568 1179" style="text-align: center;">  </div>	<p>Local school systems may apply for grant funds to support the implementation of activities to improve its performance on any core indicator except 6S1 &amp; 6S2.</p> <p style="text-align: right;"><b>Narrative Required</b></p> <p><b>Grant Narrative Applications must address questions below.</b></p> <p><b>I. Describe the activity and the need for implementation.</b></p> <ul style="list-style-type: none"> <li>• Identify the activity to be implemented or improved.</li> <li>• Indicate the Perkins Core Indicator(s) to be addressed. <ul style="list-style-type: none"> <li>○ What is the current performance level for the indicator(s) listed above?</li> </ul> </li> <li>• For professional development activities, include a description and identify staff involved.</li> </ul> <p><b>II. Plan of Operation and Timeline</b></p> <ul style="list-style-type: none"> <li>• List and describe the specific steps that will occur to support the successful development and implementation of the activity. <ul style="list-style-type: none"> <li>○ For each step listed, include a timeline and the person responsible.</li> </ul> </li> </ul> <p><b>Personnel</b></p> <p>Identify the project coordinator and team members involved in the implementation of the program (names, titles and roles).</p> <p style="text-align: center;"> <div data-bbox="691 892 1207 1135" style="background-color: red; color: white; border-radius: 50%; padding: 20px; display: inline-block;">           Each option lists the required documents to be submitted         </div> </p>
<small>Georgia Department of Education January 16, 2018 Page 5</small>	



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Narrative details no more than 2-3 pages

**APPENDIX "C"**

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	FY2019 PERKINS <i>plus</i> BUDGET TEMPLATE												
2													
3	<b>OPTION FUNDING REQUESTED:</b>												
4	<b>System Name:</b>						<b>System Number:</b>						
5													
6	Detailed Item Description	Describe How Item or Activity Will be Used in Program	Function Code	Object Code	Quantity	Cost Per Item	Total Expenditure (Quantity x Cost Per Item)						
7													-
8													-
9													-
10													-
11													-
12													-
13													-
14													-
15													-
16													-
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20													-
21													-
22													-
23													-
24													-
25													-
26													-
27													-
28	<b>Total Perkins<i>plus</i> Funds</b>												-

# PERKINSplus Sample Grant Budget Narrative Detail



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## APPENDIX "C"

FY2019 PERKINSplus BUDGET TEMPLATE							
OPTION FUNDING REQUESTED:							4
System Name: Outback County			Worth			System ID	???
Detailed Item Description	Describe How Item or Activity Will be Used in Program	Function Code	Object Code	Quantity	Cost Per Item	Total Expenditure (Quantity x Cost Per Item)	
Marketing and Management EOPA	EOPA	1000	810	11	20.3	223.30	
Nutrition and Food Science	EOPA	1000	810	26	15	390.00	
Early Childhood Ed and Practicum	EOPA	1000	810	22	22	484.00	
Plant and Landscape Systems	EOPA	1000	810	15	8	120.00	
Horticulture and Animal Science	EOPA	1000	810	10	8	80.00	
AVT and Film	EOPA	1000	810	6	20	120.00	
Carpentry	EOPA	1000	810	18	20	360.00	
Welding	EOPA	1000	810	10	20	200.00	
Auto Maintenance and Light Repair	EOPA	1000	810	7	30	210.00	
Therapeutic Services/Allied Health and Medicine (CCMA)	EOPA	1000	810	15	155	2,325.00	
Therapeutic Services/Allied Health and Medicine (NCMOA)	EOPA	1000	810	15	90	1,350.00	
Therapeutic Services/Allied Health and Medicine (NCHSE)	EOPA	1000	810	10	12	120.00	
Therapeutic Services/Patient Care (CNA)	EOPA	1000	810	16	112	1,792.00	
Graduation Cords	Recognition of Pathway Complet	1000	610	150	6.01	901.50	
Plaques	Recognition of highest EOPA scor	1000	610	15	25	375.00	
Achievement Medallions	Recognition of EOPA Passers	1000	610	100	17	1,700.00	
EOPA Coordinator/Consultant	Assist CTAE Director with comple	2210	300	100	30	3,000.00	
Substitutes	Subs for teachers to have profess	2210	113	25	50	1,250.00	
						-	
<b>Total Perkinsplus Funds</b>						<b>15,000.80</b>	

Provide Specific Detail



## APPENDIX "D"

<div style="text-align: center;">  <b>FY2019 EOPA Funding Worksheet</b>  <i>DRAFT Copy - EOPA Exam inclusions and pricing may possibly change based on the approved FY2019 Georgia Technical Skill Attainment Inventory</i> </div>							
System Number	System Name		School Name	School Code			
Cluster Area	Career Pathway Name		Available Pathway Exams	Pathway Sub Category Exams Available	Cost Per Exam	Number of Exams	Total Cost of Exams
Agriculture	Agribusiness Systems		Agricultural Communications & Leadership (Precision)		\$8.00		\$ -
	Agriculture Energy Systems		Natural Resource Science II (Precision)		\$8.00		\$ -
	Agriculture Leadership in Animal Production		Agricultural Science I (Precision)		\$8.00		\$ -
	Agriculture Leadership in Aquaculture		Agricultural Science I (Precision)		\$8.00		\$ -
	Agriculture Leadership in Food Product Processing		Agricultural Communications & Leadership (Precision)		\$8.00		\$ -
	Agriculture Leadership in Forestry		Agricultural Science I (Precision)		\$8.00		\$ -
	Agriculture Leadership in Horticulture		Agricultural Science I (Precision)		\$8.00		\$ -
	Agriculture Leadership in Plant Science		Agricultural Science I (Precision)		\$8.00		\$ -
	Agriculture Mechanics and Electrical Systems		Agricultural Systems Technology II (Precision)		\$8.00		\$ -
	Agriculture Mechanics and Metal Fabrication		Agricultural Systems Technology I (Precision)		\$8.00		\$ -
	Agriculture Mechanics Systems		Agricultural Mechanics - NOCTI		\$22.00		\$ -
			Agricultural Systems Technology II (Precision)		\$8.00		\$ -
	AgriScience Systems		Agricultural Science II (Precision)		\$8.00		\$ -
	Horticulture and Animal Science		Agricultural Science II (Precision)		\$8.00		\$ -
	Animal Mechanical Systems		Agricultural Science I (Precision)		\$8.00		\$ -
	Animal Production and Processing		Animal Science I (Precision)		\$8.00		\$ -
	Companion Animal Systems		Animal Science II (Precision)		\$8.00		\$ -
	Environmental Agriculture Systems		Natural Resource Science II (Precision)		\$8.00		\$ -
	Equine Science		Animal Science II (Precision)		\$8.00		\$ -

# Scoring Rubric



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## GEORGIA DEPARTMENT OF EDUCATION CTAE Perkinsplus GRANT SCORING RUBRIC FOR OPTIONS 1-4

Using the following rubric, reviewers will assign numerical scores and prepare comments. The review team will meet to determine consensus.

	Level 3 Meets All Criteria	Level 2 Meets Some Criteria	Level 1 Meets Few or No Criteria
<b>A. Activity description and the use of data to support the need for the activity.</b>  25 Points	The proposed activity is clearly and thoroughly described, and the performance data proves the need for the activity.  25-15	There is a limited description of the proposed activity, and the performance data provides limited support for the activity.  14-6	The proposed activity is not clearly identified, and little or no performance data are included to support the need for the activity.  5-0
<b>B. Plan of Operation and Timeline</b>  20 Points	A detailed timeline, including specific steps in the implementation process is included. Persons responsible are listed. An explanation is given as to how the implementation process will be evaluated for success.  20-10	A timeline that includes some specific dates is included. Persons responsible are listed. A limited explanation is given as to how the implementation process will be evaluated for success.  9-1	The timeline does not exist or is very limited and includes few specific dates. No explanation is given as to how the implementation process will be evaluated for success.  0
<b>C. Key Personnel</b>  5 Points	Key personnel are identified by name, title, and role.  5-4	Few key personnel are identified by name, title, and role.  3-1	No key personnel are identified.  0
<b>D. Budget Template</b>  50 Points	Budget is clear, reasonable and cost effective. Budget template itemizes expenses in detail by completing all items requested on the "Budget Template." Budget calculations are correct.  50-30	Budget is reasonable and cost effective. Budget template identifies expenses and provides general explanation. Budget contains a few errors with some items missing from "Budget Template."  29-15	Budget is not clear, reasonable and/or cost effective. Budget template does not provide detailed explanation of expenditures. Budget contains errors and/or is completed incorrectly.  14-0
System Name:		Evaluator:	Total Points:



## PERSONNEL ACTIVITY REPORT (PAR)

Recipient: Jane Doe School: Westside High School

Reporting Period: May 1-31, 2017

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

Program Name	Date of Activity	Description of Activity	Hours Worked	Total Compensation	Distribution of Time
Perkins	May 2, 2016	Substitute - FBLA	8	\$65.00	100%
Perkins	May 6, 2016	EOPA Test Administration	2	\$60.00	100%
Perkins	May 7, 2016	EOPA Data Entry	6	\$180.00	



\_\_\_\_\_  
Signature of Paid Recipient

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

# A Complete FY2019 Perkins *plus* Reserve Grant Application Includes

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

Georgia Department of Education

# FY2018 Reserve Grant Projects Funded

- Total Reserve Funds Available..... \$2,026,778
- Total Perkins*plus* Reserve Grant Requests ...\$1,662,048
- Total Perkins*plus* Reserve Grants Funded.....\$1,619,671
  - Grant awards included in system FY2018 allocations





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# Dates for Amendments, Expending Funds & Closing Out Grants

- All amendments must be submitted for approval **no later than June 6, 2018.**
- All funds must be expended by **June 30, 2018.**
- All funds must be drawn down by **July 31, 2018.**
- 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, 2018** (must have a status of **CLOSED**).

# Selection of Recipients for Required Monitoring



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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 & Technical Assistance Checklist



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Georgia Department of Education  
**CAREER, TECHNICAL, AND AGRICULTURAL EDUCATION**  
FY19 RISK ASSESSMENT SURVEY  
(Based on FY17 Data)

System: [Click here to enter text.](#) Due Date: February 16, 2018 Date: [Click here to enter a date.](#)

ELEMENTS FOR REVIEW	YES	NO	N/A	POINTS	EVIDENCE OF COMPLIANCE
8. Did the LEA sign off on the Program Improvement Grant application through the consolidated application process by May 12, 2017?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<a href="#">Click here to enter text.</a>
9. Did the LEA sign off on the Program Improvement Grant budget detail through the consolidated application process by September 29, 2017?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<a href="#">Click here to enter text.</a>
10. Did the LEA use the state recommended equipment inventory management form, or did the form used by the LEA have all the required information?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<a href="#">Click here to enter text.</a>
11. Did the LEA "draw down" funds from Grants Accounting Online Reporting System (GAORS) on a timely basis?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<a href="#">Click here to enter text.</a>
12. Did the LEA have Perkins IV federal funds greater than \$300,000 (combined total of Program Improvement and Carryover) left unspent after June 30, 2017?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<a href="#">Click here to enter text.</a>
13. Did the LEA report EOPA testing irregularities for the most recent fiscal year?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<a href="#">Click here to enter text.</a>
<b>Total Points</b>					

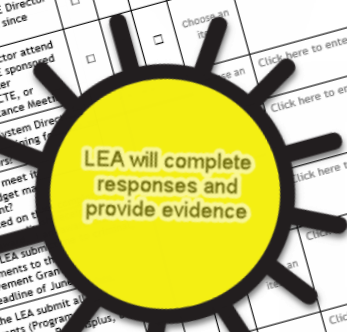
By signing this report, I certify to the best of my knowledge accurate, and the expenditures, disbursements and the expenses and objectives set forth in the terms and conditions, purposes and objectives set forth in the terms and conditions, false, fictitious, or fraudulent information, or the omission of civil or administrative penalties for fraud, false statements,

CTAE Director (Signature): \_\_\_\_\_

Georgia Department of Education  
January 16, 2018  
Page 2

ELEMENTS FOR REVIEW	YES	NO	N/A	POINTS	EVIDENCE OF COMPLIANCE AND NOTES
1. Has the current CTAE Director been in the position since July 1, 2016?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Choose an item.	<a href="#">Click here to enter text.</a>
2. Did the CTAE Director attend two or more CTAE sponsored workshops, Winter Conference, GACTE, or Technical Assistance Meetings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Choose an item.	<a href="#">Click here to enter text.</a>
3. Did the CTAE System Director complete the training for CTAE Directors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Choose an item.	<a href="#">Click here to enter text.</a>
4. Did the LEA meet IV local budget requirement? (As reported on the Perkins IV report)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Choose an item.	<a href="#">Click here to enter text.</a>
5. Did the LEA submit amendments to the Program Improvement Grant by the deadline of July 31, 2017?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Choose an item.	<a href="#">Click here to enter text.</a>
6. Did the LEA submit all IV Grants (Program Improvement, Perkins IV Carryover) Collection Reports by the July 31, 2017 deadline?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Choose an item.	<a href="#">Click here to enter text.</a>
7. Did the LEA meet Core Indicator 251 (Technical Skill Attainment) on the most recently published data?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Choose an item.	<a href="#">Click here to enter text.</a>

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January 16, 2018  
Page 1



# DETERMINING A RATING



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## Annual Assessment

Complete the Monitoring and Risk Assessment Checklist by February 16, 2018

Email completed checklist to LPlan ([lplan@doe.k12.ga.us](mailto:lplan@doe.k12.ga.us)) and copy CTAE Region Coordinator

## High Risk Intervention Elements

- **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.

# Monitoring & Technical Assistance Reviews



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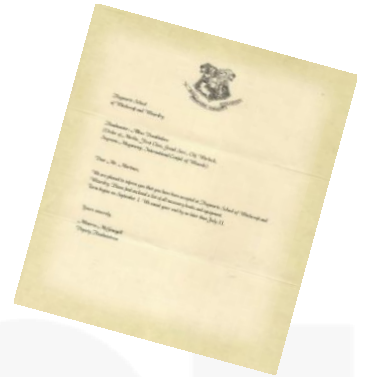
## Steps in the process:

- LEAs will complete the self-assessment (FY2017 Monitoring and Technical Assistance Checklist)
- LEAs submit completed checklist to Lplan and a copy to CTAE Region Coordinator by **5 pm on February 16, 2018**
- At-Risk rating will be determined for each LEA (one-third based on GaDOE Financial Review score and two-thirds based on CTAE 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



# Notification of On-Site Monitoring Visits

- **LEAs selected for Monitoring and Risk Assessment Reviews (Compliance Reviews) notified by letter**
  - Superintendent
  - CTAE Director
- **Spring technical assistance meeting conducted by the Accountability and Finance Unit**
  - Disseminate self-study assessment/monitoring documents
  - Review the monitoring process and procedure



# MONITORING VISITS WILL REVIEW



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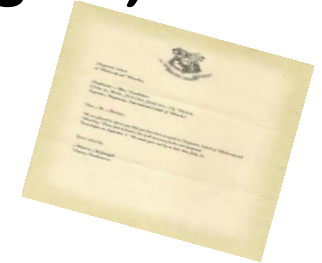
The CTAE Accountability and Finance Unit conducts a monitoring and risk assessment of the following Perkins IV areas:

- **Monitoring and Risk Assessment Checklist Results**
- **Core Indicators of Performance Data**
- **Financial Review Status**
- **Inventory**

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# OCR/MOA

- **LEAs selected for OCR (Office for Civil Rights) monitoring notified by letter**
  - Superintendent
  - CTAE Director
- **Spring technical assistance meeting conducted by the Accountability and Finance Unit**
  - Disseminate self-study assessment/monitoring documents
  - Review the monitoring process and procedure.
  - Bring a team to this meeting including your facilities supervisor, special needs director, Title IX Coordinator, counselor, and someone from Human Resources.



# Construction-Related Equipment Grant Reminders



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## FY 2018 Awardees

- Follow all close-out guidelines:
  - Upload invoices regularly
  - Complete the required GaDOE/CTAE equipment inventory form located on the CTAE website
  - Maintain a copy of the completed CTAE equipment inventory form in the office of the local board; copy should be available for review upon request.
  - Upload inventory form to the Attachment Tab of system's FY 19 Consolidated Application



# Construction-Related Equipment Grants



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## FY 19 Applicants

- Architectural plans for the facility must be **submitted to and approved by GaDOE Facility Services unit.**
- To receive grant funds operate a full-time program with a qualified teacher hired or position advertised.
- Optional quote review and purchasing guidance for use of CRE Bond Grant Funds
- If you choose not to review with program specialist you are on your own if not approved by GSFIC
- There is no guarantee of funds. Funds are allocated through the Governor and Legislative budgets.

# Construction-Related Equipment Grants



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- **Stolen, lost or destroyed equipment that is less than five (5) years old must be reported in writing State CTAE Director within ten days of the discovery of the loss.**
  - Include the name of the specific item, the cause of the loss (stolen, lost, damaged, destroyed, etc.) and the value of each item.
- **State CTAE Director will then contact GSFIC, who is the owner of the equipment.**
- **LEA is responsible for the replacement of the value of the equipment lost. LEA has 60 days from the date the report was filed to replace the missing equipment.**

# Construction-Related Equipment Grant Timeline FY2020 Funding Requests

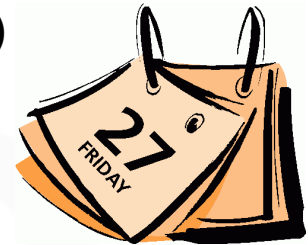
**May 15, 2018 – Funding requests submitted to CTAE in the Consolidated Application by the LEA (Phase I Application)**

**June- July 2018 – CTAE reviews funding requests**

**August 2018 – Funding request submitted to DOE Facilities Office**

**September 2018 – Funding request forwarded to Governor's Office of Planning and Budget**

**January 2019 – Governor's budget presented to General Assembly which includes funds from state bond sale**



# Construction-Related Equipment Grant Timeline FY2020 Funding Request

**April 2019 – General Assembly approves State Budget**

**May 2019 – Funding requests submitted to CTAE in the Consolidated Application by LEA(Phase II Application)**

**June 2019 – State Board of Education approves LEA grants if funded by the Georgia General Assembly**

**July 1 ,2019 – Funds are available for LEA to purchase equipment**

**(Instruction is expected to begin August 2020)**



# FY18 AVTF Grants

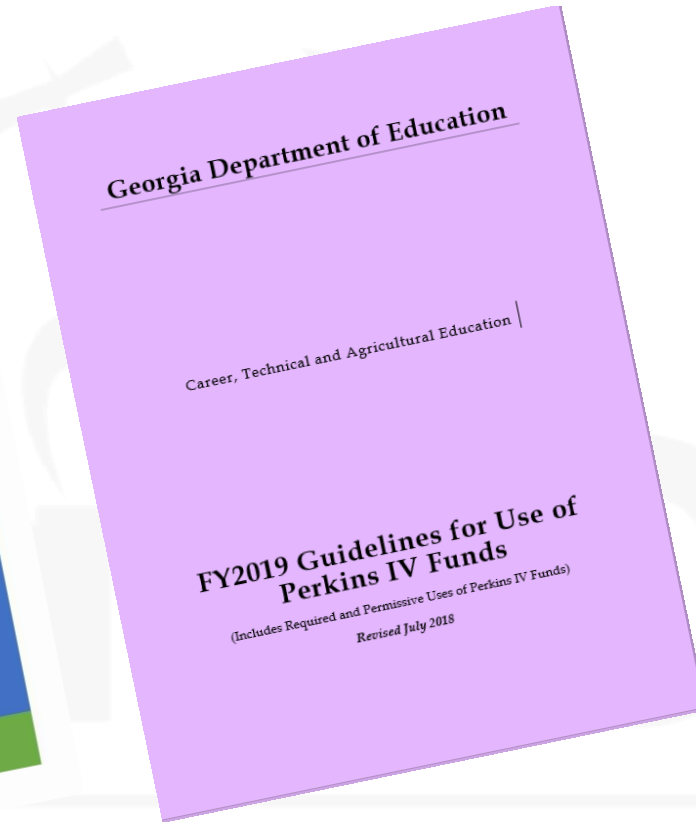
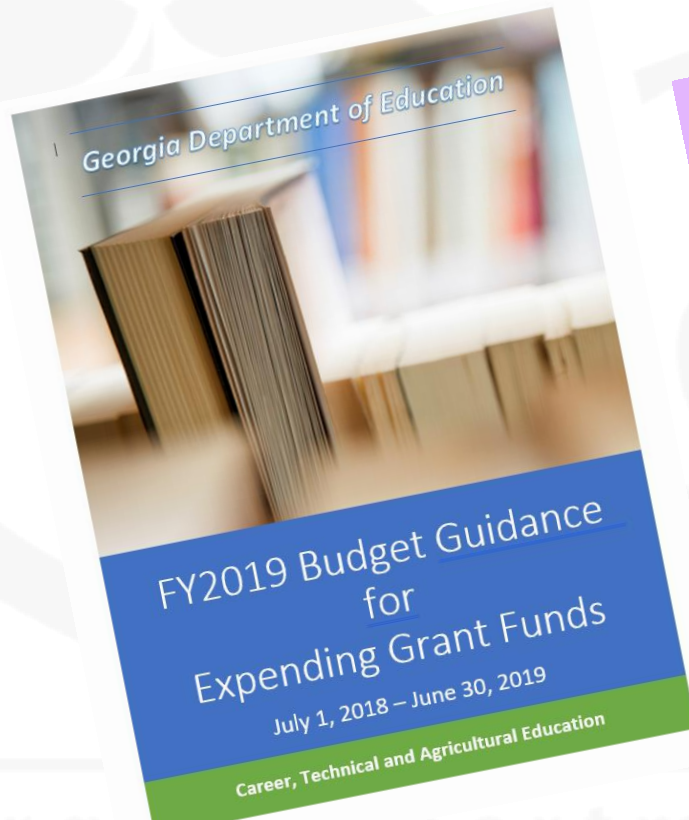
- Grant funds available for FY18
- New or revised applications required
- Awards will be granted according to the following priorities:
  - Georgia Film Academy High Schools
  - Schools from the last cycle that did not receive an award
  - New schools that apply
    - First come, first served basis
    - Must have an active CTAE pathway



# Use of Perkins Funds FY2019 and Budget Guidance



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**Distributed at Technical Assistance Meetings**

# New Format for Technical Assistance Workshops



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- 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

Georgia Department of Education

# GACTE SCHEDULE ALERT

## Sunday, July 15:

2:00-4:00 New Leaders Orientation (Region Coordinators)

4:00-5:00 FY2019 CRE Phase II (Cheryl)

5:00-6:00 CTAE Advisory Council (Region Coordinators)

**Very Important**



# CTAE Leaders "Save The Dates" Spring 2018

## ***FY2019 Local Plan Technical Assistance Workshops***

<b>April 10, 2018</b>	<b>North, Central &amp; South</b>
<b>April 12, 2018</b>	<b>North, Central &amp; South</b>
<b>April 17, 2018</b>	<b>North, Central &amp; South</b>
<b>April 18, 2018</b>	<b>South</b>
<b>April 19, 2018</b>	<b>North &amp; Central</b>



Richard Woods,  
Georgia's School Superintendent  
"Educating Georgia's Future"  
[gaode.org](http://gaode.org)

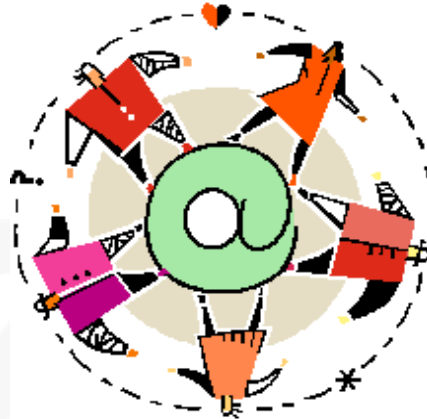
# Perkins V Reauthorization

- Reauthorization has not happened
- House passed HR 2353 in June
- Process starts over with new Congress
- Purpose of Act largely remains unchanged
- State and Local plan will change; states maintain authority over contents

Georgia Department of Education

# Accountability and Finance Staff Contact Information

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