CAREER, TECHNICAL AND AGRICULTURAL EDUCATION

Construction-Related Equipment Grant (CRE) Guidance

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

Table of Contents

For the latest information check our CTAE web site at:
http://www.doe.k12.ga.us/Curriculum-Instruction-and-Assessment/CTAE/Pages/Facilities-Capital-Equipment-and-Equipment-Lists.aspx

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

This document is intended to provide both general and specific information about recommended CTAE secondary lab designs, equipment and equipment grants. It is suggested that you use the information herein to answer your general questions, and then contact the appropriate GaDOE Program Specialist for more specific information.

GaDOE Contact Information

Roy Rucks rrucks@doe.k12.ga.us	North Region Coordinator - CTAE (404) 805-7279
Nancy Bessinger nbessinger@doe.k12.ga.us	Central Region Coordinator - CTAE (404) 805-9633
Brenda Merchant bmerchant@doe.k12.ga.us	South Region Coordinator - CTAE (404) 805-9904
Stan Mitchell smitchell@doe.k12.ga.us	North Region Coordinator – Agriculture, Food and Natural Resources (706) 552-4461
Chris Corzine ccorzine@doe.k12.ga.us	Central Region Coordinator – Agriculture, Food and Natural Resources (478) 822-7385
Lynn Barber lbarber@doe.k12.ga.us	South Region Coordinator – Agriculture, Food and Natural Resources (229) 386-3428
Mark Crenshaw mcrenshaw@doe.k12.ga.us	Science, Technology, Engineering and Math (STEM); Energy; Manufacturing (404) 657-8316
Carol Burke cburke@doe.k12.ga.us	Architecture & Construction; Arts, A/V Technology & Communications; Transportation, Distribution & Logistics (404) 657-8308
Daphnne Bonaparte dbonaparte@doe.k12.ga.us	Human Services (Nutrition & Food Science), (Consumer Housing), (Interiors, Fashion & Textiles); Hospitality & Tourism (Culinary Arts); Education & Training (404) 463-6406
Linda Smith lismith@doe.k12.ga.us	Marketing (404) 657-6588
Misty Freeman mfreeman@doe.k12.ga.us	Business, Management & Administration; Finance; Information Technology (404) 657-8307

Phyllis Johnson
pjohnson@doe.k12.ga.us

Health Science; Law, Public Safety, Corrections & Security; Human Services (Cosmetology, (Barbering), (Esthetics), (Nails)
(404) 463-6404

Brenda Barker
brbarker@doe.k12.ga.us

Accountability and Finance Program Manager
(404) 463-5279

Introduction

This handbook is designed to provide general information about CTAE equipment, facilities and equipment grants. 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 herein, please contact Brenda Barker, Accountability and Finance Program Manager or email **LPlan@doe.k12.ga.us**. On-site visits by GaDOE personnel will be made as needed to review new construction or "modified" construction status, minimum square footage requirements, program projection data, planned curriculum and status of teacher preparation.

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 nature of the curriculum dictates the layout and/or design of the lab.
4. Lab designs are occasionally modified to reflect changes in program emphasis.
5. Illustrations are provided as recommendations for use in planning CTAE labs that will meet the needs of the curriculum for the respective instructional program, and it will provide a safe environment for student learning.
6. The square footage requirements of these labs are important in meeting Industry Certification standards and for eligibility for equipment grants**.**
7. Program Specialists for the individual CTAE Clusters have some flexibility in the lab layout of a facility, and they will be called upon by DOE Facility Services to provide CTAE lab layout approval.
8. It is recommended that you contact the specific Program Specialist for information about a lab area for which you want to modify or for which a lab layout is available on the DOE website.
9. CTAE pathways that are currently State Board Approved are eligible for Construction-Related Equipment Grant funding with input from CTAE Program Specialists and the GaDOE Facilities Department.

CTAE Lab Designs

The CTAE lab designs listed below are found in a separate document and are in printable form at: **http://www.gadoe.org/Curriculum-Instruction-and-Assessment/CTAE/Pages/Facilities-Capital-Equipment-and-Equipment-Lists.aspx (Currently under construction. Contact the Program Specialist.)**

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

Cluster: **Architecture & Construction**
- Construction Lab
- HVACR Lab
- Architectural Drawing and Design Lab
- Metals Lab

Cluster: **Arts, A/V Technology & Communications**
- Audio & Video Technology & Film Lab
- Graphic Communication Lab
- Graphic Design Lab

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 and Consumer Sciences Multi-Use Lab
- Middle School Family and Consumer Sciences Lab
- Cosmetology Lab
- Barbering Lab

Cluster: **Information Technology**
- Networking Lab
- Web & Digital Communications Lab
- Programming and Computer Science Lab
- Information Support & Services Lab

Cluster: **Law, Public Safety, Corrections & Security**
- Public Safety Multi-Use Lab

Cluster: **Marketing**
- Marketing Multi-Use Lab

Cluster: **Manufacturing**
- Manufacturing Lab
- Mechatronics Lab

Cluster: **Science, Technology, Engineering & Mathematics (STEM)**
- Engineering and Technology Multi-Use Lab
- Middle School Technology Lab
- Engineering, Drawing and Design Lab

Cluster: **Transportation, Distribution & Logistics**
- Aviation Maintenance Lab
- Flight Operations Lab
- Automotive Services Lab
- Collision Repair Lab
- Distribution & Logistics Lab

Equipment

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.

1. **These lists are not intended to be inclusive of all items that a program might need. Please contact the appropriate Program Specialists with additional requests for items not included.**

2. **All items that you might find on some of these lists are not necessarily equipment – some include consumable supplies, software, etc.**

3. **Not every item on these lists will qualify as a reimbursable item for purchase under the Construction-Related Equipment Grant (CRE).**

4. **Items must be durable, repairable and have a useful life of five years or more. <u>CRE funds are for major equipment purchases.</u> 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 maintained for five years.**

5. **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.**

CTAE Equipment Lists

CTAE equipment lists exist for all pathways below. For a copy of a specific equipment list please contact the appropriate Program Specialist for that program area.

Cluster: **Agriculture, Food & Natural Resources**
- Agriculture
- Agricultural Mechanics
- Food Processing
- Horticulture/Plant Science
- Forestry
- Animal Science
- Agriculture (Middle School)

Cluster: **Architecture & Construction**
- Construction
- HVACR
- Architectural Drawing and Design
- Metals

Cluster: **Arts, A/V Technology & Communications**
- Audio & Video Technology & Film (formerly Broadcast/Video Production)
- Graphic Communication
- Graphic Design

Cluster: **Business, Management & Administration**
- Business, Management & Administration
- Business Education (Middle School)

Cluster: **Education & Training**
- Early Childhood Education

Cluster: **Energy**
- Energy

Cluster: **Finance**
- Finance

Cluster: **Health Science**
- Diagnostics Services
- Therapeutic Services
- Biotechnology
- Health Informatics
- Middle School Health Science

Cluster: **Hospitality & Tourism**
- Sports & Entertainment Marketing
- Hospitality, Recreation and Tourism
- Culinary Arts

Cluster: **Human Services**
- Family and Consumer Sciences
- Family and Consumer Sciences (Middle School)
- Cosmetology
- Barbering
- Esthetics
- Nails

Cluster: **Information Technology**

- Networking
- Web & Digital Communications
- Programming and Computer Science
- Information Support & Services

Cluster: **Law, Public Safety, Corrections & Security**
- Criminal Justice
- Fire and Emergency
- Legal Services

Cluster: **Manufacturing**
- Manufacturing
- Mechatronics

Cluster: **Marketing**
- Marketing

Cluster: **Science, Technology, Engineering & Mathematics (STEM)**
- Engineering and Technology
- Technology (Middle School)
- Engineering, Drawing and Design

Cluster: **Transportation, Distribution & Logistics**
- Aviation Maintenance
- Flight Operations
- Automotive Services
- Collision Repair
- Distribution & Logistics

Construction-Related Equipment (CRE) Grants Overview
1. Grants are awarded for programs opening at the beginning of the school year. Other options are at the discretion of the Grant Program Manager.
2. All equipment grant purchases for reimbursement must be **reviewed** by the **Grant Program Specialist**.
3. Construction-Related Equipment grant funds should not be the only funds considered when planning for the equipment and other programmatic needs of a new facility. FTE funds, Perkins Grant funds, SPLOST funds, capital outlay funds, resources of local business partners and local school funds are also resources that should be considered.

4. The purpose of the grant is to provide funding for large essential equipment for CTAE labs: (1) in new school buildings; (2) in newly-modified labs; and (3) where new programs are being implemented.
5. 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 replaced.
6. There is a minimum value of $100 per item.
7. Grant funding is approved with the understanding that a minimum of five years is committed for program use in the specified lab area.
8. This grant is limited to funding programs that meet all of the following:

	New Facility (Building) Requires DOE Facility Services/CTAE review and approval	Modified Facility (Building) Requires DOE Facility Services/CTAE review and approval
New Program	*System receives "full" grant amount*	*System receives "full" grant amount*
Existing Program	System has never received grant funds for this existing program <u>or</u> system has not received grant funds for this program in the past five-years *System receives "modified" grant amount*	System has never received grant funds for this existing program <u>or</u> system has not received grant funds for this program in the past five-years *System receives "modified" grant amount*

Determining Your Readiness to Apply for the CRE 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 decision to add a new CTAE lab or to modify an existing lab has been made following a review of the need for the addition.
2. System personnel have consulted with their respective GaDOE Program Specialist(s) for their advice.
3. Current GaDOE program requirements including CTAE lab floor plans and CTAE state equipment lists have been reviewed.
4. The state CTAE web site has been checked for current Construction-Related Equipment guidance.
5. Local system 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, the GaDOE CTAE unit and the local Board of Education.

7. Other funding sources and resources needed for paying for additional equipment, supplies, and other program-related needs that are not covered by the Construction-Related Equipment grant have been identified.
8. A fulltime certified teacher has been hired (or the position has been advertised and/or applicants are being interviewed) for the program. Plans for any needed in-service training for the teacher have been made.
9. The local BOE record-keeping system is in place to maintain an inventory of equipment purchased with grant funds.
10. The local BOE policy on obtaining competitive bids for equipment has been reviewed.

Required Assurances for the Grant (Consolidated Application Agreement)

- Architectural plans and specifications for the new or modified facilities are to be jointly recommended by the local board and the GaDOE CTAE staff and approved by the GaDOE Facilities Unit **BEFORE** applying for this request.
- The local board agrees to construct or modify the CTAE instructional facilities for schools in accordance with the architectural plans that have been approved for each program.
- Funds from this grant will be used to purchase major instructional equipment items **ONLY** utilizing the following object sub-codes:
  - 615 - Expendable Equipment less than $5,000 (Major items only – per item cost must exceed $100, **unless item details are submitted in writing to the Grant Area Program Specialist for review**)
  - 616 - Computer Equipment less than $5,000 (per item cost must exceed $100, **unless item details are submitted in writing to the Grant Area Program Specialist for review**)
  - 730 – Property (Equipment) over $5,000
  - 734 - Computers over $5,000
  - 612 - Computer Software (only Operating Systems and specialized preapproved software for programs are eligible), *Software Banks are not permissible.*
- Bond Fund purchases should **last at least five years, be repairable, not replaceable**, and **should be inventoried as equipment**.
- The facilities (lab) for which grant recipients intend to purchase equipment utilizing grant funds must be *owned by a government entity*.
- The local board will be responsible for providing adequate instructional materials and supplies that do not fall under the major instructional equipment category.
- The local board 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).
- The local board agrees to report equipment purchases and to maintain an inventory in accordance with departmental procedures on all equipment items in the program.
- The local board agrees that, if for any reason, equipment purchased for the specified lab ceases to be used for the purposes established in the grant guidance, notification will be sent to the CTAE State Director via email to LPlan@doe.k12.ga.us which will initiate the process of equipment transfer to another program.

- The local board will operate each program as a full-time program with certified CTAE instructors.
- No student will be denied admission and the state curriculum, which includes integration of academic skills and project activities, will be implemented for all students.
- The local board agrees to conduct student assessments and program evaluations and provide reports to the GaDOE as required.
- The local system agrees to program improvement initiatives such as industry certification and professional development for instructors.
- The State Board will have access to books, documents, papers, and records of the local board pertinent to this addendum for the purposes of examining excerpts and transactions.
- Any equipment, supplies, or materials used in the program that are not provided by the State Board shall be provided at the expense of the local board.

Making initial application for a CRE Grant:

Phase I

1. Determine the type of CRE grant(s) you will apply for.
2. Review CTAE website for sample lab layouts. **(Currently under construction. Contact the Program Specialist.)**
3. Contact the Program Specialist(s) for the lab area(s) that you are planning on adding or modifying.
4. Submit application for local board approval.
    - Architectural plan
    - Construction approval date
    - Anticipated occupancy date
    - Projected date instruction will begin
5. Submit Architectural plan to DOE Facilities Services.
    - Date submitted
    - Date approved

If the five items above have been completed, you will need to submit your CRE grant application request via the Consolidated Application no later than May 15th. This request is fifteen months prior to the start of instruction in the new or modified facility. System attendance is mandatory at the technical assistance training for your region in April prior to the application deadline.

Phase II

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 a certified 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.
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:
    a. The uploading of the agreement letter
    b. Development of the grant budget
    c. DOE Grants Accounting "Approval" of the budget

Implementing an Approved Construction-Related Equipment Grant

1. The CRE grant applicants list for the upcoming school fiscal year will go to the State Board for its approval.
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 (CA).
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.
6. The Construction-Related Equipment Grant Program Coordinator will review and then sign off on the grant.
7. After GaDOE review of the system submissions, the Construction-Related Equipment grant allocation amounts will appear on the Consolidated Application budget tab (continue to check the CA 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 (reviewed by content Program Specialist via email) for expenditures must be submitted via the Grant 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.

No purchase made after June 30th of the grant award fiscal year will be approved. All requisitions for reimbursements must be submitted by July 31st.

A Consolidated Application Completion report reflecting a closed status and a CRE Inventory document for each program grant must be submitted via email to LPlan@doe.k12.ga.us no later

than July 31st. The inventory form will also be uploaded to the attachment tab of the consolidated application.

 Quote Review and Purchasing Guidance for use of CRE 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).

1. **ALL PURCHASES OF EQUIPMENT FOR WHICH REIMBURSEMENT WILL BE SOUGHT FROM CRE GRANT FUNDS MUST BE REVIEWED BY THE CONTENT PROGRAM SPECIALIST.**

2. 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

3. 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, with a co-copy to the Budget and Accountability 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 Budget and Accountability Program Manager.

4. The email response from the Program Specialist will advise you of the status of your request, and this email will be copied to the Budget and Accountability Program Manager.

5. Begin purchases of reviewed equipment request after the local system has been approved for the grant via the Consolidated Application but not earlier than July 1st of the grant award year.

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

7. Items purchased must be listed on the CRE equipment inventory form. The local equipment inventory and the CRE Inventory form(s) will be reviewed during the system's Compliance Review.

8. As approved purchases are made with CRE funds, they must be listed on the CRE Grant Inventory document **(one document per program grant).** See sample Appendix B "GaDOE Equipment Inventory Form." Your Completed CRE Inventory document(s) must be submitted with your final request for funding to lplan@doe.k12.ga.us when the system uploads the final funding reimbursement request in GAORS **(failure to submit the CRE Grant Equipment Inventory document(s) will prevent final reimbursement approval). It will also be uploaded to the attachment tab of the consolidated application.**

9. 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.

10. 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 required of all purchases 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.
    - 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.

11. The system should request reimbursement for grant expenditures after items are received by and invoiced to the system.

    - Make sure all invoices are specific to the Grant Program Area and were reviewed by the Grant Area Program Specialist and ensure that all invoices 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 scanning the document.

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.

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

Guidance for Reimbursements

- System requests for reimbursements will be handled through GAORS by the system financial person.
- Use the "total" invoice amount on the GAORS forms where requested.
- Make sure all invoices are specific to the grant program area and were reviewed by the Grant Area Program Specialist.
- 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.
- Following approval of the grant budget on the Consolidated Application, reimbursements can be requested after items are received and invoiced.
- 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

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

1. 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.
2. Future funding for a cancelled program grant will require that a new application be submitted by the local system.
3. Cancelled program grant funds cannot be used by the system in another program or "rolled over" into the next school year.

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.

If equipment is bought with CTAE CRE funds and you want to dispose of the equipment:

Between the purchase date and five years of use:

    a. 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.

    b. Identify the reason(s) for the disposal – obsolete, damaged beyond repair, closing the program, etc.

    c. 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).

    d. 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:

    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.

Appendix A

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

FY 2014 Vocational/Agriculture "EQUIPMENT GRANT AGREEMENT"

Must be uploaded by September 30, 2014 into System's Consolidated Funding Application

SYSTEM NAME: **SYSTEM NO.:**

This notice of approval and grant agreement, if accepted by the system by being placed in its' Consolidated Application and signed off on by the CTAE Coordinator and the System Superintendent, constitutes a contractual agreement between the LEA (Board of Education) and the State Board of Education and a commitment of funds for the purposes as described in the agreement. 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. **For each project (lab) funded from the sale of general obligation bonds, at least five percent of your allocation must be expended (and requisitioned) within two months after approval of the grants, and that 85 percent of the expendable proceeds be spent (and requisitioned) within ten months after approval of the grants. Failure to expend and requisition for reimbursement the funds appropriated for your projects within these time frames may cause the state to reduce the remaining unspent and/or un-requisitioned amounts to facilitate redistribution of unused bond funds.**

All requisitions for reimbursements from local systems must be submitted via GAORS within 90 days of invoice date in order to receive reimbursement. Expenditures must be made during the grant period of July 1, 2013 to June 30, 2014. No requisitions for reimbursement will be accepted after July 31, 2014.

This addendum to the Local Plan for Improving Career, Technical & Agricultural Education and One-Year Funding Application for FY 2014 (hereinafter referred to as Local Plan/Application) becomes effective no earlier than July 1, 2013. In addition to the assurances and conditions in the FY 2014 Local Plan/Application, the local system board of education must agree to the following items:

1. The local board agrees to construct or modify the vocational education instructional facilities for schools in accordance with the architectural plans that have been approved for each program.

2. The total funds available to the local school system for the purchase of instructional equipment for identified CTE (vocational) program(s) through this grant program are listed at the end of this document. The grant period will be July 1, 2013 through June 30, 2014. 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, 2014. The local system 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 Application. 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, 2014, but the invoice date must not exceed June 30, 2014. The Grants Completion Report of Expenditures for FY2014 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, 2014.

Please be aware that when you submit a request for reimbursement of purchases, the Georgia Department of Education will forward your request to the Georgia State Financing and Investment Commission (GSFIC). 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 local school system should purchase appropriate equipment for each instructional program. Recommendations from state 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. All equipment being considered purchase with the grant funds must have prior review from the GaDOE CTAE Program Specialist. Funds may only be used to purchase major instructional equipment items under the following object sub-codes:

   615   Expendable Equipment less than $5,000 (Major items only – per item cost must exceed $100 unless approval is documented by the CTAE Program Specialist on the quote submitted for consideration)
   616   Computer Equipment less than $5,000 (per item cost must exceed $100 unless approval is documented by the CTAE Program Specialist on the quote submitted for consideration)
   730   Property over $5,000
   734   Computers over $5,000
   612   Computer Software (only Operating Systems software and Specialized preapproved software for programs is reimbursable)

   The Purchasing Guidelines for FY14 CREQ Grants can be found at: *http://www.gadoe.org/Curriculum-Instruction-and-Assessment/CTAE/Pages/Facilities-Capital-Equipment-and-Equipment-Lists.aspx*

4. Architectural plans and specifications for the new or modified facilities are to be jointly recommended by the local board and the GA Doe's Career, Technical and Agricultural Education Division staff and approved by the GA Doe'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 a government entity*. Proof of ownership may be required in certain circumstances.

6. The local board 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 local board 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 local board agrees to maintain an inventory of the equipment purchased with the grant funds in accordance with departmental procedures. A copy of the inventory will be kept in the office of the local board and available for review for five years.

9. 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, the instructional equipment will be released for transfer to other CTAE programs in the state.

10. It shall be the responsibility of the local board to select and employ full time instructors for each program funded in this agreement. Each employed instructor must meet qualifications specified by the certification rules of the Professional Standards Commission.

11. The parties agree that no student will be denied admission to the CTAE program.

12. The local board agrees to conduct student assessments and program evaluations and provide reports to the GaDOE as required. The local system agrees to pursue program improvement initiatives such as industry certification and professional development for instructors, when available.

13. 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 addendum for the purposes of examining transactions and inventories. The local board further agrees to provide these books, documents, papers, and records upon request.

14. Any equipment, supplies, or materials used in the performance of this addendum that are not provided by the state board shall be provided at the expense of the local board.

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

FY 2014 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 2014.

NOTE: The total grant amount is not finalized until final approval by the GaDOE.

Purchasing Guidelines for FY14 CREQ Grants

1. All purchases of equipment for which reimbursement will be requested must be reviewed by the Program Specialist.

2. 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. All purchases must be reviewed by the grant program specialist.
   - No more than 10% of the total program grant amount may be used for a single item purchase unless prior approval is given by the CTAE Program Specialist. Greenhouses are exempt from this requirement.
3. Begin purchases of appropriate equipment after the local system has been approved for the grant via the FY2014 Consolidated Application but no earlier than July 1, 2013.
4. 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 or more to be eligible, unless item approval is validated in writing by the CTAE Program Specialist. **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.**
5. Items purchased should be for student use and for the direct instruction to students.
6. 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 Compliance Reviews.
7. Computers (CPU) must be fully assembled and purchased with the necessary accessories (keyboard, monitor, mouse, Operating Systems software, etc.) included. School systems cannot buy the individual component pieces to be assembled at the school.
8. 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.
9. 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. Prior review of purchases must be provided by the CATE Program Specialist on the quote submitted for consideration.

Items that:
   a. are not durable, repairable or that do not have a useful life of at least five years or more.
   b. do not have a per item cost of $100 or more, unless review is provided by the CTAE Program Specialist.
   c. curriculum materials, lab projects and/or activity guides/worksheets.
   d. are in kits, sets, packs, units, systems, bundles (all equipment must be identified and priced individually). Examples of ineligible types of items are:
      - Tool sets, socket sets, carving sets, knife sets, cooking sets, construction tool kits, serving sets,
      - Soil test kits,
      - Training units,
      - Power tool sets, automotive tool bundles, construction woodworking tool sets
   e. instructional software – EXCEPT – Operating systems software (such as Windows, Mac OS, Linux/Unix, specialized preapproved software and Microsoft Office.
   f. standard classroom furniture – including student or teacher chairs, student or teacher's desks, utility carts, storage cabinets, filing cabinets, bulletin boards, shelving units, lecterns, etc.
   g. "storage" facilities and equipment such as shelving units, shade structures, head houses, potting sheds, utility buildings, carports, tool boxes, job boxes, show boxes.
   h. Enclosed storage or enclosed utility trailers.

         i.   TVs larger than 47" screen size.
        j.   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,
        k.   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.

10. 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 and were reviewed by the CTAE Program Specialist (invoices should be grant program specific). 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 AND GSFIC (GEORGIA STATE FINANCING AND INVESTMENT COMMISSION) APPROVAL.

APPENDIX B

Georgia Department of Education

[NAME OF SCHOOL SYSTEM] INVENTORY MANAGEMENT RECORD
Career, Technical and Agricultural 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.xlsx xxx 6-18-5 DEH   Page 1 of 1   6/18/2014

Appendix C
Construction-Related Equipment Grant Timeline
FY 2016 Funding Request

May 15, 2014 – Request funding submitted to CTAE in the Consolidated Application by the LEA

June – July, 2014 – CTAE reviews funding request

August, 2014 – Funding request submitted to DOE Budget Office

September, 2014 – Funding request forwarded to Governor's Office of Planning and Budget

January, 2015 – Governor's budget released to General Assembly

April, 2015 – General Assembly approves State Budget

June, 2015 – State Board of Education approves LEA grants if funded by the Georgia General Assembly

July 1, 2015 - Funds are available for LEA to purchase equipment

Other Important Dates

January 15, 2014 – Construction-Related Equipment Grants Phase I Workshop - LEAs applying for FY 2016 funding - Macon Marriott City Center – 1:00pm-3:00pm

March 13, 2014 – Construction-Related Equipment Grants FY 2014 Close Out Workshop (LEAs funded in FY2014)
Warner Robbins Hilton Garden Inn – 1:00pm-3:00pm

April, 2014 – Technical Assistance Workshops in each region

July, 2014 - LEAs receiving FY 2015 Construction Related Equipment Grants – Grant implementation meeting during GACTE Conference

FY 2015 Construction-Related Equipment Grant Funding Levels

Dr. John D. Barge, State School Superintendent   Revised: June 18, 2014

Lab	New	Modified
Agriculture, Forestry & Natural Resources		
Agriculture Mechanics Lab	$90,000	$67,500
Agriculture Multi-Use Lab	$90,000	$67,500
Plant Science/Horticulture Lab	$78,000	$58,500
Food Processing Lab	$120,000	$90,000
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
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
Business Management and Administration		
Business Management Multi-Use Lab	$48,000	$36,000
Middle School Business Education Lab	$36,000	$27,000
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
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

Middle School Family/Consumer Science Lab	$30,000	$22,500
Cosmetology Lab	$24,000	$18,000
Barbering Lab	$18,000	$12,000

Law Public Safety Corrections & Security

Public Safety Lab	$18,000	$13,500

Marketing

Marketing Multi-Use Lab	$24,000	$18,000

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
Middle School Technology Lab	$48,000	$36,000
Engineering, Drawing & Design Lab	$108,000	$81,000

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