

Career, Technical and Agricultural Education CRE Grant Application Training Webinar

MARCH 27, 2020

DAVID TURNER

PROGRAM MANAGER

ACCOUNTABILITY & FINANCE

Construction Related Equipment Grant Funding Cycle

Phase I

Lab Opening Date	Application Date	Funding Cycle	Fiscal Year
August 2021	May 2020	July 1, 2021 – June 30, 2022	FY22
August 2022	May 2021	July 1, 2022 – June 30, 2023	FY23

Construction-Related Equipment Grant (CRE) Guidance FY22



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CAREER, TECHNICAL AND
AGRICULTURAL EDUCATION



Construction-Related
Equipment (CRE) Bond Grant
Guidance

Funding Year – FY2021

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

Purpose of CRE Grant



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Provide funding for large essential equipment for CTAE programs:

- in newly remodeled labs
- in new school buildings
- where new programs are being implemented

Capital equipment includes items:

- which are considered major equipment purchases
- having a life cycle of at least five years and
- which are repairable, not replaced.

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

Grants are approved with the understanding that a minimum of five years is committed for program use in the specified lab.

Preparing for a New Lab

Have you completed the necessary research to determine which program(s) you need to offer?

- **Local Business & Industry Survey**
- **Student Interest Survey**
- **Economic Development (Chamber)**
- **Consulted DOE/CTAE Program Specialist**

Determining Your Lab Design



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The unique nature of the CTAE program curriculum requires that there be a variety of lab designs to complement the various curricula.

- **Multi-functional** – can accommodate instruction in several career pathways
- **Single function** – specific to a single career pathway

The nature of the curriculum dictates the layout and/or design of the lab. Lab designs may be modified to reflect changes in program emphasis. The square footage requirements of these labs are important in meeting Industry Certification standards, safety standards and for eligibility for equipment grants.

WORK CLOSELY WITH YOUR PROGRAM SPECIALIST IN LAB DESIGN!!!!
SAMPLE DESIGNS ARE UNDER CONSTRUCTION AND WILL BE ON CTAE WEBSITE!

NO FLEXIBILITY WITH THE FOLLOWING:

1. Must follow *"GSFIC Reimbursement Procedures for Bond Funded Construction Projects"*
2. Must follow all statewide and federal accounting polices and procedures
3. All OCR (Office for Civil Rights) guidelines must be followed

Has your system submitted facility plans to the GaDOE Facilities Unit and received a letter of approval from that division?

GaDOE Facilities Services Resources Website

<http://public.doe.k12.ga.us/Finance-and-Business-Operations/Facilities-Services/Pages/Facilities-Services-Resources.aspx>

Guidelines for Submission of Documents for Review of Planning, Bidding, and Construction of Education Facilities

Guidelines for Square Footage Requirements for Educational Facilities

Information on CTAE Lab Size Requirements

Final Letter from GaDOE Facilities Services



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(404) 658-2464 FAX (404) 651-7888

Date:

XXXXXX, Superintendent
School District
Address
City, State, Zip Code

RE: Renovations, Modifications, Addition, New Facility
Facility Name
Facility Code –
School District
Funding Source –

Dear Superintendent XXXXX:

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

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

If the construction delivery method is Design/Bid/Build, the bidding date should be set no earlier than XXXXXXXX. The local system shall publicly advertise the contract opportunity. Such notice shall be posted conspicuously in the governing authority's office and shall be advertised in the legal organ of the county or by electronic means on an Internet website of the governmental entity or an Internet website identified by the governmental entity. Contract opportunities shall be advertised a minimum of two times, with the first advertisement occurring at least four weeks prior to the opening of the sealed bids or proposals. The second advertisement shall follow no earlier than two weeks from the first advertisement. Plans and specifications shall be available on the first day of the advertisement and shall be open to inspection by the public. The advertisement shall include such details and specifications as will enable the public to know the extent and character of the work to be done. All required notices of advertisement shall also advise of any mandatory prequalification requirements or pre-bid conferences as well as any federal requirements pursuant to subsection (d) of Code Section 36-91-22.

With any other construction delivery method, the local system must comply with the appropriate provisions of GA Code Section 36-91, and applicable State Board Rules for advertisement and bidding project.

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

Sincerely,

Gerald J. Williams, Architect
Facilities Services Section

cc: XXXXXX

File Copy

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Contact Information for Facilities Services Unit



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Gregory S. Snapp, Architect
Facilities Services Division
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Do the programs you selected meet the requirements for CRE Funding???

- ✓ CTAE Lab will be in a new school building, or
- ✓ CTAE Lab will be in a newly modified lab.
- ✓ Grant funds are **NOT** for existing programs in facilities that are not undergoing a modification.
- ✓ LEA plans to open new programs in the fall of the school year
- ✓ Grant funds are designed to provide for large essential equipment
- ✓ Local funds will be provided for smaller items needed by the program
- ✓ CRE funds **cannot** be used for building materials or classroom/lab furniture

Final Checklist....are you ready to apply??



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- ✓ All plans and specifications for new or modified facilities are submitted and approved by GaDOE Facilities Services before May 15th (thirteen months before the program is to open).
- ✓ LEA will have all facility construction completed to facilitate program start at the beginning of the school year – August 2021.
- ✓ LEA will hire a full-time qualified teacher for each program grant requested.
- ✓ LEA will provide all necessary resources for program success that are not provided in the grant.
- ✓ LEA will commit to a minimum of 5-years of program operation.

If the answer to all of the above is YES, you are ready to move to the Phase I Application process.

Phase I CRE Application Process



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- 1) Initial application made no later than May 15th, thirteen months prior to the opening of the program, via the Consolidated Application.
- 2) Architectural plans for new construction or modified construction must be completed, submitted and approved by GaDOE Facilities unit prior to making application.
- 3) CTAE Director must attend the Spring Technical Assistance Drive-in for training the year you intend to apply.
- 4) All facility information including program names, lab names, lab status, dates of Local BOE approval, occupancy date, date architectural plan approved, facility code, program clusters to be offered and date instruction will begin in new facility will be entered into the Consolidated Application.

Timeline for FY 22 Grants



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May 15, 2020	Request for funding submitted to CTAE (Phase I)
June–July 2020	CTAE reviews funding requests
August 2020	Funding requests submitted to DOE Budget office
September 2020	Funding requests forwarded to Governor's Office of Planning and Budget
January 2021	Governor's budget presented to General Assembly
April 2021	General Assembly approves State Budget
May 2021	Request for funding submitted to CTAE (Phase II)
June 2021	State Board of Education approves LEA grants if funded by General Assembly
July 2021	Funds available for LEA to purchase equipment

Phase II CRE Application Process



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- 1) By May 15th, 12 months after your Phase I application was submitted you will be contacted to verify that all grant requests are accurate and valid for funding pending State Board approval.
- 2) By this date the new facility construction or modifications should be completed, or confirm that it will be completed by the stated program start date.
- 3) Verify that a fulltime CTAE qualified teacher has been hired, or confirm that this step will be completed on program start date.
- 4) Commit to attend the CRE Grant Recipients' training to be held as a GACTE pre-conference event.

Phase II CRE Application Process



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5) Systems scheduled to receive CRE funds may begin the equipment quote review process no earlier than June 1 of the grant award year.

6) No equipment purchase should be made prior to the completion of the following:

- The uploading of the agreement letter

- Development of the grant budget

- DOE Grants Accounting "Approval" of the budget

Guidelines for Implementing an Approved Construction-Related Equipment Grant

- 1) The CRE grant applications for the upcoming fiscal year will go to the State Board for its approval in June.
- 2) Once the state budget has been approved and the State Board has approved the recommended list of system grant recipients, the system Superintendent will be sent the CRE grant agreement letter (See Appendix A for a sample.)
- 3) The local system should ensure that all parts of the agreement letter are correct and will be carried out before signing off on the agreement within the Consolidated Application (Con App).
- 4) The CTAE System Contact person will then upload the updated grant agreement letter and complete the budget detail in the system's Consolidated Application document.
(The data side of the grant must be rejected to allow system to upload agreement)
- 5) The CTAE Director and the school system Superintendent will sign off on the grant in the Consolidated Application. Both parties must sign off on both the Data Collection side and the Budget side of the grant in the Consolidated Application document.

Guidelines for Implementing an Approved Construction-Related Equipment Grant (Cont'd)

- 6) The Accountability and Finance Program Manager will review and then sign off on the grant.
- 7) After GaDOE's review of the system submissions, the Construction-Related Equipment grant allocation amounts will appear on the Consolidated Application budget tab (continue to check the Con App periodically).
- 8) Approved grant recipient systems can then submit vendor equipment purchase invoices that have been validated by the Program Specialist review process.
- 9) All equipment purchases must be made by June 30th of the funded fiscal year.

Requisitions for reimbursement for expenditures must be submitted via the Grants Accounting On-Line Reporting System (GAORS) within 90 days of the invoice date during the period of July 1st to June 30th of the fiscal year.

What is "equipment" for the purpose of this grant?

The equipment needed for instruction in CTAE labs is quite varied; items can be small to very large, inexpensive to very expensive or durable to very fragile. Program Specialists, working with both vendors and program advisory committees, regularly review and update the recommendations for their respective programs.

- **Items must be durable, repairable and have a useful life of five years or more. CRE funds are for major equipment purchases. Individual items must have a value of \$100 or more to be eligible, unless item details are submitted in writing to the Grant Area Program Specialist for review. All items purchased must be maintained on the CRE Inventory and retained for five years.**
- **It should be understood that every purchase necessary for program implementation is not covered by this grant. Certain purchases are the responsibility of the local school system**



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Quote Review and Purchasing Guidance for use of CRE Grant Funds

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

Appropriate CTAE Program Specialist

Local CTAE Advisory Committee

Local business and industry representatives

Available State Equipment List

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

Optional Vendor Quote Review Process

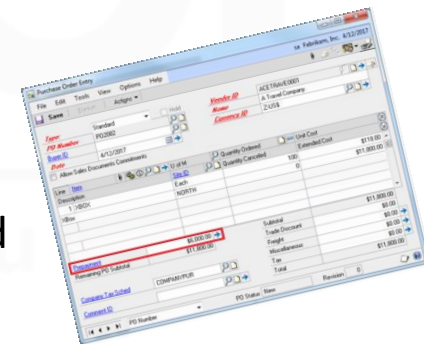


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- Secure vendor quotes for selected equipment by program area. Do not combine equipment for multiple program areas on one quote.
- Submit **PDF** copies of program specific quotes for review to LPlan@doe.k12.ga.us. The subject line of your email should follow this format:

FYXX CRE Review Request - **Your** System – **Program** Lab

- The email will be routed to the appropriate Program Specialist for review, with a co-copy to the Accountability & Finance Program Manager within three working days of receipt.
- An email will be sent to you by the Program Specialist **within ten working days of receipt**, with a co-copy to the Accountability and Finance Program Manager.



Other Terms of Agreement Continued



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- ❖ If an LEA, for any reason, decides to close the identified CTAE program within five (5) fiscal years after the approval of the grant, the LEA must send an email to LPlan@doe.k12.ga.us with a copy to the State CTAE Director and the Program Manager for CRE State Bond grants. The CTAE division will then initiate the transfer of equipment to another school in the LEA or to another LEA.

Disposal of CRE Funded Equipment



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The state-funded equipment grant agreement stipulates that the local board agrees that if, for any reason, any portion of the specified lab ceases to be used for the purposes established in the grant program request, instructional equipment will be released for transfer to other CTAE programs in the state. All equipment purchased with the grant funds are expected to be in use by students for at least a five year period in the approved CRE grant program, and if not then the following guidelines will apply.

Between the purchase date and five years of use:

- Notify by email the GaDOE CTAE State Director of your need to dispose of the equipment. Provide a complete listing of items you wish to dispose.
- Identify the reason(s) for the disposal – obsolete, damaged beyond repair, closing the program, etc.
- GaDOE will notify other systems within the state with a similar instructional program of the availability for the pickup and transfer of the equipment item(s).
- A written record of the final disposition of the equipment items should also be documented on the systems CRE Grant Inventory Control Document.

After five years of use:

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

Lost, Theft, Damaged or Destroyed Property Procedure



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- ❖ Equipment purchased with CRE State Bond Grant funds are expected to be kept in good working order for five years and used for instruction in the lab for which it was purchased. The equipment must be replaced by the LEA if it is lost within five (5) years due to theft, disrepair, damage, destruction or not in operation for any other reason. The replacement equipment must be comparable to the equipment it replaces. This equipment must be reported on the CRE Equipment Replacement Form found on the GaDOE/CTAE website. If the equipment was stolen, the LEA must provide the State CTAE Director with a copy of the police report. If the equipment was damaged or destroyed, the LEA must provide the State CTAE Director with a copy of the insurance claim. Insurance claims and police reports must be submitted to the State CTAE Director within two weeks of receipt.

Items Not Allowed from Grant Funds

The following are **examples of items and costs that are not eligible** for reimbursement from grant funds. This list is not intended to be all inclusive of the items that are not eligible. Remember, prior review of purchases by the Grant Program Specialist is recommended for selected purchases in order to qualify for reimbursement. Items that are not eligible include:

- Standard classroom furniture – including student or teacher chairs, student or teacher's desks, utility carts, storage cabinets, filing cabinets, bulletin boards, shelving units, etc.
- "Storage" facilities and equipment such as shelving units, shade structures, head houses, potting sheds, utility buildings, carports, tool boxes, job boxes, and show boxes.
- Copier contracts, service contracts, annual renewal agreements, advanced billing as "future" shipping, estimates costs, late fees, training of personnel, warranties, and taxes.

Items Not Allowed from Grant Funds

- Shipping, handling and installation charges can only be reimbursed if the charges for these items are included in the total item cost on the invoice. **If itemized on the final invoice they will not be approved.**
- Supplies – including projector bulbs, batteries, calculators, home soil tests, label maker tape, pliers/screwdrivers, badges, gloves, wire brushes, saw blades, ink cartridges/toner, staples, paper, binders, glue sticks, small hand tools, etc.
- Vehicles –The purchase or lease of automobiles, trucks, buses, boats, golf carts, and motorcycles.
- Power or audio/video outlets, connectors, cables or wires used for installation or updating facilities for equipment operation.
- Equipment for personal use.
- Computers (CPU) must be fully assembled and purchased with the necessary accessories (keyboard, monitor, mouse, Operating Systems software, etc.) included. School systems cannot purchase replacement parts for existing computers.

A school system cannot be reimbursed for:

- a) Consumable supplies
- b) Consumable equipment
- c) Shipping/handling/freight/installation charges (**unless it is included in the total item cost on the invoice**)
- d) Taxes
- e) Service contracts
- f) Annual renewal agreements
- g) Advanced billing as future shipping
- h) Purchase orders
- i) Estimates
- j) Late fees
- k) Personnel training
- l) Warranties





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

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

Guidance for Reimbursements



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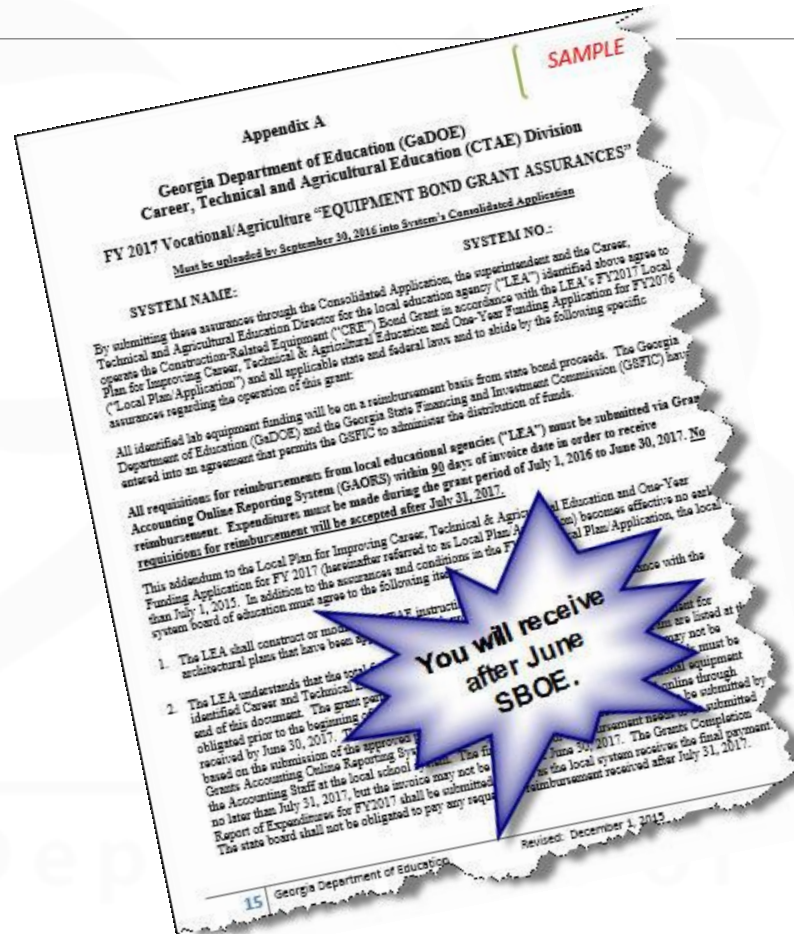
System requests for reimbursements will be handled through GAORS by the system finance staff:

- CTAE Director should maintain copies of all invoices.
- Use the “total” invoice amount on the GAORS forms where requested.
- Make sure all invoices are specific to the grant program area and were reviewed by the Accountability and Finance Program Manager.
- Make sure all invoices give complete names and/or descriptions of items purchased under the grant.
- Vendor web site prices will be reviewed to determine if invoiced prices are accurate.
- Scanned invoices must be readable and saved in **PDF format**.
- Do not upload purchase orders or copies of paid checks, upload only invoices. Please upload in groups of ten or less.
- Following approval of the grant budget on the Consolidated Application, reimbursements can be requested after items are received and invoiced.

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

- The system superintendent should notify the GaDOE by sending an email to LPlan@doe.k12.ga.us detailing the facility, program grant name, amount of funding and an explanation why funds requested were not used.
- Future funding for a cancelled program grant will require that a new application be submitted by the local system.
- Cancelled program grant funds cannot be used by the system in another program or “rolled over” into the next school year.

Equipment Grant Agreement



Required Certification

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements false claims or otherwise. (US Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812)

CTAE Director

Superintendent

Please return with original signatures!

CRE LAB FUNDING LEVELS



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FY 2016 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		
HVACR Lab		
Architectural Drawing & Design Lab		
Metals Lab		
Arts, AV Technology & Communication		
Audio/Video Technology & Film		
Graphics Design Lab		
Graphics Communication Lab		
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

Will be updated annually

Accountability and Finance Staff Contact Information



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QUESTIONS

