CTAE Connection: Construction Related **Equipment Grants** and **Office of Civil Rights** Dr. Dennis Clarke **CTAE Program Specialist** August 25, 2008

CTAE Construction-Related Equipment Grants

- >What They Are.
- >Who is Eligible for These Grants?
- >Timelines.
- How Do I Apply?
- >Important Documentation.
- >The Reimbursement Process.
- Required Recordkeeping.

What are Construction-Related Equipment Grants?

- Often referred to as "Capital Equipment" grants.
- Designed to provide funding for large, essential equipment in *new labs*, in *modified labs* or in *newly-implemented* <u>programs</u>.
- Grant funds are intended to complement other fund sources in providing instructional equipment for these CTAE labs.

What Must I Do To Be Eligible for a Grant?

- Build a new or modify an existing CTAE lab or open a new CTAE program.
- Have architectural plans approved by the GaDOE Facilities Services unit.
- Complete construction/modifications by the targeted date for beginning the program.
- Complete and submit a grant application.
- Commit to at least five years of program implementation in the specified lab.

Things To Do Before Deciding If You Should Apply

- Review the need for the program or lab (committee reviews, community or student surveys)
- Consult with the respective GaDOE program specialist(s) for their advice.
- Review current GaDOE program requirements
 floor plans and equipment lists.
- Make sure system personnel understand how grant funds can or cannot be used.

Things To Do....(cont.)

- Check on availability of other funding sources for paying for items not covered by this grant.
- Check on availability of a certified teacher applicant hired or interviewing started.
- >Plan for in-service needs of the teacher.
- Have a local equipment inventory system in place.
- Plan to follow local policy on competitive bidding for equipment.

What are the Timelines?

Applications are due by May 15 each year. Grants are funded during the fiscal year that instruction actually begins in the new facility.

Apply by:
Apply by:
Apply by:
Apply by:
Apply by:

May 15, 2009 for 2010–2011 May 15, 2010 for 2011–2012 May 15, 2011 for 2012–2013 May 15, 2012 for 2013–2014

What Kinds of Equipment?

- Major equipment purchases per item cost of \$100 or more.
- Equipment that has a five-year or better life cycle.
- Equipment that is usually repaired, not replaced if damaged.
- Function Code: 1000
- >Object Codes: 615, 616, 730, 734, (612...maybe).

Important Notice

It is understood that every purchase necessary for program implementation is not covered by this grant.

Certain purchases are the responsibility of the local school system.

Examples of Items That Are NOT Covered By This Grant

Consumable Supplies Medical SuppliesProjector Bulbs BatteriesCalculators Home Soil Test Kits Gloves Pliers/ScrewdriversWire Brushes StaplersPaper BindersGlueInk Cartridges TonerBadges

Other Non-Reimbursable Items

>Shipping/Handling/Freight charges

- >Installation charges & installation parts
- Service contracts
- >Annual renewal agreements
- >Advanced billing as "Future" shipping
- Purchase orders
- Estimates
- Late fees
- ►Training
- Warrantees

Other Non-Reimbursable Items

- Kits, sets, modules, units, packs, etc. (Equipment must be listed and priced individually).
- Curriculum materials
- Computer software (except Operating Systems, AutoCAD and Microsoft Office).
- >Computer parts for local assembly.
- Copier contracts.

Other Non-Reimbursable Items (cont.)

- Regular Classroom Furniture (i.e. desks, chairs, tables, file cabinets, utility carts, storage cabinets, shelving, bulletin boards, etc.)
- Buildings or other structures (shade structures, head houses, potting sheds, storage buildings, etc.).

> "built-in" items (i.e. exhaust systems).

QUESTIONS?



How Do I Apply?

- > Application forms are made available by GaDOE CTAE in the spring of each year.
- > Deadline for application is May 15th.
- Currently use an emailed spreadsheet application form that is sent to all CTAE system contacts.
- Applications are completed and submitted through <u>lplan@doe.k12.ga.us</u> (subject to change).

Reminder!

- > Applications will be available in the spring of each year.
- >Applications are due by May 15th of each year.
- A re-check of your readiness to implement the program in the new or modified labs will be completed in the spring (one year later) prior to the beginning of the grant funded year.
- Classes for a funded program should start at the beginning of the school year that the grant is awarded.

Information You Will Be Asked To Provide

- System name & number and school name & number.
- Number of labs or programs you are applying for.
- >Is program new or existing?
- >Is facility new or existing?
- Dates of GaDOE Facilities Services approval of architectural plans.
- Projected dates for Industry-certification of program.

What Does This Grant Application Look Like?

- Grant Overview reminder of what the grant is designed for.
- Completing the Request Forms general instructions.
- Initial Eligibility for Grant reminder of what you have to do to be eligible to apply.
- Assurance Form lists all those grant criteria that you are agreeing to.

Grant Application (cont.)

Instructions for completing the application spreadsheets.

Multiple application forms – usually five separate forms so that you can use a separate form for different schools in your system.

Construction-Related Equipment Grant Requests for School Year 2009-2010 ASSURANCES FORM

School System -

System # -

Assurance Statements for this request

- 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 request will be used to purchase major instructional equipment items ONLY under the following object sub-codes:
 - 615 Expendable Equipment less than \$5,000 (Major items only)
 - 616 Computer Equipment less than \$5,000
 - o 730 Property over \$5,000
 - 734 Computers over \$5,000
 - 612 Computer Software (only Operating Systems software is eligible)
- Equipment purchased should reasonably last at least five years, be repairable, not replaceable, and should be inventoried as equipment.
- 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, any portion of the specified lab ceases to be used for the purposes established in the request, instructional equipment will be released for transfer to other CTAE programs in the state.
- The local board will employ certified instructors for each program funded by this request.
- No student will be denied admission regardless of ability and aptitude, and that 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 performance that are not provided by the state board shall be provided at the expense of the local board.

• O AGREE O DO NOT AGREE

- By entering the names of the CTAE Director and of the Superintendent and submitting these documents, you are agreeing to use the grant funds appropriately if funded to your system.
- •
- CTAE Director -
- Superintendent -
- D ate –

For the following spreadsheets:

•Complete one form for each school for which you are requesting funding. Enter the system name and school name for each form.

• If you are building a new lab or modifying an existing lab, you may select <u>a</u> <u>maximum of two career pathways</u> to be taught <u>in that lab</u> if you plan to

immediately offer those pathways in your instructional program. The same career pathway can only be noted one time in <u>each school</u>.

•We hope to provide additional funding for implementation of career pathways in new or modified labs.

• This option does not apply to labs previously funded through this grant – it is only for school year 2009-2010 (FY10) grant applications.

•Implementation of stated career pathways will be verified during <u>System</u> <u>Program Reviews</u>.

•<u>All funding amounts are proposed (subject to sufficient state grant funding)</u> – <u>not guaranteed.</u>

Application #1

System Name School Name

Number Labs/							GaDOE Approved	Industry-
Pathways Requested	Labs and Pathways	New Lab	Modified Lab	Pathways**	Program	Facility	Plans	Certification
	Note: Pathways marked by **	Proposed Funding	Proposed Funding	Proposed Funding	New or Existing?	New or Modified?	mm/dd/yy	Projected mm/dd/yy
	Construction Lab	\$ 70,000.00	\$ 52,500.00	xxxxxxxxxxx				
	Construction	**	****	\$ 7,000.00				
	Engineering, Drawing, & Design Lab	\$ 90,000.00	\$ 67,500.00	xxxxxxxxxx				
	** Engineering, Drawing & Design	****	xxxxxxxxxxx	\$ 7,500.00				
	Automotive Services Lab	\$ 85,000.00	\$ 63,750.00	****				
	**Transportation Logistic Operations	xxxxxxxxxx	xxxxxxxxxxx	\$ 8,500.00				
	**Transportation Logistic Support	xxxxxxxxxx	xxxxxxxxxx	\$ 8,500.00				
	Aviation Lab	100,000.00	\$ 75,000.00	xxxxxxxxxxx				
	**Flight Operations	xxxxxxxxxx	xxxxxxxxxxx	\$ 10,000.00				
	Metals Lab	\$ 75,000.00	\$ 56,250.00	xxxxxxxxxxx				
	**Metals	xxxxxxxxxx	xxxxxxxxxxx	\$ 7,500.00				
	HVACR Lab	\$ 75,000.00	\$ 56,250.00	xxxxxxxxxxx				
	Collision Repair Lab	\$ 75,000.00	\$ 56,250.00	xxxxxxxxxxx				
	Graphics Lab	100,000.00	\$ 75,000.00	xxxxxxxxxxx				
	**Graphics Communication	xxxxxxxxxx	xxxxxxxxxxx	\$ 10,000.00				
	Graphics Design	**	xxxxxxxxxxx	\$ 10,000.00				
	Broadcast/Video Production Lab	100,000.00	\$ 75,000.00	****				
	Broadcast/Video Production	**	****	\$ 10,000.00				

Architecture, Construction, Communications & Transportation

LabsPathways

ConstructionConstruction Engineering, Drawing & DesignEngineering, Drawing & Design Automotive ServicesTransportation Logistics Support; Transportation Logistic Operations Aviation LabFlight Operations; Aircraft Support MetalsMetals HVACR Collision Repair GraphicsGraphic Communications; Graphic Design Broadcast/Video ProductionBroadcast/Video Production

Engineering & Technology

LabsPathways

Engineering & Tech. Multi-UseEngineering Manufacturing Energy Systems Electronics & Telecommunications Technology Middle School Technology

Business & Computer Science

LabsPathways

Business Ed. Multi-UseSmall Business Development Financial Management-Accounting Administrative/Information Support Computing Interactive Media Financial Management- Services Computer Systems and Support Computer Networking Middle School Business Ed.

Marketing Sales & Services

LabsPathways

Marketing Multi-UseMarketing & Management Fashion Marketing

Travel Marketing & Lodging Management Marketing Communications & Promotion Sport & Entertainment Marketing

Family & Consumer Services

LabsPathways

FACS Multi-UseConsumer Services Family, Consumer & Global Leadership Interior Design Nutrition & Food Science Teaching as a Profession

Early Childhood EducationEarly Childhood Education

Culinary ArtsCulinary Arts

FACS Middle School

Healthcare Science

LabsPathways

Healthcare Science Multi-UseDiagnostic Services Therapeutic Services-Nursing Health Informatics Biotechnology Research & Development Therapeutic Services-Emergency Services Therapeutic Services-Medical Services

Personal Care – Cosmetology

Agriculture

LabsPathways

Agriculture Multi-UseAgribusiness Management Animal Science Forestry/Natural Resources Agriscience Veterinary Science Plant Science/HorticulturePlant Science/Horticulture Agriculture MechanicsAgriculture Mechanics Food Processing Middle School Agriculture

Government & Public Safety

LabsPathways

Public SafetyHomeland Security & Emergency Services Law & Justice

What Do I Do With The Grant Application?

- >Complete the spreadsheet application.
- >Save the application as a WORD document.
- Attach the application to an email addressed to <u>lplan@doe.k12.ga.us</u>.
- Note: CTAE Construction-Related Equipment Grant Request.
- Send email to Send email to lplan@doe.k12.ga.us.

Notification of Status (for FY10 Grants)

 \geq If you have applied for an FY10 CREQ grant, you do not need to do anything else until the spring of 2009 when you will get a request for your status to implement the grant if awarded. Confirmation of the grant by a letter to the system superintendent and a grant agreement will be distributed in August 2009. Then, load your information into your Consolidated Application.

QUESTIONS?



Loading The Vocational or Agriculture Bond Grant Into The "Consolidated Application"

>What is the Consolidated Application?

- An Online Program that allows all the systems in the state of Georgia to:
 - Apply for CTAE grants (and other grants) using a single application ("Consolidated Application") process.

What is the Consolidated Application? (continued)

- This process allows GaDOE to establish an approved audit trail in compliance with Federal and State regulations.
- For FY09, a spreadsheet application was used to collect initial information regarding Construction– Related Equipment Grants. Once the CREQ grant is approved, you will load information into the Con. App.

There are Two Ways to Access the Consolidated Application

First method: Follow the links from the GaDOE website to get to the portal; or Second method: Use the direct link to the portal to get to the "log in" screen.

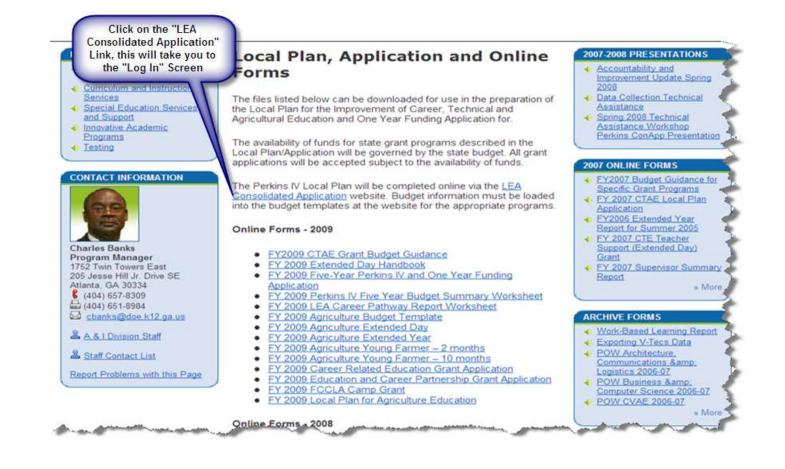
Using the First Method Locate Career, Technical & Agriculture Education from the Curriculum Drop-down List



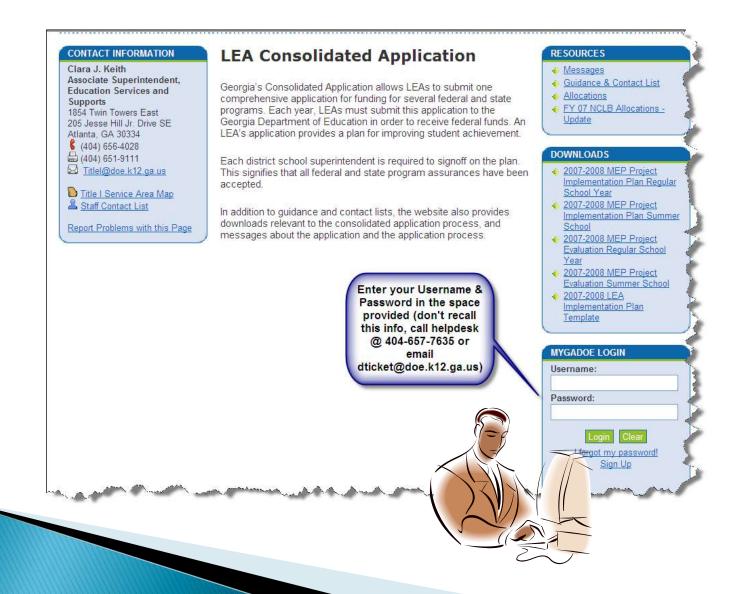
From the CTAE Page, Select the Local Plan Application Link



From the "LOCAL PLAN", "APPLICATION" and "ONLINE FORMS" Screen, Click on the "LEA CONSOLIDATED APPLICATION" Link!

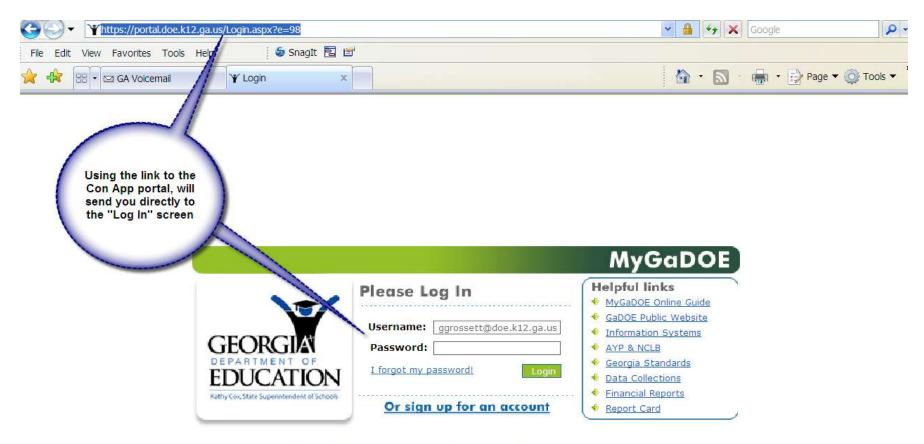


Enter your Username and Password



Using the Second Method

The link below will take you directly to the Con App portal, and only your "Log In" is required to access your system's Con App at this point https://portal.doe.k12.ga.us/Login.aspx?e=98

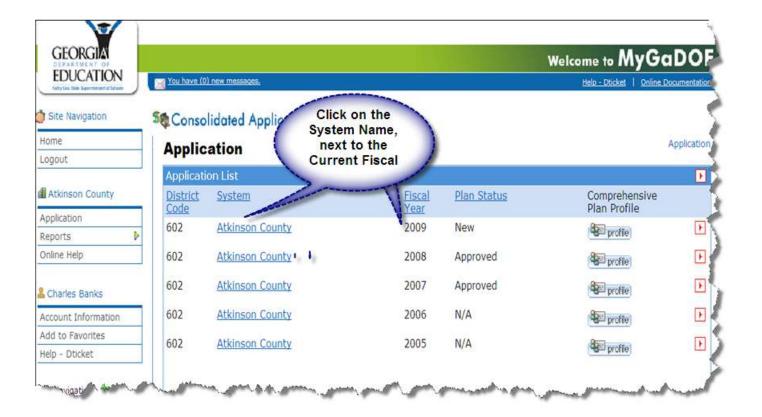


This website requires Cookies be enabled in your browser.

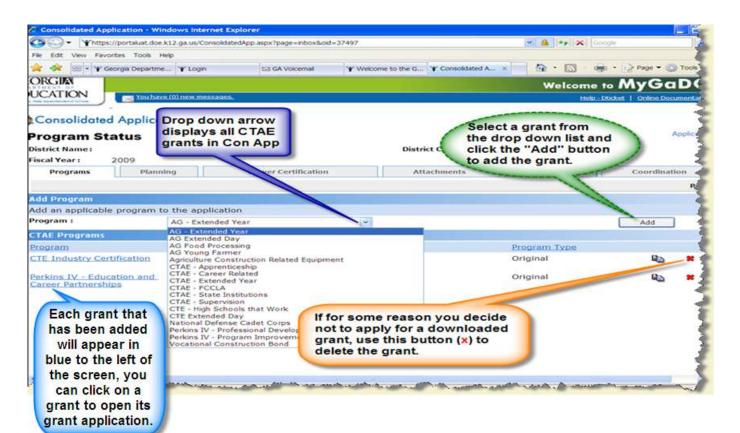
After Logging In-Click on Applications and Select CTAE Programs

💣 Site Navigation	S
Home	
Logout	
Career, Technical and Agricultural Education	
Administration	
Application 👂	Title Programs
Reports 🕞	CTAE Programs
Online Help	
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Account Information	
Add to Favorites	
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Select the System Name that Relates to the Current Fiscal Year



THIS WILL BRING YOU TO THE PROGRAM STATUS SCREEN, WHERE YOU CAN ADD/DELETE OR SELECT AND OPEN A SPECIFIC GRANT



THE GRANTS BELOW ARE FUNDED THROUGH THE CTAE DEPT BY EITHER FEDERAL OR STATE FUNDS. EACH GRANT HAS AN APPLICATION PROCESS ON THE CONSOLIDATED APPLICATION* AT https://portal.doe.k12.ga.us/Index.aspx

•State Grants

- CTAE Supervision Grant
- CTAE Extended Year Grant
- Career Related Grant
- CTAE Apprenticeship Grant
- Industry Certification Grant
- CTAE Extended Day Grant
- Middle School Support Grant
- FCCLA Grant
- NDCC Grant
- Ag Young Farmer Grant
- Ag Food Processing Grant
- Ag Extended Year Grant
- Ag Extended Day Grant
- Vocational Construction Related Equipment Grant
- Agriculture Construction Related Equipment Grant

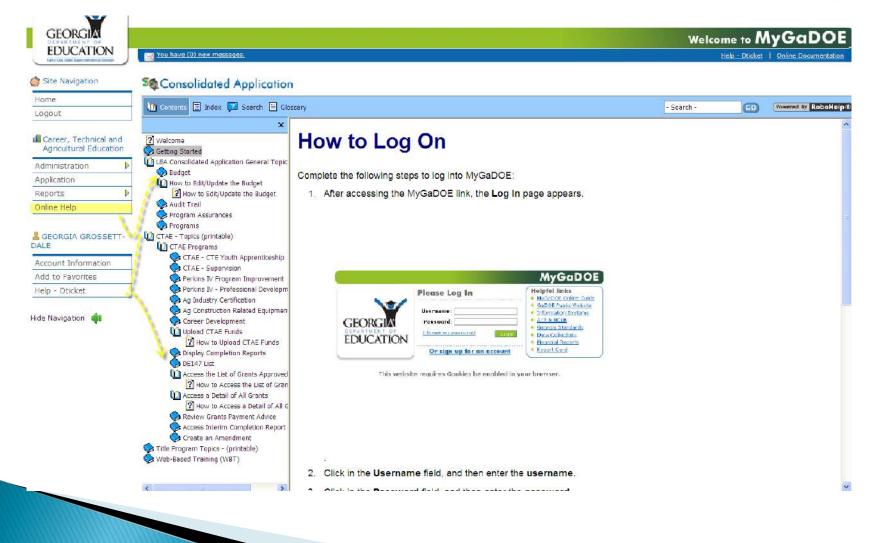
Federal Grants

- Perkins IV program Improvement Grant
- Perkins IV Professional Development Grant
- Perkins IV Education & Career Partnership Grant*

*

- while most of the grants require the completion of an application process
- that is a part of the Consolidated Application, some grants just require an
- upload of an application and other related documents, this year the ECP
- grant required that the application be uploaded, due to the changes and
- time constraints. However, we are working to have all grant applications integrated into the Con App.

Remember to Visit the "Online Help" to Find Information Related to the Con App



QUESTIONS?



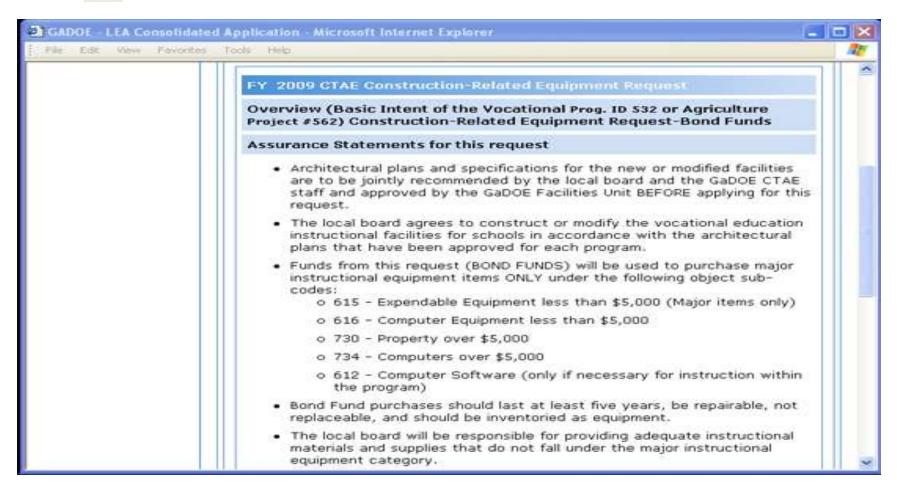
For Construction-Related Vocational (Bond) Grants or Agriculture Grants, use the following procedures.

- 1. Starting on the MyGaDOE page, click the Consolidated Application link.
- 2. Select a System.



- 3. The **Programs** page appears. Select **Ag Construction Related Equipment**.
- **4. Overview** is the default selection in the **Grant Sections** field. Read the instructions, and then complete the Overview form.





5.Select AGREE or DO NOT AGREE.

6.Click the **Save** button.

7.Click the **Grant Sections** drop-down arrow.

8.Select **Construction-Related Equipment Request**, and then complete the form. **Note:** The **System Number** field is pre-filled.

- 9. Click the **Save** button.
- 10. Click the **Grant Sections** drop-down arrow.
- 11. Select **Steps in Construction-Related Equipment Request Process**, and then complete the form.

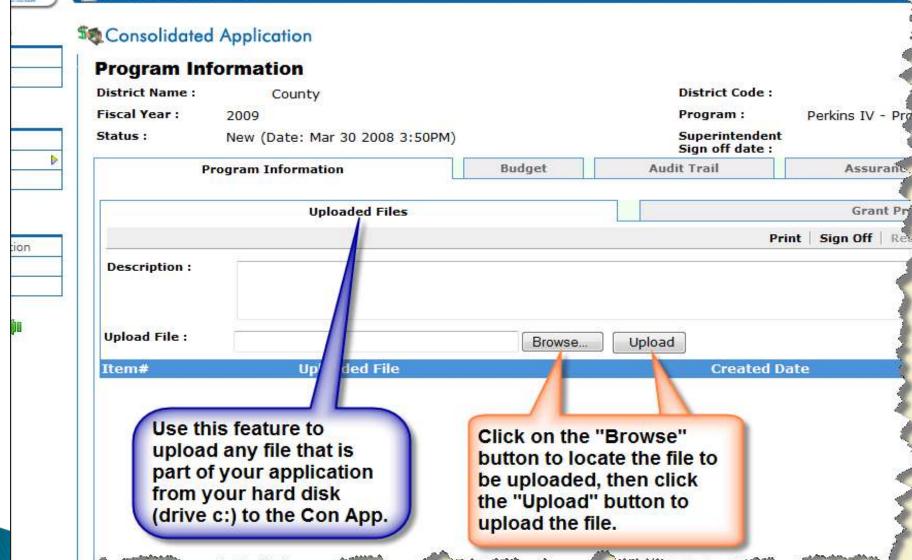
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Construction-Related Equipm	nent Request		
(formerly the DE0170 form) Request for Fiscal Year: 2000	B (7/1/2007 t	hrough 6/30/2008)	
System Number:		608-Bartow County	
School Name:].
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Program Concentration: List the Career, Technical, and Agriculture courses (5 digit course number) to be taught in the lab: Lab Name / Description:	ould be listed s		×
Program Concentration: List the Career, Technical, and Agriculture courses (5 digit course number) to be taught in the lab: Lab Name / Description: Program Concentration?: Projected Date Instruction will	ould be listed s	eparately one at a time.	×
Program Concentration: List the Career, Technical, and Agriculture courses (S digit course number) to be taught in the lab: Lab Name / Description: Program Concentration?: Projected Date Instruction will begin in new facility: Fiscal Year Program projected	ould be listed s	eparately one at a time.	×

File Edit View Favorite	s Tools Help			
1		LEA Consolidated Application		
GEORGIA		Welcome to MyGaDOE		
EDUCATION				
ome		Home		
Close	District Name : Bartow County	District Code : 608		
DOE Home	Fiscal Year: 2008	Program : Ag Construction Related		
box	Status	Equipment - Original Superintendent		
Application	Status : New (Date : May 25 2007 9:48AM)	Sign off date :		
ports	Program Information Budget	Audit Trail Assurances Programs		
Queries				
Reports	Uploaded Files	Grant Proposal		
scellaneous		Print Save Submit Request Revision		
AYP Report Online Help	Grant Sections: Steps in Construction Steps in Construction-Related Equ	on-Related Equipment Request Proce 🛩		
	Step 1: Date of Architectural Plan App facilities department: Step 2: Date of Visit by GaDDE Capital	· · · · · · · · · · · · · · · · · · ·		

12. Click the **Save** button.

13. Click the **Submit** button after completing all of the **Construction Related Equipment Grants**.

You have (0) new messages.



You must locate the file you want to upload

Consolidated Application

Program I	nformation				Application
District Name :			District Code :		
Fiscal Year :	2009		Program :	Vocational Construction E	Bond - Original
Status :	New (Date: May 7 2008 11:53AM)		Superintendent Sign off date :		
	Program Information	Budget	Audit Trail	Assurances	Programs
27. 	Uploaded Files			Grant Proposal	
				Print Sign Off Request Re	vision Create Amendment
Description :	Í				
Upload File :		Browse	Upload		
Item#	Uploaded File		Created Date	1	
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Welcome to MyG

Program Inf District Name :	County		District Code :		
Fiscal Year :	2009		Program :	Perkins IV - Program Impr	rovement - Orig
Status :	New (Date: Mar 30 2008 3	3:50PM)	Superintendent Sign off date :		
P	rogram Information	Budget	Audit Trail	Assurances	Progr
	Uploaded Files	5		Grant Proposal	
			Prin	t Sign Off Request Revis	sion Create A
Description :					
Upload File :	C:\Users\Owner\Docume		Upload Created Dat	te	
1	C:\Users\Owner\Docume Uploaded File		Upload Created Dat	te	
Upload File :		This box indicat	Created Dat	te	
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Standard Application

Program Information

County		District Code :	
2009		Program :	Perkins
New (Date: Mar 30 2008 3:5	50PM)	Superintendent Sign off date :	
Program Information	Budget	Audit Trail	As
Uploaded Files			G
		Pi	rint Sign (
	Browse	. Upload	
Uploaded File			
		The second second second second second second	
	2009 New (Date: Mar 30 2008 3:5 Program Information	2009 New (Date: Mar 30 2008 3:50PM) Program Information Budget Uploaded Files Browse. Uploaded File EY09 Local Plan.doc The uploaded	2009 Program : New (Date: Mar 30 2008 3:50PM) Superintendent Sign off date : Program Information Budget Audit Trail Uploaded Files Program : Uploaded Files Program : Browse Upload

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REMINDER!

- The only time you call help desk is when you have an issue related to your log in.
- DO NOT call for issues related to your CTAE grants, instead call one of the following:
 - Charles Banks, Program Mgr (404) 657-8309
 - Georgia Grossett-Dale, Program Specialist (404) 463-0525
 - Brenda Barker, Program Specialist (404) 463-5279
 - Brenda Merchant, South Region Coordinator (404) 472-5753
 - Roy Rucks, North Region Coordinator (404) 472-5751
 - Nancy Bessinger, Central Region Coordinator –(effective 8/1/08) Tel # TBA
 - For issues related to your Construction-Related Equipment grants, call: Dennis Clarke, Program Specialist 770-500-2029

Remember!

>When all information is complete and verified, the CTAE Director then the Superintendent signs off on both the Program Information side and the Budget side of the grant in the Consolidated Application.

The grant will be reviewed, and if complete, signed off by the Construction-Related Equipment Grant Program Specialist.

Remember!

- Grants Accounting will then approve the grant.
- If the grant is incomplete or includes errors, it will be rejected back to the system for correction and re-submittal.
- Funds from the grant become available once the grant bonds have sold - NOT BEFORE!

QUESTIONS?



The Reimbursement Process

- >Your financial office will complete requests for reimbursements via the GAORS accounting system.
- Invoices for purchases must be attached as scanned documents saved in the .pdf format.
- The CTAE Program Specialist will review the reimbursement requests for accuracy.

The Reimbursement Process (cont.)

- ➢If approved, requests are then sent to Grants Accounting for approval.
- From Grants Accounting, requests are sent to Georgia State Financing & Investment Commission for final approval.
- Once approved by GSFIC, funds will be reimbursed to the local school system for the documented and approved purchases.

What Must an Invoice Include?

Vendor name and address

- System or School name and address
- >Invoice number
- Date of Purchase

>Item name(s) with unit prices shown

Important Dates

- ➢Grants must be loaded into the CA by November 1 of the funded school year.
- Purchases cannot be made prior to July 1 of the funded fiscal year and must be completed by June 30 of that fiscal year.
- All reimbursement requests must be submitted via GAORS by July 31 immediately following the funded grant period.

Important Notice

All purchases are subject to GaDOE and GSFIC (Georgia State Financing and Investment Commission) approval.

- Some items on state equipment lists are not reimbursable using these Bond grant funds. Use all grant criteria.
- State equipment lists are not inclusive of all items which might be permissible to purchase. Request prior permission for such items.

Contact Information

Dr. Dennis Clarke, Program Specialist Construction-Related Equipment Grants 1752 Twin Towers East 205 Jesse Hill Jr. Drive SE Atlanta, GA 30334 Phone: (770) 500-2029 Fax: (404) 651-8984 dclarke@doe.k12.ga.us

QUESTIONS?

