

CAREER, TECHNICAL AND AGRICULTURAL EDUCATION

Construction Related Equipment Grant (CRE) Guidance

**Georgia Department of Education
Career, Technical and Agricultural Education
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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.

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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, Budget and Accountability 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 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>

Cluster: **Agriculture**

- Agriculture Multi-Use Lab
- Agricultural Mechanics Lab
- Food Processing Lab
- Horticulture/Plant Science Lab
- Agriculture (Middle School) Lab

Cluster: **Architecture, Construction, Communications & Transportation**

- Construction Lab
- Architectural Drawing and Design Lab
- Automotive Services Lab
- Flight Operations Lab
- Aircraft Support Lab
- Metals Lab
- HVACR Lab
- Graphics Lab
- Broadcast/Video Production Lab
- Collision Repair Lab

Cluster: **Business and Computer Science**

- Business Education Multi- Use Lab
- Business Education (Middle School) Lab
- Information Technology Lab

Cluster: **Engineering and Technology**

- Engineering and Technology Multi-Use Lab
- Technology (Middle School) Lab

Cluster: **Family and Consumer Sciences, Culinary & Education**

- Family and Consumer Sciences Multi- Use Lab
- Early Childhood Education Lab
- Culinary Arts Lab
- Family and Consumer Sciences (Middle School) Lab

Cluster: **Healthcare Science**

- Healthcare Science Multi-Use Lab
- Healthcare Science (Middle School) Lab

Cluster: **Marketing, Sales and Service**

- Marketing Multi-Use Lab

Cluster: **Personal Services**

- Cosmetology Lab

Cluster: **Government & Public Safety**

- Public Safety Multi-Use 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. 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 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 List

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

- Agriculture
- Agricultural Mechanics
- Food Processing Lab
- Horticulture/Plant Science
- Forestry
- Animal Science
- Agriculture (Middle School)

Cluster: Architecture, Construction, Communications and Transportation

- Construction
- Architectural Drawing and Design
- Automotive Services
- Aviation
- Metals
- HVACR
- Graphics
- Broadcast/Video Production
- Collision Repair

Cluster: Business and Computer Science

- Business Education
- Business Education (Middle School)

Cluster: Engineering and Technology

- Engineering and Technology
- Technology (Middle School)

Cluster: Family and Consumer Sciences

- Family and Consumer Sciences
- Early Childhood Education
- Culinary Arts
- Family and Consumer Sciences (Middle School)

Cluster: Healthcare Science & Cosmetology

- Healthcare Science
- Healthcare Science (Middle School)

Cluster: **Marketing, Sales and Service**

- Marketing

Cluster: **Personal Services**

- Cosmetology Lab

Cluster: **Government & Public Safety**

- Public Safety

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 coordinator.
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.
5. Construction-related items include items which are considered **major equipment purchases** having a life cycle of five years or more.
6. 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.
7. Grant funding is approved with the understanding that the program will be operational for a minimum of five years.
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	<i>System receives "full" grant amount</i>	<i>System receives "full" grant amount</i>
Existing Program	System has never received grant funds for this existing program: <i>System receives "full" grant amount</i> System has received grant funds for this program over five-years ago: <i>System receives "modified" grant amount</i>	System has never received grant funds for this existing program: <i>System receives "full" grant amount</i> System has received grant funds for this program over five-years ago: <i>System receives "modified" grant amount</i>

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.
 - **Grant recipients must own the facilities** (lab) for which they intend to purchase equipment utilizing grant funds.
 - 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.
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 complete 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 BOE for its approval.
2. Once the state budget has been approved and the state BOE has approved the recommended list of system grant recipients, the system Superintendent will be sent the CRE grant agreement letter which includes the grant agreement and an abbreviated version of the CRE guidance.
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.
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.

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:
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 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**). Completed CRE Inventory document(s) must be submitted with your final request for funding to the CRE Grant Coordinator 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**).
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, show boxes.
 - Copier contracts, service contracts, annual renewal agreements, advanced billing as "future" shipping, estimates costs, late fees, training of personnel, warranties, 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 (in writing) 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. DOE 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.

FY 2014 Construction-Related Equipment Grant Funding Levels

Lab	New	Modified
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
Aircraft Support Lab	\$90,000	\$78,000
Flight Operations Lab	\$90,000	\$78,000
Engineering, Drawing & Design Lab	\$108,000	\$81,000
Automotive Services Lab	\$102,000	\$90,000
Broadcast/Video Production Lab	\$120,000	\$90,000
Collision Repair Lab	\$90,000	\$67,500
Construction Lab	\$84,000	\$63,000
HVACR Lab	\$90,000	\$67,500
Metals Lab	\$90,000	\$67,500
Graphics Lab	\$120,000	\$90,000
Energy	\$108,000	\$81,000
Manufacturing/Mechatronics	\$108,000	\$81,000
Distribution and Logistics	\$108,000	\$81,000
Business Education Multi-Use Lab	\$48,000	\$36,000
Middle School Business Education Lab	\$36,000	\$27,000
Information Technology Lab	\$48,000	\$36,000
Healthcare Science Multi-Use Lab	\$54,000	\$40,500
Middle School Healthcare Science Lab	\$30,000	\$22,500
Cosmetology Lab	\$24,000	\$18,000
Public Safety Lab	\$18,000	\$13,500
Family/Consumer Science Multi-Use Lab	\$36,000	\$27,000
Middle School Family/Consumer Science Lab	\$30,000	\$22,500
Culinary Arts Lab	\$90,000	\$67,500
Early Childhood Education Lab	\$36,000	\$27,000
Engineering Technology Multi-Use Lab	\$108,000	\$81,000
Middle School Technology Lab	\$48,000	\$36,000
Marketing Multi-Use Lab	\$24,000	\$18,000