

CAREER, TECHNICAL AND AGRICULTURAL EDUCATION

Facilities, Equipment and Equipment Grants

School Year 2010-2011

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

Full text copy of this document will be available on line at the GaDOE CTAE web site

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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 Persons

Dennis Clarke dclarke@doe.k12.ga.us	Construction-Related Equipment Grants (770) 500-2029
Roy Rucks rrucks@doe.k12.ga.us	Region 1 - North Region Coordinator (404) 472-5751
Nancy Bessinger nbessinger@doe.k12.ga.us	Region 2 - Central Region Coordinator (404) 472-4332
Brenda Merchant brmercha@doe.k12.ga.us	Region 3 - South Region Coordinator (404) 472-5733
	North Region Coordinator – Agriculture Education
	Central Region Coordinator – Agriculture Education
Melvin Thompson mthompso@doe.k12.ga.us	South Region Coordinator – Agriculture Education (229) 386-3428
Ron Barker rbarker@doe.k12.ga.us	Engineering & Technology Education (404) 657-8316
Sonny Cannon gcannon@doe.k12.ga.us	Architecture, Const., Comm. & Transportation Education (404) 657-8308
Laura Ergle lergle@doe.k12.ga.us	Family and Consumer Sciences (404) 463-6406

Stan McCallar smccalla@doe.k12.ga.us	High Schools That Work & JROTC (404) 657-2531
Linda Smith lsmith@doe.k12.ga.us	Marketing Education (404) 657-6588
Virginia Turner vturner@doe.k12.ga.us	Intervention Programs (404) 657-8324
Sarah Heath Sheath@doe.k12.ga.us	Business and Information Technology (404) 657-8307
Phyllis Johnson pjohnson@doe.k12.ga.us	Healthcare Science, Cosmetology & Public Safety (404) 463-6404

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 Dr. Dennis Clarke, CTAE Program Specialist at 770-500-2029 or dclarke@doe.k12.ga.us.

Facilities

1. The unique nature of the CTAE program curriculum requires that there be a variety of lab designs to complement the different curriculums.
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, to great degree, dictates the layout and/or design of the lab.
4. 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 will provide a safe environment for student learning.
5. The square footage requirements of these labs are important in meeting Industry-certification standards and for eligibility for equipment grants.
6. Program Specialists for the individual CTAE concentrations have some flexibility in the internal layout of a facility.
7. Lab designs are occasionally modified to reflect changes in program emphasis.
8. It is recommended that you contact the specific program specialist for a lab area for which you might have change concerns or for which a lab layout is not included in this document.
9. The CTAE lab designs are found in a separate document and are in printable form.

CTAE Lab Designs

Concentration: Agriculture

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

Concentration: 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

Concentration: Engineering and Technology

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

Concentration: Business and Computer Science

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

Concentration: Marketing, Sales and Service

- Marketing Multi-Use Lab

Concentration: Family and Consumer Sciences

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

Concentration: Healthcare Science

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

Concentration: Public Safety

- Public Safety Multi-Use Lab

Equipment

1. The equipment needed for comprehensive instruction in CTAE classes is quite varied.
2. Equipment items can be small to very large, inexpensive to very expensive or durable to very fragile.
3. Program specialists, working with both vendors and program advisory committees, regularly review and update the equipment recommendations for their respective programs.
4. However, new innovations are emerging almost daily and having a comprehensive list of every equipment item that a program might need is difficult to maintain.
5. Below you will find a listing of equipment lists for certain CTAE lab programs.
6. **These lists are not intended to be inclusive of all items that a program might need.**
7. **Also, all the items that you might find on some of these lists are not necessarily equipment – some include consumable supplies, software, etc.**
8. **Furthermore, not every item on these lists will qualify as a reimbursable item for purchase under equipment grants.**
9. **Equipment grants usually have specific criteria that differentiate between those items that are reimbursable and those that are not. Use these lists as general guidelines only.**
10. Equipment lists are found in a separate document and are in printable form.

CTAE Equipment Lists

Concentration: Agriculture

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

Concentration: Architecture, Construction, Communications and Transportation

- Construction
- Architectural Drawing and Design

- Automotive Services
- Aviation
- Metals
- HVACR
- Graphics
- Broadcast/Video Production
- Collision Repair

Concentration: Business and Computer Science

- Business Education
- Business Education (Middle School)

Concentration: Engineering and Technology

- Engineering and Technology
- Technology (Middle School)

Concentration: Family and Consumer Sciences

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

Concentration: Healthcare Science

- Healthcare Science
- Cosmetology
- Healthcare Science (Middle School)

Concentration: Marketing, Sales and Service

- Marketing

Concentration: Government & Public Safety

- Public Safety

CTAE Lab/Equipment Assessment Rubric
School Year _____

System Name: _____

School Name: _____

Program/Lab Name: _____

Level 1 0	Level 2 1	Level 3 2	Score
Lab does not meet state minimum sq.ft. requirements	Lab meets state minimum sq. ft. requirements	Lab exceeds (by 25%+) state minimum sq. ft. requirements	
School did not use DOE recommended program lab layout.	School used DOE recommended program lab layout.	School used DOE recommended program lab layout plus pathway additions.	
Program has never applied for a state equipment grant.	Program has applied for and used one equipment grant.	Program has applied for and used more than one equipment grant.	
Program has not implemented any pathways to date.	Has implemented one pathway in this program to date.	Has implemented more than one pathway in this program to date.	
Have 50% of DOE recommended equipment.	Have 75% of DOE recommended equipment for this lab.	Have 100% of DOE recommended equipment for this lab.	
Most of current equipment in need of replacement	Less than 25% of current equipment in need of replacement.	None of the current equipment is in need of replacement.	
Have no equipment replacement plan for this lab.	Have an equipment replacement plan for large equipment in this lab.	Have an equipment replacement plan for all equipment in this lab.	
Have no equipment repair plan for this lab.	Have a 5 year equipment repair plan for this lab.	Have an annual equipment repair plan for this lab.	
Program is not pursuing Industry Certification	Program is pursuing Industry Certification	Program is Industry Certified	
		Total	

This rubric is provided for use in self-assessment of a school's CTAE programs or facilities.

Equipment Grants

Construction-Related Equipment (CREQ) Grants

Grant Overview

1. Construction-Related Equipment grant funding has been provided for several years in Georgia to complement CTAE program improvements.
2. The purpose 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 in new or modified facilities.
3. **This grant is NOT for existing labs and existing programs.**
4. 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.
5. There is a minimum value of \$100 per item (but, as an example, a set of socket wrenches is not one item).
6. Grants are approved with the understanding that a minimum of five years is committed for program use in the specified lab area.
7. Each grant year a set of "Purchasing Guidelines" are made available to grant recipients to provide direction in the purchasing of eligible equipment items.
8. All equipment grant purchases for which reimbursement will be sought must be pre-approved by the grant program manager.
9. 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.
10. A system can only receive a CREQ grant if it is opening the program during the beginning of the school year. Other options are at the discretion of the grant program manager.
11. A grant for any program is not available a year in advance of opening the program.

Determining Your Readiness to Apply for this 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. This can be through committee reviews, community surveys or student surveys.
2. System personnel have consulted with the 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 guidelines.
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, texts and other program-related needs that are not covered by the Construction-Related Equipment grant have been determined and planned for.
8. A 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. A local BOE record-keeping system is in place to maintain an inventory of equipment bought 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 vocational education 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
 - 730 - Property over \$5,000
 - 734 - Computers over \$5,000
 - 612 - Computer Software (only Operating Systems and CAD software are eligible)
- 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 for from 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, 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 vocational 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 program that are not provided by the state board shall be provided at the expense of the local board.

Making initial application for a CREQ Grant:

1. Plan on attending the spring regional technical assistance meeting for your region to receive the latest grant information and for assistance in making application for a grant.
2. Applications will be made via the Consolidated Application document. Completed applications are due by May 15 of the spring for programs that will open in July of the following calendar year.
3. Go to the CTAE website at http://www.gadoe.org/ci_cta.aspx?PageReq=CICTAEquipment. Select the CREQ Handbook tab in the blue box on the right side of the page. This web site will give you the most current information about the grant.
4. Contact the Program Specialist(s) for the lab area(s) that you are planning on adding or modifying. This individual can provide additional information or inform you of any changes taking place in their respective instructional areas.
5. Contact the Program Specialist for the Construction-Related Equipment Grant program regarding your grant questions.
6. Architectural plans for new construction or for modified construction of labs must be completed and submitted for approval to the GaDOE Facilities Services unit prior to making application for the Construction-Related Equipment grant. This is the same procedure as is used by school systems to obtain approval for any proposed new educational facility to be built.

Implementing an Approved Construction-Related Equipment Grant

1. During the spring prior to the opening of new or modified labs, systems that previously submitted application forms will be asked to verify that they still intend to implement the grant during the upcoming school year.
2. The CTAE System Contact Person will receive an inquiry via email. The system response is to be completed and returned to lplan@doe.k12.ga.us.
3. The grant applicants list for the upcoming school fiscal year will go to the State BOE for its approval by the June state BOE meeting.
4. Once the state budget has been approved and the state BOE has approved the recommended list of system grant recipients, the system contact person will be sent two documents (a grant agreement and grant purchasing guidelines).
5. The CTAE System Contact person will then upload the grant agreement along with the (already inserted by May 15th) program information and budget information into the system's Consolidated Application document.
6. The CTAE Director and the school system Superintendent will sign off on the grant in the Consolidated Application.
7. The Construction-Related Equipment Grant Program Specialist will review then sign off on the grant once notified via lplan@doe.k12.ga.us
8. Approved grant recipient systems can make equipment purchases from July 1st (of the funded fiscal year) to October 31st of the following calendar year.
9. All equipment purchases must be made by October 31st of the year following the grant-funded (fiscal) year.
10. All requisitions for reimbursements from local systems must be submitted via GAORS by December 15th immediately following the funded (fiscal) year in order to receive reimbursement. Requisitions can be submitted anytime from July 1st of the funded year to December 15th of the year following the grant-funded year.

Grant Timelines

- Grant applications are submitted via the Consolidated Application by May 15th. Grants are not awarded until the start of the school year following the calendar year in which the application was submitted.
- The CTAE System Contact person loads program information and budget information into the system's Consolidated Application document – by May 15th.
- A list of recommended grant recipient systems goes to the State BOE for approval – by June BOE meeting just prior to the funded fiscal year for grants.

- Approved grant recipient systems can begin making equipment purchases – July 1st of funded (fiscal) year. However, reimbursements to systems are not available until the bonds (funding source) are sold.
- All equipment purchases must be made by October 31st following the funded (fiscal) year.
- Requisitions for reimbursement for expenditures can be submitted anytime during the period of July 1st (grant-funded year) to December 15th (following the grant-funded fiscal year).
- All requisitions must be submitted via GAORS.

Other Important Equipment Grant Information

1. Grant requests are submitted approximately two years prior to the expected start of the instructional program.
2. Local systems complete grant proposals Online with the Consolidated Application – by May 15 for State Grants.
3. A drop down menu allows you to select either a Vocational or Agriculture equipment grant.
4. Architect drawings for lab modifications or new construction must have been submitted to the state facilities department for approval and then must be approved by the local Board of Education.
5. The State Board of Education must approve the Capital Equipment grants each year.
6. Once approved at the state level, the grant allocation amounts will be entered into the Consolidated Application and the System Coordinator and Superintendent will complete the budget and sign off.
7. 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.
8. Purchases of appropriate equipment should begin after July 1 of the grant-funded school year and once the grant agreement is officially accepted by the system.
9. The deadline for grant purchases is October 31st following the grant-funded school year.
10. The deadline for reimbursement requisitions from local systems is December 15th following the grant-funded school year.
11. Validation of the proper expenditure of grant funds and use of purchased equipment will be made during system Program Reviews or as deemed appropriate by the Construction-Related Equipment Grant Program Specialist.

Directions for Uploading Grant Agreement Documents

- The GaDOE CTAE Capital Equipment designee will prepare grant agreements to be sent to those systems that are approved as grant recipients.

- Construction-Related Equipment grant agreement documents will be sent directly from the Deputy Superintendent of Schools to local school superintendents.
- The local system should ensure that all parts of the agreement are correct and will be carried out before signing off on the agreement.
- Grant agreements are submitted (uploaded) electronically through the Consolidated Application (CA) document.
- 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).

Uploading Capital Equipment Grant Agreements

- I. To start the “Equipment Grant” uploading process, the CTAE supervisor should log on to the Consolidated Application.
- II. Once logged onto the Consolidated Application website, click on the “**Consolidated Application**” link listed on the left side of the Consolidated Application home page.
- III. Select the appropriate fiscal year: FY **2011**.
- IV. Add the following grant name(s) to your system list of grants. Refer to the “Agreement” to determine which of the following grants to select.
 - a. ****Vocational Const. Related Equipment-State Bonds****
 - b. ****Agriculture Const. Related Equipment-State Bonds****

Note; if you are unable to add these grant(s), contact your local system authorized Consolidated Application contact person to add the above grant(s) to your local system grant list.
- V. After you log back in to the Consolidated Application, you should see the correct grant name(s).
- VI. In order to upload the Equipment Grant Agreement provided to the system superintendent and the system CTAE contact person, click on the **Browse** button located to the right of “Upload File:” to upload the appropriate agreement. The electronic copies will be provided via an email to your Superintendent. The document should be saved to the local systems “c” drive or other appropriate file location for use.
- VII. Select the “**Budget**” tab in order to enter the “**Budget Detail**” information. The Budget Detail Total should match the actual Equipment Grant Agreement Total.

Important Note: The allocation amount will be shown as **\$0.00** during the process of completing the Detailed Budget. The DOE CTAE Accountability staff will fill in this amount after acceptance of the Consolidated Application.

 - a. Provide the appropriate dollar amounts of the items to be purchased under each program. For each program, identify the dollar amount proposed to be expended under each object code
 - b. Under the “**Budget Detail**” section, add the **Function Code, Object Code, Units, Price,** and the **Description**. Once the list of proposed purchases is completed, make sure that the list matches the amount on the agreement.
- VIII. After submitting the electronic Equipment Grant Agreement and the Budget Detail information, email lplan@doe.k12.ga.us to indicate that your system has agreed to implement the specified “Construction-Related Equipment Grant Agreement.”

****Do not sign off until the “Allocation” amount becomes visible on the**

Consolidated Application Budget Screen. **

- IX. After submitting your Consolidated Application file, continue to check the website periodically to see if your system's grant has been approved.
- X. The system CTAE administrator and the system superintendent may sign off on the Consolidated Application after the allocation amount appears.
The appropriate state staff will review your Agreement information and complete the approval/sign-off process.

Purchasing Guidelines for Use of FY11 Construction-Related

Equipment Grant Funds (NOTE: These are only guidelines and are subject to change – use the contact information at the end of this document for requesting additional information or clarification).

1. **ALL PURCHASES OF EQUIPMENT FOR WHICH REIMBURSEMENT WILL BE SOUGHT FROM CREQ GRANT FUNDS MUST BE PRE-APPROVED BY THE GRANT PROGRAM MANAGER.**
2. Use the specific program state equipment list to identify items appropriate for specific program implementation.
 - Please note that these state equipment lists are inclusive of items that are not reimbursable using the CREQ grant funds. Please use the general criteria below to insure items are eligible.
 - State equipment lists are not inclusive of all items which are permissible to purchase. However, all purchases must be pre-approved by the grant program manager.
 - Whether an item is on a state equipment list or is not (and prior approval is requested and granted), 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 grant program manager. Horticulture greenhouses are exempt from this requirement.
3. Begin purchases of appropriate equipment after the local system has been approved for the grant via the FY2011 Consolidated Application but no earlier than July 1, 2010.
4. Items must be durable and repairable and have a useful life of 5 years or more. These funds are for major equipment purchases. Individual items must have a value of \$100 or more to be eligible for consideration as reimbursable. **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 direct instruction to students.
6. Items purchased must be listed on your local equipment inventory and noted as a CREQ equipment item. This is for use during system program 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 grant funds. This list is not intended to be all inclusive of the items that are ineligible. Prior approval of purchases by the grant program manager is required of all purchases for reimbursement. 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.
 - 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, GPS systems
 - Soil test kits,
 - Training units,
 - Audio/visual projection systems,
 - Power tools sets, automotive tool bundle, construction woodworking tools set
 - e. instructional software – EXCEPT – Operating systems software (such as Windows XP, Windows VISTA, Windows 2000, Mac OS, Linux/Unix, DOS; AutoCAD 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, 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, livestock corral panels.
 - 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, warranties,

- 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 by and invoiced to the system. Make sure 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.

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

If you have questions or need prior approval for items not shown on state equipment lists, contact:

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; Email dclarke@doe.k12.ga.us

Guidelines for Reimbursements

- System requests for reimbursements will be handled through GAORS (Grant Accounting) by the System Financial Person.
- On the GAORS requisition form, be sure to use the actual invoice numbers as designated by the vendor.
- Use the actual “total” invoice amount on the GAORS forms where requested.
- Make sure all invoices give complete names and/or descriptions of items purchased under the grant.
- If prices of equipment items are found to be adjusted to cover the cost of ineligible items (i.e. shipping/handling, installation, training, warranties, etc.), then the entire invoice can be rejected by the grant program manager. Vendor web site prices will be reviewed to determine if invoiced prices are accurate.
- Scanned invoices must be both legible, readable and saved in a .pdf format.
- Do not upload purchase orders or copies of paid checks.
- Following approval of the grant, reimbursements can be requested after items are received and invoiced.
- A list of some of the items a school system cannot be reimbursed for:
 - consumable supplies,
 - consumable equipment,
 - shipping/handling/freight charges,
 - taxes,
 - installation charges,
 - installation hardware,

- service contracts,
- annual renewal agreements,
- advanced billing as future shipping,
- purchase orders,
- estimates,
- late fees,
- personnel training
- warranties
- curriculum materials
- classroom furniture
- items costing less than \$100 per item
- equipment that was not pre-approved.

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 a message via lplan@doe.k12.ga.us.
2. The GaDOE Program Specialist and/or Program Manager will note the change.
3. Future funding for a cancelled program grant will require that a new application be submitted by the local system. In this case, a new set of architectural plans will not be required.
4. Cancelled program grant funds cannot be used by the system in another program or “rolled over” into the next school year.

Disposal of CTAE Equipment

A state-funded equipment grant agreement generally 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 that school system, and if not then the following guidelines will apply.

If equipment is bought with CTAE CREQ 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 director of your need to dispose of the equipment. Provide a complete listing of items you wish to dispose. A meeting between the GaDOE program grant manager and the system CTAE contact person may be required to discuss disposal procedures and/or exceptions.

- b. Identify the reason or reasons for the disposal – obsolete, damaged beyond repair, closing the program, etc.
- c. Notify other systems within the state with a similar instructional program of the availability for their pickup and transfer of the equipment item(s) to their system.
- d. If after a sufficient period of time no one wants the equipment, the equipment can be disposed of in accordance with your local system’s policy on surplus equipment disposal.
- e. Keep a written record of these steps and final disposition of the equipment items.

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. It is suggested that any funds received from the disposal of such CTAE equipment be made available for use in the local CTAE program.

For questions, please contact the GaDOE CTAE Accountability Program Manager or the Construction-Related Equipment Grant Program Specialist. Their contact information can be found on the GaDOE CTAE web site.