

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

**FY 2025 Vocational “HEAVY EQUIPMENT GRANT ASSURANCES”**

**Must be uploaded by September 30, 2024, into System’s Consolidated Application**

**SYSTEM NAME: DeKalb County**

**SYSTEM NO.: 644**

By submitting these assurances through the Consolidated Application, the superintendent and the Career, Technical and Agricultural Education Director for the local education agency (“LEA”) identified above agree to operate the Heavy Equipment Grant in accordance with the LEA’s FY 2025 Local Application for Improving Career, Technical & Agricultural Education and One-Year Funding Application for FY 2025 (“Local Application”) and all applicable state and federal laws and to abide by the following specific assurances regarding the operation of this grant:

All identified Heavy Equipment lab equipment funding will be on a reimbursement basis from state funds.

**All requisitions for reimbursements from local educational agencies (“LEA”) must be submitted via Consolidated Application Invoice Application within 90 days of invoice date in order to receive reimbursement. Expenditures must be made during the grant period of July 1, 2024 to June 30, 2025. No requisitions for reimbursement will be accepted after July 31, 2025.**

This addendum to the Local Application for Improving Career, Technical & Agricultural Education and One-Year Funding Application for FY 2025 (hereinafter referred to as Local Application) becomes effective no earlier than July 1, 2024. In addition to the assurances and conditions in the FY 2025 Local Application, the local system board of education must agree to the following items:

1. The LEA shall provide a suitable dust free location for the equipment.
2. The LEA understands that the total funds available to it for the purchase of instructional equipment for identified Career and Technical Education (vocational) program(s) through this grant program are listed at the end of this document. The grant period will be July 1, 2024, through June 30, 2025. Funds may not be obligated prior to the beginning of the grant period. All equipment purchased with the grant funds must be received by June 30, 2025. The LEA will be reimbursed for the cost of purchased instructional equipment based on the submission of the approved paid invoices. These invoices will be submitted via the Consolidated Application Invoice Application. The request for reimbursement is to be submitted by the Accounting Staff at the local school system. The final request for reimbursement needs to be submitted no later than July 31, 2025, but the invoice may not be dated after June 30, 2025. The Grants Completion Report of Expenditures for FY 2025 shall be submitted as soon as the local system receives the final payment. The state board shall not be obligated to pay any request for reimbursement received after July 31, 2025. A completed GSFIC Asset Tracking document must be submitted with each request for reimbursement.

**Please be aware that when you submit a request for reimbursement of purchases, the Georgia Department of Education will review your request, and if accepted, your system will receive the requested reimbursement. This process may take several weeks to complete.**

3. The LEA agrees to purchase appropriate equipment for each instructional program. Recommendations from the Georgia Department of Education Career, Technical and Agricultural Education ("CTAE") staff, local advisory committees, local planning committees, and local business and industry representatives, should be used as resources to assist in the determination of equipment items that should be purchased. Funds may only be used to purchase major instructional equipment items under function code 1000 (direct instruction) and the following object codes:
  - 615 Expendable Equipment less than \$5,000 (Major items only – per item cost must exceed \$100 unless approval is documented by the CTAE Program Specialist on the quote submitted for consideration)
  - 616 Computer Equipment and Computers less than \$5,000 (per item cost must exceed \$100.00 unless approval is documented by the CTAE Program Specialist on the quote submitted for consideration)
  - 730 Equipment over \$5,000 (per item)
  - 734 Computers over \$5,000 (per item)
  - 612 Computer Software (only Operating Systems software and Specialized preapproved software for programs is reimbursable)
4. The system is receiving one grant for each approved lab with a full-time instructor.
5. Lab facilities for which grant funds are provided must be owned by the local Board of Education. Proof of ownership may be required in certain circumstances.
6. The LEA will be responsible for providing adequate instructional materials and supplies. The local board agrees to submit an annual budget for these provisions in the Local Plan/Application.
7. The LEA will be responsible for building repair, maintenance, utilities, insurance, janitorial services, and other services as may be needed to maintain the operation of the instructional program(s).
8. The LEA agrees to maintain an inventory of the equipment purchased with the Heavy Equipment Grant funds in accordance with GaDOE and LEA inventory procedures.
  - a. The GaDOE/CTAE inventory form located on the CTAE website is required.
  - b. A copy of the completed CTAE inventory form is to be kept in the office of the local board and should be available for review upon request.
  - c. At the conclusion of the year in which the grant was funded, a final copy of the inventory is to be uploaded to the Attachment Tab of the system's Consolidated Application for the next fiscal year.
9. The LEA shall select and employ qualified instructors for each full-time program funded in this agreement.
10. The LEA agrees that no student will be denied admission to the CTAE program.
11. The State Board, or any duly authorized representative thereof, shall have access to any books, documents, papers, and records of the local board that are pertinent to this agreement for the purposes of examining transactions and inventories. The local board further agrees to provide these books, documents, papers, and records upon request.

12. Any equipment, supplies, or materials used in the performance of this addendum that are not provided pursuant to the Heavy Equipment grant program shall be provided at the expense of the LEA.
13. State equipment grant funds shall be used only for the purchase of instructional equipment in the following program(s):

**FY 2025 Grant Award Details**

System	Program	Amount
DeKalb County Schools	Heavy Equipment	\$324,000

Total \$324,000

**The local board agrees to the above addendum to the Local Application for Career and Technical Education FY 2025.**

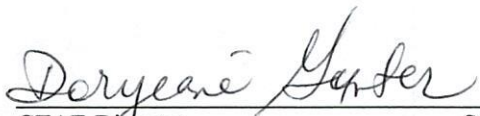
**Purchasing Guidelines for FY25 Heavy Equipment Grants**


1. Begin purchases of appropriate equipment after the local system has been approved for the grant via the FY 2025 Consolidated Application but no earlier than July 1, 2024.
2. Items must be durable and repairable and have a useful life of five years or more. These funds are for major equipment purchases. Individual items must have a value of \$100.00 or more to be eligible. **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.**
3. Items purchased should be for student use and for the direct instruction to students.
4. Items purchased must be listed on your local equipment inventory and noted as a Heavy Equipment equipment item. This information should be made available during system Monitoring and Risk Assessment Reviews.
5. Computers (CPU) must be fully assembled and purchased with the necessary accessories (keyboard, monitor, mouse, Operating Systems software, etc.) included. Computers must be billed as a single unit in order to qualify for reimbursement. School systems cannot buy the individual component pieces to be assembled at the school.
6. The system should request reimbursement for grant expenditures after items are received and invoiced to the system. Make sure all invoices are specific to the Grant Program area. Give complete names and/or descriptions of items purchased under the grant. If only an item number appears on the invoice, write or type onto the invoice the name of the item by the respective cost prior to submitting the document. Serial numbers must be submitted with the invoice for all items purchased with the grant funds.

**ALL PURCHASES ARE SUBJECT TO GaDOE REVIEW.**

**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

 8.7.24  
Superintendent