



**COMMONWEALTH of VIRGINIA  
Department of Education**

**DATE:** July 14, 2017  
**TO:** Division Superintendents  
**FROM:** Steven R. Staples, Superintendent of Public Instruction  
**SUBJECT:** **Additional State Funding to Update Career and Technical Education (CTE) Equipment to Industry Standards**

The 2016 General Assembly and Governor McAuliffe approved new state funding to update CTE equipment to industry standards providing students with classroom experiences that translate to the 21st century workforce. This new appropriation includes an additional \$2 million in both fiscal year 2017 and fiscal year 2018 from the Lottery Proceeds Fund.

Of the total appropriation, \$1.4 million in both fiscal years is provided for CTE equipment in high-demand, high-skill, and fast-growth industry sectors based on data from the Bureau of Labor Statistics and the Virginia Employment Commission. An additional \$600,000 is available both fiscal years to award competitive innovative program equipment grants for high-demand and fast-growth industry sectors. Priority will be given to state-identified challenged schools, the Governor's Science, Technology, Engineering, and Mathematics (STEM) Academies, and the Governor's Health Sciences Academies. More details regarding the competitive equipment grant program will be announced in a separate memo.

**Enrollment-based Entitlement--New Appropriation for CTE Equipment for High Demand, High-Skill, Fast-Growth Industry Sectors**

The new state equipment funding allocations for school divisions and regional centers for school year (SY) 2017-2018 are listed in [Attachment A](#) and [Attachment B](#). A base allocation of \$1,500 is available for each school division and regional CTE center, with the remainder of the funding distributed on the basis of student enrollment in middle and high school CTE courses. State funds received for CTE equipment must be used to supplement, not supplant, any funds currently provided for CTE equipment within the division. These funds will not be available for reimbursement payments until January 2018.

School divisions and regional CTE centers will be reimbursed 100 percent for local equipment expenditures claimed, up to the approved state funds entitlement amount. School divisions must first use their entire state equipment allocations, including funds allocated in [Superintendent's Memo #203-17](#), before submitting any requests for Perkins federal equipment funds. Perkins federal equipment reimbursement requests will not be processed and approved for payment through the Online Management of Education Grant Awards (OMEGA) application unless all state equipment funds reimbursement requests have been submitted for payment.

Reimbursement requests must be submitted by June 1, 2018, for the equipment identified in the [Approved Equipment for Career and Technical Education Programs listing](#). Reimbursement requests must be submitted using the Special Equipment Allocation for High-Demand, High-Skill, Fast-Growth Industry Sectors Reimbursement Request Form, [Attachment C](#). Reimbursement payments for regional CTE centers will be made to the school division serving as the fiscal agent for the regional CTE center.

An inventory of all equipment items purchased with state and federal funds must be maintained in accordance with [CTE Regulation \(8 VAC20-120\)](#). The Virginia Department of Education Form NA.011 – Inventory of Equipment Purchased with State CTE Equipment Funds, [Attachment D](#), or similar local record can be used as an inventory record.

The Record/Item Numbers should be referenced from the *Recommended Equipment Approved for Career and Technical Education Programs* document under the individual program area headings. All other purchased equipment not on the approved state list must have a letter of prior approval from a Virginia Department of Education CTE program area specialist. The itemized list and invoices for each program area showing the total amount claimed on the reimbursement request must be retained in the school division and must be available for audit in accordance with state policies for record retention and disposition of financial records.

If you have any questions, please contact the Office of Career, Technical, and Adult Education at [CTE@doe.virginia.gov](mailto:CTE@doe.virginia.gov) or by telephone at (804) 225-2052.

SRS/LBH/aab

Attachments:

- A. [FY 2018 \(School Year 2017-2018\) Special Equipment Allocation by School Division](#) (PDF)
- B. [FY 2018 \(School Year 2017-2018\) Special Equipment Allocation by Regional CTE Center](#) (PDF)
- C. [Special Equipment Reimbursement Request Form – SY 2017-2018](#) (Word)
- D. [Virginia Department of Education Form NA.011 – Inventory of Special Equipment Purchased with State CTE Equipment Funds](#) (Word)