



COMMONWEALTH of VIRGINIA
Department of Education

July 8, 2016

TO: Division Superintendents

FROM: Steven R. Staples, Superintendent of Public Instruction

SUBJECT: Career and Technical Education State Equipment Allocations and Reimbursement Request Form for School Year (SY) 2016-2017

The state funding for secondary Career and Technical Education (CTE) approved equipment is \$1,800,000 for fiscal year 2017. The General Assembly has continued to fund the state equipment allocation from lottery funds. The state equipment funding allocations for school divisions and regional CTE centers for SY 2016-2017 are listed in [Attachment A](#) and [Attachment B](#).

A base allocation of \$2,000 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 2017.

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 allocation 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 2, 2017, for the equipment listed in the [Approved Equipment for Career and Technical Education Programs listing](#). Reimbursement requests must be submitted using the CTE State Equipment Reimbursement Request Form, [Attachment C](#). The prior year (SY 2015-2016) total amount of local funds spent on equipment, not including federal Perkins and state equipment funds, must be reported on the state equipment reimbursement request form. 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 and Technical Education at CTE@doe.virginia.gov or by telephone at (804) 225-2052.

SRS/LBH/GW/jts

Attachments:

- A. [FY 2017 \(School Year 2016-2017\) State Equipment Funding Allocation by School Division](#) (PDF)
Revised July 29, 2016
- B. [FY 2017 \(School Year 2016-2017\) State Equipment Funding Allocation by Regional CTE Center](#) (PDF)
Revised July 29, 2016
- C. [CTE State Equipment Reimbursement Request Form – SY 2016-2017](#) (Word)
- D. [Virginia Department of Education Form NA.011 – Inventory of Equipment Purchased with State CTE Equipment Funds](#) (Word)