



COMMONWEALTH of VIRGINIA
Department of Education

August 1, 2014

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 2014-2015

The state funding for secondary Career and Technical Education (CTE) approved equipment is \$1,800,000 for fiscal year 2015. 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 school year 2014–2015 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 secondary CTE courses. State funds received for secondary CTE equipment must be used to supplement, not supplant, any funds currently provided for secondary CTE equipment within the division. These funds will not be available for reimbursement payments until January 2015.

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 5, 2015, 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 2013-2014) 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.

All other purchased equipment not on the approved state list must have a letter of prior approval from a Department of Education career and technical education program area specialist. Invoices are not to be submitted with requests, but must be maintained at the division level for audit purposes.

An inventory of all equipment items purchased with state funds must be maintained in accordance with CTE Regulation (8 VAC20-120-80). 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.

Record/Item Numbers should be referenced from the *Recommended Equipment Approved for Career and Technical Education Programs* document under the individual program area headings. The itemized list and invoices for each program area showing the total amount claimed on the reimbursement request must be on file at the division level for audit purposes.

Questions concerning eligible career and technical education equipment may be addressed to George Willcox, CTE coordinator, at George.Willcox@doe.virginia.gov or by telephone at 804-225-2052.

Questions concerning the school year 2014-2015 allocations and the state equipment reimbursement request and payment process may be addressed to W. Terry Dougherty, CTE grants administrator, at Terry.Dougherty@doe.virginia.gov or by telephone at 804-225-3349.

SRS/LBH/cmc

Attachments:

- A. [FY 2015 \(School Year 2014-2015\) State Equipment Funding Allocation by School Division](#) (PDF)
- B. [FY 2015 \(School Year 2014-2015\) State Equipment Funding Allocation by Regional CTE Center](#) (PDF)
- C. [CTE State Equipment Reimbursement Request Form – SY 2014-2015](#) (Word)
- D. [Virginia Department of Education Form NA.011 – Inventory of Equipment Purchased with State CTE Equipment Funds](#) (Word)