

## CTE Equipment Grant Budgeting and Reimbursing Funds

The FY18 budget proposed by Governor Haslam, and approved by the General Assembly, provides \$15 million to help schools acquire equipment for their CTE programs. The department awarded non-competitive grants to districts with priority given to applications focused on Tennessee's fastest growing career sectors—advanced manufacturing, health science, and information technology—so that students have up-to-date equipment that mirrors equipment found in business and industry.

By August 1, all districts were informed of their allocations. See below for frequently asked questions regarding the funds. For more information, contact [Heather.Justice@tn.gov](mailto:Heather.Justice@tn.gov).

**1. *Now that allocations for CTE equipment funding have been loaded, what is a district's next step in ePlan?***

The district must create a budget for these funds by going into the funding application called CTE Equipment and clicking "Draft Started" on the Sections page. Since these funds are only for equipment, funds are to be placed in 71300-730 with a description of what will be purchased. This should reflect what was sent in with the district's application, **including the full approved equipment list**. Districts should be able to copy their equipment list directly into the "Narrative Description" for line item 71300-730. Note that plans will be sent back if an equipment list is not found within the budget, or if unapproved equipment is included. Additionally, please note that this funding application does not allow related documents to be uploaded.

**2. *Can a district use the funds for anything that was not included in the initial application?***

No. Only equipment supporting information technology, advanced manufacturing, and health science career clusters approved on the application should be purchased with the funds. If there is an unforeseen issue, and you foresee that funds may go unspent, please contact [Heather.Justice@tn.gov](mailto:Heather.Justice@tn.gov).

**3. *Can funds only be placed in 71300-730?***

Yes. These funds are only for purchasing equipment, which aligns directly to 71300-730. Therefore, no funds can be placed in other line items, including salary, professional development, or indirect cost.

**4. *How should a district code these funds for bookkeeping purposes?***

Funds should be coded as 141 General Purpose, as these funds are from a state source. The revenue code is 141-46640, and all expenditures should come out of 141-71300-730.

**5. *How soon can a district reimburse for the funds?***

A district may reimburse for any equipment funds that were listed in their plan **after proof that an obligation has been made for said equipment**. A district can demonstrate proof of obligating

equipment funds by submitting documentation of a binding written commitment to acquire the property, such as a purchase order (PO). Since Tennessee is a reimbursement state, no funds should be drawn down in ePlan without an obligation already in place.

**6. *How will reimbursement requests work to receive the funds?***

Similar to Perkins Reserve, each recipient must fill out a reimbursement request form, outlining an itemization of expenditures, a district ledger, and proof that payment was made. No reimbursements for these funds can be made without uploading a completed reimbursement request in ePlan. The reimbursement request template is found in the CTE Equipment application in the “Reimbursement Requests” section of ePlan. Please reach out to your district’s fiscal staff to complete these requests. Any additional questions that cannot be answered locally can be sent to [Bobby.Sanborn@tn.gov](mailto:Bobby.Sanborn@tn.gov).

**7. *If a district doesn’t spend all awarded funds, what will happen?***

Awarded funds only have a period of availability from July 27, 2017 through June 30, 2018. If any portion of funds are not obligated during that period, then the remaining funds must be returned. At this time, there is no option to carry unused funds forward. It is crucial that all funds are spent to ensure that future funding requests to the Governor and General Assembly will be considered.

**8. *Does a district need to notify anyone at the department once a revision in ePlan has been completed?***

No. ePlan automatically sends an email notification to the appropriate party when a plan changes to a new status. Even though CORE CTE consultants do not have to review and approve this plan, ePlan still notifies the department after the “LEA Authorized Representative” approves the revision. If your CTE Equipment funding application remains untouched with the department’s CTE equipment director for more than three business days, please email [Heather.Justice@tn.gov](mailto:Heather.Justice@tn.gov) and [Bobby.Sanborn@tn.gov](mailto:Bobby.Sanborn@tn.gov).