



Facilities Section

GRANTS ADMINISTRATION FOR THE CAPITAL OUTLAY PROGRAM

General Summary

The Grants Administration staff of the Facilities Services Unit provides consultative services to state grant recipients and Education Grant Program Consultants. A Grants Administrator prepares the financial documents necessary to obtain the Capital Outlay funds for each participating school system. Upon approval of the request, state funds are paid directly to the local school system by the Georgia State Financing and Investment Commission.

Services and Responsibilities of The Grants Administration Staff

The payment of state funds for reimbursement of eligible construction, architectural, and geotechnical requests are audited and processed by a grant administrator; and specific services provided include the following:

- Consultation with local school system officials, state auditors, architects, and Education Grant Program Consultants. Information is provided on the status of state grant fund disbursement to Capital Outlay grants recipients.
- Interpretation of laws, policies, regulations and procedures for architectural and construction pay requests.
- Answer questions pertaining to the eligibility of funding requests, the amounts approved, and the date of payment to the local school systems.
- Provide direct assistance and training to local school system personnel who are attempting to establish and maintain bookkeeping and accounting records for their grants program.

The grants administration staff monitors and reports the disbursements of grant funds. Specifically, we research, analyze, interpret, and apply specific funding requirements. Some of the financial records maintained are described below:

- Computer applications record grant fund expenditures, construction and architectural costs, and the square footage of completed school buildings.
- Special reports are generated upon request for departmental use, and to provide

information to the Legislature and other agencies.

- Detailed ledger sheets record the grant fund requests and date of payment.
- A final audit document (cost certification) is prepared when the construction project is completed.
- General correspondence answers specific questions about grants fund disbursement for individual projects.