

2018 Low-Performing Schools Bond Funding Common Application

RFP 816: February 2018

Public Act (P.A.) 17-2 JSS §389(g) of the Connecticut General Statutes

Application Due Date: April 6, 2018

Dianna R. Wentzell
Commissioner of Education
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TABLE OF CONTENTS

APPLICATION COVER PAGE 2

PART I: Application Overview 3

- 1. Purpose
- 2. Grant Period
- 3. Eligible Applicants
- 4. Funding and Uses of Funds
- 5. Application Requirements
- 6. Application Evaluation

PART II: Common Application 6

PART III: Statement of Assurances 9

APPENDIX A: Application Evaluation Rubric 14

APPENDIX B: Project Budget and ED114 Form 16

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

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Levy Gillespie
 Equal Employment Opportunity Director
 State of Connecticut Department of Education
 450 Columbus Boulevard | Hartford, CT 06103-1841 | 860-807-2071

Connecticut State Department of Education | Turnaround Office

Low-Performing Schools Bond Funding Common Application

P.A. 17-2 JSS §389(g)

Purpose: To support Connecticut’s low-performing K-12 public schools by providing grants-in-aid for alterations, repairs, improvements, technology, and equipment to address school site opportunities promoting learning, health and safety for all children in high-quality facilities and 21st century educational environments.

APPLICATION COVER PAGE		
District/Local Education Agency (LEA):		
School Name:	Name of School Principal:	
Total Funding Request:		
Low-Performing School Classification (check if applicable):		
<input type="checkbox"/> Commissioner’s Network <input type="checkbox"/> SIG <input type="checkbox"/> Category 4 Classification <input type="checkbox"/> Category 5 Classification		
Grant Application Contact Person:	Grant Application Contact Title:	
Telephone:	E-mail Address:	
School Street Address:	City:	Zip Code:
Name of Superintendent:		
Signature of Superintendent:	Date:	
Name of Facility and/or Technology Director(s) Contact: (based on relevancy of submitted projects)		
E-mail Address:	Telephone:	

PART I: APPLICATION OVERVIEW

Purpose:

The Connecticut State Department of Education (CSDE) is seeking to support Connecticut's low-performing K-12 public schools by providing grants-in-aid for alterations, repairs, improvements, technology, and equipment to address school site opportunities promoting learning, health and safety for all children in high-quality facilities and 21st century educational environments.

Grant Period:

Funding awarded through this grant application process must be expended by June 30, 2020.

Eligible Applicants:

Applications will be accepted from LEAs on behalf of their low-performing schools that have not exceeded the \$450,000 cap in total past year awards under this program. For purposes of this program, a low-performing school is a designated Commissioner's Network, School Improvement Grant (SIG), Category 4 or 5 designated school (including Charter Schools) located in a state-designated Alliance District municipality. LEAs must submit a separate application for each school they wish to have considered.

Funding and Uses of Funds:

Public Act 17-2, June Special Session, §389(g) authorizes "grants-in-aid to assist targeted local and regional school districts for alterations, repairs, improvements, technology, and equipment in low-performing schools."

Recognizing that other sources of funding exist for general facility improvements, consideration for this competitive award will be evaluated primarily in support of K-12 student learning-related outcomes. Uses of funds, specifically for Pre-K projects and programs are ineligible for consideration under this grant application.

Eligible expenditures are for prospective work, including:

1. Building alterations that directly support student learning (e.g., science lab, classroom reconfiguration).
2. Technology for instructional or learning use (excludes stand-alone software and licenses).
3. Furniture, fixtures, and equipment to support student learning (note that supplies are ineligible).
4. Playgrounds/playscapes.

Districts may submit an application requesting up to \$250,000, subject to the following award caps that are applicable to schools that have received a Low-Performing Schools bond award in any prior year(s):

- Initial bond award year: \$250,000;
- 2nd bond award year: \$125,000;
- 3rd bond award year: \$50,000;
- 4th bond award year: \$25,000; and
- 5th bond award year and beyond: Not eligible for additional funding under this program.

An individual school may only apply if it has not yet reached the \$450,000 maximum in cumulative funding.

Low-Performing Schools bond funding shall not supplant nor overlap with other grant funding sources, including but not limited to:

- State School Construction Grant Program (including, but not limited to: new construction, portable classrooms, roof replacements, or projects with a primary purpose of ensuring code compliance);
- CT State Department of Administrative Services (DAS) Grants-in-Aid to Alliance Districts (capital bond funds);
- School Security Grants;
- CSDE High Quality/Common Core Technology Grants;
- Programmatic funding including that from Alliance District ECS Grants, Priority School District Grants, Commissioner's Network, and SIG 1003(a), 1003(g) and/or ESSA federal grants; and/or
- Funds which support standard operating expenses, stand-alone equipment or technology requests, or expendable supplies.

The awarding of funding is contingent upon an application's selection, the availability of funds, and approval by the CSDE and the State Bond Commission.

Additional Application Information:

- A. Application Requirements:** All applications must include the following components to be considered complete and eligible for further review and consideration: (a) a complete and accurate application cover page; (b) a detailed bond funding proposal, including narrative and project/budget information; and (c) a signed statement of assurances.

Applications that do not comply with these requirements may be considered non-responsive and excluded from review. Omission of any required document or form, failure to use required formats for response, or failure to respond to any of the requirements may lead to rejection of the proposal prior to any formal review.

- B. Questions:** Questions regarding this application should be directed in an e-mail to Mike Kent, Education Consultant, CSDE Turnaround Office, at Michael.Kent@ct.gov.
- C. Submission Deadline:** All applications must be submitted by e-mail to Mike Kent, at Michael.Kent@ct.gov, no later than 4:00 p.m. on April 6, 2018. No additions or changes to any application will be allowed after the application due date, unless such modification is specifically requested by the CSDE.
- D. Submission Process:** This application request serves as the instrument through which grant proposals are solicited.
- E. Amendment or Cancellation of the Application:** The CSDE reserves the right to cancel, amend, modify or otherwise change this request at any time if it deems it to be in the best interest of the state to do so. The CSDE, at its option, may seek applicant retraction and/or clarification of any discrepancy or contradiction found during its review of applications. The CSDE may decide, at any time, to start the application process again if in the best interests of the state.
- F. Application Expenses:** Applicants are responsible for all costs and expenses incurred in the preparation of applications and for any subsequent work on the application that is required by CSDE.

- G. Oral Agreement or Arrangements:** Any alleged oral agreements or arrangements made by applicants with any state agency or employee will be disregarded in any state application evaluation or associated grant award.
- H. Applicant Presentation of Supporting Evidence:** Applicants may be invited to present to the CSDE, at the CSDE's full discretion, additional evidence of experience, performance, ability and/or financial surety that the CSDE deems to be necessary or appropriate to fully establish the performance capabilities represented in their grant proposals.
- I. Monitoring:** The state may conduct site visits to grantees and sub-grantees funded under this grant program to monitor a school and district's progress and compliance within the intent of the program. Within 60 days of project completion or at the end of the grant period, whichever is earlier, the grantee is required to submit a final project and audit report (template provided by CSDE) to confirm the manner in which funds were utilized. Any funds not expended, or not expended in accordance with the approved budget, must be returned to the state.
- J. Freedom of Information Act:** All applications shall become the sole property of the state. All of the information contained in an application is subject to the provisions of the Freedom of Information Act (FOIA), Section 1-200 et seq. of the Connecticut General Statutes. FOIA declares that, except as provided by federal law or state statute, records maintained or kept on file by any public agency (as defined in statute) are public records and every person has a right to inspect such records and receive a copy of such records in accordance with the terms of FOIA.

Application Evaluation:

All applications deemed eligible will be evaluated in their entirety using the scoring rubric in Appendix A which includes consideration for Commissioner's Network and SIG-funded schools. Any funding ultimately awarded for specific project work in selected schools is subject to revision, reduction or elimination on a project-by-project basis at the sole discretion of CSDE. Funding considerations include, but are not limited to priorities, cost estimation, conformance to capital appropriation guidelines, and available funding. A funding recommendation from selected applications will then be submitted to the State Bond Commission for final approval. No bond funding may be awarded without such approval.



PART II: LOW-PERFORMING SCHOOLS BOND FUNDING COMMON APPLICATION

- A. Overall Project Narrative and Rationale:** Describe how the proposal supports specific schoolwide needs and goals to increase student outcomes, particularly learning and/or health and safety, and creates a high-quality learning environment for all children in accordance with statutory and stated intent. Explain how the proposed project(s) tie to the formal School Improvement Plan goals and/or Network School Plan (if applicable).

- B. Alignment with School Facility and/or Technology Plan(s):** Indicate whether the school has an existing long-term facility and/or technology plan, and explain how the proposal ties to the objectives of these plans. Also indicate how funding for this proposal would supplement (not supplant) funding for planned work. Specify the year of the last major facility renovation and other past Low-Performing Schools bond funding awards, if applicable. If a long-term facility and/or technology plan does not exist, please explain.



C. Project Description: List all major projects to be undertaken with grant funds, if awarded, clearly providing ALL of the following information for each: (a) project description and justification, (b) major project cost component detail and total cost, (c) differentiated priority ranking (High/Med/Low), and (d) proposed timeline (month/year) for completion. Note that priority rankings are relative to included projects, particularly in the event of partial funding. All projects are assumed to be important, so it is expected that not all projects will carry a High priority designation. Additionally, indicate the district's capability and capacity to execute and oversee the project's scope of work. Budget and ED114 Form (Attachment B) must be completed and align precisely with this section.

D. Other Sources of Funding: Are any of the projects (or portions of projects) requested in this proposal actively being proposed or awarded through any other federal or state grant or bond funding source, including a prior Low-Performing Schools bond funding grant? Yes No

If so, please list each project with the alternative funding source, amounts requested, date of request or award, and decision/disposition (or "Pending" with anticipated decision date).



PART III: STATEMENT OF ASSURANCES

**CONNECTICUT STATE DEPARTMENT OF EDUCATION
LOW-PERFORMING SCHOOLS BOND FUNDING COMMON APPLICATION**

PROJECT TITLE: _____

THE APPLICANT: _____ HEREBY ASSURES THAT:

(insert Agency/School/CBO Name)

- A. The applicant has the necessary legal authority to apply for and receive the proposed grant;
- B. The filing of this application has been authorized by the applicant's governing body, and the undersigned official has been duly authorized to file this application for and on behalf of said applicant, and otherwise to act as the authorized representative of the applicant in connection with this application;
- C. The activities and services for which assistance is sought under this grant will be administered by or under the supervision and control of the applicant;
- D. The project will be operated in compliance with all applicable state and federal laws and in compliance with regulations and other policies and administrative directives of the State Board of Education and the Connecticut State Department of Education;
- E. Grant funds shall not be used to supplant funds normally budgeted by the agency;
- F. Fiscal control and accounting procedures will be used to ensure proper disbursement of all funds awarded;
- G. The applicant will submit a final project report (within 60 days of the project completion) and such other reports, as specified, to the Connecticut State Department of Education, including information relating to the project records and access thereto as the Connecticut State Department of Education may find necessary;
- H. The Connecticut State Department of Education reserves the exclusive right to use and grant the right to use and/or publish any part or parts of any summary, abstract, reports, publications, records and materials resulting from this project and this grant;
- I. If the project achieves the specified objectives, every reasonable effort will be made to continue the project and/or implement the results after the termination of state/federal funding;
- J. The applicant will protect and save harmless the State Board of Education from financial loss and expense, including legal fees and costs, if any, arising out of any breach of the duties, in whole or part, described in the application for the grant;



K. At the conclusion of each grant period, the applicant will provide for an independent audit report acceptable to the grantor in accordance with Sections 7-394a and 7-396a of the Connecticut General Statutes, and the applicant shall return to the Connecticut State Department of Education any moneys not expended in accordance with the approved program/operation budget as determined by the audit;

L. REQUIRED LANGUAGE (NON-DISCRIMINATION)

References in this section to “contract” shall mean this grant agreement and to “contractor” shall mean the Grantee.

(a) For purposes of this Section, the following terms are defined as follows:

- (1) "Commission" means the Commission on Human Rights and Opportunities;
- (2) "Contract" and “contract” include any extension or modification of the Contract or contract;
- (3) "Contractor" and “contractor” include any successors or assigns of the Contractor or contractor;
- (4) "Gender identity or expression" means a person's gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth, which gender-related identity can be shown by providing evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held, part of a person's core identity or not being asserted for an improper purpose.
- (5) “good faith" means that degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations;
- (6) "good faith efforts" shall include, but not be limited to, those reasonable initial efforts necessary to comply with statutory or regulatory requirements and additional or substituted efforts when it is determined that such initial efforts will not be sufficient to comply with such requirements;
- (7) "marital status" means being single, married as recognized by the state of Connecticut, widowed, separated or divorced;
- (8) "mental disability" means one or more mental disorders, as defined in the most recent edition of the American Psychiatric Association's "Diagnostic and Statistical Manual of Mental Disorders", or a record of or regarding a person as having one or more such disorders;
- (9) "minority business enterprise" means any small contractor or supplier of materials fifty-one percent or more of the capital stock, if any, or assets of which is owned by a person or persons:
 - (1) who are active in the daily affairs of the enterprise,
 - (2) who have the power to direct the



management and policies of the enterprise, and (3) who are members of a minority, as such term is defined in subsection (a) of Connecticut General Statutes § 32-9n; and

(10) "public works contract" means any agreement between any individual, firm or corporation and the State or any political subdivision of the State other than a municipality for construction, rehabilitation, conversion, extension, demolition or repair of a public building, highway or other changes or improvements in real property, or which is financed in whole or in part by the State, including, but not limited to, matching expenditures, grants, loans, insurance or guarantees.

For purposes of this Section, the terms "Contract" and "contract" do not include a contract where each contractor is (1) a political subdivision of the state, including, but not limited to, a municipality, (2) a quasi-public agency, as defined in Conn. Gen. Stat. Section 1-120, (3) any other state, including but not limited to any federally recognized Indian tribal governments, as defined in Conn. Gen. Stat. Section 1-267, (4) the federal government, (5) a foreign government, or (6) an agency of a subdivision, agency, state or government described in the immediately preceding enumerated items (1), (2), (3), (4) or (5).

(b)

(1) The Contractor agrees and warrants that in the performance of the Contract such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, intellectual disability, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by such Contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the State of Connecticut; and the Contractor further agrees to take affirmative action to insure that applicants with job-related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, intellectual disability, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by the Contractor that such disability prevents performance of the work involved; (2) the Contractor agrees, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, to state that it is an "affirmative action-equal opportunity employer" in accordance with regulations adopted by the Commission; (3) the Contractor agrees to provide each labor union or representative of workers with which the Contractor has a collective bargaining agreement or other contract or understanding and each vendor with which the Contractor has a contract or understanding, a notice to be provided by the Commission, advising the labor union or workers' representative of the Contractor's commitments under this section and to post copies of the notice in conspicuous places available to employees and applicants for employment; (4) the Contractor agrees to comply with each provision of this Section and Connecticut General Statutes §§ 46a-68e and 46a-68f and with each regulation or relevant order issued by said Commission pursuant to Connecticut General Statutes §§ 46a-56, 46a-68e and 46a-68f; and (5) the Contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor as relate to the provisions of this Section and Connecticut General Statutes § 46a-56. If the contract is a public works contract, the Contractor agrees and warrants that he will make good faith efforts to employ minority business enterprises as subcontractors and suppliers of materials on such public works projects.



- (c) Determination of the Contractor's good faith efforts shall include, but shall not be limited to, the following factors: The Contractor's employment and subcontracting policies, patterns and practices; affirmative advertising, recruitment and training; technical assistance activities and such other reasonable activities or efforts as the Commission may prescribe that are designed to ensure the participation of minority business enterprises in public works projects.
- (d) The Contractor shall develop and maintain adequate documentation, in a manner prescribed by the Commission, of its good faith efforts.
- (e) The Contractor shall include the provisions of subsection (b) of this Section in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with Connecticut General Statutes §46a-56; provided if such Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the Contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.
- (f) The Contractor agrees to comply with the regulations referred to in this Section as they exist on the date of this Contract and as they may be adopted or amended from time to time during the term of this Contract and any amendments thereto.
- (g) (1) The Contractor agrees and warrants that in the performance of the Contract such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any manner prohibited by the laws of the United States or the State of Connecticut, and that employees are treated when employed without regard to their sexual orientation; (2) the Contractor agrees to provide each labor union or representative of workers with which such Contractor has a collective bargaining agreement or other contract or understanding and each vendor with which such Contractor has a contract or understanding, a notice to be provided by the Commission on Human Rights and Opportunities advising the labor union or workers' representative of the Contractor's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; (3) the Contractor agrees to comply with each provision of this section and with each regulation or relevant order issued by said Commission pursuant to Connecticut General Statutes § 46a-56; and (4) the Contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor which relate to the provisions of this Section and Connecticut General Statutes § 46a-56.
- (h) The Contractor shall include the provisions of the foregoing paragraph in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Contractor shall take such action with respect to any



such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with Connecticut General Statutes § 46a-56; provided, if such Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the Contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.

- M.** The grant award is subject to approval of the Connecticut State Department of Education and availability of state or federal funds.
- N.** The applicant agrees and warrants that Sections 4-190 to 4-197, inclusive, of the Connecticut General Statutes concerning the Personal Data Act and Sections 10-4-8 to 10-4-10, inclusive, of the Regulations of Connecticut State Agencies promulgated there under are hereby incorporated by reference.

I, the undersigned authorized official, hereby certify that these assurances shall be fully implemented.

Superintendent Signature: _____

Name: *(typed)* _____

Title: *(typed)* _____

Date: _____



APPENDIX A: APPLICATION EVALUATION RUBRIC

Applicants will be evaluated based on clear, complete and specific responses to the application narrative, questions, descriptions and budget. The application is scored holistically, even if comprised of separate projects. Incorporation of projects not aligned to need and strategic intent may impact overall scoring. Each section is rated using the following key:

4 points – Excellent: Specific and comprehensive. Complete, detailed and clearly articulated information regarding criteria. Well-conceived and developed.

3 points – Good: Clearly written with most important and relevant details or requested information provided. Very few questions are not fully explained. A few minor inconsistencies or errors may exist.

2 points – Satisfactory: General, but insufficient detail. Adequate information regarding criteria, but several areas are not sufficiently explained and/or questions remain. Several inconsistencies, weaknesses and/or errors.

1 point – Fair: Unclear and non-specific. Criteria appear to be minimally met, but limited information is provided about approach and strategies. Lacks focus, detail and/or coherence. May contain multiple errors.

0 points – Poor: Does not meet or address the criteria. Fails to provide information, provides inaccurate information, or provides information that requires substantial clarification as to how criteria are met.

Component	Consideration Criteria	Score (0-4)	Weighting	Calculated Score	Max Possible
A. Overall Project Rationale	<ul style="list-style-type: none"> • Projects making a positive impact on student academic outcomes and learning are evaluated most favorably; need for project is clear • Consistency with eligibility and statutory intent guidelines • Supports the school’s strategic improvement plan 		x 10		40
B. Alignment	<ul style="list-style-type: none"> • Sensible project work in the context of the long-term school facility plan and/or technology plan • No project overlap or supplanting 		x 5		20

C. Project Components	<ul style="list-style-type: none"> • Project(s) are aligned with well-conceived programs and rationale/justification is strong • Proposed project work is clearly articulated and necessary to program intent • Project priorities and timelines appear to be realistic and reasonable • Evidence and confidence in district’s ability and capacity to execute project work • Cost estimates are reasonable and realistic; ties to submitted ED114 • Budget provides adequate detail and clarity on components 		x 15		60
D. School Classification	Add 5 points if school is a SIG or Commissioner’s Network designated school				5
			TOTAL:		125



APPENDIX B: PROJECT BUDGET AND ED114 FORM

Complete the budget template below, providing detailed project and cost information to summarize the proposed bond investment. List descriptions and item quantities in sufficient detail. List costs by their ED114 cost category using the Uniform Chart of Accounts definitions shown below. Only expenditures falling under the designated cost categories will be considered for this application. If you need additional rows for a given cost category, add rows to the template or include as an attachment. A sample table is provided below.

ED114 / BUDGET FORM

GRANTEE NAME: _____ **TOWN CODE:** _____

GRANT TITLE: Low-Performing Schools/Bond Funds **PROJECT TITLE: (School):** _____

FUND: 12052 **SPID:** TBD **BUDGET REFERENCE:** TBD

PROGRAM: TBD **CF 1:** TBD **CF 2:** TBD

CODE	DESCRIPTION	AMOUNT
400	Purchased Property Services:	\$
700	Property:	\$
800	Other Objects:	\$
Project(s) Total:		\$



ED 114 Uniform Charts of Accounts: Please code all expenditures in accordance with the State’s Uniform Charts of Accounts, as summarized below.

CODE:	OBJECT:
400	PURCHASED PROPERTY SERVICES. Services purchased to operate, repair, maintain, and rent property owned or used by the grantee. Persons other than grantee employees perform these services. While a product may or may not result from the transaction, the primary reason for the purchase is the service provided.
700	PROPERTY. Expenditures for acquiring fixed assets, including land or existing buildings, improvements of grounds, initial equipment, additional equipment, and replacement of equipment. Category shall not include items that are consumed and/or considered supplies.
800	OTHER OBJECTS. Expenditures for goods or services not properly classified in one of the above objects. Included in the category could be expenditures for dues and fees, judgments against a grantee that are not covered by liability insurance, and interest payments on bonds and notes.

EXAMPLE:

ED 114 Category	SAMPLE Project & Cost Description	Amount
400	Install wireless access to computer lab (wiring , routers, 12 access points)	\$30,000
700	Chrome Books (120 @ \$320) and Chrome Book carts (4 @ \$1,000)	\$42,400

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