Superintendent’s Memo No. 128-19

Attachment A

May 31, 2019

# Virginia Department of Education Guidelines for School Divisions Applying to the School Security Equipment Grants Program

The Virginia Department of Education (VDOE) has developed the following guidelines for school divisions applying for grant funds authorized under the Public School Security Equipment Grant Act of 2013 and the Appropriation Act. The Virginia Public School Authority (VPSA) will issue equipment notes (repaid from the Literary Fund) for the purpose of providing grant payments to eligible school divisions of the Commonwealth to be used exclusively for purchasing school security equipment, which includes building modifications and fixtures such as security vestibules, to be used in public school buildings, including any related equipment installation costs.

**Eligibility Requirements**

For purposes of this grant program, “eligible school division” means a local school division or regional vocational center, special education center, alternative education center, or academic year Governor’s School serving public school students in grades K through 12. The term also includes the Virginia School for the Deaf and the Blind.

These grant funds may not be comingled with any other type of school construction work (such as building renovations or alterations) or to cover any professional costs (such as architectural and engineering fees).

The following criteria must be met in order for a school to be eligible for funding from this grant:

1. Eligible schools include schools that are subject to state accreditation and reporting membership in grades K through 12 as of September 30, 2018, for the fiscal year 2019 issuance, as well as regional vocational centers, special education centers, alternative education centers, academic year Governor’s Schools, and the Virginia School for the Deaf and the Blind.
2. In the event that two or more school divisions become one school division, whether by consolidation of only the school divisions or by consolidation of the local governments, such resulting division will be provided funding through this program on the basis of having the same number of school divisions as existed prior to September 30, 2000.
3. Local school divisions must maximize the use of available federal funds including E-Rate funds, and to the extent possible, use such funds to supplement this program and to meet the goals of this program. There can be no planned renovations/additions scheduled to the school building for the next five years which would cause the security equipment being requested through the grant to become obsolete.
4. The school building must be scheduled to remain open for at least five more years.
5. The grant funds must only be used to pay for security equipment items eligible for funding included in the SEGM application contained in VDOE’s Single Sign-On for Web-based Systems (SSWS) portal. Extended equipment warranties or service contract agreements are not eligible for funding.
6. School divisions must identify the security equipment for which grant funds are being requested from the approved list found in the SEGM application contained in the SSWS portal as well as the estimated costs to purchase and install the security equipment.

In order to support the installation of school security equipment during the summer months and to expedite the spend-down of these Notes funds, school divisions and regional programs may apply for grants to reimburse school security equipment expenditures beginning on or after May 22, 2019. Such projects must otherwise meet all existing program guidelines and application criteria.

1. School divisions applying for a grant must certify their intent to purchase the security equipment within six months of the date of the grant award notification from the Virginia Department of Education, or by March 1, 2020.
2. A local match of 25 percent of the grant amount requested is required. The Superintendent of Public Instruction is authorized to reduce the local match for local school divisions with a composite index of local ability-to-pay less than 0.2000, including any school division participating in a regional vocational center, special education center, alternative education center, or academic year Governor’s School. The Virginia School for the Deaf and the Blind is exempt from the match requirement.

**Application Process**

1. Eligible school divisions applying to the VDOE for a grant must do so between the annual application opening date in the SEGM application contained in VDOE’s Single Sign-On for Web-based System (SSWS) portal and August 1 each year. The application must be completed in the SEGM application. Eligible school divisions may apply annually for grant funding. Applications will be evaluated and funding awards made based on competitive criteria developed by the VDOE in collaboration with the Virginia Department of Criminal Justice Services.
2. The amount of the grant provided to each eligible school division will not exceed $250,000 for each state fiscal year.
3. Grants will be awarded on a competitive basis based on criteria developed by the VDOE and the Virginia Department of Criminal Justice Services.
4. Grant award notifications will be sent to school divisions on or around September 1 each year through email, informing the school division of the total grant award approved.

**Reimbursement Process**

1. Eligible school divisions must submit a Request for Reimbursement form in order to receive reimbursement from this grant. Documentation (i.e., invoices) shall be included with the reimbursement request showing the name of the awarded school, item(s) purchased, date of purchase, and total cost.
2. If a school division purchases all the equipment approved for a school and has funds remaining, a revision to their application may be submitted requesting that the remaining funds be used at another approved eligible school building.
3. When the VDOE approves a reimbursement request submitted by an eligible school division, it will submit the approved request to the Virginia Public School Authority (VPSA), or the VPSA’s designated account manager, directing it to make a grant payment for the approved amount to the eligible school division. The VPSA, or its designated account manager, will make such grant payments within 30 days of receipt of the approved request.