



COMMONWEALTH of VIRGINIA
Department of Education

DATE: June 1, 2018
TO: Division Superintendents
FROM: James F. Lane, Superintendent of Public Instruction
SUBJECT: **2018-2019 School Security Equipment Grants Program Application**

The Virginia Public School Authority closed on the issuance of \$6.0 million in Notes to fund the School Security Equipment Grants program for the 2018-2019 school year on May 22, 2018.

The 2018-2019 grants will be awarded on a competitive basis and school divisions are eligible to receive grant awards up to \$100,000. In order to apply for these funds, grant applications must be submitted to the Virginia Department of Education (VDOE) between June 15, 2018 and August 1, 2018 by 5 p.m. The guidelines for this program are available in Attachment A and the grant application is accessed through the VDOE's Single Sign-On for Web-based Systems (SSWS) portal under the Security Equipment Grant Management (SEGM) application. Follow the instructions in Attachment C for completing the 2018-2019 application(s) for your school division using the SEGM application in SSWS.

School divisions will be notified of the 2018-2019 grant awards as soon as they are determined. School divisions must purchase the funded security equipment within six months of the notification of the grant award date (projected to be September 4, 2018) or by March 1, 2019. Grant funds will be provided on a reimbursement basis only.

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, 2018. Such projects must otherwise meet all existing program guidelines, application criteria, and only approved/awarded projects will be reimbursed.

Eligibility Requirements

School divisions are required to use these funds to purchase security equipment that will be used in school buildings and any related equipment installation costs in eligible schools. The grants cannot be used to pay for security equipment that is not included or described in the grant application or for extended equipment warranties or service contracts agreements. The school must be scheduled to remain open for at least five more years and there be no planned renovations/additions scheduled for the next five years which would cause the security equipment being requested to become obsolete.

Local Match Requirement

In order for a school division to receive a grant, a local match of 25 percent of the grant amount is required. The Superintendent of Public Instruction is authorized to reduce the local match for school divisions with a composite index of local ability-to-pay less than 0.2000, including any such 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.

Reimbursement Process

A reimbursement form contained in the SEGM application must be completed and submitted with documentation showing the school name, purchases made, and total cost of the qualifying equipment purchased for which reimbursement is being requested. The completed form must be submitted to the Virginia Department of Education, Office of Support Services, for approval. Awarded grant funds will be maintained and disbursed from accounts administered by the State Non-Arbitrage Program (SNAP) under the Virginia Public School Authority.

Once the reimbursement request is approved, written certification will be sent to SNAP to make the reimbursement payment. SNAP will make the payment within 30 days of receipt of the certification.

School divisions, including eligible regional programs, interested in submitting a 2018-2019 application for these competitive grant funds must do so between June 15, 2018 and August 1, 2018 by 5 p.m. If you have questions, please contact the Office of Support Services at (804) 225-2037 or (804) 225-2035. You may also email Vijay Ramnarain, Hunter Barnes or Ann Belanger at Vijay.Ramnarain@doe.virginia.gov ✉, Hunter.Barnes@doe.virginia.gov ✉, or Ann.Belanger@doe.virginia.gov ✉.

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Attachments:

- A. [Guidelines for School Divisions Applying to the School Security Equipment Grants Program](#) (Word)
- B. [Application Process for 2018-2019 School Security Equipment Grants Program-This is a Word document](#) (Word)
- C. [Instructions for submitting application through SSWS \(SEGM\)-This is a Word document](#) (Word)