



**COMMONWEALTH of VIRGINIA**  
DEPARTMENT OF EDUCATION

DATE: May 25, 2023  
TO: Division Superintendents  
FROM: Dr. Lisa Coons, Superintendent of Public Instruction  
SUBJECT: **Virginia Public School Authority Educational Technology Notes Series XIX through Series XXIV and School Security Equipment Grants Series XI**

This memorandum is intended to announce the availability of \$55.9 million of Virginia Public School Authority (VPSA) Educational Technology Notes Series XXIII, pursuant to Item 137.C.12, Chapter 2, 2022 Special Session I General Assembly, and \$12.0 million of School Security Equipment Grants Series XI, pursuant to Item 137.C.13, Chapter 2, 2022 Special Session I General Assembly. These Note issuances fund the next series of Educational Technology and School Security Equipment Grants made available to school divisions and qualifying regional education programs. School divisions and regional programs may submit reimbursement requests to the Virginia Department of Education (VDOE) for eligible educational technology purchases beginning on Friday, May 26, 2023. The competitive school security equipment grant application process is described later in this memo. All grant funds are provided on a cost-reimbursement basis for qualifying costs.

The VPSA has conducted the sale of technology equipment notes, Series XXIII. The proceeds from these notes provide the next installment of funds in the educational technology grant program, which provides support for school divisions to develop and implement the Standards of Learning (SOL) Web-based Technology Initiative. The Series XXIII notes also include the Series XI of the competitive school security equipment grant program. This program will be discussed later in this memorandum.

The goal of the educational technology grant program is to improve the instructional, remedial, and testing capabilities of the SOL in local school divisions and to increase the number of schools achieving full accreditation. Proceeds of the Series XXIII notes are provided to:

- Establish a computer-based instructional and testing system for the SOL;

- Develop an Internet ready local area network (LAN) capability and high speed Internet connectivity at high schools, followed by middle schools, and then in elementary schools; and
- Establish a 5-to-1 student computer ratio for high schools, followed by middle schools, and then in elementary schools.

School divisions are required to use the Series XXIII funds first to develop and maintain the capability to support the administration of online SOL testing for all students with the exception of students with a documented need for a paper SOL test.

In addition, for purposes of establishing or enhancing a computer-based instructional program supporting the SOL testing system, school divisions may use these grant funds to purchase handheld multifunctional computing devices that support a broad range of applications and that are controlled by operating systems providing full multimedia support and mobile Internet connectivity. School divisions that elect to use these grant funds to purchase such qualifying handheld devices must continue to meet the online testing requirements outlined above.

Attachment A lists the estimated local grant allocations for the Series XXIII VPSA note issue. Grants to school divisions for the Series XXIII notes are based on \$26,000 per eligible school and \$50,000 per school division. Eligible schools include those reporting fall membership as of September 30, 2022, as well as regional vocational, special education, and alternative education programs, academic year Governor's Schools, Code RVA Regional High School, and the Virginia School for the Deaf and the Blind. Schools that serve only pre-kindergarten students are not eligible for this grant.

#### Reimbursement Process

The VPSA sold the spring 2023 Educational Technology Notes, Series XXIII, on May 9, 2023, and closed the notes transaction on May 23, 2023. Proceeds of the Series XXIII notes are now available for reimbursement to divisions (and to regional programs with accounts established separately from the fiscal agent school division) for qualifying expenditures from the division's (or regional program's) reimbursement account established under the Virginia State Non-Arbitrage Program (SNAP).

There are a limited number of business days between the closing date and the end of FY 2023 on June 30, 2023. To ensure sufficient time to process the school division reimbursement requests that need to be received by June 30, 2023, such reimbursement requests must be received by VDOE electronically within the Virginia Public School Authority Reimbursement Process (VPSARP) application on the Single Sign-on for Web Systems (SSWS) portal, by June 29, 2023.

Consistent with previous VPSA notes, payments to school divisions and regional programs will be made on a reimbursement basis only. School divisions and regional programs must first complete payments for the qualifying equipment purchased and then file a Series XXIII

reimbursement request with VDOE. School divisions and regional programs that adopted a reimbursement resolution and made expenditures prior to the issuance of the Series XXIII notes are required to certify that all reimbursements are qualifying reimbursements. School divisions and regional programs may not be reimbursed for qualifying expenditures incurred more than 60 days prior to the adoption of a reimbursement resolution. Please note that reimbursements for the Series XXIII issue for regional vocational, regional special education, Governor's Schools, regional alternative education programs, and the Code RVA Regional High School may be made directly to the regional programs through separate SNAP reimbursement accounts set up specifically for regional programs. If separate accounts for regional programs are established, school divisions will not be required to deposit the regional programs' share of the note proceeds in their account and then pass those proceeds on to the regional program.

Series XXIII reimbursement requests will be submitted through the VPSARP application. Additional information about the VPSARP application can be found in [Superintendent's Memorandum #288-18](#). The SSWS portal can be found at:

[Single Sign-on for Web Systems \(SSWS\) Portal](#)

The VPSARP application includes certification provisions that incorporate federal and state requirements regarding capital expenditures that qualify for reimbursement. School divisions are primarily responsible for determining whether requests for reimbursement are permissible under federal and state requirements. School division officials should carefully read and initial the certification provisions to ensure that each reimbursement request meets all the stated provisions.

Divisions are not required to submit copies of supporting reimbursement documentation to VDOE because the reimbursement request form incorporates the certification provisions. Copies of all supporting documents (invoices, work orders, statements, etc.) for which reimbursement is to be made must be retained by the school division for at least five years in the event an audit is required. All reimbursement requests for the VPSA Series XXIII notes issue must be made using the above-referenced VPSARP application. VDOE will review the reimbursement request and, when approved, file the request on behalf of the school division (or regional program) with the Virginia State Non-Arbitrage Program (SNAP), which serves as the investment and account manager for the note proceeds. Please note that no reimbursement requests for the Series XXIII notes will be approved until all of the division's grant allocations from Series XIX (spring 2019), Series XX (spring 2020), Series XXI (spring 2021), and Series XXII (spring 2022) are fully drawn down.

Prior to SNAP executing the actual payment of proceeds to school divisions or regional programs, school divisions and regional programs must have completed the SNAP [VPSA Technology Notes Withdrawal Instructions form](#) to provide their bank routing number and account number directly to SNAP. If you need to make changes to wire instructions previously submitted to SNAP, please complete and sign the form and return it to SNAP prior to requesting any further reimbursements. The completed form should be faxed to SNAP representatives at 1-

800-252-9551. If you have not completed this form, VDOE will hold all requests for reimbursements until SNAP confirms receipt of your certified bank account information. SNAP will maintain all bank information and, if needed, will assist divisions who need to amend such information. If you have any questions regarding the [SNAP VPSA Technology Notes Withdrawal Instructions form](#), please contact SNAP at 1-800-570-SNAP.

Proceeds from the Series XIX, XX, XXI, XXII, and XXIII issues may not be used for elementary schools until all middle schools in your division have achieved Stage 2 Middle School Readiness Certification. All high schools have achieved full readiness certification. See [Administrative Superintendent's Memo No. 27](#), dated May 17, 2002, for additional information on certification procedures. Procedures for achieving all levels of school readiness certification are explained in the following document:

#### [School Readiness Certification Procedures](#)

The School Readiness Certification workbook is a downloadable Excel template. This file is available on VDOE's website at:

#### [School Readiness Certification Workbook](#)

If expenditures for elementary schools are submitted prior to achieving the appropriate certifications for middle schools, expenditures for elementary schools cannot be reimbursed until after all readiness certifications for middle schools have been achieved.

Email requests for technical assistance about the Series XXIII reimbursement process to [VPSA@doe.virginia.gov](mailto:VPSA@doe.virginia.gov).

#### [School Security Equipment Grant Program](#)

In addition to the grants provided to support the SOL Web-based Technology Initiative, \$12.0 million is provided for Series XI of the school security equipment grants (included as part of Series XXIII notes issuance). Proceeds of these additional equipment notes will be used to help offset the related local costs associated with the purchase of appropriate security equipment that will improve and help ensure the safety of students attending public schools in Virginia.

School divisions are required to use these funds to purchase security equipment that will be installed in eligible schools. Grant funds will be provided on a reimbursement basis through an online application contained in the Single Sign-on for Web-based Systems (SSWS) portal. The grants cannot be used to pay for security equipment that is not included or described in the grant application or for other type of school construction work (e.g., building renovations or alterations) or to cover any professional costs (e.g., architectural and engineering fees). The addition of any other architectural brick and mortar projects will result in the disqualification of a school division's grant application. The only exception is building modifications and fixtures such as Security Vestibules, as permitted by House Bill 2720, which was enacted at the 2019

General Assembly session. Eligible schools 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 that would cause the security equipment being requested to become obsolete.

In addition, please note that the School Security Equipment Grant proceeds may not be spent on software licenses or subscriptions since such items do not qualify as capital costs or equipment.

These Series XI school security equipment grants will be awarded on a competitive basis through division applications submitted to VDOE via SSWS by August 1, 2023. Divisions may be awarded up to \$250,000 in grant funding for use in eligible schools and regional programs.

Localities are required to provide a match for these funds equal to 25 percent of the grant amount. The Superintendent of Public Instruction is authorized to reduce the required local match for school divisions with a composite index of local ability-to-pay below 0.2000. The Virginia School for the Deaf and the Blind is exempt from the local match requirement.

Guidelines for the program and the Series XI application form to apply for funding are available on the VDOE website at:

[Security Equipment Grant Program Guidelines](#)

**Educational Technology Notes, Series XXII (Spring 2022):**

As initially announced in [Superintendent's Memo #107-22](#), dated May 27, 2022, the Series XXII notes were sold by the VPSA in May 2022. Proceeds of the Series XXII notes were available to school divisions for reimbursement of qualifying expenditures on and after the closing date of May 24, 2022. For grant allocations of Series XXII VPSA notes, see Attachment A to Superintendent's Memo #107-22, dated May 27, 2022.

No reimbursement requests for the Series XXII notes will be approved until the division's Educational Technology Notes Series XXI proceeds are fully spent. For divisions and regional programs that have not completed reimbursement of expenditures from the Series XXI VPSA notes, the procedures outlined in Superintendent's Memo #107-22, dated May 27, 2022, should be followed.

**Educational Technology Notes, Series XXI (Spring 2021):**

As initially announced in [Superintendent's Memo #131-21](#), dated May 14, 2021, the Series XXI notes were sold by the VPSA in May 2021. Proceeds of the Series XXI notes were available to school divisions for reimbursement of qualifying expenditures on and after the closing date of May 13, 2021. For grant allocations of Series XXI VPSA notes, see Attachment A to Superintendent's Memo #131-21, dated May 14, 2021.

No reimbursement requests for the Series XXI notes will be approved until the division's Educational Technology Notes Series XX proceeds are fully spent. For divisions and regional

programs that have not completed reimbursement of expenditures from the Series XX VPSA notes, the procedures outlined in Superintendent's Memo #131-21, dated May 14, 2021, should be followed.

**Educational Technology Notes, Series XX (Spring 2020):**

As initially announced in [Superintendent's Memo #136-20](#), dated June 12, 2020, the Series XX notes were sold by the VPSA in May 2020. Proceeds of the Series XX notes were available to school divisions for reimbursement of qualifying expenditures on and after the closing date of June 9, 2020. For grant allocations of Series XX VPSA notes, see Attachment A to Superintendent's Memo #136-20, dated June 12, 2020.

No reimbursement requests for the Series XX notes will be approved until the division's Educational Technology Notes Series XIX proceeds are fully spent. For divisions and regional programs that have not completed reimbursement of expenditures from the Series XIX VPSA notes, the procedures outlined in Superintendent's Memo #136-20, dated June 12, 2020, should be followed.

**Educational Technology Notes, Series XIX (Spring 2019):**

As initially announced in [Superintendent's Memo #121-19](#), dated May 24, 2019, the Series XIX notes were sold by the VPSA in May 2019. Proceeds of the Series XIX notes were available to school divisions for reimbursement of qualifying expenditures on and after the closing date of May 23, 2019. For grant allocations of Series XIX VPSA notes, see Attachment A to Superintendent's Memo #121-19, dated May 24, 2019.

No reimbursement requests for the Series XIX notes will be approved until the division's Educational Technology Notes Series XVIII proceeds are fully spent. For divisions and regional programs that have not completed reimbursement of expenditures from the Series XVIII VPSA notes, the procedures outlined in Superintendent's Memo #121-19, dated May 24, 2019, should be followed.

**Educational Technology Notes, Series XXIV (Spring 2024):**

The 2022-2024 biennial budget includes funding to continue the educational technology notes program in FY 2024 with debt service paid through the Literary Fund. The introduced budget includes authorization for Virginia Public Schools Authority (VPSA) equipment notes totaling approximately \$56.3 million in FY 2024 to be issued in the spring of 2024 as Series XXIV.

The FY 2024 budget maintains grant amounts at \$26,000 per eligible school (i.e., for K-12 schools reporting fall membership as of September 30, 2023, as well as for regional vocational, special education, and alternative education programs, academic year Governor's Schools, Code RVA Regional High School, and the Virginia School for the Deaf and the Blind) and \$50,000

per school division. The FY 2024 budget also authorizes funding for supplemental grants supporting the Virginia e-Learning Backpack Initiative, which is described below.

The FY 2024 budget also authorizes \$12.0 million from the Series XXIV notes for division grants to fund school security equipment grants. These grants will be awarded on a competitive basis through applications submitted to VDOE by August 1, 2024. Divisions may be awarded up to \$250,000 in grant funding for eligible schools and regional programs.

#### Virginia e-Learning Backpack Initiative Supplemental Grant

Schools that administer SOL tests in spring 2023 and that are not fully accredited for the second consecutive year based on school accreditation ratings in effect for FY 2023 and FY 2024 will qualify to participate in the e-Learning Backpack Initiative in FY 2024 according to the Chapter 2 biennial budget. Schools eligible to receive this supplemental grant in FY 2024 shall continue to receive the grant for the number of subsequent years equaling the number of grades 9 through 12 in the qualifying school up to a maximum of four years (to support school wide implementation). Schools are eligible to receive these grants for a period of up to four years and will not be eligible to receive a subsequent award in the future once the original award period has concluded. Schools that are fully accredited or that are new schools with conditional accreditation in their first year are not eligible to receive this supplemental grant. Eligible schools receiving this grant will also continue to receive the existing \$26,000 grant supporting the SOL Web-based Technology Initiative. School divisions with schools eligible for this initiative may begin implementation during the 2023-2024 school year prior to the availability of the Series XXIV proceeds by executing a reimbursement resolution. This action will require a local source of funds to pay qualifying expenditures up front pending the availability of the notes proceeds in late May 2024.

The list of eligible schools and estimated grant amounts for the e-Learning Backpack Initiative to be funded through the Series XXIV notes will be available in fall 2023.

#### Other Series XXIV Information

According to the Chapter 2 budget, all program requirements for the Series XXIV notes, including the eligibility criteria, qualifying use of proceeds, local matching requirements, and the reimbursement process, are all the same as the Series XXIII notes described above.

The FY 2024 budget updates the number of schools eligible for funding under the VPSA technology grants. Attachment B lists the estimated local grant allocations for the Series XXIV notes.

School divisions that have spent all of the Series XIX, Series XX, Series XXI, Series XXII, and Series XXIII notes proceeds and that have adopted a reimbursement resolution for the Series XXIV (Spring 2024) notes issue may make qualifying purchases in support of the SOL Web-based Technology Initiative or, for eligible schools, the Virginia e-Learning Backpack Initiative,

to be reimbursed from Series XXIV proceeds; however, please be aware that the note proceeds will not be available for reimbursement until after the closing of the notes sale, which will likely be in May or June 2024. Please be aware that, prior to incurring any costs, the local school board must state its intention to use the proceeds of the equipment notes to reimburse qualifying expenditures, including for the Virginia e-Learning Backpack Initiative supplemental grants. This must be done through a reimbursement resolution adopted by the local school board. A sample resolution is provided as Attachment C. Please note that divisions may not reimburse themselves for project-related expenditures incurred more than 60 days prior to the adoption of the reimbursement resolution.

### **Available VPSA Educational Technology Notes Balances**

School divisions cannot claim reimbursement from a VPSA series until the balance from the previous series has been exhausted. School divisions and regional programs can find available balances for all active VPSA Educational Technology Notes series within the VPSARP application within SSWS. School division and regional program personnel with access to the VPSARP application within SSWS can use the Reports link to access the “Grant Allocation and Usage Report.” From there, drop-down boxes will allow the user to select the series and division name.

### **Required Signatures for VPSA Educational Technology Equipment Reimbursements**

All requests for reimbursement of the Educational Technology Equipment Notes (any active series) through the VPSARP application must contain a digital certification of the division superintendent or the superintendent's designee. Please verify the designee information contained in the Educational Registry Application, located in the Single Sign-On for Web Systems (SSWS) portal, for accuracy. The VDOE will only accept the signature of staff currently registered as a superintendent's designee in this application.

If you have questions relating to the financing or determination of qualifying VPSA notes reimbursements, please call the Budget Office staff at (804) 225-2025. If you have questions relating to qualifying equipment (i.e., hardware, software) that may be purchased from the VPSA note proceeds, please call Dr. Susan Clair, Learning Infrastructure Coordinator, at (804) 786-9281.

LC/eml

### **Attachments:**

- A. [Series XXIII VPSA Notes Issue Estimated Local Grant Allocation](#) (Excel)
- B. [Series XXIV VPSA Notes Issue Estimated Local Grant Allocation](#) (Excel)
- C. [Sample Reimbursement Resolution](#) (Word)