

SCHOOL CONSTRUCTION ASSISTANCE PROGRAM (SCAP) & SCHOOL SECURITY EQUIPMENT GRANT (SEGM)

Application and
Reimbursement Process
Overview

10/27/2023



SCHOOL CONSTRUCTION ASSISTANCE PROGRAM

SCAP FY 24 Application



SCAP FY24 INFORMATION AND DEADLINES

- [*The School Construction Assistance Program*](#) was created at the 2022 Special Session I of the General Assembly through the 2022 Appropriation Act (i.e., Chapter 2, Item 137, Paragraph C.43). Item 137, Paragraph C.43.
- Deadline: **November 28, 2023**
- School divisions may apply for the second round of this competitive grant program in VDOE's [Single Sign-On Web Systems](#) (SSWS) portal. Schools previously awarded are ineligible for a second round of grant funds.
- As per the Board of Education guidance, the Competitive Application Criteria for SCAP FY24 will remain unchanged from the criteria used for scoring the first award phase.
- Grants for awarded public school projects will be based on 10%, 20%, or 30% of approved project costs not to exceed \$100,000,000 - (percentage determined by the school division's local composite index and the fiscal stress category as designated by the Virginia Commission on Local Government in its most recent "Report on Comparative Revenue Capacity, Revenue Effort, and Fiscal Stress of Virginia's Counties and Cities")
- [*Guidelines for Implementing the School Construction Assistance Program in the 2022-2024 Biennium*](#) can be found on the VDOE website under [School Operations & Support Services/SCAP](#)

SCAP INFORMATION AND DEADLINES

- Q) Where can I information on the School Construction Assistance Program Grant?
- A) On the VDOE webpage – [School Construction Assistance Program](#)

The screenshot shows the VDOE website with the following elements:

- Header:** Virginia Department of Education logo, navigation links (A-Z Index, SSWS Login, Contact Us, Translate), and social media icons (Facebook, Twitter, LinkedIn, YouTube).
- Search Bar:** Search Virginia Department of Education...
- Navigation Menu:** Parents & Students, Teaching, Learning & Assessment, Programs & Services (highlighted), State Board, Data & Funding, About VDOE.
- Left Sidebar:** A list of categories including SPECIAL EDUCATION, STUDENT SERVICES, FEDERAL PROGRAMS, SCHOOL OPERATIONS & SUPPORT SERVICES (expanded), and various sub-items like Pupil Transportation, Safety & Crisis Management, School Nutrition, School Quality, and School Facility Construction & Maintenance. The 'School Construction Assistance Program' is highlighted in yellow.
- Main Content Area:**
 - School Construction Assistance Program** (Title)
 - News & Announcements** (Section Header)
 - SCAP FY24 Announcement** (Section Header)
 - #2023-13 Virginia Education Update 28 September 2023** (Link)
 - SCAP FY24 Information** (Section Header)
 - November 28, 2023 is the deadline** (Text, highlighted with a red box)
 - to apply for the School Construction Assistance Program FY2024 competitive grants.** (Text)
 - School divisions may apply for the second round of this competitive grant program in VDOE's Single Sign-On Web Systems (SSWS) portal using the "SCAP" online application.** (Text)
 - Also available is a Frequently Asked Questions (FAQ) document in response to school division questions received during the grant application period.** (Text, highlighted with a red box)
 - As per the Board of Education guidance, the Competitive Application Criteria for SCAP FY24 will remain unchanged from the criteria used for scoring the first award phase.** (Text)
 - School divisions may apply for SCAP FY24 using the VDOE's Single Sign-On Web Systems (SSWS) portal.** (Text)
 - Instructions and various additional guidance documents addressing issues about this award are located on the VDOE's SCAP webpage.** (Text)
 - Schools previously awarded in the first phase will not be eligible to receive grants in the SCAP FY24 phase.** (Text)

SCAP FAQ's

SCAP FY24 Information Updated
in Superintendents Newsletter
dated 28 September, 2023

Submission Deadline
November 28, 2023

SCAP APPLICATIONS

- Q) Where can I find the SCAP Application?
- A) In SSWS/SCAP- [School Construction Assistance Program](#) | [Virginia Department of Education](#)

SCHOOL CONSTRUCTION ASSISTANCE PROGRAM (SCAP)

✓ This application is open for data submission until 11/28/2023.

This system provides the ability for school divisions to submit applications for the School Construction Assistance Grant program as enacted by the 2022 General Assembly. This is a competitive grant based on the information supplied on the applications and other key factors concerning the applicant schools. The grant is specifically for funding new public school construction, major renovations, additions, and minor renovation projects.

Each school must be identified along with a description of the planned construction and the estimated cost. If awarded, a school division may be granted up to a percentage of approved projects costs not to exceed \$100,000,000.

SCAP FY24 Applications must be submitted on or before November 28, 2023. Awarded school divisions must certify their intent to obligate awarded funds within six months of the grant award notification.

Once received, all applications will be reviewed and scored for qualification. Awards will be made based on established criteria for the grant and not all schools with an application will receive an award. The final selection will be submitted to the Virginia Board of Education for review and award. The division superintendent will be notified if an award is made to the division.

All system functions are accessed via the gray menu on the right of each display page. Clicking a link on the menu will open the selected function. Back navigation (returning to a previous page) may be performed by clicking the items on the black breadcrumb bar just below the DOE logo bar.

The grant application is a collect event much like other required information updates with DOE. As such it has a defined window for the entry of data. The messages at the top of this page indicate if the window is open for data entry or closed. An application may be modified or created only when the collection window is open. Only applications submitted and approved by the superintendent during the collection window will be considered for award.

Don't forget to save any entered data often. Any network issues or system timeouts will cause the loss of all data entered since the last save.

Logout

- (-)Instructions
 - Application Instructions
 - Reimbursement Instructions
 - SCAP Reimbursement Form
 - Project Types
 - School Building Condition Definitions
 - Maintain Grant
 - Review Applications
 - Calculate Grants
 - Review Reimbursements
- (+)Administration
 - Reports

PRODUCTION
User Information
Nancy Hartigan
nancy.hartigan
Dept. of Education Staff
Accomack County (001)

VDOE Application Contact (SCAP)
A.K. (Vijay) Ramnarain
(804) 750-8715
[E-Mail](#)



Instructions in grey bar:

- Application
- Reimbursement
- Project types
- School building condition definitions

SCHOOL BUILDING CONDITIONS DEFINED

(FOUND IN SSWW/SCAP)

POOR BUILDING CONDITION DEFINITION:

- The building is 30 years or older
- No renovations done
- Walls have structural cracks
- Floors have settlement cracks
- The building's roof is leaking in multiple locations
- The building's lighting system, finishes, and plumbing fixtures are original and need replacement
- The building's windows and doors are original and in need of replacement

You must meet a majority of the conditions as defined to qualify in a category of conditions.

SCHOOL BUILDING CONDITIONS DEFINED (FOUND IN SSWW/SCAP)

POOR BUILDING CONDITION DEFINITION: (CONTINUED)

- The building's HVAC mechanical system needs frequent maintenance; replacement parts are hard to find, and is in need replacement
- The building's plumbing system and plumbing fixtures need repairs and are in of need replacement
- The building's electrical system is original, and does not support new teaching technology equipment, or the building's mechanical or lighting systems
- The building has had none, or only limited Americans with Disabilities Act (ADA) building and site accessibility upgrades

SCHOOL BUILDING CONDITIONS DEFINED

(FOUND IN SSWW/SCAP)

FAIR BUILDING CONDITION DEFINITION:

- The school building is 30 years or older
- Has had renovations or additions in the past 10 years
- Walls and floors have minor non-structural cracks and limited roof leaks
- Windows, doors, lighting system, finishes, and plumbing fixtures have had upgrades
- The building's HVAC mechanical systems needs limited maintenance
- The building's electrical and lighting system have been updated (but not completely replaced)
- The building has had limited Americans with Disabilities Act (ADA) building and site accessibility upgrades completed

You must meet a majority of the conditions as defined to qualify in a category of conditions.

SCHOOL BUILDING CONDITIONS DEFINED

(FOUND IN SSWW/SCAP)

GOOD BUILDING CONDITION DEFINITION:

- The building is less than 30 years old
- Has undergone renovations
- No walls and floors cracks are evident
- The building has no roof leaks
- Lighting systems, finishes, and plumbing fixtures are original and in good operating condition, requiring only routine maintenance
- The building windows and doors are in good operating condition
- The building's plumbing and HVAC systems are in good operating condition, requiring only routine maintenance
- The building and site meet the Americans with Disabilities Act (ADA) accessibility requirements

You must meet a majority of the conditions as defined to qualify in a category of conditions.

PROJECT TYPE DEFINITIONS

(FOUND IN SSWW/SCAP)

NEW CONSTRUCTION OR MAJOR RENOVATION PROJECT:

New Construction project:

- o A completely new public school facility (both a new, additional school or a new school replacing an existing facility).

Major renovation project:

- Structural changes to the foundation, roof, floor, exterior or load-bearing walls of an existing facility.
- Envelope improvements to include complete replacement of windows and doors.
- Upgrades to building systems including HVAC, plumbing, and electrical work.
- Building-wide interior upgrades/improvements.
- Extensive alteration of a facility to significantly extend the life of the building for at least 20 years or more.

PROJECT TYPE DEFINITIONS

(FOUND IN SSWW/SCAP)

ADDITION PROJECT:

- Renovations/alterations to an existing building layout resulting in the net increase of the square footage of the existing facility, such as constructing a new wing onto an existing school facility

MINOR RENOVATION PROJECT:

- Improvements to the interior or exterior of an existing facility to include replacing broken individual doors or windows, upgrade of interior walls and floor finishes, small bathroom updates and minor interior non-structural improvements such as adding new entry vestibules, small media center, cafeteria or theater alterations, and ADA bathroom, ramps, and handrails upgrades.

REIMBURSEMENT (FOUND IN SSWW/SCAP)

Instructions for School Construction Assistance Program (SCAP) Reimbursement

SCAP Reimbursement Request Instructions

- Log into SSWS
- Select SCAP application
- Select Division
- Select Reimbursement Request
- Select Award Year from drop down list
- Select School from drop down list
- Enter reimbursement Amount Requested (no dollar sign (\$) or commas (,))
- Double check the amount entered

If you get the following error message:



- **The Reimbursement Amount requested exceeds the remaining available amount \$xx.00 awarded. Please enter an amount less or equal to the remaining amount.**

REIMBURSEMENT (FOUND IN SSWW/SCAP)

SCAP Reimbursement Request Instructions (Continued)



Verify the amount entered with remaining balance available and enter correct amount.

- Upload the required documentation in File to Upload field in a PDF or ZIP format. If you try to select a different format you will receive this error message:
 - **Please choose a PDF or ZIP file to upload.**
- Reselect your file to upload.

REIMBURSEMENT (FOUND IN SSWW/SCAP)

SCAP Reimbursement Request Instructions (Continued)

SELECT SUBMIT BUTTON

- Your request will appear in the list of “Reimbursement Requests” on the Reimbursement page.
- The status will show as “*Submitted*” until it is reviewed by VDOE.
- If approved, the status will change to “*Approved*”.
- If the request is not approved, it will show as “*Returned*”, and you will receive an email with comments for corrections to be made and the for the request to be re-submitted.
- Start the reimbursement request from the beginning making necessary corrections to the submittal as needed and resubmit the request.

REIMBURSEMENT FORMS (FOUND IN SSWS/SCAP)

- Be sure to fill in complete form
- Double check your requested amount.
- Confirm signature is included.
- All required supporting documents are uploaded with application.

Requested
Amount



Required
Signature



Virginia Department of Education									
School Construction Assistance Program (SCAP)									
QUARTERLY GRANT FUNDING REQUEST FORM									
<small>Note: School divisions may submit funding requests each quarter by the following due dates: January 1; April 1; July 1; and October 1. All qualifying project costs submitted for VDOE review and payment must be dated on or prior to these quarterly due dates.</small>									
School Division:					Division Number:				
Division Contact Name:					Date:				
Contact's E-mail:									
Phone Number:									
SCAP Number:									
Approved Project Name:									
Grant Funding Request Number:					(Ex. #1, #2, #3, etc.)				
Total Awarded Grant Amount for Project:									
Enter Grant Funding Amount Requested:									
Name of Division Superintendent or Designated Approver:									
Title:									
Authorized Signature (required):									
<small>*By signing above, the school division certifies it is requesting grant funding for qualifying project costs it has previously paid or that it has incurred and are due and payable. After completion of this form, the school division submits it as an attachment in the SCAP Application in SSWS.</small>									
-- This Section Completed by VDOE Staff Only (Reviewer & Approver) --									
Enter VDOE staff reviewer name:									
Enter date funding request reviewed:									
Enter funding amount approved:									
Enter grant balance remaining:									
Approved by Virginia Department of Education									
By: _____									
Title: _____									
Date: _____					SCAP Number: _____				

FREQUENTLY ASKED QUESTIONS

(FOUND ON VDOE/SCAP WEBPAGE)

This FAQ document provides information on the School Construction Assistance Program and the process for completing the online grant application, called “SCAP”, located in VDOE’s Single Sign-on Web Systems (SSWS) portal. The grant application deadline is November 28, 2023.

1. How do I obtain access to the SCAP application in SSWS?

Access to the SCAP application may be requested from the school division SSWS administrator.

2. Where can instructions and definitions for “Project Type” and “School Building Condition” for use in answering items in the SCAP application be found?

These resources are in SSWS on the SCAP application home page, under the “Instructions” tab in the gray bar on the right side of the screen.

FREQUENTLY ASKED QUESTIONS

(CONTINUED)

3. Is there a local match requirement for a School Construction Assistance Program grant?

No.

4. Can a SCAP grant application be submitted even if total project costs exceed the \$100 million cap?

Yes. However, the submitted project costs may not exceed the \$100 million cap.

5. Can SCAP grant funds be combined with other sources of funding for a school project?

Yes. However, SCAP grant funds may not be used to supplant/replace other sources of funding/financing already committed to the project.

FREQUENTLY ASKED QUESTIONS

(CONTINUED)

6. For projects where the building HVAC system is in poor condition, but the remaining parts of the building is a combination of “Poor” and “Fair” condition, which building condition designation should be selected as the building’s overall condition on the grant application?

Building conditions need to be considered for the entirety of the building. For example, the structure overall must meet more than 50 percent of the “Poor” condition criteria listed in the School Building Condition Definitions to be considered in “Poor” condition. If the building meets 50 percent or less of the listed criteria for “Poor” condition, it would be considered in “Fair” condition.

FREQUENTLY ASKED QUESTIONS (CONTINUED)

7. What is the application, award, and reimbursement timelines for SCAP grant funds?

- The application deadline is November 28, 2023. VDOE staff will then review and score all applications submitted in SCAP. Grant award recommendations will be submitted to the Board of Education for consideration at a future business meeting.
- Once grant awards are approved by the Board, VDOE will notify awarded school divisions.
- Awarded grant funds will be paid to school divisions in quarterly installments as project costs are incurred over the course of the project.

FREQUENTLY ASKED QUESTIONS (CONTINUED)

8. Is there a deadline for the use of grant funds?

If a project is awarded a grant, the school division must certify its intent to obligate awarded grant funds for the construction project within six months of the grant award notification by VDOE. In issuing the grant award, VDOE will work with divisions on an end-date for the use of the grant funds. There is flexibility in the end-date, since the General Assembly placed these funds in a non-reverting fund where funds may carryover across fiscal years.

FREQUENTLY ASKED QUESTIONS

(CONTINUED)

9. Is a formal local revenue sharing agreement between the locality and school division required to be eligible for the five points under “Commitment” criterion 7. (i) (i.e., “(i) there is an agreement by the local governing body to maintain or increase the percentage of local revenues dedicated to public education throughout the duration of the financing proposed for the project”)? Can the locality agree to maintain local funding to the school division based on maintaining or increasing a dollar amount only and not based on a percentage?

A formal local revenue sharing agreement with the locality is not required. However, the percentage level of local revenue for public education must be maintained, not just a dollar amount.

FREQUENTLY ASKED QUESTIONS (CONTINUED)

10. Regarding “Commitment” criterion 7. (i), it says this is demonstrated by an agreement with the local governing body to maintain or increase the percentage of local revenues dedicated to public education. What does that agreement look like? Is it a document submitted in the SCAP application?

Yes. A letter signed by the chair of the Board of Supervisors or City-Town Council indicating a commitment to maintain the percentage of local revenues appropriated to the school division budget during the period of project financing would be sufficient documentation.

FREQUENTLY ASKED QUESTIONS (CONTINUED)

11. Criterion 7. (ii) in the Board's guidelines refers to the project design being fully or substantially completed prior to applying for grant funds.

A written verification from your architect that the project design is substantially completed by the November 28, 2023, application deadline is sufficient documentation to support meeting this criterion.

12. If awarded grant funding for a project, does the entire project need to be completed by June 30, 2024?

No. The entire project does not need to be completed by June 30, 2024, but awarded grant funds must be obligated within six months from the date the funds are awarded by VDOE for the project.

FREQUENTLY ASKED QUESTIONS (CONTINUED)

13. Are regional education program facilities eligible to receive School Construction Assistance Program grants?

No.

14. The Board's program guidelines include 11 competitive application criteria for which points are awarded, but divisions only provide responses to a portion of the criteria items in the SCAP application. Where do divisions find those criteria to answer questions not included on the SCAP application? Does VDOE populate that data from secondary data sources?

School divisions must complete all criteria items that appear in the SCAP application. The remaining criteria are based on data obtained from secondary data. Following the November 28 application deadline, submitted applications will be reviewed and scored on all application criteria.

FREQUENTLY ASKED QUESTIONS

(CONTINUED)

15. May divisions apply for more than one project for the same school or should multiple project components for a school be combined in one application?

Only one project per school can be entered into the SCAP application. Multiple projects should be combined in one grant application submitted for that school.

Note: Divisions cannot apply for funds for a school that was awarded in the first round.

16. How can a grant application be submitted for a school that is not already listed in VDOE's school database?

By submitting a "New School Form." The link to this form is included in Superintendent's Memo 041-23 of February 24, 2023. Send the completed form to ResultsHelp@doe.virginia.gov and copy Vijay.Ramnarain@doe.virginia.gov.

FREQUENTLY ASKED QUESTIONS

(CONTINUED)

17. Do all projects submitted for SCAP grant funding need to also be submitted in the School Building Construction and Renovation (SBCR) application in SSWS for review by VDOE?

Yes.

18. Is there a recommended minimum project cost amount when applying for this grant?

No. However, this grant is intended to support significant capital construction/renovation projects and is not intended to support maintenance projects. For example, a complete roof replacement including structural changes would qualify, but a roof membrane replacement project would not.

FREQUENTLY ASKED QUESTIONS (CONTINUED)

19. Are smaller scale projects to replace HVAC systems or windows/doors qualifying projects for grant funding?

Yes, projects of this type may be submitted and would be evaluated against the criteria in the Board's program guidelines.

20. Does a roof replacement constitute a major renovation project?

Non structural roof work would not be considered a major project under the SCAP grant program and would not be eligible for grant funding.

The intent of this grant is to fund new school construction project costs or major renovations/additions project costs (capital improvements).

SCHOOL SECURITY EQUIPMENT GRANT

Application Process



SCHOOL SECURITY EQUIPMENT GRANT

(FOUND IN SSWW/SEGM)

- Grant funds are authorized under the Public School Security Equipment Grant Act of 2013 and the Appropriation Act.
- These grants are to be used exclusively for purchasing school security equipment.
- Originally the total grant amount available was \$6.0 million with the amount for each eligible school division not to exceed \$100,000 for each state fiscal year.
- Starting with the 2020-2021 grant year, the total grant amount available is \$12.0 million. The amount of the grant provided to each eligible school division will not exceed \$250,000 for each state fiscal year

SCHOOL SECURITY EQUIPMENT GRANT APPLICATION PROCESS

- 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 by 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.
- Grant award notifications will be sent to school divisions each year through email, informing the school division of the total grant award approved.

SCHOOL SECURITY EQUIPMENT GRANT APPLICATION PROCESS



SINGLE SIGN-ON WEB SYSTEMS

[SSWS Menu](#) >> [SEGM Home](#)

[Logout](#)

Security Equipment Grant Management (SEGM)

✔ This application closed for data submission on 08/01/2023. This division has submitted and verified the data for this collection. No further action is required.

This system provides the ability for school divisions to submit applications for the Public School Security Equipment grant as enacted by the 2013 General Assembly. This is a competitive grant based on the information supplied on the applications and other key factors concerning the applicant schools. The grant is for the specific purpose of installing or upgrading equipment in school buildings to improve the safety of the students.

School divisions may submit one application per year for this grant which covers all planned upgrades to security equipment for schools in their division. Each school must be identified along with a description of the planned upgrade and the estimated cost. If awarded, a school division may be granted up to \$250,000 of state funds and must match the awarded amount by 25% from local funds.

Applications must be submitted on or before August 1st each fiscal year, with all awards being made by September 1st the

[Application Instructions](#)

[Maintain Grant](#)

[Maintain Addendum](#)

[Review Applications](#)

[Calculate Grants](#)

[Reimbursement](#)

[Post Grant Reallocation](#)

[\(+\)Administration](#)

[Reports](#)

PRODUCTION

User Information

Ann Belanger

ann.belanger

Dept. of Education Staff

SCHOOL SECURITY EQUIPMENT GRANT APPLICATION PROCESS

- On the SEGM portal, select the “Maintain Grant” option on the right-hand side menu bar. The “Maintain Grant” screen will appear
- “Review School Grant” screen will appear. Select a school from the school division’s list of schools. Enter all required information for the selected school. (You must answer all questions to proceed.)
- At the “Project Description” screen, select one (1) pre-approved equipment item from the drop down menu. Enter estimated cost for the selected equipment item and Save (will save both lines). At the bottom of the screen, select “Add more projects” if additional equipment is needed for this school, repeat “Project Description”. Click “Return” to add another school

SCHOOL SECURITY EQUIPMENT GRANT APPLICATION PROCESS

At the bottom of this screen, additional buttons are available.

- “Add more projects” - allows additional equipment to be added
- “Delete” - This will erase all entries for this particular school
- “Return” - This button returns to the “Maintain Grant” screen where the schools are listed

When all school application requests have been completed, return to the screen “Maintain Grant.”

Select “View PDF” to view a report that shows a summary for all schools entered as well as a separate detailed sheet for each school entered.

If all applications are complete, click “Submit for Verification”.

SCHOOL SECURITY EQUIPMENT GRANT APPLICATION PROCESS

The Division Superintendent will receive a notification email that the “Security Equipment Grant Management (SEGM)” application is ready for review and approval. The superintendent will log into the SSWS portal and will be automatically presented a verification and approval module. The superintendent can either approve or disapprove the application. If approved, the application will be submitted to the Virginia Department of Education (VDOE) for review. If disapproved, the application will be returned to the individual who submitted the application for revisions.

SCHOOL SECURITY EQUIPMENT GRANT APPLICATION PROCESS

Eligible Security Equipment Items added for the 2023-2024 Grant

- G.P.S. tablets to facilitate school bus routing, communications with school buses, and school bus and student tracking.
- Security lighting and cameras on ball fields.
- School perimeter security fencing.
- Automated External Defibrillators (AEDs) in school buildings

SCHOOL SECURITY EQUIPMENT GRANT

Reimbursement Process



REIMBURSEMENT FORMS

- Q) Where can I find the reimbursement forms to download?
- A) On the VDOE webpage - [Security Equipment Grants | Virginia Department of Education](#)



The screenshot displays the Virginia Department of Education (VDOE) website. At the top, the VDOE logo is on the left, and navigation links for 'A-Z Index', 'SSWS Login', 'Contact Us', and 'Translate' are on the right. Social media icons for Facebook, Twitter, LinkedIn, and YouTube are also present. A search bar with the placeholder text 'Search Virginia Department of Education...' is located below the navigation links. The main navigation menu is a dark blue bar with white text, including 'Parents & Students', 'Teaching, Learning & Assessment', 'Programs & Services' (which is highlighted), 'State Board, Data & Funding', and 'About VDOE'. On the left side of the 'Programs & Services' section, there is a sidebar with a list of categories: 'SPECIAL EDUCATION', 'STUDENT SERVICES', 'FEDERAL PROGRAMS', 'SCHOOL OPERATIONS & SUPPORT SERVICES' (which is expanded), 'Pupil Transportation', 'Safety & Crisis Management', 'School Nutrition', 'School Quality', and 'School Facility Construction & Maintenance'. Under 'School Facility Construction & Maintenance', 'School Construction Projects' is listed. The main content area shows the breadcrumb trail 'Programs & Services » School Operations & Support Services » School Facility Construction & Maintenance »' followed by the title 'Security Equipment Grants'. Below the title, there are links for 'Print', 'Share & Bookmark', and 'Font Size'. The 'Introduction' section begins with the text: 'The Virginia Public School Authority (VPSA) issued \$12 million in equipment notes in conjunction with the existing Virginia Public School Authority technology notes program. Proceeds of these additional notes will be used to help offset related local costs associated with the purchasing of qualifying security equipment to improve and help ensure the safety of students attending public schools in Virginia. Refer to 2023-2024 School Security Equipment Grants Program Application - Superintendent's Memo 129-23 (PDF)'.

REIMBURSEMENT FORMS

- Q) **Where can I find the reimbursement forms to download?**
- A) On the VDOE webpage - [Security Equipment Grants | Virginia Department of Education](#)

Reimbursement

A Request for Reimbursement form must be completed and submitted to the VDOE Office of Support Services with documentation showing the school name, the total cost of the qualifying equipment purchased and installation cost. Awarded grant funds will be maintained and disbursed from accounts administered by the State Non-Arbitrage Program (SNAP) under [VPSA](#). Purchases of security equipment must be made within six months of notification.

- [2022-2023 Security Equipment Grant Reimbursement Form \(XLS\)](#)
- [2021-2022 Security Equipment Grant Reimbursement Form \(XLS\)](#)
- [2020-2021 Security Equipment Grant Reimbursement Form \(XLS\)](#)
- [2019-2020 Security Equipment Grant Reimbursement Form \(XLS\)](#)

REIMBURSEMENT FORMS

Virginia Department of Education			
REQUEST FOR REIMBURSEMENT FORM			
2023-2024 School Security Equipment Grants Program (SEGM)			
Request Number:		Date:	
Grant Award Number:			
School Division/Regional Program		Division No:	
Contact Name		Phone Number:	
Contact's E-mail			
This request is for reimbursements for payments made for eligible school security equipment purchased under the SEGM award.			
Items eligible for reimbursement:			
Security Vestibules		Visitor I.D. badging system	
Hurricane or Ballistic Security window film		Security panic systems	
Motion detection systems		Security scanning equipment	
Classroom security door hardware		Security alarm systems	
Voice and video internal communication systems		Gunshot Detection Systems	
Hand Held Two-way radios		Vaping Detectors	
Push to Talk wireless communications systems		Site surveillance cameras	
Technology equipment and software to support security systems			
Security door hardware, or electronic card access reader systems for student ID verification at main entrances, other points of entry into the school building, and on school buses			
Uninterrupted power supply to support the security equipment (UPS)			
Surveillance cameras (mounted on interior/exterior walls and existing site structures)			
Technology hardware equipment to support mass notifications systems			
Security lighting systems (mounted on interior/exterior walls and existing site structures).			
Security related devices located inside school buses (interior security cameras, two-way talk radios) that serve bus routes for the school listed in this application			
G.P.S. tablets to facilitate school bus routing, communications with school buses, and school bus and student tracking			
Security lighting and cameras on ball fields			
School perimeter security fencing			
Automated External Defibrillators (AEDs) in school buildings			
For more details, please see Superintendent's Memo #129-23, dated June 29, 2023. If you have any questions concerning this grant, please contact the Office of Support Services at supportservices@doe.virginia.gov or (804) 750-8715.			
Approved by the Virginia Department of Education			
BY:		Total Approved Reimbursement	
Title:			
Date:			

REQUIRED INFORMATION:		
Awarded funds must only be spent at all awarded schools. List all grant awarded schools where funds were spent, and the eligible items purchased for each school. Copies of supporting documentation (paid invoices/receipts) must be submitted with Note: If your bank's electronic wiring transfer of funds information has changed please update your account number with SNAP by calling 1-800-570-7627.		
School Name	Items Purchased	Amount
Total amount of funds spent (local match plus grant)		\$ -
TOTAL REIMBURSEMENT REQUEST (State grant funds only)		\$ -
NOTE: 2023-2024 GRANT AWARD FUNDS CANNOT BE COMINGLED WITH A PREVIOUS OR SUBSEQUENT GRANT YEAR'S FUNDS.		
Date:	<input style="width: 100%;" type="text"/>	
Name of Superintendent or designated approver	<input style="width: 100%;" type="text"/>	
Authorized Signature: (required)	<input style="width: 100%;" type="text"/>	
Title:	<input style="width: 100%;" type="text"/>	
Send Reimbursement Request to: Department of Education Office of Support Services P. O. Box 2120 Richmond, Virginia 23218-2120 OR send to our Office through the Dropbox located on the SSWS portal.		
Required Local Match: 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 local school divisions with 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 FORMS

Virginia Department of Education REQUEST FOR REIMBURSEMENT FORM 2022-2023 School Security Equipment Grants Program (SEGM)						
Request Number:	1					10/4/2023
Grant Award Number:	SEG22-475					
School Division/ Regional Program	ABC County					475
Contact Name:	John Smith				804-555-5555	
Contact's E-mail:	john.smith@schooldivision.edu					
This request is for reimbursements for payments made for eligible school security equipment purchased under the SEGM award.						

REIMBURSEMENT FORMS

REQUIRED INFORMATION:		
List all grant awarded schools where funds were spent, and the eligible items purchased for each school. Copies of supporting documentation (paid invoices/receipts) must be submitted with each reimbursement request.		
Note: If your bank's electronic wiring transfer of funds information has changed please update your account number with SNAP by calling 1-800-570-7627.		
School Name	Items Purchased	Amount
A Elementary School	Motion detection systems	\$ 15,275.25
BC Middle School	Cameras for buses	\$ 17,345.00
BC Middle School	Two way radios	\$ 3,478.87
Total amount of funds spent (local match plus grant)		\$ 36,099.12
TOTAL REIMBURSEMENT REQUEST (State grant funds only)		\$ 28,879.30
NOTE: 2022-2023 GRANT AWARD FUNDS CANNOT BE COMINGLED WITH A PREVIOUS OR SUBSEQUENT GRANT YEAR'S FUNDS.		

REIMBURSEMENT FORMS

NOTE: 2022-2023 GRANT AWARD FUNDS CANNOT BE COMINGLED WITH A PREVIOUS OR SUBSEQUENT GRANT YEAR'S FUNDS.

Date:

**Name of Superintendent
or designated approver**

Authorized Signature:
(required)

Title:

Send Reimbursement Request to:

Department of Education

Office of Support Services

P. O. Box 2120

Richmond, Virginia 23218-2120

OR send to our Office through the Dropbox located on the SSWS portal.

Q) How do I submit a reimbursement form to VDOE?

A) By emailing the form as an attachment to supportservices@doe.virginia.gov, or through the SSWS drop box and send to either Vijay Ramnarain, Ann Belanger. Or Nancy Hartigan (Include all supporting documents).

CHECKLIST PRIOR TO SUBMITTING REIMBURSEMENT REQUEST FORMS

- 1) Check the grant year and grant dates on the form to make sure that the correct reimbursement form is being submitted.
- 2) Fill out the reimbursement form and ensure that it is signed by an authorized person.
- 3) Verify that all the schools listed on your form and invoices are approved/awarded schools.
- 4) Verify that the equipment listed in the reimbursement request matches the list of equipment in the application; include appropriate invoices in the reimbursement package.
- 5) If there are multiple schools / invoices, include a spreadsheet with the schools listed separately and indicating the invoice number and reimbursement amount for each school.
- 6) Verify that your SNAP account is updated with any changes to your division's banking information.

COMMON ITEMS THAT ARE **NOT** ELIGIBLE BUT OFTEN INCLUDED FOR REIMBURSEMENT

- 1) Architectural / Engineering fees
- 2) Repairs to existing security items (cameras, doors, intercoms, etc.)
- 3) Tools or rental equipment
- 4) Office or Storage Room door hardware (Classroom door hardware only)
- 5) Site work
- 6) Light poles
- 7) Relocating cameras or other security equipment
- 8) Software license subscription, renewals and insurance

SECURITY VESTIBULES

- 1) Items eligible for reimbursement for a Security Vestibule:
 - a. Storefronts to create a vestibule in an existing corridor
 - b. Cameras
 - c. Electronic card access
- 2) Items not eligible for reimbursement for a Security Vestibule:
 - a. Sitework
 - b. HVAC
 - c. Main office modifications to accommodate new vestibule (painting, redo ceiling, etc)

DOOR HARDWARE

- 1) Items eligible for reimbursement for door hardware:
 - a. Electronic card access
 - b. Classroom security door hardware
 - c. Main entry security door hardware
 - d. Storefront doors for new security vestibule
- 2) Items not eligible for reimbursement for door hardware:
 - a. Doors
 - b. Closers
 - c. Panic rim hardware devices
 - d. ADA door levers
 - e. Floor door barricade systems
 - f. Mid-mounted door barricade systems
 - g. Door closer barricade systems

2023-2024 ADDITIONAL ITEMS

- 1) Items eligible for reimbursement for door hardware:
 - a. Electronic card access
 - b. Classroom security door hardware
 - c. Main entry security door hardware
 - d. Storefront doors for new security vestibule
- 2) Items not eligible for reimbursement for door hardware:
 - a. Doors
 - b. Closers
 - c. Panic rim hardware devices
 - d. ADA door levers
 - e. Floor door barricade systems
 - f. Mid-mounted door barricade systems
 - g. Door closer barricade systems

FREQUENTLY ASKED QUESTIONS

Q) Where can I find my school division's application with the awarded schools and equipment items?

A) In the SSWS portal for the SEGM grant application. In order to access an application, an SSWS account is required. If the individual from the school division does not have an SSWS SEGM account, they will need to request access through their school division's SSWS account manager.

https://p1pe.doe.virginia.gov/ssws/login_page.do

Q) Where can I find a list of eligible equipment for each year?

A) On the VDOE webpage on the reimbursement forms-, or in the grant application memo.
[Security Equipment Grants | Virginia Department of Education](#)