**Instructions for School Construction Assistance Program (SCAP) Reimbursement**

SCAP Reimbursement Request

* 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.**

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.

Documents to be uploaded:

* Reimbursement form (Be sure to select the correct grant year form)
* AIA documents G702 and G703,

Or for:

* Other Reimbursement Request
	+ For qualifying project costs that are not covered by AIA documents G702 and G703, school divisions must submit back-up documentation supporting qualifying project costs for reimbursement, such as contracts, P.O’s, vendor invoices and payment vouchers.

**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 DOE.

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. The status will be shown as “*Returned*” in the list of Reimbursement Requests.

Start the reimbursement request from the beginning making necessary corrections to the submittal as needed and resubmit the request.