

Attachment C

SCHOOL RENOVATION AND TECHNOLOGY GRANT PROGRAM

Guidance and Instructions

Introduction

School Renovation and Technology grants are designed to help school divisions make school repairs and renovations and meet renovation-related technology expenses. As required by the Federal legislation providing the funding for this grant, the Department of Education will award these grants to school divisions on a competitive basis and use the following criteria in making grant selections: the percentage of poor students enrolled in the school division, the need for school repairs and renovations, the fiscal capacity of the school division to meet repair needs, and the likelihood that the school division would properly maintain repaired school facilities.

School Renovation Grants

Seventy-five percent of Virginia's allocations for grant funds must be distributed to school divisions for emergency school repairs and renovations. The total amount available for these grants is \$12,531,874. The maximum grant amount is \$1.0 million per division.

Technology Grants

Twenty-five percent of Virginia's grant funds are to be awarded on a competitive basis to school divisions for technology activities related to school repair and renovation. The amount available for these grants is \$4,177,291. The maximum grant amount is \$500,000 per division.

INSTRUCTIONS FOR COMPLETING THE SCHOOL RENOVATION GRANT APPLICATION

Section I

Please refer to Attachments A and B of this Superintendents' Memorandum, which list the school divisions that qualify as either high poverty (30% or above) or rural (75% or above) and check the appropriate box or boxes. Please check all that apply.

Section II

Identify the category of the renovation project proposed. Eligible projects will be grouped into three categories, with different priority levels. Projects that address Health and Safety issues will be given 100 points, ADA accommodations will be given 80 points, and Building Environment projects will be given 60 points. Applicants may submit more than one proposal but each proposal must be limited to projects in one category. Proposals that mix projects in multiple categories will not be considered. Proposals will be awarded a score, based on the following definitions for each category:

1. Health and Safety – 100 points
 - a) Fire Code Upgrades
 - b) Asbestos Abatement
 - c) Indoor Air Quality Improvements
 - d) Radon Reduction Strategies
 - e) Lead in Drinking Water or Paint Removal
 - f) Building or Classroom Security

2. ADA Accommodations – 80 points
 - a) Elevators
 - b) Ramps/Architectural Barriers
 - c) Audio/Visual Alarms
 - d) Doors and Entries
 - e) Hardware
 - f) Program Accessibility
 - g) Signage

3. Building Environment – 60 points
 - a) Electrical Upgrades
 - b) Plumbing/Sewer Upgrades
 - c) HVAC Upgrades
 - d) Roofing Upgrades

Check the appropriate box for a type 1, 2, or 3 project. Points will be awarded based on the type of project that is proposed.

Section III

Completely and thoroughly describe the repair and/or renovation project for which you are requesting funding, including the name (s) of the school buildings involved.

For Type I projects:

- Describe the health and safety risk to students and staff that will be alleviated if the project is funded.
- If the project involved fire code upgrades, include the fire marshal's notice as part of your documentation.
- If the project involves asbestos abatement, include documentation from a Virginia licensed asbestos management planner/designer documenting the need and scope of the project.
- If the project involves indoor air quality improvements, include documentation from a licensed engineer documenting the need and scope of the project.
- If the project involves radon reduction strategies, include documentation indicating elevated radon levels and recommendations from a licensed engineer indicating the scope of the project.

- If the project involves lead removal in drinking water or paint, include documentation indicating dangerous lead levels and recommendations from Virginia licensed lead planner/project designer on the need and scope of the project.
- If the project involves building or classroom security, include documentation from a licensed architect/engineer on the need and scope of the project.

For Type 2 Projects:

- Describe the ADA accommodations proposed and the barriers removed in the proposed project.
- Include an architect's/engineer's statement on the need and scope of the project.

For Type 3 Projects:

- Describe the building environment upgrades proposed and the reasons why these improvements would be considered as urgent and necessary.
- Include an architect's/engineer's statement on the need and scope of the project.

School divisions are prohibited from using these funds for (1) facility maintenance costs, (2) construction of new facilities, and (3) stadiums or facilities used for athletics or exhibitions.

Section IV

Enter the percent of poverty students enrolled in the school division using the Attachment A. Points will be awarded equal to the percentage of students multiplied by 100.

Section V

The demonstrated need for school repairs proposed –

- a) If the project is part of the division's capital improvement plan (CIP), 50 points will be awarded. If not part of the CIP plan, no points will be awarded. Include a copy of the relevant pages of the CIP plan to document a yes answer.
- b) The number of months it will take the division to start the project after the award of the grant. The project starts when a contract is signed with a professional consultant to develop contract documents. Fifty points will be awarded if the project can be started within two months of grant award, 2 points will be deducted for each month thereafter.
- c) The percent of student body (divisionwide) that will be impacted by the project. Divide the number of students impacted by the total enrollment for the division. Points will be awarded by multiplying the percent by 100.

Section VI

The fiscal capacity of the school division to meet repair needs without a grant – points will be awarded on the basis of each division's composite index, $[(1 - \text{composite index}) \times 100]$. Use

the attached listing in Attachment A of the composite indices by school division for 2000-02 for your entry.

Section VII

Enter the estimated cost of the project for repair and renovation, professional fees or architect/engineer, and administrative costs that are necessary and reasonable for the proper and efficient performance and administration of this grant. The cost estimate should be professionally prepared and include all costs that are associated with this project.

Section VIII

Certifications and Assurances.

- a) The division superintendent will certify that the school division will maintain, in good condition, any facility whose repair or renovation is assisted by this grant.
- b) The division superintendent will certify that the grant funds received will supplement and not supplant other state or local funds that are available.
- c) The Department of Education has made certain assurance to the USDOE and requires all grant recipients to make the same assurances that they will follow these requirements and regulations.

INSTRUCTIONS FOR COMPLETING THE TECHNOLOGY GRANT APPLICATION

Section I

Please refer to Attachments A and B of this Superintendents' Memorandum, which list the school divisions that qualify as either high poverty (30% or above) or rural (75% or above) and check the appropriate box or boxes. Please check all that apply.

Section II

Identify the category of the technology project proposed. Eligible projects will be grouped into two categories, with different priority levels. Projects that address Infrastructure will be given 100 points, projects that address hardware, software, and connectivity will be given 80 points. Applicants may submit more than one proposal but each proposal must be limited to projects in one category. Proposals that mix projects in multiple categories will not be considered. Proposals will be awarded a score, based on the following definitions for each category:

1. Infrastructure – 100 points
 - a) wiring
 - b) cable
 - c) microwave, fiber optics, cable, and satellite transmission equipment
2. Hardware, software, connectivity linkages and resources – 80 points

Check the appropriate box for a type 1 or 2 project. Points will be awarded based on the type of project that is proposed.

Section III

Completely and thoroughly describe the technology project for which you are requesting funding, including the name (s) of the school buildings involved.

For Type 1 Projects:

- Describe the type of wiring or cable proposed and approximate quantities.
- Describe the transmission equipment proposed and it's purpose.
- Provide documentation from the project designer on the need and scope of the project.

For Type 2 Projects:

- Specifically describe the hardware, software, connectivity linkages and resources needed under this project.
- Provide documentation from the project designer on the need and scope of the project.

Section IV

Enter the percent of poverty students enrolled in the school division Attachment A. Points will be awarded equal to the percentage of students multiplied by 100.

Section V

The demonstrated need for the technology proposed –

- a) If the project is part of the division's capital improvement plan (CIP), 50 points will be awarded. If not part of the CIP plan, no points will be awarded. Include a copy of the relevant pages of the CIP plan to document a yes answer.
- b) The number of months it will take the division to start the project after the award of the grant. The project starts when a contract is signed with a professional consultant to develop contract documents. Fifty points will be awarded if the project can be started within two months of grant award, 2 points will be deducted for each month thereafter.

- c) The percent of student body (divisionwide) that will be impacted by the project. Divide the number of students impacted by the total enrollment for the division. Points will be awarded by multiplying the percent by 100.

Section VI

The fiscal capacity of the school division to meet technology needs without a grant – points will be awarded on the basis of each division's composite index $[(1 - \text{composite index}) \times 100]$. Use the attached listing in Attachment A of the composite indices by school division for 2000-02 for your entry.

Section VII

Enter the estimated cost of the project for technology improvements, design fees, and administrative costs that are necessary and reasonable for the proper and efficient performance and administration of this grant. The cost estimate should be professionally prepared and include all costs that are associated with this project.

Section VIII

Certifications and Assurances.

- a) The division superintendent will certify that the school division will maintain, in good condition, any facility whose repair or renovation is assisted by this grant.
- b) The division superintendent will certify that the grant funds received will supplement and not supplant other state or local funds that are available.
- c) The Department of Education has made certain assurances to the USDOE and requires all grant recipients to make the same assurances that they will follow these requirements and regulations.