

**Virginia Department of Education
Guidelines for School Divisions Applying to the
School Security Equipment Grants Program
(Revised June 2014)**

The Virginia Department of Education has developed the following guidelines for school divisions applying for grant funds authorized under the *Public School Security Equipment Grant Act of 2013* and the 2013 Appropriation Act. The Virginia Public School Authority (VPSA) will issue equipment notes (repaid from the Literary Fund) for the purpose of providing grant payments to eligible school divisions of the Commonwealth to be used exclusively for purchasing school security equipment, including related installation. The Department of Education is responsible for administering this grant program.

Eligibility Requirements

For purposes of this grant program, “eligible school division” means a local school division or regional vocational center, special education center, alternative education center, or academic year Governor’s School serving public school students in grades K through 12. The term also includes the Virginia School for the Deaf and the Blind.

These grant funds may not be comingled with any other type of school construction work (such as building renovations or alterations) or to cover any professional costs (such as 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 following criteria must be met in order for a school to be eligible for funding from this grant:

- A. Eligible schools include schools that are subject to state accreditation and reporting membership in grades K through 12 as of September 30, 2013, for the 2014-2015 grants, as well as regional vocational centers, special education centers, alternative education centers, regular school year Governor’s Schools, and the Virginia School for the Deaf and the Blind.
- B. In the event that two or more school divisions become one school division, whether by consolidation of only the school divisions or by consolidation of the local governments, such resulting division will be provided funding through this program on the basis of having the same number of school divisions as existed prior to September 30, 2000.
- C. Local school divisions must maximize the use of available federal funds, including E-Rate Funds, and to the extent possible, use such funds to supplement the program and meet the goals of this program.
- D. There can be no planned renovations/additions scheduled to the school building for the next five years which would cause the security equipment being requested through this grant to become obsolete.

- E. The school building must be scheduled to remain open for at least five more years.
- F. The grant funds must only be used to pay for security equipment that is included or described in the grant application.
- G. School divisions must identify with specificity the security equipment for which grant funds are being requested, as well as the estimated costs to purchase and install the security equipment.

In order to support the installation of school security equipment during the summer months and to expedite the spend-down of these Notes funds, effective with the 2014-2015 grants, school divisions and regional programs may apply for grants to reimburse school security equipment expenditures beginning on or after May 22, 2014. Such projects must otherwise meet all existing program guidelines and application criteria.

- H. School divisions applying for a grant must certify their intent to purchase the security equipment within six months of the September 1st date of the grant award notification from the Department of Education, or by March 1st each year.
- I. A local match of 25 percent of the grant amount requested is required. The Superintendent of Public Instruction is authorized to reduce the local match for local school divisions with a composite index of local ability-to-pay less than 0.2000, including any 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.

Application Process

- A. Eligible school divisions applying to the Department of Education for a grant must do so by August 1 each year. The application must be mailed to the Virginia Department of Education, Office of Support Services, P. O. Box 2120, Richmond, VA 23218-2120. Eligible school divisions may apply annually for grant funding. Applications will be evaluated and funding awards made based on competitive criteria developed by the Department of Education in collaboration with the Department of Criminal Justice Services.
- B. In the application, a separate sheet must be fully completed for each eligible school where funds are being requested for school security equipment. Additional sheets may be added to provide sufficient information for each school.
- C. The amount of the grant provided to each eligible school division will not exceed \$100,000 for each state fiscal year.
- D. Grants will be awarded on a competitive basis based on criteria developed by the Department of Education and Department of Criminal Justice Services.

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- E. Grant award notifications will be sent to school divisions by September 1 each year, informing the school division of the total grant award approved for each eligible school for which it applied.

Reimbursement Process

- A. Eligible school divisions must submit a Request for Reimbursement form in order to receive reimbursement from this grant. Documentation (i.e., invoices) shall be included with the reimbursement request showing the name of the school, date of purchase, item(s) purchased, and total cost.
- B. If a school division purchases all the equipment approved for a school, and has funds remaining, a revision to their application may be submitted requesting that the funds be used at another eligible school building.
- C. When the Department of Education approves a reimbursement request submitted by an eligible school division, it will submit the approved request to the Virginia Public School Authority (VPSA), or the VPSA's designated account manager, directing it to make a grant payment for the approved amount to the eligible school division. The VPSA, or its designated account manager, will make such grant payments within 30 days of receipt of the approved request.