**Virginia Department of Education**

***Application for School Security Equipment Grants Program***

**Due Date: August 1, 2013**

**Introduction**

The purpose of the *Public School Security Equipment Grant Act of 2013* is to help school divisions purchase and install security equipment in schools to improve and ensure the safety of students attending public schools in Virginia. As required, the Department of Education will award grants authorized under this legislation to school divisions on a competitive basis. School security grant funds are to be used solely for the purpose of the purchase and installation of security equipment (see listing below). These grant funds may not be comingled with any other type of school construction work (building renovations or alterations) or to cover any professional costs (such as A&E fees). The addition of any other architectural brick and mortar projects will result in the disqualification of a school division’s grant application.

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. “Eligible schools” include schools that are subject to state accreditation and reporting membership in grades K through 12 as of September 30, 2012, for the fiscal year 2013 issuance, and September 30, 2013, for the fiscal year 2014 issuance, 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.

The amount of grants provided to each eligible school division may not exceed $100,000 for each fiscal year. Eligible school divisions must apply to the Department of Education by August 1 of each year. As a condition of receiving a grant, 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 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.

Grants will be awarded on a competitive basis, using criteria described later in this application. School divisions applying for the grant must (1) identify with specificity the security equipment for which the grant is being requested, as well as the estimated costs to purchase and install the security equipment and (2) certify that it is the intent of the division to purchase the security equipment within six months of the September 1st grant award notification by the Department of Education, or no later than March 1st each year.

**Security equipment items eligible for funding, but not limited to, from this grant are listed below.**

Projects for school security equipment may not involve “bricks and mortar” construction. School security equipment may include, but is not limited to, the following equipment (and associated installation costs):

1. Intercom Systems
2. Security Film
3. Technology Equipment to Support Security Systems
4. Security Door Hardware
5. Electronic Access Control Systems
6. Visitor Badging System
7. Surveillance Equipment and Cameras
8. Security Scanning Equipment
9. Two-way Radios
10. Security Alarm Systems
11. Mass Notification Telephone Systems Equipment
12. Security Panic Systems
13. Security Lighting Systems

**Instructions for Completing the School Security Equipment Grants Program Application**

**Contact Information**

For general questions on the School Security Equipment Grants Program or the application process, please contact Hunter Barnes or Vijay Ramnarain, architectural consultants, at (804) 225-2035 or June Eanes, director of support services, at (804) 225-2037. These individuals may be contacted by e-mail at [Hunter.Barnes@doe.virginia.gov](mailto:Hunter.Barnes@doe.virginia.gov), [Vijay.Ramnarain@doe.virginia.gov](mailto:Vijay.Ramnarain@doe.virginia.gov), or [June.Eanes@doe.virginia.gov](mailto:June.Eanes@doe.virginia.gov).

Each application will be assigned a project tracking number by the Department of Education Support Services office.

**Section 1: School Division Contact Information**

Provide the name of the school division, address, contact person(s), phone numbers, fax numbers and e-mail addresses. Indicate the number of schools to be funded through this grant and the total projected 2013-2014 student enrollment of these schools.

**Section 2: School Project Information**

A school project information sheet should be completed **for each eligible school** for which funding is being requested. Complete the following for each school:

1. School Division
2. Name of School
3. School Number
4. Address

**Part A: (To be completed by school divisions.)**

1. Is there security equipment currently installed in the school building? If the answer is yes, provide a description of the equipment installed. Indicate the equipment to be purchased through this grant, the quantity, and the estimated cost, including installation.

2. Did a previous school security audit of this school building specifically identify or recommend the need for the security equipment being requested?

3. Indicate the year the school was built.

4. Indicate the school’s projected student enrollment for 2013 -2014.

5. Are additions/renovations planned for this school within the next five years?

6. Will this school remain open for the next five years?

**Part B: (To be completed by the Department of Education.)**

1. Division composite index.
2. The percent of students divisionwide impacted by the requested security equipment.
3. Number of school-level incidents per 100 students for certain offense categories.

**Section 3: Summary of Request**

List each school and the amount requested for each from the school security equipment grant.

**Section 4: Certifications and Assurances**

The division superintendent must sign the certifications and assurances at the end of the application.

**Competitive Criteria Points**

The school security equipment grants will be awarded on a competitive basis. The Department of Education and the Department of Criminal Justice Services have developed the following criteria to be used when reviewing and scoring the grant applications to determine the eligible schools that will be awarded grants and the amount of funds to be awarded.

1. **Maximum 20 points** allocated for new security equipment installed in schools without any security equipment currently, such as items 1 through 13 listed on pages 1 and 2. Partial points for existing security equipment.

* 20 points allocated for schools with “no” security equipment currently
* 10 points allocated for schools with existing security equipment

1. **Maximum 15 points** allocated if a previous school security audit has recommended the requested school security equipment be installed in the school.

* 15 points allocated if the requested school security equipment was recommended in a previous school security audit

1. **Maximum 10 points allocated for year the school was built.**

* For school buildings built prior to 1980 - 10 points allocated
* For school buildings built in 1980 or after - 5 points allocated

1. **Maximum 25 points** allocated for the division composite index.

* Division composite index of .0000 - .2999 - 25 points allocated
* Division composite index of .3000 - .5999 - 20 points allocated
* Division composite index of .6000 - .8000 - 15 points allocated

1. **Maximum 10 points allocated for the percentage of students in the school division impacted by the school security equipment to be purchased with the requested grant funds.**

* Percentage of students impacted 75% - 100% - 10 points allocated
* Percentage of students impacted 50% - 74% - 8 points allocated
* Percentage of students impacted 25% - 49% - 6 points allocated
* Percentage of students impacted 1% - 24% - 4 points allocated

1. **Maximum 20 points** allocated if the number of school-level incidents per 100 students for the following offense categories as reported in the School Safety section of the 2011-2012 School Report Card is at or above certain percentiles for all schools statewide: “weapons offenses,” “offenses against student, staff, and persons,” and “property offenses.”

* At or above the 75th percentile - 20 points allocated
* At or above the 50th percentile but below the 75th percentile - 15 points allocated

**APPLICATION FOR SCHOOL SECURITY EQUIPMENT GRANTS PROGRAM**

**Due date: August 1, 2013**

**Application Number (to be assigned by DOE) \_\_\_\_\_\_\_\_\_\_**

**Section 1: School Division Contact Information**

**School Division:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contact Person(s):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Phone Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**E-mail Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Fax Number:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Total Number of Schools for which funding is being requested** \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Total Projected 2013-2014 Enrollment of all Schools for which**

**funding is being requested**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Send completed application to: Virginia Department of Education

Support Services Office

P. O. Box 2120

Richmond, VA 23218-2120

Phone: 804-225-2035

Fax: 804-786-9417

**Section 2: School Project Information (Complete one form for each school for which funds are being requested. Add additional pages if needed to complete explanations.)**

**Project Number (to be assigned by DOE) \_\_\_\_\_\_\_\_\_\_\_\_\_**

**School Division:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of School:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**School Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Part A: (Responses to be completed by school divisions; points will be entered by DOE)**

**Points Allocated**

**1.** **Is there currently security equipment installed in this school, such as items**

**1-13 listed on pages 1 and 2? Yes \_\_\_\_\_ No \_\_\_\_\_**

**(Maximum 20 points) \_\_\_\_\_\_\_**

**If yes, provide a description of the existing security equipment in the school:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Equipment being requested through this grant:**

**Item Description Quantity Estimated Cost**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_**

**Total estimated cost of school security equipment requested = $\_\_\_\_\_\_\_\_\_\_**

**2. Did a previous school security audit specifically identify or**

**recommend the need for the security equipment being requested through**

**this grant? Yes\_\_\_\_\_\_ No \_\_\_\_\_**

**(Maximum 15 points) \_\_\_\_\_\_\_\_**

**3. Was the school built prior to 1980? Yes \_\_\_\_\_No\_\_\_\_\_\_ (Maximum 10 points) \_\_\_\_\_\_\_\_**

**Year School was Built** \_\_\_\_\_\_\_\_\_\_

**Sub-total points \_\_\_\_\_\_\_\_**

**Additional Information Needed:**

**4. Projected number of students** **enrolled** **in the school** **for 2013-2014 \_\_\_\_\_\_\_\_**

**5. Are additions/renovations planned for this school within the**

**next 5 years that may render the requested equipment obsolete? Yes \_\_\_\_\_ No \_\_\_\_\_**

**6. Will this school remain open for the next 5 years?** **Yes \_\_\_\_\_ No \_\_\_\_\_**

**Part B: (To be completed by Department of Education)**

**Points Allocated**

**1. Division Composite Index \_\_\_\_\_\_\_\_\_\_\_\_\_ (Maximum 25 points) \_\_\_\_\_\_**

**2. The percentage of students divisionwide impacted by the requested security**

**equipment (Maximum 10 points) \_\_\_\_\_\_**

**3. Number of school-level incidents per 100 students \_\_\_\_\_\_\_\_ (Maximum 20 points) \_\_\_\_\_\_**

**Sub-total points \_\_\_\_\_\_**

**Total Points Awarded = \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Section 3: Summary of Request (To be completed by school divisions)**

**School Division: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**School Name(s): Grant funding requested**

**by school:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Total Amount of State Funding Requested

(cannot exceed $100,000 divisionwide) = $\_\_\_\_\_\_\_\_\_\_\_\_\_\_

25% Local Match = $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total state and local funds to be spent on security equipment = $\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section 4: Certifications and Assurances**

1. The division superintendent certifies that the school division will work with local building officials and others as needed to implement the project.
2. The division superintendent certifies that this work will not impact or disturb any hazardous building materials such as asbestos or lead paint.
3. The division superintendent certifies that the school division will maintain, in good condition, the security equipment being installed in the schools.
4. The division superintendent certifies that the division will 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.
5. The division superintendent certifies that the equipment will be purchased within six months of the September 1st date of the grant award notification from the Department of Education, or by March 1 each year (or first business day thereafter).
6. Schools for which funds are requested will remain open at least five or more years and no planned renovations/additions scheduled for the next five years will cause the security equipment being requested to become obsolete.
7. The school division will provide the required 25 percent local match of funds where required.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Division Superintendent’s Signature Date**