



**COMMONWEALTH of VIRGINIA
Department of Education**

June 10, 2016

TO: Division Superintendents

FROM: Steven R. Staples, Superintendent of Public Instruction

SUBJECT: 2016-2017 School Security Equipment Grants Program Application

The Virginia Public School Authority closed on the issuance of \$6.0 million in Notes to fund the School Security Equipment Grants program for the 2016-2017 school year on May 20, 2016.

The 2016-2017 grants will be awarded on a competitive basis and school divisions are eligible to receive grant awards up to \$100,000. In order to apply for these funds, grant applications must be submitted to the Virginia Department of Education (VDOE) by August 1, 2016. The guidelines for this program are available in Attachment A and the grant application is on the VDOE's Single Sign-On for Web-based Systems (SSWS) portal under Security Equipment Grant Management (SEGM). Follow the instructions in Attachment C for completing the 2016-2017 application(s) for your school division using the SEGM application in SSWS.

School divisions will be notified of the 2016-2017 grant awards as soon as they are determined. School divisions must purchase the funded security equipment within six months of the date of notification of the grant award. Grant funds will be provided on a reimbursement basis only.

In order to support the installation of school security equipment during the summer months and to expedite the spend-down of these Notes funds, school divisions and regional programs may apply for grants to reimburse school security equipment expenditures beginning on or after May 20, 2016. Such projects must otherwise meet all existing program guidelines and application criteria, and only approved projects will be reimbursed.

Eligibility Requirements

Grant funds are awarded on a competitive application basis, using a point system of various criteria. School divisions are required to use these funds to purchase security equipment that will be used in school buildings that the grants are approved for, and any related equipment installation costs. The grants can only be used to pay for security equipment from the approved list of security equipment items eligible for funding that is included or described in the grant application. The school building must be scheduled to remain open for at least five more years and there be no planned renovations/additions scheduled for the next five years which would cause the security equipment being requested to become obsolete.

Local Match Requirement

In order for a school division to receive 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 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 Process

A reimbursement form must be completed and submitted with documentation showing the school name, purchases made, and total cost of the qualifying equipment purchased for which reimbursement is being requested. The completed form must be submitted to the Department of Education, Office of Support Services, for approval. Awarded grant funds will be maintained and disbursed from accounts administered by the State Non-Arbitrage Program (SNAP) under the Virginia Public School Authority.

Once the reimbursement request is approved, written certification will be sent to SNAP to make the reimbursement payment. SNAP will make the payment within 30 days of receipt of the certification. School divisions, including eligible regional programs, interested in submitting a 2016-2017 application for these competitive grant funds must do so by August 1, 2016. If you have questions, please contact the Office of Support Services at (804) 225-2037 or (804) 225-2035. If you have any questions, you may also e-mail Vijay.Ramnarain@doe.virginia.gov or Hunter.Barnes@doe.virginia.gov.

SRS/aam

Attachment:

- A. [Guidelines for School Divisions Applying to the School Security Equipment Grant Program](#) (PDF)
- B. [Application Process for 2016-2017 School Security Equipment Grant Program](#) (PDF)
- C. [Instructions for submitting application through SSWS \(SEGM\)](#) (PDF)