



## GaDOE Facility Security Grant FAQs

**Revised May 14, 2019**

### **1. What type of funds are these?**

These are reimbursable funds, which means the funding must be spent first by the school systems before requesting reimbursement.

### **2. For what purposes can these funds be used?**

The purpose of this appropriation is to provide grants to local school systems for school security enhancements that have been identified in the school safety plans and prioritized by the district. These funds cannot be used for ongoing expenses such as salaries or rent.

### **3. When can I start using this funding?**

Once your budget has been approved in Consolidated Application, the district may proceed with requesting reimbursements for the goods and/or services identified in its budget narrative. Invoices must be dated after March 12, 2019.

### **4. Do we have to allocate \$30,000 per school?**

Yes.

Our earlier guidance stated that districts may consider these grants as a district-level award and spend varying amounts at each school, this was incorrect. Each district has been awarded a grant of \$30,000 for each school as appropriated in the budget to address security needs/enhancements. Districts should create a budget plan and expend \$30,000 per school. If a school system believes they have addressed all security needs at a school in their system, they may submit a proclamation that declares all security needs have been addressed at the given school. In the proclamation, the district shall submit details on the work that has been completed at the school where all security needs have been addressed and provide details on how local funds have been expended at that school. This request will need to be submitted and approved in order to alter the use of the funds.

### **5. What if we would like to use these funds at a non-allocated school?**

If the funds are planned to be expended on a school where funds were not appropriated, the systems must submit a proclamation on the requested change of location with an explanation of the reason for the change. All proclamations will be submitted to Pat Schofill at [pschofill@doe.k12.ga.us](mailto:pschofill@doe.k12.ga.us) and will be forwarded to the appropriate agency for review/approval.

### **6. What if we are budgeting funds for the district office or a facility serving a program?**

This funding is not able to be used for those purposes. The district must budget the funds to the schools identified in the allocation.

**7. What LUA Chart of Account Codes should be utilized?**

Fund 100, Revenue Source 3800, Expenditure Function Code 2600, Program Code 1695. There may be exceptions, depending on the activity. Please contact Financial Review with questions about the financial reporting.

**8. How do I submit for reimbursement and what documents are required?**

All reimbursements documents must be submitted to the DOE through the Invoice Application in the GADOE Portal. Required documents include: Invoice (dated after March 12, 2019), Proof of payment, and a completed Purchase Detail Form.

**9. When do these funds expire?**

Districts will have until June 30, 2020 to draw down these funds (that is, through the 2020 fiscal year) – districts are encouraged to pull down these funds in as timely a manner as possible.

**10. Who can I contact at GaDOE with questions?**

Pat Schofill, Director, Facility Services and Pupil Transportation: 404-656-4556, pschofill@doe.k12.ga.us  
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