**FAQ FY24 AED Grant**

1. **Will the technical assistance webinar be recorded?**

Yes, the technical assistance webinar will be recorded and posted on the KDE Competitive Grants page.

1. **For Form C, is the AED to student and staff ratio the current ratio or the projected ratio?**

When completing Form C, the applicant should state the current student and staff ratio, based on existing AEDs numbers and daily student/staff attendance.

1. **XXXX updated two unserviceable AEDs at the beginning of this school year, as well as added a portable AED to fulfill the guidelines. From reading the grant information, it appears we are not eligible for funding, as this was done before the announcement of the grant. Will there be any other options or grants available or is this something that would be considered covered under this grant?**

Any obligation of funds for the purchase of an AED(s) before the award announcement of the Kentucky AED Grant would not be eligible for reimbursement using these specific funds. All related expenditures must occur after the grantees have been announced and instructions provided. That anticipated timeline will begin in April 2025. We applaud districts taking a proactive approach to replace devices which are no longer serviceable, but according to this funding source, we must follow specific timelines according to state law. We are currently unaware of additional sources that may assist you with the previously incurred costs to update your AEDs. It is suggested to periodically review KDE’s Competitive Grants webpage in the event new funding opportunities are made available.

1. **Is it correct that at this time the rehearsal of the cardiac emergency plan is required only for athletics?**
2. It is advised to consult with your board attorney for his/her interpretation. KDE does not provide legal counsel to schools and districts. Per KRS 158.162, “The plan shall: (c) Be in writing, reviewed by the principal of the school, distributed to all appropriate personnel, posted conspicuously at all venues, and reviewed annually and rehearsed by simulation prior to the beginning of **each** athletic season by all:
3. Licensed athletic trainers, first responders, school nurses, athletic directors; and
4. Interscholastic coaches and volunteer coaches of each athletic team active during that athletic season.”
5. KRS 158.162(5)(a)2 provides: “[e]ach local board of education shall require the principal in each public school building in its jurisdiction to conduct, at a minimum, emergency response drills to include: (2) The emergency response plan rehearsal by simulation required by subsection (2) of this section and the venue-specific emergency action plan rehearsal by simulation required by KRS 160.445(5) prior to the beginning of each athletic season.”
6. KRS 158.162(2)(c) provides: “[t]he emergency plan shall be reviewed following the end of each school year by the school nurse, school council, the principal, and first responders and revised as needed.”
7. KRS 158.162(2)(e) provides: “[t]he cardiac emergency response plan shall be rehearsed by simulation prior to the beginning of **each** athletic season by all:
8. Licensed athletic trainers, school nurses, and athletic directors; and
9. Interscholastic coaches and volunteer coaches of each athletic team active during that athletic season.”

Please note that pursuant to KRS 158.162(2)(a)(2), the written cardiac emergency response plan is part of the emergency plan.

1. **Is it really as simple as filling out those forms? I do not see anything about including additional forms or narratives or anything.**

There are no additional narratives or documents to attach. This grant has four components: the application cover page, Form A, Form B, and Form C.

1. **Will this PowerPoint presentation itself, not just the video, be available online after the webinar?**

The recorded technical assistance session will be posted, but not the PowerPoint document.

1. **May we submit more than 1 form if we have the need?**

The application is made up of four forms.

* + 1. The application cover sheet is required for all applications. It must be signed and notarized.
    2. Form A, as needed, is used to request one (1) AED for a location that lists “0” on the AED School Counts report. There is no page limit for Form A.
    3. Form B, as needed, is used to request one (1) replacement AED for a location that has an AED that is more than eight (8) years old or is not serviceable due to being discontinued, or inability to find replacement batteries and pads. This would be a 1-for-1 replacement of an AED listed in the AED School Counts report. There is no page limit for From B.
    4. Form C, as needed, is used to request additional AEDs at high-risk or need locations as detailed in the RFA. There is no page limit for Form C.

1. **Is the District Health Coordinator (DHC) the right person to submit this grant?**

KDE does not have a preference as to the submitter of the grant. That is a local decision. However, the application cover page should list the required personnel, include required signatures, and be notarized. The Grant Contact will be the person who receives communication about the grant if awarded.

1. **For the bus garage, would you include all students in the district with that ratio number?**

When requesting an AED for a district office or site which does not directly serve students, only include the number of adults which usually access the location on an average day. Students typically do not frequent these sites regularly during the instructional day or for extra-curricular activities.

1. **Can we request more than one AED per school on form C?**

Yes, but remember to prioritize your highest to lowest need if utilizing Form C. We may not have enough funds to fulfill all our requests. If an existing building has an AED(s), but it is not able to be reached within a three-minute period, it is permissible to request an additional on Form C.

1. **Should we make requests for buildings that are under construction currently?**

Only request AEDs if the school will be functional and educating students in the 2024-25 school year and beyond. If a school is anticipated to close after the current school year or will not open until 2025-26 or beyond, funds will not be granted for this purpose.

1. **XXXXXX County is in the process of building a new high school. It is set to open at the beginning of the 26-27 school year. Would it be possible to request AEDs for different locations within this new building? If so, what form would they need to go on... Form C?**

Funding requests for AEDs utilizing this Request for Application will only be considered if the school will be educating students in the 2024-25 school year and beyond. If a school is anticipated to close after the 2024-25 school year or will not open until after 2025-26, funds will not be granted for this purpose. No forms would accommodate this request.

1. **If we are in a multi-year contract with XXXXXX, can we use the funds to finish the contract and purchase the AEDs at the end?**

Funds from the Request for Application must be used to directly purchase AEDs. Funds may not be applied to any pre-approved contract or agreements with any businesses/organizations.

1. **Our preschools are located within elementary schools in our district.  Each of those schools has one AED that is nowhere near the preschool area.  Can we still apply for a preschool AED in both of those schools on Form A?**

The ideal situation is to be able to reach an individual who is having a cardiac event within three (3) minutes for optimal results. If your location/building has an existing device(s), but does not meet that ideal time standard due to size, safety measures or related issues, a school may apply to add to their inventory by utilizing Form C.

1. **Is the AED grant funding available for private catholic schools or just public districts?**

The AED grant funding is only available for Kentucky public schools.

1. **Can we request an extra AED to have as an extra? It would be used as a placeholder in case one AED is out for service.**

The purpose of the AED grant is to increase the number of active and available devices in our school facilities. If the intent is to only keep an added AED as a back-up and not make it immediately available for service, an application should not be submitted.

1. **We have 18 AEDs that are 8 years or older. However, some of those AEDs are in district buildings without students, such as the bus garage. Would those go on Form B or Form C? If Form B, would the school type be District Office?**

If desiring to replace an AED which is older than eight (8) years, regardless of its location, that request should be made on Form B in the event it is in a facility such as the district office or bus garage which does not directly serve students, specify it as such on Form B. However, only one AED may be replaced per school classification/building.

1. **We have 2 AEDs that were implemented in 2017. One was implemented in April and the other in September. Would either or both of these be considered 8 years or older?**

To determine the eligibility for replacement of an older AED, refer to purchasing documentation (e.g., purchase orders, receipts) and calculate the age from that time to today. Both of these AEDs in this example would be eligible for replacement based on the Request for Application information.

1. **Our district has an Adult Education/Migrant Building that currently does not have an AED.  Would that facility qualify for an AED on Form A?**

If this site is the district office or an A1, A2, A3, A4, A5, or A6 school/location, they would be permitted to apply for funding.

1. **If we wish to request a replacement AED (more than 8 years old) for our bus garage, is it appropriate to list this request on Form B?  Or should this request be listed on Form C?**

Any replacement of an AED older than eight (8) years should be submitted on Form B. Only one (1) AED may be replaced per school/location, even if multiple units meet that criterion.

1. **We have several AEDS that are older than 8 years old so I will request I AED per school to replace them on form B, we also have recently constructed a new football and softball complex so would like to request a new AED for those areas my question is how I decide the AED student ratio for those areas there is currently no AED there**.

This is correct. Replacement of older AEDs must be included on Form B. Ratios are only required if competing Form C. In calculating the student/staff ratios, indicate the number of current AEDs possessed to the total number of students and staff to which that AED would be available based on average attendance during use times.

1. **We had a school that recently needed to use its AED, and it is our understanding they may not be reused. If that is the case, may the district request a replaced AED device for that school? Would this situation require a form B or C?**

Typically, AEDs may be used more than once. However, all pads should only be used once and must be replaced. Likewise, regular battery replacement is required. After use, some AEDs may need to be recalibrated by a medical professional prior to reuse. It is best to contact the device’s manufacturer if there are questions.

1. **Is this only for AED itself? Or can it help with purchasing supplies like replacement pads?**

The funds for this AED Request for Application may only be applied to the purchase of an AED. We want to maximize the limited funding provided by the Kentucky Legislature. The purchasing of accessories, such as pads, batteries and storage cabinets is not an allowable expenditure. When requesting additional AEDs, consider the additional costs required for its upkeep.

1. **When considering Form C where a ratio is used for consideration, we have many AEDs that travel for athletic and field trips.  I'm hoping these units will not be considered in this ratio.  Is this correct?**

In reporting annual AED counts, any AEDs that are not affixed to a wall within a building are considered floaters or traveling AEDs. These are used for field trips and extra-curricular activities, including sports events. All such devices should be included in the district office totals, per directions provided at the time of reporting. These should be considered and calculated in the overall ratios.

1. **Can we apply to replace more than one assuming we have, for example, one older than 8 and 2 destroyed during the hurricane winds a few months ago?**

Only one (1) AED per school/location may be requested on any form. This will allow the funding to be equitably distributed across the state.

1. **I have 6 AEDs in total between our school building/bus/travel AEDs, but our board office, band building, library, and ball field do not have any, I just want to confirm that Form C is correct and that the ratio should be 6:#of students and staff for each place?**

Any AEDs not affixed to a wall in a building should be attributed to the district office, per the instructions for the AED reporting in Infinite Campus annually. This would include any devices used for travel purposes (e.g., field trips, sports teams, extra-curricular activities/clubs). For this purpose, Form C would be used. The proper ratio would be the current number of AEDs possessed to the total number of students and staff to which that AED would be available.

1. **Can we put the bus garage on form B if their AED is no longer serviceable?**

The bus garage should be considered as part of your district office for these purposes. If choosing to replace an AED older than eight (8) years, it would go on Form B. This would be the one and only allowable request to replace a device for your district office on Form B.

1. **So, were we not to count the travel/field trip AEDs in our count for school?**

The travel/field trip/sports team AEDs are to be reported in your district office total during the annual inventory through Infinite Campus.

1. **Please explain again about creating a ratio for a "traveling" AED device.**

When considering replacing or requesting a travel AED for field trips, sports teams, or extra-curricular opportunities, the ratio should still be calculated the same way; the current number of travel AEDs possessed to the total number of students and staff to which that AED would be available. For example, there are ten (10) AEDS available for travel in the given district with a population of 3,000 students, the ratio would be 10: 3,000.

1. **If we have two schools within one building - our preschool is in the same building as one of our elementary schools - but it is its own school, in its own wing.  Can we apply for an AED in preschool if we already have an AED in elementary school?**

Based on the amount of funding currently available for this purpose, your district may decide to request an additional AED for the pre-school on Form C. The ratio should still include the current AED within the building and the total student and staff population in that building. Unless it has its own assigned school classification (e.g., A1, A2, A3), It is considered the same site, even though it serves multiple age groups of students

1. **Form B does not have a district office as a school type.  if there is one at the district office older than 8 years, should it be on Form B?**

This oversight will be corrected with an updated Request for Application that will be posted with the FAQ document. This request should be included on Form B.

1. **If we request an AED for our bus garage and it has no AEDs currently, do we do that on form A?**

Yes, but this will be attributed to your district office. The annual AED report will be used by the scoring team to determine the highest areas of need. In this situation, Form A would be used. If there are any traveling AEDs used for field trips or sports teams, these should be attributed to the district office reporting totals. In this case, Form C would be used if adding an AED is a high priority at the district office.

1. **In the webinar the 3-minute guideline was used. How are delays due to security doors/automatic locking doors figured into the three minutes?**

The three (3) -minute guideline is the standard, evidence-based target we desire to meet in an ideal situation (e.g., staffing, funds and building design). It is acknowledged that there is not enough funding to make this a reality in every case. Security issues should be factored into this target. Schools may wish to assess the current locations of mounted AEDs and the length of time it takes one to reach all areas of the school. It is suggested to calculate the length of time it takes for individuals to access an AED with these safeguards to determine if all routes meet the 3-minute guideline. With the limited funding currently available to purchase AEDs, repositioning of some may make the most sense. In other cases, a school district may wish to increase the number of AEDs.

1. **How do you calculate the ratio on Form C on the application?**

The ratio is calculated by adding all the available AEDs in each building versus the number of students and staff within that same space on a typical day. For example, a high school with 5 AEDs and a population of 1,500 students and staff combined, would have a ratio of 5: 1,500.

1. **Does an AED located in a gymnasium count towards a school's total number? We are not thinking that it is since the gym is classified as a classroom with locked doors**.

In this example, the gymnasium is a part of a single building, and it would be counted toward the school’s total.

1. **Our PK students are in mobile learning units outside the building. They have separate entrances and cannot make it to the building within 3 minutes of an event if it takes place. How would I request an AED for their buildings? They are on the school campus but not connected to the school building.**

In this example, the district may prioritize adding an additional AED to the educational facility if it is their highest priority. There is already an existing AED on site, even though it is not within three (3) minutes. This request will be placed on Form C.

1. **I would like clarification on what ratio to put for request AED at our district's bus garage. We currently have no AED there. From my understanding, it will be placed on Form C as well.**

Any AEDs which this district uses for field trips, sports teams, and extra-curricular activities, should be reported to the district office totals annually via Infinite Campus. The bus garage would be considered part of the district office. If there are no AEDs available at the district office, then the request would be on Form A. If there are existing AEDs being used in this manner, it would be requested on Form C. The ratio would be calculated as the number current number of AEDs possessed to the total number of staff to which that AED would be available. Typically, students would not be present in this location so they would not be calculated in the ratio total.

1. **One other question, can I request Travel AEDs if my district sees that as a priority? If so, would I request them for the District or for each school to have a travel AED? That is our goal to have travel AEDs at each school for school-related activities.**

These AEDs are reported annually, via Infinite Campus, and assigned to your district office. For the purpose of this Request for Application, a district may prioritize a request for an additional AED for such use. However, the AED would be assigned to the district office and only one could be prioritized for that location. In this case, only one traveling AED could be requested on Form C.

1. **We have a separate building that houses our Adult Education as well as some other district offices and meeting spaces. It currently does not have an AED, could we classify that as a school or the district office annex?**

If the district office does not have any AEDs, a request for an AED is allowable on Form A. If there are one or more AEDs assigned to the district office (e.g., traveling AEDs for field trips, sports teams), an additional one could be requested on Form C.

1. **Am I correct on these points? I think I understood that we can request one AED for every zero on the AED counts document on Form A. We can request one replacement of older or unserviceable AEDs per building using form B?  We can request multiple AEDs to add to the inventory by prioritizing them and using form C?**

This is a correct interpretation of the Request for Application.

1. **Can portable AEDs be purchased or just stationary ones?**

Portable AEDs (traveling AEDs used for field trips, sports teams) may be requested.

1. **We have new construction which will open at the end of this year.  The building does not show a zero on the counts form, even though the new construction areas do not have an AED within the 3 minutes.  Would we have to use form C and just use the number of AEDs in that building in the ratio? Or would it be a zero in the ratio on form C like on Jennifer's example at the garage since there isn't currently one in the area requested (new gymnasium/cafeteria area and connecting hallway between middle and high school).**

If this question references construction on an existing building already in service, this request would be made on Form C. The ratio would include the current number of AEDs possessed in the entire building to the total number of students and staff to which that AED would be available. While the three (3)-minute time period is the goal, the current funding will not allow this in most cases. If this is a brand-new school being constructed and it will open for the 2025-26 school year, Form A would be used.

1. **If an AED is requested for an outdoor mount at a sports facility, would the mounting box be included as long as it is less than $2,000 total?**

These funds are only eligible to be used for the purchase of an AED. Batteries, pads, cabinets are not an allowable expense. Districts should plan for these additional ongoing expenses when considering submitting a grant request.

1. **We also have another building that contains our virtual academy and maintenance department. We do have students who physically come to that building for proctored tests or meetings with teachers/staff. That building currently does not have an AED either.**

If this building has its own unique classification (e.g., A1, A2, A3) it would be eligible to request an AED on Form A. If it is part of an existing school or a district building, it would only be eligible to submit its request on Form C based on the district’s priority.

1. **Our Early Childhood Center is housed in the same building as one of our elementary schools.  We do have an AED in our elementary school, on the opposite side of the building, but no AED in our early childhood wing.  There is a barrier wall that is locked after school hours.  Can we put our early childhood center on form A, as having no AED unit?  They do have after-hours events and off-campus events, and we feel they need their own AED.**

Unless the early childhood center has its own unique classification (e.g., A1, A2, A3), it would be eligible to request an AED on Form A. If it is part of an existing school, it would only be eligible to submit its request on Form C based on the district’s priority.

1. **Last year, when I reached out about our "extra" AED units (bus garage, field house, and 2 that travel with athletics) I was told to put those under our Board office.  Our actual board office does not have an AED unit, and I would like to put it on Form A, but that will not match our AED counts.  Can I do this and if so, do I need to add an addendum explaining?**

The reporting of “extra” AEDs is to be reported in the district office totals annually via Infinite Campus. In this case, if the district determines a high priority need for one to be purchased for access at the district office, this would be completed on Form C. There is no means in which to submit an addendum in this application process.

1. **Our high school campus has several buildings where students attend classes. If we have an AED in the main campus building but not in our art department or ATC, which are separate buildings on the high school campus, on what form do we request AEDs for those buildings?**

Each school is given a classification for the purpose of distinguishing its primary service (e.g., A 1, A2 A3) with varying sizes. It is at the district and schools’ discretion as to where AEDs are best to be located based on the activity and high service areas. While the 3-minute guideline is the standard, current funding is limited and cannot fulfill all requests. In this case, the school must decide where the best location of the available AEDs should be located. Since there is one on the main campus, a request for an additional AED could be submitted on Form C based on the district’s priorities.

1. **An error identified on the example given during the technical assistance session has been corrected in the Form C example shared below.**

A school application form with red text

Description automatically generated