**District Facility Branch Processes for Accessing School Security Funds**

**Projects initiated after March 11, 2019,** in response to the school safety requirements of SB 1 (2019) and before funding became available through HB 352 (2020):

To access these funds, the district shall submit all applicable BG-1, BG-5 and/or invoices as necessary to support the expenditures claimed and presented for payment. See **School Security Request Form (SSR) Instructions** for details.

**The process below will allow a local board of education to approve a BG-1, and a SSR Form at the same board meeting.**

**Projects initiated after July 1, 2020:**

School security funds can be accessed for a project by submitting a BG-1 as described below, accompanied by the School Security Request (SSR) form.

The **fund sources indicated on the BG-1** will determine what, if any, additional actions are needed by the district as follows:

1. **Projects using only School Security funds:**

A.   Identify the **Project Type** as **Security.**

B.   **If the work is on the current/KBE approved DFP**, identify the **DFP Priority(s)**. Describe the work to address the items below and enter this information under **SCOPE**.

1. Main entrance electronic lock – provide the number needed for compliance

2. Main entrance camera – provide the number needed for compliance

3. Main entrance intercom – provide the number needed for compliance

4. Classroom door locks – provide the number needed for compliance

5. Classroom door window covering – provide the number needed for compliance

6. Exterior door access control – provide the number needed for compliance

C.  **If the work is not on the current/KBE approved DFP**, check **Project Not Listed on DFP** on the BG-1 and provide a description of the work (as indicated above).

D.  Under **Other Available Funds** enter **“School Security Funds”** and the amount corresponding to the SSR.

E.  Complete and submit the BG-1 in FACPAC with the SSR form attached.

1. **Projects using School Security funds and general funds:**

A.  Identify the **Project Type** as **Security.**

B.  **If the work is on the current/KBE approved DFP**, identify the **DFP Priority(s)**. Describe the work to address the items below and enter this information under **SCOPE**.

1. Main entrance electronic lock – provide the number needed for compliance

2. Main entrance camera – provide the number needed for compliance

3. Main entrance intercom – provide the number needed for compliance

4. Classroom door locks – provide the number needed for compliance

5. Classroom door window covering – provide the number needed for compliance

6. Exterior door access control – provide the number needed for compliance

C.  **If the work is not on the current/KBE approved DFP**, check **Project Not Listed on DFP** on the BG-1 and provide a description of the work (as indicated above).

D. Indicate Cash – General Fund on the appropriate line

E.  Under **Other Available Funds** enter **“School Security Funds”** and the amount corresponding to the SSR.

F.  Complete and submit the BG-1 in FACPAC with the SSR form attached.

1. **Projects using School Security funds and restricted funds (capital outlay and building fund cash, FSPK bond and SFCC cash or bond):**

A.  Identify the **Project Type** as **Security.**

B.  **If the work is on the current/KBE approved DFP**, identify the **DFP Priority(s)**. Describe the work to address the items below and enter this information under **SCOPE**.

1. Main entrance electronic lock – provide the number needed for compliance

2. Main entrance camera – provide the number needed for compliance

3. Main entrance intercom – provide the number needed for compliance

4. Classroom door locks – provide the number needed for compliance

5. Classroom door window covering – provide the number needed for compliance

6. Exterior door access control – provide the number needed for compliance

C.  **If the work is not on the current/KBE approved DFP**, check **Project Not Listed on DFP** on the BG-1 and provide a description of the work (as indicated above).

D. Indicate the fund source(s) on the appropriate line

E.  Under **Other Available Funds** enter **“School Security Funds”** and the amount corresponding to the SSR.

F.  Complete and submit the BG-1 in FACPAC with the SSR form attached.

1. **Projects using School Security funds plus restricted funds for security projects contained in larger projects:**

A.  Identify the **Project Type** as **Security** and identify the other appropriate project type(s)**.**

B.   **If the work is on the current/KBE approved DFP**, identify the **DFP Priority(s)**. Describe the work to address the items below and enter this information under **SCOPE**.

1. Main entrance electronic lock – provide the number needed for compliance

2. Main entrance camera – provide the number needed for compliance

3. Main entrance intercom – provide the number needed for compliance

4. Classroom door locks – provide the number needed for compliance

5. Classroom door window covering – provide the number needed for compliance

6. Exterior door access control – provide the number needed for compliance

C.  **If the work is not on the current/KBE approved DFP**, check **Project Not Listed on DFP** on the BG-1 and provide a description of the work (as indicated above).

D. Indicate the fund source(s) on the appropriate line.

E.  Under **Other Available Funds** enter **“School Security Funds”** and the amount corresponding to the SSR.

F.  Complete and submit the BG-1 in FACPAC with the SSR form attached.