

Instructions for Applying Under the Public School Environmental Repairs Grant Program Using PDE's School Construction and Maintenance Management

May 2024



Pennsylvania
Department of Education

COMMONWEALTH OF PENNSYLVANIA

DEPARTMENT OF EDUCATION

Forum Building, 607 South Drive

Harrisburg, PA 17120

www.education.pa.gov



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Accessing MyPDE Suite: To submit a Public School Environmental Repairs Grant Program Application through the School Construction and Management Maintenance (SCMM) application, begin by going to MyPDE Suite at <https://www.education.pa.gov/Pages/MyPDESuite.aspx> and clicking on the 'Visit the MyPDESuite' link. Doing this will take you to the login screen.

MyPDESuite

[Login to MyPDESuite](#) | [Help Guides](#) | [Help Desks](#)

MyPDESuite is a web portal that enables users to access various PDE data collection applications. To access MyPDESuite, users must register a Keystone Login username/password and use those credentials to login to MyPDESuite.

Users are granted access to applications within MyPDESuite by a security administrator at their education agency/institution. The security administrator is responsible for adding and removing users on behalf of their agency/institution.

If you are a new institution or your security administrator has left, please follow [this process to have a new security administrator appointed](#).

Login

→ [Visit the MyPDESuite login page](#). Use your Keystone Login username and password to log in to MyPDESuite.

[Learn more about the Keystone Login](#).

Enter your Username and Password.

MyPDESuite Login Page

MyPDESuite Login Page

Use your Keystone Login or CWOPA username and password to login to MyPDESuite.

User Name:

Password:

[Log In](#)

Powered by
PA KEYSTONE LOGIN

[Register Username](#)
[Edit Account](#)
[Forgot Username](#)
[Forgot Password](#)

Having trouble logging in?
Call the Keystone Login Helpdesk at: [877-328-0995](tel:877-328-0995)

Help & Support

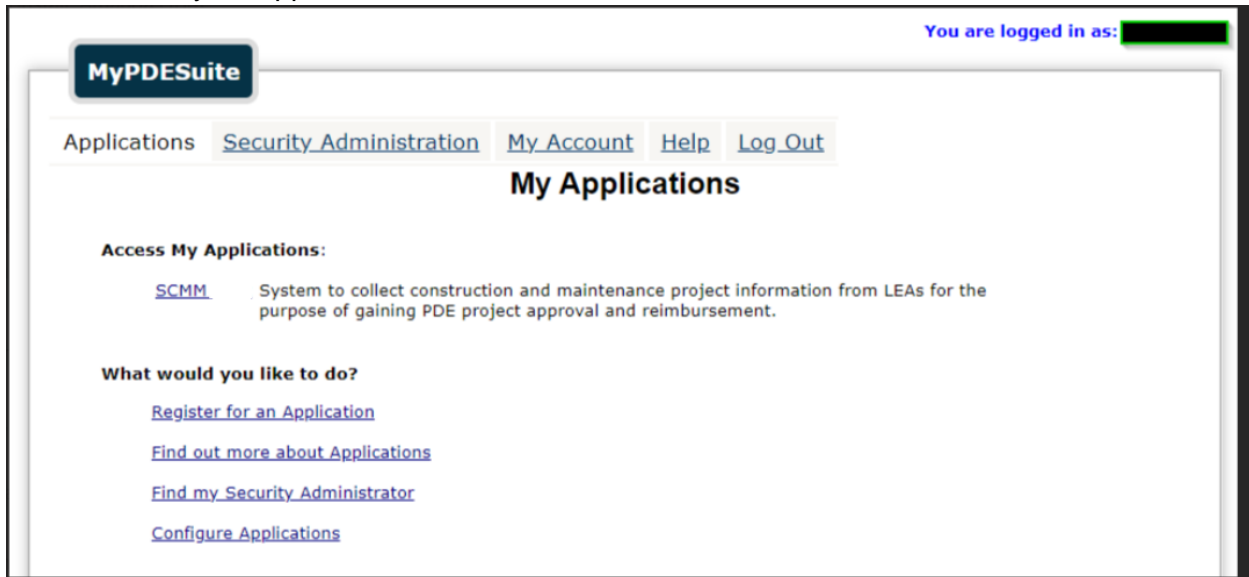
Program Office Support
If you require assistance with one of the applications accessed through MyPDESuite, please contact the appropriate [PDE Program Office](#).

MyPDESuite Support
For resources and support, such as [becoming a Local Security Administrator](#), please visit [MyPDESuite Help](#).

TIMS Personal Users
To access TIMS for your personal certifications, please log in to [TIMS](#). Please note that if you are a provisioned user of TIMS within MyPDESuite you must use a different username to login and view your personal information.

Browser Recommendation: [Edge](#), [Chrome](#) or [Firefox](#) for best results.

Accessing SCMM: Once logged-in to MyPDESuite, click on the SCMM link to continue. If SCMM does not appear, click on the “Register for an Application” link, and follow the steps to add SCMM to your applications.



SCMM Application Module Home Page: After clicking on the SCMM link, the next screen will be the SCMM Home Page. The Maintenance Project grid displays what your local education agency (LEA) has submitted and the review status it is in.

Project Type	Start Date	End Date
Maintenance	01/01/2021	06/30/2025

Part Status	Part 1	Part 2	Part 3	Part 4
Not Started	0	0	0	0
In Progress	12	0	0	1
Submitted	0	0	0	0

Project Number	Project Type	Created Date	LEA AUN	LEA Name	Project Building Name	Parts	Project Status
65	Maintenance	04/22/2024	119350303	SD	direction book	Estimate - Not Started Actual - Not Started	Open

To create a new application, users should begin by clicking the “Add New Project” button.

Only enter one project per LEA (i.e., School District (SD), career and technical center (CTC), charter school (CS)). If multiple projects are proposed within a building and/or across the LEA, itemization can occur in the detailed data-entry section.

Project Information

Project Information

Project Type

Project Name

Estimate Tab (For applicants): Applications will be accepted for obligations occurring July 1, 2023 and after.

The Estimate tab should be used for prospective projects and when bids have been awarded and/or the project has been completed already.

Do not use the Actual Tab (explained on page 6) to submit any information during the application process.

Not Started In Progress Submitted Returned Review Completed Approved

LEA AUN 119350303 LEA Name Abington Heights SD
 Project # 66 Project Type Maintenance Project Name Directions

Maintenance Project

Estimate Actual

PROJECT MAINTENANCE - ESTIMATE

Last Updated By Last Updated Date Form Status Not Started Completed No Version -- Current --

General Information

Start Date End Date EIN Vendor Number

Contact Information

Name FIRST NAME MIDDLE NAME LAST NAME
 Title Phone Number Email Address

Maintenance Details

Maintenance Type	Description	Estimate Cost	Requested Amount	Action
--Select--		\$	\$	Add Clear
Maintenance Type	Description	Estimate Cost	Requested Amount	Action
Total			\$0	\$0

Estimate LEA Match \$ \$0

Upload Details

Upload Type --Select-- Filename Choose File No file chosen [Download Standard Terms and Conditions](#)

Upload Type	File Name	Upload Date	Action

Payment Details

Scheduled/Paid Amount Paid Date

Notes

Save Submit

General Information Section: The Start Date must be no earlier than July 1, 2023. For projects only in the proposal phase, the start date should be the date the remediation is expected to begin and the end date the projected completion date when final invoicing will occur. PDE will hold 50 percent of the award until evidence of project completion is provided via Actual tab.

Enter EIN and SAP Vendor number. Staff from the Pennsylvania Department of Education (PDE) will verify this information with the SAP System and reach out to make necessary adjustments when applicable.

Maintenance Details Section: Enter Maintenance Type for each project proposal. Itemization of components within a single comprehensive project will assist PDE in making funding decisions.

Multiple Maintenance Types may occur in one building or across multiple buildings.

- An itemized request can be reported for a project in a single building by entering multiple Maintenance Types of the same category and describing each unique component in the Description box, or by entering one Maintenance Type and entering itemized details in the Description box.
- When the request occurs across more than one building, you must select a distinct Maintenance Type for each building and make sure the Description box clearly includes the name of the specific building.

Estimate Cost should be the entire cost of the line item in the project and should match estimate upload. For example, if an entire asbestos abatement project is estimated to cost \$22 million, that amount should be entered into the Estimate Cost and should match uploads.

The Requested Amount must be less than or equal to the Estimated Cost. The total number from the LEA cannot exceed \$10 million. In the previous asbestos abatement scenario the Requested Amount would be \$10 million and an equal \$10 million match will be calculated.

Upload Details Section:

Estimated Costs. Upload any estimated costs that support the LEA's request. If the project is complete, upload the final invoices. Itemize estimates in alignment with the Maintenance Details section as closely as possible. When entering estimates for proposed projects and invoices for completed projects for multiple project requests, combine into one upload document with each section clearly labeled to support each request.

LEA match. Upload evidence of match commitment. The match does not need to be incurred during the application period, but evidence of ability to obtain the match, such as a promissory note or financial statement, must be made evident.

Other. For Maintenance Types other than those directly related to lead (plumbing or paint), asbestos, or mold, upload additional evidence that can accompany the Estimated Cost upload.

Grant Agreement and Standard Terms and Conditions. This upload will only occur for selected LEAs after the review process and is not required during the initial application phase.

Evidence of Exposure. This upload will provide a basis for the application request. Elevated particulate levels, sample results, or potential hazards must be articulated and presented for consideration. Evidence includes resources provided by other state and federal agencies, insurance assessments, or any other credentialed source. PDE reserves the right to discuss the merits of any request during the review process.

Bid Specifications. If the project is beyond the estimate phase, upload any formalized bid specifications available. If not beyond the estimate phase, upload any documentation supporting the creation of the specifications including the estimate from the Estimated Cost section.

Actual Tab (only used for awardees):

Actual Costs. Awardees will use this section to provide evidence of final project cost and invoicing, which is required for PDE to release the final 50% of the award.

Bid Received. Awardees will use this section to provide evidence of the bid that is received and that correlates to the final project cost and invoicing identified in the Actual Cost upload section.

Other. Awardees will use this section to provide any other documents requested by PDE to support final project costs, change orders, scope adjustments, etc.

Not Started In Progress Submitted Returned Review Completed Approved

LEA AUN	119350303	LEA Name	Abington Heights SD	Project Name	Directions
Project #	66	Project Type	Maintenance		

Maintenance Project

Estimate Actual

PROJECT MAINTENANCE - ACTUAL

Last Updated By	Last Updated Date	Form Status	Not Started	Completed	No	Version	-- Current --
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General Information

Start Date End Date EIN Vendor Number

Contact Information

Name FIRST NAME MIDDLE NAME LAST NAME
 Title Phone Number Email Address

Maintenance Details

Maintenance Type	Description	Actual Cost	Requested Amount	Action
--Select--	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	<input type="button" value="Add"/> <input type="button" value="Clear"/>

Maintenance Type	Description	Actual Cost	Requested Amount	Action
Total			\$0	\$0

Amount Paid from Estimate \$ \$0 Remaining to LEA \$ \$0

Upload Details

Upload Type --Select-- Filename Choose File No file chosen [Download Standard Terms and Conditions](#)

Upload Type	File Name	Upload Date	Action

Payment Details

Scheduled/Paid Amount | Paid Date

Notes