



REQUESTING REIMBURSEMENT FOR TAP GRANTS

The Technical Assistance Program (TAP) provides four types of grants to school districts to cover or offset the costs of conducting:

1. Facilities Condition Assessments;
2. Long-Range Facility Planning;
3. Seismic Assessments; and
4. Environmental Hazard Assessments.

TAP Grants are cost reimbursable. Grantees must submit the required documentation for each grant type at the same time as their payment claim. Claims submitted without documentation will be placed ON HOLD until the necessary documents are received.

TAP Grant Deadlines

2024 TAP Grants: Submit final reports, invoices, and documentation by **Dec. 31, 2025**

2025 TAP Grants: Submit all materials by **Dec. 31, 2026**

Email submissions to:

[Leanna Heiman](#) or ODE's [School Facilities inbox](#)

Facilities Assessment Grant *

This \$40,000 grant can be used by grantees to assess the current physical condition of their facilities and determine the level of deficiencies in their buildings as well as provide an estimate of the costs to repair. Grantees must hire a **Certified Assessor**** to conduct the facilities assessments. Grantees may still use their Facilities Assessment grant to complement or further expand upon the report provided by the [Statewide School Facilities Assessment Program](#).

What to Submit – A completed ODE Facility Assessment Template for each building assessed (completed by the Certified Assessor) and copies of paid invoices from the Certified Assessor.



Long-Range Facility Planning Grant *

This \$40,000 grant is designed to help grantees plan for capital improvements and expansion and ensure that school facilities will meet the educational vision of the community at large now and for the future. Grantees must hire a **Certified Assessor**** for plan development.

What to Submit – A final Long-Range Facility Plan that meets all requirements in [OAR 581-027-0040](#) and [OAR 581-027-0043](#) and copies of paid invoices from the Certified Assessor.

**The Facilities Assessment and Long-Range Facility Plan are required as part of the [Oregon School Capital Improvement Matching \(OSCIM\) Program](#) grant application.*

***A list of ODE Certified Assessors is available on the [Technical Assistance Program webpage](#).*

Seismic Assessment Grant

This \$25,000 grant helps offset the cost of evaluating the condition of grantee buildings to withstand a significant earthquake. Grantees must hire a **Structural Engineer** licensed in Oregon for the evaluation. The grant also provides the required Seismic Assessment component of Business Oregon's [Seismic Rehabilitation Grant Program \(SRGP\)](#) application.

What to Submit – A Seismic Assessment report for each building evaluated that meets all requirements in [OAR 581-027-0045](#) and copies of paid invoices from the Structural Engineer.



ASBESTOS HAZARD ASSESSMENT GRANT

This \$25,000 grant helps districts meet the federally mandated requirements of the Asbestos Hazard Emergency Response Act (AHERA) by covering the costs of asbestos inspections, periodic surveillance, AHERA-related training for staff, and upgrading to a web-based record-keeping system. Outlined below are the steps needed to complete this work.

Step 1: Schedule Your 3-Year Asbestos Inspection

Use Oregon Department of Environmental Quality's (DEQ) list to find an [Accredited Asbestos Inspector](#) and schedule your inspection. This list is not exhaustive—verify accreditation before hiring.

Step 2: Explore Web-Based Management Tools

Talk with an inspector or a qualified Environmental Health & Safety (EH&S) software provider about switching to a web-based asbestos management system. Setup and subscription costs are reimbursable.

Step 3: Schedule Staff Training

Work with an [Accredited Asbestos Training Provider](#) to meet AHERA training requirements for facility personnel. Most training courses require annual refreshers.

Step 4: Conduct & Track Periodic Surveillance

District staff may complete 6-month surveillance if properly trained. Be sure to code time to Function Code 2540 and Object Code 112 or 114.



Step 5: Request Reimbursement

Electronic copies of the following documentation must be sent via email to the TAP Administrator, [Leanna Heiman](#) for review and approval before reimbursement can be processed:

- Invoices from Accredited Training Providers (include training details)
- Invoices from Accredited Inspectors (include scope of work)
- Invoices from EH&S software providers (include upgrade and subscription details within the project period)
- Financial report for Function Code 2540 / Object Code 112 or 114 for staff wages related to inspections, sampling, or surveillance

Not eligible: Asbestos abatement, disposal, or staff travel costs to attend trainings

Please be ready to submit your payment claim in EGMS at the same time you submit your documentation. Districts may submit up to two payment claims over the two-year project period.

EPA – Asbestos And School Buildings

Find resources and learn about how schools comply with the federal requirements of the Asbestos Hazard Emergency Response Act (AHERA) on [EPA's website](#).