

Fiscal Year 2022 Nonpublic School Security Improvement (NPSI) Grant

Notice of Funding Availability (NOFA) Application Guidance Document

Online Submission Deadline: January 14, 2022

Funded through: State of Maryland

Maryland Center for School Safety (MCSS)
Care of: Maryland State Department of Education
200 West Baltimore Street
Baltimore, Maryland 21201
schoolsafety.maryland.gov

Larry Hogan, Jr., Governor
Boyd K. Rutherford, Lt. Governor
Mr. Mohammed Choudhury, State Superintendent of Schools
Kate Hession, Executive Director, MCSS

NOTE: MCSS will begin accepting applications for the FY2022 NPSI on October 15, 2021 directly on the MCSS website:

schoolsafety.maryland.gov

All applicants are encouraged to visit the [MSDE website](#) and verify that they are included on the MSDE Approved Nonpublic Schools list prior to applying. Applicants are encouraged to follow the instructions outlined in this NOFA when submitting the applications in order to avoid incomplete submissions. Supporting documentation must be attached to all applications.

Eligibility:

- Nonpublic schools approved to participate in the MSDE Nonpublic School Textbook and Technology program during the 2020-2021 school year; or
- Nonpublic schools that participated in the nonpublic special education program through the Nonpublic Placement Program R00A02.07 Subprogram 0762 during the 2020-2021 school year.

Important Notes:

All FY2022 Grants administered by MCSS are State issued Funds. Applicants must provide a copy of their **IRS Form W-9** to MCSS with their application. All application supporting documents must be submitted in a pdf format.

Additional Assistance:

For further assistance, please contact:
Gifty Quarshie, MCSS Fiscal & Grants Manager
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Applications must be received by 5:00pm EST on Friday, January 14, 2022.

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1 Introduction/Overview

The Maryland General Assembly is providing \$3.5 million in fiscal year 2022 in grants for safety improvements to existing nonpublic school buildings.

Nonpublic schools *currently* participating in the Maryland Aid to Nonpublic Schools Program for the purchase of textbooks or computer hardware and software for loan to students, commonly known as the "[Textbook and Technology Program](#)" during the 2020–2021 school year, are eligible to apply for the FY2022 Nonpublic School Safety Improvement Grant (NPSI.) Nonpublic schools that serve students with disabilities through the Nonpublic Placement Program R00A02.07 Subprogram 0762 during the 2020–2021 school year are also eligible for funding allocations for FY2022. Information on this grant may be found on the IAC [website](#).

Payment for work completed under this program will be through reimbursement to the grant recipient – the school. No matching funds are required, but the school shall be responsible for all project costs exceeding the amount of the grant. The maximum grant amount is \$65 per student, except where at least 20% of the students are eligible for free or reduced-price meal program, or for schools that serve students with disabilities through the Nonpublic Placement Program, the maximum grant amount is \$85 per student. The minimum grant amount is \$5,000 per eligible school.

Individual grant allocations will be based on the number of schools meeting certain criteria. Preliminary allocations will be established after all applications have been received and reviewed in early spring 2022.

Schools will have until January 14, 2022 to apply for a grant. Grant recipients will have until June 30, 2023 to contract for approved project work. Schools must complete and pay for the work in full prior to requesting State reimbursement.

1.1 NPSI Grant Timeline

- | | |
|---------------------------------------------------------|----------------------------------|
| • Funding Year: | Fiscal Year 2022 |
| • Notification of Funding Availability (NOFA) released: | October, 15, 2021 |
| • Last day for Application submission: | January, 14, 2022 |
| • Notification of Approval/Denial: | March 2022 |
| • Quarterly Progress Reports: | 15-Days after end of the quarter |
| • Construction must be under contract by: | June 30, 2023 |
| • Last day to request reimbursement: | May 31, 2024 |
| • Final project report | June 28, 2024 |

2 Eligible Schools

Nonpublic schools approved for the aid to nonpublic schools for the [Textbook and Technology Program](#) (R00A03.04) during the 2020-2021 school year; or nonpublic schools that served students with disabilities through the Nonpublic Placement Program R00A02.07 Subprogram 0762 during the 2020-2021 school year, are eligible for this program. Information on this grant may be found on the IAC [website](#).

To determine eligibility, take the second prior year tuition revenues (school year 2019- 2020) and divide by the second prior year enrollment (September 30, 2019). If the resulting number is less than or equal to \$16,829 then the school qualifies to apply for this program. The \$16,829 figure represents the State average expenditure per pupil for fiscal year 2020, based on MSDE's submission for the National Public Education Financial Survey (NPEFS) federal reporting requirement.

2.1 Eligible School Security Improvement Projects

- a. The proposed project(s) is a capital improvement that when completed will improve the safety of students and staff.
- b. Projects must have an estimated life expectancy of at least 15 years with normal maintenance.
- c. Individual projects do not have a minimum cost. Several separate, eligible projects may be requested in the same building.
- d. Projects in buildings leased by nonpublic schools are eligible as long as the building owner signs an agreement assuring repayment of the grant to the State should the school cease occupancy of the building within the 15-year bond period.

2.2 Sample List of Projects Eligible for Reimbursement

- a. Doors and/or windows replacement, including security hardware and devices
- b. Window locking hardware
- c. Renovation projects to provide better security, including constructing security vestibule entries
- d. Camera surveillance systems
- e. Interior renovations to improve visual control and/or control of access
- f. Site improvements to improve visual control and/or control of access
- g. Telecommunication (data, voice, and video) distribution systems (hard-wired), including safety and security systems
- h. Fire alarm replacements/new installations
- i. Touch-less toilet room equipment

- j. Touch-less water fountains
- k. Electrostatic mist sprayers
- l. Air filtration / purifiers (free-standing)
- m. Visitor monitoring/management systems
- n. Site security booth

This list is not complete. Contact MCSS staff to confirm the eligibility of other projects.

2.3 Ineligible Projects and Expenditures

The following projects and expenditures are not eligible for this program:

- a. Projects in spaces used primarily for religious instruction, programs, and worship.
- b. Projects in buildings used primarily for administration, maintenance, storage, or other non-instructional, ancillary services.
- c. Projects for improvements to, or the movement of, temporary or portable classroom buildings.
- d. Expenditures to supplement an approved State allocation for a project.
- e. Expenditures to directly or indirectly contribute to the required matching funds of a State legislative initiative grant in the annual capital bond bill.
- f. Design, construction management, project management, testing, or inspection fees.
- g. Salaries or wages paid to nonpublic school employees for project work.
- h. Maintenance, such as painting rooms, repairing equipment, adjusting door closers, and patching roofs.
- i. Non-capital furnishings and equipment, except as noted Section 2.2.
- j. Instructional supplies and materials
- k. Maryland State sales taxes
- l. Indirect costs

For more detailed information on project eligibility and ineligibility see Code of Maryland Regulations (COMAR) Interagency Commission on School Construction, Eligible Expenditures, and Ineligible Expenditures. Go to www.dsd.state.md.us, COMAR Online. Select "Search Option 1" and enter codification numbers "14.39.02.10" and "14.39.02.11."

3 Requirements for All Projects

- a. Grant applicants must apply and obtain MCSS project approvals before awarding a contract for the work.
- b. Project(s) must be under contract by June 30, 2023, two years after the funds first become available.
- c. Project(s) shall be completed and the request for reimbursement shall be submitted to MCSS by May 31, 2024.
- d. Grant recipients shall consult with the Maryland Historical Trust (MHT) and

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determine the project will have no adverse effects on historic properties or shall identify measures to be taken to avoid and reduce such effects. A one page "[Project Review Form](#)" is available on the MHT website. Grantees are **not** required to submit a copy of the review form to MCSS.

- e. Grant recipients shall not contract with any individuals or firms suspended or debarred from work in Maryland. A list of suspended or debarred individuals or firms is available on the [Maryland Board of Public Works website](#).
- f. Grant recipients are encouraged to comply with COMAR 14.39.03 Interagency Commission on School Construction, Construction Procurement Methods, including competitive bidding processes.
- g. If section (f) above is not attainable, grantee must abide by its local jurisdiction's procurement processes and regulations for any purchases made with grant funds. If such guidelines do not exist, refer to the [State of Maryland guidelines on Procurement Policy and Procedures](#), which includes the consideration of Minority Business Enterprises (MBE). If using the State of Maryland Procurement guidelines, follow COMAR 23.03.03 Construction Procurement Methods.
- h. Grant recipients are encouraged to solicit and hire Maryland resident businesses.
- i. Grant recipients are encouraged to use the Maryland Correctional Enterprises for furniture and equipment needs. A complete catalog of products and services is available on their [website](#).
- j. Grant recipients are encouraged to solicit and hire minority-owned businesses certified by the Maryland Department of Transportation (MDOT.)
- k. Grant recipients are required to contact the MCSS Grants Unit should the scope of the work for the project change from the original approval. A grant realignment request must be submitted if this should apply. The form for a Grant realignment is available on the MCSS website.

4 Application Process

All nonpublic schools interested in participating in the program shall submit an online application. The application is a two-step process. First, the school submits information through the Textbook application which is a threshold site to determine if the school is eligible to participate. Information for the Textbook application is available on the MSDE [website](#).

Note: Only Nonpublic schools approved to participate in the Nonpublic School Textbook and Technology program during the 2020-2021 school year are eligible to apply for the FY2022 Nonpublic School Security Improvement Grant.

Second, the eligible schools submit application to the Maryland Center for School Safety (MCSS) for the FY2022 Nonpublic School Security Improvement Grant. The

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school must indicate whether any school funds have already been allocated for the project. The amount of State funding requested will be the difference between the **Total Estimated Cost** of the project and the funds already available. Indicate in your narrative if the school does not have any other funds available and is requesting the maximum State allocation.

5 Application Requirements

Application for the Nonpublic School Security Improvement Grant must be submitted with backup materials. Each school must submit the MCSS' NPSI application and backup material using the online [application form](#) available on the MCSS website. All NPSI applications will be reviewed and approved by the MCSS Grants Management staff. Eligible nonpublic schools applying for the NPSI program must provide the following submission materials for each project, where applicable:

- a. Statement of Need Narrative
 - i. An estimated total project cost
 - ii. Project Timeline (template available on the MCSS website)
- b. Detailed Project Description
- c. NPSI Project Request Form (template available on the MCSS website)
- d. Project Timeline (template available on the MCSS website)
- e. IRS [Form W9](#)
- f. Age of the Equipment/System being replaced
- g. Maintenance Records of Equipment(s) being replaced, where applicable
- h. Fire marshal approval, if applicable
- i. Other Fund Source(s), if applicable
- j. Supplemental Literature (should describe the system(s) being installed)
- k. Competitive Quotes (Optional for pre-award; Required for post-award)
- l. Maryland Historical Trust (MHT) [Project Review Form](#) (Optional)

6 Application Review and Approval Process

- a. Eligible schools submit complete project applications through the MCSS NPSI [Application Form](#).
- b. The MCSS Grants Management Team will review the project applications to confirm:
 - i. That all the Application eligibility requirements have been met;
 - ii. That the Statement of Need narrative as well as the Detailed project description, estimated project costs, and project timeline are reasonable;
 - iii. That relevant Grant application support documents have been submitted;
 - iv. That Grant Assurances document has been signed; and
 - v. That the proposed project is eligible.
- c. After all applications have been received and the application submission is closed, MCSS shall review the number of schools with approved projects

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and calculate the maximum grant allocations.

- d. MCSS shall review; return with questions if applicable; approve; or deny the project application.
- e. The funding recommendations shall then be submitted to the Executive Director for final approval.
- f. Following review and final approval by the Executive Director, each school will receive notification with their individual approved amount. It is anticipated that the earliest date final grant allocations will be in March 2022.
- g. The Maryland Center for School Safety will submit the approval into the State Department of Education, Notice of Grant Award (NOGA) system. This process may take several weeks, but once completed, grantee will receive the grant documents requiring signatures for an official grant award.

7 Project Design and Approval Process

- a. No project design review or approval by MCSS shall be required, except as requested by MCSS as part of the review process.
- b. Construction related projects especially impacting the means of egress of a school building shall be reviewed by the Maryland Center for School Safety (MCSS) Grant Management Unit, in consultation with the Interagency Commission on School Construction (IAC). A report from the local authorities confirming that the project meets local building codes will be required for such projects. This is to ensure the safety of students, staff and the community in case of an emergency.
- c. MCSS reserves the right to review technical designs, specifications, and procurement documents if the agency determines it to be necessary. Schools will be notified as soon as such determination is made.

8 Project Bidding/Procurement Process

- a. No submissions to regarding the bidding or procurement process MCSS is required.
- b. Grantee must abide by its local jurisdiction's procurement processes and regulations for any purchases made with grant funds. If such guidelines do not exist, refer to the State of Maryland guidelines on Procurement Policy and Procedures, which includes the consideration of Minority Business Enterprises (MBE). If using the State of Maryland Procurement guidelines, follow COMAR 23.03.03 Construction Procurement Methods, as well as with State public school procurement law §5-112 of the Education Article, "Bids" guidelines.
- c. Grantee must refer to the State of Maryland when issuing requests for proposals,

bid solicitations, or other procurement requests.

9 Reimbursement Process

- a. MCSS shall make two (2) payments to the school. First reimbursement request may be submitted at the end of fiscal year 2023 (June 30, 2023) provided at least fifty percent (50%) of the project is completed; with the final request due by May 31, 2024.
- b. Grantee must use the MCSS invoice template when submitting reimbursement requests. The invoice template is available on the MCSS website.
- c. Upon completion of the project and no later than May 31, 2024, the grant recipient shall submit to MCSS a final request for reimbursement (template available on MCSS website) with support documentation for all work done under the grant. Attachments include invoices, copies of cancelled checks, (front and back), contractual agreements, and any other pertinent information that could support the request.
- d. The MCSS Grants Unit will review the reimbursement request for consistency with the approved project description, award amount, and required support documentation.
- e. If the request is consistent and complete, MCSS will approve the request and forward it to the MSDE Fiscal Services to enter into the State's payment system.
- f. If the request is approved, the MSDE Fiscal Services staff will submit the request to the office of the Comptroller of Maryland for payment. The Comptroller's office will mail a check to the school.
- g. If the request is inconsistent or incomplete, MCSS will notify the grant recipient to revise or correct the submission and resubmit.
- h. If the request is not approved, MCSS staff shall notify the POC of the reasons and work with the school to resolve issues, if possible.

10 Audit Requirements

The grant award is subject to audit by the MCSS staff. Grant recipients shall maintain records for five years after reimbursement and make all records related to the program available for review and audit by the Maryland Center for School Safety (MCSS) upon request.

11 Budget Language

R00A07.02 Capital Appropriation: \$3.5M

Nonpublic School Security Improvements. "Provide grants for security improvements to eligible nonpublic schools currently participating in the Maryland Nonpublic Student Textbook Program. Grants may be provided only to nonpublic schools that were eligible to participate in Aid to Non-Public Schools R00A03.04 (for the purchase of textbooks or computer hardware and software for loans to students in eligible nonpublic schools) during the 2020–2021 school year or nonpublic schools that serve students with disabilities through the Non-Public Placement Program R00A02.07 Subprogram 0762, with a maximum amount of \$65 per eligible nonpublic school student for participating schools, except that at schools where at least 20% of the students are eligible for the free or reduced-price meal program or for schools that service students with disabilities through the Non-Public Placement Program, there shall be a distribution of \$85 per student and no individual school may receive less than \$5,000. Payment for work completed under this program will be through reimbursement to the grant recipient. Further provided that these grants will be administered by the Maryland Center for School Safety".

12 General and Special Conditions

Grant awards are subject to these General and Special Conditions. The MCSS reserves the right to add Special Conditions, if and when needed, during the life of the award period. These General Conditions outline the post-award policies, procedures, guidelines, and business rules from MCSS for grant funds.

- a. Grantee shall ensure any expenditure of Grant funds that is not consistent with the purposes of the grant award, or that violates any requirement, procurement, term, or condition of the Nonpublic School Security Improvement Grant (NPSI) or the Notice of Grant Award agreement will be disallowed.
- b. Grantee shall ensure all grant project related activities must be completed no later than **May 31, 2024**.
- c. Grantee shall ensure that all work performed pursuant to the NPSI Grant and this agreement is completed by contractors and/or staff holding all necessary certifications and licenses.
- d. Grantee shall ensure that any business or non-profit organization operating in Maryland with which Grantee contracts or partners to carry out the purposes of the Grant is registered and in good standing with the Maryland State Department of Assessments and Taxation.
- e. Grantee shall ensure all work performed pursuant to the Grant shall comply with all applicable State, local, and federal laws and regulations.
- f. Grantee shall ensure all equipment acquired using State issued grant funds is protected from theft, loss and damage. MCSS must be notified if any grant funded equipment is lost, stolen, or damaged.

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- g. Grantee shall establish safety measure protocols for activities taking place on school premises during an emergency, including projects that maintain open lines of communication between schools and law enforcement agencies.
- h. Grantee shall ensure all projects commence within ninety (90) calendar days of the receipt of the notification of approval for this grant. If the project will not commence within ninety (90) calendar days of the starting date of the period of award, an explanation of the steps taken to initiate the project, the reason for delay, and the expected commencement date must be explained and justified in a formal written notice to MCSS via email: mcss.mcscs@maryland.gov.
- i. Awards may be terminated by one or both parties with written notice. If the award is terminated before the end of the funding period, an accounting of the year-to-date expenses must be provided within thirty (30) calendar days after termination.
- j. Project(s) must be under contract by June 30, 2023, two years after the funds first become available.
- k. Reimbursement is only for work completed during the grant period.
- l. All final financial reports under the grant award must be submitted no later than thirty (30) days after the end date of the award period.
- m. When issuing public statements, press releases, or other documents relating to this project, or when conferences, seminars, workshops, or forums are held in reference to this project, the grant award recipient agrees that the source of funding of this project and the role of the MCSS must and will be clearly acknowledged. The grant award recipient will ensure that all publications resulting from this project will have the following language on the publication:

"The Maryland Center for School Safety funded this project via a grant award from the Nonpublic School Security Improvement Grant (NPSI). All points of view expressed in this document, publication, or presentation, are those of the author and do not necessarily represent the official position of the State of Maryland."

To qualify, the online application must be submitted no later than 5:00 p.m. Eastern Time on Friday, January 14, 2022