

Fiscal Year 2022 School Safety Grant Program (SSGP)

Notice of Funding Availability (NOFA) Application Guidance Document

Online Submission Deadline: October 29, 2021

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 SSGP on August 1, 2021 directly on the MCSS website:
schoolsafety.maryland.gov

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: The following entities are eligible to apply for the FY2022 School Safety Grant Program.

- Local Public School Systems
- Maryland School for the Blind

Introduction & Scope:

Established by legislation in calendar year 2018 through the enactment of HB 1783, the SSGP provides grants to local school systems and Maryland School for the Blind (MSB) to fund school security improvements. In FY2022, the Maryland Center for School Safety (MCSS) will administer the SSGP and develop administrative procedures for the grant program. Md. Code Ann., Educ. § 5-317, requires the Governor to provide an annual allocation of \$10 million to the program beginning in fiscal year 2019.

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.

Before You Proceed...

There are two separate School Safety Grant funding opportunities being announced in FY2022. The Interagency Commission on School Construction is announcing funding opportunities for construction-related projects with the FY2021 appropriation.

Separately, the Maryland Center for School Safety is also announcing grants for non-construction related projects that fall within the allowable use of the fund.

Prior to FY2022, the SSGP was entirely administered by the Interagency Commission on School Construction. However, during the 2021 legislative session, language was included in House Bill 588 which assigned the **administration of the FY2022 School Safety Grant Program to the Maryland Center for School Safety (MCSS).**

What is Different?

- A. There are two separate grants; therefore, two separate applications are required. **Grant application requests for the IAC SSGP must be submitted directly to the IAC.** Requests to MCSS must be submitted directly to MCSS.
- B. Both agencies use different grant application and administration platforms. This NOFA only contains instructions on how to apply for SSGP funding from the MCSS. Please refer to the [IAC SSGP announcement](#) for more information.
- C. MCSS will accept non-construction related application requests. These include requests for:
 - a. Surveillance and security technology including cameras, alert systems;
 - b. Emergency and secure communication systems including radios;
 - c. Site improvements including lighting, exit signs, interior and exterior door numbering;
 - d. Access Control Systems; and
 - e. Door locks.
- D. The performance period for the SSGP issued by MCSS is effective July 1, 2021 through December 30, 2022.
- E. MCSS will issue a Notification of Grant Award (NOGA) once an award is made. The NOGA would contain the assigned grant number and other relevant information. This process can take up to twenty-one (21) days after a grant approval letter has been issued.
- F. MCSS grants awards require the following:
 - a. Quarterly Progress Reports: The Quarterly Progress Report (QPR) as it relates to grant activities shall describe the status of the project as well as any significant events that has an impact. It shall also compare actual project accomplishments to the project timeline submitted during the application process. If there are any deviations from what was originally provided, grantee shall provide justifications for the deviation. This would be an appropriate time to also request a project realignment, if applicable.
 - b. Final Project Report: The Final Project Report (FPR) is due forty-five (45) days after the end of the grant award performance period. The Final Project Report shall contain a summary report of grant activities by measuring performance against the project goals and objectives during the performance period.
 - c. Reimbursement request(s) **submitted directly to MCSS grants unit.**
- G. Reimbursement requests submitted to MCSS shall include support documentation such as receipts or proof of purchases, vendor invoices, contractual agreements, and/or copies of checks issued for payment.
- H. MCSS requires proof of work performed when submitting the final project report.
- I. MCSS' General and Special Conditions.

MCSS Application Checklist

- Online Application Form
- Statement of Need Narrative
- Detailed Project Description
- Age of the Equipment/System being replaced
- Maintenance Records of Equipment(s) being replaced, where applicable
- SSGP Project Request Form (template provided on the MCSS website)
- Supplemental Literature (should describe the system(s) being installed)
- Competitive Quotes (Optional for pre-award; Required for post-award/reimbursement)
- W9

Application Documents

All application supporting documents must be submitted in a pdf format.

Additional Assistance

For further assistance, please contact:
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1 Purpose

The Maryland School Safety Grant Program (SSGP) is intended to provide grants to local school systems and the Maryland School for the Blind to address school security improvements, including but not limited to secure and lockable classroom doors, areas of safe refuge in classrooms, surveillance and other security technology for school monitoring purposes, emergency and secure communication, and access control systems.

2 Background

Established by legislation in calendar year 2018 through the enactment of HB 1783, the SSGP provides grants to local school systems and Maryland School for the Blind (MSB) to fund school security improvements. Beginning July 1, 2021, the Maryland Center for School Safety (MCSS) will administer the FY2022 SSGP, approves expenditures, and develops administrative procedures for the grant program. Md. Code Ann., Educ. § 5-317 requires the Governor to provide an annual allocation of \$10 million for the program.

3 Allocations

1. Minimum allocation of \$100,000 for each Local School System (LSS) and the Maryland School for the Blind (MSB).
2. Beginning July 1, 2021, the Maryland Center for School Safety (MCSS) will distribute available funding based on the funding distribution schedule noted in [Attachment I](#).
3. Funds will be used for eligible project requests submitted in accordance with this Notification of Funding Availability (NOFA).
4. The funding distribution for each LSS shall be calculated using two factors: 1) each LSS' proportionate share of the final full-time equivalent enrollment and 2) the proportionate share of the total gross square footage. Each of the two factors accounts for fifty-percent of the funding (see [Attachment I](#)).
 - a. The full-time equivalent enrollment figure is the total LSS enrollment figure utilized for calculating the Foundation Program for the Major State Aid Programs, as published annually by the Maryland State Department of Education (MSDE) Office of Finance and Administration.
 - i. Enrollment includes SEED School MD students in home school systems.
 - ii. Prekindergarten students are not included in the full-time equivalent enrollment for the MSDE Foundation program funding.
 - iii. Full-time Equivalent enrollment is defined in §5-202 of the Education Article.
 - b. The total square footage is as of June 1, 2020 and is obtained from the Facility Inventory database that was used in Managing for Results (MFR) reporting for the current budget year. This information is based on the preceding school year. The Facility Inventory Database is a database populated by the LSSs and monitored by the IAC staff.
5. State funds provided through the SSGP **do not require matching local funds**. The LSS is required to have local funds available for the payment of cost in excess of the State allocation and ineligible project costs.
6. Unused LSS' allocations will revert to the Fund.

4 Application Procedures

A. General Requirements

1. Project requests in the SSGP will be submitted in accordance with the requirements during the application period. Please visit the MCSS website for the application form. Please use the checklist provided to ensure a complete application submission.
2. The SSGP projects are to be listed in priority order beginning with the number 1. Bundled projects (where a single type of project, such as access control, is executed under a single contract but at multiple sites), should be entered per school but will share the same priority number.

B. Eligible Projects and Expenditures

1. Eligible project expenditures within the SSGP are for security improvements to public school buildings and sites.
2. Each project's cost is to be not less than \$3,000.
3. A single "project" is defined as:
 - a. A single improvement at an individual school that costs at least \$3,000.
 - b. Multiple security improvements at the same school that collectively cost at least \$10,000.
 - i. Individual components within a project may be less than \$10,000 in value, but the total cost of a project (including both security and non-security related components) must be at least \$10,000 in value.
 - ii. Components must be listed separately in the application, with the estimated value shown.
 - c. Multiple improvements of the same kind at different schools, such as changes of locksets or the installation of cameras.
 - d. In the application, each school should be listed separately (but with the same priority number), and the amount of the request should be based on specific estimates for each school or the total project request prorated across all schools based on number of requested units (such as locksets or cameras), or some other method.
4. Certain non-security related components or systems that are logically related to the scope of work (such as replacement of a portion of a ceiling associated with installation of wiring or cameras) may be included in the scope, but the majority of the proposed work must be for security-related improvements.
5. Unlike typical CIP projects, requests may be submitted for security projects:
 - a. In schools that have been built or fully renovated within the last 15 years;
 - b. In which the anticipated life of the system or components is less than 15 years due to anticipated changes in technology; or
6. Projects include, but are not limited to, the following categories of security projects:
 - a. Secure and lockable classroom doors in the school;
 - b. Surveillance and other security technology for school monitoring purposes; and
 - c. Other security and safety projects as identified by the LSS, including security

surveillance systems, emergency and secure communications, and access control systems. These projects will be reviewed on a case-by-case basis, based on the description provided, supporting documentation, local board policies, availability of funds, and cost-effectiveness.

C. Ineligible Projects/Expenditures

The School Safety Grant Program (SSGP) funds may not be used:

1. To fund any project not eligible under the purpose of the grant;
2. For improvements to property owned by a board of education that is not used by public school students, e.g. garages, central office facilities, staff training quarters, etc., unless it can be demonstrated that improvements outside of a school will improve student safety, with review and approval by the Executive Director;
3. For the movement of relocatable classroom buildings, unless it can be shown that the location of the relocatable classrooms impedes security and that other types of security improvements will not correct the situation;
4. For ancillary services associated with security, e.g. post-completion monitoring;
5. For staff training, unless staff training associated with the installation of new electronic security systems; or
6. For salaries of local employees.

D. Application Process and Requirements

1. LSSs must submit the MCSS' SSGP application and backup material using the online application form available on the MCSS website. All MCSS' SSGP applications will be reviewed and approved by the MCSS Grants Management Staff.
2. LSSs must provide the following submission materials for projects in each category:
 - a. For security systems or access control systems, supplemental literature that describes the system; the age and maintenance records for the system, where applicable; as well as competitive quotes received for the project.
 - b. For door lock replacement, supplemental literature that describes the door locking mechanism and fire marshal approval.
 - c. MCSS requires local school systems to submit applications that include details on the following:
 - i. Statement of Need Narrative
 - ii. Detailed Project Description
 - iii. Age of the Equipment/System being replaced
 - iv. Maintenance Records of Equipment(s) being replaced, where applicable
 - v. SSGP Project Request Form (template available on the MCSS website)
 - vi. Other Fund Source(s), if applicable
 - vii. Supplemental Literature (should describe the system(s) being installed)
 - viii. Competitive Quotes (Optional for pre-award; Required for post-award)

E. Project Approval Process

To be eligible for approval, a requested project must meet all of the following requirements:

1. The project must meet the application submittal requirements of this NOFA.
2. The project schedule should indicate that all work on the project will be completed by the grant end date of December 30, 2022. MCSS would allow 45-days after the end of the grant period to submit final invoices.
3. Each SSGP application will be reviewed and processed as they are received. It is anticipated that projects will be reviewed and approved within thirty (30) working days of a complete submission and a grant approval letter issued.
4. 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 a few weeks, but once completed, grantee will receive the grant documents requiring signatures for an official grant award.
5. MCSS requires Grantee not to proceed through executing the award/project until it has received the Notice of Grant Award (NOGA) and assigned a grant number. Projects that proceed prior to being assigned a grant number do so at their own risk.
6. State funding for proposed projects is limited to the LSS total allocation (see [Attachment I](#)).

5 Procurement

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. The grantee must refer to the **State of Maryland** when issuing requests for proposals, bid solicitations, or other procurement requests.

6 Reimbursement/Financial Reporting

1. Payment will be made through reimbursement to the school system, at time of project completion. Grantee must use the MCSS invoice template when submitting reimbursement requests. The form is available on the MCSS website.
2. Recognizing that reimbursement only at the time of project completion may create cash flow difficulties for some jurisdictions with larger projects, MCSS is willing to consider progress payments on approved projects of \$50,000 or more that received the MSDE Notification of Grant Award (NOGA).

7 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 School Safety Grant program (SSGP) 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 **December 30, 2022**.
- C. Grantee shall ensure that all work performed pursuant to the SSGP 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.
- 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 approval letter 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.mcss@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. All grant funds related to the award project must be encumbered, obligated (requisitions, purchase orders, or contracts, which are negotiated purchases), or expended (payment of an invoice) by the end of the award period.
- K. Failure to expend encumbered funds within 45 days following the end date of the grant period may jeopardize reimbursement and/or result in the de-obligation of funds. In that event, remaining obligations will be the sole responsibility of the recipient. Reimbursement **is only** for work completed during the grant period.
- L. Any requests for grant realignment or modifications of any kind to any portion of this award must be submitted in writing prior to occurrence and forty-five (45) days prior to the end of the performance period. All realignment requests must be submitted using the MCSS template which can be found on the [MCSS website](#).
- M. All final financial reports under the grant award must be submitted no later than forty-five (45) days after the end date of the award period.
- N. 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 School Safety Grant Program (SSGP). 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, October 29, 2021.

END OF DOCUMENT

Attachment I

FY 2022 Maryland Center for School Safety
 FY2022 School Safety Grant Program Allocation

Jurisdiction	Enrollment Data Per LSS as of 9/30/2019	Enrollment % per LSS	Gross Square Footage Per LSS as of 6/1/2020	Gross Square Footage % Per LSS	Base Allocation	Add'l Allocation (Enrollment + Square Footage)	Max. Allocation Per Jurisdiction
Allegany	7,955	0.91%	1,749,398	1.23%	\$100,000	\$80,307	\$180,307
Anne Arundel	82,488	9.43%	13,572,228	9.56%	\$100,000	\$712,117	\$812,117
Baltimore City	73,533	8.41%	17,081,048	12.03%	\$100,000	\$766,366	\$866,366
Baltimore	110,654	12.65%	16,718,790	11.77%	\$100,000	\$915,989	\$1,015,989
Calvert	15,577	1.78%	2,463,800	1.73%	\$100,000	\$131,857	\$231,857
Caroline	5,507	0.63%	952,622	0.67%	\$100,000	\$48,770	\$148,770
Carroll	24,968	2.86%	4,176,741	2.94%	\$100,000	\$217,360	\$317,360
Cecil County	14,592	1.67%	2,242,569	1.58%	\$100,000	\$121,791	\$221,791
Charles	26,579	3.04%	4,091,386	2.88%	\$100,000	\$222,015	\$322,015
Dorchester	4,466	0.51%	949,120	0.67%	\$100,000	\$44,214	\$144,214
Frederick	42,253	4.83%	6,734,862	4.74%	\$100,000	\$359,032	\$459,032
Garrett	3,627	0.41%	741,671	0.52%	\$100,000	\$35,138	\$135,138
Harford	37,407	4.28%	6,051,002	4.26%	\$100,000	\$320,193	\$420,193
Howard	57,386	6.56%	8,250,880	5.81%	\$100,000	\$463,959	\$563,959
Kent	1,800	0.21%	440,226	0.31%	\$100,000	\$19,343	\$119,343
Montgomery	160,386	18.34%	25,155,174	17.71%	\$100,000	\$1,352,023	\$1,452,023
Prince George's	130,580	14.93%	18,399,159	12.96%	\$100,000	\$1,045,809	\$1,145,809
Queen Anne's	7,505	0.86%	1,302,733	0.92%	\$100,000	\$66,583	\$166,583
St. Mary's	17,138	1.96%	2,300,101	1.62%	\$100,000	\$134,229	\$234,229
Somerset	2,685	0.31%	671,356	0.47%	\$100,000	\$29,242	\$129,242
Talbot	4,448	0.51%	572,216	0.40%	\$100,000	\$34,184	\$134,184
Washington	21,830	2.50%	3,447,181	2.43%	\$100,000	\$184,639	\$284,639
Wicomico	14,482	1.66%	2,242,600	1.58%	\$100,000	\$121,321	\$221,321
Worcester	6,421	0.73%	1,285,852	0.91%	\$100,000	\$61,489	\$161,489
MSB	192	0.02%	424,413	0.30%	\$100,000	\$12,030	\$112,030
Total	874,459	100.00%	142,017,128	100.00%	2,500,000	7,500,000	10,000,000

Attachment II

Important Dates

Begin Accepting Applications	August 1, 2021
Application Deadline	October 29, 2021
Award Approval/Denial Letters	Up-to 30 Days After Application
Notification of Grant Award (NOGA) Issuance	Up to 21-days after Award Approval Letter
Award End Date	December 30, 2022
Quarterly Progress Reports (QPR): Q1 – July 1, 2021 to September 30, 2021 Q2 – October 1, 2021 to December 30, 2021 Q3 – January 1, 2022 to March 31, 2022 Q4 – April 1, 2022 to June 30, 2022 Q5 – July 1, 2022 to September 30, 2022 Q6 – October 1, 2022 to December 30, 2022	Due Dates: October 29, 2021 January 31, 2022 April 29, 2022 July 29, 2022 October 31, 2022 January 31, 2023
Final Project Report (FPR)	February 14, 2023