

Fiscal Year 2023 Hate Crimes Grant (HCG)

Notice of Funding Availability (NOFA) Application Guidance Document

Online Submission Deadline: Friday July 15, 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 FY2023 Hate Crimes Grant on June 13, 2022 on the MCSS website:
schoolsafety.maryland.gov

Applicants are encouraged to follow the instructions outlined on the website when submitting the applications in order to avoid incomplete submissions. Supporting documentation must be attached to all applications.

All eligible nonpublic and private schools must already be approved by the Maryland State Department of Education (MSDE). All eligible [church exempt schools](#) must be registered with the Nonpublic School Approval Branch of the Maryland State Department of Education.

All applicants are encouraged to check the MSDE website and verify their eligibility status prior to applying. Please use the link below to determine eligibility:
[MSDE Approved Nonpublic, Private and Registered Church Exempt Schools](#)

Eligibility

The following entities at risk of being targeted for a hate crime are eligible to apply:

- [Nonpublic Schools](#)¹ approved under Code of Maryland Regulations 13A.09.10
- [Private schools](#) approved under Code of Maryland Regulations 13A.09.09
- Child Care Centers as defined by Md. Code Ann., Education Art. §9.5-401; and
- Local School Systems

¹ Includes registered [Church Exempt Schools](#). The name of your organization must be listed on the MSDE nonpublic, private or church exempt school list.

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.

Application Documents

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

Application Process

Applicants are required to apply for grant funding through the [Maryland Center for School Safety's website](#).

Additional Assistance

To assist with the application process, MCSS advises applicants to read through the Frequently Asked Questions (FAQs) provided on the [MCSS website](#):
schoolsafety.maryland.gov

To qualify, the online application must be submitted no later than 5:00 p.m. Eastern Time on Friday, July 15, 2022.

For further assistance, please contact:
Gifty Quarshie, Fiscal and Grants Analyst
MCSS.MCSS@maryland.gov

APPLICATION CHECKLIST

The checklist below may be used to guide you in completing the application for the FY2023 Hate Crimes Grant. Remember to save all documents in **PDF format** prior to submitting your application. MCSS recommends one application packet instead of separate pages of application documents.

- Online Application Form

Application Support Documentation

- Project Strategy – (required)*not more than 1-page*
- Statement of Need Narrative – *not more than 1-page*
- Detailed Project Description – *not more than 2-pages*
- Project Timeline – *template provided*
- Budget / Spend Plan – *template provided*
- IRS Form W-9
- Proof of Hate Crime Incidents – *required if directly targeted*
- Copies of quotes/estimates and/or other relevant documents - *optional*
- Letter(s) of Support/Commitment - *optional*

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GRANT OVERVIEW

You are applying for the Hate Crimes Grant (HCG) funding from the Maryland Center for School Safety (MCSS). This is a competitive grant. Applications will be considered after the application deadline. If funds remain available after the initial grants are awarded in a fiscal year, supplemental grant awards may be made.

The purpose of the fund is to enhance school safety by providing grants to public, non-public, private schools (K-12), and child care centers determined to be at risk of hate crimes or attacks. MCSS administers the grant funds and determines awards.

HATE CRIMES GRANT - FY2023

The Maryland Center for School Safety (MCSS) announces the availability of \$2.0 million in FY 2023 grant funding for the performance period of July 2022 through June 2023. Funding under this program is available for all entities that meet the [eligibility](#) determined by the Maryland Department of Education (MSDE). Eligible applicants determined to be at risk of hate crimes or attacks may apply.

A hate crime involves criminal conduct that is motivated in whole or in part by race, color, religious beliefs, sexual orientation, gender, disability, or national origin, or because another person or group is homeless.²

Grants awarded by MCSS are one-time grant awards applicable to the fiscal year in which they are granted. Receipt of a grant award constitutes no commitment for the continuation of funding beyond the specified time period.

Requests over \$60,000 and incomplete applications will not be considered.

PURPOSE OF THE GRANT

The purpose of this "Hate Crimes Grant" is to provide funding for local schools and child care centers determined to be at risk of hate crimes or attacks as described under [§10-305 of the Criminal Law Article](#). The Grant is to be applied toward the cost of safety and security-related projects. The allocation and use of these State funds are outlined below.

These funds may be used only for funding:

- Security Training Needs (e.g., emergency drills and school safety training);
- Security personnel (e.g., sworn law enforcement officers hired to secure premises);
- Security cameras including purchase, installation and delivery fees;
- Security-related technology;
- Door hardening³;
- Improved lighting; and

² <https://www.fbi.gov/investigate/civil-rights/hate-crimes>

³ All purchases made with grant funds must be compliant with Maryland Building Code and Fire Code regulations in order to receive reimbursement.

- Other security-related facility upgrades (e.g., bullet resistant door or window film).

IMPORTANT DATES

Begin Accepting Applications	June 13, 2022
Deadline to Apply	July 15, 2022
Award Approval/Denial Letters	30-60 Days After Application Closeout
Notification of Grant Award (NOGA) Issuance	Up to 21-days after Award Approval Letter
Quarterly Progress Reports: Quarter 1 – July 1, 2022 to September 30, 2022 Quarter 2 – October 1, 2022 to December 31, 2022 Quarter 3 – January 1, 2022 to March 31, 2022 Quarter 4 – April 1, 2022 to June 30, 2022	Due Dates: October 17, 2022 January 16, 2023 April 17, 2023 July 17, 2023
Final Project Report	August 14, 2023
Award Start Date	July 1, 2022
Award End Date	June 30, 2023

FUNDING AVAILABILITY

Funding for Grants offered by MCSS is provided by the State and is based on approval from the State Legislature and the Governor. Funding is only available in the fiscal year (FY) it is appropriated. The fiscal year for the State of Maryland begins **July 1** and ends **June 30** of each year.

The FY2023 Hate Crimes Grant awards funded under MCSS will begin on **July 1, 2022 (Start Date) and end on June 30, 2023 (End Date)**. Grant funds will be obligated by MCSS once a completed Notice of Grant Award is issued. Funds are paid on a reimbursable basis.

ELIGIBILITY CRITERIA

Nonpublic Schools⁴, Private Schools⁵, and Childcare Centers approved to operate in the State of Maryland and local school systems determined to be at risk of hate crimes or attacks. Entities are encouraged to locate their MSDE nonpublic, private or church exempt designation information on the [MSDE website](http://marylandpublicschools.org/about/Pages/DEE/NPSA/index.aspx). MCSS will not consider applicants whose organizations are not listed on the MSDE list.

All eligible entities may submit no more than one (1) application per location.

⁴ <http://marylandpublicschools.org/about/Pages/DEE/NPSA/index.aspx>. Also includes registered Church Exempt Schools.

⁵ <http://marylandpublicschools.org/about/Pages/DEE/NPSA/13A-09-10.aspx>

PRIORITY CONSIDERATION

Priority consideration will be given to applicants who meet the following criteria:

1. First time applicants.
2. Applicant's school or childcare center was a direct target of a hate bias crime or incident within the last 3-years (*proof required*⁶).
3. Applicant's school or childcare center is considered a target for hate bias crimes or incidents based on race, religion, ethnicity, etc., as outlined in the [2020 Maryland Coordination and Analysis Center Hate Bias Report](#) or the [Department of Justice State Specific Hate/Bias Crimes Report](#).

The amount of the State grant shall be determined after consideration of **all eligible applicants**, the total of the unallocated State funds available at the time the application is received, and the area of need priorities established by MCSS.

Awards will be subject to the grant agreement conditions. All payments to grantees will be made on a reimbursable basis. Applicants will be notified about the status of their application within thirty to sixty days after application closeout.

APPLICATION REQUIREMENTS

In order for the HCG applications to be considered for approval, all applications submitted to MCSS must be complete and must include the following elements:

A. Project Strategy

This section should explain how the project will address the problem and include specific project goals and objectives. Strategies should include information on other projects/programs, organizations, and stakeholders that may be involved in or impacted by the program, if applicable. At a minimum, the strategy should:

- Outline how the proposed projects or the services being requested will mitigate against, protect from, or prevent hate/bias crime incident(s) they are seeking to address.
- Clearly indicate whether funding will be used to support one-time security upgrades or ongoing security enhancements.
- Outline future sustainability plans for ongoing costs.

B. Statement of Need Narrative

All applicants must provide a clear, concise, and succinct statement of need narrative to include:

- A description of why the grant funds are needed and what issues/problems the grant funds will help resolve;
- A description of the proposed program/project and expected timeline;
- A description of how the grant funds will be used;
- A description of the target population and the geographical area being served;
- The latest statistical data to document the problem;

⁶ Examples may include police reports, newspaper articles, and other credible online articles.

- Demonstrated efforts, if any, that have been made to address the problem in the past;
- Actual hate crimes incidents reported to a law enforcement agency within the last three (3) years. Examples may include police reports, incident reports, and credible media reports; and
- Other relevant data as necessary.

C. Detailed Project Description

The Detailed Project Description should contain as much detail as possible, including goals and objectives. This part of the application must include specific milestones and deliverables that your project will be attempting to accomplish. Some examples could include the following:

- Benefits - Grantee must identify and describe the immediate benefits and/or services associated with this project.
- Outcomes - Grantee shall specify the anticipated outcomes related to the project(s). Examples may include a specific reduction in hate crime incidents, healthier population, increased public safety, etc.

D. Project Timeline

Applicants must submit a detailed project timeline or work plan relative to the performance period. A template for the project timeline can be found on the [MCSS website](#). The project timeline should be **limited to one page only** and must include the following:

- Key objectives to implement the program/project successfully;
- The tasks associated with each objective;
- Itemized costs or budget associated with each task, with the projected total cost outlined;
- The person(s) or group responsible for seeing that each task is completed within the proposed timeline; and
- The estimated date of completion.

E. Budget/ Spend Plan

Budgets must be clear, specific, and tied directly to the project description, tasks, and timeline. Budgets must reflect one year of spending plan equal to the duration of the grant. Grantee shall provide an explanation of the amount of grant money required for the project; and whether additional funding is being provided or acquired from other sources for the same project. Grantees must use the MCSS Budget/Spending Plan template available on the [MCSS website](#). Budget details shall include the following:

a. Contractual Services

Consultant contracts for security services or staff training should be included and shall be consistent with State guidelines. A copy of all contracts and/or scope of proposed work/services associated with the items listed in the Contractual Services category must be included with your application. Hourly rates for *contracted security personnel and sworn law enforcement personnel* may not exceed **\$50/hour**.

b. **Equipment**

Equipment needed specifically for the purposes of executing the Grant must be listed in this category *regardless* of the per unit cost. Any equipment purchased that costs at least \$5,000 or greater *per unit* is subject to a three-year retention period.

Any tangible personal property costs may include taxes, delivery fee, installation, and similarly related charges. **Costs for maintenance agreements are not eligible.**

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 the award recipient does not have written procurement guidelines, the grantee must refer to the [State of Maryland](#) when issuing requests for proposals, bid solicitations, or other procurement requests. All grant award recipients shall clearly state within said document that the cost of the potential purchase is being funded in part, or in its entirety (as applicable), with the State of Maryland grant funds.

c. **Supplies and Materials**

Supplies and materials needed specifically for the purposes of executing the Grant must be listed in this category.

d. **Planning/Training/Exercises**

It is important to have a plan in place to prepare for hate crime incidents that might occur in grantee's [local community](#). Costs associated with facility safety/security assessments/evaluations, emergency plan development, and training exercises such as lockdowns, evacuations, among others; should be included here. As applicable:

- All exercises under this category must be completed by a professional;
- All school safety related training exercises must conform to State and local fire and law enforcement codes;
- All expenses related to plan development must follow MSDE Emergency Planning Guidelines;⁷
- All expenses related to training and exercise must follow the Homeland Security Exercise Evaluation Program (HSEEP) guidelines;⁸ and
- All facility site vulnerability, hazard, and safety assessments should follow national best practices and guidance including Crime Prevention Through Environmental Design (CPTED).

e. **Other Charges**

Other charges may be used for tasks that may not clearly fall under any of the other budget categories. Deliverables under this category must remain

⁷ <http://marylandpublicschools.org/about/Pages/DSFSS/SSSP/EPSS/index.aspx>

⁸ <https://www.fema.gov/hseep>

clear, specific, and tied directly to the project description and timeline. Requests related to architectural feasibility studies will not be approved.

F. Funding

Applicant must confirm that the Hate Crimes Grant will not supplant State, local, and federal funding currently allocated for the same proposal. Grantee shall also indicate other funding sources, if any, that will be used to support this work. All projects, programs, and/or equipment must first be approved by MCSS prior to commencement of work.

Hate Crimes Grants may supplement existing State and local funds for program activities but may not replace those funds that have been appropriated for the same purpose.

INDIRECT AND FIXED COSTS

A. Indirect Costs⁹

The Maryland Department of Legislative Services defines *indirect costs* as “overhead expenditures that cannot be directly charged to the program providing services. Indirect costs represent administrative and support services an agency provides (such as budgeting, accounting, and purchasing) to allow the direct delivery of services”. Some additional indirect costs may include depreciation or use allowances on buildings and equipment as well as the costs of operating and maintaining facilities.

There are no indirect costs permitted under the Hate Crimes Grant.

Below is a list of additional **unallowable costs** under this grant. Please note that this list is in no way conclusive.

- Salaries and wages for school staff
- Reimbursement of pre-award costs
- Construction projects, e.g. driveway paving
- Feasibility studies
- Capital improvement plans
- Vehicles
- Legal fees
- Rental fees
- Maintenance or rental agreement fees
- Subscription fees
- Printing related to normal organizational operating costs
- Food/beverages
- Trinkets and giveaways, (e.g. mugs, hats, gift bags, among others)
- Any project over \$60,000

⁹ [Indirect Costs](#)

B. Fixed Costs

Fixed costs **are** permitted through the funding provided by this Grant. All details for fixed costs related expenses MUST be clearly outlined in the [Project Description](#), [budget/spend plan](#) and where applicable the project [timeline](#). Costs must be specifically and easily identified with a particular project as outlined in application. The following are allowable fixed costs under this grant:

- Contractual services (e.g., contractual security services or personnel, project partners)
- Materials and supplies¹⁰ (e.g., door hardening, bullet resistant films, and improved lightning)
- Equipment¹¹ (e.g., security cameras, video monitors, and visitor management systems)
- Equipment delivery and installation costs
- School Safety related training
- Other charges*

**Other charges must have direct correlation to the overall project or task being performed and will be considered on a case by case basis. MCSS reserves the right to make additional budget restrictions and budget reductions and adjustments at its discretion.*

ALLOCATION

MCSS will allocate funding based on each applicant's demonstrated need and justification. All applicants who demonstrate they are at risk of hate crimes must provide adequate documentation to support their application.

Requests over \$60,000 will not be considered.

GRANT MONITORING

MCSS continually monitors each grant to ensure that State funds are being used as intended and grant awards are compliant. Generally, grant monitoring is performed through the thorough review of quarterly progress reports and reimbursement requests with support documentation. However, MCSS reserves the right to perform on-site visits as part of its grant monitoring activities. Grantees shall be notified at least thirty (30) days in advance prior to a monitoring on-site visit and must ensure that the following conditions are met:

- a. Grantee is responsible for tracking every aspect of their project deliverables.
- b. Prior to an on-site monitoring visit, grantee must make available to MCSS staff, all necessary documentation needed during such visit.
- c. Grantee shall allow MCSS staff access to all grants related records to verify grant expenditures and activities upon receipt of notification from MCSS.
- d. Grantee shall retain grant documents for the retention period of three (3) years after final invoice submission. MCSS, the Department of Budget and

¹⁰ Materials and supplies needed specifically for the purpose of executing the Grant.

¹¹ Any equipment purchased that costs at least \$5,000 or greater per unit is subject to a three-year retention period.

Management, the State Comptroller, the Legislative Auditor, or any combination of the aforementioned State agencies may examine and audit this evidence upon request, at any reasonable time within the retention period.

- e. Grantee shall retain reports, activity logs, timelines, and any additional related supporting documentation for any other expenses that are covered in whole or in part by any grant funds.

IRS Form W-9

An IRS Form W-9 is required as part of all Hate Crimes Grant applications. If the applicant is doing business under a different name, then the parent organization must be listed first on the grant application followed by the institution submitting the grant application (e.g. Maryland State Department of Education/Maryland Center for School Safety). Facilities and organizations must be physically located within the State of Maryland to be eligible for MCSS grant funds.¹²

REPORTING AND REIMBURSEMENT REQUIREMENTS

Important: Invoices and reports submitted to MCSS must not contain personally identifiable information (PII) or sensitive information.

A. Reporting

1. Grantee is required to submit Quarterly Progress Reports detailing a summary of work completed including milestones achieved and any obstacles encountered during the previous quarter and every quarter thereafter. Reports with insufficient relevant detail will be returned for update. Reimbursement requests will not be processed for insufficient or inadequate quarterly progress reports.
2. Quarterly Progress Reports (QPR) are due **15-days** after the end of each quarter. If the 15th day falls on a non-working business day, the report shall be due the first business day immediately following the 15th day. Please refer to the [Important Dates](#) section of this NOFA for quarterly report due dates.
3. A Final Project Report (FPR) is due to MCSS no later than **45-days** after the end of the grant period. If the 45th day falls on a non-working business day, the report shall be due the first business day immediately following the 45th day. Please refer to the [Important Dates](#) section of this NOFA for the final report due date.
4. Grantee must use the MCSS *Quarterly Progress Report (QPR) form* and the *Final Project Report (FPR) form* provided on the [MCSS website](#).
5. Reports* shall be submitted on time, otherwise, grant will be considered not in compliance.

**Invoices will not be reimbursed if quarterly and final reports have not been submitted.*

B. Reimbursement

1. No grant monies will be funded for costs or obligations incurred, or work performed, **prior** to the beginning date of this notice of funding.

¹² Grant funds shall be used only at the grantee's Maryland-based facility.

2. Grantee must use the *MCSS Invoice template* when submitting reimbursement requests. The form is available on the [MCSS website](#).
3. Supporting documentation* **must** be included with all reimbursement requests. Examples of supporting documentation include but are not limited to timesheets, copies of proof of payment to vendors or contractors, copies of original invoices, contractual agreements, proof of completion of work such as before and after photos, etc.
4. Reimbursement requests shall be submitted on a quarterly basis.
5. Grantee shall submit reimbursement requests via email to mcss.mcss@maryland.gov. Please do not attach reimbursement requests to Quarterly Progress Report submission.
6. Final invoice or request for reimbursement related to this grant must be submitted no later than **45-days** after the end of the duration of this grant. MCSS will not process or reimburse any invoices or reimbursement requests submitted beyond this date.

**Reimbursement requests with no supporting documentation will not be processed.*

APPLICATION REVIEW

Each application will be thoroughly assessed to ensure adherence to every required detail. Incomplete applications will not be reviewed. MCSS reserves the right to request additional information where necessary.

MCSS will assess each organization's application based on the following:

- a. Ability to meet the [eligibility criteria](#) as defined on this NOFA;
- b. Submission of a full and complete application addressing each of the following topics listed under the [Application Requirements](#) section on this NOFA. These topics include:
 - Project Strategy
 - Statement of Need Narrative
 - Detailed Project Description
 - Project Timeline
 - Budget / Spend Plan
 - Funding
 - IRS Form W-9
 - Letter(s) of Support/Commitment (Optional)
- c. Meeting all required deadlines listed under the [Important Dates](#) chart on this NOFA;

APPLICATION EVALUATION

A review team established by MCSS will evaluate each application. The team will be composed of MCSS personnel. Reviewers will comment upon the applications and assign numerical scores. An application may receive up to twenty-five (25) points, plus five (5) additional points based on the [priority consideration](#) criteria outlined in the NOFA.

- a. Project strategy (**6 points**)

- b. Statement of need narrative **(6 points)**
- c. Detailed project description **(6 points)**
- d. Budget / Spend Plan **(4 points)**
- e. Project timeline **(3 points)**
- f. Additional points based on priority consideration:
 - o School or childcare center was a direct target of hate bias crimes or incidents – proof required **(2 points)**
 - o School or childcare center considered a target for hate bias crimes or incidents based on race, religion, ethnicity, etc. **(1 point)**
 - o First time applicant **(2 points)**

This grant involves a competitive application process. MCSS will conduct an internal review of each application submitted in accordance with this Notice of Funding Availability NOFA). An approval/denial letter will be emailed within thirty (30) to sixty (60) days after application submission closeout; followed by the Notice of Grant Award (NOGA)¹³.

APPLICATION AND RECORD RETENTION

- A.** The Maryland Center for School Safety is a government entity; upon submission, this application is considered public information, except as otherwise provided by law. The Maryland Center for School Safety does not sell collected grant information. Under the Maryland Public Information Act (PIA) (MD State Government Code Ann. Gen. Provisions Art., § 4-101, et seq.), you may request in writing to review grant award documentation. Please send those requests to the Maryland Center for School Safety, c/o Maryland State Department of Education, 200 W. Baltimore Street, Baltimore, MD 22201. Please visit the Office of the Attorney General [website](#) for additional information.
- B.** Grantee shall retain grant documents and equipment purchased using grant funds for the retention period of three (3) years after final invoice submission. MCSS, the Department of Budget and Management, the State Comptroller, the Legislative Auditor, or any combination of the aforementioned State agencies may examine and audit this evidence upon request, at any reasonable time within the retention period.
- C.** Grantee shall allow MCSS and its affiliated agencies, the Maryland State Department of Education, the Department of Budget and Management, the State Comptroller, and the Legislative Auditor; to examine and audit this supporting documentation on request and at any reasonable time within the retention period.
- D.** Grantee shall allow MCSS Staff and/or their representatives access to the relevant equipment, buildings, and structures so that MCSS may perform evaluation and monitoring visits to ensure that project requirements are fully satisfied. Grantees shall be notified at least 30-days in advance prior to a monitoring on-site visit.
- E.** Grantee shall also allow MCSS employees access to the relevant project site in order to take photographs or video of the project for the use of MCSS and the State of Maryland.

¹³ Notice of Grant Award (NOGA) is the official MSDE document that allows an entity to start billing for approved grant activities.

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.** Any expenditure of Grant funds that is not consistent with the purposes of the grant award, or that violates any requirement, term or condition of the Hate Crimes Grant or the Notice of Grant Award agreement will be disallowed.
- B.** All grant related activities must be completed no later than **June 30, 2023**.
- C.** Grantee shall ensure that all work performed pursuant to the 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 notify MCSS of any status changes in Grantee's MSDE non-public or private school approval status throughout the grant period.
- F.** All work performed pursuant to the Grant shall comply with all applicable State, local, and federal laws and regulations.
- G.** The purchase of school security hardware to upgrade doors, locks and entryways to meet security needs must meet established fire safety and security standards.
- H.** Grantee is responsible for ensuring that any 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.
- I.** Grantee should explore and establish safety measure protocols for activities taking place on school premises during an emergency, including projects that:
 - a. Maintain open lines of communication between schools and law enforcement agencies; and
 - b. Incorporate active shooter response training.
- J.** The Authorized Official on the submitted application is the Principal, Headmaster, or otherwise the head of the entity receiving the award.
- K.** All projects shall commence within thirty (30) calendar days of the receipt of the approval letter for this grant. If the project will not commence within thirty (30) 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
- L.** The award 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.
- M.** The recipient must implement this project according to the goals, objectives, and tasks as proposed, accepted, and set forth in the application.
- N.** Any contractual expenses, equipment, and other expenses paid for with Hate Crimes grant funds must be used to **supplement** your organization's existing budget, and

may not supplant or replace any funds that were already included in your entity's existing or projected budget. Supplanting is the use of Hate Crimes Grant funding to replace State, federal or local funds which were previously appropriated / budgeted for, or otherwise would have been spent on, the specific purpose(s) for which this subaward has been awarded.

- O.** 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.
- P.** 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.
- Q.** Any requests for grant realignment or modifications of any kind to any portion of this award **that exceeds \$1,000** must be submitted in writing prior to occurrence. All realignment requests must be submitted using the MCSS template which can be found on the [MCSS website](#).
- R.** Realignment requests submitted less than forty-five (45) days to the end of the award closeout may not be considered. This includes, but is not limited to:
 - a. Budget revisions of any type, including proposed expenditures in a budget category that was not previously approved in the application stage.
 - b. Change to the scope of the program.
 - c. Any change that was not approved when the funds were originally awarded.
- S.** If there is a change in the person in the Authorized Official position, an email must be sent to MCSS acknowledging the replacement by the person exiting the position. However, should said person have already vacated the position, then the email must come from the entity's actual Authorized Official, acknowledging the change and the name of the replacement person. If documentation is available, please attach it to the original email.
- T.** Grant recipients are subject to the applicable requirements regarding the Drug Free Workplace of the Governor's Drug and Alcohol-Free Workplace Executive Order (Executive Order 01.01.1989.18) and implementing policies.
- U.** 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 Hate Crimes Grant fund. 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."

- V.** 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.
- W.** Failure to submit any report within the allotted time frame(s) noted in the above condition, may result in the delay or prevention of payment, the de-obligation of

funds, and/or ineligibility for future grant funding through MCSS. If a late reporting occurs, the expenditure or obligation may become the responsibility of the award recipient.

- X.** Grantee affirms that it shall not discriminate in any manner against any employee, applicant for employment, or clients of services, because of race, color, religion, creed, age, sex, marital status, national origin, ancestry, sexual orientation, gender identification, pregnancy, physical or mental disability, or limited English proficiency, so as reasonably to preclude the performance of such employment and/or services provided. The grant award recipient agrees to include:
 - a. A provision similar to the one contained above for any underlying contract utilized for services under this award, except for those contracts for standard commercial supplies or raw materials; and
 - b. A non-discrimination poster, publicly displayed, acknowledging that the entity does not discriminate and provides an avenue for employees, program beneficiaries, and any relative vendors, to file a discrimination complaint directly with the grantee, the MCSS, and/or directly with the Maryland Commission on Human Relations, 6 St. Paul Street, 9th Floor, Baltimore, MD 22201 (410-767-8600), the Baltimore Office of the U.S. Equal Employment Opportunity Commission (EEOC), 10 South Howard Street, 3rd Floor, Baltimore, MD 22201 (410-962-3932), or directly with the Office of Civil Rights Office of Justice Programs (OJP), 810 7th Street, NW, Washington, D.C. 20531.
- Y.** The grant award recipient must promptly report any credible evidence of fraud, waste, abuse and similar misconduct with grant funding to the MCSS.
- Z.** All correspondence should be directed to mcss.mcss@maryland.gov.