



Fiscal Year 2023 Nonpublic School Security Improvement (NPSI) Grant

Notice of Funding Availability (NOFA) Application Guidance Document

Online Submission Deadline: January 13, 2023

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 Bryan, Executive Director, MCSS

NOTE: MCSS will begin accepting applications for the FY2023 NPSI on October 24, 2022 directly on the MCSS website:
schoolsafety.maryland.gov

All applicants are encouraged to visit the [MSDE website](http://msde.maryland.gov) 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 their 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 2021-2022 school year; or
- Nonpublic schools that participated in the nonpublic special education program through the Nonpublic Placement Program R00A02.07 Subprogram 0762 during the 2021-2022 school year.

Important Notes:

All FY2023 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 support documents must be submitted in a pdf format.

Additional Assistance:

For further assistance, please contact:
The Maryland Center for School Safety via email at:
mcss.mcss@maryland.gov

Applications must be received by 5:00pm EST on Friday, January 13, 2023.



APPLICATION CHECKLIST

The checklist below may be used to guide you in completing your application for the FY2023 Nonpublic School Safety Security Improvement Grant. Support documents that are marked as required must be included with each application. Remember to save all documents in a **PDF format** prior to submitting your application. MCSS recommends one application packet instead of separate pages of application documents.

- Online Application Form – **required.**

Application Support Documents

- Project Request Form – **required.** *Template provided.*
- Statement of Need Narrative – **required.** *No more than 1-page.*
- Detailed Project Description – **required.** *No more than 2-pages.*
- MSDE Certificate of Nonpublic School Approval ¹– **required.**
- IRS Form W-9 – **required.**
- Age of the Equipment/System being replaced – required, if applicable.
- Maintenance Records of Equipment(s) being replaced – required, if applicable
- Fire Marshal Approval – if applicable.
- Supplemental Literature – if applicable.
- Competitive quotes – if applicable.
- Supplemental Literature – if applicable.
- Maryland Historical Trust (MHT) Project Review Form – if applicable.

¹ Required for nonpublic schools approved under COMAR 13A.09.09 (private pay), and nonpublic schools approved under COMAR 13A.09.10 (publicly funded). Not applicable to Registered church exempt schools.



1 Table of Contents

1	Introduction/Overview	1
1.1	NPSI Grant Timeline	1
2	Application Requirements	2
3	Eligible Schools	2
3.1	Eligible School Security Improvement Projects	3
3.2	Sample List of Projects Eligible for Reimbursement	3
3.3	Ineligible Projects and Expenditures.....	3
4	Project Requirements	4
5	Application Process	5
6	Application Review and Approval Process.....	5
7	Project Design and Approval Process	6
8	Project Bidding/Procurement Process.....	6
9	Reporting and Reimbursement Requirements	7
9.1	Reporting	7
9.2	Reimbursement	7
10	Reimbursement Process	7
11	Audit Requirements.....	8
12	Budget Language.....	8
13	General and Special Conditions.....	9

1 Introduction/Overview

The Maryland General Assembly is providing \$3.5 million in fiscal year 2023 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 2021–2022 school year, are eligible to apply for the FY2023 Nonpublic School Safety Improvement Grant (NPSI.)

Additionally, nonpublic schools that serve students with disabilities through the Nonpublic Placement Program R00A02.07 Subprogram 0762 during the 2021–2022 school year are also eligible for funding allocations for FY2023. 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 the eligibility criteria. Preliminary allocations will be established after all applications have been received and reviewed in early spring 2023.

Schools will have until January 13, 2023 to apply. Grant recipients will have until June 30, 2024 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 2023
- Notification of Funding Availability (NOFA) released: October, 24, 2022
- Last day for Application submission: January, 13, 2023
- Notification of Approval/Denial: March 2023
- Quarterly Progress Reports: 30-Days after end of each quarter
- Construction must be under contract by: June 30, 2024
- Last day to request reimbursement: May 30, 2025
- Final project report: June 30, 2025

2 Application Requirements

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

- a. Project Request Form – **required:** Template provided on the [MCSS website](#).
- b. Statement of Need – **required:** This is a clear concise narrative that summarizes what is needed and why it is needed. Each applicant is required to provide a written Statement of Need narrative. There are no MCSS provided templates for this.
- c. Detailed Project Description – **required:** This should describe in detail what is included in the *Statement of Need (above)*. It should contain ample detail about the project(s), its benefit to your school and other expected outcomes. Each applicant is required to provide a written Detailed Project Description. There are no MCSS provided templates for this.
- d. MSDE Certificate of Nonpublic School Approval² – **required.**
- e. IRS [Form W9](#) – **required.**
- f. Age of the Equipment/System being replaced – required, if applicable.
- g. Maintenance Records of Equipment(s) being replaced – required if applicable.
- h. Fire marshal approval, if applicable. This is not required as part of the application but it will be required prior to reimbursement.
- 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).

3 Eligible Schools

- Nonpublic schools approved for the aid to nonpublic schools for the [Textbook and Technology Program](#) (R00A03.04) during the 2021-2022 school year; or
- Nonpublic schools that served students with disabilities through the Nonpublic Placement Program R00A02.07 Subprogram 0762 during the 2021-2022 school year.

² Required for nonpublic schools approved under COMAR 13A.09.09 (private pay), and nonpublic schools approved under COMAR 13A.09.10 (publicly funded). Not applicable to Registered church exempt schools.

3.1 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. 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.

3.2 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. Air filtration / purifiers;
- l. Visitor monitoring/management systems;
- m. Site security booth

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

3.3 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."

4 Project Requirements

- 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, 2024, 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 30, 2025.
- d. Grant recipients shall consult with the Maryland Historical Trust (MHT) and 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.

5 Application Process

All nonpublic schools interested in participating in the program shall submit an online application via the [MCSS website](#). MCSS will review each application against the list of applicants (schools) who submitted and received approval through the Nonpublic Student Textbook Program application during the 2021-2022 school year i.e. FY 2022; or Nonpublic schools that served students with disabilities through the Nonpublic Placement Program (special education program) R00A02.07 Subprogram 0762 during the 2021-2022 school year.

6 Application Review and Approval Process

- a. Eligible schools are required to submit a complete application using the MCSS NPSI [Application Form](#). Schools with multiple locations should submit **one application per location**.
- b. MCSS Grants Management staff will perform a first level review of each application as received to confirm:
 - i. That all the Grant 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; and
 - iv. That the proposed project is eligible.
- c. Any application determined to be incomplete will be returned to the Applicant to complete. A notification of an *Incomplete Application*³ will be sent via email to the Primary Point of Contact (POC).
- d. After all applications have been received and the application submission is closed, MCSS Grants Management staff will perform a second level review of all the applications to determine the maximum allocation per school based on the predetermined legislative formula and the information contained in each application.
- e. The MCSS Grant Management staff may request additional information, even after a second level review has been performed, prior to issuing any approval or denial.
- f. The funding allocations shall then be submitted to the Executive Director for

³ An incomplete application: an application for which MCSS has not yet received all the required support documents or information to help make a decision about your grant application.

final approval.

- g. 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 2023.
- h. Following the notification, a Grant Approval Letter will be sent via email to the POC listed on the application.
- i. MCSS will submit the approval into the State Department of Education (MSDE), Notice of Grant Award (NOGA) system. This process may take several weeks, but once completed, grantee will receive the grant documents including the Grant Assurances, 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 Reporting and Reimbursement Requirements

9.1 Reporting

- a. 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.
- b. Quarterly Progress Reports (QPR) are due **30-days** after the end of each quarter. If the 30th day falls on a non-working business day, the report shall be due the first business day immediately following the 30th day. Please refer to [the NPSI Grant Timeline](#) section of this NOFA for quarterly report due dates.
- c. Final Project Report (FPR) is due to MCSS no later than by **June 30, 2025**. Please refer to the [NPSI Grant Timeline](#) section of this NOFA for the final report due date.
- d. Grantee shall use the MCSS *Quarterly Progress Report (QPR) form* and the *Final Project Report (FPR) form* provided on the [MCSS website](#).

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

9.2 Reimbursement

- a. Grantee shall use the *MCSS Invoice template* when submitting reimbursement requests. The form is available on the [MCSS website](#).
- b. Support documents* **must** be included with all reimbursement requests. Examples include but are not limited to copies of proof of payment to vendors or contractors i.e. front and back of cancelled checks, copies of original vendor invoices, contractual agreements, and proof of completion of work such as before and after photos.
- c. Grantee shall submit reimbursement requests via email to mcss.mcss@maryland.gov. Do not attach a reimbursement request to the Quarterly Progress Report submission.
- d. Final invoice or request for reimbursement related to this grant shall be submitted no later than **May 30, 2025**. MCSS may not process or reimburse any invoices or reimbursement requests submitted beyond this date.

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

10 Reimbursement Process

- a. Grantee shall use the MCSS invoice template when submitting reimbursement requests. The invoice template is available on the MCSS website.
- b. Upon completion of the project and no later than May 30, 2025, grantee shall

submit to MCSS a final request for reimbursement with support documentation for all work done under the grant. Attachments include vendor invoices, copies of cancelled checks, (front and back), contractual agreements, and any other pertinent information that could support the request.

- c. The MCSS Grant Management staff will review the reimbursement request for consistency with the approved project description, award amount, and required support documentation.
- d. 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.
- e. If the request is approved, the MSDE Fiscal Services staff will submit the request to the office of the Comptroller of Maryland for payment.
- f. If the request is inconsistent or incomplete, MCSS will notify the grant recipient to revise or correct the submission and resubmit.
- g. 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.

11 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) or the Interagency Commission on School Construction (IAC) upon request.

12 Budget Language

R00A07.03 General Fund Appropriation: \$13.5M⁴

School Safety Grant Program: "provided that \$3,500,000 of this appropriation made for the purpose of funding security improvements in nonpublic schools may be provided only to nonpublic schools that were eligible to participate in the 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 2021-2022 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".

⁴ \$10M of this appropriation is for the School Safety Grant Program (SSGP), available to local (public) school systems within the State of Maryland.

13 General and Special Conditions

Grant awards are subject to these General and Special Conditions. MCSS reserves the right to add Special Conditions, if and when needed, during the life of the performance 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. Such expenditures will not be reimbursed.
- b. Grantee shall ensure all grant project related activities is completed by no later than **May 30, 2025**.
- 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 in writing 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. Awards may be terminated by one or both parties with written notice, as long as no funds have been reimbursed.
- i. Grantee shall immediately notify MCSS of any change in their MSDE nonpublic school certification status.
- j. If a school is no longer in operation or its nonpublic school certification status is terminated during the performance period of this grant, the school shall be required to refund the State any funds previously disbursed from this grant award within thirty (30) calendar days after termination.
- 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 13, 2023