

Fiscal Year 2024 School Resource Officer (SRO) Grant

Notice of Funding Availability (NOFA) Application Guidance Document

Online Submission Deadline: August 4, 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

Wes Moore, Governor
Aruna Miller, Lt. Governor
Mr. Mohammed Choudhury, State Superintendent of Schools
Kate Bryan, Executive Director, MCSS

NOTE: MCSS will begin accepting applications for the FY2024 SRO Grant on June 20, 2023 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 funding is contingent upon the Maryland Center for School Safety (MCSS) receiving the specified grant funds from the State of Maryland. As of the posting of this Notice of Funding Availability, the General Assembly completed appropriations for Fiscal Year 2024.

Eligibility: The following entities are eligible to apply for the FY2024 SRO Adequate Coverage Grant. This includes officers hired to provide Adequate Coverage at the local school systems.

- Maryland local public school systems
- Maryland Law Enforcement Agencies (LE)¹

Introduction & Scope: The Safe to Learn Act of 2018 requires that local law enforcement departments supplying SROs have an executed memorandum of understanding with the local school system. The SRO grant fund may be used to pay for the salaries of SROs assigned to local public schools and/or officers to provide Adequate Coverage

Important Notes

All FY2024 Grants administered by MCSS are State issued Funds. **All application support documents must be submitted in a pdf format.**

¹ LEAs must coordinate with LSS if applying directly to avoid duplicate applications.

Continuation of FY2023 SRO Program

This information is only applicable to law enforcement agencies and local education agencies that submitted and were awarded SRO Adequate Coverage Grant in FY2023.

In lieu of submitting a new proposal for the FY2024 SRO Adequate Coverage Grant, MCSS will accept a one-page document on your organization's **letterhead** confirming the continuation of your FY2023 SRO Adequate Coverage Grant program; provided there are no changes to the prior year's program. The following constitutes a change and will require a new application with all the necessary support documents.

- a) A new or revised MOU between the law enforcement agency and the local education agency;
- b) Change in the number of schools covered by the law enforcement agency or the assigned SRO; or
- c) Personnel change in the number of SROs, SRO Supervisors and Officers providing Adequate Coverage.

The one-page document must address the following:

1. **Confirmation:** Statement confirming your intent to continue the FY2023 SRO Adequate Coverage Grant program as is.
2. **Summary of FY2024 SRO Grant Application Proposal:** A written summary statement (paragraph) highlighting the FY2024 SRO Adequate Coverage grant application proposal. MCSS will review this against the prior year's submission to ensure there are no changes in the current request.
3. **Acknowledgement from Head of Organization:** Acknowledgement confirming that there are no changes to the SRO Adequate Coverage Grant proposal submitted in FY2023. **Please use the language provided below:**

I [INSERT NAME OF HEAD OF ORGANIZATION], wish to continue the FY2023 SRO Adequate Coverage program between [INSERT NAME OF LOCAL SCHOOL SYSTEM] and [INSERT THE NAME OF LAW ENFORCEMENT AGENCY]. I acknowledge that there are no changes to what was submitted and approved in FY2023. I also acknowledge that MCSS reserves the right to request additional information from me and/or the designated program manager/point of contact when reviewing this request.

4. **Signature:** The above statement must be signed by the Head of Organization and dated appropriately.
5. **Itemized Budget:** This is a required form. Visit the MCSS website to obtain the most current [Itemized Budget](#) template and submit as a pdf attachment with your application. Please use the FY2024 SRO Grant Allocation data in [Appendix 1](#) to determine the allocation amount for your jurisdiction.
6. **IRS Form W-9:** This is a required form and must be included with your application.

NOTE: Change in the *per school* allocation amount in it of itself does not constitute a change in program.

Application Documents

All application support documents must be submitted in a [pdf format](#).

Application Process

Applicants who do not meet the criteria set above under [Continuation of FY2023 SRO Program](#) must follow all the application requirements in this NOFA. 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](#).

To qualify, the online application must be submitted no later than 5:00 p.m. Eastern Time on Friday, August 4, 2023.

For further assistance, please contact the MCSS Grants unit at mcss.mcss@maryland.gov

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GRANT OVERVIEW

The Maryland Safe to Learn Act of 2018 (Senate Bill 1265, Chapter 30), which ushered in a comprehensive multi-disciplinary approach to school safety and security in Maryland's Public Schools went into effect on June 1, 2018. The Act defined an SRO for the first time, established the role of a School Safety Coordinator for each local school system who serves as the liaison between the school system, local law enforcement and MCSS, and defined school security employees.

The Act requires every local school system to file a report with MCSS identifying whether an SRO is assigned or Adequate law enforcement coverage is being provided at each public school within the jurisdiction. The Act provides that local school systems should work with local law enforcement agencies to determine the needs of each school within the system for an SRO and/or Adequate law enforcement coverage.

The Act also established the Safe Schools Fund (the "Fund"), authorizing grants for various school safety items and programs, and included a mandatory appropriation of \$10 million annually for SROs and/or Adequate law enforcement coverage for Maryland's public schools.

SCHOOL RESOURCE OFFICER (SRO) GRANT - FY2024

A School Resource Officer is a **sworn** law enforcement officer as defined under [§ 3-101\(E\) of the Public Safety](#) Article who has been assigned to a school in accordance with a memorandum of understanding (MOU) between the local law enforcement agency and the local school system. A School Resource Officer is also a Baltimore City School police officer as defined under [§ 4-318 of the Public Safety](#).

The Governor has appropriated \$10 million general funds in fiscal year 2024 for the School Resource Officer grant and/or Adequate Coverage issuance to local school systems and local law enforcement agencies in the areas enumerated at [Md. Code Ann., Education Art. §7-1508](#).

The Maryland Center for School Safety, under the authority of the School Safety Subcabinet, shall review all applications for the School Resource Officer grant and/or Adequate Coverage prior to issuance. The Subcabinet and MCSS reserve the right to request additional information from applicants to supplement the initial requests.

PURPOSE OF THE GRANT

The purpose of the School Resource Officer (SRO) grant is to assist local school systems in fulfilling the requirements of the Safe to Learn Act of 2018. Grant funds may be used to pay for salary and fringe benefits for SROs or overtime salaries to provide Adequate law enforcement coverage during routine school hours or after school activities.

To be assigned as a School Resource Officer, an individual must meet the following conditions as set forth in the statute:

- Complete the model training program developed by MCSS; **or**
- Submit to the Maryland Police Training and Standards Commission for approval a training program that is consistent with the curriculum developed by MCSS and MPTSC; **and**

- Enroll individuals assigned to be School Resource Officers in the training program developed by MCSS and MPTSC.

ELIGIBILITY CRITERIA

Both local school systems and law enforcement agencies are eligible to apply for the SRO grant. However, local school systems and local law enforcement agencies must work together to avoid duplicate application submission. Law enforcement agencies working with their local school system are eligible to submit their applications directly to MCSS.

The aggregate total of requested grant funds from multiple law enforcement agencies may not exceed the formula-based appropriation designated for the local school system as outlined in [Md. Code Ann., Education Art. §7-1508 \(g\)](#).

The MCSS recommends local law enforcement entities and local school systems collaborate and form long-lasting partnerships to determine funding priorities.

All eligible entities must submit no more than one (1) application for the FY2024 SRO Adequate Coverage Grant.

IMPORTANT DATES

Begin Accepting Applications	June 20, 2023
Deadline to Apply	August 4, 2023
Award Approval/Denial Letters	30-Days after Application
Notification of Grant Award (NOGA) Issuance	Up to 21-days after Award Approval Letter
Award Start Date	July 1, 2023
Award End Date	June 30, 2024
Quarterly Progress Reports: Quarter 1 – July 1, 2023 to September 30, 2023 Quarter 2 – October 1, 2023 to December 31, 2023 Quarter 3 – January 1, 2024 to March 31, 2024 Quarter 4 – April 1, 2024 to June 30, 2024	Due Dates: October 31, 2023 January 31, 2024 April 30, 2024 July 31, 2024
Final Project Report	August 14, 2024

APPLICATION REQUIREMENTS

In order for Grant applications to be considered for approval, all applications submitted to MCSS must be fully completed to the best of the applicant's ability. For an application to be deemed "complete", it must include the following:

1. The online [Application Form](#)
2. A detailed project description – *required*
3. A detailed Budget narrative – *required*
4. A signed *Itemized Budget/Spend plan* - required. The template is available on the MCSS website.

5. A fully executed Memorandum of Understanding (MOU) – *required*
6. A copy of IRS Form W9 – *required*
7. Training proposal(s) – *optional*
8. Quote for equipment purchase(s) – *optional*

Refer to the application requirements under “[Continuation of FY2023 SRO Program](#)”, if applicable.

A. Detailed Project Description

The project description shall include detail about how many officers will be assigned as SROs or providing Adequate Coverage. It should also list the names of the schools where SROs will be assigned or where Adequate Coverage will be provided. This part of the application should contain as much detail as possible, including perceived challenges and how the grant funding will help address those challenges. It should also outline project goals and objectives and expected outcomes

B. Budget Narrative

The budget narrative for the SRO grant or Adequate Coverage must be clear, specific, and tied directly to the project description. This document must reflect at least a one-year spending plan equal to the duration of the grant. It must separately list Personnel (SROs) and Fringe Benefits; which describes and justifies each budget item and the basis for the amounts requested. The narrative shall also include a sustainability plan for the grant funded positions after grant funding ends.

In addition to the budget narrative, Grantee shall provide an itemized budget/spend plan² description for ***each*** SRO’s salary and fringe benefits, where applicable. It must also list projected overtime costs for officers providing Adequate Coverage. Budget items being paid for with grant money must be clearly listed and differentiated from budget items being paid for using other sources of funding.

C. Itemized Budget

The template for the itemized budget plan is available on the MCSS website. Fill out, sign and submit with the online [Application Form](#).

D. Memorandum of Understanding

An application must include a fully executed and current Memorandum of Understanding/Memorandum of Agreement between the local law enforcement agency and the local education agency for SRO Adequate Coverage services.

If this agreement does not exist at the time of application, the requirement must be met within 60-days of the award date of the grant. No grant funds will be reimbursed until this requirement is met.

² Itemized budget template is available on the MCSS website.

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 performance period for the FY2024 SRO Adequate Coverage Grant is from **July 1, 2023 (start date) to June 30, 2024 (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.

The award of the SRO Adequate Coverage Grant in FY2024 does not guarantee funding for future years. In addition to the availability of funds, a project's implementation, compliance with reporting requirements and any special conditions placed on the grant are all essential in future award considerations.

Grantee must confirm that the SRO grant will not supplant local funding currently allocated for the proposal. Grantee shall also indicate other funding sources, if any, that will be used to support this work.

The SRO grant may supplement existing State and local funds for program activities but shall not replace those funds that have been appropriated for the same purpose.

INDIRECT COSTS³

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 SRO grant.

FIXED COSTS

Fixed costs **are** permitted through the funding provided by this Grant. All details for fixed cost related expenses MUST be clearly outlined in the Project Description and must be specifically and easily identified with a particular project as outlined in the Project Description submission. Fixed costs may include, but are not limited to:

- Salaries/Wages & Fringe Benefits⁴
- Overtime Salaries for Adequate Coverage
- Equipment⁵

ALLOWABLE AND UNALLOWABLE EXPENSES

A. Allowable Expenses

³ [Indirect Costs](#)

⁴ Assigned SROs.

⁵ Amount not to exceed two percent of allocated amount per school.

Local school systems are encouraged to use the guidance set forth in the "[purpose of the grant](#)" section when drafting grant applications. Below is a list of allowable expenses under this grant. Please note that this list is not conclusive.

- a. Salaries and fringe benefits
- b. Training costs – not to exceed **five (5) percent** of allocated amount per school; that is, approximately \$357 per school facility can be allocated to training. Examples of acceptable training programs for SROs and SSCs include but is not limited to:
 - o NASRO⁶ Basic SRO Course
 - o NASRO Advance SRO Course
 - o Adolescent Mental Health Training for SROs
 - o SRO Supervisors and Management
 - o Crime Prevention Through Environmental Design
 - o Youth Mental Health First Aid
 - o Homeland Security Exercise Evaluation Program (HSEEP)*MCSS will consider conference registration expenses related to specific SRO training.
- c. Equipment – not to exceed **two percent** of allocated amount per school; that is, approximately \$143 per school facility may be allocated to equipment.

B. Unallowable Expenses

- a. Expenses unrelated to law enforcement officer compensation, training costs or equipment.
- b. Training costs exceeding five percent of grant award.
- c. Equipment costs exceeding two percent of grant award.
- d. Conference expenses.
- e. Weapons, tasers, stun gun devices and ammunition.
- f. Motor vehicles
- g. Travel expenses

ALLOCATION

Under Md. Code Ann., Education Art. §7-1508(g), grants provided for the school resource officer funding shall be made to each local school system or law enforcement agency based on the number of schools in each school system in proportion to the total number of public schools in the State in the prior school year.

The Subcabinet and MCSS has established the following allocation method for the FY2024 SRO Adequate Coverage Grant as outlined in the Safe to Learn Act of 2018. Please refer to restrictions listed under the [Eligibility Criteria](#). This allocation is based on a per school facility count of each local school system. The local public school system number of schools count is provided in the [MCSS 2022 Annual SRO Adequate Coverage report](#).

Each local school system is allocated \$7,143 per school.

The School Safety Subcabinet and MCSS reserve the right to partially approve or completely deny grant applications that do not fully meet the application requirements. Appendix 1 shows each jurisdiction's allocation as established in statute.

⁶ <https://www.nasro.org/training/training-courses/>

REPORTING AND REIMBURSEMENT REQUIREMENTS

A. Reporting Requirements

The SRO grant is one of two grants available under the Safe to Learn Act of 2018. As a result, there are reporting requirements for the SRO grant that tie directly with the reporting requirements of the Safe Schools Fund Grant.⁷ The following reports are due as outlined: Safe to Learn Act Reporting Mandates, Quarterly Project Reports and Final Project Report.

Safe to Learn Act Reporting Mandates

- a. On or before **August 1, 2023**, and each August 1st thereafter, each local school system shall complete the [Use of Force Report](#)⁸ and submit to MCSS any use of force incidents between a school security employee and a student while the school security employee is carrying out the employee's duties.
- b. On or before **August 1, 2023**, and each August 1st thereafter, each local law enforcement agency shall complete the [Use of Force Report](#)⁹ and submit to MCSS any use of force incidents between their SROs and a student while the SRO is carrying out the employee's duties.
- c. On or before **September 1, 2023**, each local school system shall file a report with MCSS showing each public school assigned SROs or the Adequate law enforcement coverage planned for that school facility. Law enforcement agencies are encouraged to collaborate with their local school system counterparts to ensure accurate reporting.

Quarterly Project Reports

- a. Grantee is required to submit Quarterly Progress Reports (QPR) detailing a summary of work completed including milestones achieved and any obstacles encountered during the previous quarter and every quarter thereafter.
- b. The report detail shall support the SRO Adequate Coverage grant activities for the quarter, including but not limited to schools where coverage was provided; any incidents of note; Adequate Coverage for special school events such as sports events or prom; trainings; equipment purchases; SRO reassignments; etc.
 - i. The online form to submit the Quarterly Progress Report is available on the MCSS website.
 - ii. Quarterly Progress Reports are due **30-days** after the end of each quarter. Please refer to the important dates section of this NOFA for quarterly report due dates.
 - iii. Reports* must be submitted on time. The Grant will be will be considered non-compliant for missing or late reports.

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

⁷ Visit the [MCSS website](#) for more information on the Safe Schools Fund grant

⁸ Local law enforcement agencies will submit reports of use of force between an SRO and student.

⁹ Local school systems will submit reports of use of force between a school security employee and student.

Final Project Report

A Final Project Report (FPR) is due to MCSS no later than 45-days after the end of the grant period. Please refer to the important dates section of this NOFA for the final report due date.

B. Reimbursement Requirements

1. All reimbursement requests submitted by law enforcement agency grantees for overtime hours related to Adequate Coverage may be verified with the Local Education Agency (LEA) School Security Employee (SSE) **prior** to processing the invoice for payment. To ensure a timely processing of the invoice(s), MCSS recommends:
 - a. A pre-approval by the local school system for any overtime Adequate Coverage hours, where applicable. If a pre-approval cannot be obtained ahead of time, a post-approval is required for any overtime Adequate Coverage hours worked.
 - b. Local Education Agencies and their law enforcement partner agencies should collaborate to obtain such approvals either before overtime hours for Adequate Coverage is provided; or after such overtime hours for Adequate Coverage has been provided.
2. Law enforcement agency grantees requesting reimbursement for SRO or Adequate Coverage shall include the following support with their request(s):
 - a. MCSS invoice template (filled out)
 - b. Copies of (signed) timesheets or Overtime slips supporting the request.
 - c. A tally (or summary sheet) of the total SRO hours or Adequate Coverage overtime hours worked; the name of the school(s) where SRO or Adequate Coverage was provided; and the type of coverage provided, i.e. whether it was during regular school hours or an after-school event. If coverage was provided for an after-school event, name the event. Template provided on the MCSS website.
 - d. Payroll report supporting salary/wages and/or overtime pay related to SRO or Adequate Coverage.
3. Local Education Agency grantees requesting reimbursement for SRO or Adequate Coverage shall include the following support with their request(s):
 - a. MCSS invoice template (filled out).
 - b. A tally (or summary sheet) of the total SRO hours and/or Adequate Coverage overtime hours worked by each officer; the name of the school(s) where SRO and/or Adequate Coverage was provided; and the type of coverage provided i.e. whether it was during regular school hours or after-school event. If coverage was provided for an after-school event, name the event. Template provided on the MCSS website.
 - c. Copies of (signed) timesheets supporting the request.
 - d. A copy of the invoice from the law enforcement agency billing the local education agency for their SRO or Adequate Coverage services; **or**

- e. A copy of the front and back of the cleared check that was issued to the law enforcement agency for their SRO or Adequate Coverage services.

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

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 documents. 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 an on-site monitoring visit. Grantees shall 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 Maryland State Department of Education, 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.
- E. Grantee shall retain reports, activity logs, timelines, and any additional related supporting documents for any other expenses that are covered in whole or in part by any grant funds.

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 any equipment that were purchased using grant funds for the retention period of three (3) years after the 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.

APPLICATION REVIEW

Each application will be thoroughly assessed to ensure adherence to every required detail. Incomplete applications will be returned for completion. MCSS will provide guidance on an as needed basis to ensure compliance with the application requirements.

MCSS staff will assess each organization's application based on:

- A. The detailed project description
- B. The budget narrative
- C. The itemized budget
- D. The fully executed Memorandum of Understanding

MCSS will conduct an internal review of each application submitted in accordance with this Notice of Funding Availability. If all application information is submitted correctly, the MCSS Executive Director, upon recommendation from the MCSS Grants Manager, will approve/deny the application. An approval/denial notice will be sent via Smartsheet, with a formal letter to follow within thirty (30) to sixty (60) days of the notice.

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 School Resource Officer grant and Adequate Coverage or the Notice of Grant Award agreement will be disallowed.
- B.** All grant related activities must be completed by no later than **June 30, 2024**.
- C.** The online SRO Grant application must be submitted prior to the application deadline of August 4, 2023 and must contain all the required information.
- D.** All work performed pursuant to the Grant shall comply with all applicable State, local, and federal laws and regulations.
- E.** 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.
- F.** Grantee should 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.
- G.** 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.
- H.** Any salaries, positions, personnel expenses, contractual expenses, equipment, and other expenses paid for with the SRO grant funds must be used to **supplement** your organization's existing budget, and **may not replace or supplant** any funds that were already included in your organization's existing or projected budget.

Supplanting is the use of the SRO grant funds and/or Adequate Coverage 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.

- I. 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 of June 30, 2024.
- J. 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 performance period.
- K. Any request(s) for grant realignment or modifications of any kind to any portion of this award 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](#). Realignment requests may include 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 staff specified in the personnel category (where applicable).
 - c. Any change that was not approved when the funds were originally awarded.
- L. When issuing public statements, press releases, or other documents relating to this program, or when conferences, seminars, workshops, or forums are held in reference to this program, the grant award recipient agrees that the source of funding for this program and the role of the MCSS must and will be clearly acknowledged. The grant award recipient will ensure that all publications resulting from this program will have the following language on the publication:

"The Maryland Center for School Safety funded this program via a grant award from the School Resource Officer (SRO) grant. 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."

- 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. 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, 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 21201 (410-767-8600), the Baltimore Office of the U.S. Equal Employment Opportunity Commission (EEOC), 10 South Howard Street, 3rd Floor, Baltimore, MD 21201 (410-962-3932), or directly with the Office of Civil Rights Office of Justice Programs (OJP), 810 7th Street, NW, Washington, D.C. 20531.
- O. The grant award recipient must promptly report any credible evidence of fraud, waste, abuse and similar misconduct with grant funding to the MCSS.
- P. All correspondences should be directed to mcss.mcss@maryland.gov.

APPENDIX 1

Jurisdiction	No. of Schools*	Max. Allocation Per Jurisdiction
Allegany County	23	\$164,286
Anne Arundel County	124	\$885,714
Baltimore City	155	\$1,107,143
Baltimore County	171	\$1,221,143
Calvert County	25	\$178,571
Caroline County	10	\$71,429
Carroll County	41	\$292,857
Cecil County	30	\$214,286
Charles County	37	\$264,286
Dorchester County	13	\$92,857
Frederick County	70	\$500,000
Garrett County	12	\$85,714
Harford County	54	\$385,714
Howard County	77	\$550,000
Kent County	5	\$35,714
Montgomery County	211	\$1,507,143
Prince George's County	198	\$1,414,286
Queen Anne's County	15	\$107,143
Somerset County	9	\$64,286
St. Mary's County	28	\$200,000
Talbot County	8	\$57,143
Washington County	45	\$321,429
Wicomico County	26	\$185,714
Worcester County	13	\$92,857
Total	1,400	10,000,000

[*MCSS 2022 SRO Adequate Coverage Report](#)