



Fiscal Year 2024 School Safety Grant Program (SSGP)

Notice of Funding Availability (NOFA) Application Guidance Document

Online Submission Deadline: September 29, 2023

The School Safety Grant Program is funding provided by the Maryland State Interagency Commission on School Construction with funding being administered through the Maryland Center for School Safety.

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
Edward Kasemeyer, Chair, Interagency Commission on School Construction (IAC)
Mohammed Choudhury, State Superintendent of Schools
Alex Donahue, Executive Director, IAC
Kate Bryan, Executive Director, MCSS

NOTE: MCSS will begin accepting applications for the FY2024 SSGP on August 1, 2023 directly on the MCSS website:
schoolsafety.maryland.gov

Applicants are encouraged to follow the instructions outlined in this NOFA to avoid incomplete submissions. Supporting documentation must be attached to all applications.

Eligibility: The following entities are eligible to apply for the FY2024 School Safety Grant Program.

- Local Public School Systems
- Maryland School for the Blind

Introduction & Scope:

Established by legislation in calendar year 2018 through the enactment of HB 1783, the SSGP provides grants to local school systems and Maryland School for the Blind (MSB) to fund school security improvements. For Fiscal Year 2024, the Interagency Commission on School Construction (IAC) has delegated administrative tasks associated with the program to the Maryland Center for School Safety. The Md. Code Ann., Educ. § 5-317, requires the Governor to provide an annual allocation of \$10 million to the program beginning in fiscal year 2019.

Important Notes

All FY2024 Grants administered by MCSS are State issued Funds. Applicants must provide a copy of their **IRS Form W-9** to MCSS with their application.

Before You Proceed...

- A. The performance period for the FY2024 SSGP is effective July 1, 2023 through December 31, 2024.
- B. Grantees will receive Grant Assurance documents requiring signatures for an official grant award. The Grant Assurance document will contain the assigned grant number and other relevant information. This process can take up to thirty (30) days after a grant approval letter has been issued.
- C. MCSS grant awards require the following:
 1. **Bi-annual Progress Reports**: The bi-annual progress report shall describe the status of the project as well as any significant events that have an impact. It shall also compare actual project accomplishments to the project timeline submitted during the application process. If there are any deviations from what was originally provided, grantee shall provide justifications for the deviation. This would be an appropriate time to request a project realignment or an extension, if applicable.
 2. **Final Project Report**: The Final Project Report (FPR) is due forty-five (45) days after the end of the grant award performance period. The Final Project Report shall contain a summary report of grant activities by measuring performance against the project goals and objectives during the performance period.
 3. **Reimbursement request(s)** with support documents must be **submitted directly to MCSS**.
- D. Acceptable reimbursement request support documents include but are not limited to receipts or proof of purchases, vendor invoices, contractual agreements, copies of cleared checks issued for payment and copies purchase orders.
- E. MCSS requires proof of work performed when submitting the final project report including before and after photos, where applicable.
- F. Review and compliance with the General and Special Conditions.

Application Documents

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

Additional Assistance

For further assistance, please contact:

Gifty Quarshie, Fiscal and Grants Program Manager

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MCSS Application Checklist

- [Online application form](#)
- Statement of need narrative
- Detailed project description
- SSGP Project Request Form (template provided on the [MCSS website](#))
- IRS Form W-9
- Age of the equipment/system being replaced, where applicable
- Maintenance records of equipment(s) being replaced, where applicable
- Supplemental literature (should describe the system(s) being installed)
- Competitive quotes (optional for pre-award; required for post-award/reimbursement)

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1 Purpose

The Maryland School Safety Grant Program (SSGP) is intended to provide grants to local school systems and the Maryland School for the Blind to address school security improvements, including but not limited to secure and lockable classroom doors, areas of safe refuge in classrooms, surveillance, security vestibules, and other structural school security-related improvements that have direct impact on the school facility, students, and school administrators.

2 Background

Established by legislation in calendar year 2018 through the enactment of HB 1783, the SSGP provides grants to local school systems and the Maryland School for the Blind (MSB) to fund school security improvements. Md. Code Ann., Educ. § 5-317 requires the Governor to provide an annual allocation of \$10 million for the program.

On behalf of the Interagency Commission on School Construction (IAC), the Maryland Center for School Safety (MCSS) will allocate the funding for the FY2024 School Safety Grant Program (SSGP). The IAC, in collaboration with the Maryland Center for School Safety (MCSS), developed administrative procedures for the SSGP. Applications and expenditures, as applicable, will be reviewed by both the IAC and MCSS.

3 Allocations

1. There is a minimum allocation of \$200,000 for each Local School System (LSS) and the Maryland School for the Blind (MSB).
2. Funding will be distributed based on the funding distribution schedule noted in [Attachment 1](#).
3. Funds will be used for eligible project requests submitted in accordance with the Notification of Funding Availability (NOFA).
4. The funding distribution for each LSS shall be calculated using two factors: 1) each LSS's proportionate share of the final full-time equivalent enrollment¹ from the previous September 30; and 2) the proportionate share of the total gross square footage. Each of the two factors accounts for fifty-percent of the funding (see [Attachment 1](#)). There is a minimum allocation of \$200,000 for each LSS.
 - a. The full-time equivalent enrollment figure is the total LSS enrollment figure utilized for calculating the Foundation Program for the Major State Aid Programs, as published annually by the Maryland State Department of Education (MSDE) Office of Finance and Administration.
 - i. Enrollment includes SEED School MD students in home school systems.
 - ii. Prekindergarten students are not included in the full-time equivalent enrollment for the MSDE Foundation Program funding.
 - iii. Full-time Equivalent enrollment is defined in Md. Code, Education Article

¹ Note that for the FY 2024 calculations, enrolments were based upon September 30, 2022 official MSDE enrollment counts.

§5-201.

- b. The total square footage is as of July 1 and is obtained from the IAC's Facility Inventory database that was used in Managing for Results (MFR) reporting for the current budget year. The Facility Inventory Database is a database populated by the LSSs and monitored by the IAC staff.
5. State funds provided through the SSGP **do not require matching local funds**. The LSS is required to have local funds available for the payment of cost in excess of the State allocation and ineligible project costs.
6. Unused LSS allocations will revert to the Fund.

4 Application Procedures

A. General Requirements

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

B. Eligible Projects and Expenditures

1. Eligible project expenditures within the SSGP are for new security improvements to public school buildings and sites (see Appendix A).
2. The minimum single project should cost at least \$3,000.
3. A single "project" is defined as:
 - a. A single improvement at an individual school that costs at least \$3,000.
 - b. Multiple security improvements at the same school that collectively cost at least \$10,000.
 - i. Individual components within a project may be less than \$10,000 in value, but the total cost of a project (including both security and non-security related components) must be at least \$10,000 in value.
 - ii. Components must be listed separately in the application, with the estimated value shown.
 - c. Multiple improvements of the same kind at different schools, such as changes of locksets or the installation of cameras, that collectively cost at least \$10,000, unless otherwise approved by the MCSS Executive Director.
 - d. Note: In the application, each school should be listed separately (but with the same priority number), and the amount of the request should be based on specific estimates for each school or the total project request prorated across all schools based on number of requested units (such as locksets or cameras), square footage or some other method.
4. Certain non-security related components or systems that are logically related to the scope of

work (such as replacement of a portion of a ceiling associated with installation of wiring or cameras) may be included in the scope, but the majority of the proposed work must be for security-related improvements.

5. An eligible contract (including design, construction, or other eligible services) for a locally funded project that is approved by the local board of education within 18 months prior to the allocation approval date identified in the schedule (see attachment 2).
6. Unlike typical IAC Capital Improvement Program (CIP) projects, requests may be submitted for security projects:
 - a. In schools that have been built or fully renovated within the last 15 years;
 - b. In which the anticipated life of the system or components is less than 15 years due to anticipated changes in technology;
 - c. For locally owned and State-owned relocatable classrooms, including the movement of relocatable classroom units under certain security-related circumstances; or
 - d. In privately owned (leased) facilities, so long as the requested project is for movable equipment that can be retained by the LSS to be utilized elsewhere in the event of a lease termination.
7. Projects should be for long-term capital facility improvement and include, but are not limited to, the following categories of security projects:
 - a. Access Control Systems: Safety/Security Station, ballistic resistant, window covering, door monitoring system, installation of card access system, metal detectors, wayfinding signage and campus fencing;
 - b. Camera Surveillance Systems: new security systems;
 - c. Door Hardware: proximity card readers;
 - d. Door Improvements: Secure and lockable classroom doors in schools that include door replacement, lockbox for emergency key access, door alarms/sensors, door intercoms and panic buttons;
 - e. Emergency Generator: Emergency generator that provides safety for power outages;
 - f. Interior building modifications: Creation of an area of safe (visual) refuge in classrooms in the school, installation of pass through window, installation of security mirrors, relocation of administrative office, phone and intercom systems;
 - g. Security Communications: Directional signage;
 - h. Site Improvements: Campus lighting and walkway enclosure; and
 - i. Other security and safety projects as identified by the LSS. These projects will be reviewed on a case-by-case basis, based on the description provided, supporting documentation, local board policies, availability of funds, and cost-effectiveness.

C. Ineligible Projects/Expenditures

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

1. To fund any project not eligible under the purpose of the grant;
2. For improvements to property owned by a board of education that is not used by public school students, e.g. garages, central office facilities, staff training quarters, etc., unless it can be demonstrated that improvements outside of a school will improve student safety, with

review and approval by the MCSS Executive Director;

3. For the movement of relocatable classroom buildings, unless it can be shown that the location of the relocatable classrooms impedes security and that other types of security improvements will not correct the situation;
4. For ancillary services associated with security, e.g. post-completion monitoring;
5. For staff training, unless staff training associated with the installation of new electronic security systems;
6. For salaries of local employees;
7. For projects related to behavioral management; or
8. For any contract for an eligible project that is approved by the Local Board of Education more than 18-months prior to the IAC allocation approval date identified in the schedule (Attachment 2)

D. Application Process and Requirements

1. LSSs must submit the MCSS' SSGP application and backup material using the online application form available on the MCSS website. All FY2024 SSGP applications will be reviewed and approved by the MCSS and IAC Grants Management staff.
2. LSSs must provide the following submission materials for projects in each category:
 - a. For security systems or access control systems, supplemental literature that describes the system; the age and maintenance records for the system, where applicable.
 - b. For door lock replacement, supplemental literature that describes the door locking mechanism and fire marshal approval.
 - c. For security vestibules or other floor plan modifications, a floor plan showing the changes.
 - d. Applications are required to include details on the following:
 - i. Statement of need narrative
 - ii. Detailed project description
 - iii. SSGP Project Request Form (template available on the MCSS website)
 - iv. Age of the equipment/system being replaced
 - v. Maintenance records of equipment being replaced, where applicable
 - vi. Other fund source(s), if applicable
 - vii. Supplemental literature (should describe the system(s) being installed)
 - viii. Competitive quotes (optional for pre-award; required for post-award)

E. Project Approval Process

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

1. The project must meet the application submittal requirements.
2. The project schedule should indicate that all work on the project will be completed by the grant end date of **December 31, 2024**. MCSS would allow 45 days after the end of the

grant period to submit final invoices.

3. SSGP applications will be reviewed and processed as they are received. It is anticipated that projects will be reviewed and approved within 30 working days of a complete submission. A grant approval letter will then be issued.
4. MCSS will work with the IAC to obligate the grant funds in the State of Maryland Financial Management Information System (FMIS). Once obligated, a grant number will be assigned. This process may take a few weeks, but once completed, the grantee will receive the Grant Assurance documents requiring signatures for an official grant award.
5. MCSS recommends that the grantee not proceed through executing the project until it has received the grant approval letter and been assigned a grant number. Projects that proceed prior to being assigned a grant number may be eligible for reimbursement, but proceed at their own risk until an approval letter has been received.
6. State funding for proposed projects is limited to the LSS total allocation (see [Attachment 1](#)).

5 Design Review

Projects approved in the SSGP are subject to design development and construction document review (see below) only if any means of egress will be altered. A means of egress is a continuous and unobstructed way of exit travel from any point in a building or structure to a public way and consists of three separate and distinct parts: the way of exit access, the exit, and the way of exit discharge. Door hardware projects may also affect egress and are subject to review. Upon approval, the required Design Review Requirement Level will be reflected in the application review status. The primary point of contact will be notified via email about the status of the Design Review Requirement Level. Depending on the status, further action may be required. Design Review Requirements are as follows for the assigned review level:

- 0 – No review required by IAC or DGS
- 1 – Construction documents required for DGS review
- 2 – Design development documents and construction documents required for DGS review
- 3 – Abbreviated educational specifications and schematic drawings required for IAC review, design development documents and construction documents required for DGS review.

6 Procurement

- A. Procurements shall be in compliance with COMAR 14.39.03 as well as with the State public school procurement law Md. Code, Education Article §5-112 "Bids." The following will apply to SSGP projects, including:
 - i. Projects which cost less than \$50,000 do not require IAC approval of the procurement, and, generally, sealed bids are not required unless local board of education policy or procedures specify a minimum dollar value that requires sealed bids;
 - ii. Projects that cost at least \$50,000 but less than \$100,000 are required to be competitively procured, consistent with Md. Code, Education Article §5-112 "Bids." For projects with a total cost of less than \$100,000, IAC approval of contracts is not required prior to entering into the contract but the award is subject to State review at the time reimbursement is requested;

- iii. Projects that cost \$100,000 or more are required to be competitively procured, consistent with Section §5-112 Bids of the Education Article. IAC approval of the contract award is required prior to reimbursement. A copy of the bid tabulation with a copy of the low bidder's proposal must be submitted for State review and approval of the contract award;
- iv. Competitive procurement requirements;
- v. Minority Business Enterprise requirements; and
- vi. Prevailing wage rates as applicable.

7 Reimbursement/Financial Reporting

- 1. Payment will be made through reimbursement to the school system, at time of project completion. Grantee shall use the MCSS invoice template when submitting reimbursement requests. The form is available on the [MCSS website](#).
- 2. Direct contractor payments will not be made. All payments related to the SSGP grant will be issued directly to the local school system based on the information contained on the IRS Form W-9.

8 General and Special Conditions

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

- A. Grantee shall ensure any expenditure of Grant funds that is not consistent with the purposes of the grant award, or that violates any requirement, procurement, term, or condition of the School Safety Grant program (SSGP), or the Notice of Grant Award agreement, will be disallowed.
- B. Grantee shall ensure all grant project related activities are completed no later than **December 31, 2024**.
- C. Grantee shall ensure that all work performed pursuant to the SSGP and this agreement is completed by contractors and/or staff holding all necessary certifications and licenses.
- D. Grantee shall ensure that any business or non-profit organization operating in Maryland with which Grantee contracts or partners to carry out the purposes of the Grant is registered and in good standing with the Maryland State Department of Assessments and Taxation.
- E. Grantee shall ensure all work performed pursuant to the Grant shall comply with all applicable State, local, and federal laws and regulations.
- F. Grantee shall ensure all equipment acquired using State issued grant funds is protected from theft, loss, and damage. MCSS must be notified if any grant funded equipment is lost, stolen, or damaged.
- G. Awards may be terminated by one or both parties with written notice. If the award is terminated before the end of the funding period, an accounting of the year-to-date expenses must be provided within thirty (30) calendar days after termination.
- H. 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.

- I. 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 unless an extension is granted by MCSS. If no extension is granted, remaining obligations will be the sole responsibility of the recipient.
- J. Any requests for grant realignment or modifications of any kind to any portion of this award must be submitted in writing prior to occurrence and forty-five (45) days prior to the end of the performance period. All realignment requests must be submitted using the MCSS template which can be found on the [MCSS website](#).

To qualify, the online application must be submitted no later than 5:00 p.m. Eastern Time on Friday, September 29, 2023.

Attachment 1: FY 2024 Allocations by County

FY2024 School Safety Grant Program Allocation

LEA	Full Time Equivalent Enrollment as of 9/30/22	Percentage	Total Square Footage as of 7/1/22	Percentage	FY 2024 Allocation
Allegany	7,699.00	0.90%	1,749,398	1.23%	200,000
Anne Arundel	81,911.50	9.60%	13,883,724	9.77%	797,000
Baltimore City	69,639.75	8.16%	16,251,586	11.43%	806,000
Baltimore County	106,795.25	12.52%	16,791,691	11.81%	1,001,000
Calvert	15,011.25	1.76%	2,456,795	1.73%	200,000
Caroline	5,357.00	0.63%	877,773	0.62%	200,000
Carroll	25,323.25	2.97%	4,176,741	2.94%	243,000
Cecil	14,344.00	1.68%	2,242,569	1.58%	200,000
Charles	26,637.75	3.12%	4,233,893	2.98%	251,000
Dorchester	4,212.75	0.49%	970,840	0.68%	200,000
Frederick	45,219.25	5.30%	6,811,025	4.79%	415,000
Garrett	3,294.25	0.39%	741,671	0.52%	200,000
Harford	36,915.75	4.33%	6,054,298	4.26%	353,000
Howard	56,130.75	6.58%	8,250,880	5.81%	510,000
Kent	1,650.00	0.19%	440,226	0.31%	200,000
Montgomery	155,523.00	18.23%	25,147,251	17.69%	1,476,000
Prince George's	124,660.75	14.61%	18,652,099	13.12%	1,141,000
Queen Anne's	7,091.00	0.83%	1,302,658	0.92%	200,000
St. Mary's	16,853.25	1.98%	2,300,101	1.62%	200,000
Somerset	2,561.00	0.30%	671,356	0.47%	200,000
Talbot	4,227.00	0.50%	700,971	0.49%	200,000
Washington	21,193.75	2.48%	3,476,622	2.45%	207,000
Wicomico	14,211.50	1.67%	2,244,318	1.58%	200,000
Worcester	6,330.00	0.74%	1,285,852	0.90%	200,000
MSB	215.00	0.03%	410,302	0.29%	200,000
Total	853,007.75	100.00%	142,124,640	100.00%	10,000,000

Attachment 2: Important Dates

Begin Accepting Applications	August 1, 2023
Application Deadline	September 29, 2023
Award Approval/Denial Letters	Up-to 30-days After Application
Grant Assurances	Up to 30-days after Award Approval Letter
Award End Date	December 31, 2024
Bi-Annual Progress Reports: July to December, 2023 January to June, 2024 July to December, 2024	Due Dates: January 31, 2024 July 31, 2024 January 31, 2025
Final Project Report (FPR)	February 17, 2025

APPENDIX A

IAC SSGP and MCSS Security and Crime Prevention Project Listing

○ - School Safety Grant Program (SSGP): SSGP projects are fixed assets and provide long-term facility improvements that generally excludes items with short median lives (less than 15 years) and operational expenses.

● - Other Maryland Center for School Safety Grant Programs: Projects that are related to school safety, training, staffing, behavioral modification related, and those items that are NOT integral to the physical facility.

Project Scope	9 - Basic Categories								
	Access Control Systems	Camera Surveillance System	Door Hardware & Improvements	Emergency Generator	Interior Renovations	Security Communications	Site Improvements	Visitor Management Systems	Other School Safety
Behavior programs/training/materials									●
Bi-directional Amplifiers (BDA)					○	○●			
Buzzer	○								
Cameras added to existing systems		○							
Card Swipe/Student ID/check-in Kiosk								●	
Cellular Enhancement Systems						●			
Create area of safe refuge					○				
Directional signage (Safety related)						●			
Distributed Antenna System (DAS)						●			
Door hardware/locks/frames/security screens/Lock Box			○						
Emergency generator that provides safety for power outages				○					
Emergency response panic buttons/systems (Hardwired)	○								
Enclose walkways							○		
Exterior/site lighting							○		

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Fencing							○		
Intercom systems	○								
Interior building modifications related to					○				
Metal detectors	○								
Mobile radios -administrative/ emergency						○●			
Network/Wi-Fi enhancements to improve safety communications						●			
New security doors			○						
New security systems		○							
Open Space classroom enclosures and adjacent hallways					○				
Proximity card readers			○						
Safety Assessments									●
Secure vestibules to limit visitor access					○				
Security Gates							○		

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Project Scope	9 - Basic Categories								
	Access Control Systems	Camera Surveillance System	Door Hardware & Improvements	Emergency Generator	Interior Renovations	Security Communications	Site Improvements	Visitor Management Systems	Other School Safety
Security System Software/license/subscriptions/ renewals		●				●		●	
Staffing- SRO- School Safety Specialists									●
Systems to control access to entrances	○								
Technical Assistance									●
Visitor management systems								●	
Repairs as a result of vandalism/graffiti							○		
School Culture training/information						●			●
Threat reporting systems						●			●
Concentric rings of protection/layers to points of entry					○		○		
Improvements to visual transparency					○		○		