

## Fiscal Year 2025 SRO Adequate Coverage Grant

### Notice of Funding Availability (NOFA) Application Guidance Document

**Online Submission Deadline: July 31, 2024**

#### 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](https://schoolsafety.maryland.gov)

Wes Moore, Governor  
Aruna Miller, Lt. Governor  
Dr. Carey M. Wright, State Superintendent of Schools  
Kate Bryan, Executive Director, MCSS

**NOTE: MCSS will begin accepting applications for the FY2025 SRO Adequate Coverage Grant on June 3, 2024 on the MCSS website:**  
[schoolsafety.maryland.gov](https://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 2025.

**Eligibility:** The following entities are eligible to apply for the FY2025 SRO Adequate Coverage Grant. This includes officers hired to provide Adequate Coverage at the local school systems.

- Maryland Local School Systems
- Maryland Law Enforcement agencies (LE)<sup>1</sup>

**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. Local school systems may use the SRO Grant funds for School Security Employees<sup>2</sup>.

#### Important Updates for the FY2025 SRO Grant

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<sup>1</sup> LE agencies must coordinate with LSS if applying directly to avoid duplicate applications.

<sup>2</sup> Maryland General Assembly [Senate Bill 1077 §7-1508h](#).

In addition to the requirements outlined in this Notification of Funding Availability (NOFA), the information below highlights important updates to the FY2025 SRO Adequate Coverage Grant.

- a) Local School Systems may now elect to use all or part of their FY2025 allocation for their School Security Employees<sup>3</sup>.
- b) The FY2025 allocation amount *per school is \$7,018*.
  - i. Allowance for equipment – not to exceed **two (2) percent** of allocated amount per school; i.e. \$140.36 per school.
  - ii. Allowance for training – not to exceed **five (5) percent** of allocated amount per school; i.e. \$350.90 per school.
- c) Application Requirements
  - i. An online application form with the following support documents are required for an application to be considered “complete”:
    - Detailed Project Description - *not more than 2-pages. Required*
    - Detailed Budget Narrative<sup>4</sup> – *not more than 1-page. Required*
    - Itemized Budget / Spend Plan – **Required**. Template provided on the MCSS website
    - Fully executed Memorandum of Understanding (MOU) – **Required**
    - IRS Form W-9. **Required**
    - School Security Employee (SSE) internal Job Description<sup>5</sup> - **Required, if applicable**
    - Training proposals – optional
    - Quote(s) for equipment - optional

### **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](#).

**To qualify, the online application must be submitted no later than 5:00 p.m. Eastern Time on Wednesday, July 31, 2024.**

For further assistance, please contact the MCSS Grants Unit at [mcss.mcss@maryland.gov](mailto:mcss.mcss@maryland.gov)

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<sup>3</sup> Maryland General Assembly [Senate Bill 1077 §7-1508h](#).

<sup>4</sup> Includes the salary breakdown of the number of SRO and SSE positions that will be supported with the grant funds with the list of schools that will be covered; or the amount of overtime wages expected to be paid with an approximate hourly rate per officer with the list of schools that will be covered.

<sup>5</sup> This includes the SSE job announcement, position description, duties and responsibilities or other relevant internal document that highlights the responsibilities of the SSE.

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## **SRO ADEQUATE COVERAGE 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. The Governor has appropriated \$10 million in fiscal year 2025 for the School Resource Officer Adequate Coverage grant to be issued to local school systems and local law enforcement agencies in the areas enumerated under [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 FY2025 School Resource Officer Adequate Coverage Grant prior to award approval. The Subcabinet and MCSS reserve the right to request additional information from applicants to supplement the initial requests.

### **SRO vs. SSE - DEFINITION**

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](#).

A School Security Employee on the other hand is an individual who is not a *school resource officer*; and is employed by a local school system to provide safety and security-related services at a public school<sup>6</sup>.

SROs and SSEs are required to complete the Maryland Center for School Safety model SRO Academy curriculum or an approved local training, as required under [MD. Code Ann. Education Art. §7-1508](#). Refer to [COMAR 14.40.04.03](#) for the specific training requirement.

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<sup>6</sup> [Md. Code Ann., Education Art. §7-1501k. COMAR 14.40.04.03](#)

## PURPOSE OF THE GRANT

The purpose of the SRO Adequate Coverage 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 and SSEs or overtime wages for officers 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 Adequate Coverage 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 FY2025 SRO Adequate Coverage Grant.

## IMPORTANT DATES

Begin Accepting Applications	June 3, 2024
Deadline to Apply	July 31, 2024
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, 2024
Award End Date	June 30, 2025
<b>Quarterly Progress Reports:</b> Quarter 1 – July 1, 2024 to September 30, 2024 Quarter 2 – October 1, 2024 to December 31, 2024 Quarter 3 – January 1, 2025 to March 31, 2025 Quarter 4 – April 1, 2025 to June 30, 2025	<b>Due Dates:</b> October 31, 2024 January 31, 2025 April 30, 2025 July 31, 2025
Final Project Report	August 15, 2025

## APPLICATION REQUIREMENTS

In order for Grant applications to be considered for approval, applicants shall submit a complete application to MCSS and shall fully comply with all application requirements. An application is considered to be “complete” if it includes the following:

1. The online [Application Form](#)
2. A detailed project description – - *not more than 2-pages. **Required***
3. A detailed budget narrative<sup>7</sup> – *not more than 1-page. **Required***
4. A signed *Itemized Budget/Spend plan* – template provided. **Required.**
5. A fully executed Memorandum of Understanding (MOU). **Required.**
6. A copy of IRS Form W9. **Required**
7. A copy of the School Security Employee Internal Job Description<sup>8</sup>. **Required, if applicable**
8. Training proposal(s) – *optional*
9. Quote(s) for equipment – *optional*

### 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. If all or part of the funding will be used for SSEs, the project description shall include the total number of SSEs and a summary of their roles and responsibilities or job descriptions.

### B. Detailed Budget Narrative

The budget narrative for the SRO Adequate Coverage grant 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, i.e., SROs or SSEs and fringe benefits; describing each budget item under salary information (including hourly rate and total salary, where applicable); and the basis for the amount requested. The budget narrative shall also include a sustainability plan for the grant funded positions if the SRO Adequate Coverage Grant were no longer available in future years.

In addition to the budget narrative, Grantee shall provide an itemized budget/spend plan<sup>9</sup> description for ***each*** SRO/SSE 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. Use the provided template on the [MCSS website](#).

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<sup>7</sup> Includes the salary breakdown of the number of SRO and SSE positions that will be supported with the grant funds and the list of schools that will be covered; or the amount of overtime wages expected to be paid with an approximate hourly rate per officer and the list of schools that will be covered.

<sup>8</sup> This includes the SSE job announcement, position description, duties and responsibilities or other relevant internal document that highlights the responsibilities of the SSE.

<sup>9</sup> Itemized budget template is available on the MCSS website.

### 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.

## 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 FY2025 SRO Adequate Coverage Grant is from **July 1, 2024 (start date) to June 30, 2025 (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 FY2025 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 Adequate Coverage grant may supplement existing State and local funds for program activities but shall not replace (supplant) those funds that have been appropriated for the same purpose.***

## INDIRECT COSTS<sup>10</sup>

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.***

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<sup>10</sup> [Indirect Costs](#)

## 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 Benefits for SROs or SSEs<sup>11</sup>
- Overtime Salaries for Adequate Coverage
- Equipment<sup>12</sup>

## ALLOWABLE AND UNALLOWABLE EXPENSES

### A. Allowable Expenses

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. Overtime wages
- c. Training costs – not to exceed **five (5) percent** of allocated amount per school; that is, \$350.90 per school facility can be allocated to training.

Examples of acceptable training programs for SROs and SSEs include but is not limited to:

- MCSS SRO Academy
  - NASRO<sup>13</sup> Basic SRO Course
  - NASRO Advance SRO Course
  - Adolescent Mental Health Training for SROs
  - SRO Supervisors and Management
  - Crime Prevention Through Environmental Design
  - Youth Mental Health First Aid
  - Homeland Security Exercise Evaluation Program (HSEEP)
- \*MCSS will consider conference registration expenses related to specific SRO training.
- d. Equipment – not to exceed **two percent** of allocated amount per school; that is, \$140.36 per school facility may be allocated to equipment.

### B. Unallowable Expenses

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

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<sup>11</sup> Assigned SROs.

<sup>12</sup> Amount not to exceed two percent of allocated amount per school.

<sup>13</sup> <https://www.nasro.org/training/training-courses/>



## 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 FY2025 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 2023 Annual SRO Adequate Coverage report](#).

**Each local school system is allocated \$7,018 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.

## 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.<sup>14</sup> 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, 2024**, and each August 1<sup>st</sup> thereafter, each local school system shall complete the [Incidents of Force Report](#)<sup>15</sup> and submit to MCSS any incidents of force 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, 2024**, and each August 1<sup>st</sup> thereafter, each local law enforcement agency shall complete the [Incidents of Force Report](#)<sup>16</sup> and submit to MCSS any incidents of force between their SROs and a student while the SRO is carrying out the employee's duties.
- c. On or before **September 1, 2024**, each local school system shall file the [SRO Adequate Coverage 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.

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<sup>14</sup> Visit the [MCSS website](#) for more information on the Safe Schools Fund grant

<sup>15</sup> Local law enforcement agencies will submit reports of incidents of force between an SRO and a student.

<sup>16</sup> Local school systems will submit reports of incidents of force between a school security employee and a student.

## 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 incompliant for missing or late reports.

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

## 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. SRO Hours Tracking sheet – template provided. Fill out the required fields including 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.

- d. Payroll report supporting salary or overtime wages related to SRO or adequate coverage.
3. Local Education Agency grantees requesting reimbursement for SRO, SSE or Adequate Coverage shall include the following support with their request(s):
    - a. MCSS invoice template (filled out).
    - b. SRO Hours Tracking sheet – template provided. Fill out the required fields including 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.
    - c. Copies of (signed) timesheets showing supervisor approval for overtime pay for adequate coverage.
    - d. A copy of the invoice from the law enforcement agency billing the local education agency for 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 SRO or adequate coverage services.
    - f. SSE Timesheet Report, if applicable - Timesheet report from timekeeping application used by the school system for SSEs and payroll report showing SSE salary.

\*Invoices will not be reimbursed if quarterly and final reports have not been submitted or if any of the relevant reimbursement support is missing.

## **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
- E. A copy of the School Security Employee Internal Job Description, if applicable

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) 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 SRO Adequate Coverage Grant or the Notice of Grant Award agreement will be disallowed.
- B.** All grant related activities must be completed by no later than **June 30, 2025**.
- C.** The online SRO Adequate Coverage Grant application must be submitted prior to the application deadline of July 31, 2024 and must contain all the required information.
- D.** 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.

- E. 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.
- F. 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.
- G. 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.

- 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 of June 30, 2025.
- I. Reimbursement **is only** for work completed during the grant performance period.
- J. 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.
- K. 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."*

- L. 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.
- M. 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.

- N.** Grantee shall promptly report any credible evidence of fraud, waste, abuse and similar misconduct with grant funding to the MCSS.
- O.** All correspondences should be directed to [mcss.mcss@maryland.gov](mailto:mcss.mcss@maryland.gov).

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**APPENDIX 1**

Jurisdiction	No. of Schools*	Max. Allocation Per Jurisdiction
Allegany County	22	\$154,386
Anne Arundel County	125	\$877,193
Baltimore City	160	\$1,122,807
Baltimore County	176	\$1,235,088
Calvert County	25	\$175,439
Caroline County	10	\$70,175
Carroll County	44	\$308,772
Cecil County	30	\$210,526
Charles County	39	\$273,684
Dorchester County	13	\$91,228
Frederick County	69	\$484,211
Garrett County	12	\$84,211
Harford County	54	\$378,947
Howard County	78	\$547,368
Kent County	5	\$35,088
Montgomery County	210	\$1,473,684
Prince George's County	208	\$1,459,649
Queen Anne's County	14	\$98,246
Somerset County	9	\$63,158
St. Mary's County	28	\$196,491
Talbot County	9	\$63,158
Washington County	45	\$315,789
Wicomico County	26	\$182,456
Worcester County	14	\$98,246
<b>Total</b>	<b>1,425</b>	<b>10,000,000</b>

[\\*MCSS 2023 SRO Adequate Coverage Report](#)