

# **2018 Annual Report of the Maryland Center for School Safety**

Submitted by the School Safety Subcabinet  
December 17, 2018

# Table of Contents

Highlights.....	.....
Section 1. Activities of the Center .....	.....
A. School Safety Subcabinet and Advisory Board.....	.....
B. Staffing.....	.....
C. Stakeholder Engagement .....	.....
D. School Resource Officer Guidelines .....	.....
E. Development of Communications Plan .....	.....
F. Mental Health Services and School Safety Coordinators .....	.....
G. Behavioral Threat Assessment Teams and Model Policy .....	.....
H. Grants.....	.....
I. Development of Statewide School Safety Tip Line.....	.....
J. Weekly School Safety Calls.....	.....
K. Conferences .....	.....
L. Partnerships/Presentations/Drills .....	.....
Section 2. Status and Effectiveness of the Center.....	.....
Section 3. Data Collected by the Center .....	.....
A. School Resource Officer Data .....	.....
B. School Safety Evaluation Data .....	.....
Section 4. Subcabinet School and Student Safety Recommendations.....	.....
Appendix A. –List of School Safety and Mental Health Coordinators by Jurisdiction.....	.....
Appendix B. –Safe Schools Fund Grant NOFA and General Conditions .....	.....
Appendix C. –Hate Crimes Grant NOFA and General Conditions .....	.....
Appendix D. –Safe Schools Maryland Tip Line Data: Tip Summary Report .....	.....
Appendix E. –School Resource Officer Data Analysis .....	.....

## Highlights

The Subcabinet is pleased to report on the significant progress made by the Center over the past year.

- ❖ In an effort to fully staff the Center, it has posted positions for new 13 PINs, of which five have been filled, and the Center has interviewed for a number of the remaining positions.
- ❖ The Center has developed a comprehensive school resource officer (SRO) and security staff training curriculum, which has been approved by the Maryland Police Training and Standards Commission.
- ❖ Data has been collected from local school systems detailing their school resource officer (SRO) or adequate law enforcement coverage in every high school in the specified jurisdiction. The Center submitted the required report detailing that data to the Governor and General Assembly.
- ❖ As of September 1, 2018, mental health services and school safety coordinators have been identified in all 24 local school systems.
- ❖ A model policy for the establishment of local behavioral threat assessment teams has been submitted to and approved by the Subcabinet.
- ❖ All 24 local school systems, members of law enforcement, and nonpublic and private school partners participate in a weekly school safety call in order to exchange information and share issues or practices that could also affect other schools and communities.
- ❖ The Subcabinet approved the allocation distribution for the \$10.6 million of grant funding available in the Safe Schools Fund to each jurisdiction based on enrollment and a \$200,000 base allocation. The Subcabinet also approved the Notice of Funding Availability (NOFA) for this allocation.
- ❖ The Center submitted a report to the Senate Budget and Taxation Committee and the House Appropriations Committee on the proposed uses of the additional resources identified in the Supplemental Budget No. 1 of the Fiscal Year 2019 operating budget.
- ❖ The Subcabinet approved the Notice of Funding Availability (NOFA) for the \$1 million allocated in Senate Bill 1265 for the Hate Crimes Grant Program for Schools and Child Care Centers.
- ❖ The Center, in conjunction with Maryland Emergency Management Agency (MEMA) and the Maryland State Department of Education (MSDE), have developed reporting protocols and implemented the statewide school safety tip line, Safe Schools Maryland.

## **Section 1. Activities of the Center**

### **A. School Safety Subcabinet and Advisory Board**

The Maryland Safe to Learn Act of 2018 (Senate Bill 1265) was signed into law by Governor Hogan on April 10, 2018, and it significantly altered and expanded the role of the Maryland Center for School Safety. The legislation established the School Safety Subcabinet, and School Safety Advisory Board. The Subcabinet serves as the regulatory authority and as the governing board of the Center, and its members are identified in statute. Each member may have a designee to represent them in their absence. Dr. Karen B. Salmon, State Superintendent of Schools currently serves as the Chair of the Subcabinet. Other members include:

Colonel William M. Pallozzi, Secretary of State Police  
Brian E. Frosh, Attorney General of Maryland  
Robert R. Neall, Secretary of Health  
Carol A. Beatty, Secretary of Disabilities  
Robert A. Gorrell, Executive Director of the Interagency Commission on School Construction.

The Advisory Board serves as counsel to the Subcabinet, and is chaired by Dr. George Arlotto, Superintendent of Anne Arundel County Public Schools. The Chair is selected from the Advisory Board membership by the Governor. There are 23 total members of the Advisory Board that represent a number of agencies and stakeholder groups, and they are as follows:

Katherine Klausmeier, Maryland State Senate  
Eric Ebersole, Maryland House of Delegates  
Karin Bailey, Maryland Association of Boards of Education  
Dr. Kellie Anderson, School Psychologist, LCSW  
Pamela Gaddy, Maryland State Education Association  
James T. Bell, Parent of a Public School Student  
Lourdes Padilla, Department of Human Services  
Sam Abed, Department of Juvenile Services  
Jon Carrier, Maryland Association of School Resource Officers  
Sheriff Scott Adams, Maryland Sheriffs' Association  
Chief Tim Altomare, Maryland Chiefs of Police Association  
Laurel Moody, Maryland Institute for Emergency Medical Services Systems  
David Engel, Maryland Coordination and Analysis Center  
Rachael Faulkner, Maryland Assembly on School-Based Health Care  
Lucas Tarbell, Maryland Association of Student Councils  
Dr. Sharon A. Hoover, Center for School Mental Health  
Megan Berger, Disability Rights Maryland  
Dr. Chanta' M. Booker, School Principal  
Captain Patrick D. Herring, Parent of a Child with Disabilities  
Thomas E. Alban, Representative of a Non-Public School  
Manfred Reek, Representative of School Bus Drivers

The Center previously was an independent unit under the Maryland State Police, but as a result of the Safe to Learn Act is now housed as an independent unit under the auspices of the Maryland State Department of Education (MSDE), and staffs both the Subcabinet and the Advisory Board.

## **B. Staffing**

The Center was allocated \$2.5 million in the Fiscal Year 2019 Supplemental Budget No. 1 in additional funding and 13 new positions to bring it to adequate staffing levels. The position descriptions and responsibilities for those new positions were developed and released to the public. The original staffing of the Center prior to July 1, 2018 consisted of the Executive Director, a Training and Planning Administrator, and a half-time Assistant Attorney General. Subsequent to the passage of the Safe to Learn Act of 2018, the Deputy Director position and a full-time Assistant Attorney General position were filled.

The Center has filled three of the other new positions: School Safety Analyst, Communications and Media Specialist, and the Prevention and Intervention Training Administrator role. The remaining positions include: Executive Assistant, Fiscal and Policy Analyst, Research and Policy Analyst, Certification and Evaluation Training Administrator, two School Safety and Emergency Preparedness Specialists, and two School Prevention and Intervention Specialists. In order to provide enhanced customer service, the Training and Prevention/Intervention Administrators as well as the four Safety, Prevention/Intervention Specialists will be assigned regions within the State and will be supervised by the Deputy Director.

Interviews have been conducted by the Center for each of the remaining positions, except for the Fiscal and Policy Analyst and the Research and Policy Analyst. The position descriptions and duties for those roles are being re-evaluated by the Center. Recommendations have been made regarding candidates for the Executive Assistant and Certification and Evaluation Training Administrator positions.

With the imminent departure of Executive Director Edward A. Clarke, the Subcabinet is currently considering applications for the appointment of a new Executive Director. It is anticipated that the position will be filled before the end of the year.

## **C. Stakeholder Engagement**

The Center collaborates and works with all local school systems, nonpublic and private schools, law enforcement agencies, state and local government entities, community organizations, parents, and other stakeholders to provide a comprehensive and coordinated approach to school safety. This includes coordinating effective communication between all parties through weekly conference calls and meetings with the Governor's office and local school systems, the dissemination of information on best practices, providing training and technical assistance, and gathering meaningful data on school safety issues.

Additionally, the Center serves as a resource for information regarding school safety, and a best practices clearinghouse for stakeholders of up-to-date, research-based, and data-driven

information on effective strategies for creating and maintaining safe schools as well as violence prevention.

## **D. School Resource Officer Guidelines**

One of the charges of the Safe to Learn Act was for the Center to collaborate with local school systems and law enforcement to develop guidelines for identifying the appropriate number and assignment of school resource officers, including supplemental law enforcement coverage provided by local agencies.

A stakeholder group consisting of local law enforcement leaders, school safety coordinators, school administrators, Center and MSDE staff, and other participants convened on November 8, 2018 at the Cornerstone Christian Academy in Bowie to begin the development of these guidelines. The guidelines developed in a collaborative effort with local jurisdictions have been adopted by the Center, as of December 15, 2018.

## **E. Development of Communications Plan**

With the Center transitioning to being an independent unit under the Maryland State Department of Education, leadership at the Center made the decision to move from the Maryland Coordination Analysis Center (MCAC) IT platform to the Maryland Department of Information Technology (DoIT) statewide platform due to regional personnel being hired. In addition, as part of its plan to fill necessary staffing positions, the Center hired a Communications and Media Specialist.

The individual has filled this position since October 2018, and has completed the following:

- Continued promotion of the Safe Schools Maryland Tip Line in coordination with MEMA.
- Created social media content and developed a press release for School Safety Week, and worked in conjunction with the Governor's office on the declaration of School Safety Week.
- Working alongside DoIT to reengineer and revamp the current website.
- Performing research on best practices from school safety websites in other jurisdictions around the country.
- Testing and ensuring the accessibility of the new website, and social media currently being used by the Center.

Illustrated below is the Center's six-month communications plan, and it includes the following:

### **Website Review**

The Center is working with DoIT to revamp and reengineer the website. The Center staff is also reviewing and updating current content to provide the most recent and accurate best practices for school safety. A tentative rollout of the new website is set for review in January 2019.

### **Granicus**

MCSS is moving to a platform called Granicus for increasing effective engagement with stakeholders and media. Granicus is a messaging platform that can be utilized within the Google mail system to make communications with stakeholders easier and allow faster messaging to internal and external State media partners.

### **Social Media**

The Center plans to focus on increasing its social media presence, including enhancing current use of existing Twitter, Facebook, and Instagram accounts. Plans are also being developed to add LinkedIn and YouTube accounts to the Center's social media footprint.

Currently, the Center's messaging focus on social media has been school and student safety action items distributed through press releases and trainings. In the future, the Center will add additional focus to prevention and intervention strategies, and transportation safety practices, that can be communicated through multiple social media platforms.

### **Media Guidelines and Policies**

The Center is developing policies and guidelines surrounding the use of social media and traditional media currently used and issued by the Center.

### **Safe Schools Maryland Tip Line**

The Center is continuing to work with MEMA, MSDE, nonpublic and private schools, and local school systems in the development of a marketing plan for promotion of the tip line and other Center campaigns.

### **Video and Other Multimedia**

The Center will be acquiring hardware and software equipment to enhance the Center's work in messaging through videos and images posted on the website and on social media accounts to illustrate the work being done by the Center and provide safety messages to the public.

## **F. Mental Health and School Safety Coordinators**

As a mandate of the Safe to Learn Act, each local school system was required to identify both a mental health services coordinator and a school safety coordinator in every jurisdiction by September 1, 2018. These individuals are responsible for coordinating effective responses to issues of mental and behavioral health, as well as threats to the safety of the school.

Attached in Appendix A are the lists of school safety coordinators and mental health services coordinators by jurisdiction.

## **G. Behavioral Threat Assessment Teams and Model Policy**

The Safe to Learn Act required the Subcabinet to adopt a model policy for the establishment of a behavioral threat assessment team by September 1, 2018. Each jurisdiction is required to subsequently adopt a model policy locally by September 1, 2019. The model policy was developed in a collaborative effort between the Center, staff at the Maryland Department of Health (MDH) and MSDE, and the Governor's office to synthesize best practices or standards of practices in behavioral threat assessment and management in school settings.

The model policy provides guidelines for establishing these teams in local jurisdictions and identifies procedures for the assessment of and intervention with students, staff, educators, parents, contractors, and non-affiliated individuals on school property whose behavior poses a threat to the safety of the school community.

In addition, the Maryland Department of Health developed the statutorily required gap analysis on behavioral and mental health services in school statewide.

## **H. Grants**

Listed below are the grant awards and grant opportunities available to the Center and local jurisdictions that have been identified from the Safe to Learn Act and other sources.

### *1. Safe Schools Fund Grant*

The Safe to Learn Act established the Safe Schools Fund Grant, and allocated \$10.6 million to be distributed to local school systems for the enhancement of school safety. The Subcabinet approved an allocation formula that provides a maximum allocation to each jurisdiction based on a combined figure from a \$200,000 base allocation and subsequent enrollment in each school system. The Center released the Notice of Funding Availability, and local school systems can apply for grants under a number of categories from expanding behavioral health and wraparound services to upgrading physical school security systems.

Attached in Appendix B are the application materials, and the formula breakdown of maximum funding that is available for each jurisdiction.

### *2. Schools and Child Care Centers at Risk of Hate Crimes or Attacks Grant Program*

The purpose of this grant fund is to provide grants to public, non-public, and private schools and child care centers determined to be at risk of hate crimes to enhance school safety. The

Center administers the grant funds and determines awards which are approved by the Subcabinet. This program includes up to \$1 million in grant funds for applicants determined to be at risk of hate crimes. For purposes of this program, hate crimes are defined as set forth in § 10-305 of the Criminal Law Article of the Annotated Code of Maryland. Each individual application will be considered by the Center and the Subcabinet.

Attached in Appendix C are the general conditions and application materials for the Hate Crimes Grant.

### *3. School Safety Evaluation Grant*

The Safe to Learn Act allocated \$2.5 million to be distributed to local school systems to aid in conducting the required school safety assessments. The draft formula for the distribution of these funds has been developed based on the total allocation divided by the number of schools in the State, and is awaiting approval by the Subcabinet.

### *4. The U.S. Department of Justice Bureau of Justice Assistance Grant*

The U.S. Department of Justice Bureau of Justice Assistance Grant of \$1 million over a period of three years awarded to the Maryland State Department of Education allows MSDE to implement the Maryland Behavior Threat Assessment Model and Mental Health Training and Intervention Support Initiative. The grant, one of just six awards granted to states with populations greater than five million, is designed to supplement violence prevention efforts. The program will help fulfill legislative mandates established by the Maryland Safe to Learn Act of 2018.

### *5. Grants to State Education Agencies for Emergency Management Programs*

MSDE received a 5-year, \$2.6 million grant to implement the Maryland School Emergency Preparedness Program, which involves a collaborative partnership between MSDE, local school systems, the Maryland Emergency Management Agency (MEMA), and local emergency managers. This program will provide training and assistance to local systems in developing and implementing school emergency operations plans, developing or improving their links with community partners in school safety, and strengthen other aspects of emergency management.

### *6. U.S. Department of Justice Bureau of Justice Assistance STOP School Violence Threat Assessment and Technology Reporting Program Grant*

The Maryland Emergency Management Agency, Maryland Center for School Safety and Governor's Office on Crime Control and Prevention (GOCCP) collaborated on a U.S. Department of Justice Bureau of Justice Assistance STOP School Violence Threat Assessment and Technology Reporting Program grant to enhance the operation of the Safe School Maryland Tip Line. A \$200,000 grant award was made to GOCCP for this purpose.

## **I. Development of Statewide Crisis Tip Line**

On October 3, 2018, Governor Hogan announced the official launch of the statewide crisis tip line, Safe Schools Maryland. The tip line is designed to streamline reporting of possible threats to students and school facilities, and to be quickly handled by the appropriate school safety personnel and law enforcement agency in each local jurisdiction to determine the validity and severity of the tip.

The Center has worked collaboratively with partners at MEMA, MSDE, and the Governor's office to create and maintain the tip line and to continue effectively informing the public of its existence. MEMA was tasked as the lead agency to work on the establishment of the tip line alongside the Center other agencies.

This resource serves as a tool for communication between school communities, school safety personnel, and law enforcement. Students, family members, parents, teachers, administrators, and other community members can anonymously report information to Safe Schools Maryland via a mobile app available for download through the Apple App Store or Google Play, online at [www.SafeSchoolsMD.org](http://www.SafeSchoolsMD.org), or by calling 1-833-MD-B-SAFE (1-833-632-7233). Trained MEMA technicians will respond to reports 24 hours a day, seven days a week, 365 days a year.

Attached in Appendix D is a tip summary report that outlines the frequency and types of tips that have been received from the launch of the tip line on October 3, 2018 through December 1, 2018.

## **J. Weekly School Safety Calls**

The Center conducts a statewide weekly school safety call with partners from around the State and country, including school safety representatives from all of the 24 local school systems in Maryland, representatives of nonpublic and private schools, members of law enforcement, staff at MSDE, and others. This call allows the Center to effectively communicate with all school safety stakeholders throughout the State. It also allows partnerships to flourish between different school systems, and establish an understanding of the issues that could potentially affect multiple jurisdictions and multiple stakeholders.

These weekly school safety calls are a national best practice. This invaluable development of relationships and exchange of information where issues and happenings occurring in every area of the State from multiple perspectives are shared is critical to the collective school safety effort in Maryland.

## **K. Conferences**

On August 13-14, 2018, The Center held its 5<sup>th</sup> annual School Safety Conference in Annapolis, Maryland.

Throughout this two-day conference, a number of presentations and trainings took place. The attendees were given an overview of the Safe to Learn Act of 2018 and its implications. Case studies were shared with the conference attendees on the tragedy at Great Mills High School, and the averted crisis at Catocin High School.

School bus operator emergency training and interactive overviews of federal hate crimes statutes and emergency planning for after-school activities were provided.

There was also a roundtable discussion on the role of media, school safety personnel, and law enforcement in a critical school safety incident, alongside a presentation on childhood trauma and support of our students.

## **L. Partnerships/Presentations/Drills**

### **Bowie State University**

The Maryland Center for School Safety has partnered with Bowie State University to establish a satellite office at the University as required by the Maryland Safe to Learn Act of 2018. The partnership is in the early stages and has great opportunity for growth in multiple areas of school safety.

### **Maryland Active Assailant Interdisciplinary Work Group's (AAIWG) Meetings**

Center staff are members of the AAIWG and regularly participate in scheduled meetings.

### **National School Safety Monthly Conference Calls**

Center staff participate in national school safety monthly conference calls to share information on Maryland's school safety efforts and to glean critical knowledge of school safety measures across the country.

### **Issuance of School Safety/Emergency Preparedness Situational Awareness Bulletins**

Center staff issues bulletins to members of the Maryland School Safety Network regarding critical school and community safety incidents at the national, state, and local level.

### **Maryland Association of Boards of Education (MABE) School Safety Meetings**

Center staff regularly participate in these school safety meetings.

### **Public School Superintendents' Association of Maryland (PSSAM) Meetings**

The Center's Executive Director and Deputy Director have attended numerous meetings to provide school safety and emergency preparedness briefings to the Local School System Superintendents.

**School Safety Subcabinet and Advisory Board Meetings:**

Center staff have coordinated the meetings for both bodies and provided updates on Center activities and matters.

**The Center has provided the following trainings and presentations across the State:**

*Gang Awareness Presentation: February 15, 2018, St. Mary's County, Maryland;*

A gang awareness presentation for parents, students, law enforcement at an evening community meeting sponsored by the St. Mary's County Public Schools and St. Mary's County Sheriff's Office in collaboration with the Maryland Center for School Safety. The presenter was Sergeant Edward Wilcher, Montgomery County Police.

*Recovering the School Community from a Crisis: March 13, 2018 Worcester County, Maryland, March 14, 2018 Carroll County, Maryland, March 15, 2018 Prince George's County, Maryland;*

Presented by Ms. Michele Gay, Co-Founder of Safe and Sound Schools, Ms. Lisa Hamp, Virginia Tech survivor, Dr. C.J. Huff, Former Superintendent of the Joplin, Missouri Schools, Ms. Kiki Leyba, Columbine teacher and survivor, Dr. Melissa Reeves, Past President of the National Association of School Psychologists, and Mr. John MacDonald, Director of Safety/Security Jefferson County Schools, Colorado.

*ALICE (Alert, Lockdown, Inform, Counter, Evacuate) Training: April 9-10, 2018 Baltimore City, Maryland*

The Center provided ALICE "train the trainer" training to stakeholders throughout the State to give them the ability to teach the ALICE program in their home jurisdictions.

*Behavioral Threat Assessment Team Training: April 18-19, 2018, Annapolis, Maryland;*

The Center provided this training to future members of local school system behavioral threat assessment teams in accordance with the requirements outlined by the Safe to Learn Act of 2018. A second training session was held in Montgomery County at a later date.

*2018 Maryland School Safety Summit: April 19, 2018, Annapolis, Maryland;*

Presentations at the summit were given by: The Landscape of School Shootings by Mr. William Modzeleski, Confidential Briefing of the Great Mills Incident by St. Mary's County Representatives, School Safety legislative update and planning by Sergeant Travis Nelson and Mr. Randy Linthicum, Fire/Life Safety Code Update by Brian Geraci, State Fire Marshall and Facilitated Breakout Sessions on Active Shooter discussions, Emergency preparedness and Social media threats along with Recovery and Training needs.

**Note:** May 2, 2018; Training was originally scheduled for the St. Mary's County Public Schools community with a presentation from Michele Gay, a parent of a student lost at Sandy Hook Elementary, on a parent's perspective. However, this presentation was canceled due to the March 20, 2018 incident that occurred at Great Mills High School.

*Presentation on the Aftermath at Columbine High School, Mr. Frank DeAngelis: May 15, 2018 Queen Anne's County, Maryland, May 16, 2018 Frederick County, Maryland, May 17, 2018 Prince George's County, Maryland.*

Mr. Frank DeAngelis, retired Principal from Columbine High School in Colorado presented on the aftermath of the Columbine High School attack and the continued recovery to date.

### **Other Partnerships and Trainings**

*Stop the Bleed Training, January 9, 2018, Oakland, MD.*

The Center partnered with Alleghany County emergency medical services and emergency management personnel to provide Stop the Bleed training to school administrators.

*The Briefings: Preventing and Surviving the Unimaginable, April 11, 2018, Alexandria, Virginia.*

The Center co-sponsored with the Virginia School and Campus Safety Center and the Koshka Foundation to provide the following training and presentations in Alexandria, Virginia:

- Interstate Resource Sharing by the Executive Directors of MCSS and VCSCS
- Looking Back Perspectives from School Administrators and Law Enforcement-Catoctin High School
- Emergency Planning
- Keynote presentation by Kristina Anderson, VA. Tech Survivor.

*U.S. Department of Education Federal Commission on School Safety Public Listening Session, June 6, 2018, Washington, D.C.*

The Center's Executive Director presented testimony to the Commission regarding key elements of school safety and emergency preparedness and how the federal government could assist states and local schools to enhance school safety across the country.

*National Governor's Association School Safety Training, June 21, 2018, Maryland State House, Annapolis, MD*

Center staff helped facilitate this training with the Governor's Office and the training was provided to members of the School Safety Subcabinet and Advisory Board and other stakeholders.

National Capital Region School Emergency School Emergency Preparedness and Safety Seminar, July 19, 2018, Washington, D.C.

The Center's Executive Director participated on a school safety panel to discuss Maryland's school safety and emergency preparedness efforts and best practices.

Montgomery County Council School Safety Hearing, July 19, 2018, Rockville, MD

The Center's Executive Director presented an overview of the Maryland Safe to Learn Act of 2018 and responded to questions from County Council members.

Worcester County Public Schools Annual Schools Safety Conference, August 8, 2018, Snow Hill, MD.

The Center's Executive Director presented an overview of the Maryland Safe to Learn Act of 2018 and school safety updates.

Maryland Chiefs of Police Association and Maryland Sheriffs' Association Meeting Presentation, August 8, 2018, Anne Arundel County Police, Millersville, MD

The Center's Executive Director presented an overview of the Maryland Safe to Learn Act of 2018 and SRO adequate local law enforcement coverage.

Stop the Bleed Training, August 29, 2018, Prince Frederick, MD.

The Center partnered with Calvert County emergency medical services and emergency management personnel to provide Stop the Bleed training to school administrators.

Incident Command System Training, August 29, 2018, Snow Hill, MD

The Center partnered with Worcester County Public Schools to provide FEMA-mandated ICS training to school administrators.

Mid-Atlantic Life Safety Conference, September 25, 2018, Johns Hopkins University Conference Center, Columbia, MD.

The Center provided a presentation to attendees on secondary locking devices, in conjunction with, the NFPA life safety/fire code.

St. Mary's County Active Shooter Exercise, October 13, 2018, Mechanicsville, MD

The Center participated as observers of a countywide active school shooter exercise.

Maryland School Business Officers Association Presentation, November 2, 2018, Linthicum, MD.

The Center participated in a panel discussion on partnerships between school business officers, school safety personnel, and public safety personnel.

## **Section 2. Status and Effectiveness of the Center**

As the number of responsibilities and size of the Center has grown in the past year, the consistent and high standards for effectively maintaining school safety throughout the State has not changed. The Center has remained in, and expanded, its role as the central resource and communications apparatus for school safety. As the leading agency in Maryland on issues of school safety, the Center's primary focus continues to be the prevention of violent incidents in schools, and to enhance a safe and supportive school climate and culture. With increased efforts to expand partnerships between local school systems, nonpublic and private schools, state agencies, communities, students, parents, and law enforcement, the Center has bolstered a network of stakeholders and community members that removes artificial information barriers and gaps between critical school safety personnel. During the school safety incident at Great Mills High School in St. Mary's County, the Center facilitated communication across all channels to provide the local school system and law enforcement the tools and resources they needed to respond effectively recover from such a violent occurrence in that school community. Center staff participated in critical after-action staff debriefings.

While bolstering prevention efforts and directing sufficient response to critical incidents is a vital part of the Center's work, aiding in the recovery and post-incident evaluation in communities is equally as valuable.

The Center has achieved a great deal in the past year. With the increase in Center staffing, the Center will be able to more effectively engage with stakeholders around the State. With the increased number of duties and responsibilities that have been charged to the Center, filling administrative, logistical, and research-based roles will now enable Center leadership to focus on implementing and executing the Center's mission, functions, and statutorily mandated requirements with the necessary aid from these supporting roles.

## **Section 3. Data Collected by the Center**

### **a) School Resource Officer Data**

As one of the requirements of the Maryland Safe to Learn Act, the Center collected data from local school systems on the school resource officer coverage in all of their high schools. If there was not sufficient SRO coverage, the jurisdiction had to illustrate how adequate law enforcement coverage of an SRO's duties were being provided to each of the high schools. 197 of the 228 public and alternative high schools in the State of Maryland have a full-time assigned school resource officer.

By September 1, 2019, the Center must collect data on school resource officer coverage in every public school, or alternatively identify the adequate local law enforcement coverage. The school resource officer data collected on high schools broken down by jurisdiction is attached in Appendix E.

### **b) School Safety Evaluation Data**

The Center has developed a formula for the allocation of the \$2.5 million that is available to school systems for aid in conducting their school safety evaluations. The Center has not yet started to collect data from these evaluations and is in the process of developing the survey tool to effectively gather information from all of the local school systems. School systems have until June 15, 2019 to complete the required school safety evaluations.

## **Section 4.**

### **Subcabinet School and Student Safety Recommendations**

The Subcabinet has identified a number of areas that would aid in the improvement of school and student safety, these areas include:

- Increase behavioral threat assessment training for school faculty and staff.
- Increase youth mental health first aid training to staff.
- Provide additional cardiopulmonary resuscitation (CPR) training to students and staff.
- Provide Stop the Bleed training to students and staff.
- Partner with local allied agencies to increase the use of 700/800mhz public safety radios and associated training in use of those radios.
- Increase the use of after-action reporting on events other than those required by legislation to identify key lessons and the development of future best practices.

## Appendix A



**Maryland Safe to Learn Act of 2018 Requirements – Coordinators  
School Year 2018 – 2019**

School System	Name / Title	Title	Phone	Email
<b><i>Allegany County</i></b>				
Mental Health Services Coordinator	Debra Metheny	Supervisor of Special Education	301-759-2064	<a href="mailto:Debra.metheny@acpsmd.org">Debra.metheny@acpsmd.org</a>
School Safety Coordinator	Matt Marlow	Interim Coordinator of Student Support Services	301-759-2410	<a href="mailto:Matthew.marlowe@acpsmd.org">Matthew.marlowe@acpsmd.org</a>
<b><i>Anne Arundel County</i></b>				
Mental Health Services Coordinator	Sarah S. Egan	Assistant Superintendent for Student Support Services	410-222-5317	<a href="mailto:smcdonald-egan@aacps.org">smcdonald-egan@aacps.org</a>
School Safety Coordinator	Doyle Batten	Supervisor of School Security	410-222-5088	<a href="mailto:jdbatten@aacps.org">jdbatten@aacps.org</a>
<b><i>Baltimore City</i></b>				
Mental Health Services Coordinator	Louise L. Fink	Director, Home and Hospital/Health Services	410-396-0775 Ofc 443-226-1139 Cell	<a href="mailto:lfink@bcps.k12.md.us">lfink@bcps.k12.md.us</a>
School Safety Coordinator	Chief Akil L. Hamm	Baltimore School Police Baltimore City Public Schools	410-396-8533 410-396-8588	<a href="mailto:ahamm@bcps.k12.md.u">ahamm@bcps.k12.md.u</a>
<b><i>Baltimore County</i></b>				
Mental Health Services Coordinator	Patricia Mustipher	Coordinator, School Social Work & RSP	443-809-7656	<a href="mailto:pmustipher@bcps.org">pmustipher@bcps.org</a>
School Safety Coordinator	April Lewis	Executive Director, School Safety	443-809-4360	<a href="mailto:alewis7@bcps.org">alewis7@bcps.org</a>
<b><i>Calvert County</i></b>				
Mental Health Services Coordinator	Dr. Melissa Morris	Supervisor of School Psychologists	443-550-8487	<a href="mailto:morrismv@calvertnet.k12.md.us">morrismv@calvertnet.k12.md.us</a>
School Safety Coordinator	Larry Titus	Community Resource and School Safety Specialist	443-550-8453	<a href="mailto:titusl@calvertnet.k12.md.us">titusl@calvertnet.k12.md.us</a>
<b><i>Caroline County</i></b>				
Mental Health Services Coordinator	Derek Simmons	Director of Student Services	410-479-3253 ext.1111	<a href="mailto:simmons.derek@ccpsstaff.org">simmons.derek@ccpsstaff.org</a>
School Safety Coordinator	Milton Nagel	Assistant Superintendent	410-479-3252 Ext. 1132	<a href="mailto:nagel.milton@ccpsstaff.org">nagel.milton@ccpsstaff.org</a>

School System	Name / Title	Title	Phone	Email
<b>Carroll County</b>				
Mental Health Services Coordinator	Kim Muniz	Supervisor of Student Services and Special Programs	410-751-3109	<a href="mailto:Kimberly.muniz@carrollk12.org">Kimberly.muniz@carrollk12.org</a>
School Safety Coordinator	Judy Klinger Duane Williams	Supervisor of School Counselors Supervisor of School Security	410-751-3125 410-751-3171	<a href="mailto:jakling@carrollk12.org">jakling@carrollk12.org</a> <a href="mailto:dawill2@carrollk12.org">dawill2@carrollk12.org</a>
<b>Cecil County</b>				
Mental Health Services Coordinator	Joanna Zimmerman	Coordinator of Guidance Services	410-996-5490 Ofc 443-945-4893 Cell	<a href="mailto:jkzimmerman@ccps.org">jkzimmerman@ccps.org</a>
School Safety Coordinator	John Roush	Director of Student and School Safety	410-996-5490 Ofc 443-566-0778 Cell	<a href="mailto:jroush@ccps.org">jroush@ccps.org</a>
<b>Charles County</b>				
Mental Health Services Coordinator	Dr. Michael Blanchard	Supervising Psychologist	301-934-7331	<a href="mailto:mblanchard@ccboe.com">mblanchard@ccboe.com</a>
School Safety Coordinator	Jason Stoddard	Director of School Safety and Security	301-392-5550	<a href="mailto:jstoddard@ccboe.com">jstoddard@ccboe.com</a>
<b>Dorchester County</b>				
Mental Health Services Coordinator	Dr. James Bell	Supervisor of Student Services	410-228-4747 Ext. 1066 410-221-1111	<a href="mailto:bellj@dcpsmd.org">bellj@dcpsmd.org</a>
School Safety Coordinator	Mr. Gelson Brooks	Operations & Safety Manager	Ext. 1066 410-901-6949	<a href="mailto:brooksg@dcpsmd.org">brooksg@dcpsmd.org</a>
<b>Frederick County</b>				
Mental Health Services Coordinator	Ann McGreevy	Supervisor, Psychology Services (Acting as the Mental Health Services Coordinator until the position is filled)	301-696-6880	<a href="mailto:Ann.McGreevy@fcps.org">Ann.McGreevy@fcps.org</a>
School Safety Coordinator	Scott Blundell	Supervisor, Security & Emergency Management	301-696-6808	<a href="mailto:Scott.Blundell@fcps.org">Scott.Blundell@fcps.org</a>
<b>Garrett County</b>				
Mental Health Services Coordinator	Dr. Phil Lauer	Supervisor of Pupil Services	301-334-8938	<a href="mailto:phil.lauer@garrettcountysschools.org">phil.lauer@garrettcountysschools.org</a>
School Safety Coordinator	William Swift	Director of Facilities, Maintenance, Operations, and Security	301-334-8906	<a href="mailto:william.swift@garrettcountysschools.org">william.swift@garrettcountysschools.org</a>

School System	Name / Title	Title	Phone	Email
<b>Harford County</b>				
Mental Health Services Coordinator	Bernard Hennigan	Director of Student Services	410-588-5334	<a href="mailto:Bernard.hennigan@hcps.org">Bernard.hennigan@hcps.org</a>
School Safety Coordinator	Donoven Brooks	Coordinator of Safety and Security	410-638-4242	<a href="mailto:Donoven.brooks@hcps.org">Donoven.brooks@hcps.org</a>
<b>Howard County</b>				
Mental Health Services Coordinator	Cynthia Schulmeyer, Ph.D.	Coordinator, School Psychology, Section 504 and Instructional Intervention	410- 313-7021	<a href="mailto:cynthia_schulmeyer@hcpss.org">cynthia_schulmeyer@hcpss.org</a>
School Safety Coordinator	Thomas McNeal	Director, Safety, Security, Emergency Preparedness and Response	410-313-8875	<a href="mailto:thomas_mcneal@hcpss.org">thomas_mcneal@hcpss.org</a>
<b>Kent County</b>				
Mental Health Services Coordinator	Tracey Williams	Supervisor of Student Services	410-810-3170	<a href="mailto:twilliams@kent.k12.md.us">twilliams@kent.k12.md.us</a>
School Safety Coordinator	Joseph Wheeler	Supervisor of Maintenance	410-778-7117	<a href="mailto:jwheeler@kent.k12.md.us">jwheeler@kent.k12.md.us</a>
<b>Montgomery County</b>				
Mental Health Services Coordinator	Elizabeth Rathbone	Coordinator, Student Health and Wellness	240-314-4858	<a href="mailto:Elizabeth_A_Rathbone@mcpsmd.org">Elizabeth_A_Rathbone@mcpsmd.org</a>
School Safety Coordinator	Robert B. Hellmuth	Director, Department of School Safety and Security	240-740-3066	<a href="mailto:Robert_B_Hellmuth@mcpsmd.org">Robert_B_Hellmuth@mcpsmd.org</a>
<b>Prince George's County</b>				
Mental Health Services Coordinator	Scott Showalter	Mental Health Coordinator	301-431-5630	<a href="mailto:Scott.showalter@pgcps.org">Scott.showalter@pgcps.org</a>
School Safety Coordinator	Mr. Cesar Pacheco Mr. Timothy Gover (Alt)	Directors of Security Services	301-499-7000	<a href="mailto:Cesar.pacheco@pgcps.org">Cesar.pacheco@pgcps.org</a> <a href="mailto:Timothy.gover@pgcps.org">Timothy.gover@pgcps.org</a>
<b>Queen Anne's County</b>				
Mental Health Services Coordinator	Mrs. Sterling Ward	Clinical Resource Specialist	410-758-2403 Ext. 179	<a href="mailto:sterling.ward@qacps.org">sterling.ward@qacps.org</a>
School Safety Coordinator	Mr. Sidney Pinder	Chief Operating Officer	410-758-2403	<a href="mailto:sidney.pinder@qacps.org">sidney.pinder@qacps.org</a>
<b>St. Mary's County</b>				
Mental Health Services Coordinator	Cheryl Long	Director of Student Services	301-475-5511 Ext. 32150	<a href="mailto:calong@smcps.org">calong@smcps.org</a>
School Safety Coordinator	Charles Eible III	School Safety Coordinator	301-475-5511 Ext. 32238	<a href="mailto:cheible@smcps.org">cheible@smcps.org</a>

School System	Name / Title	Title	Phone	Email
<b>Somerset County</b>				
Mental Health Services Coordinator	Tracey Cottman	Supervisor of Student Services	410-621-6239	<a href="mailto:tcottman@somerset.k12.md.us">tcottman@somerset.k12.md.us</a>
School Safety Coordinator	Daniele Haley	Supervisor of Facilities & Capital Planning	410-621-6259	<a href="mailto:dhaley@somerset.k12.md.us">dhaley@somerset.k12.md.us</a>
<b>Talbot County</b>				
Mental Health Services Coordinator	Robert Schmidt	Mental Health Services Coordinator	410-822-0330	<a href="mailto:rschmidt@tcps.k12.md.us">rschmidt@tcps.k12.md.us</a>
School Safety Coordinator	Dave Stofa	School Safety and Security Coordinator	410-822-0330 Ofc 410-829-4750 Cell	<a href="mailto:dstofa@tcps.k12.md.us">dstofa@tcps.k12.md.us</a>
<b>Washington County</b>				
Mental Health Services Coordinator	Robin Handler	Supervisor of School Counseling	301-766-2966	<a href="mailto:HandlRob@wcps.k12.md.us">HandlRob@wcps.k12.md.us</a>
School Safety Coordinator	Steve Ganley	Safety & Security Risk Manager	301-766- 8757	<a href="mailto:ganleste@wcps.md.us">ganleste@wcps.md.us</a>
<b>Wicomico County</b>				
Mental Health Services Coordinator	Bonnie Walston	Director of Special Education	410-677-4507	<a href="mailto:bwalston@wcboe.org">bwalston@wcboe.org</a>
School Safety Coordinator	David Owens	Safe Schools Coordinator	410-677-4443	<a href="mailto:dowens@wcboe.org">dowens@wcboe.org</a>
<b>Worcester County</b>				
Mental Health Services Coordinator	Eloise Henry-Gordy	Supervisor of Student Services	410-603-2627	<a href="mailto:EHGordy@worcesterk12.org">EHGordy@worcesterk12.org</a>
School Safety Coordinator	H. Stephen Price	Asst. Superintendent/Chief Safety Officer	410-603-5987 410-430-5155	<a href="mailto:HSPrice@worcesterk12.org">HSPrice@worcesterk12.org</a>

## Appendix B

MARYLAND CENTER FOR SCHOOL SAFETY



**FY 2019 Safe Schools Fund Grants Program  
Notice of Funding Availability (NOFA)  
Application Requirements**

**Submission Deadline: February 28, 2019**

**Maryland Center for School Safety**

**7125 Ambassador Road**

**Suite 130**

**Windsor Mill, MD 21244**

**(410) 281-2332**

**[MCSS.MCSS@maryland.gov](mailto:MCSS.MCSS@maryland.gov)**

Lawrence J. Hogan, Jr., Governor

Boyd K. Rutherford, Lt. Governor

Karen B. Salmon, Ph.D., Chair, MCSS Subcabinet

Edward A. Clarke, MCSS Executive Director

## **I. Background**

The Maryland Safe to Learn Act of 2018 (Ch. 30, Laws of Md, 2018) created a Safe Schools Fund. The purpose of the fund is to provide grants to local school systems to enhance school safety. The Subcabinet of the Maryland Center for School Safety administers the Safe Schools Fund and issues grants to local school systems. This NOFA represents the commencement of grants from the Safe Schools Fund, which are to be used to meet immediate needs of the local school systems. To that end, funding availability includes \$10.6 million for operational funding to satisfy the statutory mandates of the Safe to Learn Act as set forth in greater detail in Section II (Purpose). A separate application will be made available for the \$2.5 million in funding for conducting the school safety evaluations required by Md. Code Ann., Education Art. § 7-1510.

## **II. Purpose**

This notice requests applications from Maryland's 24 local school systems for grant funding to enhance school safety in local school systems, including, but not limited to:

1. Conducting training for students and local school personnel on de-escalation of situations and identifying and reporting behaviors of concern;
2. Conducting training of assessment teams;
3. Establishing formal and anonymous mechanisms for reporting safety concerns;
4. Developing plans to deliver school-based behavioral health and other wraparound services to students who exhibit behaviors of concern, including establishing systems to maximize external funding for services;
5. Outreach to the broader school community to improve school safety, including to heighten awareness of existing mental health services and other services;
6. Providing information to students and parents on traveling safety to and from school, including data related to bus and pedestrian safety, strategies for ensuring personal safety, efforts of the local school system to improve safety, and information on available options for reporting incidents and concerns; and
7. Improving and monitoring traffic control measures in the immediate vicinity of schools to reduce the potential for pedestrian and vehicle accidents.
8. Other measures as deemed appropriate to overall enhance school safety.

The Subcabinet has expressed a preference not to fund personnel with Safe Schools Fund grants. Applications must be received from the local school system. Individual schools within a district may not apply directly. Local law enforcement agencies who previously submitted for grants under the School Safety Enforcement Fund for services related to items 6 & 7 above should request that the local school system they support request grant funds for law enforcement officer time from the Safe Schools Fund. Local law enforcement agencies will need to be reimbursed from the local school systems for services rendered.

### **III. Application Instruction**

- A. All fields of this application form must be completed (unless otherwise indicated).
- B. Completed applications must be received by the Maryland Center for School Safety by February 28, 2019 to qualify for FY 2019 funding. Applications may be submitted on a rolling basis. To be considered at a monthly meeting of the Subcabinet, the application must be received ten (10) days prior to the next meeting date.
- C. Applications should not exceed 15 pages, must use a minimum of 12 point font and a minimum 1.5 line spacing.
- D. Statement of Need and Project Description  
This section should be completed with a concise summary of your proposal. Please include the following:
  - 1. Description of the Training, or Purchase.
    - a. Provide detailed information about the training for which you are requesting funding, or agency purchase.
    - b. Provide a plan which includes the activities / strategies for the project, a timeline, the person responsible for the overall completion and success of the project, and the amount of funding sought.
    - c. Include any applicable hard copies of literature/brochures and/or web links for reference.
  - 2. Participants, or Target Audience (if applicable).
    - a. Provide a brief description of who will be participating in the training.
    - b. Describe the need for the training and how it will benefit the participants or those that they serve.
    - c. Include data to support the request.
  - 3. Funding Justification.
    - a. Explain the financial need for funding based on why the costs cannot be funded through your current or future operational budgets.
    - b. Explain your agency's funding for similar trainings or services for the past three fiscal years.
    - c. Confirm whether or not your budget currently contains funding for use on the proposed project.
    - d. Confirm that the Safe Schools Fund grant will not supplant local funding currently allocated for the proposal.
    - e. Indicate other funding sources, if any, that you will use to support this work.
    - f. Confirm that you will abide by your local jurisdiction's procurement processes and regulations for any purchases made with grant funds.
  - 4. Plans for Disseminating Information Learned
    - a. Describe plans to share the information learned through any trainings or programs secured with grant funds with staff within your agency and the public at large, where applicable.
    - b. Provide copies of partnership letters.
    - c. Include information on other programs, organizations, and stakeholders that will be involved in or impacted by the program or service funded with the grant.

5. Timeline
  - a. Provide a timeline for when the training or purchase will take place.
  - b. Provide the date by which funds will be encumbered.

#### **IV. Supplanting**

Safe Schools Fund Grants must be used to supplement existing State and local funds for program activities and must not replace those funds that have been appropriated for the same purpose.

#### **V. Evaluation Criteria**

The Subcabinet of the Maryland Center for School Safety will conduct an internal review of each application submitted in accordance with this NOFA. The Subcabinet has determined a funding formula setting a maximum amount of funding available using FY19 allocations utilizing a combination of a \$200,000 base allocation with a per pupil allocation per jurisdiction. The maximum amount of funding available pursuant to this NOFA for each local school system is as follows:

<b>Jurisdiction</b>	<b>Student Pop. Based Allocation</b>	<b>Base Allocation</b>	<b>Maximum Grant Allowed</b>
Allegany County	\$56,019.46	\$200,000.00	\$256,019.46
Anne Arundel County	\$537,388.28	\$200,000.00	\$737,388.28
Baltimore City	\$523,388.28	\$200,000.00	\$723,196.77
Baltimore County	\$735,426.74	\$200,000.00	\$935,426.74
Calvert County	\$103,274.73	\$200,000.00	\$303,274.73
Caroline County	\$37,569.20	\$200,000.00	\$237,569.20
Carroll County	\$164,182.68	\$200,000.00	\$364,182.68
Cecil County	\$99,743.08	\$200,000.00	\$299,743.08
Charles County	\$174,576.37	\$200,000.00	\$374,576.37
Dorchester County	\$30,947.36	\$200,000.00	\$230,947.36
Frederick County	\$273,572.88	\$200,000.00	\$473,572.88
Garrett County	\$24,741.01	\$200,000.00	\$224,741.01
Harford County	\$245,267.76	\$200,000.00	\$445,267.76
Howard County	\$368,641.72	\$200,000.00	\$568,641.72

Kent County	\$12,938.55	\$200,000.00	\$212,938.55
Montgomery County	\$1,048,756.60	\$200,000.00	\$1,248,756.60
Prince George's County	\$858,034.42	\$200,000.00	\$1,059,034.42
Queen Anne's County	\$50,494.77	\$200,000.00	\$250,494.77
St. Mary's County	\$117,200.07	\$200,000.00	\$317,200.07
Somerset County	\$18,943.65	\$200,000.00	\$218,943.65
Talbot County	\$30,161.83	\$200,000.00	\$230,161.83
Washington County	\$146,686.74	\$200,000.00	\$346,686.74
Wicomico County	\$97,074.87	\$200,000.00	\$297,074.87
Worcester County	\$43,392.28	\$200,000.00	\$243,392.28

If all application information is submitted correctly, you will receive an email confirmation of funding approval / denial within ten (10) business days of the Subcabinet's next meeting.

**VI. Application Form**

1.) Date of Application: \_\_\_\_\_

2.) Applicant (specify agency or organization name): \_\_\_\_\_

3.) Primary Point of Contact: \_\_\_\_\_

4.) Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

5.) Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

6.) Email (you may list more than one contact): \_\_\_\_\_

7.) Proposal Category (please select requested area(s) of funding):

Training on de-escalation

Planning and implementation of school-based mental health services

Training on behavioral assessment and reporting for students

Planning and implementation of delivery of wraparound services to students

Training of behavioral assessment teams

School safety community outreach (general)

Conducting school safety evaluations

School safety community outreach (mental health services and support)

Developing formal & anonymous mechanisms for reporting safety concerns

Information to parents and students on traveling to and from school safely

Improving and monitoring traffic control measures near schools

Training parents and students on relationship violence, identifying signs of unhealthy Relationships, and preventing relationship violence

Other (describe below)

8.) Statement of Need and Project Description, Including Data on Demographics (attach additional pages and documentation, if necessary): \_\_\_\_\_

---

---

---

---

---

---

---

---

9.) Anticipated start date of the project: \_\_\_\_\_

10.) Anticipated end date of the project: \_\_\_\_\_

11.) Total proposed budget for the project: \_\_\_\_\_  
(please attach a copy of the proposed budget using the form provided)

12.) Are you currently receiving other funding for this project? \_\_\_\_\_

*Explain:* \_\_\_\_\_

13.) Amount of funding currently available to your agency / organization to support this project:

---

---

14.) Amount of funding requested from the Safe Schools Fund: \_\_\_\_\_

15.) Additional information to be considered: \_\_\_\_\_

---

---

---

---

---

16.) Statement of Accountability:

*I attest that the information provided herein is accurate and that if awarded a grant, will follow all general conditions applicable thereto as set forth by the Subcabinet of the Maryland Center for School Safety in its General Conditions, or as otherwise specified in this NOFA.*

\_\_\_\_\_

\_\_\_\_\_

Signature of Applicant

Date

Title: \_\_\_\_\_

# MARYLAND CENTER FOR SCHOOL SAFETY



## Subcabinet General Conditions for Grants Awarded from the Safe Schools Fund

### 1. Award period

Grants awarded by the Subcabinet of the Maryland Center for School Safety (MCSS) are one-time grant awards applicable to the fiscal year in which they are granted. Receipt of a grant award constitutes no commitment for the continuation of funding beyond that time period.

### 2. Statutes and requirements of State funds

Grants awarded by the Subcabinet of the MCSS are subject to all applicable State of Maryland and federal statutes and requirements applicable to the funding source.

### 3. General and Special Conditions (post-award instructions)

Grant awards are subject to these General Conditions as accepted by the Authorized Official on the official Award Acceptance Document. The Subcabinet of 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 the Subcabinet for grant funds.

### 4. Award acceptance document

The original Award Acceptance document containing the original signature of the Chair of the Subcabinet of the MCSS must be signed, preferably in BLUE INK, by the Authorized Official noted on the submitted application. This document must be submitted to the MCSS within 21 calendar days of receipt of the award. Acceptance of this grant award constitutes a commitment to comply with program guidelines. The Authorized Official on the submitted application is the Superintendent, President of the Board of Education, County Executive, Duly Authorized Official of the local unit of Government, Mayor, Commissioner, Town Administrator (if confirmed), President (if confirmed), Principal, or if agencies are permitted to apply directly, the head of the agency receiving the award.

### 5. Project Commencement Form Notification and/or Delay

The Notice of Project Commencement / Delay form must be signed by the Project Director and must be submitted to the MCSS within 30 calendar days of the receipt of the award package.

NOTE: If the project will not commence within 30 calendar days of the Starting Date of the Period of Award, an explanation of the steps taken to initiate the project, the reason for delay, and the expected commencement date must be explained and justified on the Notice of Project Commencement / Delay Form. Failure to comply will result in delay of reimbursement.

ANY delay of your project AFTER submission of the Project Commencement / Delay Form will require the submission of a Grant Modification Form and approval by the MCSS. One blank Modification form is sent with every award package.

Any delay to the start date of a project funded by a grant award does not warrant, or necessarily allow, an extension to the end date.

## 6. Start Date of the Period of Award / Termination of Award

The Start Date of the Period of Award is the earliest date that can be used as the project commencement date. No obligation or expenditure of funds is allowed prior to this date.

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 60 calendar days.

## 7. Goals, Objectives and Plans of project

The recipient must implement this project according to the goals, objectives, and plans as proposed, accepted, and set forth in the award.

## 8. Budget Notice

The attached Budget Notice is made part of the final grant proposal and award. Where this Budget Notice may have been modified from the project budget submitted in the original application, it represents final approved expenses for the project and governs expenditures accordingly.

All NEW project personnel supported with grant funding from the Safe Schools Fund MUST BE HIRED WITHIN 45 CALENDAR DAYS of receipt of the award package. Any delays in hiring must be reported in writing within 30 calendar days of receipt of the award package. If project personnel are not hired within 45 calendar days, project personnel allocations may be de-obligated at the discretion of the Subcabinet.

## 9. Supplanting

Supplanting is the use of Safe Schools Fund grant funding to replace State 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. Any salaries, positions, personnel expenses, contractual expenses, equipment, travel, and other expenses paid for with Safe Schools Fund grant funds must be used to supplement your organization's existing budget, and may not replace any funds that were already included in your entity's existing or projected budget.

## 10. Expended Grant Funds During Award Period

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, or any pre-authorized extension thereof.

Failure to expend encumbered funds within 30 calendar days following the End Date of the award period may jeopardize reimbursement and/or result in the deobligation of funds. In that event, remaining obligations will be the sole responsibility of the recipient.

## 11. Modifications to Award

Any requests for changes or modifications of any kind to any portion of this award must be submitted in writing prior to occurrence using the Grant Modification Form and may not take place until the Authorized Official or Project Director receives written approval from the MCSS. Written approval is sent in the form of a Grant Adjustment Notice (GAN).

This includes, but is not limited to: 1) budget revisions of any type, including proposed expenditures in a budget category that was not previously approved in the application stage; 2) change to award period; 3) change to Project Director or Fiscal Officer; 4) change to staff specified in the personnel category (where applicable); 5) change to scope of program; and 6) any change that was not approved when the funds were originally awarded.

These changes may not be requested via telephone, fax, or email.

## 12. Authorized Official Change

If there is a change in the person in the Authorized Official position, a letter, on letterhead, must be submitted to the MCSS, acknowledging the replacement and signed by the person exiting the position. However, should said person have already vacated the position, then the letter must come from the entity's actual Authorized Official, acknowledging the change and name of the replacement person. If documentation is available, please attach it to the original letter (e.g. Executive Order, acknowledgement of election, Board notes acknowledging confirmation, etc.).

## 13. Alternate Authorized Signature List

The Alternate Authorized Signatory is not the same as the Authorized Official. The Alternate Authorized Signatory is a person permitted to sign on behalf of the Authorized Official (County Executive, Mayor, Town Administrator, President, etc.); Authorized Point of Contact (head of any sub-unit of government, agency, division, department, or bureau); Project Director and/or Fiscal Officer.

To authorize an alternate signature, the person granting authorization for another party to sign on their behalf must submit a letter, on letterhead, to the MCSS with an original signature in blue ink. The purpose of the request must be acknowledged in the letter (e.g. sign all award documents at all times, change of personnel, in case of illness, vacation, leave of absence, etc.).

If authorization is to sign all award documents at all times please attach a copy, if applicable, of an Executive Order, or the vote from a public body's meeting minutes, etc.

## 14. Procurement

If the award recipient does not have written procurement guidelines, the recipient must refer to the State of Maryland Procurement Policy and Procedures, which includes the consideration of Minority Business Enterprises (MBE). An overview of Maryland Procurement may be accessed at <http://www.michie.com/maryland>. Double click “MARYLAND CODE”, select “STATE FINANCES AND PROCUREMENT”, select “TITLE 13: SOURCE SELECTION”, and select the appropriate subtitle based on applicability.

## 15. Property Inventory Report Form

The submission of the Property Inventory Report Form (PIRF) is a requirement for any equipment that costs \$5,000 or more per unit cost, that qualifies for purchase under an award from the Safe Schools Fund. Please contact the MCSS to obtain a copy of the form.

## 16. Subcontracting requires PRIOR approval

The principal activities of this project may NOT be subcontracted to another organization without prior approval of the MCSS. If prior approval was not obtained through the application process and is required after the grant has been awarded, a Grant Modification Form must be submitted with detailed information and justification. Activities cannot occur until written approval in the form of a Grant Adjustment Notice (GAN) is received from the MCSS.

## 17. Drug-Free Workplace Requirements

Grant recipients are subject to the applicable requirements regarding the Drug Free Workplace of the Governor’s Drug and Alcohol Free Workplace Executive Order (Executive Order 01.01.1989.18) and implementing policies.

## 18. Issuance of Request for Proposals, Bids, Procurement Process

When issuing requests for proposals, bid solicitations, or other procurement requests, all grant award recipients shall clearly state within said document that the cost of the potential purchase is being funded in part, or in its entirety (as applicable), with State of Maryland grant funds.

## 19. Issuance of Statements, Press Releases, or Other Documents

When issuing public statements, press releases, or other documents relating to this project, or when conferences, seminars, workshops, or forums are held in reference to this project, the grant award recipient agrees that the source of funding of this project and the role of the MCSS must and will be clearly acknowledged. The grant award recipient will ensure that all publications resulting from this project will have the following language on the publication:

“The Maryland Center for School Safety, by and through its Subcabinet, funded this project via a grant award from the Safe Schools Fund. All points of view expressed in this document, publication, or presentation, are those of the author and do not necessarily represent the official position of any State or Federal agency.”

## 20. Reproduction and Sharing of Award and Project Materials

The MCSS has the right to reproduce, with attribution, and share any and all materials and documents generated as a result of this grant award and its funded projects.

## 21. Privacy and Confidentiality of Client Records

The grant award recipient must comply with State and federal statutes and regulations concerning the privacy and confidentiality of records, including statistical information gathered for research purposes.

## 22. Project Completion Report

A final project completion report indicating the progress towards the attainment of each program/project objective for which the grant award was issued must be submitted no later than fifteen (15) calendar days from the end of the fiscal year in which the award was issued. All final financial reports under the grant award must be submitted no later than sixty (60) days after the end date of the award period.

## 23. Failure to Submit Report Timely

Failure to submit any report within the allotted time frame(s) noted in the above conditions, or any pre-authorized extension thereof, may result in the delay or prevention of payment, and/or the deobligation of funds. If a late reporting occurs, the expenditure or obligation may become the responsibility of the award recipient.

## 24. Audit of Expenditures

In order to verify the appropriateness of all grant fund related expenditures, the MCSS staff will monitor the use of grant fund proceeds as reported by the recipients. Back-up documentation must be maintained onsite, be available by request for inspection by MCSS staff, correlate with the mandatory reporting required herein and with the objectives specified in the grant application, and be maintained as necessary to provide that obligations under this grant award and other such standards, as applicable, are being met.

At any time during normal business hours, and as deemed necessary by the MCSS, the grant recipient shall make available to the MCSS, or State Legislative Auditors, or any of their authorized representatives, any of the fiscal and/or program records for inspection and audit. All local and state government grant award recipients must have proof that they had an annual audit and submitted said audit to the State Legislature in September of the year of their award.

## 25. Civil Rights Discrimination

The grant award recipient 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 also agrees to include a provision similar to that contained in the preceding sentence for any underlying contract utilized for services under this award, except for those contracts for

standard commercial supplies or raw materials. The grant award recipient must have 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.

## **26. Submission of Correspondence**

All correspondence should be directed to Edward A. Clarke, Executive Director, Maryland Center for School Safety, 7125 Ambassador Road, Suite 130, Windsor Mill, MD 21244.

## **27. Records Retention**

All financial and program information and receipts/back-up documentation must be maintained during the grant award period, and maintained for a period of three (3) years from the date of last activity under the grant, for monitoring and auditing purposes. This documentation must be made available upon request for inspection and review.

## **28. Reporting Fraud, Waste and Abuse**

The grant award recipient must promptly report any credible evidence of fraud, waste, abuse and similar misconduct with grant funding to the MCSS.

## Appendix C

MARYLAND CENTER FOR SCHOOL SAFETY



**FY 2019 Hate Crimes Grants  
Notice of Funding Availability (NOFA)  
Application Requirements**

**Submission Deadline: December 15, 2018**

**Maryland Center for School Safety**

**7125 Ambassador Road**

**Suite 130**

**Windsor Mill, MD 21244**

**(410) 281-2332**

**MCSS.MCSS@maryland.gov**

Lawrence J. Hogan, Jr., Governor

Boyd K. Rutherford, Lt. Governor

Karen B. Salmon, Ph.D., Chair, MCSS Subcabinet

Edward A. Clarke, MCSS Executive Director

## **I. Background**

In 2017, the General Assembly enacted a State Grant Program for Schools and Child Care Centers at Risk of Hate Crimes or Attacks, (2017, Ch. 732). The law was amended by the Maryland Safe to Learn Act of 2018, and now codified at Md. Code Ann., Education Art., § 7-1505.

The purpose of the fund is to provide grants to public, non-public, and private schools and child care centers determined to be at risk of hate crimes to enhance school safety. The MCSS administers the grant funds and determines awards. This NOFA represents the first opportunity for eligible entities to apply for funding under the program, and includes up to \$1 million in grant funds for applicants determined to be at risk of hate crimes. For purposes of this program, hate crimes are defined as set forth in § 10-305 of the Criminal Law Article.

## **II. Purpose**

This notice requests applications from any public, non-public, or private schools (K-12) and child care centers determined to be at risk for hate crimes for grant funding to enhance school safety in the following areas:

1. Security related training;
2. Additional Security Personnel;
3. Security cameras;
4. Security related technology;
5. Door hardening hardware;
6. Improved lighting;
7. Other security related facility upgrades.

## **III. Application Instructions**

- A. All fields of this application form must be completed (unless otherwise indicated).
- B. Completed applications must be received by the Maryland Center for School Safety by **December 15, 2018** to qualify for funding. Applications should not exceed 15 pages, must use a minimum of 12 point font and a minimum 1.5 line spacing.
- C. Statement of Need and Project Description  
This section should be completed with a concise summary of your proposal. Please include the following:
  1. Description of the Training, or Purchase.
    - a. Provide detailed information about the training for which you are requesting funding, or purchase.
    - b. Provide a plan which includes the activities / strategies for the project, a timeline, the person responsible for the overall completion and success of the project, and the amount of funding sought.
    - c. Include any applicable hard copies of literature/brochures and/or web links for reference.
  2. Participants, or Target Audience (if applicable).
    - a. Provide a brief description of who will be participating in the training.

- b. Describe the need for the training and how it will benefit the participants or those that they serve.
  - c. Include data to support the request.
- 3. Funding Justification Demonstrating Why Facility is Determined to be At Risk of a Hate Crime.
  - a. Provide case report numbers for all incidents reported to federal/State/Local law enforcement.
  - b. For applicants with no documented incidents within their facilities, please provide documentation of incidents occurring within a five mile radius of the facility (examples: police reports, media coverage, minutes of meetings documenting discussions of incidents).
  - c. Explain the financial need for funding setting forth why the project / procurement cannot be funded through your current or future operational budgets.
  - d. Explain your school or child care center's funding for similar trainings or services for the past three fiscal years.
  - e. Confirm whether or not your budget currently contains funding for use on the proposed project.
  - f. Confirm that the Hate Crimes grant will not supplant funding currently allocated in your budget for the proposed procurement.
  - g. Indicate other funding sources, if any, that you will use to support this work.
  - h. Confirm that you will abide by your local jurisdiction's or institutions, procurement processes and regulations for any purchases made with grant funds, and will follow the MCSS General Terms & Conditions for Hate Crimes Grant Funds.
- 4. Plans for Disseminating Information Learned
  - a. Describe plans to share the information learned through any trainings or programs secured with grant funds with staff within your agency / organization, and the public at large, where applicable.
  - b. Provide copies of partnership letters.
  - c. Include information on other programs, organizations, and stakeholders that will be involved in or impacted by the program or service funded with the grant.
- 5. Timeline
  - a. Provide a timeline for when the training or purchase will take place.
  - b. Provide the date by which funds will be encumbered.

#### **IV. Supplanting**

Hate Crimes Fund Grants must be used to supplement existing State, local or private funds for program activities and must not replace those funds that have been appropriated for the same purpose.

#### **V. Evaluation Criteria**

The MCSS will conduct an internal review of each application submitted in accordance with this NOFA. If all application information is submitted correctly, you will receive an email confirmation of funding approval / denial within ten (10) business days.

**VI. Application Form**

1.) Date of Application: \_\_\_\_\_

2.) Applicant (specify agency or organization name): \_\_\_\_\_

3.) Primary Point of Contact: \_\_\_\_\_

4.) Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

5.) Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

6.) Email (you may list more than one contact): \_\_\_\_\_

7.) Proposal Category (please select requested area(s) of funding):

Security Related Training

Additional Security Personnel

Security Cameras

Other Security Related Technology

Door Hardening Hardware

Improved Lighting

[Hardware must meet Maryland Fire Code]

Other Security Related Facility Upgrades

8.) Statement of Need and Project Description, Including Data on Demographics (attach additional pages and documentation, if necessary): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9.) Anticipated start date of the project: \_\_\_\_\_

10.) Anticipated end date of the project: \_\_\_\_\_

11.) Total proposed budget for the project: \_\_\_\_\_  
(please attach a copy of the proposed budget using the form provided)

12.) Are you currently receiving other funding for this project? \_\_\_\_\_

*Explain:* \_\_\_\_\_

13.) Amount of funding currently available to your agency / organization to support this project:  
\_\_\_\_\_

14.) Amount of funding requested from the Hate Crimes Grant Fund: \_\_\_\_\_

15.) Additional information to be considered: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

16.) Statement of Accountability:

*I attest that the information provided herein is accurate and that if awarded a grant, will follow all general conditions applicable thereto as set forth by the Maryland Center for School Safety in its General Conditions, or as otherwise specified in this NOFA.*

\_\_\_\_\_

Signature of Applicant

\_\_\_\_\_

Date

Title: \_\_\_\_\_

# MARYLAND CENTER FOR SCHOOL SAFETY



## General Conditions for Hate Crimes Grants

### 1. Award period

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

### 2. Statutes and requirements of State funds

Grants awarded by the MCSS are subject to all applicable State of Maryland and federal statutes and requirements applicable to the funding source.

### 3. General and Special Conditions (post-award instructions)

Grant awards are subject to these General Conditions as accepted by the Authorized Official on the official Award Acceptance Document. 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 the Center for grant funds.

### 4. Award acceptance document

The original Award Acceptance document containing the original signature of the Executive Director of the MCSS must be signed, preferably in BLUE INK, by the Authorized Official noted on the submitted application. This document must be submitted to the MCSS within 21 calendar days of receipt of the award. Acceptance of this grant award constitutes a commitment to comply with program guidelines. The Authorized Official on the submitted application is the Principal, Headmaster, or otherwise the head of the entity receiving the award.

### 5. Project Commencement Form Notification and/or Delay

The Notice of Project Commencement / Delay form must be signed by the Project Director and must be submitted to the MCSS within 30 calendar days of the receipt of the award package.

NOTE: If the project will not commence within 30 calendar days of the Starting Date of the Period of Award, an explanation of the steps taken to initiate the project, the reason for delay, and the expected commencement date must be explained and justified on the Notice of Project Commencement / Delay Form. Failure to comply will result in delay of reimbursement.

ANY delay of your project AFTER submission of the Project Commencement / Delay Form will require the submission of a Grant Modification Form and approval by the MCSS. One blank Modification form is sent with every award package.

Any delay to the start date of a project funded by a grant award does not warrant, or necessarily allow, an extension to the end date.

## 6. Start Date of the Period of Award / Termination of Award

The Start Date of the Period of Award is the earliest date that can be used as the project commencement date. No obligation or expenditure of funds is allowed prior to this date.

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 60 calendar days.

## 7. Goals, Objectives and Plans of project

The recipient must implement this project according to the goals, objectives, and plans as proposed, accepted, and set forth in the award.

## 8. Budget Notice

The attached Budget Notice is made part of the final grant proposal and award. Where this Budget Notice may have been modified from the project budget submitted in the original application, it represents final approved expenses for the project and governs expenditures accordingly.

All NEW project personnel supported with grant funding from the Hate Crimes Grant MUST BE HIRED WITHIN 45 CALENDAR DAYS of receipt of the award package. Any delays in hiring must be reported in writing within 30 calendar days of receipt of the award package. If project personnel are not hired within 45 calendar days, project personnel allocations may be de-obligated at the discretion of the MCSS.

## 9. Supplanting

Supplanting is the use of Hate Crimes grant funding to replace State, federal or local funds which were previously appropriated / budgeted for, or otherwise would have been spent on, the specific purpose(s) for which this subaward has been awarded. Any salaries, positions, personnel expenses, contractual expenses, equipment, travel, and other expenses paid for with Hate Crimes grant funds must be used to supplement your organization's existing budget, and may not replace any funds that were already included in your entity's existing or projected budget.

## 10. Expended Grant Funds During Award Period

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, or any pre-authorized extension thereof.

Failure to expend encumbered funds within 30 calendar days following the End Date of the award period may jeopardize reimbursement and/or result in the deobligation of funds. In that event, remaining obligations will be the sole responsibility of the recipient.

## 11. Modifications to Award

Any requests for changes or modifications of any kind to any portion of this award must be submitted in writing prior to occurrence using the Grant Modification Form and may not take place until the Authorized Official or Project Director receives written approval from the MCSS. Written approval is sent in the form of a Grant Adjustment Notice (GAN).

This includes, but is not limited to: 1) budget revisions of any type, including proposed expenditures in a budget category that was not previously approved in the application stage; 2) change to award period; 3) change to Project Director or Fiscal Officer; 4) change to staff specified in the personnel category (where applicable); 5) change to scope of program; and 6) any change that was not approved when the funds were originally awarded.

These changes may not be requested via telephone, fax, or email.

## 12. Authorized Official Change

If there is a change in the person in the Authorized Official position, a letter, on letterhead, must be submitted to the MCSS, acknowledging the replacement and signed by the person exiting the position. However, should said person have already vacated the position, then the letter must come from the entity's actual Authorized Official, acknowledging the change and name of the replacement person. If documentation is available, please attach it to the original letter (e.g. Executive Order, acknowledgement of election, Board notes acknowledging confirmation, etc.).

## 13. Alternate Authorized Signature List

The Alternate Authorized Signatory is not the same as the Authorized Official. The Alternate Authorized Signatory is a person permitted to sign on behalf of the Authorized Official (examples: County Executive, Mayor, Town Administrator, President, etc.); Authorized Point of Contact (examples: head of any sub-unit of government, agency, division, department, or bureau); Project Director and/or Fiscal Officer. The Alternate Authorized Signatory is the agent of the Authorized Official.

To authorize an alternate signature, the person granting authorization for another party to sign on their behalf must submit a letter, on letterhead, to the MCSS with an original signature in blue ink. The purpose of the request must be acknowledged in the letter (e.g. sign

all award documents at all times, change of personnel, in case of illness, vacation, leave of absence, etc.).

If authorization is to sign all award documents at all times please attach a copy, if applicable, of an Executive Order, or the vote from a public body's meeting minutes, etc.

#### **14. Procurement**

If the award recipient does not have written procurement guidelines, the recipient must refer to the State of Maryland Procurement Policy and Procedures, which includes the consideration of Minority Business Enterprises (MBE). An overview of Maryland Procurement may be accessed at <http://www.michie.com/maryland>. Double click "MARYLAND CODE", select "STATE FINANCES AND PROCUREMENT", select "TITLE 13: SOURCE SELECTION", and select the appropriate subtitle based on applicability.

#### **15. Property Inventory Report Form**

The submission of the Property Inventory Report Form (PIRF) is a requirement for any equipment that costs \$5,000 or more per unit cost, that qualifies for purchase under an award from the Safe Schools Fund. Please contact the MCSS to obtain a copy of the form.

#### **16. Subcontracting requires PRIOR approval**

The principal activities of this project may NOT be subcontracted to another organization without prior approval of the MCSS. If prior approval was not obtained through the application process and is required after the grant has been awarded, a Grant Modification Form must be submitted with detailed information and justification. Activities cannot occur until written approval in the form of a Grant Adjustment Notice (GAN) is received from the MCSS.

#### **17. Drug-Free Workplace Requirements**

Grant recipients are subject to the applicable requirements regarding the Drug Free Workplace of the Governor's Drug and Alcohol Free Workplace Executive Order (Executive Order 01.01.1989.18) and implementing policies.

#### **18. Issuance of Request for Proposals, Bids, Procurement Process**

When issuing requests for proposals, bid solicitations, or other procurement requests, all grant award recipients shall clearly state within said document that the cost of the potential purchase is being funded in part, or in its entirety (as applicable), with State of Maryland grant funds.

#### **19. Issuance of Statements, Press Releases, or Other Documents**

When issuing public statements, press releases, or other documents relating to this project, or when conferences, seminars, workshops, or forums are held in reference to this project, the grant award recipient agrees that the source of funding of this project and the role of

the MCSS must and will be clearly acknowledged. The grant award recipient will ensure that all publications resulting from this project will have the following language on the publication:

“The Maryland Center for School Safety funded this project via a grant award from the Hate Crimes Grant fund. All points of view expressed in this document, publication, or presentation, are those of the author and do not necessarily represent the official position of any State or Federal agency.”

## **20. Reproduction and Sharing of Award and Project Materials**

The MCSS has the right to reproduce, with attribution, and share any and all materials and documents generated as a result of this grant award and its funded projects.

## **21. Privacy and Confidentiality of Client Records**

The grant award recipient must comply with State and federal statutes and regulations concerning the privacy and confidentiality of records, including statistical information gathered for research purposes.

## **22. Project Completion Report**

A final project completion report indicating the progress towards the attainment of each program/project objective for which the grant award was issued must be submitted no later than fifteen (15) calendar days from the end of the fiscal year in which the award was issued. All final financial reports under the grant award must be submitted no later than sixty (60) days after the end date of the award period.

## **23. Failure to Submit Report Timely**

Failure to submit any report within the allotted time frame(s) noted in the above conditions, or any pre-authorized extension thereof, may result in the delay or prevention of payment, and/or the deobligation of funds. If a late reporting occurs, the expenditure or obligation may become the responsibility of the award recipient.

## **24. Audit of Expenditures**

In order to verify the appropriateness of all grant fund related expenditures, the MCSS staff will monitor the use of grant fund proceeds as reported by the recipients. Back-up documentation must be maintained onsite, be available by request for inspection by MCSS staff, correlate with the mandatory reporting required herein and with the objectives specified in the grant application, and be maintained as necessary to provide that obligations under this grant award and other such standards, as applicable, are being met.

At any time during normal business hours, and as deemed necessary by the MCSS, the grant recipient shall make available to the MCSS, or State Legislative Auditors, or any of their authorized representatives, any of the fiscal and/or program records for inspection and audit. All local and state government grant award recipients must have proof that they had an annual

audit and submitted said audit to the State Legislature in September of the fiscal year of their award.

## 25. Civil Rights Discrimination

The grant award recipient 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 also agrees to include a provision similar to that contained in the preceding sentence for any underlying contract utilized for services under this award, except for those contracts for standard commercial supplies or raw materials. The grant award recipient must have 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.

## 26. Submission of Correspondence

All correspondence should be directed to Edward A. Clarke, Executive Director, Maryland Center for School Safety, 7125 Ambassador Road, Suite 130, Windsor Mill, MD 21244.

## 27. Records Retention

All financial and program information and receipts/back-up documentation must be maintained during the grant award period, and maintained for a period of three (3) years from the date of last activity under the grant, for monitoring and auditing purposes. This documentation must be made available upon request for inspection and review.

## 28. Reporting Fraud, Waste and Abuse

The grant award recipient must promptly report any credible evidence of fraud, waste, abuse and similar misconduct with grant funding to the MCSS.

## Appendix D

## Safe Schools Maryland Tip Summary Report

Data From: 2018/10/03 to 2018/12/04

Event Type	Count
Drug Distribution/Use/Sale/Abuse	19
Bullying/Cyber-Bullying/Teasing	15
Other	15
Test Tip	12
Assault/Intend to Harm Others	9
Unknown	9
Guns	8
General School Complaint/School Accountability	5
Terrorism Threat/Ideation	5
Smoking/E-cigs/Vaping	4
Anger Issues/Creating Hostile Environment	3
Depression/Anxiety	3
Inappropriate Behavior/Language/Gestures	3
Planned School Attack	3
Fighting	2
Gang Violence/Formation/Threats	2
Prank Report	2
Sexual Assault/Rape	2
Bodily Injury/Emergency Condition	1
Child Abuse/Neglect	1
Discrimination	1
Harassment/Hazing	1
Knife	1
Location of Missing Child/Student	1
Suicide Threats/Ideation	1
<b>Total</b>	<b>128</b>

## Appendix E

## **School Resource Officer Data by County**

### **Allegany County Public Schools**

A school resource officer (SRO) is assigned to each of the four (4) public high schools in Allegany County for at least 50% of the academic day. These SROs also provide additional SRO coverage and services to area feeder schools. Feeder schools include middle and elementary schools with students that eventually would attend the identified area high school. Local law enforcement provides additional response to service calls during the period of the day that the SRO is not on the school campus.

### **Anne Arundel County Public Schools**

All 12 of the public high schools in Anne Arundel County have a full-time school resource officer assigned to the school.

### **Baltimore City Public Schools**

Of the 36 public and alternative high schools in Baltimore City, 27 have a full-time assigned school resource officer. In the remaining nine (9) schools, City school police officers provide roving coverage and services to the school throughout the academic day.

### **Baltimore County Public Schools**

All 27 of the public and alternative high schools in Baltimore County have a full-time school resource officer assigned to the school.

## **Calvert County Public Schools**

**All four (4) of the public high schools in Calvert County have a full-time school resource officer assigned to the school.**

## **Caroline County Public Schools**

**The two (2) public high schools in Caroline County have a full-time school resource officer assigned to the school.**

## **Carroll County Public Schools**

**Of the nine (9) public and alternative high schools in Carroll County, four (4) have a full-time school resource officer assigned to the school. The Carroll County Sheriff's department is currently paying overtime to deputies to provide patrol checks and SRO coverage during the academic school day to the remaining high schools that do not have a full-time SRO assigned.**

## **Cecil County Public Schools**

**All six (6) of the public high schools in Cecil County have a full-time school resource officer assigned to the school.**

## **Charles County Public Schools**

**All seven (7) of the public high schools in Charles County have a full-time school resource officer assigned to the school.**

## **Dorchester County Public Schools**

**Of the three (3) public high schools in Dorchester County, two (2) have a full-time school resource officer assigned to the school. Certain identified SROs provide supplemental coverage to other area schools. Additional law enforcement coverage is provided by the Cambridge Police Department as needed.**

## **Frederick County Public Schools**

**All 10 of the public high schools in Frederick County have a full-time school resource officer assigned to the school.**

## **Garrett County Public Schools**

**The two (2) public high schools in Garrett County have a full-time school resource officer assigned to the school.**

## **Harford County Public Schools**

**All 11 of the public and alternative high schools in Harford County have a full-time school resource officer assigned to the school.**

## **Howard County Public Schools**

**All 13 of the public and alternative high schools in Howard County have a full-time school resource officer assigned to the school.**

## **Kent County Public Schools**

**Kent County has one (1) public high school, and it has a full-time school resource officer assigned to the school.**

## **Montgomery County Public Schools**

All 27 of the public and alternative high schools in Montgomery County have a full-time school resource officer assigned to the school. Other area programs provide dual-assigned SROs to geographically adjacent campuses.

## **Prince George's County Public Schools**

Of the 26 public and alternative high schools in Prince George's County, 21 have a full-time school resource officer assigned to the school. Certain area schools share a full-time Security Services School Police Officer, and have a number of security assistants on hand to provide additional coverage to those schools. They also receive supplemental coverage from Prince George's County Police, as requested.

## **Queen Anne's County Public Schools**

The two (2) public high schools in Queen Anne's County have a full-time school resource officer assigned to the school.

## **St. Mary's County Public Schools**

All three (3) of the public high schools in St. Mary's County have a full-time school resource officer assigned to the school.

## **Somerset County Public Schools**

One of the two (2) public high schools in Somerset County have a full-time school resource officer assigned to the school. Certain school resource officers provide SRO services to other area schools. The

**Crisfield Police Department provides additional coverage to certain identified schools, as needed.**

## **Talbot County Public Schools**

**The two (2) public high schools in Talbot County have a full-time school resource officer assigned to the school.**

## **Washington County Public Schools**

**None of the 10 public and alternative high schools in Washington County have a full-time school resource officer. Some schools have an assigned SRO for a majority of the academic school day. In addition, campuses with an assigned SRO often provide routine SRO patrols to adjacent and geographically nearby campuses. A number of SROs provide SRO services to other area feeder schools.**

**Several local police departments, the County Sheriff's Department, and the Maryland State Police provide additional supplemental and roving patrol coverage in the absence of an assigned SRO.**

## **Wicomico County Public Schools**

**All five (5) of the public high schools in Wicomico County have a full-time school resource officer assigned to the school.**

## **Worcester County Public Schools**

**All four (4) of the public high schools in Worcester County have a full-time school resource officer assigned to the school.**

