Fiscal Year 2020 Hate Bias Crimes Grant

Notice of Funding Availability
Application Guidance Document
Online Submission Deadline: September 6, 2019

Funded through:
State of Maryland

Maryland Center for School Safety (MCSS)
Care of: Maryland State Department of Education
200 West Baltimore Street
Baltimore, Maryland 21201
www.safeschoolsmd.org
410-281-2335

Larry Hogan, Jr., Governor
Boyd K. Rutherford, Lt. Governor
Karen B. Salmon, Ph.D., State Superintendent of Schools
Kate Hession, Executive Director, MCSS

NOTE: Applications will be available for all FY20 grants at the beginning of Fiscal Year 2020 on the MCSS website: https://www.safeschoolsmd.org/grants-and-resources/. Applicants are encouraged to follow the instructions outlined on the website when submitting the applications in order to avoid incomplete submissions. Supporting documentation for all applications must be submitted as one additional pdf, or word file not to exceed 10mb in size.

Grants Offered in Fiscal Year 2020
● Safe Schools Fund Grant
● School Resource Officer (SRO) / Adequate Coverage Grant
● School Traffic Safety Enforcement Grant
● Hate Bias Crimes Grant

Who May Apply
Funding is available to the following Maryland entities:
● Safe Schools Fund Grant
  ○ Local School Systems
  ○ Non-Public Special Education Schools
● School Resource Officer (SRO) / Adequate Coverage Grant
  ○ Law Enforcement Agencies (LE)¹
  ○ Local School Systems

¹ LEs must coordinate with LSS if applying directly to avoid duplicate applications.
School Traffic Safety Enforcement Grant
  ○ Law Enforcement Agencies

Hate Bias Crimes Grant
  ○ Non-public and private schools, child care centers as defined by Md. Code Ann., Education Art. §9.5-401, and Local School Systems which are determined to be at risk of hate crimes.

All funding is contingent upon the Maryland Center for School Safety (the “Center”) receiving the specified grant funds from the State of Maryland. As of the posting of this Notice of Funding Availability, the General Assembly completed appropriations for Fiscal Year 2020.

Important Notes
All FY20 Grants administered by the Center are State issued Funds. Applicants are not required to provide a DUNS number or proof of registration with www.SAM.gov to apply. All non-public school system applicants must provide a copy of their IRS Form W-9 to the Center with their application.

Introduction / Scope
The Maryland Center for School Safety will award grants to selected entities who meet the eligibility criteria of each grant. If funds remain available after the initial grants are awarded in a fiscal year, supplemental grant awards may be made. To enhance the use of these available funds, inter-agency cooperation and community partnerships between local law enforcement agencies and local school systems are strongly encouraged. The Center supports each local school system, law enforcement agencies, and non-public/private entities that together determine the greatest funding need, and therefore, the best utilization of grant funds for their application.

Additional Assistance
To assist with the application process, the Center advises applicants to read through the Frequently Asked Questions (FAQs) provided on the Grants and Resources tab on the MCSS website, or through the direct link here.

Application Process
Applicants are required to apply for grant funding through the Grants and Resources tab on the Maryland Center for School Safety’s website or through the direct link at: https://www.safeschoolsmd.org/grants-and-resources/

To qualify, the online application must be submitted no later than 5:00 PM E.T. on September 6, 2019.

For further assistance, please contact:
Gifty Quarshie, Fiscal and Grants Analyst
410-281-2335
MCSS.MCSS@maryland.gov
Table of Contents

GRANT OVERVIEW 4
HATE BIAS CRIMES GRANT - FY20 4
PURPOSE OF THE GRANT 4
ELIGIBILITY CRITERIA 5
AWARD PRIORITIZATION 5
IMPORTANT DATES 5
FUNDING AVAILABILITY 5
APPLICATION REQUIREMENTS 6
   A. Statement of Need Narrative 6
   B. Project Goal Statement 6
   C. Project Strategy 6
   D. Detailed Project Description 6
   E. Timeline/Work Plan 7
   F. Budget 7
   G. Funding 7
   H. Sustainability 8
   I. IRS Form W-9 8
   J. Letters of Support/Commitment (Optional) 8
INDIRECT AND FIXED COSTS 8
   A. Indirect Costs 8
   B. Fixed Costs 8
ALLOCATION 9
REPORTING AND REIMBURSEMENT REQUIREMENTS 9
   A. Reporting 9
   B. Auditing 9
   C. Reimbursement 9
APPLICATION REVIEW 10
APPLICATION AND RECORD RETENTION 10
GENERAL AND SPECIAL CONDITIONS 11
GRANT OVERVIEW

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, private schools (K-12), and child care centers determined to be at risk of hate and bias crimes to enhance school safety. The Center administers the grant funds and determines awards.

HATE BIAS CRIMES GRANT - FY20

The Program is in its second year and funding is available for all entities that meet the eligibility criteria outlined below. Total available funding for the Grant in FY20 is $2 million. Eligible applicants determined to be at risk of Hate Crimes may apply. For purposes of this program, Hate Crimes are defined as set forth in § 10-305 of the Criminal Law Article.

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.

PURPOSE OF THE GRANT

The purpose of this “Hate Bias Crimes Grant” is to provide funding for schools and child care centers determined to be at risk of hate crimes or attacks as described under § 10-305 of the Criminal Law Article. The Grant is to be applied toward the cost of safety and security-related projects. The allocation and use of State funds are outlined below.

1. State funds may be used only for funding additional:
   a. Security Training Needs
   b. Security Personnel
   c. Security Cameras
   d. Security-related Technology
   e. Door hardening
   f. Improved Lighting, and
   g. Other Security-related Facility Upgrades

2. The amount of the State grant for any project shall be determined after the consideration of all eligible applicants, the total of the unallocated State funds available at the time the application is received, and the priorities of area need as may be established by the Center.

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2 All purchases made with grant funds must be compliant with Maryland Building Code and Fire Code regulations in order to receive reimbursement.
ELIGIBILITY CRITERIA

The Hate Bias Crimes Grant is open to the following Maryland entities in FY20:

- Non-public Schools
- Private Schools
- Child Care Centers
- Local School Systems

Public Safety Article § 2-307 tasks all law enforcement agencies within the State of Maryland and the Fire Marshal’s Office to provide the Maryland State Police (MSP) with information relating to incidents seemingly directed against an individual or group because of race/ethnicity/ancestry (R/E/A), religion, sexual orientation, disability, gender, gender identity, or homeless status.

In order to be considered for this grant, an eligible institution must be located within a 5 mile radius of a reported hate crime incident. Proof of this incident will be required for consideration within that last 3 years.

All eligible entities may submit no more than one (1) application for the Hate Bias Crimes FY20 Grant. This grant application may not be used to apply for any other grant being offered by the Center.

AWARD PRIORITIZATION

This Notice of Funding Availability (NOFA) will give priority consideration to programs that did not receive Hate Bias Crime Grant funds during FY19.

IMPORTANT DATES

<table>
<thead>
<tr>
<th>Begin Accepting Applications</th>
<th>July 2019</th>
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</thead>
<tbody>
<tr>
<td>Deadline to Submit an Application</td>
<td>September 6, 2019</td>
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<tr>
<td>Deadline for Award Approval/Denial Letters</td>
<td>October 21-25, 2019</td>
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<tr>
<td>Award End Date</td>
<td>June 30, 2020</td>
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FUNDING AVAILABILITY

Funding for Grants offered by the Center is provided by the State and is based on approval from the State Legislature and the Governor. Funding is only available in the fiscal year (FY) it is appropriated. The fiscal year for the State of Maryland begins July 1 and ends June 30 of each year.

The FY20 Grant awards funded under the Maryland Center for School Safety will begin on July 1, 2019 (Beginning Date) and end on June 30, 2020 (End Date). Grant funds will be obligated by the Center once a completed Notice of Grant Award is issued. Funds are paid on a reimbursable basis.
APPLICATION REQUIREMENTS

In order for Grant applications to be considered for approval, all applications submitted to the Center must be fully completed to the best of the applicant's ability. Application requirements include the following:

A. Statement of Need Narrative

All applicants must provide a clear, concise and succinct statement of need outlining why the grant funds are needed; how the grant funds will be used; what issues/problems that grant funds will help resolve; and other relevant data as necessary. The Statement of Need must also address the target population and the geographical area being served. It is important that applicants for this Grant:

a. Provide latest statistical data to document the problem.

b. Demonstrate efforts, if any, that have been made to address the problem in the past.

c. Provide actual hate crimes incidents reported to a law enforcement agency within the last three (3) years.

d. Show reported hate crime incidents within a 5 mile radius of the institution. (NOTE: If using this criteria, please provide actual mileages from your institution to the reported incident).

B. Project Goal Statement

Applicants must provide a Project Goal Statement that conveys the short and long-term goals of the project. This Project Goal Statement should identify specific objectives that would be accomplished when this project is implemented.

C. Project Strategy

This section should explain how the project will address the problem and accomplish its goals and objectives. Include information on other projects/programs, organizations, and stakeholders that may be involved in or impacted by the program, if applicable. At a minimum, the strategy should address the following project elements:

D. Detailed Project Description

The Detailed Project Description should contain as much detail as possible, including goals and objectives. This part of the application must include specific milestones, and deliverables that your project will be attempting to accomplish. Some examples could include the following:

- **Benefits** - Grantee must identify and describe the immediate benefits and/or services associated with this project.
- **Outcomes** - Grantee shall specify outcomes related to this grant and how it improved overall operations. Examples may include the number of security measures installed, crimes investigated,
- **Impacts** - Identify and describe the long-term outcomes that are anticipated to result from the production of the outputs (e.g., lower crime rates, healthier population, increased public safety, reduced spending on incarceration, etc.).
E. Timeline/Work Plan

Applicants must submit a detailed timeline/work plan. This timeline/work plan must include the following:

- Key tasks that must be carried out to implement the program successfully;
- Person(s) responsible for seeing that each task is completed within the proposed timeline;
- Target dates for task completion; and
- Timeframe for achieving objectives.

F. Budget

Budgets must be clear, specific, and tied directly to the project description and performance measures. Budgets must reflect one year of spending plan equal to the duration of the grant. The grantee shall provide an explanation of the amount of grant money required for the project; and whether additional funding is either being provided or acquired from other sources for the same project. Please use the MSDE C-1-25 grant budget worksheet to submit your budget; along with other necessary grant budget documents. Budget details shall include the following:

a. Personnel

The salaries and fringe benefits for staff required to implement the project must be listed under this category. Fringe benefits may not exceed 30% of reported salary costs. Consultants and/or third party vendors are not to be listed under this category. These are considered Contractual Services. Hourly Rates for sworn Law Enforcement personnel may not exceed $50/hour. Grantee is responsible for maintaining timesheet reports for all personnel whose salaries are funded using the Grant dollars.

b. Contractual Services

Consultant contracts for security services or staff training should be included and shall be consistent with State guidelines. If you are paying a third party for an employee, they are considered contractual. A copy of all contracts and/or scope of proposed work/services associated with the items listed in the Contractual Services category must be included with your application.

G. Funding

Grantee must confirm that the Hate Bias Crimes Grant will not supplant local, state and federal funding currently allocated for the proposal. Grantee shall also indicate other funding sources, if any, that will be used to support this work. _Hate Bias Crimes Grants may not be used to supplement existing State and local funds for program activities and may not replace those funds that have been appropriated for the same purpose._

Grantee must abide by its local jurisdiction’s procurement processes and regulations for any purchases made with grant funds. If such guidelines do not exist, refer to the State of Maryland guidelines. 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](http://www.michie.com/maryland). 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 the State of Maryland grant funds.
H. Sustainability

What prospects exist for continued financing of the project when grant funds are no longer available? What efforts have been or will be made to continue the methods, techniques, and operational aspects of the project when the grant funds are concluded? Indicate planned future sources of funding or proposed jurisdictional planning efforts.

I. IRS Form W-9

An IRS Form W-9 is required as part of all Hate Bias Crimes Grant applications. If the applicant is doing business under a different name, then the parent organization must be listed first on the grant application followed by the institution submitting the grant application (e.g. Maryland State Department of Education/Maryland Center for School Safety). As indicated on the Form W-9, only organizations physically located within the State of Maryland will be eligible for grant funds.

J. Letters of Support/Commitment (Optional)

Submit letters of commitment by partners who participate in the execution of the project or whose cooperation or support is necessary to its success. Letters of commitment/support will only be accepted when they are emailed to the Center.

INDIRECT AND FIXED COSTS

A. Indirect Costs

The Maryland Department of Legislative Services defines Indirect Costs as “overhead expenditures that cannot be directly charged to the program providing services. Indirect costs represent administrative and support services an agency provides (such as budgeting, accounting, and purchasing) to allow the direct delivery of services.” Some additional indirect costs may include depreciation or use allowances on buildings and equipment as well as the costs of operating and maintaining facilities.

There are no indirect costs permitted in the Hate Bias Crimes Grant.

B. Fixed Costs

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

- Salaries/Wages & Fringe Benefits
- Materials and Supplies
- Equipment

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3 Indirect Costs
4 Staff, technicians and other personnel(s) needed specifically for the purpose of executing the Grant.
5 Materials and supplies needed specifically for the purpose of executing the Grant.
6 Equipment needed specifically for the purposes of executing the Grant that costs greater than $5,000 and has a useful life of at least one year
ALLOCATION
The Center will allocate funding based on each applicant’s demonstrated need and justification. All applicants who demonstrate they are at risk of hate bias crimes must provide adequate documentation to support their application.

REPORTING AND REIMBURSEMENT REQUIREMENTS

A. Reporting
   a. Grantee shall provide quarterly evidential reports that describe substantive changes in the targeted population’s knowledge, behavior, or disposition. These quarterly reports shall also specify how these initial outcomes will be measured and the tools that will be used to measure the change (e.g., percent decrease in reported incidents of crime; percent decrease in recidivism rates for the population targeted; percent increase in awareness of victim services; etc.).
   b. Unless otherwise stated, Grantees are required to submit a written summary of work completed; including milestones achieved and any obstacles encountered during the previous quarter; and every quarter thereafter. A final grant report is due to the Center within 60 days of the end of the grant.

B. Auditing
   a. The Grantee shall retain reports, activity logs, timelines, and any additional related supporting documentation for any other expenses that are covered in whole or in part by any grant funds. The Center, as well as, the Grantee shall retain grant documents for the retention period of three (3) years after final invoice submission. The Center, the Department of Budget and Management, the State Comptroller, the Legislative Auditor, or any combination of the aforementioned State agencies may examine and audit this evidence on request, at any reasonable time within the retention period.
   b. The Grantee shall allow the Center access to those records to verify grant expenditures and activities upon receipt of written request.

C. Reimbursement
   a. Grantee shall submit complete information concerning work for which Grantee is requesting reimbursement, including detailed description of work completed and costs incurred.
   b. Reimbursement requests must:
      ● be submitted on organization letterhead;
      ● include a request for taxpayer Identification Number and Certification (W-9);
      ● be addressed to MSDE care of: MCSS; and
      ● include supporting details such as timesheets, proof of work performed, payments made to other vendors to carry out grant related projects, etc.
   c. Final invoice or request for reimbursement related to this grant must be submitted no later than 45 days after the end of the duration of this grant. The Center will not reimburse any invoices or reimbursement requests submitted beyond this date.
   d. No grant monies will be funded for costs or obligations incurred, or work performed, PRIOR to the beginning date of this notice of funding.
   e. Invoices and reports submitted to the Center must not contain personally identifiable information (PII) or sensitive information.
APPLICATION REVIEW

Each application will be thoroughly assessed to ensure adherence to every required detail. Incomplete applications will not be reviewed. The Center will provide guidance on as needed basis to ensure compliance with the application requirements.

The Center will assess each organization’s application based on the following:

1. Ability to meet the [eligibility criteria](#) as defined on this NOFA.
2. Meeting all required deadlines listed under the [Important Dates](#) chart on this NOFA.
3. Submitting a full and complete application addressing each of the following topics listed under the [Application Requirements](#) section on this NOFA. These topics include:
   - Statement of Need Narrative
   - Project Goal Statement
   - Timeline/Workplan
   - Detailed Project Description
   - Project Strategy
   - Budget
   - Funding
   - Sustainability
   - IRS Form W-9
   - Letter(s) of Support/Commitment (Optional)

This grant involves a competitive application process. The Center will conduct an internal staff review of each application submitted in accordance with this Notice of Funding Availability. An approval/denial letter will be emailed no later than October 25, 2019.

APPLICATION AND RECORD RETENTION

A. The Maryland Center for School Safety is a government entity; upon submission, this application is considered public information, except as otherwise provided by law. The Maryland Center for School Safety does not sell collected grant information. Under the Maryland Public Information Act (PIA) (MD State Government Code Ann. Gen. Provisions Art., § 4-101, et seq.), you may request in writing to review grant award documentation. Please send those requests to the Maryland Center for School Safety, 7125 Ambassador Road, Suite 130, Windsor Mill, MD 21244.

B. Grantee shall allow the Center and its affiliated agencies, the Maryland State Department of Education, the Department of Budget and Management, the State Comptroller, and the Legislative Auditor; to examine and audit this supporting documentation on request and at any reasonable time within the retention period.

C. Grantee shall allow the Maryland Center for School Safety employees and/or their representatives access to the relevant equipment, buildings, and structures so that the Center may perform evaluation and auditing visits to provide technical assistance and to ensure that project requirements are fully satisfied.
D. Grantee shall also allow the Center employees access to the relevant project site in order to take photographs or video of the project for the Center’s use. The Center shall provide reasonable notice to the Grantee prior to scheduling any of these events.

GENERAL AND SPECIAL CONDITIONS

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

A. Any expenditure of Grant funds that is not consistent with the purposes of the grant award, or that violates any requirement, term or condition of the Hate Bias Crimes Grant or this Agreement will be disallowed.

B. Unless an extension is permitted by the Center, all Grant related activities must be completed no later than June 30, 2020.

C. Grantee shall ensure that all work performed pursuant to the Grant and this agreement is completed by contractors and/or staff holding all necessary certifications and licenses.

D. Grantee shall ensure that any business or non-profit organization operating in Maryland with which Grantee contracts or partners to carry out the purposes of the Grant is registered and in good standing with the Maryland State Department of Assessments and Taxation.

E. All work performed pursuant to the Grant shall comply with all applicable local, State, and federal laws and regulations.

F. The purchase of school security hardware to upgrade doors, locks and entryways to meet security needs must meet established fire safety and security standards.

G. Entities should explore and establish safety measure protocols for activities taking place on school premises during an emergency, including projects that:
   a. Maintain open lines of communication between schools and law enforcement agencies.
   b. Incorporate active shooter response training in projects.

H. The Authorized Official on the submitted application is the Principal, Headmaster, or otherwise the head of the entity receiving the award.

I. All projects shall commence within 30 calendar days of the receipt of the approval letter for this grant. 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 in a formal written notice to the Center; sent via email or physical address.

J. 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.

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

L. 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 deobligated at the discretion of the MCSS.

M. Supplanting is the use of Hate Bias 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 Bias 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.

N. 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.

O. Failure to expend encumbered funds within 45 days following the End Date of the grant 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.

P. Any requests for changes or modifications of any kind to any portion of this award must be submitted in writing prior to occurrence. This includes, but is not limited to:
   a. Budget revisions of any type, including proposed expenditures in a budget category that was not previously approved in the application stage
   b. Change to Project Director or person in charge of executing grant
   c. Change to staff specified in the personnel category (where applicable)
   d. Change to scope of program
   e. Any change that was not approved when the funds were originally awarded.

Q. 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 the name of the replacement person. If documentation is available, please attach it to the original letter.

R. 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.

S. 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 Bias 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.”

T. 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 thirty (30) 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.
U. 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 de-obligation of funds. If a late reporting occurs, the expenditure or obligation may become the responsibility of the award recipient.

V. 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.

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

X. All correspondence should be directed to:

Maryland Center for School Safety
℅: Maryland State Department of Education
Attn: Gifty Quarshie, Fiscal and Grants Analyst
200 W. Baltimore Street
Baltimore, MD 21201