Fiscal Year 2020 SRO/Adequate Coverage Grant

Notice of Funding Availability
Application Guidance Document
Online Submission Deadline: September 20, 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](http://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 Center 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 Center’s website or through the direct link at: [https://www.safeschoolsmd.org/grants-and-resources/](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 20, 2019.**

For further assistance, please contact:
Gifty Quarshie, Fiscal and Grants Analyst
410-281-2335
[MCSS.MCSS@maryland.gov](mailto:MCSS.MCSS@maryland.gov)
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GRANT OVERVIEW

The Maryland Safe to Learn Act of 2018 (Senate Bill 1265, Chapter 30) was enacted into law in the 2018 legislative session. The law established the Safe Schools Fund (the “Fund) and ushered in a new approach to school safety and security in all Maryland Public Schools. The law also provided in Md. Code Ann., Educ. Art. §7-1508 of the Safe to Learn Act of 2018 an establishment of School Safety Coordinator.

The law requires:
On or before July 1, 2019, each local school system, in consultation with local law enforcement agencies, shall:
   1. Develop a plan to implement the guidelines developed by the Center; and
   2. Submit the plan to the Center for review and comment.

AND

Before the 2018-2019 school year begins, each local school system shall file a report with the Center identifying:
   1. The public high schools in the local system’s jurisdiction that have a school resource officer assigned to the school; and
   2. If a public high school in the local school system’s jurisdiction is not assigned a school resource officer, the adequate local law enforcement coverage that will be provided to the public school.

SCHOOL RESOURCE OFFICER (SRO) / ADEQUATE COVERAGE GRANT - FY20

The Governor has appropriated $10 million general funds in fiscal year 2020 for the School Resource Officer / Adequate Coverage grant issuance to local law enforcement agencies and local school systems in the areas enumerated at Md. Code Ann., Education Art. §7-1508. All applications for School Resource Officer / Adequate Coverage grants shall be reviewed and approved by the School Safety Subcabinet (delegated to the MCSS) prior to issuance.

The Subcabinet and the Center reserve the right to request additional information from applicants related to project descriptions, use of the funds, and budget submissions for the purpose of providing grants in the state of Maryland.

PURPOSE OF THE GRANT

The purpose of this “SRO / Adequate Coverage Grant” is to provide funding for school resource officers and adequate coverage for local school systems. Local school systems and local law enforcement agencies are encouraged to form partnerships in the form of written MOUs between both entities in order to prevent duplicate application submissions or missing applications. Each local school system and local law enforcement agency must:
   ● Work together to determine their needs and therefore the best utilization of grant funds for their application.
   ● Provide a copy of the signed Memorandum of Understanding (MOU) between the law enforcement agency and the local school system relating to adequate SRO/law enforcement coverage for each school in the local school system’s jurisdiction.
The Funding provided through this grant can only be used on certain projects/duties.

- Grant funds may only be used by a local school system or a law enforcement agency to provide SRO/adequate coverage for the local school system in their jurisdiction. These SRO / adequate coverage must be provided by law enforcement officers as defined under § 3–101(e) of the Public Safety Article or local law enforcement coverage designated solely for adequate school safety coverage.

**ELIGIBILITY CRITERIA**

Both local school systems and law enforcement agencies are eligible to apply for the SRO / Adequate Coverage grant. However, as previously stated, entities must work together to avoid duplicate application submission. Only law enforcement agencies working with their local school system are eligible to submit their applications directly to the Center.

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

The MCSS requires local law enforcement entities and county school boards to collaborate and form long-lasting partnerships to determine funding priorities.

All eligible entities must submit no more than one (1) application for the SRO / Adequate Coverage FY20 Grant. This grant application **may not** be used to apply for any other grant being offered by the Center.

**IMPORTANT DATES**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Begin Accepting Applications</td>
<td>July 2019</td>
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<tr>
<td>Deadline to Submit an Online Application</td>
<td>September 20, 2019</td>
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<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 FY2020 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 stating 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 is necessary.

B. **Detailed Project Description**

   This part of the application should contain as much detail as possible, including project goals and objectives. It must contain specific deliverables.

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.

D. **Budget**

   Budgets must be clear, specific, and tied directly to project description and performance measures. Budgets must reflect at least a one year spending plan equal to the duration of the grant. Grantee shall provide an explanation of the amount of grant money required for the project; and whether additional funding is either being provided or sort from other sources for the same project. Grantee must include the [MSDE C-1-25](#) grant budget worksheet; along with other necessary grant budget documents where applicable.

   The Maryland Center for School Safety reserves the right to reduce budgets. Applicant requirements will be taken into consideration should budgets need to be reduced.

E. **Funding**

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

**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 SRO / Adequate Coverage Fund.*

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

**ALLOCATION**

Under Md. Code Ann., Education Art. §7-1508 (g), grants provided for SRO / Adequate Coverage shall be made to each local school system based on the number of schools in each school system in proportion to the total number of public schools in the State in the prior year.

The Subcabinet and the Center has established the following allocation method for the SRO/Adequate Coverage FY20 Grant. Please refer to restrictions listed under the [Eligibility Criteria](#). Below is the allocation per jurisdiction as established in statute.

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2 Indirect Costs
3 Staff, technicians and other personnel(s) needed specifically for the purpose of executing the Grant.
4 Materials and supplies needed specifically for the purpose of executing the Grant.
5 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
6 [ELIGIBILITY CRITERIA](#)
REPORTING AND REIMBURSEMENT REQUIREMENTS

A. Reporting
   a. Beginning with the 2019-2020 school year, and each school year thereafter, before the school year begins, each local school system shall file a report identifying:
      i. The public schools in the local school system's jurisdiction that have a school resource officer assigned to the school; and if a public school in the local school system's jurisdiction is not assigned a school resource officer, the adequate local law enforcement coverage that will be provided to the public school
   b. Grantee shall provide the Center data on:
      i. The number of full-time and part-time school resource officers assigned to each elementary school, middle school, and high school; and
      ii. Any other local law enforcement officers who are providing adequate coverage.

B. Auditing
   a. 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 and report 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. Grantee shall allow the Center access to records related to this grant and to verify grant expenditures and activities upon receipt of written request from the Center.

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. Where applicable, reimbursement requests must be made on organization letterhead and must be accompanied with a copy of your W9. It must also include supporting details such as proof of work performed and/or payments made to other vendors to carry out grant related projects. Exceptions Apply.

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 effective date of this notice of funding.

e. Invoices and reports submitted to the Center cannot 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 staff will assess each organization's application based on:

- Statement of Need Narrative
- Detail Project Description
- Project Strategy
- Budget
- Funding

The Center will conduct an internal staff review of each application submitted in accordance with this Notice of Funding Availability.

If all application information is submitted correctly, an approval/denial letter will be emailed within thirty (30) days.

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7 Not applicable to Safe Schools Fund Grant and SRO/Adequate Coverage Grant. These grants must use the MSDE AFR site for reimbursement requests. MSDE AFR
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 building 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 MCSS 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 SRO/Adequate Coverage Grant Fund 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, if applicable.

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

F. Local School Systems may establish a written Memorandum of Understanding (MOU) with local law enforcement agencies, local school boards, and other entities as applicable.

G. While a Local School System (LSS) and LE may each qualify for a specific grant being offered by the Center, they may not apply separately for the same Grant. Each LSS and LE should work together to determine their needs, the best utilization of the Grant funds and who would apply for the Grant.

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

I. 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.

J. 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.

K. 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.

L. 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.

M. 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 - mcss.mcns@maryland.gov - or physical address. 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.

N. 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.

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

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.

Please note: an MSDE form C-1-25A is required for all budget amendment requests.

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. If documentation is available, please attach it to the original letter (e.g. Executive Order, acknowledgement of election, Board notes acknowledging confirmation, etc.).
R. 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.

S. 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.

T. The Authorized Official on the submitted application is the local school system Superintendent, Agency Head, Finance Official, Principal, Headmaster, or otherwise the head of the entity receiving the award.

U. Supplanting is the use of Safe Schools Fund FY20 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 the SRO / Adequate Coverage 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.

V. 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.

W. 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 SRO / Adequate Coverage 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.”

X. 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.
Y. 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.

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