Fiscal Year 2020 Safe Schools Fund Grant

Notice of Funding Availability
Application Guidance Kit
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 to apply for State funds. All non-public school system applicants must provide a copy of their IRS Request for Taxpayer Identification Number and Certification, 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 20, 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
SAFE SCHOOLS FUND GRANT - FY20 4
PURPOSE OF THE GRANT 4
ELIGIBILITY CRITERIA 7
IMPORTANT DATES 7
FUNDING AVAILABILITY 7
APPLICATION REQUIREMENTS 8
   A. Statement of Need Narrative 8
   B. Detailed Project Description 8
   C. Project Strategy 8
   D. Budget 8
   E. Funding 8
INDIRECT AND FIXED COSTS 9
   A. Indirect Costs 9
   B. Fixed Costs 9
ALLOCATION 9
REPORTING AND REIMBURSEMENT REQUIREMENTS 10
   A. Reporting 10
   B. Auditing 11
   C. Reimbursement 11
APPLICATION REVIEW 12
APPLICATION AND RECORD RETENTION 12
GENERAL AND SPECIAL CONDITIONS 13
GRANT OVERVIEW

The Maryland Safe to Learn Act of 2018 (Senate Bill 1265, Chapter 30) became law on June 1, 2018. It established the Safe Schools Fund, and ushered in a new approach to school safety and security for Maryland’s public schools. The purpose of the Fund is to provide grants to local school systems to enhance school safety. The Center administers the Fund on behalf of the Subcabinet which awards the grants from the Fund. The Safe to Learn Act also established the School Safety Subcabinet Advisory Board, which advises and assists the Subcabinet and agency with fulfilling the statutory duties.

The Safe to Learn Act of 2018 also establishes grant funding for local law enforcement agencies, public and nonpublic schools, and childcare centers to address school safety and security matters that address the safety. Please refer to the “Grants Offered in Fiscal Year 2020” section on Page 1 of this NOFA for more information.

SAFE SCHOOLS FUND GRANT - FY20

The Governor has appropriated $10 million of general funds in FY20 to the Safe Schools Fund for issuance to local school systems in the areas enumerated at Md. Code Ann., Education Art. §7-1512. All applications for Safe Schools Fund grants shall be reviewed and approved by the Subcabinet 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.

PURPOSE OF THE GRANT

The purpose of this “Safe Schools Fund Grant” is to provide funding for school safety and security related matters. The purpose of the Fund as established in Md. Code Ann., Educ. Art. §7-1512 of the Safe to Learn Act of 2018 provides:

§7-1512

1. **Conducting training for students and school personnel on de-escalation of situations and identifying and reporting behaviors of concern.**

Grant funds can be used to train students and staff on the proper use of de-escalation strategies/measures in properly addressing and managing student behavior, the conflict cycle and preventative measures, the development of meaningful relationships, how to recognize signs of escalation, and de-escalation tips to improve the climate and culture of the school and school community. Training could also include knowledge of trauma informed care and use of trauma informed strategies to de-escalate classroom and school conflict.

This training can be provided by consultants and/or subject matter experts in various formats to include, but not limited to: in-person training, webinars, seminars, or use of technology-based training.

Training related to behaviors of concern may include the topics of self-harm, harm to others, expression of hopelessness, drug use, suicidal gestures, and known gang activity.
2. **Conducting training of assessment teams.**

Grant funds can be used to train administrators, school staff, support staff, and school resource officers to identify, properly respond to, and report threats or behaviors of concern that may pose a threat to the safety of an individual attending or working in a public school. In addition, grant funds can be used to train students to identify, and encourage students to report behaviors of concern exhibited by their peers or others that may pose a threat to the safety of an individual attending or working in a public school, including sharing thoughts about or plans for engaging in violence at the school. Grant funds can also be used to purchase training materials.

This training can be provided by consultants and/or subject matter experts in various formats to include, but not limited to: in-person training, webinars, seminars, or use of technology-based training.

3. **Conducting School Safety Evaluations.**

Grant funds can be used to train school safety evaluation teams regarding the various aspects and use of the school safety evaluation tool, as well as the use of technology, software, and apps to conduct the safety evaluations. In addition, grant funds can be used to employ school safety consultants and/or subject matter experts to conduct the school safety evaluations and/or assess the outcomes of the evaluations.

4. **Establishing Formal and Anonymous Mechanisms for Reporting Safety Concerns.**

Grant funds can be used to develop and establish formal and anonymous mechanisms, policies, procedures, and processes for reporting safety concerns as well as the use of technology, software, and apps to support the reporting process. In addition, grant funds can be used to train administrators, school staff, support staff, students, parents, school resource officers and community members to identify and properly report safety concerns to the appropriate parties. However, a statewide School Safety Tip Line has been established and can be utilized statewide.

5. **Reimbursing local law enforcement agencies for school resource officer training provided by the Center.**

School Resource Officer training to be provided by the Center will be at no expense to local law enforcement agencies. School Resource Officers can register for any training provided by the Center, which is applicable to their roles that is offered at no expense.

6. **Enrolling school security employees in training provided by the Center.**

School security employee training to be provided by the Center will be at no expense to local school systems. School security employees can register for any training provided by the Center, which is applicable to their roles that is offered at no expense.
7. **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.**

Grant funds may be used to develop or adopt programs, practices, or strategies that address the behavioral needs of students that may pose a risk of self-harm or harm to others. Behaviors of concern may include expressions of hopelessness, drug use, suicidal gestures or statements, and gang activity.

Funds awarded under this section may also be used to provide wraparound services to students and their families including mentoring, tutoring, child care services, housing referrals, transportation, crisis intervention, substance abuse prevention and treatment, legal aid, academic counseling, and career counseling.

In applying for grant funds under this section, local school systems must provide evidence of how the external funding will be maximized to provide students with behavioral health and wraparound services. Evidence may include, if applicable, claims to health insurance plans for any covered health services.

8. **Outreach to the broader school community to improve school safety, including heightening awareness of existing mental health services and other services.**

Grant funds can be used to develop and implement outreach strategies, methods, mechanisms, materials, marketing efforts, community meetings/forums to the broader school community to improve school safety, including heightened awareness of existing mental health services and other services. In addition, grant funds can be used to acquire technology, software, and or apps to assist in outreach efforts as well as providing school safety training to the broader school community.

9. **Providing information to students and parents on travelling safely 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.**

Grant funds can be used to develop and implement outreach strategies, methods, mechanisms, materials, and marketing efforts to inform students and parents what local school systems are doing in this area. In addition, grant funds can be used to acquire technology, software, and or apps that would assist local school systems in this area.

10. **Assisting local school systems to improve and monitor traffic control measures in the immediate vicinity of schools to reduce the potential for pedestrian and vehicle accidents.**

Grant funds can be used to acquire technology, software, and/or apps that would assist local school systems in this area as well as staff training. In addition, grant funds can be used to compensate law enforcement for enforcement efforts to address traffic safety.
violations occurring in the immediate vicinity of schools to reduce the potential for pedestrian and vehicle accidents.

Local school systems and law enforcement should work collaboratively together to determine the needs in this area so the local school systems can submit a grant application for this assistance.

**ELIGIBILITY CRITERIA**

The Safe Schools Fund Grant is open to all twenty-four (24) local school systems within the State of Maryland. The Subcabinet shall allow grant applications from the following entities in FY20 on a per facility allocation only:

- Nonpublic Special Education Facilities within the State
- The Maryland School for the Deaf
- The Maryland School for the Blind
- The Seed School

Maryland State COMAR 13A.09.10 established the State Board of Education as the governing body for nonpublic school approval. Applications received from entities outside of the approved nonpublic schools list will not be considered.

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

**IMPORTANT DATES**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Begin Accepting Applications</td>
<td>July 2019</td>
</tr>
<tr>
<td>Deadline to Submit Online Application</td>
<td>September 20, 2019</td>
</tr>
<tr>
<td>Deadline for Award Approval/Denial Letters</td>
<td>October 21-25, 2019</td>
</tr>
<tr>
<td>Award End Date</td>
<td>June 30, 2020</td>
</tr>
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</table>

**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.

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2. Eligibility based on MSDE’s approved nonpublic school list
3. Allocation of funding not based on LSS allocation formula.
4. Allocation of funding not based on LSS allocation formula.
5. Allocation of funding not based on LSS allocation formula.
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 necessary.

B. 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.

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 a C-1-25 with Grant application 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 Safe Schools Fund 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. Safe Schools Fund 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.

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6 C-1-25
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 Safe Schools 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

The Subcabinet has established the following allocation method for the Safe Schools Fund FY20 Grant. Please refer to restrictions listed under the Eligibility Criteria.

- Each Non-Public Special Education Facility, MSD, MSB, and SEED shall receive a maximum grant amount of $5,000 per facility.
- Each local school system is allocated a base grant amount of $179,583.
- The remaining grant funding is evenly divided by the total number of public school students in the State and allocated per local school system.

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7 Indirect Costs
8 Staff, technicians and other personnel(s) needed specifically for the purpose of executing the Grant.
9 Materials and supplies needed specifically for the purpose of executing the Grant.
10 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.
11 2018/2019 MSDE Report Card
- Each LSS will be allocated an amount equal to the total number of public school students within each county.
- The total grant amount for each LSS will vary based on the allocation method.

## Allocation: Safe Schools Fund Grant FY20

<table>
<thead>
<tr>
<th>Jurisdiction</th>
<th># of Schools</th>
<th>Student Population</th>
<th>LSS PS Allocation</th>
<th>Base Allocation</th>
<th>Maximum Grant Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Public Special Ed.</td>
<td>94</td>
<td>N/A</td>
<td>N/A</td>
<td>$6,000</td>
<td>$470,000</td>
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<tr>
<td>MSD - 2</td>
<td>2</td>
<td>N/A</td>
<td>N/A</td>
<td>$5,000</td>
<td>$10,000</td>
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<tr>
<td>NSB - 1</td>
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<td>N/A</td>
<td>N/A</td>
<td>$5,000</td>
<td>$10,000</td>
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<tr>
<td>The Seed School</td>
<td>1</td>
<td>N/A</td>
<td>N/A</td>
<td>$5,000</td>
<td>$10,000</td>
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<tr>
<td><strong>Subtotal</strong></td>
<td><strong>98</strong></td>
<td><strong>N/A</strong></td>
<td><strong>N/A</strong></td>
<td><strong>$20,000</strong></td>
<td><strong>$490,000</strong></td>
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### Local School System Allocation

<table>
<thead>
<tr>
<th>Jurisdiction</th>
<th># of Schools</th>
<th>Student Population</th>
<th>LSS PS Allocation</th>
<th>Base Allocation</th>
<th>Maximum Grant Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allegany</td>
<td>22</td>
<td>8,029</td>
<td>550,231</td>
<td>$179,583</td>
<td>$2,125,814</td>
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<td>Anne Arundel</td>
<td>127</td>
<td>82,777</td>
<td>$141,860</td>
<td>$179,583</td>
<td>$661,444</td>
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<td>Baltimore City</td>
<td>154</td>
<td>60,591</td>
<td>$160,280</td>
<td>$179,583</td>
<td>$608,073</td>
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<td>Baltimore County</td>
<td>174</td>
<td>113,282</td>
<td>$169,435</td>
<td>$179,583</td>
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<td>Calvert</td>
<td>25</td>
<td>15,503</td>
<td>$92,603</td>
<td>$179,583</td>
<td>$272,187</td>
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<td>Carroll</td>
<td>10</td>
<td>5,787</td>
<td>$33,687</td>
<td>$179,583</td>
<td>$213,171</td>
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<td>Cecil</td>
<td>40</td>
<td>25,290</td>
<td>$147,218</td>
<td>$179,583</td>
<td>$326,801</td>
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<tr>
<td>Charles</td>
<td>32</td>
<td>16,364</td>
<td>$89,487</td>
<td>$179,583</td>
<td>$249,020</td>
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<td>Dorchester</td>
<td>12</td>
<td>4,767</td>
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<td>Frederick</td>
<td>68</td>
<td>42,160</td>
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<td>Garrett</td>
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<td>Hartford</td>
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<td>Howard</td>
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<td>56,784</td>
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<td>Kent</td>
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<td>1,003</td>
<td>$11,602</td>
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<td>Montgomery</td>
<td>209</td>
<td>161,548</td>
<td>$940,389</td>
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<td>Prince George’s</td>
<td>207</td>
<td>132,322</td>
<td>$770,271</td>
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<td>Queen Anne’s</td>
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<td>7,778</td>
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<td>Somerset</td>
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<td>2,518</td>
<td>$16,986</td>
<td>$179,583</td>
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<td>St. Mary’s</td>
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<td>18,063</td>
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<td>Talbot</td>
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<td>Worcester</td>
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<td>14,053</td>
<td>$87,044</td>
<td>$179,583</td>
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<td>Total</td>
<td>1,414</td>
<td>933,289</td>
<td>$5,200,000</td>
<td>$4,310,000</td>
<td>$9,510,000</td>
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</tbody>
</table>

### Per Student Allocation Method

- **Total FY20 Appropriation**: $10,000,000
- Non-Public Spec Ed Base Allocation: $400,000
- **Total LSS Base Allocation**: (200,000 x 24) = $4,310,000
- "LSS Base Allocation per school" = $179,583
- **Surplus**: $4,880,000
- **Total Approx. Base Allocation**: $5,200,000
- **Per Student Allocation**: $3.62 (per pupil award: 5,200,000 / 933,289 = $5.22 (per student))

### Reporting and Reimbursement Requirements

#### A. Reporting

- a. Quarterly Report - 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.
- b. Final Report - The report must provide detailed information on the final status over the entirety of the grant. The final report should include:

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Fiscal Year 2020 Safe Schools Fund Grant - July 1, 2019 - June 30, 2020
Page 10 of 15
i. Table of Contents
ii. Executive Summary
iii. Final Report (Narrative Format) to include:
   1. Detailed narrative describing efforts taken to accomplish program goal(s)
      and objectives and the outcomes of those efforts.
   2. Challenges encountered and how the challenges were overcome.
   3. Significant project activities or accomplishments.
   4. Significant modifications that occurred over the course of the grant that
      were not part of the original plan.
   5. Detailed description of plans for sustaining the program beyond the end
      of the grant.
iv. Summary of products, presentations, and publications
v. Appendices for additional documents and materials.

On or before August 1, 2020, and each August 1 thereafter, each local school system
shall submit a report to the Center that includes, for the immediately preceding school
year
i. Aggregate data about threats made against any school or school system facility;
ii. Information about any school lockdowns, evacuation, or other emergency
    responses that occurred;
iii. Incidents in which a public school’s emergency plan failed in part or in whole to
    function as anticipated in an emergency or an emergency drill;
iv. School hours spent in an emergency or an emergency drill.

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. 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 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 Apply¹².
   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.

¹² 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
d. No grant monies will be funded for costs or obligations incurred, or work performed, **PRIOR** to the effective date of this agreement.
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 School Safety Subcabinet will assess each organization’s application based on:

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

The Subcabinet will conduct an internal review of each application submitted in accordance with this NOFA. If all application information is submitted correctly, an approval/denial letter will be emailed within fifteen (15) business days of the Subcabinet’s next meeting; where applicable. Notice of Grant Awards (NOGAs) will be emailed once finalized.

**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 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 Safe Schools Fund FY20 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 and schools 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 Law Enforcement Agency 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.

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.mcss@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.
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.

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 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.

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.

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 Safe Schools 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.”

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.

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.

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