Fiscal Year 2020 School Traffic Safety Enforcement Grant

Notice of Funding Availability
Application Guidance Document
Online Submission Deadline: August 12, 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)
  - Local School Systems
- School Traffic Safety Enforcement Grant
  - Law Enforcement Agencies
- Hate Bias Crimes Grant

1 LEs must coordinate with LSS if applying directly to avoid duplicate applications.
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 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/](https://www.safeschoolsmd.org/grants-and-resources/)

**To qualify, the online application must be submitted no later than 5:00 PM E.T. on August 12, 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 Center supports Maryland’s Strategic Highway Safety Plan (SHSP) by providing grant funds to support enforcement of the applicable emphasis areas in and around school zones, or anywhere school buses travel, and where school bus stops. The Maryland SHSP is a statewide, coordinated, traffic safety plan that provides the framework for reducing highway fatalities and serious injuries on all public streets and highways. The plan establishes overall statewide fatality and serious injury goals, and sets strategies within six key emphasis areas including: Aggressive Driving Prevention; Distracted Driving Prevention; Highway Infrastructure, Impaired Driving Prevention, Occupant Protection, Pedestrian and Bicycle Safety. The SHSP is designed to move Maryland toward its goal of cutting roadway fatalities in half by 2030 and eventually ending traffic fatalities and serious injuries on Maryland roadways. Achieving these goals will require a sustained and steadfast commitment from state, local agencies, and key safety partners.

PURPOSE OF THE GRANT

The purpose of this “School Traffic Safety Enforcement Grant” is to provide funding for the safety of students and pedestrians around public schools and school buses. It is also meant to address the problem of drivers illegally failing to stop for school vehicles. The School Traffic Safety Enforcement Grant may not be used to fund the installation or maintenance of a speed monitoring system in or around a school zone under §21-809 of the Transportation Article. The Funding provided through this grant can be used on certain projects/duties. These include:

A. School Bus Safety
   a. Funding for overtime for officers to address the problem of drivers who fail to stop for school bus vehicles in problem areas will continue to be provided.
   b. Public Service Announcements to educate the public and promote bus safety awareness.

B. Pedestrian Safety
   a. Funding for overtime for officers to address the problem of drivers and pedestrians who fail to obey pedestrian safety laws.
   b. Public Service Announcements to educate the public and promote pedestrian safety awareness.

C. School Zone Speed Enforcement
   a. Funding for overtime for officers to address the problem of drivers who fail to observe the speed limit within a school zone.
   b. Public Service Announcements to educate the public and promote reducing speeds in school zones during school hours.

ELIGIBILITY CRITERIA

The School Traffic Safety Enforcement Grant is open to the following entities in FY20:

- Law Enforcement Agencies

All eligible entities may submit no more than one (1) application for the School Traffic Safety Enforcement 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>
</tr>
</thead>
<tbody>
<tr>
<td>Begin Accepting Applications</td>
<td>July 2019</td>
</tr>
<tr>
<td>Deadline to Submit an Online Application</td>
<td>August 12, 2019</td>
</tr>
<tr>
<td>Deadline for Award Approval/Denial Letters</td>
<td>September 13-19, 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.

Unless otherwise stated, grants issued from the School Traffic Safety Enforcement Grant to a single county or local school system may not exceed $35,000 in a fiscal year.

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 one year of spending and, where applicable, be adjusted to reflect start date, state furlough days, and holidays. Please use the MSDE C-1-25 grant budget worksheet to submit your budget; along with other necessary grant budget documents.

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

Grant must confirm that the School Traffic Safety Enforcement 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. School Traffic Safety Enforcement 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.

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 School Traffic Safety Enforcement 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

After the Center completes the grant application review process, the Award Phase begins. The final award decisions rest solely in the hands of the Center’s staff with fiduciary responsibility and legal authority to enter binding agreements. The Center staff will review and make award recommendations based on the programmatic and financial reviews of the applications. These recommendations are reviewed by a series of levels in the Center to ensure high-quality, fair, and unbiased decisions.

REPORTING AND REIMBURSEMENT REQUIREMENTS

A. Reporting

A law enforcement agency or a local school system that receives grant funds offered through the School Traffic Safety Enforcement Grant shall comply with established reporting requirements.

a. Enforcement activities must be documented as follows:
   
i. The number of pedestrian contacts
   ii. The number of vehicle stops
   iii. The number of citations issued
   iv. The number of written warnings issued
   v. The number of Safety Equipment Repair Orders issued
   vi. The number of Field Observation Reports made
   vii. The number of arrests
      1. Physical
      2. Referral
      3. Civil charges
      4. Criminal charges
   viii. Collisions involving school buses
   ix. Collisions involving pedestrians in a school zone
   x. Collisions involving vehicles in a school zone

b. Local School Systems shall report to their law enforcement counterparts and to the Center a list indicating areas where high volume of stop-arm violation occurrences is observed.
c. 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. The grant recipient shall submit a quarterly report by the 10th day of the month in question to the Center; a summary of personnel hours used and reporting requirements as defined in Section B above, and shall continue until the grant funds have been fully expended.

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 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 Apply³

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 agreement.

e. Invoices and reports submitted to the Center cannot contain personally identifiable information (PII) or sensitive information.

³ Not applicable to Safe Schools Fund Grant and SRO/Adequate Coverage Grant. These grants must use the MSDE AFR site for reimbursement requests.
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 Notice of Funding Availability.

The Center will assess each agency'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)

The Center will assess the worth of each organization's overall project based on the following:

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

The Maryland Center for School Safety 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 September 19, 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 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 School Traffic Safety Enforcement 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 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 LEA 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.** 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 School Traffic Safety Enforcement Grant MUST BE HIRED WITHIN 45 CALENDAR DAYS of receipt of the award package. Any delays in hiring must be reported in writing within 30 calendar days of receipt of the award package. If project personnel are not hired within 45 calendar days, project personnel allocations may be de-obligated at the discretion of the MCSS.

**M.** Supplanting is the use of School Traffic Safety Enforcement 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 School Traffic Safety Enforcement 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 de-obligation 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 School Traffic Safety Enforcement 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