



January 3, 2023

The Honorable Senator Guy Guzzone
Chair, Senate Budget and Taxation
3 West
Miller Senate Office Building
Annapolis, MD 21401

The Honorable Delegate Ben Barnes
Chair, House Appropriations
Room 121
House Office Building
Annapolis, MD 21401

Re: Report required by page 190 of the Joint Chairmen's Report, 2022 Session

Dear Chairs Guzzone and Barnes,

The 2022 Joint Chairmen's Report states:

The committees are concerned about recent changes in the School Safety Grant Program (SSGP) and the Nonpublic School Security Improvement Program (NSSI). For the first time in fiscal 2023, these programs receive general funds in the operating budget; therefore, eligible projects will no longer need to meet the 15-year lifespan requirement for capital improvements. Due to these changes, the committees request that the Interagency Commission on School Construction (IAC) and the Maryland Center for School Safety (MCSS) submit a joint update on both programs by December 1, 2022. This update should include:

- *The criteria for distribution of SSGP and NSSI grants to local education agencies in fiscal 2023 and amounts allocated;*
- *Changes to administrative guides to reflect the new fund source; and*
- *For SSGP, documentation of regulations aligned with new grant requirements.*

On July 14, 2022, the IAC and the MCSS entered into a memorandum of understanding under which the IAC will serve as the authorizing entity that will adopt the Notice of Funding Availability (NOFA) and Local Educational Agency (LEA) allocations to govern SSGP, and MCSS will act as the primary administrator of allocations, including reviewing projects for eligibility, with consultation by the IAC staff as needed.

The criteria for distribution of SSGP and NSSI grants to local education agencies in fiscal 2023 and amounts allocated

SSGP funding was allocated similarly to prior fiscal years. The funding was distributed using two factors: 1) each LEA's proportionate share of the September 30, 2021 full-time-equivalent (FTE) enrollment; and 2) the proportionate share of the total gross square footage as of July 1, 2021. Each LEA and the Maryland School for the Blind (MSB) received a minimum allocation of \$200,000. See the allocation table on the following page.



2022 JCR SSGP and NPSI Program Report
January 3, 2023

LEA	Full Time Equivalent Enrollment as of 9/30/21	Percentage of Enrollment	Total Square Footage as of 7/1/21	Percentage of Total Square Footage	FY 2023 Allocation
Allegany	7,662	0.90%	1,749,398	1.23%	\$200,000
Anne Arundel	80,868	9.53%	13,847,996	9.73%	\$792,000
Baltimore City	71,358	8.41%	16,885,420	11.87%	\$834,000
Baltimore County	107,115	12.62%	16,846,193	11.84%	\$1,006,000
Calvert	14,949	1.76%	2,463,800	1.73%	\$200,000
Caroline	5,259	0.62%	952,622	0.67%	\$200,000
Carroll	24,608	2.90%	4,176,741	2.94%	\$240,000
Cecil	14,160	1.67%	2,242,569	1.58%	\$200,000
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Worcester	6,402	0.75%	1,285,852	0.90%	\$200,000
MSB	216	0.03%	380,768	0.27%	\$200,000
Total	848,869	100.00%	142,299,437	100.00%	\$10,000,000

MCSS administers the Nonpublic School Security Improvement (NPSI) program. Criteria for distribution of grant funding to nonpublic schools of the NPSI grant is set by the FY 2023 State budget as follows:

Provided that \$3,500,000 of this appropriation made for the purpose of funding security improvements in nonpublic schools may be provided only to nonpublic schools that were eligible to participate in the Aid to Non–Public Schools R00A03.04 (for the purchase of textbooks or computer hardware and software for loans to students in eligible nonpublic schools) during the 2021–2022 school year or nonpublic schools that serve students with disabilities through the Non–Public Placement Program R00A02.07 Subprogram 0762, with a maximum amount of \$65 per eligible nonpublic school student for participating schools, except that at schools where at least 20% of the students are eligible for the free or reduced–price meal program or for schools that service students with disabilities through the Non–Public Placement Program, there shall be a distribution of \$85 per student, and no individual school may receive less than \$5,000. Payment for work completed under this program will be through reimbursement to the grant recipient.

MCSS opened the application period on October 24, 2022 with an established closing date of January 13, 2023. Based on the criteria outlined in the State budget, funds will be allocated accordingly. Nonpublic schools will be informed of the status of their application in March 2023. The total amounts allocated will be available once all awards are made.

Changes to administrative guides to reflect the new fund source

The IAC and MCSS collaborated to develop the FY 2023 SSGP NOFA which was adopted by the IAC on July 14, 2022 (see attachment 1). The revisions to NOFA were to reflect that the MCSS would administer the program. Due to the switch from capital to operating funding, the NOFA was revised to remove the 15-year lifespan requirement that these projects would have been required to meet under the capital budget. However, because of the purpose of the program and other statutory and regulatory language, the types of expenditures that may be considered eligible have not substantially changed. The IAC and MCSS continue to consider school security enhancements to be eligible and encourage projects that result in long-term capital facility improvement.

MCSS adopted the FY 2023 NPSI NOFA and opened the application period on October 24, 2022 (see attachment 2). MCSS, in collaboration with the IAC, reviewed the NOFA prior to publishing. While there were no substantial changes made in relation to the purpose of the funds or the type of allowable expenditures, procedural changes were made to the Application Review and Approval process, as well

as the Reimbursement process. Finally, the NOFA was revised to include the budget bill language under R00A07.03. The program will be treated similarly to prior years.

For SSGP, documentation of regulations aligned with new grant requirements

The change in funding did not require revisions to regulations. COMAR 14.39.02.20 currently states:

- A. *There is a School Safety Grant Program. The School Safety Grant Program is separate from the State capital improvement program.*
- B. *Purpose. An LEA may use the School Safety Grant Program to complete eligible school safety and security projects as identified by the IAC in consultation with the Center for School Safety.*
- C. *LEAs shall follow the Administrative Procedure Guide School Safety Grant Program.*
- D. *Procurement. The LEA shall procure construction in compliance with COMAR 14.39.03.*

Please contact us with questions or concerns.

Regards,



Alex Donahue
IAC Executive Director



Kate Bryan
MCSS Executive Director

Cc: Cassandra Viscarra, Deputy Director for Administration, IAC
Gifty Quarshie, Fiscal & Grants Manager, MCSS
Sarah Albert, Department of Legislative Services (5 copies)



Fiscal Year 2023 School Safety Grant Program (SSGP)

Notice of Funding Availability (NOFA) Application Guidance Document

Online Submission Deadline: September 30, 2022

The School Safety Grant Program is funding provided by the Maryland State Interagency Commission on School Construction with funding being administered through the Maryland Center for School Safety.

Maryland Center for School Safety (MCSS)
Care of: Maryland State Department of Education
200 West Baltimore Street
Baltimore, Maryland 21201
schoolsafety.maryland.gov

Larry Hogan, Jr., Governor
Boyd K. Rutherford, Lt. Governor
Mr. Edward Kasemeyer, Chair, Interagency Commission on School Construction (IAC)
Mr. Mohammed Choudhury, State Superintendent of Schools
Alex Donahue, Acting Executive Director, IAC
Kate Hession, Executive Director, MCSS

NOTE: MCSS will begin accepting applications for the FY2023 SSGP on August 1, 2022, directly on the MCSS website:
schoolsafety.maryland.gov

Applicants are encouraged to follow the instructions outlined in this NOFA to avoid incomplete submissions. Supporting documentation must be attached to all applications.

Eligibility: The following entities are eligible to apply for the FY2023 School Safety Grant Program.

- Local Public School Systems
- Maryland School for the Blind

Introduction & Scope:

Established by legislation in calendar year 2018 through the enactment of HB 1783, the SSGP provides grants to local school systems and Maryland School for the Blind (MSB) to fund school security improvements. For Fiscal Year 2023, the Interagency Commission on School Construction (IAC) has delegated administrative tasks associated with the program to the Maryland Center for School Safety. The Md. Code Ann., Educ. § 5-317, requires the Governor to provide an annual allocation of \$10 million to the program beginning in fiscal year 2019.

Important Notes

All FY2023 Grants administered by MCSS are State issued Funds. Applicants must provide a copy of their **IRS Form W-9** to MCSS with their application.

Before You Proceed...

- A. The performance period for the FY2023 SSGP is effective July 1, 2022 through December 29, 2023.
- B. MCSS will issue a Notification of Grant Award (NOGA) once an award is made. The NOGA would contain the assigned grant number and other relevant information. This process can take up to twenty-one (21) days after a grant approval letter has been issued.
- C. MCSS grant awards require the following:
 1. Bi-annual Progress Reports: The bi-annual progress report shall describe the status of the project as well as any significant events that have an impact. It shall also compare actual project accomplishments to the project timeline submitted during the application process. If there are any deviations from what was originally provided, grantee shall provide justifications for the deviation. This would be an appropriate time to request a project realignment or an extension, if applicable.
 2. Final Project Report: The Final Project Report (FPR) is due forty-five (45) days after the end of the grant award performance period. The Final Project Report shall contain a summary report of grant activities by measuring performance against the project goals and objectives during the performance period.
 3. Reimbursement request(s) with support documents must be **submitted directly to MCSS.**
- D. Acceptable reimbursement request support documents include but are not limited to receipts or proof of purchases, vendor invoices, contractual agreements, and copies of cleared checks issued for payment.
- E. MCSS requires proof of work performed when submitting the final project report including before and after photos, where applicable.
- F. Review and compliance with the General and Special Conditions.

Application Documents

All application supporting documents must be submitted in a pdf format.

Additional Assistance

For further assistance, please contact:
Gifty Quarshie, Fiscal and Grants Manager
mcss.mcss@maryland.gov
Gifty.quarshie4@maryland.gov

MCSS Application Checklist

- Online application form
- Statement of need narrative
- Detailed project description
- SSGP Project Request Form (template provided on the MCSS website)
- IRS Form W-9
- Age of the equipment/system being replaced, where applicable
- Maintenance records of equipment(s) being replaced, where applicable
- Supplemental literature (should describe the system(s) being installed)
- Competitive quotes (optional for pre-award; required for post-award/reimbursement)

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1 Purpose

The Maryland School Safety Grant Program (SSGP) is intended to provide grants to local school systems and the Maryland School for the Blind to address school security improvements, including but not limited to secure and lockable classroom doors, areas of safe refuge in classrooms, surveillance, security vestibules, and other structural school security-related improvements that have direct impact on the school facility, students, and school administrators.

2 Background

Established by legislation in calendar year 2018 through the enactment of HB 1783, the SSGP provides grants to local school systems and the Maryland School for the Blind (MSB) to fund school security improvements. Md. Code Ann., Educ. § 5-317 requires the Governor to provide an annual allocation of \$10 million for the program.

On behalf of the Interagency Commission on School Construction (IAC), the Maryland Center for School Safety (MCSS) will allocate the funding for the FY2023 School Safety Grant Program (SSGP). The IAC, in collaboration with the Maryland Center for School Safety (MCSS), developed administrative procedures for the SSGP. Applications and expenditures, as applicable, will be reviewed by both the IAC and MCSS.

3 Allocations

1. Minimum allocation of \$200,000 for each Local School System (LSS) and the Maryland School for the Blind (MSB).
2. Funding will be distributed based on the funding distribution schedule noted in [Attachment 1](#).
3. Funds will be used for eligible project requests submitted in accordance with the Notification of Funding Availability (NOFA).
4. The funding distribution for each LSS shall be calculated using two factors: 1) each LSS's proportionate share of the final full-time equivalent enrollment¹ from the previous September 30; and 2) the proportionate share of the total gross square footage. Each of the two factors accounts for fifty-percent of the funding (see [Attachment 1](#)). There is a minimum allocation of \$200,000 for each LSS.
 - a. The full-time equivalent enrollment figure is the total LSS enrollment figure utilized for calculating the Foundation Program for the Major State Aid Programs, as published annually by the Maryland State Department of Education (MSDE) Office of Finance and Administration.
 - i. Enrollment includes SEED School MD students in home school systems.
 - ii. Prekindergarten students are not included in the full-time equivalent enrollment for the MSDE Foundation Program funding.
 - iii. Full-time Equivalent enrollment is defined in Md. Code, Education Article §5-201.

¹ Note that for the FY 2023 calculations, enrolments were based upon September 30, 2021 official MSDE enrollment counts due to enrollment declines as a result of COVID-19.

- b. The total square footage is as of July 1 and is obtained from the Facility Inventory database that was used in Managing for Results (MFR) reporting for the current budget year. The Facility Inventory Database is a database populated by the LSSs and monitored by the IAC staff.
5. State funds provided through the SSGP **do not require matching local funds**. The LSS is required to have local funds available for the payment of cost in excess of the State allocation and ineligible project costs.
6. Unused LSS allocations will revert to the Fund.

4 Application Procedures

A. General Requirements

1. Project requests in the SSGP will be submitted in accordance with the requirements during the application period. Please visit the MCSS website for the application form. Applicants are encouraged to use the checklist provided to ensure a complete application submission.
2. The SSGP projects are to be listed in priority order beginning with the number 1. Bundled projects (where a single type of project, such as access control, is executed under a single contract but at multiple sites), should be entered per school but will share the same priority number.

B. Eligible Projects and Expenditures

1. Eligible project expenditures within the SSGP are for new security improvements to public school buildings and sites (see Appendix A).
2. The minimum single project should cost at least \$3,000.
3. A single "project" is defined as:
 - a. A single improvement at an individual school that costs at least \$3,000.
 - b. Multiple security improvements at the same school that collectively cost at least \$10,000.
 - i. Individual components within a project may be less than \$10,000 in value, but the total cost of a project (including both security and non-security related components) must be at least \$10,000 in value.
 - ii. Components must be listed separately in the application, with the estimated value shown.
 - c. Multiple improvements of the same kind at different schools, such as changes of locksets or the installation of cameras, that collectively cost at least \$10,000, unless otherwise approved by the MCSS Executive Director.
 - d. Note: In the application, each school should be listed separately (but with the same priority number), and the amount of the request should be based on specific estimates for each school, or the total project request prorated across all schools based on number of requested units (such as locksets or cameras), square footage or some other method.
4. Certain non-security related components or systems that are logically related to the scope of work (such as replacement of a portion of a ceiling associated with installation of wiring or

- cameras) may be included in the scope, but the majority of the proposed work must be for security-related improvements.
5. An eligible contract (including design, construction, or other eligible services) for a locally funded project that is approved by the local board of education within 18 months prior to the allocation approval date identified in the schedule (see attachment 2).
 6. Unlike typical IAC Capital Improvement Program (CIP) projects, requests may be submitted for security projects:
 - a. In schools that have been built or fully renovated within the last 15 years;
 - b. In which the anticipated life of the system or components is less than 15 years due to anticipated changes in technology;
 - c. For locally owned and State-owned relocatable classrooms, including the movement of relocatable classroom units under certain security-related circumstances; or
 - d. In privately owned (leased) facilities, so long as the requested project is for movable equipment that can be retained by the LSS to be utilized elsewhere in the event of a lease termination.
 7. Projects should be for long-term capital facility improvement and include, but are not limited to, the following categories of security projects:
 - a. Access Control Systems: Safety/Security Station, ballistic resistant, window covering, door monitoring system, installation of card access system, metal detectors, wayfinding signage and campus fencing;
 - b. Camera Surveillance Systems: new security systems;
 - c. Door Hardware: proximity card readers;
 - d. Door Improvements: Secure and lockable classroom doors in schools that include door replacement, lockbox for emergency key access, door alarms/sensors, door intercoms and panic buttons;
 - e. Emergency Generator: Emergency generator that provides safety for power outages;
 - f. Interior building modifications: Creation of an area of safe (visual) refuge in classrooms in the school, installation of pass through window, installation of security mirrors, relocation of administrative office, phone and intercom systems;
 - g. Security Communications: Directional signage;
 - h. Site Improvements: Campus lighting and walkway enclosure; and
 - i. Other security and safety projects as identified by the LSS. These projects will be reviewed on a case-by-case basis, based on the description provided, supporting documentation, local board policies, availability of funds, and cost-effectiveness.

C. Ineligible Projects/Expenditures

The School Safety Grant Program (SSGP) funds may not be used:

1. To fund any project not eligible under the purpose of the grant;
2. For improvements to property owned by a board of education that is not used by public school students, e.g. garages, central office facilities, staff training quarters, etc., unless it can be demonstrated that improvements outside of a school will improve student safety, with review and approval by the MCSS Executive Director;

3. For the movement of relocatable classroom buildings, unless it can be shown that the location of the relocatable classrooms impedes security and that other types of security improvements will not correct the situation;
4. For ancillary services associated with security, e.g. post-completion monitoring;
5. For staff training, unless staff training associated with the installation of new electronic security systems;
6. For salaries of local employees;
7. For projects related to behavioral management; or
8. For any contract for an eligible project that is approved by the Local Board of Education more than 18-months prior to the IAC allocation approval date identified in the schedule (Attachment 2)

D. Application Process and Requirements

1. LSSs must submit the MCSS' SSGP application and backup material using the online application form available on the MCSS website. All FY2023 SSGP applications will be reviewed and approved by the IAC and MCSS Grants Management staff.
2. LSSs must provide the following submission materials for projects in each category:
 - a. For security systems or access control systems, supplemental literature that describes the system; the age and maintenance records for the system, where applicable; as well as competitive quotes received for the project.
 - b. For door lock replacement, supplemental literature that describes the door locking mechanism and fire marshal approval.
 - c. For security vestibules or other floor plan modifications, a floor plan showing the changes.
 - d. Applications are required to include details on the following:
 - i. Statement of need narrative
 - ii. Detailed project description
 - iii. Age of the equipment/system being replaced
 - iv. Maintenance records of equipment being replaced, where applicable
 - v. SSGP Project Request Form (template available on the MCSS website)
 - vi. Other fund source(s), if applicable
 - vii. Supplemental literature (should describe the system(s) being installed)
 - viii. Competitive quotes (optional for pre-award; required for post-award)

E. Project Approval Process

To be eligible for approval, a requested project must meet all of the following requirements:

1. The project must meet the application submittal requirements.
2. The project schedule should indicate that all work on the project will be completed by the grant end date of **December 29, 2023**. MCSS would allow 45 days after the end of the grant period to submit final invoices.

3. SSGP applications will be reviewed and processed as they are received. It is anticipated that projects will be reviewed and approved within 30 working days of a complete submission. A grant approval letter will then be issued.
4. MCSS will submit the approval into the State Department of Education, Notice of Grant Award (NOGA) system. This process may take a few weeks, but once completed, grantee will receive the grant documents requiring signatures for an official grant award.
5. MCSS recommends that the grantee not proceed through executing the award/project until it has received the Notice of Grant Award (NOGA) and been assigned a grant number. Projects that proceed prior to being assigned a grant number may be eligible for reimbursement but proceed at their own risk until a NOGA has been received.
6. State funding for proposed projects is limited to the LSS total allocation (see [Attachment 1](#)).

5 Design Review

Projects approved in the SSGP are subject to design development and construction document review (see below) only if any means of egress will be altered. A means of egress is a continuous and unobstructed way of exit travel from any point in a building or structure to a public way and consists of three separate and distinct parts: the way of exit access, the exit, and the way of exit discharge. Door hardware projects may also affect egress and are subject to review. Upon approval, the required Design Review Requirement Level will be reflected in the application review status. The primary point of contact will be notified via email about the status of the Design Review Requirement Level. Depending on the status, further action may be required. The following highlights the various Design Review Requirement Levels:

- 0 – No review required by MSDE or DGS
- 1 – Construction documents required for DGS review
- 2 – Design development documents and construction documents required for DGS review
- 3 – Abbreviated educational specifications and schematic drawings required for IAC review, design development documents and construction documents required for DGS review.

6 Procurement

- A. Procurements shall be in compliance with COMAR 14.39.03 as well as with the State public school procurement law Md. Code, Education Article §5-112 "Bids." The following will apply to SSGP projects, including:
1. Projects which cost less than \$50,000 do not require MCSS/IAC approval of the procurement, and, generally, sealed bids are not required unless local board of education policy or procedures specify a minimum dollar value that requires sealed bids;
 2. Projects that cost at least \$50,000 but less than \$100,000 are required to be competitively procured, consistent with Md. Code, Education Article §5-112 "Bids." For projects with a total cost of less than \$100,000, MCSS/IAC approval of contracts is not required prior to entering into the contract but the award is subject to State review at the time reimbursement is requested;
 3. Projects that cost \$100,000 or more are required to be competitively procured, consistent with Section §5-112 Bids of the Education Article. MCSS/IAC approval of the contract award is required prior to reimbursement. A copy of the bid tabulation with a copy of the low bidder's proposal must be submitted for State review and approval of the contract award;

4. Competitive procurement requirements;
5. Minority Business Enterprise requirements; and
6. Prevailing wage rates as applicable.

7 Reimbursement/Financial Reporting

1. Payment will be made through reimbursement to the school system, at time of project completion. Grantee must use the MCSS invoice template when submitting reimbursement requests. The form is available on the [MCSS website](#).
2. Recognizing that reimbursement only at the time of project completion may create cash flow difficulties for some jurisdictions with larger projects, MCSS is willing to consider progress payments on approved projects of \$50,000 or more that received the MSDE Notification of Grant Award (NOGA). MCSS will not make any payments to a contractor. All payments related to the SSGP grant will be issued directly to the local school system based on the information contained on the IRS Form W-9.

8 General and Special Conditions

Grant awards are subject to these General and Special Conditions. The IAC and MCSS reserve 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 MCSS for grant funds.

1. Grantee shall ensure any expenditure of Grant funds that is not consistent with the purposes of the grant award, or that violates any requirement, procurement, term, or condition of the School Safety Grant program (SSGP), or the Notice of Grant Award agreement, will be disallowed.
2. Grantee shall ensure all grant project related activities are completed no later than **December 29, 2023**.
3. Grantee shall ensure that all work performed pursuant to the SSGP and this agreement is completed by contractors and/or staff holding all necessary certifications and licenses.
4. 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.
5. Grantee shall ensure all work performed pursuant to the Grant shall comply with all applicable State, local, and federal laws and regulations.
6. Grantee shall ensure all equipment acquired using State issued grant funds is protected from theft, loss, and damage. MCSS must be notified if any grant funded equipment is lost, stolen, or damaged.
7. Awards 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 thirty (30) calendar days after termination.
8. 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.
9. Failure to expend encumbered funds within 45 days following the end date of the grant

period may jeopardize reimbursement and/or result in the deobligation of funds unless an extension is granted by the MCSS. If no extension is granted, remaining obligations will be the sole responsibility of the recipient.

10. Any requests for grant realignment or modifications of any kind to any portion of this award must be submitted in writing prior to occurrence and forty-five (45) days prior to the end of the performance period. All realignment requests must be submitted using the MCSS template which can be found on the [MCSS website](#).

To qualify, the online application must be submitted no later than 5:00 p.m. Eastern Time on Friday, September 30, 2022.

Attachment 1: FY 2023 Allocations by County

FY2023 School Safety Grant Program Allocation

LSS	Full Time Equivalent Enrollment as of 9/30/21	Percentage	Total Square Footage as of 7/1/21	Percentage	FY 2023 Allocation
Allegany	7,662	0.90%	1,749,398	1.23%	200,000
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MSB	216	0.03%	380,768	0.27%	200,000
Total	848,872	100.00%	142,299,437	100.00%	10,000,000

Attachment 2: Important Dates

Begin Accepting Applications	August 1, 2022
Application Deadline	September 30, 2022
Award Approval/Denial Letters	Up-to 30 Days After Application
Notification of Grant Award (NOGA) Issuance	Up to 21-days after Award Approval Letter
Award End Date	December 29, 2023
Bi-Annual Progress Reports:	Due Dates:
July to December 2022	January 31, 2023
January to June 2023	July 31, 2023
July to December, 2023	January 31, 2024
Final Project Report (FPR)	February 16, 2024

Appendix A

SSGP and Security and Crime Prevention Project Listing

○ School Safety Grant Program (SSGP): SSGP projects are fixed assets and provide long-term facility improvements that generally excludes items with short median lives (less than 15 years) and operational expenses.

● - Other Maryland Center for School Safety Grant Programs: Projects that are related to school safety, training, staffing, behavioral modification related, and those items that are **NOT** integral to the physical facility.

Project Scope	9 - Basic Categories								
	Access Control Systems	Camera Surveillance System	Door Hardware & Improvements	Emergency Generator	Interior Renovations	Security Communications	Site Improvements	Visitor Management Systems	Other School Safety
Behavior programs/training/materials									●
Bi-directional Amplifiers (BDA)					○	○●			
Buzzer	○								
Cameras added to existing systems		○							
Card Swipe/Student ID/check-in Kiosk								●	
Cellular Enhancement Systems						●			
Create area of safe refuge					○				
Directional signage (Safety related)						●			
Distributed Antenna System (DAS)						●			
Door hardware/locks/frames/security screens/Lock Box			○						
Emergency generator that provides safety for power outages				○					
Emergency response panic buttons/systems (Hardwired)	○								

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● - Other Maryland Center for School Safety Grant Programs: Projects that are related to school safety, training, staffing, behavioral modification related, and those items that are **NOT** integral to the physical facility.

Project Scope	9 - Basic Categories								
	Access Control Systems	Camera Surveillance System	Door Hardware & Improvements	Emergency Generator	Interior Renovations	Security Communications	Site Improvements	Visitor Management Systems	Other School Safety
Enclose walkways							○		
Exterior/site lighting							○		
Fencing							○		
Intercom systems	○								
Interior building modifications related to security					○				
Metal detectors	○								
Mobile radios - bus/administrative/emergency						○●			
Network/Wi-Fi enhancements to improve safety communications						●			
New security doors			○						
New security systems		○							
Open Space classroom enclosures and adjacent hallways					○				
Proximity card readers			○						
Safety Assessments									●
Secure vestibules to limit visitor access					○				

Appendix A

SSGP and Security and Crime Prevention Project Listing

○ School Safety Grant Program (SSGP): SSGP projects are fixed assets and provide long-term facility improvements that generally excludes items with short median lives (less than 15 years) and operational expenses.

● - Other Maryland Center for School Safety Grant Programs: Projects that are related to school safety, training, staffing, behavioral modification related, and those items that are **NOT** integral to the physical facility.

Project Scope	9 - Basic Categories								
	Access Control Systems	Camera Surveillance System	Door Hardware & Improvements	Emergency Generator	Interior Renovations	Security Communications	Site Improvements	Visitor Management Systems	Other School Safety
Security Gates							○		
Security System Software/license/subscriptions/renewals		●				●		●	
Staffing- SRO- School Safety Specialists									●
Systems to control access to entrances	○								
Technical Assistance									●
Visitor management systems								●	
Repairs as a result of vandalism/graffiti							○		
School Culture training/information						●			●
Threat reporting systems						●			●
Concentric rings of protection/layers to points of entry					○		○		
Improvements to visual transparency					○		○		



Fiscal Year 2023 Nonpublic School Security Improvement (NPSI) Grant

Notice of Funding Availability (NOFA) Application Guidance Document

Online Submission Deadline: January 13, 2023

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
schoolsafety.maryland.gov

Larry Hogan, Jr., Governor
Boyd K. Rutherford, Lt. Governor
Mr. Mohammed Choudhury, State Superintendent of Schools
Kate Bryan, Executive Director, MCSS

NOTE: MCSS will begin accepting applications for the FY2023 NPSI on October 24, 2022 directly on the MCSS website:
schoolsafety.maryland.gov

All applicants are encouraged to visit the [MSDE website](#) and verify that they are included on the MSDE Approved Nonpublic Schools list prior to applying. Applicants are encouraged to follow the instructions outlined in this NOFA when submitting their applications in order to avoid incomplete submissions. Supporting documentation must be attached to all applications.

Eligibility:

- Nonpublic schools approved to participate in the MSDE Nonpublic School Textbook and Technology program during the 2021-2022 school year; or
- Nonpublic schools that participated in the nonpublic special education program through the Nonpublic Placement Program R00A02.07 Subprogram 0762 during the 2021-2022 school year.

Important Notes:

All FY2023 Grants administered by MCSS are State issued Funds. Applicants must provide a copy of their **IRS Form W-9** to MCSS with their application. All application support documents must be submitted in a pdf format.

Additional Assistance:

For further assistance, please contact:
The Maryland Center for School Safety via email at:
mcss.mcss@maryland.gov

Applications must be received by 5:00pm EST on Friday, January 13, 2023.



APPLICATION CHECKLIST

The checklist below may be used to guide you in completing your application for the FY2023 Nonpublic School Safety Security Improvement Grant. Support documents that are marked as required must be included with each application. Remember to save all documents in a **PDF format** prior to submitting your application. MCSS recommends one application packet instead of separate pages of application documents.

- Online Application Form – **required.**

Application Support Documents

- Project Request Form – **required.** *Template provided.*
- Statement of Need Narrative – **required.** *No more than 1-page.*
- Detailed Project Description – **required.** *No more than 2-pages.*
- MSDE Certificate of Nonpublic School Approval ¹– **required.**
- IRS Form W-9 – **required.**
- Age of the Equipment/System being replaced – required, if applicable.
- Maintenance Records of Equipment(s) being replaced – required, if applicable
- Fire Marshal Approval – if applicable.
- Supplemental Literature – if applicable.
- Competitive quotes – if applicable.
- Supplemental Literature – if applicable.
- Maryland Historical Trust (MHT) Project Review Form – if applicable.

¹ Required for nonpublic schools approved under COMAR 13A.09.09 (private pay), and nonpublic schools approved under COMAR 13A.09.10 (publicly funded). Not applicable to Registered church exempt schools.



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1 Introduction/Overview

The Maryland General Assembly is providing \$3.5 million in fiscal year 2023 in grants for safety improvements to existing nonpublic school buildings.

Nonpublic schools *currently* participating in the Maryland Aid to Nonpublic Schools Program for the purchase of textbooks or computer hardware and software for loan to students, commonly known as the "[Textbook and Technology Program](#) during the 2021–2022 school year, are eligible to apply for the FY2023 Nonpublic School Safety Improvement Grant (NPSI.)

Additionally, nonpublic schools that serve students with disabilities through the Nonpublic Placement Program R00A02.07 Subprogram 0762 during the 2021–2022 school year are also eligible for funding allocations for FY2023. Information on this grant may be found on the IAC [website](#).

Payment for work completed under this program will be through reimbursement to the grant recipient – the school. No matching funds are required, but the school shall be responsible for all project costs exceeding the amount of the grant. The maximum grant amount is \$65 per student, except where at least 20% of the students are eligible for free or reduced-price meal program, or for schools that serve students with disabilities through the Nonpublic Placement Program, the maximum grant amount is \$85 per student. The minimum grant amount is \$5,000 per eligible school.

Individual grant allocations will be based on the number of schools meeting the eligibility criteria. Preliminary allocations will be established after all applications have been received and reviewed in early spring 2023.

Schools will have until January 13, 2023 to apply. Grant recipients will have until June 30, 2024 to contract for approved project work. Schools must complete and pay for the work in full prior to requesting State reimbursement.

1.1 NPSI Grant Timeline

- Funding Year: Fiscal Year 2023
- Notification of Funding Availability (NOFA) released: October, 24, 2022
- Last day for Application submission: January, 13, 2023
- Notification of Approval/Denial: March 2023
- Quarterly Progress Reports: 30-Days after end of each quarter
- Construction must be under contract by: June 30, 2024
- Last day to request reimbursement: May 30, 2025
- Final project report: June 30, 2025

2 Application Requirements

Application for the Nonpublic School Security Improvement Grant must be submitted with support materials. Each school must submit the MCSS' NPSI application and support material using the online [application form](#) available on the MCSS website. Applications will be reviewed and approved by the MCSS Grants Unit. Eligible nonpublic schools applying for the NPSI program must provide the following submission materials for each project, where applicable:

- a. Project Request Form – **required:** Template provided on the [MCSS website](#).
- b. Statement of Need – **required:** This is a clear concise narrative that summarizes what is needed and why it is needed. Each applicant is required to provide a written Statement of Need narrative. There are no MCSS provided templates for this.
- c. Detailed Project Description – **required:** This should describe in detail what is included in the *Statement of Need (above)*. It should contain ample detail about the project(s), its benefit to your school and other expected outcomes. Each applicant is required to provide a written Detailed Project Description. There are no MCSS provided templates for this.
- d. MSDE Certificate of Nonpublic School Approval² – **required.**
- e. IRS [Form W9](#) – **required.**
- f. Age of the Equipment/System being replaced – required, if applicable.
- g. Maintenance Records of Equipment(s) being replaced – required if applicable.
- h. Fire marshal approval, if applicable. This is not required as part of the application but it will be required prior to reimbursement.
- i. Other Fund Source(s), if applicable.
- j. Supplemental Literature – should describe the system(s) being installed).
- k. Competitive Quotes – Optional for pre-award; required for post-award).
- l. Maryland Historical Trust (MHT) [Project Review Form](#) (optional).

3 Eligible Schools

- Nonpublic schools approved for the aid to nonpublic schools for the [Textbook and Technology Program](#) (R00A03.04) during the 2021-2022 school year; or
- Nonpublic schools that served students with disabilities through the Nonpublic Placement Program R00A02.07 Subprogram 0762 during the 2021-2022 school year.

² Required for nonpublic schools approved under COMAR 13A.09.09 (private pay), and nonpublic schools approved under COMAR 13A.09.10 (publicly funded). Not applicable to Registered church exempt schools.

3.1 Eligible School Security Improvement Projects

- a. The proposed project(s) is a capital improvement that when completed will improve the safety of students and staff.
- b. Projects must have an estimated life expectancy of at least 15 years with normal maintenance.
- c. Projects in buildings leased by nonpublic schools are eligible as long as the building owner signs an agreement assuring repayment of the grant to the State should the school cease occupancy of the building.

3.2 Sample List of Projects Eligible for Reimbursement

- a. Doors and/or windows replacement, including security hardware and devices;
- b. Window locking hardware;
- c. Renovation projects to provide better security, including constructing security vestibule entries;
- d. Camera surveillance systems;
- e. Interior renovations to improve visual control and/or control of access;
- f. Site improvements to improve visual control and/or control of access;
- g. Telecommunication (data, voice, and video) distribution systems (hard-wired), including safety and security systems;
- h. Fire alarm replacements/new installations;
- i. Touch-less toilet room equipment;
- j. Touch-less water fountains;
- k. Air filtration / purifiers;
- l. Visitor monitoring/management systems;
- m. Site security booth

This list is not complete. Contact MCSS staff to confirm the eligibility of other projects.

3.3 Ineligible Projects and Expenditures

The following projects and expenditures are not eligible for this program:

- a. Projects in spaces used primarily for religious instruction, programs, and worship.
- b. Projects in buildings used primarily for administration, maintenance, storage, or other non-instructional, ancillary services.
- c. Projects for improvements to, or the movement of, temporary or portable classroom buildings.
- d. Expenditures to supplement an approved State allocation for a project.
- e. Expenditures to directly or indirectly contribute to the required matching funds of a State legislative initiative grant in the annual capital bond bill.
- f. Design, construction management, project management, testing, or inspection fees.
- g. Salaries or wages paid to nonpublic school employees for project work.
- h. Maintenance, such as painting rooms, repairing equipment, adjusting door closers, and patching roofs.

- i. Non-capital furnishings and equipment, except as noted Section 2.2.
- j. Instructional supplies and materials
- k. Maryland State sales taxes
- l. Indirect costs

For more detailed information on project eligibility and ineligibility see Code of Maryland Regulations (COMAR) Interagency Commission on School Construction, Eligible Expenditures, and Ineligible Expenditures. Go to www.dsd.state.md.us, COMAR Online. Select "Search Option 1" and enter codification numbers "14.39.02.10" and "14.39.02.11."

4 Project Requirements

- a. Grant applicants must apply and obtain MCSS project approvals before awarding a contract for the work.
- b. Project(s) must be under contract by June 30, 2024, two years after the funds first become available.
- c. Project(s) shall be completed and the request for reimbursement shall be submitted to MCSS by May 30, 2025.
- d. Grant recipients shall consult with the Maryland Historical Trust (MHT) and determine the project will have no adverse effects on historic properties or shall identify measures to be taken to avoid and reduce such effects. A one page "[Project Review Form](#)" is available on the MHT website. Grantees are **not** required to submit a copy of the review form to MCSS.
- e. Grant recipients shall not contract with any individuals or firms suspended or debarred from work in Maryland. A list of suspended or debarred individuals or firms is available on the [Maryland Board of Public Works website](#).
- f. Grant recipients are encouraged to comply with COMAR 14.39.03 Interagency Commission on School Construction, Construction Procurement Methods, including competitive bidding processes.
- g. If section (f) above is not attainable, 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 on Procurement Policy and Procedures](#), which includes the consideration of Minority Business Enterprises (MBE). If using the State of Maryland Procurement guidelines, follow COMAR 23.03.03 Construction Procurement Methods.
- h. Grant recipients are encouraged to solicit and hire Maryland resident businesses.
- i. Grant recipients are encouraged to use the Maryland Correctional Enterprises for furniture and equipment needs. A complete catalog of products and services is available on their [website](#).

- j. Grant recipients are encouraged to solicit and hire minority-owned businesses certified by the Maryland Department of Transportation (MDOT.)
- k. Grant recipients are required to contact the MCSS Grants Unit should the scope of the work for the project change from the original approval. A grant realignment request must be submitted if this should apply. The form for a Grant realignment is available on the MCSS website.

5 Application Process

All nonpublic schools interested in participating in the program shall submit an online application via the [MCSS website](#). MCSS will review each application against the list of applicants (schools) who submitted and received approval through the Nonpublic Student Textbook Program application during the 2021-2022 school year i.e. FY 2022; or Nonpublic schools that served students with disabilities through the Nonpublic Placement Program (special education program) R00A02.07 Subprogram 0762 during the 2021-2022 school year.

6 Application Review and Approval Process

- a. Eligible schools are required to submit a complete application using the MCSS NPSI [Application Form](#). Schools with multiple locations should submit **one application per location**.
- b. MCSS Grants Management staff will perform a first level review of each application as received to confirm:
 - i. That all the Grant eligibility requirements have been met;
 - ii. That the Statement of Need narrative as well as the Detailed Project Description, estimated project costs, and project timeline are reasonable;
 - iii. That relevant Grant application support documents have been submitted; and
 - iv. That the proposed project is eligible.
- c. Any application determined to be incomplete will be returned to the Applicant to complete. A notification of an *Incomplete Application*³ will be sent via email to the Primary Point of Contact (POC).
- d. After all applications have been received and the application submission is closed, MCSS Grants Management staff will perform a second level review of all the applications to determine the maximum allocation per school based on the predetermined legislative formula and the information contained in each application.
- e. The MCSS Grant Management staff may request additional information, even after a second level review has been performed, prior to issuing any approval or denial.
- f. The funding allocations shall then be submitted to the Executive Director for

³ An incomplete application: an application for which MCSS has not yet received all the required support documents or information to help make a decision about your grant application.

final approval.

- g. Following review and final approval by the Executive Director, each school will receive notification with their individual approved amount. It is anticipated that the earliest date final grant allocations will be in March 2023.
- h. Following the notification, a Grant Approval Letter will be sent via email to the POC listed on the application.
- i. MCSS will submit the approval into the State Department of Education (MSDE), Notice of Grant Award (NOGA) system. This process may take several weeks, but once completed, grantee will receive the grant documents including the Grant Assurances, requiring signatures for an official grant award.

7 Project Design and Approval Process

- a. No project design review or approval by MCSS shall be required, except as requested by MCSS as part of the review process.
- b. Construction related projects especially impacting the means of egress of a school building shall be reviewed by the Maryland Center for School Safety (MCSS) Grant Management Unit, in consultation with the Interagency Commission on School Construction (IAC). A report from the local authorities confirming that the project meets local building codes will be required for such projects. This is to ensure the safety of students, staff and the community in case of an emergency.
- c. MCSS reserves the right to review technical designs, specifications, and procurement documents if the agency determines it to be necessary. Schools will be notified as soon as such determination is made.

8 Project Bidding/Procurement Process

- a. No submissions to regarding the bidding or procurement process MCSS is required.
- b. 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 on Procurement Policy and Procedures, which includes the consideration of Minority Business Enterprises (MBE). If using the State of Maryland Procurement guidelines, follow COMAR 23.03.03 Construction Procurement Methods, as well as with State public school procurement law §5-112 of the Education Article, "Bids" guidelines.
- c. Grantee must refer to the State of Maryland when issuing requests for proposals, bid solicitations, or other procurement requests.

9 Reporting and Reimbursement Requirements

9.1 Reporting

- a. Grantee is required to submit Quarterly Progress Reports detailing a summary of work completed including milestones achieved and any obstacles encountered during the previous quarter and every quarter thereafter. Reports with insufficient relevant detail will be returned for update. Reimbursement requests will not be processed for insufficient or inadequate quarterly progress reports.
- b. Quarterly Progress Reports (QPR) are due **30-days** after the end of each quarter. If the 30th day falls on a non-working business day, the report shall be due the first business day immediately following the 30th day. Please refer to [the NPSI Grant Timeline](#) section of this NOFA for quarterly report due dates.
- c. Final Project Report (FPR) is due to MCSS no later than by **June 30, 2025**. Please refer to the [NPSI Grant Timeline](#) section of this NOFA for the final report due date.
- d. Grantee shall use the MCSS *Quarterly Progress Report (QPR) form* and the *Final Project Report (FPR) form* provided on the [MCSS website](#).

**Invoices will not be reimbursed if quarterly and final reports have not been submitted.*

9.2 Reimbursement

- a. Grantee shall use the *MCSS Invoice template* when submitting reimbursement requests. The form is available on the [MCSS website](#).
- b. Support documents* **must** be included with all reimbursement requests. Examples include but are not limited to copies of proof of payment to vendors or contractors i.e. front and back of cancelled checks, copies of original vendor invoices, contractual agreements, and proof of completion of work such as before and after photos.
- c. Grantee shall submit reimbursement requests via email to mcss.mcss@maryland.gov. Do not attach a reimbursement request to the Quarterly Progress Report submission.
- d. Final invoice or request for reimbursement related to this grant shall be submitted no later than **May 30, 2025**. MCSS may not process or reimburse any invoices or reimbursement requests submitted beyond this date.

**Reimbursement requests with no supporting documentation will not be processed.*

10 Reimbursement Process

- a. Grantee shall use the MCSS invoice template when submitting reimbursement requests. The invoice template is available on the MCSS website.
- b. Upon completion of the project and no later than May 30, 2025, grantee shall

submit to MCSS a final request for reimbursement with support documentation for all work done under the grant. Attachments include vendor invoices, copies of cancelled checks, (front and back), contractual agreements, and any other pertinent information that could support the request.

- c. The MCSS Grant Management staff will review the reimbursement request for consistency with the approved project description, award amount, and required support documentation.
- d. If the request is consistent and complete, MCSS will approve the request and forward it to the MSDE Fiscal Services to enter into the State's payment system.
- e. If the request is approved, the MSDE Fiscal Services staff will submit the request to the office of the Comptroller of Maryland for payment.
- f. If the request is inconsistent or incomplete, MCSS will notify the grant recipient to revise or correct the submission and resubmit.
- g. If the request is not approved, MCSS staff shall notify the POC of the reasons and work with the school to resolve issues, if possible.

11 Audit Requirements

The grant award is subject to audit by the MCSS staff. Grant recipients shall maintain records for five years after reimbursement and make all records related to the program available for review and audit by the Maryland Center for School Safety (MCSS) or the Interagency Commission on School Construction (IAC) upon request.

12 Budget Language

R00A07.03 General Fund Appropriation: \$13.5M⁴

School Safety Grant Program: "provided that \$3,500,000 of this appropriation made for the purpose of funding security improvements in nonpublic schools may be provided only to nonpublic schools that were eligible to participate in the Aid to Non-Public Schools R00A03.04 (for the purchase of textbooks or computer hardware and software for loans to students in eligible nonpublic schools) during the 2021-2022 school year or nonpublic schools that serve students with disabilities through the Non-Public Placement Program R00A02.07 Subprogram 0762, with a maximum amount of \$65 per eligible nonpublic school student for participating schools, except that at schools where at least 20% of the students are eligible for the free or reduced-price meal program or for schools that service students with disabilities through the Non-Public Placement Program, there shall be a distribution of \$85 per student, and no individual school may receive less than \$5,000. Payment for work completed under this program will be through reimbursement to the grant recipient".

⁴ \$10M of this appropriation is for the School Safety Grant Program (SSGP), available to local (public) school systems within the State of Maryland.

13 General and Special Conditions

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

- a. Grantee shall ensure any expenditure of Grant funds that is not consistent with the purposes of the grant award, or that violates any requirement, procurement, term, or condition of the Nonpublic School Security Improvement Grant (NPSI) or the Notice of Grant Award agreement will be disallowed. Such expenditures will not be reimbursed.
- b. Grantee shall ensure all grant project related activities is completed by no later than **May 30, 2025**.
- c. Grantee shall ensure that all work performed pursuant to the NPSI Grant and this agreement is completed by contractors and/or staff holding all necessary certifications and licenses.
- d. Grantee shall ensure that any business or non-profit organization operating in Maryland with which Grantee contracts or partners to carry out the purposes of the Grant is registered and in good standing with the Maryland State Department of Assessments and Taxation.
- e. Grantee shall ensure all work performed pursuant to the Grant shall comply with all applicable State, local, and federal laws and regulations.
- f. Grantee shall ensure all equipment acquired using State issued grant funds is protected from theft, loss and damage. MCSS must be notified in writing if any grant funded equipment is lost, stolen, or damaged.
- g. Grantee shall establish safety measure protocols for activities taking place on school premises during an emergency, including projects that maintain open lines of communication between schools and law enforcement agencies.
- h. Awards may be terminated by one or both parties with written notice, as long as no funds have been reimbursed.
- i. Grantee shall immediately notify MCSS of any change in their MSDE nonpublic school certification status.
- j. If a school is no longer in operation or its nonpublic school certification status is terminated during the performance period of this grant, the school shall be required to refund the State any funds previously disbursed from this grant award within thirty (30) calendar days after termination.
- k. Reimbursement is only for work completed during the grant period.
- l. All final financial reports under the grant award must be submitted no later than

thirty (30) days after the end date of the award period.

- m. 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 Nonpublic School Security Improvement Grant (NPSI). 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 the State of Maryland."

To qualify, the online application must be submitted no later than 5:00 p.m. Eastern Time on Friday, January 13, 2023