

State of Maryland

Interagency Commission on School Construction

School Safety Grant Program Administrative Procedures Guide



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Glossary

Definition of terms and acronyms used in this document:

Acronym or Term	Definition
BMS	Business Management System
DGS	Maryland Department of General Services
IAC	Interagency Commission on School Construction
LEA	Local Education Agency
MCSS	Maryland Center for School Safety
MSDE	Maryland State Department of Education
SSGP	School Safety Grant Program

Purpose and Background

SSGP provides grants to local school systems and the Maryland School for the Blind (MSB) to address school security improvements, including but not limited to secure and lockable classroom doors, areas of visual 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.

The program was established by legislation in calendar year 2018 through the enactment of HB 1783. Education Article §5-322, Annotated Code of Maryland, requires the IAC to administer SSGP, approve expenditures, and develop administrative procedures for the program. Education Article § 5-317, MD. Ann. Code, requires the Governor to provide an annual allocation of \$10 million to the program beginning in fiscal year 2019. The program was managed by the IAC during FY 2019 and FY 2020, by the Maryland Center for School Safety (MCSS) in FY 2022 through FY 2025, and again by the IAC for FY 2026 onward.

Allocations

The program will operate based on the schedule in Attachment 2, which is to be updated for each fiscal year.

The funding distribution for each LEA shall be calculated using two factors: 1) each LEA's proportionate share of the final full-time equivalent enrollment from September 30 of the previous school year; 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 LEA and the Maryland School for the Blind (MSB).

The full-time equivalent enrollment figure is the total LEA 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 and as defined in Education Article, § 5-201, plus the LEA's pre-kindergarten enrollment. Enrollment includes SEED School of MD students in home school systems.

The total square footage is as of July 1 and is obtained from the IAC's 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 with data in part provided by the LEAs and in part from the IAC and monitored by the IAC staff.

State funds provided through SSGP do not require matching local funds. The LEA is required to have local funds available for the payment of costs in excess of the State awards and for ineligible project costs. Unused LEA allocations will revert to the Statewide Reserve Fund.

Application Process and Requirements

Project requests in the SSGP must follow the application timeline as outlined in Attachment 2 of this document. SSGP project applications are to be listed with a 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 facility, but should share the same priority number.

LEAs must submit the SSGP application request process via the IAC's BMS. Access to the BMS can be requested by authorized LEA staff by emailing iac.pscp@maryland.gov. For more information on the SSGP BMS submission process, please review the School Safety Grant Program Funding Application Process user guide available on the [IAC's website](#).

LEAs must submit the following supplemental information with their funding applications:

- All applications are required to include details on the following:
 - Statement of need narrative
 - Detailed project description
 - Age of the equipment/system being replaced
 - Maintenance records of equipment being replaced, where applicable
 - All other project fund sources, if applicable
 - Supplemental literature that describes the system(s) being installed
 - Competitive quotes (optional for pre-award; required for post-award)
 - A project schedule that indicates that the project will meet all milestones included in Attachment 2.
- For security systems or access control systems, supplemental literature that describes the system and the age and maintenance records for the system, where applicable.
- For door lock replacement, supplemental literature that describes the door locking mechanism and fire marshal approval.
- For security vestibules or other floor plan modifications, a floor plan showing the changes.

IAC Requests for Information and Clarification

In order to facilitate timely review, it is imperative that LEAs respond to requests for information from the IAC in a timely manner. Requests for information will be sent via the IAC's BMS. Requests for Comments or requests for information sent via the LEA's "**Initiator Revise**" step must be responded to within 3 business days. Responses required in the LEA's "**LEA Issues Response**" step must be responded to within 5 business days. Failure to respond within the above timeframes may result in a project being determined to be ineligible for funding.

Eligible Projects/Expenditures

Eligible project expenditures within the SSGP are for new security improvements to public school buildings and sites (see Attachment 3). Eligible projects fall under one of three types of projects as described below.

Single Projects: Projects that include only a single project scope, are at a single school, and cost a minimum of \$3,000.

Example: A new security vestibule installation at High School A.

Multiple Project Scopes at a Single Facility: Multiple projects of different scopes at a single school that cost at least \$10,000. Note that individual components may cost less than \$10,000, but the total cost of the project - including both security and non-security related components - must be at least \$10,000 in value. Components must be listed separately in the application, with the estimated value shown for each component.

Example: A new security vestibule installation *and* the installation of new security cameras at High School A.

Same Scope, Multi-Facility Projects: The same project type and scope across multiple facilities within a district that collectively costs at least \$10,000. Each facility should have a separate application submitted but with the same priority number and the work should be contracted in a single contract. 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 units, square footage, or a similar method.

Example: New security camera installations at High Schools A, B, C, and D.

Other Eligibility Requirements

Certain non-security components 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.

A 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) is eligible for State funding participation.

Unlike typical IAC Capital Improvement Program (CIP) projects, requests may be submitted for security projects:

- In schools that have been built or fully renovated within the last 15 years;
- In which the anticipated life of the system or components is less than 15 years due to anticipated changes in technology;
- For facilities that are pending replacement, however, if the school is replaced within five years of SSGP award, the total State SSGP funding award will be deducted from the Maximum State Award (MSA) of the replacement project;
- For locally owned and State-owned relocatable classrooms, including the movement of relocatable classroom units under certain security-related circumstances; or
- In privately owned (leased) facilities, so long as the requested project is for movable equipment that can be retained by the LEA and put into service in another LEA school facility in the event of lease termination.

Projects should be for long-term capital facility improvement, including but not limited to the following categories of security projects:

- **Access Control Systems:** Safety/Security Stations, ballistic resistant window coverings, door monitoring systems, installation of card access systems, metal detectors and weapon detection systems, wayfinding signage and campus fencing;
- **Camera Surveillance Systems:** New security systems;
- **Door Improvements:** Secure and lockable classroom doors in schools that include door replacements, lockboxes for emergency key access, door alarms/sensors, proximity card readers, door intercoms, and panic buttons;

- **Emergency Generators:** Emergency generators that provide safety during power outages;
- **Interior building modifications:** Creation of an area of safe (visual) refuge in classrooms in the school, installation of pass-through windows, installation of security mirrors, relocation of administrative offices, phone and intercom systems;
- **Security Communications:** Directional signage;
- **Site Improvements:** Campus lighting and walkway enclosures; and
- **Other** security and safety projects as identified by the LEA. 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.

Information on specific project type eligibility can be found in Attachment 3 of this document. Projects that are ineligible for SSGP funding may be eligible for funding through certain programs administered by the MCSS.

Ineligible Projects/Expenditures

Projects and expenditures that are ineligible for funding from SSGP are any that are:

- To fund any project not eligible under the purpose of the grant;
- For improvements to property owned by a Board of Education that is not used in the delivery of education to 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 IAC Executive Director;
- 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;
- For ancillary services associated with security, e.g. post-completion monitoring;
- For staff training, unless staff training is associated with the installation of new electronic security systems;
- For salaries of local employees, including School Resource Officers (SROs);
- For projects related to behavioral management; or
- For any contract for an eligible project that is approved by the local Board of Education more than 18-months prior to the IAC award approval date identified in the schedule.

Project Approval Process

To be eligible for approval, a requested project must meet all of the requirements listed in this APG.

SSGP applications will be reviewed and processed as they are received, generally within 30 working days of a complete submission. The IAC has delegated approval authority for SSGP applications within the LEA's allocation to IAC staff. A status of approved in the IAC's BMS indicates that the grant has been approved and the LEA may proceed with project execution.

Design Review

Projects approved in the SSGP are subject to design development and construction document review in accordance with the IAC's Administrative Procedures Guide.

Procurements shall be in compliance with COMAR 14.39.03 as well as with State public school procurement law, Md. Code, Education Article §5-112, “Bids.” Project Delivery Methods other than General Contracting may require approval by the IAC in accordance with COMAR 14.39.04. The following will apply to SSGP projects, including:

- Competitive procurement requirements;
- Minority Business Enterprise requirements; and
- Prevailing wage rates as applicable.

Contract Award

IAC approval is required for all SSGP contracts, regardless of value. Contracts should be submitted via the Contract Approval process in the IAC’s BMS for review. For more information on submission in the BMS, please see the Contract Approval Process user guide, available on the [IAC’s website](#).

If projects at multiple facilities are procured under a single contract award, the scope for each individual facility will require separate completion of the Contract Approval Process in the BMS for review and approval by the IAC. When all anticipated project contracts are submitted and evaluated, the IAC will revert any remaining project funding to the State. SSGP funds are not available to roll over to future years.

Processing for Payment/Financial Reporting

Payment will be made at time of 100% project completion using the BMS Invoice/Reimbursement process through reimbursement to the school system or direct payment to a contractor.

Recognizing that reimbursement at the time of project completion may create cash flow difficulties for some jurisdictions with larger projects, the IAC, upon request submitted by the LEA to iac.pscp@maryland.gov and approved in writing via email by IAC staff, will process progress payments of \$100,000 or more.

Submission of the BMS Project Closeout process will only be required at time of project completion for projects that exceed \$100,000 and utilize the direct payment to contractor option. All projects that were reimbursed at time of project completion do not require submission of the Close-Out Summary package.

General and Special Conditions

SSPG awards are subject to these General and Special Conditions. The IAC reserves the right to add Special Conditions, if and when needed, during the life of the award period. The LEA shall ensure that any expenditure of SSGP funds that is not consistent with the purposes of the award, or that violates any requirement, procurement, term, or condition of the School Safety Grant program (SSGP), or the APG, will be disallowed.

The LEA shall ensure that all grant project related activities are completed by the milestone dates in Attachment 2.

The LEA shall ensure that all work performed pursuant to the SSGP and this procedures guide is completed by contractors and/or staff holding all necessary certifications and licenses.

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

The LEA shall ensure that all work performed pursuant to the Grant shall comply with all applicable State, local, and federal laws and regulations.

The LEA shall ensure that all equipment acquired using State issued grant funds is protected from theft, loss, and damage. The IAC must be notified if any grant funded equipment is lost, stolen, or damaged.

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 30 calendar days after termination.

All funds related to the award project must be encumbered, obligated (via requisitions, purchase orders, or contracts, which are negotiated purchases), or expended (via payment of an invoice) by the dates identified in the Attachment 2 of this APG.

Failure to expend encumbered funds and to submit a request for reimbursement by the dates established in Attachment 2 may jeopardize reimbursement and/or result in the de-obligation of funds unless an extension is granted by the IAC. If no extension is granted, remaining obligations will be the sole responsibility of the LEA.

Any requests for grant realignment or modifications of any kind to any portion of this award must be submitted in writing at least 45 days prior to the end of the performance period. All realignment requests must be submitted to iac.pscp@maryland.gov with a copy to the LEA's assigned Capital Projects Manager.

Attachment 1: FY 2027 SSGP Allocations by LEA

LEA	Full Time Equivalent Enrollment as of 9/30/2025	Percentage	Total Square Footage as of 7/1/2026	Percentage	FY 2027 Allocation
Allegany	8,068.25	0.92%	1,749,398	1.23%	200,000.00
Anne Arundel	84,141.25	9.60%	14,441,633	10.12%	811,671.00
Baltimore City	75,150.00	8.57%	14,496,995	10.16%	771,259.00
Baltimore County	107,607.25	12.28%	17,038,391	11.94%	996,575.00
Calvert	14,690.00	1.68%	2,475,898	1.73%	200,000.00
Caroline	5,588.50	0.64%	885,352	0.62%	200,000.00
Carroll	25,714.25	2.93%	4,266,519	2.99%	243,795.00
Cecil	14,448.75	1.65%	2,277,835	1.60%	200,000.00
Charles	27,887.75	3.18%	4,289,977	3.01%	254,631.00
Dorchester	4,478.00	0.51%	970,840	0.68%	200,000.00
Frederick	47,727.75	5.45%	6,963,617	4.88%	424,819.00
Garrett	3,333.00	0.38%	686,911	0.48%	200,000.00
Harford	37,319.50	4.26%	6,080,776	4.26%	350,598.00
Howard	56,772.75	6.48%	8,527,365	5.98%	512,399.00
Kent	1,699.00	0.19%	441,409	0.31%	200,000.00
Montgomery	154,988.00	17.68%	25,489,739	17.86%	1,462,885.00
Prince George's	130,515.25	14.89%	19,164,353	13.43%	1,165,229.00
Queen Anne's	7,399.00	0.84%	1,302,658	0.91%	200,000.00
St. Mary's	16,563.00	1.89%	2,300,101	1.61%	200,000.00
Somerset	2,845.00	0.32%	671,356	0.47%	200,000.00
Talbot	4,408.00	0.50%	700,971	0.49%	200,000.00
Washington	22,554.25	2.57%	3,476,621	2.44%	206,139.00
Wicomico	15,399.25	1.76%	2,327,835	1.63%	200,000.00
Worcester	6,933.50	0.79%	1,310,647	0.92%	200,000.00
Maryland School for the Blind	183.00	0.02%	369,768	1.23%	200,000.00
Total	876,414.25	100.00%	142,716,115	100.00%	\$10,000,000

Attachment 2: FY 2027 Program Schedule

7/16/2026	IAC Approval of the SSGP Administrative Procedures Guide and Release of Schedule and Application Instructions
7/20/2026	Application process open in the Business Management System
7/28/2026	IAC staff review period begins
9/18/2026	Application submission deadline
11/30/2026	Last day for IAC staff approval of projects and awards
10/29/2027	All project funds to be encumbered by State approved contracts
7/14/2028	All project work funded by an award from the program must be completed
8/31/2028	Last day to submit requests for reimbursement

Attachment 3: Eligible Project Expenditures for SSGP and Programs Administered by the Maryland Center for School Safety

SSGP Eligible: Fixed assets that provide long-term facility improvements and generally exclude operational expenses and items with a life of less than 15 years.

MCSS Program Eligible: Related to school safety, training, staffing, etc. and items that are not integral to the physical facility. This is provided for information only and should be verified with MCSS.

Access Control Systems

SSGP Eligible:

- Buzzer
- Emergency response panic buttons/systems (hardwired)
- Intercom systems
- Metal detectors & AI Weapon Detection Systems
- Systems to control access to entrances

Camera Surveillance Systems

SSGP Eligible:

- Cameras added to existing systems
- New security systems

MCSS Program Eligible:

- Security system software/license/subscriptions/renewals

Door Hardware & Improvements

SSGP Eligible:

- Door hardware/locks/frames/security screens/lock box
- New security doors
- Proximity card readers

Emergency Generators

SSGP Eligible:

- Emergency generator that provides safety for power outages

Interior Renovations

SSGP Eligible:

- Create area of visual refuge
- Interior building modifications related to security
- Open space classroom enclosures and adjacent hallways
- Secure vestibules to limit visitor access
- Improvements to visual transparency

Security Communications

SSGP Eligible:

- Bi-directional Amplifiers (BDA)
- Mobile radios - administrative/emergency

MCSS Program Eligible:

- Bi-directional Amplifiers (BDA)
- Cellular Enhancement Systems
- School culture training/information
- Threat reporting systems
- Security system software/license/subscriptions/renewals
- Directional signage (safety related)
- Distributed Antenna System (DAS)
- Mobile radios - administrative/emergency
- Network/Wi-Fi enhancements to improve safety communications

Site Improvements

SSGP Eligible:

- Enclose walkways
- Exterior/site lighting
- Fencing
- Security gates
- Repairs as a result of vandalism/graffiti
- Concentric rings of protection/layers to points of entry

Visitor Management Systems

MCSS Program Eligible:

- Card swipe/student ID/check-in kiosk
- Security system software/license/subscriptions/renewals

Other

MCSS Program Eligible:

- Behavior programs/training/materials
- Safety assessments
- Staffing - SRO- School Safety Specialists
- Technical assistance
- School culture training/information
- Threat reporting systems