

# MARYLAND CENTER FOR SCHOOL SAFETY



July 25, 2018

## **FOR IMMEDIATE RELEASE**

To Local School Systems Statewide:

The Maryland Center for School Safety (MCSS) announces Round 1 of Grant Funding available from the Safe Schools Fund, as authorized under the Maryland Safe to Learn Act of 2018. Grant applications may be received via submission to [MCSS.MCSS@maryland.gov](mailto:MCSS.MCSS@maryland.gov) using the attached Notice of Funding Availability. All applicants should review the Subcabinet's General Conditions document governing the use of funds and reporting requirements.

Round 1 of the funding will be open through October 31, 2018. A total of \$6 million dollars will be awarded in Round 1, including \$2.5 million in funding for school safety evaluations, and \$3.5 million in funding for the statutorily authorized items as set forth at § 7-1512(f).

Applications received by August 15, 2018 will be considered by the Subcabinet at its August 20, 2018 meeting. Applications will be considered on a rolling basis by the Subcabinet at its regularly scheduled meetings. Applications received between the Subcabinet's October meeting and the closing deadline of October 31, 2018, will be considered at the Subcabinet's November meeting.

All questions regarding the grant application process should be directed to the agency's email address specified above.

Sincerely,

Edward A. Clarke  
Executive Director

# MARYLAND CENTER FOR SCHOOL SAFETY



## **FY 2019 Safe Schools Fund Grants Program - Round 1 Notice of Funding Availability (NOFA) Application Requirements**

**Submission Deadline: October 31, 2018**  
**Maryland Center for School Safety**  
**7125 Ambassador Road**  
**Suite 130**  
**Windsor Mill, MD 21244**  
**(410) 281-2332**  
**MCSS.MCSS@maryland.gov**

Lawrence J. Hogan, Jr., Governor  
Boyd K. Rutherford, Lt. Governor  
Karen B. Salmon, Ph.D., Chair, MCSS Subcabinet Edward  
A. Clarke, MCSS Executive Director

### **I. Background**

The Maryland Safe to Learn Act of 2018 (Ch. 30, Laws of Md, 2018) created a Safe Schools Fund. The purpose of the fund is to provide grants to local school systems to enhance school safety. The Subcabinet of the Maryland Center for School Safety administers the Safe Schools Fund and issues grants to local school systems. This NOFA represents the first round of grants from the Safe Schools Fund, which are to be used for funding the assessments mandated by the Maryland Safe to Learn Act and meeting immediate needs of the local school systems. To that end, Round 1 funding availability includes \$2.5 million for completion of the school safety assessments, and \$3.5 million for operational funding to satisfy the statutory mandates as set forth in greater detail in Section II (Purpose).

### **II. Purpose**

This notice requests applications from Maryland's 24 local school systems for grant funding to enhance school safety in local school systems, including:

1. Conducting training for students and local school personnel on de-escalation of situations and identifying and reporting behaviors of concern;
2. Conducting training of assessment teams;
3. Conducting school safety evaluations;
4. Establishing formal and anonymous mechanisms for reporting safety concerns;

5. Developing plans to deliver school-based behavioral health and other wraparound services to students who exhibit behaviors of concern, including establishing systems to maximize external funding for services;
6. Outreach to the broader school community to improve school safety, including to heighten awareness of existing mental health services and other services;
7. Providing information to students and parents on traveling safety to and from school, including data related to bus and pedestrian safety, strategies for ensuring personal safety, efforts of the local school system to improve safety, and information on available options for reporting incidents and concerns; and
8. Improving and monitoring traffic control measures in the immediate vicinity of schools to reduce the potential for pedestrian and vehicle accidents.

Applications must be received from the local school system. Individual schools within a district may not apply directly.

### **III. Application Instructions**

- A. All fields of this application form must be completed (unless otherwise indicated).
- B. Completed applications must be received by the Maryland Center for School Safety by October 31 2018 to qualify for Round 1 funding. Applications should not exceed 15 pages, must use a minimum of 12 point font and a minimum 1.5 line spacing.
- C. Statement of Need and Project Description  
This section should be completed with a concise summary of your proposal. Please include the following:
  1. Description of the Training, or Purchase.
    - a. Provide detailed information about the training for which you are requesting funding, or agency purchase.
    - b. Provide a plan which includes the activities / strategies for the project, a timeline, the person responsible for the overall completion and success of the project, and the amount of funding sought.
    - c. Include any applicable hard copies of literature/brochures and/or web links for reference.
  2. Participants, or Target Audience (if applicable).
    - a. Provide a brief description of who will be participating in the training.
    - b. Describe the need for the training and how it will benefit the participants or those that they serve.
    - c. Include data to support the request.

3. Funding Justification.
  - a. Explain the financial need for funding based on why the costs cannot be funded through your current or future operational budgets.
  - b. Explain your agency's funding for similar trainings or services for the past three fiscal years.
  - c. Confirm whether or not your budget currently contains funding for use on the proposed project.
  - d. Confirm that the Safe Schools Fund grant will not supplant local funding currently allocated for the proposal.
  - e. Indicate other funding sources, if any, that you will use to support this work.
  - f. Confirm that you will abide by your local jurisdiction's procurement processes and regulations for any purchases made with grant funds.
  
4. Plans for Disseminating Information Learned
  - a. Describe plans to share the information learned through any trainings or programs secured with grant funds with staff within your agency and the public at large, where applicable.
  - b. Provide copies of partnership letters.
  - c. Include information on other programs, organizations, and stakeholders that will be involved in or impacted by the program or service funded with the grant.
  
5. Timeline
  - a. Provide a timeline for when the training or purchase will take place.
  - b. Provide the date by which funds will be encumbered.

#### **IV. Supplanting**

Safe Schools Fund Grants must be used to supplement existing State and local funds for program activities and must not replace those funds that have been appropriated for the same purpose.

#### **V. Evaluation Criteria**

The Subcabinet of the Maryland Center for School Safety will conduct an internal review of each application submitted in accordance with this NOFA. If all application information is submitted correctly, you will receive an email confirmation of funding approval / denial within five (5) days of the Subcabinet's next meeting.

## VI. Application Form

1.) Date of Application: \_\_\_\_\_

2.) Applicant (specify agency or organization name): \_\_\_\_\_

3.) Primary Point of Contact: \_\_\_\_\_

4.) Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

5.) Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

6.) Email (you may list more than one contact): \_\_\_\_\_

7.) Proposal Category (please select requested area(s) of funding):

Training on de-escalation

Training on behavioral assessment and Reporting for students

Training of behavioral assessment teams

Conducting school safety evaluations

Developing formal & anonymous

Planning and implementation of school-based mechanisms for reporting safety concerns mental health services

Planning and implementation

School safety community outreach (general) of delivery of wraparound services to students

School safety community outreach

Information to parents and students on (mental health services and support) traveling to and from school safely

Improving and monitoring

Training parents and students on relationship

Traffic control measures near schools

Violence, identifying signs of unhealthy Relationships, and preventing relationship violence

8.) Statement of Need and Project Description, Including Data on Demographics (attach additional pages and documentation, if necessary): \_\_\_\_\_

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9.) Anticipated start date of the project: \_\_\_\_\_

10.) Anticipated end date of the project: \_\_\_\_\_

11.) Total proposed budget for the project: \_\_\_\_\_

(Please attach a copy of the proposed budget using the form provided)

12.) Are you currently receiving other funding for this project?  Yes  No

*Explain:* \_\_\_\_\_

13.) Amount of funding currently available to your agency / organization to support this project:

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14.) Amount of funding requested from the Safe Schools Fund: \_\_\_\_\_

15.) Additional information to be considered: \_\_\_\_\_

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16.) Statement of Accountability:

*I attest that the information provided herein is accurate and that if awarded a grant, will follow all general conditions applicable thereto as set forth by the Subcabinet of the Maryland Center for School Safety in its General Conditions, or as otherwise specified in this NOFA.*

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Title: \_\_\_\_\_

# MARYLAND CENTER FOR SCHOOL SAFETY



## Subcabinet General Conditions for Grants Awarded from the Safe Schools Fund

### 1. Award period

Grants awarded by the Subcabinet of the Maryland Center for School Safety (MCSS) are one-time grant awards applicable to the fiscal year in which they are granted. Receipt of a grant award constitutes no commitment for the continuation of funding beyond that time period.

### 2. Statutes and requirements of State funds

Grants awarded by the Subcabinet of the MCSS are subject to all applicable State of Maryland and federal statutes and requirements applicable to the funding source.

### 3. General and Special Conditions (post-award instructions)

Grant awards are subject to these General Conditions as accepted by the Authorized Official on the official Award Acceptance Document. The Subcabinet of the MCSS reserves the right to add Special Conditions, if and when needed, during the life of the award period. These General Conditions outline the post-award policies, procedures, guidelines, and business rules from the Subcabinet for grant funds.

### 4. Award acceptance document

The original Award Acceptance document containing the original signature of the Chair of the Subcabinet of the MCSS must be signed, preferably in BLUE INK, by the Authorized Official noted on the submitted application. This document must be submitted to the MCSS within 21 calendar days of receipt of the award. Acceptance of this grant award constitutes a commitment to comply with program guidelines. The Authorized Official on the submitted application is the Superintendent, President of the Board of Education, County Executive, Duly Authorized Official of the local unit of Government, Mayor, Commissioner, Town Administrator (if confirmed), President (if confirmed), Principal, or if agencies are permitted to apply directly, the head of the agency receiving the award.

### 5. Project Commencement Form Notification and/or Delay

The Notice of Project Commencement / Delay form must be signed by the Project Director and must be submitted to the MCSS within 30 calendar days of the receipt of the award package.

**NOTE:** If the project will not commence within 30 calendar days of the Starting Date of the Period of Award, an explanation of the steps taken to initiate the project, the reason for delay, and the expected commencement date must be explained and justified on the Notice of Project Commencement / Delay Form. Failure to comply will result in delay of reimbursement.

ANY delay of your project AFTER submission of the Project Commencement / Delay Form will require the submission of a Grant Modification Form and approval by the MCSS. One blank Modification form is sent with every award package.

Any delay to the start date of a project funded by a grant award does not warrant, or necessarily allow, an extension to the end date.

## **6. Start Date of the Period of Award / Termination of Award**

The Start Date of the Period of Award is the earliest date that can be used as the project commencement date. No obligation or expenditure of funds is allowed prior to this date.

The award may be terminated by one or both parties with written notice. If the award is terminated before the end of the funding period, an accounting of the year to date expenses must be provided within 60 calendar days.

## **7. Goals, Objectives and Plans of project**

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

## **8. Budget Notice**

The attached Budget Notice is made part of the final grant proposal and award. Where this Budget Notice may have been modified from the project budget submitted in the original application, it represents final approved expenses for the project and governs expenditures accordingly.

All NEW project personnel supported with grant funding from the Safe Schools Fund 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 Subcabinet.

## **9. Supplanting**

Supplanting is the use of Safe Schools Fund grant funding to replace State or local funds which were previously appropriated / budgeted for, or otherwise would have been spent on, the specific purpose(s) for which this subaward has been awarded. Any salaries, positions, personnel expenses, contractual expenses, equipment, travel, and other expenses paid for with Safe Schools Fund grant funds must be used to supplement your organization's existing budget, and may not replace any funds that were already included in your entity's existing or projected budget.

## **10. Expended Grant Funds During Award Period**

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.

Failure to expend encumbered funds within 30 calendar days following the End Date of the award period may jeopardize reimbursement and/or result in the deobligation of funds. In that event, remaining obligations will be the sole responsibility of the recipient.

## **11. Modifications to Award**

Any requests for changes or modifications of any kind to any portion of this award must be submitted in writing prior to occurrence using the Grant Modification Form and may not

take place until the Authorized Official or Project Director receives written approval from the MCSS. Written approval is sent in the form of a Grant Adjustment Notice (GAN).

This includes, but is not limited to: 1) budget revisions of any type, including proposed expenditures in a budget category that was not previously approved in the application stage; 2) change to award period; 3) change to Project Director or Fiscal Officer; 4) change to staff specified in the personnel category (where applicable); 5) change to scope of program; and 6) any change that was not approved when the funds were originally awarded.

These changes may not be requested via telephone, fax, or email.

## 12. Authorized Official Change

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

## 13. Alternate Authorized Signature List

The Alternate Authorized Signatory is not the same as the Authorized Official. The Alternate Authorized Signatory is a person permitted to sign on behalf of the Authorized Official (County Executive, Mayor, Town Administrator, President, etc.); Authorized Point of Contact (head of any sub-unit of government, agency, division, department, or bureau); Project Director and/or Fiscal Officer.

To authorize an alternate signature, the person granting authorization for another party to sign on their behalf must submit a letter, on letterhead, to the MCSS with an original signature in blue ink. The purpose of the request must be acknowledged in the letter (e.g. sign all award documents at all times, change of personnel, in case of illness, vacation, leave of absence, etc.).

If authorization is to sign all award documents at all times please attach a copy, if applicable, of an Executive Order, or the vote from a public body's meeting minutes, etc.

## 14. Procurement

If the award recipient does not have written procurement guidelines, the recipient must refer to the State of Maryland Procurement Policy and Procedures, which includes the consideration of Minority Business Enterprises (MBE). An overview of Maryland Procurement may be accessed at <http://www.michie.com/maryland>. Double click "MARYLAND CODE", select "STATE FINANCES AND PROCUREMENT", select "TITLE 13: SOURCE SELECTION", and select the appropriate subtitle based on applicability.

## 15. Property Inventory Report Form

The submission of the Property Inventory Report Form (PIRF) is a requirement for any equipment that costs \$5,000 or more per unit cost, that qualifies for purchase under an award from the Safe Schools Fund. Please contact the MCSS to obtain a copy of the form.

## 16. Subcontracting requires PRIOR approval

The principal activities of this project may NOT be subcontracted to another organization without prior approval of the MCSS. If prior approval was not obtained through the application process and is required after the grant has been awarded, a Grant Modification Form must be submitted with detailed information and justification. Activities cannot occur until written approval in the form of a Grant Adjustment Notice (GAN) is received from the MCSS.

## 17. Drug-Free Workplace Requirements

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.

## 18. Issuance of Request for Proposals, Bids, Procurement Process

When issuing requests for proposals, bid solicitations, or other procurement requests, all grant award recipients shall clearly state within said document that the cost of the potential purchase is being funded in part, or in its entirety (as applicable), with State of Maryland grant funds.

## 19. Issuance of Statements, Press Releases, or Other Documents

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, by and through its Subcabinet, funded this project via a grant award from the Safe Schools 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.”

## 20. Reproduction and Sharing of Award and Project Materials

The MCSS has the right to reproduce, with attribution, and share any and all materials and documents generated as a result of this grant award and its funded projects.

## 21. Privacy and Confidentiality of Client Records

The grant award recipient must comply with State and federal statutes and regulations concerning the privacy and confidentiality of records, including statistical information gathered for research purposes.

## 22. Project Completion Report

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 fifteen (15) calendar 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.

### **23. Failure to Submit Report Timely**

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 deobligation of funds. If a late reporting occurs, the expenditure or obligation may become the responsibility of the award recipient.

### **24. Audit of Expenditures**

In order to verify the appropriateness of all grant fund related expenditures, the MCSS staff will monitor the use of grant fund proceeds as reported by the recipients. Back-up documentation must be maintained onsite, be available by request for inspection by MCSS staff, correlate with the mandatory reporting required herein and with the objectives specified in the grant application, and be maintained as necessary to provide that obligations under this grant award and other such standards, as applicable, are being met.

At any time during normal business hours, and as deemed necessary by the MCSS, the grant recipient shall make available to the MCSS, or State Legislative Auditors, or any of their authorized representatives, any of the fiscal and/or program records for inspection and audit. All local and state government grant award recipients must have proof that they had an annual audit and submitted said audit to the State Legislature in September of the year of their award.

### **25. Civil Rights Discrimination**

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.

### **26. Submission of Correspondence**

All correspondence should be directed to Edward A. Clarke, Executive Director, Maryland Center for School Safety, 7125 Ambassador Road, Suite 130, Windsor Mill, MD 21244.

### **27. Records Retention**

All financial and program information and receipts/back-up documentation must be maintained during the grant award period, and maintained for a period of three (3) years from the date of last activity under the grant, for monitoring and auditing purposes. This documentation must be made available upon request for inspection and review.

## 28. Reporting Fraud, Waste and Abuse

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