

# Grant Application Guide

## Competitive School Safety Grant Program Fiscal Year 2019

### Summary

In an effort to create safe and secure learning environments, the Michigan Legislature has provided a \$25 million appropriation for the Michigan State Police (MSP), Grants and Community Services Division (GCSD), to provide and administer competitive grants to public or nonpublic schools, school districts, and intermediate school districts (ISDs) to improve the safety and security of students, staff, and school buildings through the purchase of technology and equipment. The Competitive School Safety Grant Program (CSSGP) is funded from the state fiscal year (FY) 2019 General Fund, as appropriated in PA 618 of 2018. Grant funds will be awarded competitively.

### *Eligibility*

Grants under this program may be awarded to public or nonpublic schools, school districts, and intermediate school districts. Preference will be given to applicants that did not previously receive a school safety grant from the MSP. However, previous CSSGP recipients are permitted to apply.

### *Submission Deadline*

A completed and signed application (including any attachments) must be received by the MSP GCSD, via email to [MSP-SchoolSafety@michigan.gov](mailto:MSP-SchoolSafety@michigan.gov) no later than 12 p.m. (noon) EST on March 1, 2019. The time of receipt by the MSP GCSD is determined by the timestamp provided by the state of Michigan email system. Applicants are strongly encouraged to submit their application in advance of the due date to avoid any delays in electronic mail delivery. There will be no extensions of this deadline. Applications received by the MSP GCSD beginning at 12:01 p.m. EST on March 1, 2019, and thereafter, will not be considered for funding.

### *GCSD Contact Information*

For questions about this solicitation or any of the FY 2019 CSSGP materials, please contact the MSP GCSD by email at [MSP-SchoolSafety@michigan.gov](mailto:MSP-SchoolSafety@michigan.gov).

**Release date:** February 1, 2019

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## General Information

***The MSP GCSD urges all applicants to read this document in its entirety, as some requirements and instructions have changed from previous CSSGP applications.***

***The application must be completed using [Adobe Acrobat](https://helpx.adobe.com/reader/using/fill-and-sign.html), including all signatures. For help with Adobe forms and signatures, visit <https://helpx.adobe.com/reader/using/fill-and-sign.html>.***

### Overview

The safety and well-being of students and staff at pre-K to 12 schools is critically important. In a Federal Bureau of Investigation report <sup>1</sup> of active shooter incidents from 2000 to 2017, 35 incidents took place in a pre-K to 12 school building, resulting in the deaths of 80 people, physical injury to 86 people, and psychological and emotional trauma to thousands of students, staff, and community. Therefore, it is critical to foster a safe and secure environment within Michigan's school buildings.

### Program Purpose

To provide and administer competitive grants to public or nonpublic schools, school districts, and ISDs to improve the safety and security of students, staff, and school buildings through the purchase of technology and equipment.

### Eligibility

Applications will be accepted directly from individual public or nonpublic schools, school districts, and ISDs. School district and intermediate school district applications must be for buildings that have any combination of pre-K to 12 classrooms and students (e.g., not administration buildings). There is a limit of one application per eligible applicant. Individual schools may submit their own application; however, if they submit an individual application, the building cannot also be included in a school district or ISD application. If an applicant submits more than one application, the application submitted closest to the deadline will be the only one considered for funding.

### Requirements

- Applicants must demonstrate proof that a school has an Emergency Operations Plan (EOP) that has been updated after August 1, 2017, and aligns with the state of Michigan EOP guidance and school safety information policy developed under MCL 380.1308. An updated EOP is a requirement of the FY 2019 CSSGP grant, not a requirement of state law.
- A project awarded a grant under this program must be completed by June 1, 2020.
- All application materials are to be sent in a single email.

### Application Process

The FY 2019 CSSGP application will be available online beginning February 1, 2019, at [www.michigan.gov/cjgrants](http://www.michigan.gov/cjgrants). Applicants are encouraged to read this Grant Application Guide in its entirety in order to have a comprehensive understanding of all FY 2019 CSSGP requirements, and to begin work on their applications as soon as possible.

- Only one application will be considered for funding from any single applicant. If more than one application is submitted by an applicant, the application submitted closest to the submission deadline will be the only one considered for funding.
- Funding will not be awarded to a school building more than once.
- An application submitted by a school district or ISD will supersede an application submitted by an individual school also listed on the district or ISD application, regardless of the date of submission.

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<sup>1</sup> Federal Bureau of Investigation, U.S. Department of Justice. (2018). *Active Shooter Incidents in the United States from 2000-2017*. Retrieved from <https://www.fbi.gov/file-repository/active-shooter-incidents-2000-2017.pdf/view>

*Due to the anticipated volume of applications, the MSP GCSD is unable to notify applicants of any errors or omissions in submitted applications, or overlapping/contradictory submissions.*

To be considered for funding, a completed and signed application (including any attachments) must be received by the MSP GCSD, via email to [MSP-SchoolSafety@michigan.gov](mailto:MSP-SchoolSafety@michigan.gov) no later than 12 p.m. (noon) EST on March 1, 2019. The time of receipt by the MSP GCSD is determined by the timestamp provided by the state of Michigan email system. Applicants are strongly encouraged to submit their application in advance of the due date to avoid any delays in electronic mail delivery. There will be no extensions of this deadline. Applications received by the MSP GCSD beginning at 12:01 p.m. EST on March 1, 2019, and thereafter, will not be considered for funding.

### ***Public Disclosure of Application***

Application contents are subject to the Freedom of Information Act, 1976 PA 442, MCL 15.231 et seq.

### ***Source of Funds***

The CSSGP is funded from the state FY 2019 General Fund, as appropriated in PA 618 of 2018.

### ***FY 2019 Appropriation Amount***

\$25 million.

### ***Program Areas***

Applicants may only apply for one program area.

#### ***Program Area 1 (up to \$15 million available) No Match Required***

Applications are limited to \$50,000 for any one eligible school building, up to a maximum of \$250,000 per school district or ISD. To be eligible for the maximum award of \$250,000, school districts or ISDs must apply for funding that will be utilized at **five or more** qualifying school buildings (e.g., a school district proposing projects at three eligible school buildings may apply for not more than \$150,000). If schools from the same district apply as individual applicants, the maximum award of \$50,000 per building and \$250,000 per district still applies, and the combined total for those individual schools shall not exceed \$250,000.

#### ***Program Area 2 (up to \$15 million available) 25% Cash Match Required***

Applicants are required to provide a 25 percent cash match. Applications are limited to an award of \$500,000 (please note that a project total must be at least \$666,667 in order to receive a \$500,000 grant award). For this program area, there is no minimum number of buildings required to be eligible for the maximum award. The per-building restrictions for Program Area 1 are **not** applicable for Program Area 2. Match is calculated as 25 percent of the total project cost, NOT of the grant award amount. If awarded, the grant amount will be 75 percent of the total project cost.

The required match and grant award will automatically be calculated on the application. The total project cost is determined on the Building Summary section of the application. The grant award amount will be 75 percent of the total project cost. The required match amount will be 25 percent of the total project cost.

### ***Selection Criteria***

This is a competitive grant program. Applications will be selected for funding based on:

- **Eligibility:** Applicants must meet, or otherwise be in compliance with, all requirements identified in the *Eligibility* and *Requirements* sections on page three of this guide.
- **Completeness of the application:** All sections shall be complete and free of typos, misspellings, grammatical errors, miscalculations, or any other inaccuracies.

- **Previous CSSGP funding:** Preference will be given to applicants that did not previously receive a school safety grant from the MSP. However, previous CSSGP recipients are permitted to apply.

Additionally, the adequate geographic distribution of funds throughout the state may also be considered when determining awards.

Please remember, this is a competitive grant program, and while applications will be judged on their own merit, they will also be compared to other applications during the selection process in order to meet the funding cap. Consequently, the detailed information requested must be presented in a clear and concise manner according to the application; free of typos, misspellings, grammatical errors, miscalculations, or any other inaccuracies.

### ***Submission Deadline***

A completed and signed application (including any attachments) must be received by the MSP GCSD, via email to [MSP-SchoolSafety@michigan.gov](mailto:MSP-SchoolSafety@michigan.gov) no later than 12 p.m. (noon) EST on March 1, 2019. The time of receipt by the MSP GCSD is determined by the timestamp provided by the state of Michigan email system. Applicants are strongly encouraged to submit their application in advance of the due date to avoid any delays in electronic mail delivery. There will be no extensions of this deadline. Applications received by the MSP GCSD beginning at 12:01 p.m. EST on March 1, 2019, and thereafter, will not be considered for funding.

### ***Notification Process***

Beginning on or before April 1, 2019, distribution of award letters and grant agreement documents, as well as denial of funding notifications, will commence for all applicants. The MSP reserves the right to continue the notification process beyond April 1, 2019.

Reimbursement of funds will not occur until signed grant agreement documents are received by the MSP GCSD. Expenses incurred before all signed grant agreement documents are received by the MSP GCSD, and awardees are notified of such, are not eligible for reimbursement.

### ***Grant Period***

The grant performance period will end on June 1, 2020. There will be no time extensions of the grant performance period. All project-related work must be completed by June 1, 2020. All invoices must be paid and reimbursement requests for eligible expenses, including supporting documentation, must be submitted to the MSP GCSD by June 30, 2020. Failure to comply with the above listed deadlines may result in denial of reimbursement.

# Application Instructions

## ***Applicant Information***

**School or District** - The applicant is the school or district that has the authority and responsibility for the administration of the project in accordance with project conditions. The applicant is *not* the person completing the application.

**School District or Other Administrative Entity** - Name of the school district, association, or other administrative body to which the applicant belongs.

**Applicant County** - County in which the applicant is located and/or provides service. Applicants that provide services in more than one county, use the location of the main administrative office and list other in the Additional Counties field that follows in the application.

**Applicant FEIN** - Federal employer identification number issued to the applicant by the Internal Revenue Service.

**Intermediate School District Name** – The ISD to which the applicant, or applicant’s school district, is affiliated (if applicable).

**Previous CSSGP Grant Award** - Was the applicant a recipient of a FY 2015, FY 2017, or FY 2018 CSSGP grant award from the MSP? If yes, how much was the award?

## ***Program Area and Funding***

Select the program area under which you are applying (only one program area is allowed).

### **Program Area 1 (up to \$15 million available) No Match Required**

Applications are limited to \$50,000 for any one eligible school building, up to a maximum of \$250,000 per school district or intermediate school district. To be eligible for the maximum award of \$250,000, school districts or ISDs must apply for funding that will be utilized at **five or more** qualifying school buildings (e.g., a school district proposing projects at three eligible school buildings may apply for not more than \$150,000). If schools from the same district apply as individual applicants, the maximum award of \$50,000 per building and \$250,000 per district still applies, and the combined total for those individual schools shall not exceed \$250,000.

### **Program Area 2 (up to \$15 million available) 25% Cash Match Required**

Applicants are required to provide a 25 percent cash match. Applications are limited to an award of \$500,000 (please note that a project total must be at least \$666,667 in order to receive a \$500,000 grant award). For this program area, there is no minimum number of buildings required to be eligible for the maximum award. The per-building restrictions for Program Area 1 are **not** applicable for Program Area 2. Match is calculated as 25 percent of the total project cost, NOT of the grant award amount. If awarded, the grant amount will be 75 percent of the total project cost.

The required match and grant award will automatically be calculated on the application. The total project cost is determined on the Building Summary section of the application. The grant award amount will be 75 percent of the total project cost. The required match amount will be 25 percent of the total project cost.

The MSP reserves the right to award funds for a lessor amount than requested.

## ***Contact Information***

*The same person shall not serve as both the Authorized Official and the Financial Officer.*

**Point of Contact** – The person from the applicant’s school/district with overall responsibility for project management and ensuring that all grant guidelines and requirements are met.



## ***Building Summary Worksheet***

Complete the following steps for each building identified on the Project Itemization Worksheet, using one line for each building:

- Select all projects to be implemented at that building (check all applicable boxes).
- Provide the combined total for all projects at that building.

Additional Building Summary Worksheets are available at [www.michigan.gov/cjgrants](http://www.michigan.gov/cjgrants).

## ***Application Review and Certification***

The signature of the applicant's Authorized Official represents to the MSP GCSD that:

- The Authorized Official has the authority to submit the application and enter into an agreement on behalf of the applicant if funding is awarded.
- The Authorized Official believes to the best of his/her knowledge that all statements in the application, including all requested supplemental information, are true, complete, and accurate.
- The applicant agrees to abide by all conditions of the grant program, if funding is awarded.

Additionally, if awarded, the signature of the Authorized Official represents to the MSP GCSD that the applicant agrees to the following:

- The MSP (and/or any of their duly authorized representatives) is permitted access, for the purposes of inspection, audit, and examination, to any books, documents, papers, and records of the grantee which are related to this project.
- The MSP is allowed to conduct periodic reviews of the project to determine progress made and adherence to project goals.
- Failure to submit any required reports may result in the termination of the grant.
- Noncompliance with the conditions and provisions of this grant may result in termination of the grant.
- Any information found to be false in the application or in a required report may result in termination of the grant.

*For the application to be considered complete, the applicant's Authorized Official is required to sign the Review and Certification section of the application on the bottom of page six.*

## Emergency Operations Plan (EOP) Certification

Applicants are required to have their EOP reviewed by a law enforcement official, emergency management official, and the applicant's Authorized Official. The law enforcement official and the emergency management official must be different individuals, even if one meets the qualifications for both roles.

### **Law Enforcement Official**

The law enforcement official must represent the primary agency with jurisdiction over the applicant's geographical area\*; and hold the rank of sheriff, undersheriff, chief, assistant/deputy chief, director, or assistant/deputy director, or be their authorized representative holding the rank of lieutenant or higher. An official meeting this criterion *may* elect to designate an MCOLES-certified peace officer from his/her agency to serve as the law enforcement official for an applicant by completing the Alternate Law Enforcement Official Designation form (available at [www.michigan.gov/cjgrants](http://www.michigan.gov/cjgrants)), which must be submitted along with the application. Law enforcement officials shall provide their MCOLES number for verification by the MSP.

### **Emergency Management Official**

The emergency management official must be listed in the document labeled *Michigan Local Emergency Managers* (available at [www.michigan.gov/cjgrants](http://www.michigan.gov/cjgrants)) and have jurisdiction over the applicant's geographical area\*.

*\*If an applicant's geographical area encompasses multiple counties and/or municipalities, use the location of the applicant's main administrative office/building to determine the appropriate law enforcement and emergency management officials (i.e., only one law enforcement official and one emergency management official are required to certify the EOP, not one from every jurisdiction).*

### **EOP Requirements**

The EOP must cover all of the topics listed below, which are in the *2014 All-Hazards Emergency Operations Planning Guidance for Schools* available at [www.michigan.gov/cjgrants](http://www.michigan.gov/cjgrants). The format of the EOP does not have to be the same as what was developed by the state but must include each topic.

- Initial response
  - Notification procedures
  - Emergencies occurring during summer or other school breaks
- Assignment of responsibilities
  - District administrators
  - Crisis response team
  - Building administrators
  - School staff
  - Students
  - Parents/guardians
- Direction and control
  - Emergency facilities/crisis response team post
  - Continuity of school administration
  - School incident command system
- Coordination
  - Policy/coordination group
  - First responders
- Communications
  - Internal
  - External
- Post incident
- Administration, finance, and logistics
  - Agreements and contracts
  - Finance
  - Recordkeeping
- Plan development, maintenance, and distribution
- Training and exercising the plan
- Emergency contact rosters
- Class rosters and schedules
- School maps and floor plans
- Specific response actions
- Hazard-specific emergency procedures
- Continuity of operations plan
- Incident command job action sheets
- Resource inventory
- Go-kit and emergency supplies checklist
- Memorandums of agreement/understanding
- Law enforcement command posts
- Emergency utility shut-off procedures
- Cardiac emergency response pla

Questions regarding the EOP should be directed to your local emergency management official. A list of emergency management officials can be found at [www.michigan.gov/cjgrants](http://www.michigan.gov/cjgrants).

**Please DO NOT submit the actual EOP with your application.**

# Expenditures

## ***Eligible Expenditures***

Eligible expenditures for the FY 2019 CSSGP are limited to the following project categories, and include any hardware, labor, or other costs deemed necessary.

Project Categories:

### **A. Access control systems**

- Systems that allow access by card/fob, biometric, smart phone, etc.
- Includes enhancement of current systems to include lockdown function (i.e., simultaneous locking of all exterior and/or classroom doors).

### **B. Bollards or other barriers**

- Impact rated for vehicles and installed for the protection of entrances and areas of mass gatherings (e.g., bus loading and unloading zones; courtyards adjacent to parking lots, drives, or streets; etc.).

### **C. Classroom/interior doorways**

- Elimination, replacement, or enhancement of sidelights.
- Modifications to create outward opening doors.
- Replacement doors must be solid core and/or metal doors that meet or exceed the Steel Door Institute's (SDI) standards for educational facilities (available at [www.michigan.gov/cjgrants](http://www.michigan.gov/cjgrants)).
- Replacement door frames must meet or exceed the SDI's standards for educational facilities.
- Replacement glass/window must meet the standards identified in category D.
- Replacement door locks must be commercial-grade, ANSI/BHMA Grade 1 certified.
  - Must be able to lock from inside of classroom without use of a key and must clearly indicate locked/unlocked status (visible to inside of classroom).

### **D. Enhance/strengthen interior and exterior windows, sidelights, etc.**

- Must be shatter-resistant material (e.g., laminated glass or similar synthetic material) or be designed with other security enhancements (e.g., internal wire).
- Modifications to existing glass, including security film, grating, etc.
- Installation must be in such a manner as to resist separation from the door or frame (e.g., high strength adhesive caulking for security film; material extending further into frame with additional hardware securing in place; etc.).

### **E. Exterior doorways**

- Replacement doors must meet or exceed the SDI's standards for educational facilities.
- Replacement door frames must meet or exceed the SDI's standards for educational facilities.
- Replacement glass/windows must meet the standards identified in category D.
- Replacement door locks must be commercial-grade, ANSI/BHMA Grade 1 certified.

### **F. Intercom systems**

- Voice or video systems allowing two-way communication with office personnel.

### **G. Modification of entryways to create secure vestibules**

- Shall be designed to allow for the identification of individuals before permitting further access to the building.
- Must meet the standards identified in categories D and E (as applicable).
- May include video intercom system and access control as necessary.

#### **H. Panic button/alert system**

- Designed to initiate lockdown and/or notify law enforcement/emergency dispatch.
- Systems with remote or wireless activation devices must include location capabilities.

#### **I. Public address systems**

- Including visual notification enhancements (e.g., colored or strobe lights) to alert students/staff of dangerous situations.

#### **J. Signage**

- Interior and exterior identification for rooms, windows, exits, hallways, and stairwells.

#### **K. Security camera systems and components**

- Permitted **only** if the system is constantly monitored by dedicated security personnel (i.e., not a secondary responsibility for any position) while the building is occupied.

### ***Ineligible Expenditures***

Any item, system, project, fee, or other expense not explicitly identified as an eligible expenditure for the FY 2019 CSSGP is ineligible.

This includes, but is not limited to, the following ineligible expenses:

- School safety assessments (see information below).
- New construction.
- Costs in applying for this grant (e.g., consultants, grant writers, etc.).
- Any expenses incurred prior to the date of the award or after the end of the grant performance period.
- Personnel costs.
- Operation costs related to a capital improvement.
- Indirect costs or indirect administrative expenses.
- Travel expenses.
- Contributions and donations.
- Training (not related to new equipment/technology installation) or conferences.
- Management studies or other research and development.
- Memberships and dues, unless a specific requirement of the project that has been pre-approved by the MSP GCSD.
- Project-related contracts beyond the performance period of the grant award.

#### **School Safety Assessments:**

School safety assessments are **NOT** an eligible expenditure for the FY 2019 CSSGP.

The Department of Homeland Security (DHS) offers a comprehensive assessment tool for school officials that is available at no cost. The DHS *K – 12 School Security Guide and Assessment Tool* can be accessed at <https://www.dhs.gov/publication/k-12-school-security-guide>.

For questions about school safety assessments, please contact the MSP GCSD, at [MSP-SchoolSafety@michigan.gov](mailto:MSP-SchoolSafety@michigan.gov).

## Grant Conditions

The following conditions apply to grant awards. Applicants have the right to not accept an award. If an applicant receives a grant award, the applicant will then be known as a *grantee*.

### ***Non-Supplanting***

The grantee agrees that funds accepted through the CSSGP will supplement existing funds and not supplant local funds with state funds.

### ***Grant Agreement***

The grantee shall submit a signed grant agreement by the deadline indicated in the award letter or be subject to automatic cancellation of the grant award. Signed grant agreement documents must be returned to the MSP GCSD via email to [MSP-SchoolSafety@michigan.gov](mailto:MSP-SchoolSafety@michigan.gov).

### ***Budget Period and Reimbursement***

- The MSP GCSD will notify the grantee via email when all signed grant agreement documents have been received.
- Grant funding is provided only through reimbursement to the grantee.
- Reimbursement of funds will not occur until signed grant agreement documents are received by the MSP GCSD.
- Expenses incurred before all signed grant agreement documents are received by the MSP GCSD are not eligible for reimbursement.
- A maximum of five reimbursements will be made during the grant period.
- All project-related work must be completed by the conclusion of the grant performance period on June 1, 2020. There will be no time extensions.
- All invoices must be paid and reimbursement requests for eligible expenses, including supporting documentation, must be submitted to the MSP GCSD by June 30, 2020.
- Failure to comply with the above listed deadlines may result in cancellation of award and/or denial of reimbursement.

Reimbursements may not be issued if the grantee has:

- Not filed their annual financial report (F65) or audit per the Uniform Budgeting and Accounting Act, 1968 Public Act 2, as amended (MCL 141.421 to 141.440a) or the Uniform System of Accounting Act, 1919 Public Act 71, as amended (MCL 21.41 – 21.55); or
- A payment due and owing to the state of Michigan.

## Reporting Requirements

Program and Financial Status Reports:

The grantee shall submit to the MSP GCSD a completed and signed Program Status Report (PSR) and Financial Status Report (FSR) by each due date. Source documentation supporting the requested reimbursement amount must be provided along with the completed FSR. At a minimum, the source documentation should include copies of the original invoices, evidence of the completed payment transaction (e.g., cancelled check, account statement, etc.), and any other documentation that would support the request. Reports are due within thirty calendar days after the end of each reporting period, whether or not any expenditures have been incurred during that period.

Reporting periods and due dates for the FY 2019 CSSGP are as follows:

- Reporting period one begins upon return of grant agreement documents and ends June 30, 2019.
  - Reports due: July 30, 2019
- Reporting period two: July 1, 2019 – September 30, 2019
  - Reports due: October 30, 2019
- Reporting period three: October 1, 2019 – December 31, 2019
  - Reports due: January 30, 2020
- Reporting period four: January 1, 2020 – March 31, 2020
  - Reports due: April 30, 2020
- Reporting period five: April 1, 2020 – June 1, 2020
  - Reports due: June 30, 2020

PSR and FSR forms will be available by April 1, 2019.

### ***Expenditures***

The grantee understands and agrees:

- Expenditures must be permissible under state and federal law and consistent with statewide policies, regulations, and practices.
- Expenditures must be adequately supported by source documentation, including invoices, cancelled checks, and electronic payment confirmations.
- Expenditures must be for items that have been approved through a CSSGP award or by an approved change to the scope of the project.
- To use the approved purchasing practices and bid procedures required by the grantee's jurisdiction (i.e., school, school district, or ISD) for all expenditures involving project activity.
- To maintain accounting records following generally accepted accounting principles for the expenditure of grant funds.
- To record all revenues and expenditures in a manner allowing for clear separation/identification from the grantee's other funds or accounts.
- To maintain all documentation for costs incurred for three years following the final MSP payment for the project.
- To allow the MSP and the Michigan Office of the Auditor General access for the purposes of inspection, audit, and examination, to any books, documents, papers, and records of the grantee which are related to this project.

### ***Request to Modify Project***

Prior to executing any changes to the scope of the project, the grantee must provide notice of the proposed changes to the MSP GCSD via email to [MSP-SchoolSafety@michigan.gov](mailto:MSP-SchoolSafety@michigan.gov). The MSP GCSD will notify the grantee within 30 days whether or not the proposed project modification is approved.