



MICHAEL R. PENCE, Governor
STATE OF INDIANA

INDIANA DEPARTMENT OF HOMELAND SECURITY
302 West Washington Street
Indianapolis, IN 46204

Notice of Funding Opportunity (NOFO)

Fiscal Year 2017 Secured School Safety Grant Program

I. OVERVIEW

The Indiana Secured School Grant Fund was created in 2013 by Senate Enrolled Act 1-2013. The fund was established to increase the safety of Hoosier schools. The program is a dedicated state grant fund that provides matching grants to school corporations, charter schools, or a coalition of school corporations and/or charter schools. The funds are intended to be used to fund school resource officers (SROs) to provide armed and onsite protection at a school, equipment to restrict access to school property as well as expedite notification to local law enforcement and first responders, and to conduct threat assessments at schools to determine if there are any gaps in school security or safety that need to be addressed.

****At the end of this Notice of Funding Opportunity you will find the Letter of Intent, Scoresheet and an outline of the FY17 proposal.****

II. AWARD INFORMATION

Grant Period of Performance: July 1, 2016 – June 30, 2017

Sub Recipient Performance Period: Twelve (12) Months

Extensions to the performance period are allowed with required adequate justification and approval by IDHS. Extensions must be made within 30 days prior to the grant end date.

Funding obligations must be made prior to the end date of the sub grant agreement. All outstanding expenses must be paid and the Final RFEs (requests for expenses) submitted within 45 days from the end date of the sub grant.

III. ELIGIBILITY REQUIREMENTS

School corporations applying for a school resource officer program will need to apply for either the Safe Haven grant OR the Secured Schools grant. School corporations will not be considered for funding if applications are submitted for both grants.

Eligible applicants are school corporations, charter schools and coalitions located in a county that has a County School Safety Commission.



Other eligibility requirements include:

Average Daily Membership (ADM):

Applicants with an average daily membership of at least 1,000 students may apply for funds up to \$50,000.00.

Applicants with an average daily membership of less than 1,000 students may apply for funds up to \$35,000.00.

Cost Match Criteria

A 50% cost match is required under this program. Cost match may be made in the form of contributions for the applicant that are reasonable, allowable, allocable, and necessary for the Secured School Safety Grant Program and for the project described in the submitted proposal. Cost match must comply with all Secured School Safety Grant Program regulations and requirements.

The match amount must be budgeted with the grant funds to ensure that it meets the criteria for match.

Example: If the total cost of an eligible project is \$100,000, and the applicant has an enrollment greater than 1,000 students, the applicant is eligible to request \$50,000 for FY2017 Secured School Safety Grant Program funding; the balance of \$50,000 is the grant recipient's (match) share.

Sustainability

Applications must contain sustainability information. School districts must have a plan in place should state funding not be granted.

Bidder Registration

ALL schools must register as a bidder with the State of Indiana. If you have already registered as a bidder and have a bidder ID number, you do not need to register again. IF you do not have a bidder ID number, you will need to go to Indiana Department of Administration (IDOA) website by using this link; <http://www.in.gov/idoa/2464.htm>, and clicking on the tab located in the middle of the page titled 'Create New Bidder Profile'.

The purpose of the bidder registration is that all school contracts will be completed through an electronic system for signing purposes. The contract will then be routed electronically to the appropriate agencies for review.

No guarantee of funding is made to any applicant. Funding is dependent upon availability of funds from the State of Indiana.

Virtual School Policy

The Secured School Safety Board may choose not to fund requests from **virtual schools** for school resource officers, equipment, and/or threat assessments. A virtual school, for purposes of this Board and this Fund, means any school, including a charter school, which provides for the delivery of more than fifty percent (50%) of instruction to students off-site or off-campus through:

- (1) virtual distance learning;
- (2) online technologies; or
- (3) computer-based instruction.

IV. Proposal and Submission Information

Letter of Intent Deadline: **Friday April 29, 2016**

Proposal/Budget Submission Deadline: **Friday May 13, 2016 at 11:59 PM**

Late applications will not be considered for funding.

All Proposals/Budgets must be completed and submitted via the IDHS iGMS:
<http://myoracle.in.gov/hs>

- ✓ Please use the proposal template titled: "School Safety FY17"

V. SPECIFIC PROPOSAL INSTRUCTIONS

The FY17 Secured School Safety Grant Program has requirements that must be addressed in the grant application. In order to ensure that the funds are utilized to maximize effectiveness, the following information will be asked for in the application:

- A concise description of the school corporation's or charter school's security needs.
- The estimated cost of the program to the school corporation or charter school.
- The extent to which the school corporation or charter school has access to and support from a nearby law enforcement agency, if applicable.
- The average daily membership of the school corporation or charter school (or the combined average daily membership of the coalition of schools applying jointly).
- A statement identifying the school corporation or charter school has completed a local school safety plan and has filed the plan with the county school safety commission for the county in which the school corporation or charter school is located.
- Any other information required by the Secured School Safety Board.

Applications for equipment must include a description of the project in a holistic manner. This should include providing details about the project as it relates to the individual school's overall safety plan and effectiveness with the charter school and/or district's overall safety plan. Pre-award costs are not allowable.

VI. FUNDING GUIDELINES.

Recipients should consult with their IDHS Program Manager prior to requesting anything that does not clearly meet the allowable expense criteria established by the NOFO.

School Resource Officer (SRO)

- Must complete Indiana Law Enforcement Academy (ILEA) training (IC 5-2-1-9)
- Assigned to one or more school corporations or charter schools.
- SRO must have received at least 40 hours of certified SRO training through a nationally recognized SRO training program, such as the National Association of School Resource Officers, or another program recognized by ILEA.
- SSSG funds can be used to fund the **initial** 40 hour certified SRO training.
- Must be currently employed by a law enforcement agency.
- An SRO may be employed by:
 - one or more school corporations or charter schools
 - By one or more school corporations or charter schools through a contract between a local law enforcement agency and the school corporation
 - By a local law enforcement agency that assigns an SRO to a school corporation or charter school through a Memorandum of Understanding (MOU)
 - Through a contract between a business that employs persons who meet the qualifications of a school resource officer and the school corporation(s) or the charter school(s)
- Once the initial 40 hour certified SRO training has been completed, documentation will need to be provided to DHS. If training takes place after an application has been awarded, there may be special conditions placed on the award. If an SRO is not certified, the application must include registration confirmation and upon completion of training, proof of certification must be provided.

Equipment

- Equipment purchased must be used in the advancement of safety within the school.
- Equipment must restrict access or expedite the notification of first responders.
- Equipment will at no time impede anyone from ever exiting a space and the use of a key or special knowledge will not be required for exiting.
 - Requirements to activate an electronic sensor or motion detector are considered “special knowledge or effort”.
 - A push button to release an electronic lock on the exit side is considered “special knowledge or effort”.
- An inventory must be kept of all equipment purchased with grant funds.
- All equipment must be properly used and maintained.

Threat Assessments

- A threat or hazard assessment funded by SSSG funds must be completed within the performance period outlined in the sub recipient agreement.

Unallowable Costs

- Costs related to or for construction.
- Personnel expenses for any other school staff

- Any staff training beyond the 40 hour SRO certification course

VII. CONTRACT & APPLICATION REQUIREMENTS

All applicants awarded a grant from IDHS must agree to the following:

- Enter into a Sub Recipient Agreement between the IDHS and the sub recipient and agree to abide by all provisions of the Sub Recipient Agreement.
- Submit all reports in the prescribed format and time frames as determined by IDHS.
- Provide an electronic signature on the sub recipient agreement.

VIII. SUBMISSION OF PROPOSAL

Completed proposal/budgets and all required documentation are to be submitted to iGMS no later than **Friday, May 13, at 11:59 PM. Late applications will not be considered for funding.**

IX. SELECTION PROCESS

Scoring

A Sub Recipient Proposal Scoring Committee will be formed by members appointed by the Secured School Safety Board. Secured School Safety program staff and IDHS grants management staff will conduct an initial screening of the proposal to check for completeness of the application. The committee will then review each proposal and score the proposal using the score sheet in Appendix B.

The Scoring Committee will make recommendations to the Secured School Safety Board based on the scores of all proposals. The Board will review the recommendations and approve all final funding decisions.

X. AWARD NOTIFICATION

Notification of award approvals will be sent via email to the sub-recipient in the form of an award letter. The award letter will include the following:

- Sub Recipient Name
- Sub Recipient Award Amount
- Sub Recipient Match Requirement
- Sub Recipient Performance Period

The award letter will provide any special conditions that must be met or resolved prior to reimbursement.

Schools may be asked to adjust the budgets as a special condition of the award. Budget modifications must be submitted and approved before a grant agreement can be sent to the school for signature.

The sub recipients should follow directions in the award letter to confirm acceptance of the award.

XI. MONITORING

IDHS may monitor sub recipients as a requirement of the award to assure compliance with applicable grant guidelines, regulations and state law.

Sub recipients may be monitored by the IDHS Grants Management Compliance Monitor using a combination of desk reviews and site visits.

Failure to submit required reports will result in reimbursement of grant funds being withheld until the report(s) are received.

XII. CONTACT INFORMATION

Any questions regarding the Secured School Safety Grant Program can be directed to the Secured School Safety Team:

Kim Snyder
317-234-8929
kisnyder@dhs.IN.gov

Georgianna Briggs
317-234-6219
gbriggs@dhs.in.gov

Beth Mahan
(317) 474-7674
BMahan@dhs.IN.gov

Kaelea Cheek
(317) 474-5549
KCheek@dhs.IN.gov

Any questions regarding grant management or iGMS can be directed to the IDHS Grants Management Office at grants@dhs.in.gov.

APPENDIX A

FY17 Secured School Safety Grant
Intent to Apply for Funding

1	Legal Name of Entity:		
2	Corporation #		
3	Federal Tax ID #		
4	Has your entity previously applied for the Secured School Safety Grant?	<input type="radio"/> Yes <input type="radio"/> No	
5	If you answered YES to #4, does your entity have the same point of contact information as it did for a previous grant cycle?	<input type="radio"/> Yes <input type="radio"/> No	
* If you answered YES to both #4 and #5, you may move on to question #8			
6	If you answered NO to #4, please complete the following information for a main point of contact: a. Name: b. Email: c. Telephone Number: d. Work Address:	a	
		b	
		c	
		d	
7	If you answered NO to #5, please complete the following information: a. New Contact Name: b. New Contact Email:	a	
		b	
8	Amount seeking for reimbursement: (reference Notice of Funding Opportunity for information)	\$	
9	Intended funding : (select all that apply)	<input type="radio"/> Threat Assessment <input type="radio"/> School Resource Officer <input type="radio"/> SRO Certification Course <input type="radio"/> Equipment	

After completing this form, please submit to grants@dhs.in.gov by April 29

APPENDIX B

Scoresheet

Section 3	Column2
Section 3	Column2
PROGRAM NEEDS AND APPROACH	
1. Did the applicant identify how they intend to utilize the grant funding?	0 - 5
2. Did the applicant describe how the project to be funded will support the current school safety program?	0 - 5
3. Did the applicant describe in enough detail the assessment process used to determine the priorities of this application?	0 - 5
4. Does the project summary provided coincide with the described needs assessment?	0 - 5
6. Did the applicant identify a real challenge or risk in completing the project?	0 - 2
7. Did the applicant describe potential solution(s) to the challenge or risk identified?	0 - 3
Section 3 total	25
Section 4	Column2
SCHOOL SAFETY OVERVIEW	
1. Does the applicant describe the all hazards approach for the school?	0 - 2
2. Are the professional development needs described?	0 - 2
3. Are the professional development needs consistent with the project summary?	0 - 2
4. Does the school have a certified school safety specialist?	0 - 2
Section 3 Total	8
Section 5	Column2
LAW ENFORCEMENT	
1. Did the applicant describe the law enforcement for the community sufficiently?	0 - 2
2. Did the applicant describe the partnership the school and the law enforcement community have?	0 - 3
Section 5 total	5
Section 6	Column2
COUNTY SCHOOL SAFETY COMMISSION	
1. Did the applicant answer question A with "yes"?	0 - 1
2. Did the applicant provide the meeting time?	0 - 1
3. Were the meeting minutes attached to the budget?	0 - 1
4. Did the applicant answer "yes" to completing a school safety plan?	0 - 1
5. Did the applicant describe in detail how the project in the proposals support the school safety plan?	0 - 3
Section 6 total	7
Section 7	Column2
Sustainability	0 - 10
1. Did the applicant provide a description of a strategy to obtain permanent financial support if grant funds are to be eliminated	
Section 7 total	10
Section 8	Column2
Project Goals and Objectives	0 - 10
1. Are the goals and objectives for the program listed	
Section 8 total	10
Attachments	Column2
Attachments	0 - 5
1. Are all attachment included?	
Section total	5
Section 9	Column2
BUDGET	
1. Are the budget items allowable, allocable, reasonable and necessary for the described project?	0 - 3
2. Are all budget items included in the correct budget category?	0 - 3
3. Is the match included in the budget?	0 - 3
4. Is the match amount correct?	0 - 3
5. Are all items in the budget specific?	0 - 3
6. Do all budget line items include detailed narrative to describe the item?	0 - 3
7. Are computations included with each line item?	0 - 2
Section 9 total	20
Section 10	Column2
Scorer Recommendation	0-10
Total Score	100

APPENDIX C

Sample Proposal:

The following is an outline of the FY17 Secured School Safety Grant Proposal. This has been provided so that you may use it to prepare answers for the questions that will be asked.

Identification Information

- ✓ Sections A, B, and C are all fill in the blank. Information needed for these 3 sections are the federal ID number, bidder number, signatory (who can sign on behalf of the school), primary point of contact information, and the financial officer contact information.

School Type

- 1) This is a drop-down box for the applicant to select Single School Corporation, Single Charter School, or Coalition of School Corporations and/or Charter Schools.
- 2) School Type Description- State the average daily membership (ADM) of the applicant. If the application is for a coalition of schools, all entities in the coalition and their respective ADM information should be included. Describe any relevant characteristics of your school corporation, charter school, or coalition that impact decisions about this grant. **Help Text:** There is a 2500 character limit.

Program Needs and Approach

- 1) Program Summary- Provide a detailed description of the full program to be implemented and how the proposed program will address/alleviate the problem identified. A good program summary will include a clear and full description of the proposed program, solution or remedy to the problem, list any partners involved in the project, and indicate how long it will take to see results from the program. **Help Text:** How do you intend to use the funds? How will this project impact the overall safety of the school? There is a 2500 character limit.
- 2) Needs Assessment-Describe how the problem was identified and the needs assessment process used to establish priorities for this grant. Describe existing gaps in local services and how the program will address these needs. **Help Text:** Use data to support the need for the grant funds. There is a 2500 character limit.
- 3) Area(s) of Need-Check all of the area(s) that apply to your proposal.
- 4) Challenges/Risks-This section is a description of challenges or risk that may impact the planned implementation of the project. **Help Text:** Identify any challenges to implementing these activities. Think beyond the financial need. What programmatic factors might hinder the project? What will you do to overcome the challenges and risks identified for this project? There is a 2500 character limit.
- 5) Continuation programs-If this is a continuation program, give an overview of the how the program has met objectives during the past grant and describe the resulting impact. What accomplishments have been met and also describe any problems encountered with the program's original goals/objectives and what was the corrective action. **Help Text:** If this is a new program you can just type in "new program". There is a 2500 character limit.

School Safety Overview

- 1) All-Hazards Approach- **Help Text:** Does the applicant have/take/provide an all hazards approach to school safety including plans or procedures that address crime prevention, school violence, bullying and other issues.
- 2) Professional development- Describe the professional development provided to teachers, staff, and other employee to address school safety issues. There is a 2500 character limit.
- 3) Certified School Safety Specialist-Does the school have a certified school safety specialist?

Law Enforcement

- 1) Describe what law enforcement agencies have jurisdiction in or near the school and what is the approximate distance. **Help Text:** There is a 2500 character limit.
- 2) Explain if the school has a proactive school based partnership with local law enforcement. Indicate the extent to which the school has access to and support from local law enforcement agencies. **Help Text:** There is a 2500 character limit.

County School Safety Commission

This section should indicate information based on the involvement with the commission.

- 1) Participation
- 2) Recent meeting- **Help Text:** If Other was chosen please identify how often the commission meets. There is a 2500 character limit.
- 3) School Safety Plan-Has the school completed a plan and filed that plan with the commission?
- 4) Activities- How have the activities of the County School Safety Commission affected the school safety plans of the school. **Help Text:** There is a 2500 character limit.
- 5) Was there inter-agency collaboration on developing/updating the emergency plan?

Sustainability

- 1) Describe a strategy for obtaining permanent financial support following completion of the grant period. **Help Text:** Funding from grant sources should be viewed as “seed funds” used to start a program or as “supplementary funds” used to support a program with an existing budget. For time-limited projects give consideration to any future maintenance costs, material costs, etc. and explain how those costs will be paid. There is a 2500 character limit.
- 2) What is the future of the program if grant funds are eliminated? Indicate how many years state funds will be needed for your proposed program. **Help Text:** Are there other funding sources available and is there community support? There is a 2500 character limit.

Project Goals and Objectives

The project goals and objectives section will help propel the quarterly reports throughout the grant cycle. The quarterly reports will contain narrative questions regarding activities accomplished during the past quarter and what will be accomplished in the next quarter.

School Safety Survey

New for the FY17 application is a school safety which is designed to assist the Secured School Safety Board evaluate vulnerabilities faced by Indiana schools and the effectiveness of the Secured School

Safety Grant Program in bridging those vulnerabilities. This is the first survey of the SSSG program since the grant was enacted by the Indiana Legislature.

Attachments

The Attachments Section is for applicants to upload pertinent information and documentation required in the application. This section **must** include meeting information from the applicant's most recent county school safety commission meeting. It may include other appropriate information such as SRO certifications. All documents attached must be PDF files. To upload documents, click "Upload Files" next to the green plus sign on the right side of the page. A dialog box will open. Select the file to be uploaded and click "OK". Repeat for each additional file to be uploaded.

Proposal funds

Applicants **must** include grant expenses *and* matching funds in the budget section. To create a budget, follow the instructions below:

1. The Budget is created in the Proposal Funds section of the proposal.
2. Click the 'Add Funds' link in the top right corner of the section.
3. Select the 2017 Secured School Safety from the drop down list.
4. Click the 'Add' button.
5. Click the purple amount link listed under the Budgeted column. This will open your Budget Summary page.
6. At bottom of summary page, click the 'Create New Item' link to add line items to the budget.
7. Before submitting, ensure budget is split equally with half grant expenses and half matching funds.
8. Use the 'Submit This Budget' link at the top of the page to submit BOTH the proposal and the budget. Your proposal has only been submitted for review if the status changes from 'initial' to 'submitted'.

Note: The main proposal may be edited and saved up until the due date, even if it has already been submitted. If you need to adjust the budget after submitting, please contact a member of the grants team

The budget should include the following:

- 1) Are the budget items reasonable, necessary and allowable? **Help Text:** Make sure your proposed items are eligible expenses. If items listed in the budget are not allowable, grant funding may be reduced by that amount. Grant reviewers will not contact applicants for clarification. Any missing information in this section may disqualify that budget item for funding. If you are unsure if a request is allowable, please contact a member of the SSSG team.
- 2) Is there sufficient justification to explain the necessity of each budgeted item? **Help Text:** Provide a clear and detailed explanation for each line-item entry in the program's proposed budget.

The budget is not to exceed \$70,000 or \$100,000 depending on the school ADM. The **final** budget must be split 1:1. Fifty percent of the request should be grant funds and fifty percent of the request matching funds.