



NOTICE OF FUNDING OPPORTUNITY

Fiscal Year 2020 Secured School Safety Grant Program

AWARD INFORMATION

Performance Period: September 1, 2019 – August 30, 2020

APPLICATION DEADLINE

Grant Application: August 2, 2019 at 11:59 p.m.

PRE-APPLICATION REGISTRATION REQUIREMENTS

Prior to submitting an application for this funding opportunity, applicants must:

1. Have completed the IntelliGrants System Administration registration form;
2. Be registered as a vendor with the State of Indiana; and
3. Be registered as a bidder with the State of Indiana.

Detailed information regarding State of Indiana vendor and bidder registration are provided in this Notice of Funding Opportunity (NOFO) in Appendix A and should be reviewed and followed to ensure you have satisfied these requirements.

IDHS CONTACT INFORMATION

If applicants have any questions about the information contained within the Notice of Funding Opportunity (i.e. NOFO) or need technical assistance in completing a grant application, please contact IDHS Grants Staff at grants@dhs.in.gov. In the subject line of the message include "SSSG FY20" and a one or two word description of your issue.

TABLE OF CONTENTS

PRE-APPLICATION REGISTRATION REQUIREMENTS.....	1
PROGRAM OVERVIEW.....	4
Introduction	4
Program Synopsis.....	4
Eligibility Criteria.....	4
County School Safety Commission	4
Virtual School Policy.....	5
Award Distribution, Reimbursement Requests, and Match Requirements	5
GRANT APPLICATION INFORMATION	6
Project Scope.....	6
Project Scope Priority Ranking	6
Funding Profile	6
Project Summary.....	6
Needs Assessment	6
Project Milestones.....	6
Project Goal, Objective, and Outcome	7
Supporting Documentation.....	7
FUNDING GUIDELINES.....	8
Items Eligible for Funding:.....	8
SRO and LEO Personnel Costs:	8
Threat Assessments	9
Equipment and Technology	10
Active Alert System.....	10
Firearm and/or Self-Defense Training	11
Student and Parent Support Services Plan (SPSSP).....	11
Items Frequently Denied for Funding:.....	12
Unallowable Expenditures	12
Supplanting	12
Budget.....	12
Match Requirement.....	12
AWARD DETERMINATIONS	13
Scoring	13
Tier One.....	13
Tier Two.....	13
Tier Three	13

AWARD NOTIFICATION	14
GRANTEE GRANT AGREEMENT REQUIREMENTS	15
REPORTING	16
Program and Fiscal Reports.....	16
Closeout Reporting Requirements	16
ADDITIONAL INFORMATION	17
Dates to Know: FY2020 SSSG	17
2019.....	17
2020.....	17
Monitoring	17
APPENDIX A: REQUIRED REGISTRATIONS	18
Vendor Registration with the State of Indiana	18
Bidder Registration with the State of Indiana	18
APPENDIX B: FUNDING TIER FORMULA EXAMPLES.....	19
Key Definitions	19
ADM GRANT FUNDING BREAKDOWN	19
School ADM is 1-500.....	19
Tier 1	19
Tier 2	19
Tier 3	19
Examples based on an ADM from 1-500.....	20
School ADM is 501-1000.....	20
Tier 1	20
Tier 2	20
Tier 3	20
Examples based on an ADM from 501-1000.....	21
School ADM More than 1000	21
Examples based on an ADM More than 1000	21

PROGRAM OVERVIEW

Introduction

The Indiana Secured School Safety Grant (SSSG) program was created in 2013 and codified by Indiana Code 10-21 *et seq.* Since being signed in to law in 2013, the Indiana Secured School Safety Grant (SSSG) program has served as a critical resource to ensure Hoosier schools are safe and secure. The program has delivered more than \$53 million in matching grants to Indiana school districts across the state to address and prepare for potential safety threats.

The 2019 General Assembly expanded the parameters of the fund, adding additional items eligible for reimbursement through the grant and adjusted the funding formula to allow more schools to access the fund. More than \$19 million was appropriated in the budget for FY20-21 to support the SSSG program. To review the 2019 legislation, which was effective upon passing, see House Enrolled Acts 1001, 1004, 1225 and Senate Enrolled Acts 127, 325.

Program Synopsis

The SSSG program is an allocated state fund that provides matching grants to school corporations, accredited non-public (i.e. private) schools, charter schools, and coalitions of school corporations. SSSG funds may be used to:

1. Employ a certified school resource officer (SRO); employ a law enforcement officer (LEO); provide school resource officer training described in IC 20-26-18.2(b)(2); enter into a contract or memorandum of understanding (MOU) with local law enforcement agency, private entity, or non-profit corporation to employ an SRO or LEO within the school; and/or
2. Purchase equipment and technology to:
 - a. Restrict access to school property; or
 - b. Expedite notifications to local law enforcement and first responders; and/or
3. Conduct a threat assessment; and/or
4. Provide firearm and self-defense trainings; and/or
5. Cover initial set up costs for an active event warning system with the County's Sheriff Department. (No match requirement); and/or
6. Implement a student and parent support services plan.

All grants will be reviewed on a competitive basis. **There is no guarantee of funding.**

Eligibility Criteria

Eligible applicants include school corporations, accredited non-public (i.e. private) schools, charter schools, and coalitions of school corporations applying jointly located in a county that have a County School Safety Commission. For information on County School Safety Commissions visit [Indiana Department of Education's website](#).

County School Safety Commission

Pursuant to IC 10-21-1-4, the Secured School Safety Board may not award a secured school safety grant to a school corporation, charter school, or accredited nonpublic school unless the school corporation, charter school, or accredited nonpublic school is located in a county that has a county school safety commission, as described in IC 5-2-10.1-10.

Virtual School Policy

Virtual charter schools or virtual accredited nonpublic schools are not eligible for funding pursuant to HEA 1004 (P.L. 197-2019). For purposes of the Secured School Safety Board and the SSSG, a virtual school is defined as any school (including private and charter schools) that offer student instruction at 51% (or more) off-site or off-campus through virtual distance learning, online technology, or computer-based instruction.

Award Distribution, Reimbursement Requests, and Match Requirements

The Secured School Safety Grant is a matching and reimbursement grant. This means that all schools must spend money from its own funds before receiving grant funding in the form of a reimbursement for expenditures that occur during the period of performance.

Reimbursement requests will occur as part of the “Fiscal Reports” within IntelliGrants, the State’s new grant management system. **With the migration to the new system, grantees will be limited to four (4) fiscal reports per year; one per quarter.** This will coincide with quarterly reimbursements for eligible expenses.

Below is the new funding and match formulas reflecting 2019 legislative changes. Schools of any average daily membership (ADM) or pupil enrollment may apply for up to \$100,000 in grant funds. If the school chooses to apply for grant funding it will be required to match the grant funds at a percentage related to the school’s ADM or pupil enrollment and the amount of grant funding requested. A match may be dollar-for dollar or in-kind program allowable activities or items. Funding examples are listed in Appendix B.

Average Daily Membership	Funding
1 - 500	up to \$35,000 at 25% match or up to \$50,000 at 50% match or up to \$100,000 at 100% match
501 - 1,000	up to \$50,000 at 50% match or up to \$100,000 at 100% match
More than 1,000 or Coalition	up to \$100,000 at 100% match

GRANT APPLICATION INFORMATION

Project Scope

Applicants will be asked to identify the scope of the project by selecting one or more of the following activities:

- School resource officer/law enforcement officer
- Threat assessment
- Equipment/technology
- Training for SRO(s) or other individuals
- Implement student and parent support services plan
- Active event warning system

Applicants will be asked to provide additional information about the project activities selected in the project scope section.

Project Scope Priority Ranking

Applicants are expected to rank their project scopes in the order of the school's priority. (1 = highest priority and 6 = lowest priority)

Ranking school priorities will help ensure a school receives support in the area that is its highest priority should only partial awards be given due to limited funding. Applicants are only required to rank the project scopes selected. (For example: if an applicant only selects two project scope areas, you would rank one of them "1" and the other "2.")

Funding Profile

Applicants are required to provide information about previously funded SSSG projects, IDHS funding received, and grant funding received from other entities.

Project Summary

Applicants must provide a detailed project description in the project summary section. Applicants should include a narrative regarding how the proposed project will address or alleviate the issue identified in the needs assessment. A strong project summary will include a clear and full description of the proposed project, strategies taken to identify the issue, a list of involved stakeholders, and indicate of how long it will take to see results from the proposed project.

Needs Assessment

The needs assessment is an opportunity for an applicant to provide information about how the problem or issue was identified and the mechanism used to identify the issue (i.e. Threat Assessment, etc.). Applicants should describe the tool utilized to conduct the analysis and a synopsis of the critical findings of the analysis.

Project Milestones

Applicants must describe the proposed project's milestones. Milestones are a critical point of achievement that demonstrate progress towards an objective or goal. These are mini-performance targets marking specific incremental progress that, when achieved, ensure the overarching goal of the proposed project is accomplished.

Project Goal, Objective, and Outcome

Applicants must describe the goal of the proposed project and how the expenditures support the selected project scope(s). Each proposed project's goal must be followed with objectives and outcomes that identify how the school's safety gaps/shortfall will be lessened with the completion of the project. The objectives must be specific, measurable, attainable, relevant, and time-bound (SMART). The outcomes are the desired changes or results the proposed project will eventually accomplish. Project outcomes are the desired end-state which the applicant strives to achieve and may include visionary language.

Supporting Documentation

Required Documentation:

- Minutes and agenda from County School Safety Commission Meeting;
- Job descriptions for personnel costs; or
- Staffing costs for implementing student and parent support services plans.

Documentation that may be needed or helpful for review depending on the project scope that is chosen:

- Threat assessment
- SRO/LEO certification
- Job description of qualified personnel
- Vendor documentation that explains equipment or service and where/how it will be used on the premises
- Support services plan
- Empirical study conducted by the applicant that indicates need or basis for request

FUNDING GUIDELINES

Items Eligible for Funding:

SRO and LEO Personnel Costs:

SSSG will reimburse awarded applicants for the salary and fringe benefits of SRO or LEO personnel. An award also supports the costs associated with a 40-hour basic SRO training course. No other items or expenses associated with personnel are reimbursable or allowable as match items for SSSG. A job description of the SRO or LEO must be uploaded during the application period if requesting personnel expenditures.

Personnel must meet the following requirements:

School Resource Officer (SRO)

To qualify for funding through SSSG, an SRO must:

- Be a graduate of the Indiana Law Enforcement Training Board (LETB) basic training program per Indiana Code (IC 5-2-1-9);
- Have received 40 hours of certified SRO training through a nationally recognized SRO training program (i.e. National Association of School Resource Officers) or another program recognized by LETB*;
- Be assigned to one or more school corporations, private, or charter schools; and
- Be currently employed/appointed by a law enforcement agency.

SROs may be employed through various options, including the following scenarios:

- Through one or more school corporations, private, or charter schools directly;
- Through a contract between a local law enforcement agency and one or more school corporations, private, or charter schools;
- Through a written agreement between the applicant and a local law enforcement agency that assigns an SRO to a school corporation, private, or charter school; or
- Through a contract between a private or non-profit entity that employs persons who meet the qualifications of a school resource officer and the school corporation(s), private school(s), or the charter school(s)

**SSSG funds can be used to fund the initial 40 hours of certified SRO training through a nationally recognized SRO training program (i.e. National Association of School Resource Officers) or another program recognized by LETB. After the initial 40-hour certified SRO training has been completed, recipients should provide documentation (i.e. certification from the training course demonstrating completion) to IDHS Grants Staff. In the event the initial 40 hours of certified SRO training takes place after an application has been awarded, special conditions will be placed on the award. If seeking funding for this training, capture those costs in the training section of the grant application within IntelliGrants.*

If an SRO is not certified through a nationally recognized SRO training program (i.e. National Association of School Resource Officers) or another program recognized by LETB, applicants must include the initial 40-hour certified SRO training registration confirmation within the application. Funds will not be reimbursed for SRO expenditures until the training documentation has been provided by the recipient to IDHS Grants Staff.

SSSG funding cannot be utilized to support advanced SRO training.

Law Enforcement Officer (LEO)

Following 2019 legislative changes, SSSG is now able to reimburse schools for employing a law enforcement officer and/or entering into a MOU with local law enforcement agency for a LEO to serve in their schools. SSSG will reimburse for salary and fringe benefits for LEO staff. Schools are also able to apply for the LEO to take the 40 hour BASIC SRO training and become a certified SRO, if applicable. LEO is defined in IC 35-31.5-2-185. Law enforcement agency is defined in IC 35-31.5-2-183.

Threat Assessments

SSSG funds may be used to conduct a threat assessment of the buildings within a school corporation or the buildings that are operated by a charter school or accredited nonpublic school.

Please note: House Enrolled Act 1004 (P.L. 197-2019) mandates that Secured School Safety Grant applicants must conduct a threat assessment before July 1, 2021, to be eligible for Secured School Safety Grant funding for state fiscal year 2022. A completed threat assessment is not required to apply for state fiscal year 2020 funding.

A school may wish to consider the following in its vulnerability or threat analysis:

- Form a vulnerability assessment team composed of varied school corporations, schools, and community members who are familiar with the property's building(s) and/or area, could assist in identifying hazards, and assist in identifying who might be involved in responding to an emergency. (Examples: school safety specialist, law enforcement, fire, EMS, etc.)
- Utilize an all-hazards approach and brainstorm hazards that could impact school corporations, schools, and communities. Such hazards may include: biological, physical environment, natural, technological, terrorism, and violence hazards.
- Identify other considerations that impact school and corporation vulnerability, including school populations, locations, and resources.
- Select an assessment tool to evaluate school vulnerabilities. The following are resources to assist in selecting an assessment tool:
 - [Pass12.org](https://pass12.org)
 - www.doe.in.gov/safety/threat-assessment
 - www.dhs.gov/publication/k-12-school-security-guide
- Compile information gained from the vulnerability assessment and determine risk priorities.
- Report findings of the vulnerability assessment to inform and update your comprehensive school safety plan.
- Create a prioritized action plan based on the findings of the vulnerability assessment, including a system of accountability for implementation of any recommendations.
- Review, revise, and reassess the assessment process on a continuous basis.
- Use the results of vulnerability assessment results to drive and prioritize funding request(s) in the Secured School Safety Grant application.

Legal Disclaimer: *The above examples shall not in any way be construed as an inclusive or restrictive list as to what a vulnerability or threat assessment should require. K-12 school corporations, districts,*

and private and public school buildings have individual and distinctive needs that should be addressed on a case-by-case basis. An applicant must seek its own legal advice and consult with the school safety team, local emergency management agency directors, and other experts to determine the best vulnerability or threat assessment structure to utilize for its specific needs. The applicant shall be solely responsible for the selection and quality of its threat or vulnerability assessment.

Equipment and Technology

Equipment and technology purchased with SSSG funds must:

- Advance safety within the building;
- Restrict access or expedite the notification of first responders;
- Be inventoried with the applicant's records;
- Be utilized and maintained properly; and
- Meet all applicable fire and building codes.

Applicants requiring assistance concerning equipment compliance with fire/building code should consult their local building officials or local authorities for guidance. Equipment must comply with applicable building and fire codes.

Active Alert System

Schools must work in collaboration with the appropriate county sheriff to apply for funding for the initial costs to set up an active alert system. This request requires listing the information of the county sheriff to verify the collaboration. Information needed includes:

- Name of Sheriff
- County (chosen from a drop down list)
- Phone number
- Email address

Active alert system costs do not have a match requirement. Any ongoing costs associated with the system will be the responsibility of the school corporation, charter school, or accredited nonpublic school. Schools may only receive one grant for the initial set up costs of an active event warning system.

SSSG will reimburse for the initial set up costs associated with the active event warning system with the specifications set forth in HEA 1225 (P.L. 50-2019).

Active event warning systems must include the following:

- A two (2) phone application based system that includes school officials as a sender within the system and law enforcement agencies as a receiver within the system;
- An adjusted geofence to alert law enforcement agencies that are within a certain geographic location, including settings based on rural and urban locations, with an urban setting having a reduced geofence and a rural setting having a broader geofence;
- The ability for students and the public to submit anonymous tips through a free reporting application;
- The ability for information within the system to be interoperable with 911 dispatch;
- The ability to display the school's address and location on a map;
- The ability to provide notifications during emergencies and non-emergencies;
- The ability to call 911 automatically when the system is triggered; and
- The ability to operate several individual school response plans.

Additional information required for the application include:

- Vendor name
- Name of product
- Total cost for initial set-up (this is the only amount that is reimbursable)
- Total project cost
- Brief description of the warning system
- Brief overview of the implementation timeline
- Narrative budget summary
- Explanation for requested funding if applicant has been previously funded for the same project scope

Firearm and/or Self-Defense Training

Grant funds designated as "Training Funds" may be used to provide school resource officer training, firearms training, and/or other self-defense training described in IC 20-26-18.2-1(b)(2).

Schools requesting funds for training expenditures will be required to provide the following information:

- Type of training
- Training or course number
- Number of anticipated participants
- Total cost
- Estimated training start and end dates
- Choose if it is an initial, refresher, or one-time training/course
- Narrative budget summary
- Outcomes of the training course/program
- Qualifications of the training instructor
- Upload training materials such as agenda, training brochure, etc.

Student and Parent Support Services Plan (SPSSP)

SSSG Funds used to implement student and parent support services plans must comply with the specifications set forth in SEA 325 (P.L. 153-2019).

Applicants may provide documentation and information that supports the [Multi-tiered Systems of Support \(MTSS\) framework](#).

- Tier 1: Core, Universal Academic, Behavior & Social-Emotional
- Tier 2: Supplemental, Targeted
- Tier 3: Intensive, Individual

Potential items/activities funded to implement SPSSP:

- Personnel Costs: Salary and fringe benefits of personnel who implement student and parent support services plans. (Job descriptions will be required as an upload in the application if seeking personnel costs.)
- Trainings that support the implementation of student and parent support services plans.

Items Frequently Denied for Funding:

Unallowable Expenditures

Activities that are ineligible for SSSG funding include, but are not limited to:

- 1) Construction expenditures;
- 2) Personnel expenses other than salary and fringe benefits of qualifying personnel;
- 3) Items for qualified personnel such as phones, weapons, ammunition, conducted electrical weapons, vehicles or uniforms;
- 4) Advanced SRO training; and
- 5) Pre-award expenditures (i.e. expenses incurred prior to the notification of the award/performance period).

Additionally, equipment and technology purchased with SSSG funds **cannot**:

- Violate existing fire and building codes and regulations;
- Impede the ability to safely exit a structure; or
- Require a key or special knowledge to exit a space.
 - A requirement to activate an electronic sensor or motion detector are considered “special knowledge or effort,” and is therefore are unallowable.
 - A push button to release an electronic lock on the exit side is considered “special knowledge or effort”, and is therefore are unallowable.

This list is not a complete list of unallowable expenditures. Applicants should consult with IDHS Grants Staff regarding any expenditure that does not clearly meet the allowable expense criteria established by IC 10-21 *et seq.* and this SSSG Notice of Funding Opportunity (NOFO).

Supplanting

Funds must be used to supplement existing funds for project activities. Funds cannot replace (i.e. supplant) non-federal funds that have been appropriated for the same purpose.

If an applicant is awarded funding, and it is determined the grantee supplanted funds, then the grantee will be required to repay grant funds expended on the supplanted item(s).

Budget

A line item budget must be included with each grant proposal. All items included in the budget must be allowable, allocable, reasonable, and necessary. Budget line items must be specific. For example, a line item simply described as “training” will not be acceptable; an applicant must define what type of training it is requesting and ensure the training is allowable. The budget must correlate to the proposal narrative. Failure to follow these requirements will result in reduced or denied funding.

Match Requirement

All items or activities that will be used for SSSG match requirement must be program allowable. This means that the match must be dollar-for-dollar (cash) or in-kind services that would otherwise be eligible for SSSG funding. Please contact IDHS Grants Staff with any questions regarding permissible match items. In the Budget Summary section of the application, an applicant must provide a description of the anticipated matching fund it intends to use if awarded.

AWARD DETERMINATIONS

Scoring

IDHS utilizes a tiered review process when generating funding strategies.

Tier One

IDHS will conduct an initial screening of the applications to check for completeness of the application. Identifying information about the applicant will be screened out and hidden by IntelliGrants to reduce the likelihood of reviewer bias. **Incomplete applications will not be reviewed and will not receive funding.**

Tier Two

Applications will be reviewed by a SSSG review committee. Grant applications will be scored, and the committee will generate funding recommendations to be provided to the Secured School Safety Board (SSSB).

Tier Three

The SSSB has the ultimate discretion regarding whether to approve or disapprove an award to an applicant. Applicants will receive an electronic notification with the final award determination.

There is no guarantee of funding for any applicant.

AWARD NOTIFICATION

IDHS Grants Staff will contact a SSSG grantee when funding determinations have been finalized. If awarded funding, a SSSG grantee will receive an award letter that will include the following information:

- Grantee name
- Grantee award amount
- Grantee performance period

Any special conditions that must be met or resolved prior to reimbursement will be communicated to the grantee.

A grantee may be asked to adjust its budget as a special condition of the award. Budget modifications must be submitted through IntelliGrants and approved by IDHS Grants Staff before a grant agreement will be sent to the grantee for signature through the State of Indiana's e-contracting system, Supplier Contract Management (SCM).

A grantee must confirm acceptance of the SSSG award. Directions for this process are included within the award letters.

Note: Reimbursement requests will occur as part of the "Fiscal Reports" within IntelliGrants. **With the migration to the new system, grantees will be limited to four (4) fiscal reports per year; one per quarter.** This will coincide with quarterly reimbursements for eligible expenses.

All funding decisions are final. The Secured School Safety Board, at its sole discretion, has the ultimate authority to consider additional factors other than those listed within this NOFO.

NOTE: IDHS must run clearance checks with the Department of Workforce Development, Department of Revenue, and Indiana Secretary of State. If an applicant is not in good standing or has an outstanding issue with the State of Indiana, then the applicant cannot receive an award or go through the contracting process until the issue is addressed and made current. In the event IDHS finds that a grantee does not pass a clearance check, IDHS will notify the grantee. It is the grantee's responsibility to contact the appropriate agency and correct the issue. IDHS cannot correct this issue for the grantee.

GRANTEE GRANT AGREEMENT REQUIREMENTS

In order to receive funding, all SSSG grantees must:

- Enter into a grant agreement with IDHS;
- Agree to abide by all provisions of the grant agreement;
- Abide by all the conditions in the grant agreement;
- Sign the grant agreement electronically using the state's supplier contracts module;
- Include the authorized signatory information in the submitted application;
- Submit all reports in the prescribed format and time frames as determined by IDHS.

REPORTING

Program and Fiscal Reports

Reimbursement requests will occur as part of the “Fiscal Reports” within IntelliGrants. **With the migration to the new system, grantees will be limited to four (4) fiscal reports per year; one per quarter.** This will coincide with quarterly reimbursements for eligible expenses.

A quarterly report schedule will be provided following award notification. Program and fiscal reports are intended to update IDHS Grants Staff of the project status and to indicate if any guidance or assistance is needed to successfully complete the project. Program reports are required and should be submitted in a timely fashion. Incomplete, incorrect, or late reports could impact a grantee’s ability to receive future grant funding or receive reimbursement.

Closeout Reporting Requirements

IDHS Grants Staff will close out the grant award when all applicable administrative actions and all required work of the award have been completed by the grantee. This section summarizes the actions the grantee must take to complete the closeout process in accordance with IDHS policy and procedure.

- Within 45 days of the end of the period of performance, a grantee must submit a final program report detailing accomplishments throughout the period of performance and a qualitative summary outlining the impact of all the accomplishments the grant award supported.
 - If the final program report omits activities, the report will be returned and additional information will need to be included in order to satisfy this requirement.
- Funding obligations must be made prior to the end of the performance period listed in the grant agreement.
- All outstanding expenses must be paid and final requests for expenditures must be submitted within 45 days of the end of the period of performance.
- **Unexpended funds will revert to SSSG fund.**

ADDITIONAL INFORMATION

Dates to Know: FY2020 SSSG

2019

- August 2 – Application Period Ends
- September 1 – FY 2020 SSSG performance period begins

2020

- August 31 – FY 2020 SSSG performance period ends
- September 15 – Final requests SSSG for expenditures due

Monitoring

IDHS Grants Staff must monitor a grantee as a requirement of the award to assure compliance with applicable state requirements and verify performance expectations are being achieved. Grantee project performance will be monitored by the IDHS Grants Management compliance monitor through desk reviews.

IDHS CONTACT INFORMATION

If you have any questions about the information contained within the NOFO or need technical assistance in completing a grant application, please contact IDHS Grants Staff at grants@dhs.in.gov. Please use the subject line language identified throughout the NOFO or be succinct yet descriptive of the issue, and **include FY20 SSSG in the subject line for inquires.**

APPENDIX A: REQUIRED REGISTRATIONS

Note: if you have already registered as a vendor and bidder you do not need to repeat this process. Vendor numbers are linked to an applicant's federal employer ID number (FEIN) and therefore duplicate entries are not permissible.

Vendor Registration with the State of Indiana

Applicants must be an active vendor in good standing with the State of Indiana. To register as a vendor with the state, please visit the State of Indiana Auditor's website at: <http://www.in.gov/auditor/2340.htm> and complete the **W-9 Form** and **Automated Direct Deposit Authorization Agreement SF# 47551**. Applicants must use the IRS legal name of the entity on these forms. Please send the completed forms to the IDHS Grants Staff inbox: grants@dhs.in.gov.

To assist in this process, title the subject line as **"Vendor Number Application for [insert your applicant name here] FY20 SSSG"**. The forms then will be given to a project manager to ensure a timely registration. Please plan accordingly and allow for a minimum of ten (10) business days for this registration process to be completed once forms have been submitted. IDHS must relay this information to the Auditor's office for processing and does not have control over the speed at which the vendor form is processed. High volume requests to the Auditor's office will sometimes delay this process more than two weeks.

Once the completed forms have been processed and a vendor number has been generated, IDHS Grants Staff will contact the applicant with the applicant's vendor number. Applicants who are unsure if a vendor number has already been registered for their agency should contact IDHS Grants Staff at grants@dhs.in.gov for verification. **A vendor can only have one vendor number; the vendor number is linked to a vendor's FEIN.** In order to verify the vendor information on file with the State, the applicant must provide the correct FEIN.

Bidder Registration with the State of Indiana

The State of Indiana requires all entities who receive funds from the state to be registered as a bidder. **An applicant can begin the bidder registration process while a vendor number is being processed.** There is no cost to become a registered bidder, and the process takes approximately 20 minutes to complete.

To become a registered bidder, applicants must go to this link: <http://www.in.gov/idoa/2464.htm>. After clicking on the link, click on the "Create New Bidder Profile" tab to start the registration process. The State of Indiana will run a nightly batch process that will link your vendor number to your bidder registration number, but this process will not be run if your bidder registration is not fully completed. You will not be able to receive any funding if these two numbers are not synced.

If these processes have already been completed, the requirement has been met. Applicants should not duplicate the processes. Please keep in mind that until these processes are complete, a grant application will not be accepted.

APPENDIX B: FUNDING TIER FORMULA EXAMPLES

Key Definitions

ADM: Average daily membership or “pupil enrollment” for accredited non-public schools.

Match: The amount of money that is spent on the project by the applicant that is not paid by state funds.

Match Rate: The percentage of money that a school will be required to fund on the project before receiving grant funds.

Grant Funding: The amount of money that will be reimbursed to the school after the school has spent the required amount of its own funding.

Project Cost: The total cost of the project which includes the match, grant funding, and any other associated funds not covered by the grant.

ADM GRANT FUNDING BREAKDOWN

School ADM is 1-500

A school can apply up to \$100,000 in grant funds. In this category, the match rate will increase within each tier, described below. Schools are not required to apply for the maximum amount and should choose the tier that best works for its needs and financial match capabilities.

Tier 1

If applying for **\$35,000 and below**, a 25% match is required.

For example:

- \$35,000 grant funds x 25% match = \$8,750 match amount
- Total amount allocated to the project: \$35,000 grant funds + \$8,750 match = \$43,750
- To request reimbursement, the school must show proof of payment and an invoice. Partial payments may be requested, but the match must be reflected in each request.
- Total amount reimbursed to school = \$35,000

Tier 2

If applying for **\$35,001 up to \$50,000** in grant funds, a 50% match is required.

For example:

- \$50,000 in grant funds X 50% match = \$25,000 match amount
- Total amount allocated to the project: \$50,000 grant funds + \$25,000 match = \$75,000
- To request reimbursement, the school must show proof of payment and an invoice. Partial payments may be requested, but the match must be reflected in each request.
- Total amount reimbursed to school = \$50,000

Tier 3

If applying for **\$50,001 up to the maximum of \$100,000** in grant funds, a 100% match is required.

For example:

- \$100,000 in grant funds X 100% match = \$100,000 match amount
- Total amount allocated to the project: \$100,000 grant funds + \$100,000 match = \$200,000

- To request reimbursement, the school must show proof of payment and an invoice. Partial payments may be requested, but the match must be reflected in each request.
- Total amount reimbursed to school = \$100,000

Examples based on an ADM from 1-500

If a school knows the total cost of the project, it can determine the exact amount of money required to spend in order to be reimbursed with grant funding.

For example, if the total project cost to employ an SRO is \$50,000, it might be appropriate to only request \$35,000 in grant funds.

- \$35,000 grant funds X 25% match = \$8,750 match amount
- Total amount allocated to the project: \$35,000 grant funds + \$8750 match = \$43,750
- Total amount reimbursed to school = \$35,000

However, if more than \$35,000 is requested, a 50% match is required.

- Based on this, a request for \$36,000 would require an increase in the match requirement for a school.
- \$36,000 in grant funds X 50% match= \$18,000 match amount
- Total amount allocated to the project: \$36,000 grant funds + \$18,000 match = \$54,000
- Total amount reimbursed to school = \$36,000

School ADM is 501-1000

A school may apply for up to \$100,000 in grant funds. A school does not have to apply for the maximum amount. The match rate will increase with each tier.

Tier 1

If applying for **\$35,000 and below**, a 50% match is required.

For example:

- \$35,000 grant funds x 50% match = \$17,500 match amount
- Total amount allocated to the project: \$35,000 grant funds + \$17,500 match = \$52,500
- To request reimbursement, the school must show proof of payment and an invoice. Partial payments may be requested, but the match must be reflected in each request.
- Total amount reimbursed to school= \$35,000

Tier 2

If applying for **\$35,001 up to \$50,000** in grant funds, a 50 percent match is required.

For example:

- \$50,000 in grant funds X 50% match = \$25,000 match amount
- Total amount allocated to the project: \$50,000 grant funds + \$25000 match = \$75,000
- To request reimbursement, the school must show proof of payment and an invoice. Partial payments may be requested, but the match must be reflected in each request.
- Total amount reimbursed to school = \$50,000

Tier 3

If a applying for **\$50,001 up to the maximum of \$100,000** in grant funds, a 100% match is required.

For example:

- \$100,000 in grant funds X 100% match= \$100,000 match amount
- Total amount allocated to the project: \$100,000 grant funds + \$100,000 match = \$200,000
- To request reimbursement, the school must show proof of payment and an invoice. Partial payments may be requested, but the match must be reflected in each request.
- Total amount reimbursed to school after submitting RFE (Proof of payment +Invoice) = \$100,000

Examples based on an ADM from 501-1000

Determining the total cost of the project will allow a school to determine the exact amount of money required to be spent prior to requesting a reimbursement.

For example, if the total project cost to employ an SRO is \$60,000. It might be appropriate to only request \$40,000 in grant funds.

- \$40,000 X 50% match = \$20,000 match
- Total amount allocated to the project: \$40,000 grant funds + \$20,000 match = \$60,000
- Total amount reimbursed to school = \$40,000

School ADM More than 1000

A school may apply **up to \$100,000** in grant funds. This requires a 100% match, regardless of the amount of money requested.

For example:

- \$100,000 in grant funds X 100% match= \$100,000 match amount
- Total amount allocated to the project: \$100,000 grant funds + \$100,000 match = \$200,000
- To request reimbursement, the school must show proof of payment and an invoice. Partial payments may be requested, but the match must be reflected in each request.
- Total amount reimbursed to school after submitting RFE (Proof of payment +Invoice) = \$100,000

Examples based on an ADM More than 1000

Determining the total cost of the project will allow a school to determine the exact amount of money required to be spent prior to requesting a reimbursement.

For example, if the total project cost is \$100,000, it may be more appropriate to request \$50,000 in grant funds.

- \$50,000 X 100% match= \$50,000 match
- Total amount allocated to the project: \$50,000 grant funds + \$50,000 match = \$100,000
- Total amount reimbursed to school = \$50,000