



NOTICE OF FUNDING OPPORTUNITY

Fiscal Year 2022 Secured School Safety Grant Program

AWARD INFORMATION

Performance Period: September 1, 2021 – August 31, 2022

APPLICATION DEADLINE

Grant Application: June 30, 2021, at 5:00 p.m. EDT

PRE-APPLICATION REGISTRATION REQUIREMENTS

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

1. Be registered within [IntelliGrants](#)
2. Be registered as a supplier/vendor with the state of Indiana
3. Be registered as a bidder with the state of Indiana.
4. Have conducted a threat assessment by July 1, 2021
5. Have a memorandum of understanding in place with a community mental health center by July 1, 2021
6. Certify that the school corporation, charter school or accredited nonpublic school is located in a county that has a county school safety commission

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

IDHS CONTACT INFORMATION

If applicants have any questions about the information contained within the NOFO or need technical assistance in completing a grant application, please submit a [Grants Support Ticket](#).

TABLE OF CONTENTS

PRE-APPLICATION REGISTRATION REQUIREMENTS.....	1
PROGRAM OVERVIEW.....	4
Introduction.....	4
Program Synopsis.....	4
Eligibility Criteria.....	4
County School Safety Commission.....	4
Memorandum of Understanding with a Community Mental Health Center.....	4
Threat Assessment.....	5
Virtual School Policy.....	5
Award Distribution, Reimbursement Requests and Match Requirements.....	5
GRANT APPLICATION INFORMATION.....	7
Project Scope.....	7
Funding Profile.....	7
Project Summary.....	7
Needs Assessment.....	7
Project Milestones.....	7
Project Goal, Objective and Outcome.....	7
Supporting Documentation.....	8
FUNDING GUIDELINES.....	9
Items Eligible for Funding:.....	9
SRO and LEO Personnel Costs.....	9
Threat Assessments.....	10
Equipment and Technology.....	11
Active Event Warning System.....	11
Training.....	12
Student and Parent Support Services Plan (SPSSP).....	12
Items Frequently Denied for Funding:.....	13
Unallowable Expenditures.....	13
Supplanting.....	13
Budget.....	14
Priority Ranking.....	14
Match Requirement.....	14
AWARD DETERMINATIONS.....	15
Scoring.....	15
AWARD NOTIFICATION.....	16

GRANTEE GRANT AGREEMENT REQUIREMENTS	17
REPORTING	18
Program and Fiscal Reports	18
GANs	18
Closeout Reporting Requirements	18
ADDITIONAL INFORMATION.....	20
Dates to Know: FY2022 SSSG	20
2021	20
2022	20
Monitoring	20
APPENDIX A: REQUIRED REGISTRATIONS	21
Vendor Registration with the state of Indiana	21
Bidder Registration with the state of Indiana	21
APPENDIX B: FUNDING TIER FORMULA EXAMPLES.....	22
Key Definitions	22
ADM GRANT FUNDING BREAKDOWN	22
School ADM is 1-500.....	22
Tier 1	22
Tier 2.....	22
Tier 3.....	23
Examples based on an ADM from 1-500	23
School ADM is 501-1000.....	23
Tier 1	24
Tier 2.....	24
Tier 3.....	24
Examples based on an ADM from 501-1000	24
School ADM More than 1000.....	24
Examples based on an ADM More than 1000.....	25
APPENDIX C: PROJECT SCOPE BUDGET FORMS EXAMPLES	26
Personnel and Personnel Costs	26
Supplies and Equipment.....	26

PROGRAM OVERVIEW

INTRODUCTION

The Indiana Secured School Safety Grant (SSSG) program was created in 2013 and codified by Indiana Code 10-21-1 *et seq.* Since being signed into law in 2013, the SSSG program has served as a critical resource to ensure Hoosier schools are safe and secure. The program has delivered more than \$91 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 adjusting the funding formula to allow more schools to access the fund. More than \$19 million was appropriated in the budget for FY21-22 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 and 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 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 the [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.

MEMORANDUM OF UNDERSTANDING WITH A COMMUNITY MENTAL HEALTH CENTER

[Ind. Code 10-21-1-5\(d\)](#) requires that before July 1, 2021, each school corporation, charter school or

accredited nonpublic school shall certify to the Indiana Department of Homeland Security that the school corporation, charter school or accredited nonpublic school has a memorandum of understanding in place with a community mental health center established under IC 12-29-2 or provider certified or licensed by the state to provide mental or behavioral health services to students before applying for a grant under this chapter. A provider described in this subsection may be employed by the school corporation, charter school or accredited nonpublic school.

THREAT ASSESSMENT

[Ind. Code 10-21-1-5\(c\)](#) requires that before July 1, 2021, each school corporation, charter school, or accredited nonpublic school shall certify to the department of homeland security that the school corporation, charter school or accredited nonpublic school has conducted a threat assessment for each school building used by the school corporation, charter school, or accredited nonpublic school before applying for a grant under this chapter.

VIRTUAL SCHOOL POLICY

Virtual charter schools or virtual accredited nonpublic schools are not eligible for funding pursuant to IC 10-21-1-0.5. 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 percent (or more) off-site or off-campus through virtual distance learning, online technology or computer-based instruction.

For the purposes of the 2021-2022 school year, this requirement is slightly amended due to the higher-than-normal virtual instruction that occurred statewide. When determining average daily membership (ADM) for the purposes of the SSSG, schools should follow the same process laid out by the Indiana Department of Education to determine in-person ADM.

AWARD DISTRIBUTION, REIMBURSEMENT REQUESTS AND MATCH REQUIREMENTS

The SSSG 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. As this is a competitive grant, reporting compliance will be used as part of the criteria for determining funding.

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

Below are the funding and match formulas reflecting 2019 legislation. 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 completing one or more of the following activity forms and marking all others not applicable:

- 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

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. Applicants should also specify the match that will be used for the identified 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. Milestones must occur within the SSSG period of performance starting September 1, 2021, and ending August 31, 2022.

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.

Applicants will need to complete one goal, objective and outcome page for each project scope selected if the funds requested is greater than \$0.00.

If there is more than one project scopes selected, after you have SAVED the second page, a drop-down box will appear at the top of your screen, on the right-hand side with a list of the pages you have available and have entered, ordering them alphabetically as the page name.

If you need to Delete a page, simply navigate to the specific project scope page using the list of pages available on the right top hand corner, then once the specific page has loaded, select the DELETE button at the top of the page. You do NOT need to save after deleting.

SUPPORTING DOCUMENTATION

Required documentation:

- Job descriptions for personnel costs; or
- Staffing costs for implementing student and parent support services plans.
- When submitting for reimbursement the following documentation will be acceptable:
 - **Eligible Invoices**
 - Employee payroll summary sheet
 - Invoice from vendor
 - Employee charge distribution
 - Auditor's report
 - Expenditure report
 - Check register report
 - Budget history report from the State Board of Accounts
 - MOU/bill or letter from police department stating agreed upon amounts (
 - **Eligible Proofs of Payment**
 - Cancelled or cleared checks,
 - bank or Credit Card Statements
 - Pay Stubs
 - Budget History Report from the State Board of Accounts or an auditor's report/
Cash ledger

Additional 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

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. If requesting the 40-hour basic SRO training course, enter the training details under the training project scope. 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. When requesting funding for SROs or LEOs, enter in a total amount for the positions and do not break out SROs or LEOs separately.

Adding individual names of SROs/LEOs to your application complicates things when completing Fiscal Reports, creating the need for GANs when personnel changes occur. In attempt to simplify the process this year, IDHS requests that applicants use one line item for the total of requested SROs/LEOs.

If it is necessary to separate directly paid SROs from MOU paid SROs, please use two lines, one for the total of directly paid SROs and one line for MOU SROs.

See Appendix C for an example of how to complete the Personnel and Personnel Costs forms.

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 SRO training through the LETB, the National Association of School Resource Officers or another program approved by the 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 the LETB, the National Association of School Resource Officers or another program approved by the 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 Management. 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 approved by the 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 Management 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 a 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

All schools will need to have a threat assessment completed before applying for funds by July 1, 2021. However, 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.

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:
 - <https://rems.ed.gov/SITEASSESS.aspx>
 - www.passk12.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 the 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 the 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.

See Appendix C for an example of how to complete the Supplies and Equipment form correctly.

ACTIVE EVENT WARNING SYSTEM

Schools purchasing an Active Event Warning system must work in collaboration with the appropriate county sheriff to apply for funding for the initial costs to set up an active event warning 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 event warning 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 IC 10-21-1.

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 reimbursable amount)
- 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

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). Training funds for the 40-hour basic SRO training also should be listed here.

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 IC 20-34-9. When requesting equipment for the Student and Parent Support Services Plan, enter the equipment items under the equipment budget category.

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).
Examples of acceptable personnel are listed below:
 - Social worker,
 - Counselor,
 - Behavioralist,
 - Therapist
- 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:

- Construction expenditures
- Equipment expenditures such as:
 - Vaping technology
 - Go-bags
 - Stop the bleed kits or other medical supplies
- COVID supplies
- Personnel expenses other than salary and fringe benefits of qualifying personnel
- Items for qualified personnel such as phones, weapons, ammunition, conducted electrical weapons, vehicles or uniforms
- Advanced SRO training
- 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 unallowable.
 - A push button to release an electronic lock on the exit side is considered “special knowledge or effort,” and is therefore unallowable.

This list is not a complete list of unallowable expenditures. Applicants should consult with IDHS Grants Management staff regarding any expenditure that does not clearly meet the allowable expense criteria established by IC 10-21-1 *et seq.* and this SSSG Notice of Funding Opportunity (NOFO). If there are allowability questions, please submit a [Grants Support Ticket](#).

SUPLANTING

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. For equipment line items, everything that relates to a single system should be included in one line item. For example, 25 cameras, DVR, 25 mounting brackets and cables should be added together in one line item as one (1) camera system. The budget must correlate to the proposal narrative. Failure to follow these requirements will result in reduced or denied funding.

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) in the budget summary form.

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, one of them would be ranked "1" and the other "2."

MATCH REQUIREMENT

All items or activities that will be used for the 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 Management 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 review process when generating funding strategies.

IDHS will conduct an initial screening of the applications to check for completeness. 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.**

The Secured School Safety Board (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 Management 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 for partial awards must be submitted through IntelliGrants and approved by IDHS Grants Management 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 in IntelliGrants. Directions for this process are included within the award letters.

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 (SCM) module
 - Make sure you have the correct signatory in your bidder profile (the signatory does not have to be the superintendent, but can be anyone who is authorized to sign on behalf of the school) and you can find more information on that by clicking this link <https://www.in.gov/idoa/procurement/supplier-resource-center/requirements-to-do-business-with-the-state/bidder-profile-registration/>
 - Once the grant agreement has been sent out for external signatures through SCM, you will have 10 business days to electronically sign and the agreement will move to next approval phase.
- Include the authorized signatory information in the submitted application;
- Submit all reports in the prescribed format and time frames as determined by IDHS.
- Notify IDHS about any personnel changes through the [grants support ticket tracker](#).

REPORTING

PROGRAM AND FISCAL REPORTS

Program reports are intended to update IDHS Grants Management staff of the project status and to indicate if any guidance or assistance is needed to successfully complete the project. The program report must be submitted and approved before the fiscal report.

Program and fiscal reports are required and must be submitted in a timely fashion. A quarterly report schedule will be provided in the award letter. Incomplete, incorrect or late reports could impact a grantee's ability to receive future grant funding or receive reimbursement.

Both reports are required to be completed each quarter even if \$0 worth of grant funds have been expended, unless the grantee has marked the program report as final.

Grantees who mark program reports as final will not be required to report on all four quarters. Grantees **must** review all expenditures and ensure that they match exactly with the requested approved funds before selecting the final program report and fiscal report option within IntelliGrants.

On each program report, grantees are required to indicate the exact item(s) that will be used for the matching contribution. Submitting reports that contain "N/A" is not acceptable. The match portion is a requirement of this grant unless otherwise indicated (for example the active event warning system does not require a match).

GANS

Upon award, in the event the grantee wants to adjust, modify or otherwise alter the grantee's project or grant proposal, then the grantee must first request approval from the state for such changes. Requests must be submitted as a grant adjustment notice to the state through the Indiana IntelliGrants grant management system. The grantee shall not proceed to make any purchases that are outside the scope of grantee's project without first receiving official approval through a grant adjustment notice. Approval shall be determined by the state's sole discretion. The grantee must receive written approval by the state prior to modification. Any purchases made by the grantee that are not authorized by Indiana Code, the grantee's project or the state, will not be reimbursed under the grant agreement. If the grantee incurs a financial obligation prior to approval of the state, then the grantee will be required to reimburse the state for the amount of funds that were not approved.

GANS will not be available until the first program and fiscal report have been approved by IDHS.

Extensions will not be granted except in the case of extreme circumstances.

CLOSEOUT REPORTING REQUIREMENTS

IDHS Grants Management staff will close out the grant award when all applicable administrative actions and all required work on 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 30 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 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 30 days of the end of the period of performance.
 - **Unexpended funds will revert to SSSG fund.**

ADDITIONAL INFORMATION

DATES TO KNOW: FY2022 SSSG

2021

- June 30 – Application Period Ends
- September 1 – FY 2022 SSSG performance period begins

2022

- August 31 – FY 2022 SSSG performance period ends
- September 30 – Final requests for FY 2022 SSSG for expenditures due

MONITORING

IDHS Grants Management 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 submit a [Grant Management support ticket](#) or contact IDHS Grants Management staff at grants@dhs.in.gov. Please **include “FY22 SSSG” in the subject line for inquires** and be succinct yet descriptive of the issue.

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

The terms supplier and vendor are interchangeable and are stated differently in different systems. Applicants must be an active supplier/vendor in good standing with the state of Indiana. To register as a supplier/vendor with the state, please visit the State of Indiana Auditor's website at:

<https://www.in.gov/auditor/924.htm> and complete the **W-9 Form** and **Automated Direct Deposit Authorization Agreement SF# 47551**. Applicants must use the legal name of the entity registered with the IRS on these forms. Please send the completed forms to the IDHS Grants Management 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] FY21 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 Management 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 Management 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>. The website will have instructions on how to create a new bidder profile. 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. If applicants with a bidder number who need to add a new signatory or update their registration should go to this link: <http://www.in.gov/idoa/2464.htm>. After clicking on this link, the website will have instructions on how to update a bidder profile. 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 determined under IC 20-43-4-2. In the case of a school corporation career and technical education school described in IC 20-37-1-1, ADM refers to the count on a full-time equivalency basis of students attending the school on the date ADM is determined under IC 20-43-4-2.

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 Total Grant Funds Requested x 25% match = \$8,750 Match Requirement
- Total amount allocated to the project: \$35,000 Total Grant Funds Requested + \$8,750 Match Requirement = \$43,750 Total Project Cost
- 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

Second example:

- If the total project cost is \$40,000, divide \$40,000 by 5 = \$8,000.
- Four parts will be funded through the SSSG grant and the remaining part will be funded through the match.
- $\$8,000 * 4 = \$32,000$. The remaining part is \$8,000.
- Therefore the Grant Costs will equal \$32,000 and the Match will equal \$8,000.
- Total amount reimbursed to school = \$32,000

TIER 2

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

For example:

- \$50,000 in Total Grant Funds Requested x 50% match = \$25,000 Match Requirement

- Total amount allocated to the project: \$50,000 Total Grant Funds Requested + \$25,000 Match Requirement = \$75,000 Total Project Cost
- 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

Second example:

- If the Total Project Cost is \$60,000, divide \$60,000 by 3 = \$20,000.
- Two parts will be funded through the SSSG grant and the remaining part will be funded through the match
- $\$20,000 * 2 = \$40,000$. The remaining part is \$20,000.
- Therefore the Grant Costs will equal \$40,000 and the Match will equal \$20,000.
- Total amount reimbursed to school = \$40,000

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 Total Grant Funds Requested x 100% match = \$100,000 Match Requirement
- Total amount allocated to the project: \$100,000 Total Grant Funds Requested + \$100,000 Match Requirement = \$200,000 Total Project Cost
- 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 Total Grant Funds Requested x 25% match = \$8,750 Match Requirement
- Total amount allocated to the project: \$35,000 Total Grant Funds Requested + \$8,750 Match Requirement = \$43,750 Total Project Cost
- 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 Total Grant Funds Requested x 50% match = \$18,000 Match Requirement
- Total amount allocated to the project: \$36,000 Total Grant Funds Requested + \$18,000 Match Requirement = \$54,000 Total Project Cost
- 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 Total Grant Funds Requested x 50% match = \$17,500 Match Requirement
- Total amount allocated to the project: \$35,000 Total Grant Funds Requested + \$17,500 Match Requirement = \$52,500 Total Project Cost
- 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 Total Grant Funds Requested x 50% match = \$25,000 Match Requirement
- Total amount allocated to the project: \$50,000 Total Grant Funds Requested + \$25,000 Match Requirement = \$75,000 Total Project Cost
- 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 Total Grant Funds Requested x 100% match= \$100,000 Match Requirement
- Total amount allocated to the project: \$100,000 Total Grant Funds Requested + \$100,000 Match Requirement = \$200,000 Total Project Cost
- 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 Total Grant Funds Requested.

- \$40,000 Total Grant Funds Requested x 50% match = \$20,000 Match Requirement
- Total amount allocated to the project: \$40,000 Total Grant Funds Requested + \$20,000 Match Requirement = \$60,000 Total Project Cost
- 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 Total Grant Funds Requested x 100% match= \$100,000 Match Requirement
- Total amount allocated to the project: \$100,000 Total Grant Funds Requested + \$100,000 Match Requirement = \$200,000 Total Project Cost
- 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 Total Grant Funds Requested.

- \$50,000 Total Grant Funds Requested x 100% match= \$50,000 Match Requirement
- Total amount allocated to the project: \$50,000 Total Grant Funds Requested + \$50,000 Match Requirement = \$100,000 Total Project Cost
- Total amount reimbursed to school = \$50,000

APPENDIX C: PROJECT SCOPE BUDGET FORMS EXAMPLES

PERSONNEL AND PERSONNEL COSTS

Adding individual names of SROs/LEOs to an application complicates the process when completing fiscal reports and creates the need for GANs when personnel changes occur. In attempt to simplify the process this year, IDHS are asking that the total for SROs/LEOs be included as one line item. If directly paid SROs and MOU paid SROs are used in the organization, and separating the categories would be preferable, please use two lines, one for the total of directly paid SROs and one line for MOU SROs.

Example:

PERSONNEL

Instructions:

- All required fields are marked with an *.
- Use the SAVE button to save information and calculate data on each page.
- Save at least every 30 minutes to avoid losing data.
- To proceed to the next page, use the Navigation Links at the top of the page.
- To return to the Forms menu, click the Forms Menu link above.
- To enter a date, click the date field and make a selection on the pop-up calendar that appears. Accepted format is: MM/DD/YYYY.
- To delete a row, please remove the items in the row and then resave the page.
- If the radio button was selected on accident, please double click on the filled in radio button to make the radio button blank and then resave the page.
- When adding SROs/LEOs to the personnel budget form, only add one item for the total of your SROs/LEOs request. If you would like to separate your directly paid SROs from your MOU paid SROs, please use two lines, one for the total of directly paid SROs and one line for your MOU SROs.

Check here if this form is not applicable.

Position	Position Title	Position Type	Employment Type	Name	IDOE School ID for Personnel	Position Status
School Resource Officer If Other - please specify	SRO	Existing	Employed by School/Corporation	To Be Determined/Multiple		Salary
Law Enforcement If Other - please specify	LEO	New	Contract/MOU with Law Enforcement Agency	To Be Determined/Multiple		Salary
 If Other - please specify						

SUPPLIES AND EQUIPMENT

Everything that relates to a single system should be included in one line item. For example, 25 cameras, DVR, 25 mounting brackets and cables should be added together in one line item as 1 camera system.

Example:

SUPPLIES AND EQUIPMENT

Instructions:

- All required fields are marked with an *.
- Use the **SAVE** button to save information and calculate data on each page.
- To add additional rows, click the **SAVE** button.
- Save at least every 30 minutes to avoid losing data.
- To proceed to the next page, use the Navigation Links at the top of the page.
- To return to the Forms menu, click the Forms Menu link above.
- To enter a date, click the date field and make a selection on the pop-up calendar that appears. Accepted format is: MM/DD/YYYY.
- To delete a row, please remove the items in the row and then resave the page.
- For Equipment line items, everything that relates to a single system should be included in one line item. For example, 25 cameras, DVR, 25 mounting brackets and cables should be added together in one line item as 1 camera system.

Check here if this form is not applicable.

In the chart below, please prioritize the item request from highest to lowest priority.

Item(s)	Item Description	IDOE School ID for Item	Number of Units	Price Per Item	Total Costs	Percentage	Grant Costs
Camera system	new camera system		1		\$0.00	%	