



MICHAEL R. PENCE, Governor
STATE OF INDIANA

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

Notice of Funding Opportunity (NOFO)

Fiscal Year 2016 Secured School Safety Grant Program

I. OVERVIEW

The Indiana Secured School Grant Fund was created in 2013 by Senate Enrolled Act 1-2013. The fund was established to make Hoosier schools safer. The program is a dedicated state grant fund that provides matching grants to school corporations, charter schools, or a coalition of school corporations and/or charter schools.

II. AWARD INFORMATION

Available Funding for the NOFO: \$5,507,102.00

Grant Period of Performance: July 1, 2015 – June 30, 2016

Sub Recipient Performance Period: Twelve (12) Months

Extensions to the performance period are allowed with required adequate justification and approval by IDHS.

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

III. ELIGIBILITY REQUIREMENTS

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

Other eligibility requirements include:

Average Daily Membership (ADM):

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

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

Cost Match Criteria

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

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

Example: If the total cost of an eligible project is \$100,000, and the applicant has an enrollment greater than 1,000 students, the applicant is eligible to request \$50,000 in FY2016 Secured School Safety Grant Program funding; the balance of \$50,000 is the grant recipient's (match) share.

IV. Proposal and Submission Information

Letter of Intent Deadline: **Friday, October 14, 2015**

Please email the Secured School Safety Liaisons for additional instructions regarding the letter of intent.

Proposal/Budget Submission Deadline: **Friday, October 30, 2015 at 11:59 PM**

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

- Use the proposal template titled: **"School Safety FY 2016"**

V. SPECIFIC PROPOSAL INSTRUCTIONS

The FY16 Secured School Safety Grant Program has certain requirements that must be addressed in the grant application. In order to ensure that the funds are utilized to maximize effectiveness, the following information will be asked for in the application:

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

Applications for equipment must include a description of the project in a holistic manner. This should include providing details about the project as it relates to the individual school's overall safety plan and effectiveness with the school and/or districts overall safety plan.

Pre-award costs are not allowable.

Budget

Use the following instructions to create the budget.

1. The Budget is created in the Proposal Funds section of the proposal.
2. Click the Add Funds link in the top right corner of the section.
3. Select the funds that will be used with the proposal from the drop down list.
4. Click the Add button.
5. Click the amount link colored purple listed under the Budgeted column.
6. Click the Create New Item link to add line items to the budget.
7. Click Submit This Budget link at the top of the page to complete the proposal and budget submission.

VI. FUNDING GUIDELINES.

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

School Resource Officer (SRO)

- Must complete Indiana Law Enforcement Academy (ILEA) training (IC 5-2-1-9)
- Assigned to one or more school corporations or charter schools.
- SRO must have received at least 40 hours of certified SRO training through a nationally recognized SRO training program, the National Association of School Resource Officers, or the ILEA.
- SSSG funds can be used to fund the initial 40 hour certified SRO training.
- Must be currently employed by a law enforcement agency.
- An SRO may be employed by:
 - one or more school corporations or charter schools
 - By one or more school corporation or charter schools through a contract between a local law enforcement agency and the school corporation
 - By a local law enforcement agency that assigns an SRO to a school corporation or charter school through a Memorandum of Understanding (MOU)
 - Through a contract between a business that employs persons who meet the qualifications of a school resource officer and the school corporation(s) or the charter school(s)

Equipment

- Equipment purchased must be used in the advancement of safety within the school.
- Equipment must restrict access or expedite the notification of first responders.
- Equipment purchased to install or modify door locks or any other action that will affect any exit door as part must allow for the exit door to be opened from the exit side without the use of a key of special knowledge or effort.
 - Requirements to activate an electronic sensor or motion detector are considered “special knowledge or effort”.
 - A push button to release an electronic lock on the exit side is considered “special knowledge or effort”.
- An inventory must be kept of all equipment purchased with grant funds.
- All equipment must be properly used and maintained.

Threat Assessments

- Threat or hazard assessment funded by SSSG funds must be completed with the period of performance outline in the sub recipient agreement.

Unallowable Costs

- Costs related to or for construction.
- SROs are the only allowable personnel expenses.

VII. CONTRACT & APPLICATION REQUIREMENTS

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

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

VIII. SUBMISSION OF PROPOSAL

Completed proposal/budgets and all required documentation are to be submitted to iGMS no later than **Friday, October 30, 2015 at 11:59 PM.**

IX. SELECTION PROCESS

Scoring

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

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

X. AWARD NOTIFICATION

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

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

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

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

XI. MONITORING

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

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

XII. Contact Information

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

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

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

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

APPENDIX A

Score Sheet

Section 1	NO SCORE	
Section 2	NO SCORE	
Section 3	Column2	Column3
PROGRAM NEEDS AND APPROACH		
1. Did the applicant identify how they intend to utilize the grant funding?	0 - 5	0
2. Did the applicant describe how the project to be funded will support the current school safety program?	0 - 5	0
3. Did the applicant describe in enough detail the assessment process used to determine the priorities of this application?	0 - 5	0
4. Does the project summary provided coincide with the described needs assessment?	0 - 5	0
6. Did the applicant identify a real challenge or risk in completing the project?	0 - 2	0
7. Did the applicant describe potential solution(s) to the challenge or risk identified?	0 - 3	0
Section 3 total	25	0
Section 4	Column2	Column3
SCHOOL SAFETY OVERVIEW		
1. Does the applicant describe the all hazards approach for the school?	0 - 2	0
2. Are the professional development needs described?	0 - 2	0
3. Are the professional development needs consistent with the project summary?	0 - 2	0
Section 3 Total	6	0
Section 5	Column2	Column3
LAW ENFORCEMENT		
1. Did the applicant describe the law enforcement for the community sufficiently?	0 - 2	0
2. Did the applicant describe the partnership the school and the law enforcement community have?	0 - 3	0
Section 5 total	5	0
Section 6	Column2	Column3
COUNTY SCHOOL SAFETY COMMISSION		
1. Did the applicant answer question A with "yes"?	0 - 1	0
2. Did the applicant provide the meeting time?	0 - 1	0
3. Were the meeting minutes attached to the budget?	0 - 1	0
4. Did the applicant answer "yes" to completing a school safety plan?	0 - 1	0
5. Did the applicant describe in detail how the project in the proposals support the school safety plan?	0 - 4	0
Section 3 total	8	0
Attachments	Column2	Column3
1. Are all attachment included?	0 - 10	0
Section total	10	0
Section 7	Column2	Column3
BUDGET		
1. Are the budget items allowable, allocable, reasonable and necessary for the described project?	0 - 4	0
2. Are all budget items included in the correct budget category?	0 - 2	0
3. If a match is required, is the match included in the budget?	0 - 2	0
4. If a match is required, is the match amount correct?	0 - 2	0
5. Are all items in the budget specific?	0 - 2	0
6. Do all budget line items include detailed narrative to describe the item?	0 - 2	0
7. Are computations included with each line item?	0 - 2	0
Section 5 total	16	0
Section 8	Column2	Column3
Scorer Recommendation	0-10	0
Total Score	80	0