

**Commonwealth of Massachusetts
Executive Office of Public Safety and Security
Office of Grants and Research
Availability of Grant Funds**



**Safer Schools and Communities
Initiative**

Local Equipment and Technology Grant Opportunity

**Charles D. Baker
Governor**

**Karyn E. Polito
Lieutenant Governor**

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Secretary**

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Executive Director**

**Commonwealth of Massachusetts
Executive Office of Public Safety and Security**

Safer Schools and Communities Initiative
Availability of Grant Funds

Local Equipment and Technology Grant Opportunity

Due: Wednesday, March 18, 2020

Introduction

The Executive Office of Public Safety and Security's (EOPSS) Office of Grants and Research (OGR) will make available **\$1,940,000** in funding for school districts and charter schools to competitively solicit one-time grant funding to assist **public schools** and local municipalities with enhancing school security and the safety of students and staff. Priority will be given to school districts and charter schools demonstrating the greatest need **AND** proposing cost-effective solutions to addressing high-priority gaps or weaknesses. Consideration will also be given to schools that are taking meaningful steps to establish a more safe and supportive school climate in order to reduce instances of violence.

Applicant Eligibility

A school district or charter school, in collaboration with its local municipality (host city/town where the public school(s) are located) that certifies that it has a **Multi-Hazard School Emergency Threat Assessment and Response Plan** already in place, is eligible to apply.

*Both the **Municipal Chief Executive Officer** (Mayor, City Manager, or Town Administrator) of the host community **AND School Superintendent or Charter School Executive Director** seeking a grant award must sign the application being submitted. Only one **(1)** application per school district and one **(1)** application per charter school is permitted for consideration of funding.*

Preference will be given to applicants who did not receive Safer School funding in SFY19, however this does not prohibit prior grantees from applying for this award.

State Legislation

7009-6800.. For an infrastructure grant program to assist public schools in enhancing safety and security measures; provided, that grants shall be administered by the executive office of education in coordination with the executive office of public safety and security, the executive office of health and human services and the Massachusetts school building authority; provided further, that the grants shall be used for retrofitting and upgrading school buildings with safety and security enhancements including, but not limited to, classroom door locks, security cameras or active shooter detection systems; provided further, that the department shall make efforts to notify all public school districts of the program; provided further, that criteria shall be established to prioritize those schools most in need of infrastructure improvements related to safety and security and most in need of financial assistance for implementing the improvements; and provided further, that, not later than March 5, 2020, the executive office of education shall submit a report detailing the awarding of grants and the expected use of the grants to the executive office for administration and finance and the house and senate committees on ways and means.

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I. Important Highlights

Key Dates
Solicitation Posted: Wednesday, February 26, 2020
Applications Due: Wednesday, March 18, 2020 by 4:00 pm
Anticipated Award Announcements: March 2020
Anticipated Grant Period: April 1, 2020-June 30, 2020

Purpose

This grant opportunity is designed for **public schools** to address critical infrastructure equipment and technology needs as it relates to school building security and the safety of students and staff.

Our public schools face extraordinary new challenges working to develop safe and secure school environments. This Administration understands it is imperative that the Commonwealth continue to help our schools acquire and install technology, equipment, and other resources to further safeguard and protect our educators and students from acts of violence. Although it is impossible to prevent or stop every potential incident, we can do more to minimize acts of violence by providing schools and municipalities with the financial resources needed to better secure our school premise(s) and building(s) and improve our response if such incidents occur.

For the purpose of this competitive grant opportunity, funding will be prioritized for proposals demonstrating greatest need and cost-effective solutions to address school security shortfalls and enhance the safety of students and staff in the event of an incident.

Funding Allocation and Maximum Award Amounts

EOPSS and OGR expect to award up to \$1,940,000 in Safer School funding. School districts and charter schools may apply for up to \$50,000 in funding.

Allowable Equipment and Technology Related Costs

OGR will give Primary Consideration (preference) to applicants requesting Exterior Door and Door Locks (with single secure entry points). *Applicants seeking Exterior Door and Door Locks will receive an additional **10 points** in the review process.*

In addition, OGR will give secondary consideration to the following items. These items are not ranked in order of importance:

- Surveillance Video Cameras;
- School Site Alarms;
- Interoperable Communications Systems
- Tourniquets, or other emergency first aid equipment; and
- Active Shooter Detection Systems.

Other types of equipment and technology can be submitted for consideration of funding such as metal detectors, door jammers, classroom safety buckets, etc., HOWEVER, preference will be given to applicants requesting Exterior Door and Door Locks (with single secure entry points).

Interoperable Communications Compliance Requirements

Applications that request funds for *interoperable communications components*, such as the purchase of radios, or other communication system components are subject to an additional approval process, per Massachusetts Executive Order 493, by the Statewide Interoperability Executive Committee (SIEC) or a representative thereof.

In order to receive approval to utilize funds for *interoperable communications components*, a department **must also complete** and submit the “**Interoperable Communications Investment Proposal**” (ICIP) form as part of this application process. The ICIP form is Attachment D.

Door Safety Locks and Compliance

Before installing new door locks or employing a retrofit door locking device, the school must obtain a permit from the building official to ensure that safety and code compliance is maintained for that building.

Classroom and egress doors must comply with the provisions of Chapter 10 of the building code. These doors are critical components in the means of egress system and must be maintained in a safe manner to allow students and staff to exit the building. Specifically, the code requires all egress doors to be readily openable from the egress side with a single operation, and without the use of a key, special knowledge, or effort. The majority of retrofit classroom door security and barricade devices do not comply with this requirement and are not permitted to be installed.

However, there are door locking devices available which do comply with the requirements of the building code and can provide a level of safety while still maintaining egress from within the classrooms and other spaces. For the installation of any door hardware in new or existing buildings, refer to the building code and consult with the AHJ (authority having jurisdiction) for specific requirements and allowances. Compliant door locking devices must comply with the following:

- Door hardware must meet accessibility requirements and not require tight grasping, pinching, or twisting of the wrist to operate;
- Door hardware must be installed between 34” and 48” above the finished floor;
- Manually operated bolt locks or surface locks are not permitted to be used;
- The unlatching of any door or door leaf must not require more than one action;
- Doors may be electromagnetically locked in accordance with 780 CMR 1010.1.9.9; and
- Panic or fire exit hardware is required on latching doors along the means of egress, which serve 50 or more people.

The best policy is to ensure classroom doors are provided with single action locks and to keep the doors closed and locked at all times during school operation. Doors may prevent entering anytime; however, they cannot restrict exiting.

Memorandum of Understanding (MOU)-Attachment E

School districts or charter schools applying for grant funds are required to submit a signed MOU or letter of support (*labeled as Attachment E*) with their grant application that verifies that the safety and security equipment/technology related goods being requested are supported by **both** the **local law enforcement** and **fire department**. This will ensure that any purchases being requested will not interfere or violate state and local rules and regulations.

Unallowable Costs

Local Equipment and Technology grant funds may not be used for any of the following:

- Employee salary or benefits;
- Standard firearms or ammunition;
- Construction, office furniture, or other like purchases; or
- Vehicles and unmanned aerial vehicle such as drones.

II. Grant Compliance Details

Fund Disbursement

This is a cost reimbursement grant. Reimbursement requests will be submitted to OGR on a quarterly basis. Details about the reimbursement process will be addressed in greater detail after award notifications are made.

Subrecipient Requirements

Subrecipients must abide by the grant requirements below as well as all OGR Subrecipient Grant Conditions to be provided at the time of contracting.

1. Grants Management

- Submission of satisfactory and timely quarterly progress reports and quarterly financial reports with all required back-up documentation.
- Cooperation during OGR monitoring endeavors, including site visits and desk reviews.
- All costs paid with grant funds must be direct and specific to the execution of the funded program.
- No consultant or trainer may be paid more than \$650 for an eight-hour work day or \$81.25/hour without the prior written approval from OGR. Requests for a waiver of this requirement with documented justification must be made in writing at the time of application.

2. *Procurement*

- Subrecipients choosing to further subgrant to an implementing agency or an independent contractor, all or any part of the amount of the award, shall include the provisions of the OGR standard subgrant conditions and enter into a written contract or memorandum of understanding (MOU) with the implementing agency or independent contractor. At a minimum, the contract or MOU must explicitly outline the expected deliverables, timeframes/hours, and rates. A copy of the contract or MOU must be submitted to OGR, for the subrecipient grant folder, once an award is made.
- Procurement of services, equipment, and supplies must follow M.G.L. Ch. 30B for local units of government and non-profit entities and Operational Services Division (OSD) Purchasing Guide for state agencies. Local units of government must ensure that subcontracts with private organizations have provisions ensuring any goods and services provided by the subcontractor are consistent with M.G.L. Ch. 30B procedures.

3. *Other Requirements*

- In addition to the requirements set forth above, subrecipients will be required to agree to and abide by all state rules, regulations, and conditions pertaining to the receipt, administration, and management of grant funding.
- OGR subgrant conditions must be signed and dated at the time an award is made.

4. *Equipment and Technology*

- Equipment acquired with grant funds shall be used and managed to ensure that the equipment is used for school safety and security type purposes.
- A subrecipient shall use and manage equipment in accordance with their own procedures as long as the equipment is used for school safety and security type purposes.
- Subrecipients are responsible for replacing or repairing the property which is willfully or negligently lost, stolen, damaged, or destroyed. Any loss, damage, or theft of the property must be investigated and fully documented and made part of the official project records. A copy of the report must be forwarded to OGR.

5. *Reporting Alleged Waste, Fraud and Abuse*

- It is the responsibility of the subrecipient to report alleged Fraud, Waste, or Abuse including any alleged violations, serious irregularities, sensitive issues or overt or covert acts involving the use of public funds in a manner not consistent with statutes, related laws and regulations, appropriate guidelines or purposes of the grant. Reports may be made to the Offices of the Massachusetts Inspector General or State Auditor.

Office of the Inspector General
John W. McCormack State Office Bldg.
One Ashburton Pl, Room 1311
Boston, MA 02108
1 800-322-1323
MA_OIG@maoig.net

III. Application Template Instructions

To provide OGR the best opportunity to fairly evaluate all requests for funding, applicants are strongly encouraged to be clear and concise in their proposals.

The Application Template must be completed as outlined in this section. Applications mailed without original signatures from **both** the **Municipal Authorizing Official** of the City/Town where the public school(s) reside and the **Regional/Municipal School Superintendent** or **Charter Executive Director** will be considered invalid and may not be reviewed for funding.

Section I. Applicant Information

City/Town and School District's or Charter Contact and Fiscal Information

- Indicate name, address, signatory, grant point of contact and finance officer contact information. *The School District or Charter School will be considered the primary applicant when contracting.*

Program Summary

- Provide brief summary of the goods (equipment and/or technology) to be purchased that address school safety and security needs and/or school security (250 characters).

Multi-Hazard School Emergency Threat Assessment and Response Plan

- Attest to having an existing plan in place to be eligible for funding.

Statewide Interoperability: Interoperable Communications Investment Proposal (ICIP)

- Indicate if the application submitted includes the purchase of any interoperable communication type items. If "yes", please complete an ICIP form. *Note that such equipment requests will be subject to an additional review and approval by the Statewide Interoperability Executive Committee (SIEC) or a representative thereof.*

Amount of Grant Funds Requested

- Indicate the exact amount of funds being requested. *Be sure to not exceed the maximum amount allowed.*

Municipal Authorized Signatory and School District Authorized Signatory

- Applications submitted must be signed by both the City/Town's Chief Executive Office (Mayor, City Manager, or Town Administrator) and School Superintendent of the District or Charter Executive Director as identified on the application to be considered for funding.

Section II. Narrative Template

The application narrative template is comprised of four sections: Needs Assessment, Project Description, Implementation Plan/Timeline and Budget.

Needs Assessment (3 page limit)

At a minimum, the needs assessment should address the following:

- Describe in detail the current school district's unmet safety and security needs. Include relevant statistical and/or anecdotal evidence whenever possible such as school related incidences (fights, gangs, threats, surrounding community issues, etc.).
- The sources or methods used for assessing the problem should also be described. For example, recommendations provided from a comprehensive school emergency threat assessment and response plan previously conducted.
- Further explain why such school safety and security needs stated have not been previously met to justify grant funds are needed. For example:
 - Local financial hardship due to receiving less state and local funding this fiscal year have continued to result in the applicant not being able to purchase or replace needed equipment; or
 - Inability to receive local approval to allocate other funds for such purchases due to other demanding priorities, etc.
- Describe any negative effect, potential consequences or impact against the school district, charter and/or community as a result of not having the items being requested.
- Include the population of the school building(s) that will receive the improvements and how each building is used by students, faculty and staff.

Helpful Hint: This will likely be a very competitive process. The peer reviewers will prioritize funding for municipalities/districts/schools that clearly explain, justify and prove real need for all items being requested. Schools and communities may have great need but often fail to provide specific data and sufficient detail proving to the reviewers that need actually exists on behalf of the entity requesting the award.

Project Description (3 page limit)

Applicants must thoroughly describe the goods to be purchased and benefit. The following should be addressed when completing this section:

- Clearly describe all equipment and technology to be purchased or upgraded. Include the purpose, where the goods will be used/stored, who will utilize or be responsible for the upkeep, monitoring and maintaining such goods, etc. Do not assume that the reviewer knows the equipment or technology item being requested

or understands the real benefit to enhancing school security and improving school climate.

- Discuss how such purchase(s) directly correlate to and address the needs assessment previously provided.
- Cite any local procurement rules/regulations required in order to purchase the items as described. If known, include information as to the vendor that will be utilized for stated project and/or describe the process utilized to select vendor/contractor.
- Describe the expected outcome for the community and school district as a result of receiving a grant award.
- Include any other information that is important and may be relevant for reviewers when evaluating the request for funding, including a description of policies and practices that the district has in place or is implementing to identify potential threats and create or enhance a safe and supportive school climate, in order to reduce instances of violence.

Implementation Plan, Timeline and Person Responsible (1 page limit)

Please discuss your execution plan for this award. This should include how you will ensure the effective implementation and oversight of the project, methods of procurement (if not previously mentioned) of any equipment and/or technology, a timeline with key activities and milestones, and identification of key partnerships or stakeholders who will play a role in the implementation of this award. Complete the template grid provided by identifying the necessary steps to be implemented over the project period for proposed equipment purchases. Include the following:

- List of major tasks/activities to be conducted including a bidding process for contracts and/or equipment purchases;
- Anticipated date for receipt of goods/services;
- Person/Individual responsible for conducting/overseeing the stated task/activity.

Section III. Budget Narrative Summary and Budget Excel Worksheet

The **Budget Narrative Summary** (template) should outline the budget requested and itemize the purchases as described in this application. **Applicants** may submit a **budget** for *up to 3* months of funding. All goods and services requested must be procured, received and, if necessary, installed within a 3-month project period in order to be considered for funding.

Applicants must also complete a **Budget Excel Worksheet** (refer to **Attachment B**). Please be sure to complete both (Excel tabs) the Summary sheet and Detail worksheet and submit with your application response.

Allowable Budget Cost Categories for Local Equipment and Technology Applicants

- Contract/Consultant (to install or train on how to use items purchased)
- Equipment and Technology (goods purchased)
- Other (identify any additional costs that directly correlate to goods purchased)

Definitions of each budget cost category are provided.

Allowable Budget Cost Categories	Definitions and Documentation Requirements
Consultants/ Contract Costs	<p>Consultant or Contractor fees associated with the equipment/technology purchased. For example, a consultant might be hired to install the technology or train the staff on how to use it.</p> <p>The maximum rate for consultants is \$650 for an eight hour day or \$81.25 per hour. Any request for compensation over \$650 per day requires prior written approval by OGR.</p>
Equipment/Technology Costs	Tangible non-expendable personal property having a useful life of more than one year; cost based on classification of equipment.
Other Costs	Supplies directly correlated to the equipment purchased. For example, ink or paper for a printer, batteries for communication device, etc.

Section IV. Application Submission and Award Process

Submission Process and Deadline

Please review the following instructions carefully as there are *two* separate steps involved with submitting the Application Template and other documents: **(Hard Copy and Electronic)**. **Applicants MUST submit BOTH electronic and hard copies in order to be considered for funding. Please see below for details on both types of submission.**

**This AGF and all other required documents can also be found on our website:*
<https://www.mass.gov/service-details/justice-and-prevention-grants>

Hard Copy Submission

Applicants must submit:

- **One** (1) signed original Application Template and **One** (1) signed original Authorized Signatory Listing Form, **One** (1) signed original ICIP document (only if required); and
- **Three** (3) copies of the documents listed below under Required Hard Copy Documents.

The signed and completed Application Template and required documents must be received by OGR on **Wednesday, March 18, 2020 by 4:00 pm**. Please use binder clips or paper clips (no staples). Under no circumstances will late submittals or facsimiles be accepted.

Required Hard Copy Documents:

- Attachment A: Completed and Signed Application Template
- Attachment B: Budget Excel Worksheet Form (Summary and Details sheets)
- Attachment C: Authorized Signatory Listing Form
- Attachment D: Interoperable Communications Investment Proposal (ICIP)
- Attachment E: MOU (signed by both police and fire)

Remember, only if you are requesting funds for Interoperable Communications Components, you must complete Attachment D and submit the ICIP form with your required hard copy documents.

Proposals must be mailed or hand-delivered* to the:

**Executive Office of Public Safety and Security
Office of Grants and Research
Ten Park Plaza, Suite 3720A
Boston, MA 02116-3933
Attention: Emily Haines**

**If you choose to hand deliver your proposal, please note that a valid form of identification is required to enter the Ten Park Plaza Office Building on the 2nd floor.*

Electronic (e-mail) Submission

Applicants must submit:

- **One** (1) complete **Attachment A**: Application Template document electronically (Electronic Signatures are not necessary) as a PDF – not a scan. Applicants must have Adobe Reader version 9.5 or higher to complete the Application Template. Software necessary to open; complete; and save the PDF's is available at <http://get.adobe.com>.

Applicants must also submit electronically:

- **One** (1) **Attachment B**: Budget Excel Worksheet (Summary and Detail sheets). The Excel version of the Summary and Detail sheets (**not** a PDF – and **not** a scan) must be emailed.

Please email **Attachment A** as a PDF (not a scan) and **Attachment B** as an Excel document, along with any other additional documents to: eopss.ogr@mass.gov **no later than 4:00pm on Wednesday, March 18, 2020.**

Review Process and Scoring

This is a competitive grant and will be subject to a peer review process. Applications will be reviewed and scored based on the following criteria:

- Clear and adequate responses in Section I: **Application Template Information (10 points)**;
- Thoroughly explains **need**, includes relevant local data to demonstrate need and correlation to the requested equipment/items to be purchased that will address the stated need (**25 points**);
- A **program narrative** that clearly describes the items to be purchased, types of items requested and benefits to the community and school (**MAX 30 points-see box below for additional clarification**)
- **Implementation plan and timeline** that is feasible and ensures all goods will be received and paid for within the anticipated grant period (**15 points**); and
- A detailed, reasonable and complete **budget (20 points)**.

Applicants requesting *Single Entry Door Locks* will receive Primary Consideration.

Primary Consideration means that these applicants will receive an additional **10 points** as part of their overall program narrative score; maximum allowable total **program narrative score** (for primary consideration applicants) for this section will be **30 points**.

All other equipment/technology requests will be eligible to receive a maximum allowable total **program narrative score of 20 points** for this section.

Notification of Awards

All funding decisions are at the discretion of the Governor, Secretary of Public Safety and Security and Secretary of Education. It is anticipated that the Safer Schools and Communities Initiative awards will be announced in March 2020.

EOPSS reserves the right to award additional proposals recommended for funding by the peer reviewers if additional funds become available after the initial awards are made.

Section V. Proposal Check List

Hard Copy Application Elements and Required Attachments:

- Please use Binder Clips or Paper Clips, *no staples allowed*.
- Completed Application Template (**Attachment A**) signed and dated by *both* the Chief Executive Officer of the Municipality (Mayor, City Manager, or Town Administrator) and School Superintendent or Charter School Executive Director of the Public School in **Blue Ink**.
- Budget Excel Worksheet (**Attachment B**) (both the **Summary and Detail sheets** must be included in your application packet); summary sheet signed in **Blue Ink**.
- Authorized Signatory Listing Form (**Attachment C**) signed in **Blue Ink**.
- If applicable, an Interoperable Communications Investment Proposal (**ICIP**) form (**Attachment D**) signed in **Blue Ink** and included with your application packet.
- MOU (**Attachment E**) and signed in **Blue Ink** by both police and fire.
- One** signed in **Blue Ink original** of all the application documents.

Electronic Application Elements and Required Attachments:

- Attachment A:** Completed Application Template
- Attachment B:** Budget Excel Worksheet Form (Summary and Detail sheets)
- Please email **Attachment A** as a PDF (not a scanned document) and **Attachment B** as an Excel document to eooss.ogr@mass.gov **no later than 4:00pm on Wednesday, March 18, 2020**.

If you have any questions regarding this application, please email: Emily Haines at Emily.fontaine@mass.gov.