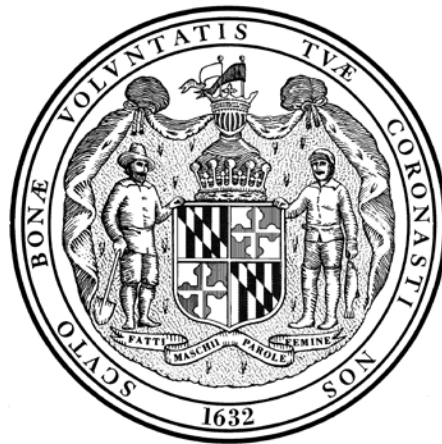


**Administrative Procedures Guide
FY 2019 School Safety Grant Program (FY19-SSGP)**

Round I Funding

**The Interagency Commission on School Construction
August 30, 2018**



Interagency Commission on School Construction
200 W. Baltimore Street
Baltimore, MD 21201
Contact: Arabia Davis
Funding Program Manager
(410) 767-2153
E-mail: arabia.davis@maryland.gov

ADMINISTRATIVE PROCEDURE
FY 2019 SCHOOL SAFETY GRANT PROGRAM
(FY19-SSGP)
Round 1 of Funding

I. Purpose

The FY 2019 School Safety Grant Program (FY19-SSGP) is intended to improve the safety and security of students in Maryland's public schools. This program's total funding consists of \$10 million in PAYGO funding and \$10 million from bond premiums and may be used for design, construction and capital equipping of approved projects.

II. Background

The School Safety Grant Program was created by HB 1783 and allows for grants for school security improvements, including but not limited to secure and lockable classroom doors for each classroom in a school, areas of safe refuge in each classroom, and surveillance and other security technology for school monitoring purposes.

III. Allocations

- A. Of the total FY19-SSGP funding of \$20 million, the Interagency Commission on School Construction (IAC) is distributing \$10 million in Round 1.
- B. FY19-SSGP funds will be used for new project requests that will be submitted in accordance with this Administrative Procedures Guide.
- C. All approved projects will have a local match requirement, based on the State-local cost share percentage applicable to projects approved in the FY 2019 Capital Improvement Program. See Attachment I, State-Local Cost Share Percentages.
 - 1. The IAC will seek an assurance of local government funding support for local expenses at time of encumbrance.
 - 2. State participation will be based on the total estimated cost of the project, less ineligible items (such as staff training).
- D. Allocations for the FY19-SSGP will be distributed among LEAs based on a combination of their proportion of total enrollment and their proportion of total facility square footage, as adopted by the IAC on August 30, 2018 (see Attachment II).
- E. FY19-SSGP funds may be allocated to projects that meet the eligibility requirements set out in Section IV.B.

- F. Every effort will be made to fund the entire State participation amount for approved projects using FY19-SSGP funds. Local governments must be prepared to fund all expenses that are not covered by the State's FY19-SSGP allocation.

IV. Application and Approval Procedures

A. General Requirements

1. Project requests in the FY19-SSGP will be submitted in accordance with the requirements of Section IV.D. on the FY19-SSGP Application Form during the application period. See Attachment III, Schedule.
2. The FY19-SSGP projects are to be listed in priority order beginning with the number 1.

B. Eligible Projects/Expenditures

1. Eligible project expenditures within the FY19-SSGP are for new security improvements to public school buildings and sites and may include design, construction and capital equipment.
2. Each project's cost is to be not less than \$3,000, unless otherwise approved by the Executive Director of the IAC.
3. A single "project" is defined as:
 - a. A single improvement at an individual school that costs at least \$3,000, unless otherwise approved by the Executive Director of the IAC.
 - b. Multiple security improvements at the same school that collectively cost at least \$10,000, unless otherwise approved by the Executive Director of the IAC:
 - i. Individual components within a project may be less than \$10,000 in value, but the total cost of a project (including both security and non-security related components) must be at least \$10,000 in value, unless otherwise approved by the Executive Director of the IAC.
 - ii. Components must be listed separately, with the estimated construction value shown.
 - c. Multiple improvements of the same kind at different schools, such as changes of locksets or the installation of cameras.
 - i. The cumulative cost of the improvements must be at least \$10,000, unless otherwise approved by the executive director.
 - ii. In the application, each school should be listed separately (but with the same priority number), and the total amount of the request should be prorated across all schools based on number of requested units (such as locksets or cameras), square footage,

or some other method. Please identify the method for prorating in the *Type/Description* column.

4. Limited non-security related components or systems that are logically related to the scope of work (such as replacement of a portion of a ceiling associated with installation of wiring or cameras) may be included in the scope, but the majority of the proposed work must be for security-related improvements.
5. Unlike typical CIP projects, requests may be submitted for security projects:
 - a. In schools that have been built or fully renovated within the last 15 years;
 - b. In which the anticipated life of the system or components is less than 15 years due to anticipated changes in technology;
 - c. For locally owned and State-owned relocatable classrooms, including the movement of relocatable classrooms under certain circumstances; or
 - d. That were implemented by a board of education after September 1, 2017 and prior to the effective date of this Administrative Procedure.
6. Eligible projects include, but are not limited to, the following categories of security projects:
 - a. Secure and lockable classroom doors for each classroom in the school;
 - b. An area of safe (visual) refuge in each classroom in the school;
 - c. Surveillance and other security technology for school monitoring purposes;
 - d. Other security and safety projects as identified by the LEA. These projects will be reviewed on a case-by-case basis, based on the description provided, supporting documentation, local board policies, and availability of funds, technical merit and cost-effectiveness.

C. Ineligible Projects/Expenditures

1. The FY19-SSGP funds may not be used:
 - a. To increase the State or local share of a project or to supplement an approved State allocation for a project.
 - b. For improvements to property owned by a board of education that is not used by public school students, e.g. garages, central office facilities, staff training quarters, etc.;
 - c. For the movement of relocatable classroom buildings, unless it can be shown that the location of the relocatable classrooms impedes security and that other types of capital improvements will not correct the situation;
 - d. For ancillary services associated with security, e.g. post-completion monitoring;

- e. For staff training, unless staff training associated with the installation of new electronic security systems; or
- f. For salaries of local employees.

D. Application Process and Requirements

1. It is encouraged that project submissions and approved project construction and/or installation be completed by LEAs in a timely manner. An LEA must submit via SharePoint to the IAC for review and approval a list of proposed projects using the School Safety Grant Program Application Form (see Attachments IV and V) no later than the date identified in the Schedule (see attachment III).
2. If a project comprises similar improvements at separate schools, provide information for each school building separately and show the individual and the cumulative costs.
3. Provide the following submission materials for projects in each category of security project:
 - a. For security systems, supplemental literature that describes the system, including maintenance requirements.
 - b. For sole source procurements of security systems, the rationale for use of a single manufacturer or vendor.

E. Project Approval Process

To be eligible for approval in the FY19-SSGP, a requested project must meet all of the following requirements:

1. The project must meet the submittal requirements of this Administrative Procedure;
2. The project schedule should indicate that:
 - a. The project funds will be encumbered on or before the date shown in Attachment III Schedule;
 - b. All work on the project will be substantially completed and a majority of the project funds will be expended by the date shown in Attachment III Schedule.
3. Requests from the school systems will be reviewed and processed as they are received. It is anticipated that projects will be approved within ten (10) working days of a complete submission at which time a project number will be assigned. A project can only then proceed through the design and/or procurement process with a guarantee of state funding. Projects that proceed prior to the assignment of a state project number do so at their own risk.
4. The state share for the proposed projects may be adjusted upon request from the LEA at the time of contract award or approval of a purchase order. However, state funding for proposed projects is limited to the LEA's total allocation (see Attachment II).

V. Design Review

Projects approved in the FY19-SSGP are subject to design development and construction document review only if any means of egress will be altered. A means of egress is a continuous and unobstructed way of exit travel from any point in a building or structure to a public way and consists of three separate and distinct parts: the way of exit access, the exit, and the way of exit discharge.

VI. Procurement/Contract Awards

A. Procurements shall be in compliance with COMAR 23.03.03 *Construction Procurement Methods*, as well as with State public school procurement law Section 5-112 of the Education Article, "Bids." The following will apply to FY19-SSGP projects, including:

1. Projects which cost less than \$50,000 do not require IAC approval of the procurement, and, generally, sealed bids are not required unless local board of education policy or procedures specify a minimum dollar value that requires sealed bids.
2. Projects that cost at least \$50,000 but less than \$100,000 are required to be competitively procured, consistent with Section 5-112 Bids of the Education Article. For projects with a total cost of less than \$100,000, IAC approval of contracts is not required prior to entering into the contract but the award is subject to State review at the time reimbursement is requested. A copy of the bid tabulation must be submitted with IAC/PSCP Form IAC/PSCP Form 306.2, Request for Reimbursement to LEA for the SSGP project.
3. Projects that cost \$100,000 or more are required to be competitively procured, consistent with Section 5-112 Bids of the Education Article. IAC approval of the contract award is required prior to the board of education entering into the contract. A copy of the bid tabulation with a copy of the low bidder's proposal must be submitted for State review and approval of the contract award.
4. Competitive procurement requirements;
5. Minority Business Enterprise requirements; and
6. Prevailing wage rates as applicable.
7. If multiple projects are procured under a single contract award where the total contract cost exceeds \$100,000, each project will require a submission of IAC/PSCP form 303.3 Approval of Construction Contract Award for review and approval by the IAC.
8. Due to the nature of School Safety projects, a construction sign is not required on site while the work is being performed.

B. At the time of contract award, the local board of education may request the IAC to approve realignment of FY19-SSGP funds remaining after the award of contract to another eligible FY19-SSGP project within the LEA.

VII. Processing For Payment/Financial Reporting

- A. Payment will be made through reimbursement to the school system, at time of 100% project completion, using IAC/PSCP Form 306.2, Request for Reimbursement to LEA.
- B. Recognizing that reimbursement only at the time of project completion may create cash flow difficulties for some jurisdictions with larger projects, PSCP is willing to consider progress payments on projects of \$100,000 or more that received IAC Approval of Contract Award. If the PSCP approves making progress payments directly to a contractor for a jurisdiction for a specific project, then IAC/PSCP Form 306.1 Request for Payment to Contractor would be utilized and an IAC/PSCP Form 306.6 Close-Out Cost Summary package submission is required at project completion.
- C. IAC/PSCP Form 306.6 Close-Out Cost Summary package submission will only be required at time of project completion for projects that exceeded \$100,000 and utilize the direct payment to contractor option. All projects that were reimbursed at time of project completion do not require submission of the Close-Out Summary package.

VIII. Future Project Funding

- A. No partial funding will apply to projects approved in the FY19-SSGP. If the State is only able to fund a portion of the State-eligible expense due to fiscal constraints, the applicant should not assume that State funding will be available in a future fiscal year.

END OF PROCEDURES

Attachment I

State-Local Cost Share Percentages

These numbers are pending approval by the IAC

County	FY19	FY20
Allegany	85%	85%
Anne Arundel	50%	50%
Baltimore City	93%	91%
Baltimore County	56%	56%
Calvert	53%	53%
Caroline	81%	81%
Carroll	59%	55%
Cecil	66%	66%
Charles	61%	61%
Dorchester	76%	75%
Frederick	64%	60%
Garrett	50%	50%
Harford	63%	60%
Howard	55%	54%
Kent	50%	50%
Montgomery	50%	50%
Prince George's	70%	70%
Queen Anne's	51%	51%
St. Mary's	58%	57%
Somerset	100%	96%
Talbot	50%	50%
Washington	71%	71%
Wicomico	97%	95%
Worcester	50%	50%
Maryland School for the Blind	93%	93%

Attachment II

FY 2019 Interagency Commission on School Construction School Safety Grant Program
Local Education Agencies Allocation

Local Education Agencies Total Statewide Enrollment Data			
LEA	Full Time Equivalent Enrollment	Percentage	Allocation Distribution
Allegany	8,166	0.95%	47,000
Anne Arundel	80,350	9.33%	467,000
Baltimore City	74,853	8.69%	435,000
Baltimore County	109,343	12.70%	635,000
Calvert	15,435	1.79%	90,000
Caroline	5,469	0.64%	32,000
Carroll	24,935	2.90%	145,000
Cecil	14,782	1.72%	86,000
Charles	26,085	3.03%	151,000
Dorchester	4,526	0.53%	26,000
Frederick	40,752	4.73%	237,000
Garrett	3,649	0.42%	21,000
Harford	36,877	4.28%	214,000
Howard	55,372	6.43%	322,000
Kent	1,866	0.22%	11,000
Montgomery	156,995	18.23%	909,000
Prince George's	127,013	14.75%	738,000
Queen Anne's	7,536	0.88%	44,000
St. Mary's	17,155	1.99%	100,000
Somerset	2,697	0.31%	16,000
Talbot	4,406	0.51%	26,000
Washington	21,901	2.54%	127,000
Wicomico	14,341	1.67%	83,000
Worcester	6,304	0.73%	37,000
MSB	192	0.02%	1,000
Total	860,998	100.00%	5,000,000

Local Education Agencies Total Statewide School Facility Square Footage			
LEA	Total Square Footage	Percentage	Allocation Distribution
Allegany	1,777,848	1.27%	63,000
Anne Arundel	13,304,397	9.50%	475,000
Baltimore City	17,820,409	12.72%	636,000
Baltimore County	16,353,450	11.68%	584,000
Calvert	2,393,330	1.71%	85,000
Caroline	853,767	0.61%	30,000
Carroll	4,176,741	2.98%	149,000
Cecil	2,227,767	1.59%	80,000
Charles	3,942,228	2.81%	141,000
Dorchester	949,120	0.68%	34,000
Frederick	6,474,834	4.62%	231,000
Garrett	741,671	0.53%	26,000
Harford	6,190,123	4.42%	221,000
Howard	8,112,006	5.79%	290,000
Kent	440,226	0.31%	16,000
Montgomery	24,175,294	17.26%	863,000
Prince George's	17,998,634	12.85%	643,000
Queen Anne's	1,293,781	0.92%	46,000
St. Mary's	2,300,101	1.64%	82,000
Somerset	606,461	0.43%	22,000
Talbot	702,975	0.50%	25,000
Washington	3,352,187	2.39%	120,000
Wicomico	2,201,977	1.57%	79,000
Worcester	1,236,053	0.88%	44,000
MSB	424,413	0.30%	15,000
Total	140,049,793	100.00%	5,000,000

FY 2019 SSGP Funding Allocation
Total Allocation
110,000
942,000
1,071,000
1,219,000
175,000
62,000
294,000
166,000
292,000
60,000
468,000
47,000
435,000
612,000
27,000
1,772,000
1,381,000
90,000
182,000
38,000
51,000
247,000
162,000
81,000
16,000
10,000,000

Note: The enrollment data is based on the Maryland State Department of Education's September 30, 2017 enrollment data. The funding allocations are rounded to the nearest thousand and are based on the enrollment percentage. A reduction of \$3,000 after rounding has been removed for the receiver of the highest amount of funding, Montgomery County Public School System.

Note: The school facility square footage data was extracted from the IAC Facility Inventory database as of July 1, 2018 and as reported in the IAC's Managing for Results report for FY 2018. The funding allocations are rounded to the nearest thousand and are based on the square foot percentage. The facility inventory is updated annually by each Local Education Agency. Square footage for Maryland School for the Blind was reported by Maryland School for the Blind.

Attachment III

Schedule for Application and Approval of the FY 2019 School Safety Grant Program (FY19-SSGP)

8/30/18	IAC Approval of FY 2019 <i>School Safety Grant Program (SSGP)</i> <i>Administrative Procedures Guide</i>
8/31/18	1 st Round Application and Administrative Procedures posted at http://iac.maryland.gov/programs/SSGP/ssgpindex.cfm
8/31/18	Application Period Begins – Projects will be considered on a rolling basis and may be submitted until the application period ends
4/1/19	Last day to submit applications for 1 st Round of FY 2019 SSGP Applications
3/30/20	All 1 st Round FY 2019 SSGP project funds to be encumbered
6/30/20	Funds for 1 st Round FY 2019 SSGP projects to be substantially expended
10/1/20	Last day to submit requests for reimbursement

**Interagency Commission on School Construction
Public School Construction Program
School Safety Grant Program Application Instructions**

Instructions for Submission of School Safety Grant Program (SSGP) Applications to the PSCP SharePoint Portal

****Please note that you must use Internet Explorer to have full functionality when utilizing Sharepoint****

Step-by-Step:

1. Contact Patrick McGough at patrick.mcgough@maryland.gov to obtain a username and password for the SharePoint site; (if you do not already have one).
2. Open Internet Explorer and navigate to:
<http://sp1.pscp.state.md.us>
3. Enter the username and password provided by Patrick McGough.
4. Click on the *Programs* Site tab.
5. Click the **Security Initiative Application** on the *Lists* sidebar on the left, click + **Add new item**
6. Complete each field (see Table 1) in the **SSGP** form for **each** project request, attaching to the project application form any additional back-up documentation (i.e. drawings, supplemental literature for security systems etc.) to support request. To add attachments, click the "Attach File" button at the top of the application form.
 - Click **Save** to submit your SSGP project request to the IAC Staff for IAC Designee review and approval. You will now see a **New** item in the *SSGP Application List* with a *Request Status of Pending*.
7. IAC Staff will receive an alert indicating that a request has been submitted and will begin the review process for the IAC Designee approval, within two (2) days of the LEA application submission.
 - Upon completion of the IAC Staff initial review for eligibility, the IAC Staff enters the *Date Ready for Designees Review* on the *IAC/Designees* tab. An email alert notifies the IAC Designees that the application is ready for review.
8. The IAC Designees will review the request and enter a date in the appropriate agency approval field or enter questions in the agency comments field. The presence of a date indicates Designee approval to IAC Staff. IAC Staff will enter any Designee questions in the *Questions to LEA Requiring a Response* field and send a notification email to the LEA indicating that there have been changes made to the application that need to be checked and/or responded to. The LEA enters their response in the *LEA Response to Designees Questions* field.
9. IAC Staff will monitor the Designees decisions and change the *Request Status* from *Pending* to *Approved* or *Denied* as applicable and enter a date in the *Date Request Approved/Denied* field. The LEA is sent an email approval notification including an Approved SSGP Projects report. Each project application will be maintained in SharePoint.
10. Revisions will be made by the LEA/IAC Staff to the application in SharePoint. IAC Staff will receive an alert indicating when revisions are made to approved projects. Remarks can be added to the *LEA Response to Designees* field to explain the reason for the revision.
11. The LEA should notify Shauntia Gray via email: shauntia.gray@maryland.gov when the initial application is uploaded and when any revisions or changes to the project approval is requested.

**Interagency Commission on School Construction
Public School Construction Program
School Safety Grant Program Application**

Instructions for the completion of the application for School Safety Grant Program Projects

The LEA is to complete all required fields.

- Identify project priority order for each project requested.
- LEA completes all fields on SSGP LEA application tab for each project request.

LEA APPLICATION TAB

Field Name	Description/Content
1. Funding Type	Select Security Initiative from the drop-down list.
2. Date Request Submitted	Enter the date of application submission.
3. Priority	Enter project priority order.
4. Fiscal Year	Enter the SSGP fiscal year.
5. LEA	Choose from drop-down list.
6. Project Name	Enter the name of the school and indicate Elementary, Middle, High, or other as appropriate. (Do not use acronyms or abbreviations)
7. Description/Justification	Enter the type of project (i.e., Security Cameras, Security Vestibule, Door Locks/Hardware etc.)
8. Age (Building component)	Enter the date of construction or latest renovation of the building, system, or component.
9. Anticipated Date Work Begins	Enter the anticipated date that the work would begin.
10. Anticipated Date Work Completed	Enter the anticipated date for the completion of the work.
11. Method of Accomplishing Work	Enter the procurement method that will be used to accomplish the work (i.e., purchase order, competitive sealed bids, utilize existing time/material contract, utilize existing State/local contract, or other procurement method, per COMAR 23.03.02.03).
12. Method of Accomplishing Design Services	Enter the method that will be used to accomplish design services (i.e., architect, engineer, in-house staff, architect/engineer, consultants, or describe other method).
13. LEA Total Cost Estimate	Enter total estimated eligible cost for the project
14. LEA SSGP State \$ Requested	Enter total estimated eligible cost for the project (exclude all ineligible costs including A/E fees) and the SSGP funds proposed to be allocated for this project.
15. Local SSGP \$ Approved	Enter total estimated amount of Local funds required for the project and approved by local government.
16. State SSGP \$ Approval	To be completed by IAC Staff.
17. Questions to the LEA Requiring a Response	This field is used to communicate Designees' questions to the LEA. An answer is required prior to approval.
18. LEA Response to Designees Questions	LEA fills in their response to the Designee's questions.

**Interagency Commission on School Construction
Public School Construction Program
School Safety Grant Program Application**

Instructions for the completion of the application for School Safety Grant Program Projects – cont'd

The IAC Designees and IAC Staff are to complete all required fields for approval.

- IAC Staff completes the fields that are not otherwise identified to be completed by the individual IAC Designees.
- IAC Staff will make all revisions to the SSGP LEA applications tab on SharePoint.

IAC/DESIGNEES APPLICATION TAB

Field Name	Description/Content
1. Request Status	Choose the request status from drop-down list. Defaults to "pending" upon submission of a project.
2. Scope	Enter the project type.
3. Date Ready for Designees Review	Enter the date to indicate that the IAC Designees project review process begins.
4. PSCP Comments	Upon completion of the initial project review for eligibility; enter comments/questions in the <i>PSCP comments</i> field.
5. Required Review	Enter the project review level. This code is provided by DGS/MSDE.
6. DGS Comments	The IAC DGS Designee will review the request for eligibility and enter questions in the <i>DGS comments</i> field. IAC Staff will enter all of the Designees questions in the <i>Questions to LEA Requiring a Response</i> field and send a notification email to the LEA indicating that there have been changes made to the application that need to be checked and/or responded to.
7. DGS Approval	Entering a date indicates DGS approval of the project request.
8. MDP Comments	The IAC MDP Designee will review the request for eligibility and enter questions in the <i>MDP comments</i> field. IAC Staff will enter all of the Designees questions in the <i>Questions to LEA Requiring a Response</i> field and send a notification email to the LEA indicating that there have been changes made to the application that need to be checked and/or responded to.
9. MDP Approval	Entering a date indicates MDP approval of the project request.
10. MSDE Comments	The IAC MSDE Designee will review the request for eligibility and enter questions in the <i>MSDE comments</i> field. IAC Staff will enter all of the Designees questions in the <i>Questions to LEA Requiring a Response</i> field and send a notification email to the LEA indicating that there have been changes made to the application that need to be checked and/or responded to.
11. MSDE Approval	Entering a date indicates MSDE approval of the project request.
12. Notes 1	Enter additional information or notes related to the project.
13. Date Request Amended/Denied /Cancelled	Enter the date that the project was amended/denied/cancelled.
14. Date Request Approved/Denied	IAC Staff monitors and changes the Request Status from Pending to Approved or Denied as applicable and enter the date when the change in status occurred.
15. PSC/SI #	Enter County/Code, PSCP Facility/School Number and FY. (i.e. 23.026.17)
16. County	Enter the two (2) digit county code.
17. School	Enter the three (3) digit core number.
18. Program Type	Type "2" for Security Initiative.