



School Safety Grant Program Administrative Procedures Guide

Interagency Commission on School Construction

School Safety Grant Program

Record of Changes

<u>Date</u>	<u>Version</u>	<u>Sections Revised</u>	<u>IAC Approval Date</u>
03/06/2019	1.0		

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Attachment I – SSGP Allocations

Attachment II – Schedule

1 Purpose

The Maryland School Safety Grant Program (SSGP) is intended to provide grants to address the need for school security improvements, including but not limited to secure and lockable classroom doors, areas of safe refuge in classrooms, surveillance and other security technology for school monitoring purposes, security communications, access control systems, and security vestibules.

2 Background

Established by legislation in calendar year 2018 through the enactment of HB 1783, the SSGP provides grants to county boards and Maryland School for the Blind (MSB) to fund school security improvements. The Interagency Commission on School Construction (IAC) administers the SSGP, approves expenditures, and develops administrative procedures for the grant program. Education Article §5-317, Annotated Code of Maryland requires the Governor shall provide an annual allocation of \$10 million for the program beginning in fiscal year 2019.

3 Allocations

1. Each year, the Interagency Commission on School Construction (IAC) will distribute available funding based upon a funding distribution schedule adopted by the IAC.
2. Funds will be used for eligible project requests submitted in accordance with this Administrative Procedures Guide.
3. By April 1 of each year preceding the fiscal year of the available allocation, the IAC Staff shall calculate the funding distribution for each LEA using two factors: 1) each LEA's proportionate share of the final full-time equivalent enrollment and 2) the proportionate share of the total gross square footage. Each of the two factors accounts for fifty-percent of the funding with a minimum allocation of \$200,000 for each LEA and MSB as adopted by the IAC (see Attachment I).
 - a. The full-time equivalent enrollment figure is the total LEA enrollment figure utilized for calculating the Foundation Program for the Major State Aid Programs, as published annually by the Maryland State Department of Education (MSDE) Office of Finance and Administration.
 - i. Enrollment includes SEED School MD students in home school systems.
 - ii. Prekindergarten students are not included in the Full-time equivalent enrollment for the MSDE Foundation program funding.
 - iii. Full-Time Equivalent enrollment is defined in §5-202 of the Education Article.
 - b. The Total square footage is as of July 1 from the Facility Inventory database that was used in Managing for Results (MFR) reporting for the current budget year. The Facility Inventory Database is a database populated by the LEAs and monitored by the IAC staff.
4. State funds provided through the SSGP do not require matching local funds. The LEA is required to have local funds available for the payment of cost in excess of the State allocation and ineligible project cost.
5. Unused LEA allocations will revert to the Fund as follows:

- a. For LEA's that do not submit any requests in a fiscal year, LEA allocations will revert to the Fund and will be distributed in the following fiscal year based upon a funding distribution schedule adopted by the IAC.
- b. LEA fiscal year allocations remaining after final reimbursement of approved projects will revert to the Fund and will be re-distributed in the following fiscal year based upon a funding distribution schedule adopted by the IAC.

4 Application and Approval Procedures

A. General Requirements

1. Project requests in the SSGP will be submitted in accordance with the requirements during the application period.
2. The SSGP projects are to be listed in priority order beginning with the number 1. Bundled projects (where a single type of project, such as access control, is executed under a single contract but at multiple sites), should be entered per school but will share the same priority number.

B. Eligible Projects/Expenditures

1. Eligible project expenditures within the 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 in the application, 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 amount of the request should be based on specific estimates for each school or the total project request 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. Certain 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; or
 - c. For locally owned and State-owned relocatable classrooms, including the movement of relocatable classroom units under certain security-related circumstances.
6. Projects include, but are not limited to, the following categories of security projects:
 - a. Secure and lockable classroom doors in the school;
 - b. Creation of an area of safe (visual) refuge in classrooms in the school;
 - c. Surveillance and other security technology for school monitoring purposes;
 - d. Other security and safety projects as identified by the LEA, including security vestibules, security communications, and access control systems. These projects will be reviewed on a case-by-case basis, based on the description provided, supporting documentation, local board policies, availability of funds, and cost-effectiveness.

C. Ineligible Projects/Expenditures

SSGP funds may not be used:

1. To replace the local share of a project or to supplement an approved State Capital Improvement Program (CIP) allocation;
2. 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., unless it can be demonstrated that improvements outside of a school will improve student safety, with review and approval by the Executive Director;
3. 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;
4. For ancillary services associated with security, e.g. post-completion monitoring;
5. For staff training, unless staff training associated with the installation of new electronic security systems; or
6. For salaries of local employees.

D. Application Process and Requirements

1. See Attachment II Schedule for Applications and Approval of SSGP.
2. LEAs must submit SSGP project applications and backup material to the SharePoint portal for review and approval by the IAC Staff. Applications can be submitted following IAC approval of the LEA and MSB SSGP allocation distributions. Refer to Section 8 Step by Step Application Instructions.
3. Provide the following submission materials for projects in each category:
 - a. For security systems or access control systems, supplemental literature that describes the system.
 - b. For door lock replacement, supplemental literature that describes the door locking mechanism and fire marshal approval.
 - c. For security vestibules or other floorplan modifications, a floorplan showing the changes.

E. Project Approval Process

To be eligible for approval, 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:
 - d. The project funds will be encumbered on or before the date shown in Attachment II;
 - e. All work on the project will be substantially completed and a majority of the project funds will be expended by the date shown in the Attachment II 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 I).

5 Design Review

Projects approved in the SSGP are subject to design development and/or 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. Door hardware projects may also affect egress and are subject to review.

6 Procurement/Contract Awards

A. Procurements

1. Procurements shall be in compliance with COMAR 23.03.03 *Construction Procurement Methods*, as well as with State public school procurement law §5-112 of the Education Article, "Bids." The following will apply to SSGP projects, including:
 - a. 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.
 - b. 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.
 - c. 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.
 - d. Competitive procurement requirements;

- e. Minority Business Enterprise requirements; and
- f. Prevailing wage rates as applicable.
- g. 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.
- h. Due to the nature of School Safety projects, a construction sign is not required on site while the work is being performed.

B. Contract Award

1. At the time of contract award, the local board of education may request the IAC to approve realignment of SSGP funds remaining within the LEA.

7 Processing For Payment/Financial Reporting

1. 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.
2. 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 should be utilized and an IAC/PSCP Form 306.6 Close-Out Cost Summary package submission is required at project completion.
3. 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.

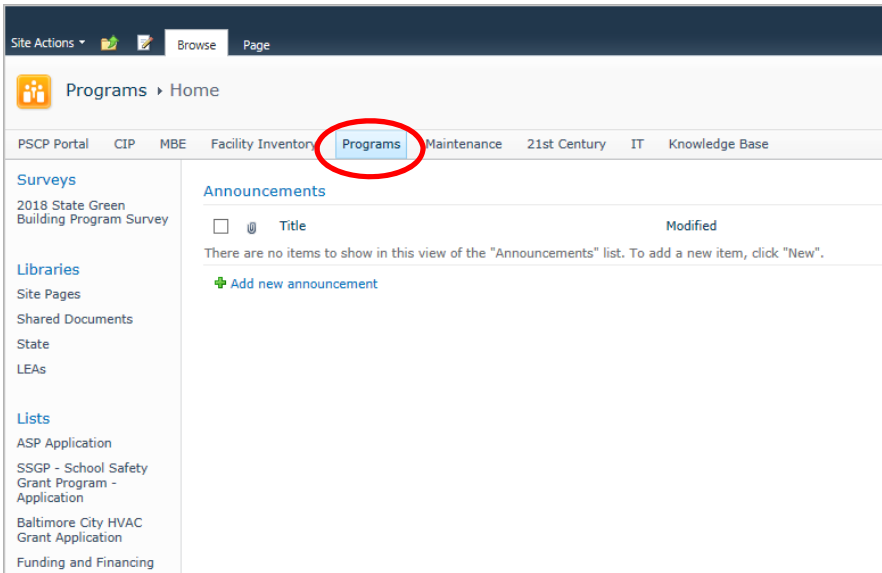
8 Step by Step Application Instructions

The LEA should contact IAC Staff via email at iac.msde@maryland.gov if experiencing any difficulties or with any questions.

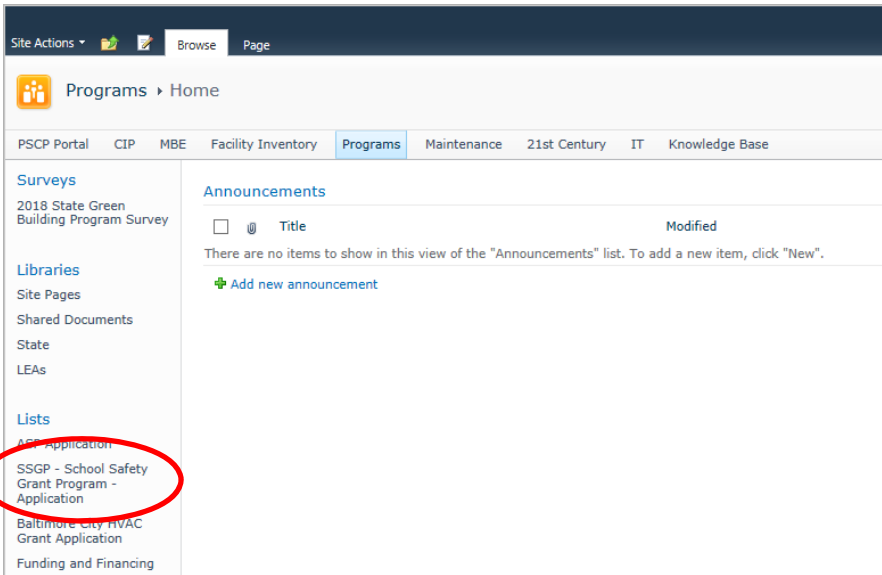
A. Application Access


1. Contact IAC Staff at iac.msde@maryland.gov or (410) 767-0617 to obtain a username and password for the SharePoint site; (if you do not already have one).
2. When using SharePoint, ****You must use Internet Explorer****
3. Open Internet Explorer, navigate to the IAC SharePoint site : <http://sp1.pscp.state.md.us>
4. Enter the username and password provided by IAC Staff.

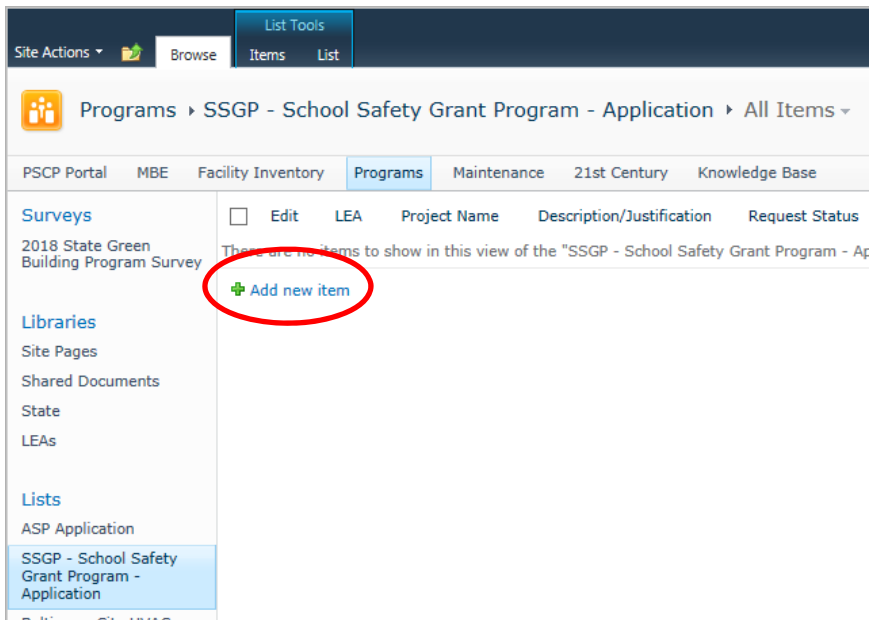
5. Click on the “Programs” tab.



6. Under the *Lists* sidebar on the left, click “SSGP – School Safety Grant Program - Application”.



7. Click  Add new item



B. Complete Application

1. In the “SSGP – School Safety Grant Program - Application - New Item” form, complete each field (see Table 1). Complete a new application for **each** project request.

The LEA is to complete all required fields.

- Identify project priority order for each project requested.
- LEA completes all fields on LEA application tab for each project request.
- Attach any additional back-up documentation to support request.

LEA Application		IAC/Designees
Funding Type	Select	
Date Request Submitted	3/1/2019	
Priority		
Funding Year	19	
LEA		
Project Name		
Description/Justification		
Age (Building Component)		
Anticipated Date Work Begins		
Anticipated Date Work Completed		
Method of Accomplishing Work		

Method of Accomplishing Design Services

LEA Total Cost Estimate

LEA SI State \$ Requested

Local SI \$ Approved

State SI \$ Approved

LEA Notes

Questions to the LEA Requiring a Response

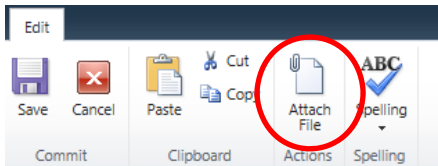
LEA Response to Designees Questions

Table 1 - LEA APPLICATION TAB

Field Name	Description/Content
1. Funding Type	Select SSGP 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).

Field Name	Description/Content
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.

- To add attachments, click the "Attach File" button at the top of the "SSGP – School Safety Grant Program - Application - New Item" form



- Click "Save" to submit your SSGP project request to the IAC Staff for IAC Designee review and approval.



A new item will now be visible in the Application List with a Request Status of Pending.

- IAC Staff receives an alert indicating a request has been submitted and begins the review for eligibility process for the IAC Designee approval within two days of application submission.
- After IAC Staff initial review for eligibility is complete, the IAC Staff enters the "Date Ready for Designees Review" on the *IAC/Designees* tab.



- IAC Designees will review the request and any questions are entered into SharePoint. A notification email is sent to the LEA indicating that there have been changes made to the application that need attention and and/or response. The LEA enters their response in the *LEA Response to Designees Questions* field.
- Once Designees review and decisions are complete, the “Request Status” field is changed from “Pending” to “Approved” or “Denied”.



A screenshot of a SharePoint form field. The field is labeled "Request Status" and has a light blue background. To the right of the label is a dropdown menu with "Approved" selected and a downward arrow icon.

- The LEA is sent an email approval notification including an Approved SSGP Projects report. Each project application will be maintained in SharePoint.
- Revisions will be made by the LEA/IAC Staff to the application in SharePoint. Remarks can be added to the *LEA Response to Designees* field to explain the reason for the revision.
- If an application has been submitted in error, please notify the IAC via email at iac.msde@maryland.gov and the request will be deleted; “Cancelled” status indicates the project was previously “Approved” then later “Cancelled”.

END OF DOCUMENT

Procedures prepared by:

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Attachment I
FY 2019 Interagency Commission on School Construction
School Safety Grant Program
2nd Round Local Education Agencies Allocation

LEA	Full Time Equivalent Enrollment as of 9/30/17	Percentage	Total Square Footage as of 7/1/18	Percentage	Total Allocation
Allegany	8,166	0.95%	1,777,848	1.27%	200,000
Anne Arundel	80,350	9.33%	13,304,397	9.50%	776,000
Baltimore City	74,853	8.69%	17,820,409	12.72%	883,000
Baltimore County	109,343	12.70%	16,353,450	11.68%	1,005,000
Calvert	15,435	1.79%	2,393,330	1.71%	200,000
Caroline	5,469	0.64%	853,767	0.61%	200,000
Carroll	24,935	2.90%	4,176,741	2.98%	242,000
Cecil	14,782	1.72%	2,227,767	1.59%	200,000
Charles	26,085	3.03%	3,942,228	2.81%	241,000
Dorchester	4,526	0.53%	949,120	0.68%	200,000
Frederick	40,752	4.73%	6,474,834	4.62%	386,000
Garrett	3,649	0.42%	741,671	0.53%	200,000
Harford	36,877	4.28%	6,190,123	4.42%	359,000
Howard	55,372	6.43%	8,112,006	5.79%	504,000
Kent	1,866	0.22%	440,226	0.31%	200,000
Montgomery	156,995	18.23%	24,175,294	17.26%	1,462,000
Prince George's	127,013	14.75%	17,998,634	12.85%	1,138,000
Queen Anne's	7,536	0.88%	1,293,781	0.92%	200,000
St. Mary's	17,155	1.99%	2,300,101	1.64%	200,000
Somerset	2,697	0.31%	606,461	0.43%	200,000
Talbot	4,406	0.51%	702,975	0.50%	200,000
Washington	21,901	2.54%	3,352,187	2.39%	204,000
Wicomico	14,341	1.67%	2,201,977	1.57%	200,000
Worcester	6,304	0.73%	1,236,053	0.88%	200,000
MSB	192	0.02%	424,413	0.30%	200,000
Total	860,998	100.00%	140,049,793	100.00%	10,000,000

Attachment II

Schedule for Application and Approval of 2nd Round Funding FY 2019 School Safety Grant Program (FY19-SSGP)

03/21/2019	IAC Approval of the 2 nd FY 2019 <i>School Safety Grant Program (SSGP)</i> <i>Administrative Procedures Guide</i>
04/01/2019	2 nd Round Application and Administrative Procedures posted at http://iac.maryland.gov/programs/SSGP/ssgpindex.cfm
04/01/2019	Application Period Begins – Projects will be considered on a rolling basis and may be submitted until the application period ends
09/30/2019	Last day to submit applications for 2 nd Round of FY 2019 SSGP Applications
06/30/2020	All 2 nd Round FY 2019 SSGP project funds to be encumbered
11/30/2020	Funds for 2 nd Round FY 2019 SSGP projects to be substantially expended
03/01/2021	Last day to submit requests for reimbursement