

# Grant Application Guide

## Competitive School Safety Grant Program Fiscal Year 2022

### Summary

In an effort to create safe and secure learning environments, the Michigan Legislature has provided a \$10 million appropriation for the Michigan State Police (MSP), Grants and Community Services Division (GCSD), to award and administer competitive grants to public schools, nonpublic schools, school districts, and intermediate school districts (ISDs) to improve the safety and security of students, staff, and school buildings through the purchase of technology and equipment or to upgrade hardening measures. The Competitive School Safety Grant Program (CSSGP) is funded from the state fiscal year (FY) 2022 school aid fund and general fund, as appropriated in 2021 Public Act (PA) 48. \$7.5 million is appropriated from the school aid fund and 2.5 million is appropriated from the general fund. Grant funds will be awarded competitively.

### Eligibility

Grants under this program may be awarded to public schools, nonpublic schools, school districts, and ISDs. Nonpublic schools are only eligible to receive an award from the \$2.5 million appropriated from the general fund. Preference will be given to applicants that are seeking funding for projects that seek to secure exterior access points of school buildings and applicants that did not previously receive a school safety grant from the MSP. However, previous CSSGP recipients are permitted to apply and may receive an award pending the availability of funding.

### Submission Deadline

A completed and signed application (including any attachments) must be received by the MSP GCSD, via email to [MSP-SchoolSafety@michigan.gov](mailto:MSP-SchoolSafety@michigan.gov), no later than 12 p.m. (noon) EDT on Thursday, March 24, 2022. The time of receipt by the MSP GCSD is determined by the timestamp provided by the state of Michigan email system. Applicants are *strongly encouraged* to submit their application in advance of the due date to avoid any delays in electronic mail delivery. There will be no extensions of this deadline. Applications received by the MSP GCSD beginning at 12:01 p.m. EDT on Thursday, March 24, 2022, and thereafter, will not be considered for funding.

### GCSD Contact Information

For questions about this solicitation or any of the 2022 CSSGP materials, please contact the MSP GCSD by email at [MSP-SchoolSafety@michigan.gov](mailto:MSP-SchoolSafety@michigan.gov).

**Release Date:** February 1, 2022

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## General Information

***The MSP GCSD urges all applicants to read this document in its entirety, as some requirements and instructions have changed from previous CSSGP applications.***

*The application must be completed using [Adobe Acrobat](https://helpx.adobe.com/acrobat/using/filling-pdf-forms.html#fill_in_interactive_forms). For help with Adobe interactive forms, visit: [https://helpx.adobe.com/acrobat/using/filling-pdf-forms.html#fill\\_in\\_interactive\\_forms](https://helpx.adobe.com/acrobat/using/filling-pdf-forms.html#fill_in_interactive_forms).*

*Applicants using a Mac OS must use Adobe Acrobat and not any other Mac OS or web based PDF program or application.*

### Overview

The safety and well-being of students and staff at pre-K to 12 schools is critically important. In a Federal Bureau of Investigation report<sup>1</sup> of active shooter incidents from 2000 to 2020, 44 incidents took place in a pre-K to 12 school building, resulting in the deaths of 104 people, physical injury to 158 people, and psychological and emotional trauma to thousands of students and staff, as well as the community. Therefore, it is critical to foster a safe and secure environment within Michigan's school buildings.

### Program Purpose

To provide and administer competitive grants to public schools, nonpublic schools, school districts, and ISDs to improve the safety and security of students and staff through the purchase and installation of technology and equipment for school buildings or to upgrade hardening measures.

### Eligibility

Applications will be accepted directly from public schools, nonpublic schools, school districts, and ISDs. School district and ISD applications must be for one or more buildings that have some or all of pre-K to grade 12 classrooms and pupils (e.g., not childcare, administration, transportation buildings, etc.). There is a limit of one application per eligible applicant. Individual schools may submit their own application; however, if they submit an individual application, the building cannot also be included in a school district or ISD application. If an applicant submits more than one application, the application submitted closest to the deadline will be the only one considered for funding.

### Requirements

Applicants must:

- Demonstrate proof that a school has an emergency operations plan (EOP) for each school building that aligns with the state of Michigan [EOP guidance](#) and school safety information policy developed under [MCL 380.1308](#) that has been updated since the completion of the 2020-2021 school year.
- If the applicant is a public school, public school district, public school academy, or ISD, the applicant must provide notice of the updated EOP to the Michigan Department of Education in the MEGS+ system when the system allows.

Projects funded under this program must be completed not later than July 1, 2023.

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<sup>1</sup> Federal Bureau of Investigation, U.S. Department of Justice. (2021). Active Shooter Incidents 20-Year Review 2000-2020. Retrieved from <https://www.fbi.gov/file-repository/active-shooter-incidents-20-year-review-2000-2019-060121.pdf/view>.

## ***Application Process***

The FY 2022 CSSGP application will be available online at [www.michigan.gov/officeofschoolsafety](http://www.michigan.gov/officeofschoolsafety) beginning February 1, 2022. Applicants are urged to read this Grant Application Guide *in its entirety* in order to have a comprehensive understanding of all FY 2022 CSSGP requirements, and to begin work on their applications as soon as possible.

- Only one application will be considered for funding from any single applicant. If more than one application is submitted by an applicant, the application submitted closest to the submission deadline will be the only one considered for funding.
- Funding will not be awarded to a school building more than once.
- An application submitted by a school district or ISD will supersede an application submitted by an individual school also listed on the district or ISD application, regardless of the date of submission.

*Due to the anticipated volume of applications, the MSP GCSD is unable to notify applicants of any errors or omissions in submitted applications, or overlapping/contradictory submissions.*

To be considered for funding, a completed and signed application (including any attachments) must be received by the MSP GCSD, via email to [MSP-SchoolSafety@michigan.gov](mailto:MSP-SchoolSafety@michigan.gov) no later than 12 p.m. (noon) EDT on Thursday, March 24, 2022. The time of receipt by the MSP GCSD is determined by the timestamp provided by the state of Michigan email system. Applicants are strongly encouraged to submit their application in advance of the due date to avoid any delays in electronic mail delivery. There will be no extensions of this deadline. Applications received by the MSP GCSD beginning at 12:01 p.m. EDT on Thursday, March 24, 2022, and thereafter, will not be considered for funding.

## ***Public Disclosure of Application***

Application contents are subject to the Freedom of Information Act, 1976 PA 442, MCL 15.231 et seq.

## ***Source of Funds***

The CSSGP is funded from the FY 2022 state school aid fund and the general fund, as appropriated in 2021 PA 48.

## ***Program Area***

Based on requirements within the funding appropriation: Applications are limited to \$50,000 for any one eligible school building, up to a maximum of \$250,000 per school district or ISD. To be eligible for the maximum award of \$250,000, school districts or ISDs must apply for funding that will be utilized at **five or more** qualifying school buildings (e.g., a school district proposing projects at three eligible school buildings may apply for not more than \$150,000). If schools from the same district apply as individual applicants, the maximum award of \$50,000 per building and \$250,000 per district still applies, and the combined total for those individual schools shall not exceed \$250,000.

## ***Selection Criteria***

This is a competitive grant program. Applications will be selected for funding based on:

- **Eligibility** – Applicants must meet, or otherwise be in compliance with, all requirements identified in the Eligibility and Requirements sections on page three of this guide.
- **Completeness** – Information, data, responses (i.e., Yes or No), project narrative, and signatures shall be provided in all required fields.
- **Accuracy** – Information and data shall be free of typos, misspellings, grammatical errors, miscalculations, or any other inaccuracies.

- **Previous CSSGP funding** – Preference will be given to applicants that did not previously receive a school safety grant from the MSP. However, previous CSSGP recipients are permitted to apply and may receive an award pending the availability of funding.
- **Project** – Eligible project categories are prioritized (see pages 11-13) with the securing of exterior access points having the highest priority.

Additionally, an adequate geographic distribution of funds throughout the state may also be considered when determining awards.

Nonpublic schools and nonpublic school districts are only eligible to receive funding from the \$2.5 million appropriated from the general fund.

This is a competitive grant program, and while applications will be judged on their own merit, they will also be compared to other applications during the selection process in order to meet the funding cap. Consequently, the detailed information requested must be presented in a clear and concise manner according to the application and be free of typos, misspellings, grammatical errors, miscalculations, or any other inaccuracies. All incomplete, late, and/or otherwise non-compliant applications will not be reviewed. Completed applications will be reviewed by a committee of unbiased reviewers with expertise in school safety. This review process ensures selection of applicants that best meet the criteria and appropriation requirements listed in this guide. The committee makes final award decisions. The decision not to award a grant, or to award a grant at a particular funding level, is not subject to appeal to any GCSD, MSP, or state of Michigan official.

### **Submission Deadline**

A completed and signed application (including any attachments) must be received by the MSP GCSD, via email to [MSP-SchoolSafety@michigan.gov](mailto:MSP-SchoolSafety@michigan.gov) no later than 12 p.m. (noon) EDT on Thursday, March 24, 2022. The time of receipt by the MSP GCSD is determined by the timestamp provided by the state of Michigan email system. Applicants are strongly encouraged to submit their application in advance of the due date to avoid any delays in electronic mail delivery. There will be no extensions of this deadline. Applications received by the MSP GCSD beginning at 12:01 p.m. EDT on Thursday, March 24, 2022, and thereafter, will not be considered for funding.

### **Notification Process**

Beginning on or before May 1, 2022, distribution of award letters and grant agreement documents, as well as denial of funding notifications, will commence for all applicants. The MSP reserves the right to continue the notification process beyond May 1, 2022.

Grant agreements shall be signed by the grantee's authorized official and returned to the MSP GCSD (instructions and deadlines will be provided along with the grant agreement). The GCSD director will sign the grant agreements and a copy will be returned to the grantee. *Contracts for grant-related materials, equipment, services, etc. shall not be entered into; nor shall any expenses be incurred, prior to the date of the GCSD director's signature on the grant agreement.*

### **Grant Period**

The grant performance period will end on July 1, 2023, and thus, all project-related work must be completed not later than that date. All invoices must be paid and reimbursement requests for eligible expenses, including supporting documentation, must be submitted to the MSP GCSD by July 30, 2023. Failure to comply with these deadlines may result in denial of reimbursement.

## Application Instructions

1. Begin by downloading the grant application and certification document to your computer and save the files before entering any information.
2. Next, open the grant application and certification document PDFs using [Adobe](#).
3. Do not complete the grant application using a web browser or alternate PDF software. Only use Adobe.

### **Funding Information**

Based on requirements within the funding appropriation:

- All grants are funded on a reimbursement-only basis (award funds are provided as a reimbursement to the grantee for eligible expenditures documented and paid).
- Applications are limited to \$50,000 for any one eligible school building, up to a maximum of \$250,000 per school district or ISD. To be eligible for the maximum award of \$250,000, school districts or ISDs must apply for funding that will be utilized at **five or more** qualifying school buildings (e.g., a school district proposing projects at three eligible school buildings may apply for not more than \$150,000). If schools from the same district apply as individual applicants, the maximum award of \$50,000 per building and \$250,000 per district still applies, and the combined total for those individual schools shall not exceed \$250,000.
- For a school building to be eligible, it must have some or all of pre-K to grade 12 classrooms and pupils (e.g., not childcare, administration, or transportation buildings, etc.).

The MSP reserves the right to award funds for an amount other than that which was requested. The decision not to award a grant, or to award a grant at a particular funding level, is not subject to appeal to any GCSD, MSP, or state of Michigan official.

### **Applicant Information**

*School or District* – The applicant is the school or district that has the authority and responsibility for the administration of the project in accordance with project conditions. The applicant is not the person completing the application.

*School District* – For single school applicants, name of the school district to which the applicant belongs.

*Applicant County* – County in which the applicant is located and/or provides service. Applicants that provide services in more than one county, use the location of the main administrative office and list other(s) in the *Additional Counties* field that follows in the application.

*Additional Counties Served* – Applicants that provide services in more than one county, identify the other counties served.

*Intermediate School District Name* – The ISD to which the applicant, or applicant's school district, is affiliated or resides within.

*Applicant FEIN* – Federal employer identification number issued to the applicant by the Internal Revenue Service.

*SIGMA ID* – The identification number assigned to the school or district in the state of Michigan's Vendor Self-Service system (SIGMA). For questions regarding SIGMA, contact the SIGMA Help Desk at [SIGMA-Vendor@michigan.gov](mailto:SIGMA-Vendor@michigan.gov) or 888-734-9749.

**SIGMA Address Code** – The location code assigned in SIGMA to the desired payment information for the applicant. Codes are generally formatted as ### or XX### (examples: 001, 010, 200, AD001, etc.).

**Previous CSSGP Grant Award** – Was the applicant a recipient of a FY 2015, FY 2017, FY 2018, or FY 2019 CSSGP grant award from the MSP? If yes, how much was the award?

### **Contact Information**

The same person shall not serve as both the Authorized Official and the Financial Officer.

**Point of Contact** – The person from the applicant's school/district with overall responsibility for project management and ensuring that all grant guidelines and requirements are met.

**Financial Officer** – The person from the applicant's school/district responsible for the financial accounting of project related expenditures (must be different than the Authorized Official).

**Authorized Official** – The person from the applicant's school/district authorized to enter into an agreement with the MSP in order to accept grant funds (must be different than the Financial Officer).

### **Project Worksheets**

Projects are organized by eligible school building. Applicants must provide the name, physical address, grade levels served, and number of students for each building. From the dropdown menu, select one of the eligible project categories (see pages 11-13 for descriptions and funding priorities), beginning with Project 1 and continuing to Project 6 (as necessary for each building). Enter the estimated cost associated with each project. The Total Project Cost for each building will be automatically calculated as the applicant tabs through each section.

If there are more than six projects for any single building, proceed to the subsequent building section, enter the name of the building, and continue listing projects.

Once all projects have been entered, proceed to page four. If the applicant is applying for projects at more than 14 buildings, or has exceeded the available building sections, additional Project Worksheets are available at [www.michigan.gov/officeofschoolsafety](http://www.michigan.gov/officeofschoolsafety).

Substitutions for the Project Worksheets are not permitted. Itemized quotations, proposals, estimates, etc. from vendors, or other spreadsheets, tables, charts, or lists will not be accepted in lieu of any portion of the Project Worksheets. Additional Project Worksheets are available at [www.michigan.gov/officeofschoolsafety](http://www.michigan.gov/officeofschoolsafety).

### **Summary**

The total costs for projects in buildings 1-14 will be automatically calculated from the information entered in the Project Worksheets. If additional Project Worksheets were utilized, enter the total costs associated with those worksheets only, in the box for *supplemental* Project Worksheets.

Enter the number of eligible school buildings for which projects have been identified on the Project Worksheets.

The Grant Amount Requested will be automatically calculated from the previous totals.

### **Statutory Compliance**

Applicant must confirm compliance with: [MCL 380.1308b \(2018 PA 436\)](#) by having reviewed and updated the Emergency Operations Plan (EOP) for each school building identified in this application since

the completion of the 2020-2021 school year. If the applicant is a public school, public school district, public school academy, or ISD, the EOP must be certified in the MEGS+ system when the system allows.

## **Project Narrative**

As a separate attachment to the application document, provide a project narrative using the following criteria: Microsoft Word document, single spaced, *not to exceed 500 words*. The following sections shall be included in the project narrative and clearly identified:

- a. Project Overview – Provide a brief summary of the project(s).
- b. Project Implementation and Timeline – Describe the implementation steps needed to ensure the project's success. Include an estimated timeline of when each step will be completed.
- c. Project Upkeep – If the project requires ongoing maintenance (e.g., software licenses, software updates, physical inspection, repair/replacement due to regular use, etc.) describe how the project(s) will be funded and maintained after the end of the grant period. This section is not necessary if the project does not require ongoing maintenance.

Applications submitted with project narratives that do not conform to the above listed requirements may be removed from consideration for funding.

## **Certification Document**

### ***Non-Supplanting***

***The grantee agrees that funds accepted through the CSSGP are to supplement existing funds, including projects previously identified for funding as part of a school bond, and not supplant local funds with CSSGP funds.***

Supplanting explanation<sup>2</sup>: *A grantee reduces existing state or local funds for a project specifically because CSSGP funds are available (or expected to be available) to fund that same project. CSSGP funds must be used to supplement existing state or local funds for project expenses and may not replace existing state or local funds that have been appropriated or allocated for the same purpose. Additionally, CSSGP funding may not replace state or local funding that is required by law.*

If a question of supplanting arises, the grantee will be required to substantiate that the reduction in existing state or local resources occurred prior to and for reasons other than the receipt or expected receipt of the CSSGP award.

### **Examples**

To provide a better understanding of the difference between supplementing and supplanting, consider the following:

*Example one: A bond was passed for a local school district that included improvements to building safety and security. One of the projects included in the bond proposal was to replace five exterior doors at each of their school buildings. After the bond was passed, and before any replacements commenced, the district was awarded a grant to replace seven exterior doors at each of their school buildings. At the end of the year, the school district has replaced seven exterior doors at each of their school buildings, and the grant funds have been exhausted. The district has not used its funds towards replacing exterior doors, but instead reduced its bond funds for that project and assigned those funds to another purpose (it does not matter what this purpose is, or whether it is related to safety and security or not). In this case, the school district has supplanted its bond funds with grant funds. If supplanting had not occurred, 12 exterior doors would have been replaced each of their*

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<sup>2</sup> Adapted from the Office of Justice Programs definitions. Retrieved from <https://www.ojp.gov/funding/grants101/definitions>.



*school buildings using grant funds for seven doors and bond funds for five doors at each school building. In this example, the school district would be responsible for returning funding for the replacement of five exterior doors.*

*Example two: A bond was passed for a local school district for building renovations. One of the projects included in the bond proposal was to replace 200 wooden classroom doors with basic metal doors and reuse the locks from the wooden doors for a total cost of \$100,000. After the bond was passed, and before any replacements commenced, the district was awarded a grant of \$200,000 to install 200 steel doors with security-grade locks and hardware on each classroom. The district purchases 200 premium steel doors with security-grade locks and hardware for a total cost of \$275,000, and grant funds have been exhausted. The district has not used all of its funds towards replacing classroom doors, but instead reduced its bond funds for that project and assigned the remaining \$25,000 of bond funds to another purpose (it does not matter what this purpose is, or whether it is related to safety and security or not). In this case, the school district has supplanted its bond funds with grant funds. If supplanting had not occurred, the district would have spent all \$100,000 of its bond funds and only \$175,000 of the grant award towards classroom doors, leaving \$25,000 of grant funds unused. In this example, the school district would need to replace \$25,000.*

*Example three: A bond was passed for a local school district that included three specific projects at each school building to improve safety and security. The three projects to be completed were the replacement of exterior doors, renovations to create a secure vestibule at the main entrances, and new public addresses systems. After the bond was passed, and before any of the three district-wide projects commenced, the district was awarded a grant of \$250,000 to upgrade the access control systems at all of its school buildings. At the end of the year, the district has completed the three district-wide bond projects and has \$500,000 of safety and security bond funds remaining. The district has also completed the access control system upgrades, and grant funds have been exhausted. In this case, no supplanting has occurred. Since the bond proposal did not include funds for any access control projects, the district is not required to exhaust any remaining bond dollars before using grant funds as awarded.*

## **Disposition of Applications**

This is a competitive grant program, and while applications will be judged on their own merit, they will also be compared to other applications during the selection process in order to meet the funding cap. All incomplete, late, and/or otherwise non-compliant applications will not be reviewed. Completed applications will be reviewed by a committee of unbiased reviewers with expertise in school safety. This review process ensures selection of applicants that best meet the selection criteria and appropriation requirements described in the Grant Application Guide. The committee makes final award decisions. The decision not to award a grant, or to award a grant at a particular funding level, is not subject to appeal to any GCSD, MSP, or state of Michigan official.

## **Application Review and Certification**

The signature of the applicant's Authorized Official represents to the MSP GCSD that:

- The Authorized Official has the authority to submit the application and enter into an agreement on behalf of the applicant if funding is awarded.
- The Authorized Official believes to the best of his/her knowledge that all statements in the application, including all requested supplemental information, are true, complete, and accurate.
- The applicant agrees to abide by all conditions of the grant program if funding is awarded.

Additionally, if awarded, the signature of the Authorized Official represents to the MSP GCSD that the applicant agrees to the following:

- The MSP (and/or any of their duly authorized representatives) is permitted access, for the purposes of inspection, audit, and examination; to any books, documents, papers, and records, in any format (e.g., digital, electronic, cloud, paper, etc.), of the grantee which are related to this project.
- The MSP is allowed to conduct periodic reviews of the project to assess the status of project goals and objectives, verify compliance with conditions and provisions of the grant, and evaluate the overall progress and performance of the project.
- Failure to submit any required reports may result in the termination of the grant.
- Noncompliance with the conditions and provisions of this grant may result in termination of the grant.
- Any information in the application and/or reports that is determined to be falsified, omitted, altered, or otherwise inaccurate may result in termination of the grant.

For the application to be considered complete, the applicant's Authorized Official is required to **initial** the Non-Supplanting section **and to sign** the Application Review and Certification section.

**If you are unable to sign or initial electronically using Adobe:**

1. Resave the grant application to your computer. This will retain the functions of the interactive (editable) PDF form and allow MSP to export it into our system.
2. Print the grant application and complete the signatures and initials by hand (including the EOP Certification).
3. Scan the entire application and save to your computer.
4. Attach the unsigned interactive PDF **and** the scanned grant application as individual attachments in an email to [MSP-SchoolSafety@michigan.gov](mailto:MSP-SchoolSafety@michigan.gov).

## Emergency Operations Plan (EOP) Certification

Applicants are required to have their EOP reviewed by a law enforcement official, emergency management official, and the applicant's Authorized Official. The law enforcement official and the emergency management official must be different individuals, even if one meets the qualifications for both roles.

### **Law Enforcement Official**

The law enforcement official must represent the primary agency with jurisdiction over the applicant's geographical area\*; and hold the rank of sheriff, undersheriff, chief, assistant/deputy chief, director, or assistant/deputy director, or be their authorized representative holding the rank of lieutenant or higher. An official meeting this criterion may elect to designate an MCOLES-certified peace officer from his/her agency to serve as the law enforcement official for an applicant by completing the Alternate Law Enforcement Official Designation form (available [here](#)), which must be submitted along with the application. Law enforcement officials shall provide their MCOLES number for verification by the MSP.

### **Emergency Management Official**

The emergency management official **must** be listed in the document labeled Michigan Local Emergency Managers (available [here](#)) and have jurisdiction over the applicant's geographical area.\*

\* If an applicant's geographical area encompasses multiple counties and/or municipalities, use the location of the applicant's main administrative office/building to determine the appropriate law enforcement and emergency management officials (i.e., only one law enforcement official and one emergency management official are required to certify the EOP, **not** one from every jurisdiction).

## ***EOP Requirements***

Applicants must have an EOP, updated since the completion of the 2020-2021 school year, that includes the following information:

- Initial response
  - Notification procedures
  - Emergencies occurring during summer or other school breaks
- Assignment of responsibilities
  - District administrators
  - Crisis response team
  - Building administrators
  - School staff
  - Students
  - Parents/guardians
- Direction and control
  - Emergency facilities/crisis response team post
  - Continuity of school administration/operations<sup>‡</sup>
  - School incident command system
- Coordination
  - Policy/coordination group
  - First responders
  - Parent and student reunification
- Communications
  - Internal
  - External
  - Post incident
- Administration, finance, and logistics
  - Agreements and contracts
  - Record keeping
  - Finance
- Plan development, maintenance & distribution
- Training and exercising the plan
- Emergency contact rosters
- Class rosters and schedules
- School maps and floor plans
- Specific response actions
  - Active violence protocol<sup>‡</sup>
- Hazard-specific emergency procedures
  - School violence and attacks<sup>‡</sup>
  - Threats of school violence and attacks<sup>‡</sup>
  - Bomb threats<sup>‡</sup>
  - Fire<sup>‡</sup>
  - Weather-related emergencies<sup>‡</sup>
  - Threats to a school-sponsored activity or event (held on or off school premises)<sup>‡</sup>
  - Intruders<sup>‡</sup>
- Incident command job action sheets
- Resource inventory
- Go-kit and emergency supplies checklist
- Memorandums of agreement/understanding
- Law enforcement command posts
- Emergency utility shut-off procedures
- Cardiac emergency response plan
- A plan to train teachers on mental health and pupil and teacher safety<sup>‡</sup>
- A plan to improve building security<sup>‡</sup>
- A vulnerability assessment<sup>‡</sup>

<sup>‡</sup> Requirement of MCL 380.1308b (2018 PA 436)

The format of the EOP does not have to be the same as the 2014 All-Hazards Emergency Operations Planning Guidance for Schools, but must include each topic.

Questions regarding the EOP should be directed to your local emergency management official. A list of emergency management officials can be found [here](#).

***Please DO NOT submit the actual EOP with your application.***

## Expenditures

### ***Eligible Expenditures***

Eligible expenditures for the FY 2022 CSSGP are limited to the following project categories, and include any hardware, installation, or other costs deemed necessary.

The following list of eligible project categories reflects the *funding priorities* for the FY 2022 CSSGP:

1. **Exterior doorways** – Replacement of exterior doors, doorways, frames, hardware, locks, sidelights, etc.
  - a. Doors must be constructed of high-strength steel or aluminum alloy, or solid-core hardwood.
  - b. Replacement doors and frames must meet or exceed ASTM E2395-18, F476-14, F3038-14; AAMA 1304-18; or similar standards.
  - c. Replacement windows and sidelights must meet the standards identified in the Exterior windows/glass category.
  - d. Replacement door locks must be commercial-grade, ANSI/BHMA Grade 1 certified.
  - e. Panic bars should utilize flush push bar hardware to prevent chaining doors closed.
2. **Vestibules** – Modification (*not* new construction) of entryways to create a double entry door system that provides a secure area to identify and authenticate visitors before granting further access to the building.
  - a. Components of the vestibule shall follow the standards identified in the individual project categories (i.e., interior doorways, exterior doorways, windows/glass, and intercom systems) as applicable.
  - b. Intercom systems or use of a secure transaction window system to communicate with office staff must be utilized.
3. **Exterior windows/glass** – Replace or enhance windows and glass doors located on the exterior of the building.
  - a. Glazing must be security-grade, composed of shatter-resistant material (e.g., laminated glass or similar synthetic material), and designed to meet or exceed ASTM F588-17, F1233-08, E2395-18, or similar standards.
  - b. Framing, connections, and supporting structural elements must be in such a manner as to resist separation from glazing and designed to meet or exceed ASTM F588-17, F1233-08, E2395-18, or similar standards.
  - c. Window film must be shatter-resistant and designed for safety/security applications and meet or exceed ANSI Z97.1-2015, EN 356, EN 12600, UL 972, ULC 332, or similar standards.
  - d. Window film must be installed in such a manner as to resist separation from framing through the use of high-strength adhesive caulking or other attachment system, which must meet or exceed ASTM C1564 or similar standards. The resulting glazing system must meet or exceed ASTM F1233-08, E2395-18, or similar standards.
  - e. Perforated window film/vinyl is ***not*** permissible.
4. **Access control systems** – Install new, replace, or enhance systems to schedule electronic lock/unlock of building and monitor exterior and/or interior doors.
  - a. Includes enhancement of current systems to include lockdown function (i.e., simultaneous locking of all exterior and/or classroom doors).

- b. Except for specific locations prohibited by code, the system must be designed to be fail secure (i.e., remain/become locked in the event of a power failure while always maintaining free egress).

5. **Intercom system with access** – Video and audio systems used to control access to the school building.

- a. Allows for remote communication and unlocking of doors from master stations.

6. **Interior/classroom doorways** – Replacement, modification, or addition of:

Doors, doorways, frames, locks, security devices, hardware, etc. for classrooms or other occupied areas (e.g., office, lab, etc.)

- Includes elimination, replacement, or enhancement of sidelights.
- Modifications to create outward opening doors are permissible.

The following standards must be adhered to:

- a. Doors must be constructed of high-strength steel or aluminum alloy, or solid-core hardwood.
- b. Replacement doors and frames must meet or exceed ASTM E2395-18, F476-14, F3038-14; AAMA 1304-18; or similar standards.
- c. Replacement windows and sidelights, or the addition of window film, must meet the standards in the Interior windows/glass category (#8 c, d, e).
- d. Security devices and replacement door locks must:
  - i. Be commercial-grade, ANSI/BHMA Grade 1 certified;
  - ii. Not require the use of a key, tool, or special knowledge or effort for operation;
  - iii. Be capable of single-handed locking and unlocking from the inside;
  - iv. Clearly indicate locked/unlocked status (visible to the inside of classroom);
  - v. Comply with applicable fire, life-safety, and building codes, ordinances, and statutes; and
  - vi. [Comply with the approval process for security devices.](#)

7. **Non-classroom interior doorways** – Replacement of interior non-classroom (e.g., custodial closets, server rooms, storage areas, etc.) doors, doorways, frames, hardware, locks, sidelights, etc.

- a. Doors must be constructed of high-strength steel or aluminum alloy, or solid-core hardwood.
- b. Replacement doors and frames must meet or exceed ASTM E2395-18, F476-14, F3038-14; AAMA 1304-18; or similar standards.
- c. Replacement windows and sidelights must meet the standards in the Interior windows/glass category (#8).
- d. Replacement door locks must:
  - i. Be commercial-grade, ANSI/BHMA Grade 1 certified; and
  - ii. Comply with applicable fire, life-safety, and building codes, ordinances, and statutes.
- e. Includes elimination, replacement, or enhancement of sidelights.

8. **Interior windows/glass** – Replace or enhance windows and glass doors.

- a. Glazing must be security-grade, composed of shatter-resistant material (e.g., laminated glass or similar synthetic material), and designed to meet or exceed ASTM F588-17, F1233-08, E2395-18, or similar standards; or include window film as indicated below.

- b. Framing, connections, and supporting structural elements must be in such a manner as to resist separation from glazing and designed to meet or exceed ASTM F588-17, F1233-08, E2395-18, or similar standards.
  - c. Window film must be shatter-resistant and designed for safety/security applications and meet or exceed ANSI Z97.1-2015, EN 356, EN 12600, UL 972, ULC 332, or similar standards.
  - d. Window film must be installed in such a manner as to resist separation from framing through the use of high-strength adhesive caulking or other attachment system, which must meet or exceed ASTM C1564 or similar standards. The resulting glazing system must meet or exceed ASTM F1233-08, E2395-18, or similar standards.
  - e. Perforated window film/vinyl is not permissible.
9. **Barrier systems** – Installation of barriers (e.g., bollards, cement planters, etc.).
- a. Designed to provide protection against unauthorized vehicles from entering an area where people congregate (e.g., bus loading and unloading zones; courtyards adjacent to parking lots, drives, or streets; etc.) and/or reaching a school building.
  - b. Components of the barrier system must be impact rated for vehicles and intended for security applications.
10. **Public address/notification systems** – Installation of new, or modification, enhancement, or addition to, public addresses systems.
- a. Allows for communication to all areas of the school building, including exterior areas.
  - b. System can be accessed from a position of safety.
  - c. Includes visual notification additions/enhancements (e.g., colored or strobe lights) to alert persons of dangerous situations or critical announcements.
11. **Duress/panic alarm systems** – A system to notify authorities in the event of an emergency, critical incident, or other life threatening or dangerous situation.
- a. Notification to be made to law enforcement/emergency dispatch.
  - b. Systems with remote or wireless activation devices must include location capabilities.
  - c. Activation locations should include areas such as the main office, reception desk, security desk/office, administration/teacher work room, etc.
  - d. To the extent possible, activation locations should be from a position of safety.
12. **Classroom intercom systems/two-way radios** – Installation of new, or modification, enhancement, or addition to, intercom systems connecting classrooms/staff to administrators or other staff members.
- a. Can include two-way radio projects to enhance or enable communication with law enforcement/first responders.
  - b. Phone-based classroom intercom systems must also provide location information for emergency dispatchers.
13. **Trauma supplies** – Purchase of medical supplies to treat injuries and stop bleeding until emergency responders arrive.
- a. Can include tourniquets, trauma/pressure bandages, hemostatic gauze, gauze pads/rolls, occlusive dressings (e.g., chest seals), emergency blanket, personal protective equipment (e.g., medical face mask, safety glasses, latex/nitrile gloves), first aid tape, CPR masks/shields/valves, trauma shears/scissors, permanent marker, trauma reference card, and a bag/pouch to hold items.

- b. Maximum of \$75/classroom trauma kit is permitted. Large mass casualty kits do not have a cost maximum.

14. **Security cameras** – Security camera systems and components.

- a. Permitted **only** if the system is constantly monitored by dedicated security personnel (i.e., not a secondary responsibility for any position) while the building is occupied.

### ***Ineligible Expenditures***

Any item, system, project, fee, or other expense not explicitly identified as an eligible expenditure for the FY 2022 CSSGP is ineligible.

This includes, but is not limited to, the following ineligible expenses:

- Weapons, including tasers.
- Personal body armor for routine use.
- Construction of new facilities.
- Costs in applying for this grant (e.g., consultants, grant writers, etc.).
- Costs to secure contracts/bids, except those required for the development of architectural plans or other similar documents.
- Any expenses incurred, or contracted for, prior to the receipt of all signed grant agreement documents by the MSP GCSD, or after the end of the grant performance period.
- Personnel costs.
- Operation costs related to a capital improvement.
- Indirect costs or indirect administrative expenses.
- Travel expenses.
- Contributions and donations.
- Training (not related to new equipment/technology installation) or conferences.
- Management studies or other research and development.
- Memberships and dues, unless a specific requirement of the project that has been pre-approved by the MSP GCSD.
- Vehicles, watercraft, or aircraft, including unmanned or remotely piloted aircraft and vehicles.
- Project-related contracts beyond the performance period of the grant award.
- Food, refreshments, and snacks.

Expenses paid for with cash, or those with insufficient documentation of a processed payment, will **not** be reimbursed.

Contracts for grant-related materials, equipment, services, etc. shall not be entered into; nor shall any expenses be incurred, prior to the date of the GCSD director's signature on the grant agreement.

#### **School Safety Assessments:**

School safety assessments are **not** an eligible expenditure for the FY 2022 CSSGP.

The Department of Homeland Security (DHS) offers a comprehensive assessment tool for school officials that is available at no cost. The DHS K – 12 School Security Guide and Assessment Tool can be accessed at: <https://www.dhs.gov/publication/k-12-school-security-guide>.

For questions about school safety assessments, please contact the MSP GCSD, at [MSP-SchoolSafety@michigan.gov](mailto:MSP-SchoolSafety@michigan.gov).

## **Grant Conditions**

The following conditions apply to grant awards. Applicants have the right to not accept an award. If an applicant receives a grant award, the applicant will then be known as a grantee.

### ***Grant Agreement***

The grantee shall submit a signed grant agreement by the deadline indicated in the award letter or be subject to automatic cancellation of the grant award. Signed grant agreement documents must be returned to the MSP GCSD via email to [MSP-SchoolSafety@michigan.gov](mailto:MSP-SchoolSafety@michigan.gov).

### ***Budget Period and Reimbursement***

- Grant agreements shall be signed by the grantee's authorized official and returned to MSP (instructions and deadlines will be provided). The GCSD director will sign the grant agreements and a copy will be returned to the grantee. Contracts for grant-related materials, equipment, services, etc. shall not be entered into; nor shall any expenses be incurred, prior to the date of the GCSD director's signature on the grant agreement.
- Grant funding is provided only through reimbursement to the grantee.
- A maximum of five reimbursements will be made during the grant period.
- All project-related work must be completed by July 1, 2023, the conclusion of the grant performance period.
- All invoices must be paid and reimbursement requests for eligible expenses, including supporting documentation, must be submitted to the MSP GCSD by July 30, 2023.
- Only purchases made via check, electronic funds transfer (EFT), Automated Clearing House (ACH), or school/district issued credit card are eligible for reimbursement. Cash payments are not permitted and will not be reimbursed.
- Failure to comply with the deadlines contained herein may result in cancellation of award and/or denial of reimbursement.

Reimbursements may not be issued if the grantee has:

- Not filed their annual financial report (F65) or audit per the Uniform Budgeting and Accounting Act, 1968 Public Act 2, as amended (MCL 141.421 to 141.440a) or the Uniform System of Accounting Act, 1919 Public Act 71, as amended (MCL 21.41 – 21.55); or
- A payment due and owing to the state of Michigan.

### ***Reporting Requirements***

Status Report:

The grantee shall submit to the MSP GCSD a completed and signed Status Report (SR) by each due date. Source documentation supporting the requested reimbursement amount must be provided along with the completed SR. At a minimum, the source documentation should include copies of the original



invoices, evidence of the completed payment transaction (e.g., cancelled check, account statement, etc.), verification of compliance with any applicable special conditions or standards pertaining to an applicable project, and any other documentation that would support the request. The SR is due within thirty calendar days after the end of each reporting period, whether or not any expenditures have been incurred or work completed during that period.

Reporting periods and due dates for the FY 2022 CSSGP are as follows:

- Reporting period one begins upon return of grant agreement documents and ends June 30, 2022. Reports due: July 30, 2022.
- Reporting period two: July 1, 2022 – September 30, 2022. Reports due: October 30, 2022
- Reporting period three: October 1, 2022 – December 31, 2022. Reports due: January 30, 2023
- Reporting period four: January 1, 2023 – March 31, 2023. Reports due: April 30, 2023
- Reporting period five: April 1, 2023 – July 1, 2023. Reports due: July 30, 2023

Status Report forms will be available by May 1, 2022.

## ***Expenditures***

The grantee understands and agrees:

- Expenditures must be permissible under state and federal law and consistent with statewide policies, regulations, and practices.
- Expenditures must be adequately supported by source documentation, including invoices, cancelled checks, and electronic payment confirmations.
- Expenditures must be for items that have been approved through a CSSGP award or by an approved change to the scope of the project.
- To use the approved purchasing practices and bid procedures required by the grantee's jurisdiction (i.e., school, school district, or ISD) for all expenditures involving project activity.
- To maintain accounting records following generally accepted accounting principles for the expenditure of grant funds.
- To record all revenues and expenditures in a manner allowing for clear separation/identification from the grantee's other funds or accounts.
- To maintain all documentation for costs incurred for a period of not less than three years following the final MSP payment for the project.
- The MSP (and/or any of their duly authorized representatives) is permitted access, for the purposes of inspection, audit, and examination; to any books, documents, papers, and records, in any format (e.g., digital, electronic, cloud, paper, etc.), of the grantee which are related to this project.

## ***Request to Modify Project***

Prior to executing any changes to the scope of the project, the grantee must provide notice of the proposed changes to the MSP GCSD via email to [MSP-SchoolSafety@michigan.gov](mailto:MSP-SchoolSafety@michigan.gov). The MSP GCSD will notify the grantee within 30 days whether or not the proposed project modification is approved.