Nicole Velardi,
SSGP and MMSSGP
Program Administrator

Application Review and Best Practices

FY 2023 School Security (SSGP) and Multi-Media School Security (MMSSGP) Grant Programs

Public Schools

Connecticut Department of Emergency Service & Public Protection
Division of Emergency Management & Homeland Security

1111 Country Club Rd, Middletown, CT 06457
Phone: 860.685.8531 / Fax: 860.685.8902
An affirmative Action/Equal Employment Opportunity Employer

Application Overview

- Programs Available for Funding:
  - School Security Grant Program (SSGP)
    - Security infrastructure improvements (i.e., fencing, lighting, bollards, cameras, internal communications, alarm systems, access control, etc.,)
  - Multi-Media School Security Grant Program(MMSSGP)
    - Interoperable communications systems (i.e., systems that share real-time, direct communications with law enforcement)
- Period of Performance
  - January 1, 2013 – June 30, 2026
- Application Requirements
  - Part I: PDF Document (including budget spreadsheet)
  - Part II: Online self-survey
- Due Date:
  - Both Parts I and II due by **Friday, April 28, 2023, 3pm EST**

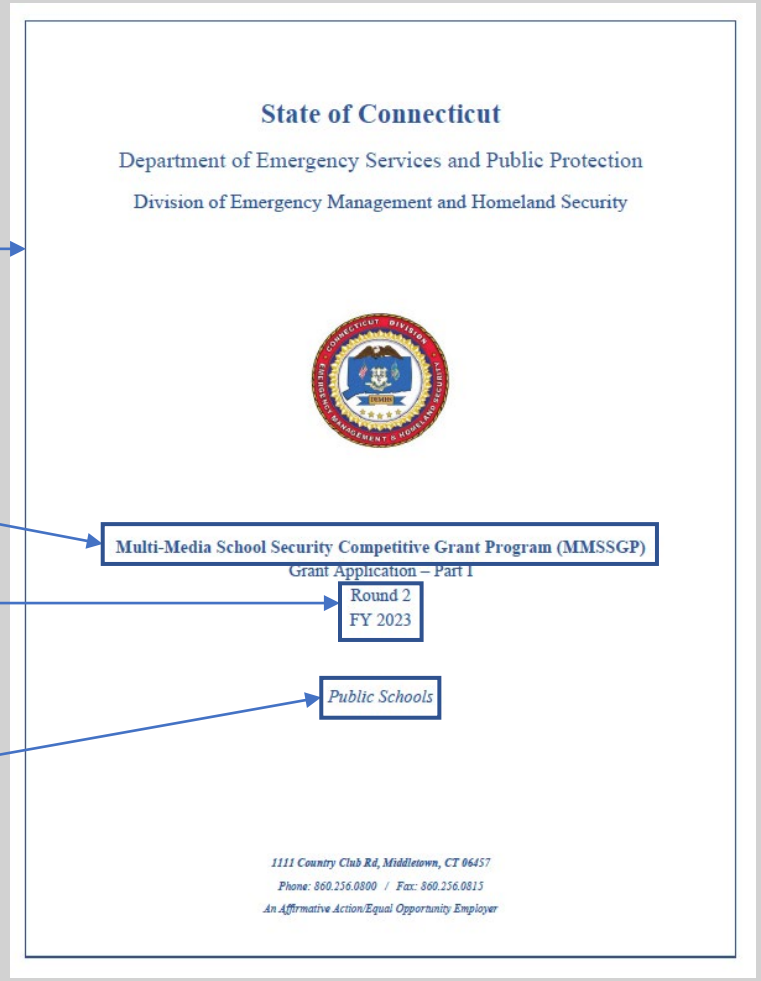
Selecting the Correct Application

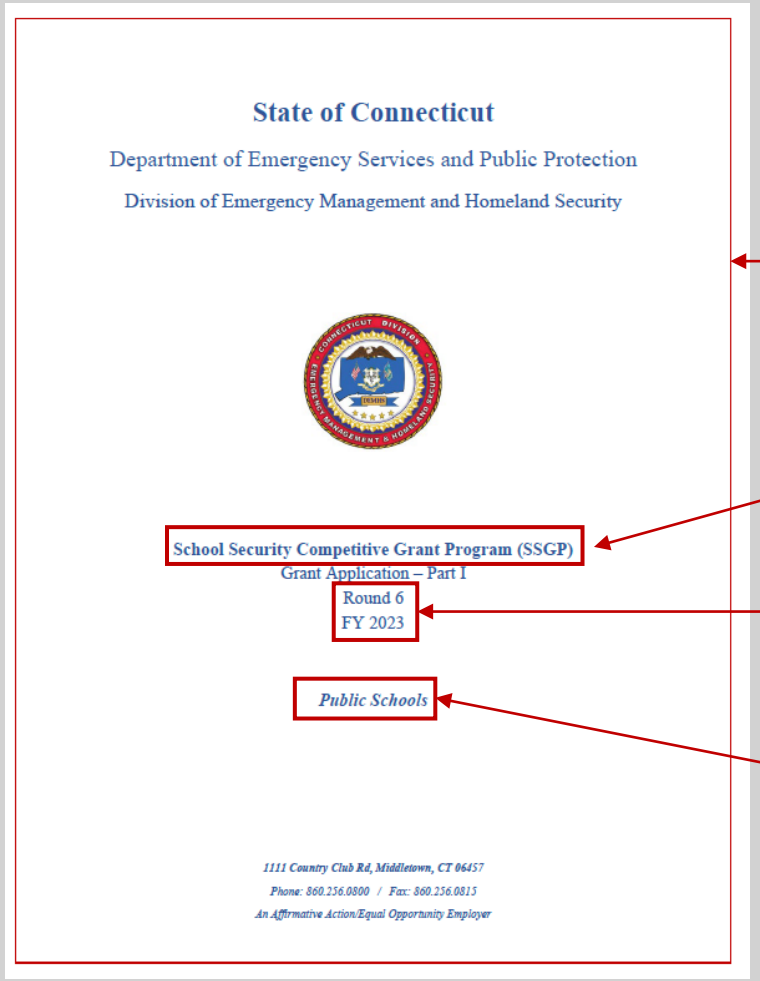
Blue Outline

Correct Program

Correct Round / Program Year

Public Schools





Red Outline

Correct Program

Correct Round / Program Year

Public Schools

https://portal.ct.gov/DEMHS/Grants/School-Security-Competitive-Grant-Program-Overview/Apply

Application Part I Sections

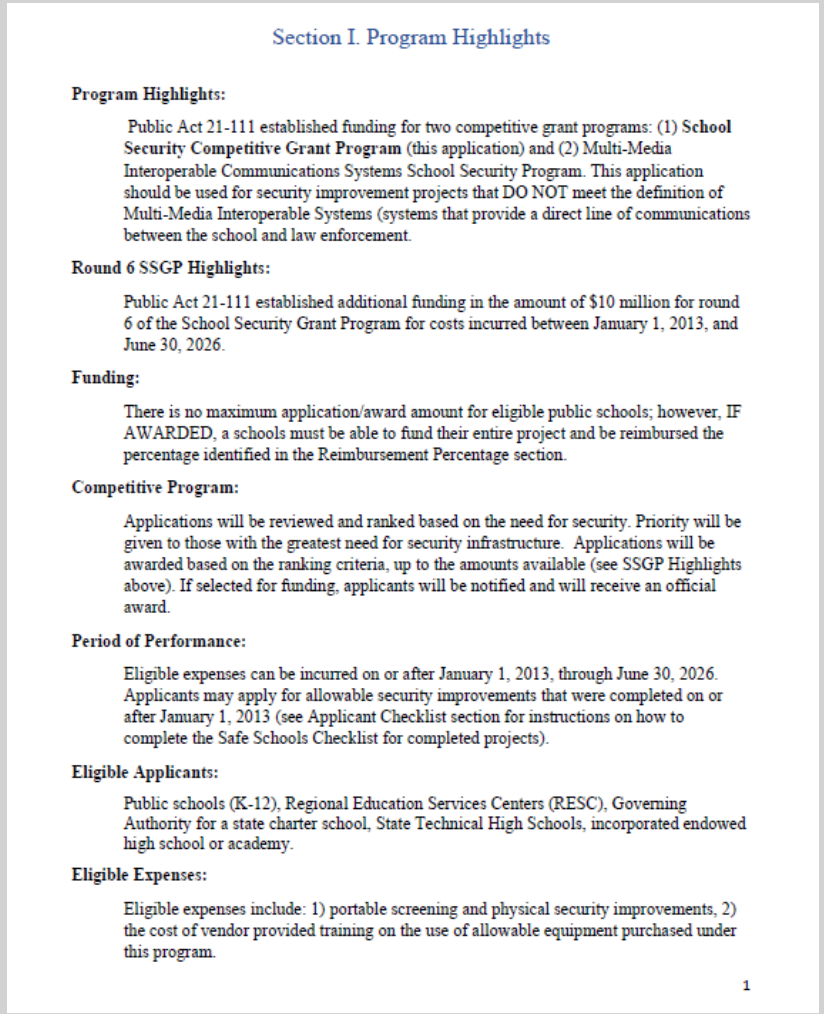
- Section I: Program Highlights
- Section II: Key Dates and Instructions
- Section III: Application Checklist
- Section IV: Applicant Data Sheet
- Section V: Project Narrative
- Section VI: Previous Funding
- Section VII: Budget

*If applying for more than one school, only **ONE Part I** must be submitted **per district,** per program (SSGP or MMSSGP)**.***

Section I: Program Highlights

- Contains important information regarding:
  - Available funding
  - Period of performance
  - Eligible applicants
  - Eligible & Ineligible Expenses
  - Reimbursement procedures
  - Decision matrix

Please review this section as it may be valuable in answering questions.



Section I. Program Highlights

Program Highlights:

Public Act 21-111 established funding for two competitive grant programs: (1) **School Security Competitive Grant Program** (this application) and (2) Multi-Media Interoperable Communications Systems School Security Program. This application should be used for security improvement projects that DO NOT meet the definition of Multi-Media Interoperable Systems (systems that provide a direct line of communications between the school and law enforcement.

Round 6 SSGP Highlights:

Public Act 21-111 established additional funding in the amount of $10 million for round 6 of the School Security Grant Program for costs incurred between January 1, 2013, and June 30, 2026.

Funding:

There is no maximum application/award amount for eligible public schools; however, IF AWARDED, a schools must be able to fund their entire project and be reimbursed the percentage identified in the Reimbursement Percentage section.

Competitive Program:

Applications will be reviewed and ranked based on the need for security. Priority will be given to those with the greatest need for security infrastructure. Applications will be awarded based on the ranking criteria, up to the amounts available (see SSGP Highlights above). If selected for funding, applicants will be notified and will receive an official award.

Period of Performance:

Eligible expenses can be incurred on or after January 1, 2013, through June 30, 2026. Applicants may apply for allowable security improvements that were completed on or after January 1, 2013 (see Applicant Checklist section for instructions on how to complete the Safe Schools Checklist for completed projects).

Eligible Applicants:

Public schools (K-12), Regional Education Services Centers (RESC), Governing Authority for a state charter school, State Technical High Schools, incorporated endowed high school or academy.

Eligible Expenses:

Eligible expenses include: 1) portable screening and physical security improvements, 2) the cost of vendor provided training on the use of allowable equipment purchased under this program.

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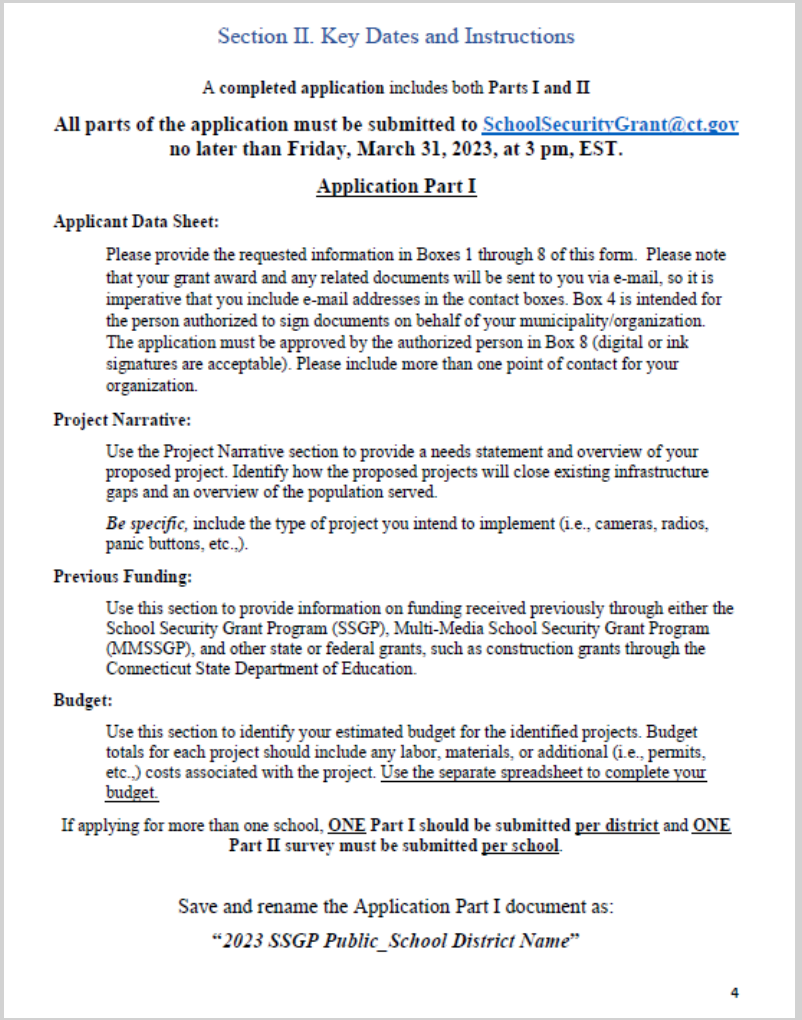
Section II: Key Dates & Instructions

- Provides directions and overview for the sections contained within the application (both Parts I and II)
- Identifies important due dates
- Please use indicated file naming structures



Section II. Key Dates and Instructions

A **completed application** includes both **Parts I and II**

All parts of the application must be submitted to SchoolSecurityGrant@ct.gov no later than Friday, March 31, 2023, at 3 pm, EST.

Application Part I

Applicant Data Sheet:

Please provide the requested information in Boxes 1 through 8 of this form. Please note that your grant award and any related documents will be sent to you via e-mail, so it is imperative that you include e-mail addresses in the contact boxes. Box 4 is intended for the person authorized to sign documents on behalf of your municipality/organization. The application must be approved by the authorized person in Box 8 (digital or ink signatures are acceptable). Please include more than one point of contact for your organization.

Project Narrative:

Use the Project Narrative section to provide a needs statement and overview of your proposed project. Identify how the proposed projects will close existing infrastructure gaps and an overview of the population served.

Be specific, include the type of project you intend to implement (i.e., cameras, radios, panic buttons, etc.,).

Previous Funding:

Use this section to provide information on funding received previously through either the School Security Grant Program (SSGP), Multi-Media School Security Grant Program (MMSSGP), and other state or federal grants, such as construction grants through the Connecticut State Department of Education.

Budget:

Use this section to identify your estimated budget for the identified projects. Budget totals for each project should include any labor, materials, or additional (i.e., permits, etc.,) costs associated with the project. Use the separate spreadsheet to complete your budget.

If applying for more than one school, **ONE Part I should be submitted per district** and **ONE Part II survey must be submitted per school**.

Save and rename the Application Part I document as:

"2023 SSGP Public_School District Name"

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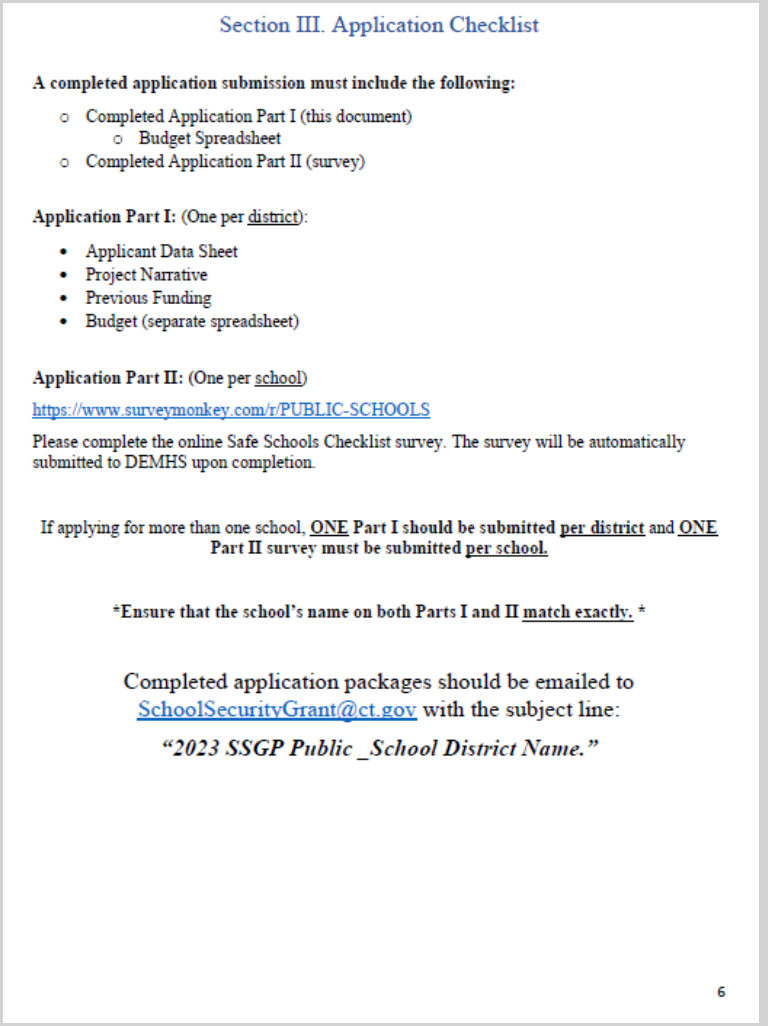
Section III: Application Checklist

- Tool that can be used by the applicant for ensuring all requirements are completed



Section III. Application Checklist

A completed application submission must include the following:

- Completed Application Part I (this document)
  - Budget Spreadsheet
- Completed Application Part II (survey)

Application Part I: (One per district):

- Applicant Data Sheet
- Project Narrative
- Previous Funding
- Budget (separate spreadsheet)

Application Part II: (One per school)

https://www.surveymonkey.com/r/PUBLIC-SCHOOLS

Please complete the online Safe Schools Checklist survey. The survey will be automatically submitted to DEMHS upon completion.

If applying for more than one school, ONE Part I should be submitted per district and ONE Part II survey must be submitted per school.

***Ensure that the school's name on both Parts I and II match exactly. ***

Completed application packages should be emailed to SchoolSecurityGrant@ct.gov with the subject line:

"2023 SSGP Public _School District Name."

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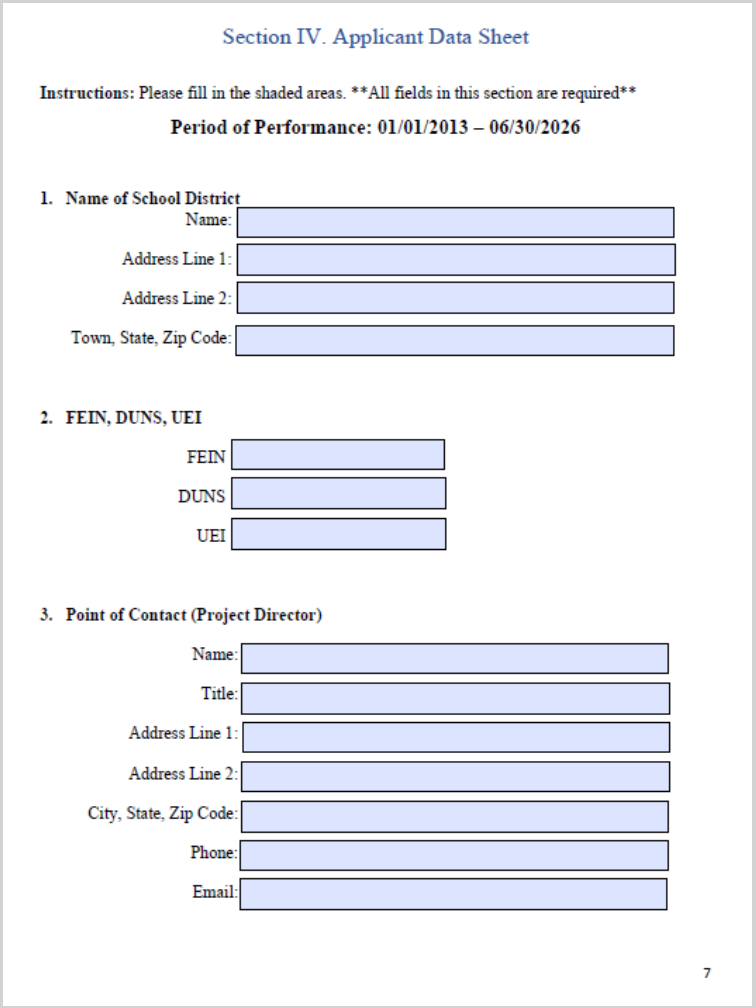
Section IV: Applicant Data Sheet

- Please include accurate, updated contact information
  - Most communication, including award notification, will be done via email
- Recommended to list different people
- If no UEI, leave blank



Section IV. Applicant Data Sheet

Instructions: Please fill in the shaded areas. **All fields in this section are required**

Period of Performance: 01/01/2013 – 06/30/2026

1. Name of School District

Name:
Address Line 1:
Address Line 2:
Town, State, Zip Code:

2. FEIN, DUNS, UEI

FEIN
DUNS
UEI

3. Point of Contact (Project Director)

Name:
Title:
Address Line 1:
Address Line 2:
City, State, Zip Code:
Phone:
Email:

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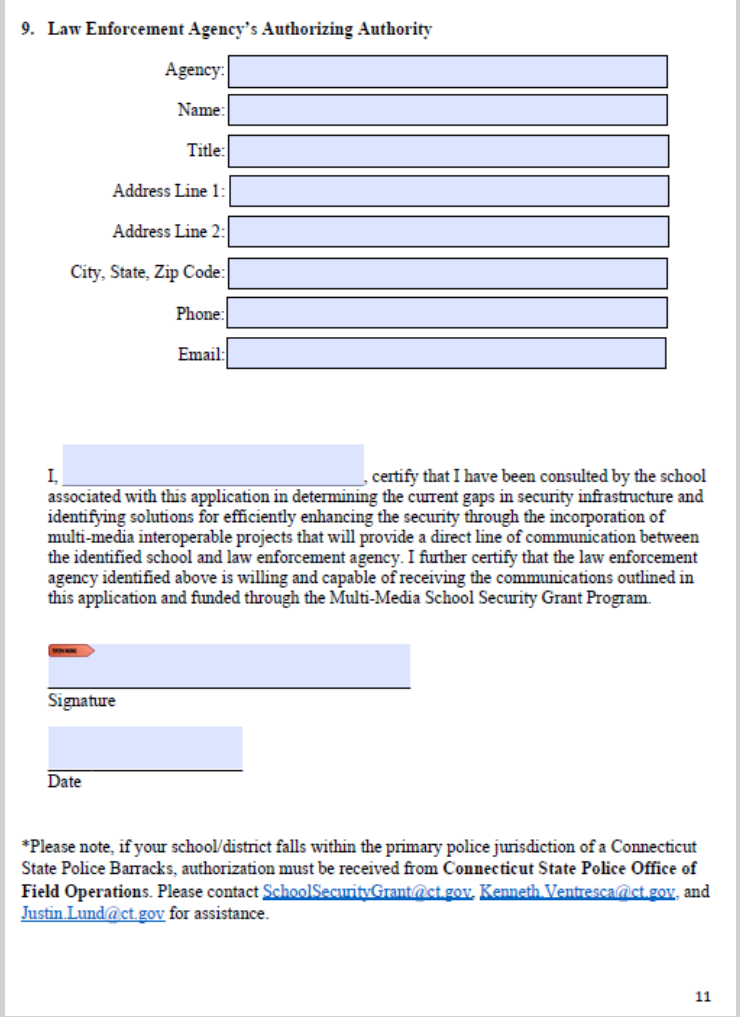
Section IV: Applicant Data Sheet – Law Enforcement Approval

Division of Emergency Management and Homeland Security

- Required for the **Multi-Media** School Security Grant Program (MMSSGP) application ONLY
- Law Enforcement Authorizing Authority must confirm that his/her agency has been consulted in identifying appropriate projects and are willing and able to receive the communications / notifications being transmitted through these projects
- If school is in a Connecticut State Police jurisdiction (Barracks or Resident State Trooper, please contact the Office of Field Operations for assistance



9. Law Enforcement Agency's Authorizing Authority

Agency:
Name:
Title:
Address Line 1:
Address Line 2:
City, State, Zip Code:
Phone:
Email:

I, _____, certify that I have been consulted by the school associated with this application in determining the current gaps in security infrastructure and identifying solutions for efficiently enhancing the security through the incorporation of multi-media interoperable projects that will provide a direct line of communication between the identified school and law enforcement agency. I further certify that the law enforcement agency identified above is willing and capable of receiving the communications outlined in this application and funded through the Multi-Media School Security Grant Program.

_____
Signature

_____
Date

*Please note, if your school/district falls within the primary police jurisdiction of a Connecticut State Police Barracks, authorization must be received from **Connecticut State Police Office of Field Operations**. Please contact SchoolSecurityGrant@ct.gov, Kenneth.Ventresca@ct.gov, and Justin.Lund@ct.gov for assistance.

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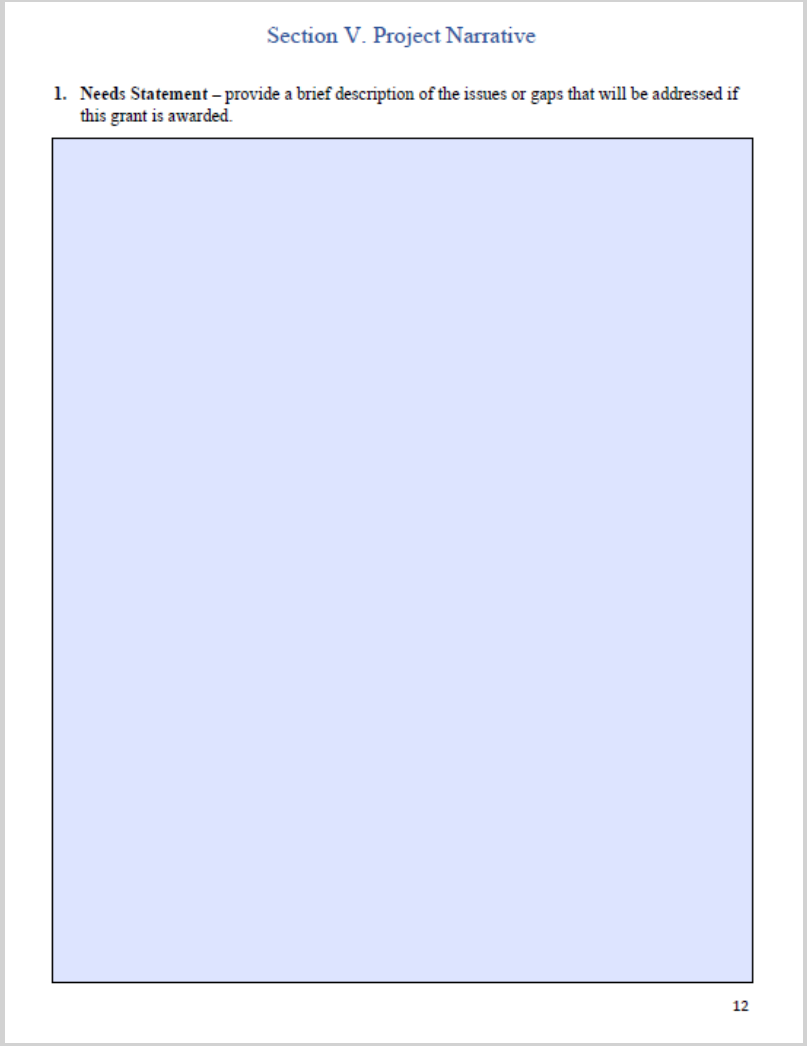
Section V: Project Narrative

- Be <u>as specific as possible</u>
- Needs Statement – Identify the current security gaps
- Overview – Identify the projects you're applying for. These should "fill" the gaps identified in the needs statement.
  - If applying for Multi-Media (MMSSGP) specifically state **<u>how</u>** communications will be shared **<u>directly</u>** with law enforcement (i.e., camera monitoring, radio communications, etc.,) and the **<u>vendor/platform</u>** you intend to utilized
- Target Population – Include the grade levels of the students, number of students, and number of faculty and staff



Section V. Project Narrative

1. **Needs Statement** – provide a brief description of the issues or gaps that will be addressed if this grant is awarded.

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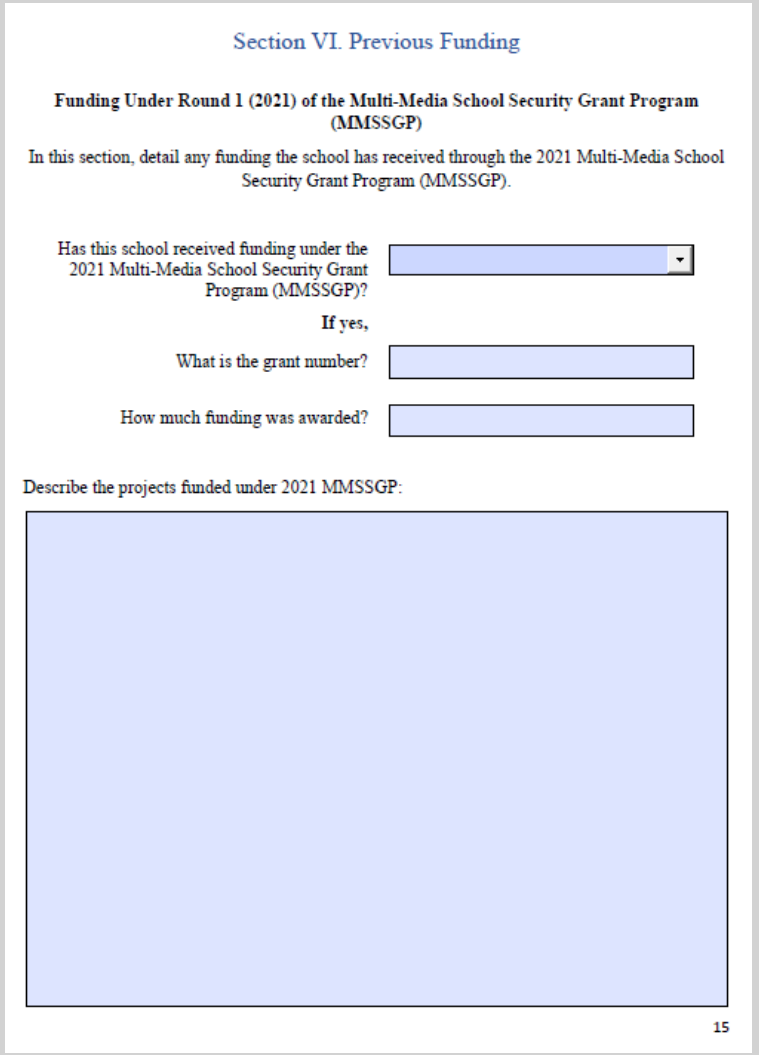
Section VI: Previous Funding

- Identify if the district has received previous funding from:
  - Multi-Media School Security Grant Program (2021)
  - School Security Grant Program (2013, 2014, 2017, 2018, 2021)
  - Other State or Federal Grant Program



Section VI. Previous Funding

Funding Under Round 1 (2021) of the Multi-Media School Security Grant Program (MMSSGP)

In this section, detail any funding the school has received through the 2021 Multi-Media School Security Grant Program (MMSSGP).

Has this school received funding under the 2021 Multi-Media School Security Grant Program (MMSSGP)?

If yes,

What is the grant number?

How much funding was awarded?

Describe the projects funded under 2021 MMSSGP:

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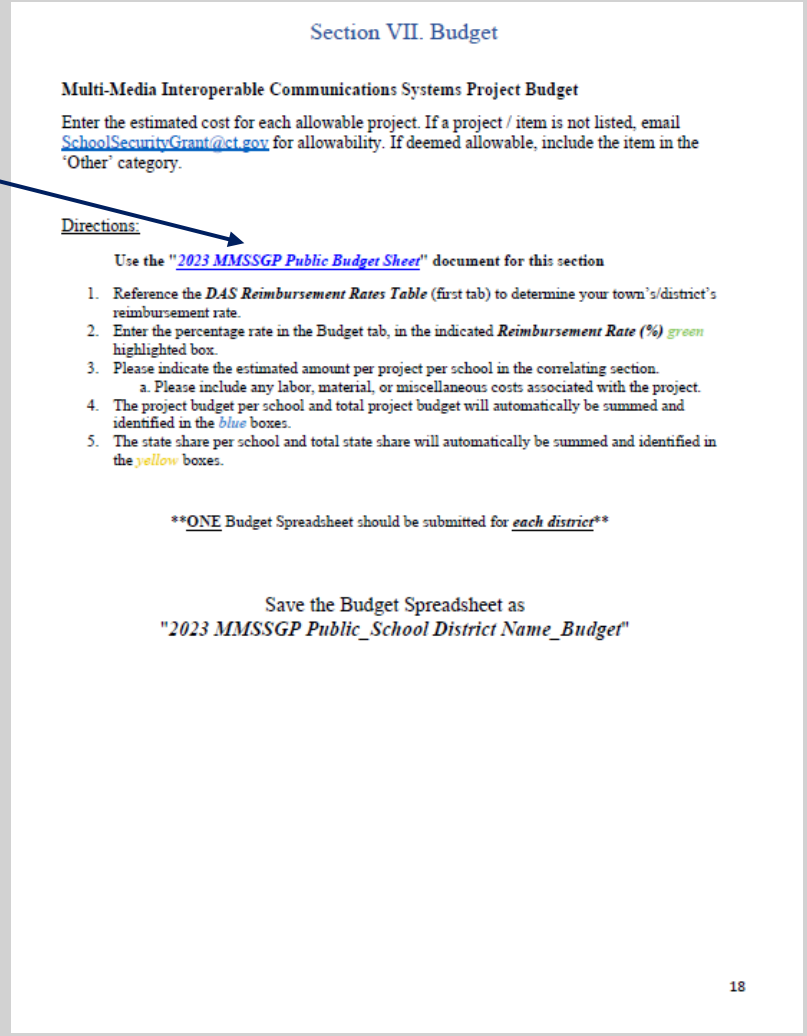
Section VII: Budget

- Use the hyperlink to open the "attachments" pane
  - Complete the Excel Budget Sheet
  - Enter the appropriate reimbursement percentage from the first tab in the indicated ***green*** box on the budget tab
  - The ***blue*** and ***yellow*** boxes will automatically populate
- Save the budget spreadsheet as: *"2023 MMSSGP* (or SSGP) *Public_School District Name_Budget"*



Section VII. Budget

Multi-Media Interoperable Communications Systems Project Budget

Enter the estimated cost for each allowable project. If a project / item is not listed, email SchoolSecurityGrant@ct.gov for allowability. If deemed allowable, include the item in the 'Other' category.

Directions:

Use the "*2023 MMSSGP Public Budget Sheet*" document for this section

1. Reference the ***DAS Reimbursement Rates Table*** (first tab) to determine your town's/district's reimbursement rate.
2. Enter the percentage rate in the Budget tab, in the indicated ***Reimbursement Rate (%)*** *green* highlighted box.
3. Please indicate the estimated amount per project per school in the correlating section.
   a. Please include any labor, material, or miscellaneous costs associated with the project.
4. The project budget per school and total project budget will automatically be summed and identified in the *blue* boxes.
5. The state share per school and total state share will automatically be summed and identified in the *yellow* boxes.

ONE Budget Spreadsheet should be submitted for ***each district*

Save the Budget Spreadsheet as
"*2023 MMSSGP Public_School District Name_Budget*"

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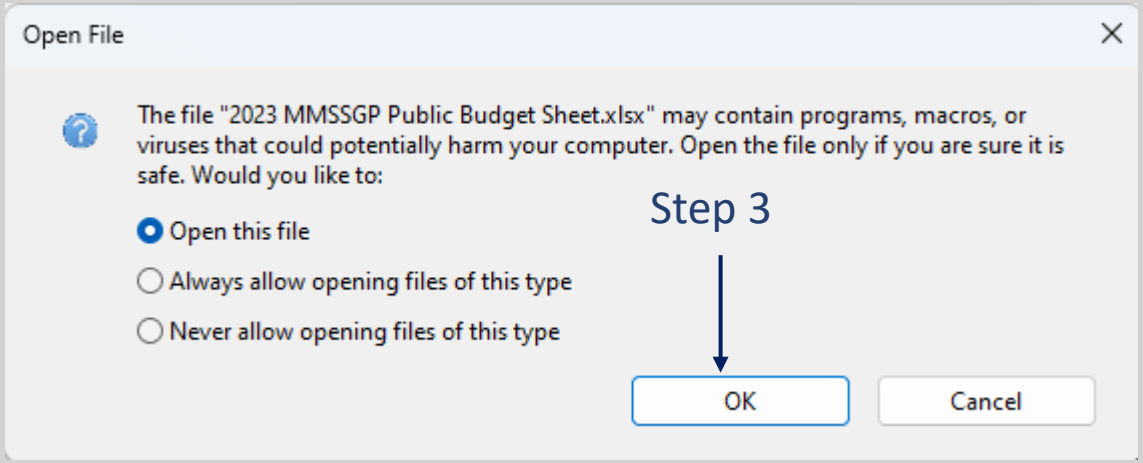
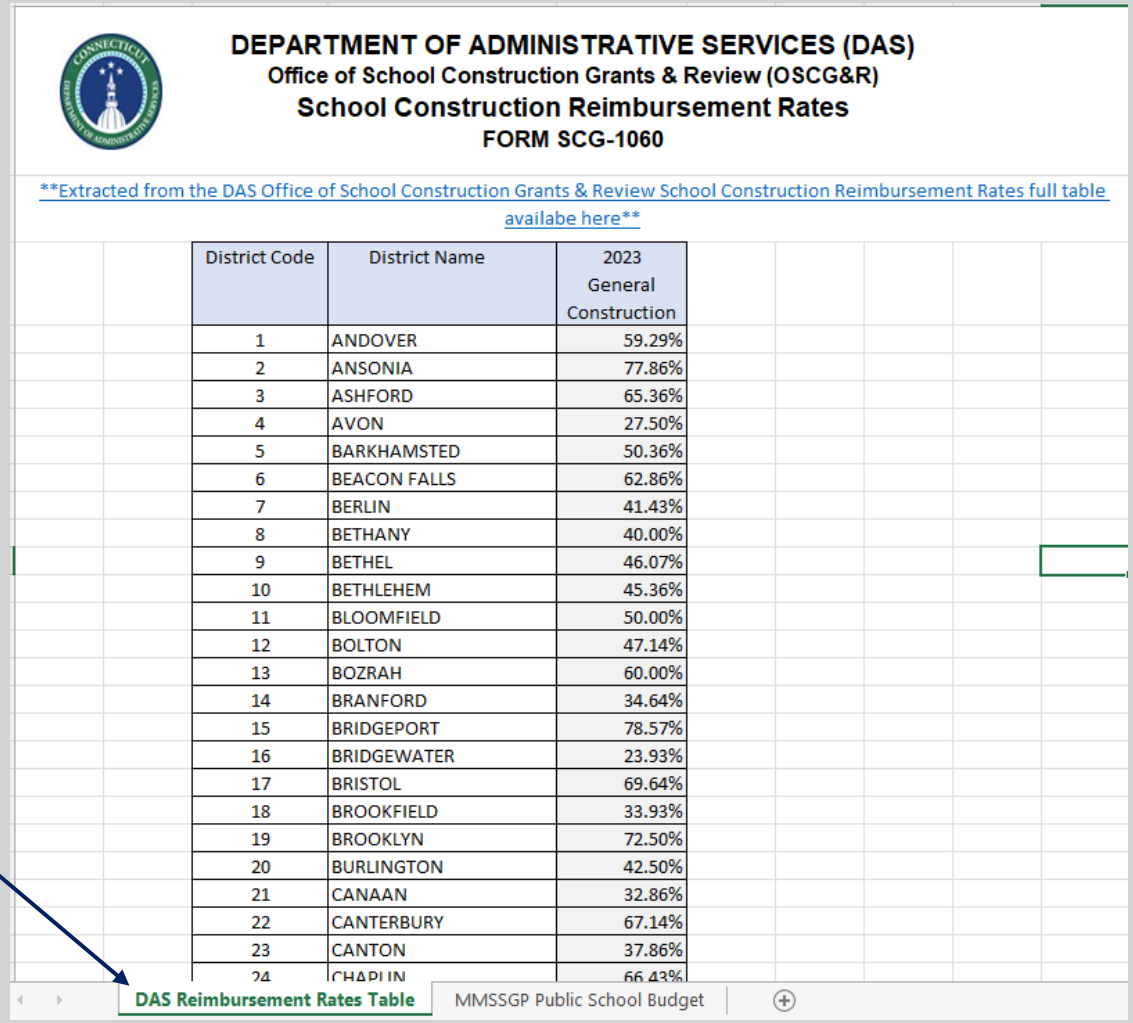
Budget Spreadsheet

Division of Emergency Management and Homeland Security



Budget Spreadsheet Continued

On the “DAS Reimbursement Rates Table” tab find the correct percentage for your town / district



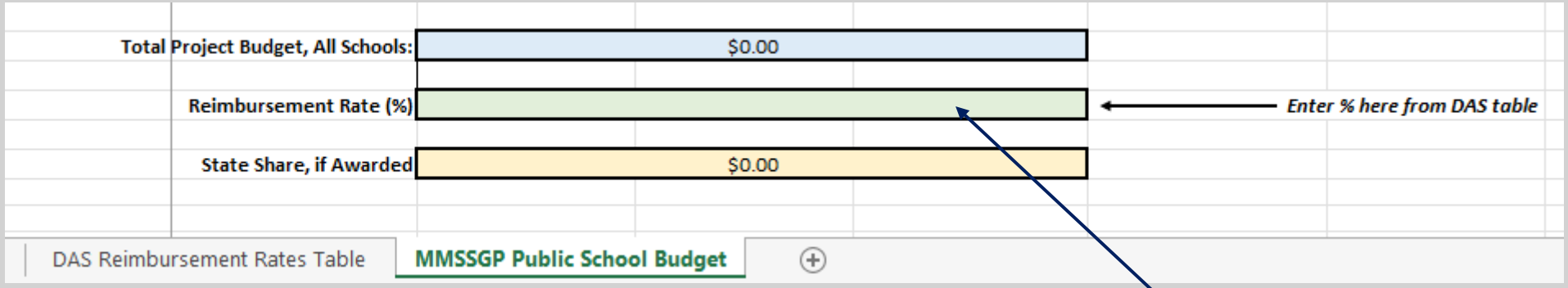
DEPARTMENT OF ADMINISTRATIVE SERVICES (DAS)
Office of School Construction Grants & Review (OSCG&R)
School Construction Reimbursement Rates
FORM SCG-1060

Extracted from the DAS Office of School Construction Grants & Review School Construction Reimbursement Rates full table availabe here

District Code	District Name	2023 General Construction
1	ANDOVER	59.29%
2	ANSONIA	77.86%
3	ASHFORD	65.36%
4	AVON	27.50%
5	BARKHAMSTED	50.36%
6	BEACON FALLS	62.86%
7	BERLIN	41.43%
8	BETHANY	40.00%
9	BETHEL	46.07%
10	BETHLEHEM	45.36%
11	BLOOMFIELD	50.00%
12	BOLTON	47.14%
13	BOZRAH	60.00%
14	BRANFORD	34.64%
15	BRIDGEPORT	78.57%
16	BRIDGEWATER	23.93%
17	BRISTOL	69.64%
18	BROOKFIELD	33.93%
19	BROOKLYN	72.50%
20	BURLINGTON	42.50%
21	CANAAN	32.86%
22	CANTERBURY	67.14%
23	CANTON	37.86%
24	CHAPLIN	66.43%

DAS Reimbursement Rates Table | MMSSGP Public School Budget

Budget Spreadsheet Continued



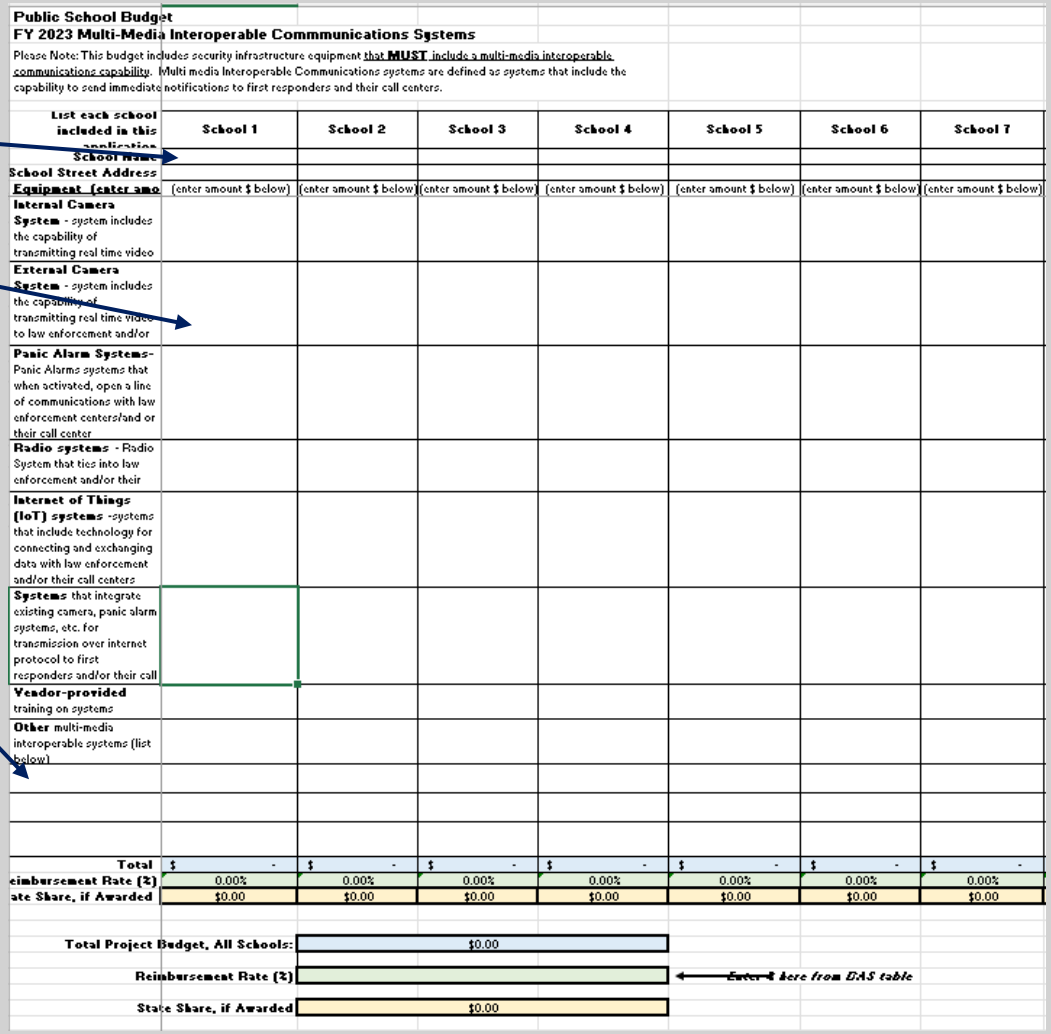
Enter the percentage in the ***GREEN*** box on the "MMSSGP (or SSGP) Public School Budget" tab.

*The remaining ***green*** boxes, as well as <u>all</u> the ***blue*** and ***yellow*** boxes will auto-populate.*

Budget Spreadsheet Continued

- List schools across the top
- Identify the estimated total for the corresponding items listed to the left
  - Include any costs for labor, materials, etc.,
- If a project is not listed, please email SchoolSecurityGrant@ct.gov to confirm eligibility
  - If eligible, list in the blank boxes under "Other"
- Save the budget spreadsheet as: "*2023 MMSSGP* (or SSGP) *Public_School District Name_Budget*"

The totals at the bottom will auto-populate.



Public School Budget
FY 2023 Multi-Media Interoperable Commmunications Systems

Please Note: This budget includes security infrastructure equipment that **MUST** include a multi-media interoperable communications capability. Multi media Interoperable Communications systems are defined as systems that include the capability to send immediate notifications to first responders and their call centers.

List each school included in this application	School 1	School 2	School 3	School 4	School 5	School 6	School 7
School Name							
School Street Address							
Equipment (enter amo	(enter amount $ below)	(enter amount $ below)	(enter amount $ below)	(enter amount $ below)	(enter amount $ below)	(enter amount $ below)	(enter amount $ below)
Internal Camera System - system includes the capability of transmitting real time video							
External Camera System - system includes the capability of transmitting real time video to law enforcement and/or							
Panic Alarm Systems- Panic Alarms systems that when activated, open a line of communications with law enforcement centers/and or their call center							
Radio systems - Radio System that ties into law enforcement and/or their							
Internet of Things (IoT) systems -systems that include technology for connecting and exchanging data with law enforcement and/or their call centers							
Systems that integrate existing camera, panic alarm systems, etc. for transmission over internet protocol to first responders and/or their call							
Vendor-provided training on systems							
Other multi-media interoperable systems (list below)							
Total	$ -	$ -	$ -	$ -	$ -	$ -	$ -
eimbursement Rate (%)	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
ate Share, if Awarded	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

Total Project Budget, All Schools:	$0.00
Reimbursement Rate (%)	← Enter # here from DAS table
State Share, if Awarded	$0.00

Submitting Application Part I

- Save Part I (PDF) as "*2023 MMSSGP* (or SSGP) *Public_School District Name*"
- Submit Application Part I and the Budget Spreadsheet via email to SchoolSecurityGrant@ct.gov
- Use the subject line "*2023 MMSSGP* (or SSGP) *Public_School District Name*"

Application Part II

- Online self-survey, completed with assistance from law enforcement
- Must complete and submit **one survey** for **each school** on the application
  - I.e., if 10 schools are listed in the budget on Part I, 10 surveys will need to be submitted
  - Please ensure the name of the school on Part I matches exactly to Part II
- If applying for both programs (SSGP and MMSSGP) only need to complete the survey once
- Based on the National Clearinghouse for Educational Facilitates (NCEF) Checklist
- Identifies current security infrastructure in place
- If applying for a retroactive project (project that has been completed), complete the survey as if this feature were not yet installed
- Will automatically be submitted to DEMHS once completed

Expected Timeline

- Application closes April 28, 2023, 3pm EST
- DEMHS application review May-June 2023
- Award notifications June 2023
- Period of performance ends June 30, 2026
  - All work must be completed by this time
  - Final reimbursement request must be submitted within 30 days after the end of the period of performance

Questions?

SchoolSecurityGrant@ct.gov