



Competitive – School Safety Grants – SFY19

INTRODUCTION MEMO

TO: All Minnesota school districts, charter schools, intermediate districts, cooperatives enrolling students, the Perpich Center for Arts Education, and the State Academies

FROM: Denise Anderson, Chief Financial Officer

ACTION: Applications will be accepted beginning August 29, 2018

PURPOSE AND OUTCOME OF THE GRANT OPPORTUNITY

Pursuant to [Minnesota Session Laws 2018, Chapter 214, Article 1, Section 4, Subdivision 3](#), the Minnesota Department of Education (MDE) makes this funding available to all Minnesota school districts, charter schools, intermediate districts, cooperatives enrolling students, the Perpich Center for Arts Education, and the State Academies. Grants may be used to predesign, design, construct, furnish, and equip school facilities for improvements related to violence prevention and facility security for a qualifying school building. This includes renovating and expanding existing buildings and facilities.

DETERMINATION OF ELIGIBILITY

Applications will open for submission beginning on August 29, 2018. Applications will be accepted and awarded to each qualifying school building on a first come, first serve basis, with at least half of the grants awarded to school districts and other qualifying organizations with administrative offices outside of the 11 county metropolitan area as delineated in the 2009 United States Census. The 11 county metropolitan area is defined as Anoka, Carver, Chisago, Dakota, Hennepin, Isanti, Ramsey, Scott, Sherburne, Washington, and Wright counties. All grant applications received on August 29, 2018, will be considered first, as described in Phase 4: Selection of Grantee, below.

A qualifying school building is a building that serves students primarily in an instructional capacity on a daily basis.

Each qualifying school building will be considered a separate grant.

We will continue to accept and review applications until we reach the maximum amount of funding available.

FUNDING AVAILABLE

This grant opportunity estimates that \$25,000,000 is available on a one-time basis. The maximum grant award may not exceed \$500,000 for each qualifying school building.

The state reserves the right to offer grant amounts that differ from the applicant's request.

GRANT PERIOD

The term of the initial grant period is **anticipated** to be from October 30, 2018 through June 30, 2020. There is an option for longer or shorter grant periods to complete the approved projects, and can be negotiated at the time of award or through amendment to the grant. Per state policy, grant awards cannot exceed 5 years without justification and written approval.

STATE'S RIGHT TO CANCEL

This grant opportunity does not obligate the state to award a contract and the state reserves the right to cancel the solicitation if it is considered to be in its best interest due to lack of funding, agency priorities or other considerations.

General Information Section

ACTIVITIES THAT ALIGN WITH PURPOSE OF FUNDING

Grants may be used to predesign, design, construct, furnish, and equip school facilities, including renovating and expanding existing buildings and facilities.

MDE, in consultation with the Department of Public Safety's Minnesota School Safety Center, has determined projects of priority.

High Priority Projects

- Exterior Entry Security, including:
 - Access Controls (visitor management/accountability systems)
 - FOB (keyless) Door Entry Systems
 - Door hardware upgrades (e.g., electronic locking capability or improved integrity of doors and glass at main entrance/vestibule areas)
 - Door alarm systems/sensors that can notify (audibly or electronically) personnel that a door is unsecured.
 - Physical structure changes to main entrances that funnel building access into main offices for credentialing procedures
- Communication Systems, including:
 - Addition or improvement of existing system within building
 - To equip school personnel with electronic emergency notification systems (mobile apps)
 - External Communications (enhance or improve communication systems with first responders -e.g., boosters to 800 MHz radio system used by public safety to fix dead spots in communication)

- Visual notification systems (warning lights in high volume areas like hallways, cafeterias, common spaces, music rooms and exterior spaces like playgrounds or at commonly used entrances that would warn people outside to not come into the building)

Lower Priority Projects

- All other school facility safety projects including:
 - Building Lock Down Equipment (Compartmentalizes portions of the building)
 - Internal door hardware upgrades
 - Strategically placed vehicle barriers
 - Conventional and zoned burglar alarm systems on exterior doors with motion sensor capability (to enhance building security during potentially vulnerable times, overnight, early morning, weekends etc.)
 - Camera/surveillance systems
 - Other

Please note that the grant funds will become available for reimbursement when the commissioner of management and budget determines that sufficient resources have been committed to complete the project.

APPLICATION SELECTION PROCESS

You will submit your applications through Survey Gizmo. This website will not open until August 29, 2018.

If a school district, charter school, intermediate district, or cooperative applies for more than one school site, it will need to complete a separate survey for each school site. Assurances must be signed by the school district, and should be submitted with each survey.

- Grants will be awarded on a first-come, first-served basis based on the calendar date the application is submitted. All applications submitted on the same date will receive the same first-come, first served priority ranking. Applications submitted on August 29 will receive priority over those submitted on August 30; applications submitted on August 30 will receive priority over those submitted on August 31; and so forth. Therefore, it is strongly recommended to submit your applications on August 29.
- The process for awarding grants will be conducted as follows:
 - a. All applications submitted on August 29 that meet eligibility criteria will be assigned a random number, divided into a metro group and a non-metro group, and sorted by random number within each group, with the lowest random numbers receiving the highest priority.
 - b. The amount requested on each application, not to exceed \$500,000, will be broken down into the cost for high priority projects and the cost for lower priority projects.
 - c. Grant requests for high priority projects will be fully funded before considering requests for other project types.
 - d. If the cost of all high priority projects exceeds \$25 million statewide, MDE will work its way down the priority lists for the metro group and the non-metro group, fully funding each high priority project until the \$25 million is expended, while tracking the number of awards to metro and non-metro school sites to ensure that at least half of the awards go to non-metro sites. The commissioner will make a determination on the division of awards between metro and non-metro sites after reviewing the applications. No funds would be awarded for other projects.

- e. If the cost of all high priority projects is \$25 million or less statewide, and at least half of those projects are for schools classified as non-metro, all high priority projects will be fully funded (up to the \$500,000 per site limit), and the balance of the \$25 million will be awarded to lower priority projects.
- f. If the cost of lower priority projects for which applications were submitted on August 29 is less than or equal to the balance of the \$25 million remaining after awarding grants for all high priority projects, all lower priority projects for which applications were submitted on August 29 will be fully funded (up to the \$500,000 per site limit), and any remaining balance of the \$25 million will be available for applications submitted on August 30. If this occurs, the process outlined here for applications submitted on August 29 will be repeated on August 30, and for as many additional days as needed to allocate the full \$25 million, while ensuring that at least half of the awards go to non-metro sites.
- g. If the cost of lower priority projects for which applications were submitted on August 29 is greater than the balance of the \$25 million remaining after awarding grants for all high priority projects, MDE will make a second pass down the priority lists for the metro group and the non-metro group, fully funding each lower priority project until the \$25 million is expended, while tracking the number of awards to metro and non-metro school sites to ensure that at least half of all awards go to non-metro sites. The commissioner will make a determination on the division of awards between metro and non-metro sites after reviewing the applications.

GENERAL EXPECTATIONS OF GRANTEES

Submit financial reporting forms and progress reports by the dates indicated in the Official Grant Award Notification (OGAN).

Maintain a ledger to track the grant budget expenditures and payment reimbursements plus documentation that supports your budget line item expenses.

If you are a Minnesota public school district, charter school, intermediate district, or cooperative, you must use the [Uniform Financial Accounting and Reporting Standards \(UFARS\)](#) and any other financial reporting forms provided by the department.

If subcontracting is an allowable expenditure in your budget, follow applicable state and federal procurement laws and select "responsible vendors" who are not debarred or suspended, not engaged in unlawful practices and who are qualified.

Prior to executing the award document, MDE will need to conduct a pre-award risk assessment to consider the applicant's financial capacity if the grant is over \$25,000.

For a grant over \$50,000, monitoring is required during the grant period.

RESOURCES FOR APPLICANTS

Minnesota Capital Projects

Capital Grants Information—see [Capital Grants Manual](#)

- This guide gives an overview of what is required to receive state capital grant funds.

[State of Minnesota Guide to Local Government Capital Assets](#)

- This guide explains the accounting and financial reporting requirements for capital projects.

[Building Access Survey](#)

- Published by the Minnesota State Council on Disability, this resource highlights code requirements of the Accessibility Chapter of the Minnesota State Building Code. The guide helps determine the accessibility of existing commercial buildings. Use this survey as you design and plan your construction project.

[State statute on energy conservation](#)

[State statute on energy conservation in public buildings](#)

[Predesign Manual for Capital Budget Projects](#)

- The manual provides guidance on the predesign process for applicants whose proposed projects cost \$1,500,000 or more as required by Minnesota Statutes, section 16B.335.

Prevailing wage requirements

Grant recipients are required to track and report on wages.

[State statute on labor standards and prevailing wages](#)

[Additional information about labor standards and prevailing wage](#)

Other Applicable State Statutes

Insurance, License, and Permit Requirements

[State statute on the coverage required for business licenses or permits](#)

[State statute on insurance](#)

[State statute on contractors' bonds for public work](#)

Tort Liability and Claims

[State statute on tort liability](#)

[State statute on tort claims](#)

Other

[State statute on human rights](#)

[State statute on government data practices](#)

UFARS Reporting

Minnesota school districts and charter schools must report their expenditures under the guidelines in the [Uniform Financial Accounting and Reporting System](#)

Capital Assets

[Read the Capital Assets Guide](#)

State Travel Plan

[Commissioner's Travel Reimbursement Plan](#)

State Grant Management Policies

[The Minnesota Office of Grant Management Policies](#)

WEBINAR

We will present a webinar on July 24, 2018, at 1:30 p.m. to provide an overview of the grant, walk through the application process, and allow time for your questions and answers. We will record the webinar and make it available for view. The questions and answers that come from the webinar will not be recorded. We will post those questions and answers on the Grant Seeking page during our normal question and answer post on Friday, July 27, 2018.

[Register and join the webinar.](#)

Password is "Safety"

PREDESIGN REVIEW - Department of Administration

[Minnesota Statutes, section 16B.335](#) requires projects with a construction cost of \$1,500,000 or more to submit a predesign package to the Minnesota Department of Administration, which will review and make a recommendation within ten business days. (Not receiving a response to your submission within 10 days is considered a positive recommendation.)

If your construction project is selected for a grant and your project's total costs will be \$1,500,000 or more you will be required to submit a predesign package to the Department of Administration *prior* to commencement of any design activities, allowing sufficient time to receive a recommendation. Please note that the Department of Administration may require different or additional information than is required in this application.

Please refer to the [Predesign Manual for Capital Budget Projects](#) for more information on the predesign requirement and process.

GRANT APPLICATION COMPONENTS

SURVEY GIZMO

All applications will be collected through Survey Gizmo (this will open on August 29, 2018).

You will be required to complete a separate survey for each school site. MDE will not accept multiple school sites on one survey. MDE will award per school site.

Please have the following information ready to enter into Survey Gizmo:

- An original signature from the identified official with authority (IoWA) to sign on behalf of the applicant on the assurances document. If a fiscal agent is representing another organization, both the fiscal agent applicant and a representative of the organization represented must sign. The fiscal agent and the organization represented should have a letter of agreement on file.
- Contact information (name, telephone, and email address) for the school, school leader, the program contact and the accounting or business office manager.
- The projects you have determined for the qualifying school building (narrative information available below)
- Building name, number, and address of the qualifying school building for which the improvements will be completed.

Applicant organizations must provide their complete 9-digit ZIP code. Refer to [the United States Postal Service](#) site for information to look up the ZIP+4.

REQUIRED IDENTIFICATION NUMBERS

It is likely your organization already has these numbers; check with your business office.

Minnesota Statewide Integrated Financial Tool System (SWIFT) Vendor Number (required for all applicants).

- If you are a fiscal agent applicant, the SWIFT vendor number included must be for the fiscal agent who will be receiving and administering the grant funds.
- Get a [SWIFT Vendor Number](#), if you have not done so already.

MDE Organization Site Number (required for school districts and charter schools. Not required for private, non-profit, or non-governmental entities).

- Obtain an [MDE organization number](#).
- Note: It takes a long time to open this page. Scroll down to the instructions and MDE Site Request or Change Form. Email the form or your questions to mde.school-verify@state.mn.us. To determine the classification of an educational site, please refer to the information on that page.

ASSURANCES – STANDARD AND PROGRAM-SPECIFIC

When you submit the survey, you must sign and upload the assurances document. By doing this you certify that you have read the application and that you will comply with the approved application, the assurances here and in the Official Grant Award Notification (OGAN), and all other applicable federal regulations, state statutes, and local policies.

APPLICATION COMPONENTS AND BUDGET

Please be prepared to answer the following questions in Survey Gizmo when the application period opens on August 29, 2018.. Please have your answers ready when completing the application.

Application Narrative

Describe your project using the bullets below. We will use this in determining project priority. Describe the need for this project. Provide data that supports how the need was determined. You will need to complete the narrative for each project you submit. Your narrative must address the following:

- Describe the need for the improvement, including a description of the current status of building security and communication systems, the work being done, and how the work will address the identified need.
- Has the identified school building already had security enhancements?
- Provide data and other information that supports your determination of the need.
- Describe barriers that present challenges to having this project completed with other funding sources and support the need for this **type** of grant funding.
- Provide an estimated timeline of the project.
- Provide other supporting information.

Expenditure Plan

Complete the expenditure plan as an Excel document. Specify your name, the name of your project, and the total projected cost of your project. This includes how much will come from the grant (\$500,000 maximum) and what other sources of funding will be used if the total projected costs are over the maximum paid by the grant.

If your project is selected for a grant, we will ask that you complete a full budget in line with UFARS.

REMEMBER: This grant will **only** pay for the predesign, design, construction, furnishing, and equipping school facilities for improvements related to violence prevention and facility security for a qualifying school building. This includes renovating and expanding existing building and facilities. Any other expense will not be an allowable expenditure.

APPLICATION SUBMISSION AND SIGNATURE

MDE will begin to accept applications on August 29, 2018 through the Survey Gizmo only. **We will not accept applications via email, fax, through the SERVS system, saved as Google docs, or hard copies submitted through the U.S. mail or hand delivered.**

You must complete the survey for each qualifying school building that you are applying for this grant. This includes uploading of the assurances, an individual expenditure plan, and completion of the survey.

Costs associated with preparing the application must be borne by the applicant. The burden of proof of timely submission is on the applicant.

APPLICANT QUESTIONS

Publishing of the Questions and Answers

We will publish all questions and answers that we receive every Friday beginning Friday, July 20, 2018, by the end of business that day. Each publication will contain all of the questions and answers that we received through Thursday of that week.

Please send all your questions to:

Timothy E. Larson, Grants Coordinator

Phone: (651) 582-8451

Email: timothy.e.larson@state.mn.us

Questions related to the grant opportunity may **only** be answered by MDE's representative. Information received from an unauthorized source is not binding and could result in misinformation.

Technical Assistance on the day of Application

If, on the day of application, you are having issues accessing the survey, uploading documents, or any other technical difficulty, please contact Tim Larson at timothy.e.larson@state.mn.us or 651-582-2841 between the hours of 8 a.m. and 4:30 p.m.

APPLICATION SCREENING AND REVIEW

PHASE 1: Screening

Applications will be screened to ensure completeness. A complete application will consist of:

1. A completed survey submitted beginning on August 29, 2018
2. Uploaded and signed assurances
3. Completed expenditure plan

PHASE 2: Determination of Geographic Location

The applications will be split into two different categories: metro and non-metro. This is determined based on the location of your administrative offices. If your administrative offices are located in Anoka, Carver, Chisago, Dakota, Hennepin, Isanti, Ramsey, Scott, Sherburne, Washington, or Wright counties, you are a metro applicant. If your administrative offices are outside of those counties, you are a non-metro applicant.

PHASE 3: Review of priorities

Agency program staff, and management, in consultation with the Department of Public Safety's Minnesota School Safety Center, will review the applications for high and lower priority projects.

PHASE 4: Selection of Grantees

We will select our grantees from those lists as follows:

1. High priority projects by geographic location, with at least half of the grants going to non-metro districts received on August 29, 2018.
2. If money is available after funding high priority projects, we will consider lower priority projects by geographic location, with at least half of the grants going to non-metro districts, received on August 29, 2018.
3. If we receive a total funding request for high priority projects that exceeds the amount available on August 29, 2018, we will allocate the grants with the following process:
 - a. Divide applications into a metro group and a non-metro group
 - b. Assign a random number to each grant application
 - c. Sort the applications by their random number within each group
 - d. The lowest random numbers receiving the highest priority. At least half of the grants will go to non-metro districts.
4. If money is available after funding both the high and lower priority projects received on August 29, 2018, we will repeat steps one, two, and three for all applications received on August 30, then August 31 and so on, until all grant funds are exhausted.

This grant opportunity will close once all grants are awarded.

Phase 5: Pre-Award Risk Assessment

Before executing grants, if awards exceed \$25,000, MDE will conduct a pre-award risk assessment for financial capacity as well as prior performance.

Phase 6: Grant Period

Grants will become available when the commissioner of management and budget determines that sufficient resources have been committed to complete the project as required by [Minnesota Statutes, section 16A.502](#).

Before MDE fully approves a grant, applicants must provide documentation outlining specifics of how the grant funding will be used.

If your project is selected, you will have until March 31, 2019, to 100 percent bid your project. If your project cannot move forward at that time, then we will consider the next grant application in line for grant funding.

If your project is not initially selected, you will be placed on a waiting list in order of the random number assigned. If a selected grantee cannot 100 percent bid their project, we will make an award offer to the next in line.

Under no circumstances will we distribute money from the grant until bids have been received on 100 percent of the construction documents, and documentation has been submitted indicating the project can be fully completed with the money available for the project, including any additional money being spent by the school district as part of this grant. Example: a school district is installing a new front door system that will cost \$1,000,000. The school district received this grant up to the maximum of \$500,000. The school district must also show they have sufficient resources to pay the remaining \$500,000 of the construction costs.

Appeals

If a state agency disapproves an application, the applicant may submit an appeal to the state with regard to the disapproval by filing a notice and stating the state statutes violated.

Applicants should contact the Grant Services coordinator, Tim Larson, if they have questions about the process or wish to appeal the process.

Delays

The following may result in a delay of preparation of any grant awards.

- Clarifications to the budget or work plan
- Missing ZIP code
- Invalid SWIFT VENDOR ID Number
- Pre-Award Risk Assessment Review

The agency anticipates the review to be completed by September 30, 2018. Applicants are expected to be notified within two weeks after the review has been completed. Review data is considered public after all grants have been accepted and negotiated with the selected applicants.

Clarifications may be necessary before execution of the award. Applicants recommended for an award must wait until they receive the signed Official Grant Award Notification (OGAN) or other award documentation, **before** providing any services and before incurring expenditures. Any expenses incurred prior to the full execution of the OGAN, or other award documentation, are not reimbursable and are the responsibility of the applicant/grantee.

MINNESOTA DEPARTMENT OF EDUCATION

1500 Highway 36 West
Roseville, MN 55113-4266
T: (651) 582-8200
TTY: (651) 582-8201
<http://education.mn.gov>

Information on this website can be made available in alternative formats by calling 651-582-8651. Persons with a hearing or speech disability may contact the Minnesota Relay Service by dialing 711 or 1-800-627-3529.

The state of Minnesota is an Equal Opportunity Employer