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## SCHOOL SECURITY GRANT PROGRAM GUIDELINES – ROUND 2

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**Subject:** Guidelines  
**Approval:** Executive Staff  
**Code Section/Reference:** HB 59, 130<sup>th</sup> GA  
**Owner:** Program Services

**Policy Number:** PS-02  
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### APPLIES TO

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All School Districts Eligible for a School Security Grant

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#### I. Overview

The safety of students and staff in all PK-12 school buildings is a matter of great importance for the Commission. Through the Ohio School Design Manual, the Commission has sought to optimize school building security using technology, communication systems, and the environmental design of buildings themselves. In 2013, the 130th General Assembly has enacted House Bill 59, which included the creation of the School Security Grant program, administered by the Commission. This program addressed the specific needs of first responder communication and secured building access. This program permitted the Commission to reimburse public schools for the purchase of one radio communications unit and one entrance security system per eligible building. The bill contained a \$12 million reallocation of capital funding for this purpose. The program and associated funds were not designed to serve as a complete solution for school security, but instead serve to address the most crucial needs of first responder communications and secure building access. Because the funds are capital bond dollars, they could not be used to pay for any operating expenses or personnel, such as school resource officers. The program was very popular with school districts, with 3,732 applications being submitted by 603 districts across the state. In 2014, as part of HB 487, the General Assembly expanded the program to serve private, parochial, and chartered nonpublic schools. The bill contained an appropriation exceeding \$17 million to fund these grants. The Commission has created a process whereby districts utilize a web-based tool to apply for the grant funds. The application process is not competitive, but includes a prioritization based upon the funds available. Districts will receive one emergency communications unit for all eligible school buildings that apply. For the entrance security grants, the Commission will assess the current and proposed security improvements to the building entrance in an application, and determine which parts are eligible for funding.

#### II. Grant Amounts

- A. Emergency Communications System: up to \$2,000 per eligible school building.
- B. Entrance Security: up to \$5,000 per eligible school building

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### III. Eligibility

#### A. Emergency Communications System

1. Eligible District Type is any of the following:
  - i. City;
  - ii. Exempted Village;
  - iii. Local;
  - iv. Community School;
  - v. Joint Vocational;
  - vi. STEM (operating under R.C Section 3326.07);
  - vii. Educational Service Centers;
  - viii. County Developmental Disabilities Schools; or
  - ix. Nonpublic schools (private, parochial, chartered).
  
2. Eligible Building must meet all of the following:
  - i. Used primarily for PK-12 instruction
  - ii. A physical building or physically-connected group of buildings, with a student body headed by an administrator dedicated to that group of students, identified by an Information Retrieval Number (IRN)
  - iii. Proposed emergency communications system is compatible with those used by law enforcement agencies with jurisdiction over the school territory
  - iv. Not reimbursed for an emergency communication system under Round 1 of grant program

### IV. Entrance Security

#### A. Eligible District Type is any of the following:

1. City
2. Exempted Village
3. Local iv. Community School
4. Joint Vocational
5. STEM (operating under R.C. Section 3326.07)
6. Educational Service Centers
7. County Developmental Disabilities Schools
8. Nonpublic schools (private, parochial, chartered)

#### B. Eligible Building meets all of the following:

1. Used primarily for PK-12 instruction
2. A physical building or physically-connected group of buildings, with a student body headed by an administrator dedicated to that group of students, identified by an Information Retrieval Number (IRN)
3. Secured entrance and associated systems not constructed or renovated to design standards contained in the Ohio School Design Manual version 2009 or later
4. Entrance security system under consideration installed on or after January 1, 2013

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5. Proposed security system at one main entrance of the building includes improvements in one of more of the following areas:
    - i. Door
    - ii. Security camera
    - iii. Intercom
    - iv. Remote Access
    - v. Proposed improvements to building meet current Ohio Building Code
    - vi. Not reimbursed for an entrance security system under Round 1 of grant program

#### **V. Application Process**

- A. District applies through online process on behalf of eligible buildings in its district, or school applies directly
- B. OFCC acknowledges receipt of grant application
- C. OFCC will follow up off-line with any questions to the contact person
- D. If follow-up requires a change to the application, applicant will modify and resubmit application
- E. OFCC will accept or reject application in the system and notify district contact person; notification will include information on next steps (if any)

#### **VI. Timelines (see attachment)**

- A. October 15, 2014: Program begins accepting applications for both Emergency Communications Systems and Security Entrance Grants
- B. Grant applications will be processed in the order received
- C. Round 2 of Security Entrance & Emergency Communication System Grants (FY2015)
  1. Opens October 15, 2014
  2. Application deadline to be determined, based on availability of funds
  3. Projects must be completed and reimbursement documentation submitted by a future date to be determined
- D. Final deadline for submitting all grant applications to be determined

#### **VII. Receipt and Reimbursement**

- A. MARCS Communications systems
  1. District must read, understand and agree to MARCS In-Schools order process (please refer to OFCC website or Security Grant District-Specific application link for information)
  2. OFCC notifies MARCS of grant approval and forwards the relevant school information including building location and school contact person
  3. School makes direct contact with local first responders to confirm support, procedures, and system compatibility; once confirmed, the school and MARCS arrange delivery, set-up, and

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- training
  - 4. OFCC receives confirmation that setup is complete; school must indicate “completion” by confirming on OFCC application page
  - 5. OFCC consolidates payments to vendor for all radio systems completed including set up and training at the school, on a payment frequency to be determined
- B. Non-MARCS Emergency Communications Systems and Security Entrance Systems
- 1. Using its standard procurement processes, the district or school buys supplies and/or services to complete the project (if work has not already been completed)
  - 2. District/school creates electronic copies of financial documents that support the grant request, such as pdf copies of relevant invoices, receipts, or canceled checks; may also provide non-financial evidence such as before and after photos
  - 3. District/school reopens link to existing application and adds all supporting documentation for reimbursement in a single submittal
  - 4. OFCC will reply with acknowledgement of receipt of supporting documentation to district contact person
  - 5. OFCC will follow up with any questions to the contact person
  - 6. OFCC will accept or reject request for reimbursement and notify district contact person
  - 7. If approved, OFCC will reimburse district one time for each grant
  - 8. After reimbursing the district for a grant, OFCC will not consider additional invoices for additional reimbursement under the same grant

### **VIII. Records, Reports, Audits**

- A. For locations in which OFCC project administrators and managers conduct site visits for other OFCC projects, spot-check to verify the grant projects
- B. Make available standard reports on information that is expected to be most frequently requested or needed; for example:
  - 1. Number of grant applications received
  - 2. Number approved/rejected
  - 3. Dollar amount of grants approved
  - 4. School districts receiving grants
- C. Create retention schedules for records contained in the grant applications, consistent with the public records policy for the commission