

Oklahoma
School and Campus Safety
and Security
State Grant Program

Application Packet



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GRANT INFORMATION

Oklahoma School and Campus Safety and Security Grant Program

On July 1, 2023, the Oklahoma State Department of Education (“SDE”) was appropriated \$1.4 Million in funds to be distributed as grants through the Oklahoma Department of Emergency Management and Homeland Security (“ODEMHS”). The Grants will consist of awards up to and including \$50,000. The Oklahoma School and Campus Safety Security Grant Program is a reimbursement grant, as such, awards will be paid on a reimbursement basis only. Eligible applicants are inclusive of public, private, technical centers and higher education institutions. For public schools and technology centers, the application must be made by the respective public school district or technology center district.

Grant Purpose

The Oklahoma School and Campus Safety and Security Grant Program aims to provide funding for purposes of improving the safety and security of educational environments for students, teachers and staff across the state.

Applicant Requirement and Timeline

Applicants of the Oklahoma School and Campus Safety and Security Grant are required to have the following:

- Unique Entity Identifier (“UEI”) from Sam.Gov
- A completed Risk and Vulnerability Assessment by the Oklahoma School Security Institute (“OSSE”) or a nationally qualified assessor

Applications for the Oklahoma School and Campus Safety and Security Grant Program must be submitted to hsgrants@okohs.ok.gov by 5 p.m. on September 30, 2023. Selected applicants will be notified of awards by email, tentatively October 15, 2023.

Grant Application Checklist

For an application to be considered it must be inclusive of all required items. Submission of incomplete application packets will be rejected without consideration. Ideally, the preferred format is one scanned PDF document or one zip file, comprising all parts of the application packet, in the order displayed below:

- Completed Application Signed by an Authorized Official
- Project Budget Narrative
- Terms and Conditions Signed by an Authorized Official
- Completed Risk and Vulnerability Assessment

Please note, if a district is applying on behalf of multiple schools or campuses, an application packet will need to be submitted for each location.

Grant Application Scoring

In determining which applicants will receive awards, the Oklahoma Department of Emergency Management and Homeland Security, will utilize the following matrix for scoring complete applications.

Scoring Category	Total Possible Points
Education Entity Type	10
Has the applicant received grant funding for de-escalation and behavioral threat assessment training and / or physical security enhancements?	5
Is a district applying on behalf of multiple locations?	5
How well does the applicant describe the proposed facility hardening project, detailing items such as related activities, equipment, and timeline for completion?	25
How well does the applicant tie the project to their Risk and Vulnerability Assessment, demonstrating how the grant funding will mitigate a vulnerability?	25
How well does the applicant describe budget narrative, detailing line items such as projected costs, bid(s) / quotes(s), equipment?	25
Would the applicant be able to completely address the vulnerability reflected in the risk assessment with the award?	5
Total Points Available	100

GRANT APPLICATION

School or Campus Profile

District Name (If Applicable): _____

School or Campus Name: _____

Mailing Address: _____

Grades Served: _____ Total Student Population: _____

Administrator Information

Name: _____ Title: _____

Email: _____ Phone Number: _____

Secondary Contact Information

Name: _____ Title: _____

Email: _____ Phone Number: _____

Which Best Describes Educational Entity Type:

[Click Here to Select](#)

[Click Here to Select](#)

Is District applying on behalf of multiple locations:

[Click Here to Select](#)

Select whether applicant received grant funding for de-escalation and behavioral threat assessment training and / or physical safety and security enhancements:

[Click Here to Select](#)

Applicant, if selected, will be able to fund the allowable project in its entirety solely with the grant award or coupled with supplemental funds by the August 30, 2024, deadline:

[Click Here to Select](#)

Describe in Detail the Proposed Facility Safety and Security Hardening Project.
Take care to itemize and detail project elements such as related activities, equipment, and timeline for completion.

Project Ties to Applicant’s Risk and Vulnerability Assessment.

Take care to demonstrate how project will mitigate or eliminate a school or campus safety and security limitation identified in the Risk and Vulnerability Assessment.

Applicant Agreement and Signature

By signing below, Applicant agrees that funds, if awarded, will be used only for the purpose described in the application and on items detailed in the project narrative. If selected, please note any deviations from the allowable project or approved project related expenses must be approved by ODEMHS Grant Management.

Grant Management

For support or additional information regarding the Oklahoma School and Campus Safety and Security Grant, please contact:

- Christina Daron, Grants Manger, christina.daron@okohs.ok.gov
- Hannah Kopisch, Grants Specialist, hannah.kopisch@okohs.ok.gov

Signature of Authorized Representative

Printed Name of Authorized Representative

Authorized Representative Title

Date Application Signed

QUESTIONS AND ANSWERS

Can a District Apply for Multiple Sites?

Yes. A District can apply on behalf of multiple schools or campuses however an application will need to be submitted for each location.

What is a Nationally Qualified Assessor?

A nationally qualified risk assessor is inclusive of trained professionals with quantitative and qualitative capabilities to identify and estimate risks to school and campus safety and security.

What if a school / campus started, but has not completed a Vulnerability and Risk Assessment and would like to apply?

As long as the Vulnerability and Risk Assessment is completed prior to the September 30, 2023, deadline, the applicant is eligible to apply.

Does it matter how long ago the Vulnerability and Risk Assessment was conducted?

No. As it relates to the assessment, as long the assessment was conducted by the Oklahoma School Security Institute (“OSSSI”), the Oklahoma State Department of Education (“SDE”), or a nationally recognized assessor, it will qualify.

What do I do if I don’t have an assessment?

If you would like to schedule a risk and vulnerability assessment, please contact:

Keith Stewart – keith.stewart@dps.ok.gov

Stephanie Prince – stephanie.prie@dps.ok.gov

Tenna Abraham – tenna.abraham@dps.ok.gov

How will the award be dispersed?

This is a cost-reimbursement grant in which one or more payments will be made for actual costs. Awardees will submit documentation of incurred eligible expenses and the grantor in turn will reimburse funds.

Is there a match requirement for award?

There is no match requirement; however, applicant must demonstrate the ability to fund the allowable project in its entirety solely with the grant award or coupled with supplemental funds by the August 30, 2024, deadline.

TERMS AND CONDITIONS

Recipients of Oklahoma Department of Emergency Management and Homeland Security Oklahoma School and Campus Safety Security reimbursement grant are urged to carefully review and understand all Terms and Conditions of the award prior to award acceptance. Failure to comply with these Terms and Conditions may result in disallowance of costs and recovery of funds and / or suspension or termination of funds and / or award.

As a condition of receipt of this grant, the Sub-recipient understands and agrees:

- 1. Eligibility:** In accordance with 70 O.S., § 51.2b(D), in order to be eligible for an Oklahoma School Security Grant Program award, an applicant shall have a risk and vulnerability assessment completed prior to application. A copy of said assessment must be conducted by the Oklahoma School Security Institute (“OSSI”), or a nationally qualified risk and vulnerability assessor and provided to ODEMHS with all other application materials by **September 30, 2023**.

Incomplete applications will be rejected without consideration.

In determining which applicants will receive awards, ODEMHS may consider, among other things:

- Whether the applicant has been awarded funds for de-escalation and behavioral threat assessment training and/or physical security enhancements from other state or federal agencies, including, but not limited to, the Oklahoma State Department of Education, within the past two (2) state fiscal years;
 - The perceived effectiveness of the proposal to improve school safety and security;
 - The ability of the applicant to complete the project by the deadline;
 - Whether an award from ODEMHS would completely fund an allowable project;
 - The total cost of an individual project in relation to the available grant funds; and
 - Any recommendations from OSSI or a nationally qualified risk and vulnerability assessor in terms of prioritization of need.
- 2. Deadlines:** The following deadlines shall apply to the Oklahoma School Security Grant Program:
 - September 1, 2023 – Applications released to the public
 - September 30, 2023 – Applications must be received by ODEMHS
 - October 15, 2023 – Successful applicants notified of grant award
 - February 1, 2024 – Progress report due

- June 30, 2024 – Deadline for encumbering funds
 - August 30, 2024 – Deadline for project completion and submission of documentation inclusive of reimbursement requests with substantiating documentation, including, but not limited to, invoices and receipts
 - October 15, 2024 – Completion of reimbursement
3. **Reimbursement:** Oklahoma School Security Grant Program awards will be paid on a reimbursement basis only. Each successful applicant may be granted an award up to and including \$50,000. For technology center schools and public schools, the application must be made by the respective technology center district or school district.
4. **Allowable Costs:** ODEMHS requires that Costs charged to this project are subject to advance written approval by ODEMHS. **Allowable costs shall clearly relate to and further the recommendations of the Risk and Vulnerability Assessment.**

ODEMHS requires that only food and beverages **approved in writing** by ODEMHS in advance will be permitted to be purchased with ODEMHS funds. While there may be limited exceptions made to this rule that apply solely to working lunches, a strict reasonableness standard must be maintained.

ODEMHS requires that use of ODEMHS funding to pay for speaker fees **must be approved in writing** by ODEMHS in advance any time the speaker is paid in excess of One Hundred Dollars (\$100) per hour for services.

ODEMHS requires that use of ODEMHS funding to pay for de-escalation and behavioral threat assessment training and physical security enhancements **must be approved in writing** by ODEMHS in advance. Allowable costs may include, but are not limited to, cameras, gates, lighting, locks, doors, windows, security geofencing, entry control and associated hardware and equipment, interoperable communications equipment, access control systems, ballistic film, and ballistic storm shelters, in accordance with 74 O.S., § 51.2b(D)(2).

5. **Real and Personal Property, Including Equipment (“Property”):** Only Property that is **approved in writing** by ODEMHS will be permitted to be purchased with grant funds. As a rule, Property purchased with ODEMHS funding must be allowable for the respective grant program.

When practicable, any Property purchased with grant funding shall be prominently marked as follows: “Purchased with Oklahoma Homeland Security State Appropriated Funding.” Please contact ODEMHS when Property is received to request appropriate labels.

Personnel must be properly trained to use the equipment purchased under this grant program in accordance with all applicable federal, state, and local laws, including, but not limited to, regulations established by the Oklahoma State Department of Education, the Oklahoma Department of Environmental Quality, the Oklahoma Department of Labor, the Oklahoma State Fire Marshal, and the Oklahoma Construction Industries Board. By signing and submitting grant acceptance documents, the Authorized Official certifies employees have received or will receive required training prior to utilizing equipment purchased with ODEMHS funding.

The Sub-recipient shall be responsible for replacing or repairing Property that is lost, stolen, damaged, or destroyed as a result of Sub-recipient's willful or negligent action. The Sub-recipient entity shall provide the equivalent insurance coverage for Property acquired or improved with funds as provided to property owned by the Sub-recipient entity. Property losses should be reported immediately to ODEMHS in writing.

- 6. Property Control/Disposition:** Effective control and accountability must be maintained for all Property. Sub-recipients must adequately safeguard all such Property and must assure that it is used solely for authorized purposes. Sub-recipients should exercise caution in the use, maintenance, protection, and preservation of such Property.

Title – Title to grant-funded Property will continue to be held by the Sub-recipient who purchases the Property. This title is a conditional title, however, meaning that the title is conditioned on the Sub-recipient complying with the use, management, and disposition requirements for the Property. The Property is being used for the authorized purposes of the project during the period of performance or until the Property is no longer needed for the purpose of the project.

Encumbering Property – Additionally, Sub-recipients may not encumber grant-funded Property without prior written approval from ODEMHS.

- 7. Interoperable Equipment:** That interoperability of equipment and establishment of multi-regional mutual aid is strongly encouraged and, in some cases, may be mandated by ODEMHS.

The lack of adequate, reliable, and interoperable communications systems has been a challenge for public safety agencies in Oklahoma and across the country for decades. In many cases, agencies cannot perform their mission-critical duties effectively, because they are unable to communicate vital voice or data information inter-jurisdictionally in daily operations or in emergency situations. In Oklahoma, cultural resistance to change, and limited funding has held the communications capabilities of most agencies well behind the current standard and has caused systems to be developed independently of one

another. In order to resolve some of these issues and create a more formalized process for communications interoperability planning, the Oklahoma Legislature passed Senate Bill 1153 in early-2009. *See* S.B. 1153, 52nd Leg., 1st Reg. Sess. (Okla. 2009). S.B. 1153 is critical to communications interoperability efforts in Oklahoma for several reasons. First, it names the Oklahoma Office of Homeland Security (“OKOHS”), now known as ODEMHS, as a central point of contact for all statewide communications interoperability planning. Next, S.B. 1153 enumerates the planning duties for ODEMHS. These duties include the following:

- Oversight and implementation of the Statewide Communication Interoperability Plan (“SCIP”).
- Coordination of a migration plan for use of communications interoperability technologies including aid to connect disparate systems used by public safety agencies.
- Assistance with applying for, receiving, and holding authorization for frequencies and channels for state agencies.

S.B. 1153 makes the effort to improve statewide interoperable communications a priority in Oklahoma. One of the most important aspects of S.B. 1153 is that it gives ODEMHS the ability to create standards for future purchases of equipment and infrastructure made by state agencies in support of communications interoperability in Oklahoma. The goal of these standards is to eliminate redundancy and ensure the compatibility of new purchases with existing technology.

The Interoperable Communications State Standards (“IOCSS”) Working Group was formalized in 2009 and is composed of representatives from multiple state and local agencies to recommend minimum standards for communication equipment purchases. It was imperative to include multiple agencies with a vested interest in communications interoperability to ensure the success of these minimum standards. The IOCSS will meet as needed to establish and modify minimum standards for communication equipment. The standards will be implemented in the following phases:

- Phase 1: Implement Subscriber Equipment Standards (Includes Mobile and Portable Radios)
- Phase 2: Implement Repeater Equipment Standards (Best practices)
- Phase 3: Implement Infrastructure Standards (Tower Sites)
- Phase 4: Implement Tactical Communications Equipment Standards (Gateways)
- Phase 5: Implement Data Connectivity Standards

This is a living document, and additional information will be added to this document as minimum standards are defined for the forthcoming phases.

***Interoperable Communications (“IOC”) equipment must comply with ODEMHS state minimum standards (see https://oklahoma.gov/content/dam/ok/en/homeland-security/documents/interoperable-comms/minimum_standards_for_communication_equipment_purchases.pdf)**

8. Property Inventory: During the term of this grant and for three (3) years following termination of the ODEMHS grant, the Sub-recipient is responsible for proper reporting, for maintenance of an inventory tracking system, and for assuring the location of all Property purchased through this grant. A physical inventory of the Property must be taken, and the results reconciled with the property records at least once every two (2) years and submitted to ODEMHS. Inventory records must be maintained which include:

- Description of the Property;
- Serial number or other identification number;
- Source of the Property;
- Identification of title holder;
- Acquisition date;
- Cost of the Property;
- Percentage of Oklahoma School Security Grant Program participation in the cost of the Property;
- Location of the Property;
- Use and condition of the Property; and
- Disposition data, including the date of disposal and sale price.

9. Conflict of Interest: Sub-recipients should take every precaution to avoid the appearance of a conflict of interest. Violations of the conflict-of-interest standards may result in criminal, civil, or administrative penalties. In the use of agency project funds, officials or employees of state or local units of government shall avoid any action that might result in, or create the appearance of:

- Using his or her official position for private gain;
- Giving preferential treatment to any person;
- Losing complete independence or impartiality;
- Making an official decision outside official channels; or
- Affecting adversely the confidence of the public in the integrity of the government or the program. For example, where a Sub-recipient of state or federal funds makes sub-awards under any competitive process and an actual conflict or an appearance of a conflict of interest exists, the person for whom the actual or apparent conflict of interest exists should recuse himself or herself not only from reviewing the application for which the conflict exists, but also from the evaluation of all competing applications.

- 10. Leverage of Funding:** The Sub-recipient agrees to leverage all available funding and resources, when possible, in order to support and sustain efforts and to maximize the effectiveness of the ODEMHS funding.
- 11. Commingling of Funds:** The Sub-recipient is prohibited from commingling funds on either a program-by-program or a project-by-project basis without prior written approval of ODEMHS. The accounting systems of all Sub-recipients must ensure that agency funds are not commingled with funds from other awards or state or federal agencies. Each award must be accounted for separately.
- 12. Financial Guidelines:** All grantees shall appropriately maintain accounting records for compiling and reporting accurate, compliant financial data in accordance with generally accepted accounting standards and principles.
- 13. Recording and Documentation of Receipts and Expenditures:** Sub-recipient's accounting procedures must provide for accurate and timely recording of receipt of funds by source of expenditures made from such funds and unexpended balances. These records must contain information pertaining to grant awards, obligations, unobligated balances, assets, liabilities, expenditures, and program income. Controls must be established which are adequate to ensure that expenditures charged to the sub-grant activities are for allowable purposes. Additionally, effective control and accountability must be maintained for all grant cash, real and personal property, and other assets. Accounting records must be supported by source documentation such as cancelled checks, paid bills, payrolls, time and attendance records, contract documents, grant award documents, etc.
- 14. Interest and Other Program Income:** The Sub-recipient agrees to be accountable for all interest or other income earned by the Sub-recipient with respect to sub-recipient funds or because of conduct of the project (sale of publications, registration fees, service charges, etc.). All program income generated by this grant during the project must be reported to ODEMHS quarterly and must be put back into the project or be used to reduce ODEMHS' participation in the program. The use or planned use of all program income must have prior written approval from ODEMHS.
- 15. Monitoring:** The Sub-recipient agrees to comply with monitoring requirements of ODEMHS, including, but not limited to, a willingness to provide reasonable access to relevant records and Property, and maintain an up-to-date Property inventory.
- 16. Procurement:** All projects, programs, services, or activities sponsored in whole or in part with Oklahoma School Security Grant Program monies must be purchased in accordance with applicable law, including, but not limited to, the Oklahoma Central

17. Purchasing Act and the Public Competitive Bidding Act of 1974. Upon receipt of written request, Sub-recipient must provide ODEMHS with documentation of the competitive bidding procurement process or exemption therefrom, including, but not limited to, copies of the bids received and justification of how a decision was reached to award a contract to a specific vendor.

18. Obligation of Grant Funds: The Sub-recipient agrees that all grant funds must be obligated and expended within the project period set forth within these Terms and Conditions unless ODEMHS provides a written exception or extension to the Sub-recipient. Any funds not properly obligated and expended by the Sub-recipient during the project period will lapse and revert to ODEMHS for potential reallocation to other allowable uses.

19. Project Implementation: The Sub-recipient agrees to implement and complete this project within the project period of the grant or be subject to forfeiture of grant funds.

The Sub-recipient agrees that this project will be administered by the institution of higher learning, technology center school district, public school district, or private school having authority and responsibility for its completion and that such entity will ensure institutional, managerial, and financial capability for proper planning, management, and completion of approved projects.

The Sub-recipient agrees that the projects funded with this grant should demonstrate multi-disciplinary coordination of response efforts, including, but not limited to, emergency medical services, emergency management, fire service, law enforcement, hazardous materials, public works, public health, health care facilities, military, government administration, private sector, citizens, and communications.

20. Confidential Information: Any reports, information, data, etc., given to, prepared, or assembled by the Sub-recipient under this grant, which ODEMHS requests to be kept confidential, shall not be made available to any individual or organization by the Sub-recipient without prior written approval of ODEMHS.

21. Protected Critical Infrastructure Information (PCII): The Sub-recipient agrees that PCII will be treated in a manner consistent with the Critical Infrastructure Information Act of 2002 (Public Law 107-296) (CII Act), which created a new framework that enables state and local jurisdictions and members of the private sector to voluntarily submit sensitive information regarding critical infrastructure to ODEMHS. The Act also provides statutory protection for voluntarily shared PCII from public disclosure and civil litigation.

If validated as PCII, these documents can only be shared with authorized users who agree to safeguard the information. PCII accreditation is a formal recognition that the covered government entity has the capacity and capability to receive and store PCII.

22. Publications: The Sub-recipient agrees that all publications created with funding under this grant shall prominently contain the following statement: “This Document was prepared under a grant from the Oklahoma Office of Homeland Security Grant Program, Oklahoma Department of Emergency Management and Homeland Security (“ODEMHS”). Points of view or opinions expressed in this document are those of the authors and do not necessarily represent the official position or policies of OKOHS/ODEMHS.”

23. Reports: The Sub-recipient agrees to provide the required status report due on December 30, 2023 and other information and documentation that may be requested by ODEMHS.

The Sub-recipient agrees to cooperate with any assessments, national evaluation efforts, or information or data collection requests related to any activities within this project, consistent with confidentiality requirements within these Terms and Conditions.

24. Training: All requested or relevant training records of Sub-recipients must be submitted to the ODEMHS Training and Exercise Coordinator.

25. Retention of Records: Any records relevant to the grant or these Terms and Conditions must be retained for at least seven (7) years following the termination date. In cases where a claim, audit, litigation, or other action involving such records is initiated prior to expiration of the seven-year period, records must be retained for two (2) years from the date that all issues arising out of the action are resolved, or until the end of the seven-year retention period, whichever is later. Retention is required for purposes of state or federal examination and audit. ODEMHS shall have the right to examine and audit, at no cost, all records relevant to the implementation of the Oklahoma School Security Grant Program. If professional services are paid for with Oklahoma School Security Grant Program funds, all items that relate to implementation of said program are also subject to examination by the State Auditor and Inspector and the State Purchasing Director. Records may be retained in an electronic format.

26. Sanctions: If a Sub-recipient materially fails to comply with the Terms and Conditions of an award, ODEMHS may take one or more of the following actions, as appropriate in the circumstances:

- Temporarily withhold cash payments pending correction of the deficiency by the Sub-recipient;
- Disallow (that is, deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action not in compliance;
- Wholly or partly suspend or terminate the current award;
- Withhold future awards for the project or program;
- Pursue any other legal remedy that may be available; and/or
- Require reassignment of any tangible or intangible items purchased with ODEMHS grant funding to another local jurisdiction.

Prior to acting, ODEMHS will provide the Sub-recipient reasonable notice of its intent to impose measures and will make efforts to resolve the problem informally.

27. Compliance Agreement: The Sub-recipient agrees to abide by all Terms and Conditions including “Special Conditions” placed upon the grant award by ODEMHS. Failure to comply could result in a “Stop Payment” being placed on the grant.

28. Written Approval of Changes: Sub-recipient must notify ODEMHS in writing of any events or changes requiring adjustment in the grant award within five (5) business days of occurrence of the change. Examples include, but are not limited to, changes of address, project manager, project site, budget categories, or scope.

Signature of Authorized Representative

Printed Name of Authorized Representative

Authorized Representative Title

Date Application Signed