Program Guidelines

2022-2024 Silent Panic Alert Technology (SPAT) Grant

Authorized by Governor's Budget Execution Order of June 28, 2022

Application Closing Date—5:00 p.m., Central Time
December 12, 2022

TEXAS EDUCATION AGENCY

**Department of Grant Compliance and Administration
1701 North Congress Avenue
Austin, Texas 78701**

Contents

Introduction to the Program Guidelines

TEA, as the pass-through entity[1], is the grantee[2] from the U.S. Department of Education (USDE) and TEA awards subgrants to non-federal entities[3] such as local educational agencies (LEAs), including school districts, charter schools, and education service centers, and to a lesser degree institutions of higher education (IHEs), and nonprofit organizations (NPOs) who are the agency's subgrantees[4]. These guidelines apply to all subgrantees of TEA, regardless of whether referenced herein as subgrantee or grantee. For purposes of this document, TEA may use the terms grantee and subgrantee synonymously for its subrecipients.

This part of the request for application (RFA), Program Guidelines, is to be used in conjunction with the General and Fiscal Guidelines and the schedule instructions. The Standard Application System (SAS) consists of all schedules (i.e., forms) to be completed in order for the applicant to be eligible for funding. The application to which these instructions refer must be submitted electronically through the eGrants system.

For applicants selected for funding, all guidelines and instructions will be incorporated by reference into the Notice of Grant Award (NOGA).

Requirement for Username and Password

To access eGrants and apply for this grant, you must have access to the TEA Login (TEAL). Follow these steps to apply for usernames and passwords on TEAL:

1. Visit the TEA Login (TEAL) page of the TEA website. Select Request New User Account to begin the process of applying for a TEAL account online.

2. Once you have been assigned a TEA Login (TEAL) account, log into TEAL and under Self-Service select My Application Accounts.

3. The My Accounts tab will open. Select Request New Account and find eGrants in the list and follow the instructions to submit your request.

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[1] Pass-through entity is defined as a non-Federal entity that provides a subaward to a subrecipient to carry out part of a federal program. (2 CFR 200.74)

[2] Grantee is defined as the legal entity to which a grant is awarded and that is accountable to the federal government for the use of the funds provided. The term "grantee" does not include any secondary recipients, such as subgrantees and contractors that may receive funds from a grantee. (34 CFR 77)

[3] Non-federal entity is defined as a state, local government, Indian tribe, institution of higher education, or nonprofit organization that carries out a federal award as a recipient or subrecipient. (2 CFR 200.69)

[4] Subgrantee is defined by TEA to be the same as a subrecipient which is defined as a non-federal entity that receives a subaward from a pass-through entity to carry out part of a federal program; but does not include an individual that is a beneficiary of such program. (2 CFR 200.93) Subgrantee is defined in 34 CFR 77 as the legal entity to which a subgrant is awarded and that is accountable to the grantee for the use of the funds provided.

Application Submission through eGrants

Submit the application for these grant programs electronically through the TEA eGrants system. Refer to the General and Fiscal Guidelines for more specific information about accessing eGrants and obtaining the required TEA Login (TEAL) user ID and password.

Applications must be submitted as follows:

- Those submitted by public LEAs must be signed electronically by the superintendent of the school district or a designee.

- Applications submitted by regional Education Service Centers (ESCs) must be signed electronically by the executive director or a designee.

- Applications submitted by open-enrollment charter schools must be signed electronically by the chief operating officer of the school or a designee.

- Campuses and campus charter schools must apply through their public school district, and the application must be signed electronically by the superintendent or designee.

Reference to the General and Fiscal Guidelines

The Program Guidelines provide information specifically relevant to this grant program. The General and Fiscal Guidelines provide information relevant to all TEA grant programs. Throughout the Program Guidelines, cross-references are given to applicable sections of the General and Fiscal Guidelines. It is critical that you review all referenced sections of the General and Fiscal Guidelines when preparing your application.

Contact for Clarifying Information

Program Contact

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Funding Contact

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US Department of Education and/or State Appropriations

The following is provided in compliance with the US Department of Education Appropriations Act:

Category	Amount
Total funds available for this project	$17,104,000
Percentage to be financed with federal funds	0%
Amount of federal funds	$0
Percentage to be financed from nonfederal sources	100%
Amount of nonfederal funds	$17,104,000

Grant Timeline

For all dates related to the grant, including reporting dates, see the TEA Grant Opportunities page. If a report due date falls on a weekend or holiday, the report will be due the following business day. All dates except the grant ending date may vary slightly as conditions require.

Grant at a Glance

This section provides detailed information about the grant program.

Program Purpose, Goals, and Objectives

To provide grant funds to local educational agencies (LEAs) to purchase silent panic alert technologies for campuses as a measure of school safety. Silent panic alert technology is generally defined as a silent system signal generated by the activation of a device, either manually or through software applications, intended to signal a life-threatening or emergency situation (such as an active shooter, intruder, or other emergency situation) requiring a response from law enforcement and/or other first responders.

A communications infrastructure, which shall include a panic alert button, duress, or equivalent alarm system, via standalone hardware or integrated into other telecommunications devices, that includes the following functionality:

    a. an alert capable of being triggered manually by campus staff;

    b. an alert is triggered automatically in the event a district employee calls 911 from any location within the school system;

    c. with any alert generated, the location of where the alert originated shall be included;

d. the alert notifies a set of designated school administrators as needed to provide confirmation of response, and if confirmed, notice is issued to law enforcement and emergency responder agencies of an emergency situation requiring a law enforcement and/or emergency response, and a notice can simultaneously be issued to all school staff of the need to follow appropriate emergency procedures; and

e. for any exterior doors that features electronic locking mechanisms that allow for remote locking, the alert system will trigger those doors to automatically lock and to automatically notify relevant campus staff of any door where the lock cannot engage.

Eligible Applicants

See the General and Fiscal Guidelines, Eligibility for Funding.

Local Educational Agencies (LEAs), including Public School Districts and Open-Enrollment Charter Schools.

Eligibility List

The entitlement list is posted on the Entitlements page.

Shared Services Arrangement

See the General and Fiscal Guidelines, Shared Services Arrangements.

Shared services arrangements (SSAs) are allowed.

Cost Share or Matching Requirement

See the General and Fiscal Guidelines, Cost Share/Match Requirement.

There is no cost share or matching requirement for this grant program.

Supplement, Not Supplant

For supplement, not supplant guidance, see the Supplement, Not Supplant Handbook on the Department of Grant Compliance and Administration's Training and Other Resources page.

The supplement, not supplant provision does not apply to this grant program.

Limitation of Administrative Funds

See the General and Fiscal Guidelines, Administrative Costs.

NOTE: Administrative funds include **both** direct administrative costs **and** allowable indirect costs.

The authorizing funding does not permit administrative costs for this grant program.

Pre-Award Costs

See the General and Fiscal Guidelines, Pre-Award Costs.

Pre-award costs are permitted, if requested, from June 28, 2022, to stamp-in date.

Application Requirements and Assurances

This section identifies the two types of requirements in which applicants must comply to be eligible for funding:

- Statutory requirements (requirements defined in the authorizing statute)
- TEA program requirements (requirements defined by TEA program staff)

Statutory Requirements

See the General and Fiscal Guidelines, Statutory Requirements.

Per Section 22.0834 of the Texas Education Code (TEC), any person offered employment by any entity that contracts with TEA or receives grant funds administered by TEA (i.e., a grantee or subgrantee) is subject to the fingerprinting requirement. TEA is prohibited from awarding grant funds to any entity, including nonprofit organizations, that fails to comply with this requirement. For details, refer to the General and Fiscal Guidelines, Fingerprinting Requirement.

TEA Program Requirements

See the General and Fiscal Guidelines, TEA Program Requirements.

In addition to the statutory requirements, TEA has established the following program requirements. The applicant must comply with each of these requirements in the application to be considered for funding:

1. For grant purposes, silent panic alert technology is defined as a silent system signal generated by the activation of a device, either manually or through software applications, intended to signal a life-threatening or emergency situation (such as an active shooter, intruder, or other emergency situation) requiring a response from law enforcement and/or other first responders. It may include 1) wired panic button or buttons, 2) wireless panic button or buttons, or 3) a mobile or computer application.

2. Only costs for the purchase, installation, and an annual maintenance/service contract for silent panic alert technologies will be allowed to be charged to the grant.

3. LEAs may use grant funds, either solely or in combination with other funds, to purchase comprehensive school safety software systems that include, but not limited to, visitor screening, safety drills, response to emergencies, and reunification but only as long as the silent panic alert technology is a primary component of the comprehensive system.

4. Applicant provides assurance that technology purchased under this grant will be compliant with any future Commissioner's Rules Concerning School Facilities related to panic alert technology requirement.

5. The LEA must implement a communications infrastructure, which shall include a panic alert button, duress, or equivalent alarm system, via standalone hardware or integrated into other telecommunications devices, that includes the following functionality:

   a. an alert capable of being triggered manually by campus staff;

   b. an alert is triggered automatically in the event a district employee calls 911 from any location within the school system;

   c. with any alert generated, the location of where the alert originated shall be included;

   d. the alert notifies a set of designated school administrators as needed to provide confirmation of response, and if confirmed, notice is issued to law enforcement and emergency responder agencies of an emergency situation requiring a law enforcement and/or emergency response, and a notice can simultaneously be issued to all school staff of the need to follow appropriate emergency procedures; and

   e. for any exterior doors that features electronic locking mechanisms that allow for remote locking, the alert system will trigger those doors to automatically lock and to automatically notify relevant campus staff of any door where the lock cannot engage.

Program-Specific Assurances

See the General and Fiscal Guidelines, Provisions and Assurances.

The program-specific assurances for this grant program are listed in the SAS. Refer to Schedule CS7000—Provisions, Assurances, and Certifications.

Allowable Activities and Use of Funds

Refer to the Budgeting Costs Guidance Handbook on the Grant Administration Division's Grant Resources page for general guidance on allowable activities and use of funds.

Allowable activities and use of funds for this grant may include but are not limited to the following:

General Allowable Activities and Use of Funds

- Silent panic alert technology defined as a silent system signal generated by the activation of a device, either manually or through software applications, intended to signal a life-threatening or emergency situation requiring a response from law enforcement and/or other first responders, such as an active shooter, intruder, or other emergency situation. It may include 1) wired panic button or buttons, 2) wireless panic button or buttons, or 3) a mobile or computer application.

- Purchase and installation of silent panic alert technology.

- Maintenance/service contracts for silent panic alert technology systems.

- Either solely or in combination with other funds, to purchase comprehensive school safety software systems that include, but not limited to, visitor screening, safety drills, response to emergencies, and reunification but only if the silent panic alert technology is a primary component of the comprehensive system.

- LEA personnel costs only associated with the installation of silent panic alert technologies.

- Lease purchase of silent panic alert technologies if completely paid within the grant period.

Unallowable Activities and Use of Funds

Refer to the [Budgeting Costs Guidance Handbook](#) on the Grant Administration Division's [Grant Resources](#) page for general guidance on unallowable costs.

In addition, unallowable activities and use of funds for this grant may include but are not limited to the following:

- Audit services for state-funded grants
- Field Trips
- Travel for Students to Conferences
- Cost of Membership in Any Civic or Community Organization
- Hosting or Sponsoring of Conferences
- Advisory Council
- Out-of-State Travel
- Travel Costs for Officials such as Executive Director, Superintendent, or Board Members
- Administrative Costs
- Any cost other than the purchase, installation, or maintenance/service contract for silent panic alert technologies at campuses not aligned with Commissioner's Rules Concerning School Facilities related to panic alert technology requirement

Performance Measures

The applicant agrees to collect data and report on the following mandatory performance measures:

1. Number of campuses served by wired panic button or buttons.
2. Number of campuses served by wireless panic button or buttons.
3. Number of campuses served by a mobile application.
4. Number of campuses served by a computer application.
5. Number of campuses served by both mobile and computer applications.
6. Number of campuses served by a combination of wired panic button or buttons, wireless panic button or buttons, a mobile or computer applications.
7. Number of campuses served by exterior doors with electronic locking mechanisms that allow for remote locking and the alert system will trigger those doors to automatically lock and to automatically notify relevant campus staff of any doors where the lock cannot engage.
8. Number of doors on each campus where the electronic door locking technology has been implemented to notify campus staff.
9. Other measures to be determined.

Attachments

There are two types of attachments that may be required to be submitted with your application:

Required Fiscal-Related Attachments

See the General and Fiscal Guidelines, Fiscal-Related Documentation Required to Be on File, for a general description of fiscal-related documents that can be required as attachments to the application.

Required Program-Related Attachments

See the General and Fiscal Guidelines, Required Program-Related Attachments, for a general description of program-related documents that can be required as attachments to the application.

No program-related attachments are required for this grant program.

Adding Attachments

The instructions in the following sections describe how to attach files to an eGrants application.

General Instructions

The size of each attachment cannot exceed 10MB. If you have a larger file, use a different scanning setting or zip the file to make it take up less space.

The only supported browser is Google Chrome. If you are using another browser, please change to Google Chrome before attaching files.

Documents only need to be attached once. Do not attach duplicate documents when completing an amendment. Only attach more than once if the attachment is being revised.

Naming Attachments

Name the files you are going to attach with no spaces (for example, 501C3letter.doc or 5013C_letter.doc). Use a meaningful name that identifies the specific document.

Make sure that each attachment has a valid extension (.pdf, .doc, .rtf, .xls, .bmp, .docx, .xlsx).

Note that attachments with very long names may not be able to be uploaded. If you have difficulty, try renaming the file and starting over.

Scanning Documents

If a document must be scanned to create an electronic copy, use the following hints to ensure that the document size is as small as possible:

- Use an OCR or DPI setting of 200 DPI.

- Try to avoid creating .jpg files. If possible, create PDF documents with the scanner.

Zipping Files

If your files are too large, add them to a zip file to save space (download a free version of WinZip and find instructions on creating zip files).

Attaching Files to an eGrants Application

1. Ensure that the document is saved on your computer, using the naming instructions above.

2. On the Grant Menu page, select Attach File.

3. Select the appropriate radio button for a TEA Defined Attachment or an Optional Attachment.

4. Select the Browse button. A standard Windows browser appears. Find the file.

5. Select Attach.

6. Confirm the document title appears under Documents Submitted in This Version; refresh the page if necessary. If the attachment does not appear, you may have to rename your document with a shorter name and start over.

7. Repeat this process to attach all your documents.