

REQUEST FOR APPLICATION

Program Guidelines

2022-2025 School Safety Standards Formula Grant

Authorized by Governor's Budget Execution
Order of October 27, 2022

Application Closing Date—5:00 p.m., Central Time
February 17, 2023

TEXAS EDUCATION AGENCY

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

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Introduction to the Program Guidelines

TEA, as the pass-through entity¹, is the grantee² from the U.S. Department of Education (USDE) and TEA awards subgrants to non-federal entities³ 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 subgrantees⁴. 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.

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

Grant Contact

Nick Davis, Department of Grant Compliance and Administration
nick.davis@tea.texas.gov
Phone: (737) 308-6086
Fax: (512) 463-9176

Safety Standards and Program Contact

Brooks Straub, Deputy Chief of Staff
SafeSchools@tea.texas.gov
Phone: (281) 755-3342

Funding Contact

Lisa Gonzales, Grants Administration Division
lisa.gonzales@tea.texas.gov
Phone: (512) 463-8525

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	\$400,000,000
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	\$400,000,000

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 assist LEAs in meeting the new school safety standards and to include other security related costs like metal detectors, cameras, and monitoring tools such as those allowed under the school safety allotment, the SB500 2019-2021 School Safety and Security Grant, and the 2022-2024 Silent Panic Alert Technology (SPAT) grant.

The purpose of this project is to first allow LEAs to implement the new safety standards applicable to Chapter 61, Sub-chapter CC, 61.031 of Commissioner's Rules. Generally, allowable safety standards activities include procurement and installation of:

- fencing,
- exterior doors,
- glass doors not within a secured area,
- ground level exterior windows,
- silent panic alert technologies, and
- other required rule components around emergency responder radios, exterior door numbering, and exterior secure master key lock boxes.

Once minimal compliance with the rule is met, the LEA may choose from a variety of school security-related activities, such as:

- security cameras and equipment,
- communications systems,
- district peace officers, private security officers, school marshals,
- active shooter trainings, emergency response training,
- prevention, identification, and management of emergencies and threats.

Eligible Applicants

See the [General and Fiscal Guidelines](#), Eligibility for Funding.

Any LEA, meeting the enrollment standards below, is eligible to apply for grant funds if they are compliant with all intruder detection audit requirements.

Public school districts and charter schools with a reported enrollment of at least one student from the October 2021 PEIMS fall snapshot submission will be eligible for funding. New charters that opened in the 2022-2023 school year, prior to October 27, 2022, will be eligible for the minimum grant award amount.

Any new charter school opening after October 27, 2022 (the date of announcement from Office of the Governor) will be ineligible for funding throughout the life of the grant. Private schools are not eligible recipients for funding.

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; however, fiscal agents may not claim any administrative costs.

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 October 27, 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. The LEA must first expend all its SB500 School Safety and Security Grant (school hardening funds).
2. The LEA must expend these grant funds to meet minimum compliance to implement the new safety standards applicable to Chapter 61, Sub-chapter CC, 61.031 of Commissioner's Rules.

3. The LEA must comply with all intruder detection audit requirements.
4. Only costs for the purchase and installation of security related activities detailed in the Allowable Activities section below will be allowed to be charged to the grant.
5. These grant funds will be monitored for programmatic and fiscal compliance during the grant period, and potentially post-grant period.

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

Initially, grant funds may only be expended to meet minimum compliance to implement the new safety standards applicable to Chapter 61, Sub-chapter CC, 61.031 of Commissioner's Rules. The allowable activities listed below are activities that could be implemented to become compliant with the new safety standards rule. Applicants are not required to implement every allowable activity listed below, as the needs and situations of applicants will vary and determine the appropriate method to become compliant.

Allowable Activities to Meet Minimum Compliance with Safety Standards Rule

1. Fencing
 - a. Purchase of fencing;
 - b. Emergency egress gates;
 - c. Anti-scaling devices;
 - d. Fencing; and
 - e. Fence posts
 - f. Upgrade pre-existing fencing to become compliant with safety standards rule
 - g. Increasing the height of pre-existing fence to meet the height requirement of the safety standards rule; and
 - h. Modification of other pre-existing fencing components to bring fence(s) up to standard
2. Exterior Doors
 - a. Purchasing of door reinforcement components;
 - b. Door;
 - c. Mechanical door auto closer;
 - d. Mechanical door lock;
 - e. Emergency egress push bar;
 - f. Door frame;
 - g. Center mullion and

- h. Master key rekeying on mechanical doors
- 3. Glass Exterior Doors Not Within a Secured Area
 - a. Purchase of forced-entry resistant film and installation materials.
- 4. Ground Level Exterior Windows
 - a. For windows adjacent to or near an exterior door to become complaint;
 - b. Purchase of forced-entry resistant film and installation materials;
 - c. In the case that the window frame itself is not removable and the frame and window must be upgraded to comply with the minimum safety standards;
 - d. Purchase of forced-entry window;
 - e. Window frame and installation materials.
- 5. Silent Panic Alert Technology
 - a. Purchase and installation of silent panic alert technology.
 - b. Maintenance/service contracts for silent panic alert technology systems.
 - c. 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.
 - d. LEA personnel costs are only associated with the installation of silent panic alert technologies.
 - e. Lease purchase of silent panic alert technologies if completely paid within the grant period.
- 6. Other Required Components
 - a. Purchase and installation of equipment which allows emergency responder two-way radios to function within most portions of the building(s).
 - b. Exterior door numbering
 - c. Purchasing alpha-numerical characters that comply with the International Fire Code, §505; and installation materials.
 - d. Exterior secure master key lock box with two lock access and installation materials.
 - e. Asbestos remediation as needed related to the replacement of door frames or window frames to be complaint with the school safety standards.
- 7. Installation of the Aforementioned Components
 - a. Contracted installation; and
 - b. Payroll for LEA maintenance or operations staff installation.

Other Allowable Items (After Minimal Compliance with School Safety Standards Rule has been Met)

Before expending grant funds on the below allowable items, the applicant will amend the application before expending grant funds for other allowable activities after certifying they meet minimal compliance with the school safety standards rule, to include identifying contracted vendor(s) designated to provide the required work to implement the standards.

- 1. The purchase and maintenance of:
 - a. security cameras or other security equipment; and

- b. technology, including communications systems or devices, that facilitates communication and information sharing between students, school personnel, and first responders in an emergency;
2. Providing security for the district, including:
 - a. employing school district peace officers, private security officers, and school marshals; and
 - b. collaborating with local law enforcement agencies, such as entering into a memorandum of understanding for the assignment of school resource officers to schools in the district;
3. School safety and security training and planning, including:
 - a. active shooter and emergency response training;
 - b. prevention and treatment programs relating to addressing adverse childhood experiences; and
 - c. the prevention, identification, and management of emergencies and threats, using evidence-based, effective prevention practices and including:
 - i. providing licensed counselors, social workers, and individuals trained in restorative discipline and restorative justice practices;
 - ii. providing mental health personnel and support;
 - iii. providing behavioral health services;
 - iv. establishing threat reporting systems; and
 - v. developing and implementing programs focused on restorative justice practices, culturally relevant instruction, and providing mental health support; and
4. Providing programs related to suicide prevention, intervention, and postvention.
5. Metal Detectors
6. Two-way radio systems
7. Electronic door-locking systems

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
- Stipends for non-employees
- Non-employee costs for conferences
- Any costs other than those listed above in the Allowable Activities section.

Performance Measures

The applicant agrees to collect and report performance and expenditure data in a timeline as required by TEA.

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.

Zippping 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.