

Request for Application

Program Guidelines

2024-2025 Safety and Facilities Enhancement (SAFE) Grant, Cycle 2

Authorized by SB30, Section 4.02, 88th Texas Legislature

Contents

Introduction to the Program Guidelines	3
Application Submission Through eGrants	4
Reference to the General and Fiscal Guidelines	4
Errata Notices	4
Email Bulletins	4
Contact for Clarifying Information	5
Grant Program Contact.....	5
Funding Contact.....	5
US Department of Education and/or State Appropriations	5
Grant Timeline	5
Grant at a Glance	5
Program Purpose, Goals, and Objectives	6
Eligible Applicants.....	6
Eligibility List.....	6
Shared Services Arrangement.....	6
Cost Share or Matching Requirement.....	6
Supplement, Not Supplant.....	6
Limitation of Administrative Funds.....	7
Pre-Award Costs	7
Application Requirements and Assurances.....	7
Statutory Requirements	7
TEA Program Requirements	7
Program-Specific Assurances.....	8
Allowable Activities and Use of Funds	8
General Allowable Activities and Use of Funds	11
Unallowable Activities and Use of Funds	11
Performance Measures.....	12
Attachments	12
Required Fiscal-Related Attachments.....	12
Required Program-Related Attachments.....	12
Adding Attachments	12
General Instructions	12

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 any application 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 guidelines and 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, then 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 the eGrants application process.

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.

Errata Notices

See the [General and Fiscal Guidelines](#), Errata Notices.

Email Bulletins

See the [General and Fiscal Guidelines](#), GovDelivery Bulletins.

Contact for Clarifying Information

Grant Program Contact

TEA Office of School Safety and Security
SafeSchools@tea.texas.gov

Funding Contact

Grants Administration Division
grants@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	\$275,024,497
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	\$275,024,497

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

The project allows LEAs who have certified they are NOT in compliance, to implement the adopted safety standards applicable to Chapter 61, Sub-chapter CC, 61.031 of Commissioner's Rules. Funds will assist LEAs in meeting the adopted school safety standards. LEAs already in compliance with the adopted safety standards will be able to utilize grant funds for other security measures.

Eligible Applicants

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

Public school districts and charter schools with a reported enrollment of at least one student from the October 2022 PEIMS fall snapshot submission will be eligible for funding. New charters that opened in the 2023-2024 school year, prior to January 1, 2024, will be eligible for the minimum grant award amount.

Any new charter school opening after January 1, 2024, will be ineligible for funding throughout the life of the grant. Private schools are not eligible recipients for funding.

Eligibility List

An eligibility list is posted in the Application and Support Information section of the [TEA Grant Opportunities](#) page.

Shared Services Arrangement

See the [General and Fiscal Guidelines](#), Shared Services Arrangements.

Shared services arrangements (SSAs) are not 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.

TEA 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 9, 2023, to stamp-in date.

Application Requirements and Assurances

This section identifies the 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 expend these grant funds to meet minimum compliance to implement the adopted safety standards applicable to Chapter 61, Sub-chapter CC, 61.031 of Commissioner's Rules.

Program Guidelines

2. 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.
3. These grant funds will be monitored for programmatic and fiscal compliance during the grant period, and potentially post-grant period.
4. The grant program will be funded by reimbursement once the NOGA has been issued and the grantee submits payment requests through the Expenditure Reporting (ER) system. See [Expenditure Reporting](#).

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 Grants 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 include only the following:

Tier 1 – Allowable Activities and Use of Funds (If minimal compliance with School Safety Standards Rule has NOT been met)

1. Secured Area Fencing
 - a. Fencing
 - b. Emergency egress gates
 - c. Anti-scaling devices
 - d. Fence posts
 - e. Upgrade pre-existing fencing to become compliant with safety standards rule increasing the height of pre-existing fence to meet the height requirement of the safety standards rule
 - f. Modification of other pre-existing fencing components to bring fence(s) up to standard
2. Exterior Doors
 - a. 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
 - h. Master key rekeying on mechanical doors
3. Glass Exterior Doors Not Within a Secured Area (includes the 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, the purchase of forced-entry resistant film and installation materials
5. 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:
 - a. Purchase of forced-entry window
 - b. Window frame and installation materials
6. Silent Panic Alert Technology—This includes the following:
 - 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
7. Other Required Components (includes the purchase and installation of security cameras at exterior door locations for the purpose of visual verification prior to allowing an individual to enter)
8. Installation of the Aforementioned Components

Tier 2 – 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 must have certified 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. Security Cameras or Other Security Equipment
2. Communication and Information Sharing Technology (includes communications systems or devices, that facilitates communication and information sharing between students, school personnel, and first responders in an emergency)
3. Instructional Facility Components (includes instructional facility components such as security lighting, interior and exterior doors and security components)
4. Security
 - a. Employing school district peace officers, private security officers, and school marshals
 - b. Equipment required for employing school district security
 - c. 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
5. School Safety and Security Training and Planning
 - a. Active shooter and emergency response training
 - b. Prevention and treatment programs relating to addressing adverse childhood experiences
6. The prevention, identification, and management of emergencies and threats, using evidence-based, effective prevention practices and including:
 - a. Providing licensed counselors, social workers, and individuals trained in restorative discipline and restorative justice practices
 - b. Providing mental health personnel and support
 - c. Providing behavioral health services
 - d. Establishing threat reporting systems
 - e. Developing and implementing programs focused on restorative justice practices, culturally relevant instruction, and providing mental health support
7. Programming related to suicide prevention, intervention, and postvention
8. Metal Detectors

9. Two-way radio systems
10. Access control features on exterior and interior doors
11. Vestibules
12. Other security expenses in alignment with TEC §48.115

General Allowable Activities and Use of Funds

- Payroll costs
- Professional and contracted services
- Consumable and durable supplies and materials
- Debt services (lease liabilities for terms greater than 12 months) — allowable costs include:
 - Subscription-based Information Technology Arrangement (SBITA) – Principal Costs (6514)
 - Subscription-based Information Technology Arrangement (SBITA) – Interest Costs (6526)
- Capital outlay

Unallowable Activities and Use of Funds

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

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

- Debt services (lease liabilities for terms greater than 12 months) — unallowable costs include:
 - Capital Lease Liability — Principal Costs (6512)
 - Capital Lease Liability – Interest Costs (6522)
 - Interest on Debt Costs (6523)
- Audit services for state-funded grants
- Out-of-State Travel
- Travel for Students to Conferences
- Field Trips
- Stipends for non-employees
- Non-employee costs for conferences
- Travel Costs for Officials such as Executive Director, Superintendent, or Board Members

Program Guidelines

- Cost of Membership in Any Civic or Community Organization
- Hosting or Sponsoring of Conferences
- Advisory Council
- Administrative Costs
- Any activity not specified above in the Allowable Activities and Use of Funds section

Performance Measures

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

1. 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, if applicable.

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.

Program Guidelines

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. Remove an existing attached document prior to attaching a new version.

Naming Attachments

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

Make sure that each attachment has a valid extension (.pdf, .doc, .rtf, .xls, .bmp, .txt, .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.
- Scanned files must be in PDF format.

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 application's Table of Contents 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.