# Program Guidelines

# 2023-2025 Safety and Facilities Enhancement (SAFE) Grant, Cycle 1

*An Informal Discretionary Competitive (IDC) Grant*

**Program Needs Assessment Due Date**

11:59 p.m. Central Time, September 21, 2023

**Program Authority**

Senate Bill 30, 88th Legislature, Section 4.02

# Table of Contents

**2023-2025 Safety and Facilities Enhancement (SAFE) Grant, Cycle 1**
RFA #701-24-109; SAS #GOVRAA24

# 2023-2025 Safety and Facilities Enhancement (SAFE) Grant, Cycle 1

| Category | Amount |
|---|---|
| Program Name as it will appear on the TEA Grant Opportunities Page | 2023-2025 Safety and Facilities Enhancement (SAFE) Grant, Cycle 1 |
| Program Needs Assessment Application Due Date | September 28, 2023 |
| eGrants Funding Application Due Date | January 26, 2024 |
| Program Authority | Senate Bill 30, 88th Legislature, Section 4.02 |

# Introduction to the Program Guidelines

The Texas Education Agency (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 document MUST be used in conjunction with the General and Fiscal Guidelines and the specific program instructions. The Adobe Acrobat Standard Application System (SAS) consists of all forms to be completed in order for the applicant to be eligible for funding. For applicants selected for funding, all guidelines and instructions will be incorporated by reference into the Notice of Grant Award (NOGA).

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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.

## 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. Although this grant is an Informal Discretionary Competitive (IDC) grant, references to Letter of Interest (LOI) grants generally apply unless stated differently in program guidelines.

## Overview of the Grant Process

The following steps provide a high-level overview of the process for responding to an IDC, including submitting an IDC application, and being selected for funding:
1. TEA publishes the program needs assessment (eligibility) grant application and supporting documents on the TEA Grant Opportunities webpage.
2. Eligible applicants submit the programmatic needs assessment application via Qualtrics by the specified  deadline on the TEA Grant Opportunities webpage.
3. Grant application data are reviewed and/or scored to determine eligibility and allocations. Note: Applicants may be required to attend an oral interview or respond to additional questions regarding their application.
4. TEA announces applicants selected for funding on the TEA Grants Awarded Data webpage.
5. Applicants selected for funding will be required to submit and certify an eGrant funding application including assurances and a budget summary to receive funding. Note: All data submitted in the needs assessment application is incorporated into the eGrants funding application under the Notice of Grant Award (NOGA).
6. TEA staff conducts budget negotiations on the eGrants application.
7. The NOGA will be issued upon successful completion of the negotiation process.

# 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 | $821,575,503.00 |
| Percentage to be financed with federal funds | 0% |
| Amount of federal funds | $0.00 |
| Percentage to be financed from nonfederal sources | 100% |
| Amount of nonfederal funds | $821,575,503.00 |

# Applicant Assistance

## School Safety Program Contact

Safe and Support Schools Team
SafeSchools@tea.texas.gov

## Grant Program Contact

Nick Davis, Department Chief of Staff
Department of Grant Compliance and Administration
Nick.Davis@tea.texas.gov
Phone: (737) 308-6086

## Errata Notices

See the General and Fiscal Guidelines, *Errata Notices*.

# Grant Timeline

Dates, except for grant ending date, may vary slightly as conditions require.

| Date | Event |
|---|---|
| Aug. 24, 2023 | IDC Needs Assessment Application available |
| Sept. 21, 2023 | Due date for the IDC Needs Assessment application, which must be submitted via this link: TEA | S.A.F.E. Grant Needs Assessment (qualtrics.com) The IDC Needs Assessment Application must be received by the TEA by 11:59 p.m., Central Time. See General and Fiscal Guidelines, **LOI Application Due Date and Time** |
| Sept. 21, 2023 – Sept. 27, 2023 | IDC Needs Assessment review period See General and Fiscal Guidelines, **LOI Review Process** |
| Sept. 28, 2023 | **Anticipated** award announcement |
| Oct. 20, 2023 | **Anticipated** eGrants Funding Application is released to awarded LEAs |
| Jan. 26, 2024 | **Anticipated** Deadline for submitting the eGrants Funding Application |

| Dec., 2023 | Beginning date of grant (if selected for funding)<br><br>See General and Fiscal Guidelines, **Grant Period** |
|---|---|
| May, 2025 | Final date to submit an amendment (if selected for funding) |
| July, 2025 | Ending date of grant (if selected for funding)<br><br>See General and Fiscal Guidelines, **Grant Period** |

For all dates related to the grant, including reporting dates, see the TEA Grant Opportunities page. If a due date falls on a weekend or holiday, the date will be on 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.

## Authorizing Legislation

This grant program is authorized by Senate Bill 30, Section 4.02 of the 88th Legislative Session.

## Where to Submit the Grant Application

See the General and Fiscal Guidelines: *Where to Submit the LOI Application*
Eligible applicants will submit the programmatic needs assessment via Qualtrics utilizing this link: TEA | S.A.F.E. Grant Needs Assessment (qualtrics.com). This information will be utilized by the SafeSchools team to determined allocations and funding.

Following determination of funding, LEAs will need to submit an eGrants application with assurances, and a budget schedule.

## Purpose of Program

The purpose of this project is to allow 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 who have applied for the 2022-2025 School Safety Standards Formula Grant and have certified that they are NOT in compliance with the adopted school safety standards in Section B of the 2022-2025 School Safety Standards Formula Grant application in meeting the adopted school safety standards.

## Eligible Applicants

See the General and Fiscal Guidelines, *Eligibility To Apply for LOIs*.

LEAs who have applied for the 2022-2025 School Safety Standards Formula Grant, and have certified that they are NOT in compliance with the adopted school safety standards in Section B of the 2022-2025 School Safety Standards Formula Grant application are eligible applicants for this grant program. An LEA meeting the above requirement, and the enrollment criteria below are eligible to apply for this grant program:

- 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.
- Any new charter school opening after September 21, 2023 (the date of grant availability) will be ineligible for funding throughout the life of the grant.
- Private schools are not eligible recipients for funding.

## Shared Services Arrangements (SSAs)

See the General and Fiscal Guidelines, *Eligibility To Apply for LOIs*.
Shared services arrangements (SSAs) are allowed; however, fiscal agents may not claim any administrative costs.

# Application Attachments

This section describes the required attachments that must be included with the application.

## Required Attachments

See the following section of the General and Fiscal Guidelines, *Required Program-Related Attachments* There will be no required program related attachments.

# Application Requirements and Assurances

This section describes the types of requirements that applicants must assure adherence to in order to be eligible to be considered for funding:

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

## Statutory Requirments

See the General and Fiscal Guidelines, *Statutory Requirements*.

Per TEC §22.0834, 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, *Program Requirements.*
In addition to the statutory requirements, TEA has established the following program requirements:

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.
2. The LEA must comply with all intruder detection audit requirements.
3. 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.
4. 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 are listed on the application and are binding requirements of the grantee.

# Program Elements

This section provides detailed information about the grant.

## Description of Program

The program is intended to assist LEAs who have applied for the 2022-2025 School Safety Standards Formula Grant, and have certified that they are NOT in compliance with the adopted school safety standards in Section B of the 2022-2025 School Safety Standards Formula Grant application utilize additional funding to become compliant with the adopted rule.

## Supplement, Not Supplant

For supplement, not supplant guidance, see the Supplement, Not Supplant Handbook on the Grants Administration Division's Administering a Grant page.

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

# Qualifications and Experience

The applicant agrees to provide data on the qualifications and experience of the existing or future staff members, as required per the program guidelines as follows:

This provision does not apply to this grant program.

# Performance and Evaluation Measures

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

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

## Limits on Contracted Evaluators

When applicable, applicants should make every effort to ensure that contracted evaluators be independent and objective.

# Application Funding

It is anticipated that approximately $800,000,000.00 will be awarded ranging in amounts as determined by the data reported in the needs assessment application submission.

## Selection of Applicants for Funding

Applicants will be selected and awarded based on data submitted in the Qualtrics needs assessment. Dependent on the data submitted through the Needs Assessment survey, analysis of statewide average costs will be extrapolated, giving cost values for statewide implementation based on the mean and standard deviation.

## Cost Share or Matching Requirements

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

There is no cost share or matching requirement.

## Limitation of Administrative Funds

See the General and Fiscal Guidelines, *Administrative Costs*.

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

## Direct Administrative Costs

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

## Indirect Costs

Indirect costs are not permitted for this grant.

## Pre-Award Costs

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

Pre-award costs are permitted, if requested, from June 1, 2022, to stamp-in date.

# Activities and Use of Funds

See the Administering a Grant page for general guidance on allowable activities and use of funds.

## Allowable Activities and Use of Funds

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.
   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.
   f. Purchase and installation of security cameras at exterior door locations for the purpose of visual verification prior to allowing an individual to enter.

7.  Installation of the Aforementioned Components
   a. Contracted installation; and
   b. Payroll for LEA maintencnace or operations staff installation.

# Unallowable Activities and Use of Funds

In general, refer to the Budgeting Cost Guidance Handbook on the [Administering a Grant](#) page for unallowable costs.

- 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.

# Scoring and Review

This section provides information on the scoring and review of this grant application.

## Grant Review and Funding Criteria

LEA needs assessment application data will be reviewed and/or scored to determine awards and allocation amounts. Data collected in Qualtrics will be analyzed to determine the most prevalent costs for various types of activities needed to meet compliance with the adopted rule. Some or all applicants meeting eligibility requirements and submitting required needs assessment data by the deadline will be funded.Dependent on the data submitted through the Needs Assessment survey, analysis of statewide average costs will be extrapolated, giving cost values for statewide implementation based on the mean and standard deviation.

## Oral Interviews for Funding

See the General and Fiscal Guidelines, *LOI Oral Interviews for Funding*.

This provision does not apply to this grant program.