



2019 SCHOOL SECURITY DISBURSEMENT PROGRAM GRANT APPLICATION

This document and sample application is being provided by Next Paradigm Consulting, LLC to assist schools with application to the SFY 2019 SCHOOL DISBURSEMENT GRANT PROGRAM. This sample application is focused on in-school communications to allow for timely communication of threats and critical information sharing during emergencies. This document is intended only as an aid in filling out the application. All applicants should read and be familiar with the official grant guidance.

It is anticipated that completion time for this application is about 4 hours assuming the applicant has budget number available. Determining cost and budget may increase the time required to complete the application.

Note to Assist in Application Preparation

APPLICATION INFO SIGNATURE PAGE:

Applicant School (District) Name: Enter the legal name of your agency.

Points of Contact: Type of agency that is applying for grant funds.

Points of Contact (POC): Enter all information for all four (4) points of contact: Primary POC, Secondary POC, Official Authorized, and Fiscal Agent. Ensure each POC signs and dates their section.

- **Primary POC:** Main person who will oversee the day-to-day management of the project (Project Manager).
- **Secondary POC:** Backup person for the Primary POC.
- **Authorized Official:** The individual who is authorized to enter into legal contracts on behalf of the applicant agency. **The Authorized Official must be a person other than the Project Manager or Financial Officer.**
- **Fiscal Agent (Financial Officer):** The Financial Officer is the person who will be responsible for fiscal matters relating to the project and is ultimately in charge of accounting, management of funds, verification of expenditures, and grant financial reporting. **This must be an individual other than the Project Manager or Authorized Official.**

APPLICATION INFO SIGNATURE PAGE

2.2 Project/Budget Narrative

Question 1: Mark the box that best describes your entity as the applicant.

Questions 2-12: Answer the questions and provide detailed information. If the information you provide exceeds the character limit provided, you may include additional attachments.

- **Refer to these questions in sample application for examples.** (Pages 3-11)

Question 13 Budget Narrative: The applicant must provide a detailed explanation of the budgeted items listed in the Project Budget (page 14). Describe the criteria used to compute budget figures. All budget figures should be justified and explained. The budget narrative should show the relationship between budget figures and proposed project operations.

- **Refer to this question in sample application for example.** (Page 12)

The following information is required for each budget category:

- **Training** – This budget category captures training costs to educate staff and/or School Resource Officers on security procedures, school safety best practices, student threat assessments and the use of equipment purchased with grant dollars. **Please provide a description of the training, who will be conducting the training, who will be the recipients of the training and number of trainings. Please list all costs associated with this activity.**
- **Exercise** – This budget category captures the costs of exercising staff on security procedures, school safety best practices, and the use of equipment purchased with grant dollars. **Please provide a description of the exercises, who will be conducting them, and who will be participating and how often these exercises will be conducted.**
- **Maintenance** – Describe the costs that will be associated with the maintenance of equipment purchased with these grant funds. **Reminder: Include all ongoing subscription costs for services, if applicable, and how these costs will be funded in the future.**
- **Software/Hardware** – Describe the costs and quantities of the equipment and software purchased with these grant funds.

Question 14 Budget Narrative for Match: If you are providing match for this project, please provide a detailed description of the type of match, the amount and how it is being used. (Note: Although a match is not required, by providing match, the State is able to capture the total amount of investment made in addressing/improving school safety).

- **Refer to this question in sample application for example.** (Page 13)

Questions 15-17 Total disbursement, total match and total project costs: These numbers should match the number on page 14 in the Project Budget Sheet.

- **Refer to these questions in sample application for examples.** (Page 13)

IMPORTANT!!!

Applicants must submit one hard signed (recommend using blue ink to show signatures are original) copy of their application ***and*** an electronic copy by **5:00 p.m. Saturday, January 5, 2019**. The paper copy of the application must include original signatures of all points of contact. Please mail your application to:

**Division of Homeland Security and Emergency Management
Attn: School Emergency Response Section
9195 East Mineral Avenue, Suite 200
Centennial, CO 80112**

Please email the electronic copy of your application to: cdps_dshem_ser@state.co.us.

DHSEM will review each application for eligibility and completeness.

NOTE: Only ONE application per applicant can be submitted. If multiple applications are submitted by a single applicant, all applications will be rejected.



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Department of Public Safety

SFY 2019 SCHOOL SECURITY DISBURSEMENT PROGRAM APPLICATION

General Instructions

Application Submission Deadline: January 5, 2019, 5:00 PM MST

Grant Requirements

1. Quarterly performance and financial reports are due each quarter and a final report is due by 07/30/2019.
2. Further grant requirements and clarifications will be provided in the grant agreement.
3. Forms for the reports will be provided.

Instructions

1. Enter applicant information in the [Applicant Info_Signatures](#) section.
2. Enter project narrative information in the [Project Narrative](#) section.
3. Enter project budget information in the [Project Budget](#) section.
4. Print out [Applicant Info-Signatures](#) page and obtain hard signatures.
5. Submit the signed application:
 - a. Please submit one signed electronic copy of the application to:

CDPS_DHSEM_SER@state.co.us

- b. **AND** mail one signed hard copy to:

Division of Homeland Security and Emergency Management

Attn: Austin Geddis

9195 E. Mineral Avenue, Suite 200

Centennial, CO 80112-3549

Application Submission Deadline: January 5, 2019, 5:00 PM MST



SIGNATURE PAGE

The Recipient and responsible signatories certify by signing that they have read the Application including the Grant Requirements and will comply with, and follow, all requirements.

APPLICANT INFORMATION

Applicant Agency Name _____
 Applicant Agency Type _____

Primary Point of Contact (POC)

Primary POC Name _____
 Title _____
 Agency _____
 Mailing Address _____ State Zip Code
 Physical Address _____ State Zip Code
 Primary Phone Number _____
 Secondary Phone Number _____
 Email Address _____
 Signature (on Hard Copy Only) _____ Date _____

Secondary Point of Contact (POC2)

Secondary POC Name _____
 Title _____
 Agency _____
 Mailing Address _____ State Zip Code
 Physical Address _____ State Zip Code
 Primary Phone Number _____
 Secondary Phone Number _____
 Email Address _____
 Signature (on Hard Copy Only) _____ Date _____

OFFICIAL AUTHORIZED TO SIGN THE APPLICATION and GRANT AGREEMENT

Official Authorized POC Name seryweryh _____
 Title _____
 Agency _____
 Mailing Address _____ State Zip Code
 Physical Address _____ State Zip Code
 Primary Phone Number _____
 Secondary Phone Number _____
 Email Address _____
 Signature (on Hard Copy Only) _____ Date _____

Fiscal Agent / Officer (if applicable)

Fiscal Agent / Officer Name _____
 Title _____
 Agency _____
 Mailing Address _____ State Zip Code
 Physical Address _____ State Zip Code
 Primary Phone Number _____
 Secondary Phone Number _____
 Email Address _____
 Signature (on Hard Copy Only) _____ Date _____



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SCHOOL SECURITY DISBURSEMENT PROGRAM

Grant Application - Project Narrative

- 1. YES NO **Is the Applicant a school district?**
- YES NO **Is the applicant a charter school that is authorized pursuant to part 1 of article 30.5 of title 22 or an institute charter school authorized pursuant to part 5 of article 305 of title 22?**
- YES NO **Is the applicant a board of cooperative services as defined in section 22-5-103, C.R.S.?**
- YES NO **Is the applicant any combination of the above local education providers listed above?**
- None of the above?**

2. Please provide a brief description on how these funds will be utilized. (Character limited, including spaces)

This project is intended to allow for the efficient and timely exchange of information within a school. This will be accomplished by developing a ten member crisis management team within each school comprised of administrators, faculty and school resource officer(s). The team members will be equipped with smart devices operating on FirstNet that will be preloaded with software that will allow for immediate one-to-one or one-to-many communications, exchange graphical information such as photos, have access to video surveillance cameras, where available, and other resource information. In addition, one of the software solutions that will be preloaded is the ability to have instant communications with what is known and Enhanced Push to Talk (EPTT). This software not only allows for direct push to talk communication, but also provides for end-to-end security, location service, video, graphics such as building schematics and other critical information. This technology will then be connected to the local public safety agencies via "Radio over IP" interconnect boxes installed at the communication center. This technology will allow for the complete exchange of critical information at critical times.

The specific reason for the use of the first responder network, known as FirstNet, is to insure that this team and network will have priority on a broadband network with preemption. Other benefits include access to a dedicated FirstNet call center with 24/7 support. Additionally, some equipment vendors, if selected, provide additional 24/7 call center support to FirstNet users.

SFY 2019 School Security Disbursement Program funds requested in this application will, if approved, be utilized to provide training, equipment and contractual services for 10 school officials (inclusive of resource officers) per school in the _____ School District from March 1, 2019 through June 30, 2021 to support the school district's efforts in the prevention of entry of unauthorized individuals into the public school facility, to expedite the communications when a threat is present and to provide warning of a threat to critical staff members. This will be accomplished through the establishment of a 10 member crisis management team within each school that will be equipped with smart devices that are FirstNet enabled. These teams will then be provided high-level, in-depth training in all school emergency response plans to include: threat identification, threat assessment, internal/external communications protocols. Each school's team will be provided additional subsequent quarterly refresher training.

***Finally, each school will seek to collaborate with first responder agencies to ensure compatibility and operability of all equipment purchased with these funds.



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Grant Application - Project Narrative

3. If the local education provider applicant is a charter school that is authorized pursuant to Part 1 or 5 of Article 30.5 of Title 22, located within a school district facility, and participating in the school district's safety and security services:

- Please provide information demonstrating that the charter school has collaborated with the school district in preparing and submitting the application.
- If yes, please provide a letter of support from the School District or other supporting documentation.
- If not a charter school, please put N/A. (Character limit; including spaces)

N/A



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Grant Application - Project Narrative

4. How will these funds improve security in public school facilities or vehicles for the applicant? (Character limited; including spaces)

This project is intended to allow for the efficient and timely exchange of information within a school. This will be accomplished by developing a ten member crisis management team within each school comprised of administrators, faculty and school resource officer(s). The team members will be equipped with smart devices operating on FirstNet that will be preloaded with software that will allow for immediate one-to-one or one-to-many communications, exchange graphical information such as photos, have access to video surveillance cameras, where available, and other resource information. In addition, one of the software solutions that will be preloaded is the ability to have instant communications with what is known as Enhanced Push to Talk (EPTT). This software not only allows for direct push to talk communication, but also provides for end-to-end security, location service, video, graphics such as building schematics and other critical information. This technology will then be connected to the local public safety agencies via "Radio over IP" interconnect boxes installed at the communication center. This technology will allow for the complete exchange of critical information at critical times.

The specific reason for the use of the first responder network, known as FirstNet, is to insure that this team and network will have priority on a broadband network with preemption. Other benefits include access to a dedicated FirstNet call center with 24/7 support. Additionally, some equipment vendors, if selected, provide additional 24/7 call center support to FirstNet users.



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Grant Application - Project Narrative

5. If you are purchasing equipment with these funds, what is the plan to maintain the equipment (including inventory controls, software update requirements for equipment, equipment maintenance, etc.)?

(Character limited; including spaces)

- **Do you have a plan for replacing damaged equipment?**
- **Put N/A if no equipment will be purchased.**

Inventory will be conducted according to district policy, but at a minimum, bi-annually.

Software updates will automatically be provided through the service provider.

The warranty will provide repair or replacement if a device is damaged or destroyed for a period of two years.

The district will seek funding through future grants and / or general fund to sustain the FirstNet service costs.



Grant Application - Project Narrative

6. Please describe in detail the plan to train, exercise staff on the use of the equipment, software, or improvements you plan to purchase with this disbursement. (Character limited; including spaces)

The service provider for the equipment will provide the training on the use of the equipment and software as part of the contract to purchase the equipment. The school district will require each team within the district to, at a minimum, conduct quarterly training and exercises. The following, at a minimum, will be provided to each team and team member:

The service provider will provide initial and ongoing training for each team that will include the following:

- Operation of the smart device
- Use of all software to include enhanced push to talk
- Video system access where available

The school district shall provide initial, and quarterly thereafter, training in the following:

- Applicable policies and procedures related to authorized and unauthorized facility access
- Threat identification
- Threat assessment
- Warning and Communications Protocols

Additionally, the entire school faculty will receive training on the goals and objectives of this team and how to effectively work with and support this team.

Mock exercises will be developed by school officials and will be performed quarterly. All schools will seek to include first responder agencies in all exercise activities.



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Grant Application - Project Narrative

- 7. If you are providing training for student threat assessment, indicate the type of training provided, who will be administering the training, who will be attending the training, and how often the training will be provided.**
(Character limited; including spaces)

N/A



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Grant Application - Project Narrative

- 8. If you are providing training for on-site school resource officers employed by the local education provider, indicate the type of training provided, who will be administering the training, who will be attending the training, and how often the training will be provided.** (Character limited; including spaces)

All school resource officers will receive the same training identified in response to question #6.



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Grant Application - Project Narrative

- 9. If you are providing training for school emergency response, indicate the type of training provided, who will be administering the training, who will be attending the training, and how often the training will be provided.**

(Character limited; including spaces)

See response to questions #6 and #8.



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Grant Application - Project Narrative

10. If any communications equipment is included in your application, are you also submitting a SAFER Grant Application? Yes No If Yes, please explain the relationship between the two sets of equipment.

11. For Charter Schools: What is the total number of staff and students enrolled in the school?

N/A

12. For School Districts: How many schools, students and staff are in the district. How many schools, students and staff will be impacted by these funds?

In the district, there are: XX Schools, XXXX Students, and XXX Staff. 100% of these schools, students and staff will be positively impacted by these funds through timely communication and enhanced protection in critical school emergencies.



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Grant Application - Project Narrative

13. Please provide a detailed budget narrative including spending categories, locations, costs, and activities by project.

This narrative should explain or justify the estimated costs by line item or category in the Project Budget on page 14.

The school district is submitting this application seeking funding for a single project intended to allow for the efficient and timely exchange of information within a school. This will be accomplished by developing a ten member crisis management team within each school comprised of administrators, faculty and school resource officer(s). The team members will be equipped with smart devices and two-year subscription operating on FirstNet that will be preloaded with software that will allow for immediate one-to-one or one-to-many communications, exchange graphical information such as photos, have access to video surveillance cameras, where available, and other resource information. In addition, one of the software solutions that will be preloaded is the ability to have instant communications with what is known as Enhanced Push to Talk (EPTT). This software not only allows for direct push to talk communication, but also provides for end-to-end security, location service, video, graphics such as building schematics and other critical information. This technology will then be connected to the local public safety agencies via "Radio over IP" interconnect boxes installed at the communication center. This technology will allow for the complete exchange of critical information at critical times. The specific reason for the use of the first responder network, known as FirstNet, is to insure that this team and network will have priority on a broadband network with preemption. Other benefits include access to a dedicated FirstNet call center with 24/7 support. Additionally, some equipment vendors, if selected, provide additional 24/7 call center support to FirstNet users.

The team members within each school of the district will also receive initial training and attend quarterly refresher training conducted by the service provider, as well as participate in quarterly exercises conducted by each school to test capabilities. All staff salary and fringe benefit costs for training and exercise activities will be calculated and reported as match, as applicable.

The following is a detailed budget per school location based on categories, location, costs and activities:

School Name/ Address	Equipment Costs	FirstNet Service	Training Costs	Exercise Costs	Disbursement Grant*	Match Amount**	TOTAL BUDGET
School 1	\$ 7,490.00	\$ 13,200.00	\$ 3,600.00	\$ 3,200.00	\$ 20,690.00	\$ 6,800.00	\$ 27,490.00
School 2	\$ 7,490.00	\$ 13,200.00	\$ 3,600.00	\$ 3,200.00	\$ 20,690.00	\$ 6,800.00	\$ 27,490.00
School 3	\$ 7,490.00	\$ 13,200.00	\$ 3,600.00	\$ 3,200.00	\$ 20,690.00	\$ 6,800.00	\$ 27,490.00
School 4	\$ 7,490.00	\$ 13,200.00	\$ 3,600.00	\$ 3,200.00	\$ 20,690.00	\$ 6,800.00	\$ 27,490.00
School 5	\$ 7,490.00	\$ 13,200.00	\$ 3,600.00	\$ 3,200.00	\$ 20,690.00	\$ 6,800.00	\$ 27,490.00
School 6	\$ 7,490.00	\$ 13,200.00	\$ 3,600.00	\$ 3,200.00	\$ 20,690.00	\$ 6,800.00	\$ 27,490.00
School 7	\$ 7,490.00	\$ 13,200.00	\$ 3,600.00	\$ 3,200.00	\$ 20,690.00	\$ 6,800.00	\$ 27,490.00
School 8	\$ 7,490.00	\$ 13,200.00	\$ 3,600.00	\$ 3,200.00	\$ 20,690.00	\$ 6,800.00	\$ 27,490.00
School 9	\$ 7,490.00	\$ 13,200.00	\$ 3,600.00	\$ 3,200.00	\$ 20,690.00	\$ 6,800.00	\$ 27,490.00
School 10	\$ 7,490.00	\$ 13,200.00	\$ 3,600.00	\$ 3,200.00	\$ 20,690.00	\$ 6,800.00	\$ 27,490.00
TOTALS:	\$ 74,900.00	\$ 132,000.00	\$ 36,000.00	\$ 32,000.00	\$ 206,900.00	\$ 68,000.00	\$ 274,900.00

* Total funds requested from the School Safety Disbursement Program for Equipment/Service Categories

** Total est. funds from salary/fringe benefits to be reported as match for Training/Exercise Categories

DETAIL/CALCULATION OF COSTS PER SCHOOL:

Equip. Costs = 10 smart devices @ \$249.00 ea. (\$2,490.00) + 1 "Radio over IP" interconnect box @ \$5,000.00 ea. = \$7,490.00

FirstNet Service = 10 users @ \$660.00 per year x 2 years = \$13,200.00

Training Costs = 10 team members salary + fringe benefits for initial and quarterly training (9 hrs. ea. @ \$40/hr. = \$3,600.00)

Exercise Costs = 10 team members salary + fringe benefits for quarterly exercise (8 hrs. ea. @ \$40/hr. = \$3,200.00)

This table is not required and is being used to demonstrate budget detail for multiple schools.



Grant Application - Project Narrative

14. Please provide a budget narrative for any matching amounts you will be using with this disbursement grant.

Amounts delineated as match represent the average anticipated salary and fringe benefits of administrators, faculty and resource officers that are expected to participate in all training and exercise activities. These amounts may vary depending upon the actual salary and fringe benefits of each identified team member, the size and participation level of each school, as well as the potential for additional individuals to be trained as backup to the 10 team members creating depth in the event of absences.

In addition, these amounts may also vary depending upon the existing payroll funding source(s) of each team member within a school identified as a team member to ensure that match is not inappropriately reported.

Other considerations for match may include calculated time for volunteers participating in exercises and any additional unforeseen costs expended by the district.

Additional information is available under item #6.

15. Please enter the total disbursement amount requested: _____ \$206,900.00

16. Please enter the total match amount: _____ \$68,000.00

17. Total Project Amount (#15 + #16): _____ **\$274,900.00**



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PROJECT BUDGET								
Project Number	Category	Activity/Item Description	Quantity	Unit Cost	Subtotal	Disbursement Share	Match Amount	TOTAL Project Costs
1	Equipment	Public safety grade smart device with first responder network band 14.	100	\$ 249.00	\$ 24,900.00	\$ 24,900.00		\$ 24,900.00
	Other	Two years FirstNet Service @\$660 per member per year	200	\$ 660.00	\$ 132,000.00	\$ 132,000.00		\$ 132,000.00
	Equipment	Radio over IP Interconnect Box	10	\$ 5,000.00	\$ 50,000.00	\$ 50,000.00		\$ 50,000.00
	Training	Initial staff training of 2 hours per member	200	\$ 40.00	\$ 8,000.00		\$ 8,000.00	\$ 8,000.00
	Training	Qtrly staff refresher training of 1 hr., 3 in 1st year/4 in 2nd year	700	\$ 40.00	\$ 28,000.00		\$ 28,000.00	\$ 28,000.00
	Training	Quarterly 1 hour exercise to test capabilities	800	\$ 40.00	\$ 32,000.00		\$ 32,000.00	\$ 32,000.00
	Select...				\$ 0.00			\$ 0.00
	Select...				\$ 0.00			\$ 0.00
2	Select...				\$ 0.00			\$ 0.00
	Select...				\$ 0.00			\$ 0.00
	Select...				\$ 0.00			\$ 0.00
	Select...				\$ 0.00			\$ 0.00
	Select...				\$ 0.00			\$ 0.00
	Select...				\$ 0.00			\$ 0.00
	Select...				\$ 0.00			\$ 0.00
	Select...				\$ 0.00			\$ 0.00
3	Select...				\$ 0.00			\$ 0.00
	Select...				\$ 0.00			\$ 0.00
	Select...				\$ 0.00			\$ 0.00
	Select...				\$ 0.00			\$ 0.00
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	Select...				\$ 0.00			\$ 0.00
	Select...				\$ 0.00			\$ 0.00
	Select...				\$ 0.00			\$ 0.00
	Select...				\$ 0.00			\$ 0.00
4	Select...				\$ 0.00			\$ 0.00
	Select...				\$ 0.00			\$ 0.00
	Select...				\$ 0.00			\$ 0.00
	Select...				\$ 0.00			\$ 0.00
	Select...				\$ 0.00			\$ 0.00
	Select...				\$ 0.00			\$ 0.00
	Select...				\$ 0.00			\$ 0.00
	Select...				\$ 0.00			\$ 0.00
	Select...				\$ 0.00			\$ 0.00
5	Select...				\$ 0.00			\$ 0.00
	Select...				\$ 0.00			\$ 0.00
	Select...				\$ 0.00			\$ 0.00
	Select...				\$ 0.00			\$ 0.00
	Select...				\$ 0.00			\$ 0.00
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	Select...				\$ 0.00			\$ 0.00
	Select...				\$ 0.00			\$ 0.00
	Select...				\$ 0.00			\$ 0.00
TOTALS					\$ 274,900.00	\$ 206,900.00	\$ 68,000.00	\$ 274,900.00