

Campus Safety Grant (CSG)

FY 2025

Notice of Funding Availability (NOFA)

Submission Deadline: Friday, May 31, 2024, by 11:59 PM

**Funded by:
State of Maryland**

Maryland Higher Education Commission
6 N. Liberty Street
Baltimore, MD 21201
(410) 767-3087
mhec.maryland.gov

Wes Moore, Governor
Aruna Miller, Lt. Governor
Sanjay Rai, Ph. D, Secretary

ELIGIBILITY

Funding through this opportunity is available to Maryland non-profit colleges and universities, to provide support and security enhancement to facilities and students on Maryland college and university campuses.

All applications to the Maryland Higher Education Commission by the due date.

Purpose

Thank you for applying for the FY 2025 Campus Safety Grant (CSG) from the **Maryland Higher Education Commission (MHEC)**. The purpose of the CSG grant is to provide support and security enhancements to Maryland colleges and universities.

Grant applications may be submitted via email to the following individuals. If you need assistance with applying or have questions about the program, please contact:

Geoffrey Newman, Assistant Secretary for Finance and Administration

geoff.newman@maryland.gov

Anthony Reiner, Administrator I

anthony.reiner@maryland.gov

Maryland Higher Education Commission

The Maryland Higher Education Commission (MHEC or Commission) is an independent agency given responsibility for the planning, supervision and coordination of Maryland's postsecondary education system. (Education Article, §§10-207, 11-105). The Commission consists of twelve members appointed by the Governor with the advice and consent of the Senate

I. Eligibility Criteria

The following entities in Maryland are eligible to submit no more than one (1) application for the FY 2025 Campus Safety Grant (CSG) Program:

- Maryland public and private non-profit colleges and universities

II. Program Description

A. Requiring Agency

Maryland Higher Education Commission (MHEC)

B. Opportunity Title

FY 2025 Campus Safety Grant (CSG)

C. Submission Date

Friday, May 31st, 2024, by 11:59 PM

D. Anticipated Period of Performance

July 1, 2024 through June 30, 2025

E. Funding Opportunity Description

The Maryland Higher Education Commission (MHEC) announces the availability of \$25,000,000 under the FY 2025 Campus Safety Grant (CSG) Program for the award period of July 1, 2024 to June 30, 2025. This initiative allows Maryland public and private non-profit colleges and universities to support security enhancements to their campuses.

Application requests may range from a minimum of \$100,000 to a maximum of \$5,000,000 for FY 2025. This funding should be considered to be one-time funding for the purpose of implementing or enhancing campus safety and security initiatives. MHEC will not consider any requests for capital improvements or large information technology projects under this NOFA.

Examples of projects or initiatives that will be eligible for CSG Grants funds include, but are not limited to; (1) Campus Security Assessment and Recommendations; (2) Campus Camera Systems; (3) Establishing a Security Operations Center (SOC); (4) Installing security lock systems on all campus buildings, especially residence halls; (5) Establishing an Event Coordination Center on campus; (6) Developing an Emergency Management Plan.

Please note: applications that exceed the maximum award allocation are subject to removal from consideration during the initial technical review.

III. Program Requirements

The narrative description provided in the CSG Grant Application must incorporate the following elements for all applications under this solicitation.

A. Problem Statement/Needs Justification

The applicant must demonstrate the following in this section of the narrative:

- a. Justify the funding request based on the incidence and severity of campus safety events on the applicant's campus.
- b. Describe the successes of previous and current campus safety measures implemented by the college or university to date.

B. Project Goals and Objectives

The purpose of the CSG grant is to provide one-time support and security enhancements to Maryland colleges and universities in their efforts to implement or enhance increased campus security measures to make their campuses more secure and comfortable places for students to pursue their postsecondary education.

In this section of the narrative, the applicant must describe the project's goals and how the project will improve campus safety and security for the institution and its students. Applicants should supply at least one critical objective for each goal and what indicators will be used to

provide evidence the goals are being achieved.

Example:

- Goal #1
 - Objective #1: Enter program specific information
 - Supporting Activities
 - Resources
 - Program deliverables

- Goal #2
 - Objective #1: Enter program specific information
 - Supporting Activities
 - Resources
 - Program deliverables

C. Spending Plan

The applicant must demonstrate the following in this section of the narrative:

- a. Detail the timeline for the implementation of each budget line item. Spending plan and timeline must align with the proposed start/end dates.

D. Program Measurement

The applicant must demonstrate the following in this section of the narrative:

- a. The agency's willingness to share outcomes related to implementation of the funded security enhancements.

E. Outcome-based Performance Measures

Applicants shall describe the process to track and measure program outputs and outcomes. Successful applicants must submit Quarterly Performance Measures, Progress, and Financial Reports to request reimbursable funds unless noted otherwise.

Depending on the type of project funded, all grants awarded under this funding opportunity will be required to report on the mandatory performance measures noted below. Please note that these lists are not inclusive of all the potential outputs and outcome measures that may be included in the final awards.

- Number of security personnel hired or on staff this quarter
- Number of trainings related to safety/crime prevention held
- Number of security enhancements made this quarter
- Number of pieces of security equipment purchased
- Number of staff/volunteers who received safety/crime prevention training during the quarter

IV. Application Process

Applicants are required to apply for grant funding through the Maryland Higher Education Commission by May 31, 2024.

V. Important Dates

Deadline to Submit an Online Application	Friday, May 31, 2024, by 11:59 PM
Award Letters Emailed/Denial Letters Emailed	June 2024
Sub-award Start Date	July 1, 2024
Sub-award End Date	June 30, 2025

VI. Application Evaluation

MHEC, along with an internal or external review team, will assess the merits of the proposed program. Applicants should review this NOFA when developing the application to ensure all required elements are included and addressed.

- Problem statement/needs justification
- Program goals and objectives
- Program strategy/program logic
- Performance measurement (outputs, outcomes, and impacts)
- Timeline
- Spending plan and budget (reasonableness, cost effectiveness, detailed justification per line item)
- Management capabilities
- Sustainability

The Campus Safety Grant Program is a competitive application process. The Maryland Higher Education Commission will include internal staff and external independent reviewers, of each application submitted in accordance with this Notice of Funding Availability. As part of the internal review, MHEC staff will also review the following for each application:

- Crime data from the applicant's jurisdiction
- Geographic distribution
- Scope (geographic size and location)
- Reach (ability to recognize and address the needs of underserved populations)

VII. Funding Specifications

A. Funding Cycle

Commencement of awards funded under CSG for FY 2025 will begin July 1, 2024 and end on June 30, 2025. Funds are paid quarterly on a reimbursable basis. **These funds cannot be extended**

beyond June 30, 2025.

B. Budget

Complete a detailed budget for the proposed project. All 'Total Budget' fields will be rounded to the nearest whole dollar.

Applicant designated prioritization of line items is required for all applications having multiple line items. This prioritization will be considered should budgets need to be reduced.

Budgets must be clear and specific. Budgets must reflect one year of spending, unless stated otherwise in the NOFA and where applicable, be adjusted to reflect the start date and holidays. Grant funds are reimbursed on a quarterly basis unless otherwise noted in the NOFA.

BUDGET CATEGORY:

The following is a list of services and activity costs for each Budget Category that are eligible for support with PAHC funds in an application. Please take into account the one-time nature of this funding. These funds will be provided in fiscal year 2025 only. **Please include prorated justification, as applicable, for each budget category and line item justification in the online application.**

CONTRACTUAL SERVICES

- External services for facility enhancement that directly support safety/enhancement to campus security
- Contracting with a local/state law enforcement agency or private security firm to provide facility risk assessment or to provide training to staff on security measures
- Please refer your institutional consultant rates for limitations.

EQUIPMENT

- Safety equipment or facility upgrades that directly enhance building and student safety.
 - Equipment is defined as having a useful life in excess of one year and a procurement cost of \$5,000 or more per unit. Costs may include delivery, installation, and similarly related charges. Equipment with a unit cost less than \$5,000 should be recorded in the 'Other' category (see below).
- [Property Inventory Record Forms \(PIRF\)](#) will be required post award for all equipment purchased with grant funds

OTHER

- Limited to direct security enhancements that do not fall into the previous categories that could include equipment with a useful life less than one year and a procurement cost of less than \$5,000.
- A successful applicant receiving CSG funds must submit a reimbursable financial reporting request with MHEC. The cost must be incurred during the approved budget period and based on actual expenditures. To this end, funds in excess of those the applicant has the financial capacity to await reimbursement should not be requested.

C. Unallowable Costs

The following services, activities, and costs cannot be supported with CSG grant funds:

- Alcoholic beverages
- Construction/Capital Expenses/Land Acquisition
- Corporate Formation (costs associated with incorporation fees, brokers' fees, fees to promoters, organizers or management consultants, attorneys, accountants, or investment counselor in connection with establishment or reorganization of an organization)
- Fundraising
- Honorarium
- Lobbying costs (including membership fees to organizations whose primary activity is lobbying)
- Meals
- Trinkets (items such as hats, mugs, portfolios, t-shirts, coins, and gift bags)

Please note that all costs must be reasonable, allocable, and allowable. Additionally, CSG funding is reimbursable unless otherwise stated. To this end, funds in excess of those the applicant has the financial capacity to await reimbursement should not be requested.

The list above is not exhaustive. The Maryland Higher Education Commission reserves the right to make additional budget reductions/restrictions and adjustments at its discretion.

D. Match

There is no match required for this funding source. **Do NOT enter a match into your budget.** If you wish to show other financial or in-kind contributions to your program, it may be written into your narrative.

IV. Distribution of Funds & Reporting Requirements

The Maryland Higher Education Commission will distribute awarded funds to grantees on a quarterly reimbursement of expenditures basis following the timely submission of corresponding quarterly fiscal and programmatic reports. These reports must be submitted to MHEC on a quarterly basis. All reports are due within 15 calendar days of the end of each quarter. Financial reports are due within 30 calendar days of the end of each quarter.

E. Electronic Funds Transfer (EFT)

MHEC encourages the use of electronic funds transfer (EFT). Funds may be transferred through FMIS by the MHEC Office of Budget and Administration

i. Supplanting, Transparency, and Accountability

Supplanting is the use of Office grant funds to replace State or local funds that were previously appropriated/budgeted for, or otherwise would have been spent on, the specific purpose(s) for which

this sub-award has been awarded. Any salaries, positions, personnel expenses, contractual expenses, equipment, travel, and other expenses paid for with Office grant funds must be used to supplement your institution's existing budget and may not replace any funds already included in your institution's existing or projected budget.

A strong emphasis is being placed on accountability and transparency. Grantees must be prepared to track, report on, and document specific outcomes, benefits, and expenditures attributable to grant funds. Misuse of grant funds may result in a range of penalties including suspension of current and future funds and civil/criminal penalties.

X. Application Checklist

What an Application MUST include by the Deadline to be Considered for Funding:

- Face Sheet
- Project Summary
- Narrative
 - Problem Statement/Needs Justification
 - Program Goals and Objectives
 - Program Strategy/ Logic Model
 - Program Measurement
 - Timeline
 - Spending Plan
 - Management Capabilities
 - Sustainability
 - Applicant Disclosure of Pending Applications Statement
- Budget and Budget Justification
 - Personnel
 - Contractual Services
 - Equipment
 - Other
- Budget Prioritization
- Signed Certified Assurances