Public School Security Grant

Application Package FY2023-24

Tennessee Department of Education | June 2023

General Information

Overview/Purpose

Following the tragic events at Covenant School, Governor Bill Lee and the Tennessee General Assembly included a one-time, non-recurring investment of $40 million in public school security grants for the 2023-24 fiscal year budget. This funding allocation is part of Governor Lee's School Safety Initiative which puts a priority on ensuring Tennessee students have a safe school environment to learn, grow, and thrive.

Use of Funds

Public schools in Tennessee are allowed to apply for these funds. State Board of Education rule 0520-01-02.01 establishes that "*a public school is the basic administrative unit of a state, county, city, or special district school system, consisting of one (1) or more grade groups, one (1) or more teachers to give instruction, and one (1) principal, which school shall be subject to the statutes of the State of Tennessee and to the rules, regulations, and minimum standards of the State Board of Education (State Board).*"

This one-time, non-recurring $40 million grant will be used to support LEA efforts in enhancing school safety for their students. Funds may generally be used to support a wide array of school safety efforts that include, but are not limited to, improved physical school security *(e.g. perimeter control, access control, vehicle control, visitor management, communications, surveillance, signage, etc.)*, School Resource Officer or School Security Officer, emergency operations planning, violence prevention programs, conflict resolution, and safety training for staff members.

T.C.A. 49-6-4302 requires that each Tennessee public school conduct a [school security assessment](#) annually using the assessment tool developed by the Tennessee Department of Safety and Homeland Security. School districts should review the priority standards within their 2023-24 school security assessments *(81 priority standards out of 232 total standards)* as a guide for determining how to best utilize grant funding to address deficiencies. An example priority standard is "*all exterior doors self-close, lock properly, and are compliant with applicable codes and standards.*" Applications must demonstrate a clear connection between funding efforts and the vulnerabilities identified in their 2023-24 school security assessments. All school security assessments are due to the Tennessee Department of Education (department) by June 9, 2023. District summaries of school security assessments are provided to each LEA School Safety Coordinator and include a link to view individual school security assessments. If you are unsure of requests or expenditures in this area, please contact Kimberly.Daubenspeck@tn.gov at 615-970-2418 or Bennett.Wilson@tn.gov at 615-968-4347 before submitting an application.

The intent of these grant funds is to prevent criminal activity that could make schools unsafe or cause harm to students, staff, and the school community as a whole. Furthermore, the intent is to reduce vulnerabilities as the more vulnerabilities a school has, the greater potential for threats and the higher the risk. Items not addressed within the physical security assessment, such as K-9 detection, vape detection, ATVs, vehicles, playground equipment, etc. do not fall within the realm of allowable expenditures for this Public School Security Grant Program. For items that fall outside the realm of eligibility, please consider utilizing other funding sources such as the TISA Base Fund or federal school safety grants.

Funding/Match Requirements

Funds are allocated to school districts based upon their Average Daily Membership (ADM) and are **NOT subject to a local match**.

Grant Administration

This Public School Security Grant is administered via ePlan, the department's online grant management system. To complete the application in ePlan, public school grant administrators will need to ensure they have access to ePlan. Public school grant administrators that do not have access will need to complete this user access form and email it to ePlan.Help@tn.gov. All application information, other than the required school security assessments, is submitted via the ePlan platform. Disbursements of grant funds are made on a reimbursement basis, either monthly or quarterly, by submitting a reimbursement request in ePlan.

Project amendments must be requested when budget line items are greater than 10 percent of the approved amount within an account line or whenever substantial changes in the nature or scope of the project are planned.

The Public School Security Grant is subject to audit and monitoring. Each district should maintain appropriate documentation of expenditures.

Each authorizing district must ensure that all schools, both traditional and charter, are included in the project plan for grant funds. Districts are also responsible for the administration and oversight of these dollars in all schools. This includes distributing funds, ensuring the charter schools are in compliance with rules and regulations, and providing assistance on appropriate utilization of school security dollars. Budgeted and actual expenditures related to charter schools will be reviewed by the

department to ensure that the district has allocated funds to schools based on the approved project plan.

Timeline

June 1, 2023	**Grant Information Released** – The *Public School Security Grant* application package will be published and the FY24 LEA Document Library in ePlan will open to submit required application documents
June 7, 2023 *11:00 a.m. CT*	**Webinar on Grant Application Requirements** – A webinar to guide applicants through the grant application requirements *(This webinar will be recorded for future access)*
June 21, 2023	**Grant Allocations Announced and LEAs can begin submitting application requirements in ePlan** – Grant allocations will be announced to District School Safety Coordinators via email and uploaded into ePlan. Completed applications that meet all established requirements will begin being reviewed and approved by the department starting July 3rd
June 22, 2023 *10:00 a.m. CT*	**Webinar on Navigating ePlan** – A webinar to guide applicants through TDOE's grant management program *(This webinar will be recorded for future access)*
July 5, 2023 – September 27, 2023 *Every Wednesday at 10:00 a.m. CT*	**Weekly Office Hours for Grant Support** – Department staff will be available for questions/support every Wednesday from July 5th to September 27th between 10:00 a.m. to 11:00a.m. Central Time
September 29, 2023	**Grant Applications Due No Later Than –** Applications will be reviewed by the department upon submittal starting July 3rd. All items within the *Public School Security Grant* package are due no later than September 29th

Application Instructions

A complete grant application package includes the following items:

1. **School Security Assessments:** T.C.A. 49-6-4302 requires that every school in the district, including authorized charter schools, complete a [school security assessment](#) utilizing the updated Tennessee Department of Safety and Homeland Security School Security Tool. A district level summary of the 2023-24 school security assessments conducted in your district will be provided to District Safety Coordinators. *This requirement is due **June 9, 2023** and should be completed before funding opens in ePlan on June 21, 2023.*

2. **District and School Emergency Operations Plans:** To be in compliance with new state safety laws, all district and school-level Emergency Operations Plans (EOPs) are to be submitted to the department by July 1, 2023. This new change in law ensures all emergency plans are reviewed and updated prior to the start of the new school year. To address this new requirement, all EOPs should be uploaded in ePlan by ***July 1, 2023*** into the following FY24 LEA Document Library folders:
    a. District-level Emergency Operations Plan – upload into the *Public School Security Grant District Emergency Operations Plan folder*
    b. School-level Emergency Operations Plan for each school in your district – upload into the *Public School Security Grant School Emergency Operations Plan folder*

3. **School Drill Logs:** To be in compliance with state school safety law, 2022-23 school drill logs must be submitted. Drill logs must be submitted in the FY24 LEA Document Library as follows and can be completed before or after the funding application opens in ePlan on June 21, 2023:
    a. 2022-23 School Drill Logs for each school in your district – upload into the *Public School Security Grant Drill Logs folder*

4. **Safety and Emergency Contacts:** Per [Executive Order 97](#), each district must identify their safety coordinator *(i.e. the district person responsible for school safety duties)* and a school safety representative from each school. Please provide the contact's name, email, daytime phone number, and emergency after-hours phone number for these individuals. The emergency contact document can be downloaded in the *Public School Security Grant, District and School Level Emergency Coordinators and Contact Information* folder within the FY24 LEA Document Library. This can be completed before or after the funding application opens in ePlan on July 3, 2023.

5. **Grant Contact:** The name, email, and phone number of the person within the LEA that department staff should contact for questions about the grant application. This section is located in the cover page area of the ePlan funding application. Individuals serving as their LEA grant contact should seek guidance from the LEA Safety Coordinator in developing the application.

6. **Signed Assurances:** Each district must submit an assurance that the district is complying with all requirements established in safety laws, codified at T.C.A. §§ 49-6-801-816. The assurances page can be found in ePlan in the FY24 LEA Document Library, *Public School Security Grant Signed Assurances* folder.

7. **Needs Assessment and Program Narrative:** In the Program Details area of the ePlan application, provide an overview of findings from the completed school security assessments and describe how the school security assessment results were used to set priorities for the use of grant funds. Additionally, provide a project narrative describing how the grant funds will be used. Include a summary of the activities, programs, or improvements that will be implemented and at which schools. If an authorizing district, provide an overview of charter school assessments and summary of how grant funds will be used to support findings.

8. **Project Budget**: The following items should be provided in the budget area of the ePlan funding application:
   a. The budget period is from the date the application is approved until **June 30, 2024**.
   b. Each line item must include an application justification.
   c. Refer to the revenue and expenditure account codes information provided below to properly code revenues and expenditures.

Revenue Account

Funds received should be coded as 46980 – Other State Grants.

Expenditure Accounts

Funds should be classified according to the County Uniform Chart of Accounts issued by the Comptroller of the Treasury by the function and object codes most consistent with the activity for which the materials or services are acquired. School personnel should evaluate the facts of each situation to determine the proper account classification. Examples of some situations that might be encountered and the related account codes to be used are suggested below:

Description	Account Code
Trainings provided to: • **Students, Parents, SROs, Community** • **Teachers**	• **72130-524**: Training for Students, Parents, SROs, Community • **72210-524**: Support Services-Instructional Staff
Equipment placed in School Buildings:	• **72620**: Support Services-Maintenance of Plant • **72130**: Support Services-Transportation
Personnel hired or contracted: • **Security guard hired as an employee** • **Behavioral Health Personnel** • **SRO contracts with sheriff's department**	• **72130-160**: Security Guard • **72130-189**: Student Support Services- (district hires for behavior health personnel) • **72130-170**: SRO contracts with Sheriff's Dept or local law enforcement