Non-Public School Security Grant

Application Package FY2023-24

Tennessee Department of Education | June 2023

General Information

Overview/Purpose

Following the tragic events that occurred at the Covenant School, Governor Bill Lee and the Tennessee General Assembly included a one-time, non-recurring investment of $14 million in non-public school security grants for the 2023-24 fiscal year state 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

This grant provides school security funding to Tennessee non-public schools who are recognized under State Board of Education rule [0520-07-02](#). Interested non-public schools must be designated within one of the policy's five non-public school categories and be recognized as doing so by the Tennessee Department of Education (department). Information on non-public school designations can be found [here](#). For questions regarding non-public school designations, please contact Private.Schools@tn.gov.

This one-time, non-recurring $14 million grant will be used to support non-public school 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, safety signage, etc.)*, School Resource Officer or School Security Officer positions, emergency planning, security consultation, and safety training for staff members. **All equipment purchased through this grant must only be utilized within the property of brick-and-mortar school buildings that are subject to educational occupancy inspections by the State Fire Marshal**. Additionally, any services contracted must be linked to addressing the safety of students and staff within the property of those brick-and-mortar school buildings.

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. Items that fall outside the scope of this grant program and are not eligible for funding include, but are not limited to, vehicles, ATVs, K-9 detection, vape detection, and playground equipment. For questions on eligible expenditures, please contact Kimberly.Daubenspeck@tn.gov at 615-970-2418 or Bennett.Wilson@tn.gov at 615-968-4347 before submitting an application.

If a non-public school would like guidance on identifying school security needs and priorities, the Tennessee Department of Safety and Homeland Security has developed a school security assessment tool that utilizes best practices in security standards. The assessment provides standards which address perimeter control, vehicle control, signage, access control, visitor management, surveillance, communications, School Resource Officer/School Security Officer, and classroom security. This assessment could be a valuable tool in determining vulnerabilities within your school and how to best utilize funds to address them. If you are interested in receiving this assessment tool and a 30-minute training video, please contact Kimberly.Daubenspeck@tn.gov.

Intent to Apply

All non-public schools who are interested in applying for this grant **must submit an '*Intent to Apply*' by August 4, 2023 using this [virtual form](#).** Only non-public schools who submit an '*Intent to Apply*' by August 4th will be eligible for this grant funding. For questions regarding the 'Intent to Apply', please contact Kimberly.Daubenspeck@tn.gov or Bennett.Wilson@tn.gov.

Funding Allocations

Funds are allocated to non-public schools based upon their PreK through 12th grade enrollment numbers in the last month of the 2022-23 school year. The department's Non-Public School Directory, listed [here](#), will serve as the grant's official record for enrollment numbers. Please ensure your school's PreK through 12th grade enrollment numbers are up-to-date by completing this [form](#) and emailing it back to Private.Schools@tn.gov. For questions on enrollment numbers, please contact Diana.Burton@tn.gov.

The Non-Public School Security Grant is NOT subject to a local match requirement.

Grant Administration

This Non-Public School Security Grant is administered via [ePlan](#), the department's online grant management system. To complete the application in ePlan, non-public school grant administrators will need to ensure they have access to ePlan and the correct user role. To do so, grant administrators will need to **complete this [user access form](#) and select the user role of "*non-public school security grant director*" within the form**. Grant administrators must be school employees and not volunteers.

All application information is to be submitted within 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 budget period for this grant is from the **date the application is approved in ePlan by the department** until **June 30, 2024**. All approved purchases and expenditures **must occur within this budget period** to be eligible for reimbursement. The Non-Public School Security grant is subject to audit and monitoring. Each school should maintain appropriate documentation of expenditures.

Timeline

June 1, 2023	**Grant Information and 'Intent to Apply' Form Released** – The *Non-Public School Security Grant* application package will be published and the 'Intent to Apply' form will be released. All non-public schools interested in applying for the school security grant must submit their 'Intent to Apply' by August 4th
June 7, 2023 – August 2, 2023 *Every Wednesday at 9:00 a.m. CT*	**Weekly Office Hours for 'Intent to Apply' Support** – Tennessee Department of Education staff will be available for 'Intent to Apply' questions/support every Wednesday from June 7th to August 2nd between 9:00 a.m. to 10:00a.m. CT
August 4, 2023	**Deadline for 'Intent to Apply'** – All non-public schools interested in applying for the school security grant must submit their 'Intent to Apply' by August 4th
August 11, 2023	**Grant Allocations Announced and Funding Application Opens in ePlan** – Grant allocations will be announced through email and loaded in ePlan. Non-public schools can begin requesting reimbursements as soon as all application requirements are submitted and approved by the department.
August 15, 2023 *1:00 p.m. CT*	**Webinar on ePlan Funding Application** – A webinar to guide applicants through the grant application requirements *(This webinar will be recorded for future access)*
August 16, 2023 – October 25, 2023 *Every Wednesday at 9:00 a.m. CT*	**Weekly Office Hours for Grant Application Support** – Department staff will be available for grant application questions/support every Wednesday from August 16th to October 25th between 9:00 a.m. to 10:00a.m. CT
October 27, 2023	**Grant Applications Due No Later Than –** Applications will be reviewed by the department upon submittal. All items within the *Non-Public School Security Grant* package are due no later than October 27th

Application Instructions

A complete grant application package includes the following items:

1. **Grant Contact:** The name, email, and phone number of the person that the department should contact with questions about the grant application. This section is located in the cover page area of the ePlan funding application.

2. **Project Budget**: The following items should be provided in the budget area of the ePlan funding application:
   a. The budget period for this grant is from the date the application is approved by the department until June 30, 2024. All approved purchases and expenditures must occur within this budget period to be eligible for reimbursement.
   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
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- (hires for behavior health personnel) • **72130-170**: SRO contracts with Sheriff's Dept or local law enforcement