



**STATE OF CONNECTICUT
DEPARTMENT OF
EMERGENCY MANAGEMENT AND HOMELAND SECURITY**



SCHOOL SECURITY GRANT PROGRAM

FREQUENTLY ASKED QUESTIONS

- 1. When is the application due? Which documents do I have to submit and when?**
The School Security Grant Program has a two stage application process. The Notice of Intent (Item I in grant application kit) must be submitted by **October 15, 2007**.

The full grant application must be submitted by **November 15, 2007**. It consists of the following items:

C: Applicant Information and Data Sheet

D: Program Narrative

H: Emergency Plan Sign-Off Sheet

E: Instructions for the Project Budget Form, which provides an Excel budget spreadsheet for each school

NOTE: Electronic copies of the above items are due by the close of business on the dates indicated. These should be e-mailed to deanna.chaparro@ct.gov. Electronic copies must be submitted in their original format. Do not convert these to PDF. The original signed application should be mailed to:

**Department of Emergency Management & Homeland Security
25 Sigourney Street, 6th Floor
Hartford, CT 06106
Attention: Strategic Planning & Grant Administration**

- 2. When will award announcements be made?**
Awards will be announced in January 2008.
- 3. What is the timeline to spend down the funds?**
DEMHS must receive all reimbursement requests by **June 30, 2008**.
- 4. What schools are eligible?**
All Connecticut public schools. That includes magnet and regional schools. Private, parochial, charter and state technical schools are not eligible. Please note that this grant does not provide funding for colleges or universities.

5. How are regional districts handled?

The security assessment (Safe Schools Facilities Checklist) and grant application for each school will be evaluated; it is unlikely that all schools within a district will receive awards. The percentage match required will be based on the town the school is physically located in.

6. Can a district apply for all of its schools?

With 1,100 potentially eligible schools in Connecticut, funding will be highly competitive. It is recommended that each district only apply for those schools most in need of security infrastructure. This will insure that the district submits the most competitive grant application possible.

7. Do you have to submit multiple applications if you are applying for multiple schools within the district?

No, only one application with a separate Excel budget for each school for which the district is applying for funding is required. The budget (Section E - *Instructions for the Project Budget Form*) has multiple tabs, one for each school. **Please do not convert the documents to a PDF format as they will be unusable.**

8. Is there a ceiling on the amount of funding a district can apply for?

The total available during Year 1 is \$5 million. Because awarded districts must provide a percentage match (based on municipal wealth), they should only apply for the amount of funding they can afford in their budget.

9. Please clarify prohibited expenses as specified on page 15 of the Grant Application Kit.

Any Security Infrastructure improvements or equipment in the district's prior year budget or the municipality's prior year Capital Improvement Budget may not be used as match for this grant program. Currently budgeted projects (beginning on or after 7/1/07) may be used as match for the School Security Grant Program.

10. Which questions must be completed on the Safe Schools Facilities Checklist?

Please use the checklist currently found at <http://www.ct.gov/demhs> and in the application kit. This is the correct checklist for this program.

11. Should the district hire a crisis management consultant to perform the assessment (Safe Schools Facilities Checklist)?

It is not necessary to hire a consultant. The assessment (Safe Schools Facilities Checklist) should be performed by a school official knowledgeable of the school grounds and a law enforcement officer. This could be the resource officer assigned to the school or it could be someone designated by the police department. Towns without local police departments should work with their resident trooper or contact the State Police Barracks in their area for assistance.

12. Are the applications and assessments (checklist) subject to Freedom of Information Laws?

It is very likely that some or all parts of the application and assessment may be exempt from disclosure under FOI. The state Freedom of Information laws permit a state agency or municipality to request an exemption from disclosure for records when there are reasonable grounds to believe that disclosure may result in a safety risk, including the risk of harm to any person or any government-owned or leased facility. (Connecticut General Statutes §1-210(b)(19).) The list of possible records to be exempted include, as of October 1st, “emergency plans and emergency preparedness, response, recovery and mitigation plans, including plans provided by a person to a state agency or a local emergency management agency or official.” Starting October 1st, the process for requesting a disclosure exemption under this section is as follows: If the FOI request for the application comes to a town, and the town does not wish to disclose, the town must contact the Commissioner of the Department of Emergency Management and Homeland Security for a determination. If the request comes to a state agency, the agency must contact the state Commissioner of the Department of Public Works.

13. How will the application process differ in Year 2? Will districts need to apply again or will applications from the previous year be reconsidered?

The application process will be similar in year 2. However, DEMHS may consider giving priority to applications that were not funded in year 1. A decision on this will be made prior to the start of the year 2 application period and be posted on our web site.

14. Who is the Department of Emergency Management and Homeland Security Point of Contact for this program?

Mr. Richard Zaccagnino. He can be reached at 860-256-0914 or by e-mail at richard.zaccagnino@po.state.ct.us.