

School Security Disbursement Grant Program (SB 23-241) Application Guidebook Fiscal Year 2026



COLORADO
Office of School Safety
Department of Public Safety

700 Kipling Street
Suite 1000
Lakewood, CO 80115

<https://cssrc.colorado.gov/grants-overview>

Issued May 1, 2025

1	GENERAL INFORMATION	3
1.1	EXECUTIVE SUMMARY	3
1.2	TIMELINE	3
1.3	ISSUE/PROBLEM STATEMENT	3
1.4	PURPOSE OF THE FUNDS	3
1.5	TARGET APPLICANTS	4
1.6	ELIGIBLE APPLICANTS	4
1.7	AMOUNT AVAILABLE	5
1.8	AWARD PERIOD OF PERFORMANCE	5
2	APPLICATION GUIDELINES AND TEMPLATE	5
2.1	APPLICANT SIGNATURE TAB	5
2.2	PROJECT/BUDGET NARRATIVE TAB	6
2.3	PROJECT BUDGET TAB	7
3	ADMINISTRATION OF GRANT CONTRACTS	7
3.1	ISSUING AGENCY	7
3.2	HOW TO APPLY	7
3.3	REQUIREMENTS AND RESTRICTIONS	7
3.4	AUTHORIZED PROGRAM EXPENDITURES	8
3.5	REPORTING REQUIREMENTS	8
3.6	FUNDING DECISION CRITERIA	8
3.7	RECONSIDERATION PROCESS	9
3.8	REJECTION OF PROPOSALS	9
3.9	GENERAL SPECIFICATIONS	9
3.10	SPECIAL CONDITIONS	10
4	ATTACHMENTS	10
5	QUESTIONS	10
6	APPENDIX A	12
7	APPENDIX B	13
8	APPENDIX C	14
9	APPENDIX d	16

1

GENERAL INFORMATION

1.1 Executive Summary

The purpose of this Request for Applications (RFA) is to solicit applications for the School Security Disbursement Grant Program (SB 23-241).

This grant program provides funding to local education providers and eligible nonprofit organizations to improve security within public schools.

While funding amounts are distributed on a competitive basis, final awards are not automatic and are contingent upon:

- 1) the submission of a completed application that meets the Eligibility Criteria set in this RFA, and
- 2) an executed grant agreement.

This document contains information about the program rules and requirements, the types of expenses eligible for funding, and instructions for completing and submitting the grant application.

The authority to administer this grant program rests with the Colorado Office of School Safety (OSS), Grants Unit, including amendments, alterations or changes to these guidelines and award distribution.

1.2 Timeline

Announcement and Application Handbook	May 1, 2025
Available Application Submission Deadline	June 2, 2025, 5:00PM MST
Notification of Funding Recommendations	July 7, 2025
Requests for Reconsiderations	July 14, 2025

1.3 Issue/Problem Statement

This funding announcement is in response to the needs identified by the State Legislators to improve security within public schools.

1.4 Purpose of the Funds

The purpose of the grant program is to provide disbursements to local education providers and eligible nonprofit organizations to use for the purpose of improving security within public schools. Grant recipients may use the money received through the grant program for the following purposes:

1. Capital construction that improves the security of a public school facility or public school vehicle, including but not limited to any structure or installed hardware, device, or equipment that protects a public school facility or public school vehicle and the students, educators, and other individuals who attend, work in, or visit a public school facility or are transported in a public school vehicle from threats of physical harm including but not limited to any structure or installed hardware, device, or equipment that:
 - a. Prevents the entry of unauthorized individuals into a public-school facility or a protected space within a public-school facility or onto a public-school vehicle; or

- b. Can be used to expedite communication when a threat is present.
- 2. Training in student threat assessment for all school building staff who have contact with students, which must include best practices for conducting threat assessments, such as instruction on how to prevent bias when conducting a threat assessment.
- 3. In collaboration with local law enforcement agencies, providing training for peace officers on interactions with students at school.
- 4. School emergency response training for all school building staff.
- 5. Programs to help students become more resilient in meeting the daily challenges they face without resorting to violence against themselves or others, including addressing the fundamental causes of violence and aggression and helping students become responsible members of their schools, neighborhoods, communities, and families.
- 6. Developing and providing training programs, curriculums, and seminars related to school safety incident response; and
- 7. Developing best practices and protocols related to school safety incident response.

1.5 Target Applicants

Applicants must be:

- 1. A local education provider, which is defined as a school district, a charter school that is authorized pursuant to part 1 of article 30.5 of title 22, an institute charter school that is authorized pursuant to part 5 of article 30.5 of title 22, or a board of cooperative services as defined in section 22-5-103; or
- 2. An eligible nonprofit organization, which is defined as a nonprofit organization that is exempt from taxation under section 501(c)(3) of the federal “Internal Revenue Code of 1986”, as amended, that applies to work with specific local education providers or first responders, and that:
 - a. Has experience providing training for school safety incident response;
 - b. Has experience working with law enforcement agencies and other first responders;
 - c. Has experience working with school districts, school personnel, and students on issues related to school safety incident response; and
 - d. Identifies in its application local education providers or first responders that will participate in school safety incident response training or programs.

1.6 Eligible Applicants

Any application that does not address the eligibility requirements listed below will be eliminated from further consideration. To be eligible to apply for and receive grant funding, an applicant must:

- 1. Submit an application to the Office of School Safety in the form prescribed by the Office on or before June 2, 2025, by 5:00pm MST; and
- 2. An applicant must be a local education provider or an eligible nonprofit organization.

Additionally, recipients of the grant agree to provide the OSS, upon request at any time during the life of the grant contract, such cooperation and information deemed necessary by the OSS to evaluate the outcome and success of this Program.

1.7 Amount Available

This grant program is appropriated from the section 24-33.5-1802, C.R.S. Eligible applicants

may apply for up to \$100,000 per application.

1.8 Award Period of Performance

The period of performance for contracts supported by the Program will be July 7, 2025, Through - June 30, 2026.

2 APPLICATION GUIDELINES and TEMPLATE

Applicants must submit an electronic copy, including signatures of all points of contact by **5:00 p.m. MST on Monday, June 2, 2025.**

Please email the completed electronic copy of your application to **cdps_oss_ssd@state.co.us**. The OSS will review each application for eligibility and completeness.

The Excel version of the application is required. If a PDF version is submitted, it must be accompanied by the corresponding Excel File.

Please ensure you complete the proper application. There are three (3) different application templates including: School application, School District and BOCES application, and a non-profit organization application

- School application- Should be completed by an applicant who is applying for grant funds for a singular school.
- School District and BOCES application- Should be completed by an applicant applying for multiple schools, multiple campuses or school districts.
- Non-profit Organizations- Should be completed by an applicant applying as a non-profit organization.

This section will provide general guidance for the application. For specific instructions for the School District/ BOCES application and the Non-profit Organization application please see Appendices C and D

Only one application per applicant can be submitted. If multiple applications are submitted by a single applicant, all applications will be rejected. All information, affirmations, and certifications will be treated as material representations of fact upon which the OSS will rely in awarding grants. The RFP package consists of this application handbook and the application template.

Applicants must complete all sections of the application as described below. Attention should be given to completeness and specificity of the responses. Indicate if a statement or question is not applicable to your agency or application.

The application template consists of five sections: Signature Page, Project Narrative, Budget Narrative, Project Budge, and Self Risk Assessment.

2.1 Applicant Signature Page

Applicant Agency Name: Enter the legal name of your agency.

Applicant Agency Type: Type of agency that is applying for grant funds.

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

Primary POC: Main person who will oversee the day-to-day management of the project.

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 Primary Point of Contact or the Financial Agent/Officer.

Fiscal Agent/Officer: The Fiscal Agent/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 Primary Point of Contact or Authorized Official.

Please note that the primary POC and Secondary POC must be separate individuals. All information for the contact must be listed, and all individuals must sign the application. Signatures must be a certified electronic signature or wet signature.

2.2 Project Narrative

Please ensure that you input your entity's name and UEI number in the spaces provided.

1. **Question 1:** Use the dropdown menu to choose the option that describes the applicant: school district, charter school, board of cooperative services, or other organization or a conglomeration of local education providers.
2. **Questions 2-18:** Answer the questions and provide detailed information. Please adjust the cells to accommodate the length of your response. If your response does not fit appropriately within the area after adjusted, please also submit the question and responses on a separate PDF document. Please put N/A for any question that does not apply to you.

2.3 Budget Narrative

The applicant must provide a detailed explanation of the budgeted items listed in the Project Budget. 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. If your response does not fit appropriately within the area after adjusted, please also submit the question and responses on a separate PDF document.

Match is not a requirement of this grant. If you choose to include a match, please describe the amount and use of matched funds.

The following information is required for each budget category:

Capital Construction: This spending category captures any installed structure, hardware, device, or equipment that prevents the entry of unauthorized individuals into a public school facility or a protected space within a public-school facility or onto a public school vehicle, or that can be used to expedite communication when a threat is present. Please list the estimated itemized costs for the project and the locations.

Equipment: This spending category captures any uninstalled apparatus or hardware that prevents the entry of unauthorized individuals into a public-school facility or a protected space within a public school facility or onto a public school vehicle, or that can be used to expedite communication when a threat is present. Please provide a short description of the equipment needed, the quantity and the price of all materials.

Materials: This spending category captures materials needed for the development or implementation of training programs, curriculums, seminars, best practices, and protocols related to school safety incident response. Please provide a short description of materials needed, the quantity and the price of all materials.

Training: This spending category captures training to educate staff on student threat assessment, emergency response, and school safety incident response, as well as training for peace officers on interactions with students at school. 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, and all costs associated with training.

Student Education: This spending category captures any program that helps students become more resilient in meeting the daily challenges they face without resorting to violence, as well as becoming responsible members of their schools, neighborhoods, communities, and families. Please provide a description of the program, who will be facilitating the program, how many students will benefit, and number of sessions and/or cohorts, and all costs associated with programming.

Other: If your project falls within the scope and allowable expenses of the grant but does not align with the categories listed above, please provide a description of the activity/item(s) and list the associated costs.

If you are applying for a Cloud Connected Communication system, please see Appendix A for additional guidance.

If you are applying for multiple projects, please organize the budget narrative by separating each project's expenses.

Question 3- Total Requested Amount: Enter the total requested amount for all projects.

2.4 Project Budget Tab

The budget must be completed entirely and each item listed should be accompanied by a narrative (on the narrative tab) which provides a detailed justification for the budget items and details the basis for determining the cost of each item. The budget must cover the entire project duration. In figuring the

budget, work with **whole dollar numbers only.**

When necessary, round to the next highest whole dollar amount. The budget should be broken into categories, such as, Capital Construction, Equipment, Materials, Training, and Student Education. If there are multiple projects, under Project # heading, use drop down to identify the different projects. Please list the projects in order of priority.

The Project Budget tab columns are as follows:

Spending Category: Select the category that best describes the activity: Capital Construction, Equipment, Materials, Training, Student Education, or Other (see Handbook section 2.3 for a detailed description of categories).

Activity/Item Description: Enter a short description of the activity/item.

Quantity: Enter quantity to be purchased.

Unit Cost: Enter the unit cost.

Total Cost: This field will auto calculate and cannot be entered manually.

Grant Request Amount: Enter the amount of grant funding being requested.

Match Amount: Enter the match amount being provided.

Unfunded Amount: This field will auto calculate and cannot be entered manually.

Please note: The Unfunded Amount column should balance to \$0.

The information listed in the Project Budget tab should match the information detailed in the Budget Narrative.

3 ADMINISTRATION OF GRANT CONTRACTS

The OSS will execute a grant contract with an awardee based on the contents of the submitted application and the intent of the grant program as outlined in this RFP.

The grant contract will include standard State terms and conditions.

3.1 Issuing Agency

These grant program funds are issued by the State of Colorado, Colorado Department of Public Safety, Office of School Safety (OSS).

The OSS is the sole point of contact concerning these funds and all communications must be made through the Office of School Safety.

3.2 How to Apply

Applications for the School Security Disbursement Grant Program (SB 23-241) must be submitted on or before **Monday, June 2, 2025, by 5:00 PM MST.**

Completed application must be submitted via email to cdps_oss_ssd@state.co.us

Failure to submit a complete application may result in denial of funding. Part of the application submission process will be to attach needed documents. See Section 4 for a complete list of attachments.

3.3 Requirements and Restrictions

To apply, applicants must be a local education provider, including any combination of local

education providers who wish to apply together as a single regional applicant, or an eligible nonprofit organization.

Eligible nonprofit organizations who apply to work with specific local education providers or first responders are eligible to apply. Eligible nonprofits are defined by the legislation as an organization that is exempt from taxation under section 501(c)(3) of the federal “Internal Revenue Code or 1986, as amended,” that applies to work with specific local education providers or first responders, and that:

- Has experience providing training for school safety incident response;
- Has experience working with law enforcement agencies and other first responders;
- Has experience working with school districts, school personnel, and students on issues related to school safety incident response; and
- Identifies in its application local education providers or first responders that will participate in school safety incident response training or programs

3.4 Authorized Program Expenditures

Funding under the Program may be used for improving security in Colorado’s public schools through the acquisition of equipment, materials, and training related to the Grant Objectives and Program Goals. OSS has sole discretion in determining which costs are permissible.

Permissible costs include, but are not limited to, the categories listed below:

1. The purchase of any structure or installed hardware, device, or equipment that prevents the entry of unauthorized individuals into a public school facility or a protected space within a public school facility or onto a public school vehicle; or can be used to expedite communication when a threat is present.
2. Costs related to delivering training to school building staff on student threat assessments, school emergency response, and/or school safety incident response, including planning, scheduling, facilities, materials, supplies, equipment, and administration of the training.
3. Costs related to delivering training to peace officers on interactions with students at school, including planning, scheduling, facilities, materials, supplies, equipment, and administration of the training.
4. The purchase of programs related to student resiliency, including costs of planning, scheduling, facilities, materials, supplies, equipment, and administration of the programs.
5. Costs associated with developing training programs, curriculums, seminars, best practices, and protocols related to school safety incident response. Costs could include research, development, delivery, and evaluation.

Salaries, overtime, fringe benefits, travel, or other expenses associated with existing or on-going operations that are not related to this grant program are not allowed. Additionally, dual compensation is not allowed.

3.5 Reporting Requirements

The OSS requires quarterly reports which document the project’s progress toward meeting its goals and objectives and its expenditures under the approved budget. All quarterly reports

are due by the 30th day following each calendar quarter (Due by: April 30th, July 30th, October 30th, January 30th).

3.6 Funding Decision Criteria

The OSS will review and judge the proposals received based on their adherence to the factors stated in this guide. Failure of the applicant to provide any information requested in the application announcement or instructions may result in disqualification of the application. In addition to other considerations, the following criteria will be evaluated in awarding the grant:

1. The likely effectiveness of the applicant's use of the disbursed money to improve security in Colorado's public schools.
2. The Grant Selection Committee Members' application evaluation.

Additionally, the OSS will review the application in relation to the following subjects:

Issue Statement: The problem or issue to be addressed is clearly documented with relevant data and analysis substantiated by reference to research, literature, and/or documented prior program experience.

Project Description: Specific project activities and services to be developed and/or provided are clearly described. Program characteristics and features that will ensure project success are clearly identified. The project and associated costs are clearly defined.

Population to be Served: The target population to be served is described, including the number of customers that are intended to be served.

Goals and Objectives: The way in which stated goals and objectives will be accomplished is addressed. Goal statements provide an overall understanding of the impact the project will have on the identified problem/issue. Objectives are clear, complete, concise, realistic, measurable, and relate to the goal statement. Outcomes are described in measurable terms.

Quality Assurance Plan: The outcome, impact, or product intended to be achieved and/or developed is defined. The method for documenting the progress of goals or objectives is explained. The measurement for the degree to which the grant-funded activities are achieving the intended outcome, impact, or product is explained.

Collaboration: Project/program actively collaborates with other agencies and groups in the communities for purposes of resource sharing, coordination of efforts, and addresses duplication of services. Evidence is provided of past successful collaboration projects.

Budget: The budget is reasonable, necessary, and efficient to complete this project. The budget document is completed with accuracy, including a budget narrative that describes in detail all project costs listed in the Project Budget tab.

The OSS may fund those applicants whose proposals meet the goals of the grant program. Please ensure you have read the grant application instructions thoroughly.

3.7 Reconsideration Process

Selection criteria will be strictly adhered to, and some requests may not be funded. Any applicant receiving notification of a denial of funding may exercise its right to request reconsideration if done so within six calendar days after receipt of the denial notification. The OSS will make a final decision based on the request for reconsideration. Any applicant

requesting reconsideration must submit, in writing, all rebuttal information with the request for reconsideration to the OSS. Reviews will be limited to the reasons documented in the notification letter, for which the application was denied. In all cases, the decision of the OSS will be final.

3.8 Rejection of Proposals

The OSS reserves the right to reject any and all applications, to waive informalities and minor irregularities in the applications received and to accept any portion of the application for funding if deemed to be in the interest of the State of Colorado. The OSS reserves the option of holding for further consideration those applications with merit which were not funded. Any further consideration is dependent upon the availability of funds.

3.9 General Specifications

By submitting the application, the applicant attests that:

- 1) The applicant's signatory contact person has the authority to submit on behalf of the applicant's organization;
- 2) Submission of an application indicates the applicant's acceptance of all conditions and terms contained in this document, and all other terms and conditions of the award contract.

3.10 Special Conditions

- 1) All recipients funded through this grant program agree to provide OSS, upon request, at any time during the life of the grant contract, such cooperation and information deemed necessary by OSS.
- 2) Failure to comply with any of the requirements, as listed above, may result in sanctions up to and including the immediate suspension and/or revocation of the grant award.

4 ATTACHMENTS

Attach the following document(s):

1. Completed application, including Applicant Signature Page, Project Narrative, and Project Budget.
2. Most current signed W-9

5 QUESTIONS

Questions regarding the School Security Disbursement Grant Program (SB 23-241) should be directed to the following email address: cdps_oss_ssd@state.co.us. Please check the [website](#) frequently for any updates.

6 Appendix A: 'Cloud Connected' Communications

'Cloud Connected' Communications has become increasingly popular. 'Cloud Connected' Communications and 'cloud connected' silent communications are tools that provide broadcast and two-way communication between the classroom and emergency responder system. These systems with proper configuration communicate with emergency responders and allow a two-way dissemination of information.

Due to the broad scope of 'Cloud Connected' Communications software and the inoperability being based solely on the systems' configuration, there are additional items needed at the time of application for the system to be considered for funding.

1. An implementation and configuration proposal are required to be submitted as an additional attachment to the application. This will be separate from the implementation plan.

7 Appendix B: Self-Risk Assessment Tool Guide

Purpose of the self-risk assessment tool

The Self-Risk assessment tool is designed to evaluate the financial and administrative capacity of grant applicants. It ensures that applicants have the necessary controls and processes to manage federally and state funded grant programs effectively. The tool helps identify potential risks and determine appropriate levels of oversight.

Instructions for Completing the Risk Assessment Tool

1. Applicant Information (Section A)
 - Provide the applicant's name, grant program name, grant amount requested, and date of submission.
2. Assessment Tool (Section B)
 - For each question, select Yes, No, or N/A from the drop-down menu
 - Each "Yes" response earns one point, while "No" or "N/A" responses receive 0 points
 - Use the comments column to provide explanation or additional context where needed

Scoring and Risk Level determination

The total wrist score is calculated based on the number of yes, responses. The risk level is determined as follows.

Total Risk Score	Risk Level
Score less than 4	High risk (Red)
Score 4-11	Medium risk (Yellow)
Score 11+	Low risk: (Green)

Appendix Summary

The Self-Risk Assessment Tool is a critical component of the SSD Grant Program, helping to ensure responsible financial stewardship of grant funds. Applicants should complete this assessment thoroughly to demonstrate their capability to manage grant funding efficiently.

In addition to the requirements listed in Section 2: Application and Guidelines Template, please complete the BOCES and School District application with the following additional information.

General Instructions

- Ensure that all requested information is accurate, clearly written, and directly related to the grant's objectives.
- Double check all budget calculations to ensure consistency across all budget related sections.
- Any incomplete or incorrect application may be subject to rejection.
- Please follow the instructions listed in the sections and questions.

Budget Narrative

The budget narrative should clearly demonstrate the calculations and use of funds for all schools, campuses and school districts that will be served.

- If the prospective project will serve multiple schools within a single district, or multiple campuses under one organization's name, each school's project budget is required to be listed separately.
- If you are a BOCES serving multiple districts, it is not necessary to list the schools individually. Please list each district's project budget. When listing, clearly identify how many schools within each district are included in the district's projected budget.

Question 1- Match is not a requirement of this grant. If you choose to include a match, please describe the amount and use of matched funds.

Question 2- Please provide a budget narrative clearly demonstrating the use of funds. Please separate the funding as stated above.

Question 3- Please combine the budget for all projects and list the total amount of requested funding.

Project Budget Itemization

Please provide individual itemized budgets for each school, campus, and/or district.

- If the prospective project will serve multiple schools within a single district, or multiple campuses under one organization's name, each school's project budget is required to be listed separately. If the project serves more than 10 schools, please categorize the schools by school type (e.g. high school, middle school, elementary school) and consolidate the budget accordingly.
- If you are a BOCES serving multiple districts, it is not necessary to list the schools individually. Please list each district's project budget. When listing, please clearly identify how many schools within each district are included in the district's projected budget.

When necessary, round to the next highest whole dollar amount. The budget should be broken into categories, such as Training, Exercise, Maintenance, Software and Hardware. If there are multiple projects, under Project # heading, use drop down to identify the different projects. **Please place projects in the order of priority.**

Project #: Select from dropdown, project #1, project #2, etc.

Category: Select the category that best describes the activity.

Activity/Item Description: Enter a short description of the activity/item.

Quantity: Enter quantity to be purchased.

Unit Cost: Enter the unit cost.

The Subtotal and Total fields will auto populate.

The information outlined in the Project and Budget Narrative should match the information listed in the Project Budget.

Project Budget Summary

- Please summarize all requested funds by combining amounts for all schools, campuses and/or school districts into the respective budget category. The summary total should coincide with the totals listed in the Budget narrative and Project Budget Itemization tabs

The OSS reserves the right to reject any applications, to waive informalities and minor irregularities in the applications received and to accept any portion of the application for funding if deemed to be in the interest of the State of Colorado. The OSS reserves the option of holding for further consideration those applications with merit which were not funded. Any further consideration is dependent upon the availability of funds.

9 Appendix D. Non-profit Organizations

In addition to the requirements listed in Section 2: Application and Guidelines Template, please complete the Non-profit Organization application with the following additional information.

An eligible nonprofit organization, which is defined as a nonprofit organization that is exempt from taxation under section 501(c)(3) of the federal “Internal Revenue Code of 1986”, as amended, that applies to work with specific local education providers or first responders, and that:

- a. Has experience providing training for school safety incident response;
- b. Has experience working with law enforcement agencies and other first responders;
- c. Has experience working with school districts, school personnel, and students on issues related to school safety incident response; and
- d. Identifies in its application local education providers or first responders that will participate in school safety incident response training or programs.

General Instructions

- Ensure that all requested information is accurate, clearly written, and directly related to the grant’s objectives.
- Double check all budget calculations to ensure consistency across all budget related sections.
- Any incomplete or incorrect application may be subject to rejection.
- Please follow the instructions listed in the sections and questions.

The information outlined in the Project and Budget Narrative should match the information listed in the Project Budget.