Enhance School Safety Incident Response Grant Program Application Guidebook FY2026

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OSS Grants Unit

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1 GENERAL INFORMATION

1.1 Executive Summary

The purpose of this Request for Applications (RFA) is to solicit applications for the Enhance School Safety Incidence Response Grant Program (SB23-241). This is a discretionary grant program and a total of $235,000 in funding is available to eligible applicants.

This grant program provides funding to eligible local nonprofit organizations to use for the purpose of research, program development, and training to improve law enforcement school safety incident response. This funding is exclusively for enhancing school safety incident response to local law enforcement.

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 program is open to schools and public safety communications system owners.

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

1.2 Timeline

Announcement and Application Guidebook   August 28,2025

Application Submission Deadline   September 26, 2025

Notification of Funding Recommendations   October 3,2025

1.3 Issue/Problem Statement

This funding announcement is in response to the needs identified by the State Legislators to enhance school safety incident response.

1.4   **Purpose of the Funds**
        The purpose of the grant program is to provide disbursements to eligible nonprofit organizations to use for the purpose of improving law enforcement school safety incident response in public schools. Grant recipients may use the money received through the grant program for the following purposes:

        1. Developing and providing training programs in school safety incident response to Colorado law enforcement.

1.5   **Target Applicants**
        Applicants must be eligible nonprofit organizations who have experience training local law enforcement in school safety incident response 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 law enforcement training for school safety incident response;
        •   Has experience working with law enforcement agencies and other first responders; and
        •   Identifies in its application local law enforcement or first responders that will participate in the law enforcement school safety incident response training 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 a complete and accurate application to the Office of School Safety in the form prescribed by the Office on or before September 26, 2025, 5:00PM; and

        2. An applicant must be an eligible nonprofit organization who has experience training local law enforcement in school safety incident response.

        Additionally, recipients of the grant agree to provide 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 section 24-33.5-2107, C.R.S. For the Fiscal Year 2026 Program, $250,000 has been appropriated and available for recipients of this grant program.

2   **APPLICATION GUIDELINES and TEMPLATE**

Applicants must submit an electronic copy by **5:00 p.m. MST on September 26,**

2025. Please email the completed electronic copy of your application to

cdps_oss_essir@state.co.us . OSS will review each application for eligibility and

completeness.

Only one application per applicant can be submitted. If multiple applications are submitted by a single applicant, all applications will be rejected. Please ensure that your entity's application is fully complete and accurate. All partially completed 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 RFA package consists of this grant guidebook and the application templates.

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 relevant to your agency or application by inputting N/A.

The application templates consist of five sections: Signature Page, Project Narrative, Budget Narrative, Self Risk Assessment and Project Budget.

2.1 **Applicant Info Signatures Page**
   Applicant School (District) 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, Official Authorized, and Fiscal Agent. Ensure each POC signs and dates 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 project manager or the financial officer.

   Fiscal Agent: The Financial 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 project manager 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/ Budget Narrative**

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

   1. **Question 1-2: Non-Profit eligibility confirmation:** Certify that the applicant is a nin profit organization. YES or NO
      Certify that the applicant understands that the ESSIR grant funds are only to be used for training of law enforcement officers in incident response to schools.

   2. **Questions 3-11:** 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.

3. **Budget Narrative Tab:** 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:

Training:
This budget category captures training costs to educate staff on security procedures, school safety best practices, and the use of equipment purchased with grant dollars.

Please note that monetary incentives to attend training are not an allowable expense.

Exercise:
This budget category captures the costs of exercising staff on security procedures, school safety best practices, and the use of equipment purchased with grant dollars.
Please provide a description of the exercises, who will be conducting them, and who will be participating and how often these exercises will be conducted, and all costs associated with the exercises.

Maintenance:
Describe the maintenance needed, and the costs that will be associated with the maintenance of the equipment purchased with these grant funds.

Software/Hardware:
Describe the costs and quantities of the equipment and software purchased with these grant funds.

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

4. **Question 3– Total Requested Amount:** Enter the total requested amount for all projects.

2.3 **Project Budget**
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, 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.

2.4 **Self Risk Assessment Tool**
The Self Risk assessment should be completed with transparency to accurately determine the agency's capacity to successfully oversee and implement the grant program. Please complete Section A and Section B. For more information please refer to Appendix B.

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 RFA.

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.

Failure to submit a complete application or any requested documents 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.

3.2 **Requirements and Restrictions**
Applicants must be a eligible local nonprofit organizations to use for the purpose of research, program development, and training to improve law enforcement school safety incident response.

3.3 **Authorized Program Expenditures**
Funding under the program may be used for costs 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. Deliver training programs to teach law enforcement basic procedures for effective school safety incident response.

2. Conduct research and program development to improve law enforcement school safety incident response

Salaries, overtime, fringe benefits, travel, staff incentives 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.

3.4 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.

3.5 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 likelihood that funding of the application will improve law enforcement school safety incident response
2. The extent to which the applicant meets all eligibility requirements.

Additionally, 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 applicant describes the goals and target population to be served.

Goals and Objectives: Applicant addresses how they will accomplish their stated goals and objectives, number of customers they intend to serve, and clearly describes the types of services which will be provided. Goal statements provide an overall understanding of the impact the project will have on the identified issue/problem.
Objectives are clear, complete, concise, realistic, measurable, and relate to the goal statement. Outcomes are described in measurable terms.

Quality Assurance Plan: Define the outcome, impact, or product you intend to achieve and/or develop. Explain how you will document the progress on your objectives and explain how you will measure the degree to which your grant-funded

activities are achieving the intended outcome, impact, or product.

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 and Budget Narrative: 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 on the budget page.
The OSS may fund those applicants whose proposals meet the goals of the grant program. Please read and respond to each section and question to thoroughly demonstrate your

agency's needs.

Self-Risk Assessment: Risk Assessments allow the awardee to make informed decisions when funding applicants by evaluating the likelihood of risk and their potential impact on the grant objectives and goals. The Self Risk Assessment must be completed and submitted with the ESSIR Application.

3.6   Rejection of Proposals
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.

3.7   General Specifications
By submitting the application, the applicant attests that:

1)   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)   Recipients of the grant program must adhere to, and be in full compliance with any, resulting grant contract, and relevant State policies and regulations.

3.8   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. Failure to comply may also result in disqualification from future award opportunities.

4   Attachments

Attach the following document(s):

1. Completed application (Including an electronic certified signature or wet signature) Excel version and a PDF version
2. A copy of your organization's recently signed current W-9
3. OSS Self-Risk Assessment (Excel Document)

5   Questions

Questions regarding the Enhance School Safety Incident Response (SB 23-241) should be directed to the following email address: cdps_oss_essir@state.co.us Please check the website OSS.colorado.gov frequently for any updates.

For any technical assistance completing your application, please reach out to the Grants team at cdps_oss_essir@state.co.us

6   <u>Appendix A: Self-Risk Assessment Tool Guide</u>

For the Enhance School Safety Incidence Response Grant Program

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 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 ESSIR 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.

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