

Commonwealth of Massachusetts
Executive Office of Public Safety and Security
Office of Grants & Research
SFY 19 Safer Schools and Communities Initiative

Attachment A

Application Template for Local Equipment and Technology Grant Opportunity

Section I. Applicant Information

Name of Public School: Worcester Public Schools

Funding Requested: \$ 80,000.00

Name of Superintendent or Executive Director: Maureen F. Binienda
(First and Last Name)

Superintendent or Executive Director Phone: [REDACTED]
Email Address: [REDACTED]

Public School Mailing Address:

Street: 20 Irving Street City: Worcester Zip Code: 01609

County: Worcester Phone: [REDACTED] Fax: [REDACTED]

Grant Contact Name: Robert Pezzella Title: Director of School Safety

(Note: The person designated as the *Grant Contact* shall serve as the project's point person and be responsible for receiving and responding to EOPSS' project related requests)

Grant Contact Mailing Address:

Same as Above

Street: 20 Irving Street Room 101 City: Worcester Zip Code: 01609

County: Worcester Phone: [REDACTED] Fax: [REDACTED]

E-mail: [REDACTED]

Fiscal Point of Contact for Grant: Name: Gregory Bares Title: Manager of Grant Resources

Fiscal Contact Mailing Address:

Same as Above

Street: 20 Irving Street, Room 210 City: Worcester Zip Code: 01609

County: Worcester Phone: [REDACTED] Fax: [REDACTED]

E-mail: [REDACTED]

Project Summary: Four sentences (250 characters *maximum*), summarizing the type of equipment/software to be purchased.

Worcester Public Schools (WPS), seeks funding for classroom door locks and cameras. Funding will supplement not supplant its budget for school safety. Equipment was identified based on existing multi hazard assessment and response plan.

Statewide Interoperability Interoperable Communications Investment Proposal (ICIP)

Equipment proposals that request funds for interoperable communications components such as the purchase of radios, mobile data terminals or communication system components are subject to an additional review and approval process per Executive Order 493 (SIEC) or a representative thereof. Law enforcement departments requesting to purchase this type of equipment must also download and complete an additional Interoperable Communications Investment Proposal (ICIP) form to submit with this application. The ICIP form is located under **Attachment D**.

Are you requesting funds for interoperable communications and believe your application requires SIEC review and approval? Yes No

If Yes, did you complete the ICIP required form (**Attachment D**)? Yes No

Is the applicant seeking **Single Entry Door/Door Locks**? Yes No

THIS SIGNATURE PAGE MUST BE SIGNED AND MAILED WITH YOUR HARD COPY APPLICATION

Signature Page

The following must be completed and signed by both Authorizing Officials for the Municipality where the school resides to benefit from the purchase and Public School submitting this application. Remember to also complete Attachment C (Signatory Authorized Listing Form).

Municipal Chief Executive Officer

As the **Chief Executive Officer** of this City or Town, I am supporting the School Department's request for funds for an Equipment and Technology grant from the Executive Office of Public Safety and Security. I have reviewed and approve the content contained in this application being submitted for consideration of a grant award.

Name of City/Town Worcester

Authorizing Official Name-Printed Edward M. Augustus, Jr. City Manager Date 4/1/19

Signature _____

(This must be signed in blue ink and mailed with your application)

The following must be completed and signed by the School Superintendent/Executive Director on behalf of the Public School submitting this application. Remember to also complete Attachment C (Signatory Authorized Listing Form).

School Superintendent or Executive Director

As the **Superintendent/Executive Director** for this Public School, I am requesting funds for an Equipment and Technology grant award from the Executive Office of Public Safety and Security. I have reviewed and approve the content contained in this application being submitted for consideration of funding.

Name of Superintendent or Executive Director Maureen F. Binienda

Superintendent/Executive Director Name-Printed _____ Date 4/1/19

Signature _____

(This must be signed in blue ink and mailed with your application)

Section II. Narrative Template

1. Needs Assessment (3 page limit)

Use the space provided to 1) Provide a description of the school district/charter identified to benefit from this application, 2) Describe in detail the current school district's unmet safety and security needs, 3) The sources or methods used for assessing the problem should also be described, 4) Further explain why such school safety and security needs stated have not been previously met to justify grant funds are needed.

1) Provide a description of the school district/charter identified to benefit from this application

Since 1740 when the first school house was built in our community, the Worcester Public Schools (WPS), a Local Educational Agency, has been dedicated to helping all students achieve at high levels.

The district is the third largest in the state, with approximately 25,415 students. We serve a diverse student population: 58% Economically Disadvantaged; 33% English Learners; 19% Students with Disabilities; 9% identified as homeless and 100% free lunch through Community Eligibility. Demographics are: 43% Hispanic; 30% White; 16% Black and 7% Asian or Pacific Islander. A major employer in the City of Worcester, the district has approximately 3,600 full time employees across 62 buildings including pre-school, elementary, middle and high schools as well as alternative education sites and administrative offices.

An urban school district, WPS understands the need for a comprehensive and collaborative approach to school safety. Our Superintendent, Maureen F. Binienda, is committed to ensuring the safety and welfare of our student population and staff. The district's strategies focus on human capital development, instructional delivery, systematic implementation of core, supplemental and intensive supports for students, and partnership development strategically in support of accelerated, sustainable change across the district. Partnership and alignment with existing community efforts are vital to the successful implementation of this effort. MOUs from both Worcester Police Department and Worcester Fire Department in support of this project have been included with this application.

Partnerships are a source of strength for our district. Located in the second largest city in New England, we have been involved with a number of in-district and community initiatives. The WPS' Emergency Operations Plan (EOP) was updated last year. The district follows the Federal Emergency Management Agency's (FEMA) National Incident Management System (NIMS) when responding to incidents of significance. This includes the formation of Unified Incident Command Structure which includes representatives from Worcester Public Schools, Worcester Police, Worcester Fire, Worcester Office of Emergency Management and Worcester City Manager's Office.

Many of our schools are the sites of events after-hours including recreational activities, continuing education for adults and health and wellness activities. Our schools remain safe relative to other places. We recognize how important it is for our staff to receive training that could effectively prevent a tragic occurrence. We also realize how important it is to provide basic tools (locks, security systems) that add to the layers of defense integral to a comprehensive and effective school safety system.

2) Describe in detail the current school district's unmet safety and security needs and 3) The sources or methods used for assessing the problem should also be described,

In 2015, our school district commissioned a multi-hazard assessment "Safety and Security Risk and Vulnerability Assessment" by Good Harbor Techmark, LLC. Three key recommendations came out of this study (1) seek lower cost foundation measures such as families and students being given opportunities to become involved in, and then take responsibility for, fostering a climate of community involvement and ownership, (2) improve planning, preparedness, response and recovery and the need to coordinate and integrate the response and recover efforts (3) facility master planning integrated with cost effective physical security enhancements, such as classroom locks and improvements to main entrances at each school. "Enhancements are critical in older facilities where basic security principles are extremely difficult to implement (3)."

Apropos of our decision to seek funding for locks and security systems through this grant opportunity, the study highlighted ineffective doors and antiquated door hardware that needed to be “upgraded and, long-term, enhanced and integrated with access controls, intrusion detection and cameras” (10). The report also identified the Genetec video management platform and AXIS IP cameras for all new and replacement systems as a cost effective element (8).

Worcester Public Schools physical plant encompasses some 62 buildings including elementary, middle and high schools as well as alternative education sites and administrative office spaces encompassing 3.6 million square feet of space located on 400 acres of land throughout the City of Worcester. The oldest building in the district is the Taylor Building, currently in use as administrative offices and built in 1842. The oldest building still used as a school building, at 140 years old, is Grafton Street #1, built in 1879. Eleven buildings were built in the 1800s; 38 were built in the last century with the majority of these (25) having been constructed before 1970. Only four have been built since the year 2000.

The portrait of facilities in our school district is one of a bygone era. The overwhelming majority of the building stock was constructed during times when building and safety standards were vastly different than what they are today.

In 2017, the district's facilities master plan *Worcester Schools Study and Master Plan* was conducted by Symmes Maini & McKee Associates (SMMA) with participation and guidance provided by the district administration, facilities department, school principals and the teachers and staff of the district. While not inclusive of all of the district's physical plant, the scope included a review of 28 schools including: 24 elementary schools; two middle schools and two high schools.

The study noted, “Given the age of the building stock, virtually all 28 buildings are out of conformance with current building and accessibility codes. They are for the most part out of date components are “grandfathered” and allowed to remain operational (1206).”

Cost estimates prepared for the study by A.M. Fogarty & Associates Inc., estimated a total of urgent repairs at more than \$69 million (Section 4 “Costs”, 1).

4) Further explain why such school safety and security needs stated have not been previously met to justify grant funds are needed.

Factors outside of the direct control of the school department ultimately determine the total amount of funding available to the district for the delivery of services to the more than 25,000 children who attend our schools. Factors include economic (such as periods of business recession) and political stressors (such as *Proposition 2 ½*).

District priorities for funding are formulated and resources are allocated annually through the budget process of the Worcester Public Schools. By strategically aligning goals with financial and human resources, the district makes its commitment to attaining those goals.

A district priority that has remained unchanged is maintaining adequate staffing levels; specifically at our schools for the direct instruction of children. Staffing costs, inclusive of negotiated salary increases and health care costs, comprise the lion's share of our annual budget. As those costs become larger the amount of money the district has in discretionary spending has become more limited over time. Hard choices have resulted in shortfalls in resources available to meet requested allocations in both facilities maintenance and in school safety spending.

Over the past few years, the Finance and Operations Committee of the School Committee has held joint meetings with the City Council's Education Committee to develop a shared understanding of the needs of the school district. This corresponds with the City of Worcester's Five Point Financial Plan that includes an inflation adjusted cap annually as a way to stabilize the City finances and long term debt costs.

The City's annual Capital Investment Program (CIP) typically provides approximately \$3 million annually for school renovation projects. These include boiler replacements and other essential upgrades such as roof replacements, window replacements, high school science lab installations, environmental compliance projects among others. Since 2011 the city has worked on replacing windows, doors and boilers at 27 public school buildings and has spent tens of millions of dollars. Safety recommendations are incorporated into these projects to enhance the existing safety elements.

Allocations for buildings have been used to address the most acute building needs; to figuratively and literally keep a roof over our heads. It has not possible for the district to provide adequate funding to fully remediate all of the needs within our physical plant including those related to school safety.

For more than a decade, the district budget allocation for school safety was at \$70,000 annually. For one year, it was at \$75,000 and then only in the past four years has the district's allocation for school safety been increased to \$100,000 annually. This number represents spending on all school safety-related needs which runs the gamut from bullying prevention, drug education, AED certification and other trainings (such as active shooter training) to hardware such as locks and doors and the purchase or repair of technology (cameras and security systems) for new or existing systems.

Section II. Narrative Template, Continued

2. Project Description (3 page limit)

Describe the equipment and technology to be purchased or upgraded. Include the purpose for purchasing said equipment/goods, where such goods will be utilized and stored, whether installation will be needed, required upkeep or maintenance(if any), training or technical assistance needs, applicable procurement rules (please cite rule if required to secure a vendor) or name of vendor or contractor (if already identified, include reason for selection), expected benefits/outcomes for school district and/or community and any other info that may be helpful to justify the funding request.

Under the direction of the Superintendent, the School Safety Director is responsible for developing, implementing, and overseeing safety programs for staff and students. Also, through a collaborative effort with school administrators, local community groups and law enforcement agencies, the School Safety Liaison office works to make each school a safe teaching and learning environment. The School Safety Director works with members of other Worcester Public Schools departments such as Facilities Management and the Information Technology Department. The primary responsibility of Facilities Management is to provide safe, clean schools buildings in which students can learn. The Information Technology (IT) Department supports classroom technology across all district locations. The department also manages 75 servers including file, domain, and backup servers; a district website with a content management system; support of academic testing; cloud hosted email services for WPS employees and students; internally developed and maintained student and employee information systems and data analyst services for research and evaluation purposes.

The School Safety Director coordinates with these two departments in order to address safety needs. The expertise of department personnel assures that the appropriate equipment is purchased and properly and safely installed. These three departments have worked collaboratively on numerous safety installations in the past and have demonstrated that they have the expertise needed to effect successful implementation of all purchases made using these funds.

Drawing on the recommendations of the 2015 report (“Safety and Security Risk and Vulnerability Assessment” Good Harbor Techmark, LLC) the district identified for funding (1) locks that will be used to upgrade and enhance antiquated equipment and (2) security cameras that will be incorporated into a Genetec system.

The purchase of these materials will supplement our existing safety procurement efforts. There is no way that our current funding streams afford us the opportunity to procure this equipment. No local funds will be supplanted by any grant funds received. Through the needs assessment process listed above, we offer the following list of locks that will be installed at locations throughout the district that represent the most urgent need.

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Section II. Narrative Template, Continued

- [REDACTED]

The above list represents a total of \$ 19,996.40 in requested funding for locks.

These door locks comply with building codes and will be installed by a qualified lock smith, paid for by the Worcester Public Schools, in accordance with all building regulations, to wit; "the code requires all egress doors to be readily openable from the egress side with a single operation, without the use of key, special knowledge or effort." No lock will restrict exiting.

We have put forth the above-referenced list for consideration for funding after consulting with the authority having jurisdiction (AHJ) for specific requirements and allowances. We assure the devices comply with the specifications outline on page 5 of the funding opportunity notice.

Following the recommendations made by the hazards assessment, and based on our prioritization of school projects, we are also seeking funds for cameras to supplement our efforts in building a Genetec video management platform system at [REDACTED]. WPS is committed to funding any additional costs for this project and will be responsible for subsequent repair and/or replacement of any/all equipment received from this funding opportunity. A highly-qualified contractor will be retained for the proper installation of this equipment. We are seeking \$58,403.60 from this funding opportunity to implement this project.

Following is the list of cameras sought:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

This technology will be used and managed to enhance school safety and security at [REDACTED]. The school has [REDACTED] students in Grades [REDACTED] through [REDACTED] as well more than [REDACTED] staff members. It is also the site of a [REDACTED] and hosts after-school programs including a [REDACTED].

All purchases of equipment through this grant including the locks and cameras will follow state procurement laws including those outlined in M.G.L. Ch. 30B as well as City of Worcester procurement procedures.

Worcester Public Schools is a department of the City of Worcester. The City complies with the requirements of the Single Audit Act and the major federal programs of the Worcester Public Schools are audited annually.

As a municipality, the strength of the city's finances is drawn from the local economy and tax base, with additional support from the Commonwealth of Massachusetts in the form of municipal aid, including aid to local education. Worcester has long been recognized for conservative and professional administration of public funds. The City Auditor is appointed directly by the elected City Council. A professional City Manager is also hired by the City Council and oversees the city's budget and treasury functions. For grant accounting, the Worcester Public Schools has developed a customized database and systems specifically designed to manage grant funding.

As demonstrated, WPS has the need for this type of assistance. Funding from this opportunity will assist us in providing locks and the infrastructure to build a security system. These would be out of our reach without this funding.

3. Implementation Plan, Timeline and Person Responsible

Complete the template grid provided by identifying the necessary steps to be implemented over the project period for proposed equipment purchases.

| List of Major Tasks/ Activities | Anticipated Date for Receipt of Goods/Services | Staff Responsible |
|---|--|--|
| Grant is awarded Grant is accepted by WPS | Within one month of the award notification | WPS Grant Office (Bares) School Safety (Pezzella) |
| Items are put out for bid bids are awarded | Month two | WPS and City of Worcester purchasing departments |
| Items are received installation is scheduled | Month three | WPS departments (Safety, Facilities, IT) |
| Installation occurs | Month three and four | WPS departments (Safety, Facilities, IT) |
| Installation concludes, systems tested | Month five | WPS departments (Safety, Facilities, IT) |
| Implementation monitored, final approval received | Month six | WPS departments (Safety, Facilities, IT) |
| Payment requested for materials | Month seven | WPS Grants |



| Cost Category | State Share |
|-----------------------------|--------------------|
| Consultants | \$ 0 |
| Contracts | \$ 0 |
| Equipment/Technology | \$ 78,400.00 |
| Other | \$ 1,600.00 |
| Total | \$ 80,000.00 |

Applicant Name: Worcester Public Schools

Applicants may submit up to a *seven* month operating budget. Please list all project related costs according to the specified budget category.

Consultants- For each consultant to be hired, enter the name (if known), service to be provided, hourly or daily fee (8-hour day/ \$81.25 per hour), and estimated time on the project. Consultant fees in excess of \$650/day require additional justification and prior approval from EOPSS.

| Position (by rank if necessary) | Computation | Cost |
|---------------------------------|-------------|------|
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| | | |
| | | |
| | | |
| | | |
| Total Consultant Costs | 0.00 | |

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| Narrative |
| Be sure to include activities to be completed. Indicate whether applicant's formal written Procurement Policy Regulations are followed to procure identified consultant. |
| |

| Name of Contractor | Computation | Cost |
|-------------------------------|-------------|-------------|
| | | |
| | | |
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| | | |
| | | |
| Total Consultant Costs | | 0.00 |

Narrative

Provide a description of the product or services to be provided by the contractor and an estimate of the cost. Be sure to include purpose for contract as well as activities (if applicable) to be completed. Indicate whether applicant's formal written Procurement Policy is followed for this procurement. If not provided above, please use this space to provide an itemized cost breakdown of the amount requested for each contractor listed.

Equipment/Technology – Tangible, non-expendable property having a useful life of more than one year; cost bases on classification of equipment.

| Item | Computation | Cost |
|------------------------------|-----------------------|------------------|
| Locks | Please refer to below | 19,996.40 |
| Cameras | Please refer to below | 58,403.60 |
| | | |
| | | |
| | | |
| Total Equipment Costs | | 78,400.00 |

Narrative

If the equipment/technology items to be purchased are not already listed in a previous budget category, please use this page to list such costs and describe the items below. Cite applicable procurement rules/laws required in order to purchase the proposed equipment/goods.

LOCKS: These door locks comply with building codes and will be installed by a qualified lock smith, paid for by the Worcester Public Schools, in accordance with all building regulations, to wit; “the code requires all egress doors to be readily openable from the egress side with a single operation, without the use of key, special knowledge or effort.” No lock will restrict exiting.

We have put forth the above-referenced list for consideration for funding after consulting with the authority having jurisdiction (AHJ) for specific requirements and allowances. We assure the devices comply with the specifications outline on page 5 of the funding opportunity notice.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED] Total of \$19,996.40.

CAMERAS: WPS is committed to funding any additional costs for this project and will be responsible for subsequent repair and/or replacement of any/all equipment received from this funding opportunity. A highly-qualified contractor will be retained for the proper installation of this equipment. We are seeking approximately \$60,000 from this funding opportunity to implement this project. [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED] Total of \$58,403.60

All purchases of equipment through this grant including the locks and cameras will follow state procurement laws including those outlined in M.G.L. Ch. 30B as well as City of Worcester procurement procedures.

Other - Any other costs not listed in previous budget categories. Additional costs (such as supplies) must directly correlate to the equipment and technology items listed in the previous budget categories.

| Item | Computation | Cost |
|------------------------------------|----------------|-----------------|
| Indirect cost | @ 2 % of award | 1,600.00 |
| | | |
| | | |
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| | | |
| Total Other Requested Costs | | 1,600.00 |

Narrative

For example, describe any costs listed above and explain why they are needed or required in order for a particular piece of equipment or technology to operate. Costs directly not correlated to the equipment or technology purchases being requested will not be approved for funding.

Indirect cost rate agreement has been included with this application

Applicants must also complete a Budget Excel Worksheet (refer to Attachment B) and submit with the Application Template.

Section V. Proposal Check List

Hard Copy Application Elements and Required Attachments:

- Please use Binder or Paper Clips, *no staples allowed*.
- Completed Application Template (**Attachment A**) signed and dated by *both* the Chief Executive Officer of the Municipality (Mayor, City Manager, or Town Administrator) and School Superintendent or Charter School Executive Director of the Public School in **Blue Ink**.
- Budget Excel Worksheet (**Attachment B**) (both the **Roll Up and Detail** sheets must be included in your application packet).
- Authorized Signatory Listing Form (**Attachment C**) in **Blue Ink**.
- If applicable, an Interoperable Communications Investment Proposal (ICIP) form (**Attachment D**) **Blue Ink** and included with your application packet.
- MOU (**Attachment E**) and signed by both police and fire.
- One signed **original** and **three copies** of all the application documents.

Electronic Application Elements and Required Attachments:

- Attachment A:** Completed Application Template
- Attachment B:** Budget Excel Worksheet Form (Roll Up and Detail sheets)
- Please email **Attachment A** as a PDF-not a scanned document and **Attachment B** as an Excel document to eopss.ogr@mass.gov no later than 4:00pm on Wednesday, April 3, 2019.

If you have any questions regarding this application, please email: eopss.ogr@mass.gov

Proposals must be mailed or hand-delivered* to:

**The Executive Office of Public Safety and Security
Office of Grants and Research
Ten Park Plaza, Suite 3720-A
Boston, MA 02116-3933
Attention: Kevin Stanton**

The signed and completed application template and required documents must be received by OGR on **Wednesday, April 3, 2019 by 4:00pm**. If you choose to hand deliver your proposal, please note that a valid form of identification is required to enter the 10 Park Plaza Office Building on the 2nd floor.