



# School Security Assessment Grant Program

## Frequently Asked Questions

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The Florida Department of Law Enforcement received \$5 Million in pass-through funding during the 2024-2025 legislative session to provide grants to local law enforcement agencies to support the following activities:

- Conduct physical site security assessments for, and provide reports to, Florida private schools with recommendations on improving infrastructure and safety;
- Assist Florida private schools in developing active assailant response protocols, as well as develop/implement training related to active assailant responses (i.e., drills for students and school personnel); and/or
- Consult with private schools in implementing a threat management program similar to those required under [s.1001.212\(12\), Florida Statutes](#).

In addition, the funding legislation ([HB 1473](#)) required FDLE to develop a site security assessment form for use by sheriffs' offices and law enforcement agencies and provide the form (including any subsequent revisions) to the recipient.

Funding may be utilized to provide reimbursements for personnel costs (both regular and overtime, including fringe benefits), software, and other items necessary to assist private schools.

### 1. **I can't find an application for this award. How do I apply?**

This award does not require a standard application. Your agency will indicate its intention to carry out grant activities by submitting a signed [School Security Assessment Agreement for State Financial Assistance](#) to [OCJGSFA@fdle.state.fl.us](mailto:OCJGSFA@fdle.state.fl.us). Upon execution of the agreement, you will receive post-award instructions with directions regarding how to request funding and reimbursement.

### 2. **What is the deadline to apply for this award?**

This program does not currently have a deadline. Agreements will be accepted, and funding will be allocated, until the balance of funds is exhausted or the grant period ends.

### 3. **How do I request funding?**

Funding will be allocated on an ongoing basis throughout the award period. Recipients will be required to obtain prior approval for all award activities and expenses by completing and submitting one of the following forms to OCJG:

[SSA Equipment Request Form](#): Submit this form to request approval to purchase equipment, supplies, software, or other items that must be obtained by your agency **prior to the start of project activities**.

[SSA School Funding Request Form](#): Submit this form to request personnel hours, equipment, supplies, software, or other items that are necessary to complete an approved activity **at a specific private school**.

### 4. **Why is funding being allocated this way?**

There are thousands of private schools in the State of Florida, which makes it difficult for agencies to accurately estimate the number of personnel hours and supplies they would need prior to the start of award activities. By requesting funds "as you go", your agency is assured enough funding is available to meet your needs.

### 5. **Why do I need to ask for prior approval?**

OCJG is asking recipients to obtain prior approval for award activities and expenses in order to ensure enough funding is available, all planned activities/expenses are allowable, and the budget cap



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is not exceeded by your agency (no single recipient may receive more than 10% of the total amount appropriated for this program).

**6. What is the turnaround time for funding requests?**

You can expect a response within 5 business days of submitting the request. You will receive a copy of the processed request via email once a decision has been made, indicating the approved amount.

**7. Do I need to submit a separate funding request form for each private school?**

Yes, we are asking for a separate request for each private school indicating: the activities that will be performed; the estimated start and completion dates; and the estimated costs. These requests should be submitted as project activities and dates established with each private school. OCJG will not accept funding requests for any “TBD” projects.

**8. If I run out of funds, can I request additional funding?**

Yes! You may submit a “supplemental” request for funding by selecting the “Supplemental” request type on either one of the funding request forms. There is no limit to the number of funding request forms that may be submitted. However, all eligible costs must be necessary for the success of the project.

**9. How do I access the Security Assessment Tool?**

Your agency will be provided a “Haystax User Access Form” upon execution of your award. Your agency must utilize this specific tool when performing assessments. Questions about Haystax or the Security Assessment Tool should be directed to [FL-CIKR@fdle.state.fl.us](mailto:FL-CIKR@fdle.state.fl.us)

**10. Does this grant cover the cost of additional armed security for a private school?**

No, this grant only covers costs for the activities mentioned at the top of this FAQ.

**11. Do daycares or charter schools qualify as “private schools” under this award?**

No, funding may not be used to provide services to daycares or charter schools. Services must be provided to a private school registered with the State of Florida. The Department of Education maintains a [Private School Directory](#) on their website that may be searched by county.

**12. What expenses are allowable/unallowable under this award?**

A list of allowable/unallowable expenses has been provided below; please contact the grant manager for this program if you have concerns about allowability.

**Allowable Expenses:**

- Regular salaried hours and associated fringe benefits.
- Overtime (straight-time and time-and-a-half) and associated fringe benefits.
- Equipment and supplies necessary to complete one of the award activities (i.e., laptops, tablets, and accessories).
- Software and other costs necessary to complete one of the award activities (i.e., adobe licenses, mobile wi-fi, printing costs).

**Unallowable Expenses:**

- Drones and/or drone licenses.
- Travel expenses.
- Active shooter training for school personnel (not an eligible award activity).
- Third-party training provided to schools. Training provided by law enforcement is allowable.



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**13. I have a question not listed here; who do I contact for more information?**

You may contact the grant manager for this award, Elizabeth Halvorson, by calling (850) 617-1259 or via email: [ElizabethHalvorson@fdle.state.fl.us](mailto:ElizabethHalvorson@fdle.state.fl.us). Questions may also be directed to the OCJG Main Line at (850) 617-1250 or via email: [OCJGSFA@fdle.state.fl.us](mailto:OCJGSFA@fdle.state.fl.us)