



Campus Student Safety Grant Program Request for Proposals (RFP)

Release Date: January 7, 2025

Submission Date: February 21, 2025

Program Purpose

To support Ohio institutions of higher education as they work to foster a safe, inclusive, and respectful education environment, the Ohio Department of Higher Education (“ODHE”), per Section 3333.80 of the Ohio Revised Code, was charged with developing the guidelines and procedures to apply for funding through the *Campus Student Safety Grant Program*.

Through the *Campus Student Safety Grant Program*, ODHE seeks proposals from state institutions of higher education and private nonprofit institutions of higher education to enhance security measures on their campus and increase student safety. ODHE will prioritize funding institutions that demonstrate increased threats of violent crime, terror attacks, hate crimes, or harassment towards students and student organizations.

I. Eligible Applicants

Eligible applicants include state institutions of higher education and private nonprofit institutions of higher education

The following institution types are eligible:

“State university” means a public institution of higher education that is a body politic and corporate. Each of the following institutions of higher education shall be recognized as a state university: University of Akron, Bowling Green State University, Central State University, University of Cincinnati, Cleveland State University, Kent State University, Miami University, Northeast Ohio Medical University, Ohio University, Ohio State University, Shawnee State University, University of Toledo, Wright State University, and Youngstown State University.

“State institution of higher education” means any state university or college as defined in division (A)(1) of section [3345.12](#) of the Revised Code, community college, state community college, university branch established under Chapter 3355. of the Revised Code, or technical college.

“Private college” means any of the following:

- (1) A nonprofit institution holding a certificate of authorization pursuant to Chapter 1713. of the Revised Code;
- (2) An institution holding a certificate of registration from the state board of career colleges and schools and program authorization for an associate or bachelor's degree program issued under section [3332.05](#) of the Revised Code;
- (3) A private institution exempt from regulation under Chapter 3332. of the Revised Code as prescribed in section [3333.046](#) of the Revised Code.

II. Anticipated Awards

The total of all awards under the *Campus Student Safety Program Grant* will not exceed the total funding available. The Chancellor is not obligated to expend all funds set aside for this initiative and may request revisions to proposal budgets.

1. Total Award Funding Available: up to \$950,000
2. Maximum Base Award per Institution: \$25,000 per proposal

III. Eligible Expenses and Project Term

State institutions of higher education and private nonprofit institutions of higher education seeking funds through the *Campus Student Safety Grant* Program should submit proposals that identify how the funds will help to prevent and/or mitigate risks for increased threats of violent crimes, terror attacks, hate crimes, or harassment to enhance security measures and increase the safety of students and student organizations. Funds should not be used to supplant current campus student safety activities.

Funds may be used to engage strategies such as:

- Supporting programs and/ or training for campus-affiliated law enforcement/security that promote de-escalation, mediation, cultural competency, or other techniques that may result in peaceful resolution.
- Educational training and/or materials intended to promote student safety and mitigate threats of violent crime, terror attacks, hate crimes, or harassment towards students and student organizations.
- Expansion of reporting and/or communication software used to track violent crimes, terror attacks, hate crimes or harassment. Including but not limited to: threat detection software, anonymous tip lines, etc.
 - Funds should not be used to supplant current reporting and/or communication software.
- Funding requests for physical security and safety of a building owned, or leased for the next 5 years, by the institution will require a security checklist which has been conducted and submitted for each building or location requesting funding for security improvements. Each applicant must include its security checklist and describe how the award will be used to address the vulnerabilities identified in the assessment. The security checklist should be conducted by experienced security, law enforcement or military personnel.
- Funds may be used to hire additional security for an event, program and/or speaker. The security provider must be licensed by the Private Investigator Security Guard Services (PISGS), a component of the Ohio Homeland Security, and if the provider is not licensed by PISGS (peace officers, licensed security professionals), the provider must be contracted through the institution.
 - [Private Investigator Security Guard Services | Ohio Homeland Security](#)
- Funds may not be used to purchase weapons. This would include not being able to purchase firearms, ammunition, or any less than lethal components. Less than lethal components would include pepper spray, batons, or similar products.

This is not an exhaustive list of eligible expenses. Institutions may propose items which are not listed above in their proposal which will seek to prevent and/or mitigate risks for increased threats of violent crimes, terror attacks, hate crimes, or harassment to enhance security measures and increase the safety of students and student organizations.

Campus Student Safety Grant proposals that are awarded funds through this RFP will have through June 30, 2025, to complete the scope of work for the program, beginning when an agreement is executed between the Department of Higher Education and the institution. Planning may commence upon acceptance of the grant award notification.

A final program and expense report will be due from the institution 30 days after the end of the expenditure period. An interim report detailing progress on specific components of the proposed initiative, including milestones achieved, expenses, and evaluations will need to be submitted by mid-March 2025. Additional information will be set forth in the grant agreement. Reports should be sent to the ODHE safety grants team, ODHEsafetygrants@HigherEd.ohio.gov.

IV. Proposals Review Process and Timeline

The schedule below may be revised by the Chancellor, at the discretion of the Chancellor. Any changes will be communicated to applicants.

Request for Proposals Released	January 7, 2025
Proposal Questions from Interested Parties	January 7, 2025 - January 14, 2025
Proposals Due by 12:00 p.m.	February 21, 2025
Proposal Review Period	February 21, 2025- March 4, 2025
Notification of Awarded Proposals	Week of March 10, 2025

The Chancellor will provide information and assistance to interested parties and potential applicants by responding to questions submitted via e-mail to: ODHEsafetygrants@HigherEd.ohio.gov by the deadline.

Questions must be submitted by January 14, 2025, to ensure an answer by the week of January 21, 2025, Responses will be posted at <https://rfp.ohiohighered.org/>

The Chancellor’s staff will initially screen proposals for completeness and eligibility. Any deficiencies must be addressed by the applicant within a period set by the Chancellor’s staff. While all properly submitted proposals will receive consideration, submission of a complete proposal does not guarantee funding.

Upon applicant approval, the Chancellor will provide an award notification letter to the institution, which will include the total awarded amount. ODHE and the applicant will enter into an agreement prior to funding being disbursed.

V. Proposal Submission

Applicants are responsible for submissions of proposals within the period set by the Chancellor. Proposals must include the address for the institution where funds awarded may be sent. This address needs to be registered in the Ohio Pays system. Proposals must be received no later than 12:00 p.m. on February 21, 2025, and must be submitted in the following manner:

One electronic PDF file that includes: the cover letter, executive summary, project narrative, and the budget narrative and budget using the provided spreadsheet template, emailed to the ODHE safety grants team, ODHEsafetygrants@highered.ohio.gov.

Funding requests for physical security and safety of a building owned, or leased for the next 5 years, by the institution must submit their completed Security Vulnerability Assessment separately. The SVA should go to schoolsafetygrants@dps.ohio.gov. Only the completed SVA should be sent to this email address. **Do not send the SVA to ODHE for security reasons.** However, please indicate on your application that the SVA has been submitted to the Ohio School Safety Center via the email address provided.

All information submitted in response to this RFP is public information unless a statutory exception exists that exempts it from public release under the Ohio Public Records Act in Section 149.43 of the Ohio Revised Code.

VI. Proposal Requirements

A. Format

Proposals must be submitted in Arial Font, 11 point and double-spaced; there is an exception for tables and images, where the font may be single spaced. Please see below for page allocations and directions for each section of the proposal.

1. Cover Letter (one page maximum):

- a. Title of project
- b. Names of the institution
- c. Grant name
- d. Primary institutional contact (from the institution receiving the funds) by name, title, address, phone number, and email address,
- e. Total amount of funding being requested.

2. Executive Summary (two pages maximum): Provide a description of the security needs to be supported by the proposal, including clearly identifying the specific security concern the funds seek to address. If the campus/ surrounding locality has experienced an increase in threats of violent crime, terror attacks, hate crimes, or harassment towards students and/or student organizations, the applicant should include supportive data specific to the identified security threat.

3. Project Narrative (ten pages maximum): The project narrative should address the Proposal Criteria in order (see Section C). Depending on the request, additional documentation may be required (see project rationale below). That documentation does not count toward the 10-page maximum limit.

4. Budget and Budget Narrative: In the provided Excel spreadsheet, the budget and budget narrative will document:

- a. Itemized costs for the grant
- b. The underlying assumption for each cost (i.e, base cost of the item or service, how it ties to the overall outcomes associated with the proposal, and number of persons involved/served. Etc.)
- c. Any matching funds that will be leveraged, clearly labeled.

5. Security Vulnerability Assessment: Funding requests for physical security and safety of a building owned, or leased for the next 5 years, by the institution will require a security vulnerability assessment (SVA) which has been conducted and submitted for each building or location requesting funding for security improvements. Each applicant must include its SVA and describe how the award will be used to address the vulnerabilities identified in the assessment. The SVA should be conducted by experienced security, law enforcement or military personnel. The completed SVA must be submitted separately from the application to schoolsafetygrants@dps.ohio.gov. **Do not submit the SVA to ODHE with the application for security reasons.** However, please indicate on your application that the SVA has been submitted to the Ohio School Safety Center via the email address provided.

B. Scoring Rubric

Each proposal will be assessed according to the proposal criteria:

- Project Design 20 points
- Project Rationale 30 points
- Project Plan 20 points
- Budget & Budget Narrative 10 points

C. Proposal Criteria

Project Narratives are required to address the following:

1. *Project Design:* Broad description of the public safety concern(s) the institution seeks to address with grant funds. If funds seek to mitigate an increase in threats on or around campus, provide a description of the perceived, anticipated and/or demonstrated threats of violent crime, terror attacks, hate crimes, or harassment towards students and/or student organizations for affiliated communities at risk for such incidents to be addressed through the awarded grant funds.

a. This section should include an overview of:

i. The specific issues or concerns the funds are seeking to address and how they have been identified as well as a summary addressing how the use of the awarded grant dollars will further the safety, welfare, and security of students.

(1) If the campus/ surrounding locality has experienced an increase in threats of violent crime, terror attacks, hate crimes, or harassment towards students and/or student organizations, the applicant should include supportive data specific to the identified security threat that the awarded grant funds will address.

(2) If the increase in threats persist in the surrounding locality, please provide a statement regarding the institutions working relationship with their campus community partners and/or municipal law enforcement to address threats as they pertain to student safety and wellbeing.

ii. A summary of efforts to work with other campus and/or community partners to address/ support student safety and wellbeing resulting from perceived threats of violent crime, terror attacks, hate crimes, or harassment towards students and/or student organizations.

- iii. If no threat is present on or around campus, please describe any engagement efforts currently being done to establish and sustain relationships with affected student communities.

2. *Project Rationale*: Detailed description, including:

- a. Detailed description as to how the funds will be used.
- b. Rationale that explains how the proposed initiative will seek to address safety concerns on campus as well as mitigate threats to students and/ or student organizations on campus.
- c. Identify short-term and long-term impact of the proposed initiative on the safety and wellbeing of students and or/student organizations.
- d. Please provide information as to the current relationship between at-risk student communities and the campus police and/or security, including the at-risk student community's understanding of how the security improvement being sought through this grant program will improve their safety and/or mitigate risks.
- e. If the institution is seeking to partner with an external security provider for an event, program and/or meeting, please detail how the security provider was identified and their current relationship with the campus police and/or security at the institution. A copy of the security provider's Private Investigator Security Guard Services (PISGS) license must be provided with the application.
- f. If the institution is requesting funds to support security improvements to their physical structure, a copy of the complete security checklist must be submitted with the proposal. The institution should also provide documentation demonstrating ownership of the property or a lease agreement for the property through 2030. These documents do not count against the total pages allowed for the Project Narrative.

3. *Project Plan*: This section will provide a clear description and timeline for activities to be undertaken.

- a. Outline the roles and responsibilities of key partners.
- b. Shared goals and outcomes established by the campus partners to guide the work to be completed with the grant funding.
- c. Timeline for milestones and planned activities for the proposed project including a detailed narrative with key partners and intended activities for each milestone listed. Please also indicate if it is anticipated that the milestone will use grant funds to achieve.

D. Budget Narrative

1. The amounts for each budget line activity must be documented and justified in the budget narrative and summarized within the provided Excel workbook.
2. The narrative should include an estimate as to the timing of expenditures in relation to the project plan.
3. Costs should fall within comparative industry standards.

VII. Legal Notices

The applicant understands that if its application is accepted by the State, the applicant shall enter into an agreement with the State governing the use of the awarded funds. The applicant agrees to comply with all applicable federal, state, and local laws and regulations in the conduct of the work hereunder.

The State reserves the right to fund any application in full or in part, to request additional information to assist in the review process, to require new applications from interested parties, to reject any or all applications responding to this announcement, or to reissue the announcement if it is determined that it is in the best interest of the State of Ohio. Issuing this announcement does not bind the State to making any awards. The State reserves the right to adjust the dates for this announcement for whatever reasons are deemed appropriate. The State reserves the right to waive any no substantive infractions made by an applicant, provided that the applicant cures such infraction upon request.

All costs incurred in preparation of an application shall be borne by the applicant. Application preparation costs are not recoverable under an award. The State of Ohio shall not contribute in any way to recovering the costs of application preparation.

The funding decisions are final. Applicants will be notified of the outcome of their application(s) at the conclusion of the review process.

The applicant understands that the information provided herein is intended solely to assist the applicant in submittal preparation. To the best of the State's knowledge, the information provided is accurate. However, the State does not warrant such accuracy, and any errors or omissions subsequently determined will not be construed as a basis for invalidating this solicitation. Interested parties bear the sole responsibility of obtaining the necessary information to submit a qualifying Application. The State retains the right to modify or withdraw this solicitation at any time. By submitting an application, applicants expressly agree to these terms.

VIII. Trade Secrets

All Applicants are strongly discouraged from including in a proposal any information that the Applicant considers to be a "trade secret," as that term is defined in Section 1333.61(D) of the Ohio Revised Code.

1. To determine what qualifies as trade secret information, refer to the definition of "trade secret" in the Ohio Revised Code at 1333.61(D), which is reproduced below for reference:

"(D) 'Trade Secret' means information, including the whole or any portion or phase of any scientific or technical information, design, process, procedure, formula, pattern, compilation, program, device, method, technique or improvement, or any business information or plans, financial information, or listing of names, addresses, or telephone numbers that satisfies both of the following:

- (1) It derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use.
- (2) It is the subject of efforts that are reasonable under the circumstances to maintain its secrecy."

2. If any information in the proposal is to be treated as a trade secret, the proposal must:

- a. Identify each and every occurrence of the information within the proposal with an asterisk before and after each line containing trade secret information and underline the trade secret information itself.
 - b. Identify that the proposal contains trade secret information in the cover letter; and
 - c. Include a summary page immediately after the cover letter that lists each page in the proposal that includes trade secret information and the number of occurrences of trade secret information on that page.
3. The Ohio Department of Higher Education requires non-disclosure agreements from all non Department of Higher Education persons who may have access to proposals containing trade secret information, including evaluators.
4. If the Applicant claims that a record is not subject to disclosure under the Ohio Public Records law based on trade secret, it will bear costs of defending this claim.

Ohio Department of Higher Education Campus Student Safety Grant Program

January 1, 2025 - June 30, 2025

**The primary contact for the institution applying for the grant is required to complete and submit this with the grant application.*

Recipient Name	
Date	
Primary Contact Person Name	
Primary Contact Person Title	
Primary Contact Person Phone	
Primary Contact Person Email	

Please provide costs budgeted in the following categories. The total of all categories must equal the total of all costs budgeted for the grant period. Please note, the total budget cannot exceed the grant award.

Type of Security Expenditures (ex. security camera)	Budgeted Amount
1	\$0.00
2	\$0.00
3	\$0.00
4	\$0.00
5	\$0.00
6	\$0.00
7	\$0.00
8	\$0.00
9	\$0.00
Total	\$0.00

Budget Narrative

Please explain the estimated costs by budget line item. The narrative should be written in such a way that someone not specifically familiar with the project can conceptually understand the rationale, purpose and calculation of the anticipated costs identified. Please keep the list in the narrative in an order consistent with the categories listed above.

Insert Narrative Here:

1	
2	
3	
4	
5	

6	
7	
8	
9	