

COMPETITIVE SCHOOL SAFETY PROGRAM GRANT (CSSGP) APPLICATION

AUTHORITY: 2016 PA 268; **COMPLIANCE:** Voluntary, however grant funds will be withheld if not submitted.

Completed applications are due no later than 12 p.m. (noon) EST, December 15, 2016. Completed applications, including all required attachments, must be submitted via email to msp-schoolsafety@michigan.gov. Incomplete or late applications may not be considered.

A signed and completed Section VI - Certification must be submitted with the application. If your school/district does not have the capability to scan a signed copy of Section VI and include it with the application submission, you may mail it to:

Michigan State Police
Grants and Community Services Division
P.O. Box 30634
Lansing, MI 48909-0634

If an applicant chooses to mail Section VI of the application, they must indicate in their email submission of their application that a signed and completed Section VI is being mailed separately from the email submission of the application.

I. Applicant's Information			
1. Name St. Joseph Elementary & Middle School		2. Data Universal Numbering System (DUNS) Number 193005386	
3. Federal Employer Identification Number (FEIN) 38-1415409		4. County Oakland	
5. Mailing Address 703 N. Lapeer Road	6. City Lake Orion	7. State MI	8. ZIP Code 48362
9. School District Name St. Joseph Catholic Elementary & Middle School	10. School District Population 360 students		
11. Participating Schools and the Number of Students in Each School N/A			
12. State Senate District(s) 12 th State Senate District			
13. State Representative District(s) 46 th State Representative District			
14. Population of Geographic Area Served by this Project The combined population of the surrounding Lake Orion, Oxford, Oakland, Brandon, & Metamora communities is 20,000.			
15. Previous CSSGP Grant Award? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
II. Project Overview			
16. Law Enforcement Project Support. Does this application include a letter of support from the primary local law enforcement agency? If no, your agency is not eligible to apply for funding. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
17. Estimated Start Date (Must Be On or After 2/28/17) 2/28/2017		18. Estimated Completion Date (Must Be On or Before 8/31/17) 5/28/2017	

19. Estimated Total Project Cost \$ 50,000.00	20. Grant Amount Requested (Applicants are limited to \$50,000) \$ 50,000.00
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21. Additional Participating Agencies in Project (Attach a Letter of Commitment from Each of the Participating Agencies.)
Oakland County Office of the Sheriff, Orion Township Station, Michigan

22. Has the school emergency operations plan (EOP) been updated since August 1, 2014 to align with the released State of Michigan EOP guidance? If no, your agency is not eligible to apply for funding.
☒ Yes ☐ No

III. Contact Information

23. Project Director Name Gar W. Willoughby	24. Title Academic Support & Technology Teacher		
25. Address 703 N. Lapeer Rd.	26. City Lake Orion	27. State MI	28. ZIP Code 48362
29. Email Address gwilloughby@stjosephlakeorion.org	30. Phone Number 248.499.2582		
31. Financial Officer Name Jill Barrett	32. Title Business Manager		
33. Address 703 N. Lapeer Road	34. City Lake Orion	35. State MI	36. ZIP Code 48362
37. Email Address jbarrett@stjosephlakeorion.org	38. Phone Number 248.693.0440		
39. Authorized Official Name Joseph Zmikly	40. Title Principal		
41. Address 703 N. Lapeer Road	42. City Lake Orion	43. State MI	44. ZIP Code 48362
45. Email Address jzmikly@stjosephlakeorion.org	46. Phone Number 248.693.6215		

IV. Project Details

47. Project Narrative - Describe the project in detail. See application instructions for budget narrative requirements.

Please see attachments

V. Total Grant Budget Worksheet (Each line item needs to be listed in order of priority.)

Priority	Equipment and Type	Quantity	Cost Per Unit	Total
1	KEY CARD ACCESS:		\$	\$
2	EP1502 Intelligent Door Controller	1.00	\$ 1,418.00	\$ \$1,418.00
3	MR52 door controller	5.00	\$ 792.00	\$ \$3,960.00
4	Video Insight access control integration pkg.	1.00	\$ 0.00	\$ \$0.00
5	Proxpoint door readers	7.00	\$ 198.00	\$ \$1,386.00
6	Electronic Locks	7.00	\$ 462.00	\$ \$3,234.00
7	Completely installed with labor, parts, & warranty		\$ 13,102.00	\$ \$13,102.00
8			\$	\$
9	BLDG. NUMBERS FOR EMS (we pay this cost)	1.00	\$ 89.00	\$ \$0.00
10			\$	\$
11			\$	\$

12	CCTV:			
13	6TB add'l hard drive to accommodate new cams	1.00	\$ 330.00	\$ \$330.00
14	POE switches to power cameras +	2.00	\$ 396.00	\$ \$792.00
15	3MP full HD network dome cameras	12.00	\$ 396.00	\$ \$4,752.00
16	Completely installed with labor, parts, & warranty		\$ 8,382.00	\$ \$8,382.00
17				
18	LOCKING SECURITY GATES:	2.00	\$ 3,300.00	\$ \$6,600.00
19	Completely installed with labor, parts, & warranty		\$ 6044.00	\$ \$6,044.00
GRAND TOTAL				\$50,000.00

48. Budget Narrative - Clearly and thoroughly list and explain each budget line item. See application instructions for budget narrative requirements.

Please see attachments.

VI. Certification

I certify that all statements in this application, including all requested supplemental information, are true, complete, and accurate to the best of my knowledge. If awarded, my agency agrees to allow the Michigan State Police (MSP) (and/or any of its duly authorized representatives) access, for the purposes of inspection, audit, and examination, to any books, documents, papers, and records of the grantee which are related to this project. I agree to allow the Michigan State Police to conduct periodic program reviews of the project. The purpose of these reviews will be to determine adherence to stated project goals and to review progress of the project in meeting its objectives. I agree to submit all required financial and program status reports to the Michigan State Police. I understand that failure to submit any required reports may result in the termination of the grant. I understand that this grant may be terminated if the Michigan State Police concludes that my agency is not in compliance with the conditions and provisions of this grant, or that information has been falsified in the application and/or reports. By way of signature, I agree with all the conditions of this grant program.

Signature of the Applicant's Chief Administrative Officer (as defined in MCL 141.422b)

Date

Printed Name of Applicant's Chief Administrative Officer
Joseph Zmikly

Date

12-14-16

12-14-16

Section IV. Project Details

47. Project Narrative – St. Joseph Elementary & Middle School (SJS), located in north Oakland County, Michigan, has been a bedrock of community education for more than 60 years. We started as a K-5 elementary school and have blossomed into a thriving Pre/K-8 elementary and middle school. Presently, SJS meets the needs of over 350 students in the vibrant Lake Orion, Oxford, Oakland, Brandon, & Metamora communities. Combined, these communities include over 20,000 residents.

a. Statement of the Problem:

With growth and expansion comes challenges. One of the challenges we are attempting to address are the ways in which we can make our campus safer. At the same time, we want our children to feel as if they are at school and not a “security compound.” We have already taken initial steps to make our school community safe. Presently, we have marginal safety measures in place such as a few strategically placed cameras and card readers. We also connect a chain (with nylon flags) across a major drive on our campus to prevent motorists from driving through during school, recess, and the students’ physical education times of use. However, much more can be done. We are always asking ourselves; “What can we do to make our school better? What can we do to make our students and their parents feel safer? What can we do to better enrich the lives of our students and those who use our school and facilities after school and on the weekends?” With your generous support, more can be accomplished to achieve the goals listed below:

1. We will expand and improve the security of our key-card lock system by adding electronic locks and entry pads to seven doors at the school building. As noted, in our vendor’s bid proposal, all labor and parts are included.
2. We will significantly improve our video security by adding twelve 3MP full HD cameras to the school and install a 6TB hard drive to accommodate these cameras to the existing school video server. As noted, in our vendor’s bid proposal, all labor and parts are included.
3. We will add two locking gates at our campus’ Indianwood Drive entrance to protect children from well-intentioned drive-through traffic during recess times. The gates will also discourage motorists who attempt to make a short-cut through our campus or want to stop to observe children playing at recess or during physical education classes. Law enforcement and EMS will have immediate access through the gates in the case of an emergency.

At this time, due to budget considerations, we are only requesting manually operated gates. However, the gates will be installed in such a way that when funding becomes available, they can be converted to automatic gates. As noted, in our vendor’s bid proposal, all labor and parts are included.

4. Currently, we have sequential exterior numbers on all the doorways to our school. We will put additional sequential exterior (and interior) numbers around the school and adjoining parish. Please note, while the sequential building numbers are mentioned and listed in this grant, we are not actually requesting any funds at this time. This item was important to our law enforcement liaison and we wanted to demonstrate that we are addressing his request and concern.

b. Project Design and Implementation:

Planning for additional security needs at St. Joseph School has been a well-conceived and planned endeavor. In the late fall of 2014, SJS administration met with our community safety partners, Lt. Commander, Daniel Toth (Oakland County Sheriff - Orion Station) and Fire Chief, Robert Smith, Orion Township Fire Department, to review our Emergency Operations Plan (EOP). Both representatives signed off on our EOP while at the same time, offering suggestions for ways in which our building and community could be made safer. These suggestions included

better communication and more surveillance when the financial means to pay for these expenditures became available.

On December 5, 2016, SJS administration and staff met once again with Lt. Commander, Daniel Toth. Lt. Commander Toth listened to our safety concerns and provided helpful safety advice as we walked through our school. Lt. Commander Toth was impressed by many of our safety measures. He appreciated how we had some cameras and some card readers. He was also impressed by the numbers we placed outside our entryways so that EMS could be directed efficiently and quickly in the case of an emergency. However, Lt. Commander Toth, also pointed out ways in which our school and community could be made even safer if we were able to afford additional security measures. These measures primarily included additional cameras, key-card lock readers, security gates at the ingress of one of our entrances, and the infrastructure to support such technology. We will list our requests in the following sections.

c. Work Plan and Project Timeline:

Fortunately, we have a positive relationship with the vendor, Cross Town Wireless (CTW), who will be involved in our project. We have worked with other security/technology vendors in the past, and our experience has taught us that the "highest bidder" doesn't always mean the "best bidder." Evan Cossette, the Chief Technology Officer for Cross Town Wireless, has helped us numerous times in our endeavor to make our school safer. CTW's customer service for our current technology maintenance calls has been second to none.

Because we have worked with the CTW on numerous occasions, we can rely on their cost estimates to be accurate and fair. As mentioned, our vendor has worked with us in the past when installing cameras, card readers and related technology. On this grant proposal in particular, CTW has worked with us every step of the way from the early planning "wish list" stages, to the walk-through with Lt. Commander Dan Toth, to the final implementations of this grant application.

Because much of the work will be outside our building, we plan on first beginning the interior work and installation as soon as we are able, on February 28, 2017, pursuant to the Competitive School Grant requirements. As the weather "warms" in Michigan, our goal is to begin outside work (on the cameras, card key-locks, and security gates) after March 30, 2017. Our ultimate vision is an early April launch on all aspects of our plan. Our student body will be on Easter break/spring break beginning April 1 and running through April 9, so we are targeting this time window to complete all work. This will all depend, of course, on the cooperation of the weather. Most of our projects should only take a few days. The video upgrade system may take a bit longer, but certainly should be completed within the week in which the building is unoccupied (during Easter/spring break). Thankfully, we have an advantage in that we have worked with our vendor, CTW, before and they are familiar with our building and the overall layout. In the ideal situation, when students return from spring break, they will arrive at a substantially safer and secure St. Joseph School. This knowledge will help make students, parents and staff, more comfortable in knowing that St. Joseph School has done everything it could to provide a safe, warm and secure learning environment.

Section V. Total Grant Budget Worksheet:

For complete grant budget break-down, please see **page 10 and 11** on the Competitive School Safety Application and the attached bid proposal from vendor.

48. Budget Narrative – The budget narrative should thoroughly and clearly explain every category of expense. Budget narratives should generally demonstrate how applicants will maximize cost effectiveness of grant expenditures.

KEY CARD ACCESS: The updated and new electronic key-card lock access pads at St. Joseph School will make the facility significantly more secure at all hours of the day, especially when coupled with the additional video surveillance measures. This new technology will dramatically improve security at lesser-used entry ways that are not in normal line of sight. The quote from our vendor includes all necessary hardware, software, labor, parts and warranties. The Chief Technology Officer for our vendor will also provide training to staff and administration so that our school is immediately up-to-speed on how to best use the security system.

CCTV/VIDEO SURVEILLANCE: The video security system at St. Joseph School will provide much improved coverage of our main entry as well as former “wish list” areas which weren’t provided adequate video coverage. We will now be able to provide surveillance of our high traffic hallway areas where none currently exists. The quote includes the cameras, monitors and software to properly cover all frequently-used entry ways.

SEQUENTIAL NUMBERS: As mentioned previously, Oakland County Sheriff, Lt. Commander Toth, was impressed by the physical reflective numbers we placed outside the entryways to most of our school building so that EMS could be directed efficiently and quickly in the case of an emergency. Lt. Toth suggested we also place adhesive numbers along the connecting parish as well as all entryways in both the school and parish. Because this cost is so inexpensive and easy to apply, (plus, this item needs to be applied to the parish, as well) we decided to omit its financial cost to this bid. We did want the Competitive School’s Safety Grant Committee to know however, that we have taken Lt. Commander Toth’s suggestion to heart and will apply his advice in conjunction with our current EOP.

LOCKING PERIMETER SECURITY GATES: Presently, there is a safety ingress and egress issue at our school. Some motorists within the community know, that when traffic is extremely congested, they can save a few seconds by taking a short-cut through our parking lot by entering from the M-24/Lapeer Rd. entryway and exiting onto Indianwood Rd. Unfortunately, our students are often at danger when these motorists attempt to “cut” through our community. There is also a potential danger for a party to quickly kidnap a child and be on a major road system in a matter of minutes. Lt. Commander Dan Toth, from the Oakland County Sheriff’s department suggested we address these potential hazards by installing a moveable gate at our Indianwood Rd. entrance. This gate, for the time being, will be manually operated so that cars are not able to enter or leave during peak periods when children are at recess or during other school activities. At the same time, the gates will be very maneuverable and can be adjusted at a moments notice for law enforcement or EMS access. In the future, we hope to allocate funding so these gates can be operated electronically. For the time being, we are happy with the manual gates and the potential dangers they will help reduce or eliminate for our childrens’ safety.

MAXIMIZING COST EFFECTIVENESS: Please know that a safety technology “wish list” request, such as ours, would normally exceed the Competitive School Safety Grant’s threshold funding requirement. But knowing our desire to meet the requirement of the grant committee’s threshold of \$50,000, CTW has agreed to work with us to provide a very competitive pricing bid.

COUNTY OF OAKLAND
OFFICE OF THE SHERIFF

MICHAEL J. BOUCHARD



Orion Township Station

December 13, 2016

To: St. Joseph Catholic School Officials – Orion Township
From: Lieutenant Dan Toth – Oakland County Sheriff's Office - Orion Station
Re: St. Joseph School Safety Assessment and 2016 Emergency Operation Plan

To whom it may concern,

On December 5, 2016, I met with the administration of Saint Joseph School (SJS) to discuss security issues of the school. SJS is a parochial school in Lake Orion, Michigan. The school's campus is located at 703 N. Lapeer Road, Lake Orion, MI 48362.

After walking through the school building and meeting with the school administrators and staff, I made the following recommendations to increase and improve the present school security.

I recommended that additional video surveillance cameras, key card-lock readers, and the required infrastructure for these technologies be added. I also recommended a sliding gate at one of the school's main entrances which is located off of Indianwood Road (law enforcement and EMS will have immediate access in the case of an emergency). Finally, I also recommended sequential numbers be located through the entire school and parish campus on both interior and exterior entryways.

Sincerely,

A handwritten signature in black ink, appearing to read "Daniel R. Toth".

Lieutenant Daniel R. Toth
Oakland County Sheriff's Office
Orion Township Station Commander



**St. Joseph
Elementary & Middle School**
Educating today's students to be tomorrow's leaders

December 12, 2016

To Whom It May Concern:

On December 5, 2016, Lt. Commander Dan Toth, Oakland County Sheriff's Department - Orion Station, Michigan, met with staff and administration of Saint Joseph School (SJS) to consult on the security of the school. After carefully walking through our building, conversing with the Principal and other staff members about existing procedures and areas in need of improvement, and reviewing SJS's Emergency Operation Plan, Lt. Commander Toth made the following recommendations to SJS as a way to increase security and ensure the safety of the students, staff and community.

Recommendation 1:

Upgrade video surveillance at entryways and implement video surveillance around the school property where it is absent.

Recommendation 2:

Replace the current lock and key system with an electronic key strike system at high traffic entrances.

Recommendation 3:

In addition to presently placed sequential numbering around the school, add sequential numbering to the entire exterior of the school campus as well as on the interior exits in order to better assist local EMS in locating emergency situations.

Recommendation 4:

Add sliding gates at one of the major entrances to the school. These gates, whether operated manually or electronically, will provide additional safety to children during recess and school hours.

Sincerely,

Joe Zmikly, Principal

Lt. Commander, Dan Toth,



December 14, 2016

Gar Willoughby
St. Joseph Catholic Church & School
703 N. Lapeer Road, Lake Orion, MI 48362

Hello Gar,

Thank you for the opportunity to provide St. Joseph Catholic Church and School the following proposal to upgrade and enhance your existing security system and provide a safer more secure environment for your property. The enhancements/upgrades consist of but are not limited to access control, surveillance, and security gates to better protect and secure St. Joseph Catholic Church & School.

Card Access:

- (1) EP1502 Intelligent Door Controller
- (5) MR52 door controller
- (1) Video Insight access control integration package with mobile support
- (7) Proxpoint readers and electronic locks for the following doors:
 - Door 7
 - Door 10 exterior
 - Door 10 interior
 - Door 4
 - Door 6
 - Marian Hall Kitchen
 - Janitorial/custodial entrance

Reuse any existing door status switches and request to exit motion detectors
All wire, connectors, enclosures programming and training.

Completely Installed with all parts and labor included \$23,100.00



CCTV:

(1) 6TB additional hard drive to accommodate new cameras (New hard drive will be added to existing video server)
(2) POE switches to power cameras
(12) 3MP full HD water proof/vandal proof network dome IR camera(s) to the following location(s):

- (4) Myrick Hall
- (1) Media center hall
- (1) 3rd grade hallway
- (1) entry door by basement
- Primary Hall – relocate camera/add (1) camera to cover more of the hallway.
- (1) Adoration Chapel in vestibule
- (1) Double Wooden Doors from church lobby to gym/parish office area
- (2) Gathering Space - north and south doors to lobby

All wiring, connectors, programming

Completely Installed with all parts and labor included \$14,256.00

Locking Gates:

Add Locking Gates

One each at Indianwood entrances

One near the building to protect children from thru traffic during recess times.

*Gate(s) will be manual, however will be installed in such a way that they can be converted to automatic when funds are available.

Completely Installed with all parts and labor included \$12,644.00



With the above solution St. Joseph will be able to view all cameras both live and recorded as well as view and control all access doors from any or all of the following: VIMonitor, Webclient and Mobile app. A network connection is required and network and firewall configuration will be needed and performed by others.

All new camera's and access control doors will be viewed and controlled from the existing PC's that are already being used for this purpose. If maglocks are required for any of the new access doors, integrating with the fire alarm system for fire alarm release will be done by others. (When the fire alarm trips the fire panel has to send a signal to the card access power supply(s) to release all magnetic door locks, per code).

The IP video surveillance cameras are backed by a 3-year warranty with advanced replacement and the access controllers carry a 2-year warranty. All labor is 90 days.

The above proposal is valid for 90 days and can be extended if requested in writing.

Thank you for the opportunity to be of service. If you have any questions or need any additional information, please feel free to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Evan Cossette". The signature is stylized with a large initial "E" and a circular flourish at the end.

Evan Cossette
Chief Technology Officer