Louisiana Center for Safe Schools Grant Program (LCSSGP) Frequently Asked Questions (FAQs)

The Louisiana Center for Safe Schools Grant Program (LCSSGP) operates as a state-funded reimbursement program managed by the Louisiana Center for Safe Schools. Grant recipients must pay for approved campus security enhancements out-of-pocket before seeking reimbursement.

LCSSGP Grant Application

What is the purpose of these grants?

- LCSS grants aim to improve the safety and security of Louisiana's schools. Funding supports:
  - Physical security upgrades/enhancements
  - School Resource Officers (SROs)
  - Comprehensive safety training

Can a school district be awarded the funds?

- **No.** Even though a school district can apply for individual schools in their school district, the actual award is based on the physical school site; however, the school district can receive reimbursement for district funds spent on the **awarded** school site.

Who is eligible to apply?

- All BESE-approved schools (Pre-K through Grade 12) within Louisiana—including public, charter, and private educational institutions—are eligible to apply.

What types of projects are typically funded?

- **Examples** of funded initiatives include:
  - Security cameras and controlled access systems
  - Ballistic glass, secure doors, secure vestibules, fences, and locks
  - Threat assessment program development
  - Active shooter training for students and staff

What are the qualifications for School Resource Officers (SROs)?

- An SRO must meet all qualifying standards as prescribed by the Louisiana Commission on Law Enforcement.
- A Memorandum of Understanding (MOU) or a contract must be in effect between the law enforcement agency and the school or school district.

How do I apply for a grant?

- Refer to the applicable **Notice of Funding Opportunity (NOFO)** for:
  - Where to go to apply

- Information on what is covered under the grant
- Required supporting documentation
- Funding priorities

Be mindful of deadlines and submission requirements to ensure your application is reviewed!!!

How are grant recipients selected?

- Applications are reviewed by a panel based on some of the following factors:
  - Demonstrated need
  - Feasibility and clarity of proposal
  - Budget realism and impact on safety
  - Robust commitment to long-term safety improvements

Where do I go to apply?

- Applications for LCSS grants are submitted electronically via the Grants Management Professional Portal (GMPro), accessible at: https://v2.gmpro.lsu.edu.

What are the key dates and deadlines?

- Visit the LCSS website for updated timelines (https://lasafeschools.la.gov/).
- This information can also be found in the NOFO.

How can I check on the status of my application?

- All completed applications that have been submitted will be reviewed after the deadline. Generally, an entity can expect a notice of grant award approval/denial within 30 to 60 days after the submission deadline.
- Please refer to the NOFO for more information. You may also reach out to the LCSS Team listed under the "General Questions" section of this FAQ.

Can a school apply for the LCSSGP grant even though that school may have been awarded these funds in the past?

- Yes. All applications that meet the eligibility requirements will be considered.
- Priority will be given to schools that have never received grant funds from the LCSS Grant Program and whose project aligns with LCSS priorities.

💻 System Logistics & Reporting

What software portal is used to submit reimbursement claims?

- All reimbursement claims and project maintenance documentation must be uploaded directly through GMPro, the electronic grants management portal utilized by LCSS.

What is the final deadline to request reimbursement of grant funds?

- All reimbursement requests must be finalized and submitted via GMPro **no later than 15 days after the date that the project period ends**. Late submissions will not be processed.

Are progress reports required alongside financial claims?

- Yes. You must complete and submit your Quarterly Progress Report within 30 days of receiving notification via email. Failure to file this report will pause your financial disbursements.

Who should complete reimbursement requests?

- Only your organization's formally designated **Fiscal Officer**—the individual listed as the Fiscal Officer in the application contained in GMPro—should manage and submit these files.

💼 Documentation & Proof of Work

What documents must be included in a reimbursement request?

- Your reimbursement submission package must include:
  - line-itemed invoices containing invoice numbers;
  - copies of signed contractual agreements (if applicable);
  - payroll documentation such as signed timesheets and paystubs (if applicable); and
  - proof of payment consisting of:
    - canceled checks (front and back) or bank statements showing funds being withdrawn from the agency's account, including any necessary supporting documentation such as purchase orders and general ledger entries; or
    - a credit card receipt and billing statement, accompanied by a bank statement showing that the balance was paid in full.

Can an invoice reference a quote to provide more detail?

- While this is allowed, an invoice that is line-itemed and includes the quantity and cost for all items purchased and services rendered should also be provided. The following is a basic example of a line-itemed invoice:

Example — Line-itemed Invoice

ABC Company

123 Business Rd., Suite 100
New York, NY 10001
billing@yourcompany.com | (555) 019-2834

INVOICE TO:
Acme Parish School Board
Attn: Accounts Payable
456 Sunshine Dr.
Small Town, LA 70000

Invoice Details

Invoice Number:	INV-2026-042
Invoice Date:	June 9, 2026
Payment Due Date:	July 9, 2026
Payment Terms:	Net 30

Line Items

Item / SKU	Description	Quantity	Unit Price	Total
SRV-WEB-01	Door Locks	15	$100.00	$1,500.00
SFT-LIC-MS	Security Camera	1	$450.00	$450.00
SRV-CON-04	UI/UX Consultation and review	4 hours	$125.00	$500.00
HDW-MON-27	27-inch 4K Design Monitor	2	$350.00	$700.00

Totals & Summary

Subtotal: $3,150.00
Tax (8.25%): $259.88
Total Amount Due: $3,409.88

Payment Instructions:

- **Direct Deposit / ACH:** Bank of America | Routing: XXXXXXX | Account: XXXXXXXX
- **Credit Card / Online:** Please use the secure link on your digital invoice portal to submit payment.
- **Late Fee Notice:** A 1.5% monthly late fee applies to all overdue balances.

Thank you for your business!

Can grant project activities begin before receiving formal state approval of the award?

- **No.** Project activities cannot begin, and funds cannot be spent, until formal approval from LCSS has been received.
- Before starting any project activity or utilizing funds, you must have the following three items in place:
  - **Signed Contract:** Fully executed by both LCSS and your school or district representative.
  - **Approved Award Letter:** Officially issued to your organization by LCSS.
  - **Approved Budget:** An approved budget within your application that explicitly includes the items or services being purchased.

Can modifications be made to the budget after the grant has been awarded?

- Yes. Budget modifications can be made after awarding.
- An option to create a budget modification can be found when opening the school's account in GMPro.
- A modification to the budget must **first** be requested and approved **BEFORE expending funds** on items or services that are being added to the budget. The budget modification cannot cover items retroactive to approval from LCSS.
- Only **one budget modification request per month** is allowed.
- Budget modification requests are not allowed within 30 days of the project end date.

⚠ Compliance & Cost Allowability

What specific physical construction and installation projects are allowed under the LCSSGP grant?

- The LCSSGP focuses heavily on facility hardening, physical security, and target protection (e.g., access control vestibules, fences, and security doors).

Is a local financial match required to receive reimbursements?

- No. The LCSSGP provides up to $50,000 per site, and **no cost sharing or matching funds are required** from your school district.

Can multiple school campus expenses be combined into one single invoice bundle?

- No. Grant caps are strictly **limited to $50,000 or less, dependent upon the approved award amount**. Each physical address requires its own isolated cost tracking, risk assessments, and documentation.

Can federal funds be used alongside this grant for the exact same item?

- No. The state strictly prohibits a **duplication of benefits**. You cannot request reimbursement from LCSSGP for safety upgrades that have already been paid for by federal funds. This type of activity is also known as *double dipping*.

How long must a school keep records for state audit purposes?

- Grantees must maintain all original invoices, photographs, and matching ledger items for **at least 3 years after the final invoice submission**. State auditors and LCSS staff reserve the right to visit and inspect the site.

General Questions

Who can I contact for additional information?

Staff Members	Regions Covered	Email
Melissa Murphy	Grants Manager	melissa.murphy4@la.gov
Wendy Gill	Regions 1, 3, & 9	wendy.gill@la.gov
Sarah Theriot	Regions 2, 4, & 5	sarah.theriot@la.gov
Scott Johnston	Regions 6, 7, & 8	scott.johnston@la.gov

How do I know which LCSS Region my school is located in?

- To determine the LCSS Region that your school is located in, please see the following diagram:

