

Targeted Grant – Program

*Request for Application
May 2018*



**COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF EDUCATION**

333 Market Street
Harrisburg, PA 17126-0333
www.education.pa.gov



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**Safe Schools Initiative Targeted Grants – Program
Pennsylvania Department of Education
Request for Application
2018-2019**

Background and General Grant Information

The purpose of the Safe Schools Initiative Targeted Grants is to assist school entities by providing funding for programs which address school violence. Funds must be used in accordance with the criteria identified in sections 1302-A and 1303-A of the Pennsylvania School Code and fulfill the requirements of the guidelines set forth by the Pennsylvania Department of Education (PDE) as indicated in this request for application.

PDE's Office for Safe Schools will allocate funds through a competitive grant review process. A school entity will submit its application via the eGrants system.

There is no guarantee of funding. All grants are competitive and reviewed based on meeting the application requirements and statute priorities.

For the purposes of this grant "school entity" shall be defined as a public school district, charter school, cyber charter school, or area vocational-technical school/career and technical center. no guarantee of funding is made to any applicant

The application submission window is from May 14, 2018 to July 31, 2018 at 11:59 PM.

Applicants that apply for the Safe Schools Targeted Program Grant may apply for the Safe Schools Targeted Equipment Grant.

Funding

PDE's Office for Safe Schools grant offers school entities the opportunity to apply for competitive funding up to \$20,000. Funds may be expended only on the programs and activities identified in the proposal. Funds expended beyond the identified programs and activities will not be reimbursed.

- Costs for safety and security consultants to conduct security audits is limited to 50% of the total grant; and
- Costs for the reproduction of emergency plans and flipcharts is limited to 20% of the total grant.

All grant funds received for school year 2018-2019 must be expended by June 30, 2019.

Program Application Requirements

Applications will be reviewed on a competitive basis by a team chosen by PDE's Office for Safe Schools. Applications will be reviewed for:

1. Goals and objectives of grant proposal;
2. Program and activity narrative for which funding will be used including details of how the safety, security, and climate of the school entity will be improved;

3. Data indicating the need for the targeted grant, including, but not limited to:
 - a. School statistics from the school entity's *School Safety Report*;
 - b. School Climate Survey;
 - c. Disciplinary records;
 - d. Community protective and risk factors;
 - e. Gang activity; and
 - f. Pennsylvania Youth Survey;
4. Grade levels and number of students impacted;
5. Number of staff and/or students to be trained;
6. Detailed budget information that support the goals and objectives of the proposal;
7. Projected outcomes and methods for outcomes measurement including the use of a pre/post climate survey provided by PDE's Office for Safe Schools
8. Sustainability plans of the program or activities upon completion of the grant; and
9. Accuracy of the information submitted;

Eligible Programs

The following programs will be considered for funding:

1. Conflict resolution or dispute management, including restorative justice strategies.
2. School-wide positive behavior support that includes primary or universal, secondary and tertiary supports and interventions in school entities.
3. School-based diversion programs.
4. Peer helper programs.
5. Risk assessment, safety-related, violence prevention curricula, including, but not limited to, dating violence curricula and restorative justice strategies.
6. Classroom management.
7. Student codes of conduct.
8. Training to undertake a districtwide assessment of risk factors that increase the likelihood of problem behaviors among students.
9. Development and implementation of research-based violence prevention programs that address risk factors to reduce incidents of problem behaviors among students including, but not limited to, bullying.
10. Comprehensive, districtwide school safety, violence prevention, emergency preparedness and all-hazards plans, including revisions or updates to such plans and conducting emergency preparedness drills and related activities with local emergency responders. Institution of student, staff and visitor identification systems, including criminal background check software.
11. Provision of specialized staff and student training programs, including training for Student Assistance Program team members in elementary, middle and high schools in the referral of students at risk of violent behavior to appropriate community-based services, including mental health services.
12. Alternative education programs provided for in Article XIX-C.
13. Counseling services for students enrolled in alternative education programs.
14. An Internet web-based system for the management of student discipline, including misconduct and criminal offenses.
15. Staff training programs in the use of positive behavior supports, de-escalation techniques and appropriate responses to student behavior that may require immediate intervention.

Unallowable Expenses

Items that are directly related to eligible programs and activities covered in this request for application will be funded under this application. **The grant will not fund direct salaries, fringe benefits, travel or operational rates.** The following are items that are **not eligible** for funding (this is not an inclusive list and budgets will be reviewed for allowable items):

1. Awards, incentives, prizes, lotteries or transportation costs associated with incentive programs (i.e. stress balls, t-shirts or parties);
2. Building improvements or construction costs;
3. Signage;
4. Architect and engineering fees;
5. Maintenance costs for existing equipment;
6. Equipment including but not limited to GPS systems, lighting, cameras, identification systems, etc.;
7. Community service project costs;
8. Computers, laptops, printers, televisions or related equipment not specifically needed for security-related equipment;
9. Flash drives;
10. Drug or bomb canines, training, or handling costs;
11. Improved behavior/attendance outings, festivals, etc.;
12. Licensing fees for phones, software, etc.;
13. Marketing or public relations (i.e. billboards, radio or television advertisements, etc.);
14. Meals, snacks or refreshments including paper products or supplies to support dinners, lunches or parties;
15. Service fees for cable television, cellular phones, internet access, website fees, etc.;
16. Software not related to a research-based violence prevention program or security-related equipment;
17. Out-of-state conferences or travel costs for other training;
18. Professional membership fees;
19. Rent or utility fees for contracted services; and
20. One-day assembly programs that are not associated with research-based prevention programs.

Review Process

Applications will be reviewed on a competitive basis by a team chosen by PDE's Office for Safe Schools. They will be reviewed for accuracy and information provided based on guidelines outlined in this request for application and on the priorities set forth in P.S. 24 § 1302-A and 1303-A. Emphasis will be placed on the school entity's need as documented in the data and information provided. Five points will be given for meeting the priority areas.

Applications that do not include all the required information as stated on the grant application will not be considered for funding. Applications that exceed maximum grant amounts will not be considered for funding.

Scoring

Applications will be reviewed and scored as follows:

Reviewed	Score	Description
Goals and objectives	10 points	The goals and objectives of the program are clearly stated;
Proposal narrative	25 points	The proposal includes a detailed description of the program(s) to be implemented and training to be conducted to support the implementation of the program(s);
Supporting data	20 points	Provide conclusive data that supports the need for this grant allocation;
Budget Information	15 points	Assure budget information is accurate and itemized using a per unit cost and total expenditure. Expenditures are summarized into three categories: Contracted Services, Supplies/Equipment and Training;
Expected outcomes	20 points	Outcomes are stated in measurable terms including baseline information and expected improvement; and
Required documents	10 points	Submitted.

In addition, five points will be given for meeting the priority areas.

Priorities

1. Priority in grant funding will be given to school entities designated as a persistently dangerous school as defined in 22 Pa. Code § 403.2.
2. Priority in grant funding will be given to school entities with the greatest need to establish safety and order.
3. Additionally, to the greatest extent possible priority will be given to ensure that grant funding is be geographically dispersed to school entities throughout this Commonwealth.

Award and Disbursement of Funds

Grant awards are projected to be announced in September 2018. Grantees will subsequently be required to sign a grant agreement with PDE's Office for Safe Schools. Expenditures to be reimbursed under the grant must occur after the contract is fully executed. All grant funds in the first year must be expended by June 30, 2019. There is no carryover of funds associated with this grant.

PDE's Office for Safe Schools shall seek repayment of funds if it determines that funds were not utilized for the original stated and approved purpose.

Program Year-end Reporting and Evaluation

PDE's Office for Safe Schools may at any time visit and/or contact grantees to review grant progress.

Upon completion of the grant, grantees will be required to submit, on forms supplied by PDE's Office for Safe Schools:

1. A summary of the goals and objectives accomplished;
2. A detailed narrative of programs and activities supported by the grant;
3. Grade levels and number of students impacted by the grant;

4. Number of staff and/or students trained through the grant process; and
5. Detailed listing of budget expenditures.

This information must be received no later than June 30, 2019.

Fiscal Information

In addition to the forms submitted to PDE's Office for Safe Schools upon completion of the fiscal year in which grant funds were expended, grantees will be required to submit an invoice to PDE's comptroller no later than June 30, 2019. Approved expenses will be reimbursed after receipt of the invoice and final report.

Program Changes

All requests for changes to the approved grants and budget must be submitted to PDE's Office for Safe Schools in writing no later than January 1, 2019 and approved by PDE's Office for Safe Schools or payment will not be made.

Assistance

PDE's Office for Safe Schools will answer questions and provide technical assistance via email related to the grant application. Please contact Russell Alves or Patricia Hollinger at: RA-SafeSchoolsEgrant@pa.gov