

# Office for Safe Schools Targeted Grants – Program

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*2019-2020 Request for Application  
May 2019*



**COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF EDUCATION**

333 Market Street  
Harrisburg, PA 17126-0333  
[www.education.pa.gov](http://www.education.pa.gov)



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## Table of Contents

Background .....	2
Funding.....	2
Program Grant Requirements .....	3
Allowable Expenses .....	3
Unallowable Expenses .....	4
Review Process.....	5
Scoring .....	5
Priorities.....	6
Award and Disbursement of Funds .....	6
Program Reporting and Evaluation .....	6
Fiscal Information .....	6
Program Changes .....	7
Technical Assistance.....	7

**Office for Safe Schools Targeted Grants – Program  
Pennsylvania Department of Education  
Request for Application  
2019-2020**

**Background**

The purpose of the Safe Schools Initiative Targeted Grant for Programs is to assist school entities by providing funding for programs that address school violence.

Funds must be used in accordance with the criteria identified in sections 1302-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.

**Funding is not guaranteed.** All grants are competitive and reviewed based on meeting the application requirements and statutory priorities.

For the purposes of this grant "school entity" shall be defined as a public school district, charter school, cyber charter school, or career and technical center.

Applications will be accepted from Monday, May 13, 2019 until Friday, July 12, 2019 at 11:59 P.M.

Applicants that apply for the Safe Schools Targeted Program Grant also 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 and approved by PDE's Office for Safe Schools. Funds expended beyond the identified and approved initiatives and activities will not be reimbursed.

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

Applicants may request up to \$20,000. Requests over \$20,000 will not be reviewed or considered for funding.

All grant funds received for school year 2019-2020 must be expended by June 30, 2020.

## Program Grant Requirements

Applications will be reviewed for:

1. Goals and Objectives: What will be achieved and measurable steps that will be taken to achieve each goal.
2. Program Implementation – Plan of Action: Services, activities, procedures to be implemented, and training to be conducted in relation to the goals and objectives identified. Grade levels and number of students impacted. Number of staff and/or students to be trained.
3. Supporting Data: Conclusive data indicating the need for the targeted grant and how it supports the need for programs to be implemented and goals and objectives. Data may include, but is 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. Expected Outcomes: Projected outcomes of the grant activities in measurable terms, including baseline information and expected improvements measured against the goals and objectives identified. Grade levels and number of students and staff impacted. Number of staff and/or students to be trained. Information on how the programs to be implemented will maintain, improve or enhance safety and/or the climate of the school.
5. Sustainability: Plans for the sustainability and implementation upon completion of the grant.
6. Budget: Accurate and detailed budget information that supports the programs, goals and objectives of the proposal. Itemized using a per unit cost and total expenditures summarized into the following three categories: Contracted Services, Supplies/Equipment, and Training.
7. Priorities Areas Met: A maximum of six additional points will be given to applicants meeting the priority areas described below.

## Allowable Expenses

The Office for Safe Schools is authorized to make targeted grants to school entities to fund programs which address school violence, including:

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 helpers 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. ((8) amended July 18, 2013, P.L.571, No.70);
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; and
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 items below are **not eligible** for funding. Please note 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. Community service project costs;
3. Drug or bomb canines, training, or handling costs;
4. Improved behavior/attendance outings, festivals, etc.;
5. Licensing fees for phones, software, etc.;
6. Marketing or public relations (i.e. billboards, radio or television advertisements, etc.);
7. Meals, snacks or refreshments including paper products or supplies to support dinners, lunches or parties;
8. Service fees for cable television, cellular phones, internet access, website fees, etc.;
9. Software not related to a research-based violence prevention program or security-related equipment;
10. Out-of-state conferences or travel costs for other training;
11. Professional membership fees;
12. Rent or utility fees for contracted services; and
13. 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. Emphasis will be placed on the school entity's need as documented in the data and information provided. A maximum of six points will be added 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
<b>Goals and Objectives</b>	15 points	The goals (what will be achieved) and objectives (measurable steps that will be taken to achieve each goal) of the program are clearly stated.
<b>Program Implementation – Plan of Action</b>	20 points	Applicant includes a detailed description of the program(s), activities, and/or procedures to be implemented and training to be conducted to support the implementation of the program(s).
<b>Supporting Data</b>	20 points	Applicant provides conclusive data that supports the need for this grant allocation and how it supports the need for programs to be implemented and goals and objectives. Data may include, but is not limited to, the following: 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.
<b>Expected Outcomes</b>	20 points	Applicant includes details of how the safety, security, and climate of the school entity will be improved by the equipment and/or programs to be implemented. Outcomes are stated in measurable terms including baseline information and expected improvements. Applicant explains how outcomes will be measured or evaluated against the goals, objectives and intended results.
<b>Sustainability</b>	10 points	Applicant details plans for the maintenance and upkeep of the equipment upon completion of the grant.
<b>Budget Information</b>	15 points	Applicant includes detailed budget information that supports the program(s), goals and objectives of the proposal. Budget is accurate and itemized using a per unit cost and total expenditure. Expenditures summarized into three categories: Contracted Services, Supplies/Equipment and Training.

<b>Priorities Areas Met</b>	6 points	In addition to the application requirements, up to six points will be given to applicants meeting the priority area defined below.
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## **Priorities**

1. 1 Point: Priority in grant funding will be given to a school entity designated as a persistently dangerous school as defined in 22 Pa. Code § 403.2.
2. 1 Point: Priority in grant funding will be given to school entities with the greatest need to establish safety and order.
3. 1 Point: Priority will be given to ensure that grant funding is geographically dispersed to school entities throughout this Commonwealth.
4. 3 Points: Priority will be given to school entities serving high poverty populations.

## **Award and Disbursement of Funds**

Grant awards are projected to be announced in September 2019. 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, 2020. 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 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 the following information on forms supplied by PDE's Office for Safe Schools:

1. A summary of the goals and objectives accomplished;
2. A detailed narrative of equipment purchased by the grant;
3. Grade levels and number of students impacted by the grant; and
4. Detailed listing of budget expenditures.

This information must be received no later than June 30, 2020.

## **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, 2020. 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, 2020 and approved by PDE's Office for Safe Schools or payment will not be made.

## **Technical 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 at:

[RA-SafeSchoolsEgrant@pa.gov](mailto:RA-SafeSchoolsEgrant@pa.gov).