

**School Resource Officer Targeted Grant  
Municipality/Police Department Application  
FY 2021-2022**

Name of Applicant: \_\_\_\_\_

**PROGRAM NARRATIVE OVERVIEW**

The Pennsylvania Department of Education’s (PDE) Safe Schools Office announces the availability of competitive-based grants to municipalities and police departments to fund School Resource Officer (SRO) programs which address school violence by establishing or enhancing school security, including costs associated with the training and compensation of school resource officers. The grant is designed to provide funds to enable the placement of SROs into schools across the Commonwealth. Priority for the grant funds will be given to those municipalities and police departments that meet certain statutory requirements as outlined in the RFA.

Municipalities and police departments are eligible to submit an application for this grant in order to fund the placement of SROs in schools within the municipality. Municipalities and police departments that receive grants shall, with the prior consent of the governing board of the school entity or nonpublic school, assign school resource officers to carry out their official duties on the premises of the school entity or nonpublic school. Municipalities and police departments cannot receive grant funds for any purpose other than for costs associated with school resource officers and are not eligible for other grants provided by the Department of Education’s (PDE) Office of Safe Schools (“Office”). In assigning school resource officers, municipalities and police departments must take into consideration the proportion of students enrolled in each school entity or nonpublic school.

Funds must be used in accordance with the criteria identified in Act 26 of 1995, as amended by Act 70 of 2013, and school entities and municipalities must fulfill the requirements of the guidelines set forth by the Office as indicated in this request for application (RFA). Available funding is up to a maximum of \$60,000.00. Funds will be awarded on a competitive basis. Grantees will be required to sign a contract with the PDE Office of Safe Schools. All activities must be completed and funds expended by June 30, 2022.

✓ After you have reviewed the paragraph above, please sign and date below:

I certify I have read the above Overview \_\_\_\_\_  
Signature Date

**Contact Information**

Provide the following Agency Contact Information:

**Contact Names**

	<b>Name</b>	<b>Phone Number</b>	<b>Extension</b>	<b>Fax Number</b>	<b>Email</b>
<b>Superintendent</b>					
<b>Grant Contact</b>					
<b>Business Manager</b>					
<b>Municipality/ Police Department Contact</b>					

**Contact's Address: (Please enter zip code +4)**

**Municipality/Police Department Address:**

**County:**

**Intermediate Unit:**

**What's your Local Educational Agency (LEA) percentage of Free and Reduced Lunch?**

**Please check which describes your LEA.**

**Did your LEA apply for a grant and receive funds within the last few years? (0 pts)**

**Did your LEA apply for a grant in the last three years but was not awarded the grant funds? (10 pts)**

**Is your LEA's first time applying for a grant within the last three years? (5 pts)**

**PROGRAM INFORMATION**

Applicants must answer all questions on these narrative pages. **DO NOT TYPE 'SEE ATTACHED'** as that answer cannot be accepted. The maximum length of the answer fields are **2000** characters.

**All supporting targeted grant documents when completed should be mailed with this application to: Office for Safe Schools, Pennsylvania Department of Education, 333 Market Street, 7th Floor, Harrisburg, PA 17126.**

**NO SUBSTITUTE FORMS WILL BE ACCEPTED.** The grant application will not be considered if **50% or more** of the required documents are not submitted.

**Goals and Objectives**

- 1. Please provide the goals and objectives of the grant. Clearly state what you hope to achieve and the steps you will take to achieve each goal.**

<b>GOALS (Should be broad based and what you hope to be the end results)</b>	<b>OBJECTIVES (Should be measurable steps you will take to achieve or reach a goal)</b>

**Please use additional space as necessary for the Goals and Objectives**

## **Program Implementation**

- 1. Provide a detailed description of how the School Resource Officer (SRO) program will be implemented.**  
(Maximum 2000 Characters)
  
- 2. Provide information on how the SRO program plan of action, activities and/or procedures in relation to the goals and objectives identified. Please also provide a description of the training to be conducted to support program implementation.**  
(Maximum 2000 Characters)

## **Support Data**

- 1. Provide a brief narrative of data indicating the need for the targeted grant and how it supports the need for the program(s) to be implemented, goals and objectives. Data can include, 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; f) Pennsylvania Youth Survey.**  
(Maximum 2000 Characters)

**Please use additional space as necessary for the data**

**Expected Outcomes**

- 1. Please provide the projected outcomes of the grant activities in measurable terms including baseline information and expected improvements. This includes how you will measure and evaluate your outcomes against the goals and objectives, and grade levels, students, and staff impacted. (NOTE: This table will provide more specificity in relation to each goal and impacts that the original one)**

	<b>Expected Outcome 1</b>	<b>Expected Outcome 2</b>	<b>Expected Outcome 3</b>	<b>Expected Outcome 4</b>
Baseline Information				
Associated Goal				
Associated Objective				
Grade Levels Impacted				
Number of Students Impacted				
Number of Staff Impacted				

- 2. Please provide information on how the School Resource Officer (SRO) will maintain, improve or enhance safety, and/or the climate of the school. This should be related to the stated goals and objectives.**

**Job Description(s)**

Please attach job descriptions

**Sustainability**

- 1. Please provide a brief description of how the School Resource Officer program will be maintained by the school entity upon completion of the grant.**  
(Maximum 2000 Characters)

**Please use additional space as necessary for the Outcomes**

**Budget Summary**

**Provide a Budget Summary of total expenditures for each category and the total grant amount requested.** (Use only 2 descriptors for the Summary – Contracted Services, Training)

**Funds may be expended on salaries, compensation and 5% of the total amount awarded for training costs. Funds expended beyond the identified and approved programs and activities will not be reimbursed by PDE’s Office for Safe Schools.**

**Budget Summary**

	<b>Budget Summary</b>
Contracted Services	
Training	
Total Budget Summary	

**Contracted Services**

<b>Function</b>	<b>Object</b>	<b>Description of Expenditure</b>	<b>Quantity</b>	<b>Unit (ea., doz, hrs., etc.)</b>	<b>Unit Rate</b>	<b>Total</b>

**Training**

<b>Function</b>	<b>Object</b>	<b>Description of Expenditure</b>	<b>Quantity</b>	<b>Unit (ea., doz, hrs., etc.)</b>	<b>Unit Rate</b>	<b>Total</b>

**Required Documentation**

**All supporting targeted grant documents when completed should be mailed with the application to:**

**Office for Safe Schools  
Pennsylvania Department of Education  
333 Market Street, 7th Floor  
Harrisburg, PA 17126**

**Check all that will be submitted:**

- Signed SRO Memorandum of Understanding (MOU)/Memorandum of Agreement for school resource officer.
- Sample job descriptions for school resource officer.
- List of acceptable trainings
- Article XIII-A – 24 P.S. §§ 13-13-2-A  
Article XIII-C – 24 P.S. § 13-1301-C, 13-1311-C
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- Assurance statement that the school resource officer has satisfied the background check requirements of 24 P.S. § 1-111, link to statute:  
<https://www.legis.state.pa.us/cfdocs/legis/li/uconsCheck.cfm?yr=2006&sessInd=0&act=114>
- Assurance statement that the school entity, police department or municipality will utilize a school resource officer who has completed additional training recommended by PDE’s Safe Schools Office relating to interaction with all children and adolescents within a school setting.

- Assurance statement that the school entity will include the funding of the school resource officer into their 2021-2022 school year budget.

Signatory Form - Sample