

Office for Safe Schools Targeted Grant for School Police Officer

*2021-2022 Request for Application
July 2021*



**COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF EDUCATION**

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



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**Pennsylvania Department of Education Office for Safe Schools
Targeted Grants for School Police Officer
Request for Application
2021-2022**

Background

The purpose of the Pennsylvania Department of Education (PDE) Office for Safe Schools' **Targeted Grant for School Police Officer (SPO)** is to assist school entities (which include school districts, charter schools, cyber charter schools, and career and technical schools) and nonpublic schools —through payment to approve vendors— in funding programs that address school violence by establishing or enhancing school security, including costs associated with the training and compensation of SPOs. The grant is designed to provide funds to enable the placement of SPOs into schools across the commonwealth. Priority will be given to those school entities and nonpublic schools that utilize SPOs that meet certain priority statutory requirements.

Funds must be used in accordance with the criteria identified in Sections 1302-A and Article XIII-C of the Public School Code. Grant recipients must fulfill the requirements of the guidelines set forth by the PDE Office for Safe Schools as indicated in this request for application.

PDE's Office for Safe Schools will allocate funds through a competitive grant review process. School entities and nonpublic schools will apply using the eGrants system. Grants may be submitted for each school within a school entity. However, applications related to a second or an additional school or schools within a school entity will be considered only after the first round of all applications have been reviewed and awarded. School entities and nonpublic schools applying for funding for more than one school within the school entity should clearly delineate which school's application should be considered in the first round.

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

Grant applications may be submitted in eGrants beginning July 30 through October 1, 2021 at 11:59 PM.

Funding

The maximum individual grant for the 2021-2022 grant cycle is \$40,000 for school police officers. Applicants may request up to \$40,000. Requests over \$40,000 will not be reviewed or considered for funding. Funds expended beyond the identified and approved programs and activities will not be reimbursed by PDE.

Each grantee must commit to and sign an agreement that it will fund the SPO for at least two years. Contingent upon continued funding by the General Assembly for school year 2022-2023, grantees will be eligible to receive up to 50 percent of the allocated amount without reapplication.

For example: if your grant budget request is \$39,032.62 and the amount allocated in the first year is \$39,032.62, you will be eligible to receive up to \$19,516.31 in the second year.

School Police Officer Application Requirements

When complete, all supporting targeted grant documents must be uploaded into eGrants.

Applications for SPO funding must include:

1. **Goals and Objectives:** A detailed description of what will be achieved and measurable steps that will be taken to achieve each goal.
2. **Program Implementation – Plan of Action:** A detailed description of how the program will be implemented, the required trainings below, and the additional trainings to be conducted in relation to the goals and objectives identified. Describe how the grantee intends to address the additional SPO training recommendations by PDE relating to interaction with all children and adolescents within a school setting and provide detailed information on the training and support to be provided for the SPO. See Appendix C&E.

Prior to employment, an SPO must successfully complete the Basic School Resource Officer Course of Instruction offered by the National Association of School Resource Officers (NASRO) or an equivalent course of instruction approved by the Pennsylvania Commission on Crime and Delinquency (PCCD).

Additional trainings should address, but are not limited to:

- a. Age-appropriate responses;
 - b. Disability issues;
 - c. Conflict resolution;
 - d. De-escalation techniques; and
 - e. Working with specific groups of students including, but not limited to:
 - i. Students of color (inclusive of training on implicit bias and racial injustice);
 - ii. Students with disabilities;
 - iii. Other at-risk populations, such as LGBTQ students, homeless and unaccompanied students, students involved with corrections facilities, students living in Section 1306 facilities, students in foster care, pregnant and parenting students, migrant students, and English Learners;
 - f. Situational awareness (ability to recognize any possible issues and act proactively);
 - g. Trauma-informed education awareness;
 - h. Behavioral health awareness;
 - i. Suicide and bullying awareness;
 - j. Substance use awareness; and
 - k. Emergency training drills, including fire, natural disaster, active shooter, hostage situation, and bomb threat.
 - l. Municipal police education and training (Municipal Police Officers' Education and Training Commission pursuant to 53 Pa.C.S. Ch. 21 Subch. D).
3. **Supporting Data:** Conclusive 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 crime rates;
 - e. Gang activity; and

- f. Pennsylvania Youth Survey.
4. **Expected Outcomes:** Identify projected outcomes and methods for outcomes measurement including the use of a pre/post climate survey provided by PDE's Office for Safe Schools. Provide information on how the SPO will maintain, improve, or enhance the safety, security, and climate of the school.
 5. **Sustainability:** Plans for sustaining the program beyond the grant period.
 6. **Job Description:** A job description and a description of how the elements from the job description are aligned to goals, objectives, and defined outcomes. See Appendix A.
 7. **Budget:** Accurate and detailed budget information that supports the programs, goals, and objectives of the proposal. Itemize using a per unit cost and summarize total expenditures into the following three categories: *Contracted Services, Supplies/Equipment, and Training.*
 8. **Priority Area Met:** Additional points will be given to applicants meeting priority areas.

Post Award Requirements

Before a grant agreement will be fully executed, the school entity must submit the following:

1. An attestation that the school entity is utilizing an SPO who has completed the two required NASRO trainings and additional training recommended by PDE relating to interaction with all children and adolescents within a school setting and detailed information on the training and support to be provided for the SPO.

Trainings should, at a minimum, address::

- a. Age-appropriate responses;
- b. Disability issues;
- c. Conflict resolution;
- d. De-escalation techniques; and
- e. Working with specific groups of students including, but not limited to:
 - i. Students of color (inclusive of training on implicit bias and racial injustice);
 - ii. Students with disabilities;
 - iii. Other at-risk populations, such as LGBTQ students, homeless and unaccompanied students, students involved with corrections facilities, students living in section 1306 facilities, students in foster care, pregnant and parenting students, migrant students, and English Learners;
- f. Situational awareness (ability to recognize any possible issues and act proactively);
- g. Trauma-informed education awareness;
- h. Behavioral health awareness;
- i. Suicide and bullying awareness;
- j. Substance use awareness; and
- k. Emergency training drills, including fire, natural disaster, active shooter, hostage situation, and bomb threat.

- I. Municipal police education and training (Municipal Police Officers' Education and Training Commission pursuant to 53 Pa.C.S. Ch. 21 Subch. D).
2. Signed Assurances for the following items:
 - a. Training: Assurance from the SPO stating they will receive appropriate training. Upon completion of appropriate training the SPO will provide a signed assurance/attestation and documentation from the training vendor that they completed such annual training as required by the Municipal Police Officers' Education and Training Commission pursuant to 53 Pa.C.S. Ch. 21 Subch. D (relating to municipal police education and training);
 - b. Training: The school entity or nonpublic school will maintain documentation on the completion of the required and additional training recommended by PDE relating to interaction with all children and adolescents within a school setting; and
 - c. Background Checks: The school entity or nonpublic school has collected documentation that the SPO has satisfied the background check requirements of [24 P.S. § 1- 111 of the School Code](#).
3. A Certificate of Indemnification stating that the school entity has indemnified the individual pursuant to 42 Pa. C.S. § 8548 (relating to indemnity).

Additionally, all grantees must adhere to all provisions set forth in [Act 57 of 2020](#) which requires school entities and nonpublic schools that employ SPOs to, among other responsibilities, retain information about the SPO and to provide certain information to other prospective law enforcement employers.

Review Process

Applications will be reviewed on a competitive basis by a multi-disciplinary team selected by PDE's Office for Safe Schools. Applications will be reviewed for accuracy and information provided based on guidelines outlined in this request for application and on the priorities set forth in 24 P.S. § 13-1302-A. Emphasis will be placed on the school entity's need as documented in the data and information provided. A maximum of 25 points will be added to the applicant's score for meeting the priorities. 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:

| Requested Information | Score | Description |
|--|-----------|--|
| Goals and Objectives | 10 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. |
| Program Implementation – Plan of Action | 20 points | The proposal provides a thorough and detailed description of the program(s) to be implemented and additional training to be conducted related to the interaction with all children and adolescents within a school setting. (See page 3for more details.) Detailed information on the training and |

| | | |
|--------------------------|-----------|---|
| | | support to be provided for the SPO is included. Applicant provides a measurable plan of action, including procedures, that is clearly linked to the goals, objectives, and priorities of interest. |
| Supporting Data | 20 points | Applicant provides conclusive data that supports the need for this grant allocation, and how it supports the need for program(s) 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. |
| Expected Outcomes | 20 points | Applicant includes details of how the safety, security, and climate of the school entity will be improved by the equipment and programs to be implemented. Outcomes are stated in measurable terms including baseline information and expected improvements. Application indicates how outcomes will be measured or evaluated against the goals, objectives, and intended results. Narrative includes the use of a pre/post climate survey provided by PDE's Office for Safe Schools. |
| Sustainability | 10 points | Application includes plans for sustaining the program upon completion of the grant. |
| Job Description | 10 points | Application includes a detailed job description describing how the elements are aligned to the goals, objectives, and defined outcomes. Applicant indicates if the SPO will be armed. |
| Budget | 10 points | Detailed budget information that supports the program(s), goals, and objectives of the proposal is provided. Budget is accurate and itemized using a per unit cost and total expenditure. Expenditures are summarized into three categories: Costs of salary (hourly costs), Supplies/Equipment, and Training. |
| Priority Area Met | 25 points | In addition to the application requirements, up to 25 additional points will be given to applicants meeting the priority areas, as defined below. |

Priorities

1. Priority will be given to school entities and nonpublic schools applying for a grant for the first time or those that applied within the last three years but did not receive funding:
 - a. School entities and nonpublic schools that applied for a grant within the last three years, but were not awarded the grant = 10 points
 - b. School entities and nonpublic applying for the first time = 5 points
2. Priority points will be given to school entities serving high poverty populations.

- a. School entities and nonpublic schools between 60%-100% = 10 points.
- b. School entities and nonpublic school between 40%-59% = 5 points.

3. 3 Points: Priority will be given to school entities and nonpublic schools that do not have a SPO or SRO on their staff listing and want to train a school security guard to become a School Police Officer.

4. 2 Points: Priority will be given to school entities and nonpublic schools that utilize SPOs who satisfy all the following:

- (A) Are retired Federal agents, sheriffs or retired State, municipal, or military police officers.
- (B) Are independent contractors of the school entity or nonpublic school.
- (C) Are compensated on an hourly basis and receive no other compensation or fringe benefits from the school entity or nonpublic school.
- (D) Have completed such annual training as shall be required by the Municipal Police Officers' Education and Training Commission pursuant to 53 Pa.C.S. Ch. 21 Subch. D (relating to municipal police education and training).
- (E) Have completed additional training recommended by the state Department of Education relating to interaction with all children and adolescents within a school setting.
- (F) Are in satisfaction of the requirements of the background check requirements of Section 111 of the Public School Code; and
- (G) In the case of a school entity, have been indemnified by the school entity pursuant to 42 Pa.C.S. § 8548.

Unallowable Expenses

1. All expenses that are not related to contracted services.
2. Equipment costs beyond 2 percent of the grant award.
3. Conference expenses.
4. The purchase of weapons, tasers and stun guns and ammunition.
5. Purchase of motor vehicles.

Award and Disbursement of Funds

Grant awards are projected to be announced by October 2021. 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, 2022.

All grant funds in the second year must be expended by June 30, 2023.

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 current fiscal year, grantees will be required to submit the following information using forms supplied by the PDE's Office for Safe Schools:

1. A summary of the goals and objectives accomplished;
2. A detailed narrative of programs and training supported by the grant;
3. Detailed listing of budget expenditures; and
4. Expected outcomes, including results from the pre/post survey provided by PDE's Office for Safe Schools.

This information must be received no later than June 30, 2022.

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 must submit an invoice to PDE's comptroller no later than June 30, 2022 for year 1 and June 30, 2023 for year 2. Approved expenses will be reimbursed after receipt and approval of the invoice and final report.

Grantees will be required to submit a budget in July 2022 for the 2022-2023 expenses. This funding is limited to one-half of the allocated award amount for year 2021-2022.

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, 2022 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.

ATTACHMENTS

(Not all may be applicable to all school entities and nonpublic schools.)

Appendix A – Sample job descriptions for school police officer

Appendix B – List of acceptable trainings

Appendix C – Assurance statement that the school police officer completed such annual training as required by the Municipal Police Officers' Education and Training Commission (MPOETC) pursuant to 53 Pa.C.S. Ch. 21 Subch. D (relating to municipal police education and training).

Appendix D – Assurance that the school police officer has satisfied the background check requirements of 24 P.S. § 1- 111.

Appendix E – Assurance statement that the school police officer has completed additional training recommended by PDE's Office for Safe Schools relating to interaction with all children and adolescents within a school setting.

Appendix F – Assurance statement that the school entity will include funding of the school police officer into its school year 2021-2022 budget

Appendix A: Sample Job Descriptions School Police Officer

Title: School Police Officer
Department: Safety
Reports To: Administrative Superior

Job Summary

Patrols school facilities and grounds to prevent disruptive or illegal actions, access to restricted areas, theft, or vandalism on an assigned or rotating shift.

Performs a variety of assignments which can require being in a fixed location or a mobile unit or being exposed to uncontrolled and/or unpredictable conditions.

Performs their duties in uniform or in plainclothes depending on the type of assignment.

Examples of Work

- Reports to school facilities or adjacent areas when serious disturbances involving students arise;
- Works independently or as a member of a squad in stopping fights, other disturbances;
- Uses a variety of techniques in crowd control to isolate trouble areas and provide maximum protection for students and others not directly involved;
- Questions students, faculty, and others to obtain information helpful to ascertaining the cause of the disturbances;
- Works with police, city officials and other agencies involved;
- Builds appropriate relationships with school staff, students, and the community to assist in creating an overall safe and positive school environment.
- Patrols an assigned area in a mobile unit to prevent and investigate burglaries, larceny, arson, vandalism within school facilities and adjacent areas; and
- Interrogates persons within the building or near the premises to obtain facts; makes routine report on investigation.

Knowledge, Skills and Abilities

All Specialties

- Demonstrated ability to:
 - Learn the principles of criminal investigation and the techniques of interrogation.
 - Learn the standard practices and procedures used in protecting buildings and property and regulating the activities of the public.
 - Cope with situations firmly, courteously, tactfully and with respect for the rights of others.
 - Analyze situations quickly and objectively and to determine a proper course of action to be taken.
 - Gain the confidence and respect of students and faculty.
 - Work with large groups of students.
 - Understand and carry out oral and written instructions.
 - Maintain records and prepare reports.

- Establish and maintain effective working relationships.
- Additional Requirements for the Bilingual Specialty
 - Speak English and the required foreign language fluently.
 - Read and write English and the required foreign language.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Certificates/Licenses

- Valid Commonwealth of Pennsylvania license to operate a motor vehicle at the time of appointment and during tenure of employment.

Conditions of Employment

- Training as required under 53 Pa.C.S. Ch. 21 Subch. D (relating to municipal police officer education and training)
- Weapons Qualification (Only if Armed)
- Must pass pre-employment drug testing
- High School graduate
- Act 120 Certification
- Knowledge of PA Laws & district policies
- Minimum two (2) years police or security experience
- Ability to supervise fellow workers.
- A working knowledge of office equipment.
- Experience with technology that is compatible with district-wide systems, and a data management system such as the AS400.
- Excellent organizational skills and abilities.
- Current Act 34, Act 151 and FBI Clearances as required by the laws of Pennsylvania; any other clearances that may be required by law.
- Such alternatives to the above qualifications as the Board may find acceptable and reasonable.

Appendix B: Acceptable Trainings

National Association of School Resource Officer's training courses

<https://nasro.org/>

Municipal Police Officers Education and Training Commission training courses

<https://mpoetc.psp.pa.gov/Pages/mpoetc.aspx>

Basic School Safety and Security Officer Training Providers approved by the Pennsylvania Commission on Crime and Delinquency

www.pccd.pa.gov/schoolsafety/Pages/NASRO-Training.aspx

National Association of School Safety and Law Enforcement Officials training courses

www.nassleo.org

National School Safety Centers training courses

www.schoolsafety.us

U.S. Department of Homeland Security training courses

www.dhs.gov/school-safety

National School Safety and Security Services training courses

www.schoolsecurity.org

Federal Emergency Management Agency's training courses

www.training.fema.gov/EMIWeb/IS/ICSResource/index.htm

Community College, college or university courses in the following areas:

- Child/adolescent psychology
- Early childhood education
- Criminal justice
- Educator preparation

Any other trainings recommended by PDE relating to interaction with all children and adolescents within a school setting. Contact PDE's Office for Safe Schools at (717) 783-6612.

**Appendix C: Municipal Police Officer Education and Training
Commission’s Training, 53 P.S. Pa. C.S. Ch 21 Subch D, Accuracy
Certification Statement**

School Entity:

Chief Vendor Administrator:

Chief School Administrator:

We certify that the selected individual has completed the required Municipal Police Officer Education and Training Commission’s Training 53 P.S. Pa. C.S. Ch 21 Subch D (relating to police education and training).

Signature of Chief Vendor Administrator

Date

Signature of Chief School Administrator

Date

Note: If the selected school police officer is a retired federal agent or military police officer, you must provide a transcript or list of training and education the individual received. The Municipal Police Officer Education and Training Commission will evaluate the information on its equivalency status.

Upon completion this document needs to be uploaded to the eGrants application.

Appendix D: Background Check, Accuracy Certification Statement

School Entity:

Chief School Administrator:

President, School Entity Governing Board:

We certify that the selected individual has satisfied the background check requirements of 24 P.S. § 1-111.

Signature of Chief Administrator

Date

Signature of Signature of President, Governing Board

Date

Upon completion, this document needs to be uploaded to the eGrants application.

Appendix E: School Police Officer, Training on Interaction with Children and Adolescents within a School Setting, Accuracy Certification Statement

School Entity:

Chief School Administrator:

President, School Entity Governing Board:

We certify that the individual selected to serve as school police officer has completed or will complete additional training on interaction with children and adolescents within a school setting prior to employment in the school.

Signature of Chief School Administrator

Date

Signature of President, Governing Board

Date

Upon completion this document needs to be uploaded to the eGrants application.

Appendix F: School Police Officer, Second Year Funding, Accuracy Certification Statement

School Entity:

Chief School Administrator:

President, School Entity Governing Board:

We certify that this school entity will include the funding of this position in its school year 2021-2022 budget.

Signature of Chief School Administrator

Date

Signature of President, Governing Board

Date

Upon completion this document needs to be uploaded to the eGrants application.

