Office for Safe Schools Targeted Grants – Program and Equipment

2023 Request for Application
October 2022

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF EDUCATION
333 Market Street
Harrisburg, PA 17126-0333
www.education.pa.gov

Commonwealth of Pennsylvania
Tom Wolf, Governor

Department of Education
Eric Hagarty, Acting Secretary

Office of Elementary and Secondary Education
Jeff Fuller, Deputy Secretary

Office for Safe Schools
Scott Kuren, Director

The Pennsylvania Department of Education (PDE) does not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, [sex] gender, sexual orientation, disability, age, religion, ancestry, union membership, gender identity or expression, AIDS or HIV status, or any other legally protected category. Announcement of this policy is in accordance with State Law including the Pennsylvania Human Relations Act and with Federal law, including Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, and the Americans with Disabilities Act of 1990.

The following persons have been designated to handle inquiries regarding the Pennsylvania Department of Education's nondiscrimination policies:

For Inquiries Concerning Nondiscrimination in Employment:
Pennsylvania Department of Education
Equal Employment Opportunity Representative
Bureau of Human Resources
Voice Telephone: (717) 783-5446

For Inquiries Concerning Nondiscrimination in All Other Pennsylvania Department of Education Programs and Activities:
Pennsylvania Department of Education
School Services Unit Director
333 Market Street, 7th Floor, Harrisburg, PA 17126-0333
Voice Telephone: (717) 783-3750, Fax: (717) 783-6802

If you have any questions about this publication or for additional copies, contact:

Pennsylvania Department of Education
Bureau/Office for Safe Schools
333 Market Street, 7th Floor, Harrisburg, PA 17126-0333
www.education.pa.gov

All Media Requests/Inquiries: Contact the Office of Press & Communications at (717) 783-9802

Table of Contents

Office for Safe Schools Targeted Grants – Program and Equipment
Pennsylvania Department of Education
Request for Application
2023

Background

The purpose of the Pennsylvania Department of Education (PDE) Office for Safe Schools' **Safe Schools Targeted Grant**s are to assist school entities by providing funding to address school violence.

State funding is available for Equipment and Program Grants in the 2023 calendar year. Funds must be used in accordance with the criteria identified in section 1302-A(c) of the Pennsylvania School Code and fulfill the requirements of the guidelines set forth by PDE in this request for application.

PDE's Office for Safe Schools will allocate funds through a competitive grant review process. Eligible applicants are school entities and intermediate units on behalf of nonpublic schools. A school entity or intermediate unit will submit its application via the eGrants system. 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.

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

Applications may be submitted in eGrants from October 7, 2022 until 11:59PM on November 14, 2022.

Funding

Eligible grantees may receive a total award amount up to $50,000 for the 2023 calendar year.

Funds may be expended only on the programs, activities, or equipment identified in the proposal and approved by PDE's Office for Safe Schools. Funds expended beyond the identified and approved initiatives, activities, and equipment will not be reimbursed.

- Costs for safety and security consultants to conduct security audits is limited to 25 percent of the total grant.

- Costs for the reproduction of emergency plans and flipcharts is limited to 10 percent of the total grant.

Applicants may request up to $50,000. PDE reserves the right not to review applications whose requests exceed $50,000.

The funds received shall be used to defray costs incurred from January 1, 2023 to December 31, 2023.

Grant Requirements

Applications will be reviewed for:

1. **Supporting Data:** Data indicating the need for the targeted program or equipment grant. The applicant summarizes the data points most relevant to the grant, analyzing what arises as a greater need or concern. Data may include, but are 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; and

    g. Findings and recommendations from formal School Safety Assessments

2. **Goals and Objectives:** Having identified the greatest needs from the supporting data, the applicant identifies what will be achieved as a result of the grant, and by when, with intermediate objectives for each goal.

3. **Program or Equipment Plan Implementation – Plan of Action:** Services, activities, procedures to be implemented, training to be conducted, and equipment to be purchased in relation to the goals and objectives identified. Grade levels and number of students impacted regarding programs. Number of staff and/or students to be trained on equipment or program. Describes how the strategies (services, activities, trainings, and equipment) are evidence-based (e.g., citing the inclusion of a practice in the [Pennsylvania Evidence Resource Center](#)). Describes how the applicant has used data to prioritize its strategies (e.g., citing recommendations from formal School Safety Assessments, citing meeting the lower-tiered [baseline criteria](#) for [behavioral health](#) or [physical security](#) provided by the School Safety and Security Committee of the Pennsylvania Commission on Crime and Delinquency).

4. **Expected Outcomes:** Projected results of the grant activities in measurable terms, including baseline information and expected improvements measured against the objectives identified. Examples include: grade levels and number of students and staff impacted; number of staff and/or students to be trained; changes in supporting data expected; and other 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 of the safe schools program or equipment upon completion of the grant period.

6. **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 *Other*.

7. **Priority Areas Met:** Additional points will be given to applicants meeting the priority areas described below on page 8.

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 an assessment of risk factors that increase the likelihood of problem behaviors among students across the school entity or nonpublic school;

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 school safety, violence prevention, emergency preparedness and all-hazards plans inclusive of the whole school entity or nonpublic school, including revisions or updates to such plans and conducting emergency preparedness drills and related activities with local emergency responders;

11. Security planning, purchase of security-related technology which may include metal detectors, protective lighting, surveillance equipment, special emergency communications equipment, electronic locksets, deadbolts and theft control devices and training in the use of security-related technology. Security planning and purchase of security-related technology shall be based on safety needs identified by the school entity or nonpublic school's board of directors;

12. Institution of student, staff and visitor identification systems, including criminal background check software;

13. 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;

14. Alternative education programs provided for in Article XIX-C of the School Code;

15. Counseling services for students enrolled in alternative education programs;

16. An Internet-based system for the management of student discipline, including misconduct and criminal offenses; and

17. Staff training programs in the use of positive behavior supports, de-escalation techniques and appropriate responses to student behavior that may require immediate intervention;

18. The implementation of Article XIII-E of the School Code (relating to threat assessment).

Unallowable Expenses

Items that are directly related to eligible programs, activities, and equipment covered in this request for application will be funded under this application. **The grant will not fund direct salaries, fringe benefits, travel.**

The items below are **not eligible** for funding. Please note this is not an exclusive list; 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); which are outside the scope of the identified program and are not clearly described in the program narrative;

2. Improved behavior/attendance outings, festivals, etc.;

3. Meals, snacks, refreshments, or paper products;

4. Out-of-state conferences or travel costs for other out-of-state training;

5. Professional membership fees;

6. Rent or utility fees for contracted services;

7. One-day assembly programs that are not associated with identified grant related program and outside the scope of the goals and objectives of the program;

8. Weapons, tasers, and stun devices;

9. Ammunition;

10. First aid and CPR related equipment (Automated External Defibrillators); and

11. Vehicles (cars, golf carts, etc.)

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(c). Emphasis will be placed on the school entity or nonpublic school's need as documented in the data and information provided in the application. A maximum of 30 points will be added for meeting the priority areas listed on page 8. Applications that do not include all the required information as outlined in the grant application will not be considered for funding. PDE reserves the right not to review applications whose requests exceed $50,000.

All qualifying applications will be reviewed and scored.

Scoring

Review Criteria for Safe Schools Targeted Program and Equipment Grant

Scoring Directions: Please review each section of the application before beginning your review.

- Evaluate each section by selecting a point value on the rubric that best matches your assessment and record the score on eGrants.
- Record the total score and comments for each section in eGrants.

I. Supporting Data

0 points	No supporting data provided.
5 points	Data is provided with no summary or analysis.
10 points	Data is provided with summary or analysis that does not clearly connect it to the goals or objectives of grant.
15 points	Provides at least one data point that demonstrates need and is clearly connected to goals and objectives of the grant application.
20 points	Provides more than one data point that demonstrates need and is clearly connected to goals and objectives of the grant application.

II. Goals and Objectives

0 points	Did not provide goals or objectives
5 points	Provides clear goals. Objectives are unclear or disconnected from goals.

10 points	Provides clear goals and related objectives; however, goals and objectives may not align to the needs identified in the data.
15 points	Clear goals and related objectives, aligned to needs identified in the data.

III. Program Implementation – Plan of Action

0 points	No detailed description of the program and activities.
5 points	General plan provided. May not include enough details for readers to understand the plan. For example, plan may include little information about who will be impacted (grade levels, numbers, etc.). OR, no reference is made to demonstrate prioritization of strategies nor evidence basis for strategies.
10 points	Plan includes details on services/activities/procedures OR details on population that will be impacted or trained and those details align with identified need(s). OR, plan makes some reference to an evidence basis for the chosen equipment or programs or attempts to explain a basis in data for prioritization of its chosen strategies.
15 points	Plan includes details about services, activities or procedures AND provides information about the population that will be impacted or trained. Details align with identified need(s). AND, plan clearly describes how the strategies are evidence-based OR how the applicant has used data to prioritize its strategies.
20 points	Plan includes services, activities procedures to be implemented, and populations to be impacted in relation to the needs, goals, and objectives identified. AND, plan describes how the strategies are evidence-based AND describes how the applicant has used data to prioritize its strategies

IV. Expected Outcomes

0 points	Outcomes are not referenced
5 points	Outcomes provided but the connection to safety and climate is unclear.
10 points	Outcomes provided are connected to safety and climate but are not measurable, or does not reference baseline information.
15 points	Outcomes are clearly connected to safety and climate. Includes measurable outcomes or baseline information.

20 points	Outcomes are stated in measurable terms and expected improvements are measured against the goals and objectives. Baseline information is provided.

V. Sustainability

0 points	No plans for sustainability
5 points	Applicant demonstrates awareness of the importance of sustainability planning.
10 points	Clear plan for sustainability, which includes people, processes and/or potential funding sources that will support sustainability.

VI. Budget

0 points	Budget is not provided, is not clearly connected to narrative, or not clearly related to identified need. If budget is over allowable amount ($50,000), will be scored at PDE's discretion.
5 points	Budget matches grant narrative; however, there are many details missing; a significant percent of the budget is unallowable expenses; or budget for safety consultants or reproduction services exceeds allowable percentages.
10 points	Accurate and detailed budget that matches grant narrative; however, may not be itemized and/or include some unallowable expenses.
15 points	Accurate and detailed budget that matches grant narrative. Budget is itemized using a unit cost approach. All expenses are within budget, allowable and properly categorized.

Priority Areas Met	Up to 30 points	Additional points will be given to applicants meeting the priority areas described below.

Priorities

1. Priority will be given to school entities applying for the first time and those that applied within the last three years but did not receive funding:

    a. School entities that applied for a grant within the last three years but were not awarded the grant = 10 points

    b. School entities applying for first time = 5 points

2. Priority points will be provided to a school entity designated as a persistently dangerous school as defined in 22 Pa. Code § 403.2 (relating to definitions).

      a. Designated persistently dangerous school = 10 points

3.Priority points will be given to school entities serving high poverty student populations.

      a. School entities between 60%-100% = 10 points.

      b. School entities between 40%-59% = 5 points.

Award and Disbursement of Funds

Grant awards are projected to be announced in January 2023. 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 must be expended by December 31, 2023. 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 and ensure compliance with the grant terms. Grantees are expected to participate in any Pennsylvania Department of Education grant evaluation research, including staff interviews and student surveys.

Upon completion of the grant, grantees will be required to complete the Final Expenditure Report (FER) to include the following information in Egrants.

A summary of the goals and objectives accomplished;

1. A detailed narrative of equipment purchased by the grant;

2. Grade levels and number of students impacted by the grant; and

3. Detailed listing of budget expenditures.

This information must be received no later than December 31, 2023.

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 December 31, 2023. 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 March 1, 2023 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.