

Pennsylvania Department of Education - Office for Safe Schools  
Request for Applications For  
July 1, 2007 - June 30, 2008

Safe Schools Initiative Application Guidelines

DEADLINE FOR APPLICATION IS 4:00 P.M.

FRIDAY, JULY 20, 2007

INTRODUCTION

The Pennsylvania Department of Education is pleased to announce the request for applications (RFA) for the Safe Schools Initiative grant program for Fiscal Year (FY) 2007-2008. This request is for two-year projects, with the second year contingent upon the availability of funding for FY 2008-2009. Pennsylvania's Local Education Agencies (LEAs) are invited to apply for the Safe Schools Initiative grants, which will be awarded on a competitive basis.

The purpose of the FY 2007-2008 Safe Schools Initiative grant program is to assist schools with comprehensive safe schools plans, which include the planning and implementing of activities that prevent or reduce violence by and against youth on school property and/or on transportation to and from school. The Safe Schools Initiative is designed to meet local needs based on risk-focused, data-driven assessment results. Applicants may apply for funding for developing or revising a comprehensive safe schools plan or implementing strategies that are part of their comprehensive safe schools plan. Funds must be used in accordance with the criteria identified in Act 26 of 1995, as amended by Act 30 of 1997 and Act 36 of 1999, the Safe Schools Act, and fulfill the requirements of the guidelines set forth by the Pennsylvania Department of Education, as indicated in this request for applications. Funding for this initiative is contingent upon availability of funds from the Pennsylvania Department of Education, Office for Safe Schools and is intended to support the Department's strategic plan.

FUNDING

The FY 2007-2008 Safe Schools Initiative grants offer LEAs the opportunity to apply for competitive funding for a two-year grant period for up to \$40,000 each year. Charter schools are eligible to apply for up to \$20,000 each year.

Grants will be awarded on a competitive basis to those schools that: 1) currently have a School Safety Coordinating Team, 2) have developed a comprehensive safe schools plan, but require additional resources to reassess current plans or 3) implement research-based curricula and proven programs and/or strategies. **The average grant amount is**

expected to be between \$20,000 and \$30,000. Additional consideration will be given to applications from LEAs that have not been funded through this process since FY 2004-2005.

#### **BACKGROUND OF THE SAFE SCHOOLS ACT AND INITIATIVE**

The Safe Schools Act of 1995 established an Office for Safe Schools within the Department of Education and authorized the Department "to make grants to schools to fund programs which address school violence." In addition to authorizing the Department to administer the Safe Schools Grant Initiative, Act 26, which was amended by Act 30 of 1997, mandates annual reporting of all incidents of violence, weapons, alcohol, drugs and tobacco possession to the Department of Education. Additionally, all LEAs, regardless of funding status, are required to develop a Memorandum of Understanding with local law enforcement agencies and provide for other procedural safeguards to enhance the safety of Pennsylvania schools.

Act 36 of 1999, which amended Act 26, empowers schools to acquire the tools and resources needed to develop and enhance safe learning environments.

#### **GOALS OF THE FY 2007-2008 SAFE SCHOOLS INITIATIVE**

The goals of the FY 2007-2008 Safe Schools Initiative are:

- 1) To assist schools in the development and facilitation of a comprehensive safe schools planning process to achieve safer learning environments for children and staff.
- 2) To assist schools in the implementation or enhancement of their comprehensive safe schools plans.
- 3) To afford students and staff professional development opportunities to develop the skills and strategies necessary to prevent violent and potentially violent situations.
- 4) To enable schools to identify and acquire the programs and resources necessary to implement research-based models and proven practices for curricula, policies, procedures and instruction.
- 5) To assist schools in creating a physical environment that fosters the safety and well-being of students and staff within the school campus.

A safe school provides a physical and social environment in which students are able to learn and achieve to their fullest capacity. A safe school environment also enables educators, administrators and other staff to support students in that pursuit without violence, the threat of violence or other safety concerns. To accomplish these goals, schools must assess their risk factors, needs, local resources and existing efforts and strategies to develop a plan or implement/enhance a comprehensive safe schools plan.

## **ELIGIBILITY**

Eligible applicants for funding include Pennsylvania public school districts, intermediate units, career and technical schools and charter schools. Eligibility requirements are as follows:

- 1) Only one proposal per public school district, intermediate unit, career and technical school or charter school will be accepted. Note: an intermediate unit consortia application does not preclude an LEA that is part of the consortia from applying for funds separately; however, services and programs must be separate and distinct within the two applications.
  - a. An intermediate unit proposal must offer training, resources or programs directed to the schools and students served in its region.
  - b. **Applications will be reviewed thoroughly to determine the existence of any duplication of proposed services and programs.** The Department of Education reserves the right to disqualify applications which represent duplication.
  
- 2) **No guarantee of funding is made to any applicant.** Funding is contingent upon availability of funds from the Pennsylvania Department of Education, Office for Safe Schools.

## **FUNDING PRIORITIES**

Priority will be given to proposals that focus on the development and/or implementation of a comprehensive safe schools plan to prevent violence and promote a safe, positive learning environment.

Additional consideration will be given to those applicants demonstrating special or high need. The applicant must demonstrate the need for its proposed programs, curricula or strategies outlined in its Safe Schools Initiative grant application. The proposal should cite the most recent data from its annual Pennsylvania Safe Schools report, PA Youth Survey (PAYS) or other documented material (such as juvenile justice statistics) to justify the activities set forth in its application.

All proposals should demonstrate a comprehensive and collaborative approach to safe schools planning or implementation.

**Priority consideration will be given to applications that meet all requirements and:**

- 1) Are from schools that have not received Safe Schools Initiative grant funding within the past three years (FY 2004-2005 through FY 2006-2007).

- 2) Are applicants seeking grants that focus the majority or all of the activities on elementary and middle schools for the development and implementation of prevention-focused programs, staff development and services aimed at assisting students and school staff (e.g., Student Assistance Programs).
- 3) Demonstration of use of evidence-based prevention and intervention programs.
- 4) **Specific priority areas include programs that address:**
  - **Improving classroom management skills**
  - **School-wide bullying prevention**
  - **Efforts to improve school climate**

Specific examples include, but are not limited to: Creating a Single School Culture, Olweus Bullying Prevention Program, Second Step, etc. Other examples can be found through the web links in this RFA on pages 9-11.

Applicants must provide detail on how proposed planning or implementation of programs or activities will complement a comprehensive safe schools plan or existing programs, strategies or curricula.

#### **GRANT AWARDS**

The following guidelines apply to LEAs seeking Safe Schools grants for FY 2007-2008 and FY 2008-2009:

- Applications will be reviewed on a competitive basis by a team representing the Department of Education, the Center for Safe Schools and approved peer reviewers.
- Applicants are strongly encouraged to accurately assess their needs with current local data and submit a proposal that links those needs to the proposed strategies that best address prioritized needs.
- Budget proposals may be reduced at the discretion of the Department of Education. In the event the Department determines to award a grant in a lesser amount than requested by the applicant, the applicant will be notified of the reduced award and will be required to submit a revised budget and other documents pursuant to the directives of the Department before any grant funds will be released.
- Applicants may apply for grants of up to \$40,000 each year for a two-year grant period. Charter schools will be eligible to submit applications for up to \$20,000 each year.

This grant award is for the period of July 1, 2007 through June 30, 2008. In addition, successful applicants will be required to submit a program summary, budget form and budget narrative to be eligible for

the second year of funding, July 1, 2008 to June 30, 2009, before July 1, 2008.

This funding opportunity is contingent upon the availability of Safe School Initiative funds from the Department of Education. It is anticipated that **grant awards will average \$20,000 to \$30,000.**

## **APPLICATION REQUIREMENTS**

### **MEMORANDUM OF UNDERSTANDING**

The LEA must attach to its application a copy of the most current Memorandum of Understanding (MOU) with local law enforcement. In the event that an applicant has already provided an MOU or letter of assurance to the Department pursuant to its FY 2006-2007 Safe and Drug Free Schools and Communities funding application, a copy of that letter may be attached to the applicant's FY 2007-2008 Safe Schools Initiative application.

Parties signing the MOU are encouraged to revisit the document annually to ascertain if procedures and processes need to be revised based on previous years' experiences and/or incidents, or changes in personnel.

Applicants requiring assistance in the writing of the MOU may refer to the Basic Education Circular (BEC) 24 p.s. 13-1317.2. In addition, resources and technical assistance pertaining to the development of a MOU are available by contacting the Center for Safe Schools at (717) 763-1661.

### **NON-SUPPLANTATION REQUIREMENTS**

All Safe Schools Initiative funds are to be used to augment existing efforts or develop new programs. Funds may not be used to supplant (replace) federal, state or local funds that would, in the absence of Safe Schools Initiative funds, be made available for program-related services.

### **MANDATORY GRANTEES PROFESSIONAL DEVELOPMENT OPPORTUNITY**

The Center for Safe Schools, on behalf of the Pennsylvania Department of Education and the Office for Safe Schools, will provide one mandatory professional development session for all Safe Schools Initiative grantees. This session will be held in the spring and shall be up to three days in length. All grantees are required to attend this session, and applicants must include in their budgets or show as match, travel expenses, including mileage, meals and hotel accommodations, if appropriate, for two program representatives to

attend. Grantees who fail to comply with this requirement may be subject to the reduction or curtailment of grant funds.

In addition, the Center for Safe Schools will provide optional professional development opportunities throughout the year, and applicants may wish to budget accordingly.

### **AVAILABILITY AND DISBURSEMENT OF FUNDS**

Notification of funding will occur in August 2007. FY 2007-2008 Safe Schools Initiative grant funds must be expended by **June 30, 2008**. Any unexpended grant funds cannot be carried over into the following fiscal year. Funds for tangible goods can be committed through June 30, 2008 and paid upon receipt of the invoice. Funds for services to be rendered after June 30, 2008 cannot be so encumbered. A projected budget for FY 2008-2009 should follow the same guidelines.

### **PROGRAM REPORTING AND EVALUATION**

All Safe Schools Initiative grantees will be required to complete a year-end report on forms supplied by the Center for Safe Schools. At a minimum, the report shall include data for the program regarding the number of students served by grade level; the number of staff trained; progress towards identified outcomes and reduction in disciplinary actions, acts of violence and incidents of weapons possession.

In addition to this reporting requirement, grantees will be required to participate in Safe Schools site visits as requested by the Center for Safe Schools and as required by the Department, the results of which shall be incorporated into the year-end initiative evaluation report. The report will be submitted to the Pennsylvania Department of Education and utilized to determine the impact of the Safe Schools Initiative, as well as the availability of future grant funds to the grantee.

### **FISCAL REQUIREMENTS**

Safe Schools Initiative grantees will be required to complete quarterly expenditure reports that outline actual expenditures incurred during each quarter. The quarterly reports are the method by which a grantee receives grant funds throughout the grant period. If no expenditures are made during a quarter, the grantee is still required to submit a signed quarterly expenditure report reflecting zero expenses. These reports require original signatures in order to be processed.

Grantees will also be required to complete at least one technical assistance call with fiscal staff to assess the status of expenditures and discuss any necessary revisions.

At the end of the grant period, each grantee is required to submit a final expenditure form and expenditure narrative. The narrative requires details that support the expenditures that have been incurred throughout the grant period. All final reporting must be received no later than July 15, 2008.

### **PROGRAM CHANGES**

All changes to approved projects require the **prior approval** of the Pennsylvania Department of Education. Requests for changes should be submitted to the Center for Safe Schools in writing, setting forth the need for the change, what changes will occur and how they will be implemented, a timeline for the proposed changes and how the budget will be impacted. If the change is less than 20%, no prior approval is required.

If the proposed change necessitates a budget revision, the grantee must submit a cover letter outlining the requested change/s, a revised budget and budget narrative. All program changes and budget revision requests of the initiative must be submitted to the Center for Safe Schools by **May 1, 2008** in order to be considered by the end of the grant year. Requests received after that date will not be considered and changes to the program or budget will not be allowed. Any unexpended funds pursuant to the original proposal cannot be carried forward into the second funding year and will revert to the Department.

### **EVALUATION CRITERIA**

The Pennsylvania Department of Education will review and evaluate grant requests via a committee composed of Pennsylvania Department of Education program staff and its designees. There will be a review based on guidelines outlined in this Request for Application (RFA) including, but not limited to: soundness of approach, a comprehensive approach to violence prevention and school safety, collaboration with community agencies and cost effectiveness. Applications that do not include any of the required sections or attachments, or that exceed the ten-page limit, may not be considered for funding. Selection of grant awards will be on a competitive basis.

The Department of Education reserves the right to assure regional and demographic equity in the distribution of the grant awards.

### **TECHNICAL ASSISTANCE**

The Pennsylvania Department of Education has contracted with the Center for Safe Schools to provide technical assistance to schools receiving funding under this initiative. Technical assistance will be provided to all grantees as requested or needed. The Center for Safe Schools is also available to assist programs with the planning process, data collection and analysis, as well as to provide information and resources on program implementation.

## RECOMMENDATIONS FOR APPLICATION PREPARATION

### SECURITY-RELATED TECHNOLOGY

While funding for the Safe Schools Initiative is available for schools to purchase security-related equipment, technology applicants are cautioned that such purchases must be part of a comprehensive safe schools plan to enhance school safety. Therefore, proposals for security equipment and technology purchases must be linked with other prevention, preparedness, response, recovery and mitigation programs, strategies and efforts that will enhance the safety of the school climate.

Requests for funding to purchase security equipment, materials, supplies and technology cannot exceed twenty (20) percent of the total budget request for this initiative. Further, applicants must address in their application how they plan to support and maintain the equipment and/or technology once grant funds are no longer available and must confirm that, consistent with the requirements of Act 36, the request is based upon needs identified by the school entity's board of directors.

Applicants proposing the use of grant funds to purchase and/or install security equipment or related technology are advised to consult the appropriate documents issued by the Department for more detailed information on the statutory requirements applicable to reimbursable and non-reimbursable school construction projects. Questions concerning the Department's role in school construction should be directed to the Division of School Facilities at (717) 787-5480.

### PRICE QUOTES AND BIDDING PROCESS

Pennsylvania law requires school districts to publicly advertise for bids on all contracts for (a) work to be performed on school property which exceeds \$10,000 (24 p.s. section 7-751) or (b) purchase of equipment for more than \$10,000 (24 p.s. section 8-807.1). The advertising provision in Section 7-751 specifies only that "due public notice" be given asking for competitive bids. Section 8-807.1 requires that public notice be given by advertisement once a week for three (3) weeks in not less than two (2) newspapers of general circulation.

The above statutes provide lesser requirements to seek either written or telephonic quotes for (a) instances in which work is done on school property which exceeds \$4,000, but is less than \$10,000 and (b) instances in which equipment is purchased for more than \$4,000, but less than \$10,000. In this latter situation, the school district must, in lieu of public advertisement for bids, solicit written or telephonic price quotations from at least three qualified and responsible contractors or vendors in the market area within which it

is practical to obtain quotations. Such quotations must, at a minimum, contain the date of the quotation, name of the contractor or vendor and its representative, the work to be performed or the equipment to be purchased and the price.

### **SECURITY PERSONNEL**

Requests for school security personnel including, but not limited to, school resource officers, school police, security guards, greeters, hall monitors and like personnel designated to keep the school buildings and grounds safe, must demonstrate a fifty (50) percent, or greater, match in order to be funded. **For example, if the annual salary for the security person is \$32,000, the LEA must show \$16,000 in grant funds and \$16,000 in match. Existing personnel cannot be used for an in-kind match.**

Additionally, requests for school resource officer funding must demonstrate that provisions will be made to provide the school resource officer(s) with appropriate training and support. Training for school resource officers is available through the National Association of School Resource Officers, the federal COPS in Schools (CIS) program and the Pennsylvania Commission on Crime and Delinquency. Any of these training resources would satisfy this requirement. Applicants are also advised to demonstrate a plan for each of these requested positions that assures the continuation of the position once grant funding is no longer available.

### **RESEARCH-BASED MODELS AND PROGRAMS**

Applicants are further encouraged to implement research-based and proven effective programs, specifically those with an established record in deterring violence and building skills in students and teachers. A substantial body of research exists on the causes and correlates of adolescent problem behavior. Based on research findings conducted over several decades, promising prevention and intervention programs proven effective in reducing risk factors and increasing protective factors relative to youth violence, delinquency, substance abuse, teen pregnancy and dropouts have been identified in the publications listed below. Applicants are encouraged to obtain copies of the publications or view summaries of the program highlights so that the School Safety Coordinating Team can review the information as it develops measurable outcomes, action plans and/or continues its ongoing review and adaptation of its comprehensive safe schools plan.

- ***US Department of Education Exemplary and Promising Programs***

The Safe and Drug-Free Schools (SDFS) program and OERI established the Safe, Disciplined and Drug-Free Schools Expert Panel in May 1998. Its task was to develop and oversee a process for identifying and designating promising and exemplary programs that promote safe, disciplined and drug-free schools. This publication provides descriptions of the nine exemplary and 33 promising programs selected by the Expert Panel in 2001.

[www.ed.gov/admins/lead/safety/exemplary01/exemplary01.pdf](http://www.ed.gov/admins/lead/safety/exemplary01/exemplary01.pdf)

- ***SAMHSA Model Programs***

The programs featured on this site have been tested in communities, schools, social service organizations and workplaces across America, and have provided solid proof that they have prevented or reduced substance abuse and other related high-risk behaviors. Programs included have been reviewed by SAMHSA's **National Registry of Effective Programs (NREP)**.

<http://www.modelprograms.samhsa.gov>

- ***Blueprints for Violence Prevention***

In 1996, the Center for the Study and Prevention of Violence (CSPV) at the University of Colorado at Boulder, with funding from the Colorado Division of Criminal Justice, Centers for Disease Control and Prevention and the Pennsylvania Commission on Crime and Delinquency, designed and launched a national violence prevention initiative to identify violence prevention programs that are effective. The project, called Blueprints for Violence Prevention, has identified 11 prevention and intervention programs that meet a strict scientific standard of program effectiveness.

Center for the Study and Prevention of Violence  
University of Colorado, Boulder  
Institute of Behavioral Science  
Campus Box 442  
Boulder, CO 80309-0442  
(303) 492-8465

[www.colorado.edu/cspv/blueprints/index.html](http://www.colorado.edu/cspv/blueprints/index.html)

- ***Communities That Care ® (CTC)***

Communities That Care (CTC) is a community empowerment strategy that emphasizes assessment and planning as the basis for program development and implementation. CTC is a violence and delinquency prevention program that provides communities with a process to mobilize the community, identify risk and preventive factors and develop a comprehensive prevention plan.

[www.pccd.state.pa.us/pccd/cwp/view.asp?A=1411&Q=571693](http://www.pccd.state.pa.us/pccd/cwp/view.asp?A=1411&Q=571693)

- ***Preventing Mental Health Disorders in School-age Children: A Review of the Effectiveness of Prevention Programs***

The Prevention Research Center aims to promote the well-being of children and youth and to reduce the prevalence of high-risk behaviors and poor outcomes in children, families and communities.

[www.prevention.psu.edu](http://www.prevention.psu.edu)

- ***Promising Practices Network (PPN) on Children, Families and Communities***

The PPN is a project operated by the RAND Corporation, a national think tank founded by four state-level organizations: the Colorado Foundation for Families and Children; the Family and Community Trust, Missouri; the Family Connection Partnership, Georgia and the Foundation Consortium of California's Children and Youth.

[www.promisingpractices.net](http://www.promisingpractices.net)

- ***The Coalition for Community Schools (CCS)***

The CCS is an alliance of national, state and local organizations in education K-16, youth development, community planning and development, family support, health and human services, government and philanthropy, as well as state and local community school networks. The CCS works to improve education and help students learn and grow while supporting their families and communities. Community schools bring together many partners to offer a range of supports and opportunities to children, youth, families and communities - before, during and after school, seven days a week.

[www.communityschools.org](http://www.communityschools.org)

#### **ALTERNATIVE EDUCATION FOR DISRUPTIVE YOUTH**

Applicants that have already applied, or have previously been approved, to operate an Alternative Education for Disruptive Youth program (24 P.S. Article xix-c of the Pennsylvania School Code) can apply under this grant initiative for funds to supplement that program. Applicants are cautioned that they should look to the Alternative Education for Disruptive Youth Initiative for the primary source of funding for alternative education programs. Funding pursuant to the Safe Schools Initiative should only be used for specific applications that enhance the program, but should not be the primary source of financial support. Funding for alternative education through the Safe Schools Initiative will only be awarded once the Alternative Education for Disruptive Youth funding has been exhausted.

Applicants seeking Safe Schools Initiative funding to supplement and/or enhance their department-approved Alternative Education for Disruptive Youth program must provide a copy of the FY 2007-2008 completed application or a copy of the Department's approval to operate an Alternative Education Program for Disruptive Youth. This document must be attached to the Safe Schools Initiative application. Applicants pursuing funding for alternative education in this Safe Schools Initiative must adhere to all requirements set forth in the above noted statute and all regulations set forth in the Alternative Education for Disruptive Youth Initiative grant.

## STUDENT ASSISTANCE PROGRAM

Student assistance programs focusing on the elementary or middle school level will be given additional consideration for funding in the Safe Schools Initiative. The Commonwealth's Student Assistance Program (SAP), which is administered by the Department of Education in collaboration with the Departments of Health and Public Welfare, is designed to assist school personnel in identifying issues, including alcohol, drugs and others, which pose a barrier to a student's learning and school success. Student assistance is not a treatment program. It is a systematic process using effective and accountable professional techniques to mobilize school resources to remove the barriers to learning, and, where the problem is beyond the scope of the school, to assist the parent and the student with information so they may access services within the community. The student assistance team members do not diagnose, treat or refer for treatment; but they may refer for an assessment for treatment.

The Elementary Student Assistance Program (ESAP) assists school entities in identifying and intervening with elementary school children who are at risk for use and abuse of alcohol and other drugs, as well as those who exhibit issues around mental health and violence. Training includes preparing school personnel in the process of early identification, resiliency-based prevention and intervention.

Allowable student assistance expenditures include the costs associated with substitutes for teachers attending trainings; travel costs for trainings; stipends for before- and after-school meetings; resource materials on topics of resiliency, mental health issues and substance abuse and consultation and assessment services from local agencies.

Additional information regarding student assistance programming and training can be found at [www.sap.state.pa.us](http://www.sap.state.pa.us).

Implementation of an effective, comprehensive safe schools plan involves activities listed here to assist school entities in preparing their Safe Schools application. The following is not an inclusive list:

- 1) Develop or update school emergency plans;
- 2) Conduct training and exercises related to school emergency plans;
- 3) Implement action plans;
- 4) Train appropriate staff, students, parents and caregivers in the new programs, policies and procedures included in the plan;
- 5) Evaluate progress toward desired outcomes;
- 6) Amend action plans when necessitated by challenges or barriers to progress in meeting desired outcomes;
- 7) Evaluate outcomes based on baseline data and
- 8) Adopt revised or new outcomes when necessitated by new data or evaluation results.

Proposals must be on white paper, typewritten, 10 point or larger typeface and must be double-spaced. The application package should not exceed ten pages exclusive of the cover page, one-page project summary, budget form and budget narrative and required attachments.

### **Application Content**

All proposals must contain the following sections:

#### **I. Cover Sheet**

The Safe Schools Application Cover Sheet is included in the application package. Complete all sections as directed. The Cover Sheet is not included as part of the ten-page application page limit.

#### **II. Project Summary - 5 Points**

Provide a one-page summary of the proposed project. Include all critical elements, such as desired outcomes and major activities. This summary does not constitute the actual project description and is not included as part of the ten-page application limit.

#### **III. Budget Form / Budget Narrative - 20 POINTS**

- A. Complete the attached Budget Form for FY 2007-2008 and a projected budget form for FY 2008-2009. The budgets must demonstrate accountable and cost-effective uses of funds that are consistent with comparable programs/services. The budgets should indicate total grant and match funds when applicable.
- B. Budget forms are available as a Word document or in an Excel format.

##### **1. Security Personnel**

**Match funds are required for requests involving security personnel;** however, it is anticipated that many applicants will have obtained commitments for matching cash and in-kind donations from partnering organizations. These match funds should be included on the Budget Form and the source of the match should be identified.

##### **2. Mandatory Grantee Professional Development Opportunity**

This **must** be identified on the budget and the budget narrative. If applicants are proposing to provide alternate funding for the mandatory grantee professional development opportunity, this must be demonstrated as match on the budget and budget narrative.

### 3. Security-Related Technology

Applicants proposing the purchase and/or installation of security-related technology are advised to consult the appropriate documents issued by the Pennsylvania Department of Education for more detailed information on the statutory requirements applicable to reimbursable and non-reimbursable school construction projects.

Security-related technology requests cannot exceed 20% of the total grant request. Questions concerning the Department's role in school construction should be directed to the Division of School Facilities at (717) 787-5480.

Items found in the equipment category, or any other category, that qualify as security technology and related expenses, i.e., installation costs are compiled and cannot exceed 20% of the total grant application for each fiscal year. For example, video surveillance equipment for \$2000 is categorized under equipment, but videos for use in the video recorder for \$45 are placed in the materials and supplies category. These two items are security-related technology and cannot exceed 20% of the total application.

### 4. Disallowed Budget Items

Due to the limited amount of funding available for this initiative, only items that are directly related to violence prevention in the schools are eligible for funding under this application. The following are items that are not eligible for funding (this is not an inclusive list and budgets will be reviewed for allowable items):

- First Aid and CPR training or related training equipment
- Automatic Defibrillator Devices or related training, including CPR or First Aid
- Awards, incentives, prizes or lotteries or transportation costs associated with incentive programs (i.e., stress balls, t-shirts or parties)
- Building improvements or construction costs
- Community service project costs
- Computers, laptops, printers, televisions or related equipment
- Drug or bomb canines, training or handling costs
- Ropes courses or team building exercises

- Improved behavior/attendance outings, festivals, etc.
- Licensing fees for phones, software, etc.
- Marketing or public relations (i.e., billboards, radio or television advertisements, etc.)
- Meals, snacks or refreshments including paper products or supplies to support dinners, lunches or parties (meals for employee travel to conferences or professional development opportunities are allowable)
- Service fees for cable television, cellular phones, Internet access or website fees, etc.
- Software not directly related to a research-based violence prevention program
- Professional membership fees
- Rent or utility fees for contracted services
- School Resource Officer uniforms or equipment
- One-day assembly programs that are not associated with research-based prevention programs

## 5. Mileage

The federal mileage rate is \$.485/mile. This rate must be used for travel expenditures proposed in your application. You must also attach a copy of your LEA's mileage reimbursement policy to the application.

## 6. Operational Rate

**Applicants for Safe Schools Initiative funds may include an "Operational Rate" for costs that the LEA incurs to run this state-funded program.** An Operational Rate is defined as an allowance of administrative-related or indirect charges that cover costs associated with the administration of the State grant program. **The maximum allowable rate for this grant is 6%.** This rate includes costs associated with the business office, personnel office, budgeting, data processing, payroll preparation and similar operations that are not directly allocated to a program. **The 6% charge should be based on the amount of the grant that each applicant actually receives for direct program expenditures, but may not be added on to the total request so as to exceed the maximum amount an applicant is entitled to receive. Only the actual grant recipient is eligible to request this operational rate.**

For each category on the Budget Form, indicate the type of expenditures being proposed. Do not include amounts for individual items on the Budget Form. Individual amounts should be included and explained in the Budget Narrative.

Applications will be reviewed for compliance. Recommendations for funding will be based on the applicant's ability to address the requirements of this Request for Applications and the goals of the Safe Schools Initiative.

Complete the attached Budget Narrative Form. Identify and explain the basis for each line item contained in the application budget. **A breakdown and explanation for each budget category is required on this form. Budget items must be itemized using a per unit cost on the Budget Narrative Form.** Proposed expenditures that are not so explained may be denied at the discretion of the Department. Match information should not be included in the budget narrative. This should be documented on the budget form.

The Budget and Budget Narrative forms do not constitute the actual project narrative and are not included as part of the ten-page application limit.

Address the capacity of the LEA to manage the grant funds requested and effectively utilize the funds to produce significant and measurable outcomes.

#### **IV. Needs Assessment - 20 Points**

Describe the extent to which the applicant has a violence or safety-related need in the school, on school property and/or on transportation to and from school, which creates an unsafe physical or psychosocial environment and diminishes the ability of students to learn and teachers to educate.

Needs should be quantified with local statistics. Describe the degree to which the proposed program or activity will address that need and impact the population(s) targeted by program activities. The proposal should cite the most recent data from its violence and weapons possession report (PDE-360), youth survey or other documented material (such as juvenile justice statistics) to justify the activities set forth in its application.

The application should detail any recent incidents or documented violence-related issues. In addition, if a school in the district or Intermediate Unit service area has been identified as persistently dangerous, this information should be included in the application.

Examples of need might be:

- High or increasing rates of victimization of youth by violence and crime
- High or increasing rates of crime in the community
- High or increasing rates of arrests and convictions of youth for violence, weapons or drug- or alcohol-related crime
- High or increasing rates of referrals of youth to drug and alcohol treatment and rehabilitation programs
- The presence and extent of illegal gang activity
- High or increasing number of incidents of intimidation associated with prejudice or intolerance
- High or increasing rates of bullying
- High or increasing rates of absences and/or truancy
- High or increasing rates of expulsions/suspensions and other disciplinary actions
- High or increasing rates of child abuse and domestic violence
- The extent of economic need in the school

The applicant should provide demographic data regarding the school and surrounding community to further demonstrate the need for the proposed activities. Data provided should be recent and relevant to specific identified needs.

**V. Project Narrative - 30 POINTS**

The narrative to accompany the Needs, Outcomes, Activities and Evaluation Charts should contain the following elements:

**Design and Operation**

- 1) Articulate the design and implementation needed to execute a comprehensive safe schools plan, as it relates to the identified needs, risk factors and existing strengths. The applicant should describe comprehensive services focusing on prevention and intervention strategies that impact a significant number of students and staff.
- 2) Describe the program or curriculum model(s) to be used. Indicate whether it is research-based or has been previously evaluated. **Attach to the application a copy of the table of contents or other overview of the program.**
- 3) Any application proposing to implement any of the Blueprint Programs or SAMHSA Model Programs **must** provide evidence that the applicant has requested training and technical assistance from the program developer or certified trainer. This can be provided by a letter signed by the program developer, designee or certified trainer that there is a commitment to provide training or services in the fiscal year 2007-2008.

- 4) Indicate the number of students and staff to be served by the proposed programs and services. If applicable, provide the number of parents and/or community members to be served. Identify any target building(s) or specific population(s) (e.g., middle school or at risk youth) to be served by this grant.
- 5) Describe how the program will operate. Include all steps from planning through implementation and, where appropriate, an explanation of referral procedures, follow-up and service delivery. Include, where applicable, information about academic credit to be awarded to students that participate in any aspect of the proposed program.
- 6) Describe how the program will implement or enhance the LEA's comprehensive safe schools plan.
- 7) Identify key personnel to be involved in the administration, management, operation and evaluation of the grant activities. Include information about their prior experience in administering or operating violence prevention programs, educational background and the percentage of time to be devoted to this program.
- 8) Identify any contractors and their qualifications to provide services under the grant. Explain the scope of work (e.g., type of service, number of students served, hours or days of service, number of trainings conducted, etc.) that contractors will provide and how this service will meet the grant objectives.
- 9) Describe how any requested security equipment will enhance or support the comprehensive safe school plan and is justified by the specific need identified in the school or surrounding community.

#### **Coordination between School and Community Programs**

Programs seeking Safe Schools Initiative funding must have in place a School Safety Coordinating Team to assure coordination of services and information as well as resource sharing within the school district and community. Collaborating partners should include all segments of the school community including administrators, teachers, support staff, parents and students, law enforcement, judges, religious leaders, recreation program directors, prosecutors, probation directors, mental health leaders, youth-serving professionals, corporate and other community leaders who represent the racial and ethnic balance of the community. Applicants are encouraged to link with existing

Communities That Care boards or existing Safe and Drug Free Schools committees to assure the committee's composition captures the broad community and does not duplicate services already provided in the community.

Applicants must describe how safe schools efforts are coordinated with other collaborative violence prevention initiatives within the school and community. Applicants must describe coordination with activities funded with Safe and Drug-Free Schools funds.

**VI. Continuation - 10 POINTS**

Applicants must demonstrate how they will continue the proposed comprehensive safe schools plans and programs beyond the life of the grant. Successful applicants will demonstrate how they will be able to sustain this effort without grant funds by identifying **specific** commitments by the school or community partners to continue the proposed activities.

**VII. Outcomes, Activities and Evaluation Chart - 15 POINTS**

**Complete the Outcomes, Activities and Evaluation Chart**, which is included in this application package. Please complete one chart for each outcome proposed for FY 2007-2008. The Outcomes, Activities and Evaluation Charts are not included as part of the ten-page application limit.

**Outcome statements should be completed in measurable terms including a baseline, indicator or measure and a completion date.**

**SAMPLE**

**2007-2008 Safe School Grant**

**OUTCOMES, OBJECTIVES AND EVALUATION FORM**

Applicant Name: South City Area School District

| <b>Outcome No. 1</b>  |                                   |                       |                     |   |   |   |   |   |   |   |   |   |   |   |
|---|-----------------------------------|-----------------------|---------------------|---|---|---|---|---|---|---|---|---|---|---|
| Outcome Statement: Improve the safety of Johnson Elementary School by decreasing the 212 reported incidents of bullying during the 06-07 school year to at least 170, representing a 20% decrease by June 2008. |                                   |                       |                     |   |   |   |   |   |   |   |   |   |   |   |
| OBJECTIVE / ACTIVITY  | EVALUATION METHOD                 | PERSON(S) RESPONSIBLE | TIME TABLE BY MONTH |   |   |   |   |   |   |   |   |   |   |   |
|   |                                   |                       | J                   | A | S | O | N | D | J | F | M | A | M | J |
| Contact Bullying Prevention Training and Coordinate Committee Training  | Meeting Schedule                  | Susan Smith           | X                   | X |   |   |   |   |   |   |   |   |   |   |
| Convene Bullying Prevention Committee   | Meeting Schedule and Minutes      | Susan Smith           |                     | X | X |   |   | X |   |   | X |   |   | X |
| Issue Bullying Questionnaire  | Number of Questionnaires Returned | Julie Jones           |                     |   |   | X | X |   |   |   |   |   |   |   |
| Compile Data from 2006-2007 and Compare with 2007-2008  | School Data Records               | Julie Jones           |                     |   |   |   |   |   |   |   |   |   | X | X |

**Note: Use one sheet per measurable outcome. This is a sample form, a blank form may be recreated, copied or downloaded from the Center for Schools and Communities' website at [www.safeschools.info](http://www.safeschools.info)**

## SAMPLE

### 2008-2009 Safe School Grant

#### OUTCOMES, OBJECTIVES AND EVALUATION FORM

Applicant Name: South City Area School District

| <b>Outcome No. 1</b><br><br>Outcome Statement: Improve the safety of Johnson Elementary School by decreasing the number of reported incidents of bullying from the number reported in 2007-2008 by 15% by June 2009. |                        |                       |                     |   |   |   |   |   |   |   |   |   |   |   |
|--|------------------------|-----------------------|---------------------|---|---|---|---|---|---|---|---|---|---|---|
| OBJECTIVE / ACTIVITY   | EVALUATION METHOD      | PERSON(S) RESPONSIBLE | TIME TABLE BY MONTH |   |   |   |   |   |   |   |   |   |   |   |
|  |                        |                       | J                   | A | S | O | N | D | J | F | M | A | M | J |
| Attend Class Meeting Training  | Completion of Training | Susan Smith           | X                   | X |   |   |   |   |   |   |   |   |   |   |
| Train Elementary School Teachers in Class Meeting  | Completion of Training | Susan Smith           |                     |   | X | X |   |   |   |   |   |   |   |   |
| Compile Data from 2006-2007 and Compare with 2007-2008   | School Data Records    | Julie Jones           |                     |   |   |   |   |   |   |   |   |   | X | X |
|  |                        |                       |                     |   |   |   |   |   |   |   |   |   |   |   |

**Note: Use one sheet per measurable outcome. This form may be recreated, copied or downloaded from the Center for Schools and Communities' website at [www.safeschools.info](http://www.safeschools.info)**

# Application Assembly

The project description - not including the cover sheet, one-page project summary, budget form/narrative, charts or required attachments - must not exceed 10 pages. Each application must be assembled in the following order:

- 1) Application Cover Sheet - Safe Schools Initiative (See page 25)
- 2) Project Summary
- 3) Budget Form for FY 2007-2008 (See page 26) and FY 2008-2009 (See page 30)
- 4) Budget Narrative for FY 2007-2008 (See pages 27-29) and FY 2008-2009 (See pages 31-33)
- 5) Project Narrative
- 6) Outcomes, Objectives, Evaluation Chart for FY 2007-2008 (See page 34) and FY 2008-2009 (See page 35)

## **REQUIRED ATTACHMENTS:**

Applications that are submitted and do not contain one or more of the following attachments will be administratively rejected and will not be considered for funding.

- a) A Letter of Assurance that the LEA possesses a comprehensive safe school plan, signed by the LEA and the county emergency management coordinator.
- b) A copy of the applicant's current MOU or a copy of its letter of assurance to the Department pursuant to its FY 2006-2007 Safe and Drug Free Schools and Communities funding application.
- c) District travel policy.
- d) For applicants proposing to utilize Safe Schools Initiative funds in part or whole for support of an existing Alternative Education Program for Disruptive Youth, a copy of the FY 2007-2008 application for an Alternative Education for Disruptive Youth Program grant. If approval has been obtained, attach a copy of the FY 2007-2008 letter of approval issued to the program by the Pennsylvania Department of Education.
- e) For applications that propose to implement Blueprint Programs or SAMHSA Model Programs, a letter from the program developer, designee or certified trainer identifying a commitment to provide training or services in FY 2007-2008.

Failure of an applicant to comply with these requirements may result in the applicant's submission to be rejected for consideration of funding in FY 2007-2008 and FY 2008-2009.

### **Technical Assistance**

Technical assistance in the development and completion of this grant proposal is available from the Center for Safe Schools. Persons seeking technical assistance may contact:

Center for Safe Schools  
275 Grandview Avenue, Suite 200  
Camp Hill, PA 17011  
(717) 763-1661  
(717) 763-2083 Fax  
[www.safeschools.info](http://www.safeschools.info)

### **Application Deadline**

The deadline for receipt of applications is **4:00 p.m. Friday, July 20, 2007**. Faxed and emailed copies will **not** be accepted. Send one (1) original and three (3) copies of the completed application and all related attachments to:

**Center for Safe Schools  
275 Grandview Avenue, Suite 200  
Camp Hill, PA 17011  
ATTN: Safe Schools Initiative Grant**

# ATTACHMENTS

The documents on the following pages are available on the website at [www.safeschools.info](http://www.safeschools.info).

1. Application Cover Sheet - Safe Schools Initiative  
In order to complete the cover sheet, applicants must use the tab key to advance from one section or cell to the next.
2. Budget Form for FY 2007-2008 and FY 2008-2009  
When completing the budget forms in the Excel format, if the boxes are highlighted in yellow, that indicates that the total amounts do not align with the budget narrative. Please double-check calculations to be sure that all numbers are accurate. Total amount for each category on the budget form must match category totals on the budget narrative.

Also, in the Excel format completing the LEA information on the Budget Form automatically completes this section on the Budget Narrative.

3. Budget Narrative for FY 2007-2008 and FY 2008-2009  
On the Excel format Budget Narrative form, the unit indicator in each category is a drop-down box and the applicant should choose only these descriptors.

The Attachment page should only be used if there is insufficient space on the Budget Narrative. Otherwise, do not complete the Attachment page or repeat information from the Budget Narrative.

4. Outcomes, Objectives, Evaluation Chart for FY 2007-2008 and FY 2008-2009.
5. Please see pages 14-15 for disallowed items when completing your budget form.

**Pennsylvania Department of Education  
2007-2008 AND 2008-2009 SAFE SCHOOLS INITIATIVE  
APPLICATION COVER SHEET**

|   |  |  |
|---|--|--|
| <b>Applicant: (Name of District, Intermediate Unit or School)</b> |  |  |
| <b>Consortium Members (if applicable):</b>                        |  |  |
| <b>County:</b>  | <b>Intermediate Unit #:</b>                              | <b>Student Population of Applicant or of Largest District Served by Applicant:</b>                 |
| <b>Project Title:</b>   |  |  |
| <b>Funding Amount Requested:</b>                                  | <b>Prior Safe Schools Initiative Grantee:</b>            | <b>Fiscal Year(s) of Prior Funding (check all that apply):</b>                                     |
| 07-08:  | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> 2004-05 <input type="checkbox"/> 2005-06 <input type="checkbox"/> 2006-07 |
| 08-09:  |  |  |
| <b>SUPERINTENDENT/CHIEF OPERATING OFFICER INFORMATION</b>         |  |  |
| <b>Name and Title:</b>  |  |  |
| <b>Address:</b>   |  |  |
| <b>City:</b>  | <b>State:</b>  | <b>Zip Code:</b>   |
| <b>Phone Number:</b>  | <b>Extension:</b>  | <b>Fax Number:</b>   |
| <b>Email Address:</b>   |  |  |
| <b>PROGRAM DIRECTOR INFORMATION</b>                               |  |  |
| <b>Name and Title:</b>  |  |  |
| <b>Address:</b>   |  |  |
| <b>City:</b>  | <b>State:</b>  | <b>Zip Code:</b>   |
| <b>Phone Number:</b>  | <b>Extension:</b>  | <b>Fax Number:</b>   |
| <b>Email Address:</b>   |  |  |
| <b>BUSINESS/FINANCIAL OFFICER</b>                                 |  |  |
| <b>Name and Title:</b>  |  |  |
| <b>Address:</b>   |  |  |
| <b>City:</b>  | <b>State:</b>  | <b>Zip Code:</b>   |
| <b>Phone Number:</b>  | <b>Extension:</b>  | <b>Fax Number:</b>   |
| <b>Email Address:</b>   |  |  |

**Pennsylvania Department of Education**  
**SAFE SCHOOLS INITIATIVE**  
**07/01/07 - 6/30/08**  
**BUDGET FORM**

LEA Name: \_\_\_\_\_

Date: \_\_\_\_\_

| CATEGORY                  | BUDGET | MATCH | MATCH SOURCE |
|---------------------------|--------|-------|--------------|
| Salaries and Benefits     |        |       |              |
| Consultants and Contracts |        |       |              |
| Employee Travel           |        |       |              |
| Equipment Purchase        |        |       |              |
| Materials and Supplies    |        |       |              |
| Other *                   |        |       |              |
| <b>TOTAL</b>              |        |       |              |

\*NOTE: May include an Operational Rate of up to 6%.

**Pennsylvania Department of Education**  
**SAFE SCHOOLS INITIATIVE**  
**07/01/07 - 6/30/08**  
**BUDGET NARRATIVE**

**LEA NAME:** \_\_\_\_\_

\_\_\_\_\_ **Date** \_\_\_\_\_

Using the following outline, provide a detailed explanation of proposed budget expenditures. Clearly identify, for each expenditure, the per unit cost (hourly rate or per unit amount). You may use additional sheets, if needed.

**CATEGORY**

**I. Salaries and Benefits:** List by position and include the amount of time each person will spend on the proposed program and the hourly rate they will be paid. **Law Enforcement and Security personnel costs must be matched at least dollar for dollar.**

| Description | Unit | Quantity | Unit Cost | Total |
|-------------|------|----------|-----------|-------|
|-------------|------|----------|-----------|-------|

**Category Total:** \_\_\_\_\_

**II. Consultants and Contracts:** Identify contractor and individual costs of all services to be provided. **Law Enforcement and Security personnel costs must be matched at least dollar for dollar.**

| Description | Unit | Quantity | Unit Cost | Total |
|-------------|------|----------|-----------|-------|
|-------------|------|----------|-----------|-------|

**Category Total:** \_\_\_\_\_

**III. Employee Travel:** Indicate number of miles and rate per mile. **The mileage reimbursement rate cannot exceed the federally approved rate.**

| Description | Unit | Quantity | Unit Cost | Total |
|-------------|------|----------|-----------|-------|
|-------------|------|----------|-----------|-------|

**Category Total:** \_\_\_\_\_

**IV. Equipment Purchase: Any item with a unit cost of \$1,500 or more.** Requests for security-related equipment and technology cannot exceed 20% of the total budget. (This includes amounts from ALL categories).

| Description | Unit | Quantity | Unit Cost | Total |
|-------------|------|----------|-----------|-------|
|-------------|------|----------|-----------|-------|

**Category Total:** \_\_\_\_\_

**V. Materials and Supplies: Any item with a per unit cost of less than \$1,500.** Requests for security-related equipment and technology cannot exceed 20% of the total budget. (This includes amounts from ALL categories).

| Description | Unit | Quantity | Unit Cost | Total |
|-------------|------|----------|-----------|-------|
|-------------|------|----------|-----------|-------|

**Category Total:** \_\_\_\_\_

**VI. Other (Specify: i.e., Rental, Printing, etc.) May include an Operational Rate of up to 6%:**

| Description | Unit | Quantity | Unit Cost | Total |
|-------------|------|----------|-----------|-------|
|-------------|------|----------|-----------|-------|

*Operational Rate (Calculated on operational costs, not total budget)*

%

**Category Total:** \_\_\_\_\_

|                            |
|----------------------------|
| <b>TOTAL BUDGET:</b> _____ |
|----------------------------|

SAFE SCHOOLS INITIATIVE (07/01/07 - 6/30/08)  
BUDGET NARRATIVE (Attachment)

|          |      |
|----------|------|
| LEA Name | Date |
|----------|------|

**I. Salaries and Benefits:**

| Description | Unit | Quantity | Unit Cost | Total |
|-------------|------|----------|-----------|-------|
|-------------|------|----------|-----------|-------|

Category Subtotal: \_\_\_\_\_

**II. Consultants and Contracts:**

| Description | Unit | Quantity | Unit Cost | Total |
|-------------|------|----------|-----------|-------|
|-------------|------|----------|-----------|-------|

Category Subtotal: \_\_\_\_\_

**III. Employee Travel:**

| Description | Unit | Quantity | Unit Cost | Total |
|-------------|------|----------|-----------|-------|
|-------------|------|----------|-----------|-------|

Category Subtotal: \_\_\_\_\_

**IV. Equipment Purchase:**

| Description | Unit | Quantity | Unit Cost | Total |
|-------------|------|----------|-----------|-------|
|-------------|------|----------|-----------|-------|

Category Subtotal: \_\_\_\_\_

**V. Materials and Supplies:**

| Description | Unit | Quantity | Unit Cost | Total |
|-------------|------|----------|-----------|-------|
|-------------|------|----------|-----------|-------|

Category Subtotal: \_\_\_\_\_

**VI. Other:**

| Description | Unit | Quantity | Unit Cost | Total |
|-------------|------|----------|-----------|-------|
|-------------|------|----------|-----------|-------|

Category Subtotal: \_\_\_\_\_

**Pennsylvania Department of Education**  
**SAFE SCHOOLS INITIATIVE**  
**07/01/08 - 6/30/09**  
**BUDGET FORM**

LEA Name: \_\_\_\_\_

Date: \_\_\_\_\_

| CATEGORY                  | BUDGET | MATCH | MATCH SOURCE |
|---------------------------|--------|-------|--------------|
| Salaries and Benefits     |        |       |              |
| Consultants and Contracts |        |       |              |
| Employee Travel           |        |       |              |
| Equipment Purchase        |        |       |              |
| Materials and Supplies    |        |       |              |
| Other *                   |        |       |              |
| <b>TOTAL</b>              |        |       |              |

\*NOTE: May include an Operational Rate of up to 6%.

**Pennsylvania Department of Education**  
**SAFE SCHOOLS INITIATIVE**  
**07/01/08 - 6/30/09**  
**BUDGET NARRATIVE**

**LEA NAME:** \_\_\_\_\_

\_\_\_\_\_ **Date** \_\_\_\_\_

Using the following outline, provide a detailed explanation of proposed budget expenditures. Clearly identify, for each expenditure, the per unit cost (hourly rate or per unit amount). You may use additional sheets, if needed.

**CATEGORY**

**I. Salaries and Benefits:** List by position and include the amount of time each person will spend on the proposed program and the hourly rate they will be paid. **Law Enforcement and Security personnel costs must be matched at least dollar for dollar.**

| Description | Unit | Quantity | Unit Cost | Total |
|-------------|------|----------|-----------|-------|
|-------------|------|----------|-----------|-------|

**Category Total:** \_\_\_\_\_

**II. Consultants and Contracts:** Identify contractor and individual costs of all services to be provided. **Law Enforcement and Security personnel costs must be matched at least dollar for dollar.**

| Description | Unit | Quantity | Unit Cost | Total |
|-------------|------|----------|-----------|-------|
|-------------|------|----------|-----------|-------|

**Category Total:** \_\_\_\_\_

**III. Employee Travel:** Indicate number of miles and rate per mile. **The mileage reimbursement rate cannot exceed the federally approved rate.**

| Description | Unit | Quantity | Unit Cost | Total |
|-------------|------|----------|-----------|-------|
|-------------|------|----------|-----------|-------|

**Category Total:** \_\_\_\_\_

**IV. Equipment Purchase: Any item with a unit cost of \$1,500 or more.** *Requests for security-related equipment and technology cannot exceed 20% of the total budget. (This includes amounts from ALL categories).*

| Description | Unit | Quantity | Unit Cost | Total |
|-------------|------|----------|-----------|-------|
|-------------|------|----------|-----------|-------|

**Category Total:** \_\_\_\_\_

**V. Materials and Supplies: Any item with a per unit cost of less than \$1,500.** *Requests for security-related equipment and technology cannot exceed 20% of the total budget. (This includes amounts from ALL categories).*

| Description | Unit | Quantity | Unit Cost | Total |
|-------------|------|----------|-----------|-------|
|-------------|------|----------|-----------|-------|

**Category Total:** \_\_\_\_\_

**VI. Other (Specify: i.e., Rental, Printing, etc.) May include an Operational Rate of up to 6%:**

| Description | Unit | Quantity | Unit Cost | Total |
|-------------|------|----------|-----------|-------|
|-------------|------|----------|-----------|-------|

*Operational Rate (Calculated on operational costs, not total budget)*

%

**Category Total:** \_\_\_\_\_

|                            |
|----------------------------|
| <b>TOTAL BUDGET:</b> _____ |
|----------------------------|

SAFE SCHOOLS INITIATIVE (07/01/08 - 6/30/09)  
BUDGET NARRATIVE (Attachment)

---

|  |                 |  |             |
|--|-----------------|--|-------------|
|  | <b>LEA Name</b> |  | <b>Date</b> |
|--|-----------------|--|-------------|

**I. Salaries and Benefits:**

| Description | Unit | Quantity | Unit Cost | Total |
|-------------|------|----------|-----------|-------|
|-------------|------|----------|-----------|-------|

---

Category Subtotal: \_\_\_\_\_

**II. Consultants and Contracts:**

| Description | Unit | Quantity | Unit Cost | Total |
|-------------|------|----------|-----------|-------|
|-------------|------|----------|-----------|-------|

---

Category Subtotal: \_\_\_\_\_

**III. Employee Travel:**

| Description | Unit | Quantity | Unit Cost | Total |
|-------------|------|----------|-----------|-------|
|-------------|------|----------|-----------|-------|

---

Category Subtotal: \_\_\_\_\_

**IV. Equipment Purchase:**

| Description | Unit | Quantity | Unit Cost | Total |
|-------------|------|----------|-----------|-------|
|-------------|------|----------|-----------|-------|

---

Category Subtotal: \_\_\_\_\_

**V. Materials and Supplies:**

| Description | Unit | Quantity | Unit Cost | Total |
|-------------|------|----------|-----------|-------|
|-------------|------|----------|-----------|-------|

---

Category Subtotal: \_\_\_\_\_

**VI. Other:**

| Description | Unit | Quantity | Unit Cost | Total |
|-------------|------|----------|-----------|-------|
|-------------|------|----------|-----------|-------|

---

Category Subtotal: \_\_\_\_\_

**2007 - 2008 Safe School Grant**

**OUTCOMES, OBJECTIVES AND EVALUATION FORM**

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

| Outcome No. _____    |                   |                       |                     |   |   |   |   |   |   |   |   |   |   |   |
|----------------------|-------------------|-----------------------|---------------------|---|---|---|---|---|---|---|---|---|---|---|
| Outcome Statement:   |                   |                       |                     |   |   |   |   |   |   |   |   |   |   |   |
| OBJECTIVE / ACTIVITY | EVALUATION METHOD | PERSON(S) RESPONSIBLE | TIME TABLE BY MONTH |   |   |   |   |   |   |   |   |   |   |   |
|                      |                   |                       | J                   | A | S | O | N | D | J | F | M | A | M | J |
|                      |                   |                       |                     |   |   |   |   |   |   |   |   |   |   |   |
|                      |                   |                       |                     |   |   |   |   |   |   |   |   |   |   |   |
|                      |                   |                       |                     |   |   |   |   |   |   |   |   |   |   |   |
|                      |                   |                       |                     |   |   |   |   |   |   |   |   |   |   |   |

**Note: Use one sheet per measurable outcome. This form may be recreated, copied or downloaded from the Center for Schools and Communities' website at [www.safeschools.info](http://www.safeschools.info)**

**2008 - 2009 Safe School Grant**

**OUTCOMES, OBJECTIVES AND EVALUATION FORM**

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

| Outcome No. _____    |                   |                       |                     |   |   |   |   |   |   |   |   |
|----------------------|-------------------|-----------------------|---------------------|---|---|---|---|---|---|---|---|
| Outcome Statement:   |                   |                       |                     |   |   |   |   |   |   |   |   |
| OBJECTIVE / ACTIVITY | EVALUATION METHOD | PERSON(S) RESPONSIBLE | TIME TABLE BY MONTH |   |   |   |   |   |   |   |   |
|                      |                   |                       | J                   | A | S | O | N | D | J | F | M |
|                      |                   |                       |                     |   |   |   |   |   |   |   |   |
|                      |                   |                       |                     |   |   |   |   |   |   |   |   |
|                      |                   |                       |                     |   |   |   |   |   |   |   |   |
|                      |                   |                       |                     |   |   |   |   |   |   |   |   |

**Note: Use one sheet per measurable outcome. This form may be recreated, copied or downloaded from the Center for Schools and Communities' website at [www.safeschools.info](http://www.safeschools.info)**

# **APPENDIX A**

Act 36 of 1999, which amended Act 26, empowers schools to acquire the tools and resources needed to develop and enhance safe learning environments. Act 36, Section 1302-A(c), authorizes the Office for Safe Schools "to make targeted grants to schools to fund programs which address school violence, including, but not limited to," the following programs:

- 1) Conflict resolution or dispute management;
- 2) Peer helpers or peer mediation programs;
- 3) Risk assessment, safety-related or violence prevention curriculum;
- 4) Classroom management;
- 5) Student codes of conduct;
- 6) Training to undertake a district-wide assessment of risk factors that increase the likelihood of problem behaviors among students;
- 7) Development and implementation of research-based violence prevention programs that address risk factors to reduce incidents of problem behaviors among students;
- 8) Comprehensive, district-wide school safety and violence prevention plans;
- 9) Security planning and purchase of security-related technology, which may include metal detectors, protective lighting, surveillance equipment, special emergency communications equipment, electronic locksets, deadbolts and related technology. Security planning and purchase of security-related technology shall be based on safety needs identified by the school entity's board of directors;
- 10) Institution of student, staff and visitor identification systems;
- 11) Establishment or enhancement of school security personnel, including school resource officers;
- 12) 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;
- 13) Alternative education programs provided for in Article XIX-C and
- 14) Counseling services for students enrolled in alternative education programs.