

REQUEST FOR APPLICATION
5/5/16

Social Workers in the Schools

ISSUED BY
Nevada Department of Education
700 East Fifth Street
Carson City, NV 89701

Grant Period: July 1, 2016-June 30, 2017
Applications Due: June 6, 2016
Grant Amount: TBD
Source of Funding: SB 515, 78th Legislative Session; Social
Workers/Other Mental Health Professionals

Questions related to this funding should be addressed to:
Victoria Blakeney, Education Program Professional
Office for a Safe and Respectful Learning Environment
Nevada Department of Education
700 East Fifth Street
Carson City, NV 89701
(775) 687-9130
vblakeney@doe.nv.gov

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Nevada Department of Education

Part I

INTRODUCTION

SB 515, Sec. 23 of the 78th legislative session provided authority to the Nevada Department of Education, Office for a Safe and Respectful Learning Environment (OSRLE), to distribute block grants to school districts and charter schools to provide for contract social workers or other licensed professionals in schools with identified needs.

The legislators released just under \$5.6 million dollars for the 2016-2017 school year, and, pending Interim Finance Committee approval on June 30, 2016, will release another approximately \$11.2 million dollars for the purposes of the allocations of sums for districts or charter schools to provide for contract social workers or other licensed mental health workers, defined as:

- (a) Licensed Clinical Social Worker;
- (b) Social Worker;
- (c) Social Worker Intern with Supervision;
- (d) Clinical Psychologist;
- (e) Psychologist Intern with Supervision;
- (f) Marriage and Family Therapist;
- (g) Mental Health Counselor;
- (h) Community Health Worker;
- (i) School-Based Health Centers; and
- (j) Licensed Nurse.

Schools who were awarded a school social worker/mental health professional in the first phase of funding, and used that person to the fidelity of the project, will be given priority on our scoring system (see below) in order to retain their professional for the next school year. All schools, however, will be asked to submit a new application for the 2016-2017 school year.

The job description for the Social Worker or other Mental Health Professional will be written by the LEAs, as LEAs will be responsible for advertising, interviewing, and hiring their contractors to meet the demonstrated needs of their school.

Scope of Work:

The scope of work for the social worker/mental health professional needs to follow the Mission Statement and Theory of Action as established by OSRLE. These professionals are embedded within the schools to

transform that schools climate and culture to reflect the mission statement. This is accomplished through the social worker/mental health professional utilizing strength-based, evidence-based programs and best practices in the Tier 1 and Tier 2 preventions and interventions provided to schools, and only providing Tier 3 supports when needed for crisis/tragedy or with an individualized treatment/care coordination plan agreed upon with active consent by the child and family team. All professionals must work within their state professional licensure and their allowable scope of practice, and follow all related confidentiality laws and practices.

We envision these professionals being actively engaged in the day-to-day life and activity at a school. The Office for a Safe and Respectful Learning Environment will collaborate with the LEAs to provide training to the contracted employees consistent with the mission of the Office.

The Office for a Safe and Respectful Learning Environment will work with the contracted employee and the LEAs to include such roles as are mutually beneficial to the work of the LEA and the Office for a Safe and Respectful Learning Environment (i.e. bully prevention programs, Social and Emotional Learning instruction, School-wide Positive Behavior Interventions and Supports and individual coaching, etc.)

APPLICATION REQUIREMENTS AND GUIDELINES

1. Eligible Applicants: All Nevada Public and Charter Schools

In order to qualify, you must have completed the Nevada School Climate/Social and Emotional Learning Survey or a survey of equal or greater robustness, as pre-determined by collaboration between the OSRLE, the district's Assessment Department, and American Institutes for Research (AIR).

Please note, we are accepting applications from public schools and charters, and thus are asking for narratives from each school, not just district level responses. While we value the district level responses, and ask for each school to go through their district to submit this application – we are charged with placing these social workers in **SCHOOLS** that demonstrate need, so we do want the narrative to be written at the school level.

LEAs should apply on behalf of their schools. The general ratio is one professional per 250 students. If an LEA is applying for multiple schools to share one mental health professional, they may combine their narrative.

2. Goals, objectives, activities

The goal of this project is to operationalize the OSRLE Theory of Action, culminating in schools providing a safe and respectful learning environment for all students by:

- Using strength-based approaches in the classroom, discipline situations, and school events
- Considering the uniqueness of learning styles
- Intentionally focusing on building positive school climate and culture
- Taking all complaints of bullying and harassment seriously
- Engaging in meaningful conversations with students
- Providing referrals for students and families when in need.

The application must include a description of how the school proposes to meet these goals. (See attached Theory of Action.)

3. Use of Funds

Although your numbers may vary based on location, determined need, etc. – original budget figures were determined through the following calculations: \$37.00 per hour X 6 hours per day X number of school days, plus benefits, and the funds must be used for the contracting of social workers/mental health professionals. No other use will be allowed.

4. Review Process

All proposals are received and reviewed at the Nevada Department of Education. They will be reviewed by staff for completeness and compliance with the requirements set in the application to determine applicant eligibility. If, in the judgment of the Department, a proposal is late, or significantly incomplete, the proposal will be omitted from the competition. The decision of the Department is final, and applicants submitting proposals that are withdrawn due to incompleteness or ineligibility will be notified in writing.

An expert review panel, whose members have substantive expertise in grants and the content areas of Positive School Climate, Mental Health, and Safe and Respectful Learning Environments will evaluate eligible applications in light of the required application components and the established criteria. The review panel will evaluate each eligible application and make recommendations to the Department in the areas of project, budget, and efficacy. The review panel's evaluations and recommendations will be the primary determinant of successful proposals and will form the basis for negotiation and final selection. Proposals will be ranked according to the final score assigned by the review panel and selected for funding consideration.

Following reviews, Department staff will contact District Leadership to discuss any modifications to the project plan that may be required.

5. Review Criteria

Criteria	Points
Needs as determined by Student Perception Data (NV SC/SEL survey)	50
Discipline data disaggregated to subgroup populations	5
Plan to support the social, emotional, mental, and behavioral wellness of students	15
Narrative describing school need	25
Proposed use of funds	5
(Priority rating: Previously funded schools demonstrating implementation of past award to fidelity)	(up to 25 points)
(Deduction: Previously funded schools who did not implement to fidelity)	(loss of up to -10 points)
Total Points	100

6. Proposed Timeline for Application

May 6, 2016	The request for proposal will be released
June 6, 2016	Applications due at the Department of Education on or before this date
June 12, 2016	NV SC/SEL survey data ranked and delivered to the NDE by AIR
June 13-15, 2016	Applications scored by the panel
June 23, 2016	Report to the Interim Finance Committee
July 1, 2016	Funds released, awards determined based on released funding and scaling of need
July 1, 2016-June 30, 2017	Award period

7. Application Preparation

In order to access funds, schools will need to complete the application process. Applications must contain the information identified below and the information is to be organized in the order listed below.

Section A. Certification Page

The Certification Page should be the top page of the application packet submitted; inclusion of this page in its completed form is mandatory.

Section B. Previously Funded Schools Only – Use of Funds Description

For schools that were awarded a Spring 2016 grant, please submit no more than 2-page description (no less than 11-point font) of how you implemented this grant to fidelity using the grant assurances and theory of action as a guide (see attached).

Section C. Narrative

The narrative should not exceed 3 double-spaced pages and have no less than 11-point font.

For each school:

1. Describe the population of the school.
2. Describe the needs of the population, using supporting data.
3. Describe how you would propose to use the social worker or other mental health professional to meet the needs of the population.
4. Explain how your social worker/mental health professional would support the theory of action of OSRLE? (See attached.)

Section D. Demographic Data Disaggregated

Provide a spreadsheet with special attention to identifying the under-represented populations at your school. This spreadsheet should provide disciplinary demographics regarding suspensions, expulsions and referrals, as well as other potential data points regarding attendance, truancy, etc. that will provide a clear picture of how the subgroup populations are interacting at the school.

Section E. Budget

Complete the Budget Summary and Supplemental Schedule available as Attachment 1 for the amount listed on the Certification page (Section A of the application). A signature from the authorized district representative must be included on the Budget Summary page. The total of Budget Summary should equal the total of the Supplemental Schedule. There should be a detailed narrative supplied for amounts requested in the supplemental Schedule; each budgeted item must be directly linked to the Application Narrative.

Section F. Assurances

Inclusion of assurances page is mandatory. A signature from the authorized district representative must be on the Assurance page. Failure to include signed Assurances makes applicant ineligible to receive funding. Applications must be submitted to NDE on or before **June 6, 2016**.

Part II

Application Sections (attachments)

Section A: Certification Page

Section C: Assurances

Section D: Mission Statement/Theory of Action

SECTION A: CERTIFICATION PAGE

**APPLICATION FOR A SUBGRANT UNDER
Social Worker in the Schools**

Return to: NEVADA DEPARTMENT OF EDUCATION
Office of Student and School Supports
700 East Fifth Street, Suite 110
Carson City, NV 89701 ATTN: Victoria Blakeney

SECTION A: CERTIFICATION

I HEREBY CERTIFY that, to the best of my knowledge, the information in this application is correct.

The applicant designated below hereby applies for a subgrant of funds for Social Workers/Mental Health Professionals. The local Board of Trustees has authorized me to file this application and such action is recorded in the minutes of the agency's meeting held on _____ (Date).

Signature: _____ Date: _____
Superintendent of Schools or Designated Representative

PART I - APPLICANT

Applicant (Legal Name of Agency)	
Mailing Address (Street, P.O. Box, City/Zip)	Application for FY2016
	Starting Date July 1, 2016
Name, title and phone number of authorized contact person:	Ending Date June 30, 2017
Amount of application:	

PART II - STATE DEPARTMENT OF EDUCATION USE

Date Received:	Obligation Amount	\$ _____
Reviewer's Signature:		Date:

Any question should be directed to:

Victoria Blakeney
Office for a Safe and Respectful Learning Environment
Nevada Department of Education
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Carson City, NV 89701
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SECTION B: BUDGET/EXPENDITURE SUMMARY

See Attachment 1- NDE Budget and Budget Narrative Form

**SECTION C: STATEMENT OF ASSURANCE
FY 2017**

Name of District or Agency:
Printed Name and Title of The District's Signatory:
<p>Assurances:</p> <p>The parties referred to in this document included, but are not limited to, the Nevada Department of Education, herein referred to as "NDE", and the local district, herein referred to as the SUBGRANTEE. The Nevada Department of Education may make funds available to the SUBGRANTEE in accordance with requirements and regulations applicable to such programs. The SUBGRANTEE assures, if awarded a grant, subgrant, or contract</p> <ol style="list-style-type: none"> 1. That the SUBGRANTEE has the necessary legal authority to apply for and receive the proposed grant or subgrant and enter into the contract. 2. That the SUBGRANTEE assures that it will comply with all requirements and regulations of the ESSA-Every Student Succeeds Act programs for which it is applying, whether or not the program statute identifies these requirements as a description or assurance that States would address in program-specific plan or application. 3. That the SUBGRANTEE will accept funds in accordance with applicable Federal and State statutes, regulations, programs, plans, and applications, and administer the programs in compliance with all provision of such statutes, regulations, applications, policies and amendments thereto. The SUBGRANTEE will furthermore utilize competitive bidding practices in compliance with applicable procurement regulations. 4. That the SUBGRANTEE will cause to be performed the required financial and compliance audits in accordance with 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal awards. That in the event of a sustained audit exception, and upon demand of NDE, the SUBGRANTEE shall immediately reimburse NDE for that portion of the audit exception attributable under the audit to the SUBGRANTEE. The SUBGRANTEE agrees to hold NDE harmless for any audit exception arising from the SUBGRANTEE's failure to comply with applicable regulations 5. That the SUBGRANTEE will make reports to NDE and to the DEPARTMENT as may reasonably be necessary to enable NDE and DEPARTMENT to perform their duties. The reports shall be completed and submitted in accordance with the standards and procedures designated by NDE and/or the DEPARTMENT and shall be supported by appropriate documentation. 6. That the SUBGRANTEE will maintain records and provide access to those records to NDE, the State Department of Administration, the State Audit Division of the Legislative Counsel Bureau, the Comptroller General, or any of their authorized representatives in the conduct of audits authorized by Federal Law or State Statute. This cooperation includes access without unreasonable restrictions to its records and personnel for the purpose of obtaining relevant information. The SUBGRANTEE shall maintain records for 3 years following completion of the activities for which the SUBGRANTEE uses the federal or state funding and which show: <ol style="list-style-type: none"> a. The amount of funds under the subgrant or grant; b. How the SUBGRANTEE uses the funds; c. The total cost of the project; and d. The share of that total cost provided from other sources. 7. That the SUBGRANTEE will provide reasonable opportunities for participation by teachers, parents, and other interested agencies, organizations and individuals in the planning for and operation of each program, as may be necessary according to statute. 8. That any application, evaluation, periodic program plan or report relating to each program will be made readily available to parents and to other members of the general public.

9. That the SUBGRANTEE shall continue its coordination with NDE during the length of the project period.
10. The SUBGRANTEE shall cooperate in any evaluation by the DEPARTMENT.
11. That no provision of any law shall be construed to authorize the consolidation of any applicable program, such as the commingling of funds derived from one appropriation with those derived from another appropriation, except as specifically authorized by Nevada Revised Statute.
12. SUBGRANTEES shall use funds to supplement and not replace the money that would otherwise be expended by the public school or an organization.
13. That the SUBGRANTEE will comply with all relevant laws relating to privacy and protection of individual rights including 34 CFR Part 99 (Family Educational Rights and Privacy Act of 1974).
14. That the SUBGRANTEE will comply with any applicable federal, state and local health or safety requirements that apply to the facilities used for a project.
15. That the SUBGRANTEE is aware all Federal and state funds granted to it are conditioned upon the availability and appropriation of such funds by the United States Congress and the Nevada Legislature. These funds are subject to reduction or elimination by the United States Congress or Nevada Legislature at any time, even following award and disbursement of funds. Except as otherwise provided by law, the SUBGRANTEE shall hold NDE harmless for any reduction or elimination of Federal or state funds granted to it. In the event of non-appropriation or reduction of appropriation and notice, the SUBGRANTEE shall immediately cease further expenditures under any Federal or state project.
16. The SUBGRANTEE will adopt and use the proper methods of administering the subgrants, including, but not limited to:
 - a. The enforcement of any obligations imposed by law;
 - b. The correction of deficiencies in program operations that are identified through program audits, monitoring or evaluation;
 - c. The adoption of written procedures for the receipt and resolution of complaints alleging violations of law in the administration of such programs.
17. The SUBGRANTEE, by submission of a grant proposal, agrees that NDE has the authority to take administrative sanctions, including, but not limited to, suspension of cash payments for the project, suspension of program operations and/or termination of project operations, as necessary to ensure compliance with applicable laws, regulations, and assurances for any project.
18. In the purchase of equipment and supplies, the SUBGRANTEE will comply with local, state, and Federal procurement policies. In addition, equipment and supplies purchased for use in a Federal or state program will comply with the provisions of OMB CFR 200, as applicable, and in individual program regulations.
19. That the SUBGRANTEE will conform all activities conducted under the approved grant to the provisions contained within 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements.
20. That the SUBGRANTEE will not subgrant the approved project to another entity without the express written consent of NDE.
21. That the SUBGRANTEE agrees to comply with NDE's requirement to submit supporting documentation with reimbursement requests which will ensure that all costs charged to Federal and State grants are allowable.
22. That the SUBGRANTEE agrees to design programs and services what will endure successful performance outcomes.
23. That the SUBGRANTEE may be subject to recapture and reallocation of grant funds for failure to meet any of the following:
 - a. Expenditure timelines;
 - b. Failure to provide monthly, quarterly, and/or annual reports by due date(s), as applicable; and

c. Failure to meet grant performance outcomes, if applicable.

24. Activities conducted under this subgrant will be in compliance with all applicable Federal and State laws and regulations including those pertaining to fiscal disbursements, accounting and auditing procedures; no obligations or expenditures of funds to be received under this Title will be made before acknowledgment of this application by the Nevada Department of Education.
25. Through training, professional development and collaboration, all contracted employees reflected in this award must perform in a manner that is consistent with the Theory of Action and Mission Statement of the Office for a Safe and Respectful Learning Environment. Any actions found by NDE to be inconsistent with the Mission Statement and Theory of Action may be subject to review by NDE and may result in disciplinary action, up to and including termination. (See attached for the Mission Statement and Theory of Action.)
26. The contracted employee must attend trainings/webinars hosted through the Office for a Safe and Respectful Learning Environment.
27. The funding must be utilized to fund the mental health professional and must not be used for any other purpose. These professionals will use evidence-based based programs and best practices in the Tier 1 and Tier 2 preventions and interventions provided to schools, and only provide Tier 3 supports when needed for crisis/tragedy or with an individualized treatment plan agreed upon by the child and family team. All professionals must work within their state professional licensure and their allowable scope of practice.
28. SUBGRANTEE agrees to participate in funding at-large social worker liaison positions that will aid in the implementation and management of all the contracted positions. Funding is provided in this grant award and will be allocated to a district of designation to host the liaisons.
29. SUBGRANTEE'S that are funded must administer the Nevada School Climate/Social and Emotional Learning Survey or other pre-approved survey in the spring annually.
30. The contracted employee will be responsible for registering their school/schools in the School Health Assessment and Performance Evaluation (SHAPE) system by August 1, 2016 and collect and report data using the SHAPE system protocol.
31. The SUBGRANTEE agrees to submit data as requested by the Office for a Safe and Respectful Learning Environment for use in the annual report – covering July 1, 2016 –June 30, 2017. (More information will be coming regarding the requested data.)
32. If it is determined that a SUBGRANTEE is not implementing the programs or services for which it received money, or does not meet performance levels, a plan of corrective action will be developed with NDE review and approval.
33. Any remaining balance of funds must not be committed for expenditure after June 30, 2016, and will be reverted to the State General Fund after all payments of money committed have been made.
34. SUBGRANTEE'S will work to get Release of Information permissions so that providers can coordinate with indicated supports and services.
35. SUBGRANTEE agrees to submit an Annual Financial Report by August 15, 2016.
36. SUBGRANTEE'S who are in non-compliance with any NDE office or regulations are ineligible to receive funds for this grant.

Signature of Authorized Person

Date

PART III EVALUATION RUBRIC

Discipline Data Disaggregated to Subgroup Populations

Indicators	Does not meet Requirements	Meets Requirements	Exceeds Requirements
<ul style="list-style-type: none"> • Clear demographic data is reported regarding suspensions, expulsions, and referrals. 			
<ul style="list-style-type: none"> • Subgroup population data is clearly disaggregated. 			
Total Points for section:			5

Plan to support wellness of students

Indicators	Does not meet Requirements	Meets Requirements	Exceeds Requirements
1. Describes how students wellness needs will be met through specific implementation goals.			
2. Shows a clear understanding of gaps in services and how a social worker could help fill those gaps.			
3. Shows clear alignment with the NDE Theory of Action			
Total Points for section:			15

Description of school need

Indicators	Does not meet Requirements	Meets Requirements	Exceeds Requirements
<ul style="list-style-type: none"> The description of needs supports that there would be a strong 'value added' if the school was awarded a Social Worker/mental health professional 			
<ul style="list-style-type: none"> Uses existing data sources to indicate need, or describes a plan for building capacity to access necessary data to show need. 			
Total Points for section:			25

Proposed Use of Funds/Budget

Indicators	Does not meet Requirements	Meets Requirements	Exceeds Requirements
<ul style="list-style-type: none"> Provides strong justification for the costs of the project. 			
<ul style="list-style-type: none"> Provides detailed descriptions for all budget categories. 			
<ul style="list-style-type: none"> The budget and budget justification are directly tied to the proposed projects. 			
Total Points for section:			5

Previously funded schools only

Indicators	Does not meet Requirements	Meets Requirements	Exceeds Requirements
<ul style="list-style-type: none"> Provides strong evidence that they used the past funds well. 			
<ul style="list-style-type: none"> Provides clear support for how the past project aligned with the Theory of Action. 			
<ul style="list-style-type: none"> Gave clear indication that there would be significant benefit if this position was awarded again. 			
Total Points for section:	-10		+25

Office for a Safe and Respectful Learning Environment

Mission Statement:

The mission of the Office for a Safe and Respectful Learning Environment is to train, empower, educate, collaborate, advocate and intervene in order to ensure that every student in Nevada, regardless of any differing characteristic or interest feels fully protected physically, emotionally, and socially. We believe that by creating a safe environment, one which is fostered by a caring adult relationship, all children will thrive to meet their passions and aspirations. This office is responsible for the foundational four levels of a hierarchy of learning: physical needs, safety, belonging, and self-esteem.

Theory of Action:

