

# REQUEST FOR APPLICATION: SCHOOL SAFETY FUNDING

## School Safety Facility Improvements

Application is Due:

**February 10, 2020 5:00 pm**

**Funding Period:** February 28, 2019 - June 30, 2021

### Applications:

Each school district or charter school will submit **ONE** application on behalf of those schools that wish to apply for funding from the School Safety account. Applications should be submitted electronically to:

**Christy McGill**, Director

[cmcgill@doe.nv.gov](mailto:cmcgill@doe.nv.gov)

**Amber Reid**, Education Programs Professional

[areid@doe.nv.gov](mailto:areid@doe.nv.gov)

Issued by the:

Nevada Department of Education (NDE)

Office for a Safe and Respectful Learning Environment (OSRLE)



### Please address questions to:

Candace Bortolin

[schoolsocialwork@doe.nv.gov](mailto:schoolsocialwork@doe.nv.gov)

Direct: 775-687-9214

### Restrictions/Conditions:

This request for new funding application is open to all Nevada school districts and charter academies on behalf of those schools that wish to apply for School Safety Facility Improvements funding from the School Safety account. Applicants who have not yet received funding will be reviewed and awarded first and applicants who have

## ***NDE: RFA for School Safety Funding (FY 20 and FY 21)***

already received funding will be placed on a “pending available funds” list. Please take in to account the short timeline of these funds when budgeting. Overestimating and not spending funds means that your partner districts and charters miss out on school safety resources. Projects do fall through; if this happens, please let NDE know as soon as possible, so we can award schools from the pending available funds list. Thank you for your teamwork ensuring all NV staff and students are safe.

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## **PART I: Application Requirements and Guidelines**

### **A. Introduction**

In the spring of 2018, former Governor Brian Sandoval convened a statewide School Safety Task Force following the tragic shooting at Marjorie Stoneman Douglas High School in Parkland, Florida on February 14, 2018. Task force members were charged with examining elements that contribute to safe and respectful learning environments and with making recommendations regarding policy or fiscal improvements to support comprehensive school safety. The Task Force met throughout the following six months and delivered a [Final Report](#) of recommendations to Governor Sandoval on November 1, 2018. Following the acceptance of the Final Report by newly elected Governor Steve Sisolak, those recommendations translated into policy recommendations and budget enhancements which were included for consideration by the 80<sup>th</sup> (2019) Session of the Nevada Legislature.

The passage of several key bills during the 2019 Legislative Session constitutes a comprehensive approach to school safety with both policy and fiscal enhancements to support a holistic approach to the creation of safe and respectful learning environments. These bills include Senate Bill 89, which was an all-inclusive omnibus bill reflecting the final recommendations of the School Safety Task Force, as well as Senate Bills [528](#), [551](#), and [555](#), which appropriate funding to support the comprehensive approach envisioned by the Task Force.

This application creates the mechanism for compliance with those Legislative mandates while supporting districts, charters, and schools in efforts to meet the unique needs of their school communities. It also acts as an agreement between LEA's and the SEA for creating the conditions necessary to support collaborative and responsive partnership as we work toward safer schools for all students and all staff.

### **B. Eligible Applicants**

This request for new funding application is open to all Nevada school districts and charter academies on behalf of those schools that wish to apply for funding from the School Safety account.

### **C. Goals**

The School Safety account was created in response to the recommendations included in the Final Report of the statewide School Safety Task Force (SSTF), which is attached in Part IV for your reference. The goals for each of the programs included in this application align with those recommendations as well as Legislative intent as captured in the policy and appropriations bills that created this funding. A brief description of the goals for each program is listed below, however additional information can be found in the Final Report of the SSTF, the Funding Legend, and within the language of each bill.

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**School Safety Facility Improvements:** This appropriation provides for a one-time allocation to support capital improvements based on a school facility safety audit which has been conducted within the previous 4 years and by an approved vendor, contractor, or qualified district/charter employee who meets the qualifications to be a School Safety Specialist, as outlined in Section 7.5 of Senate Bill 89. Approved capital improvement projects must be identified in the school safety audit. This is the only program under the School Safety account for which unexpended award funds will carry forward from fiscal year 2020 to fiscal year 2021.

**D. Funding Information**

Available Funds:

More information regarding funding for each program can be found in Part IV under the Funding Legend and in the Budget Instructions.

	<b>CAT 21 - School Facility Improvements (All Counties Eligible)</b>	<b>CAT 23 - School Facility Improvements (All Counties except Washoe &amp; Clark are eligible)</b>
<b>SFY2020 Allocation</b>	\$7,500,000.00	\$8,340,845.00
<b>Awarded round 1 (SFY20)</b>	\$ (789,000.00)	\$ (6,173,915.05)
<b>Net available for SFY2020</b>	<b>\$6,711,000.00</b>	<b>\$2,166,929.95</b>
<b>SFY2021 Allocation</b>	\$6,672,676.00	\$8,340,845.00
<b>Awarded round 1 (SFY21)</b>	\$-	\$ (2,416,528.00)
<b>Net available for SFY2021</b>	<b>\$6,672,676.00</b>	<b>\$5,924,317.00</b>

Duration of Subgrants:

Awards from this application will be for both Fiscal Year 20 and Fiscal Year 21. Unexpended funding under the Facility Improvements program at the end of FY 20 will be added to the subgrantee’s subaward for FY 21.

Use of Funds and Unauthorized Activities/Expenses:

Please see the Budget Instructions and the Funding Legend in Part IV for more information regarding acceptable uses of funds as well as unauthorized activities and expenses for each program within this School Safety account application.

## **E. Participation, Evaluation, and Reporting**

### **Participation:**

A participation rate of **75%** by all eligible survey takers within each school (all students in grades 5 through 12 except those students which are eligible for Nevada Alternative Assessments, or NAA) on the Nevada School Climate/Social Emotional Learning Survey (NV-SCSEL) or the approved district survey for Washoe and Clark counties is required in order to be considered eligible for School Safety grant funding for FY 20.

The same minimum participation rate requirement must be met on the applicable school climate survey which is administered in the 19-20 school year in order for each participating school to receive continued funding for FY 21.

As identified in the grant Assurances, schools and districts accept School Safety grant funding in accordance with applicable Federal and State statutes, regulations, programs, plans, and applications, and agree to administer the programs in compliance with all provision of such statutes, regulations, applications, policies and amendments thereto, including but not limited to the drafting of job descriptions, job postings, recruitment efforts, public outreach, advocacy, collaborations and partnerships.

### **Evaluation:**

Multiple sources of data will be used to support evaluation of program implementation, including but not limited to school climate data, discipline and behavior data, and end-of-year program survey data. Participation in any external evaluation conducted on behalf of the Department is also required of subgrantees.

### **Reporting:**

As this is a multi-year grant, NDE will require a brief program update due by June 15, 2020, from each district and charter that receives a subaward for FY 20. The program update template will be provided by the Department no later than April 1, 2020. In addition, the state will pull relevant data to assist in evaluation of program efficacy.

If it is determined that a school or district/charter is failing to meet expectations regarding the use of funds within the programs covered under this application the Office for a Safe and Respectful Learning Environment will work directly with subgrantees to create a collaborative action plan to support more effective implementation and use of funds.

## **F. Grant Technical Assistance**

All application materials and guidance documents can be found on the Department's website under the Grants tab. The Office for a Safe and Respectful Environment will provide ongoing collaborative support to subgrantees throughout the biennium, including support for program implementation, the use of a multi-tiered system of supports, general fiscal support and guidance as needed, and the expansion of school based services through Medicaid.

## **G. Review Process**

Applications will be reviewed by an external team comprised of stakeholders from the fields of education, law enforcement, and mental health, and in accordance with Department policies and protocols.

## **H. Review Criteria**

Information regarding the review of applications can be found in the Scoring Rubric included in Part IV. Additionally, approved expenses must fall within the constraints described in this RFA and all supporting documents, including the Budget Instructions and Funding Legend found in Part IV.

Applications must be completed thoroughly and accurately in order to be considered for review; applicants will be notified by OSRLE staff no later than February 7<sup>th</sup> if any portions of the application are missing prior to review by an external team. Succinctness and clarity of information is encouraged in all narrative portions of the application.

Please note that there is no data reporting requirement for inclusion in this application, as the Department has pulled the data (for the 2017-2018 school year) that was collected in previous application cycles and which will be used for consideration in funding decisions for the current application cycle (FY 19-20 and FY 20-21). A similar data pull will be executed for the 2018-2019 school year once that data is available, for evaluation and progress monitoring purposes. The data pull includes for each school:

- Total enrollment
- Special populations (IEP, FRL, EL, Homeless, Migrant)
- Race/Ethnicity
- Discipline data available on Nevada Report Card:
  - Violence to Students
  - Violence to Staff
  - Possession of Weapons
  - Sale or Distribution of Controlled Substances
  - Possession of Controlled Substances
  - Possession of Alcohol
  - Habitual Discipline
  - Habitual Truants
  - Bullying and cyberbullying

## *NDE: RFA for School Safety Funding (FY 20 and FY 21)*

### **I. Proposed Timeline**

Date	Deadline
Jan. 7, 2020	Application and guidance released by NDE.
Feb. 10, 2020	Applications due to NDE on or before 5:00pm on this date.
Feb. 11-12, 2020	Application components reviewed by NDE staff.
Feb. 21, 2020	Applications scored by external review team.
Feb. 28, 2020	Applicants will be notified of award status.
June 15, 2020	Program status report due to NDE (template to be provided by NDE; data to be pulled by NDE).
June 30, 2020	Final deadline for expenditures or budget encumbrances against the subgrant award for FY 20.
Sept. 30, 2020	Fiscal year 2020 Final Financial Report (FFR) due to NDE on or before this date.
June 30, 2021	Final deadline for expenditures or budget encumbrances against the subgrant award for FY 21.
Sept. 30, 2021	Fiscal year 2021 Final Financial Report (FFR) due to NDE on or before this date.

## **PART II: APPLICATION**

### **District/Charter Contact Information**

District/Charter Academy:

Superintendent:

Address:

Email:

Phone number:

### **Additional District Contact Information (as applicable):**

District Contact Person:

Title/Role:

Address:

Email:

Phone number:

District Contact Person:

Title/Role:

Address:

Email:

Phone number:

## PART II: APPLICATION

### School Safety Facility Improvements

- *All questions in each portion of the application must be addressed completely.*
- *Unsolicited attachments will not be reviewed; please do not include any vignettes, case notes, etc. and do not include any personally identifiable information.*
- *NDE reserves the right to require awardees to amend any and all applications before sub-grant funding is awarded.*
- **Applications must be received by the Office for a Safe and Respectful Learning Environment ON OR BEFORE Feb. 10 2020, by 5:00 P.M. (PDT).**

#### School List

Complete the attached “School Safety – Facility Improvement List” spreadsheet, indicating the schools in your district/charter for which you are applying for capital improvement funds based upon the school facility safety audit, or identify the schools your district/charter plans on implementing site based school facility safety audits.

#### School Facility Safety Audit (10 points)

You must attach a copy of a school facility safety audit which has been conducted within the previous 4 years and by an approved vendor, contractor, or qualified district/charter employee who meets the qualifications to be a School Safety Specialist, as outlined in Section 7.5 of Senate Bill 89.

If your district/charter/schools need to conduct site based school facility safety audits, please include a list of schools that will receive the audit, the potential dates audits will be complete, the cost, and the name of the qualified vendor, contractor, or qualified employee who will be performing these audits.

**Application Questions (10 points each)**

1. Describe how you will use this funding to improve physical safety in the school facilities for which you are applying. Include a brief description of the prioritized needs identified on the school facility safety audit and how these funds will be used to address those needs. This may be presented in a list format.

If your district/charter/schools need to conduct site based safety audits, please include a description of the two-step process of 1) audit and 2) physical improvements made and completed by 6/30/21.

*School Safety RFA Part II – Facility Improvements*

2. Using the data provided with this RFA as well as the findings and recommendations included in the school facility safety audit, provide a brief description of why the facility improvement needs for each of the identified schools were chosen:

If your district/charter/schools need to conduct site based school facility safety audits, please provide a brief description of why the schools were chosen to receive the audit using the data provided with this RFA as well as any other data your school may have that supports this decision.

*School Safety RFA Part II – Facility Improvements*

- 3. Provide a brief anticipated timeline for each of the capital improvement projects for which you are applying, with recognition that all funds from this RFA must be expended no later than June 30, 2021:

If your district/charter/schools need to conduct site based school facility safety audits, please include a timeline of the two-step process of 1) audit 2) physical improvements made and completed by June 30, 2021.

*School Safety RFA Part II – Facility Improvements*

- 4. As some of these funds are split evenly across two fiscal years and must also be fully expended no later than June 30, 2021, describe any anticipated challenges or barriers to meeting those deadlines and actions that will be taken to address those challenges or barriers:



State of Nevada

## Department of Education

### SCHOOL SAFETY ACCOUNT: RFA CHECKLIST

#### ORGANIZATION INFORMATION

Applicant:

Address:

Authorized Contact Name:

Title:

Email Address:

Telephone Number:

Amount Requested:

CHECK	ITEM	DESCRIPTION
	District/Charter Contact Information	Please complete with the contact information for the district/charter level personnel that should be contacted if there are any questions regarding the application.
	Part II: Application – School Safety Facility Improvements	Includes all required sections written with sufficient detail
	Statement of Certification Form	Must be completed and signed in blue ink
	School Safety Grant Required Agreements	Must be completed and signed in blue ink
	General State Assurances	Must be completed and signed in blue ink
	NDE Budget Summary, for both FY 20 and FY 21	Must be completed and signed in blue ink
	NDE Budget Form, for both FY 20 and FY 21	Completed with sufficient narrative to support state project goals and items placed into correct categories
	Program, curricula, or vendor estimates, as applicable	Please attach information regarding estimated or real costs for any facility improvements



State of Nevada

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## Department of Education

### GENERAL STATE GRANT ASSURANCES

NAME OF DISTRICT/AGENCY:

FISCAL YEAR:

GRANT/PROGRAM NAME:

PROJECT NUMBER:

**I hereby certify that, to the best of my knowledge, the information in this application is correct. The applicant designated hereby applies for a grant of State funds. The local Board of Trustees/Organization has authorized me to file this application and such action is recorded in the minutes of the agency's meeting.**

**The RECIPIENT assures, if awarded a grant or contract:**

**The State Agency shall hold all RECIPIENTS to the provisions within the applicable Nevada Revised Statute (NRS) that govern the funds passed through the STATE AGENCY to the RECIPIENT.**

### STATE REGULATIONS

**Shall hold the RECIPIENT to the provisions established by the STATE AGENCY which govern the funds and program:**

1. The RECIPIENT assumes full responsibility for the overall program which includes: fiscal administration, timely submission of required reports, program management including personnel, and meeting the goals and objectives in the approved grant application.
2. The RECIPIENT agrees to fully comply with the evaluation team that will evaluate the effectiveness of this grant. Noncompliance may affect the RECIPIENT'S eligibility in future sub-awards from NDE or result in forfeiture of remaining funds.
3. The RECIPIENT agrees that any funds not committed for expenditures by the end of the grant cycle will be deobligated to State general fund with the Annual Financial Report
4. The RECIPIENT will submit the Final Financials to the Nevada Department of Education (NDE) within 45 days or less from the end of the grant cycle. Noncompliance will result in ineligibility for future sub-grant cycles.

5. All requests for budget amendments must be made in writing and approved prior to expenditure of funds.
6. Monthly requests for reimbursement are due to the NDE by the 15th of the month for the previous month of services.
7. The RECIPIENT agrees to comply with NDE's requirement to submit supporting source documentation with reimbursement requests which will ensure that all costs charged to state grants are allowable.
8. The documentation for all transactions, controls and other significant events must be clear and readily available for examination upon request. All documentation such as invoices or contracts, etc. should be maintained at the RECIPIENT's principal place of business. If they are not, the RECIPIENT must bear the cost of making original documents available for examination by the State.
9. Personnel employed as teachers and instructional aides by the RECIPIENT or personnel contracted to provide such service to the RECIPIENT shall be certified pursuant to the provisions of NRS 386.590 (as amended by Senate Bill 509 of the 2015 Session of the Nevada Legislature, Chapter 238, Statutes of Nevada (2015)).
10. The RECIPIENT shall maintain effective control and accountability for all grant funds, property, and other assets. Good internal control necessitates that fiscal responsibilities be clearly established. Accounting functions should be separated to the fullest extent possible so that no one person authorizes, executes, and approves the same transactions. Policies covering personnel and accounting procedures and separation of duties must be documented in a policies and procedures manual or other similar document.
11. The RECIPIENT must maintain continuing responsibility for the overall program. This includes the establishment of written policies and procedures for program operations. The following areas must not be delegated to Recipients or persons who are not employees or officials of the RECIPIENT organization:
  - a. Being informed of and accountable for all program income and expenditures;
  - b. Performance of timely written evaluations of the program, and monitoring of established goals and objectives as written in the program's grant award;
  - c. Financial reports and all other reports required by NDE including monthly Requests for Funds, required quarterly progress reports and final program reports (as applicable);
  - d. Administration of the program in accordance with each agency's administrative practice.
12. If the RECIPIENT decides to establish a policy-making body (or is required either by law or by funding source to establish such a body), its roles and responsibilities must be clearly defined. This must be approved by the Program Director.

13. Any activities that deviate from the scope of work/goals and objectives identified in the grant agreement must receive prior written approval from the Education Programs Professional and may require an amendment to the grant agreement.
14. RECIPIENTS must notify the Education Programs Professional immediately regarding any legal action or negative publicity related to grant-funded events, activities, services, purchases, or outreach.
15. All instructions, requirements, rules and regulations for grants administered through the RECIPIENT are applicable to Recipients, contracts or other mechanisms passing on these funds. It is the responsibility of the RECIPIENT to ensure compliance of Recipients through monitoring, reporting, site visits, fiscal reviews or other means. NDE may implement probationary measures with the RECIPIENT for noncompliance.
16. Indirect costs are not allowed on State grants or contracts to school districts, charter schools, non-profit organization, NSHE or other entities, which are funded in whole or in any part with State funds.
17. No organization may participate in the grant-funded project in any capacity or be a recipient of state funds designated for this project if the organization has been debarred or suspended or otherwise found to be ineligible for participation in federal assistance programs under Executive Order 12549, "Debarment and Suspension" (see 45 CFR 92.35). Prior to issuing subawards or contracts under this grant, the RECIPIENT must consult the Excluded Parties List System to ensure that organizations under funding consideration are not ineligible. The list may be accessed online through the System for Award Management (SAM) at <https://www.sam.gov>.
18. Decisions made by Education Program Professionals must be based on the grant agreements, approved budgets, grant assurance, written program policies and procedures, and written fiscal policies and procedures including those in the State Administrative Manual (SAM) and in any Nevada Revised Statute or state regulations and guidance that apply to the funding source. If a RECIPIENT disagrees with a decision, the RECIPIENT has the option to dispute the decision by taking the following steps:
  - a. Request in writing that the Education Programs Professional provide:
    1. Documentation upon which a decision is based. Written response will be made within seven (7) working days.
    2. If the disagreement is still unresolved, request in writing that the matter be reviewed by the NDE Program Director, whose decision will be final and will not be open to further discussion or challenge.
    3. All interactions will be conducted with honesty, courtesy, and respect. It is essential that a professional relationship be maintained in order to properly administer the grant and provide effective services in the community.

4. Conduct that interferes with the administration of the grant or negatively impacts the ability to provide effective program services may result in termination of the grant after NDE carefully reviews the circumstances.
5. Timeliness of report submission will be tracked and noted in the grant file. Any extensions or exceptions to requirements must also be noted in the grant file.

Failure to comply with the terms and conditions detailed above may result in the loss of state funds and may be considered grounds for the suspension or termination of this grant.

Signature of Authorized Person

Date

Name and Title

District/Organization



State of Nevada

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## Department of Education

### STATEMENT OF CERTIFICATION

#### School Safety Facilities Improvement

##### SECTION A: APPLICATION FOR A GRANT/SUBGRANT 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 federal or state funds for the School Safety Facilities Improvement. The local Board of Trustees/Organization has authorized me to file this application and such action is recorded in the minutes of the board meeting held on

Signature:  
Authorized Representative

Date:

#### PART I – APPLICANT

**Applicant: (Legal Name of Agency):**

**Mailing Address (Street, P. O. Box, City/ Zip):**

**Name, title and phone number of Applicant:**

**Authorized Contact Person:**

**Name, title and phone number of Applicant:**

**Fiscal Contact Person:**

**Amount of application:**

#### PART II – STATE DEPARTMENT OF EDUCATION USE

**Date Received:**

**Obligation Amount:**

**Reviewer's Signature:**

**Date:**

## PART IV: Guidance Documents

### Budget Instructions

#### Policies and Procedures

- Applicants must use the Budget Expenditure Summary and Narrative form created for and attached to this RFA.
- The attached Budget Expenditure Summary and Narrative should be completed in accordance with the guidelines established in the [NDE Chart of Accounts](#).
- Please note that indirect costs **may not** be applied to state grant funds.

#### Instructions

##### Budget Narratives:

- You must provide a thorough explanation in the narrative of the budget of how the amount being requested has been calculated for each expenditure listed in your budget.
- Be sure to include **all** relevant information, such as hourly rates for personnel, the names of programs/curricula with a list of any costs as well as products/deliverables that those costs include, names of vendors (if known), vendor estimates if available, or estimated costs with calculations or rates used to estimate those costs.

##### Facility Improvements:

- You must provide a copy of a school facility safety audit which has been conducted within the previous 4 years and by an approved vendor, contractor, or qualified district/charter employee who meets the qualifications to be a School Safety Specialist, as outlined in Section 7.5 of Senate Bill 89.
- Requested expenditures must be identified in the school safety audit findings or recommendations.
- Provide copies of estimates from vendors, if available. If vendor estimates are not available, please provide information in the narrative on how the estimated amounts have been calculated.
- You will be able to revise your budget within allowable expenses once you have approved vendor bids, if necessary, however the total amount of the subaward for Facility Improvements for FY 20 may not change in any revisions.
- Unexpended funds from FY 20 will be added to each subgrantee's subaward for FY 21.
- Please note: Funds from SB 555 for facility improvements constitute a one time appropriation which carries across fiscal years until funds are expended. These funds are not available to Washoe or Clark County School Districts; however, the funds from SB 551 are available to all districts and charters in the state.