

# FY 2019

## COPS Office STOP School Violence: School Violence Prevention Program (SVPP)

### Section 13: Narrative Attachment (Project and Budget Description)

This program is designed to provide resources to States, units of local government, Indian tribes, and public agencies (school districts, police departments, sheriff departments, etc.) to improve school security through evidence-based school safety programs and interventions for the following purpose areas:

- Coordination with local law enforcement
- Training for local law enforcement officials to prevent school violence
- Placement and use of metal detectors, locks, lighting, and other deterrent measures
- Acquisition and installation of technology for expedited notification of local law enforcement during an emergency
- Other measures that the COPS Office Director determines may provide improvements in security as outlined in the allowable costs section of this application.

In order for school safety interventions to be most effective, these measures should be incorporated into broader school safety planning and assessment efforts and be designed to meet the unique individualized needs of each school and challenges of each jurisdiction and each school at which they will be implemented. There are a wide-variety of available resources designed to assist local schools in this strategic planning process. Among other things, comprehensive school safety planning should include:

- **Site and risk assessments** that examine the overall safety, accessibility and emergency preparedness of school buildings and grounds and improve jurisdictions understanding of the likelihood of specific threats or hazards. For assistance, please see
  - REMS Site Assess App, an application developed by the REMS TA Center to assist agencies in conducting site assessments, which can be found at online app stores, <https://rems.ed.gov/SITEASSESS.aspx>;
  - *Educational Facilities Vulnerability/Hazard Assessment Checklist*, [https://rems.ed.gov/Docs/ACEF\\_ED\\_Facilitiesvulnerability-Hazardchecklist.Pdf](https://rems.ed.gov/Docs/ACEF_ED_Facilitiesvulnerability-Hazardchecklist.Pdf);
  - *A Guide to School Vulnerability Assessments: Key Principles for Safe Schools*, <https://files.eric.ed.gov/fulltext/ED515952.pdf>.

- Coordinated **emergency operations plans** that are developed in partnership with first responders (law enforcement, fire officials, and emergency medical services personnel), mental health entities, and community partners. For assistance, please see *Guide for Developing High-Quality School Emergency Operations Plans*, [https://rems.ed.gov/docs/rems\\_k-12\\_guide\\_508.pdf](https://rems.ed.gov/docs/rems_k-12_guide_508.pdf).
- Specific efforts, programs and policies designed to ensure **positive school climates** including the physical, social and emotional elements that this entails. For assistance, please see *Department of Education School Climate Surveys (EDSCLS)*, <https://safesupportivelearning.ed.gov/edscls>.
- Developing and implementing a specific on-going **threat assessment processes** and procedures. For assistance, please see *Threat Assessment in Schools: A Guide to Managing Threatening Situations and Creating Safe School Climates*, <https://www2.ed.gov/admins/lead/safety/threatassessmentguide.pdf>.
- **Routine training and drills** to ensure that plans are coordinated and effectively implemented. For assistance, please see *FEMA Toolkit Conducting Exercises and Drills*, <https://training.fema.gov/programs/emischool/el361toolkit/conductingexercisedrills.htm>.
- Maintaining effective **ongoing communication, coordination and partnerships** with all of those involved in school safety efforts within a jurisdiction.
- Regular **updating and review** of planning efforts.

In addition, according to a recent National Institute of Justice report funded as part of the Comprehensive School Safety Initiative, jurisdictions should consider the following items before acquiring and deploying school safety technology:

- A positive school climate is paramount for learning; technology should not create a prison-like atmosphere or generate additional fears.
- Technology cannot compensate for inherent building design weaknesses.
- Without training, technology can prove ineffective.
- Without the appropriate culture, technology can be circumvented.
- Technology may evolve rapidly (and so does the software that may accompany it); consideration must be given to replacement, maintenance, and repair costs.
- Long-term support for the technology is a key factor.
- Technology selection should focus on addressing a specified problem.

**In addition to these recommendations, all school safety equipment and technology implementation should be compliant with all applicable codes, including the building and life safety codes.**

## Narrative attachment instructions

Your application will be evaluated in part based on your ability to demonstrate that the resources that you have requested will be effectively integrated into other comprehensive school safety planning efforts taking place in your jurisdiction and that any technology will be acquired and deployed in a strategic manner.

Please use section 13 of the COPS Office Online Application System to submit the required narrative attachment that is comprised of the project description and the budget description. The narrative will be a significant factor in the application review and approval process. The narrative attachment **should be a single document** divided into two parts. The first part should be the project narrative and must not exceed 8 pages in length. The second part should be the budget narrative which does not count towards the 8 page limit. Please title your narrative as “Project and Budget Narrative” and include your ORI number.

### 1. Project Description

Agencies that seek funding under this program are required to submit a project description. The project description must respond to the solicitation and include the sections outlined here. Failure to provide this information may eliminate your application from consideration. The project description must meet the following requirements:

#### Formatting

- Double-spaced
- 8.5 x 11-inch page
- One-inch margins
- Type no smaller or larger than 12 point, Times New Roman font
- Page numbers. The COPS Office recommends numbering pages “1 of 8,” “2 of 8,” etc.
- PDF files (.pdf) when possible
- Headings and subheadings that correspond to the sections identified in this section of the solicitation.
- **The project description portion must be no fewer than two pages and must not exceed eight pages.** Table of contents and cover pages will not count toward the overall page limit. Executive summaries, abstracts, timelines, graphs, and charts (regardless of pagination in front matter) will count toward overall page limit. Appendices are strongly discouraged. In cases where the applicant’s project narrative exceeds eight pages, reviewers will be instructed to consider *only the first eight pages of the project narrative* in their evaluation.

- Letters of support are required from major partners and other significant stakeholders when a proposed project involves coordination with another jurisdiction or agency (city, county, law enforcement agency, school district, etc.). Letters of support should confirm major partners/significant stakeholders planned involvement and support of the project. Letters of support should be separate attachments and do not count towards the narrative page limit.

Please format your narrative using the following section headings:

**1. School Safety Planning Efforts:**

Please discuss the current state of your comprehensive school safety planning and assessment efforts, including the status of any site and risk assessments, emergency operations plans, school climate improvement efforts and initiatives, threat assessment processes and procedures, training and drills, and local school safety partnerships.

**2. Funding Request and Integration:**

Please discuss how the specific types of evidence based school safety interventions that you are seeking funding for as allowed under this program (see the allowable costs lists and authorized purpose areas) will be integrated into your existing comprehensive school safety planning efforts and will fill specific gaps and needs that you have identified through this process. Please discuss the goals and objectives that you hope to achieve through the implementation of these resources. To the extent possible, please highlight the use of evidence-based strategies and programs. All funding requests items should be linked to the project and support one of our authorized purpose areas under the statute, 34 U.S.C. § 10551(b)(5)-(8).

**3. Management and Implementation Plan:**

Please discuss your management and implementation plan for this award. This should include how you will ensure the effective implementation and oversight of the project; methods of procurement of any technology or other resource; a timeline with key activities and milestones; identification of key partnerships or stakeholders who will play a role in the implementation of this award.

**4. Sustainability Plan:**

Please discuss your plan to sustain these school safety efforts after this award has ceased. Include a discussion of specific actual and potential resources that will be used to ensure the continued implementation of efforts made through this award and if applicable how the equipment and technology will be maintained.

## Additional Resources

In addition to the documents already referenced, the following documents developed through the Comprehensive School Safety Initiative may be helpful to you in the development of your narrative application and request for funding:

### **The Readiness and Emergency Management (REMS) Technical Assistance Center**

Provides excellent interactive tools and other resources to help school planning teams and community partners develop and implement emergency operations plans.

[www.rems.ed.gov](http://www.rems.ed.gov)

### **FEMA Multihazard Emergency Planning for Schools Toolkit**

Provides a wide variety of resources to assist schools in planning and assessments.

<https://training.fema.gov/programs/emischool/el361toolkit/start.htm>

### **The Role of Technology in Improving K-12 School Safety (RAND Corporation)**

Provides a synthesis of expert opinions and a review of the literature regarding school safety technology.

[https://www.rand.org/content/dam/rand/pubs/research\\_reports/RR1400/RR1488/RAND\\_RR1488.pdf](https://www.rand.org/content/dam/rand/pubs/research_reports/RR1400/RR1488/RAND_RR1488.pdf)

### **A Comprehensive Report on School Safety Technology (Johns Hopkins University Applied Physics Laboratory)**

Provides a comprehensive summary of what is currently known regarding the effectiveness of school safety technologies.

<https://www.ncjrs.gov/pdffiles1/nij/grants/250274.pdf>

## 2. Budget Description

The budget narrative portion of your narrative attachment must (1) describe each item requested or group of similar items requested; and (2) link each item or group of items to the proposed SVPP project. Please provide detailed information explaining how the items requested in the budget detail worksheets will be used in implementing your proposed SVPP project. This description should include the item(s) proposed for purchase, their purpose, and how the item(s) relate to the overall project. **Every item included on the budget detail worksheets must be included in the budget description.**

This section is in addition to the budget detail worksheets. The budget should display a clear link between the specific project activities and the proposed budget items. It should not contain any items that are not detailed in the project description. Applicants must submit reasonable budgets based on the resources needed to implement their proposed projects. All items will be reviewed on a case-by-case basis and in context of the allowable and unallowable costs of the program's purpose areas. For more information, please see the "Allowable and Unallowable Costs" section of the complete SVPP Application Guide. **The budget narrative does not count towards the page limit of the project description portion of the narrative attachment.**

## **Instructions for Completing Section 14: Budget Detail Worksheets**

Please (1) describe each item requested or group of similar items requested and (2) link each item or group of items to the SVPP project.

Budget requests may be made in the following categories:

- Civilian or nonsworn personnel (base salary and fringe benefits)
- Equipment/Technology
- Supplies
- Travel/Training
- Contracts/Consultants
- Other costs

**To ensure proper classification of budget requests, please list items in the proper categories.** See the program specific quick user guide and application guide for more information. Each of the categories does not include an exhaustive list of allowable and unallowable costs but rather includes frequent requests and guidance. **The COPS Office reserves the right to deny funding for any items that may not be included in the program-specific application guide.**