

Application for Federal Assistance SF-424

* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>
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* 3. Date Received: <input type="text"/> Completed by Grants.gov upon submission.	4. Applicant Identifier: <input type="text"/>
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5a. Federal Entity Identifier: <input type="text"/>	5b. Federal Award Identifier: <input type="text"/>
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State Use Only:

6. Date Received by State: <input type="text"/>	7. State Application Identifier: <input type="text"/>
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8. APPLICANT INFORMATION:

* a. Legal Name: Pinellas County dba Board of County Commissioners

* b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text"/> 596000800	* c. Organizational DUNS: <input type="text"/> 0552002160000
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d. Address:

* Street1:	<input type="text"/> c/o Office of Management and Budget
Street2:	<input type="text"/> 14 S. Ft. Harrison Ave - 5th FL
* City:	<input type="text"/> Clearwater
County/Parish:	<input type="text"/> Pinellas
* State:	<input type="text"/> FL: Florida
Province:	<input type="text"/>
* Country:	<input type="text"/> USA: UNITED STATES
* Zip / Postal Code:	<input type="text"/> 33756-5105

e. Organizational Unit:

Department Name: <input type="text"/>	Division Name: <input type="text"/>
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f. Name and contact information of person to be contacted on matters involving this application:

Prefix: <input type="text"/> Mr.	* First Name: <input type="text"/> Tim
Middle Name: <input type="text"/>	
* Last Name: <input type="text"/> Burns	
Suffix: <input type="text"/>	

Title: Division Director

Organizational Affiliation:

* Telephone Number: <input type="text"/> 727-464-8441	Fax Number: <input type="text"/>
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* Email: tburns@pinellascounty.org

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

B: County Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

Bureau of Justice Assistance

11. Catalog of Federal Domestic Assistance Number:

16.839

CFDA Title:

STOP School Violence

*** 12. Funding Opportunity Number:**

BJA-2019-15117

* Title:

BJA FY 19 STOP School Violence Prevention and Mental Health Training Program

13. Competition Identification Number:

BJA-2019-16271

Title:

Category An urban area or large county with a population of greater than 500,000

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

*** 15. Descriptive Title of Applicant's Project:**

The Pinellas Prevention and Mental Health Training Program

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant

* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="499,922.00"/>
* b. Applicant	<input type="text" value="0.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="499,922.00"/>

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

a. This application was made available to the State under the Executive Order 12372 Process for review on

b. Program is subject to E.O. 12372 but has not been selected by the State for review.

c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

Yes No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:

Middle Name:

* Last Name:

Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative:

* Date Signed:

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee- 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
19. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

<p>SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL</p> <p>Completed on submission to Grants.gov</p>	<p>TITLE</p> <p>County Administrator</p>
<p>APPLICANT ORGANIZATION</p> <p>Pinellas County dba Board of County Commissioners</p>	<p>DATE SUBMITTED</p> <p>Completed on submission to Grants.gov</p>

Standard Form 424B (Rev. 7-97) Back

Budget Narrative File(s)

* **Mandatory Budget Narrative Filename:**

To add more Budget Narrative attachments, please use the attachment buttons below.

Budget Detail Worksheet

OMB Approval NO.: 1121-0329

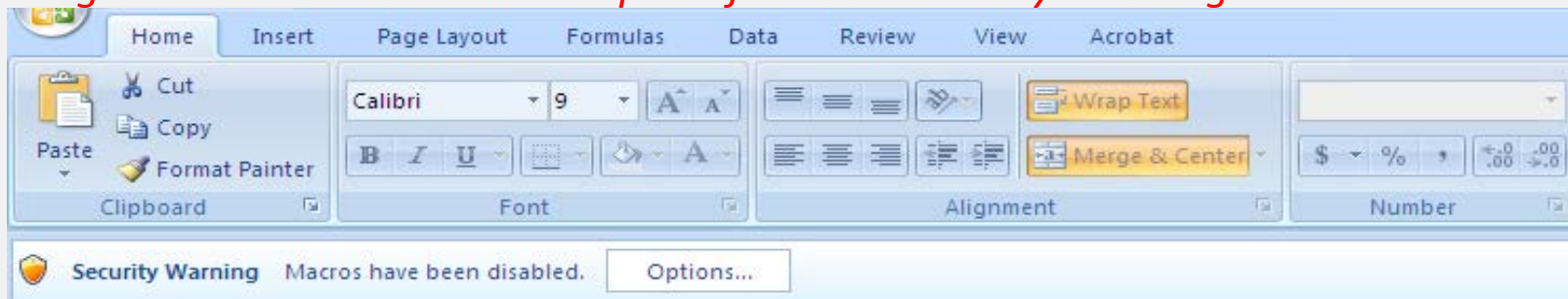
Expires 11/30/2020

For a 508 compliant, accessible version of the Budget Detail Worksheet, use the following link:

<https://oip.gov/funding/Apply/Forms/BudgetDetailWorksheet/BDW508.pdf>

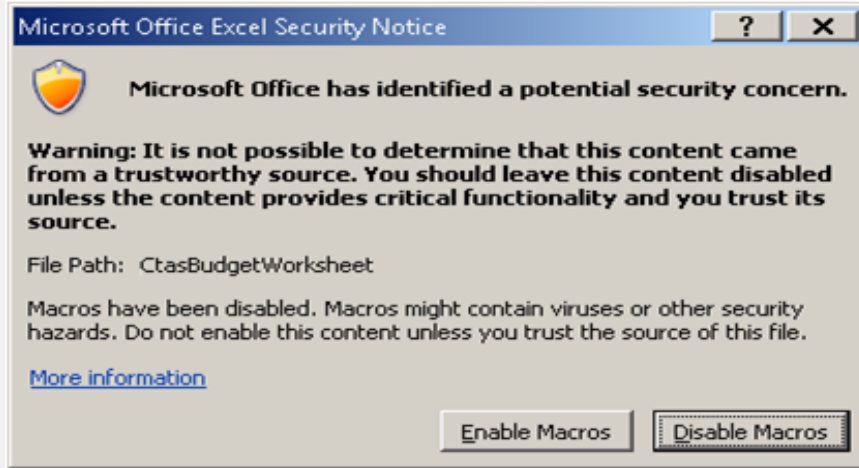
Worksheet Instructions

Note: This document requires macros be enabled to work properly. Please ensure that macros are enabled before entering any data. You may be able to enable macros by choosing the "Enable this content" option from the Security Warning Ribbon above.



If the ribbon is not visible you may have been prompted to enable macros when you opened the document as pictured here. If you elected to disable macros,

Budget Sheet Instructions



please close the document and reopen it with macros enabled.

Purpose:

The Budget Detail Worksheet is provided for your use in the preparation of the budget and budget narrative. All required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be left blank. Indicate any non-federal (match) amount in the appropriate category, if applicable.

How to use this Workbook:

The workbook includes several different worksheets. The first worksheet (this one) is an instruction sheet; the next worksheet includes the budget detail worksheet and narrative for year 1. There are duplicates of this worksheet for years 2-5 that can be completed as necessary. The last worksheet is a Budget Summary. It compiles all of the relevant budget information into a single location and should be reviewed for correctness before the workbook is uploaded to the GMS application.

Step by Step Usage:

1. Please read and print this instruction page. It can be used as a reference while completing the rest of the document.
2. For each budget category, you can see a sample by viewing the 'Budget Detail Example Sheet'.
3. The 'Definitions' tab explains terms used in the instructions for the various budget categories.
4. **Record Retention:** In accordance with the requirements set forth in 2 CFR Part 200.333, all financial records, supporting documents, statistical records, and all other records pertinent to the award shall be retained by each organization for at least three years following the closure of the audit report covering the grant period.
5. The information disclosed in this form is subject to the Freedom of Information Act under U.S.C. 55.2.

Budget Point of Contact Information:

Contact Name:	Last: Conage	First: Dr. Mary	Middle:
Contact Phone:	727-588-6311	Contact Fax: 727-588-6331	Contact Email: conagem@pcsb.org

Worksheet Index:

Tab
Budget Detail - Year 1
Budget Detail - Year 2
Budget Detail - Year 3
Budget Detail - Year 4

Budget Sheet Instructions

Budget Detail - Year 5	
Budget Summary	
Example - Budget Detail Sheet	
Definitions	
Budget Category Descriptions:	
<i>Personnel</i>	List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization. In the budget narrative, include a description of the responsibilities and duties of each position in relationship to fulfilling the project goals and objectives. All requested information must be included in the budget detail worksheet and budget narrative.
<i>Fringe Benefits</i>	Fringe benefits should be based on actual known costs or an approved negotiated rate by a Federal agency. If not based on an approved negotiated rate, list the composition of the fringe benefit package. Fringe benefits are for the personnel listed in the budget category (A) and only for the percentage of time devoted to the project. All requested information must be included in the budget detail worksheet and budget narrative.
<i>Travel</i>	Itemize travel expenses of staff personnel (e.g. staff to training, field interviews, advisory group meeting, etc.). Describe the purpose of each travel expenditure in reference to the project objectives. Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and the unit costs involved. Identify the location of travel, if known; or if unknown, indicate "location to be determined." Indicate whether applicant's formal written travel policy or the Federal Travel Regulations are followed. Note: Travel expenses for consultants should be included in the "Consultant Travel" data fields under the "Subawards (Subgrants)/Procurement Contracts" category.
<i>Equipment</i>	List non-expendable items that are to be purchased (Note: Organization's own capitalization policy for classification of equipment should be used). <u>Expendable</u> items should be included in the "Supplies" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technological advances. Rented or leased equipment costs should be listed in the "Contracts" data fields under the "Subawards (Subgrants)/Procurement Contracts" category. In the budget narrative, explain how the equipment is necessary for the success of the project, and describe the procurement method to be used. All requested information must be included in the budget detail worksheet and budget narrative.
<i>Supplies</i>	List items by type (office supplies, postage, training materials, copy paper, and expendable equipment items costing less than \$5,000, such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project. All requested information must be included in the budget detail worksheet and budget narrative.
<i>Construction</i>	Provide a description of the construction project and an estimate of the costs. Minor repairs or renovations may be allowable and should be classified in the "Other" category. OJP does not currently fund construction programs. Consult with the program office before budgeting funds in this category. All requested information must be included in the budget detail worksheet and budget narrative.

Budget Sheet Instructions

<p><i>Subawards (Subgrants), Procurement Contracts, & Consultant Fees</i></p>	<p>Subawards (see “Subaward” definition at 2 CFR 200.92): Provide a description of the Federal award activities proposed to be carried out by any subrecipient and an estimate of the cost (include the cost per subrecipient, to the extent known prior to application submission). For each subrecipient, enter the subrecipient entity name, if known. Please indicate any subaward information included under budget category G. Subawards (Subgrants)/Procurement Contracts by including the label “(subaward)” with each subaward entry.</p> <p>Procurement contracts (see “Contract” definition at 2 CFR 200.22): Provide a description of the product or service to be procured by contract and an estimate of the cost. Indicate whether the applicant’s formal, written Procurement Policy or the Federal Acquisition Regulation is followed. Applicants are encouraged to promote free and open competition in awarding procurement contracts. A separate justification must be provided for sole source procurements in excess of the Simplified Acquisition Threshold set in accordance with 41 U.S.C. 1908 (currently set at \$150,000).</p> <p>Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of the DOJ grant-making component’s maximum rate for an 8-hour day (currently \$650) require additional justification and prior approval from the respective DOJ grant-making component. All requested information must be included in the budget detail worksheet and budget narrative.</p>
<p><i>Other Costs</i></p>	<p>List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, or provide a monthly rental cost and how many months to rent. All requested information must be included in the budget detail worksheet and budget narrative.</p>
<p><i>Indirect Costs</i></p>	<p>Indirect costs are allowed only if: a) the applicant has a current, federally approved indirect cost rate; or b) the applicant is eligible to use and elects to use the “de minimis” indirect cost rate described in 2 C.F.R. 200.414(f). (See paragraph D.1.b. in Appendix VII to Part 200—States and Local Government and Indian Tribe Indirect Cost Proposals for a description of entities that may not elect to use the “de minimis” rate.) An applicant with a current, federally approved indirect cost rate must attach a copy of the rate approval, (a fully-executed, negotiated agreement. If the applicant does not have an approved rate, one can be requested by contacting the applicant’s cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant’s accounting system permits, costs may be allocated in the direct costs categories. (Applicant Indian tribal governments, in particular, should review Appendix VII to Part 200—States and Local Government and Indian Tribe Indirect Cost Proposals regarding submission and documentation of indirect cost proposals.) Narrative for any indirect costs should clearly state which direct costs the indirect cost agreement is being applied to. All requested information must be included in the budget detail worksheet and budget narrative.</p> <p>In order to use the “de minimis” indirect rate an applicant would need to attach written documentation to the application that advises DOJ of both the applicant’s eligibility (to use the “de minimis” rate) and its election. If the applicant elects the de minimis method, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. In addition, if this method is chosen then it must be used consistently for all federal awards until such time as the applicant entity chooses to negotiate a federally approved indirect cost rate.</p>

Budget Detail - Year 1

Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities? - Y/N
[\(DOJ Financial Guide, Section 3.10\)](#) Yes

A. Personnel

Name <i>List each name, if known.</i>	Position <i>List each position, if known.</i>	Computation <i>Show annual salary rate & amount of time devoted to the project for each name/position.</i>						
		Salary	Rate	Time Worked <i>(# of hours, days, months, years)</i>	Percentage of Time	Total Cost	Non-Federal Contribution	Federal Request
	Prevention and Mental Health Specialist Salary	\$51,118.00	yearly	1	100%	\$51,118	\$0	\$51,118
	Prevention and Mental Health Specialist Extended Duty Pay	\$6,037.50	yearly	1	100%	\$6,038	\$0	\$6,038
	Instructional Staff Stipends	\$61,000.00	yearly	1	100%	\$61,000	\$0	\$61,000
Total(s)						\$118,156	\$0	\$118,156

Narrative

If awarded, PCS will hire a full-time Prevention and Mental Health Specialist (PMHS). The desired credentials are that of a Social Worker, Psychologist, or School Counselor. Prior experience managing a federal grant award is preferred. The PMHS will be 100% dedicated to planning, implementing and monitoring the objectives of the proposed Project SSAVE. This requires building and maintaining proactive and positive working relationships with key school district leadership, personnel, and external organizations; creating and implementing upon action plans; and driving progress towards goals. The PMHS will create an actionable plan to expand and enhance the Sandy Hook Violence Prevention Program throughout Pinellas schools. The ideal candidate will be prepared for tenacious promotion to schools, managing logistics, scheduling programs, and attending events to build awareness. The PMHS will identify and support a youth club and adult advisor within each school; cultivate current and new relationships over time; and report on all implementation and impact metrics. The PMHS will provide oversight for the planning, organization, marketing, implementation, monitoring, tracking and reviewing the success of the Mental Health and Wellness Institute summer training. Additionally, the PMHS will provide, throughout each project year, training implementation oversight and ongoing coaching and technical assistance at school sites.

The PMHS is an instructional salary pay scale, a 10 month contract. The extended duty pay will provide the funds necessary for the PMHS to conduct project activities taking place beyond their contract time.

Extended Duty Pay for PMHS to work during summer months, beyond contractual hours.

7.5hrs/day X \$35/hr = \$262.50/day X 23 days = \$6,037.50

Purpose Area #4

Instructional Staff Stipends - Mental Health and Wellness Champions

Each school will have a dedicated staff member as a Mental Health and Wellness Champion to provide SAVE Promise Club oversight. Additionally, the Champion will be school liaison with district prevention staff for training needs and community liaison for awareness activities. PCS intends to compensate Champions for non-contractual time spent managing school related prevention and mental health initiatives. The compensation is comparable to other school staff club advisors and extra curricular activity coaches. \$500/Champion X 122 schools = \$61,000

B. Fringe Benefits					
Name	Computation				
<i>List each grant-supported position receiving fringe benefits.</i>	<i>Show the basis for computation.</i>				
	Base	Rate	Total Cost	Non-Federal Contribution	Federal Request
Fringe for Prevention and Mental Health Specialist	\$51,118.00	15.91%	\$8,133	\$0	\$8,133
Health & Life Insurance for Prevention and Mental Health Specialist	\$9,285.00	100.00%	\$9,285	\$0	\$9,285
Fringe for Prevention and Mental Health Specialist Extended Duty Pay	\$6,037.50	7.65%	\$462	\$0	\$462
Fringe for Instructional Staff Stipends	\$61,000.00	7.65%	\$4,667	\$0	\$4,667
			Total(s)	\$0	\$22,547
Narrative					

Purpose Area #4

Fringe for Prevention and Mental Health Specialist:
 Retirement (8.26%) + Social Security (6.20%) + Medicare (1.45%) = \$51,118 X 15.91% = \$8132.87
 Health (\$9200) & Life Insurance (\$85): \$9285

Fringe for Prevention and Mental Health Specialist Extended Duty Pay:
 Social Security (6.20%) & Medicare (1.45%) X \$6,037.50 = \$461.87

Fringe for Instructional Staff Stipends:
 Social Security (6.20%) & Medicare (1.45%) X \$61,000 = \$4,667

C. Travel										
Purpose of Travel	Location	Type of Expense	Basis	Computation						
<i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	<i>Indicate the travel destination.</i>	<i>Lodging, Meals, Etc.</i>	<i>Per day, mile, trip, Etc.</i>	<i>Compute the cost of each type of expense X the number of people traveling.</i>						
				Cost	Quantity	# of Staff	# of Trips	Total Cost	Non-Federal Contribution	Federal Request
BJA-sponsored grantee meeting	Washington, DC	Other	N/A	\$790.96	1	1	1	\$791	\$0	\$791
Sandy Hook SAVE Promise Club Summit	Concord, NC	Other	N/A	\$612.00	1	5	1	\$3,060	\$0	\$3,060
Total(s)								\$3,851	\$0	\$3,851
Narrative										

Purpose Area #4

PCS Managing Officer of the Prevention Department, who is providing direct oversight of the grant project, will attend the BJA-sponsored grantee meeting.

Air: \$222.96
 Hotel: \$200/ night X 2 = \$400
 Meals: \$56 X 3 = \$168
 Total = \$790.96

The five adult staff members on the District SAVE Clubs Advisory Board (SAB) will attend the Sandy Hook SAVE Promise Club Summit as participants and will be chaperones for the student SAB members. This annual gathering of student leaders, advisors and advocates showcases successful practices in preventing violence and training participants in effective ways to make their schools and communities safer.

Location TBD. Cost estimate based on the 2019 location, Concord, NC.
 Registration: \$35 X 5 = \$140
 Air: \$390 X 5 = \$1560
 Hotel: \$200 X 5 = \$800
 Meals: \$56 X 2 days = \$112 X 5 = \$560
 Total = \$3,060

D. Equipment

Item	Computation				
<i>List and describe each item of equipment that will be purchased</i>	<i>Compute the cost (e.g., the number of each item to be purchased X the cost per item)</i>				
	# of Items	Unit Cost	Total Cost	Non-Federal Contribution	Federal Request
Laptop for Prevention and Mental Health Specialist	1	\$617.00	\$617	\$0	\$617
Total(s)			\$617	\$0	\$617
Narrative					

Purpose Area #4

The Prevention and Mental Health Specialist will receive a district authorized laptop which includes all software and warranties. This is necessary to perform job responsibilities and communicate effectively. \$617

E. Supplies

Supply Items	Computation				
<i>Provide a list of the types of items to be purchased with grant funds.</i>	<i>Describe the item and the compute the costs. Computation: The number of each item to be purchased X the cost per item.</i>				
	# of Items	Unit Cost	Total Cost	Non-Federal Contribution	Federal Request
Small office supplies and training supplies for Prevention and Mental Health Specialist	1	\$800.00	\$800	\$0	\$800
District SAVE Clubs Advisory Board supplies, materials, and marketing	1	\$800.00	\$800	\$0	\$800
Sandy Hook Promise School Prevention supplies, materials, and marketing (includes \$	122	\$175.00	\$21,350	\$0	\$21,350
Total(s)			\$22,950	\$0	\$22,950

Narrative

The Prevention and Mental Health Specialist will be a new position in need of small office supplies. General training supplies (handouts, binders, highlighters, pens/pencils, chart paper, markers, etc.) will be needed for the Mental Health and Wellness summer trainings. Additional supplies will be needed for ongoing Sandy Hook Promise School Prevention awareness activities. SAVE Promise Clubs and the District SAVE Clubs Advisory Board will receive additional resources for improved marketing and awareness campaigns at schools and throughout the community. Resources will support promotion and implementation of key call to action weeks, school-wide poster making, social media and video campaigns and a local SAVE Summit. By coordinating and leading school and community events and activities at key points throughout the year, they bring awareness to violence prevention and encourage kindness and leadership.

F. Construction

Purpose Area #4

Purpose <i>Provide the purpose of the construction</i>	Description of Work <i>Describe the construction project(s)</i>	Computation <i>Compute the costs (e.g., the number of each item to be purchased X the cost per item)</i>				
		# of Items	Cost	Total Cost	Non-Federal Contribution	Federal Request
				\$0		\$0
Total(s)				\$0	\$0	\$0

Narrative

G. Subawards (Subgrants)					
Description <i>Provide a description of the activities to be carried out by subrecipients.</i>	Purpose <i>Describe the purpose of the subaward (subgrant)</i>	Consultant? <i>Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.</i>			
			Total Cost	Non-Federal Contribution	Federal Request
					\$0
Total(s)			\$0	\$0	\$0

Consultant Travel (if necessary)			
Purpose of Travel <i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	Location <i>Indicate the travel destination.</i>	Type of Expense <i>Hotel, airfare, per diem</i>	Computation <i>Compute the cost of each type of expense X the number of people traveling.</i>
			Duration

Purpose Area #4

			Cost	or Distance	# of Staff	Total Cost	Non-Federal Contribution	Federal Request
						\$0		\$0
Total						\$0	\$0	\$0
Narrative								
H. Procurement Contracts								
Description <i>Provide a description of the products or services to be procured by contract and an estimate of the costs. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source procurements in excess of the Simplified Acquisition Threshold (currently \$150,000).</i>			Purpose <i>Describe the purpose of the contract</i>			Consultant? <i>Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.</i>		
						Total Cost	Non-Federal Contribution	Federal Request
								\$0
Total(s)						\$0	\$0	\$0
Consultant Travel (if necessary)								
Purpose of Travel <i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>		Location <i>Indicate the travel destination.</i>		Type of Expense <i>Hotel, airfare, per diem</i>		Computation <i>Compute the cost of each type of expense X the number of people traveling.</i>		
						Duration		

Purpose Area #4

			Cost	or Distance	# of Staff	Total Cost	Non-Federal Contribution	Federal Request
						\$0		\$0
Total						\$0	\$0	\$0
Narrative								
I. Other Costs								
Description <i>List and describe items that will be paid with grants funds (e.g. rent, reproduction, telephone, janitorial, or security services, and investigative or confidential funds).</i>			Computation <i>Show the basis for computation</i>					
	Quantity	Basis	Cost	Length of Time	Total Cost	Non-Federal Contribution	Federal Request	
					\$0		\$0	
Total(s)						\$0	\$0	\$0
Narrative								

J. Indirect Costs						
Description <i>Describe what the approved rate is and how it is applied.</i>		Computation <i>Compute the indirect costs for those portions of the program which allow such costs.</i>				
		<i>Base</i>	<i>Indirect Cost Rate</i>	<i>Total Cost</i>	<i>Non-Federal Contribution</i>	<i>Federal Request</i>
				\$0	\$0	\$0
Total(s)				\$0	\$0	\$0
Narrative						

Budget Detail - Year 2

Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities? - Y/N
[\(DOJ Financial Guide, Section 3.10\)](#)

A. Personnel

Name <i>List each name, if known.</i>	Position <i>List each position, if known.</i>	Computation <i>Show annual salary rate & amount of time devoted to the project for each name/position.</i>						
		Salary	Rate	Time Worked <i>(# of hours, days, months, years)</i>	Percentage of Time	Total Cost	Non-Federal Contribution	Federal Request
	Prevention and Mental Health Specialist Salary	\$52,040.36	yearly	1	100%	\$52,041	\$0	\$52,041
	Prevention and Mental Health Specialist Extended Duty Pay	\$6,037.50	yearly	1	100%	\$6,038	\$0	\$6,038
	Instructional Staff Stipends	\$61,000.00	yearly	1	100%	\$61,000	\$0	\$61,000
Total(s)						\$119,079	\$0	\$119,079

Narrative

If awarded, PCS will hire a full-time Prevention and Mental Health Specialist (PMHS). The desired credentials are that of a Social Worker, Psychologist, or School Counselor. Prior experience managing a federal grant award is preferred. The PMHS will be 100% dedicated to planning, implementing and monitoring the objectives of the proposed Project SSAVE. This requires building and maintaining proactive and positive working relationships with key school district leadership, personnel, and external organizations; creating and implementing upon action plans; and driving progress towards goals. The PMHS will create an actionable plan to expand and enhance the Sandy Hook Violence Prevention Program throughout Pinellas schools. The ideal candidate will be prepared for tenacious promotion to schools, managing logistics, scheduling programs, and attending events to build awareness. The PMHS will identify and support a youth club and adult advisor within each school; cultivate current and new relationships over time; and report on all implementation and impact metrics. The PMHS will provide oversight for the planning, organization, marketing, implementation, monitoring, tracking and reviewing the success of the Mental Health and Wellness Institute summer training. Additionally, the PMHS will provide, throughout each project year, training implementation oversight and ongoing coaching and technical assistance at school sites.

The PMHS is an instructional salary pay scale, a 10 month contract. The extended duty pay will provide the funds necessary for the PMHS to conduct project activities taking place beyond their contract time.

Extended Duty Pay for PMHS to work during summer months, beyond contractual hours.

7.5hrs/day X \$35/hr = \$262.50/day X 23 days = \$6,037.50

Purpose Area #4

Instructional Staff Stipends - Mental Health and Wellness Champions

Each school will have a dedicated staff member as a Mental Health and Wellness Champion to provide SAVE Promise Club oversight. Additionally, the Champion will be school liaison with district prevention staff for training needs and community liaison for awareness activities. PCS intends to compensate Champions for non-contractual time spent managing school related prevention and mental health initiatives. The compensation is comparable to other school staff club advisors and extra curricular activity coaches. \$500/Champion X 122 schools = \$61,000

B. Fringe Benefits					
Name	Computation				
<i>List each grant-supported position receiving fringe benefits.</i>	<i>Show the basis for computation.</i>				
	Base	Rate	Total Cost	Non-Federal Contribution	Federal Request
Fringe for Prevention and Mental Health Specialist	\$52,040.36	15.91%	\$8,280	\$0	\$8,280
Health & Life Insurance for Prevention and Mental Health Specialist	\$9,285.00	100.00%	\$9,285	\$0	\$9,285
Fringe for Prevention and Mental Health Specialist Extended Duty Pay	\$6,037.50	7.65%	\$462	\$0	\$462
Fringe for Instructional Staff Stipends	\$61,000.00	7.65%	\$4,667	\$0	\$4,667
		Total(s)	\$22,694	\$0	\$22,694
Narrative					

Purpose Area #4

Fringe for Prevention and Mental Health Specialist:
 Retirement (8.26%) + Social Security (6.20%) + Medicare (1.45%) = \$52,040.36 X 15.91% = \$8279.62
 Health (\$9200) & Life Insurance (\$85): \$9285

Fringe for Prevention and Mental Health Specialist Extended Duty Pay:
 Social Security (6.20%) & Medicare (1.45%) X \$6,037.50 = \$461.87

Fringe for Instructional Staff Stipends:
 Social Security (6.20%) & Medicare (1.45%) X \$61,000 = \$4,667

C. Travel

Purpose of Travel <i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	Location <i>Indicate the travel destination.</i>	Type of Expense <i>Lodging, Meals, Etc.</i>	Basis <i>Per day, mile, trip, Etc.</i>	Computation <i>Compute the cost of each type of expense X the number of people traveling.</i>						
				Cost	Quantity	# of Staff	# of Trips	Total Cost	Non-Federal Contribution	Federal Request
Sandy Hook SAVE Promise Club Summit	Concord, NC	Other	N/A	\$612.00	1	5	1	\$3,060	\$0	\$3,060
Total(s)								\$3,060	\$0	\$3,060

Narrative

The five adult staff members on the District SAVE Clubs Advisory Board (SAB) will attend the Sandy Hook SAVE Promise Club Summit as participants and will be chaperones for the student SAB members. This annual gathering of student leaders, advisors and advocates showcases successful practices in preventing violence and training participants in effective ways to make their schools and communities safer.

Location TBD. Cost estimate based on the 2019 location, Concord, NC.

Registration: \$35 X 5 = \$140
 Air: \$390 X 5 = \$1560
 Hotel: \$200 X 5 = \$800
 Meals: \$56 X 2 days = \$112 X 5 = \$560
 Transportation: \$300/ van for 2 days
 Total = \$3,060

Purpose Area #4

D. Equipment						
Item		Computation				
<i>List and describe each item of equipment that will be purchased</i>		<i>Compute the cost (e.g., the number of each item to be purchased X the cost per item)</i>				
		# of Items	Unit Cost	Total Cost	Non-Federal Contribution	Federal Request
				\$0		\$0
Total(s)				\$0	\$0	\$0
Narrative						
E. Supplies						
Supply Items		Computation				
<i>Provide a list of the types of items to be purchased with grant funds.</i>		<i>Describe the item and the compute the costs. Computation: The number of each item to be purchased X the cost per item.</i>				
		# of Items	Unit Cost	Total Cost	Non-Federal Contribution	Federal Request
Refresh general training supplies for Prevention and Mental Health Specialist		1	\$275.00	\$275		\$275
Refresh District SAVE Clubs Advisory Board supplies, materials, and marketing		1	\$275.00	\$275		\$275
Refresh Sandy Hook Promise School Prevention supplies, materials, and marketing (in		122	\$175.00	\$21,350	\$0	\$21,350
Total(s)				\$21,900	\$0	\$21,900
Narrative						

Purpose Area #4

The Prevention and Mental Health Specialist will need to refresh general training supplies for the Mental Health and Wellness summer trainings. (handouts, binders, highlighters, pens/pencils, chart paper, markers, etc.). Additional supplies will be needed for ongoing Sandy Hook Promise School Prevention awareness activities. SAVE Promise Clubs and the District SAVE Clubs Advisory Board will receive additional resources for improved marketing and awareness campaigns at schools and throughout the community. Resources will support promotion and implementation of key call to action weeks, school-wide poster making, social media and video campaigns and a local SAVE Summit. By coordinating and leading school and community events and activities at key points throughout the year, they bring awareness to violence prevention and encourage kindness and leadership.

F. Construction

Purpose <i>Provide the purpose of the construction</i>	Description of Work <i>Describe the construction project(s)</i>	Computation <i>Compute the costs (e.g., the number of each item to be purchased X the cost per item)</i>				
		# of Items	Cost	Total Cost	Non-Federal Contribution	Federal Request
				\$0		\$0
Total(s)				\$0	\$0	\$0

Narrative

G. Subawards (Subgrants)

Description	Purpose	Consultant?	
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Purpose Area #4

Provide a description of the activities to be carried out by subrecipients.		Describe the purpose of the subaward (subgrant)		Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.		
				Total Cost	Non-Federal Contribution	Federal Request
						\$0
Total(s)				\$0	\$0	\$0
Consultant Travel (if necessary)						
Purpose of Travel <i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	Location <i>Indicate the travel destination.</i>	Type of Expense <i>Hotel, airfare, per diem</i>	Computation <i>Compute the cost of each type of expense X the number of people traveling.</i>			
			Cost	Duration or Distance	# of Staff	Total Cost
						\$0
			Total			\$0
Narrative						
H. Procurement Contracts						
Description	Purpose		Consultant?			

Purpose Area #4

<p><i>Provide a description of the products or services to be procured by contract and an estimate of the costs. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source procurements in excess of the Simplified Acquisition Threshold (currently \$150,000).</i></p>		<p><i>Describe the purpose of the contract</i></p>		<p><i>Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.</i></p>							
							Total Cost	Non-Federal Contribution	Federal Request		
									\$0		
Total(s)							\$0	\$0	\$0		
Consultant Travel (if necessary)											
Purpose of Travel		Location		Type of Expense		Computation					
<i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>		<i>Indicate the travel destination.</i>		<i>Hotel, airfare, per diem</i>		<i>Compute the cost of each type of expense X the number of people traveling.</i>					
						Cost	Duration or Distance	# of Staff	Total Cost	Non-Federal Contribution	Federal Request
									\$0		\$0
Total							\$0	\$0	\$0		
Narrative											
I. Other Costs											
Description					Computation						

Purpose Area #4

<i>List and describe items that will be paid with grants funds (e.g. rent, reproduction, telephone, janitorial, or security services, and investigative or confidential funds).</i>	<i>Show the basis for computation</i>						
	Quantity	Basis	Cost	Length of Time	Total Cost	Non-Federal Contribution	Federal Request
					\$0		\$0
Total(s)					\$0	\$0	\$0
Narrative							
J. Indirect Costs							
Description <i>Describe what the approved rate is and how it is applied.</i>		Computation <i>Compute the indirect costs for those portions of the program which allow such costs.</i>					
		Base	Indirect Cost Rate		Total Cost	Non-Federal Contribution	Federal Request
					\$0	\$0	\$0
Total(s)					\$0	\$0	\$0
Narrative							

Purpose Area #4



Budget Detail - Year 3

Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities? - Y/N
[\(DOJ Financial Guide, Section 3.10\)](#)

A. Personnel

Name <i>List each name, if known.</i>	Position <i>List each position, if known.</i>	Computation <i>Show annual salary rate & amount of time devoted to the project for each name/position.</i>						
		Salary	Rate	Time Worked <i>(# of hours, days, months, years)</i>	Percentage of Time	Total Cost	Non-Federal Contribution	Federal Request
	Prevention and Mental Health Specialist Salary	\$53,083.17	yearly	1	100%	\$53,084	\$0	\$53,084
	Prevention and Mental Health Specialist Extended Duty Pay	\$6,210.00	yearly	1	100%	\$6,210	\$0	\$6,210
	Instructional Staff Stipends	\$61,000.00	yearly	1	100%	\$61,000	\$0	\$61,000
Total(s)						\$120,294	\$0	\$120,294

Narrative

If awarded, PCS will hire a full-time Prevention and Mental Health Specialist (PMHS). The desired credentials are that of a Social Worker, Psychologist, or School Counselor. Prior experience managing a federal grant award is preferred. The PMHS will be 100% dedicated to planning, implementing and monitoring the objectives of the proposed Project SSAVE. This requires building and maintaining proactive and positive working relationships with key school district leadership, personnel, and external organizations; creating and implementing upon action plans; and driving progress towards goals. The PMHS will create an actionable plan to expand and enhance the Sandy Hook Violence Prevention Program throughout Pinellas schools. The ideal candidate will be prepared for tenacious promotion to schools, managing logistics, scheduling programs, and attending events to build awareness. The PMHS will identify and support a youth club and adult advisor within each school; cultivate current and new relationships over time; and report on all implementation and impact metrics. The PMHS will provide oversight for the planning, organization, marketing, implementation, monitoring, tracking and reviewing the success of the Mental Health and Wellness Institute summer training. Additionally, the PMHS will provide, throughout each project year, training implementation oversight and ongoing coaching and technical assistance at school sites.

The PMHS is an instructional salary pay scale, a 10 month contract. The extended duty pay will provide the funds necessary for the PMHS to conduct project activities taking place beyond their contract time.

Extended Duty Pay for PMHS to work during summer months, beyond contractual hours.

7.5hrs/day X \$36/hr = = \$270/day X 23 days = \$6,210

Purpose Area #4

Instructional Staff Stipends - Mental Health and Wellness Champions

Each school will have a dedicated staff member as a Mental Health and Wellness Champion to provide SAVE Promise Club oversight. Additionally, the Champion will be school liaison with district prevention staff for training needs and community liaison for awareness activities. PCS intends to compensate Champions for non-contractual time spent managing school related prevention and mental health initiatives. The compensation is comparable to other school staff club advisors and extra curricular activity coaches. \$500/Champion X 122 schools = \$61,000

B. Fringe Benefits					
Name	Computation				
<i>List each grant-supported position receiving fringe benefits.</i>	<i>Show the basis for computation.</i>				
	Base	Rate	Total Cost	Non-Federal Contribution	Federal Request
Fringe for Prevention and Mental Health Specialist	\$53,083.17	15.91%	\$8,446	\$0	\$8,446
Health & Life Insurance for Prevention and Mental Health Specialist	\$9,285.00	100.00%	\$9,285	\$0	\$9,285
Fringe for Prevention and Mental Health Specialist Extended Duty Pay	\$6,210.00	7.65%	\$476	\$0	\$476
Fringe for Instructional Staff Stipends	\$61,000.00	7.65%	\$4,667	\$0	\$4,667
		Total(s)	\$22,874	\$0	\$22,874
Narrative					

Fringe for Prevention and Mental Health Specialist:
 Retirement (8.26%) + Social Security (6.20%) + Medicare (1.45%) = \$53,083.17 X 15.91% = \$8445.53
 Health (\$9200) & Life Insurance (\$85): \$9285

Fringe for Prevention and Mental Health Specialist Extended Duty Pay:
 Social Security (6.20%) & Medicare (1.45%) X \$6,210 = \$475.07

Fringe for Instructional Staff Stipends:
 Social Security (6.20%) & Medicare (1.45%) X \$61,000 = \$4,667

C. Travel

Purpose of Travel <i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	Location <i>Indicate the travel destination.</i>	Type of Expense <i>Lodging, Meals, Etc.</i>	Basis <i>Per day, mile, trip, Etc.</i>	Computation <i>Compute the cost of each type of expense X the number of people traveling.</i>						
				Cost	Quantity	# of Staff	# of Trips	Total Cost	Non-Federal Contribution	Federal Request
			N/A					\$0		\$0
Total(s)								\$0	\$0	\$0

Narrative

Purpose Area #4

D. Equipment						
Item		Computation				
<i>List and describe each item of equipment that will be purchased</i>		<i>Compute the cost (e.g., the number of each item to be purchased X the cost per item)</i>				
		# of Items	Unit Cost	Total Cost	Non-Federal Contribution	Federal Request
				\$0		\$0
Total(s)				\$0	\$0	\$0
Narrative						
E. Supplies						
Supply Items		Computation				
<i>Provide a list of the types of items to be purchased with grant funds.</i>		<i>Describe the item and the compute the costs. Computation: The number of each item to be purchased X the cost per item.</i>				
		# of Items	Unit Cost	Total Cost	Non-Federal Contribution	Federal Request
Refresh general training supplies for Prevention and Mental Health Specialist		1	\$275.00	\$275	\$0	\$275
Refresh District SAVE Clubs Advisory Board supplies, materials, and marketing		1	\$275.00	\$275	\$0	\$275
Refresh Sandy Hook Promise School Prevention supplies, materials, and marketing (in		122	\$175.00	\$21,350	\$0	\$21,350
Total(s)				\$21,900	\$0	\$21,900
Narrative						

Purpose Area #4

The Prevention and Mental Health Specialist will need to refresh general training supplies for the Mental Health and Wellness summer trainings. (handouts, binders, highlighters, pens/pencils, chart paper, markers, etc.). Additional supplies will be needed for ongoing Sandy Hook Promise School Prevention awareness activities. SAVE Promise Clubs and the District SAVE Clubs Advisory Board will receive additional resources for improved marketing and awareness campaigns at schools and throughout the community. Resources will support promotion and implementation of key call to action weeks, school-wide poster making, social media and video campaigns and a local SAVE Summit. By coordinating and leading school and community events and activities at key points throughout the year, they bring awareness to violence prevention and encourage kindness and leadership.

F. Construction

Purpose <i>Provide the purpose of the construction</i>	Description of Work <i>Describe the construction project(s)</i>	Computation <i>Compute the costs (e.g., the number of each item to be purchased X the cost per item)</i>				
		# of Items	Cost	Total Cost	Non-Federal Contribution	Federal Request
				\$0		\$0
Total(s)				\$0	\$0	\$0

Narrative

G. Subawards (Subgrants)

Description	Purpose	Consultant?	
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Purpose Area #4

<i>Provide a description of the activities to be carried out by subrecipients.</i>		<i>Describe the purpose of the subaward (subgrant)</i>		<i>Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.</i>		
				Total Cost	Non-Federal Contribution	Federal Request
						\$0
Total(s)				\$0	\$0	\$0
Consultant Travel (if necessary)						
Purpose of Travel <i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	Location <i>Indicate the travel destination.</i>	Type of Expense <i>Hotel, airfare, per diem</i>	Computation <i>Compute the cost of each type of expense X the number of people traveling.</i>			
			Cost	Duration or Distance	# of Staff	Total Cost
						\$0
			Total		\$0	\$0
Narrative						
H. Procurement Contracts						
Description	Purpose		Consultant?			

Purpose Area #4

<p><i>Provide a description of the products or services to be procured by contract and an estimate of the costs. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source procurements in excess of the Simplified Acquisition Threshold (currently \$150,000).</i></p>		<p><i>Describe the purpose of the contract</i></p>		<p><i>Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.</i></p>							
							Total Cost	Non-Federal Contribution	Federal Request		
									\$0		
Total(s)							\$0	\$0	\$0		
Consultant Travel (if necessary)											
Purpose of Travel		Location		Type of Expense		Computation					
<i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>		<i>Indicate the travel destination.</i>		<i>Hotel, airfare, per diem</i>		<i>Compute the cost of each type of expense X the number of people traveling.</i>					
						Cost	Duration or Distance	# of Staff	Total Cost	Non-Federal Contribution	Federal Request
									\$0		\$0
Total							\$0	\$0	\$0		
Narrative											
I. Other Costs											
Description					Computation						

Purpose Area #4

<i>List and describe items that will be paid with grants funds (e.g. rent, reproduction, telephone, janitorial, or security services, and investigative or confidential funds).</i>	<i>Show the basis for computation</i>						
	Quantity	Basis	Cost	Length of Time	Total Cost	Non-Federal Contribution	Federal Request
					\$0		\$0
Total(s)					\$0	\$0	\$0
Narrative							
J. Indirect Costs							
Description <i>Describe what the approved rate is and how it is applied.</i>		Computation <i>Compute the indirect costs for those portions of the program which allow such costs.</i>					
		Base	Indirect Cost Rate		Total Cost	Non-Federal Contribution	Federal Request
					\$0	\$0	\$0
Total(s)					\$0	\$0	\$0
Narrative							

Purpose Area #4



Budget Detail - Year 4

Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities? - Y/N
[\(DOJ Financial Guide, Section 3.10\)](#)

A. Personnel

Name <i>List each name, if known.</i>	Position <i>List each position, if known.</i>	Computation <i>Show annual salary rate & amount of time devoted to the project for each name/position.</i>						
		Salary	Rate	Time Worked <i>(# of hours, days, months, years)</i>	Percentage of Time	Total Cost	Non-Federal Contribution	Federal Request
						\$0		\$0
Total(s)						\$0	\$0	\$0

Narrative

B. Fringe Benefits

Name <i>List each grant-supported position receiving fringe benefits.</i>	Computation <i>Show the basis for computation.</i>				
	Base	Rate	Total Cost	Non-Federal Contribution	Federal Request
			\$0		\$0
Total(s)			\$0	\$0	\$0

Narrative

Purpose Area #4

C. Travel										
Purpose of Travel	Location	Type of Expense	Basis	Computation						
<i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	<i>Indicate the travel destination.</i>	<i>Lodging, Meals, Etc.</i>	<i>Per day, mile, trip, Etc.</i>	<i>Compute the cost of each type of expense X the number of people traveling.</i>						
				Cost	Quantity	# of Staff	# of Trips	Total Cost	Non-Federal Contribution	Federal Request
			N/A					\$0		\$0
Total(s)								\$0	\$0	\$0
Narrative										

Purpose Area #4

D. Equipment					
Item		Computation			
<i>List and describe each item of equipment that will be purchased</i>		<i>Compute the cost (e.g., the number of each item to be purchased X the cost per item)</i>			
	# of Items	Unit Cost	Total Cost	Non-Federal Contribution	Federal Request
			\$0		\$0
Total(s)			\$0	\$0	\$0
Narrative					
E. Supplies					
Supply Items		Computation			
<i>Provide a list of the types of items to be purchased with grant funds.</i>		<i>Describe the item and the compute the costs. Computation: The number of each item to be purchased X the cost per item.</i>			
	# of Items	Unit Cost	Total Cost	Non-Federal Contribution	Federal Request
			\$0		\$0
Total(s)			\$0	\$0	\$0
Narrative					

Purpose Area #4

F. Construction						
Purpose <i>Provide the purpose of the construction</i>	Description of Work <i>Describe the construction project(s)</i>	Computation <i>Compute the costs (e.g., the number of each item to be purchased X the cost per item)</i>				
		# of Items	Cost	Total Cost	Non-Federal Contribution	Federal Request
				\$0		\$0
			Total(s)	\$0	\$0	\$0
Narrative						
G. Subawards (Subgrants)						
Description	Purpose	Consultant?				

Purpose Area #4

<i>Provide a description of the activities to be carried out by subrecipients.</i>		<i>Describe the purpose of the subaward (subgrant)</i>		<i>Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.</i>		
				Total Cost	Non-Federal Contribution	Federal Request
						\$0
Total(s)				\$0	\$0	\$0
Consultant Travel (if necessary)						
Purpose of Travel <i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	Location <i>Indicate the travel destination.</i>	Type of Expense <i>Hotel, airfare, per diem</i>	Computation <i>Compute the cost of each type of expense X the number of people traveling.</i>			
			Cost	Duration or Distance	# of Staff	Total Cost
						\$0
			Total			\$0
Narrative						
H. Procurement Contracts						
Description	Purpose		Consultant?			

Purpose Area #4

<p><i>Provide a description of the products or services to be procured by contract and an estimate of the costs. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source procurements in excess of the Simplified Acquisition Threshold (currently \$150,000).</i></p>		<p><i>Describe the purpose of the contract</i></p>		<p><i>Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.</i></p>							
							Total Cost	Non-Federal Contribution	Federal Request		
									\$0		
Total(s)							\$0	\$0	\$0		
Consultant Travel (if necessary)											
Purpose of Travel		Location		Type of Expense		Computation					
<i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>		<i>Indicate the travel destination.</i>		<i>Hotel, airfare, per diem</i>		<i>Compute the cost of each type of expense X the number of people traveling.</i>					
						Cost	Duration or Distance	# of Staff	Total Cost	Non-Federal Contribution	Federal Request
									\$0		\$0
Total							\$0	\$0	\$0		
Narrative											
I. Other Costs											
Description					Computation						

Purpose Area #4

<i>List and describe items that will be paid with grants funds (e.g. rent, reproduction, telephone, janitorial, or security services, and investigative or confidential funds).</i>	<i>Show the basis for computation</i>						
	Quantity	Basis	Cost	Length of Time	Total Cost	Non-Federal Contribution	Federal Request
					\$0		\$0
Total(s)					\$0	\$0	\$0
Narrative							
J. Indirect Costs							
Description <i>Describe what the approved rate is and how it is applied.</i>	Computation <i>Compute the indirect costs for those portions of the program which allow such costs.</i>						
	Base	Indirect Cost Rate		Total Cost	Non-Federal Contribution	Federal Request	
				\$0		\$0	
Total(s)					\$0	\$0	\$0
Narrative							

Purpose Area #4



Budget Detail - Year 5

Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities? - Y/N
[\(DOJ Financial Guide, Section 3.10\)](#)

A. Personnel

Name <i>List each name, if known.</i>	Position <i>List each position, if known.</i>	Computation <i>Show annual salary rate & amount of time devoted to the project for each name/position.</i>						
		Salary	Rate	Time Worked <i>(# of hours, days, months, years)</i>	Percentage of Time	Total Cost	Non-Federal Contribution	Federal Request
						\$0		\$0
Total(s)						\$0	\$0	\$0

Narrative

B. Fringe Benefits

Name <i>List each grant-supported position receiving fringe benefits.</i>	Computation <i>Show the basis for computation.</i>				
	Base	Rate	Total Cost	Non-Federal Contribution	Federal Request
			\$0		\$0
Total(s)			\$0	\$0	\$0

Narrative

Purpose Area #4

C. Travel										
Purpose of Travel	Location	Type of Expense	Basis	Computation						
<i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	<i>Indicate the travel destination.</i>	<i>Lodging, Meals, Etc.</i>	<i>Per day, mile, trip, Etc.</i>	<i>Compute the cost of each type of expense X the number of people traveling.</i>						
				Cost	Quantity	# of Staff	# of Trips	Total Cost	Non-Federal Contribution	Federal Request
			N/A					\$0		\$0
Total(s)								\$0	\$0	\$0
Narrative										

Purpose Area #4

D. Equipment					
Item		Computation			
<i>List and describe each item of equipment that will be purchased</i>		<i>Compute the cost (e.g., the number of each item to be purchased X the cost per item)</i>			
	# of Items	Unit Cost	Total Cost	Non-Federal Contribution	Federal Request
			\$0		\$0
Total(s)			\$0	\$0	\$0
Narrative					
E. Supplies					
Supply Items		Computation			
<i>Provide a list of the types of items to be purchased with grant funds.</i>		<i>Describe the item and the compute the costs. Computation: The number of each item to be purchased X the cost per item.</i>			
	# of Items	Unit Cost	Total Cost	Non-Federal Contribution	Federal Request
			\$0		\$0
Total(s)			\$0	\$0	\$0
Narrative					

Purpose Area #4

F. Construction						
Purpose <i>Provide the purpose of the construction</i>	Description of Work <i>Describe the construction project(s)</i>	Computation <i>Compute the costs (e.g., the number of each item to be purchased X the cost per item)</i>				
		# of Items	Cost	Total Cost	Non-Federal Contribution	Federal Request
				\$0		\$0
Total(s)				\$0	\$0	\$0
Narrative						
G. Subawards (Subgrants)						
Description	Purpose	Consultant?				

Purpose Area #4

<i>Provide a description of the activities to be carried out by subrecipients.</i>		<i>Describe the purpose of the subaward (subgrant)</i>		<i>Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.</i>		
				Total Cost	Non-Federal Contribution	Federal Request
						\$0
Total(s)				\$0	\$0	\$0
Consultant Travel (if necessary)						
Purpose of Travel <i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	Location <i>Indicate the travel destination.</i>	Type of Expense <i>Hotel, airfare, per diem</i>	Computation <i>Compute the cost of each type of expense X the number of people traveling.</i>			
			Cost	Duration or Distance	# of Staff	Total Cost
						\$0
			Total			\$0
Narrative						
H. Procurement Contracts						
Description	Purpose		Consultant?			

Purpose Area #4

<p><i>Provide a description of the products or services to be procured by contract and an estimate of the costs. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source procurements in excess of the Simplified Acquisition Threshold (currently \$150,000).</i></p>		<p><i>Describe the purpose of the contract</i></p>		<p><i>Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.</i></p>							
							Total Cost	Non-Federal Contribution	Federal Request		
									\$0		
Total(s)							\$0	\$0	\$0		
Consultant Travel (if necessary)											
Purpose of Travel		Location		Type of Expense		Computation					
<i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>		<i>Indicate the travel destination.</i>		<i>Hotel, airfare, per diem</i>		<i>Compute the cost of each type of expense X the number of people traveling.</i>					
						Cost	Duration or Distance	# of Staff	Total Cost	Non-Federal Contribution	Federal Request
									\$0		\$0
Total							\$0	\$0	\$0		
Narrative											
I. Other Costs											
Description					Computation						

Purpose Area #4

<i>List and describe items that will be paid with grants funds (e.g. rent, reproduction, telephone, janitorial, or security services, and investigative or confidential funds).</i>	<i>Show the basis for computation</i>						
	Quantity	Basis	Cost	Length of Time	Total Cost	Non-Federal Contribution	Federal Request
					\$0		\$0
Total(s)					\$0	\$0	\$0
Narrative							
J. Indirect Costs							
Description <i>Describe what the approved rate is and how it is applied.</i>	Computation <i>Compute the indirect costs for those portions of the program which allow such costs.</i>						
	Base	Indirect Cost Rate		Total Cost	Non-Federal Contribution	Federal Request	
				\$0		\$0	
Total(s)					\$0	\$0	\$0
Narrative							

Purpose Area #4



Budget Summary

Budget Summary											
<i>Note: Any errors detected on this page should be fixed on the corresponding Budget Detail tab.</i>											
Budget Category	Year 1		Year 2 (if needed)		Year 3 (if needed)		Year 4 (if needed)		Year 5 (if needed)		Total(s)
	Federal Request	Non-Federal Request	Federal Request	Non-Federal Request	Federal Request	Non-Federal Request	Federal Request	Non-Federal Request	Federal Request	Non-Federal Request	
A. Personnel	\$118,156	\$0	\$119,079	\$0	\$120,294	\$0	\$0	\$0	\$0	\$0	\$357,529
B. Fringe Benefits	\$22,547	\$0	\$22,694	\$0	\$22,874	\$0	\$0	\$0	\$0	\$0	\$68,115
C. Travel	\$3,851	\$0	\$3,060	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,911
D. Equipment	\$617	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$617
E. Supplies	\$22,950	\$0	\$21,900	\$0	\$21,900	\$0	\$0	\$0	\$0	\$0	\$66,750
F. Construction	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
G. Subawards (Subgrants)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
H. Procurement Contracts	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
I. Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Direct Costs	\$168,121	\$0	\$166,733	\$0	\$165,068	\$0	\$0	\$0	\$0	\$0	\$499,922
J. Indirect Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Project Costs	\$168,121	\$0	\$166,733	\$0	\$165,068	\$0	\$0	\$0	\$0	\$0	\$499,922
Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities? - Y/N										Yes	

Definitions

Additional information can be found in the DOJ Financial Guide

[DOJ Financial Guide](#)

Term	Definition
Match	<p>Match is the recipient share of the project costs. Match may either be “in-kind” or “cash.” In-kind match includes the value of donated services. Cash match includes actual cash spent by the recipient and must have a cost relationship to the Federal award that is being matched. (Example: Match on administrative costs should be other administrative costs, not other matching on program costs).</p> <p>Sample Non-Federal Match Calculation: Match Calculation: If the match is 25%, the calculation is as follows: Federal Request: \$350,000 Divided by .75 or 75%: \$466,667 Multiplied by match amount .25 or 25% equal required match amount: \$116,667</p>
Approved Negotiated Rate	Approved Negotiated Rate is any current fringe benefits rate approved for the grant recipient by their cognizant Federal agency.
Expendable	An expendable item is any materials that are consumed during the course of the project such as office supplies, program supplies etc. Expendable items are usually considered to be consumed when issued and are not recorded as returnable inventory.
Non-Expendable	A non-expendable item is tangible property having a useful life of more than two years and an acquisition cost of \$5,000 or more per unit. (Note: Organization’s own capitalization policy may be used for items costing less than \$5,000).
Renovations	Costs incurred for ordinary rearrangements, alterations and restoration of facilities are considered allowable. Special arrangement and alteration costs incurred specifically for the project are allowable with the prior approval of the awarding agency.
Federal Acquisition Regulations	The Federal Acquisition Regulations are established for the codification and publication of uniform policies and procedures for acquisition by all executive agencies. The Federal Acquisition Regulations System consists of the Federal Acquisition Regulation (FAR), which is the primary document, and agency acquisition regulations that implement or supplement the FAR.
Sole Source	<p>Procurement by noncompetitive proposals is procurement through the solicitation from only one source, or after solicitation of a number of sources, competition is determined inadequate.</p> <p>Grant recipients may make the initial determination that competition is not feasible if one of the following circumstances exists:</p> <ol style="list-style-type: none"> 1. <i>The item of service is available only from a single source.</i> 2. <i>The public exigency or emergency for the requirement will not permit a delay resulting from a competitive solicitation.</i> 3. <i>After solicitation of a number of sources, competitions is considered inadequate.</i>

<p>Arm-Length Transaction</p>	<p>A transaction in which the buyers and sellers of a product act independently and have no relationship to each other. The concept of an arm's length transaction is to ensure that both parties in the deal are acting in their own self interest and are not subject to any pressure or duress from the other party.</p> <p>Generally, costs of renting facilities are not allowable where one party to the rental agreement is able to control or substantially influence the actions of the other (e.g. organizations under common control through common officers. Directors or members).</p>
<p>Confidential Funds</p>	<p>Confidential funds are those monies allocated to:</p> <p>Purchase of Services (P/S). This category includes travel or transportation of a non- Federal officer or an informant; the lease of an apartment, business front, luxury-type automobiles, aircraft or boat, or similar effects to create or establish the appearance of affluence; and/or meals, beverages, entertainment, and similar expenses (including buy money and flash rolls, etc.) for undercover purposes, within reasonable limits.</p> <p>Purchase of Evidence (P/E). This category is for P/E and/or contraband, such as narcotics and dangerous drugs, firearms, stolen property, counterfeit tax stamps, and so forth, required to determine the existence of a crime or to establish the identity of a participant in a crime.</p> <p>Purchase of Specific Information (P/I). This category includes the payment of monies to an informant for specific information. All other informant expenses would be classified under P/S and charged accordingly.</p>
<p>Fully Executed Negotiated Agreement</p>	<p>Fully Executed Negotiated Agreement is a signed, approved indirect cost rate agreement which reflects an understanding reached between the grant recipient and the cognizant Federal agency.</p>
<p>Cognizant Federal Agency</p>	<p>The cognizant Federal agency is the Federal agency that generally provides the most Federal financial assistance to the recipient of funds. Cognizance is assigned by the Office of Management and Budget (OMB). Cognizant agency assignments for the largest cities and counties are published in the Federal Register.</p>

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C.1352

OMB Number: 4040-0013
Expiration Date: 02/28/2022

1. * Type of Federal Action: <input type="checkbox"/> a. contract <input checked="" type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. * Status of Federal Action: <input checked="" type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. * Report Type: <input checked="" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change
--	--	--

4. Name and Address of Reporting Entity:

Prime SubAwardee

* Name:

* Street 1: Street 2:

* City: State: Zip:

Congressional District, if known:

5. If Reporting Entity in No.4 is Subawardee, Enter Name and Address of Prime:

6. * Federal Department/Agency: <input type="text" value="Bureau of Justice Assistance"/>	7. * Federal Program Name/Description: <input type="text" value="STOP School Violence"/> CFDA Number, if applicable: <input type="text" value="16.839"/>
---	---

8. Federal Action Number, if known: <input type="text"/>	9. Award Amount, if known: \$ <input type="text"/>
--	--

10. a. Name and Address of Lobbying Registrant:

Prefix * First Name Middle Name

* Last Name Suffix

* Street 1 Street 2

* City State Zip

b. Individual Performing Services (including address if different from No. 10a)

Prefix * First Name Middle Name

* Last Name Suffix

* Street 1 Street 2

* City State Zip

11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when the transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

* Signature:

* Name: Prefix * First Name Middle Name
 * Last Name Suffix

Title: Telephone No.: Date:

Federal Use Only:	Authorized for Local Reproduction Standard Form - LLL (Rev. 7-97)
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**U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS**

OMB Number: 1121-0329
Expiration Date: 11/30/2020

Background

Recipients' financial management systems and internal controls must meet certain requirements, including those set out in the "Part 200 Uniform Requirements" (2.C.F.R. Part 2800).

Including at a minimum, the financial management system of each OJP award recipient must provide for the following:

- (1) Identification, in its accounts of all Federal awards received and expended and the Federal programs under which they were received. Federal program and Federal award identification must include, as applicable, the CFDA title and number, Federal award identification number and year, and the name of the Federal agency.
- (2) Accurate, current, and complete disclosure of the financial results of each Federal award or program.
- (3) Records that identify adequately the source and application of funds for federally-funded activities. These records must contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.
- (4) Effective control over, and accountability for, all funds, property, and other assets. The recipient must adequately safeguard all assets and assure that they are used solely for authorized purposes.
- (5) Comparison of expenditures with budget amounts for each Federal award.
- (6) Written procedures to document the receipt and disbursement of Federal funds including procedures to minimize the time elapsing between the transfer of funds from the United States Treasury and the disbursement by the OJP recipient.
- (7) Written procedures for determining the allowability of costs in accordance with both the terms and conditions of the Federal award and the cost principles to apply to the Federal award.
- (8) Other important requirements related to retention requirements for records, use of open and machine readable formats in records, and certain Federal rights of access to award-related records and recipient personnel.

1. Name of Organization and Address:

Organization Name:

Street1:

Street2:

City:

State:

Zip Code:

2. Authorized Representative's Name and Title:

Prefix: First Name: Middle Name:

Last Name: Suffix:

Title:

3. Phone: 4. Fax:

5. Email:

6. Year Established: <input type="text" value="1912"/>	7. Employer Identification Number (EIN): <input type="text" value="596000800"/>	8. DUNS Number: <input type="text" value="0552002160000"/>
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9. a) Is the applicant entity a nonprofit organization (including a nonprofit institution of higher education) as described in 26 U.S.C. 501(c)(3) and exempt from taxation under 26 U.S.C. 501(a)? Yes No

If "No" skip to Question 10.

If "Yes" skip to Questions 9. b) and 9. c).



**U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS**

OMB Number: 1121-0329
Expiration Date: 11/30/2020

AUDIT INFORMATION

9. b) Does the applicant nonprofit organization maintain offshore accounts for the purpose of paying the tax described in 26 U.S.C. 511(a)?

Yes No

9. c) With respect to the most recent year in which the applicant nonprofit organization was required to file a tax return, does the applicant nonprofit organization believe (or assert) that it satisfies the requirements of 26 C.F.R. 53.4958-6 (which relate to the reasonableness of compensation of certain individuals)?

Yes No

If "Yes", refer to "Additional Attachments" under "What an Application Should Include" in the OJB solicitation (or application guidance) under which the applicant is submitting its application. If the solicitation/guidance describes the "Disclosure of Process related to Executive Compensation," the applicant nonprofit organization must provide -- as an attachment to its application -- a disclosure that satisfies the minimum requirements as described by OJP.

For the purposes of this questionnaire, an "audit" is conducted by an independent, external auditor using generally accepted auditing standards (GAAS) or Generally Governmental Auditing Standards (GAGAS), and results in an audit report with an opinion.

10. Has the applicant entity undergone any of the following types of audit(s)(Please check all that apply):

- "Single Audit" under OMB A-133 or Subpart F of 2 C.F.R. Part 200
- Financial Statement Audit
- Defense Contract Agency Audit (DCAA)
- Other Audit & Agency (list type of audit):

None (if none, skip to question 13)

11. Most Recent Audit Report Issued: Within the last 12 months Within the last 2 years Over 2 years ago N/A

Name of Audit Agency/Firm:

AUDITOR'S OPINION:

12. On the most recent audit, what was the auditor's opinion?

- Unqualified Opinion
- Qualified Opinion
- Disclaimer, Going Concern or Adverse Opinions
- N/A: No audits as described above

Enter the number of findings (if none, enter "0"):

Enter the dollar amount of questioned costs (if none, enter "\$0"):

Were material weaknesses noted in either the report or opinion? Yes No

13. Which of the following best describes your accounting system:

- Manual
- Automated
- Combination of Manual and Automated

14. Does the applicant entity's accounting system have the capability to identify the receipt and expenditure of award funds separately for each Federal award?

Yes No Not Sure

15. Does the applicant entity's accounting system have the capability to record expenditures for each Federal award by budget cost categories shown in the approved budget?

Yes No Not Sure



**U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS**

OMB Number: 1121-0329
Expiration Date: 11/30/2020

16. Does the applicant entity's accounting system have the capability to record cost sharing ("match") separately for each Federal award, and maintain documentation to support recorded match or cost share?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
17. Does the applicant entity's accounting system have the capability to accurately track employees actual time spent performing work for each federal award, and to accurately allocate charges for employee salaries and wages for each federal award, and maintain records to support the actual time spent and specific allocation of charges associated with each applicant employee?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
18. Does the applicant entity's accounting system include budgetary controls to preclude the applicant entity from incurring obligations or costs that exceed the amount of funds available under a federal award (the total amount of the award, as well as the amount available in each budget cost category)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
19. Is the applicant entity familiar with the "cost principles" that apply to recent and future federal awards, including the general and specific principles set out in 2 C.F.R. Part 200?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure

PROPERTY STANDARDS AND PROCUREMENT STANDARDS

20. Does the applicant entity's property management system(s) maintain the following information on property purchased with federal award funds: (1) a description of the property; (2) an identification number; (3) the source of the funding for the property, including the award number; (4) who holds title; (5) acquisition date; (6) acquisition cost; (7) federal share of acquisition cost; (8) location and condition of the property; (9) ultimate disposition information?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
21. Does the applicant entity maintain written policies and procedures for procurement transactions that -- (1) are designed to avoid unnecessary or duplicative purchases; (2) provide for an analysis of lease and purchase alternatives; and (3) set out a process for soliciting goods and services and (4) include standards of conduct the address conflicts of interest?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
22. a) Are the applicant entity's procurement policies and procedures designed to ensure that procurements are conducted in a manner that provides full and open competition to the extent practicable, and to avoid practices that restrict competition?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
22. b) Do the applicant entity's procurement policies and procedures require documentation of the history of a procurement, including the rationale for the method of procurement, selection of contract type, selection or rejection of contractors, and basis for the contract price?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
23. Does the applicant entity have written policies and procedures designed to prevent the applicant entity from entering into a procurement contract under a federal award with any entity or individual that is suspended or debarred from such contracts, including provisions for checking the "Excluded Parties List" system (www.sam.gov) for suspended or debarred sub-grantees and contractors, prior to award?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure

TRAVEL POLICY

24. Does the applicant entity:	
(a) maintain a standard travel policy?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(b) adhere to the Federal Travel Regulation? (FTR)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No



**U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS**

OMB Number: 1121-0329
Expiration Date: 11/30/2020

SUBRECIPIENT MANAGEMENT AND MONITORING

25. Does the applicant entity have written policies, procedures, and/or guidance designed to ensure that any subawards made by the applicant entity under a federal award -- (1) clearly document applicable federal requirements, (2) are appropriately monitored by the applicant, and (3) comply with the requirements in 2 CFR Part 200 (see 2 CFR 200.331)?

- Yes No Not Sure
 N/A - Applicant does not make subawards under any OJP awards

26. Is the applicant entity aware of the differences between subawards under federal awards and procurement contracts under federal awards, including the different roles and responsibilities associated with each?

- Yes No Not Sure
 N/A - Applicant does not make subawards under any OJP awards

27. Does the applicant entity have written policies and procedures designed to prevent the applicant entity from making a subaward under a federal award to any entity or individual who is suspended or debarred from such subawards?

- Yes No Not Sure
 N/A - Applicant does not make subawards under any OJP awards

DESIGNATION AS 'HIGH-RISK' BY OTHER FEDERAL AGENCIES

28. Is the applicant entity designated "high risk" by a federal grant-making agency outside of DOJ? (High risk includes any status under which a federal awarding agency provides additional oversight due to the applicant's past performance, or other programmatic or financial concerns with the applicant.)

- Yes No Not Sure

If "Yes", provide the following:

(a) Name(s) of the federal awarding agency:

(b) Date(s) the agency notified the applicant entity of the "high risk" designation:

(c) Contact information for the "high risk" point of contact at the federal agency:

Name:

Phone:

Email:

(d) Reason for "high risk" status, as set out by the federal agency:

CERTIFICATION ON BEHALF OF THE APPLICANT ENTITY

(Must be made by the chief executive, executive director, chief financial officer, designated authorized representative ("AOR") or other official with the requisite knowledge and authority)

On behalf of the applicant entity, I certify to the U.S. Department of Justice that the information provided above is complete and correct to the best of my knowledge. I have the requisite authority and information to make this certification on behalf of the applicant entity.

Name: Date:

Title: Executive Director Chief Financial Officer Chairman
 Other:

Phone:

Other Attachment File(s)

* Mandatory Other Attachment Filename:

[Add Mandatory Other Attachment](#)

[Delete Mandatory Other Attachment](#)

[View Mandatory Other Attachment](#)

To add more "Other Attachment" attachments, please use the attachment buttons below.

[Add Optional Other Attachment](#)

[Delete Optional Other Attachment](#)

[View Optional Other Attachment](#)

Program Timeline

Objective 1: To provide training sessions to teachers and school personnel designed to recognize and respond to threats of violence and prevent violence on campus.

Objective 2: To provide education sessions and awareness campaigns to students with the intent to prevent violence against others or self.

Activity	Responsibility	Completion Date
Hire Prevention and Mental Health Specialist (PMHS). Obj. 1 & 2	Managing Officer of the Prevention Department	December 2019
Identify and meet with Mental Health and Wellness Champions and at least one Student Services Staff member of each school to build relationships and analyze school needs. Obj. 1 & 2	PMHS	January 2020
Form District SAVE Clubs Advisory Board. Obj. 1 & 2	PMHS	January 2020
Analyze school needs of Sandy Hook Violence Prevention Programs, SAVE Promise Clubs, and other prevention and mental health programs each project year. Obj. 1 & 2	PMHS	February 2020, 2021, and 2022
Create an actionable plan to expand and enhance the Sandy Hook Violence Prevention Program. Obj. 1 & 2	PMHS	March 2020
Review existing Memorandum of Understanding with Sandy Hook Promise. Execute a new one if necessary. Obj. 1 & 2	Executive Director Student Services	April 2020
District SAVE Clubs Advisory Board attends national SAVE Promise Club Summit with grant funds in project years one and two. Obj. 1 & 2	PMHS	April 2020 and 2021
Plan and promote Mental Health and Wellness Institute each project year. Obj. 1	PMHS	May 2020, 2021, and 2022

Conduct Mental Health and Wellness Institute each project year. Obj. 1	PMHS	July 2020, 2021, and 2022
Conduct mandatory planning and training for Mental Health and Wellness Champions each project year. Obj. 1	PMHS	August 2020, 2021, and 2022
SAVE Promise Clubs awareness campaign plan submitted to PMHS each project year. Obj. 1 & 2	Mental Health and Wellness Champions	September 2020, 2021, and 2022
Plan and promote Pinellas SAVE Summit each project year. Obj. 1 & 2	District SAVE Clubs Advisory Board	August 2020, 2021, and 2022
Conduct Pinellas SAVE Summit each project year. Obj. 1 & 2	District SAVE Clubs Advisory Board	September 2020, 2021, and 2022
District SAVE Clubs Advisory Board will meeting quarterly each project year. Obj. 1 & 2	PMHS	September 2022
Pinellas SAVE Promise Clubs newsletter will be published monthly – bimonthly each project year. Obj. 1 & 2	PMHS	September 2022
Conduct two small group planning and training sessions with SAVE Promise Clubs in each of the four county areas each project year. Obj. 1 & 2	PMHS	September 2022
Ongoing coaching and technical assistance to schools each project year. Obj. 1 & 2	PMHS	September 2022
Ongoing activities to promote prevention and mental health wellness programs and awareness campaigns each project year. Obj. 1	PMHS	September 2022
Ongoing monitoring. Obj. 1 & 2	PMHS	September 2022
Quarterly progress report to Executive Director Student Services and Managing Officer of the Prevention Department each project year. Obj. 1 & 2	PMHS	September 2022

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 2205
Instructional

FLSA: Exempt

PREVENTION AND MENTAL HEALTH SPECIALIST

REPORTS TO:

Executive Director, Student Services

SUPERVISES:

Not Applicable

QUALIFICATIONS:

Bachelor's degree from an accredited college or university with state certification in Exceptional Student Education, Student Services, or a related field. Five (5) years of related professional experience, including budget and resource allocation. Demonstrated knowledge of bullying and harassment laws and regulations.

PREFERRED:

Master's degree from an accredited college or university in Exceptional Student Education, Student Services, Educational Leadership, or a related field.

MAJOR FUNCTION

Assists the Executive Director, Student Services in the development and implementation of district-wide prevention and mental health initiatives.

ESSENTIAL RESPONSIBILITIES

- Serves as member of the Student Services Leadership Team.
- Develops and implements processes to monitor prevention and mental health implementation.
- Assists schools in monitoring the integrity of prevention and mental health plans.
- Assists schools in developing processes for entering data in the electronic database system.
- Collects and analyzes data for accurate reporting to the state.
- Provides short- and long-term planning to ensure compliance regarding eligibility and development of prevention and mental health plans for students.
- Collaborates with Student Services staff and schools to resolve disputes that arise with parents and schools.
- Collaborates with district and school staff to plan, conduct, facilitate, and evaluate training and awareness for school-based, district personnel, students and parents. Provide appropriate training with mentoring and support for prevention and mental health initiatives.
- Works directly with students presenting information about prevention and intervention as well as working one-on-one with students as needed.
- Coordinates communication between stakeholders to support effective prevention to optimize student outcomes.
- Demonstrates positive results in the implementation of the Student Services Strategic Plan.
- Utilizes appropriate information systems to monitor outcomes.
- Systematically shares data with district and school staff to assist in the monitoring of safety plans for students.
- Assesses customer satisfaction and plans for improvements.
- Utilizes Student Services Strategic Plan and District Strategic Plan results measures for program evaluation.
- Assists district and school staff in demonstrating full and satisfactory implementation of prevention and mental health initiatives and related State Board of Education Rules.
- Collaborates with the Department of Education, including grant staff, regarding implementation initiatives.
- Participates in required federal compliance monitoring activities.
- Develops and implements a plan for personal professional development.
- Participates in relevant professional organizations.
- Performs other related duties as required.

Lisa M. DePaolo

2400 65th Street N. St Petersburg, FL 33710
(727) 479-7802 Depaolol@pcsb.org

Summary: Highly effective educator with a wide range of skills in leadership, supervision and guidance. Exhibits strong decision making and goal setting practices, with the ability to manage several tasks simultaneously, composed under pressure and highly organized. Demonstrates strong interpersonal skills, compassionate listener and persuasive communicator.

Education:

Education Specialist, Educational Leadership December 2013
National Louis University, Tampa, FL

Master's Degree in Social Work May 2003
Adelphi University, Garden City, NY

Bachelor's Degree in Social Work May 2002
Adelphi University, Garden City, NY

Certifications:

Teaching Certificate #965982- Educational Leadership, Elementary Education Grades K-6, School Social Work Prekindergarten-12. Florida Department of Education (expires June 2022).

Registered Clinical Social Work Intern # ISW7008- Florida Department of Health, Board of Clinical Social Work

Additional Job relating trainings

Autism 101 and 102, Asperger's 101 and 102, 8½ additional hours of ASD training with Autism Training Solutions, Child Abuse Detection/ Prevention, Critical Incident Stress Management, Cultural Competency, Olweus Bully Prevention (Nationally Certified), Prepare Crisis Response (Nationally Certified), Suicide Risk and Threat Assessment, Trauma Informed Care, Resiliency, Restorative Practice (Nationally Certified)

Work Experiences:

Managing Officer, Prevention (August 2018-Present

- Provides leadership in the formulation of goals and objectives and establishes priorities for the district's prevention programs which align to the District Strategic Plan.
- Selection and supervision of personnel in prevention. Selecting and recommending personnel for employment
- Manages personnel issues including recommendations, evaluations, staff problems and professional performance feedback for the Prevention Department
- Develops and monitors program budget. Prepares and approves all payroll
- Serves as the district's prevention programs contact person, and, district liaison with Department of Juvenile Justice, Pinellas/Pasco District Court, law enforcement, and various community agencies in matters concerning drug prevention, bullying and teen dating violence and abuse prevention, LGBTQ support, and other prevention
- Monitors and approves purchases of all supplies and curriculum materials
- Disseminates and implements School Board Policy and Procedures as it relates to students, parents/caregivers, staff, translators, and volunteers in prevention program.
- Serves as the liaison for drug and violence prevention with other school districts.
- Serves and responds as a member of the district crisis response team.
- Create, manage and oversee all Threat Assessment process, procedures and training of all district administrators.
- Oversees all District Threat Assessments. Supports and monitors all school level threat assessments.
- Manages the District Anonymous Reporting System. (Sandy Hook Say Something Anonymous Reporting App SS-ARS).
- Plans and implements training for all administrators, students, and community stakeholders on SS-ARS.

- Manages the data associated with SS-ARS

FACE IT, St. Petersburg, FL (August 2013- August 2018)

Manager

- Manage staff, site supervisors, translators, and volunteers. Oversee students and families who are mandated to participate in program. Organize materials, technology, and data collection, as well as maintaining the safety of all staff and participants by management of facility and working closely with law enforcement if needed.
- Facilitate substance abuse education in a classroom setting to students and families who have been involved in substance abuse incidents within the school setting through the Families Acting Collaboratively to Educate and Involve Teens (FACE IT) program.
- Assist families with attaining additional support and resources for substance abuse and other types of social services during and/or upon completion of the program.
- Developed an online learning site (ELearning Moodle) specific for the FACE IT program facilitators, as well as a site specific for administrators, teachers and PCSB staff.
- Monitors program budget. Prepares and approves all payroll for site supervisors, staff, and translators.
- Organize curriculum training and staff development for the FACE IT staff, including ongoing professional development opportunities.
- Develop, update, and monitor program curriculum in coordination with National Standards and Common Core Standards.
- Corresponds concerns to area superintendents, directors, subject area supervisors and Principals.
- Communicate with appropriate school-based or community agency for students involved with court system, Juvenile Detention Center, probation officers, group homes, alternative schools, and Drop-out Prevention.

Pinellas County School Board, St. Petersburg, FL (September 2004 – August 2013)

School Social Worker

- Create a support system to social workers, school staff and other district personnel, students and families by delivering information regarding Autism Spectrum Disorder awareness and education in best practices and quality programming.
- Facilitate, train and support the social workers and staff of best practices, and identifying quality indicators for students with Autism Spectrum Disorder.
- Provide group and individual counseling to students to support their emotional needs within the school setting.
- Generate a tiered support to students using a Problem-Solving/Response to Intervention approach to ensure appropriate educational services and increase academic engagement.
- Conduct psychosocial assessments with families in order to develop and write Social and Developmental Histories as an integral part of the student evaluation process and educational planning.
- Schedule and conduct training to support professional development goals of the school district within the social work department and individual schools.
- Chaired the School Social Work Department Professional Education Committee organizing, coordinating, developing, and facilitating trainings specifically designed for school social workers.
- Established the New Social Work Orientation Committee and act as chairperson organizing, supervising, and supporting new staff throughout their first year in PCSB.
- Chaired as a member of the School Social Work Department Tech committee to assist staff in technology related issues/trouble-shooting, setting up school board issued computers, and developing/conducting presentations.
- Assigned as a district Problem Solving/ Response to Intervention facilitator.
- Initiated the social work department Inquiry Team providing support, guidance, and direction while organizing monthly meetings, setting up schedules and timelines for the team.
- Proficient and knowledgeable in grant writing.

Sustainability Plan

In 2018, PCS developed a comprehensive physical and psychological school safety plan, a multimillion-dollar project being deployed in phases, based on available funds. If awarded, BJA funds would offset the overall costs, thus, providing a shorter implementation timeline.

With proper oversight, supports and resources, Project SSAVE will provide a most effective and sustainable program in support of 102,181 students and 15,202 employees. The implementation oversight, additional training and resources, ongoing coaching and technical assistance, and increased awareness activities potentially provided with grant funds will set a path forward for sustainable practices to keep PCS students, staff and families safe – extending expertise in the field to provide guidance on targeted violence prevention. Building and maintaining relationships with students and staff throughout the project period will ensure sustainability of the work.

PCS currently has capacity to sustain ongoing prevention and mental health training needs for new staff, students and families beyond the grant period. However, it is believed that by the end of the project, capital outlay funds available from completed school safety projects will sustain the Prevention and Mental Health Specialist position, which PCS believes necessary to continue effectively managing district-wide prevention and mental health initiatives. PCS seeks to position each school to prevent, mitigate and respond to any crisis.

Applicant Disclosure of Pending Applications

The Pinellas County Commission does not have (and is not proposed as a subrecipient under) any pending applications submitted within the last 12 months for federally funded grants or cooperative agreements (or for subawards under federal grants or cooperative agreements) that request funding to support the same project being proposed in this application to OJP and that would cover any identical cost items outlined in the budget submitted as part of this application.

In 2018, the School Board of Pinellas County, Florida (PCSB) developed a comprehensive physical and psychological school safety plan, a multimillion-dollar project being deployed in phases, based on available funds. In addition to being a subrecipient for this application, PCSB is a subrecipient and lead applicant for two pending applications, which include projects that are part of the PCSB comprehensive physical and psychological school safety plan. The proposed projects are complementary, but request funds for different activities and resources. There are not any identical cost items in any of the applications.

Disclosure of Pending Applications Table		
Federal or State Funding Agency	Solicitation Name/Project Name	Name/Phone/Email for Point of Contact at Federal or State Funding Agency
DOJ/Office of Community Oriented Policing Services (COPS Office)	STOP School Violence: School Violence Prevention Program (SVPP)	Phil Keith, Director; www.cops.usdoj.gov COPS Office Response Center at 800-421-6770
PCSB is a subrecipient in a pending application submitted by the Pinellas County Sheriff's Office for funds under the COPS SVPP Program. If awarded, SVPP funds will provide integration of digital site mapping for all schools.		
DOJ/ OJP/ Bureau of Justice Assistance (BJA)	BJA STOP School Violence Technology and Threat Assessment Solutions for Safer Schools Program	The solicitation only provided Grants.gov Customer Support Hotline at 800-518-4726 or 606-545-5035
PCSB is the lead applicant for funds under the BJA Threat Assessment Solutions for Safer Schools Program. If awarded, PCS will redevelop, based on the existing process, an actionable plan to conduct evidence-based threat assessments for all schools and enhance multidisciplinary mental health intervention teams.		



Vision:
100% Student Success

Mission:
"Educate and prepare each student for college, career, and life."

ADMINISTRATION BUILDING
301 Fourth St. SW
PO Box 2942
Largo, FL 33779-2942
Ph. (727) 588-6000

SCHOOL BOARD OF
PINELLAS COUNTY, FLORIDA
Chairperson
Rene Flowers

Vice Chairperson
Carol J. Cook

Lisa N. Cane
Nicole M. Carr, Ph.D.
Bill Dudley
Joanne Lentino
Eileen M. Long

Superintendent
Michael A. Grego, Ed.D.

May 28, 2019

Commissioner Karen Williams Seel
315 Court Street, 5th floor
Clearwater, FL 33756

Dear Commissioner Seel,

On behalf of Pinellas County Schools (PCS), I am pleased to extend this letter of commitment for the Pinellas County Commission's application for funds under the Bureau of Justice Assistance STOP School Violence Prevention and Mental Health Training Program.

The district understands it cannot practice for every health and safety incident which may arise, but can be prepared for emergencies through planning, prevention and training. In the wake of the tragic shooting at Marjory Stoneman Douglas High School, PCS is more committed than ever to promote school safety. The Pinellas Prevention and Mental Health Training Program, Project SSAVE (Students and Staff Against Violence Everywhere) was designed to reduce violent crime through the creation of school safety training and mental health programs for school personnel and students. Project SSAVE will meet the needs of Pinellas regarding the prevention of school violence.

This strategic partnership between PCS and the Pinellas County Commission for improved school safety is critical to comprehensive school safety planning efforts in Pinellas. We look forward to collaborating on another successful school safety project.

Sincerely,

Michael A. Grego, Ed.D.
Superintendent



June 6, 2019

Ms. Karen Williams Seel
Pinellas County Commission Chair
315 Court Street
Clearwater, FL 33756

Dear Commissioner Seel:

On behalf of Sandy Hook Promise (SHP), I am pleased to extend this letter of support for the Pinellas County Commission's application for funds under the Bureau of Justice Assistance STOP School Violence Prevention and Mental Health Training Program.

Sandy Hook Promise is excited that Pinellas County School District (PCS) is committed to expanding and enhancing their Sandy Hook Promise Violence Prevention programming. We fully support the Pinellas Prevention and Mental Health Training Program, Project SSAVE, which was designed to reduce violent crime through the creation of school safety training and mental health programs for school personnel and students. We are confident that Project SSAVE will meet Pinellas' needs regarding the prevention of school violence.

We agree with PCS that a foundation has been set, but there is still much work to be done to build a most effective and sustainable district-wide program. The implementation oversight, additional training and resources, ongoing coaching and technical assistance, and increased awareness activities potentially provided with grant funds will set a path forward for sustainable practices to keep PCS students, staff and families safe. We are especially excited for PCS to be the first school district in the nation to implement a District SAVE Promise Club Advisory Committee modeled after the SHP National SAVE Club Advisory Committee.

SHP believes this strategic partnership between Pinellas County Schools and the Pinellas County Commission for improved school safety is critical to comprehensive school safety planning efforts in Pinellas. SHP looks forward to continuing the violence prevention work that began in Pinellas County Schools (PCS) in 2018 and will continue to be of support to PCS in fulfillment of the SHP mission.

Sincerely,

Terri L. Bennett
Director, Federal Grants

Sandy Hook Promise // 13 Church Hill Road-PO Box 3489, Newtown, CT 06470
TEL: (203) 305-9780 // www.sandyhookpromise.org

Project Abstract

The Project Abstract must not exceed one page and must contain a summary of the proposed activity suitable for dissemination to the public. It should be a self-contained description of the project and should contain a statement of objectives and methods to be employed. It should be informative to other persons working in the same or related fields and insofar as possible understandable to a technically literate lay reader. This Abstract must not include any proprietary/confidential information.

* Please click the add attachment button to complete this entry.

Add Attachment

Delete Attachment

View Attachment

ProjectAbstract.pdf

Project Abstract

The Pinellas County Commission is applying for funds under the Bureau of Justice Assistance STOP School Violence Prevention and Mental Health Training Program. Pinellas is eligible for Category 3 – An urban area or large county with population greater than 500,000. According to the U.S. Census Bureau, the population of Pinellas County, Florida is 975,280. The U.S. Department of the Treasury’s resource webpage lists Pinellas with 16 census tracts designated Qualified Opportunity Zones.

Project SSAVE (Students and Staff Against Violence Everywhere) was designed to reduce violent crime through the creation of school safety training and mental health programs for school personnel and students. As a subrecipient, Pinellas County Schools (PCS) will provide violence prevention training and awareness to school administrators, personnel, and students.

Objective 1: To provide training sessions to teachers and school personnel designed to recognize and respond to threats of violence and prevent violence on campus.

Objective 2: To provide education sessions and awareness campaigns to students with the intent to prevent violence against others or self.

PCS will create an actionable plan to expand and enhance prevention and mental health programs that are either evidence-based or research-based throughout Pinellas schools. With proper oversight, supports and resources, PCS will build a most effective and sustainable program in support of its 102,181 students and 15,202 employees. Each school will be provided with the tools, training, support and follow-up needed to sustain prevention and mental health programs. PCS seeks to position each school to prevent, mitigate and respond to any crisis and disruption by developing a culture of prevention and preparedness.

The research-based Sandy Hook Violence Prevention Program will be expanded and enhanced throughout Pinellas schools. Students will be able to identify at-risk behaviors in their classmates and report the signs to an adult or use an anonymous online reporting system. People who are at-risk of hurting themselves or others often show signs and signals before an act of violence takes place. Students and staff will work to create connectedness and sustain an inclusive culture and community by minimizing social isolation, marginalization and rejection.

PCS will implement a Mental Health and Wellness Institute for prevention and mental health trainings. PCS will offer several program options based on school needs. Additional resources will be provided with ongoing training and technical assistance.

Project Narrative File(s)

* Mandatory Project Narrative File Filename:

Add Mandatory Project Narrative File

Delete Mandatory Project Narrative File

View Mandatory Project Narrative File

To add more Project Narrative File attachments, please use the attachment buttons below.

Add Optional Project Narrative File

Delete Optional Project Narrative File

View Optional Project Narrative File

“Prevention must start before there is a gunman at the school door.”

The Pinellas County Commission is applying for Category 3 funds – An urban area or large county with population greater than 500,000. According to the U.S. Census Bureau, the population of Pinellas County, Florida is 975,280. The U.S. Department of the Treasury’s resource webpage lists Pinellas with 16 census tracts designated Qualified Opportunity Zones.

Program Narrative

1. Statement of the Problem

Many students in Pinellas County Schools (PCS) are exposed to extremely high levels of stress and trauma, including family crises, suicide, violence, or the death of a loved one, fellow student, or staff member. Pinellas has well-rounded and robust health and safety programs and procedures in place. However, crisis preparedness is an ongoing process.

PCS has two **anonymous reporting systems** and accesses the Florida system. These systems enable students and adults to submit secure and anonymous safety concerns 24/7 by website, app or phone to identify and intervene upon at-risk individuals before they hurt themselves or others.

The Sandy Hook Promise **Say Something Anonymous Reporting System (SS-ARS)** was implemented during the 2018-19 school year. PCS has a significant number of SS-ARS reporting tips submitted – higher than school districts of similar size across the nation. Data provided by Sandy Hook Promise for tips received from January 2019 through April 2019 for Pinellas and districts of similar size: Pinellas 470, Houston 465, and Atlanta 156.

Pinellas numbers would be higher if including tips from its **Anonymous Alerts (AA)** reporting system implemented in 2014. For the 2017-18 school year, PCS received 1,726 total AA reports. That number was surpassed in the 2018-19 school year with 2,231 reports through April 2019.

Additionally, in 2018, Florida launched its mobile suspicious activity reporting tool, **FortifyFL**. From January 2019 through April 2019, PCS had 638 tips reported.

“Prevention must start before there is a gunman at the school door.”

PCS had a significant increase during the 2018-2019 school year in the number of students:

- Participating in an education and **prevention program to reduce out-of-school suspensions due to alcohol, tobacco, and other drug possession, use and/or abuse.** Many students self-report their use/ abuse as self-medicating due to mental health issues. 2017-18 school year (N=523); this school year through April 2019 (N=605).
- **Receiving mental health examination and treatment.** 2017-18 school year (N=658); this school year through April 2019 (N=877).

For the 2017-18 school year, Pinellas had more than 10,000 **out-of-school suspensions**. Of those, there were 3,596 against the law or serious breaches of the code of student conduct. This includes incidents severe enough to require involvement of a School Resource Officer or other law enforcement agency (N=1,976). Pinellas is the eighth largest school district in Florida, but had only 83 fewer serious incidents as the largest school district, Miami-Dade (N=3,679). However, Pinellas had 919 more incidents reported to law enforcement than Miami-Dade.

PCS has been conducting **threat assessments** for about nineteen years. This structured group process evaluates risk posed by a student or other person, typically as a response to an actual or perceived threat or concerning behavior. In 2017-18, PCS had 271 threat assessments. As of April 2019, PCS surpassed the total number of threat assessments last school year with 358.

In the wake of the tragic shooting at Marjory Stoneman Douglas High School, which took the lives of 17 Florida students and educators, PCS reviewed numerous existing safety measures and expanded efforts with new initiatives and programs. They can always be updated based on experience, research, and changing vulnerabilities. **The proposed prevention and mental health activities are based upon a thorough internal review of the school district’s existing prevention and mental health plan, which is part of a larger comprehensive physical and**

“Prevention must start before there is a gunman at the school door.”

psychological school safety plan. The following two identified needs are addressed in the project design to build a most effective and sustainable district-wide program.

- Major inconsistencies among schools in the implementation of district prevention and mental health initiatives.
- Insufficient awareness among students, their families and the community.

2. Project Design and Implementation

Project SSAVE (Students and Staff Against Violence Everywhere) was designed to reduce violent crime through the creation of school safety training and mental health programs for school personnel and students. As a subrecipient, PCS will provide violence prevention training and awareness to school administrators, school personnel, and students.

Objective 1: To provide training sessions to teachers and school personnel designed to recognize and respond to threats of violence and prevent violence on campus.

Objective 2: To provide education sessions and awareness campaigns to students with the intent to prevent violence against others or self.

In 2018, Pinellas began a pilot of the nationwide violence prevention program founded by the families of those killed during the Sandy Hook Elementary shooting. **Sandy Hook Promise (SHP)** is a national nonprofit organization that engages and empowers parents, school and community organizations to deliver violence prevention programs.

PCS has been collaborating with Sandy Hook Promise to implement its research-based "Know the Signs" curriculum to school students and staff. It teaches students to identify at-risk behaviors in classmates and report signs to an adult or use an anonymous online reporting system. **People who are at-risk of hurting themselves or others often show signs and signals before an act of violence takes place.** The following programs were part of the pilot program.

“Prevention must start before there is a gunman at the school door.”

"Say Something" teaches students to recognize signs, especially in social media, of individuals who may be a threat to themselves or others and then tell an adult or use an anonymous online reporting system. Tips are monitored and triaged through a crisis center, which immediately alerts the appropriate individuals needed to provide support to the student.

"Start with Hello" teaches students to be more inclusive by minimizing social isolation among their peers – working to create connectedness and sustain an inclusive culture and community by minimizing social isolation, marginalization and rejection.

Sandy Hook Promise helped with recruitment and trained school employee adult champions to start a **Students Against Violence Everywhere (SAVE) Promise Club**. SHP provides ongoing support, such as lesson plans, phone and email contact, and a themed activity calendar.

SAVE Promise Clubs (SPC) empower students to show their leadership, creativity and passion for protecting their friends, schools and communities from violence before it happens. Led by students, they are a powerful approach to preventing violence and victimization because they recognize the unique role that students play in making their schools and communities safer.

Pilot year efforts provided a foundation, but there is much work to be done. With proper oversight, supports and resources, PCS will build a most effective and sustainable program in support of its 102,181 students and 15,202 employees.

Lessons learned from the pilot year.

- There are major inconsistencies among schools in the implementation of SHP programs, SAVE Promise Clubs, and other prevention and mental health initiatives.
- Adult SAVE Promise Clubs champions need additional training.
- The SAVE Promise Clubs would benefit from a District SAVE Club Advisory Board, which functions similar to the National SAVE Club Advisory Board.

“Prevention must start before there is a gunman at the school door.”

- There is insufficient awareness among students, their families and the community.

Project SSAVE Activities:

- 1) Hire a full-time Prevention and Mental Health Specialist.
- 2) Expand and enhance the Sandy Hook Violence Prevention Program.
- 3) Implement a Summer Institute for prevention and mental health training.

If awarded, PCS will hire a full-time Prevention and Mental Health Specialist (PMHS).

The desired credentials are that of a Social Worker, Psychologist, or School Counselor. Prior experience managing a federal grant award is preferred. The PMHS will be 100% dedicated to planning, implementing and monitoring the objectives of Project SSAVE. This requires building and maintaining proactive and positive working relationships with key school district leadership, personnel, and external organizations; creating and implementing upon action plans; and driving progress towards goals. The ideal candidate will be prepared for tenacious promotion to schools, managing logistics, scheduling programs, and attending events to build awareness. The PMHS will identify and support a youth club and adult advisor within each school; cultivate current and new relationships over time; and report on all implementation and impact metrics. The proposed PMHS job description is included as a separate attachment in ‘Other Attachments.’

The Prevention and Mental Health Specialist will create an actionable plan to expand and enhance the Sandy Hook Violence Prevention Program throughout Pinellas schools.

As noted earlier, there are disparities among schools in implementation of prevention and mental health initiatives. PCS believes implementation oversight, additional training and resources, ongoing coaching and technical assistance, and increased awareness activities will remedy this problem. Each school will be provided with the tools, training, support and follow-up needed to sustain Sandy Hook Promise and other prevention and mental health programs.

“Prevention must start before there is a gunman at the school door.”

Mental Health and Wellness Champions (Champion)

Each school has a dedicated staff member as a SAVE Promise Club adult champion. PCS will rebrand this role as Mental Health and Wellness Champion. In addition to SAVE Promise Club oversight, they will be school liaison with district prevention staff for training needs and community liaison for awareness activities. PCS intends to compensate Champions for non-contractual time spent managing school related prevention and mental health initiatives.

The Champions will be supported by the PMHS and other district Student Services staff. The PMHS will build and maintain relationships with new and existing Champions to ensure sustainability of the work. Ongoing coaching and technical assistance will be provided on-site at each school. Prevention and mental health training needs will be assessed to ensure each school has access to the appropriate training to meet its unique needs.

SAVE Promise Clubs (SPC)

SAVE Promise Clubs will receive additional resources for improved marketing and awareness campaigns at their school and throughout the community. Through SAVE Promise Clubs, students organize activities and reminders that reinforce important lessons learned through the SHP Know the Signs programs described earlier. Ongoing activities and reminders create a culture of looking out for one another and preventing violence before it happens – creating safer classrooms, schools and communities now and in the future.

Dedicated student leaders organize action weeks, school-wide poster making, and social media and video campaigns that demonstrate their voice and students creating safer schools. They facilitate lunch discussions on being an upstander and looking out for one another. By coordinating and leading school and community events and activities at key points throughout the year, they bring awareness to violence prevention and encourage kindness and leadership.

“Prevention must start before there is a gunman at the school door.”

Students are assisted with meeting and event logistics – location, time, outside resource people (presenters, speakers) and necessary permissions to conduct activities. The Champion supports with time management and action planning of awareness activities. They disseminate information from the national SAVE Promise Club Newsletter & Activity Calendar to students, as well as, accompany students to presentations and community events.

District SAVE Clubs Advisory Board (SAB)

PCS will implement a District SAVE Clubs Advisory Board with the tools, training, resources and support needed to take all SAVE Promise Clubs to the next level. According to SHP, Pinellas will be the first in the nation to implement this at the district level. It will be modeled after the National SAVE Clubs Advisory Board. The PMHS will create an application process for choosing four Champions to represent each county area. Each Champion will choose two willing student leaders to serve on the board with them. Their key role will be informing student and school engagement, as well as, representing PCS at key district and national events. The PMHS and Champions will support student members, provide insight and feedback on SHP programs and best practices for sustainability, school outreach and engagement.

Chosen students will have demonstrated leadership skills and service in their school and community through their SPC, as well as have experience with SHP programs. These creative and energetic students, along with their solution-oriented and supportive Champions are needed to create new ideas; inform youth-led sustainability best practices; help share SHP Call to Action Weeks and program development and implementation; and attend the national SAVE Youth Summit. They will provide the student voice of the impact of Project SSAVE.

One of the goals of the District SAVE Clubs Advisory Board is to train each SAVE Promise Club in Sandy Hook Promise messaging, programs and goals, while sharing best practices to

“Prevention must start before there is a gunman at the school door.”

inform implementation, delivery and sustainability. Through strong school connections, the SAB will inform what is working, what is missing and what needs improved. It will ensure the PMHS is listening to student needs and goals with program feedback and input. Members will work on assignments such as answering a Question of the Month and writing articles for a newly created Pinellas SAVE Promise Clubs newsletter. After the District SAVE Clubs Advisory Board attends the national SAVE Youth Summit, it will collaborate with SAVE Promise Clubs to organize a Pinellas SAVE Summit. Like the national Summit, this annual Pinellas gathering of students, staff and community will provide successful practices in preventing violence and train participants in effective ways to make their schools and communities safer.

Mental Health and Wellness Institute

This summer training opportunity will be provided by PCS Student Services staff for all interested school and district personnel. Student Services provides district psychological safety supports. This includes Psychological Services, School Social Work, School Health Services (Nursing), K-12 Guidance Services, Prevention Office, 504 Compliance, Financial Aid & Scholarships, and Multi-Tiered System of Supports.

The PMHS will provide oversight for the planning, organization, marketing, implementation, monitoring, tracking and reviewing the success of this training. PCS will offer several training opportunities that are either evidence-based or research-based. Participants will choose those that meet their needs. Existing PCS prevention and mental health program trainings that could be included: (1) Positive Behavior Interventions and Supports, (2) Safe and Civil Schools Classroom Management (CHAMPS), (3) Restorative Practices, (4) Olweus Bullying Prevention, (5) Trauma-Informed Care, (6) Youth Mental Health First Aid, (7) FACE IT Substance Use and/or Abuse program, (8) Jason Foundation Suicide Prevention, (9) Check & Connect Student

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Engagement Model, (10) Culturally Responsive Teaching, (11) Sandy Hook Violence Prevention Program, (12) Strengthen Community Partnerships, (13) Peer Mediation, (14) Second Step Social-Emotional Learning Program, (15) PREPaRE Crisis Response, (16) Triage, and/or (17) Mental Health and Wellness Training.

The PMHS will organize additional resources and ongoing training and technical assistance at school sites, based on individual need, throughout the school year. As mentioned earlier, schools have varying levels of implementation of the above-mentioned prevention and mental health programs. One school may have a strong bullying prevention program, but have a limited number of staff with Youth Mental Health First Aid training. Another may be in need of strengthening their Restorative Practices. PCS seeks to position each school to prevent, mitigate and respond to any crisis and disruption by developing a culture of prevention and preparedness.

As directed, the proposed project timeline is included as a separate attachment in ‘Other Attachments.’

3. Capabilities and Competencies

As the lead applicant, the Pinellas County Commission, under the leadership of Commission Chair, Karen Williams Seel will serve as a pass-through to the School Board of Pinellas County. Pinellas County manages several state and federal grant projects through a department dedicated to grant oversight. They will maintain effective internal control over the award in compliance with federal statutes, regulations, and the terms and conditions of the award. Pinellas County has financial internal controls in place to monitor the use of BJA funds. Quarterly progress reports, a final progress report and any other required reports will be timely submitted.

PCS currently manages over \$100 million in more than 136 local, state, and federal grant projects through the Special Projects Office, a department dedicated to grant oversight. PCS has

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financial internal controls in place to monitor the use of BJA funds and compliance with federal statutes, regulations, and the terms and conditions of the award.

Lisa DePaolo serves PCS as Managing Officer of the Prevention Department. If funded, she will have direct oversight of the proposed project and newly hired Prevention and Mental Health Specialist. Her role is a supervisory position with combined responsibilities directing the prevention staff and acting as the chief prevention consultant for the school system, as well as performing administrative duties, such as budgeting, goal setting, program planning, monitoring, auditing and evaluating. Her resume is included in ‘Other Attachments.’

PCS will comply with DOJ’s Global Justice Information Sharing Initiative guidelines and the Global Standards Package.

4. Plan for Collecting the Data Required for this Solicitation’s Performance Measures

PCS performance measurement will include the regular collection of data to assess whether the correct processes are being performed and desired results are being achieved. The program's performance measures have been reviewed and the numbers, narrative, and other data to be collected are understood. PCS will use existing systems for the collection of data.

The PCS Student Services Wide Information Management System (SSWIMS) captures assessments and services provided to students across a Multi-Tiered System of Supports. SSWIMS identifies the number of students and services provided, as well as, mental health service provider credentials. The Prevention and Mental Health Specialist will ensure all threat assessment reporting information is updated in SSWIMS. In addition, they will record all training information.

As directed, the proposed project sustainability plan is included as a separate attachment in ‘Other Attachments.’