



State of Arizona
Department of Education

**School Safety Program
FY 2015 Competitive Grant Announcement**

Application Instructions

Eligibility

Arizona public schools through their district or charter holder*

Release Date

March 4, 2014

Due Date

April 15, 2014
5:00 PM

Note: programmatic assistance and technical assistance for the on-line grants system is available from 8:00 AM to 5:00 PM. There will be no support available from the program office or GME after 5:00 PM.

How to Apply

An on-line application must be submitted through the Arizona Department of Education's (ADE) Grants Management Enterprise (GME) at www.ade.az.gov/gme. After entering the Common Logon the application will be visible as a FY 14 grant but titled **2015 School Safety Program Competitive Application**.

Additional mandatory documents must be submitted via postal services or email.

Contact Information

For programmatic questions and assistance, contact the School Safety and Prevention Unit, 602-542-8730. For technical assistance with the online system, contact GME, 602-542-3901 or email grants@ade.az.gov.

*Funding to charter holders is contingent upon the Legislature enacting House Bill 2637 making charter schools eligible to apply for the School Safety Program.

School Safety Program 2015 Competitive Application

Program Overview

The intent of the School Safety Program is to place School Resource Officers (SRO) and Juvenile Probation Officers (JPO) on school grounds to contribute to safe school environments that are conducive to teaching and learning. The grant provides seed money for the salary and benefits of these officers as established in ARS §15-155 for the purpose of violence and juvenile delinquency prevention. School Safety Program Officers maintain a visible presence on campus; deter delinquent and violent behaviors; serve as an available resource to the school community; and provide students and staff with Law-Related Education (LRE) instruction and training. Officers are required to teach a minimum of 180 hours of LRE instruction per year. The officer is expected to intervene as a law enforcement officer or juvenile probation officer when necessary.

School Safety Program Guidance Manual

Requirements for the program are contained in the School Safety Program Guidance Manual, developed by the School Safety Program Legislative Oversight Committee. Please read the Guidance Manual in its entirety as it has been modified. An updated Guidance Manual has been provided in the Application Download section of GME.

Pre-application Trainings

Pre-application trainings will be offered **March 20, 2014 in Phoenix, March 21, 2014 in Tucson, and March 25, 2014 in Flagstaff**. Registration can be accessed at: www.ade.az.gov/onlineregistration. Click on "Standards & Assessment: School Safety and Prevention" link. Register as soon as possible because **seating is limited**.

Application Selection and Award

Applications will be reviewed and scored in accordance with the Arizona Department of Education's (ADE) Guidelines and Procedures for Competitive Discretionary Grants. Each site application will be scored independently. Awards will be made to the highest scoring applications up to the dollar amount available for funding. The ADE will process scores and provide funding recommendations to the School Safety Program Legislative Oversight Committee for final approval. Awards are expected to be made by early July.

Project Period

Grants awarded under this program will be funded for three years. Salary requests are guaranteed for the length of the grant and no upward adjustments will be accepted through the three-year grant cycle. If the actual salary of an officer is reduced during the year, an amendment is required to reflect the reduction in salary.

Program Assistance

For questions concerning the application or further information about the School Safety Program, contact Dave Riggs, (602) 542-8730 or davidson.riggs@azed.gov.

Note: programmatic assistance and technical assistance for the on-line grants system is available from 8:00 AM to 5:00 PM. There will be no support available from the program office or GME after 5:00 PM.

Application Overview

The 2015 School Safety Program competitive application is available to new and current grantees. Current grantees are required to complete additional application questions and submit supplementary documentation. For the purposes of this application, a current grantee is a site that received School Safety Program funding from the 2011/2012 school year to the 2013/2014 school year (Three- Year Cycle Grantee) or during the 2013-2014 school year only (Round Two Grantee).

Schools may apply for an officer individually or may propose to share an officer with a partnering school through a joint application with a maximum of two schools. If a current grantee and new grantee apply jointly, the application will be reviewed and scored as a current grantee. Submit all required documents accordingly and complete the compliance portion of the online application. See complete guidance on pages 4 to 5 of this document.

A complete application consists of the following mandatory parts:

	New Grantees	Three-Year Cycle Grantees	Round Two Grantees
1. <u>Online Application submitted via the Grants Management Enterprise (GME)</u>			
– Budget Forms	X	X	X
– District Administrator Information	X	X	X
– Site Level Information	X	X	X
– Officer Information	X	X	X
2. <u>Application Downloads submitted via postal services or email</u>			
– Required Documents Checklist (RDC)	X	X	X
– School Safety Program Operational Plan (OP)	X	X	X
– Cooperative Agreement Signature Page (CASP)	X	X	X
– Activity Log Summary (ALS)		X	X
3. <u>Additional Documents submitted via postal service or email</u>			
– Statement of Officer Salary and Benefits (SOSB)	X	X	X
– Az Safe Violation Report #1 for the 2012-2013 school (Report 2013)	X	X	X
– Az Safe Violation Report #1 or comparable for the 2013-2014 school year (Report 2014)	X	X	X
– Training Attendance Records (TA)		X	X
– School Safety Assessment and Prevention Team meeting documentation (SSAPT)		X	

Additional supportive documentation (limited to an additional three documents, no more than 15 pages in total) may be submitted.

Timeline and Submission

The online portion of the application must be submitted by **5:00 PM on April 15, 2014**. Application documents must be emailed by **5:00 PM** or postmarked via postal mail by **April 15, 2014**. Incomplete or late submissions will not be accepted. Applications missing any of the required documents will be automatically disqualified.

Application packets sent via postal service must include four copies of each document and a completed "Required Documents Checklist" indicating which documents are included for each site. Each document must be clearly identifiable and contain the district/charter holder name and site name in the top right corner. Email submissions must follow the same process (excluding multiple copies) and electronic documents need to be in Word or Adobe format and saved as district name/site name/document name (e.g. RUSD/SmithHS/CASP). All documents should be submitted together in either one email or one postal service submission.

Mail documents to:

Arizona Department of Education, School Safety and Prevention, 1535 W. Jefferson Bin #29, Phoenix, AZ 85007, ATTN: Dave Riggs.

Email documents to:

SSPApplication@azed.gov

Cooperative Agreement Signature Page

All grantees must obtain the appropriate signatures from each entity involved in the School Safety Program for each site. The signature form acknowledges cooperation among the responsible parties, including the county juvenile probation department or local police department, school principal and district superintendent. Specifically, this form indicates that a law enforcement or juvenile probation department has agreed to provide an officer and follow grant requirements, if a grant is awarded. Do not submit an application without having the assurance that an officer will be available to fill the position. Each site must have its own *Cooperative Agreement Signature Page* (joint applicants submit one). The *Cooperative Agreement Signature Page* has been provided in the Application Download section of GME.

After award of the grant, the district/charter holder must develop a Service Agreement with their law enforcement or juvenile probation agency for the purpose of outlining all agreed upon terms, such as hours the officer will work, expenses covered by each entity, and services the officer will provide when school is not in session. Minimum requirements of the Service Agreement can be found on page 22 of the School Safety Program Guidance Manual.

School Safety Program Operational Plan

All grantees are required to develop a School Safety Program Operational Plan that incorporates program requirements and illustrates their site specific program design in a succinct and logical manner for each site (joint applicants can submit one operational plan if appropriate). The plan is a fluid document that should be used by the school administrator, officer, and School Safety Assessment and Prevention Team to monitor program implementation and provide continuous improvement throughout the school year. A template of the School Safety Program Operational Plan has been provided in the Application Download section of GME.

Required Documents Checklist

All grantees should include the Required Documents Checklist with each application packet. The checklist has been provided in the Application Download section of GME.

Activity Log Summary Form

Current grantees are required to submit an Activity Log Summary Form that reflects the number of Law-Related Education hours completed and the number of hours the officer was off-campus in the 2013-2014 school year (one per officer). The form has been provided in the Application Download section of GME.

Statement of Officer Salary and Benefits

All grantees must submit a statement of officer salary and benefits obtained from the partnering agency providing the officer(s) (one per agency per district/charter). The statement must include the **actual** salary and benefits for each officer. Allowable benefits include **customary benefits** of medical, dental, retirement and social security and do not include additional benefits such as uniform allowance, additional stipends, and overtime. If the officer will serve the school for less than 12 months, the itemized salary and benefits statement from the agency must show a prorated figure.

Az SAFE Violation Report #1

All grantees are required to submit school level safety incident/violation data that includes, at a minimum, mandatory reporting to ADE and law enforcement that is consistent with information reported in the needs assessment section of the online application. Submit for each school: 1) the *Number and Percentage of Violations by Violation Category Report* (AZSAFE Violation Report #1) for **school year 2012-2013** and 2) either the same AZSAFE report or a comparable report from the school's Student Management System for **school year 2013-2014**. A sample report and list of violations has been provided in the Application Download section of GME.

Training Attendance Records

Current grantees are required to provide documentation of training attendance by submitting copies of *Certificates of Attendance* or a copy of each individual's *Event Participation* from their individual account at the Arizona Foundation for Legal Services and Education's (AZFLSE) online system <https://www.azflse.org/myazflse/>.

Three-Year Cycle Grantees must provide training documentation for officers, agency supervisors, and principals or principals' designees for each year or the 2012-2014 grant cycle and training documentation for the current district administrator during the grant cycle. Round Two grantees must submit training documentation of the principal and the agency supervisor having attended the Leadership Training. Round Two grantees must also submit documentation that the officer attended the Round Two New Officer Training or an LRE Academy provided by the AZFLSE in the 2013-2014 school year. Documentation submitted must correspond with information provided in the online application.

School Safety Assessment and Prevention Team Documentation

Three-Year Cycle Grantees are required to provide documentation from the four required quarterly meetings held at each site for the 2011/12 – 2012/13 school years and three required quarterly meetings for the 2013-

2014 school year that demonstrates the number of meetings held, member attendance at each meeting, and meeting’s content relevant to the purpose and function of the SSAPT. Documentation includes meeting invitations, agendas, notes, or minutes.

Officer Sharing Between Two Schools – Joint Applicants

Schools requesting to share an officer are required to develop and submit a joint application which will be considered in cases where the district, school, and partnering agency feel that it is feasible and in the community’s best interest to share an officer. A maximum of two schools may apply as a joint applicant. Joint applicants will receive one score. Therefore, partnering schools must demonstrate a cohesive program design by jointly and thoroughly addressing all sections of the application. The application, including the operational plan, should describe how partnering schools will collaborate to effectively use the officer at each site in accordance with grant requirements. Officers of shared sites are required to complete the 180 Law-Related Education (LRE) hours between the sites, not at each site. All other program requirements remain intact.

Because of the limited staffing capacity of partnering agencies and the challenge of implementing 180 hours of LRE with a finite number of potential classrooms, a school with an Average Daily Membership (ADM) ranging from 200 to 300 is more likely to successfully implement the program by partnering with another school with a similar ADM. These schools are strongly encouraged to submit a joint application. Schools with fewer than 300 students that apply by themselves should clearly articulate within the program design of their online application how they will successfully meet LRE instruction requirements within constraints of limited number of potential classrooms to teach LRE.

Partnering schools requesting to share an officer must ensure that the officer has at least one year experience as a School Safety Program Officer or demonstrate in the application the extent to which partnering schools have a cohesive program and supports in place to support an inexperienced officer.

Joint applicants must provide a program proposal that demonstrates effective use of the officer and how the officer will meet program goals and requirements through collaboration between both schools’ administrations. This would include but is not limited to developing a realistic schedule for the officer, an LRE plan based on each site’s needs assessment, a shared or individualized operational plan(s), and considerations for school enrollment and distance between schools.

Note that if a current grantee and new school apply jointly, the application will be treated as a current grantee. Submit all required documents accordingly and complete the compliance portion of the online application.

Application Scoring

The application is worth a total of 100 points. The online application sections and the operational plan total point values are as follows:

<u>Application Section</u>	<u>New Grantees</u>	<u>Three-Year Cycle Grantees</u>	<u>Round Two Grantees</u>
Determining the Need for the School Safety Program	25 points	25 points	25 points
Addressing the Need through Program Design	40 points	30 points	35 points
School-Agency Collaboration and Commitment for Program Implementation	20 points	20 points	20 points

Assessing Compliance	N/A	15 points	5 points
Operational Plan	15 points	10 points	15 points
Total:	100 points	100 points	100 points

Grants Management Enterprise (GME)

The FY 15 School Safety Program Competitive Application is the last new grant application that will appear on the current SME system. Because of this, there will be some discrepancies or fields that may look incorrect, but will not impact the submittal and review of this application. Please note the following two items:

- 1) Under the “Application Contact” page, the begin/end dates in the application read 7/1/2013 – 6/30/14. This cannot be changed. DO NOT alter these dates. ADE will change the project period to 7/1/2014 - 6/30/15 for successful applicants.
- 2) The “Payment Schedule” page is unable to reflect a true schedule of July – June payments. As a remedy, place entire project amount into the month of June. This will be modified for successful applicants.

Online Tips

- Before utilizing the online system, review all documents in the Application Downloads section of GME, www.ade.az.gov/gme.
- To begin the GME online application process, go to www.ade.az.gov/gme. After entering the Common Logon the application will be visible as a FY 14 grant but titled **2015 School Safety Program Competitive Application**.
- When entering data online, it is recommended that you save frequently as a precaution. Each page will time out after one hour.
- If you need assistance utilizing the online system, contact the Grants Management office at (602) 542-3901 or email grants@ade.az.gov between the hours of 8:00 to 5:00 PM.
- If you need programmatic assistance, contact Dave Riggs at Davidson.riggs@azed.gov or (602) 542-8730.

General Statement of Assurances (GSA)

The GME requires acceptance of the GSA, which includes the following statement: *Misrepresentation of information on grant applications can result in termination of program participation.* To review the General Statement of Assurances link on the Grants home page, please visit <http://www.ade.az.gov/gme>.

Online Application Forms and Pages

Budget Forms and Allowable Expenditures

The *Budget Line Item* form must indicate the **total** amount the district is requesting for all sites.

The *Budget Description* form must contain a detailed description of each line item amount requested and must include a breakdown of salary and benefits for each officer. The description must also specify a 10-, 11-, or 12-month position for each officer.

The *Payment Schedule* must be completed indicating one full payment scheduled in June.

Items Approved for Inclusion in Budget:

- Officer salary and benefits- indicate a 10-, 11-, or 12-month position, consistent with page 18 of the guidance manual, and provide the **actual** salary and benefits for each officer. The district administrator is responsible for ensuring that the items included in the benefits description are allowable expenses under this grant.
- Materials (office supplies/classroom instruction materials)
 - \$100 per officer

Travel allocations will be provided at the time of award. No other budget items will be considered.

Section 1: District Administrator Contact Information Form

This form is for district/charter holder level information. Information will be used for correspondence.

District Administrator Contact Information		
1	District Administrator Name	<input type="text"/>
2	Title	<input type="text"/>
3	Mailing Address	<input type="text"/>
4	City	<input type="text"/>
5	State	<input type="text"/>
6	Zip Code	<input type="text"/>
7	Phone Number Enter as (xxx) xxx-xxxx + extension	<input type="text"/>
8	Fax Number Enter as: (xxx) xxx-xxxx	<input type="text"/>
9	Email Address	<input type="text"/>

Site Level Information Page (one page per school)

A separate page is required for each school site for which funding is requested (unless applying jointly with a partnering school). Once a page has been completed, an additional page can be added for each school requesting funds.

Each school must be designated a site number – starting with number one and going up sequentially by the number of schools applying within the district/charter. Schools applying jointly will share the designated site number of the primary school. Site detail information for the partnering school must be entered in the Joint Applicant – Partnering School section of this page.

After saving a page, a blank template will appear on the left side of the frame should you need to continue with another site selection. Your saved page will appear in the left blue frame with the Site Number as the page title.

Section 2: Site Details

Site Details. The purpose of this section is to designate a school number, provide school level information such as Average Daily Membership (ADM), and to designate who is responsible for program implementation and correspondence. The program contact must be the school principal or assistant principal who will work most directly with the officer.

1	<p>Site Number</p> <p>Indicate the number this site corresponds to in your application.</p>	<input type="text"/>
2	<p>Enter your site's 9 digit CTDS number without hyphens.</p> <p>Example: 012345678.</p>	<input type="text"/>
3	<p>Site Name (Joint applicants – list the primary site first then the additional partnering site).</p> <p>Example: Helix Middle School (primary); La Mesa Elementary School (partner)</p>	<input type="text"/>
4	<p>What is the Average Daily Membership (ADM) of this site?</p>	<input type="text"/>
5	<p>School Level</p> <p>Select all that apply.</p>	<input type="checkbox"/> High School <input type="checkbox"/> Middle School <input type="checkbox"/> Elementary School <input type="checkbox"/> Other <input type="text"/>
6	<p>Site Administrator Name</p> <p>This person cannot be the officer.</p>	<input type="text"/>
7	<p>Site Administrator Title</p>	<input type="text"/>
8	<p>Site Mailing Address</p>	<input type="text"/>
9	<p>City</p>	<input type="text"/>
10	<p>State (AZ)</p>	<input type="text"/>
11	<p>Zip Code</p>	<input type="text"/>
12	<p>Telephone Number</p> <p>Enter as: (XXX) XXX-XXXX + extension</p>	<input type="text"/>
13	<p>Fax Number</p> <p>Enter as: (XXX) XXX-XXXX</p>	<input type="text"/>
14	<p>Email Address</p>	<input type="text"/>
15	<p>List the name of the officer serving this site.</p>	<input type="text"/>

Enter as: John Doe - PO Jane Doe - SRO	
16 Provide the name of the school principal if the person identified as the 'site administrator' in question 6 is not the principal.	<input type="text"/>

Section 3: Determining the Need for the School Safety Program

Determining the Need for the School Safety Program. The purpose of this section is to demonstrate a compelling need for the program based on needs assessment data. A needs assessment is the collection and analysis of objective data regarding the conditions, consequences, and incidence of violent and criminal behavior, illegal substance use, and other high risk behaviors in the school and school community; prevalence and perception of high risk behavior and feelings of safety; and/or risk and protective factors. The analysis should include delinquency and serious discipline problems among the student population as well as gaps and weaknesses in prevention and intervention resources available to the school.

The use of multiple data sources is required. The submission of safety/discipline incident data is required.

17 Utilize the check boxes to indicate the safety and climate needs identified at your school.	<input type="checkbox"/> Alcohol <input type="checkbox"/> Tobacco <input type="checkbox"/> Drugs <input type="checkbox"/> Bullying and harassment <input type="checkbox"/> Threat or intimidation <input type="checkbox"/> Truancy <input type="checkbox"/> Fights <input type="checkbox"/> Assault <input type="checkbox"/> Sexual harassment <input type="checkbox"/> Sexual abuse/conduct <input type="checkbox"/> Sexual assault <input type="checkbox"/> Weapons <input type="checkbox"/> School threat <input type="checkbox"/> Arson <input type="checkbox"/> Burglary <input type="checkbox"/> Vandalism <input type="checkbox"/> Feeling unsafe to/from school <input type="checkbox"/> School climate <input type="checkbox"/> Risk factors <input type="checkbox"/> Other <input type="text"/>
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18	<p>Demonstrate your school's need for the program by providing results from your safety/discipline incident data.</p> <p>Submit Az SAFE Violation Report #1 <i>Number and Percentage of Violations by Violation Category for the 2012-2013 school year.</i></p> <p>Submit either Az SAFE Violation Report #1 <i>Number and Percentage of Violations by Violation Category, or comparable Student Management System/Student Information System SIS/SMS report, for the 2013-2014 school year.</i></p>	
19	<p>Demonstrate your school's need for the program by providing student survey data (e.g. prevalence of risk behaviors and perceptions of safety), as applicable. Cite your source(s).</p>	
20	<p>Demonstrate your school's need for the program by providing staff survey data, as applicable. Cite your source(s).</p>	
21	<p>Demonstrate your school's need for the program by providing parent survey data, as applicable. Cite your source(s).</p>	
22	<p>Demonstrate your school's need for the program by providing community crime statistics, as applicable. Cite your source(s).</p>	
23	<p>Demonstrate your school's need for the program by providing other social and school community indicators (e.g. Free and Reduced Lunch percentage, law enforcement response time, etc.), as applicable. Cite your source(s).</p> <p>If providing Free and Reduced Lunch percentages, high school applicants may provide projected percentages based on feeder school actual percentages.</p>	

24	Describe the gaps and weaknesses in prevention and intervention resources available in your school community to address the need(s) identified above.	
25	Identify the priority focus areas and target population(s) to be served and explain how they were determined by the results and analysis of these data sources.	

Section 4: Addressing the Problem through Program Design

Addressing the Need through Program Design. The purpose of this section is to demonstrate, based on a needs assessment, 1) a sound program design with clear and appropriate School Safety Program strategies and activities and 2) programs and supports in place to ensure the success of the program.

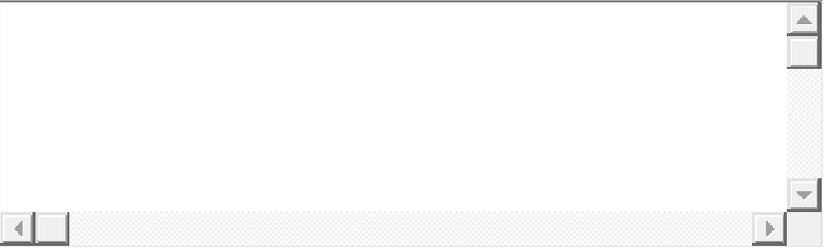
26	Describe how the officer’s experience, expertise, and resources as a law enforcement or juvenile probation officer will be utilized to address your identified priority focus areas. Do not include Law Related Education (LRE) or School Safety Assessment and Prevention Team activities as this will be asked in a later question.	
27	Describe how the officer will be introduced and integrated into the school environment so that the officer will meet the LRE requirements, be a resource for the school community and be a positive role model to the students. This should also include facilitating the officer’s collaboration and communication with school personnel on school-wide safety, climate and prevention strategies.	
28	Provide a detailed proposal for implementing LRE in the 2015 fiscal year, consistent with program requirements and needs assessment. The design should clearly describe, at a minimum, the LRE topics to be taught, teachers who will participate and team teach with the officer, how cohort groups of students will be served, and how access to classrooms will be ensured. Include design for staff and community LRE training if applicable.	

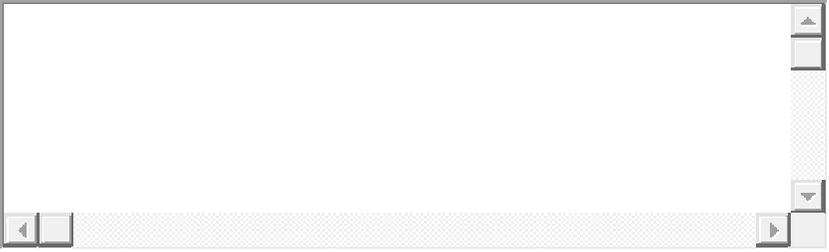
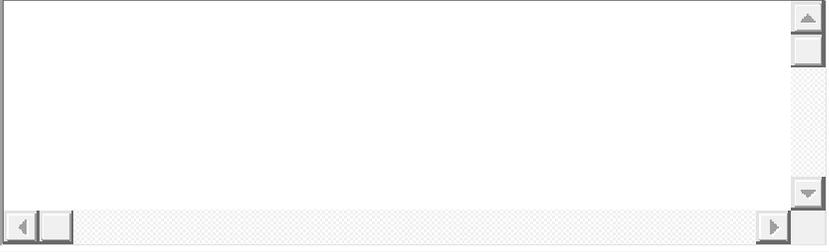
<p>29 The grant requires the formation of a site level multidisciplinary School Safety Assessment and Prevention Team (SSAPT). In working toward the program requirements, describe the titles or positions of member roles of the existing or newly formed team and how the team will:</p> <ul style="list-style-type: none"> •Use ongoing needs assessment results in determining the use of the officer consistent with program requirements; •Coordinate efforts of the School Safety Program with other safety and drug/violence prevention programs at the school; and •Provide for continuous improvement of the program. 	
<p>30 Describe the systems and programs in place for prevention and safety at your school and how the officer will be utilized within the current framework. Include existing drug, violence, and delinquency prevention and intervention activities; community partnerships; school goals and objectives related to school safety and climate; and relevant school discipline policies and procedures.</p>	

Section 5: School – Agency Collaboration and Commitment for Program Implementation

School – Agency Collaboration and Commitment for Program Implementation. The purpose of this section is to demonstrate an existing collaborative relationship with law enforcement or juvenile probation (whichever is supplying the officer), commitment to the goals of the program, and effective program management.

Submit a Cooperative Agreement Signatures Page and Statement of Officer Salary and Benefits. An MOU will be a required.

<p>31 Describe how your school and collaborating agency will select the most appropriate officer for your school and ensure the continuity of that officer over a three year period. If the school and agency intend to maintain the current School Safety Program Officer, include an explanation of why this officer is appropriate for the position.</p>	
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32	<p>The officer cannot be used to fill positions in areas such as school discipline, in-school suspension, security, parking lot detail, truancy personnel, and lunchtime monitoring but should collaborate with individuals in these positions. Describe how your school currently staffs these positions and will ensure that the officer is not misused.</p>	
33	<p>Describe specific collaborative activities your school has engaged in with law enforcement or juvenile probation agencies.</p>	
34	<p>Officers are expected to be on campus 80% (SROs) / 90% (JPOs) of the time and cannot be utilized for special assignments such as SWAT and caseloads. Describe how your school and agency will collaboratively ensure the officer is present and available on campus during their duty hours and according to the program requirements.</p>	
35	<p>Describe how your school, the agency, and the district will collaboratively monitor program implementation and supervise the officer.</p>	
36	<p>Itemize in-kind contributions your school and collaborating agency will provide to this program. Include items such as office furniture, office space, computers, two-way radios, supplies, and salary supplements.</p>	

Section 6: Assessing Compliance – Three-Year Grantees only

Assessing Compliance – Three-Year Cycle Grantees. The purpose of this section is to demonstrate compliance with program requirements over the course of the ending three-year (FY 12-14) grant cycle. Round Two Grantees, skip this section.

Submit SSAPT documentation (e.g. meeting invitations, agendas, notes, or minutes) from the four required quarterly meetings for the 2011/12 – 2012/13 school years and three required quarterly meetings for the 2013-2014 school year to substantiate Questions 48-50.

Submit training records to substantiate Questions 38-47.

Submit an Activity Log Summary Form for the 2013-2014 school year to substantiate Questions 53-54.

37	<p>List each officer (first name, last name) that served at this site during the 2012-2014 grant cycle, the dates each officer served and the reason for leaving. For the current officer, list the name, date and 'current.'</p> <p>Example: John Doe, July 2011 – September 2012, promotion Jane Doe, September 2012 – current</p>	
38	<p>Provide the date and title of the required training, provided by the Arizona Department of Education or Arizona Foundation for Legal Services and Education, your <i>officer</i> attended in the 2011-2012 school year.</p>	
39	<p>Provide the date and title of the required training, provided by the Arizona Department of Education or Arizona Foundation for Legal Services and Education, your <i>officer</i> attended in the 2012-2013 school year.</p>	
40	<p>Provide the date and title of the required training, provided by the Arizona Department of Education or Arizona Foundation for Legal Services and Education, your <i>current officer</i> attended in the 2013-2014 school year.</p>	
41	<p>Provide the date and title of the required training, provided by the Arizona Department of Education, your <i>school administrator</i> attended in the 2011-2012 school year.</p>	

42	Provide the date and title of the required training, provided by the Arizona Department of Education, your <i>school administrator</i> attended in the 2012-2013 school year.	
43	Provide the date and title of the required training, provided by the Arizona Department of Education, your <i>current school administrator</i> attended in the 2013-2014 school year.	
44	Provide the date and title of the required training, provided by the Arizona Department of Education, your <i>current district administrator</i> attended between the 2012-2014 school years.	
45	Provide the date and title of the required training, provided by the Arizona Department of Education, your <i>agency supervisor</i> attended in the 2011-2012 school year.	
46	Provide the date and title of the required training, provided by the Arizona Department of Education, your <i>agency supervisor</i> attended in the 2012-2013 school year.	
47	Provide the date and title of the required training, provided by the Arizona Department of Education, your <i>current agency supervisor</i> attended in the 2013-2014 school year.	
48	Indicate the number of times your SSAPT met each year within the 2012-2014 grant cycle. Example: 2011-2012 # times 2012-2013 # times 2013-2014 # times	
49	Describe how each meeting's content was relevant to the purpose and function of the SSAPT for each year of the 2012-2014 grant cycle.	
50	Provide SSAPT member attendance information for each meeting within the 2012-2014 grant cycle.	

51	Indicate the number of Cohort, Universal and total LRE hours your officer taught in the 2011-2012 school year.	<input type="text"/>
52	Indicate the number of Cohort, Universal and total LRE hours your officer taught in the 2012-2013 school year.	<input type="text"/>
53	Indicate the number of Cohort, Universal and total LRE hours your officer taught in the 2013-2014 school year.	<input type="text"/>
54	Provide the total number of hours your officer was off- campus per school year. Example: 2011-2012 # hours 2012-2013 # hours 2013-2014 # hours	<input type="text"/>

Section 7: Assessing Compliance – Round Two Grantees only

Assessing Compliance – Round Two Grantees. The purpose of this section is to demonstrate level of compliance with program requirements during the 2013-2014 school year.

Submit training records to substantiate Questions 55-57.

Submit an Activity Log Summary Form for the 2013-2014 school year to substantiate Questions 58-59.

55	Provide the date and title of the required training, provided by the Arizona Department of Education or Arizona Foundation for Legal Services and Education, your <i>current officer</i> attended in the 2013-2014 school year.	<input type="text"/>
56	Select the school year your <i>current principal</i> attended the School Safety Program Leadership Training.	<input type="text"/>
57	Select the school year your <i>current agency supervisor</i> attended the School Safety Program Leadership Training.	<input type="text"/>
58	Indicate the total number of LRE hours your officer taught in the 2013-2014 school year.	<input type="text"/>
59	Provide the total number of hours your officer was off- campus during the 2013-2014 school year.	<input type="text"/>

Section 8: Joint Applicant – Partnering School(s)

Joint Applicant – Partnering School. The purpose of this section is to provide school level information for the partnering school applying jointly. The primary site's information should have been provided in the Site Details section.

60	Site name of partnering school	<input type="text"/>
61	Enter your site's 9 digit CTDS number without hyphens. Example: 012345678	<input type="text"/>
62	What is the Average Daily Membership (ADM) of this site?	<input type="text"/>
63	School Level Select all that apply.	<input type="checkbox"/> High School <input type="checkbox"/> Middle School <input type="checkbox"/> Elementary School <input type="checkbox"/> Other <input type="text"/>
64	Site Administrator Name This person cannot be the officer.	<input type="text"/>
65	Site Administrator Title	<input type="text"/>
66	Site Mailing Address	<input type="text"/>
67	City	<input type="text"/>
68	State (AZ)	<input type="text"/>
69	Zip Code	<input type="text"/>
70	Telephone Number Enter as: (XXX) XXX-XXXX + extension	<input type="text"/>
71	Fax Number Enter as: (XXX) XXX-XXXX	<input type="text"/>
72	Email Address	<input type="text"/>
73	Enter the distance between this school and the primary school.	<input type="text"/>
74	List the name of the officer serving this site. Enter as: John Doe - PO Jane Doe - SRO	<input type="text"/>
75	Provide the name of the school principal if the person identified as the 'site administrator' in question 64 is not the principal.	<input type="text"/>

Officer Information Page (one page per officer)

When completing the Officer Information Page, be certain to select the appropriate site number the officer will serve (previously designated on Site Detail Page). If the officer is being shared between two schools (joint applicant) list both site names in Q4 (list the primary site first then the additional partnering site). Please do not submit multiple pages for one officer.

The following Officer Information Sections must be completed:

Officer Contact Information. One officer per page.	
1	Provide the last name of the officer. <input type="text"/>
2	Provide the first name of the officer. <input type="text"/>
3	Enter the site number(s) that the officer serves. <input type="text"/>
4	List, by name, the site(s) the officer serves. Example: Anytown Middle School; Anytown High School <input type="text"/>
5	Select type of officer. <input type="radio"/> SRO <input type="radio"/> PO
6	Officer's School Phone Number Enter as: (XXX) XXX-XXXX + Extension <input type="text"/>
7	Officer's School Fax Number Enter as: (XXX) XXX-XXXX <input type="text"/>
8	Officer's School Email Address <input type="text"/>

Section 2: Summer/Intersession

Applications must reflect a 10-month salary unless an 11- or 12-month salary is specifically referenced in the Budget Description, supported in Summer/Intersession section of the Officer Information page, and indicated on the *Cooperative Agreement Signature Pages* and Statement of Officer Salary and Benefits. Terms of an 11- or 12-month position must also be established in a Service Agreement. Please note: funding for an 11- or 12-month position is dependent upon availability of funds; approval is not guaranteed. More information on Summer/Intersession can be found on page 18 of the *School Safety Program Guidance Manual*.

Summer/Intersession Request. The Summer/Intersession section of this page must be completed if the site and the officer are requesting funds for a position that extends beyond 10-months. To be considered for an 11- or 12-month position, teachers and students must be present on campus for a period of time during intersession or

summer break and the administrator and officer must select described planned activities in Question 12 and 13. If the officer will serve no more than a 10-month position, select 'No' on Question #9 and skip to Questions #14-23.

9	<p>Do the site and officer request funding for a position that serves the school for more than 10- months?</p> <p>If yes, you must complete the rest of this section. If no, proceed to the next section.</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>
10	<p>How many months of service are being proposed?</p>	<p><input type="radio"/> 11 Months</p> <p><input type="radio"/> 12 Months</p>
11	<p>Will teachers and students be present during intersession or summer break?</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>
12	<p>What duties will the officer perform?</p>	<p><input type="checkbox"/> LRE lesson plan development</p> <p><input type="checkbox"/> Work with specific teachers to integrate LRE into classroom curriculum</p> <p><input type="checkbox"/> Implement LRE</p> <p><input type="checkbox"/> Conduct school safety assessments</p> <p><input type="checkbox"/> Review and update school safety plan</p> <p><input type="checkbox"/> Provide or attend school in-service training</p> <p><input type="checkbox"/> Attend professional development trainings</p> <p><input type="checkbox"/> Analyze and develop strategies to address campus related criminal incident</p> <p><input type="checkbox"/> Other <input type="text"/></p>
13	<p>Provide a detailed description, supporting each item indicated above, of the summer/intersession plan that has been developed between the site administrator, officer, and supervisor.</p> <p>For example, if 'LRE lesson plan development' is selected, then you might write: The officer will develop LRE lesson plans that address sexual harassment which will be implemented during the 2014-2015 school year.</p>	<div style="border: 1px solid gray; height: 150px; width: 100%;"></div>

Section 3: Law Enforcement or Juvenile Probation Supervisor Contact Information

Law Enforcement or Juvenile Probation Supervisor Contact Information. It is important this section be kept current as it will be used for grant correspondence.		
14	Supervisor's Full Name	<input type="text"/>
15	Title	<input type="text"/>
16	Agency	<input type="text"/>
17	Agency Mailing Address	<input type="text"/>
18	City	<input type="text"/>
19	State (AZ)	<input type="text"/>
20	Zip Code	<input type="text"/>
21	Supervisor's Phone Number Enter as: (XXX) XXX-XXXX + Extension	<input type="text"/>
22	Supervisor's Fax Number Enter as: (XXX) XXX-XXXX	<input type="text"/>
23	Supervisor's Email	<input type="text"/>

Section 4: Change in Officer

Change in Officer. Complete this section ONLY when a new officer is assigned after this application has been submitted and approved. The Officer Supervisor section must also be amended if the new officer has a supervisor other than the one already entered.		
24	New Officer's Last Name	<input type="text"/>
25	New Officer's First Name	<input type="text"/>
26	New Officer type	<input type="radio"/> SRO <input type="radio"/> PO
27	New Officer's School Phone Number Enter as: (XXX) XXX-XXXX + Extension	<input type="text"/>
28	New Officer's School Email Address	<input type="text"/>
29	Does this new officer have a supervisor other than the one already on file?	<input type="radio"/> Yes <input type="radio"/> No

	If yes, please amend the Officer's Supervisor Information section of this page.	
30	New Officer's Start Date MM/DD/YYYY	<input data-bbox="618 323 1219 369" type="text"/>