



# Indiana Department of Homeland Security (IDHS)

## School Safety Indiana 2014 School Safety

### I. Identification Information

#### A. Applicant Info

Sections A and B are fill-in-the-blank responses.

1. School Corporation Number 1234
2. School Corporation or Charter School Name Smith School Corporation
3. Federal Tax ID 35-0000000
4. Principal Executive Officer John Adams
5. Title (Superintendent, Director, etc) Superintendent

#### B. Primary Point of Contact

1. First Name School
2. Last Name Safety
3. Organization Smith School Corporation
4. Street 1 123 E. Main Street
5. Street 2
6. City Indianapolis
7. State IN
8. Zip 46204
9. Primary Phone Number 317-555-5555
10. Alternate Phone Number 317-554-5554
11. Fax
12. E-mail school-safety@dhs.in.gov
13. County Marion

### II. School Type

This is a drop-down box for the applicant to select Single School Corporation, Single Charter School, or Coalition of School Corporations and/or Charter Schools.

School Type Single School Corporation

## School Type Description

Smith School Corporation- ADM 2,345

This is a narrative box with a 2500 character limit. This box only needs to include the applicant's ADM. If the application is for a coalition of schools, all entities in the coalition and their respective ADM information should be included.

## III. Proposal Objectives and Activities Methods

### A. Project Summary

This is a sample project summary.

### B. Description of Need

This is a test description of need.

### C. Area(s) of Need Addressed

Purchase equipment to restrict access to the school or expedite notification of first responders.

### D. Challenges/Risks

Challenges that Smith School Corporation will face for this grant program.

Items A, B, and D in Section III have narrative boxes for the responses, each with a 2500 character limit, which amounts to about a page single spaced. In our sample document we did not use all the space available, but if we had, the boxes would have expanded to accommodate the information entered (up to 2500 characters). This is an opportunity for applicants to demonstrate the strategic value of the project and explain how it aligns with the applicant's overall school safety strategy.

Item C contains check boxes for the response. Check all that apply .

## IV. School Safety Overview

A. Does the school have plans or procedures that address unsafe conditions, crime prevention, school violence, bullying and other issues therefore providing an all hazards approach? YES

B. Does the school have regularly scheduled meetings for staff development to address the issues noted in question above? YES

C. Does the school have a certified school safety specialist? YES

Do not be intimidated by the Challenges and Risks Section. This section simply helps program staff know what challenges applicants may face and possibly help mitigate against them. Applicants that list no challenges are generally more at risk for implementation issues than those that provide a risk assessment.

Each question in Section IV requires a Yes/No response. Click each drop-down box to select the appropriate answer.

## V. Law Enforcement

Section V consists of two questions that require narrative responses. Each narrative box has a 2500 character limit.

A. What law enforcement agencies have jurisdiction in or near the school district, charter school, or member of a coalition, and what is the approximate distance? Local law enforcement agency- 2 miles.

B. Does the school corporation, charter school, or members of the coalition have a proactive school-based partnership with the local law enforcement agency? (should indicate the extent to which the school corporation, charter school, or coalition has access to and support from the local law enforcement agency) Yes, there are multiple meetings a month between law enforcement entities and the school corporation.

## VI. County School Safety Commission

A. Identify the members (title) of the County School Safety Commission to which the applicant belongs. member 1- judge  
member 2- local law enforcement official

B. Is there a commitment with the above individuals to participate on the County School Safety Commission? YES

C. When was the most recent meeting of the County School Safety Commission? (please attach meeting minutes and notice of meeting in the attachments section of this proposal) Meeting held on 7/22- 7pm in Indianapolis at Smith High School. please see attached notice for meeting and minutes that are uploaded.

D. Has the applicant(s) completed a school safety plan and filed that plan with the County School Safety Commission in which the school corporation, charter school, or members of a coalition are located? YES

In Section VI, Questions A and C are narrative responses. Each response may be up to 2500 characters. Questions B and D are Yes/No questions and have a drop-down box for applicants to select the appropriate response.

## VII. Sustainment

A. Have other federal/state/local funding opportunities been identified or pursued for this program? YES

Section VII has two questions, both of which have Yes/No responses that may be selected from the drop-down boxes.

B. Does the proposed plan sustain/maintain the capabilities created or enhanced by this project? YES

To complete Section VIII click "Add New Item" beside the green plus sign on the right side of the page. You must include activities for each quarter. You may include multiple measures for each quarter.

## VIII. Performance Measures

Quarter	Planned Activities	Step
1st Quarter Activity (10/1/13-12/31/13)	Planned Activities for the first quarter.	Plan
2nd Quarter Activity (1/1/14-3/31/14)	Planned Activities for second quarter.	Execute
3rd Quarter Activity (4/1/14-6/30/14)	Planned Activities for third quarter.	Execute
4th Quarter Activity (7/1/14-9/30/14)	Planned Activities for fourth quarter.	Close Out

## IX. Matching Funds

A. Indicate the total cost of the program to the school corporation, charter school, or coalition. \$100,000

B. Indicate the amount of funding requested through this grant (requests may not exceed \$50,000 for school corporations, charter schools, or coalitions with an ADM of at least 1,000 or \$35,000 for school corporations, charter schools, or coalitions with an ADM of less than 1,000) \$50,000

Section IX contains three questions with narrative responses.

C. Describe how the school corporation, charter school, or coalition will meet the 1:1 match required by this grant. Description of making the match.

## Attachments

The Attachments Section is for applicants to upload pertinent information and documentation required in the application. This section **must** include meeting information from the applicant's most recent county school safety commission meeting. It may include other appropriate information as well. All documents must be PDFs. To upload documents click "Upload Files" beside the green plus sign on the right side of the page. A dialog box will open. Select the file to be uploaded and click "OK". Repeat for each additional file to be uploaded.

## Proposal Funds

To get started in the Proposal Funds section, click "Add Funds" beside the green plus sign on the right side of the page. A drop-down box will appear so that you may select the type of funds to add. Applicants **must** include grant expenses **and** matching funds in the budget section.

The Proposal Funds Section or Budget will not appear in the PDF of the Proposal if one is created. Clicking on the purple hotlink in the "Budgeted" column of Proposal Funds will open the Budget and a separate PDF of the budget can be created.

Applicants may make changes to their proposals any time up to midnight, September 30. Proposals, including the Proposal Funds section, that are not completely submitted by midnight September 30, 2013, will not be accepted.

Applicants may make changes to Section I through Section IX at any time up to midnight September 30.

If an applicant has clicked "Submit" for the Budget section, they must contact IDHS Grants Management to request that their budget be reset to "Initial". **On Monday, September 30, requests to reset budgets to "Initial" must be received by 4 p.m.**