



**STATE OF INDIANA**



**Eric J. Holcomb, Governor**  
**Devon McDonald, Executive Director**

## **2020 - 2021 School Safe Haven Program**

### **Request for Proposals**

The Indiana Criminal Justice Institute (“ICJI”) is now accepting applications for the 2020-2021 School Safe Haven Program. Indiana’s School Safe Haven program provides matching grants that may be awarded to public school corporations and public charter schools to improve and/or increase school safety resources and programming.

Applicants must be registered in IntelliGrants in order to access the electronic application.  
Applications must be submitted via IntelliGrants on or before  
11:59 P.M. (ET) on **Friday May 22, 2020**.

Applicants are strongly encouraged to submit applications 72 hours prior to the deadline.

All applications must be submitted through the IntelliGrants system and can be access through the following website.

<https://intelligrants.in.gov>

**Late or incomplete applications will not be accepted.**

**Award Period: July 1, 2020—June 30, 2021**

For technical assistance with submitting an application, contact the ICJI Help Desk at [CJIHelpDesk@cji.in.gov](mailto:CJIHelpDesk@cji.in.gov) or call 317-232-1233 during business hours.  
ICJI Help Desk hours are Monday – Friday 8:00 am to 4:30 pm ET, except state holidays.

ICJI is not responsible for technical issues with grant submission within 24 hours of grant deadline.

For assistance with this solicitation, please contact the ICJI Youth Division Grant Manager:  
Adam Winkler, [AdWinkler@cji.IN.gov](mailto:AdWinkler@cji.IN.gov) or 317-234-6121

## Table of Contents

Purpose of the Grant.....	3
Eligibility Requirements .....	3
Program Requirements.....	3
Deadlines: Registration and Application.....	4
Application Deadline.....	4
DUNS Number.....	<b>Error! Bookmark not defined.</b>
SAM Registration.....	<b>Error! Bookmark not defined.</b>
Award Period.....	5
Ineligible Costs & Activities .....	5
Supplanting.....	5
Additional Requirements.....	6
Selection Process and Award Notification.....	6
Award Process and Modifications.....	6
Award Process.....	6
Modifications .....	6
Program and Fiscal Reports .....	6
Monitoring.....	6
Fiscal and Program Reporting Guidelines .....	7
Application Information.....	8
Program Income .....	10

## **Purpose of the Grant**

A safe school provides a physical and social environment in which students are able to learn and achieve to their fullest potential. A safe school environment also enables educators, administrators and other staff to support students in that pursuit without violence, the threat of violence or other safety concerns. To accomplish these goals, schools must assess their risk factors, needs, local resources and existing efforts and strategies.

The 2020-2021 Safe Haven Grant priorities for funding will be **evidence-based or best practice prevention programs**. This reimbursement based grant is intended to supplement funding for programs in school districts throughout Indiana.

ICJI partners with the Indiana Department of Homeland Security and the Indiana Department of Education for the Indiana School Safety grant.

- The ICJI School Safe Haven grant **cannot** be used for threat assessments or equipment.
- Please note that ICJI is no longer funding School Resource Officers (“SRO”). Indiana Department of Homeland Security will be funding all SROs.

The programmatic goals of the FY 2020-2021 Safe Haven Grant are to

1. Offer students and staff opportunities to develop the skills and strategies necessary to prevent violent and potentially violent situations.
2. Enable schools to identify and acquire the programs and resources necessary to apply research-based models and proven practices for curriculum, policies, procedures and instruction.
3. Assist schools in creating a physical environment that promotes the safety and well-being of students and staff within the school campus.

## **Eligibility Requirements**

### **Program Requirements**

**Only Indiana public school corporations and public charter schools are eligible to apply for funding.** Eligibility requirements are as follows:

1. ICJI will only fund Evidence-Based Programs.
2. If a school would like to apply for multiple programs, then two separate applications will need to be submitted.
3. A 1:1 cash match must be provided by the school themselves. The purpose of match is to increase the amount of resources available to programs supported by state grants. **No “in-kind” matching donations will be accepted.**
4. Only applications demonstrating a valid need will be considered. The applicant must demonstrate the need for the proposed program, curriculum, or strategies outlined in its Safe Haven grant application. Please use specific data from the school district to include but not limited to:
  - a. Suspension/Expulsion Data,
  - b. Behavioral Data (office referrals, attendance records, etc),
  - c. Improved/Declining ISTEP/standardized testing scores, and/or

- d. Alcohol Tobacco Other Drug (ATOD) Survey results, through IPRC (if available)
5. Applications must contain program sustainability information. School districts must have a plan in place should state funding become obsolete.
6. All approved applications must comply with reporting requirements. Failure to comply with reporting requirements will have a direct impact on future funding.
7. **No guarantee of funding is made to any applicant.** Funding is dependent upon availability of funds from the State of Indiana.
8. Evidence-Based Programs must be clearly identified by the applicant organization. If the program model is not clearly stated and described, the grant will not be funded.

## **Funding Categories**

Below are the categories for which applicants may apply. Only one category may be applied for per application.

1. Offer students and staff opportunities to develop the skills and strategies necessary to prevent bullying and potential bullying situations in digital and physical spaces.
2. Enable schools to identify and acquire the programs and resources necessary to apply research-based models and proven practices for curriculum, policies, procedures and instruction that mitigates bullying in digital and physical spaces.
3. Assist schools in creating an environment that mitigates bullying in cyber and physical spaces in order to promote the safety and well-being of students.

## **Deadlines: Registration and Application**

### **Application Deadline**

Applications will be submitted through INtelliGrants at <http://INtelliGrants.in.gov> by **11:59 P.M. EST on Friday May 22, 2020. *No late or incomplete applications will be considered for funding.***

Applicants must be registered in IntelliGrants in order to access the online application. The registration process can be started by visiting IntelliGrants and clicking on the “New user?” link. Registration may take several days for first time registrants. Failure to register will prevent applicants from accessing the system. ICJI recommends early registration in order to become familiar with the system. This will prevent delays with application submission. ICJI is not responsible for applicants who fail to submit a timely application due to technical difficulties that occur within 24 hours of the deadline. Late applications or applications submitted through any means other than IntelliGrants will not be considered for funding.

## **Award Period**

1. The award period for the 2020-2021 School Safe Haven grant is **July 1, 2020 to June 30, 2021**.
2. Programs must be in operation no later than 45 days after the start date. Failure to have the program operational within 45 days from July 1, 2020 will result in the cancellation of the grant and the de-obligation of all awarded funds.
3. Programs must conclude no later than June 30, 2021. Funding expenditures must be made prior to June 30, 2021. The final fiscal report should be submitted via IntelliGrants by August 15, 2021.

**\*\*Programs may operate outside of the award period, but WILL NOT be reimbursed by Safe Haven funds.\*\***

## **Ineligible Costs & Activities**

1. Reimbursement for mileage, per diem, and lodging at any amount other than the State rate. The budget section will need to include the State rate, not the school system reimbursement rate.
2. Daily subsistence can only be requested if travel occurs outside the targeted service area and in accordance with such rules established by the Indiana Department of Administration.
3. First Class travel.

The State rates can be found at the Indiana Department of Administration under “Policies” website at <http://www.in.gov/idoa/2459.htm>.

4. Threat assessments and safety equipment.
5. Lobbying, including attempts to influence legislation or the outcome of any federal, state, or local elections. Recent changes to the law have expanded the prohibition to any federally appropriated funding used, either directly or indirectly, to support the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government, without the express written approval of OJP. Violations of this prohibition are now subject to civil fines of up to \$100,000 per violation.
6. Fundraising (including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions).
7. The Applicant understands and agrees that award funds may not be used to discriminate against or denigrate the religious or moral beliefs of students who participate in programs for which financial assistance is provided from those funds, or of the parents or legal guardians of such students.

## **Supplanting**

Safe Haven funds must be used to supplement existing funds for program activities and cannot replace or supplant nonfederal funds that have been appropriated for the same purpose.

## **Additional Requirements**

All applicants awarded a grant from the Indiana Criminal Justice Institute must agree to the following:

1. Enter into a Grant Agreement between the Indiana Criminal Justice Institute and the legal applicant;
2. Submit performance data, performance reports, and financial reports in the prescribed format and time frames as determined by the Indiana Criminal Justice Institute (future funding may be effected if reports are not submitted timely).

**Failure to submit the required reports by the stated due date will result in reimbursement of grant funds being withheld until the report(s) is received AND approved.**

## **Selection Process and Award Notification**

ICJI staff will conduct an initial screening of the proposal to check for completeness of the application. Incomplete applications will not be processed or advanced for review. ICJI staff will review each application then present eligible applications to the ICJI Board of Trustees for consideration. **Applicants awarded Safe Haven grants will be notified electronically of the funding decision.**

## **Award Process and Modifications**

### **Award Process**

Grantees may be asked to adjust proposed budgets or plans to fit the amount grant funds awarded by the ICJI Board of Trustees. These adjustments must be submitted via IntelliGrants and approved by ICJI staff. Upon approval, grant award letters will be sent to grantees within 30 days. The grant agreement, with original signatures, must be returned to ICJI as instructed. Grant award information will be provided to the school corporation upon the approval of the grant agreement.

### **Modifications**

During the time of the grant period, if the applicant wishes to change any aspect of the program—fiscally and/or programmatically—the applicant **MUST** submit a Project Modification Request (PMR) via IntelliGrants. ICJI has a PMR limit of 10%; meaning that if funds need to be adjusted, only 10% of the award amount can be modified. Please contact your ICJI program manager for further information. ICJI will review the request and the applicant will be notified by email of this decision. **The applicant may not begin revised activity until the ICJI approves PMR. Any unapproved modifications launched before official approval will not be reimbursed.**

## **Program and Fiscal Reports**

### **Monitoring**

All programs that receive funding will be monitored by ICJI staff using a combination of desk reviews and site visits. Additionally, the ICJI program manager will routinely review all submitted reports for timeliness and accuracy. (Failure to submit the required reports by the stated due dates will result in reimbursement of grant funds being withheld until the report(s) is received).

## Fiscal and Program Reporting Guidelines

Safe Haven subgrantees are required to submit quarterly fiscal and program reports through IntelliGrants. Program reports will require reporting on the required performance measures along with the narrative questions. Fiscal reports are reports filed by the applicant that acts as a claim for reimbursement. Fiscal reports must have the appropriate supporting documentation attached before any reimbursement is initiated. Fiscal reports with invoices/expenditures/activities outside of the award period will not be reimbursed.

### Safe Haven Grant Cycle

<b>July 1, 2020</b>	<b>Project Start Date</b>	
<b>October 30, 2020</b>	1 <sup>st</sup> quarter fiscal report due 1 <sup>st</sup> quarter program report due	July 1, 2020 – September 30, 2020
<b>January 30, 2021</b>	2 <sup>nd</sup> quarter fiscal report due 2 <sup>nd</sup> quarter program report due	October 1, 2020 – December 31, 2020
<b>April 30, 2021</b>	3 <sup>rd</sup> quarter fiscal report due 3 <sup>rd</sup> quarter program report due	January 1, 2021 – March 31, 2021
<b>June 30, 2021</b>	<b>Project End Date</b>	<b>All Grant funds must be expended or encumbered by this date.</b>
<b>August 15, 2021</b>	4 <sup>th</sup> quarter fiscal report due 4 <sup>th</sup> quarter program report due	April 1, 2021 – June 30, 2021

All program and fiscal reports are to be submitted via IntelliGrants on or before the date they are due <https://intelligrants.in.gov>. **If the required reports are not submitted on time, grant funds will be frozen.**

Below is an outline of the Safe Haven Funding Announcement. The questions and information requested in this document are similar to what you will encounter in the application. In order to assist you, this outline has been provided so that you may use it to prepare answers for some (or all) of the questions on this document and then copy and paste your answers into the appropriate spaces provided in the online application. Using the outline will allow you to save work as you proceed through the application, use spell check and check the character count. Please note that the character count will include all typed characters, spaces and punctuation. The IntelliGrants system will time out after 30 minutes of inactivity and will not spell check or count characters, thus this outline is offered as support. Use of this outline is not a requirement of the funding announcement.

## **Application Information**

All applicants must provide the following information in their proposal. Applicants can save partial complete applications and return to add additional information prior to the deadline. Only full completed and submitted applications will be reviewed and considered for funding.

### **Application Fields**

#### **Project Information**

1. Project Title
2. Project Summary
3. Amount of Funding Requested
4. SAM Expiration
5. DUNS Number
6. Ever been audited: Y/N
  7. IF YES: Please Upload your most recent audit report
  8. IF YES: Date of most recent audit
  9. IF YES: Any adverse audit findings? y/N
  10. IF YES: Describe Adverse Audit Findings
  11. IF YES: Upload Corrective Action Plan

#### **Programmatic Information**

1. Please select whether this application is for a "Continuation" or "New" program. If a continuation,
  2. Please provide the number of years the program has received ICJI support.
  3. Please provide the previous subgrant number:
  4. Please provide the amount of Safe Haven funding previously received:
  5. Were all programmatic and fiscal goals achieved through the objectives as approved in the program's previous application? If no, please explain why in detail:
  6. Did your program encounter any barriers? If so, please describe explain how they were resolved. If they were not please describe why:
  7. Do you have any success stories or interesting findings or results regarding your program's activity to share? If so, please describe:
  8. Please describe any program modifications you are making to the current program and why, if funded under this solicitation. If not, simply answer N/A.
9. Evidence-Based Program Description: Please include a description of the proposed program, solution or remedy to the problem, list any partners involved in the project, include the name of the evidence-based program, and where you found the program. State how this program will benefit the school and enhance the safety of the students.
10. Provide and estimated number of youth to be served. If youth are not directly served, enter zero "0".
11. Identify which county/counties your proposed program will serve. Please select all that apply.
12. How often will students receive services provided by the Safe Haven Grant?
13. Please provide a brief description for obtaining permanent financial support if Safe Haven funds were eliminated.
14. Safe Haven funding requires a 1:1 match, does your school corporation have the ability to supply this funding? If yes, please provide the source of these matching funds (local, State, other). If no, please explain.
15. Please give the contact information for the person completing this application (Name, email address, and phone number)

#### **Problem Statement & Analysis**

1. Please provide a clear and succinct summary of the problem to be addressed by this program. Your Problem Statement should be no more than one or two sentences.
2. Please document the severity of the problem. Describe how the problem was discovered and the impact the problem has on the community. You must include any data as it is related to the nature of the local problem, compare to the problem statewide, include local trend data, and how the proposed program will assist in meeting community goals.
3. How will the proposed program alleviate the stated problem?

#### Goals, Objectives & Outcomes

1. Provide the program's goal. The goal should be general, realistic, focused on what we will ultimately achieve, consistent with overall mission/purpose of agency.
2. Provide objectives that measure progress toward achieving the goal.
3. Provide at least 1 Outcome for EACH stated objective (outcomes quantitatively measure program impact).

#### Program Description

Please provide a detailed description of the full program to be implemented (what, who, where, why, when, and how)

1. What? – Describe the nature of the proposed program.
2. Who? – Please specify and describe the target population(s), the parties responsible for implementing/administrating the proposed program, and any partners involved.
3. Where? – Describe the location(s) where the program is to be administered as well as the geographical area served.
4. Why? – Explain the rationale for the selection of the proposed program. Explain how the program will or has been incorporated into the ongoing operations of the agency/organization.
5. When? – Provide a detailed monthly program timeline for the proposed award period.
6. How? – List all relevant resources, activities, and methodologies necessary for the implementation of the proposed program.

#### Evidence Based/ Best Practices

1. Is your program evidence based?
2. Identify the evidence-based program or best practice utilized for this program/project. (This should come from an outside source.)
3. Name the source (website, publication, etc) that identifies the selected model as evidence-based or a best practice.
4. If your program is not evidence-based, why not?

#### Budget Information

Personal: Here you will enter all personnel associated the project. Personnel must be broken down by salaried, hourly, pool and volunteer. Applicants must provide the position title, name of employee, fund type, employee type, annual salary, % charged to grant. The cost will auto calculate once all the information is provided. DO NOT LIST CONTRACTORS OR SUBRECIPIENT STAFF UNDER PERSONNEL.

Employee Benefits: Here you will enter all benefits provided to personnel associated the project. Benefits must be broken down by employee. Applicants must provide the, name of employee, position title, employee type, fund type, benefit type, % charged to grant and employer contribution. The cost will auto calculate once all the information is provided. DO NOT LIST BENEFITS FOR CONTRACTORS OR SUBRECIPIENT STAFF UNDER EMPLOYEE BENEFITS.

Supplies and Operating Expenses: Here you will enter supply items and operating expenses associated with the project. Supplies must be broken down by specific items. Applicants must provide a specific supply item, fund type, number of units, price per unit, and % charged to grant. Operating Expenses must be broken down by expense. Applicants must provide the operating expense, fund type, amount of operating expense, % charged to grant. The cost will auto calculate once all the information is provided. **DO NOT LIST SUPPLIES OR OPERATING EXPENSES REQUIRED BY CONTRACTORS OR SUBRECIPIENT STAFF UNDER SUPPLIES AND OPERATING EXPENSES.**

Equipment: Here you will enter all equipment associated with the project. Equipment must be broken down by item. Applicants must provide the equipment item, fund type, number of units, price per item, % charged to grant. The cost will auto calculate once all the information is provided. **DO NOT LIST EQUIPMENT REQUIRED BY CONTRACTORS OR SUBRECIPIENT STAFF UNDER EQUIPMENT.**

Travel: Here you will enter all travel associated with the project. Travel must be broken down by each trip. Applicants must provide the number of travelers, purpose of travel, location of travel, travel expense, fund type, quantity per traveler, cost per day/item/mile, % charged to grant. The cost will auto calculate once all the information is provided. **DO NOT INCLUDE TRAVEL EXPENSES FOR CONTRACTORS OR SUBRECIPIENT STAFF UNDER TRAVEL.**

Consultants and Contractors: Here you will enter all contractors and consultants associated with the project. Consultants must be broken down by individual. Applicants must provide the name, service being provided, fund type, hourly rate, number of hours, % charged to grant. Contractors must be broken down by name. Applicants must provide the name, service provided, fund type, compensation, % charged to grant. The cost will auto calculate once all the information is provided. You will also indicate whether there are travel expenses for the consultants and contractors associated with the project.

### **Program Income**

1. Will your program generate income? Y/N
2. What is the estimated amount of Program Income?
3. Describe how your program will generate income?
4. What will the program income be used for?

### **Budget Summary**

This section will auto fill based on the information you entered. If there are errors you must go back and edit the correct screen, save and re-review the summary.

### **Budget Narrative**

1. Personnel
  - 1.1. Describe the roles and responsibilities for each position or attach detailed job description(s). If you attach a job description, enter "See Attached Job Description(s)" into the text box.
  - 1.2. Describe how each position directly furthers the purpose of the program.
  - 1.3. If the position(s) funded with this grant have administrative duties, how do those duties directly impact the program?
  - 1.4. For each position identified in the Budget Detail, please state the percentage of time each position will spend on grant funded activities.
  - 1.5. Does the position receive funding from other sources?
  - 1.6. If YES, identify, by position, the source and amount of other funds.

If you are requesting funds for any new positions, please explain how the additional funds will enhance or expand the current program being funded.

2. Employee Benefits
  - 2.1. Describe employee benefits that will be paid for each position(s) listed under Personnel.
3. Employee Travel
  - 3.1. Describe why travel is necessary to the program.
4. Equipment
  - 4.1. How will purchasing equipment facilitate meeting your stated program goals and objectives?
  - 4.2. How will the supplies and operating expenses facilitate meeting your stated program goals and objectives?
5. Supplies and Operating Expenses
  - 5.1. How will the supplies and operating expenses facilitate meeting your state program goals and objectives?
6. Consultants (Including Contractual Services)
  - 6.1. Explain why consultant or contractual services are necessary.
  - 6.2. Describe the nature of the contracted service(s).
  - 6.3. What is the consultant or contractor's hourly rate?
  - 6.4. What was the basis for the selection of the consultant or contractor? (ex. Open bidding, sole source, etc)
7. Internal Controls
  - 7.1. Describe your internal control system(s). Internal controls are the policies, processes and systems implemented to provide assurances that your organization can comply with all rules, regulations, and laws governing this grant. Examples include: how does your organization account for grant funds, track programmatic achievements, maintain adequate records, or exercise control over the grant?

#### Application Attachments

- Total Agency Budget – If the applicant agency is a nonprofit, nongovernmental entity, please complete and upload the “Subgrantee Basic Budget”. Be sure to complete both the Organizational tab and the Employee tab. ***This does not apply to units of government.***
- Attachments Indirect Cost Rate – If the applicant agency has a federally approved indirect cost rate, ICJI will accept this rate. You must provide ICJI with a copy of the approval letter showing the rate and effective date. Your detailed budget should reflect the items that the rate is to be applied to and a complete description of what your total indirect cost plan encompasses.
- Attachments Sustainability Plan – Please attach a document detailing the Applicant’s plan to maintain the program once the grant fund period expires.
- Attachments Timeline – Please attach a timeline for the completion of the Project and/or expenditure of the grant funds.
- Attachments Letters of Endorsement – Please attach at least one letter of endorsement evidencing community support for the Applicant’s program.
- Attachments Miscellaneous – Please attach other requested information if applicable.