



STATE OF ARIZONA
DEPARTMENT OF EDUCATION

PILOT PROGRAM ON SCHOOL EMERGENCY READINESS
FY 2016 COMPETITIVE GRANT ANNOUNCEMENT
VIA SENATE BILL 1476

GRANT APPLICATION DETAILS and INSTRUCTIONS

ELIGIBILITY

Arizona Public School Districts
with fewer than 29 schools

RELEASE DATE

August 19, 2015

APPLICATION DUE DATE

September 30, 2015

HOW TO APPLY

This application must be submitted through the Arizona Department of Education's (ADE) Grants Management Enterprise System (GME) by clicking *Grants Management* through ADEConnect at: <http://www.azed.gov/aelas/adeconnect/>

CONTACT INFORMATION

For programmatic questions and assistance, contact the School Safety and Prevention Office, 602-542-8730 or Davidson.Riggs@azed.gov. For technical assistance with the Grants Management System, contact Grants Management at 602-542-3901 or email grants@azed.gov.

SB 1476

Sec. 14. Pilot program on school emergency readiness; report;
delayed repeal

A. The \$3,646,400 state general fund appropriation to the department of education for the school safety program for fiscal year 2015-2016 in the general appropriations act includes \$100,000 for a pilot program on school emergency readiness.

B. On or before September 30, 2015, school districts shall submit applications to the department of education to participate in the pilot program.

C. On or before November 30, 2015, the department of education shall select three school Districts to participate in the pilot program. The selected Districts shall collectively consist of no more that thirty-one individual school sites and shall consist of:

1. One school District that is located in a county with a population eight hundred thousand persons or more according to the 2010 United States Census decennial census.

2. One school District that is located in a county with a population of more than one hundred thousand persons but less than eight hundred thousand persons according to the 2010 United States decennial census.

3. One school District that is located in a county with a population of less than one hundred thousand persons according to the 2010 United States decennial census.

D. School Districts that are selected to participate in the pilot program must be provided and use a readiness and emergency management program that incorporates the following:

1. Education specific emergency management software. All plans and critical emergency readiness information including contacts, floor plans and critical equipment photos and locations shall be accessible online and off-line via mobile device applications. The software used in the pilot program shall comply with the national emergency information management system adopted by the federal emergency management agency.

2. Training of teachers and administrators in the readiness and emergency management program.

3. The development, implementation and maintenance of a comprehensive crisis plan for those school Districts and their teachers and administrators.

E. On or before November 1, 2016, the department of education shall submit to the governor, the president of the senate and the speaker of the house of representatives a report that summarizes the results of the pilot program.

The department of education shall provide a copy of the annual report to the secretary of state.

F. This section is repealed from and after December 31, 2016.

PILOT PROGRAM ON SCHOOL EMERGENCY READINESS FY 2016 COMPETITIVE GRANT

PROGRAM OVERVIEW

Based on SB 1476, three (3) Arizona School Districts will be given the opportunity to participate in a Pilot Program on School Emergency Readiness.

Requirements for the Pilot Program on School Emergency Readiness are contained in SB 1476 and the application materials. In addition, Arizona Revised Statute (ARS) 15-341 (A) (32) requires each District school site to have an emergency response plan (ERP) that meets the Arizona Minimum Requirements. The Arizona Department of Education (ADE) and the Arizona Division of Emergency Management are responsible for developing the minimum standards for school emergency response plans in Arizona. The standards are not a systematic guide for completing a comprehensive response plan, but rather the minimum of what to include in the plan.

In order to write a high quality proposal, applicants should review the Arizona Minimum Requirements, the US Department of Education's *Guide for Developing High-Quality School Emergency Operations Plans*, and the Arizona Emergency Response Plan Template Sections I, II, III, and IV. All of these documents are accessible through the Document Library in the Grants System as well as at: <http://www.azed.gov/prevention-programs/emergency-preparedness/>. **A PowerPoint training covering information for the application will also be posted at this website by August 29, 2015.**

APPLICATION SELECTION AND AWARD

As per SB 1476: On or before November 30, 2015, the ADE shall select three Districts to participate in the pilot program. The selected Districts shall collectively consist of no more than thirty-one individual school sites and shall consist of:

1. One school District that is located in a county with a population of more than eight hundred thousand persons:
 - Maricopa
 - Pima

2. One school District that is located in a county with a population of more than one hundred thousand persons but less than eight hundred thousand persons:
 - Cochise
 - Coconino
 - Mohave
 - Navajo
 - Pinal
 - Yavapai
 - Yuma

3. One school District that is located in a county with a population of less than one hundred thousand persons:

- Apache
- Gila
- Graham
- Greenlee
- LaPaz
- Santa Cruz

An application in accordance with **SB 1476** and submitted as per the ADE **Application Instructions** will be reviewed and scored in accordance with the ADE *Guidelines and Procedures for Competitive Discretionary Grants*.

Each District application will be reviewed and scored independently. **One (1) award will be made in each of the three (3) categories described within SB 1476.** The Districts to receive an award will be determined by the highest scoring application in each of the three categories, provided that the total number of school sites does not exceed 31. Total appropriation for the pilot program is \$100,000. Awards are expected to be between \$25,000 and \$40,000. The ADE will process scores by November 30, 2015 and provide funding recommendations to the State Board of Education for final approval on December 7, 2015. Formal notification to awarded LEAs will be made by December 11, 2015.

PROJECT PERIOD AND REPORTING

Grants awarded under this program will be funded through September 30, 2016. Awardees will be required to submit a final comprehensive report by October 17, 2016. Awardees will also be required to submit a completion report in the GME within 90 days of the close of the Project Period.

GRANT DELIVERABLES

Districts that are selected to participate in the pilot program are responsible for:

1. The development, implementation, and maintenance of a comprehensive crisis plan for those school Districts and their teachers and administrators. (SB 1476)

- Use of the ERP Template Sections I, II, III, and IV, the Arizona Minimum Requirements, and the *Guide for Developing High-Quality School Emergency Operations Plans* is highly recommended.
- Individual schools within the District are required to develop emergency response plans based upon the dynamics of their individual school. Plan development may be accomplished by using a district designed template for district schools that is then customized to individual school sites. Customization would include, but is not limited to, student rosters, staff rosters, master schedule, individual assistance plans for non-English

speaking students and students with disabilities, critical infrastructure maps, school ICS assignments, as well as on and off-staging areas.

2. Training of teachers and administrators in the readiness and emergency management program. (SB 1476)

Training and exercise recommendations include:

- FEMA on-line Independent Study courses IS100sca, IS200b, and IS700 (accessed at: www.training.fema.gov/IS) are to be completed by district and school emergency response team members who have a direct or supporting role for emergency response in the district and/or school.
- Attendance at the E-364 Multi-Hazard Emergency Planning for Schools Course in Emmitsburg, MD, National Emergency Management Training facility; information and registration can be accessed at: www.training.fema.gov/emi . FEMA covers the airfare, lodging, and training fees for participants; the only expense to the district is the meal ticket per participant.
- Attendance at the two-day MAG-364 Multi-Hazard Emergency Planning for Schools Course offered through the Department of Military and Emergency Affairs Arizona (DEMA). Districts can schedule a training through their local Emergency Management Agency by submitting an online request training form to DEMMA at <http://www.dem.azdema.gov/preparedness/training/eventrequest.html>. These trainings are available at no cost to the district.
- Training district and school staff on National Incident Management System (NIMS), Incident Command System (ICS), local ERP, etc.
- Working with local support agencies to coordinate with and participate in one another's exercise plans.
- Testing your plan through drills and exercises to ensure validation of the contents of the plan and conduction of an After Action Report (AAR) after each drill or exercise.

3. Education specific emergency management software. All plans and critical emergency readiness information including contacts, floor plans and critical equipment photos and locations shall be accessible online and off-line via mobile device applications. The software used in the pilot program shall comply with the national emergency information management system adopted by the Federal Emergency Management Agency. (SB 1476)

- Emergency-responder access to school infrastructure information is essential in the assessment, planning, and response processes. The Arizona Department of Public Safety (DPS), in collaboration with the Arizona Counter-Terrorism Information Center (ACTIC), developed the Arizona Critical Infrastructure Database, a virtual database that will support and streamline data collection efforts within Arizona. This system is designed for school use and is made available to law enforcement agencies throughout the state at no cost to the district.

- Recipients of the Pilot Program on School Emergency Readiness grant are required to work with their local law enforcement agency in utilizing the Arizona Critical Infrastructure Database or a comparable database that complies with grant requirements listed above. More information about the Arizona Critical Infrastructure Database can be reviewed in the pamphlet saved in the Document Library of the GME. More information about ACTIC can be accessed at: <http://www.azactic.gov> . To initiate using ACTIC's database, please contact CIKR@azdps.gov or 602-644-5757.

USE OF FUNDS

Grant money usage must support the grant guidelines and deliverables. State funds cannot be used to purchase food. Allowable expenses may include items such as:

- Partial salary or stipend for district or school staff to complete grant requirements (ERP development cannot be contracted out)
- Travel expenses for attending the two-day MAG-364 Multi-Hazard Emergency Planning for Schools Course
- Substitute teacher pay for teachers to attend training
- Developing, reviewing, and revising emergency response plans
- \$125.20/person meal ticket expense for attending E-364 Multi-Hazard Emergency Planning for Schools Course in Emmitsburg, MD, National Emergency Management Training facility
- Training District and school staff on NIMS, ICS, local ERP, etc.
- Supplies necessary to support grant requirements, training or exercise events related to achieving grant deliverables, or ERP supplies
- Conducting building and facilities assessments
- Communicating emergency response policies to parents and guardians
- Conducting drills and tabletop simulation exercises
- Coordination and collaboration of readiness activities to include preparing and distributing copies of emergency management plans with appropriate stakeholders

APPLICATION SUBMISSION PROCESS

Applicants must submit an application to include Contact and Budget information through the Arizona Department of Education's Grants Management Enterprise (GME) System. *Responses to Narrative Questions* and *Project Management Timeline* must be emailed to ERPGrant@azed.gov . GME is accessed through ADEConnect Single Sign On. Users must be registered with ADEConnect in order to have Grants Management access. Users should first contact their District's Entity Administrator for ADEConnect and Grants Management access. Users can receive ADEConnect access support by contacting ADE Support at adesupport@azed.gov or 602-542-7378. Once logged into ADEConnect, the user accesses the Grants Management System by clicking on the *Grants Management* link. Users can receive Grants Management support by contacting ADE Grants Management at 602-542-3901 or grants@azed.gov.

Application - Online Portion

1. *District Contact* information must be completed in the *Program Details* section.
2. The *Budget Line Item* form must indicate the total amount of estimated cost by the District.
3. The *Budget Detail* must include a *Narrative Description* containing justification and description of each line item amount.
4. If using funds for capital outlay, a *Capital Outlay Worksheet* should be accessed from, completed, and uploaded to the *Optional Documents* section of the *Related Documents* folder.

Application - Emailed Portion

Pursuant to ARS 41-1803 Part G, critical infrastructure or key resource information is exempt from public disclosure. Because schools' ERPs are considered critical infrastructure and information regarding them will be included in the *Responses to Narrative Questions*, *Project Management Timeline*, and *Additional Supportive Document*, they must be emailed to ERPGrant@azed.gov. The district must send only one email to this email inbox with all attachments included in either Word or PDF format. Each document title should include both the district name and the document name; for example, *Arizona Unified District – Responses to Narrative Questions*. The applicant should list the district's name in the subject line of the email; for example, *Arizona Unified District Pilot Emergency Readiness Grant*.

1. **Responses to Narrative Questions (Required)** – An applicant must include responses to each of the questions listed in this document. Questions with corresponding responses must be saved as a Word or PDF document using 12 point font, and emailed as described above. (maximum of 10 pages limit)
2. **Project Management Timeline (Required)** – An applicant must include a Project Management Timeline that includes the following: a comprehensive list of activities and milestones, corresponding staff position or team responsible for completing the activity, and the date by which the activity will be completed. (maximum of 3 pages)
3. **Additional Supportive Document (Optional)** – An applicant may include one additional supportive document. (maximum of 10 pages)

In order for an application to be considered complete, it must include district contact information and budget information inputted within the online application as well as the two required emailed documents: *Responses to Narrative Questions* and a *Project Management Timeline*.

Applications that do not include all required application components are ineligible and will not be reviewed.

Deadline

All components of the application must be submitted by **5:00 pm on September 30, 2015. This includes both the application submission to the GME as well as documents emailed to**

ERPgrant@azed.gov . Applications submitted after this deadline will not be eligible and will not be reviewed.

Payments

Payments will be provided using the Reimbursement Requests menu option to request payments.

Revisions (Amendments)

After application approval, amendments to the online funding application must be made through a revision. A detailed explanation for each revision must be provided in GME. To differentiate between the original narrative descriptions and the revised narrative descriptions, please explain the revision in the narrative box using **red font** so that the changes stand out. The revision deadline is **Aug. 31, 2016**.

APPLICATION SCORING

The application is worth a total of 100 points. Each application section and section points are listed below:

<u>Application Section</u>	<u>Points</u>
Budget	10 points
Required Narrative Questions	
Section 1: Development, Implementation, and Maintenance of Comprehensive Emergency Response Plan	35 points
Section 2: Collaborations	20 points
Section 3: Training and Exercising Plan Implementation	15 points
Project Management Timeline	20 points
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Total:	100 points

Additional Assistance

- If you need assistance accessing ADEConnect, contact ADE Support at (602) 542-7378 or adesupport@azed.gov.
- If you need assistance utilizing Grants Management Enterprise, contact the Grants Management office at (602) 542-3901 or email grants@azed.gov.
- If you need programmatic assistance, contact the School Safety and Prevention Office at (602) 542-8730 or Davidson.Riggs@azed.gov.

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 Assurance link on the Grants home page, please visit <http://www.ade.az.gov/GME> and go to Documents and Required Annual Forms.

Required Narrative Questions

Section 1: Development, Implementation, and Maintenance of Comprehensive Emergency Response Plans

Question 1: Describe in detail the district's needs in developing (or enhancing), implementing, and maintaining comprehensive school emergency response plans (ERPs), including the roles of the district in supporting the schools' plans. Identify existing gaps and/or weaknesses in each component of prevention, protection, mitigation, response, and recovery.

Question 2: Describe in detail the hazards, threats, risks, and vulnerabilities facing the district and the process used by the district to identify them. Describe the district's current capacity to respond to districtwide hazards, threats, risks, and vulnerabilities.

Question 3: Describe in detail how the *Arizona Minimum Requirements for School Emergency Response Plans* and the Arizona Department of Education *Emergency Response Plan Template* (sections I, II, III, and IV) have been or will be utilized to strengthen the school ERPs.

Question 4: Following the six step process explained in the *Guide for Developing High-Quality School Emergency Operations Plans*, describe in detail the process that will be used for the development (or enhancement), implementation, and maintenance of school plans.

Question 5: List the name, title, and agency of each internal and external member of your planning team. For external members include any partners from law enforcement, fire services, emergency management, public health, and any supporting/coordinating agencies.

Question 6: Demonstrate the extent of district commitment to this project through the dedication of resources including personnel, staff time, and policy/procedure support. Specify the name and title of the person responsible for oversight of the grant, ensuring that requirements are met and reports are submitted to the Arizona Department of Education. Describe the staffing plan for achieving the grant deliverables within the grant timeframe.

Question 7: Explain how the district will sustain the work achieved through the grant beyond the funding period. Include a description of how the district will continue to dedicate staff time and resources, conduct trainings and exercises, and enhance the emergency response plan.

Section 2: Collaborations

Question 1: Describe how the district and local law enforcement, public health, emergency management, and fire services have worked together during the past three years specific to emergency response planning. Include collaborative efforts regarding purchase of emergency response equipment and supplies, conducting trainings, and/or exercising plans.

Question 2: Describe how the district plans to work with local law enforcement, public health, emergency management, and fire services to support the guidelines and deliverables of this grant and how the plans will be collaboratively achieved.

Question 3: Describe how the district plans to work with other supporting/coordinating agencies such as behavioral health, railroad services, military base, local transportation services, or any other partners appropriate for the district.

Question 4: Grant recipients are required to work with their local law enforcement agency on utilization of the Arizona Department of Public Safety's *Arizona Critical Infrastructure Database*. Please state the district's commitment to using the Arizona Critical Infrastructure Database and include the agency name(s) with which the district plans to share school and district information stored in the database. An exception to this requirement may be made if the local law enforcement agency uses a different, comparable software that meets grant requirements. If the district will be using a different database in partnership with local law enforcement, specify the name of the software program and describe how it meets the grant requirements.

Section 3: Training and Exercising Plan

Question 1: Describe in detail the training needs of the planning team and how those training needs will be met. Identify any law enforcement, public health, emergency management, and fire services partners who will be trained during the course of this grant and the specific trainings they will attend. Include the anticipated training timeline.

Question 2: Describe in detail the plan for training school personnel and students in the emergency response plans.

Question 3: Describe in detail the plan for drilling and exercising the ERP under this grant. Specify the number of lockdowns, evacuations, and shelter in place drills each school will conduct. Include a description of how the exercises will be debriefed and used to further enhance the ERP.

Don't forget the Project Timeline – instructions on page 6!