

Sexual Harassment and Assault Prevention

**Maryland State
Department of Education
200 West Baltimore Street
Baltimore, MD 21201**

**Deadline:
September 13, 2016
3:30 p.m., EST**

PROPOSAL DESCRIPTION

Name of Grant Program:

Sexual Harassment and Assault Prevention

Authorization:

Maryland Department of Health and Mental Hygiene

Dissemination: July 15, 2016

Deadline: September 13, 2016

Purpose:

To support strategies and initiatives to prevent sexual harassment and assault, first time perpetration, and victimization in schools through participation in a two-day state-wide professional learning activity on November 16,-17 or November 30 - December 1. Training will focus on the shift from awareness to primary prevention.

Required Components:

Proposals must contain the following to be considered for funding:

- Commitment to attend statewide training on either November 16th and 17th or November 30th and December 1st. A professional development plan for activities following the statewide training outlining administration/staff training, including: timeline, persons to be trained and training topics.
- Inclusion of at least one (1) goal and related objectives that focuses on changing student behavior.

Deliverables:

At five (5) months post award, grantees must submit:

- For all local professional development opportunities, grantees must submit a training agenda with objectives, training evaluation form and copy of pre/posttest to be used.
- Information on their student curriculum supports and a copy of the student pre/posttest assessment tool.

Eligible Applicants:

Maryland Local Education Agencies

Proposal Review:

The review of proposals will be a four-part process.

- 1) Written applications will be pre-screened for submission requirements and inclusion of all required sections. Applications not meeting all prescreen requirements will not be read.
- 2) A review committee, established by the Maryland State Department of Education (MSDE), will evaluate written applications. The committee will be composed of representatives from outside agencies and MSDE personnel. Reviewers will comment on the proposals and assign numerical scores.
- 3) Final approval for awards will be determined by the review committee.

MSDE reserves the right to take into consideration geographic distribution when making awards.

Award Notification: September 20, 2016.

Total Funds Available: \$36,000

Length of Grant Period: October 1, 2016 – January 10, 2017

Estimated Number of Grants: 12

Estimated Average Grant Amount: \$2000-\$4000

Fund Use

Cost(s) incurred prior to the approval of the grant may not be funded through the award.

Allowable expenditures include expenses for local school staff to attend state-wide training and provision for substitutes.

Funds may not be used for the following: equipment, construction, and food.

The General Education Provisions Act (GEPA), Section 427:

Each application must develop and describe the steps such applicant proposes to take to ensure equitable access to, and equitable participation in, the project or activity to be conducted with such assistance, by addressing the special needs of students, teachers, and other program beneficiaries in order to overcome barriers to equitable participation.

Reporting Requirements:

Grantees must submit:

- Final financial reports; (C-1-25-D by January 20, 2017)
- Semester reports: A report on 11/1/16 and a final report on 1/15/16
- Grantees may host one site visits per funding cycle.

Proposals must contain the following information, assembled in the order indicated:

1. Proposal Cover Sheet, including
 - Name of LEA
 - Sexual Harassment and Assault Prevention Proposal
 - Name, address, telephone, and email address of contact person
 - Amount requested
 - Dated signature in blue of Superintendent of Schools
2. Project Narrative
 - 2.1. Extent of Need
 - 2.2. Goals and Objectives
 - 2.3. Evaluation and Dissemination Plan
 - 2.4. Key Personnel, including
 - Names of positions of staff attending statewide training

- Positions of staff who will participate in local training.
- 2.6. Future Plans.
 3. Budget Narrative and C-125 Budget Form.
 4. Appendices
 - 4.1. Letters of commitment from central office supporting participation in the trainings.
 - 4.2. Signed assurances (attached)

An unbound original proposal, together with three copies, and an electronic copy via email to christopherc.hersl@maryland.gov, in Microsoft Word format, MUST be submitted to:

Maryland State Department of Education
Division of Curriculum, Assessment and Accountability
200 West Baltimore Street
Baltimore, MD 21201-2595
Attention: Christopher Hersl

Program Contact and Technical Assistance:

Christopher Hersl, Educational Specialist
410-767-0327
Fax: 410-333-2202
Email: Christopherc.hersl@maryland.gov

Non-Discrimination Statement:

The Maryland State Department of Education does not discriminate on the basis of race, color, sex, age, national origin, religion, or disability in matters affecting employment or in providing access to programs. For inquiries related to Department policy please contact:

Equity Assurance and Compliance Branch
Maryland State Department of Education
200 West Baltimore Street
Baltimore, MD 21201-2595
Voice: (410) 767 0426
TTY/TDD: (410) 333-6442
FAX: (410) 767-0431

ORIGINAL GRANT BUDGET

AMENDED BUDGET #

REQUEST DATE

GRANT NAME

GRANT RECIPIENT NAME

MSDE GRANT #

RECIPIENT GRANT #

REVENUE SOURCE

SCHOOL NAME

FUND SOURCE CODE

GRANT PERIOD

CATEGORY/PROGRAM	BUDGET OBJECT						
	01 - SALARIES & WAGES	02 - CONTRACT SERVICES	03 - SUPPLIES & MATERIALS	04 - OTHER CHARGES	05 - EQUIPMENT	08 - TRANSFERS	BUDGET BY CAT./PROG.
201 Administration							
Prog. 21 General Support							
Prog. 22 Business Support							
Prog. 23 Centralized Support							
202 Mid-Level Administration							
Prog. 15 Office of the Principal							
Prog. 16 Inst. Admin. & Supv.							
203-205 Instruction Categories							
Prog. 01 Regular Prog.							
Prog. 02 Special Prog.							
Prog. 03 Career & Tech Prog.							
Prog. 04 Gifted & Talented Prog.							
Prog. 08 School Library Media							
Prog. 09 Instruction Staff Dev.							
Prog. 10 Guidance Services							
Prog. 11 Psychological Services							
Prog. 12 Adult Education							
206 Special Education							
Prog. 04 Public Sch Instr. Prog.							
Prog. 09 Instruction Staff Dev.							
Prog. 15 Office of the Principal							
Prog. 16 Inst. Admin & Superv.							
207 Student Personnel Serv.							
208 Student Health Services							
209 Student Transportation							
210 Plant Operation							
Prog. 30 Warehousing & Distr.							
Prog. 31 Operating Services							
211 Plant Maintenance							
212 Fixed Charges							
214 Community Services							
215 Capital Outlay							
Prog. 34 Land & Improvements							
Prog. 35 Buildings & Additions							
Prog. 36 Remodeling							
Total Expenditures By Object	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Finance Official Approval

Name Signature Date Telephone #

Supt./Agency Head Approval

Name Signature Date Telephone #

MSDE Grant Manager Approval

Name Signature Date Telephone #

RECIPIENT ASSURANCES

By receiving funds under this grant award, I hereby agree, as grantee, to comply with the following terms and conditions:

1. Programs and projects funded in total or in part through this grant shall operate in compliance with State and federal statutes and regulations, including but not limited to the 1964 Civil Rights Act and amendments, the Code of Federal Regulations (CFR) 34, the Elementary and Secondary Education Act, Education Department General Administrative Regulations (EDGAR), the General Education Provisions Act (GEPA) and the Americans with Disabilities Act (ADA). Vendors, subgrantees, and/or consultants; including officers and employees shall comply with the Family Educational Rights and Privacy Act at all times (20 U.S.C. §1232g).
2. Grantee shall assure that its facilities are accessible to individuals with disabilities as required by the ADA and applicable regulations. The grantee shall not discriminate against individuals with disabilities in the provision of its services and programs unless to do so would be an undue burden or result in fundamental alteration in the program as those terms are used in the ADA and its implementing regulation. The State reserves the right to inspect the grantee's facilities at any time to determine if the grantee is in compliance with ADA. The grantee shall bear sole responsibility for assuring that its programs conforms for the section 501c. of the ADA (42 USC 12201) as a bona fide benefit plan. The grantee shall indemnify and hold the State harmless in any administrative proceeding or action brought pursuant to the ADA for all damages, attorneys' fees, litigation expenses and costs, if such action or proceeding arises from the acts of grantee, grantee's employees, agents or subgrantees.
3. By accepting federal funds, the recipients certify that they have complied with Federal Executive Order 12549, Debarment and Suspension set forth in 2 CFR §180, and that, a signed Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion form has been filed with Maryland State Department of Education Project Monitor.
4. Grantee shall establish and maintain fiscal control, fund accounting procedures by fund, as set forth in 2 CFR §200 and in applicable statute and regulation. By accepting federal funds, the recipient agrees that the amount of the grant award is contingent upon the receipt of federal funds. Grantee shall retain all records of its financial transactions and accounts relating to this grant for a period of five years, or longer if required by federal regulation. Such records shall be made available for inspection and audit by authorized representatives of MSDE.
5. Entities expending federal funds of \$750,000 or more in a single fiscal year, must have an annual financial and compliance audit in accordance with 2 CFR Subpart F 200.500 et. seq.
6. The Maryland State Department of Education (MSDE) may, as it deems necessary, supervise, evaluate and provide guidance and direction to grantee in the conduct of activities performed under this grant. However, MSDE's failure to supervise, evaluate or provide guidance and direction shall not relieve grantee of any liability for failure to comply with the terms of the grant award.
7. Grantee shall adhere to MSDE reporting requirements, including the submission of all required reports. Failure to submit complete, accurate, and timely progress and final reports may result in the withholding of subsequent grant payments until such time as the reports are filed.
8. Grantee must receive prior written approval from the MSDE Program Monitor before implementing any programmatic changes with respect to the purposes for which the grant was awarded. Unless a division implements a stricter policy, grantee must receive prior written approval from the MSDE Program Monitor for any budgetary realignment of \$1,000 or 15% of total object, program or category of expenditure, *whichever is greater*. Grantee must support the request with the reason for the requested change. Budget realignments must be submitted at least 45 days prior to the end of the grant period.
9. Requests for grant extension, when allowed, must be submitted at least 45 days prior to the end of the grant period.
10. Grantee shall insure that programs and projects that offer web-based or technology band instructional products or programs which are funded in total or in part through this grant will operate in compliance with Section 508 of the Federal Rehabilitation Act of 1973 as amended and Section 7-910 of the Education Article, Annotated Code of Maryland.
11. Grantee shall repay any funds that have been determined through the federal or State audit process to have been misspent, misapplied, or otherwise not properly accounted for, and further agrees to pay any collection fees that may subsequently be imposed by the federal and/or State government. The repayment may be made by an offset to funds that are otherwise due the grantee.

I further certify that all of the facts, figures and representations made with respect to the grant application and grant award, including exhibits and attachments, are true and correct to the best of my knowledge, information, and belief.

Superintendent of Schools/Head of Grantee Agency

Date