



Sexual Harassment and Assault Prevention

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

**All Submissions must be received by
3:30 p.m. Monday, October 2, 2017**

This document is available in alternate formats.

PROPOSAL DESCRIPTION

Name of Grant Program:

Sexual Harassment and Assault Prevention

Authorization:

Maryland Department of Health and Mental Hygiene

Dissemination: August 1, 2017

Deadline: October 2, 2017

Purpose:

To support training on strategies and initiatives to prevent sexual harassment and assault, first time perpetration, and victimization in schools through planning, development, implementation and evaluation of comprehensive primary prevention programs. Programs will represent a timely shift from awareness to primary prevention. Grants will be awarded to eligible school systems. It is expected that the sexual harassment/assault prevention program will be integrated within health education.

Required Components:

Proposals must contain the following to be considered for funding:

- Commitment to attend training on dates in November or December of 2017.
- A professional development plan outlining administration/staff training, including: timeline, persons to be trained and selection of one or more of Coaching Boys into Men, Safe Dates, Second Step and/or Shifting Boundaries.
- Description of how the following data collection plan will be implemented:
 - With administration/staff trainings: (1) a knowledge- and attitudes-based pre/posttest, and (2) a training evaluation;
 - With in-class student sessions: a knowledge- and attitudes-based pre/posttest before and after implementation of classroom sessions
- Inclusion of at least one (1) goal and related objectives that focuses on changing student behavior.

Deliverables:

By January 31, 2018, grantees must submit to MSDE:

- Description of selected student curriculum, and
- Copy of the student pre/posttest assessment tool

Eligible Applicants:

Maryland Local Education Agencies

Proposal Review:

The review of proposals will be a three-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) and Maryland Department of Health (MDH) will evaluate written applications. 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: October 13, 2017

Total Funds Available: \$29,307

Length of Grant Period: October 16, 2017 – January 31, 2018

Estimated Number of Grants: 6

Estimated Average Grant Amount: \$1,000- \$10,000

Fund Use:

Cost(s) incurred prior to the approval of the grant may not be funded through the award. Allowable expenditures include the following: expenses for local school staff training, expenses for curriculum programs listed in the requirements section; provisions for substitutes; stipends for teachers, nurses, pupil personnel workers; expenses related to training and materials of instruction.

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 selected program 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 31, 2018)
- Description of selected student curriculum by January 31, 2018
- Copy of the student pre/posttest assessment tool by January 31, 2018
- Semester reports: A report on 12/1/17 and a final report on 1/31/18
- Grantees must host one site visit per funding cycle.

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

1. Proposal Cover Sheet
2. Project Narrative
 - 2.1. Extent of Need
 - 2.2. Goals and Objectives
 - 2.3. Partners
 - 2.4. Professional Development Plan
 - 2.5. Evaluation and Assessment
 - 2.6. Dissemination Plan
3. Budget Narrative
 - 3.1. Line Item Listing of Budgetary Expenses
 - 3.2. Itemized Budget Form (C-125)
4. Appendices
 - Letter(s) of commitment from central office supporting participation in the trainings
 - Letter(s) from partners
 - Signed assurances

Submission Requirements:

An unbound original proposal, together with three copies, and an electronic copy via email to kirsten.roller@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: Kirsten Roller

Program Contact:

Kirsten Roller, Health Education Specialist
410-767-0330
Fax: 410-333-2202
Email: kirsten.roller@maryland.gov

Technical Assistance:

Technical assistance will be provided upon request from Local Education Agencies.
Contact: Kirsten Roller
Phone: 410-767-0330
Email: kirsten.roller@maryland.gov

Non-Discrimination Statement:

The Maryland State Department of Education does not discriminate on the basis of age, ancestry/national origin, color, disability, gender identity/expression, marital status, race, religion, sex, or sexual orientation in matters affecting employment or in providing access to programs and activities and provides equal access to the Boy Scouts and other designated youth groups. For inquiries related to Department policy, please contact:

Equity Assurance and Compliance Office
Office of the Deputy State Superintendent for Finance and Administration
Maryland State Department of Education
200 W. Baltimore Street - 6th Floor
Baltimore, Maryland 21201-2595
410-767-0426 - voice
410-767-0431 - fax
410-333-6442 - TTY/TDD

1. Project Cover Sheet

Every proposal must have a Proposal Cover Sheet. The following information must be clearly stated in the following order:

- Name of applicant
- Title of project
- The words “Sexual Harassment and Assault Prevention”
- Name of project manager
- Address of project manager
- Telephone and email address of project manager
- Project partners
- Amount requested.
- Dated signature of Superintendent of Schools

2. Project Narrative

2.1 Extent of Need (10/100 points)

- Why does your school system need to have access to the trainings provided by MSDE? Consider the teacher, student, family, and/or community needs related to the training
- What issues will be addressed by attending the training?

2.2 Goals and Objectives (20/100 points)

A minimum of two goals and objectives are to be written as outlined below:

- A project goal that addresses the main problem identified in the needs assessment
- A project objective that aligns to the project goal and is measured on the assessment(s)
- A student behavior goal related to changing student behavior
- A student behavior objective that aligns to the student behavior goal and is measured

2.3 Partnerships (20/100 points)

Present a clear discussion of who the partners are, their respective roles in the project, the benefits each expects to receive, and the specific contributions each partner will make to the project in the form of financial support, equipment, personnel, or other resources. It is essential to document the partners' commitments to the project. Append letters of commitment from each, describing roles and quantifying contributions. Never assume that reviewers will automatically know who a proposed partner is, what that partner is capable of or willing to commit to the project, or why the partner is participating. It is strongly recommended that the local rape crisis center be a partner.

Local school systems are required to identify and partner with the local sexual assault service provider that offers prevention and intervention services in their county. A list of these programs is located on the [MCASA](#) website. The purpose and extent of this partnership may vary, but at a minimum includes ensuring that trained teachers and staff are aware of the sexual assault services available in their community, who is eligible for services, and the proper way to refer individuals. A list of available services and contact information for this program must be made available to teachers and staff who are directly involved in the project.

Additional opportunities for partnership may include: having rape crisis center staff participate on the steering committee for the project; inviting prevention staff at rape crisis centers to present to students on healthy relationships, boundaries, consent, sexual harassment, bullying, gender roles, or other related topics; providing training to administrators, teachers, and school staff on dynamics of sexual harassment and assault and how to respond to disclosures from

students; or being present at project-related activities as a community resource.

2.4 Professional Development Plan (10/100 points)

Outline of administration/staff training to include the following:

- Training(s) chosen to attend
- Persons to be trained
 - List names and positions of attendees for each training selected

2.5 Evaluation and Assessment Plan (10/100 points)

- Training Evaluation and Assessment
 - Participant feedback on the training attended
 - Changes in knowledge and attitudes of participants before/after training
- Student Assessment
 - Knowledge and attitudes based pre/posttest before and after lesson implementation of the program
 - Assessment of anticipated student behavior change resulting from the program intervention

2.6 Dissemination Plan (10/100 points)

- How and when will the training participants share the information gained from the training with other professionals?
- When will the training content be implemented to students?
- Which unit and approximate dates/semester/quarter will implementation occur?
- How many lessons will be administered and approximate minutes of student engagement?
- What curriculum will be selected?

3. Budget Narrative (20/100)

3.1. Line Item Listing of Budgetary Expenses

Use the format from the *sample* excerpt below:

Line Item	Calculation	Total
Salary & Wages		
Substitute Pay for teachers attending conference	4 substitutes x \$100 per day x 2 days	\$800
<i>Total Salary & Wages</i>		\$800
Contracted Services		
<i>Total Contracted Services</i>		\$0
Supplies and Materials		
Coaching Boys into Men curriculum materials	25 @ \$109	\$2,725
<i>Total Supplies and Materials</i>		\$2,725
Other Charges		
Travel Expenses	4 people x \$125 per night x 1 night + \$74 per day for meals x 2 days	\$1184
Mileage and tolls	120 miles x \$0.54 per mile + \$4 for toll	\$69
Fixed Costs for Substitutes	\$800 x 8.3%	\$66.40
<i>Total Other Charges</i>		\$1319.40
Equipment		
<i>Total Equipment</i>		\$0

Line Item	Calculation	Total
GRAND TOTAL		\$4,844.40

3.2. Itemized Budget Form (C-125)

The following page contains the itemized budget form (C-125) that must be submitted with the application. If you are having difficulties categorizing your budget, consult with the financial agent in your local school system. This form must be signed by both your district's Budget's Officer and the Superintendent or designee.

PROPOSED BUDGET

STATE/FEDERAL

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 #

4. Appendices

- Letter(s) of commitment from central office supporting participation in the trainings
- Letter(s) of commitment from partners
- Signed assurances: the following pages contain the assurances that must be signed and dated by the Superintendent of your school system.

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 based 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