BACKGROUND

The Pennsylvania Department of Education's (PDE) Office of Safe School (OSS) supports the Student Assistant Program (SAP), which is a systematic team process used to mobilize school resources and to remove barriers to learning.   The SAP is designed to assist in identifying issues such as alcohol, tobacco, other drugs, and mental health issues that will pose a barrier to a student's success. The primary goal of SAP is to help students overcome these obstacles so that they may achieve, advance, and remain in school. While SAP exists in other areas of the country, the structure and operation of the program in Pennsylvania is a unique model serving the needs of Pennsylvania students and families.

PDE seeks to add the number of trained SAP team members within individual school districts to reduce the workload on school mental health providers, to increase capacity in educators and the usage of the SAP process.

PURPOSE OF THE REQUEST FOR APPLICATION (RFA)

The purpose of the RFA is to solicit applications from approved SAP trainers to submit their plans to train team members in school districts throughout Pennsylvania. These trainings will include in-person regional and online trainings.

STATEMENT OF WORK

The intended objective of this training opportunity is to maintain as well as expand the referral process of school SAP teams for supporting all students in K-12 schools. Members are made up of individuals located in the school settings who are certified as SAP team members. This training opportunity will support increasing the number of trained individuals in schools by providing the funding for the trainers to train school personnel and by supporting schools through reimbursement of substitute costs.

PDE OSS has available funds to support training at no cost to districts, by having Pennsylvania approved trainers directly apply for funding through the PDE website. The funds will filter through the SAP training providers to school entities to assist in reducing the costs of substitutes for those attending training by reimbursing substitute costs for schools who send educators to sponsored trainings.

PDE is committed to collaborating and working with the award recipients and PA Network of Student Assistance Services (PNSAS) to train educators in districts across Pennsylvania and increase the number of SAP team members in schools. PNSAS is the collaborative group of interagency and regional staff who oversees the SAP in Pennsylvania and PDE is one of the tri-agency partners.

PDE is committed to ensuring that sign in sheets and credits are processed once trainers submit the sign in sheets with a Professional Personnel ID (PPID). The Act 48 credits will be uploaded by the OSS staff upon receipt of sign-in sheets. The Act 45 credits will be uploaded by the OSS staff once the sign in sheets and follow-up assignments are provided.

REQUIREMENTS FOR SUBMISSION

- Complete and sign the application
- Agree to issue reimbursement of substitute cost to those school entities for which you have provided training. Proper documentation must be included with all submitted invoices to PDE OSS.

RFA # 6100062204
Student Assistance Program (SAP)
School Team Members Training Opportunity

ELIGIBLE APPLICANTS

Eligible applicants must be an approved Pennsylvania SAP provider as listed on the PNSAS providers list.

APPLICATION REVIEW

1. Applications will be pre-screened to ensure applicants are approved Pennsylvania SAP providers and are active on the PNSAS trained providers list.
2. A review committee within PDE OSS will review and evaluate applications for feasibility and alignment to objectives.
3. Committee will determine final approval for awards.

EVALUATION CRITERIA

1. Trainers will be an SAP approved trainer with active training status.
2. Trainers will have adequate team members to support their training plans.
3. Trainers proposed budget will identify the amount of proposed training opportunities within the grant period. Training costs not to exceed $350 per person. Reimbursement of substitute costs to school entities not to exceed $150 per person and is in alignment with all other stated conditions.

QUESTIONS AND ANSWERS

Questions regarding the program and solicitation will be received through November 7, 2024.
All questions and answers will be compiled and posted to eMarketplace.
Questions are to be submitted via e-mail to Pennsylvania Department of Education, Bureau of Management Services at ra-edgrantsfirst@pa.gov.

APPLICATION SUBMISSION CLOSING DATE: November 25, 2024.

AWARD NOTIFICATION: Award recipients will be notified no later than December 2, 2024

TOTAL FUNDS AVAILABLE

Training costs not to exceed $350/per person. Reimbursement of up to $150 per person per day to cover substitute teachers if necessary. Awardees must agree to reimburse substitute costs with 15 days of receiving payment from PDE.

TERM OF PROJECT: July 1, 2024 - December 31, 2026

ESTIMATED NUMBER OF AWARDS: 23

FUND USE

The funds will be used to cover Student Assistance Program/Commonwealth Approved Trainer trainings to members of the local educational agencies.

REPORTING REQUIREMENTS

1. End of Year reports are to include the number of participants, LEA, Dates of Training are due:
   - December 31, 2025
   - December 31, 2026

2. Invoice must be submitted to be reimbursed for SAP Training cost. All invoices must be submitted in accordance with Office for Safe Schools procedures.

APPLICATION SUBMISSION DETAILS

Applicants must be a registered vendor with the Commonwealth of Pennsylvania to receive a contract. If you are not registered, please visit: Vendor Registration

SUBJECT LINE

All information should be submitted via e-mail to Pennsylvania Department of Education, Bureau of Management Services at ra-edgrantsfirst@pa.gov.