

**Electronic Incident Prevention System Grant
(School Safety Tip Lines)
Application Instructions
December 2022**

Overview

The Electronic Incident Prevention System grant is made available through a one-time appropriation of \$150,000 by the Arizona Legislature for FY23. The purpose of the grant is to provide funding to Local Education Agencies (LEAs) for the purchase, development or maintenance of a school safety tip line. A school safety tip line provides students, staff and/or other individuals in a school community with the opportunity to report to school officials a potential incident of violence in a confidential and/or anonymous manner.

Grant Awards

Up to \$5,000 will be provided to awarded LEAs on a rolling basis of first-come first-served. No more than 60% of total funds (\$90,000) will be approved for LEAs within Maricopa and Pima counties between the grant opening and February 1, 2023. Any unallocated funds remaining on February 1, 2023 will be awarded to LEAs within Maricopa and Pima counties with outstanding or incoming applications above the 60% cap. The application will be available until May 1, 2023 or until all funding is awarded, whichever comes first. Funds must be expended by June 30, 2023.

Early research on school safety tiplines suggests that availability of the tip line needs to be marketed to the intended audience and that the intended audience needs to be trained on its use. The research also suggests that schools should develop triage and investigation policies and procedures; detail the roles of partner agencies; and implement strategies for addressing school climate.

For further information please see:

- Michael Planty, Christine Lindquist, Jason Williams, Stacey Cutbush & Duren Banks (2022) *National Assessment of the Relationship Between Tip Line Implementation and School Safety Outcomes*, Journal of School Violence, 21:4, 429-443, DOI:10.1080/15388220.2022.2108433
- Joshua A. Hendrix, Michael G. Planty, and Stacey Cutbush (2022) *Leakage Warning Behaviors for Mass School Violence: An Analysis of Tips Reported to a State School Safety Tip Line*, Journal of Threat Assessment and Management, 9:1, 33–51, <https://doi.org/10.1037/tam0000171>
- Planty, M., Banks, D., Lindquist, C., Cartwright, J., & Witwer, A. (2020). *Tip Lines for School Safety: A National Portrait of Tip Line Use*. Research Triangle Park, NC: RTI International.

GME Application and Reimbursement

An application within the ADE's Grants Management Enterprise (GME) must be submitted and approved prior to award of grant funds and payment of reimbursement requests.

The GME application components are:

1. LEA Contact Information
2. Statement of Assurances
3. LEA Budget and Budget Justification (a maximum of \$5,000 can be requested)

4. Narrative Questions:

- Provide a detailed description of the plan to use the funding towards a school safety tip line including:
 - Whether the funds in this application will be for the purchase, development or maintenance of the tip line;
 - Vendor or contractor name if applicable and known;
 - Methods by which users can access the tip line (e.g., phone call, text, mobile app, website);
 - How reports to the tip line will be staffed or monitored, and frequency of monitoring; and
 - How confidentiality and/or anonymity will be addressed.

- Describe the plan for advertising and training potential users of the tip line including:
 - Names of the schools that the tip line will serve, grade levels, and enrollment;
 - How the tip line will be advertised to students, staff and other intended users; and
 - How intended users will be trained on effective use of the tip line.

In the Statement of Assurances, the LEA agrees to provide to ADE the following information at the conclusion of the grant period:

- Aggregate data for the number by type of incidents reported in the system (e.g. bullying, threats, self-harm) and outcomes of reporting (e.g., where incidents were referred, numbers closed out by the administrator), not to include any personally identifiable information;
- Selected vendor, if applicable; and
- Satisfaction with the system.

Contact Information

For programmatic questions and assistance, please contact the School Safety & Social Wellness unit at schoolsafety.socialwellness@azed.gov or (602)364-2281. For technical assistance with the online system, contact GME at 602-542-3901 or email grants@azed.gov.