



State of Arizona
Department of Education

**FY 2020 School Safety Program-Continuation
Application Instructions**

Eligibility

Arizona public schools currently funded through the School Safety Program

Release Date

March 1, 2019

Due Date

April 15, 2019

11:59 pm*

How to Reapply

This renewal application must be submitted through the Arizona Department of Education's Grants Management Enterprise (GME) at <https://gme.azed.gov/>.

Contact Information

For programmatic questions and assistance, contact the School Safety and Prevention Unit, 602-542-8730. For technical assistance with the online system, contact GME at 602-542-3901, or email Grants@azed.gov.

***Please note, no technical assistance is available after 5pm on Monday, April 15, 2019.**

Fiscal Year 2020 School Safety Program-Continuation Application Instructions

Grant Overview

The intent of the School Safety Program is to place School Resource Officers (SRO) and Juvenile Probation Officers (JPO) on school grounds to contribute to safe school environments that are conducive to teaching and learning. The grant provides seed money for the salary and benefits of these officers as established in ARS 15-155 for violence and juvenile delinquency prevention. School Safety Program officers maintain a visible presence on campus; deter delinquent and violent behaviors; serve as an available resource to the school community; and provide students and staff with Law-Related Education (LRE) instruction and training. Officers are required to teach a minimum of 180 hours of LRE instruction per year. The officer is expected to intervene as a law enforcement officer or juvenile probation officer when necessary.

Requirements for the program are contained in the School Safety Program Guidance Manual, which can be found in the Grants Management Resource Library.

Renewal Application Overview

The Fiscal Year (FY) 2020 School Safety Program-Continuation application is year three of a three-year grant. Requests for salary and benefits (under purchased professional services) for a continuing officer must be consistent with the FY 2018 approved salary and benefits amount for that officer. Upward adjustments in salary and benefits cannot be accepted. If the actual salary of an officer is less than what was approved in FY 2018, the lesser amount of the two must be requested.

Online Funding Application through GME

An Online Funding Application must be completed and 'submitted' in GME **by 11:59 pm April 15, 2019**. Incomplete and late applications may jeopardize program participation (an application without the *Cooperative Agreement Signature Page* is considered incomplete). **Please note that grant technical assistance is only available until 5:00 pm on Monday, April 15, 2019.**

The application consists of the following:

Allocations – contain school awards and the preliminary approved district budget (90% of total award). These allocations are uploaded by the Grant's Office. A reallocation will occur in the fall of 2019 to reflect your final total allocation (100% of total award). At that time, you will revise your budget to reflect the final allocation.

FFATA & GSA Verification – Assurances that must be agreed to by the applicant.

District Administrator Information, Training, and Assurance – collects district-level contact and training attendance information and includes additional assurances that must be agreed to by the applicant.

Budget - consists of Budget Line Items and Budget Narrative Descriptions.

Budget Line Items Approved for Inclusion in Budget (by Object or Function Code):

- Supplies (6600): Enter \$100 per school. The \$100 is shared by joint sites
- Purchased Professional Services (6300): Enter the remaining budget (allocation - \$100) for your officer's salary and benefits
- Travel Allowance: **Leave blank** - Allocations will be determined later.
- No other budget items will be considered.

Budget Narrative Description must contain a detailed description of each line item amount requested. The description must also specify a 10-, 11-, or 12-month position for each officer. *Example: \$60,000 Officer Smith, 10-month position.*

Program Details - collects school-level and agency-level contact and training attendance information

Related Documents - contains the **required Cooperative Agreement Signature Page** that **must be completed and uploaded for each continuing school** (joint applicants submit one form).

Cooperative Agreement Signature Page

Obtain the appropriate signatures from each entity involved in the School Safety Program for each site. The signature form acknowledges cooperation between the responsible parties including the county juvenile probation department or local police department, school principal and district superintendent. Specifically, this form indicates that a law enforcement or juvenile probation department has agreed to provide an officer. **Do not submit a renewal application if you cannot get the assurance that an officer will be available to fill the position.** Each site must have its own *Cooperative Agreement Signature Page* (joint applicants submit one form). After award of the grant, the district must develop a Service Agreement with their law enforcement or juvenile probation agency. Minimum requirements of the Service Agreement can be found on pages 28 - 29 of the [School Safety Program Guidance Manual](#).

The application cannot be submitted without this required document being uploaded.

Navigating the Grants Management Enterprise (GME) Online Funding Application

Below are the steps to complete the School Safety Program Online Funding Application. If additional information is needed, there are user guides and webinars located in the GME's Document Library. The Grants Management office can be reached at (602) 542-3901 or Grants@azed.gov.

Tips: Each action you take will re-set the “Session Timeout” clock for 60 minutes.

Links to all application pages are provided in the Sections pages.

Use the “Go To” window within each section to navigate through the application. Once you begin entering information, the button will change to “Save and Go To” (there is not a “Save” button).

Validation messages: A **warning** message *will* allow you to submit the application, but you may need to resolve the message for the application to be approved. An **error** message *will not* allow you to submit the application. You will need to resolve the message for the application to be approved.

1. Accessing the System

If you already have access to GME, access the system via <https://gme.azed.gov/>.

If you do not have access to ADEConnect or GME, first contact your District’s Entity Administrator for ADEConnect and GME access, then follow the steps below:

- Enter user name and password for ADEConnect Single Sign On
- Click on the “Grants Management link”
- Click GME Sign-in (left menu) and enter your email address and password

Note to District Entity Administrator: Call the ADE Support Center at (602) 542-7378 or outside the Phoenix area at (866) 577-9636 or email adesupport@azed.gov if assistance is needed with access to ADEConnect or GME.

2. Accessing the FY 2020 School Safety Program-Continuation Application

- Using the left menu, hover over the menu items with arrows to view sub menus
- Click on the “Search” option and choose “Funding Applications” from the menu
- Enter your LEA name in the “Organization Name” window
- Click on 2020 in the “Fiscal Year” window
- Scroll down in the “Funding Application” window and click on “School Safety Program-Continuation”
- Click on “Search”
- Click on your LEA’s name at the bottom of the screen to open the FY 2020 School Safety Program-Continuation application

After clicking on your LEA’s name, you will see the **Sections** page. You are ready to begin completing your application.

3. Completing the Application

To begin your application:

- Click the “**Draft Started**” link

- District-level information
 - Enter FFATA & GSA Verification as instructed
 - Enter the District Administrator contact details, training information, and required assurance
- Site-level Information
 - Use the dropdown box to select the site name
 - Complete the steps below for each continuing site

Budget

- Click on “Budget” link
- Select “View” by Object or Function Code
- Enter dollar amount for the *Budget Line Items Approved for Inclusion in Budget* (by Object or Function Code) as directed on Page 2 of instructions
- Enter *Narrative Description* for each line item as directed on Page 3 of instructions.
- Click on “Budget Overview” from the Sections page to see the school-level budget at a glance
- Click on “School Safety Program School Allocations” to see an overview of the total budget

Program Details

- Click on “Program Details” link
- Enter contact information and associated required training attendance for the Site Administrator, Officer, and Agency Supervisor
- Enter Summer/Intersession information, if applicable
- Enter Joint Applicant/Partnering Site information, if applicable, and associated required training
- Please note, the “Additional Contact Information” box can be used to indicate any change to contact information during FY 2019-2020 not captured elsewhere in the application (for example: if more than one change in SRO, Site Administrator, District Administrator or Agency Supervisor has occurred, please indicate)

Related Documents

- Click Go-to, Sections
- On the Sections page, click on “Related Documents” link
- Select the link for the required *Cooperative Agreement Signature Page* (CASP).
- Save CASP to your computer and print one page per school. Obtain all signatures, scan and save each document to your computer (example: *TUSD – Catalina CASP*)
- Click the “Upload” link on the corresponding document line to be uploaded
- Click “Browse” and search for the document you have saved on your computer.
- Select the “Create” button and the document will be automatically uploaded to the Related Documents page

4. Submitting the Application

There is not a “Submit” button in the GME system. Instead, various levels of approval must occur for an application to be submitted and processed by ADE. When the application is ready to be “submitted” to ADE, return to the “Sections” page and change the status to “Draft Completed” to initiate the LEA levels of approval.

Authorized LEA representatives will need to review the application and change the status to the following:

- LEA Business Manager Approved
- **LEA Authorized Representative Approved (“submitted”)**

Payments

Please request your FY 2020 quarterly payments using the Reimbursement Requests menu option on the School Safety Program-Continuation main “Sections” page of the Grants Management System. Reimbursement requests must be submitted in September, November, February, and May. Each quarterly payment may not exceed 25% of your total budget. Instructions on how to make a reimbursement request can be found in the Grants Management Resource Library of the main “Sections” page, GME User Reference Guides, Reimbursement Requests, Reimbursement Request Overview for LEAs/External Users guide.

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.azed.gov/grants-management/gsa/>.

Revisions

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 through the History Log using the Create Comment link on the main “Sections” page. The revision deadline is April 30, 2020.

Please review the **Quick Reference Guide QRG – Revising A Budget in GME** located in the Grants Management Resource Library (left menu), GME User Reference Guides, Revisions for instructions on how to make budget revisions in the GME system.

Reporting Requirements

Mid-Year and End-Year Reports

All sites are required to submit the following documents:

- **Mid-Year Report** that collects FY 2019-2020 first semester compliance data and programmatic information is due in January 2020. The exact due date and details on how to access the report template and submit it to GME will be provided to District Administrators by the program area.
- **End-Year Report** that collects FY 2019-2020 second semester compliance data and programmatic information is due in June 2020. The exact due date and details on how to access the report template and submit it to GME will be provided to District Administrators by the program area.