



State of Arizona  
**Department of Education**

**FY 2019**

**AWARE**  
**Advancing Wellness and Resiliency in Education**

**Application Instructions**

**Eligibility**

Project AWARE sub-grantees were identified in the original grant application to the Department of Health and Human Services Substance Abuse and Mental Health Services Administration (SAMHSA) using the Arizona Healthy Communities Index (2016) indicating zip codes throughout the state that lack access to care, with insufficient education and prevalent poverty rates. Glendale Elementary School District, Pinon Unified School District, and Sunnyside Unified School District submitted a Letter of Commitment to work collaboratively with ADE to improve or expand mental health related interventions and services.

**Release Date**

October 1, 2018

**Close Date**

April 19, 2019  
\*11:59 pm

**How to Apply**

This 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 Rebecca Astorga, AWARE Team Program Director, [Rebecca.Astorga@azed.gov](mailto:Rebecca.Astorga@azed.gov) or School Safety and Safety Programs (SHSP), 602-542-8730. For technical assistance with the online system, contact GME at 602-542-3901, or email [Grants@azed.gov](mailto:Grants@azed.gov).

**\* Please note grant technical assistance will not be available after 5:00 p.m.**

## **Fiscal Year 2017 School Safety Program PLUS Application Instructions**

### **Project Overview**

The Arizona Department of Education (ADE) is a grantee for the 5-year Project AWARE funded through SAMHSA. The purpose of this program is to build or expand the capacity to: (1) increase awareness of mental health issues among school-aged youth; (2) provide training for school personnel and other adults who interact with school-aged youth to detect and respond to mental health issues; and (3) connect school-aged youth, who may have behavioral health issues (including serious emotional disturbance or serious mental illness), and their families to needed services. Project AWARE supports the development and implementation of a comprehensive plan of activities, services, and strategies to decrease youth violence and support the healthy development of school-aged youth.

### **Application Overview**

The ADE SHSP AWARE Team may provide funding for the equivalent of at least one FTE mental health professional in each grant-funded school to respond immediately on-site if a school-aged youth exhibits behavioral signs warranting the need for clinical attention.

This on-site mental health professional (counselor, psychologist, or social worker) will provide coordinated referral, services, and follow-up to school-aged youth and their families for evidence-based school- and community based mental health practices and services. The onsite mental health professional will work with the designated district **Community Project Manager** to develop and implement meaningful ways to engage students and their families by involving them in the design and implementation of education and community initiatives.

School site mental health professionals will report data to their Community Project Manager and ADE AWARE Team evaluator inclusive of the following:

- The number of individuals who have received training in prevention or mental health promotion.
- The number of people in the mental health and related workforce trained in mental health related practices/activities that are consistent with the goals of the grant.
- The number of state and local policy changes completed as a result of the grant.
- The number of organizations that entered into a formal written inter/intra-organizational agreement (e.g., MOUs/MOAs) to improve mental health-related practices/activities that are consistent with the goals of the grant.
- The number and percentage of school-aged youth receiving school-based screening for need for mental health services after referral in each LEA along with the specific services received.
- The number and percentage of school-aged youth receiving school or community-based mental health or related services after referral in each LEA along with the specific services received.

## **Award Amount and Use of Funds**

Identified sub-grantee districts are eligible to receive funding for at least one mental health professional per school site to immediately detect and respond to students experiencing mental health challenges. Identified sub-grantee districts are not limited in the number of mental health professionals requested, however, ADE may approve requests according to funding availability and will consider student to counselor ratio, as recommended by the American School Counselor Association. ADE will also review the position description and contract of hire to ensure the hired staff meets the expectation of an on-site mental health professional.

The goal is to have a mental health professional on-site. One of the deliverables of Project AWARE is to report the number of organizations that entered into a formal written inter/intra-organizational agreement to improve mental health related practices/activities consistent with the goals of the grant. We recognize that some school sites already have a mental health professional in place. We also recognize that more than one mental health professional may be requested due to the size of student enrollment. We are mindful of the challenge to fill open-positions. ADE program area staff will notify university partners of the placement opportunity. We encourage the formal agreements for mental health services with health care provider groups and will support requests for expansion of support as appropriate and consistent with the goals of the grant.

## **Project Period**

Funds awarded under this application will be for Year 1 of a five-year funding cycle. The project period for Year 1 extends from **October 1, 2018 to September 30, 2019**. A continuation application for years two through five will be available to Year 1 sub-grantees annually through the grants management system (GME).

## **Online Funding Application through GME**

Identified sub-grantee districts must complete and **submit** an online funding application in GME by midnight on **April 19, 2019**. Eligible districts will have until August 30, 2019 to report the contract of hire of the on-site mental health professional(s) via an application revision and upload of related documents.

Districts receiving funding for a new hire - Districts notified by ADE of their eligibility for funding for a **new hire** (full and/or part-time) school-based mental health position(s) (psychologist, counselor, and/or social worker).

Budget: Consists of Budget Line items and Budget Narrative Descriptions.

- Budget Line Items approved for inclusion in the Budget: Salary and benefits of the approved mental health professional. No other budget line items will be considered without prior approval.
- Budget Narrative Description must contain a detailed description of each line item amount requested.

Program Details: Collects a list of school sites requesting to hire and the current student to mental health professional ratio and includes additional assurances that must be agreed to by the applicant.

\*Related Documents – Note: These documents are not required for initial April 19<sup>th</sup> submission but will be required by September 30, 2019 to receive the requested funding. Contains the following documents:

- District job description for the new mental health hire(s) at each school-site
- Contract of Hire: Evidence of salary to be paid for the new mental health hire(s) at each school
- Formal inter/intra-organizational agreement with community health care provider group, if applicable.

\*NOTE: These documents are shown as Optional Documents in GME, however, Program Area review and approval of these documents is required to initiate a Reimbursement Request.

### **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 Resource Library. The Grants Management office can be reached at (602) 542-3901 or [Grants@azed.gov](mailto: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 in order for the application to be approved. An error message *will not* allow you to submit the application. You will need to resolve the message in order 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.

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

## 2. Accessing the FY 2019 AWARE 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 2017 in the “Fiscal Year” window.
- Scroll down in the “Funding Application” window and click on “**AWARE.**”
- Click on “Search.”
- Click on your LEA’s name to open the 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

At the top of the Sections page, you will notice the LEA name, the “Application Status,” and “Change Status To” options.

To begin your application, click the “Draft Started” link and complete the District Program Details Page and the **AWARE** Pages.

### Budget

- Click on “Budget” link.
- Select “View” by Object or Function Code.
- Enter projected dollar amount for the *Budget Line Items approved for inclusion*. Enter *Narrative Description* for each line item.

### Program Details

- Click on “Program Details” link.
- List school sites requesting to hire a mental health professional and include the current ratio of student to mental health professional. A brief description may be included. The ratio is determined by calculating the number of students to FTE equivalent of psychologists, counselors, and social workers.  
example: Arizona HS (833:1)
- Review the Additional Assurances and indicate your agreement to same by checking the box next to each assurance.

Related Documents: \*Not required for initial April 19<sup>th</sup> submission, but will be required to receive funding through a reimbursement request prior to August 30, 2019.

- ***Mental Health Professional Job Description***
  - Click on “Related Documents” link.
  - Select the link for the required.
  - 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.

- **Evidence of Salary Document** - THIS STEP IS REQUIRED TO RECEIVING FUNDING FOR THE NEW HIRE THROUGH A REIMBURSEMENT REQUEST.
  - Click on “Related Documents” link.
  - Select the link for the required.
  - 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

Payments will be provided using the Reimbursement Requests menu option on the AWARE main Sections Page of the Grants Management System. Instructions on how to make a reimbursement request can be found in the Reimbursement Req User Guide located in the GME Resource Library (blue tab) on the main Sections Page. The requested Related Documents are required to be uploaded by initiating an application revision prior to August 20, 2019.

#### 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 submission of the original application, initiate a revision to upload the related documents according to LEA timeline of hire. 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 **August 30, 2019** (30 days prior to the Project End date of SEP 30, 2019).

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

### **Reporting Requirement**

Quarterly reporting is required. The site-level mental health professionals will report data to their district Community Project Manager and ADE AWARE Team evaluator. Reporting may also include annual assessments. A Completion Report is due within 90 days of project end date.

Please review the **Completion Report Guide** located in the GME Resource Library (left menu) for instructions on how to submit completion reports in GME.