



State of Arizona
Department of Education

FY 2020

AWARE - Continuation
Advancing Wellness and Resiliency in Education

Application Instructions

Eligibility

Project AWARE subgrantees 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. Identified sub-grantees submitted a Letter of Commitment to work collaboratively with ADE to improve or expand mental health related interventions and services.

Release Date

August 1, 2019

Close Date

April 19, 2019

*11:59 pm

How to Apply

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

Contact Information

For program assistance, contact AWARE Team:

- Project Coordinator Yesmina Luchsinger, Yesmina.Luchsinger@azed.gov
- Project Director and Fiscal Manager, Rebecca Astorga, Rebecca.Astorga@azed.gov
- Technical assistance with the online system, contact GME directly: 602-542-3901
Grants@azed.gov

* Please note grant technical assistance is not available after 5:00 p.m.

Fiscal Year 2020 AWARE - Continuation Instructions

Project Overview

The Arizona Department of Education (ADE) is a grantee for the 5-year Project AWARE funded through SAMHSA; 09/30/2018 – 09/29/2023. The purpose of this program is to build or expand the capacity to: increase awareness of mental health issues among school-aged youth; provide training for school personnel and other adults who interact with school-aged youth to detect and respond to mental health issues; and connect youth 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 through evidence-based practices and on-site mental health professionals ([counselor](#), [psychologist](#), or [social worker](#)) providing coordinated, services, and follow-up to school-aged youth and their families. The identified LEA Community Project Manager (CPM) will work with site-level mental health professionals 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. The CPM will manage the collection of required data reported to ADE and Evaluators.

- The number of individuals trained in prevention or mental health promotion.
- The number workforce (direct access to students) trained in prevention or mental health promotion.
- The number of policy changes completed as a result of the grant.
- The number of organizations that entered into a formal agreement (e.g., MOUs/MOAs) to improve mental health-related practices/activities
- 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.

Application Overview

The ***FY20 AWARE – Continuation*** is a competitive application open to the identified 3 LEA subgrantees: Baboquivari Unified School District, Glendale Elementary School District, and Sunnyside Unified School District. Applicants will propose a year two budget to support a comprehensive approach to mental health services and programs as outlined in the Program Narrative Questions.

Award Amount and Use of Funds

The application is competitive, and the award amount is contingent upon the proposed budget and comprehensive plan for mental health services and supports. Applicants may be asked to revise the proposed budget. Applicants may receive funding for certified mental health professionals. ADE may request to review the position description and contract of hire to ensure the hired staff meets the expectation of an on-site mental health professional. Applicants are encouraged to enter into formal agreements for mental health services with health care provider groups and may request funding to support expansion of support as appropriate and consistent with the goals of the grant. Applicants are expected to request for funding evidence-based programming and practices that align with the need assessment and recommendation provide by the Evaluator. Mental health related training and workforce development inclusive of travel is an appropriate use of funding.

Project Period

Funds awarded under this application will be for Year 2 of the five-year grant. The project period for Year 2 extends from **September 30, 2019 to September 29, 2020**. A competitive continuation application for years three through five is required annually through GME.

Online Funding Application through GME

Identified sub-grantee districts must complete and **submit** an online competitive funding application in GME by 11:59pm on **September 12, 2019**. A Year 2 Logic Model is required as an upload to the Related Documents. Additional documents may include an Emergency Response Policy and a Staff Wellness Policy.

Contacts: Enter appropriate names and contact information

Budget: Budget Line items with Narrative Descriptions in support of grant goals. A budget line item for travel to trainings outside the region/county may be included if anticipated; Please use object Code 6500 and include description of anticipated travel reimbursement (mileage, hotel, meals, per [ADOA guidelines](#)).

- Budget Narrative Description must contain a detailed description of each line item amount requested.

Program Narrative Questions: Provide details to accurately describe your district approach to mental health.

Related Documents:

- Year 2 Logic Model - required for submission
- Policies related to mental health promotion
- Formal inter/intra-organizational agreement(s) with community health care provider group – may be uploaded at any time during the project period.

Navigating the Grants Management Enterprise (GME) Online Funding Application

Below are the steps to complete the AWARE-Continuation 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.

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, outside the Phoenix area at (866) 577-9636, or email Support@azed.gov for assistance with access to ADEConnect or GME.

2. Accessing the FY 2020 AWARE - 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 “**AWARE - Continuation.**”
- 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 by changing status to *Draft Started*.

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.

Budget

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

Program Details

- Click on “Program Narrative Questions” link.
- 1) Describe how your district will promote mental health literacy to teachers, students, and the community.
 - 2) Describe your plan to train certified Teachers and classified staff to respond to a child with mental health needs district.
 - 3) Describe your district progress relating to emergency response policy(s) (upload policy(s) in Related Documents).
 - 4) Describe staff wellness policies and/or supports provided by your district (upload policy in Related Documents).
 - 5) Describe Evidence-Based Programs and Practices (EBPs) currently used to address mental health needs.
 - 6) Describe your biggest challenges experience in Year 1.
 - 7) Describe additional supports you would like to receive from ADE.
 - 8) Describe existing tiered mental health supports and how you plan to grow or expand the supports in Year 2.
 - 9) Select the Professional Development currently offered to your faculty.
 - 10) Describe how your district will use Project AWARE to inform staff, students, and families of available mental health resources in your district, school site, and community.

Assurances

- Carefully review the Assurances and indicate district agreement by checking the box.

Related Documents:

- ***Logic Model – REQUIRED FOR SUBMISSION***
 - Click on “Related Documents.”
 - Click the “Upload” link on the corresponding document line.
 - Click “Browse” and search for the document saved on your computer.
 - Select the “Create” button and the document will be automatically uploaded to the Related Documents Page.
- ***Emergency Response Policy***
 - Follow upload process.
- ***Staff Wellness Policy***
 - Follow same upload process.
- ***MOUs/MOAs***
 - Follow process to upload a formal written inter/intra-organizational agreement(s) to provide mental health related practices/activities consistent with the grant.
- ***Other*** – Upload any other documentation as requested.

4. Submitting the Application

There is no “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 – Continuation 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. It is expected that Reimbursement requests will take place monthly accompanied by a monthly expenditure report. Monthly reimbursement requests will allow the ADE AWARE Team to monitor appropriate expenditures and provide technical assistance as needed. Promptly notify the AWARE Team of any anticipate unused funding. Funding expires 9/29/2020 with no carry-over.

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, you may initiate a revision to upload a related document or to enter a change in contact information. Notify the AWARE Team promptly of any revision.

A budget revision may also be necessary. 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.

Data Reporting Requirement

Project AWARE data reporting is required. The site-level mental health professionals will report data as requested to their district Community Project Manager and ADE AWARE Team Evaluator. Reporting may also include annual assessments.

A GME 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.