



State of Arizona  
**Department of Education**

**School Safety Program  
FY 2020 Competitive Grant Announcement**

**School Safety Program – Expansion Grant  
Application Instructions**

**Eligibility**

Arizona public schools and charter schools through their district or charter holder

**Release Date**

Monday, September 16, 2019

**Due Date**

Friday, September 27, 2019  
11:59 PM\*

**How to Apply**

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

**Contact Information**

For programmatic questions and assistance, contact the School Safety Program at 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 2020 School Safety Program – Expansion Grant Application Instructions**

### **Grant Overview**

The intent of the School Safety Program is to place School Resource Officers (SRO) or Juvenile Probation Officers (JPO), School Counselors and/or School Social Workers on school grounds to contribute to safe school environments that are conducive to teaching and learning. 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. In the spring of 2019, the Arizona Legislature passed HB 2749/ARS 15-154. This expanded the scope of the School Safety Program to include school counselors and school social workers as an additional component under the program.

Requirements for the program are contained in the School Safety Program Guidance Manual, which can be found in the Grants Management Enterprise System (GME) Resource Library and on the [School Safety Program website](#).

### **Pre-application Trainings**

Pre-application trainings will be offered **on September 12<sup>th</sup>, 2019 via the School Safety Program Expansion Application Instructions Webinar**. Registration can be accessed via the ADE Event Management System <https://ems.azed.gov/Home/Calendar>. The webinar will be recorded and available for review during the application window.

### **Application Selection and Award**

Please note the ADE will process and provide funding recommendations to the Arizona State Board of Education for final approval.

ADE will try to accommodate all applicants' first choice of position. Awards will be based on the amount requested in each site's application. In a situation where there are more applications than funding available, as well as demand for a second or third position after first choices are awarded, ADE will employ a rubric to prioritize awards.

### **Project Period**

Grants awarded under this program will be funded up to three and a half years. Dependent upon funding from the Arizona Legislature, salary requests are guaranteed for the length of the grant.

### **Program Assistance**

For questions concerning the application or further information about the School Safety Program, contact Su Huma at (602) 364-2092 or at [su.huma@azed.gov](mailto:su.huma@azed.gov).

Note: programmatic assistance and technical assistance for GME is available from 8:00 a.m. to 5:00 p.m. There will be no support available from the program office or GME after 5:00 p.m.

**Fiscal Year 2020 School Safety Program – Expansion Grant  
Application Instructions**

**Application Overview**

The 2020 School Safety Program – Expansion Grant application is available to new applicants and current grantees. For the purposes of this application, a current grantee is a site that received School Safety Program funding from the 2017-2018 school year through the 2019-2020 school year.

Schools may apply for an officer, school counselor, or school social worker individually or may propose to share an officer, school counselor and/or a school social worker with a partnering school through a joint application with a maximum of two schools. See complete application guidance on pages 3 to 7 of this document.

**A complete application consists of the following parts:**

1. <u>Application (submitted via GME)</u>	New Applicants	Current Grantees
<ul style="list-style-type: none"> <li>– Estimated or Actual Budget (budget amounts and narrative for each site applying for funding)</li> </ul>	X	X
<ul style="list-style-type: none"> <li>– Program Details (contact information and program narrative for each site applying for funding)</li> </ul>	X	X
<ul style="list-style-type: none"> <li>– Related Documents required upon the hire of an officer, school counselor, school social worker:                             <ul style="list-style-type: none"> <li>– For Officers only:                                     <ul style="list-style-type: none"> <li>○ FY 2020 Cooperative Agreement with the required signatures from the appropriate representatives</li> <li>○ Statement of Officer Salary and Benefits obtained from the partnering agency providing the officer</li> </ul> </li> <li>– For School Counselors only:                                     <ul style="list-style-type: none"> <li>○ School Counselor contract with the details of the salary and benefits between school site and school counselor</li> <li>○ School Counselor certificate issued by the Arizona Department of Education</li> </ul> </li> <li>– For School Social Workers only:                                     <ul style="list-style-type: none"> <li>○ School Social Worker contract with the details of the salary and benefits between the school site and school social worker</li> <li>○ School Social Worker certificate issued by the Arizona Department of Education</li> </ul> </li> </ul> </li> </ul>	X	X

**Timeline and Submission**

The School Safety Program – Expansion Grant application must be submitted online by 11:59 p.m. on **September 27, 2019**. Please note GME technical assistance will not be available after 5:00 p.m. Applications submitted after midnight will not be accepted.

## **Fiscal Year 2020 School Safety Program – Expansion Grant Application Instructions**

### **Cooperative Agreement Signature Page**

All applicants must obtain the appropriate signatures from each entity involved in the School Safety Program for each site. The Officer is not an appropriate signatory. The signature form acknowledges cooperation among 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 and follow grant requirements, if a grant is awarded. Each site must have its own Cooperative Agreement Signature Page (joint applications submit one). The *Cooperative Agreement Signature Page* has been provided in the GME School Safety Program – Expansion Funding Application under the Related Documents link.

### **Statement of Officer Salary and Benefits**

All applicants must submit a statement of officer salary and benefits obtained from the partnering agency providing the officer(s) (one per agency per district/charter). The statement must include the salary and benefits for each officer. Allowable benefits include **customary benefits** of medical, dental, retirement and social security and do not include additional benefits such as uniform allowance, additional stipends, and overtime. If the officer will serve the school for less than 12 months, the itemized salary and benefits statement from the agency must show a prorated figure.

### **School Counselor Contract**

All applicants must submit a contract between the school site and school counselor. The contract must include part/full-time status and the details of the salary and benefits. Allowable benefits include **customary benefits** of medical, dental, retirement and social security and do not include additional benefits such as additional stipends and overtime.

### **School Counselor Certification**

All applicants must submit a copy of the School Counselor Certification issued by the ADE.

### **School Social Worker Contract**

All applicants must submit a contract between the school site and school social worker. The contract must include part/full-time status and the details of the salary and benefits. Allowable benefits include **customary benefits** of medical, dental, retirement and social security and do not include additional benefits such as additional stipends and overtime.

### **School Social Worker Certification**

All applicants must submit a copy of the School Social Worker Certification issued by the ADE.

### **Position Sharing Between Two Schools – Joint Applicants**

Schools requesting to share an officer, school counselor and/or social worker are required to develop and submit a joint application which will be considered in cases where the district, school, and partnering agency feel that it is feasible and in the community's best interest to share an officer, school counselor and/or social worker. A maximum of two schools may apply as a joint applicant. Partnering schools must demonstrate a cohesive program design by jointly and

## **Fiscal Year 2020 School Safety Program – Expansion Grant Application Instructions**

thoroughly addressing all sections of the application. The application should describe how partnering schools will collaborate to effectively use the officer, school counselor and/or social worker at each site in accordance with grant requirements. For schools wishing to share an officer, the officer is required to complete the 180 Law-Related Education (LRE) hours between the sites, not at each site. All other program requirements remain intact.

Because of the limited staffing capacity of partnering agencies and the challenge of implementing 180 hours of LRE with a finite number of potential classrooms, a school with an Average Daily Membership (ADM) ranging from 200 to 300 is more likely to successfully implement the program by partnering with another school with a similar ADM. These schools are strongly encouraged to submit a joint application. Schools with fewer than 300 students that apply by themselves should clearly articulate within the program design of their online application how they will successfully meet LRE instruction requirements within constraints of limited number of potential classrooms to teach LRE.

Joint applicants must provide a program proposal that demonstrates effective use of the officer, school counselor and/or school social worker and how the officer, school counselor and/or school social worker will meet program goals and requirements through collaboration between both schools' administrations. This would include, but is not limited to, developing a realistic schedule for the officer, school counselor and/or school social worker, a LRE plan (for the officer) based on each site's needs assessment, and considerations for school enrollment and distance between schools.

### **Grants Management Enterprise System (GME) Online Funding Application**

A School Safety Program – Expansion Grant Funding Application must be completed and 'submitted' in GME **by 11:59 p.m. on September 27, 2019**. Incomplete and late applications will not be accepted. **Please note that grant technical assistance is only available until 5:00 p.m.**

The application consists of the following:

**Budget** – consists of Budget Line Items and Budget Narrative Descriptions.

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

- 6100, 6200, and 6300 as appropriate: Enter officer, school counselor and/or social worker's salary (including benefits) for each school.
- Budget Narrative Description must contain a detailed description of each line item amount requested. The description must also specify if the position is part-time/full-time for school counselor and/or school social worker, and if it is a 10-, 11-, or 12-month position for the officer.
- Supplies – for officers only (6600): Enter \$100 per school. The \$100 is shared by joint sites.

**Site Program Narrative Questions** – collects the site-level details and contact information, officer information, agency supervisor information, school counselor information, school social worker information, joint applicant/partnering school site details and contact information (if applicable), summer/intersession information (if applicable), the need for the School Safety Program Expansion Grant, addressing the need through program design, and collaboration and commitment for program implementation.

## Fiscal Year 2020 School Safety Program – Expansion Grant Application Instructions

Related Documents – contains the documents that must be completed and uploaded for each site upon the hire of an officer, school counselor and/or school social worker.

### **Navigating the Grants Management Enterprise (GME) Online Funding Application**

Below are the steps to complete the School Safety Program – Expansion Grant 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](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 2020 School Safety Program – Expansion Funding Application**

- On the main GME menu hover over “**Funding**” and select “**Funding Applications.**”
- On the **Funding Applications** page select the applicable **Fiscal Year** (2020) from the drop-down to view available funding applications
- Click on the School Safety Program - Expansion funding application.

You are ready to begin completing your application.

## **Fiscal Year 2020 School Safety Program – Expansion Grant Application Instructions**

### **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 Description Page and the School Safety Program – Expansion Pages.

#### **Information/Instruction**

- Information provided to successfully complete the application and requirements

#### **District Administrator Information and Assurance**

- Enter District Administrator information
- Read and agree to District Administrator Assurance

#### **School Safety Program – Expansion Pages** (complete for each school site applicant)

##### Budget

- Select School Name from School Safety Program – Expansion drop down box.
- 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 5 of instructions.
- Enter *Narrative Description* for each line item as directed on Page 5 of instructions.
- Click on “Budget Overview” from the Sections page to see the school-level budget at a glance.
- Click on “School Safety Program – Expansion School Allocations” to see an overview of the total budget.

##### Site Program Narrative Questions

- Click on “Site Program Narrative Questions” link.
- Enter site level, officer, and agency supervisor information, school counselor and/or school social worker.
- Enter joint applicant/partnering school information, if applicable.
- Enter summer/intersession information
- Complete the program narrative questions:
  - Determining the Need for the School Safety Program – Expansion Grant
  - Addressing the Need Through Program Design
  - Collaboration and Commitment for Program Implementation

##### Assurances

- All assurances must be read and answered by the applicant.

##### Related Documents

- Click on the “Related Document” link.
- Under the “Optional Documents” section, 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.

## **Fiscal Year 2020 School Safety Program – Expansion Grant Application Instructions**

- Select the “Create” button and the document will be automatically be 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**

As your expenditures allow, submit your FY 2020 Reimbursement Requests in November, February, and May. Instructions on how to make a reimbursement request are included in the **Reimbursements Req User Guide** located in the Document Library (left menu) of the main Sections Page.

### **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.

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

### **Year-End Reporting Requirement**

All sites are required to submit a Year-End Report that collects 2019 – 2020 data. The report will be available in May and due in June. Additional information will be forthcoming.