



State of Arizona
Department of Education

**FY 2021 School Safety Program Expansion – Continuation Grant
Application Instructions**

Grant Overview

The School Safety Program is a state-funded grant that places school counselors, school social workers, and school resource officers (SROs) and/or juvenile probation officers (JPOs) in selected schools to support, promote and enhance safe and effective learning environments for all students.

Eligibility

Arizona public schools and charter schools currently funded through the School Safety Program Expansion Grant

Release Date

March 1, 2020

Due Date

April 15, 2020
11:59 PM*

How to Reapply

The School Safety Program Expansion – Continuation Grant Funding Application can be accessed through the Arizona Department of Education's (ADE) Grants Management Enterprise (GME) at <https://gme.azed.gov>. The online application must be completed and submitted in the status of LEA Authorized Representative Approved in GME **by 11:59 p.m. on April 15, 2020.**

Program Assistance

For programmatic questions and assistance with the application, contact the School Safety Program at 602-364-2092 or email the School Safety & Social Wellness inbox at SchoolSafety.SocialWellness@azed.gov. For technical assistance with the online system, contact GME at 602-542-3901 or email Grants@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. on Wednesday, April 15, 2020**

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Navigating the Grants Management Enterprise (GME) Online Funding Application

Below are the steps to complete the School Safety Program Expansion – Continuation Grant Funding Application. If additional information is needed, there are user guides and webinars located in the GME's LEA 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 username 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 if assistance is needed with access to ADEConnect or GME.

2. Accessing the FY 2021 School Safety Program Expansion – Continuation Funding Application

- On the main GME menu hover over "**Funding**" and select "**Funding Applications.**"
- On the **Funding Applications** page select the applicable **Fiscal Year** (2021) from the drop-down to view available funding applications
- Click on the School Safety Program Expansion – Continuation funding 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 – Continuation Pages

You are ready to begin completing your application.

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3. Completing the Application

A complete application consists of the following parts:

Funding Disclaimer

- Read the Funding Disclaimer

FFATA & GSA Verification

- Read and complete Questions 1 -3
 - 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/>.

Program Information/Instruction

- Information provided to successfully complete the application and requirements

Capital Outlay Worksheet – (School Safety Program Expansion – Continuation)

- Please skip this section – not necessary to complete

District Administrator Information and Assurance

- Enter District Administrator information
- Read and answer District Administrator Assurance

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

- Select School Name from School Safety Program Expansion – Continuation drop down box.

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)
 - 6100 – Salaries: Enter dollar amount for salaries for School Counselor/Social Worker
 - 6200 – Employee Benefits: Enter dollar amount for salaries for School Counselor/Social Worker
 - 6300 – Purchased Professional Services: Enter dollar amount for purchased services for Officers or contracted services for a School Counselor/Social Worker
 - 6600 – Supplies: Officers only – enter \$100.00 for supplies
- Enter *Narrative Description* for each Object Code with a dollar amount entered.
 - Description should include position status (full-time/part-time) and the number of months the position is held.
- Click on “Budget Overview” from the Sections page to see the school-level budget at a glance.

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- Click on “School Safety Program Expansion – Continuation School Allocations” to see an overview of the total budget.

Site Level Information

- Click on “Site Level Information” link.
- Complete Site Information
- Check Yes if there is a Joint Site
 - Complete Joint Site Information
- Check No if there is no Joint Site
 - Proceed to next section

Site Administrator Contact Information

- Click on “Site Administrator Contact Information” link
- Complete Site Level Administrator Contact Information
- Check Yes if there is a Joint Site
 - Complete Joint Site Administrator Contact Information
- Check No if there is no Joint Site
 - Proceed to next section

Awarded Position Contact Information

- Click on “Awarded Position Contact Information” link
- Check SRO/JPO if your site was awarded an Officer
 - Complete Officer Information
 - Complete Agency Supervisor Information
 - Complete Summer/Intersession Section
- Check School Counselor if your site was awarded a School Counselor
 - Complete School Counselor Information
- Check Social Worker if your site was awarded a Social Worker
 - Complete Social Worker Information

Multi-tiered Systems of Support (MTSS)

- Click on “Multi-tiered Systems of Support” link
- For the definition of MTSS, please click on link provided
- Check Yes if your site currently utilizes a MTSS Model
 - Complete section
- Check No if your site does not currently utilize a MTSS Model
 - Proceed to next section

2019 – 2020 Baseline Data

- Click on “2019-2020 Baseline Data” link
- **Complete this section with the most up-to-date information within this year**
- School Safety Assessment and Prevention Team (SSAPT) section
 - Please skip this question – Program Area will address in the future
- Complete Campus Climate and Culture section
 - Prevention or Wellness Events or Activities for FY 2019 – 2020
 - Check Yes if your site provided these activities
 - List activities
 - Check No if your site did not provide these activities
 - Proceed to next question

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- Staff Wellness Plan
 - Check Yes if your site has a staff wellness plan
 - Please provide the plan in the Related Documents Section – Upload to the “Other” link under Optional Documents
 - Check No if your site does not have a staff wellness plan
 - Proceed to next question
- Parent/Community Information Nights
 - Check Yes if your site provided Parent/Community Information Nights
 - Provide the number of hours the event took place
 - Provide the number of parents in attendance
 - Check No if your site did not provide Parent/Community Information Nights
 - Proceed to the next question
- Please provide FY 2019 – 2020 information for the following questions:
 - Long-term Suspension
 - Expulsions
 - Office Discipline Referrals (ODRs)
 - ODRs Defiance and Disrespect
 - ODRs Fights
 - Chronic Absence
 - Mental health Crisis Line Calls
- Officers Only
 - Check Yes if your site was awarded an Officer
 - Complete Officers Only section
 - Check No if your site was not awarded an Officer
 - Proceed to next question
- School Counselors and Social Workers Only
 - Check Yes if your site was awarded a School Counselor or Social Worker
 - Complete School Counselors and Social Workers Only section
 - Check No if your site was not awarded a School Counselor or Social Worker
 - Proceed to next section

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.
- Select the “Create” button and the document will be automatically be uploaded to the Related Documents Page.
- Documents required for Officers Only
 - Cooperative Agreement Signature Page: 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

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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 – Continuation Funding Application under the Related Documents link.

- Statement of Officer Salary and Benefits: 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.
- Documents Required for School Counselors only
 - School Counselor Contract: 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: Applicants must submit a copy of the School Counselor Certification issued by the ADE.
- Documents Required for Social Workers only
 - School Social Worker Contract: 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: Applicants must submit a copy of the School Social Worker Certification issued by the ADE.

School Safety Program Expansion – Continuation Checklist

- Please skip this section – Section to be completed by the Program Area

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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')**

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.

Payments/Reimbursement Requests

As your expenditures allow, submit your FY 2021 Reimbursement Requests in quarterly increments of a minimum of 25%. Reimbursement Requests over 25% per quarter will require sufficient documentation to be provided before reimbursement is issued. Instructions on how to make a reimbursement request are included in the **Reimbursements Req User Guide** located in the LEA Document Library of the main Sections Page.