



State of Arizona
Department of Education

FY 2021

AWARE – Continuation Year 3
Advancing Wellness and Resiliency in Education

Continuation 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

March 1, 2020

Requested Submission Date

June 30, 2020

*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 Technical Assistance with GME:

GME Support, 602-542-3901 Grants@azed.gov; grant technical assistance is not available after 5:00 p.m

For Program Assistance:

please email: schoolsafety.socialwellness@azed.gov

Fiscal Year 2021 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 (e.g. registered nurse, [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 oversee the implementation of Project AWARE activities. The CPM will manage the collection of required data reported to ADE and Evaluators.

- Completion of yearly School Mental Health Quality Assessment in SHAPE system
- The number of mental health awareness activities completed within each month
- The number of school staff receiving workforce development training in prevention or mental health promotion.
- The number of students, parents, or community members trained in prevention or mental health promotion.
- The number of policy changes completed, or new policies created 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 of individuals screened for mental health or related services.
- The number of individuals referred to mental health or related services.
- The number and percentage of individuals receiving mental health or related services after referrals.

Application Overview

The *FY2021 AWARE – Continuation* is a continuation application open to the identified 3 LEA subgrantees: Baboquivari Unified School District, Glendale Elementary School District, and Sunnyside Unified School District. Applicants will reflect on their successes and challenges in year 2 as part of the grant narrative and propose a year two budget to support a comprehensive approach to mental health services and programs. The proposed budget should include expenditures that align with the district comprehensive plan to address all 3 goals of the grant.

Award Amount and Use of Funds

The continuation application is competitive in structure, and the award amount is contingent upon review of the proposed budget and comprehensive plan for mental health services and supports. Applicants may receive funding for certified mental health professionals, workforce development, training for students/parents/community, and other mental health awareness and student/family engagement initiatives. Applicants may request funding for evidence-based programming and practices that align with the outcomes identified in the custom report as identified by the SHAPE System, School Mental Health Quality Assessment, and are encouraged to consider the many programs and practices that are free, fostering

sustainability beyond the grant period. Applicants may be asked to revise the proposed budget to better align with programmatic expectations, and/or according to available funding.

Project Period

Funds awarded under this application will be for Year 3 of the five-year grant. The project period for Year 3 extends from **September 30, 2020 to September 29, 2021**. A competitive continuation application is required annually through GME.

Online Funding Application through GME

Applicants should complete and **submit** an online competitive funding application in GME by 11:59pm on **June 30, 2019**.

Contacts: Ensure entered contact information is up-to-date and accurate.

Budget: It is expected that applicants will utilize grant funding to address all three grant goals. Budget Line items with Narrative Descriptions should begin by identifying the grant goal that is met and include details that allow the SEA AWARE Team to see the direct alignment to the LEA Comprehensive Plan and/or the results from the SHAPE System customized reports. Although the SEA AWARE Team will place emphasis on providing regional trainings, 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](#)).

- A Budget Narrative Description must contain the grant goal met by the expenditure, and a detailed description. Example:

Goal 1 – Infrastructure: Salary of licensed social worker _____

Goal 2 – Training: Student (peer-to-peer) online simulation training # ___ x \$ ___

Goal 3 – Engagement: Printing student mental health awareness posters _____

NOTE: Budget Revisions: After grant approval and award, it is anticipated that budget revisions may occur to meet the changing needs of a district. Budget narrative revisions should be **dated** and **highlighted in a different color** to alert the Program Reviewer of the requested change.

Program Narrative Questions: Provide details to describe your Project AWARE activities in year two. If an action item was not met, describe your progress.

Related Documents:

- There are no required related documents for this FY21 application.

Navigating the 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* page.

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, 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, 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 2021 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.
- Select **2021** 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 the appropriate *Narrative Description* for each line item.

Program Narrative Questions

- Click on “Program Narrative Questions” link.
- 1) Share up to four success stories that occurred in Year 2 of Project AWARE.
 - 2) How has the student referral process to mental health interventions and services improved as a result of the grant? You may wish to share where you are in this process.
 - a. (2.1) What challenges still exist?
 - b. (2.2) What steps have you taken to overcome these challenges?
 - c. (2.3) What help is needed?
 - 3) Share any other Project AWARE barriers/challenges in Year 2. Please explain barriers and challenges that exist outside of the student referral process, this may include staff understanding of mental health challenges, a need for common language among differing professional scopes, an underdeveloped multi-tiered system of support, etc.
 - a. (3.1) What strategies have you used to overcome those barriers/challenges?
 - 4) How are you using quantitative and qualitative data to inform decisions to improve mental health outcomes for students and staff?
 - 5) Describe your district plan to continue providing suicide prevention training for all staff, per ARS 15-120.
 - 6) How are you connecting students, families, and staff to mental health and suicide prevention resources?
 - 7) What additional training do you need for your staff, students, and families?
 - 8) Do you have active school threat assessment teams? If yes, do your school threat assessment teams utilize the Comprehensive School Threat Assessment Guidelines (CSTAG), per the workshop facilitated by Dr. Cornell in August 2019. If no, what threat assessment guidelines do you use? *Note: Check box “No” at the bottom of this section if you do not have active school threat assessment teams
 - 9) How will you engage students, families, and staff to reduce the stigma associated with mental health?
 - a. (9.1) What associated activities do you have planned for this school year (SY20-21)?
 - 10) How will you engage students, families, and staff in the development of policy, process, and practice related to the social, emotional, and behavioral health of students and well-being of staff?
 - 11) How do you foster equity, diversity, and inclusion in your Project AWARE activities? For example, how is the AWARE team addressing disparities in access to mental health.
 - 12) How are you diversifying your funds to support mental health literacy and reduce stigma?
 - 13) How are you utilizing your Project AWARE budget to create sustainable opportunities beyond the years of the grant?
 - 14) Based on your experience during Year 1 and Year 2, what do you plan to change/improve in your FY21 AWARE Comprehensive Plan?
 - 15) How can we, the SEA AWARE Team, best support you?

Assurances

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

Note: It is recommended to make printed copies of your completed application and distribute to other staff, as appropriate, so they are informed of the grant details and the related assurances.

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. 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 anticipated unused funding. **Funding expires 9/29/2021 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, change a section of the program narrative to align with current grant goals or to enter a change in contact information. Notify the AWARE Team promptly of any revision; date the revision and highlight it in a different color.

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 Requirements

Project AWARE data reporting is required. Site-level mental health professionals should report data as requested to the district **Community Project Manager (CPM)**. The CPM will upload data to be reviewed by the SEA AWARE Team and the Evaluator.

Due Date	Activity
The 10 th of each month	LEA Data Tracker including run chart data
Monthly	Participation in Virtual Learning Community
The 15 th of each month	LEA AWARE team monthly meeting with ADE
Annually by May 30	School Mental Health Quality Assessment
Annually by August 1	Updated LEA workbook
October 30, 2020; October 30, 2023	Education School Climate Survey
October 30, 2020; October 30, 2023	Collaborative Partner Survey
7 days post training	Training Assessments sent to SchoolSafety.SocialWellness@azed.gov

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.