



State of Arizona
Department of Education

**Fiscal Year (FY) 2022 School Safety Program (SSP) 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 SSP Expansion - Continuation Grant, and those public schools and charter schools newly notified of award for FY 2022.

Release Date

March 1, 2021

Due Date

May 28, 2021
11:59 PM*

Note: Please disregard the April 15, 2021 deadline noted in the Grants Management Enterprise

How to Access the SSP Expansion – Continuation Grant Funding Application

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 May 28, 2021**.

Program Assistance

For programmatic questions and assistance with the application, contact the School Safety Program by emailing 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 via [Help Desk](#).

***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 Friday, May 28, 2021.**

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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, user guides and webinars are located in the GME’s LEA Document Library. The Grants Management office can be reached at (602) 542-3901 or via [Help Desk](#).

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:
 - 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 the [Help Desk](#) if assistance is needed with access to ADEConnect or GME.

2. Accessing the FY 2022 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** (2022) 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
 - Note: Please disregard the April 15, 2021 deadline noted in GME
 - The deadline to submit a completed application is Friday, May 28, 2021

District/Charter Administrator Information and Assurance

- Enter District/Charter Administrator information
 - Enter District/Charter Administrator Training Attendance for FY 2021
 - *Note: If this site is new to the program in FY 2022, please check the “No” box and indicate in the Narrative box that the site is new in FY 2022.
 - Read and answer District/Charter Administrator Assurance

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

- Please skip this section – not necessary to complete

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 and Function Code)
 - 6100 – Salaries: Enter dollar amount for salaries for School Counselor/Social Worker
 - Please indicate if the position is full-time or part-time in the budget narrative
 - Please use Function Code: 2100, 2200, 2600, 2700 – Support Services (Students, Instr., Operation, Transport.)
 - 6200 – Employee Benefits: Enter dollar amount for salaries for School Counselor/Social Worker

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- Please use Function Code: 2100, 2200, 2600, 2700 – Support Services (Students, Instr., Operation, Transport.)
- 6300 – Purchased Professional Services: Enter dollar amount for purchased services for Officers or contracted services for a School Counselor/Social Worker
 - Officers: Please indicate the number of months the officer will be serving (10, 11, or 12) in the budget narrative
 - School Counselor/Social Worker: Please indicate if the position is full-time or part-time in the budget narrative
 - Please use Function Code: 2100, 2200, 2600, 2700 – Support Services (Students, Instr., Operation, Transport.)
- 6600 – Supplies: Officers only – enter \$100.00 for supplies
 - Please use Function Code: 2100, 2200, 2600, 2700 – Support Services (Students, Instr., Operation, Transport.)
- Click on “Budget Overview” from the Sections page to view the site-level 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 Administrator Contact Information
 - Enter Site Administrator Training Attendance for FY 2021
 - *Note: If this site is new to the program in FY 2022, please check the “No” box and indicate in the Narrative box that the site is new in FY 2022
- Check Yes if there is a Joint Site
 - Complete Joint Site Administrator Contact Information
 - Enter Joint Site Administrator Training Attendance for FY 2021
 - *Note: If this site is new to the program in FY 2022, please check the “No” box and indicate in the Narrative box that the site is new in FY 2022
- 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
 - Enter Officer Training Attendance for FY 2021 (Question 7)
 - *Note: If this site is new to the program in FY 2022, please check the “No” box and indicate in the Narrative box that the site is new in FY 2022

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- Complete Agency Supervisor Information
 - Enter Agency Supervisor Training Attendance for FY 2021 (Question 8)
 - *Note: If this site is new to the program in FY 2022, please check the “No” box and indicate in the Narrative box that the site is new in FY 2022
- Complete Summer/Intersession Section
- Check School Counselor if your site was awarded a School Counselor
 - Complete School Counselor Information
 - Enter School Counselor Training Attendance for FY 2021
 - *Note: If this site is new to the program in FY 2022, please check the “No” box and indicate in the Narrative box that the site is new in FY 2022
- Check Social Worker if your site was awarded a Social Worker
 - Complete Social Worker Information
 - Enter Social Worker Training Attendance for FY 2021
 - *Note: If this site is new to the program in FY 2022, please check the “No” box and indicate in the Narrative box that the site is new in FY 2022.

Assurances

- All assurances must be acknowledged by checking each box.

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.
- **Required Documents: 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 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 on the police agency letterhead. Allowable benefits include **customary benefits** of

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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.

- **Required Documents: School Counselors Only**
 - School Counselor Contract:
 - Applicants must submit a contract between:
 - the school site or a third-party contractor and
 - the 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.
- **Required Documents: Social Workers Only**
 - School Social Worker Contract:
 - Applicants must submit a contract between:
 - the school site or a third-party contractor 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

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.

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Payments/Reimbursement Requests

As your expenditures allow, submit your FY 2022 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.