State of Arizona
Department of Education

Fiscal Year (FY) 2022 School Safety Program (SSP) - ESSER
Application Instructions

Grant Overview
The School Safety Program, funded by the State of Arizona, provides school safety and mental health professionals to Arizona Schools. In April 2021, the Arizona Department of Education allocated federal recovery dollars to fund the School Safety Program's school counselor and school social worker waitlists and the schools that had previously had to forfeit funding for a school counselor or school social worker. The funding is for two years, beginning with school year 2021/2022.

Please note that the criteria for the SSP - ESSER position are different than those under the existing School Safety Program. Under the SSP – ESSER, the options of position credentials have been broadened to facilitate filling the awarded position. Additionally, the positions of social worker and counselor are exchangeable, meaning that a school awarded a social worker can fill the position with a counselor, and vice versa.

Eligibility
Arizona public schools and charter schools included on the FY 2022 School Safety Program – ESSER Grant Awardees List available in the Grants Management Resource Library (see Program Area Resources – School Safety & Social Wellness – School Safety Program – ESSER).

Release Date
June 7, 2021

Due Date
September 30, 2021
11:59 PM*

How to Access the SSP - ESSER Funding Application
The SSP ESSER 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 September 30, 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.

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Navigating the Grants Management Enterprise (GME) Online Funding Application

Below are the steps to complete the SSP - ESSER 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.

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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 SSP - ESSER 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 - ESSER 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.

   You are ready to begin completing your application.

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

Program Information/Instructions
- Information provided to successfully complete the application and requirements

District/Charter Administrator Information and Assurance
- Enter District/Charter Administrator information
- Read and answer District/Charter Administrator Assurance

School Safety Program - ESSER (complete for each school site noted on the FY 2022 School Safety Program – ESSER Grant Awardees List included in the Grants Management Resource Library)
- Select School Name from School Safety Program - ESSER 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
    - Based upon the information in the FY 2022 SSP – ESSER Grant Awardees List included in the Grants Management Resource Library, 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
    - Please use Function Code: 2100, 2200, 2600, 2700 – Support Services (Students, Instr., Operation, Transport.)
  - 6300 – Purchased Professional Services: Enter dollar amount if using contracted services for a School Counselor/Social Worker
    - Based upon the information in the FY 2022 SSP – ESSER Grant Awardees List included in the Grants Management Resource Library, 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.)
- Click on "Budget Overview" from the Sections page to view the site-level budget.

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

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

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**
    o Governing board/body-approved position description that includes, at a minimum, the following items:
        ▪ The position is funded by and serves the requirements of the SSP ESSER program at the school for which it is awarded.
        ▪ The position will attend required program training and conduct required program activities, including implementation of social emotional learning strategies.
        ▪ The position will implement School Social Worker or School Counselor responsibilities as recommended by the School Social Workers Association of America or the American School Counselor Association:
            • School Social Worker Role: https://www.sswaa.org/school-social-work
            • School Counselor Role: https://www.schoolcounselor.org/About-School-Counseling/School-Counselor-Roles-Ratios
    o Copy of governing board/body approved pay range and anticipated salary for the position for school year 2021/2022 consistent with the organization pay scale.

School Safety Program – ESSER 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')**

<u>**Revisions**</u>

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.

<u>**Payments/Reimbursement Requests**</u>

As your expenditures allow, submit your FY 2022 Reimbursement Requests in quarterly increments. 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.