

State of Arizona

## Department of Education FY 2022

AWARE II SMo85321

## Advancing Wellness and Resiliency in Education Application Instructions and 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

September 30, 2021

## Requested Submission Date

November 15, 2021

\*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/*.*](https://gme.azed.gov/)

## Contact Information

For Technical Assistance with GME:

GME Support, 602-542-3901 or [ADE Service Request](https://helpdesk.azed.gov/app/itdesk/HomePage.do)

For Program Assistance:

[schoolsafety.socialwellness@azed.gov](mailto:schoolsafety.socialwellness@azed.gov)

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## Fiscal Year 2022 AWARE-II

**Project Overview**

The Arizona Department of Education (ADE) is a grantee for the 5-year **Project AWARE-II** funded through SAMHSA; 09/30/2021 – 09/29/2026. 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-II 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 staff 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 goals and activities. The CPM will manage the collection of the required data reported to ADE and Evaluators.

**Program Goals:**

* GOAL 1 (Infrastructure): Build and support a sustainable infrastructure for comprehensive school mental health system with established pathways to community-based supports and services for school-aged youth and their families.
* GOAL 2 (Community, Student, and Family Engagement): Create sustainable engagement strategies with students, families, and community partners to promote mental health, wellbeing and resilience by increasing community/student involvement in policy development and decision making.
* GOAL 3 (Workforce Dev./Training): Increase knowledge, skill, and ability of school staff, families, and the community to identify, respond and support students experiencing a mental health and wellness need.

## Application Overview

The ***FY2022 AWARE-II*** is open to 3 LEA subgrantees: Glendale Union High School District, Maricopa Unified School District, and Roosevelt Elementary District.

## Award Amount and Use of Funds

Each LEA subgrantee will receive an initial allocation of $200,000 to initiate the hire of a Community Project Manager and to begin activities to complete a needs assessment, build a comprehensive plan, and work towards achieving grant goals. Applicants may receive additional funding for building infrastructure, workforce development, training for students/parents/community, and other mental health awareness and student/family engagement initiatives based on the need’s assessment report and AWARE comprehensive plan. Subgrantees are encouraged to consider the many programs and practices that are free and support sustainability beyond the grant period. Applicants may be asked to revise a budget to better align with programmatic expectations, and/or according to available funding.

## Project Period

Funds awarded under this application will be for Project AWARE-II, Year-1 of the five-year grant, project period, **September 30, 2021 to September 29, 2022**.

## Online Funding Application through GME

Complete and **submit** an online funding application in GME by 11:59pm, November 15, 2021.

Contacts: Enter contact information for the Community Project Manager (CPM), District Decision Maker for Project AWARE, and Fiscal Manager

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.

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

**Goal 1 – Infrastructure:** Salary of .5 FTE licensed social worker

**Goal 3 – Engagement:** Printing student developed mental health awareness posters

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

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: Details

inform technical assistance and support strategies.

Related Documents:

* + There are no required related documents for this FY22 application.

## Navigating the GME Online Funding Application

Below are the steps to complete the AWARE-II online funding application. If additional information is needed, there are user guides and webinars located in the Grants Management Resource Library. The Grants Management office can be reached at (602) 542-3901 or [ADE Service Request](https://helpdesk.azed.gov/app/itdesk/HomePage.do).

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.

## 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.

## Accessing the FY 2022 AWARE-II

* + 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 **2022** in the “Fiscal Year” window.
  + Scroll down in the “Funding Application” window and click on “**AWARE-II.”**
  + 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*.

## 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 and answer the questions under each goal.

**Goal 1 (infrastructure )**

**Goal 2 (Community, Student & Family Engagement)**

**Goal 3 (Workforce Development & Training)**

Assurances:

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

Note: It is recommended to print or digitally saved copies of your completed application and distribute to other staff working on Project AWARE-II, as appropriate, so they are informed of the grant details and the related assurances.

LEA AWARE funding recipient agrees to report specified data to the AWARE SEA Team. Failure to report required data may result in a programmatic hold noted within the GME History Log preventing approval of Reimbursement Request(s). Performance data will be reported to the public as part of SAMHSA's Congressional Justification.

**Monthly by the 5th**

* WD2 (Work Force Dev): The number of people in the mental health and related workforce trained in mental health-related practices/activities that are consistent with the goals of the grant.
* TR1 (Training): TR1. The number of individuals who have received training in prevention or mental health promotion.
* PD1 (Policy Development): The number of policy changes completed as a result of the grant. ---Guidance to consider.
* PC1 (Partnership/Collaborations): The number of organizations that entered into formal written inter/intra-organizational agreements (e.g., MOUs/MOAs) to improve mental health-related practices/activities that are consistent with the goals of the grant.
* R1(Referrals): The number of individuals referred to mental health or related services.
* AC1 (Access): The number and percentage of individuals receiving mental health or related services after referral.
* NAB1 (Knowledge/Attitudes/Beliefs): The number and percentage of individuals who have demonstrated improvement in knowledge/attitudes/beliefs related to prevention and/or mental health promotion.
* NOMS (National Outcome Measures): students referred for tier 3 service. NOMs Client-level-Measure’s tool, also known as the Services tool. Data are collected throughout a consumer’s episode of care.

**By December 30, 2021**

* A signed Memorandum of Understanding (MOU) with at least one community Behavioral Health Provider.

**By the End of Year 1 (9/29/2022)**

* LEA shall have a mental health referral policy adopted by the local governing board and shall post the policy adopted on each applicable school website, per S S.B. 1523 per 36-3436.01.
* Each school’s website must contain a list of all behavioral health service provider’s contracted to provide services at the site.
* Each LEA shall have a suicide prevention and post-vention policy approved by the local governing board and shall post this policy on the district’s website.

**LEA AWARE Funding Recipient agrees**:

Each LEA is expected to collect and provide all data needed by the state, including information about the fidelity of implementation of evidence-based practices, to systematically assess the ongoing progress or implementation of the Project AWARE by providing timely information for measuring progress and keeping the project focused on the overall objectives.

* The Community Project Manager (CPM) will attend monthly meetings with the state-level coordinators. If the CPM is not a District Decision Maker (DDM), a designated DDM for this project will also attend monthly meetings throughout the project period.
* The CPM and appropriate LEA staff will meet with the evaluation team as requested to ensure timely and accurate data collection.
* LEA will notify state-level coordinators if there is a change in the CPM and/or if there is a change in the position description or responsibilities of grant funded staff.
* CPM provide or coordinate suicide prevention training to staff, families, or the community **and** will submit the attendee roster (attendee names, titles, and email address) to [schoolsafety.socialwellness@azed.gov](mailto:schoolsafety.socialwellness@azed.gov) and require attendees complete the [AWARE post-training evaluation](https://survey.co1.qualtrics.com/jfe/form/SV_elz9JaYUTGt6oPb) within 7 days of training facilitation.
* CPM will work with any associated fiscal business managers to submit quarterly reimbursement requests at a minimum of 25% per quarter.
* SAMHSA grant funds may not be used to purchase, prescribe, or provide marijuana or treatment using marijuana.  See, e.g., 45 C.F.R. 75.300(a) (requiring HHS to ensure that Federal funding is expended in full accordance with U.S. statutory and public policy requirements); 21 U.S.C. 812(c)(10) and 841 (prohibiting the possession, manufacture, sale, purchase or distribution of marijuana).

## 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-II** main *Sections* Page. Instructions on how to make a reimbursement request can be found in the *Reimbursement Req User Guide* located in the Grants Management Resource Library (blue tab) on the main *Sections* Page. It is expected that Reimbursement requests will take place **at least quarterly** accompanied by a monthly expenditure report. Promptly notify the AWARE Team of any anticipated unused funding ([schoolsafety.socialwellness@azed.gov](mailto:schoolsafety.socialwellness@azed.gov)). **Funding expires 9/29/2022 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-](http://www.azed.gov/grants-management/gsa/) [management/gsa/.](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 Grants Management Resource Library (left menu) for instructions on how to make budget revisions in the GME system.

## Data Reporting Requirements

Project AWARE monthly data reporting is required. Site-level mental health professionals should report data as requested to the district **Community Project Manager (CPM).** The CPM will provide data to the AWARE evaluator. Failure to provide monthly data may result in a programmatic hold. See data requirements in the assurances section. Additional Data may include:

|  |  |
| --- | --- |
| **Due Dates** | **Activity** |
| Quarter 1 | School Mental Health Quality Assessment (https://www.theshapesystem.com/) |
| Quarter 1 | LEA AWARE Comprehensive Plan |
| TBD | Education School Climate Survey |
| TBD | Collaborative Partner Survey and Interviews |
| 7 days post training for suicide prevention | Training roster (attendee names and email addresses) sent to [SchoolSafety.SocialWellness@azed.gov](mailto:SchoolSafety.SocialWellness@azed.gov)  Post Training Evaluation Survey completed by all attendees: <https://survey.co1.qualtrics.com/jfe/form/SV_elz9JaYUTGt6oPb> |

**A GME Completion Report is requested no later than November 30, 2022.** Please review the **Completion Report Guide** located in the Grants Management Resource Library (left menu) for instructions on how to submit completion reports in GME.

## Grant Application Assistance

For Technical Assistance with GME:

GME Support: 602-542-3901; [ADE Service Request](https://helpdesk.azed.gov/app/itdesk/HomePage.do)

For Program Assistance:

please email: [SchoolSafety.SocialWellness@azed.gov](mailto:SchoolSafety.SocialWellness@azed.gov)