State of Arizona
Department of Education

Fiscal Year (FY) 2023 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, school resource officers (SROs), and 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.

Release Date
March 1, 2022

Due Date
May 1, 2022
11:59 PM*

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 1, 2022.***

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 School Safety Program office or GME after 5:00 p.m. on Friday, April 29, 2022.

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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.

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:
     o 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.

2. **Accessing the FY 2023 School Safety Program Expansion – Continuation Funding Application**

   - On the main GME homepage, hover over Search to access the drop-down menu list to select & click on Grants
   - Select the Fiscal Year drop-down menu button, 2023
   - Find the Funding Application drop-down menu button. Scroll, select & click on School Safety Program Expansion
   - Click on the Search button
   - A list of District/Organization Names will appear. Scroll and find your district/charter.

   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

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FFATA & GSA Verification
- Read and complete Questions 1 -3
    - <u>General Statement of Assurances (GSA)</u>: 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
    - The deadline to submit a completed application is May 1, 2021.

District/Charter Administrator Information and Assurance
- Enter District/Charter Administrator information
    - Enter District/Charter Administrator Training Attendance for FY 2022
        - *Note: If there has been a change in District Administrator from FY 2022 to FY 2023, please enter the following:
            - Select No
            - Enter the name of the FY 2022 District Administrator and the training attended
    - Read and answer District/Charter 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 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
        - 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

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Application Instructions**

- Please use Function Code: 2100, 2200, 2600, 2700 – Support Services (Students, Instr., Operation, Transport.)
  - o 6600 – Supplies: Officers only – enter $100.00 for supplies
    - Please use Function Code: 2100, 2200, 2600, 2700 – Support Services (Students, Instr., Operation, Transport.)

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
  - o Enter Site Administrator Training Attendance for FY 2022
    - *Note: If there has been a change in Site Administrator from FY 2022 to FY 2023, please enter the following:
      - Select No
      - Enter the name of the FY 2022 Site Administrator and the training attended
- Check Yes if there is a Joint Site
  - o Complete Joint Site Administrator Contact Information
  - o Enter Joint Site Administrator Training Attendance for FY 2022
    - *Note: If there has been a change in Joint Site Administrator from FY 2022 to FY 2023, please enter the following:
      - Select No
      - Enter the name of the FY 2022 Joint Site Administrator and the training attended
- Check No if there is no Joint Site
  - o 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
  - o Complete Officer Information
    - Enter Officer Training Attendance for FY 2022 (Question 1b)
    - *Note: If there has been a change in Officer from FY 2022 to FY 2023, please enter the following:
      - Select No
      - Enter the name of the FY 2022 Officer and the training attended
  - o Complete Agency Supervisor Information
    - Enter Agency Supervisor Training Attendance for FY 2022 (Question 2b)
    - *Note: If there has been a change in Agency Supervisor from FY 2022 to FY 2023, please enter the following:
      - Select No

- Enter the name of the FY 2022 Agency Supervisor and the training attended
    - Complete Summer/Intersession Section
        - Select No if the officer is serving 10 months on campus
        - Select Yes if the officer is serving 11-12 months on campus
- Check School Counselor if your site was awarded a School Counselor
    - Complete School Counselor Information
    - Enter School Counselor Training Attendance for FY 2022
        - *Note: If there has been a change in School Counselor from FY 2022 to FY 2023, please enter the following:
            - Select No
            - Enter the name of the FY 2022 School Counselor and the training attended
- Check Social Worker if your site was awarded a Social Worker
    - Complete Social Worker Information
    - Enter Social Worker Training Attendance for FY 2022
        - *Note: If there has been a change in Social Worker from FY 2022 to FY 2023, please enter the following:
            - Select No
            - Enter the name of the FY 2022 Social Worker and the training attended

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

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 signed 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')**

<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.

Payments/Reimbursement Requests

As your expenditures allow, submit your FY 2023 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 **GME User Resources/Training section > Reimbursement Requests** located in the Grants Management Resource Library.