State of Arizona
**Department of Education**

**School Safety Program**
**Fiscal Year 2023 School Safety Program – New Grantee SC SW – Year 1**
**Program Information and Application Instructions**

### Program Purpose

Per Arizona Revised Statute (A.R.S.) 15-154, the School Safety Program is established within the Department of Education to support, promote and enhance safe and effective learning environments for all students by supporting the costs of placing school resource officers (SROs), juvenile probation officers (JPOs), school counselors (SCs) and school social workers (SWs) on school campuses.

### Program Eligibility

The **School Safety Program (SSP)** grant is a school-level award and is open to all Arizona Local Education Agency (LEA) schools. *Schools that submit a complete application and meet the scoring criteria will be awarded on a rolling basis until funds are depleted.

### Select the Correct Application

Use this application packet for schools for which both of the following apply:

Schools that **are NOT** *currently funded* **under one of these grants:**
- Fiscal Year 2023 School Safety Program Expansion Continuation.
- Fiscal Year 2022 School Safety Program ESSER.

AND
Schools that **are applying for an SC/SW as the first and/or second position(s).**

Select the separate and distinct Fiscal Year (FY) 2023 SSP – New Grantees SRO JPO – Year 1 application if your school is applying for a School Resource Officer (SRO) and/or a Juvenile Probation Officer (JPO) as your first and/or second position request(s).

* Please note that first position requests for SROs/JPOs will be prioritized over first position requests for SCs and SWs. The statute provides that the State Board awards grants on the recommendation of the Department of Education. The Department favors a counselor or social worker in every school, but first priority is for school resource officers to protect our students and prevent a potential massacre as has tragically occurred in other states.

### Accessing the FY 2023 SSP – New Grantee SC SW – Year 1 Application

The application will be available beginning February 3, 2023. It can be accessed through the Arizona Department of Education's (ADE) Grants Management Enterprise (GME) at https://gme.azed.gov. Applications will be accepted, reviewed, and awarded (if eligible) as they are submitted, with a deadline of April 15, 2023, at 11.59 PM. **The application must be in the status of LEA Authorized Representative Approved in GME for it to be eligible for review by ADE**.

**Please read this document in its entirety before you complete the application.**

The remainder of this document has **three parts**. Please read all three parts before completing and submitting your application.

> **Part 1**: Program Position Information.
> **Part 2**: Program Requirements.
> **Part 3**: Application Instructions (step-by-step instructions to complete the application).

## PART 1: PROGRAM POSITION INFORMATION

This section includes information pertaining to schools applying for a SC or SW.

- **Program Funded Position**: A school district or charter school can submit a program proposal for supporting the costs of placing school counselors or social workers on a school campus. Schools may apply for a first and/or second position.

  First positions requests for school counselor/social worker will be awarded to schools meeting scoring criteria on a first-come first-served basis once applications for SROs and JPOs have been considered. Second position requests will be set aside and potentially funded if funds are available.

  - **School Counselor:** A professional educator who holds a valid school counselor certificate issued by the Department of Education.
  - **School Social Worker:** A professional educator who holds a valid school social worker certificate issued by the Department of Education.
  - **Notes:**
    - **Awarded positions must be filled by December 31, 2023**
    - Awarded schools that can fill the position in FY 2023 can be on the program for up to three and a half years.

- **Program Position Amount**: Awarded amounts received by a school district or charter school under the program shall be spent to fund the positions as follows:

  - **School Counselor:** The awarded amount for a school counselor is for salary and benefits. Allowable benefits include customary benefits of medical, dental, retirement and social security.
  - **School Social Worker:** The awarded amount for a social worker is for salary and benefits. Allowable benefits include customary benefits of medical, dental, retirement and social security.

- **Program Position Required Documents:** The following documents are required immediately upon the hire of a school counselor or school social worker. Documents must be uploaded to the Related Documents page of the GME funding application.
  - **School Counselor**
    - School Counselor contract with the details of the salary and benefits between the school site and the school counselor.
    - School Counselor certificate issued by the Arizona Department of Education.

- o **School Social Worker**
  - School Social Worker Contract with the details of the salary and benefits between the school site and the school social worker.
  - School Social Worker Certificate issued by the Arizona Department of Education.

## PART 2: PROGRAM REQUIREMENTS:

This section includes key program requirements.

- **Annual Trainings**: The following program participants are required to attend an annual training each year on the program:
  - o District/Charter Holder Administrator.
  - o Site Administrator or Site Administrator Designee.
    - Joint Site Administrator or Joint Site Administrator Designee (if awarded as a joint site).
  - o Awarded Position: School Counselor or Social Worker.

- **Quarterly Meetings:** The following program participants are required to establish a school safety team that meets quarterly (recommended monthly).
  - o Site Administrator (principal, assistant principal, or dean of students).
  - o Awarded Position: School Counselor or Social Worker.

- **Annual Program Reporting**: Program participants are required to quantify activities implemented under the grant and report on the implementation of the grant. The data collected will be utilized for the end-of-year reporting and for program evaluation purposes.
  - o **SC/SW**:
    - Social Emotional Learning (SEL): SEL selection and approaches should be data- driven to meet the needs and build upon the strengths of the school.
    - Activity Log and Program Reporting: It is a requirement of the SSP to quantify activities implemented under the grant. Each school may have its own method to track activities and service.

- **Annual Program Evaluation:** Schools awarded funding under the program agree to participate in the evaluation. The evaluation shall include survey results and data of the impact of participating in the program.

## PART 3: APPLICATION INSTRUCTIONS

This section includes step-by-step instructions for navigating the Grants Management Enterprise (GME) Online Funding Application and completing the application.

Below are the steps to complete the **FY 2023 SSP – New Grantee SC SW – Year 1 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.

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.

2. **Accessing the FY 2023 SSP – New Grantee SC SW – Year 1 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 SSP – New Grantee SC SW – Year 1.
   - 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.

   **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
- Please review the Program Information/Instruction section before completing the application. This section contains key information for program requirements and deadlines.
  - The deadline to submit a completed application in LEA Authorized Representative Approved status is **April 15, 2023**.
- Eligibility: Please review for eligibility requirements.

## Contact Information - Program
- Enter District/Charter Holder Administrator Contact Information.

## Assurances
- All District/Charter Holder Administrator assurances must be acknowledged by checking each box.

## Capital Outlay Worksheet
- Please skip this section.

## SSP – New Grantee SC SW – Year 1 Pages (complete for each applicant school)
- Select School Name **that is NOT currently funded under one of these grants**:
  - FY 2023 School Safety Program Expansion Continuation.
  - FY 2022 School Safety Program ESSER.
- This is a site-based application. Do not select the District Level Program option.
  - Applications completed and submitted with District Level Programs will not be funded. The application will be returned to the LEA to complete as a site-based application. The original application place in the queue will be lost.

### Budget
- Note: Please read the following budget information carefully:
  - Enter the salary and benefits for your first or only position if hired.
  - If the position is not hired at the time of submitting the application, please provide an estimate of salary and benefits.
  - **Do not include the salary and benefits for the second position as this information will be captured in the Site Program Narrative Questions.**
  - If budget is entered incorrectly, the application will be returned for edits and your place in the que will be lost.
- 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).
  - o 6300 – Purchased Professional Services: Enter dollar amount for purchased services for 3rd party contracted services for a School Counselor/Social Worker.
    - 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).

Site Information
- Click on "Site Information" link.
- Complete Site Information.
- **Joint Applicants: Position Sharing Between Schools**
  - o **School Counselors/Social Workers Only:** Applications can request to share school counselor/social worker between a maximum of two schools. Joint applicants must provide a program proposal that demonstrates effective use of the school counselor and/or school social worker and how the school counselor and/or school social worker will meet program goals and requirements through collaboration between both schools' administrations.
- Check Yes if applying with a Joint Site.
  - o Complete Joint Site Information.
- Check No if not applying with a 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.
  - o Complete Joint Site Administrator Contact Information.
- Check No if there is no Joint Site.
  - o Proceed to next section.

Site Awarded Contact Information
- Click on "Site Award Contact Information" link.
- Check School Counselor if applying for a School Counselor.
  - o Complete School Counselor Information.
- Check Social Worker if applying for a Social Worker.
  - o Complete Social Worker Information.

Site Program Narrative Questions
- Click on "Site Program Narrative Questions" link.
- Complete the program narrative questions:
  - o Section1: Indicate which position(s) you are requesting.
    - Question 1: Select First Position or Second Position or First/Second Position.
    - Question 2: Enter the estimated salary and benefits for only the second position applying for. Select if the second position will be full-time or part-time.

- Section 2: Complete this section if you are applying for a school counselor or school social worker as your first or only position.
- Section 3: Complete this section if you are applying for a school counselor or school social worker as your second position.

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 automatically be uploaded to the Related Documents Page.
- **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.
    - Please provide an electronic acceptance report if the contract is electronically signed.
  - School Counselor Certification: Applicants must submit a copy of the School Counselor Certification issued by the ADE.
  - **Please assure that no Personally Identifiable Information is provided on any of the required documents.**
- **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.
    - Please provide an electronic acceptance report if the contract is electronically signed.
  - School Social Worker Certification: Applicants must submit a copy of the School Social Worker Certification issued by the ADE.
  - **Please assure that no Personally Identifiable Information is provided on any of the required documents.**

**New Application Summary**
- Please skip this section – Section to be completed by the Program Area.

**School Safety Program – New Grantee SC SW – Year 1 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.

## Reimbursement Request Information
All Reimbursement Requests must be submitted and approved PRIOR to the project end date. Reimbursement Request deadlines will be set, as applicable, based on ADE/ADOA Accounting requirements for fiscal year and/or project end dates. Any reimbursement requests will require supplemental expenditure documentation to be uploaded. The required expenditure summary must be aligned to the request.

## Program Assistance
Programmatic questions and technical assistance with the application **is available from 8:00 a.m. to 5:00 p.m.** Please contact the School Safety Program by emailing the School Safety & Social Wellness inbox at SchoolSafety.SocialWellness@azed.gov for programmatic questions. For technical assistance with the online system, contact GME at 602-542-3901 or via Help Desk. **There will be no support available from the School Safety Program office or GME after 5:00 p.m. on Friday, April 14, 2023.**