



State of Arizona
Department of Education

School Safety Program
Fiscal Year 2024 School Safety Program – Current Grantee Applicants – 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 that **are currently funded under one of these grants:**

- FY 2023 School Safety Program Expansion Continuation
- FY 2022 School Safety Program ESSER

Schools can apply for the same positions or different positions than they currently have under one of the above grants. Schools may apply for a first and second position. Second position requests will be set aside and potentially funded if funds are available.

Accessing the Fiscal Year 2024 SSP – Current Grantee Applicants – 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. Revisions from the previous School Safety Program application are shown in yellow in this document. Key changes include the following:

1. Applications will be accepted, reviewed, and awarded (if eligible) as they are submitted.
2. School Counselor and Social Worker positions are interchangeable.
3. Flexibility is provided with filling officer positions (multiple officers can fill one FTE position; an officer can be shared between more than one school; officer positions can be filled with a full-authority reserve peace officer).

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

Fiscal Year 2024 SSP – Current Grantee Applicants – Year 1 Grant Program Information, Requirements, and Application Instructions

Part 1: Important Award 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 an SRO/JPO and/or SC/SW.

- **Program Funded Positions:** A school district or charter school can submit a program proposal for supporting the costs of placing school resource officers, juvenile probation officers, school counselors or social workers on a school campus. Schools may apply for a first and second position. Second position requests will be set aside and potentially funded if funds are available.
 - **School Resource Officer/Juvenile Probation Officer:** An SRO is defined as a peace officer or a full-authority reserve peace officer who is certified by the Arizona peace officer standards and training board.
 - **To make it more likely that a school can fill an SRO award, the program allows for multiple officers to fill one FTE position at an awarded school.**
 - **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 will join the program starting July 1, 2023 and be a part of the three-year cohort which runs through June 30, 2026.
- **Program Position Amounts:** Awarded amounts received by a school district or charter school under the program shall be spent to fund the positions as follows:
 - **School Resource Officer/Juvenile Probation Officer:** The awarded amount for an SRO/JPO is for salary and benefits. Allowable benefits include customary benefits of medical, dental, retirement and social security. Benefits that are not included are uniform allowances, additional stipends, and overtime.
 - **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 an officer, school counselor, and/or school social worker. Documents must be uploaded to the Related Documents page of the GME funding application.

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- **School Resource Officer/Juvenile Probation Officer:**
 - FY 2024 Cooperative Agreement with the required signatures from the appropriate representatives.
 - Statement of Officer Salary and Benefits obtained from the partnering agency providing the officer.
- **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.
- **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: Key program requirements are listed below.

- **Annual Trainings:** The following program participants are required to attend an annual training each year on the program:
 - District Administrator.
 - Site Administrator or Site Administrator Designee.
 - Joint Site Administrator or Joint Site Administrator Designee (if awarded as a joint site).
 - Awarded Position: School Resource Officer/Juvenile Probation Officer.
 - Police Agency Supervisor or Juvenile Probation Agency Supervisor.
 - Awarded Position: School Counselor/Social Worker.
- **Quarterly Meetings:** The following program participants are required to establish a school safety team that meets quarterly (recommended monthly).
 - Site Administrator (principal, assistant principal, or dean of students).
 - Awarded Position: SRO, JPO, School Counselor, or Social Worker.
 - School prevention coordinator, or school mental/behavioral health expert, or registered nurse, or similar role (SRO/JPO awardees only).
- **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.
 - **SRO/JPO:**
 - Law-Related Education (LRE): Each officer is required to complete at least 180 hours of LRE instruction per year. The development and implementation of LRE must be based on a need's assessment.
 - Officer Weekly Log: Officers are required to complete a weekly activity log that tracks LRE instruction hours, teacher and subject, the topic of each LRE lesson, and the time the officer is off their assigned campus during their duty hours, regardless of the reason.
 - **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.

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- 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 2024 SSP – Current Grantee Applicants – 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 2024 SSP – Current Grantee Applicants – 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, 2024.
- Find the Funding Application drop-down menu button. Scroll, select & click on SSP – Current Grantee Applicants – 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.

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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

- 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 Administrator Contact Information.

Assurances

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

Capital Outlay Worksheet

- Please skip this section.

SSP – Current Grantee Applicants – Year 1 Pages (complete for each applicant school).

- Select School Name **that is 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.
 - 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 queue will be lost.

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- Supplies are no longer allowable under this grant.
- 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 3rd party 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).

Site Information

- Click on “Site Information” link.
- Complete Site Information.
- **Joint Applicants: Position Sharing Between Schools**
 - **SROs/JPOs Only:** Schools requesting to share an officer between more than one school are required to develop and submit a joint application which will be considered in cases where the district, school, and partnering agency feel that it is feasible and in the community’s best interest to share an officer. Partnering schools must demonstrate a cohesive program design by jointly and thoroughly addressing all sections of the application. The application should describe how partnering schools will collaborate to effectively use the officer at each site in accordance with grant requirements.
 - **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.
 - Complete Joint Site Information.
 - **SROs/JPOs Only:** If there are more than two sites applying as a joint site, please enter the additional site level information in the History Log

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- Please copy the SSP team on the History Log comment made.
- Check No if not applying with a Joint Site.
 - 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.
 - Complete Joint Site Administrator Contact Information.
 - **SROs/JPOs Only:** If there are more than two sites applying as a joint site, please enter the additional site administrator contact information in the History Log.
 - Please copy the SSP team on the History Log comment.
- Check No if there is no Joint Site.
 - Proceed to next section.

Site Awarded Contact Information

- Click on “Site Award Contact Information” link.
- Check SRO/JPO if applying for an Officer.
 - Complete Officer Information.
 - Complete Agency Supervisor Information.
 - Complete Multiple Positions if you are using multiple officers to fill one FTE position at this school.
 - 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 applying for a School Counselor.
 - Complete School Counselor Information.
- Check Social Worker if applying for a Social Worker.
 - Complete Social Worker Information.

Site Program Narrative Questions

- Click on “Site Program Narrative Questions” link.
- Complete the program narrative questions.
 - Section 1: Indicate which position(s) you are requesting.
 - Question 1: Enter the first or only position for which you are applying
 - Question 2: Select Yes or No if applying for a second position. If Yes, proceed on to Questions 2a and 2b.
 - Question 2a: Select the second position you are applying for
 - Question 2b: 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 an SRO/JPO 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 first or only position.
 - Section 4: Complete this section if you are applying for an SRO/JPO as your second position.
 - Section 5: Complete this section if you are applying for a school counselor or school social worker as your second position.

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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: 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 SSP – Current Grantee Applicants – Year 1 Funding Application under the Related Documents link. **If using multiple officers to fill one FTE position at this school, please include the names of the officers in the upper left-hand corner of the document.**
 - 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. **If using multiple officers to fill one FTE position at this school, please include the salary and benefits for each officer.**
- **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.**

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- **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 – Current Grantee Applicants – 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.**