State of Arizona
Department of Education

FY 2025

AWARE-II Continuation Year 4
Advancing Wellness and Resiliency in Education
Continuation

Application Instructions and Eligibility

Project AWARE subgrantees were identified in the 2021 grant application to the Department of Health and Human Services Substance Abuse and Mental Health Services Administration (SAMHSA). Identified sub-grantees submitted a Letter of Commitment to work collaboratively with the Arizona Department of Education (ADE) and the Arizona Health Care Cost Containment System (AHCCCS) to build a sustainable comprehensive school mental health system with streamlined access to student mental health related interventions and services.

GME Release Date
March 1, 2024

Submission Due Date
Requested: August 1, 2024

How to Apply
This application must be submitted through the Arizona Department of Education Grants Management Enterprise (GME) at https://gme.azed.gov/.

Contact Information

For Technical Assistance with GME:
Submit a Service Ticket at https://helpdesk.azed.gov/

For Program Assistance:
please email: ProjectAWARE@azed.gov
Subject Line: *FY25 Project AWARE-II Application*
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Fiscal Year 2024 AWARE-II Application Instructions

Project Overview

The Arizona Department of Education (ADE) is a grantee for the 5-year Project AWARE-II funded through SAMHSA; project period 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 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 mental health professionals providing coordinated, services, and follow-up to school-aged youth and their families. The LEA Community Project Manager (CPM) will work with a multi-disciplinary team, including site and community level mental health professionals, to coordinate the implementation of Project AWARE activities districtwide.

AWARE II *Data:

*Training** (TR1): The number of individuals who have received training in prevention or mental health promotion.

*Work Force Development** (WD2): 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.

*Policy Development** (PD1): The number of policy changes completed as a result of the grant.

*Partnership/Collaborations** (PC1): The number of organizations that entered into formal written inter/intraorganizational agreements (e.g., MOUs/MOAs) to improve mental health-related practices/activities that are consistent with the goals of the grant.

*Referrals** (R1): The number of individuals referred to mental health or related services.

*Access** (AC1): The number and percentage of individuals receiving mental health or related services after referral.

*Knowledge/Attitudes/Beliefs** (NAB1): The number and percentage of individuals who have demonstrated improvement in knowledge/attitudes/beliefs related to prevention and/or mental health promotion.

*The CPM will work with external evaluators to determine additional data measures to track program impact on the school community to include school climate and culture survey data. Additional data may include measures to track student functional improvement.

Application Overview

FY2025 AWARE-II is a continuation application open to three demonstration sites: **Glendale Union High School District, Maricopa Unified School District, and Roosevelt Elementary School District.** Applicants reflect on their successes and challenges within, impact, and year-four planning within the grant narrative and propose a budget to support a comprehensive approach to mental health services, engagement activities, training, and programs. The budget shall include

expenditures aligned to a district Project AWARE Work Plan (informed by the Needs Assessment and SHAPE System Assessment Reports) to address all 3 grant goals:

Goal 1: 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. (infrastructure)

Goal 2: 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: 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.

Award Amount and Use of Funds

The award amount is contingent upon review of the proposed budget and comprehensive plan for mental health skill-building, prevention, intervention, services and supports and may include a review of the use of funds in previous project period(s).

It is expected that the CPM will lead a district team with site level representation to review relevant data including the Needs Assessment and annual SHAPE System reports to collaboratively update the LEA Project AWARE Work Plan. The FY25 proposed application and budget should align with the updated Work Plan for the 2024-2025 school year.

Use of funds may include the salary and benefits of certified mental health professionals, the administration of school climate and culture surveys, the purchase of workforce development or training for staff/students/parents/community, and other related mental health awareness and student and family engagement initiatives. It is expected that applicants request funding for evidence-based programming and practices that align with the outcomes identified by the Needs Assessment, and SHAPE System reports through the School Mental Health Quality Assessment and Trauma Responsive Assessment.

Applicants may be asked to revise the proposed budget to better align with programmatic expectations.

Project Period

Funds awarded under this application are for Year 3 of the five-year grant. The project period for Year 4 extends from **September 30, 2024, to September 29, 2025**. A continuation application is required annually.

Funding Application:

Contacts: Ensure entered contact information is up-to-date and accurate.

Budget: 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 Work Plan and/or the results from the SHAPE System reports. A budget line item for travel may be included if anticipated; Please use object Code 6500 and include description of anticipated travel reimbursement (mileage, hotel, meals, per ADOA guidelines). **Example:**

    Goal 1 – Infrastructure: Salary of school mental health professional(s)_____

    Goal 2 – Engagement: Printing student mental health awareness posters _____

    Goal 3 – Training: Student suicide prevention training for MS/HS #____x $_

BUDGET REVISIONS: After grant award, it is anticipated that budget revisions may occur to meet the changing needs of a district. Budget revisions should be **dated** and **highlighted in a different color** to alert the Program Reviewer of the requested change.

<u>Program Narrative Questions</u>: It is expected that the CPM will coordinate a team approach to ensure a comprehensive and accurate response to the program narrative questions for both year 3 reflection and year 4 planning, referencing alignment to the Needs Assessment and SHAPE reports.

- There are no required related documents to attach for this FY25 application.

Navigating the GME Application

Below are the steps to complete the AWARE-Continuation online funding application. If additional information is needed, there are user guides and webinars located in the Grants Management Resource Library. A service ticket can be submitted via https://helpdesk.azed.gov/

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" command within each section to navigate through the application. Once you begin entering information, select "Save and Go To" (this is the "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 *<u>will not</u>* allow you to submit the application. You will need to resolve the message in order for the application to be approved.

1. **Accessing the System - https://gme.azed.gov/**

   If you do not have login access and permissions within GME, contact your District's Entity Administrator. When permissions are granted, follow the steps below:
   - Enter username and password for ADEConnect Single Sign On.
   - Click on the "Grants Management link."
   - Click GME Sign-in and enter your email address and password.

2. **Completing the Application**
   At the top of the *Sections* page, notice the LEA name, and the "Application Status," and "Change Status To" options. To begin your application, change status to "Draft Started" and open each section to enter required information.

ASSURANCES - Carefully review the Assurances and indicate agreement by checking the box and adding your name.

3. **Submitting the Application**

   You will not find a "Submit" button in the GME system. Instead, levels of approval must occur for an application to be submitted and processed by ADE. When the application is ready to submit, return to the "Sections" page and change the status to "Draft Completed" to initiate the LEA levels of approval.
   - **LEA Business Manager Approved**

- **LEA Authorized Representative Approved**

NOTE: It is recommended that the CPM distribute a copy of the approved Application Narrative and the Assurances to the district Project AWARE team to strengthen teaming and collaboration.

Reimbursement Requests

It is expected that Reimbursement Requests take place **quarterly** and reflect the appropriate use of funds across each quarter of the grant. Promptly notify ProjectAWARE@azed.gov of anticipated unused funds. The FY25 Budget Period ends 9/29/2025 with no carry-over. While items encumbered may be paid during a 90-day liquidation period, it is requested that payments be made within a 60-day liquidation period to support a Completion Report due date of 11/30/2025.

General Statement of Assurances (GSA)

GME requires acceptance of the GSA: *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/.

FY25 Completion Report DUE November 30, 2025 - Please review the Completion Report Guide located in the GME Resource Library.

Data Reporting - Site-level mental health professionals should report data as requested to the CPM who will update the Data Tracker to be reviewed by the SEA AWARE Team and the Evaluator.

Required by:	Activity
The 10^h of each month	LEA Data Tracker **with expanded outcome measures**
Quarterly	CPM and LEA Team Participation in the Virtual Learning Community
The 15th of each month	LEA AWARE team monthly meeting with ADE
Annually before May 30	Update the SHAPE Profile and School Mental Health Quality Assessment (https://www.theshapesystem.com
Developed, documented, and updated annually, at minimum	LEA Project **AWARE Work Plan** to align with continuation application and budget narrative in GME **Sustainability Plan for Comprehensive School Mental Health** (CSMH). Guiding question: Is CSMH included in the district strategic plan to support the academic achievement of all students within a safe and supportive learning environment? Are there written policies, procedures, and processes for the continuation of district and site level CSMH teaming? Is there a board approved position description for the continuation of a CSMH Coordinator? What state and/or federal funding has been identified or budgeted to sustain CSMH?
Annually	School Climate Surveys (student, parent, staff)
TBD by the Evaluator	Collaborative Partner Survey **and** Partner Interviews

7 days post training	Training roster (attendee names and email addresses) sent to AWARE2@LeCroyMilligan.com and ProjectAWARE@azed.gov Post Training Evaluation Survey completed by all attendees: https://survey.co1.qualtrics.com/jfe/form/SV_elz9JaYUTGt6oPb

Submit application by
August 1, 2024