



State of Arizona
Department of Education

**Fiscal Year (FY) 2025 School Safety Program (SSP) – Mini Grant
Application Instructions**

Grant Overview

The School Safety Program is a competitive state-funded grant that places school counselors, school social workers, school resource officers (SROs), school safety officers (SSOs), and juvenile probation officers (JPOs) in selected schools to support, promote and enhance safe and effective learning environments for all students.

Under the competitive **SSP - Mini Grant**, the Arizona Department of Education will allocate School Safety Program carryover funds that can be used to pay for additional officers. Under the state's school safety law, funds that are not expended for officers can also be used for added school counselors and social workers. **The duration of the SSP - Mini Grant is 1.5 years** (Project Start Date: January 3, 2025; Project End Date: June 30, 2026).

For information about the School Safety Program and program requirements, please visit <https://www.azed.gov/ssp/school-safety-program-grantees>

Eligibility

The **SSP – Mini Grant** is open to all Arizona Local Education Agency (LEA) schools.

Release Date

October 21st, 2024

Due Date

November 8th, 2024
11:59 PM*

How to Access the SSP – Mini Grant Funding Application

The SSP – Mini 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 November 8th, 2024**.

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. Monday through Friday. There will be no support available from the School Safety Program office or GME after 5:00 p.m. on Friday, November 8th, 2024.**

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Navigating the Grants Management Enterprise (GME) Online Funding Application

Below are the steps to complete the School Safety Program – Mini Grant Funding Application.

Tips: Each action you take will reset the “Session Timeout” clock for 60 minutes.

Links to all application pages are provided in the Sections pages.

Use the “Go To” blue button 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 2025 School Safety Program – Mini Grant 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, 2025
- Find the Funding Application drop-down menu button. Scroll, select & click on School Safety Program – Mini Grant
- 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 and acknowledge the Funding Disclaimer

FFATA & GSA Verification

- Read and complete Questions 1 -3
- Please Note: General Statement of Assurances (GSA): The GME requires acceptance of the GSA, which includes the following statement: *Misrepresentation*

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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/>.

For Profit/Non-Profit Disclaimer & Attestation

- Please read and complete.

Program Information/Instruction

- Read the information that is provided for you to successfully complete the application and requirements.
 - The deadline to submit a completed application is November 8th, 2024.

Contact Information – Required

- Enter District/Charter Administrator Contact Information
- ***Note:** If there is a change to the District/Charter Administrator during the grant, please move the PREVIOUS Admin to Question 2 and fill out Question 1 with the CURRENT Admin.

District/Charter Administrator Training Information*

- ***NOTE:** Please leave the Training Information section blank when applying. If awarded, this section is to be completed via Revision after July 1st, 2025.

Assurances

- All assurances must be acknowledged by checking each box.

Capital Outlay Worksheet

- Capital outlay is not allowable. Please leave this section blank.

School Safety Program – Mini Grant Pages (complete for each school site applicant)

- Select School Name from School Safety Program – Mini Grant drop-down box.
- This is a site-based application. Do not select the District Level Program option.
 - Applications completed and submitted with District Level Programs cannot be approved for funding.

Budget

NOTE: BUDGETS MUST INCLUDE THE AMOUNT NEEDED FOR THE REMAINDER OF FY 2025 AND ALL OF FY 2026 (I.E. 1.5 YEARS). PLEASE INCLUDE IN THE BUDGET NARRATIVE A BREAKOUT OF THE BUDGET FOR EACH FISCAL YEAR.

- 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.)

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- 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.)
 - **Please provide a detailed breakdown of benefit costs in the Narrative Description.**
- 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
 - Please use Function Code: 2100, 2200, 2600, 2700 – Support Services (Students, Instr., Operation, Transport.)

Site Information

- Click on “Site Information” link.
- Check Primary, Secondary, Additional Site Information
- Complete Primary Site information
- Check Secondary if there is a Joint Site
 - Complete Joint Site Information
- Check Additional if there is a third site (**SRO/JPO Awarded Sites ONLY**)
 - Complete Additional Joint Site Information

- **NOTE:** When completing site level Days of the Week Students are on Campus and School Start Time/Dismissal Time, please use the format noted below:
 - “Mon, Tues, Thurs, Fri; Wednesdays early release”
 - “8 AM – 3:30 PM; Wednesdays 8 AM – 12 PM”

Site Administrator Contact Information

- Click on “Site Administrator Contact Information” link
- Complete Primary Site Administrator Contact Information
 - ***NOTE:** Please leave the Training Information section blank when applying. If awarded, this section is to be completed via Revision after July 1st, 2025.
- Check Yes if there is a Secondary Joint Site
 - Complete Joint Site Administrator Contact Information
 - ***NOTE:** Please leave the Training Information section blank when applying. If awarded, this section is to be completed via Revision after July 1st, 2025.
- Check No if there is no Joint Site
 - Proceed to next section
- Check Yes if there is Additional Site Administrator Information
 - Complete Additional Site Administrator Contact Information
 - ***NOTE:** Please leave the Training Information section blank when applying. If awarded, this section is to be completed via Revision after July 1st, 2025.
- Check No if there is no Additional Site Administrator Contact Information
 - Proceed to next section

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SROJPO Site Award Contact Information

- Click on “SROJPO Site Award Contact Information” link
 - Complete Officer Information (question 1)
 - Complete Agency Supervisor Information (question 2)
 - Complete Multiple Officer Information (if applicable) (question 3)
 - Complete Change in Officer (if applicable) (question 4)
 - Complete Summer/Intersession Section (question 5)
 - Select No if the officer is serving 10 months on campus
 - Select Yes if the officer is serving 11-12 months on campus
 - Enter Officer’s SSP Training Attendance (question 6)
- ***NOTE:** Please leave the Training Information sections blank when applying. If awarded, this section is to be completed via Revision after July 1st, 2025.

SCSW Site Award Contact Information

- Click on “SCSW Site Award Contact Information” link
 - If the hired personnel is a School Counselor, complete the School Counselor Information section (number 1)
 - If the hired personnel is a Social Worker, complete the Social Worker Information section (number 3)
- ***NOTE:** Please leave the Training Information section blank when applying. If awarded, this section is to be completed via Revision after July 1st, 2025.

Site Program Narrative Questions

- Click on “Site Program Narrative Questions” link.
- Complete the program narrative questions.
 - Section 1:
 - Q1: Indicate which position you are requesting.
 - Select the first checkbox if you are applying for an SRO/JPO
 - Select the second checkbox if you are applying for a SC/SW
 - **NOTE:** You may apply for only one position under the SSP – Mini Grant
 - Q2: Answer Yes or No, as appropriate. If answering “Yes,” please list the awarded position(s) in the narrative box. For example: School Resource Officer.
 - Section 2: Complete this section if you are applying for a School Resource Officer or Juvenile Probation Officer
 - Section 3: Complete this section if you are applying for a School Counselor or School Social Worker

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**

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- 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 – Mini Grant 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.
 - **Note**: It is the responsibility of the District/Charter Administrator to monitor the validity of the hired School Counselor's ADE certification.
- **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.
 - **Note**: It is the responsibility of the District/Charter Administrator to monitor the validity of the hired Social Worker's ADE certification.

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- No funds may be expended until all required documents are received and approved by the School Safety Program team. For more information, please visit the “Assurances” section of your application, or review (A.R.S.) 15-154 for details on required documentation.

School Safety Program – Mini Grant 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.

Payments/Reimbursement Requests

As your expenditures allow, submit 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.