State of Arizona
Department of Education

**Fiscal Year (FY) 2026 School Safety Program (SSP) – 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), 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.

Eligibility
Arizona public schools and charter schools that are ***currently funded*** through the School Safety Program – Continuation grant

Release Date
March 01, 2025

Due Date
May 02, 2025
11:59 PM*****

How to Access the SSP – Continuation Grant Funding Application
The School Safety Program – 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 2nd, 2025.***

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 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, May 2nd, 2025.

Navigating the Grants Management Enterprise (GME) Online Funding Application

Below are the steps to complete the School Safety Program – Continuation 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" 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:
     - 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 2026 School Safety Program – 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, 2026
   - Find the Funding Application drop-down menu button. Scroll, select & click on School Safety Program Continuation
   - 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
   - Check the acknowledgement box

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FFATA & GSA Verification
- Read and complete Questions 1 - 3
  - <u>General Statement of Assurances (GSA)</u>: GME requires acceptance of the GSA, which includes accepting (checking the boxes) for ALL items listed in Sections A and B. To review the full General Statement of Assurance, please visit http://www.azed.gov/grants-management/gsa/.

For Profit/Non-Profit Disclaimer & Attestation

To maintain compliance with local, state and federal laws, entities must identify a For Profit or Non-Profit Status on the annual General Statement of Assurance (GSA). Please ensure your selection here mirrors your GSA.
- Select either Non-Profit or For-Profit status
- Check the box (Yes) to indicate your certification that your GSA also reflects the status selected

Program Information/Instruction

- Information provided to successfully complete the application and requirements
  - The deadline to submit a completed application is May 2nd, 2025

Contacts – Required

- Enter District/Charter Administrator information
  - Please note that section 1 is for the CURRENT ADMINISTRATOR and section 2 is for the PREVIOUS ADMINISTRATOR in the event of a personnel update during the 2026 Fiscal Year.

District/Charter Administrator Training

- Enter District/Charter Administrator Training Attendance for FY 2025
  - ***Note: If there has been a change in District Administrator from FY 2025 to FY 2026, please enter the following:**
    - Select No
    - Enter the name of the FY 2025 District Administrator and the training attended

Assurances

- All assurances must be acknowledged by checking each box. This includes the final box at the bottom of the page followed by the District Administrator's signature.

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

- Select School Name from School Safety Program – Continuation drop-down box

<u>Budget</u>
- 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). **The Approved Object Codes are as follows:**
  - **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.)
    - **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
- 1. Primary Site Information
  - Complete Primary Site Information sections
- 2. Joint Site Information (if the Site was approved to have a Joint Site)
  - If there is no Joint Site
    - Check the "No, there is no Joint Site." Box
    - Move on to "Site Administrator Contact Information" section
  - If there is a Joint Site
    - Check the "Yes, there is a Joint Site." Box
    - Complete the Joint Site Information sections
- 3. Additional Site Information if approved for a third site **(Approved SRO/JPO Awarded Sites ONLY)**
  - If there is no Additional Site
    - Check the "No, there is not an Additional Site." Box
    - Move on to "Site Administrator Contact Information" section
  - If there is an Additional Site
    - Check the "Yes, there is an Additional Site." Box
    - Complete the Additional Site Information sections
- **NOTE: When completing site level campus days/hours please refer to the format mentioned 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

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- 1. Primary Site Information
    - Complete Site Level Administrator Contact Information sections
- 2. Site Administrator Required Training
    - Enter the Primary Site Administrator Training Attendance for FY 2025
        - *Note: If there has been a change to the Site Administrator from FY 2025 to FY 2026, please enter the following:
            - Select No
            - Enter the name of the FY 2025 Site Administrator and the training attended
- 3. Is there a Joint Site?
    - If there is no Joint Site
        - Check the "No, there is no Joint Site." Box
        - Move on to the Site's applicable "…Site Award Contact Information" section
    - If there is a Joint Site
        - Check the "Yes, there is a Joint Site." Box
        - Complete the Joint Site Administrator Contact Information sections
- 4. Joint Site Administrator Required Training
    - Enter the Joint Site Administrator Training Attendance for FY 2025
        - *Note: If there has been a change to the Joint Site Administrator from FY 2025 to FY 2026, please enter the following:
            - Select No
            - Enter the name of the FY 2025 Joint Site Administrator and the training attended
- 5. Additional Site Administrator Information **(Approved SRO/JPO Awarded Sites ONLY)**
    - If there is no Additional Site
        - Check the "No, there is no Additional Site." Box
        - Move on to the "SROJPO Site Award Contact Information" section
    - If there is an Additional Site
        - Check the "Yes, there is an Additional Site." Box
        - Complete the Additional Site Level Administrator Contact Information sections
- 6. Additional Site Administrator Required Training
    - Enter the Additional Site Administrator's Training Attendance for FY 2025
        - *Note: If there has been a change to the Additional Site Administrator from FY 2025 to FY 2026, please enter the following:
            - Select No
            - Enter the name of the FY 2025 Joint Site Administrator and the training attended

SROJPO Site Award Contact Information
- Click on "SROJPO Site Award Contact Information" link
- 1. First Position or Second Position?
    - If the Site **does not** have an awarded SRO/JPO position, please move on to the SCSW Site Award Contact Information page.
    - If the Site **does** have an awarded SRO/JPO position, please complete the following:
- 2. Officer Information
    - Complete the Officer Contact Information sections

- ▪ *Note: If the position is awarded but vacant, please complete this section with "TBD"
- 3. Agency Supervisor Information
  - o Complete the Agency Supervisor Contact Information sections
    - *Note: if the position is awarded but the Agency has not assigned an Agency Supervisor, please complete this section with "TBD"
- 4. Multiple Officer Information
  - o Complete the Multiple Officer Information section if applicable
- 5. Change in Officer
  - o This section is for capturing any changes in the Officer throughout FY26
- 6. Summer/Intersession Section
  - o Select No if the officer is serving 10 months on campus
  - o Select Yes if the officer is serving 11-12 months on campus
- 7. SRO/JPO Required Training Attendance
  - o Enter the Officer's Training Attendance for FY 2025
    - ▪ *Note: If there has been a change in Officer from FY 2025 to FY 2026, please enter the following:
      - Select No
      - Enter the name of the FY 2025 Officer and the training attended
- 8. Agency Supervisor Training Attendance
  - o Enter the Agency Supervisor Training Attendance for FY 2025
    - ▪ *Note: If there has been a change in Agency Supervisor from FY 2025 to FY 2026, please enter the following:
      - Select No
      - Enter the name of the FY 2025 Agency Supervisor and the training attended

SCSW Site Award Contact Information
- Click on "SCSW Site Award Contact Information" link
  - o If your awarded position is/will be:
    - ▪ A School Counselor, check the "School Counselor" box
    - ▪ A Social Worker, skip sections 1 and 2 down to section 3.
- 1. School Counselor Information
  - o If the hired position is for a School Counselor, complete the School Counselor Information section
    - ▪ If the position is vacant, please complete with "TBD"
- 2. School Counselor Required Training Attendance
  - o Enter the School Counselor's Training Attendance for FY 2025
    - ▪ *Note: If there has been a change in School Counselor from FY 2025 to FY 2026, please enter the following:
      - Select No
      - Enter the name of the FY 2025 School Counselor and the training attended
- 3. Social Worker Information
  - o If the hired position is for a Social Worker, check the "Social Worker" box
  - o Complete the Social Worker Contact Information section
    - ▪ If the position is vacant, please complete with "TBD"
- 4. Social Worker Required Training Attendance
  - o Enter the Social Worker's Training Attendance for FY 2025

- ▪ *Note: If there has been a change in Social Worker from FY 2025 to FY 2026, please enter the following:
  - Select No
  - Enter the name of the FY 2025 Social Worker and the training attended

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**
  - o 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.
  - o 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**
  - o 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 overtime or additional stipends which are not related to the School Safety Program.
  - o School Counselor Certification: Applicants must submit a copy of the School Counselor Certification issued by the ADE.
    - ▪ IMPORTANT: School Counselors may be certified with allowable deficiencies. If your School Counselor has an allowable deficiency

that expires within FY 2026, please connect with the School Counselor to ensure that it is resolved ADE Certifications prior to the expiration date.

- **Required Documents: Social Workers Only**
  - <u>School Social Worker Contract</u>**:**
    - 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. <u>Allowable benefits include customary benefits of medical, dental, retirement and social security and do not include additional benefits such as overtime or additional stipends which are not related to the School Safety Program.</u>
  - <u>School Social Worker Certification</u>: Applicants must submit a copy of the School Social Worker Certification issued by the ADE.
- **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 – 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.

<u>Payments/Reimbursement Requests</u>

As your expenditures allow, submit your FY 2026 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.