



## Arizona Department of Education

### Fiscal Year (FY) 2027 School Safety Program (SSP) Year 1 Grant Application Instructions - with ADDENDUM

#### Grant Overview

Per Arizona Revised Statute (ARS) 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 Safety Officers (SSOs), School Counselors (SCs), and School Social Workers (SWs) on school campuses. Awarded schools will be part of a continuing three-year cohort which runs from June 30, 2026, through June 30th, 2029.

*If a program proposal is approved by the State Board of Education and there is a vacancy for one or more of the school resource officers, juvenile probation officers, school safety officers, school counselors or school social workers, or any combination of these individuals, as included in the approved program proposal, the school district or charter school may submit an alternative program proposal for supporting the costs of purchasing safety technology, safety training and infrastructure improvements for its school campus or campuses. See pages 15-15 for the Alternative Proposal Addendum.*

#### Eligibility

The School Safety Program grant is a school-level award and is open to all Arizona public schools and charter schools that meet the eligibility requirements of A.R.S. 15-154, submit a complete application, and meet the scoring criteria established by the Arizona State Board of Education. The schools selected for the grant will be awarded on a rolling basis until funds are depleted.

**Application Release Date**  
February 2, 2026

**Application Due Date**  
April 15, 2026

#### **Program Assistance**

For programmatic questions and assistance with the application, contact the School Safety Program by emailing [SchoolSafetySocialWellness@azed.gov](mailto:SchoolSafetySocialWellness@azed.gov)

For technical assistance with the online systems:

Contact GME at [602-542-3901](tel:602-542-3901) or via [Help Desk](#)  
Contact EMAC via [schoolsafetysocialwellness@azed.gov](mailto:schoolsafetysocialwellness@azed.gov)

#### **Important Note regarding Application Assistance**

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 April 15, 2026.

Fiscal Year 2027 School Safety Program – Year 1  
Application Instructions

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## Navigating the Grants Management Enterprise (GME) Online Funding Application

Below are the steps to complete the FY27 School Safety Program – Year 1 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.

### Section 1: Accessing Grants Management Enterprise (GME)

- 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

### Section 2: Accessing the FY 2027 School Safety Program – Year 1 Application

- After logging in and from the main GME homepage, hover over “Funding” (from the blue menu on the left side of the page) and select “Funding Applications”
- Ensure you have “2027” and “All Active Applications” selected in the drop-down menus
- Scroll down to the “Competitive Funding Application” section and select “School Safety Program - Year 1 Application”

**Once you have changed the application status from “Not Started” to “Draft Started”, you are ready to begin completing your application.**

\*If you are unable to change the status of your application, please reach out to your organization’s GME “LEA User Access Administrator” as you may not have been assigned the required access.

**Fiscal Year 2027 School Safety Program – Year 1  
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## **Section 3: Completing the Application**

**A complete application consists of the following parts:**

### **Funding Disclaimer**

- Read the Funding Disclaimer
- Check the acknowledgement box

### **FFATA & GSA Verification**

General Statement of Assurances (GSA): GME requires acceptance of the GSA, which includes accepting (checking the boxes) for ALL items listed in question 1 and 2. Question 3 provides a freeform area to provide a brief description of your project in one or two paragraphs. To review the full General Statement of Assurance, please visit <http://www.azed.gov/grants-management/gsa/>.

- Read and complete Questions 1 - 3

### **General Education Provisions Act (GEPA)**

*To maintain compliance with the GEPA, entities must read this page and complete questions 1-4.*

### **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 reflects your current 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 \ Instructions**

*Information provided to successfully complete the application and requirements*

- Program Information/Instructions: Please read carefully and review the linked resources.
- Eligibility: Please read carefully.

### **Program Information \ Eligibility & Statutory Requirements**

*Information regarding Statutory Requirements and additional requirements of LEA to complete steps in EMAC.*

- Statutory requirements governing the School Safety Program and your responsibilities
- Importance of LEA additional responsibilities to upload documents to EMAC

### **District/Charter Contacts - Required**

*Enter District/Charter Administrator information*

- Enter the District or Charter Administrator name and contact information. This will be the Primary Point of Contact and will be REQUIRED to attend training.
- Enter the name of the Superintendent or Charter Holder.
- Enter the name of the GME Application Manager. This will be the person responsible for completing future grant revisions.
- Complete optional entries available for District or Charter Safety Director and other contacts if desired.

### **Assurances**

*Read each section thoroughly to best understand your commitments through the School Safety Program.*

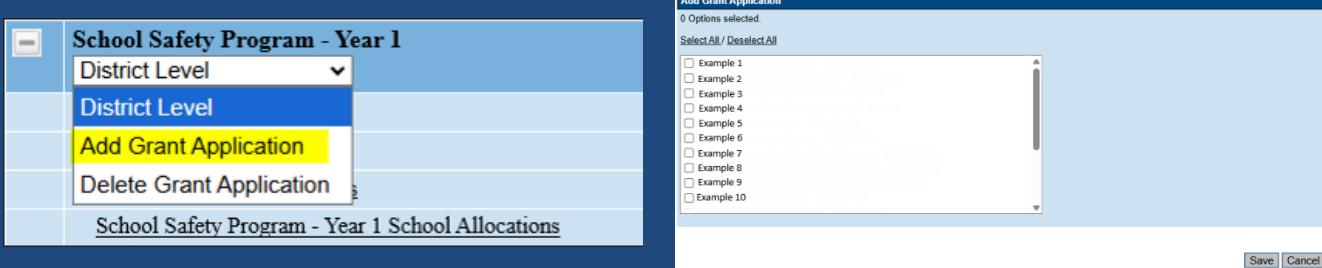
- Check Yes to attest and provide an electronic signature in the Signature box.
- In the event of a new District/Charter Administrator during the current fiscal year, the Assurances page must be read, acknowledged and signed by the new District/Charter Administrator.

# School Safety Program – Year 1 Site Pages

Complete the application pages for each site for which you are applying.

To add a Site's application:

1. Scroll down to the “School Safety Program – Year 1 drop-down menu
2. Click on “Add Grant Application”
3. Select all Sites that would like to apply
4. Click “Save”



The screenshot shows a 'School Safety Program - Year 1' application interface. On the left, a dropdown menu is open, showing 'District Level' as the selected option. Below the dropdown, there are buttons for 'Add Grant Application' (which is highlighted with a yellow box) and 'Delete Grant Application'. On the right, a modal window titled 'Add Grant Application' is displayed. It shows a list of items from 'Example 1' to 'Example 10', each with a checkbox. At the bottom right of the modal are 'Save' and 'Cancel' buttons.

**Please Note:** Because 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 placement in the queue will be reset with the new submittal date.

## Fiscal Year 2027 School Safety Program – Year 1 Application Instructions

For each site that you select, complete the following sections:

### Site Program Narrative Questions

Navigate to: Go To\School Safety Program – Year 1\ (Select School Site Name) **Site Program Narrative Questions**

Section 1 – Indicate the position you are applying for

- Indicate your first or only choice using the drop-down menu
- **Optional**, indicate your second position choice using the drop-down menu
  - *If you have selected a second position, enter the following for the second position only*
    - Estimated Salary
    - Estimated Benefits
    - Position Status (Full time, Part time)

Section 2 – Complete this section if you are applying for an SRO, SSO, Retired Officer, or 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, SSO, Retired Officer, or 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**.

## Fiscal Year 2027 School Safety Program – Year 1 Application Instructions

For each site that you select, complete the following sections:

### Budget

Navigate to: [Go To\School Safety Program – Year 1 \ \(Select School Site Name\) \ Budget](#)

**NOTE: Please read the following budget information carefully:**

- **DO** enter the salary and benefits for your first or only position
- **Do NOT:**
  - Utilize any other Object Codes unless you are creating an Alternative Proposal (which you may only do after December 31, 2026)
  - Include any budget information for requested second positions as the information will be captured in the Site Program Narrative Questions
  - Include supplies as they are not allowable under this grant

If the budget is entered incorrectly, the application will be returned to the LEA for edits. The original application placement in the queue will be reset with the new submittal date.

- 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 Officer or 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 Officer or 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.)

## Fiscal Year 2027 School Safety Program – Year 1 Application Instructions

For each site that you select, complete the following sections:

### Site Information

Navigate to: Go To\School Safety Program – Year 1\Select School Site Name\Site Information

1. Site Information
  - Select the Site Type
  - Using the drop-down menu, select Primary Site (*Joint or Additional Sites must be added AFTER the Primary Site is added*)
  - Complete **ALL information in this table** (ensure you scroll all the way to the right).

If there are Joint and Additional Sites, repeat step 1.

### Important Information regarding Joint and Additional Sites

#### Officers 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 (up to 3) in accordance with grant requirements.

#### 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 or social worker and how the school counselor and/or social worker will meet program goals and requirements through collaboration between both school administrations.

**NOTE: Sites that are listed as a Joint or Additional Site in one application should not have a separate application where they are the Primary Site.**

2. Does the applicant share their campus with another entity?  
Select Yes if applicable
3. If you have selected Yes for a shared entity, please sign and acknowledge that an entity listed in the second table are ineligible to receive services under the School Safety Program

**NOTE: Be sure to answer all questions by scrolling all the way to the right of the page. Be sure to note that there are separate sections for typical start/dismissal & Early Release.**

## Fiscal Year 2027 School Safety Program – Year 1 Application Instructions

For each site that you select, complete the following sections:

### Site Administrator Contact Information

Navigate to: Go To\School Safety Program – Year 1\ (Select School Site Name) \Site Administration Contact Information

1. **Site Level Administrator Contact Information.** *This must be the Principal, Headmaster, or equivalent. Assistant Principals or other support roles cannot be the Site Level Administrator.*
  - Complete Site Level Administrator Contact Information sections

#### 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

2. **Joint Site Level Administrator Contact Information.** *This must be the Principal, Headmaster, or equivalent. Assistant Principals or other support roles cannot be the Site Level Administrator.*

- Complete the Joint Site Administrator Contact Information sections. This must be the Principal, Headmaster, or equivalent. Assistant Principals or other support roles cannot be the Site Level Administrator.

#### Is there an Additional Site? **(SRO/JPO Awards 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

3. **Additional Site Level Administrator Contact Information.** *This must be the Principal, Headmaster, or equivalent. Assistant Principals or other support roles cannot be the Site Level Administrator*

- Complete the Additional Site Level Administrator Contact Information sections. This must be the Principal, Headmaster, or equivalent. Assistant Principals or other support roles cannot be the Site Level Administrator.

**NOTE:** The Change in Site Administrator Information box(es) should indicate the date the new principal or equivalent assumes the responsibilities of the site administrator under the School Safety Program.

## **Fiscal Year 2027 School Safety Program – Year 1 Application Instructions**

**For each site that you select, complete the following sections:**

*If the site is NOT applying for a Counselor or Social Worker, you may skip this portion of the application*

### **SCSW Site Award Contact Information**

*Navigate to: Go To\School Safety Program – Year 1\ (Select School Site Name) \ SCSW Site Award Contact Information*

**If you are requesting a School Counselor or School Social Worker for your 1<sup>st</sup> position:**

- **Check the Box**

**1. School Counselor/ Social Worker Information**

- Check whether the position requested is a School Counselor or School Social Worker
- Complete the School Counselor/Social Worker section
- If the position has been filled, Indicate the SSP Role Start Date
  - If the position is vacant, please complete fields with “TBD”

**If you are also requesting a School Counselor or School Social Worker for your 2<sup>nd</sup> position (i.e., you are requesting two SC / SWs):**

- **Check the “Yes” Box**
- 2. School Counselor/ Social Worker Information**
- Check whether the position requested is a School Counselor or School Social Worker
  - Complete the School Counselor/Social Worker section
  - If the position has been filled, Indicate the SSP Role Start Date
    - If the position is vacant, please complete fields with “TBD”

**NOTE:** The SSP Role Start Date box should indicate the date the SC or SW assumes the responsibilities of the SC or SW under the School Safety Program.

## Fiscal Year 2027 School Safety Program – Year 1 Application Instructions

**For each site that you select, complete the following sections:**

*If the Site is NOT applying for an Officer position, you may skip this portion of the application.*

### Officer Site Award Contact Information

*Navigate to: Go To\School Safety Program – Year 1\ (Select School Site Name) \ Officer Site Award Contact Information*

**If the Site is applying for an actively sponsored SRO/JPO position, please complete the following:**

**1. ACTIVELY SPONSORED Officer Information**

- Complete the Officer Contact Information sections
- Select one of the following: SRO, JPO, SSO or Actively Sponsored Retired Officer (if applying for an unsponsored retired officer, skip to section 3)
  - \*Note: If the position is applied for, but currently vacant, please complete this section with "TBD"

**2. Agency Supervisor Information**

- 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"

**3. UNSPONSORED RETIRED Officer Information**

- Complete the Unsponsored RETIRED Officer Information
  - \*Note: This section is to only be used for Retired Officers that are not currently sponsored by a law enforcement agency.

**If the Site is applying for a Second Officer Position (i.e., the Site would like to apply for 2 officer positions)**

- Check the **Yes** box

**4. SECOND POSITION ACTIVELY SPONSORED Officer Information**

- Complete the SPONSORED Officer Information
  - \*Note: This section is to only be used for Actively SPONSORED Officers that are not currently sponsored by a law enforcement agency.

**5. SECOND POSITION Agency Supervisor Information (SPONSORED officers ONLY)**

- 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"

**6. SECOND POSITION UNSPONSORED RETIRED Officer Information**

- Complete the Unsponsored RETIRED Officer Information
  - \*Note: This section is to only be used for Retired Officers that are not currently sponsored by a law enforcement agency.

**7. Multiple Officer Information**

- Complete the Multiple Officer Information section if applicable

**8. 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
- Select **Yes** if teachers and students will be present during summer break or intersession
- Select **No** if teachers and students will not be present during summer break or intersession
- Indicate duties the officer will perform (Check all that apply)
- Provide a detailed description for each item indicated above and of any plans developed between the site administrator, officer, and agency supervisor.

**NOTE:** The SSP Role Start Date box should indicate the date the position assumes their responsibilities under the School Safety Program.

## Fiscal Year 2027 School Safety Program – Year 1 Application Instructions

For each site that you select, complete the following sections:

### Related Documents

Navigate to: [Go To\School Safety Program – Year 1\ \(Select School Site Name\) \ Related Documents](#)

- 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: Sponsored 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. Law Enforcement Agent must hold rank of Lieutenant or higher. Each site must have its own Cooperative Agreement Signature Page (joint applications submit one). The FY27 *Cooperative Agreement Signature Page* has been provided in the GME School Safety Program Expansion – Continuation 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: Unsponsored Retired Officers Only**
  - Salary Schedule/Signed and Executed Contract: Applicants must upload a signed and executed contract to support the requested allocation entered into the Budget or Site Program Narrative Questions page. If the position has not yet been filled, LEAs are to submit a District/Charter Salary Schedule to support the request.
  - Honorably Retired Commission Card: Applicants must submit a copy of the retiree's Honorably Retired Commission Card as evidence that the retired officer is eligible for reimbursement per A.R.S. 15-154.
- **Required Documents: School Counselors Only**
  - School Counselor Salary Schedule: This document is to be uploaded **only if** the FY27 contracts have not been finalized at the time of application submission.
  - 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.

## **Fiscal Year 2027 School Safety Program – Year 1 Application Instructions**

- 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 2027, please connect with the School Counselor to ensure that it is resolved with ADE Certifications prior to the expiration date.
- School Counselor/Social Worker Attestation & Acceptance: Applicants must obtain the appropriate signatures from each entity involved in the School Safety Program for each site. The signature form acknowledges cooperation among the responsible parties, including the school counselor/social worker, school principal and district superintendent.
- **Required Documents: Social Workers Only**
  - Social Worker Salary Schedule: This document is to be uploaded **only if** the FY27 contracts have not been finalized at the time of application submission.
  - 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 overtime or additional stipends which are not related to the School Safety Program.**
  - School Social Worker Certification: Applicants must submit a copy of the School Social Worker Certification issued by the ADE.
  - School Counselor/Social Worker Attestation & Acceptance: Applicants must obtain the appropriate signatures from each entity involved in the School Safety Program for each site. The signature form acknowledges cooperation among the responsible parties, including the school counselor/social worker, school principal and district superintendent.

**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

## Fiscal Year 2027 School Safety Program – Year 1 Application Instructions

### Section 4: Submitting the Application

Navigate to: [Go To\School Safety Program – Year 1\Sections\Change Status To](#)

*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:

- Draft Completed
- 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

School Safety Program grantees may claim expenditures as they are incurred during the project period. Grantees must submit expenditure reports with each reimbursement request. Advance Requests cannot be submitted for School Safety Program Grants. Instructions on how to submit reimbursement requests are included in the GME User Resources/Training section of the Grants Management Resource Library.

## **Educational Monitoring Assistance and Compliance (EMAC)**

**Please note: EMAC is a secure storage platform for submitting documents.**

After submitting the FY 2027 School Safety Program - Year 1 application in GME (i.e., placing the application into LEA Authorized Representative Approved status), the District Administrator listed in the application will automatically receive notification from EMAC that the applicant school(s) has been assigned in EMAC.

- The District Administrator then may assign school-level users in EMAC or may assign a district user to **(1)** upload a current, site-level Emergency Operations Plan for each applicant school and **(2)** complete the associated EOP screener.
- These tasks must be completed by **April 15, 2026**.
- Please read the entirety of the **(EMAC doc)** which includes detailed instructions on how this process works.

**If you have questions about EMAC, please email [schoolsafetysocialwellness@azed.gov](mailto:schoolsafetysocialwellness@azed.gov).**

**Fiscal Year 2027 School Safety Program – Year 1  
Application Instructions**

**Addendum 1  
School Safety Program Alternative Proposal**

**\*\*Addendum 1 – Alternative Program Proposals\*\***

For LEAs with a program proposal approved by the state board of education which cannot place one or more of the school resource officers, juvenile probation officers, school safety officers, school counselors or school social workers, or any combination of these individuals, as included in the approved program proposal, the school district or charter school may submit an alternative program proposal for supporting the costs of purchasing safety technology, safety training and infrastructure improvements for its school campus or campuses.

**Eligibility**

Arizona public schools and charter schools that are ***awarded funding*** through the  
FY27 School Safety Program – Year 1 grant

**LEAs will not be able to apply for the alternative program proposal unless their awarded positions are vacant as of December 31, 2026.**

**Revision Instructions for the Alternative Program Proposal**

**1. Accessing the System**

- Access the system via <https://gme.azed.gov/>.

**2. Access your existing FY2026 School Safety Program – Continuation Application**

- Select the Fiscal Year drop-down menu button, 2027
- Find the Funding Application drop-down menu button
- Scroll, select & click on School Safety Program – Year 1
- Click on the Search button

**3. Begin your Revision**

- Change the Application Status to Revision Started
- Review all information is up to date in every section, revise as needed.

**4. Complete the District Assurances**

- Complete the additional Assurances which have been added to reflect the changes applicable to current legislation and this addendum

**5. Complete the GEPA (if applicable)**

- If this is your first revision, please ensure that the GEPA is current. If you have already completed this step, continue to step 6.

**6. Complete the Alternative Program Proposal**

- Select the School Site from School Safety Program – Continuation drop-down box (only those originally awarded sites will be listed).
- Select Alternative Proposal Assurances
- You must attest to each (3) assurances and provide signature
- Complete the following Alternative Proposal Questions:

## Fiscal Year 2027 School Safety Program – Year 1 Application Instructions

**NOTE:** When answering the following questions, do NOT include any details which may expose any site safety vulnerabilities. All sensitive data should be stored and shared securely within your Emergency Operations Plan (EOP) / Emergency Response Plan (ERP).

- a. List the Site's safety needs
- b. Provide a description of the proposed expenditures and capital improvements for each safety need identified in question 1 above
  - i. The safety needs each expenditure will address
  - ii. For infrastructure improvements, all costs associated with the improvements include architectural and engineering fees, safety evaluations, and equipment for securing entrances and exits.
  - iii. The specific technology or training program that the school seeks to acquire
- c. Have you completed all FY26 reimbursement requests for the position prior to this vacancy?
  - i. Please answer yes or no
  - ii. Please provide the remaining amount required to satisfy payment to the previous position holder.

**NOTE:** Any amount not declared in this section may become the responsibility of the LEA, should ADE approve and finalize the Alternative Proposal approval

### **7. Complete the Site Budget(s)**

- Select the School Site from the School Safety Program – Continuation drop-down box (only those originally awarded sites will be listed).
- Select Budget
- Enter amounts to be utilized under the Alternative Proposal, in the corresponding Object Codes
- Include a brief description of what will be purchased in the budget narrative

### **8. Complete the Revision**

- Finalize the revision and route the approval until it is in **LEA Authorized status**.

**Fiscal Year 2027 School Safety Program – Year 1**  
**Application Instructions**

**Addendum 2**  
**School Safety Program SSO Waive**

**\*\*Addendum 2 – SSO Waive\*\***

For LEAs with an awarded School Resource Officer that are unable to fill the position as included in the approved program proposal, the school district or charter school may submit a request to fill the position with an Off Duty School Safety Officer (SSO).

**Eligibility**

Arizona public schools and charter schools that are ***currently funded for a School Resource Officer*** through the FY27 School Safety Program – Year 1 grant.

**LEAs will be able to apply for this position if they have been notified by their local law enforcement agency that they are unable to fill the position.**

Revision Instructions for obtaining a School Safety Officer

**1. Accessing the System**

- Access the system via <https://gme.azed.gov/>.

**2. Access your existing FY2026 School Safety Program – Continuation Application**

- Select the Fiscal Year drop-down menu button, 2027
- Find the Funding Application drop-down menu button
- Scroll, select & click on School Safety Program – Year 1
- Click on the Search button

**3. Begin your Revision**

- Change the Application Status to Revision Started
- Review all information is up to date in every section, revise as needed.

**4. Complete the GEPA (if applicable)**

- If this is your first revision, please ensure that the GEPA is current. If you have already completed this step, continue to step 5.

**5. Complete a History Log Comment**

- Navigate to: [Go To\ History Log \ Create Comment](#)
- Enter the following text in the comment area: ***"We are waiving funds at the following Site(s): enter each site name you are waiving funds for, in order to utilize Off Duty Management."***

**6. Complete the budget revisions for each site**

- Navigate to: [Go To\School Safety Program – Year 1\ \(Select School Site Name\) \ Budget](#)
- Zero out each budget line intended to fund the officer (Example: Salaries and Benefits totals)
- Check the box above the budget table that reads: ***By Checking this box the LEA is waiving allocation for the grant and acknowledges that choosing to waive this grant will result in the reallocation of these funds.***
- Repeat these steps for each site requesting an SSO.

**7. Complete the revision**

- Begin the approval routing process
- Change the Application Status to LEA Business Manager Approved
- Change the Application Status to LEA Authorized Representative Approved