State of Arizona
Department of Education

**School Safety Program – Round Two
Renewal Application Instructions
Fiscal Year 2014**

Eligibility
Arizona public schools that applied to the School Safety Program in FY2011, but were not awarded through the competitive bid process

How to Apply
This application must be submitted through the Arizona Department of Education's Grants Management Enterprise (GME) at www.ade.az.gov/gme.

Contact Information
For programmatic questions and assistance, contact the School Safety and Prevention Unit, 602-364-2818. For technical assistance with the online system, contact GME, 602-542-3695 or email grants@azed.gov.

Grant Overview

The intent of the School Safety Program is to place School Resource Officers (SRO) and Juvenile Probation Officers (JPO) on school grounds to contribute to safe school environments that are conducive to teaching and learning. The grant provides seed money for the salary and benefits of these officers as established in ARS 15-155 for the purpose of violence and juvenile delinquency prevention. School Safety Program officers maintain a visible presence on campus; deter delinquent and violent behaviors; serve as an available resource to the school community; and provide students and staff with Law-Related Education (LRE) instruction and training. Officers are required to teach a minimum of 90 hours of LRE during this school year. The officer is expected to intervene as a law enforcement officer or juvenile probation officer when necessary.

Project Period

This funding is for the remainder of the current school year only. The project period is from October 1, 2013 to June 30, 2014.

School Safety Program Modified Program Requirements

Since this award is for a partial school year, schools will be required to fulfill a modified version of the School Safety Program grant requirements. The requirements are:

- The district entering into a Service Agreement with the law enforcement or juvenile probation agency
- The school having a full-time officer assigned to the campus
- The school administrator completing a one-day Leadership Training in early November 2013 (if the administrator has already completed this training, (s)he is not required to attend the training again)
- The school administrator meeting with the officer's supervisor at least once during the school year
- The school administrator completing an officer performance assessment and sharing the information with the officer's supervisor
- The school administrator monitoring the officer's activity logs to ensure 90 hours of Law-Related Education (LRE) are completed and to monitor the officer's time off campus
- The officer's supervisor attending a one-day Leadership Training in early November 2013 (if the supervisor has already completed this training during a previous school year, (s)he is not required to attend the training again)
- The officer completing a three-day New Officer Training in early November 2013 (if the officer completed this training during the current school year, (s)he has already met this requirement. If the officer completed this training during a previous school year, (s)he will be required to attend an Advanced LRE Academy Training during the current school year)
- The officer completing 90 hours of LRE during the current school year
- The officer tracking his (or her) hours of LRE and time off campus using a weekly activity log

The Guidance Manual is available as a resource and can be accessed at: http://www.azed.gov/prevention-programs/files/2012/10/ssp-guidance-manual.pdf.

Application Overview

A complete application consists of three parts: the Online Application, the signed *Cooperative Agreement Signature Page*, and the *Statement of Officer Salary and Benefits*. The *Cooperative Agreement Signature Page* acknowledges cooperation among responsible parties, including the police department or county juvenile probation department, school, and district and is signed by the superintendent, principal, and police department or juvenile probation agent. The form specifies that the police department or juvenile probation department agrees to provide an officer if the grant is awarded. The *Statement of Officer Salary and Benefits* is a document that originates from the police department or juvenile probation department and clearly states the full-time officer's pro-rated salary and benefits with the matching start date and end date for when the officer is serving the campus for the current school year. Please submit the signed *Cooperative Agreement Signature Page* and *Statement of Officer Salary and Benefits* either emailed to Denise.Muller@azed.gov or faxed to 602-364-1938.

Application

Online Application submitted via the Grants Management Enterprise (GME) **(required)**
- Budget Forms (Budget Line Items, Budget Description, and Payment Schedule)
- District Administrator Information
- Site Level Information (one page per site)
- Officer Information (one page per officer)

Online Tips

- Before utilizing the online system, review all documents in the Application Downloads section of GME by going to http://www.azed.gov/grants-management/. From there, click on the Applications tab and select Application Downloads.
- To begin the GME online application process, go to www.ade.az.gov/gme .
- When entering data online, it is recommended that you save frequently as a precaution. Each page will time out after one hour.
- If you need assistance utilizing the online system, contact the Grants Management office at (602) 542-3695 or email grants@azed.gov.
- If you need programmatic assistance, call (602) 364-2818.

Amendments

After application approval, revisions to the project must be made through an online amendment. All program changes require an amendment (e.g. budget line item changes, downward adjustment in salary/benefits, change in administrator, change in officer, and change in agency supervisor).

- If there is a change in officer, please **do not** type over previously submitted information. Instead, go to the Officer Information Page for the officer being replaced and enter the updated information in the **Change in Officer** Information section (located at the end of the Officer Information page).
- A detailed explanation for each amendment must be provided in GME.

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/.

Online Application Forms and Pages

Budget Forms and Allowable Expenditures

The *Budget Line Item* form must indicate the **total** amount the district is requesting for the site(s). Requests for officer salary and benefits (under purchased professional services) must be consistent with the prorated amount listed in the *Statement of Officer Salary and Benefits* submitted by the district.

The *Budget Description* form must contain a detailed description of each line item amount requested and must include a breakdown of salary and benefits for each officer. Include in the

description the number of months the officer will be at the campus and ensure the number of months match the information provided in the *Statement of Officer Salary and Benefits*.

The *Payment Schedule* must be completed indicating equal payments in November, February, and May.

Items Approved for Inclusion in Budget:
- Officer salary and benefits at the pro-rated amount
- Supplies at $100 per site
- Travel allowance for required trainings*

FY 14 Required Trainings	*Outside of Maricopa County	*Within Maricopa County	Training Participant
New Officer Training	$600	$110	Officer new to the program
Advanced Law Related Education (LRE) Academy	$400	$50	Officer who attended the New Officer Training 2009 or more recently
On The Mark with the School Safety Program Leadership Training	$400	$0	Principal and Police or Juvenile Probation Supervisor who has not attended the Leadership Training in 2009 or more recently

No other budget items will be considered.

District Administrator Contact Information Form

This form is for district information. Information will be used for correspondence.

District Administrator Information	
1	District Administrator Name	
2	Title	
3	Mailing Address	
4	City	
5	State (AZ)	
6	Zip Code	
7	Phone Number Enter as: (XXX) XXX–XXXX + extension	
8	Fax Number Enter as: (XXX) XXX–XXXX	
9	Email Address	

Site Level Information Page (one page per school)

If only one school in the district is eligible to participate, complete the information for site one and then proceed to the Officer Information Page. If multiple schools in the district are eligible, a separate page is required for each school. This multiple standard page allows an LEA to submit one page per school. Once a page has been completed and saved, a blank template will appear allowing you to add another site. Your saved page will appear in the left blue frame with the site number as the page title. Designate a site number for each school starting with the number one and going up sequentially by the number of schools. Once all sites have been entered, proceed to the Officer Information Page.

Schools submitting a joint application (the same officer serving multiple campuses) will share the designated site number of the primary school. Site detail information for the partnering schools must be entered in Joint Applicant-Partnering Schools section of this page. A separate Joint Applicant-Partnering Schools section must be completed for each partnering site.

Site Administrator Information: The purpose of this section is to indicate the school number, provide school level information such as Average Daily Membership (ADM), and to report who is responsible for program implementation and correspondence. The program contact must be the school principal or assistant principal who will work most directly with the officer.

1	Site Number Assign a site number for the eligible school. Joint applicants share the designated site number of the primary school.	[dropdown]
2	Enter this site's 9 digit CTDS number without hyphens. Example: 012345678.	[text field]
3	Please enter site name.	[text field]
4	What is the Average Daily Membership (ADM) of this primary site?	[text field]
5	School Level Select all that apply.	☐ High School ☐ Middle School ☐ Elementary School ☐ Other [field]
6	Site Administrator Name This person cannot be the officer.	[text field]

7	Title	● Principal ● Assistant Principal ● Other [ ]
8	Mailing Address	
9	City	
10	State (AZ)	
11	Zip Code	
12	Telephone Number Enter as: (XXX) XXX-XXXX + extension	
13	Fax Number Enter as: (XXX) XXX-XXXX	
14	Email Address	
15	Enter the name of the officer serving this site. If the specific officer serving the site has not been determined yet, list "TBD."	
16	Provide the name of the principal if the person identified as the 'Site Administrator' in question #6 is not the principal.	

School Principal Training Attendance: The purpose of this section is to determine if the school principal has already completed the training requirement.

17	Has the school principal attended the On the Mark with the School Safety Program Leadership Training since FY2009? If not, skip the next question.	● Yes ● No

18	In what school year did the school principal attend the On the Mark with the School Safety Program Leadership Training since FY2009?	● 2009 ● 2010 ● 2011 ● 2012 ● 2013 ● 2014

Joint Applicant – Partnering School(s): The purpose of this section is to provide school level information for partnering schools that applied jointly. The primary site's information should have already been entered. If you are not a joint applicant, skip this section and go to the Officer Information Page.

19	Site Name of Partnering School	
20	Enter your site's 9 digit CTDS number without hyphens. Example: 012345678	
21	What is the Average Daily Membership (ADM) of this site?	
22	School Level Select all that apply.	☐ High School ☐ Middle School ☐ Elementary School ☐ Other
23	Site Administrator Name This person cannot be the officer.	
24	Title	● Principal ● Assistant Principal ● Other
25	Mailing Address	
26	City	
27	State (AZ)	
28	Zip Code	

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29	Telephone Number Enter as: (XXX) XXX–XXXX + extension	
30	Fax Number Enter as: (XXX) XXX–XXXX	
31	Email Address	
32	Provide the name of the principal if the person identified as the 'Site Administrator' in question 23 is not the principal.	

Joint Site School Principal Training Attendance: The purpose of this section is to determine if the principal at the joint site has completed the training requirement.

33	Has the school principal attended the On the Mark with the School Safety Program Leadership Training since FY2009? If not, skip the next question.	● Yes ● No
34	In what school year did the school principal attend the On the Mark with the School Safety Program Leadership Training since FY2009?	● 2009 ● 2010 ● 2011 ● 2012 ● 2013 ● 2014

Joint Applicant – Partnering School(s): The purpose of this section is to provide school level information for partnering schools that applied jointly. The primary site and one joint site's information should have already been entered. If you do not have an additional joint site, skip this section and go to the Officer Information Page.

35	Site Name of Partnering School	
36	Enter your site's 9 digit CTDS number without hyphens. Example: 012345678	
37	What is the Average Daily Membership (ADM) of this site?	

38	School Level Select all that apply.	☐ High School ☐ Middle School ☐ Elementary School ☐ Other [ ]
39	Site Administrator Name This person cannot be the officer	[ ]
40	Title	[ ]
41	Mailing Address	[ ]
42	City	[ ]
43	State (AZ)	[ ]
44	Zip Code	[ ]
45	Telephone Number Enter as: (XXX) XXX-XXXX + extension	[ ]
46	Fax Number Enter as: (XXX) XXX-XXXX	[ ]
47	Email Address	[ ]
48	Provide the name of the principal if the person identified as the 'Site Administrator' in question 39 is not the principal.	[ ]
Joint Site Principal Training Attendance: The purpose of this section is to determine if the principal at the joint site has completed the training requirement.		
49	Has the school principal attended the On the Mark with the School Safety Program Leadership Training since FY2009? If not, skip the next question.	● Yes ● No

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50	In what school year did the school principal attend the On the Mark with the School Safety Program Leadership Training since FY2009?	● 2009 ● 2010 ● 2011 ● 2012 ● 2013 ● 2014

Officer Information Page (one page per officer)

When completing the Officer Information Page, be certain to select the appropriate site number the officer will serve (previously designated on Site Information Page). Site names must be listed in Question #3, beginning with the primary site (see example). Please do not submit multiple pages for one officer.

Officer Contact Information		
1	Provide the last name of the officer. If the specific officer serving the site has not been determined yet, list "TBD."	
2	Provide the first name of the officer. If the specific officer serving the site has not been determined yet, list "TBD."	
3	Enter the site number(s) that the officer serves.	▾
4	List, by name, the site(s) the officer serves. (list the primary site first) Example: Anytown High School; Anytown Middle School	

5	Select Type of Officer	● SRO ● JPO
6	Officer's School Phone Number Enter as: (XXX) XXX–XXXX + Extension	
7	Officer's School Fax Number Enter as: (XXX) XXX–XXXX	
8	Officer's School Email Address	
9	Has the officer attended the School Safety Program New Officer Training?	● Yes ● No
10	If so, what year did the officer attend the School Safety Program New Officer Training?	● 2009 ● 2010 ● 2011 ● 2012 ● 2013 ● 2014
11	If the officer will be serving the school during summer intersession (up to June 30, 2014), list the activities the officer will perform.	

Agency Supervisor Information. All information must be that of the police or probation department supervisor.

12	Supervisor Name	
13	Title	
14	Agency	
15	Agency Mailing Address	
16	City	

17	State (AZ)	
18	Zip Code	
19	Supervisor's Phone Number Enter as: (XXX) XXX–XXXX + Extension	
20	Supervisor's Fax Number Enter as: (XXX) XXX–XXXX	
21	Supervisor's Email	
22	Has the agency supervisor attended the On the Mark with the School Safety Program Leadership Training since FY2009? If not, skip the next question.	● Yes ● No
23	In what school year did the agency supervisor attend the On the Mark with the School Safety Program Leadership Training since FY2009?	● 2009 ● 2010 ● 2011 ● 2012 ● 2013 ● 2014

Change in Officer: Complete this section ONLY when a new officer is assigned after this application has been submitted and approved. The Officer Supervisor section must also be amended if the new officer has a supervisor other than the one already entered.

24	New Officer's Last Name	
25	New Officer's First Name	
26	New Officer type	● SRO ● JPO

27	New Officer's School Phone Number Enter as: (XXX) XXX–XXXX + Extension	
28	New Officer's School Email Address	
29	Does this new officer have a supervisor other than the one already entered? If yes, please amend the Officer's Supervisor Information section of this page.	● Yes ● No
30	New Officer's Start Date Enter as: MM/YYYY	