

State of Wisconsin
Department of Justice
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Grant Announcement: 2018 School Safety Initiative

*Deadline: Applications must be submitted through Egrants
on or before June 8, 2018.*

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Contact Information

- For any questions related to the Egrants process:
 - An Egrants system user guide, tailored to the School Safety Initiative and containing step-by-step instructions for accessing and using the Egrants online system, through grant award instructions, is available here:
<https://www.doj.state.wi.us/sites/default/files/school-safety/grant-instructions.pdf>
- Online Help is available throughout the Egrants application process.
 - Once you have started an application, look for the HELP button in the top right corner of the screen, and you will be directed to page-specific instructions.
- State of Wisconsin Department of Justice (DOJ) Egrants technicians are available non-holiday weekdays from 8am to 4:30pm CST.
 - Email: Egrants@doj.state.wi.us
 - Madison area local calls: (608) 267-9068
 - Statewide toll free: (888) 894-6607
- The [DOJ Grants Administrative Guide](#) provides assistance with grants management and fiscal management rules, such as allowable costs and procurement.
- DOJ Office of School Safety: <https://www.doj.state.wi.us/office-school-safety/office-school-safety>
- For any general program, policy, or budget questions related to [2017 Wisconsin Act 143](#) (Office of School Safety and School Safety Grants):
 - Please submit via email to: schoolsafety@doj.state.wi.us

Grant Announcement Summary

Program Area: School Safety

Grant Title: 2018 School Safety Initiative

Description: A total of \$100,000,000 is available through the School Safety Initiative to local schools in Wisconsin to support projects designed to improve K-12 school safety. It is anticipated that projects funded through this announcement will vary based on the statutory requirements and local needs.

Authority for this program is [2017 Wisconsin Act 143](#) which states that: “the department of justice shall award grants for expenditures related to improving school safety. The department shall accept applications for a grant under this subsection from school boards, operators of independent charter schools, governing bodies of private schools, and tribal schools.”

The statutory program requirements are outlined in [2017 Wisconsin Act 143](#). As directed in the statute, these projects include expenditures to comply with model policies created as a result of the Act; expenditures for training; expenditures for safety-related upgrades to school buildings, equipment, and facilities; and any expenditures related to submission of school safety plans and blueprints to local law enforcement partners and the Office of School Safety. These funds are administered by DOJ, in consultation with the Department of Public Instruction (DPI) and other state and local partner agencies.

Grant Category: Competitive

Important Dates: Application Due Date: on or before June 8, 2018

Project Start Date: June 1, 2018

Project End Date: August 31, 2019

Anticipated Funding Amount:

Through this initiative, a total of \$100,000,000 in state funds are available to support new school-safety projects for 2018. Approximately \$35,000,000 will be available in the Primary Security category, and approximately \$65,000,000 will be available in the Advanced Security category.

Match/Cost Sharing Requirement:

There is no match required under this program.

Eligibility:

Eligible applicants include K-12 school boards, operators of independent charter schools, governing bodies of private schools, and tribal schools.

Eligible Expenses:

Funding may be used for travel and training, consultant/contractual expenses, equipment, and supplies/operating expenses.

All expenses must be new and cannot replace existing or budgeted state or local government funding. Substitution of existing funds with grants (supplanting) will be the subject of monitoring and audit. Violations may result in a range of penalties, including suspension of current and future funds under this program, suspension or debarment from DOJ grants, repayment of monies provided under a grant, and civil and/or criminal penalties.

Grant Announcement: 2018 School Safety Initiative

Program Description:

The Department of Justice (DOJ) is seeking applications for programs and projects related to school violence. Proposed expenditures should enhance or improve upon existing school or district efforts to prevent, mitigate, prepare for, respond to, and/or recover from violence.

Grant funds will address two categories of preparedness. Approximately \$35,000,000 will be made available in the “Primary Security” category to assist applicants in achieving a security baseline. Approximately \$65,000,000 will be made available in the “Advanced Security” category to improve school safety beyond minimum standards. Please note that schools may apply for both categories of funding, but should only submit one grant application. This single grant application is utilized for both grant categories.

Primary Security funding will be limited to entry glass hardening and classroom locks, with capped expenditures as described on page 8. Advanced Security funding will be capped at \$20,000/building for prompt evaluation.

Application Prerequisites:

To be considered for Primary Security and/or Advanced Security funding:

1. Applicants must provide staff with a minimum of 3 hours combined training in Adverse Childhood Experiences (ACE) and Trauma Informed Care/Trauma Sensitive Schools (TIC/TSS) before the end of the 2018-2019 school year; *or* demonstrate that staff has already received such training.

Staff that must receive this training include all full-time teachers, aides, counselors, administrators, and any other personnel deemed appropriate by the applicant. Staff members that have documentation showing prior completion of this training are not required to repeat it. Free training is available online through the [Department of Public Instruction](#) (DPI), or it may be delivered by other qualified individuals or organizations. Costs related to providing this training are eligible for Advanced Security Grant funds as an expenditure for training under s. [165.88\(2\)\(b\)](#).

2. Applicants must that certify that both of the below security practices will be met:
 - a. All entrances to the school are locked during the school day; *and*
 - b. A designated staff member is present to visually screen¹ everyone entering the school through an unlocked point of access whenever an exterior entrance is unlocked prior to, during, or immediately after the regular school day.

Please note: schools that share their entrance or common area with a third party, including a religious center, where requirements 2a and 2b are not practical, are exempt from 2a and 2b requirements. *An exemption from these two requirements will make the applicant ineligible for Primary Security expenditure 2: School entry glass – shatter-resistant film, as described on page 8.*

3. Applicants must certify that each school has a written visitor protocol.
4. Schools receiving Primary Security funds are expected to make proposed improvements expeditiously, to deliver safer schools to students as soon as possible. Please describe the proposed timeline in Section 7 of the grant application.
5. Advanced Security funds may not be released until Primary Security improvements have been completed.
6. Applicants must demonstrate responsible fiscal budgeting by describing efforts to contain costs in Section 5 of the grant application. Examples of cost containment practices include referring to Department of Administration contract prices (see [DOA's School Safety website](#)), utilizing cooperative purchasing through [CESA 2 Purchasing](#), [CESA 10 Facilities Management](#), etc.

If applicants encounter significant vendor price increases that may be a result of this grant announcement, applicants are encouraged to contact the [Wisconsin Department of Justice Consumer Protection and Antitrust Unit](#).

7. Applicants are required to coordinate with local law enforcement agencies to ensure that applicants' proposed expenditures and current entry door security practices are reviewed, approved, and, if possible, improved immediately.
8. Priority consideration will be given to applicants who complete and attach a [Priority Consideration Verification](#) within the application.

¹ "Visual screening" is defined as a staff member stationed at each unlocked entrance who actively monitors ingress and egress through the unlocked exterior door(s).

Eligible Primary Security Expenditures

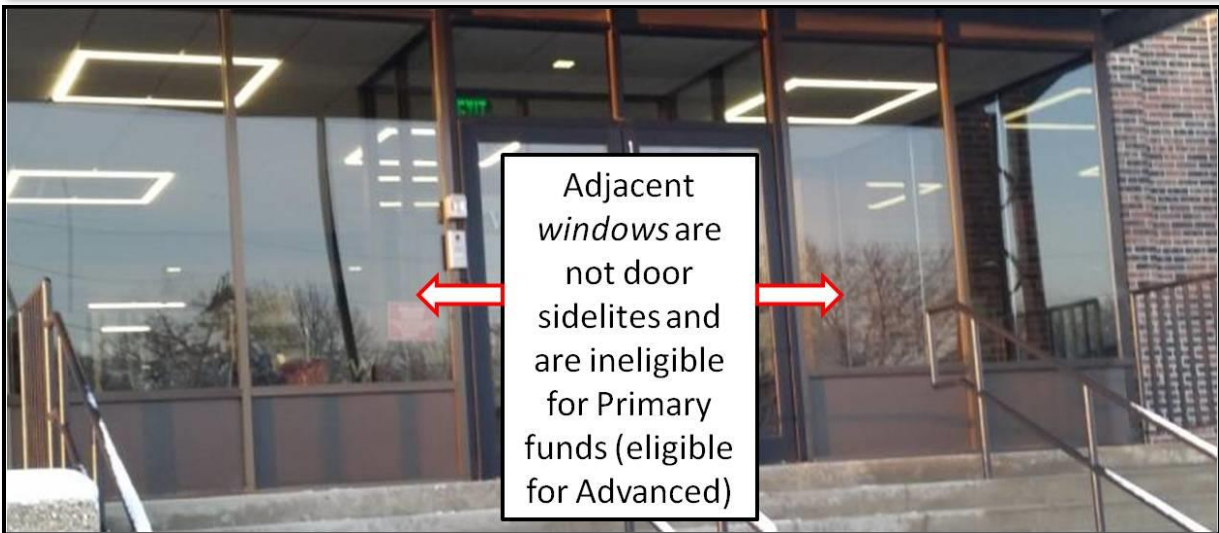
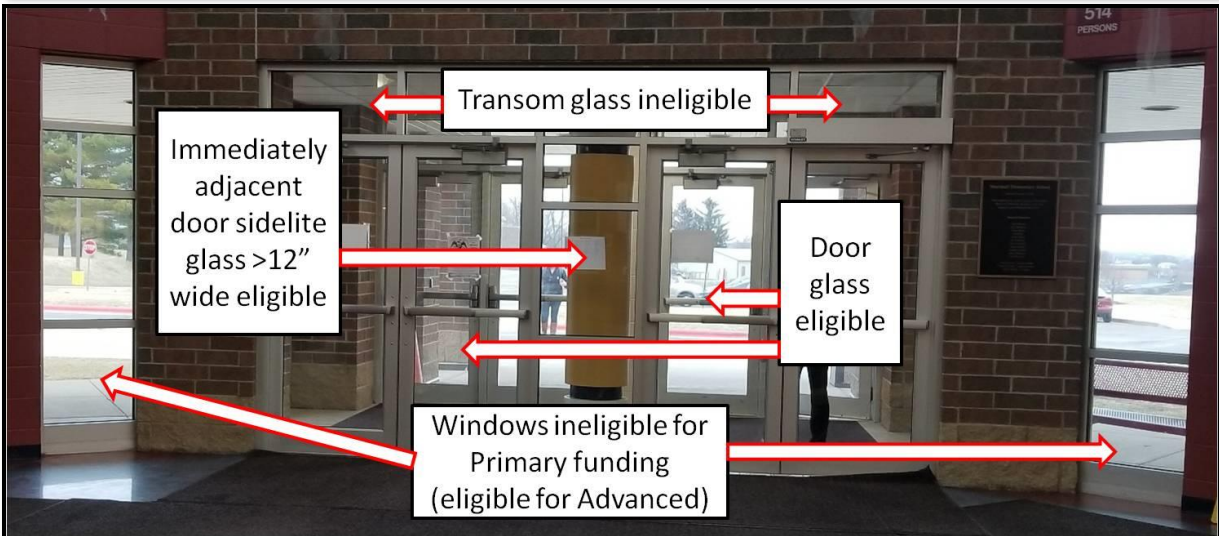
Primary Security funds are available to assist applicants in ensuring all school buildings are secure, and that threats may be detected and delayed before entering the school. This may be achieved by ensuring every classroom has a door lock; ensuring school entrances delay unauthorized ingress; and encouraging schools to adopt practices and policies that detect and delay the entry of unauthorized persons. Thus, Primary Security expenditures are limited to the following security improvements:

1. Classroom door locks

- a. Eligibility: Primary Security funding will be limited to classroom doors without any kind of existing lock. (Upgrades or improvements of existing classroom door locks are eligible for funding in the Advanced Security category.)
- b. Grant-funded locks must be ADA and fire code compliant, and lockable from inside the classroom.
- c. Classroom door replacements or upgrades necessary for installation of new locks are eligible for funding in the Advanced Security category.
- d. “Open concept” schools without classroom doors are ineligible for classroom door lock funds.
- e. Door barricade devices that are not ADA and fire code compliant are ineligible for funds.
- f. Non-classroom doors are ineligible for funds.
- g. Door locks awards will be capped at no more than \$250/door lock, installed. There is not a cap on the number of classroom doors without any type of existing lock that may be fitted with locks.

2. School entry glass – shatter-resistant film

- a. Eligibility: Primary Security funding will be limited to a single main entrance, and only to door and sidelite glass as defined in the following: Shatter-resistant film for glass entry doors and immediately adjacent door sidelite glass that is equal to or greater than 12” wide and allows easy floor-level access into the building.
- b. Transom glass, adjacent windows, door sidelites less than 12” wide, and glass that does not allow easy floor-level access into the building are all ineligible for Primary Security grant funding. See photos below for examples of eligible and ineligible Primary Security funding.
- c. Primary Security awards will be capped at no more than \$15/square foot, installed. Advanced Security funding may be applied to additional glass and/or secondary/alternate points of entry.



Eligible Advanced Security Expenditures

Applicants should clearly prioritize their Advanced Security funding requests. When developing and prioritizing Advanced Security requests, please keep in mind that expenditures in excess of \$20,000/building would quickly exceed available Advanced Security funds. Requests in excess of this guideline will delay consideration of the grant application and will be evaluated after funding of other awards has been determined. Note: this “per building” guideline does not require that Advanced Security expenditures within a school district be equally divided between each school building—districts may determine which building(s) have the greatest security need.

Advanced Security funding requests for items not identified below will delay consideration of the grant application and will be evaluated following funding of projects incorporating example expenditures. Finally, it is expected that Advanced Security requests from schools with limited enrollment will reflect such schools’ smaller facilities, fewer teachers, etc.

Examples of eligible Advanced Security expenditures include:

1. Training

- a. Adverse Childhood Experiences (ACE) and Trauma Informed Care/Trauma Sensitive Schools (TIC-TSS) training under s. [165.88\(2\)\(b\)](#).
 - i. 3 hours of ACE and TIC-TSS staff training is required for eligibility to receive Primary or Advanced Security funds. Advanced Security funds may be used to pay for this training.
- b. Youth Mental Health First Aid training²
- c. Threat assessment team training and implementation
- d. PREPaRE training³
- e. Evidence-based violence prevention programs
- f. Training in how to respond during an active shooter event
- g. “Train-the-trainer” courses to enable ongoing/recurring training in these topics
- h. Security assessment training. Proposed Primary and Advanced Security expenditures should be based on a comprehensive security assessment to ensure funds are prioritized to the school’s specific situation. Applicants are encouraged to consult with local law enforcement, persons trained by the [Wisconsin School Safety Coordinators Association](#), etc.

2. Physical security enhancements

- a. Door locks, including electronic locks, for classrooms with existing locks, and/or door replacement or upgrades necessary for installation of improved locks
- b. Shatter-resistant film for glass on exterior doors and/or door sidelites in excess of the Primary Security single point of entry

² 8-hour course available from [WI Safe & Healthy Schools Training & Technical Assistance Center](#).

³ 8-hour course available from [WI Safe & Healthy Schools Training & Technical Assistance Center](#).

- c. Visitor screening systems
- d. Video intercom systems
- e. Exit door alarms
- f. Law enforcement direct notification systems/panic buttons
- g. Intrafacility emergency communication systems such as PA systems, radios, phone apps, etc.
- h. Security cameras
- i. Signs, such as “Emergency Exit Only”, “Visitors Register at Front Office”, “No Entrance”, etc.
- j. Fences and gates
- k. Shatter-resistant film for interior classroom door glass, and/or door sidelites immediately adjacent to classroom doors that are more than 12” wide and allow easy floor-level access into the classroom. Applications for interior shatter-resistant film should address why barricading glass entry points is not a feasible alternative.

3. Miscellaneous expenditures

- a. Expenditures to comply with the model practices created in s. [165.28\(1\)](#) (updating the school safety plan to comply with new requirements and model safety plans).
- b. Expenditures necessary to comply with s. [118.07\(4\)\(cf\)](#), providing required “blueprints” to the DOJ and local law enforcement agency(s) with jurisdiction over the school. Note: the DOJ interprets “blueprints” as a floor plan or school map that shows doors, windows, stairways, room numbers, and other information immediately useful to law enforcement, fire, and EMS responders, to locate and respond to a crisis location. Applicants should not submit architectural plans.

Ineligible Primary or Advanced Security Expenditures

- Expenditures to continue existing projects or that supplant existing or budgeted funds
- Existing school staff salaries, including costs to “backfill” positions
- Weapons or body armor
- Bulletproof glass
- Shatter-resistant film for exterior classroom windows
- Door barricade devices that are not ADA and fire code compliant
- Vehicles, including unmanned/remotely piloted vehicles
- Expenses incurred prior to the date of the award or after the end of the grant performance period
- Costs in applying for this grant, such as consultants, grant writers, etc.
- Indirect costs or indirect administrative expenses
- In-state travel costs, except mileage reimbursement
- Out-of-state travel
- Food, refreshments, or snacks
- Research and development
- Memberships and dues
- Cameras on school buses
- Service contracts and training beyond the performance period of the grant award
- Personnel: including school resource officers, security guards, or other professionally licensed service providers (such as psychologists, counselors, social workers, etc.); or other contracts that deliver equivalent services.

Award Information

Project funding will be provided by DOJ. Only Wisconsin K-12 school boards, operators of independent charter schools, governing bodies of private schools, and tribal schools are eligible to apply under this solicitation.

Upon application approval, the applicant agency's project director will receive paper grant award documents by mail in approximately 30 days.

- Once grant award documents are signed and returned to DOJ, the project may begin on the date listed, and grant expenditures can begin.
- DOJ grant programs are funded on a reimbursement basis, meaning that during the grant period, funded projects will track approved expenditures and request reimbursement from DOJ through quarterly financial reports.
- Advanced Security funds may not be released until the applicant's Primary Security improvements have been completed.

Submit Applications Using Egrants

Applications must be submitted through the Egrants online grants management system: <https://egrants.doj.state.wi.us/egmis/login.aspx>

- If you have never used Egrants before, you will need to register for access to the system.
 - To register online, go to <http://register.wisconsin.gov/AccountManagement/> and complete the "self-registration" process.
 - On the account registration site, you will have a choice between the DOJ Egrants and WEM EGrants.
 - *Please take care to select **DOJ** Egrants during this process.*
 - Authorization to access Egrants can take several days depending on registration activity. Authorizations are only processed during normal business hours.
 - Once your Egrants access has been approved, you may begin your online grant application.

An Egrants System User Guide, tailored to the School Safety Initiative, is posted here: <https://www.doj.state.wi.us/office-school-safety/grant-instructions.pdf>

- If you have any problems using Egrants, please contact the DOJ (see page 3).

Application Components

- Through Egrants, you will provide DOJ with detailed information about your program that will be used to make a funding decision.
- Questions on what is expected in each section can be directed to schoolsafety@doj.state.wi.us
- Attachments should only be included in this grant application where specifically requested in section instructions.
- Do not attach blueprints to this application.

1. Main Summary

This page asks for information about your organization and the individuals responsible for the application and grant award. There are many required fields on this page so if you encounter problems, please check online help by clicking the floating HELP button. Please note: When identifying individuals involved in this grant, you may not list the same person as project director and financial officer. The financial officer is the individual responsible for financial activities in your organization while the project director will be overseeing project operations.

In the Brief Project Description text box, please describe your program(s) in 150 words or less. A suggested format is included for your convenience:

“Funds will be used by the (your agency name and others involved in the program) to (describe what funds will be used for and who will be involved). The (what - equipment, training, project, pilot, etc.) will (describe the specific goals you hope to achieve – how will the project or equipment improve public safety in Wisconsin?) [If appropriate, add which area(s) of the state will benefit]”

Responses to this section will be used on the DOJ website, cited in DOJ reports and could be mentioned in press releases. Plain language that clearly describes the intent of the project is most effective.

2. Approval Checklist

Please answer “Yes” or “No” to each question.

3. Performance Measures

In this section, please provide numerical responses in the “Target” response area for the following school data elements:

- Applicant’s total number of pupil-occupied school buildings (2017-2018 school year)
- Applicant’s total number of students enrolled (2017-2018 school year)

4. Budget Detail

Complete a project budget using the following five budget subcategories below.

- For each subcategory used, enter a justification that describes how the items in that subcategory will be used during the course of the grant period.
- Budget estimates should be conservative and specifically designed to meet project needs.
- Please note: in the next section, Section 5 Budget Narrative, you will be asked to attached an Excel spreadsheet to detail which school facility will be the recipient of each budget line item being requested, including individual unit/cost computations for each facility.
- **In the Budget detail Section, please provide summary budget details and computations for the overall project.**
- **For door locks and shatter-resistant film budget line items, clearly label Primary and Advanced Security requests. Applications that do not clearly categorize these funding requests into Primary and Advanced categories will be rejected.**

Budget Detail Subcategories:

Travel/Training:

Any training and associated mileage reimbursement costs related to attending Adverse Childhood Experiences (ACE), Trauma Informed Care/Trauma Sensitive Schools (TIC-TSS), or other School Safety Initiative-funded training. Only actual expenses will be reimbursed. All reimbursements will be at current state rates that are subject to change. Current rates for in-state travel at the time of this announcement include the mileage rate of \$0.51/mile. Please note: Costs will only be reimbursed after submission of an event agenda.

Equipment:

Tangible non-expendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.

Supplies/Operating Expenses:

Includes supplies related to safety/infrastructure improvements with an acquisition cost of less than \$5,000 per unit. Show computations for all items. For example, 50 door locks X \$100/unit = \$5,000.

Consultants/Contractual:

Provide costs associated with individuals or entities providing services through a contractual arrangement, such as school safety assessments, and/or training providers. With the exception of a few justified sole source situations, contracts should be awarded via competitive processes. Attach detailed information to support the total cost of each contract. For each consultant enter the name, if known; service to be provided; hourly or daily fee (8 hour day); and estimated time on the project. Consultant fees in excess of \$650 per 8 hour day require additional justification (contact DOJ). List all expenses to be paid from the grant to the individual consultant in addition to their fees (e.g., travel, lodging, meals, etc.). Show the basis of computation for each service requested. No fund reimbursements will be made prior to receipt of the contract.

5. Budget Narrative – (1,500 Word Limit)

Please describe in detail how your budget relates to the overall project strategy or implementation plan. The narrative should describe the proposed activities and budget for your project.

- Please attach any vendor quotes associated with your requested budget.
- Describe efforts to contain costs. Examples of cost containment practices include referring to Department of Administration contract prices (see [DOA's School Safety website](#)), utilizing cooperative purchasing through [CESA 2 Purchasing](#), [CESA 10 Facilities Management](#), etc.
- **Attach an Excel spreadsheet to detail which school facility will be the recipient of each budget line item being requested, including individual unit/cost computations for each facility.**
- **Clearly label Primary and Advanced Security requests in the text box provided in Egrants. Applications that do not clearly categorize funding requests into Primary and Advanced categories will be rejected.**
- **Clearly prioritize Advanced Security requests, ranking them in numerical order in the text box provided in Egrants.**

6. Evidence of Need – (1,000 Word Limit)

Provide a detailed description of the nature and scope of the problems/deficiencies to be addressed through this project. Describe the security assessment process used to identify proposed project needs. Describe any efforts to improve school safety to date.

Describe the current status of efforts to provide full-time staff with a minimum of 3 hours combined training in Adverse Childhood Experiences (ACE) and Trauma Informed Care/Trauma Sensitive Schools (TIC/TSS).

7. Project Narrative – (1,000 Word Limit)

Please describe the project being proposed to address the identified needs. Please describe how the proposed project fits with the existing status of school safety initiatives in your school/district. Please provide information regarding how the project will be implemented.

Describe how you expect to make Primary Security Grant improvements as expeditiously as reasonably possible, and provide a proposed overall timeline in the text box provided.

- Please complete and attach the [Priority Consideration Verification](#) in this section, if applicable.

8. Required School Safety & Blueprint Submission

- Please attach, in .pdf format, the required existing School Safety Plan.
- Please answer “Yes” or “No” to certify submission of blueprints for each school building and facility in the DOJ ShareFile link supplied in the DOJ Egrants registration email.
- For security reasons, do not attach blueprints in this section.

9. Letters of Support

Please attach letters of support from all of the local law enforcement agencies (police departments and sheriff’s offices) that have jurisdiction over school facilities. Letters of support must discuss:

- The law enforcement agency was consulted regarding this school safety proposal, and that the agency is in support of or has no objection to the proposed project.
- The school consulted with the law enforcement agency as to whether there are any improvements to the school’s entry door security practices and procedures that can be implemented immediately.

Application Review and Award Criteria

Applications will only be considered if all of the indicated above sections (1-9) are submitted.

All applications for new School Safety projects will be subjected to review, based on the following application criteria:

- Budget Detail/Narrative
- Evidence of Need
- Project Narrative
- School Safety Plan/Blueprint Submission
- Letters of Support

All applications must be submitted in Egrants on or before 11:59 pm on June 8, 2018 and will be screened for completeness and compliance with the instructions provided in this announcement.

Applications and proposed projects will be reviewed for project feasibility and impact, fiscal responsibility, cost-benefit, and [Priority Consideration Verification](#). Review ratings and any resulting rankings or recommendations are advisory. In addition to review ratings, consideration may be given to factors such as: underserved populations or geographic areas, strategic priorities, and available funding.

Each grant must satisfy the basic criteria set out above. Grant reviewers may suggest amendments to applications, and grant applicants will be contacted if more information is needed to clarify elements of their proposal.

Post-Award Special Conditions/Reporting Requirements

If you are awarded funds under this announcement, you will be required to provide regular progress reports. The schedule for your reports will be included in your grant award materials. At that time, please review all of your grant award special conditions and Egrants reporting requirements. In addition to any special conditions described in your award documents and reporting requirements contained in Egrants, you will need to provide the following:

1. Grant recipients are advised that DOJ will monitor grants to ensure that funds are expended for appropriate purposes and that recipients are complying with state and federal requirements as described in the grant award contract. This includes timely completion of progress and financial reports, active efforts to achieve and measure stated goals and objectives, appropriate documentation of activities and outcomes, and adherence to any conditions included in the grant award.
2. DOJ reserves the right to withhold grant payments if the grant recipient is delinquent paying any obligation to DOJ such as background check fees, etc.
3. All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.

4. Please be advised that a hold may be placed on any application or grant payment if it is deemed that an agency is not in good standing on other DOJ grants, has other grants compliance issues that would make the applicant agency ineligible to receive DOJ funding, and/or is not cooperating with an ongoing DOJ grant review or audit.
5. A hold may also be placed on any application or grant payment if it is deemed that an agency is not in compliance with federal civil rights laws and/or is not cooperating with an ongoing federal civil rights investigation.
6. Violation of any term of this grant award may result in the department exercising its authority under s. [165.25\(2\)](#).
7. By January 1, 2019, the district must submit a school safety plan meeting *new* requirements, with required information regarding annual drills, training, and reviews, as specified in s. [118.07\(4\)\(e\)](#).
8. The grantee must conduct the 2018-2019 annual school violence drill required under s. [118.07\(4\)\(cp\)](#) prior to 12/31/18 in order to submit the report required under s. [118.07\(4\)\(e\)](#).

Priority Consideration Verification

Applicant Name
Street Address
City
State
Zip

For priority consideration by the Wisconsin Department of Justice, I hereby certify that the attached application for funds under the 2018 School Safety Initiative meets all of the following criteria:

1. If requested, proposed Primary Security expenditures for door locks do not exceed \$250 per lock, installed.
2. If requested, proposed expenditures for shatter-resistant film do not exceed \$15 per square foot, installed.
3. If requested, total proposed expenditures for Advanced Security funds do not exceed \$20,000 multiplied by the total number of student-occupied buildings operated by the applicant.
4. If requested, proposed expenditures for Advanced Security funds will be expended only on items explicitly listed in the categories on pages 10 and 11 paragraphs 1.a-h, 2.a-k, 3.a-b, of the Grant Announcement.
5. The application meets all other requirements, and the applicant has not requested any waivers, exceptions, or other deviations.

Signature of Project Director

By typing your name in the signature field and attaching this document, you are signing this Verification electronically. You agree your electronic signature is the legal equivalent of your manual/handwritten signature on this Verification.

Attach this signed Verification in the Project Narrative section of Egrants as a .pdf file. You may download this Verification [here](#).

Application Completion Checklist

What an Application Should Include:

_____ Main Summary

_____ Project Description

_____ Approval Checklist

_____ Performance Measures

_____ Applicant's total number of pupil-occupied school buildings (2017-2018 school year)

_____ Applicant's total number of students enrolled (2017-2018 school year)

_____ Budget Detail

_____ Travel/Training

_____ Equipment

_____ Supplies and Operating Expenses

_____ Consultants/Contractual

_____ Budget Narrative

_____ *Detailed Budget Spreadsheet

_____ Evidence of Need

_____ Project Narrative

_____ Proposed Timeline

_____ Priority Consideration Verification

_____ Required School Safety & Blueprint Submission

_____ *School Safety Plan

_____ Certification of Blueprint Submission

_____ *Letters of Support

*Denotes mandatory attachment required