



State of Wisconsin  
Department of Justice  
P.O. Box 7070  
Madison, WI 53707-7070

Brad D. Schimel  
*Attorney General*

---

## Grant Announcement – 2<sup>nd</sup> Round:

### 2018 School Safety Initiative – School Safety Intervention Teams and Mental Health Training

*Deadline: Applications must be submitted through Egrants  
on or before August 30, 2018.*

---



# Table of Contents

---

- Contact Information ..... 4
- Grant Announcement Summary..... 5
- Grant Announcement: 2018 School Safety Initiative ..... 7
  - Program Description: ..... 7
  - Determining Eligibility: ..... 7
  - Application Prerequisites: ..... 8
  - Application Prerequisites-Second Round: ..... 10
  - Eligible Expenditures..... 11
  - Ineligible Expenditures ..... 13
- Award Information..... 14
  - Submit Applications Using Egrants – Previous Applicants ..... 14
  - Application Components ..... 15
    - 1. Main Summary ..... 15
    - 2. Approval Checklist ..... 15
    - 3. Performance Measures ..... 16
    - 4. Budget Detail ..... 17
    - 5. Budget Narrative – (1,500 Word Limit) ..... 19
    - 6. Eligibility Requirements ..... 19
    - 7. School Safety & Blueprint Submission ..... 20
    - 8. Letters of Support ..... 20
  - Application Review and Award Criteria..... 21
  - Post-Award Special Conditions/Reporting Requirements ..... 21
- Application Completion Checklist..... 23
  - What an Application Should Include:..... 23

## Contact Information

---

- For any general program, policy, or budget questions related to School Safety Grants:
  - Please submit via email to: [schoolsafety@doj.state.wi.us](mailto:schoolsafety@doj.state.wi.us)
- 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. 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.
- Department of Justice (DOJ) Egrants technicians are available for technical issues (only) on non-holiday weekdays from 8am to 4:30pm CST.
  - Email: [Egrants@doj.state.wi.us](mailto: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/oss>

## Grant Announcement Summary

---

**Program Area:** School Safety

**Grant Title:** 2018 School Safety Initiative - School Safety Intervention Teams and Mental Health Training

**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.

**Important Dates:** Application Due Date: on or before August 30, 2018

Project Start Date: October 1, 2018

Project End Date: August 31, 2020

**Anticipated Funding Amount:**

Approximately \$48,000,000 will be available in this second round of funding.

**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, specified personnel costs, 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.

Note: Proposed expenditures that continue or expand upon projects funded in the first round of School Safety Initiative grants are permitted.

## 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.

DOJ's Office of School Safety announces an advanced initiative focusing on student mental health and the creation of local collaborative teams of educators, counselors, and law enforcement officers to address school safety, respond to threats, and get identified students the help they need. The goal of this program is to train 10% of all teachers in advanced mental health issues, and to install school safety intervention teams in every school. The program is supported by an incentive-based \$48 million grant program that covers the costs of mental health training, school safety intervention teams, and additional physical security upgrades and innovations. This round of grants will award the balance of the legislature's \$100 million school safety grant funds.

### Determining Eligibility:

Eligible schools are designated on the most-recent official DPI student enrollment figures.

Among other information, applicants will provide their student enrollment, as reported by DPI, in their "intent to apply." Award amounts in this round will be calculated using a per-student formula.

Virtual schools, Department of Corrections schools, and juvenile detention centers are ineligible for funds. CCDEB, DPI, and DHS schools not listed in the online DPI records should contact the Office of School Safety to discuss eligibility prior to applying.

The award amount ultimately depends on the number and size of schools that apply. No awardee will receive less than \$10,000 nor more than \$2.5 million to ensure all applicants receive sufficient funding to make meaningful physical security improvements. Award amounts are calculated based on the amount of money available after all first round awards were processed, incorporating the "intent to apply" information and the aforementioned caps.

## Application Prerequisites:

Applicants must satisfy all prerequisites from the first round of grant funding, whether or not they applied for funds in that process. (Applicants who participated in the first round of grants have already agreed to meet these requirements.) First-round prerequisites are listed here:

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 grant funds.

- a. ACE training is incorporated into TIC/TSS training, so separate ACE training is not required.
  - b. The DPI modules vary in length and can be taken in any order (although DPI recommends starting with module 1). DPI recommends modules 1-5 to meet the 3 hour training requirement, but attendees could piece together different modules to meet the requirement, if desired. To provide evidence of completion, DPI offers each participant the option to email a certificate to their supervisor or other individual of their choosing.
  - c. Schools should be able to provide certificates, rosters of attendance, or other reasonable documentation showing that each staff member has received, or previously received, this training. The applicant should retain documentation of having met this requirement to satisfy any follow-up inquiries from the DOJ.
  - d. Schools may apply for, and may receive, grant awards before all required staff has attained this requirement.
2. Applicants must 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 screen<sup>1</sup> 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. "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).

- Note that schools do not need to station a staff member at unlocked entrances outside of “regular school day” hours. For example, Happy High School unlocks its front doors at 7:30am to allow students to enter in preparation for the 7:50am beginning of the school day. The day ends at 3:15pm, with most students having exited the building by 3:30pm. Therefore, a staff member would have to be physically present to visually screen ingress/egress from 7:30am to 7:50am and from 3:15pm to 3:30pm. If school doors remain unlocked after 3:30pm for after-school activities, a staff member is no longer required, as after-school activities are outside the “regular school day.” Applicants must certify this in the Project Narrative (section 7) of Egrants.
  - Cameras cannot be used to perform visual screening. Effective visual screening requires staff to be physically present. The staff member can clearly view everyone entering the school, change position or follow a person to further observe suspicious person(s) or behavior; challenge or stop an unknown or suspicious person; shut and lock the entrance to the school; give security directions to students, etc. The human element also provides the climate and culture we need in schools. A personal greeting of visitors, staff, and students sets the tone for putting people first. Remote monitoring cannot effectively accomplish all of these tasks.
  - Exerting control over who enters a school facility is a basic foundational concept of school security. Thus, all applicants are required to meet this criterion, with the exception of those who cannot comply as described in the next paragraph.
  - 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 school entry glass – shatter-resistant film.*
3. Applicants must certify that each school has a written visitor protocol.
  4. 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.](#)

5. 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.

Application Prerequisites-Second Round:

In addition to meeting all prerequisites from the first round of grant funding, whether or not they applied for funds in that process, all applicants for this second round of grant funding must agree to meet all of the additional requirements listed below:

6. Minimum training requirements (all applicants)
  - a. Agree to send 10% of full-time teachers and counselors to a DOJ-approved 12-hour Adolescent Mental Health<sup>1</sup> training program by August 31, 2020. Grant funds may be used to pay this expense (see "eligible expenditures" below).
7. Establish a School Safety Intervention Team (SSIT) according to the DOJ's standardized guidelines (no later than August 31, 2019)
  - a. SSIT performs ongoing violence-related threat assessments, behavior monitoring, and intervention. SSIT tracks, monitors, assists, and intervenes with at-risk youth
  - b. Threat Assessment Team (TAT) component
    - Utilize standardized DOJ TAT process, format, and organization
    - Utilize standardized DOJ Violence Risk Assessment (VRA)
    - Report VRA data from specific, plausible, and imminent threats to the DOJ utilizing DOJ reporting form
  - c. SSIT members must include:
    - At least one member that has completed the 12-hour Adolescent Mental Health training
    - At least one member that has completed Threat Assessment Team training
    - At least one member of local law enforcement agency
  - d. Schools would typically have a SSIT in each middle and high school, with multiple elementary schools perhaps sharing an SSIT. However, due to unique school differences, SSITs may be a multi-school, district-wide, or regional team with case-by-case approval from the Office of School Safety

---

<sup>1</sup> The specified Adolescent Mental Health training curriculum was created by the National Center for Mental Health and Juvenile Justice. This 12-hour course includes information on developmentally appropriate behavior vs. mental illness, symptoms of specific diagnosis, trauma informed practices, de-escalation techniques, engaging parents in the process, and a community service provider discussion panel.

- e. Applicant submits a letter of support from the law enforcement agency that will be part of the SSIT
  - f. SSIT must meet at regular intervals, in person, no less than once per quarter, but more regularly if determined necessary by the SSIT
8. Participate in and promote the DOJ confidential reporting application or tip line, when this is developed and deployed

## Eligible Expenditures

Eligible expenditures are limited to the categories and topics listed below. Applicants with questions whether a proposed expenditure is eligible should contact [schoolsafety@doj.state.wi.us](mailto:schoolsafety@doj.state.wi.us).

1. Training cost reimbursement, including Adolescent Mental Health training and Threat Assessment Team training. Eligible expenditures include:
  - a. Tuition
  - b. Mileage, lodging, and meals at state rates
  - c. Regular substitute teacher pay rate for substitutes covering classes for teachers attending training. Reimbursement is the school's short-term/daily substitute rate for substitute teachers directly employed by a school; or the actual cost to the district for contracted short-term/daily substitute services (such as Teachers On Call™, etc.). [Examples: Metro School District directly pays substitute teachers \$157.27/day, so is eligible for \$157.27 reimbursement. Happy School District contracts with Teachers On Call, through which substitutes are paid \$105—but Happy SD pays a 27% surcharge to Teachers On Call, generating an actual district cost of \$133.35 eligible for reimbursement.]
  - d. Hourly pay for teachers attending training outside of school contract days, at the school's standard hourly rate for such activity, for actual hours in training.
  - e. Other training topics eligible for reimbursement include:
    - i. Emergency Operation Plans (EOP) and/or Standard Response Protocol (SRP), including training, development, and practice
    - ii. Curriculum related to student resiliency/school climate & culture, assisting students in adapting well to adversity, trauma, tragedy, threats or significant stress
    - iii. DOJ-approved school resource officer training for School Resource Officers (SROs) (when paid for by school)
    - iv. Adverse Childhood Experiences and Trauma Sensitive Schools
    - v. Youth Mental Health First Aid
    - vi. PREPaRE
    - vii. Evidence-based violence prevention programs
    - viii. How to respond during an active shooter event

- ix. Security assessments and/or training such as that offered by the [Wisconsin School Safety Coordinators Association](#)
- x. “Train-the-trainer” courses to enable ongoing/recurring training in any of the above topics

## 2. Physical infrastructure improvement

- a. Relocating or remodeling entry ways to enhance security
- b. Door locks, including electronic locks, for classrooms; and/or door replacement or upgrades necessary to increase security. All locks and barricade devices must be ADA and fire code compliant.
- c. Video intercom systems
- d. Exit door alarms
- e. Intrafacility emergency communication systems such as PA systems, radios, phone apps, etc. This could include repair, upgrade, and/or expansion of current systems, or the replacement of such systems with new systems. Eligible expenses can include vendor training on how to use the new system. However, grant funds cannot be used to supplant existing funds allocated to ongoing maintenance contracts, etc.
- f. Security cameras
- g. Signs such as “Emergency Exit Only”, “Visitors Register at Front Office”, “No Entrance”, exterior door numbering, etc.
- h. Fences and gates
- i. Shatter-resistant film with necessary glass-frame bonding agent for entry doors, interior classroom door glass, and/or door sidelites that are more than 12” wide and allow easy floor-level access adjacent to doors. Applications for interior shatter-resistant film should address why barricading glass entry points is not a feasible alternative. [Security film expenditures capped at \$15/sq. ft. installed.]
- j. 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).
- k. 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.<sup>2</sup>

## 3. Novel / additional expenditures

- a. Incident command/emergency operation equipment, software, or student reunification tools
- b. Law enforcement direct notification systems; panic buttons; and/or visual signaling equipment
- c. First-aid kits and/or training
- d. Vehicle bollards

---

<sup>2</sup> 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.

- e. Lockdown shades or similar visual obscurements
- f. Visitor management & screening systems
- g. School security assessments

### Ineligible Expenditures

Expenditures not listed as eligible are ineligible for funding in this round. If an applicant believes that a proposed expenditure is equivalent to a listed expenditure, contact the Office of School Safety. None of the following expenditures are equivalent and are certainly ineligible for funding:

- Expenditures to continue existing projects or that supplant existing or budgeted funds (with the exception of projects funded through the first round of School Safety Initiative grant funds)
- Weapons or body armor
- Bulletproof glass
- Shatter-resistant film for exterior classroom windows
- Door barricade devices that are not compliant with all ADA and Wisconsin fire code standards
- 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
- Out-of-state travel (unless approved by DOJ)
- Research and development
- Memberships and dues
- Service contracts and training beyond the performance period of the grant award
- With the exception of expenses related to attending training, personnel salaries, including school resource officers, security guards, or other professionally licensed service providers (such as psychologists, counselors, social workers, etc.); or 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.

### Submit Applications Using Egrants – Previous Applicants

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 4).

## Application Components

- Through Egrants, you will provide DOJ with 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](mailto: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.
- The Grant Administrative guide refers to DUN and CCR/SAM numbers (page 8). Note that the Grant Administrative Guide is a DOJ publication that addresses both federal and state grant applications. DUN and CCR/SAM numbers are needed for *federal* grant applications. The School Safety Initiative is a *state* grant application, so those two numbers are not necessary.

### 1. Main Summary

This page asks for information about your organization and the three individuals responsible for the application and grant award. The *financial officer* is the individual responsible for financial activities in your organization. The *project director* will oversee project operations. The *signing official* for public school districts is the school board president or superintendent. For private schools the signing official is the head of the governing board.

Each responsible individual in this grant must be a different person.

In the Brief Project Description text box, please describe your program(s) in 150 words or less. An example is shown below for your convenience:

*“Funds will be used by the Happy School District to improve school safety in our two elementary schools, middle school, and high school. HSD will provide staff training in mental health; establish a School Safety Intervention Team in cooperation with the Happy Police Department; and make physical security improvements. This will benefit our 500 students.”*

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. There are many required fields on this page so if you encounter problems, please check online help by clicking the floating HELP button.

### 2. Approval Checklist

Please answer “Yes” or “No” to each question. It is anticipated that the response to most questions will be “No” or “N/A.” Please also note that the Department of Justice is responsible for the administration of numerous federal grant programs, and many of these questions are intended to meet federal grant guidelines and requirements. In addressing these questions, specifically, please note the following guidance:

5. Are you a state or local government agency; AND have 50 or more employees; AND applying for \$25,000 or more?	No *
If yes, you are required to prepare and implement an Equal Employment Opportunity Plan (EEOP) or Certification form (if applicable). A copy of your EEOP federal approval letter must be submitted to DOJ. (More information may be found at <a href="http://www.doj.state.wi.us/grants/grantee-civil-rights-information">http://www.doj.state.wi.us/grants/grantee-civil-rights-information</a> ) (federal EEOP required response)	

For Question #5: A school district would be considered a local government agency, and should respond to this question accordingly. Please note that as this is not a federal grant program, no documents need to be submitted to DOJ.

6. If this application is \$25,000 or more, did your business or organization (including parent organization, all branches, and all affiliates worldwide) receive in the previous fiscal year (1) 80% or more of your annual gross revenues in US federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?; AND (2) \$25,000,000 or more in annual gross revenues from US federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements? (required by The Federal Funding Accountability and Transparency Act)	No *
7. If you answered yes to the previous question, does the public have access to information about the compensation of the senior executives in your business or organization (including parent organization, all branches, and all affiliates worldwide) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986?	N/A *
If you answered no to the first part of this question; you must attach to this application the full names and compensation of the top 5 highly compensated individuals of your organization as required by The Federal Funding Accountability and Transparency Act.	

For Question #6: It is not anticipated that any applicant for the School Safety Initiative would meet the thresholds described (more than 80% of annual gross revenues received in federal funds AND more than \$25 million received in federal funds). Therefore, responses to this question are anticipated to be ‘No.’

For Question #7: If Question #6 is answered ‘No,’ the response to Question #7 should be ‘N/A.’

### 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 full-time teachers and counselors (2018-2019 school year)
- Applicant’s total number of full-time teachers and counselors that will be sent to required DOJ-specified Adolescent Mental Health 12-hour training course by August 31, 2020.



#### 4. Budget Detail

Complete a project budget using these five budget subcategories:

- Travel/Training
- Equipment
- Supplies/Operating Expenses
- Consultants/Contractual
- Personnel

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 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.

#### **Budget Detail Subcategories**

**In the Budget detail Section, please provide summary budget details and computations for the overall project.** The “description of computation” in each of these subcategories should be detailed enough to explain the purposes of each entry.

#### Travel/Training:

Any travel and/or training reimbursement costs related to attending 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. Out-of-state travel costs are ineligible for reimbursement without prior approval from the DOJ. Please note: costs will only be reimbursed after submission of an event agenda.

Travel/Training: Any travel and/or training costs associated with the funded project. Only actual expenses will be reimbursed. All reimbursements will be at current state rates that are subject to change. Expenses incurred in the employee’s headquarter/city are ineligible.

Current rates for in-state travel at the time of this announcement include:

- Mileage: \$0.51/mile
- Lodging: Maximum \$82/night (\$90/night for Milwaukee, Waukesha or Racine County)
- Meals: \$8/breakfast (leaving before 6 a.m.); \$10/lunch (leaving before 10:30 a.m. and returning after 2:30 p.m.); \$20/dinner (returning after 7 p.m.)

Please note: Travel and training for contracted employees does not go in this section. These expenses should be itemized under “Contractual.”

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 multiplied by \$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.

Personnel:

Only costs directly related to staff training are eligible for reimbursement.

Schools may be reimbursed for the actual substitute teacher pay for substitutes covering classes for teachers attending training. Reimbursement is the school's short-term/daily substitute rate for substitute teachers directly employed by a school; or the actual cost to the district for contracted short-term/daily substitute services (such as Teachers On Call™, etc.). [Examples: Metro School District directly pays substitute teachers \$157.27/day, so is eligible for \$157.27 reimbursement. Happy School District contracts with Teachers On Call, through which substitutes are paid \$105—but Happy SD pays a 27% surcharge to Teachers On Call, generating an actual district cost of \$133.35 eligible for reimbursement.]

Schools may be reimbursed the hourly pay for teachers attending training outside of school contract days, at the school's standard hourly rate for such activity, for actual hours in training. Show computations (hourly rate x number of hours = amount requested).

Only personnel costs of the agency applying for the grant funds should be included under "personnel."

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

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

- If available, 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 ([template provided on the DOJ website](#)) to detail your expenses. It should show which school facility will be the recipient of each budget line item being requested, including individual unit/cost computations for each facility, as well as the training personnel expenses.**

## 6. Eligibility Requirements

In order to receive School Safety Initiative grant funds, recipients must agree to comply with these conditions and requirements. Please note that requirements #1-#5 duplicate the requirements of the first School Safety Initiative grant, so recipients of those grants have already agreed to meet requirements #1-#5. Requirements #6-#8 are new to this round of grant funding. However, all recipients of the second round of School Safety Initiative funds agree to comply with all of the following requirements:

1. Applicant agrees to provide all full-time teachers, aides, counselors, and administrators 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.
2. Applicant agrees to perform these security practices:
  - a. All entrances to the school are locked during the school day; *and*
  - b. A designated staff member is present to visually screen 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 makes the applicant ineligible for school entry glass – shatter-resistant film.*
3. Applicant certifies that each school has a written visitor protocol.
4. Applicant must demonstrate responsible fiscal budgeting by describing efforts to contain costs in Section 5, Budget Narrative, of the grant application.
5. Applicant agrees to coordinate with local law enforcement to ensure that proposed

expenditures and current entry door security practices are reviewed, approved, and, if possible, improved immediately.

6. Applicant agrees to send 10% of full-time teachers and counselors to a DOJ-approved 12-hour Adolescent Mental Health training program by 8/31/2020.
7. Applicant agrees to establish a School Safety Intervention Team (SSIT) according to the DOJ's standardized guidelines as described in the Grant Announcement no later than August 31, 2019.
8. Applicant agrees to participate in and promote the DOJ confidential reporting application or tip line, when this is developed and deployed

## 7. School Safety & Blueprint Submission

*This step only applies to applicants who did not receive funds from the first round of School Safety Initiative grants.* Round one recipients have already completed this step.

- 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.

## 8. Letters of Support

*This requirement applies to all applicants.*

Please attach a letter of support from the local law enforcement agency (police department or sheriff's office) that has primary and/or main jurisdiction over the school or district; or otherwise serves as the primary responder to the majority of students; and which shows their commitment to serve as a member of the School Safety Intervention Team. A [letter of support template](#) is available on the DOJ's Office of School Safety grant webpage.

*The following requirement only applies to applicants who did not receive funds from the first round of School Safety Initiative grants.* Round one recipients have already completed this.

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. Note: only one law enforcement agency needs to review the entry practices and procedures for each building. That should be the agency with primary jurisdiction (police department in municipal schools; sheriff's office in rural schools).

## Application Review and Award Criteria

Applications will only be considered if all of the indicated above sections (1-8) are submitted.

All applications must be submitted in Egrants on or before 11:59 pm on August 30, 2018 and will be screened for completeness and compliance with the instructions provided in this announcement.

Each grant must satisfy the 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\(4\)\(e\)](#).

# Application Completion Checklist

---

## What an Application Should Include:

### **Main Summary**

       Project Description

### **Approval Checklist**

### **Performance Measures**

       Total number of FT teachers and counselors (2018-2019 school year)

       Total number of FT teachers and counselors being sent to Adolescent Mental Health training by August 31, 2020.

### **Budget Detail**

       Travel/Training

       Equipment

       Supplies and Operating Expenses

       Consultants/Contractual

       Personnel

### **Budget Narrative**

       \*Detailed Budget Spreadsheet

### **Eligibility Requirements**

### **School Safety & Blueprint Submission<sup>3</sup>**

       School Safety Plan

       Certification of Blueprint Submission

### **Letters of Support**

       \*School Safety Intervention Team law enforcement commitment

       Law enforcement support of proposed expenditures & safety practices<sup>4</sup>

**\*Denotes mandatory attachment required**

---

<sup>3</sup> Blueprints and School Safety Plan certification are NOT required for schools/districts that received round one funding.

<sup>4</sup> Law enforcement support of proposed expenditures & practices is NOT required for schools/districts that received round one funding