

Department of Justice – Office of School Safety GRANT AWARD Frequently Asked Questions

1. What do I do with the award document?

Read the award document and special conditions immediately when it comes to your office.

If you accept the terms and conditions of the award, have the authorized official sign the Signatory Page. In addition, the project director needs to initial the bottom right corner of Attachments A and B and sign the Acknowledgement Notice.

Please return one full set of the original signed award documents to Dept. of Justice within 30 days of the receipt date. Retain the other set of award documents for your records.

If you do not accept the terms/conditions, notify the DOJ program contact person noted in the award letter immediately. Return both sets of award documents to DOJ unsigned to the address in #4.

NOTE: DOJ will not disburse funds or modify your award unless we have received these signed award documents.

2. Who do I contact if I have questions about my grant?

When you applied for funding the Grant Announcement document listed the DOJ financial and program contact names for your award. You will also find these names when interacting with the Egrants system.

3. What are my responsibilities?

Fiscal and Program Reporting: The acknowledgement notice in the grant award document includes the reporting requirements for the grant. **Payments will be held if reporting requirements are not current.**

To request and obtain payment: Requesting reimbursement is done by filling out the G-2 Request for Reimbursement Form, unless noted differently in your grant special conditions. An electronic version of the G-2 form can be found on DOJ's Office of School Safety website <https://www.doj.state.wi.us/office-school-safety/school-safety-grants>. Scroll down and select **G-2 Financial Reporting and Funds Request Form – Office of School Safety (with Instructions)**. Original signatures of the Project Director and Financial Officer, listed on the approved application, are required. Please obtain appropriate signatures and attach to the Fiscal Report in Egrants.

Audit Requirement: Please keep a file with all documents that are submitted in Egrants. The State of Wisconsin performs audits and your grant may be included.

4. General Information and Resources

Contact Information:
schoolsafety@doj.state.wi.us

Mailing Address: Department of Justice, Office of School Safety, PO Box 7857, Madison, WI 53707

Website: <https://www.doj.state.wi.us/office-school-safety/office-school-safety>

DOJ Administrative Guide: The Administrative Guide provides Grants and Financial Management Guidance related to your active grant. It can be found on the DOJ website by scrolling to the bottom of the website, under Resources, (in blue) and click on Grants. Select the DOJ Administrative Guide from the menu.

Egrants Help Desk Information:

Email: Egrants@doj.state.wi.us

Phone: 608-267-9068

Toll Free: (888)-894-6607

Hours of Operation: 8:00 AM – 4:30 PM CST

Help is also available on most pages in the Egrants system under the “Help” button.