



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

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*Attorney General*

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## Grant Announcement:

### School Safety Initiative – Critical Incident Stabilization Funds

*Applications must be submitted through Egrants*

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## Contact Information

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- 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

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**Program Area:** School Safety

**Grant Title:** School Safety Initiative – Critical Incident Stabilization Funds

**Description:** The Department of Justice (DOJ) is seeking applications for programs and projects related to unusual or atypical acts or threats of school-related violence or trauma. Proposed expenditures should enhance or improve upon existing efforts to prevent, mitigate, prepare for, respond to, and/or recover from violence.

The goal of this program is to provide schools with financial assistance to support staff and students who experience unusually traumatic school-related events.

This is an emergency/short-term grant to support crisis response and recovery.

**Anticipated Funding Amount:**

A total of \$2,000,000 is available in this funding.

**Match/Cost Sharing Requirement:**

There is no match required under this program.

**Eligibility:** Eligible applicants are limited to 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 previous School Safety Initiative grants are permitted.

## Grant Announcement: 2018 School Safety Initiative – Critical Incident Stabilization Funds

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### Determining Eligibility

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

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.

Award amounts are determined based on the amount of money remaining; the impact of the event; the number of staff and students affected; the correlation of the proposed expenditure(s) to the triggering event; and other related factors.

To be eligible, a “critical incident” resulting from human action must have occurred. Critical incidents resulting from acts of nature do not qualify. To determine whether an event is a “critical incident” within the meaning of this grant, the following factors are considered, none of which is dispositive:

1. Whether the event was an act or attempted act of violence or other serious criminal conduct.
2. Whether the event caused or was reasonably capable of causing death, great bodily harm, or significant psychological trauma.
3. Whether the event was an unusual or atypical event that schools do not ordinarily encounter.
4. Whether the event had a nexus to the school, such as occurring on school grounds or in connection with a school event, or could affect the psychological safety or well-being of the student body and/or staff.

Questions about the eligibility criteria should be directed to Director Kristen Devitt at [devittka@doj.state.wi.us](mailto:devittka@doj.state.wi.us).

## Eligible Expenditures

Unbudgeted costs reasonably and directly incurred because of the critical incident are eligible for funding. Eligible expenses are expenses related to the following:

1. Emergency response.
2. Student/staff reunification.
3. Facility repair and clean-up.
4. Personnel not employed by the school who are reasonably related to psychological recovery, such as psychologists, counselors, social workers and community service providers.
5. Communication and public relations assistance.
6. Security staffing.
7. Post-crisis consulting.
8. Physical facility/structure improvements and/or equipment related to the prevention of similar events.
9. Training cost reimbursement, including prerequisite training regarding adolescent mental health training and Threat Assessment Team training.

Applicants with questions whether a proposed expenditure is eligible should contact Director Kristen Devitt at [devittka@doj.state.wi.us](mailto:devittka@doj.state.wi.us).

## Ineligible Expenditures

Expenditures not listed as eligible are ineligible for funding. 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 deemed equivalent, and therefore are ineligible for funding:

- Expenditures to continue existing projects or that supplant existing or budgeted funds (except for projects funded through prior 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, NFPA, and Wisconsin building and 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 prior to the grant being awarded).
- Research and development.
- Memberships and dues.
- Service contracts and training beyond the performance period of the grant award.

- Long-term personnel salaries or costs (including school resource officers, security guards, psychologists, counselors, social workers, etc.) beyond the stabilization period; or contracts that deliver equivalent services.
- Additional items as determined by the Office of School Safety.

### Application Prerequisites

Applicants must agree to satisfy all prerequisites from previous grant funding announcements, regardless of whether they applied for funds in those processes. Applicants who have satisfied these requirements through application for, and compliance with, previous School Safety Initiative grants are not required to re-complete these prerequisites—such applicants need merely certify these prerequisites have already been met and remain in place. Prerequisites are listed here:

1. Applicants must certify that both 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 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 1a and 1b are not practical, are exempt from 1a and 1b requirements. *An exemption from these two requirements will make the applicant ineligible for school entry glass – shatter-resistant film.*
2. Applicants must certify that each school has a written visitor protocol. This will be documented in Section 7 of the application.
  3. 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](#).

4. Applicants are required to coordinate with local law enforcement agencies to ensure that applicants' current entry door security practices are reviewed, approved, and, if possible, improved immediately. This will be documented in Section 7 of the application.

## General Conditions

Applicants must agree to satisfy general conditions from previous grant funding announcements, whether they applied for funds in those processes. Applicants who have satisfied these conditions through application for, and compliance with, previous School Safety Initiative grants are not required to re-complete these conditions—such applicants need merely certify these conditions remain in place. These conditions will be documented in Section 7 of the application. Required conditions 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) within 12 months of the grant award; *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. Establish a School Safety Intervention Team (SSIT) according to the DOJ's standardized guidelines within 12 months of the grant award.
- 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.
  - 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.
3. The district must satisfy all reporting requirements of 2017 Wisconsin Act 143 as specified in Wis. Stat. § [118.07\(4\)\(e\)](#).
4. The district must participate in and promote the DOJ confidential reporting application or tip line.
5. The applicant must complete required program reports, including information on the number of staff, students, stakeholders, parents, and others who were directly serviced, aided, and/or impacted by grant funds.

### 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.

- Once grant award documents are signed and returned to DOJ, the project may begin on the date listed.
- 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. Applicants concerned about this reimbursement basis should consult the Office of School Safety before submitting an application.

## 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:

*“Happy School District will use these grant funds to respond and recover from our critical incident of May 15, 2020, wherein a student was shot at school. These grant funds will be used to pay for short-term student and staff counselors; expenses directly obligated by HSD in its response to this crisis; and staff training directly related to post-crisis school recovery from critical incidents.”*

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.” 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:

<p>5. Are you a state or local government agency; AND have 50 or more employees; AND applying for \$25,000 or more? <span style="float: right;">No *</span></p> <p>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)</p>
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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, therefore no documents need to be submitted to DOJ.

<p>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) <span style="float: right;">No *</span></p>
<p>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? <span style="float: right;">N/A *</span></p> <p>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.</p>

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

Please open this section and change the page status to Complete; then save the page. Performance Measures will be identified and collected during post-award reporting (see #5 on p. 11) rather than through this funding application process.

### 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 grant period.

Budget estimates should be conservative and specifically designed to meet project needs.

### **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 and 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 counseling services, 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.

## 6. Act 143 Compliance and other School Safety Submissions

Certify the applicant's compliance with the requirements of 2017 Wisconsin Act 143. (Instruction and assistance regarding compliance with Act 143 is available here: <https://www.doj.state.wi.us/office-school-safety/act-143>.)



- Schools may certify existing compliance by stating, “[Applicant] has submitted all of the following information to the Office of School Safety as required under Wis. Stat. § 118.07(4)(e):
  - a copy of its School Safety Plan, including the most recent date on which the school board or governing body reviewed and approved the school safety plan;
  - the date(s) of the required annual School Violence Drill(s) during the previous year, including certification that the school board or governing body reviewed a required written evaluation of the school violence drill(s);
  - the date of the most recent school safety plan training, and the number of attendees;
  - the most recent date on which the school board or governing body consulted with a local law enforcement agency to conduct required on-site safety assessments.”
- Applicants that are not compliant with 2017 Wisconsin Act 143 may state, “Applicant will comply with Wis. Stat. § 118.07(4)(e) as soon as practicable during this grant period.”

## **7. Eligibility Requirements**

- Applicants must certify that all entrances to the school are locked during the school day, and a designated staff member is present to visually screen everyone entering the school through unlocked points of access whenever an exterior entrance is unlocked prior to, during, or immediately after the regular school day. A statement certifying that this has been performed should be inserted here.
- All applicants must certify that each school has a written visitor protocol.
- Applicants shall certify their coordination with their local law enforcement agency to ensure that applicants’ current entry door security practices are reviewed, approved, and, if appropriate, immediately improved. A statement certifying that this has been performed should be inserted here.
- Applicants shall certify that (if not already done during a previous OSS grant application) they will provide all staff with 3 hours of Trauma Sensitive School training, will form a SSIT team, and will participate in and promote the OSS confidential tip line, as previously described in the General Conditions section of this announcement. A statement certifying to those provisions should be inserted here.

## **8. Evidence of Need**

Confirm whether the triggering event meets all the criteria shown below and provide a brief explanation thereof:

1. Whether the event was an act or attempted act of violence or other serious criminal conduct.
2. Whether the event caused or was reasonably capable of causing death, great bodily harm, or significant psychological trauma.

3. Whether the event was an unusual or atypical event that schools do not ordinarily encounter.
4. Whether the event had a nexus to the school, such as occurring on school grounds or in connection with a school event, or could affect the psychological safety or well-being of the student body and/or staff.

### Application Review and Evaluation Criteria

Applications will only be considered if all the required elements are completed.

All applications will be screened for completeness and compliance with the instructions provided in this announcement.

Each grant application will be reviewed by the Office of School Safety in partnership with the Critical Incident Grant Subcommittee of the OSS Advisory Committee. Applicants should assume that the reviewers have a background in school safety issues and do not require explanation of basic concepts. The Subcommittee recommendations are combined with OSS staff recommendations and submitted to the Attorney General or his/her designee for final approval. The Subcommittee and DOJ also will consider past grant performance and compliance with Act 143 by applicants when determining eligibility for funding under this grant.

DOJ reserves the right to adjust, lower, and/or change the application budget and the requested amount of funding at DOJ's sole discretion.

Grant reviewers may suggest amendments to applications. Grant applicants will be contacted if more information is needed to clarify elements of their proposal.

### **Pre-Authorized Crisis Expenditures**

If OSS personnel were present at or directly assisted with the school's immediate crisis response, after approval by the OSS Director or Deputy Director, those OSS personnel may have committed emergency grant fund availability to the crisis response. Such commitments are limited to expenditures aggregating \$20,000 or less that are directly related to immediate and short-term crisis response and recovery efforts, generally within five (5) days of the critical incident. Such commitments do not extend to longer-term recovery efforts or expenditures.

These pre-authorized immediate crisis response/recovery expenditures will be approved pending receipt of a properly completed grant application. All other proposed grant expenditures are subject to review and evaluation as previously described.

### **Review/Appeal Process for Grant Funding Decisions**

An applicant may appeal DOJ's decision of Critical Incident Stabilization funding. The applicant must request a review of the decision in writing. To be timely, a request must be

received by OSS no later than 10 business days after the date on the denial/intent to award letter.

The written request should be sent to:

Office of School Safety  
Attn: Kristen Devitt  
17 West Main Street, 8th Floor  
P.O. Box 7857  
Madison, WI 53707-7857

or emailed to Kristen Devitt at [devittka@doj.state.wi.us](mailto:devittka@doj.state.wi.us).

An appeal must be signed by an authorized official in your school/district and include facts or developments that were not known to you at the time of your original application to the Critical Incident Stabilization Fund, which in your view should significantly impact the consideration of your application.

Requests to appeal will not be granted if the information received:

- Merely reiterates or restates information or contentions submitted as part of an application;
- Seeks to revise or amend the original application;
- Makes comparisons with other applicants or applications;
- Disputes policy judgments or discretionary decisions made by the review team in formulating its recommendations.

The Office of School Safety will notify the applicant that the appeal has been received and will respond to the applicant within 30 days of the receipt of all information needed to make the decision. OSS reserves the right to review and reconsider all elements of the grant application during an appeal. The Attorney General's Office and the Office of School Safety will review and make final decisions on all appeals.

If the denial decision is rescinded, OSS will discuss the specific scope, activities, goals and budgetary terms of individual projects to be offered grant funding. Such discussions will likely require revision and resubmission of pertinent administrative, programmatic and financial information.

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### 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. The district must remain Act 143 compliant as specified in s. [118.07\(4\)\(e\)](#).