

Completing the second round of the School Safety application in Egrants

1. When a grantee first logs they will see in the *main menu* where they will be able start a new grant application.

2. To start a new grant application click on the *Funding Announcement menu* tab. Once that selection is made select:

School Safety Initiative 2018-SSIT and Mental Health Training as shown below.

<u>Fund. Annc. Title</u>	<u>Program Area</u>	<u>Funding Stream</u>	<u>Amount Announced</u>	<u>Open Date</u>	<u>Due Date</u>	<u>Status</u>
JAG PREA Reallocation Funds 2017	Criminal Justice		\$71,439.00	8/8/2018	8/24/2018	Open
Law Enforcement Specialized Training_SFY 2019	Criminal Justice	Law Enforcement Specialized Training	\$250,000.00	5/29/2018	5/31/2019	Open
SAVS: Sexual Assault Victim Services 2019 Continuation Grant	Office of Crime Victim Services	Sexual Assault Victim Services (SAVS)	\$2,400,000.00	8/1/2018	9/28/2018	Open
School Safety Initiative 2018 - SSIT and Mental Health Training	School Safety	School Safety Initiative	\$48,000,000.00	8/15/2018	8/30/2018	Open
VAWA STOP: Local Technical Assistance 2018	Violence Against Women Act	Violence Against Women	\$382,750.00	8/7/2018	9/21/2018	Open
VAWA STOP: Specialized Prosecution Regional Resource Prosecutor Non-Competitive 2018	Violence Against Women Act		\$525,000.00	7/24/2018	8/31/2018	Open
VAWA STOP: Victim Services Temporary WAHRS Funding 2018	Violence Against Women Act	Violence Against Women	\$100,000.00	7/6/2018	8/17/2018	Open

- You will then see the funding announcement summary for the second round of grant funding. Select *Start an Application* to begin

MAIN MENU	USER MANAGEMENT	FUNDING ANNOUNCEMENT	PROJECT MANAGEMENT	WORK MANAGER (0)
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FUNDING ANNOUNCEMENT SUMMARY

Funding Ann. Title: School Safety Initiative 2018 - SSIT and Mental Health Training
Year: 2018
Program Area: School Safety
Funding Stream: SSI
Funding Area: Schools
Release Date: 8/15/2018
Due Date: 8/30/2018
Concept Papers Required? No
Competitive/Non-Competitive: Non-Competitive
Amount Announced: 48,000,000.00
Status: Open
Summary: A total of \$48,000,000 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.

Program Staff Person: [School Safety Support](#)
Program Support Person: [School Safety Support](#)
Fiscal Contact Person: [School Safety Support](#)

Click here to view a printable version of the Funding Announcement document.

Agency/Project responses for this Funding Announcement

Applicant Agency	Project ID	Project Title
	<input type="button" value="Start an Application"/>	<input type="button" value="Cancel"/>

- Once you select *Start an Application* you will immediately be assigned a *grant ID*. This grant ID is specific to the second round. If you were awarded funding during the first round this is a different grant ID. You will need to know both for reimbursement and fiscal reporting purposes.
- Select *OK* to navigate to the application

External.aspx

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egrants.doj.state.wi.us says

Your Grant ID is 14072. Please write this number down.
You will use this Grant ID to access your project from now on.

6. Below is the *Application Summary*. There are 8 sections in total. Each section is required to be completed prior to submitting your application.

There is a screenshot for each section in the order that they appear in the *Application Summary*

Note: Please contact your grant specialist for any questions you may have about the application process.



WISCONSIN DEPARTMENT of JUSTICE
ATTORNEY GENERAL Brad D. Schimel

MAIN MENU
USER MANAGEMENT
FUNDING ANNOUNCEMENT
PROJECT MANAGEMENT
WORK MANAGER (0)

[Project](#) **Application** [Monitoring](#) [Fiscal Details](#)

Grant ID: 14072
Application Status: Open - Draft

Project Title:
Fund Announcement: [School Safety Initiative 2018 - SSIT and Mental Health Training](#)

APPLICATION SUMMARY

Section Name	Status	Point Value	Last Update
Main Summary Information	In Process	0	8/16/2018 8:15:01 AM
Approval Checklists	In Process	0	8/16/2018 8:14:58 AM
Performance Measures	In Process	0	8/16/2018 8:14:58 AM
Budget Detail	In Process	0	8/16/2018 8:15:01 AM
Budget Narrative	In Process	0	8/16/2018 8:14:58 AM
Eligibility Requirements	In Process	0	8/16/2018 8:14:58 AM
School Safety Plan & Blueprint Submission	In Process	0	8/16/2018 8:14:58 AM
Letters of Support	In Process	0	8/16/2018 8:14:58 AM

7. Main Summary section

Please complete all fields with the asterisk (*)

[Project](#) [Application](#) [Monitoring](#) [Fiscal Details](#)

Grant ID: 14072 Project Title: **School Safety Initiative 2018 - SSIT and Mental Health Training**
 Application Status: Open - Draft Fund Announcement: [School Safety Initiative 2018 - SSIT and Mental Health Training](#)

MAIN SUMMARY

Section Point Value: 0 Created By: Ms. Erin Armbrust Created Date: 8/16/2018 8:14:58 AM
 Section Completion Status: In Process Last Update By: Ms. Erin Armbrust Last Update Date: 8/16/2018 8:15:01 AM
 SubGrant ID: --

Applicant Agency: * [University of Wisconsin - Oshkosh](#)

DUNS Number:

Project Director: *

Financial Officer: *
(Must be different than Project Director)

Alternate Contact:
(if applicable)

Signing Official: *
(Highest Elected Official)

Program Contact: [School Safety Support](#)
 Program Support: [School Safety Support](#)
 Fiscal Contact: [School Safety Support](#)

Application Received Date: Application Award Date:
 Application Award Amount: 0.00
 Award Documents Mail Date:
 Award Documents Return Date:

Project Start Date: * (mm/dd/yyyy)
 Project End Date: * (mm/dd/yyyy)

Returned Date: Resubmitted Date:

Short Project Title: *

Brief Project Description: *

School Districts (if applicable)

School Districts List:

Selected School Districts	Action
Congressional Districts * View Map	
Congressional Districts List: <input type="text"/>	<input type="button" value="Select"/>
Selected Congressional Districts	Action

State Senate Districts * [View Map](#)

State Senate Districts List:

Selected State Senate Districts	Action
State Assembly Districts * View Map	
State Assembly Districts List: <input type="text"/>	<input type="button" value="Select"/>
Selected State Assembly Districts	Action

8. Approval Checklist section

Please complete all fields with the asterisk (*)

Project	Application	Monitoring	Fiscal Details
Grant ID: 14072	Project Title:		
Application Status: Open - Draft	Fund Announcement:	School Safety Initiative 2018 - SSIT and Mental Health Training	
APPROVAL CHECKLIST			
Section Point Value: 0	Created By: Ms. Erin Armbrust	Created Date: 8/16/2018 8:14:58 AM	
Section Completion Status: <input type="text" value="In Process"/>	Last Update By: Ms. Erin Armbrust	Last Update Date: 8/16/2018 8:14:58 AM	
<p>1. Have you, the grant recipient, had any discrimination findings after a due process hearing on the basis of race, color, religion, national origin or sex within the last 5 years? (federal EEOP required response) <input type="text"/> *</p> <p>2. If yes, have the discrimination findings been reported to the Office of Civil Rights as required for all recipients of Federal funds? (see http://www.ojp.usdoj.gov/ocr/). If no, a copy should be forwarded to: Wisconsin Department of Justice, Attn: EEOP, 17 West Main Street, PO Box 7857, Madison, WI 53707-7857 (federal EEOP required response) <input type="text"/> *</p> <p>3. Have you utilized the DOJ Administrative Guide located on the DOJ website? (grants-admin-guide-2018.pdf) <input type="text"/> *</p> <p>4. Would you like someone from DOJ to contact you? <input type="text"/> *</p> <p>5. Are you a state or local government agency; AND have 50 or more employees; AND applying for \$25,000 or more? <input type="text"/> *</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 http://www.doj.state.wi.us/grants/grantee-civil-rights-information) (federal EEOP required response)</p> <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) <input type="text"/> *</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? <input type="text"/> *</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>			
<input type="button" value="Save"/> <input type="button" value="Cancel"/>			

9. Performance Measures section

Please complete all fields with the asterisk (*)

[Project](#) [Application](#) [Monitoring](#) [Fiscal Details](#)

Grant ID: 14072 Project Title:
 Application Status: Open - Draft Fund Announcement: [School Safety Initiative 2018 - SSIT and Mental Health Training](#)

PERFORMANCE MEASURES

- Enter target values for any performance measures listed.
- If there are no listed performance measures listed, you may create your own performance measures per instructions in the [Grant Announcement](#) document.
- Even if there are no performance measures you must set the [Section Completion Status](#) to [Complete](#) before you can submit your grant.

Section Point Value: 0.00 Created By: Ms. Erin Armbrust Created Date: 8/16/2018 8:14:58 AM
 Completion Status: Last Update By: Ms. Erin Armbrust Last Update Date: 8/16/2018 8:14:58 AM

Performance Measure	Measure Type	Established By	Target
Total number of full-time teachers and counselors	Outcome	DOJ	
Total number sent to training	Outcome	DOJ	

10. Budget Summary section

Please complete all fields with the asterisk (*)

[Project](#) [Application](#) [Monitoring](#) [Fiscal Details](#)

Grant ID: 14072 Project Title:
 Application Status: Open - Draft Fund Announcement: [School Safety Initiative 2018 - SSIT and Mental Health Training](#)

BUDGET SUMMARY

Section Point Value: 0 Created By: Ms. Erin Armbrust Created Date: 8/16/2018 8:14:58 AM
 Section Completion Status: Last Update By: Ms. Erin Armbrust Last Update Date: 8/16/2018 8:15:01 AM

RECIPIENT AGENCY	BUDGET	TOTAL
University of Wisconsin - Oshkosh	0.00	0.00
Total: Σ	0.00	0.00

CATEGORIES	BUDGET SOURCES		TOTAL
	STATE	TOTAL	
Personnel	0.00	0.00	0.00
Travel (Including Training)	0.00	0.00	0.00
Equipment	0.00	0.00	0.00
Supplies & Operating Expenses	0.00	0.00	0.00
Consultants/Contractual	0.00	0.00	0.00
Total:	0.00	0.00	0.00

11. Budget Narrative section

Please complete all fields with the asterisk (*)

Budget Narrative

Section Point Value: 0
Section Completion Status:

Created By: Ms. Erin Armbrust
Last Update By: Ms. Erin Armbrust

Created Date: 8/16/2018 8:14:58 AM
Last Update Date: 8/16/2018 8:14:58 AM

Section Description:

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.

- 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 (example provided on 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.**

Section Response: *

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Words: 0, Characters: 0

Attachment Name <small>(click attachment name to view it)</small>	Attachment Description <small>(click description to maintain it)</small>	Date	
<input type="button" value="Add Attachment"/>	<input type="button" value="Save"/>	<input type="button" value="Return to Project Summary"/>	<input type="button" value="Review"/>

12. Eligibility Requirements section

Please complete all fields with the asterisk (*)

[Project](#) [Application](#) [Monitoring](#) [Fiscal Details](#)

Grant ID: 14072 Project Title:
Application Status: Open - Draft Fund [School Safety Initiative 2018 - SSIT and Mental](#)
Announcement: [Health Training](#)

Eligibility Requirements

Section Point Value: 0 Created By: Ms. Erin Armbrust Created Date: 8/16/2018 8:14:58 AM
Section Completion Status: In Process Last Update By: Ms. Erin Armbrust Last Update Date: 8/16/2018 8:14:58 AM

Section Description:

In order to receive School Safety Initiative grant funds, recipients must agree to comply with these conditions and requirements. Note that requirements #1-#5 duplicate the requirements of the first round of School Safety Initiative grant funds, 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 round two grant 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:
 1. All entrances to the school are locked during the school day; and
 2. 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 the Budget Narrative section 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.

Section Response: * Yes
 No

13. School Safety Plan & Blueprint Submission section

Please complete all fields with the asterisk (*)

[Project](#) [Application](#) [Monitoring](#) [Fiscal Details](#)

Grant ID: 14072 Project Title:
Application Status: Open - Draft Fund [School Safety Initiative 2018 - SSIT and Mental](#)
Announcement: [Health Training](#)

School Safety Plan & Blueprint Submission

Section Point Value: 0 Created By: Ms. Erin Armbrust Created Date: 8/16/2018 8:14:58 AM
Section Completion Status: In Process Last Update By: Ms. Erin Armbrust Last Update Date: 8/16/2018 8:14:58 AM

Section Description:

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.

Section Response: * Yes
 No

Attachment Name (click attachment name to view it)	Attachment Description (click description to maintain it)	Date
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14. Letters of Support section

Please complete all fields with the asterisk (*)

Project	Application	Monitoring	Fiscal Details
Grant ID: 14072	Project Title:	Fund School Safety Initiative 2018 - SSIT and Mental	
Application Status: Open - Draft	Announcement: Health Training		

Letters of Support

Section Point Value: 0
Section Completion Status:

Created By: Ms. Erin Armbrust
Last Update By: Ms. Erin Armbrust

Created Date: 8/16/2018 8:14:58 AM
Last Update Date: 8/16/2018 8:14:58 AM

Section Description:

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).

Section Response: *

A rich text editor interface with a toolbar containing icons for undo, redo, bold, italic, underline, strikethrough, bulleted list, numbered list, decrease indent, increase indent, quote, link, unlink, insert image, table, link, unlink, and refresh. Below the toolbar is a large empty text area for the response. At the bottom right of the text area, it says "Words: 0, Characters: 0".

Attachment Name (click attachment name to view it)	Attachment Description (click description to maintain it)	Date
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