Wisconsin Department of Justice

Egrants System User Guide – School Safety Initiative

What is in this guide?

This guide describes technical steps describing how to apply for and manage a grant in Egrants. This will include the following information:

1.) Egrants Login Registration Process.
2.) Logging into Egrants.
3.) Filling out an Application.

Where can I get more Egrants help?
Egrants Assistance: Weekdays, 8 a.m.–4:30 p.m.
E-mail: Egrants@doj.state.wi.us
Local calls: (608) 267-9068
Toll-free: (888) 894-6607

Program and Financial Contact names are listed in the Grant Announcement document associated with the specific funding opportunity for non-technical questions.

Where can I get help relating to managing my project?
The DOJ Administrative Guide provides guidelines relating to allowable costs, making changes to my grant contract, financial-program-inventory reporting assistance, etc. This document can be found on the DOJ website http://www.doj.state.wi.us/. Scroll down to the bottom of the page and click on Grants which is under Resources.

1.) *Egrants Login Registration Process*

Step 1: Register for a Wisconsin Login ID (if you already have a Login ID go to step 3)
- Go to https://register.wisconsin.gov/
- Click on "Self Registration."
- Click "Accept" after reading the User Acceptance Agreement.
- Complete Profile Information.
- Click on "DOJ Egrants" as the system you are requesting access to.
- Complete the Login ID and Password fields. *(choose your own)*
- Enter Verification requested information.
- Click "Submit."

**Step 2: Register for the DOJ *Egrants* System**
- Soon after registering for your Wisconsin Login ID, you will receive an email message from DOJ *Egrants* containing a link. *(the message will be from noreply@wisconsin.gov)*
- Click on the special encoded link contained in the e-mail message to display the Egrants account request form.
- Your profile information will be partially pre-filled.
- Complete all remaining fields
- Enter Signing Official Name. (Ex. For schools/school districts, this is likely the superintendent or school board president)
- Enter Applicant Agency Name. (Ex. City of Nashville School District)
- Click "Submit."

**Step 3: Log in to the DOJ *Egrants* System**
- After submitting your Request for Access to *Egrants* you will receive a confirmation e-mail message from DOJ to confirm your account is activated. It should not take long for you to receive this email message; however, it may take up to a few days, so make sure to register early!
- Go to https://egrants.doj.state.wi.us
- Enter your Login ID and Password.

2.) **Logging into Egrants.**

a.) Go to the DOJ website http://www.doj.state.wi.us/, scroll down to the bottom of the page and click on "Grants".
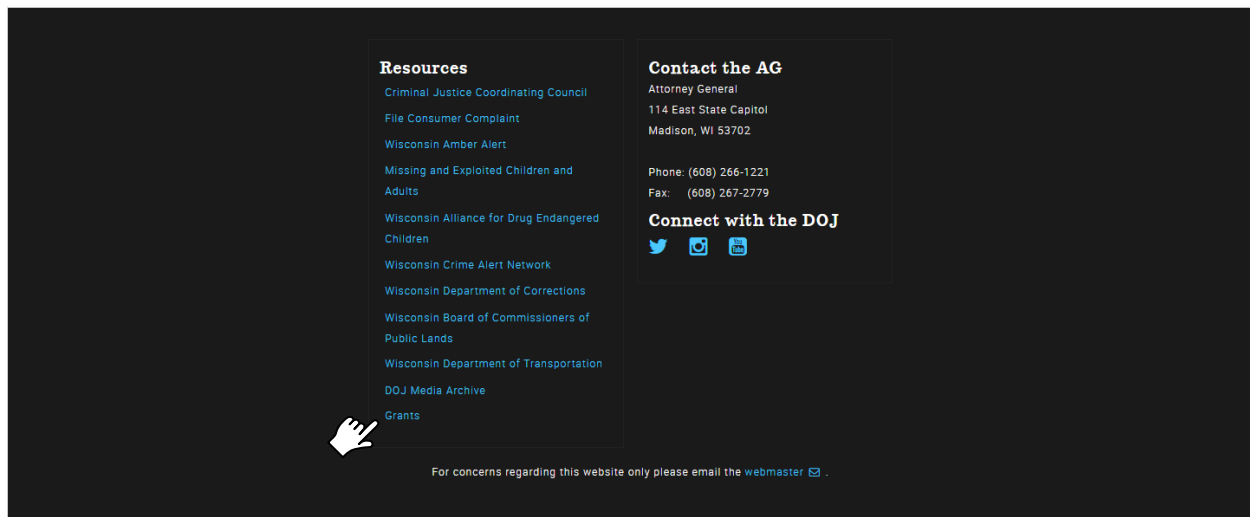
b.) From the Grants Home page click on Egrants Login.
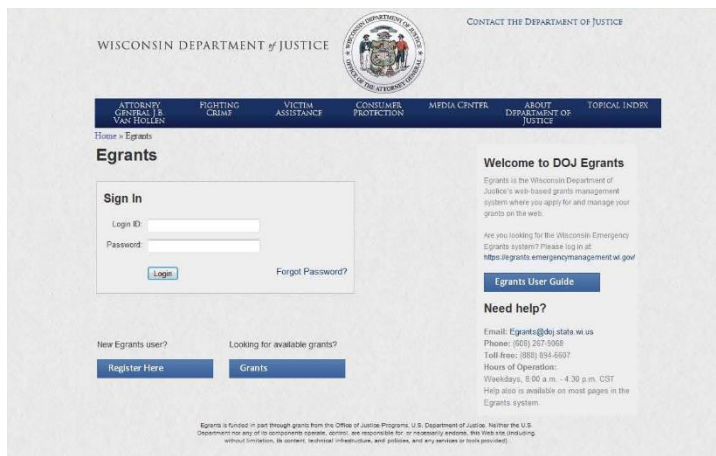
System Hints…

- Keep an eye on the clock in the upper right corner and save frequently. If you have a large narrative that you want to type into the system you may want to do it in Word and copy and paste it into Egrants so you don't time out. (attachments are allowed in many areas)

- When the system gives you a project number please write it down. If you leave the system and come back you will want to go into the same application.

- Click on the Help Button for assistance.

3.) Filling out an Application.

An agency can apply for grant funds from DOJ by completing an application in response to a Funding Announcement. The process of finding available funding announcements and completing an application on *Egrants* is described here.

   a.) Click on the "Funding Announcement" tab.

   b.) Select the appropriate Funding Announcement you would like to apply against by clicking on the funding announcement title hyperlink.

c.) The Funding Announcement Summary for your selection will appear. Click on the "Start an Application" button to begin an application.

d.) A pop up window will give you your grant ID. Make note of the **Grant ID.** You will need this same Grant ID for future log-ins or to retrieve your saved application.

e.) Click on each hyperlink under the Section Name to complete the required information. When finished with each page, change the Completion Status, in the top left corner of the page, from "In Process" to "Complete". Then click **"Save"**. At any time you can click Print Application to generate a printable .pdf of the application.

Egrants TIPS….

1.) Keep an eye on the system clock so you don't time out.

2.) You can change the status of each section between "in-process" and "complete" until the time the application is submitted. After it is submitted a modification is required.

TIPS on completing the Main Summary Section….

1.) The system will ask you to search our system first to see if the information already exists. If the correct data comes up, select it and click save.

2.) To find your Congressional, Senate, and Assembly Districts, you can click on the map to view your district.

Main Summary

The Main Summary section is where you enter general information regarding your project, including the title, brief project description, and project start/end dates. In this section, you will also enter key staff contacts for your project, including your project director, financial officer, and signing official (typically superintendent or school board president). Finally, you will also be required to enter data regarding your Congressional, Senate, and Assembly Districts. Once this data has all been entered, please change the Completion Status dropdown to 'Complete,' and click 'Save.'

Approval Checklists

In this section, you are required to answer 7 standard questions. Please answer each question by clicking the dropdown on the right side of the screen, indicating 'Yes,' 'No,' or 'N/A.' Once each questions has been answered, please change the Completion Status dropdown to 'Complete,' and click 'Save.'

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

Project   Application   Monitoring   Fiscal Details

Grant ID: 12941   **Project Title:** School Safety Project
Application Status: Open - Draft   **Fund Announcement:** School Safety Initiative 2018

APPROVAL CHECKLIST

Section Point Value: 0   **Created By:** DOJ Staff   **Created Date:** 4/19/2018 10:10:29 AM
Section Completion Status: [Complete ∨]   **Last Update By:** DOJ Staff   **Last Update Date:** 4/19/2018 11:19:36 AM

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)   No *

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)   N/A *

3. Have you utilized the DOJ Administrative Guide located on the DOJ website? (grants-admin-guide-2018.pdf)   No *
4. Would you like someone from DOJ to contact you?   No *
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 http://www.doj.state.wi.us/grants/grantee-civil-rights-information) (federal EEOP required response)

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.

[Save]   [Cancel]

Performance Measures

In this section, please provide details regarding your school or district. Please enter the total number of pupil-occupied school buildings and the total enrollment. Once these data fields are entered, please change the Completion Status dropdown to 'Complete,' and click 'Save.'

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

Project   **Application**   Monitoring   Fiscal Details

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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:** DOJ Staff   **Created Date:** 4/19/2018 10:10:29 AM
Completion Status: [Complete ▽]   **Last Update By:** DOJ Staff   **Last Update Date:** 4/23/2018 8:57:23 AM

[Add New]

Performance Measure	Measure Type	Established By	Target
Total number of pupil-occupied school buildings	Outcome	DOJ	3.00
Total number of students enrolled	Outcome	DOJ	553.00

[Save]   [Cancel]

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

- For each subcategory used, enter a justification that describes how the items in that subcategory will be used during the course of the grant period.

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

- **In the Budget detail Section, please provide summary budget details and computations for the overall project.**

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

Project   Application   Monitoring   Fiscal Details

Grant ID: 12941
Application Status: Open - Draft

Project Title: School Safety Project
Fund Announcement: School Safety Initiative 2018

BUDGET SUMMARY

Section Point Value: 0
Section Completion Status: Complete ▼

Created By: DOJ Staff
Last Update By: DOJ Staff

Created Date: 4/19/2018 10:10:29 AM
Last Update Date: 4/23/2018 9:49:30 AM

RECIPIENT AGENCY	BUDGET	TOTAL
Abundant Technologies, Inc	51,738.00	51,738.00
Total: Σ	51,738.00	51,738.00

CATEGORIES	BUDGET SOURCES		TOTAL
	STATE	TOTAL	
Personnel	0.00	0.00	0.00
Travel (Including Training)	153.00	153.00	153.00
Equipment	45,000.00	45,000.00	45,000.00
Supplies & Operating Expenses	6,585.00	6,585.00	6,585.00
Consultants/Contractual	0.00	0.00	0.00
Total:	51,738.00	51,738.00	51,738.00

Budget Setup   Save   Cancel

- **For door locks and shatter-resistant film budget line items, clearly label Primary and Advanced Security requests. Applications that do not clearly categorize these funding requests into Primary and Advanced categories will be rejected.**

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

Project   Application   Monitoring   Fiscal Details

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SUPPLIES & OPERATING EXPENSES

Briefly describe the overall use of funds for this budget category:
Primary: Classroom locks and shatter-resistant window film will be purchased to outfit West Elementary, East Middle, and South High School.

[Add Budget Line Item Detail]

Supply Item	Cost	
	BUDGET	Total
Primary: Classroom door locks	3,750.00	3,750.00
Primary: Shatter- resistant window film	2,835.00	2,835.00
Total:	6,585.00	6,585.00

[Save] [Cancel]

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

Project   Application   Monitoring   Fiscal Details

Grant ID: 12941   **Project Title:** School Safety Project
Application Status: Open - Draft   **Fund Announcement:** School Safety Initiative 2018

SUPPLIES & OPERATING EXPENSES BUDGET LINE ITEMS

Last Update By: DOJ Staff   **Last Update Date:** 4/23/2018 8:53:44 AM

Supply Item : * Primary: Classroom door locks

Description of your computation
Year 1:*   25 locks X $150 = $3750

BY SOURCE	AMOUNT
State	3,750.00
Total: Σ	3,750.00

[Save] [Save And Add Another] [Delete] [Cancel]

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

Project **Application** Monitoring Fiscal Details

Grant ID: 12941
Application Status: Open - Draft

Project Title: School Safety Project
Fund Announcement: School Safety Initiative 2018

EQUIPMENT

Briefly describe the overall use of funds for this budget category:
Advanced: Abundant Technology School District will purchase a video intercom system and exit door alarms for each school in the district.

Add Budget Line Item Detail

Item	Description	Cost	
		BUDGET	Total
Advanced: Exit door alarm systems	Alarm system	15,000.00	15,000.00
Advanced: Video intercom system	Video system	30,000.00	30,000.00
	Total:	45,000.00	45,000.00

Save   Cancel

Once completed, please change the Completion Status dropdown to 'Complete,' and click 'Save.'

Budget Narrative
Please review the Budget Narrative section guidance carefully, making sure to upload all required attachments and rank all 'Advanced' budget requests in priority order in the text box provided. Once completed, please change the Completion Status dropdown to 'Complete,' and click 'Save.'

Budget Narrative

Section Point Value: 0	**Created By:** DOJ Staff **Created Date:** 4/19/2018 10:10:29 AM
Section Completion Status: In Process ▼	**Last Update By:** DOJ Staff **Last Update Date:** 4/23/2018 9:58:42 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.

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

Section Response: *

Primary: Classroom door locks and shatter-resistant window film will be purchased to outfit West Elementary, East Middle, and South High School. See attached Excel spreadsheet for detailed breakdown of budget line items for each school/building.

Advanced: Abundant Technology School District will send 20 FTE staff to attend ACE and Trauma Informed Care/Trauma Sensitive School training in Madison. Mileage will be reimbursed at $.51/mile for 3 vehicles to travel for this training.

Advanced: Abundant Technology School District will purchase video intercom systems and exit door alarms through a CESA 2 Purchasing agreement for each of the three schools in the district. Each system will be purchased and installed by existing school district maintenance and IT personnel. See attached Excel spreadsheet for detailed breakdown of budget line items for each school/building.

Advanced Funding Priority Ranking:

1.) Training

2.) Video Intercom System

3.) Exit Door alarms

Words: 143/1500, Characters: 969

	Attachment Name (click attachment name to view it)	Attachment Description (click description to maintain it)	Date
Delete	School Safety Initiative Budget Detail Worksheet.xlsx	Budget Detail Worksheet	4/23/2018
Delete	Vendor Quote.pdf	Vendor Quote	4/23/2018

Add Attachment | Save | Return to Project Summary | Review

14

Required School Safety Plan & Blueprint Submission

In this section, please attach your existing school safety plan in .pdf format, and click 'Yes' or 'No' to certify submission of your school blueprints to the DOJ Sharefile link. Once completed, please change the Completion Status dropdown to 'Complete,' and click 'Save.'

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

Project **Application** Monitoring Fiscal Details

Grant ID: 12941 **Project Title:** School Safety Project
Application Status: Open - Draft **Fund Announcement:** School Safety Initiative 2018

Required School Safety Plan & Blueprint Submission

Section Point Value: 0	**Created By:** DOJ Staff	**Created Date:** 4/19/2018 10:10:29 AM
Section Completion Status: Complete ∨	**Last Update By:** DOJ Staff	**Last Update Date:** 4/19/2018 10:34:12 AM

Section Description:
- Please attach, in .pdf format, the required existing School Safety Plan.
- For security reasons, do <u>not</u> attach blueprints in this section.
- 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.

Section Response: * ⦿ Yes
　　　　　　　　　　○ No

	Attachment Name (click attachment name to view it)	Attachment Description (click description to maintain it)	Date
Delete	School Safety Plan.pdf	School Safety Plan	4/19/2018

Add Attachment   Save   Return to Project Summary   Review

Letters of Support
In this section, please type a brief narrative response in the text box provided, and attach all required letters of support from law enforcement. Once all letters have been uploaded, please change the Completion Status dropdown to 'Complete,' and click 'Save.'

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

Project **Application** Monitoring Fiscal Details

Grant ID: 12941   **Project Title:** School Safety Project
Application Status: Open - Draft   **Fund Announcement:** School Safety Initiative 2018

Letters of Support

Section Point Value: 0   **Created By:** DOJ Staff   **Created Date:** 4/19/2018 10:10:29 AM
Section Completion Status: [Complete ∨]   **Last Update By:** DOJ Staff   **Last Update Date:** 4/19/2018 10:38:28 AM

Section Description:

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 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.

Section Response: *

Please see attached law enforcement letter of support.

	Attachment Name (click attachment name to view it)	Attachment Description (click description to maintain it)	Date
Delete	LE Letter of Support.pdf	LE Letter of Support	4/19/2018

[Add Attachment] [Save] [Return to Project Summary] [Review]

Application Submission

All sections must have a Status of "Complete" before you can submit your application. Click **"Submit Application"** when you have all sections marked complete and are ready to submit the application to DOJ.

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: 12941   **Project Title:** School Safety Project
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APPLICATION SUMMARY

Section Name	Status	Point Value	Last Update
Main Summary Information	Complete	0	4/23/2018 8:06:19 AM
Approval Checklists	Complete	0	4/19/2018 11:19:36 AM
Performance Measures	Complete	0	4/19/2018 10:20:58 AM
Budget Detail	Complete	0	4/23/2018 7:59:13 AM
Budget Narrative	Complete	0	4/23/2018 7:58:30 AM
Project Narrative	Complete	0	4/23/2018 7:58:44 AM
Evidence of Need	Complete	0	4/23/2018 7:58:57 AM
Letters of Support	Complete	0	4/19/2018 10:38:28 AM
Required School Safety Plan & Blueprint Submission	Complete	0	4/19/2018 10:34:12 AM

Print Application   Submit Application   Withdraw Application
View Issues/Comm