



For DPI Use
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Collection of this information is a requirement of s. 115.362, Wis. Stats.

**INSTRUCTIONS:** Complete and submit a signed application form to the Department of Public Instruction by **4 pm on April 22, 2022**. Submit to:

For questions regarding this grant, contact Emily Holder or Brian Dean, Student Services, Prevention, and Wellness, (608) 266-8960.

[DPIAODA.Grant@dpi.wi.gov](mailto:DPIAODA.Grant@dpi.wi.gov)

I. GENERAL INFORMATION			
1a. Applicant or Agency <i>Legal Name of Agency</i>	2. Mailing Address <i>Street, City, State, Zip</i>		
3. District Administrator	4. CESA Region	5. Telephone <i>Area/No.</i>	
6. Business Office Contact	7. Email Address		8. Telephone <i>Area/No.</i>
9. Project Coordinator	10. Title		11. Telephone <i>Area/No.</i>
12. Project Coordinator's Mailing Address, <i>Street, City, State, Zip</i>		13. Email Address	
14. Project Title	15. Grant Period a. Beginning <i>Mo./Day/Yr.</i> b. Ending <i>Mo./Day/Yr.</i> <b>July 1, 2022</b> <b>June 30, 2023</b>	16. Total Grant Funds Requested for 2022-23 School Year	17. Local Match (≥ 20% of grant funds)

II. PROJECT ABSTRACT
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Summarize the key elements of this grant. NOTE THAT THIS GRANT RENEWAL requires all grantees to continue work under the goals and objectives that were approved in the originally funded project proposal. If this application is for a consortium of districts, attach a list of all participating districts as well as their role in the grant program.

III. CERTIFICATION/SIGNATURE
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**I, THE UNDERSIGNED, CERTIFY** that the information contained in this application is complete and accurate to the best of my knowledge; that the necessary assurances of compliance with applicable state and federal statutes, rules, and regulations will be met; that I am authorized by the agency designated in this application to bind the agency to the certifications and assurances contained in this application; and, that the indicated agency designated in this application is authorized to administer this grant.

**I FURTHER CERTIFY** that the assurances listed above have been satisfied and that all facts, figures, and representation in this application are correct to the best of my knowledge.

Signature of Applicant Agency Authorizer	Date Signed <i>Mo./Day/Yr.</i>
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**IV. STATE GENERAL ASSURANCES**

The Applicant understands and agrees that the following assurances are pre-award requirements generally imposed by state law or regulation, and do not include all state regulations that may apply to the Applicant or its project.

**Each Applicant is ultimately responsible for compliance with the certifications and assurances selected on its behalf that apply to its project or award.**

**Instructions**

- Step 1—Read each assurance that follows.
- Step 2—Sign and date the certification statement.
- Step 3—Include signed certification and assurances with the application materials.
- Step 4—Keep a copy for your records.

**Assurance is hereby provided that:**

- 1. Applicant agrees** to comply with all terms and conditions set forth in the grant program's Application Guidelines document provided with this application. Services provided under this grant will be used to address the needs set forth in the guidelines document. Applicant agrees to implement the activities within the prescribed timeline as outlined in their work plan section of their proposal. Applicant will provide fiscal information within the fiscal year timeline established for new and reapplying programs. Wis. Stat. § 35.93; Wis. Admin. Code § PI 38.008 (Grant reporting).
- 2. Legal and Regulatory Compliance:** Administration of the program, activities, and services covered by this application will be in accordance with all applicable state and federal statutes, regulations, and the approved application.
- 3. Allowable Costs:** Costs incurred shall be allowable and meet grant goals and objectives.
- 4. Confidentiality:** The Applicant shall comply with provisions applicable to public schools regarding confidentiality of student information for any pupil record created, obtained, or maintained under this grant, regardless of whether those provisions would not otherwise apply to the Applicant but for the Applicant's participation in this grant. Wis. Stat. § 118.125 (Pupil records).
- 5. Conflict of Interest:** No board or staff member of an LEA or CESA may use his or her position to obtain financial gain or anything of substantial value for the private benefit of himself or herself or his or her immediate family, or for an organization with which he or she is associated, such as a royalty, commission, contingent fee, brokerage fee, consultant fee, or other benefit. Wis. Stat. § 19.59(1)(a).
- 6. Contracts and Procurement:** The Applicant will use its own procurement procedures that reflect applicable state and local laws and regulations.
- 7. Cooperation with Evaluation:** The Applicant shall cooperate with the performance of any evaluation of the program by the WDPI or by their contractors. Wis. Stat. § 35.93; Wis. Admin. Code § PI 38.008 (Grant reporting).
- 8. Copyright, Acknowledgement, and Publications:** The Applicant/Recipient will comply with all copyright and materials acknowledgement requirements as addressed in the projects' grant guidelines. The WDPI reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for WDPI purposes: the copyright in any work developed under this grant; and any rights of copyright to which the Applicant or a contractor purchases ownership with grant support.  
  
The content of any grant-funded publication or product may be reprinted in whole or in part, with credit to the WDPI acknowledged. However, reproduction of this product in whole or in part for resale must be explicitly authorized by the WDPI. When issuing statements, press releases, and other documents describing projects or programs funded in whole or in part with grant funds, the grant award recipient shall clearly acknowledge the receipt of grant funds in a statement.
- 9. Fiscal Control:** The Applicant will use fiscal control and fund accounting procedures and will ensure proper disbursement of, and accounting for, funds received and distributed under this program Wis. Stat. § 16.41 (Agency and authority accounting; information; aid).
- 10. Indirect Costs:** If the fiscal agent is allowed to claim indirect costs, the total amount budgeted for indirect costs is limited to and cannot exceed the negotiated indirect rate established with the WDPI. Indirect costs cannot be charged against capital objects.
- 11. Programmatic Changes:** The Applicant will obtain the prior approval of the WDPI whenever any of the following actions is anticipated:
  - a. Any revision of the scope or objectives of the project;
  - b. Changes in key persons where specified in the application or grant award;
  - c. A disengagement from the project for more than three months, or a 25 percent reduction in time devoted to the project, by the approved project director;
  - d. Contracting out or otherwise obtaining services of a third party to perform activities central to the purpose of the award;
  - e. Changes in the amount of approved cost-sharing or matching provided by the grant recipient. Wis. Stat. § 35.93; Wis. Admin. Code § PI 38.008 (Grant reporting).
- 12. Record Retention: The applicant will ensure records created or obtained under this grant are maintained** in accordance with the *Wisconsin Records Retention Schedule for School Districts*, regardless of whether this retention schedule would not otherwise apply to the Applicant but for the Applicant's participation in this grant. The retention schedule is available online at: <https://publicrecordsboard.wi.gov/Documents/DPI%20GS-APPROVED%20June%202015%20v8.1.pdf>
- 13. Reporting:** The Applicant will ensure all required financial and program data and information is reported to the WDPI timely on a schedule established by the WDPI. Wis. Stat. § 35.93; Wis. Admin. Code § PI 38.008 (Grant reporting).
- 14. Grant Evaluation:** The Applicant shall ensure that all grant evaluation reporting will be timely on a schedule established by the WDPI. Grant evaluation information provided to the WDPI staff shall accurately assess the completeness of grant goals, activities, benchmarks and target dates. Wis. Stat. § 35.93; Wis. Admin. Code § PI 38.008 (Grant reporting).

**V. AODA PROGRAM COORDINATOR**

The school district has a professional school employee designated as an AODA program coordinator who holds a license issued by the DPI under Chapter PI 34 of the Wisconsin Administrative Code to administer, coordinate, and implement the AODA program:

Name of AODA Program Coordinator	Type of DPI Certification Held

Use this form to document the local plan for 2022-23. In addition to submitting this as part of the reapplication.

Save a copy in your files BEFORE SIGNING for reference and future progress reporting.

	VI. AODA LOCAL PLAN	
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Local Plan for use of Discretionary Funds: For each SMART goal develop a chronological list of action steps, the timeline/completion date(s), evidence of completion, and person/position responsible.

NOTE: Year two plan must reflect a continuation of year one goals, objectives, etc.

<b>Example SMART Goal</b>				
<i>By the end of the 2023 school year, at least five student services staff members will be trained in SBIRT and fully implement the program while providing ongoing evaluation data as to student outcomes</i>				
Action Step	Timeline/Planned Completion Date	Evidence of Completion	Personnel Responsible	Progress
<i>Identify screener to use in assessment</i>	<i>November 2022</i>	<i>Documented and approved by school board</i>	<i>AODA Coordinator and Student Services Team</i>	
<i>Identify which students may be screened e.g., (all freshman, students who violate school AODA policies, Athletes who violate athletic code)</i>	<i>December 2022</i>	<i>Resources approved by school board</i>	<i>AODA Coordinator and Student Services Team</i>	
<i>Train 5 student services staff members in SBIRT.</i>	<i>February and March 2023</i>	<i>Attendance at and successful completion of training per instructor evaluation</i>	<i>AODA Coordinator and Student Services Team/WISH Center or other trainer</i>	
<i>Provide SBIRT and track individual successes and referrals to treatment</i>	<i>April 2023/ongoing</i>	<i>Staff SBIRT logs: number of students, sessions, outcomes, follow up</i>	<i>AODA Coordinator and Staff trained in SBIRT</i>	











VII-a. BUDGET DETAIL (cont'd)		
Date of Request <i>mm/dd/yyyy</i>	Applicant Agency	Project No. <i>For revisions only</i>

**5. Other Objects Summary (900s)**

a. WUFAR Function Code <b>Only Required for LEAs</b> <i>Indicate for each item listed in column c.</i>	b.  Quantity	c.  Item Name <i>Include all items budgeted</i>	d.  Total Costs
<b>Total</b>			
<i>Must agree with Other Objects total on Budget Summary</i>			

- \*NOTES:
- Do **not** use this table to detail matching funds.
  - Contracted agency staff may not be reimbursed in excess of regular salary and fringe rate.
  - Attach position descriptions and agency contracts as appropriate.
  - Consultant rates may not exceed \$1,000/day.

VIII. BUDGET LOCAL MATCH		
Object	AODA Program Grants Requested	Local Match*
Salaries		
Fringes		
Purchased Services		
Non-Capital Objects		
<b>TOTAL Budget</b>		

\* A 20 percent (20%) program match is required. "In-Kind Contributions" may be estimated and used to meet Local Match Requirement.

Indirect cost are not allowable under this funding source

**IX. BUDGET SUMMARY**

Applicant Agency	<b>Grant Period</b>		Initial Request	<b>Date Submitted</b>	
	Beg.			First Revision	Second Revision
Project Number <i>For DPI Use Only</i>	End				

**Budget Revisions:** Submit a copy of this page, with appropriate revisions included. (Attach this to a brief letter of justification.) **Note:** Submit request at least **30 days** prior to expenditure of grant monies.

WUFAR Function	WUFAR Object	Amount Requested	First Revision	Second Revision
<b>Instructions (100 000 Series)</b> Activities dealing directly with the interaction between instructional staff and students.	a. Salaries (100s)			
	b. Fringe Benefits (200s)			
	c. Purchased Services (300s)			
	d. Non-Capital Objects (400s)			
	f. Other Objects (e.g., fees) (900s)			
	<b>TOTAL Instruction</b>			
<b>Support Services—Pupil and Instructional Staff Services (in 210 000 and 220 000 Series)</b> Support services are those which facilitate and enhance instructional or other components of the grant. This category includes staff development, supervision, and coordination of grant activities.	a. Salaries (100s)			
	b. Fringe Benefits (200s)			
	c. Purchased Services (300s)			
	d. Non-Capital Objects (400s)			
	f. Other Objects (e.g., fees) (900s)			
	<b>TOTAL Support Services—Pupil/Instructional Staff Services</b>			
<b>TOTAL BUDGET</b>				

<b>DPI Approval</b>	Signature of DPI Reviewer	Date Signed <i>Mo./Day/Yr.</i>
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