

Bipartisan Safer Communities Act (BSCA) Stronger Connections Grant Start Guide

April 2024



Wisconsin Department of Public Instruction

Bipartisan Safer Communities Act (BSCA) Stronger Connections Grant Start Guide

The guidance below is provided to assist local educational agencies (LEAs) in planning and preparing for the BSCA Stronger Connections grant process in WISEgrants. This guidance is not to be construed as legal advice. An LEA should consult with its own legal counsel in this process.

Any questions regarding this guidance should be directed to strongerconnections@dpi.wi.gov.



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April 2024

Wisconsin Department of Public Instruction

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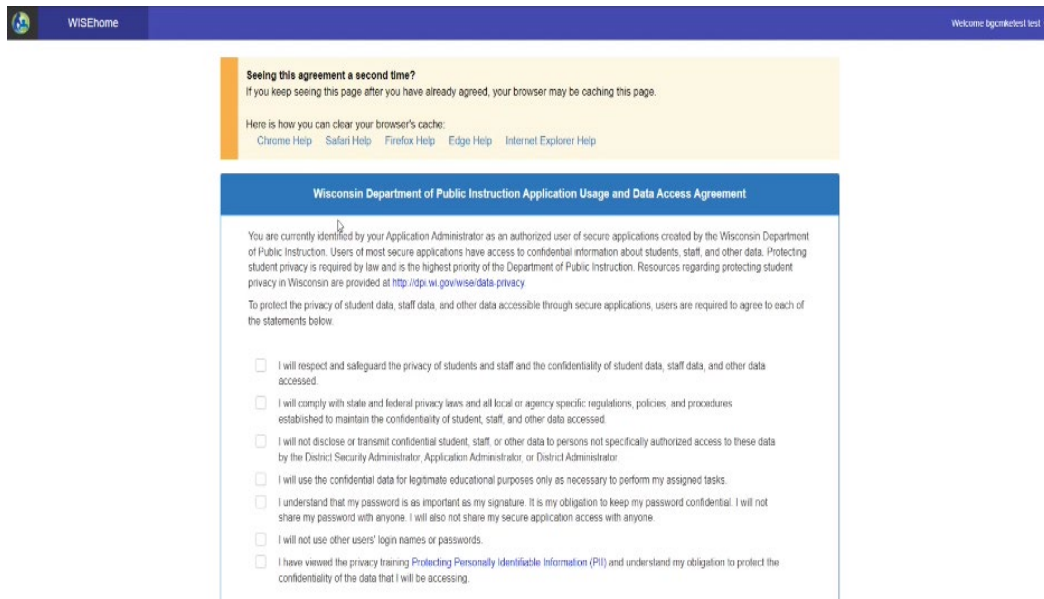
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Getting Started

1. Log into [WISEgrants](#) using your WAMS ID and password.

If this is your first time logging into WISEgrants, you will be redirected to WISEhome to complete the Wisconsin Department of Public Instruction (DPI) Application Usage and Data Access Agreement. Then, you can log into WISEgrants.



2. When you log into WISEgrants, make sure you are in the correct grant year.

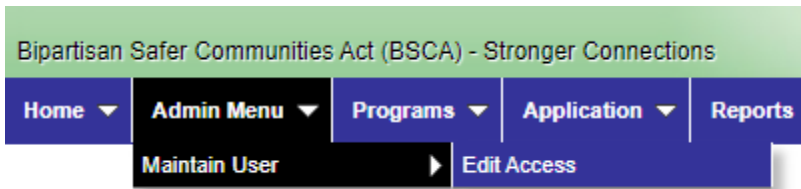


The BSCA Stronger Connections Grant will be initially available in the 2023-2024 school year. The grant will migrate to the current fiscal year through the end of the grant's performance period (September 30, 2026). This migration will occur at the end of each fiscal year, June 30. The grant year is in the blue menu bar in the top right-hand side of the screen. The WISEgrants system defaults to the current grant year.

3. Assign Authorizer and User Access for all individuals who need to access the grant.

Agency Administrators can assign user roles for all members of their agency. This includes assigning an authorizer and choosing who can access the budget and claiming screen.

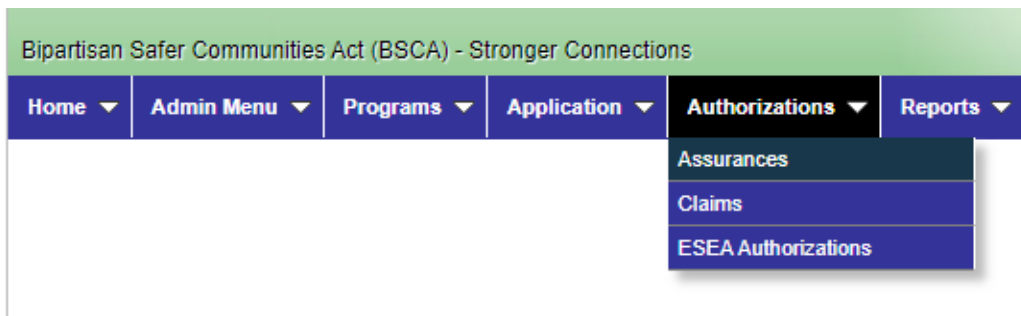
WISEgrants Administrators who have “Maintain User” rights can assign the “Authorizations” role to individuals who have been given access to WISEgrants through WISEsecure. The individual with “Maintain User” rights can see these menu items:



On the **Edit Access** page, the WISEgrants Administrator would edit the “User” by clicking on the hyperlinked name for the user you wish to edit access for.

4. An Agency Authorizer (called “District Authorizer” in WISEgrants) must digitally sign the General Education Provisions Act (GEPA) Assurances.

A user that is authorized by the agency to sign off on documents on behalf of the agency must login to WISEgrants, navigate to the blue menu bar across the top, select Authorizations > Assurances. On the Authorizations screen, select “Authorize Document” next to the GEPA Assurances. Review the assurances to ensure the agency will comply with the assurances. Select “Click to Add Digital Signature” to sign the assurances.



Documents To Be Authorized

Drag a column header and drop it here to group by that column

Act	Grant	Document Name	Parent Document	
		GEPA Assurances	GEPA Certifications and Assurances	Authorize Document


Wisconsin Information System for Education
Federal Grants Portal

District Authorization

Page: 1 of 1 Automatic Zoom

Wisconsin Department of Public Instruction
GENERAL EDUCATION PROVISIONS ACT
ASSURANCES AND CERTIFICATION
 PI-1091 (Revised 12/15/18)
 20 USC 1221b

The document below must be digitally signed by an individual assigned as a district authorizer. To view authorization button, scroll to the bottom of the window.

I. LOCAL EDUCATIONAL AGENCY IDENTIFICATION	
Name of Local Educational Agency	LEA Code

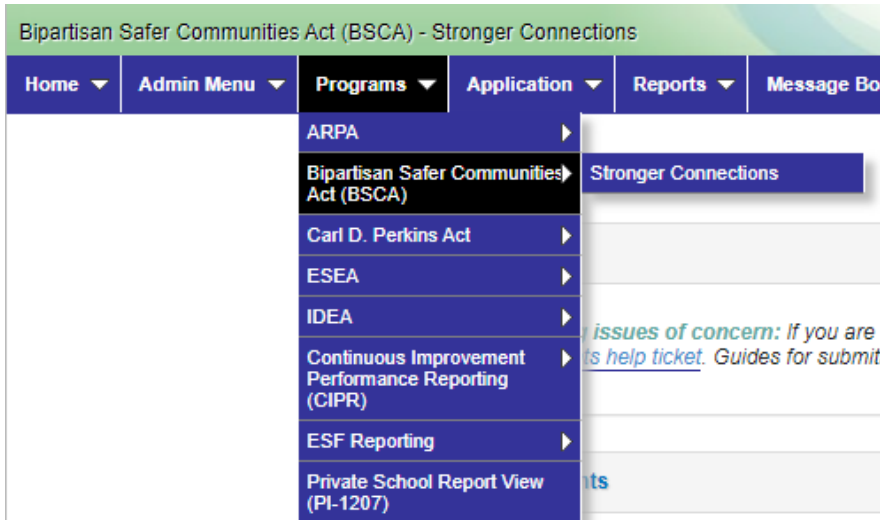
II. ASSURANCES	
(1) The grantee will administer the programs in accordance with all applicable statutes, regulations, program plans, and applications. (2) The control of funds provided to the grantee under the programs, and title to property acquired with those funds, will be in a public agency and a public agency will administer those funds and property. (3) The grantee will use fiscal control and fund accounting procedures that will ensure proper disbursement of, and accounting for, federal funds paid to that agency. (4) The grantee will make reports to the Wisconsin Department of Public Instruction (WDPI) and to the Secretary of the U. S. Department of Education (the Secretary) as may reasonably be necessary to enable the WDPI and the Secretary to perform their duties, and the grantee will maintain such records, including the records required under 20 U.S.C. §1232(f), and provide access to those records, as the WDPI or the Secretary deem necessary to perform their duties.	(7) In the case of any project involving construction – (A) the project is not inconsistent with overall state plans for the construction of school facilities, and (B) in developing plans for construction, due consideration will be given to excellence of architecture and design and to compliance with standards prescribed by the Secretary under section 794 of title 29, in order to ensure that facilities constructed with the use of federal funds are accessible to and usable by individuals with disabilities. (8) The grantee has adopted effective procedures for acquiring and disseminating to teachers and administrators participating in each program, significant information from educational research, demonstrations, and similar projects, and for adopting, where appropriate, promising educational practices developed through such projects. (9) None of the funds expended under any applicable program will be

GEPA Assurances

Click to Add Digital Signature

For additional information, see the [Certifications & Assurances for Federal Grants](#) technical assistance document.

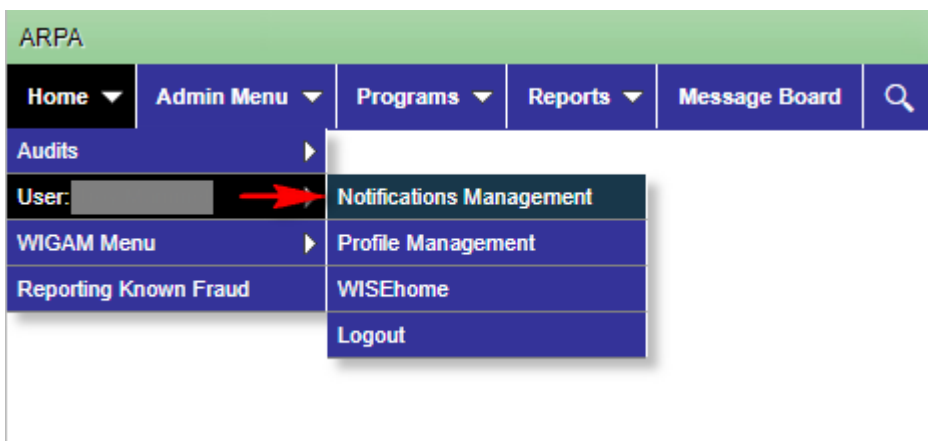
5. To access the grant in 2023-2024, on the blue menu bar select Programs > Bipartisan Safer Communities Act (BSCA) > Stronger Connections.



6. Set up your notifications to make sure you are receiving notifications about the WISEgrants Message Board, budgets, and claims.

From the blue menu, select Home > User: [Your Name] > Notifications. Scroll down to Grant > Notifications box. Find the BSCA Stronger Connects grant and check the corresponding Budget and Claim boxes to be sure you receive these notifications. Select “Save Changes” in the bottom right corner of the box.

More information about setting up contacts and notifications can be found in the [WISEgrants Administrator Role Changes and Notifications Management for All Users technical assistance guide](#).



Grant - Notifications

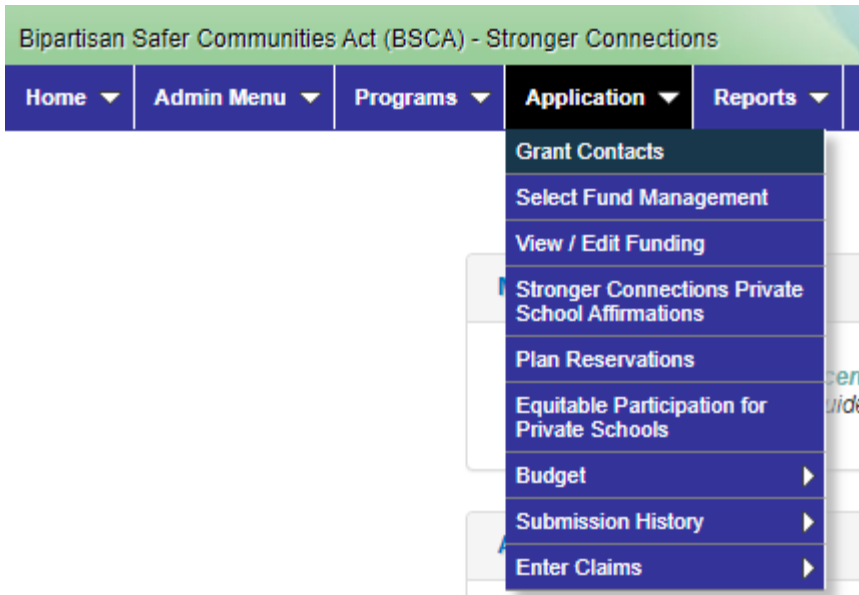
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Act	Grant	Budgeting	Claiming
ARPA	ARP Homeless Children and Youth II	<input type="checkbox"/>	<input type="checkbox"/>
ARPA	ARPA - IDEA Flow-through	<input type="checkbox"/>	<input type="checkbox"/>
ARPA	ARPA - IDEA Preschool	<input type="checkbox"/>	<input type="checkbox"/>
ARPA	Elementary and Secondary School Emergency Relief Fund III	<input type="checkbox"/>	<input type="checkbox"/>
ARPA	Evidence-Based After School Grant (ARPA)	<input type="checkbox"/>	<input type="checkbox"/>
ARPA	LETRS Reimbursement (ARPA)	<input type="checkbox"/>	<input type="checkbox"/>
ARPA	Summer School Grant (ARPA)	<input type="checkbox"/>	<input type="checkbox"/>
Bipartisan Safer Communities Act (BSCA)	Stronger Connections	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CARES Act	Elementary and Secondary School Emergency Relief Fund	<input type="checkbox"/>	<input type="checkbox"/>
Carl D. Perkins Act	Carl Perkins CTE	<input type="checkbox"/>	<input type="checkbox"/>
CRRSA Act	Elementary and Secondary School Emergency Relief Fund II	<input type="checkbox"/>	<input type="checkbox"/>
ESEA	Education for Homeless Children and Youth - Compliance	<input type="checkbox"/>	<input type="checkbox"/>
ESEA	Title I-A	<input type="checkbox"/>	<input type="checkbox"/>
ESEA	Title II-A	<input type="checkbox"/>	<input type="checkbox"/>
ESEA	Title III-A	<input type="checkbox"/>	<input type="checkbox"/>
ESEA	Title IV-A	<input type="checkbox"/>	<input type="checkbox"/>
IDEA	Enhancing Social and Emotional Skills in Students with IEPs IDEA	<input type="checkbox"/>	<input type="checkbox"/>
IDEA	IDEA - Flow-through	<input type="checkbox"/>	<input type="checkbox"/>
IDEA	IDEA - Preschool	<input type="checkbox"/>	<input type="checkbox"/>
IDEA	State Personnel Development Grant Schools (SPDG)	<input type="checkbox"/>	<input type="checkbox"/>

Reset to Default Save Changes Cancel Changes

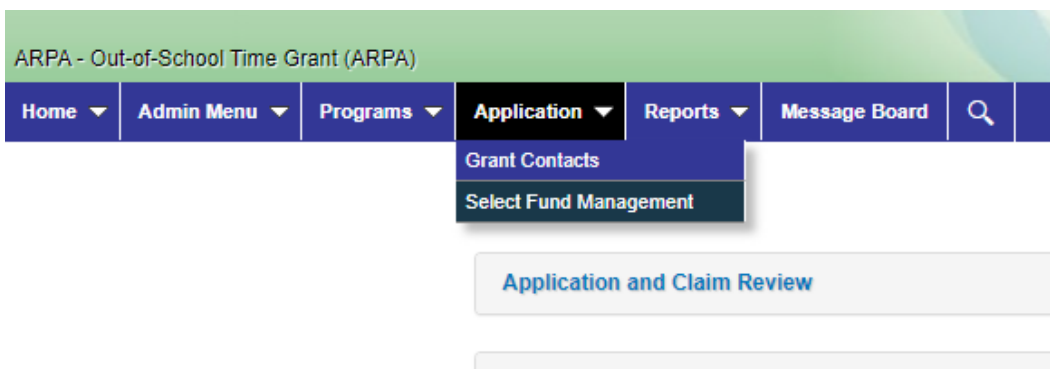
7. Select Grant Contacts by selecting Application > Grant Contacts.

Select the WISEgrants users who should be receiving communication about the grant. Use the drop-down menu to select a Grant Coordinator and a Fiscal Contact, then click “Save”.

A screenshot of a form titled "LEA Contacts". It features two dropdown menus: "Grant Coordinator:" with the placeholder text "Select Grant Coordinator..." and "Fiscal Contact:" with the placeholder text "Select Fiscal Contact...". At the bottom right of the form are two buttons: "Cancel" and "Save".

8. Select a Fund Management Option by selecting Application > Select Fund Management

There are two options for this grant: manage own funds or surrender funds to DPI. Unless your organization wants to refuse the funds, please select "Manage Own Funds". Then, click "Submit Selection".



Select one of the following methods to manage your Out-of-School Time Grant (ARPA) funds:

Manage Own Funds

Surrender Funds to DPI

9. Affirmation of Private Schools (if applicable).

The Bipartisan Safer Communities Act's (BSCA) Stronger Connection grant requires LEAs to provide equitable services to private school children, teachers, and other educational personnel in Safe and Healthy Students as defined under section 4108 of the Elementary and Secondary Education Act (ESEA).

LEAs must provide these equitable services in the same manner as provided under Title IV, Part A of ESEA (20 U.S.C. § 7881(d)). This includes conducting and maintaining documentation of *timely and meaningful* consultation with all private schools located within its boundaries. The goal of this consultation is to support the private school in determining whether it will participate in programs under the Act; and, if the private school chooses to participate, how best to provide equitable and effective services.

The Stronger Connections Affirmation of Consultation with Private School Officials form must be completed for each private school as an official record of the agreements and overall consultation between the LEA and private school. LEAs are required to keep a completed and signed copy of each private school's form on file and provide a copy of the form to the private school. **A copy of the form will not be uploaded into WISEgrants but may be requested by DPI if deemed necessary.**



Verification of Consultation with Private Schools

1) To meet the consultation requirement, the LEA was required to reach out to all private schools located within its boundaries with the intent to hold a consultation meeting that would result in a signed affirmation of consultation form. Did the LEA collect affirmation forms from all private schools regardless of their participation status under the Stronger Connections grant?

The LEA collected and maintains record of signed affirmation forms for all private schools within its boundaries.

The LEA was unable to collect a signed affirmation form from the following private school(s):

2) Under ESEA, private schools have the rights to request the support of the ESSA Ombudsman should they have concerns about the consultation process. Did any private schools that completed the affirmation of consultation form request the support of the ESSA Ombudsman to address their concerns?

All private schools indicated that the LEA's consultation was timely, meaningful, and equitable in regard to program design.

One or more private schools indicated that the LEA's consultation was not timely, meaningful and/or equitable in regard to program design.

3) Did the LEA have at least one private school elect to participate in the Stronger Connections grant on the affirmation form?

Yes

No

Save

If you are unable to collect a signed affirmation form, you will indicate that here. The LEA's private schools will populate as you start to search their name.

Verification of Consultation with Private Schools

1) To meet the consultation requirement, the LEA was required to reach out to all private schools located within its boundaries with the intent to hold a consultation meeting that would result in a signed affirmation of consultation form. Did the LEA collect affirmation forms from all private schools regardless of their participation status under the Stronger Connections grant?

The LEA collected and maintains record of signed affirmation forms for all private schools within its boundaries.

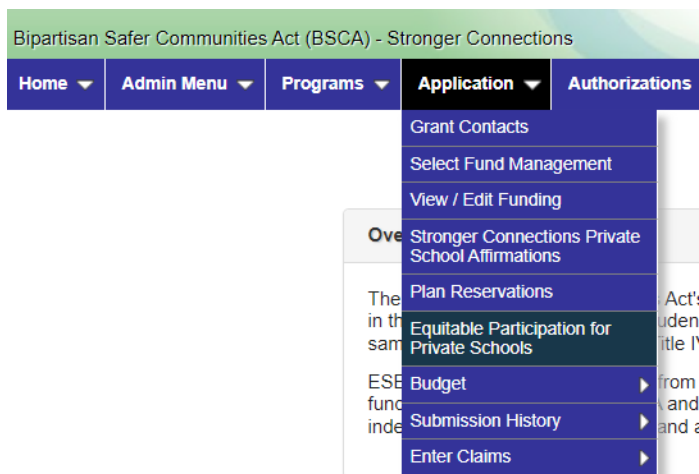
The LEA was unable to collect a signed affirmation form from the following private school(s):

Saint Marys Grade Sch X

10. Equitable Participation for Private Schools (if applicable).

ESEA prohibits the private school from obligating or receiving ESEA funds. The control of funds used to provide equitable services is maintained by the LEA. Materials purchased with the funds are administered by the LEA and remain the property of the LEA. Services must be provided by an employee of the LEA or through a contract by the LEA with an individual or entity independent of the private school and any religious organization. The services, materials, or other benefits shall be secular, neutral, and non-ideological.

To view the proportional share funding amounts available for each of your private schools, navigate to the “Equitable Participation for Private Schools” screen.



Equitable Participation for Private Schools

Overview

The Bipartisan Safer Communities Act's (BSCA) Stronger Connection grant requires LEAs to provide equitable services to private school children, teachers, and other educational personnel in the area of Safe and Healthy Students as defined under section 4108 of the Elementary and Secondary Education Act (ESEA). LEAs must provide these equitable services as in the same manner as provided under Title IV, Part A of ESEA (20 U.S.C. § 7881(d)).

ESEA prohibits the private school from obligating or receiving ESEA funds. The control of funds used to provide equitable services is maintained by the LEA. Materials purchased with the funds are administered by the LEA and remain the property of the LEA. Services must be provided by an employee of the LEA or through a contract by the LEA with an individual or entity independent of the private school and any religious organization. The services, materials, or other benefits shall be secular, neutral, and nonideological.

Proportional Share Calculation for Equitable Participation

Total Allocated Funds Available:	\$30,000.00
Direct Administration Reservation: <small>(Direct Administration costs are budgeted under the Public Sub-Budget)</small>	\$1,500.00
Amount Available for Stronger Connections Services: <small>(Total Allocated Funds Available – Administration Reservation)</small>	\$28,500.00

	Public	Private (participating private schools only)
Total Enrollment per ESEA Centralized Enrollment:	15,177	1,970
Per Pupil Amount for Stronger Connections Services: <small>(Amount Available for Services / Total Public and Private Enrollment)</small>	\$1,662.1	\$1,662.1
Stronger Connections Proportional Share Totals: <small>(Per Pupil Amount * Total Enrollment)</small>	\$25,225.67	\$3,274.33

Filter List: X

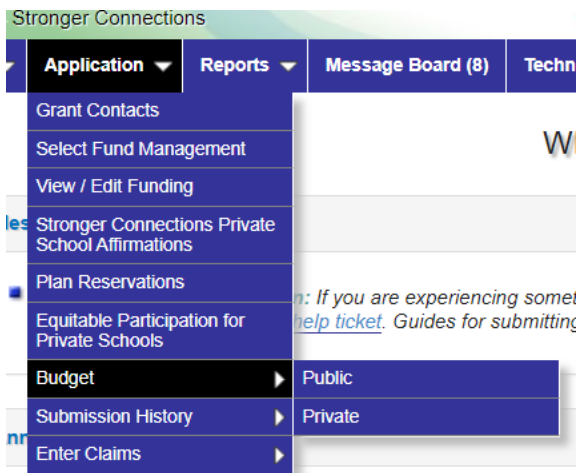
Drag a column header and drop it here to group by that column

Private School Code	Participating Private School	Grade Span	Private School Total Enrollment (certified 2023-2024 ESEA Centralized Enrollment)	Per Pupil Amount for Stronger Connections Services	Private School Amount
			324	\$1,662.1	\$538.52
			0	\$1,662.1	\$0.00
			160	\$1,662.1	\$265.94
			151	\$1,662.1	\$250.98
			317	\$1,662.1	\$526.89
			285	\$1,662.1	\$473.70
			467	\$1,662.1	\$776.20
			266	\$1,662.1	\$442.12
Total					\$3,274.33

Submitting a Budget

1. To navigate to the budget screen, select **Application > Budget > Public or Private.**

There are two sub budgets available for this grant: Public and Private. Federal law requires LEAs to budget and claim costs for public and private schools separately. For costs incurred by the LEA, you will use the **public budget**. For costs incurred by private schools through their equitable participation amount, you will use the **private budget**.



Private School Budget

The Private school budget will only display for the LEA if they have a private school participating and is receiving an equitable participation share over \$0.

It is important to note that the LEA must maintain control of the funds (creating contracts, making purchases, etc.) on behalf of the private school. It is critical to maintain communication with the private school around allowable use of funds.

The private school allocation can be spent at the discretion of the private school and does not have to align with the LEAs expenditures. The private school funds must still follow the allowability guidelines of the grant.

WUFAR and Allowability Checklist

The WISEgrants budget sections align with the [Wisconsin Uniform Financial Accounting Requirements \(WUFAR\)](#). Collect an Entity File Number (EFN) for all staff charged to the grant who instruct students, coach other staff, or provide a support service requiring a license (i.e., school social worker). [Use the Wisconsin Educator License Lookup website to search for EFNs.](#)

LEAs can use the [Federal Grants Allowability Checklist](#), [Section 4108 of the Every Student Succeeds Act](#), [DPI BSCA Stronger Connections FAQs](#), and [USDE BSCA Stronger Connections Frequently Asked Questions \(non-regulatory guidance\) document](#) to determine if costs are allowed.

2. Select a budget section to begin entering budget items.

At the top of the budget screen, there are five different budget sections. Click the section you would like to start entering line items in.

The budget sections are as follows:

- **Personnel** - this includes all staff positions within the organization.
- **Purchased Services** - this includes all contracts (including contracted staff who are not employees of the organization) and subscription services.
 - Costs associated with mental health treatment (see [Guidelines for Using State & Federal Funds for Mental Health and AODA Treatment Costs for Youth](#) for details of this cost item). It is recommended that LEAs determine a maximum amount, not to exceed 20 percent of grant funds, that will be budgeted for school-based treatment costs.
- **Non-Capital Objects** - this includes general supplies, technology equipment, and other goods.
 - Capital and non-capital safety equipment such as security cameras and vape detectors are Limited to 20 percent of the total award amount.
 - Food is limited to that which is required for activities such as cooking classes and reimbursement for staff in travel status for training.
- **Capital Objects** - this includes all expenditures over \$10,000 (newly raised federal threshold or the subrecipient's capitalization threshold if less).
- **Capital and non-capital safety equipment** such as security cameras and vape detectors are Limited to 20 percent of the total award amount.
- **Other Objects** - this includes dues and fees such as entrance fees for academic field trips.
- **Stronger Connections Mental Health Services Active Parental Consent** - see more information below.

- **Administrative Costs** - capped at 5 percent of the grant award. Direct administrative costs related to oversight and implementation of the grant. This would include consultation services with private schools, if applicable.

Stronger Connections Budget - Public

Submission

Submission Personnel Purchased Services Non-Capital Objects Capital Objects Other Objects Indirect
 Stronger Connections Mental Health Services Active Parental Consent View All Sections

Stronger Connections Budget - Private

Submission

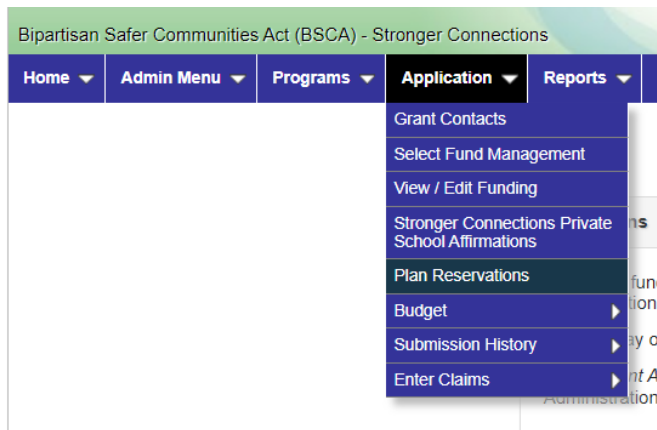
Submission Personnel Purchased Services Non-Capital Objects Other Objects Indirect View All Sections

3. Reservation of Funds.

Reserving funds for direct administration costs is optional. However, a local educational agency (LEA) may reserve up to 5 percent for direct administration costs associated with oversight of the Stronger Connections grant (i.e., budget and consultation for equitable participation).

An LEA may only enter an amount in the "Direct Administration" field.

The *Amount Available for Stronger Connections Services* is equal to the *Total Allocation* minus any funds set-aside under the *Direct Administration Reservation*.



Plan Reservations

Instructions ▲

Reserving funds for direct administration costs is optional. However, an local educational agency (LEA) may reserve up to 5% for direct administration costs associated with oversight of the Stronger Connections grant (i.e., budget and consultation for equitable participation).

An LEA may only enter an amount in the "Direct Administration" field.

The *Amount Available for Stronger Connections Services* is equal to the Total Allocation minus any funds set-aside under the Direct Administration Reservation.

Reservations ▲

Total Allocated Funds Available:	\$300,000.00
Direct Administration: Maximum Available is \$300,000.00 x 5% = \$15,000.00	\$15,000.00
Amount Available for Stronger Connections Services:	\$285,000.00

4. Enter Budget Items.

Once a budget section is selected, you can begin entering budget items. There are two ways to work on finding budget combinations. You can enter the combination manually, starting with the top selection "Program Type" and working your way down. As you make selections, the other options will start to filter to WUFAR combinations that are available. Items with a red circle containing a white arrow indicate the field is required. Other fields are optional, though we strongly encourage the use of the "Detailed Description" field to provide more information about the budgeted expense.

Another way to enter budget items is to use the Search for "Budget Combinations" tool. The [Search for Budget Combinations Tool technical assistance guide](#) provides a great overview on using this tool to find the right budget combination.

Search for Budget Combinations ▼

Instructions:

- Type a term into the search bar below.
- The search tool will display a list of all WUFAR combinations containing the specified term(s).
- Select the desired WUFAR combination from the list.
- If the WUFAR combination you are looking for is not listed, try using a different search term. (The search tool will not search by Program Type).

Search for Budget Combinations

Program Type	Position Label	Area Label	Position Activity	Function	Object
Safe and Healthy Students	Teacher	All Subjects/Elementary	Before/After School	110000 - Undifferentiated Curric...	200 - Employee Benefits
Safe and Healthy Students	Other Professional Staff in a No...	Mental Health Navigator	Standard (Default)	215900 - Other Psychology	200 - Employee Benefits
Safe and Healthy Students	Other Professional Staff in a No...	School Safety Coordination	Standard (Default)	253700 - Security Services	200 - Employee Benefits
Safe and Healthy Students	Other Professional Staff in a No...	School Climate	Standard (Default)	221900 - Other Improvement of ...	200 - Employee Benefits
Safe and Healthy Students	Other Support Staff	Clerical/Support Staff	Family Engagement	219000 - Other Pupil Services	200 - Employee Benefits
Safe and Healthy Students	Other Support Staff	Clerical/Support Staff	Standard (Default)	223800 - Other Instructional Sta...	200 - Employee Benefits
Safe and Healthy Students	Other Professional Staff in a No...	Parent Liaison	Family Engagement	219000 - Other Pupil Services	200 - Employee Benefits
Safe and Healthy Students	Other Professional Staff in a No...	Parent Liaison	Professional Development	264400 - Noninstructional Staff ...	200 - Employee Benefits
Safe and Healthy Students	Staff	Activity Funding for Multiple Staff	Family Engagement	219000 - Other Pupil Services	200 - Employee Benefits
Safe and Healthy Students	Staff	Activity Funding for Multiple Staff	Professional Development	221300 - Instructional Staff Trai...	200 - Employee Benefits
Safe and Healthy Students	Staff	Activity Funding for Multiple Staff	Professional Development	264400 - Noninstructional Staff ...	200 - Employee Benefits
Safe and Healthy Students	Short Term Substitute Teacher	No Description Beyond Position	Professional Development	221300 - Instructional Staff Trai...	200 - Employee Benefits

The "[Search for WUFAR Combinations in WISEgrants](#)" technical assistance document provides guidance on how to see which WUFAR codes are available for this grant. If there is a WUFAR code you need that is not available, you can request its addition by filling out a [help ticket](#).

5. Active Parental Consent (if applicable).

Districts that fund mental health assessments and services with BSCA Stronger Connections funds will be required to upload documentation of active parental consent and written parental notice as part of their BSCA Stronger Connections application.

When the mental health assessment and services code is used in WISEgrants, an active parental consent documentation link will appear within the public budget section.

An example of an activity that might require active parental consent would be mental-health related groups.

Additional guidance on funding mental health services with BSCA Stronger Connections funds can be found in the [School Mental Health Funding: Expenses 101 Quick Guide](#).

Uploading Active Parental Consent Documentation (if applicable)


Overview

ESEA Section 4001(a)(1)(A) requires LEAs to obtain prior written, informed consent from the parent of each child who is under 18 years of age to participate in any mental-health assessment or service that is funded with Title IV-A. Active parental consent means receiving a signature from a parent or guardian prior to the student participating in the mental health assessment or service.

ESEA Section 4001(a)(1)(B) requires LEAs to provide the parent written notice describing in detail such mental health assessment or service, including the purpose for such assessment or service, the provider of such assessment or service, when such assessment or service will begin, and how long such assessment or service may last.


Evidence of Parental Consent Form Upload

Please upload the form used by the LEA to obtain active parental consent for the mental health assessment or service. The selected file must be in PDF format.



Evidence of Written Notice Upload

Please upload the written notice provided to the parent that describes the mental health assessment or service. The selected file must be in PDF format.



6. Davis-Bacon Assurances.

Districts that fund minor remodeling with BSCA Stronger Connections funds will be required to answer assurances that meet the Davis-Bacon Act requirements (40 U.S.C. §§276a to 276a-7) as part of their BSCA Stronger Connections application.

All remodeling, maintenance, and repair contracts using laborers and mechanics financed by federal education funds, an LEA that uses federal funds for minor

remodeling, renovation, repair, or construction contracts over \$2,000 must meet all Davis-Bacon Act requirements (40 U.S.C. §§276a to 276a-7). Consult your legal counsel to ensure your LEA is meeting the requirements of the Davis-Bacon Act.

Under the Davis-Bacon Act, LEAs are required to:

- Ensure contractors pay wages to laborers and mechanics at a rate no less than the prevailing wages specified in a wage determination made by the Secretary of Labor.
- Ensure contractors pay wages no less than once a week.
- Place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation.
- Include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145) and comply with the provisions of the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874) in their contract.
- Report all suspected or reported violations to the United States Department of Education.

For more information about prevailing wage, LEAs should visit the [Department of Labor \(DOL\) website](#).

Construction & Remodeling	Materials & Construction	Describe the specifics of the remodeling project.	The Davis-Bacon and Related Acts apply to any contractor or subcontractor performing on a contract in excess of \$2,000 for the construction, alteration, or repair of public buildings or public works. Please acknowledge that you will meet the Davis-Bacon requirements with this project and its related contracts.
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7. Submit your budget.

Once you are done entering budget items, click “Submission” on the top panel next to the budget sections. Scroll to the bottom of the screen, to the “Budget Submission” section. If there are any validation errors or missing tasks, an error message will show in red (example below), with the steps to correct it. Once all validations are addressed, you will be able to submit your budget.



If an organization’s WISEgrants Authorizer has not yet done so, please digitally sign the GEPA Assurances form on the Authorizations screen by clicking the “Authorizations screen” link ([see Getting Started: Step 4](#)).

In order to submit the [redacted] budget, complete the tasks identified here:

- The GEPA Assurances form has not been digitally signed by your District Authorizer. Contact your District Authorizer and have them digitally sign the GEPA Assurances form on the [Authorizations](#) screen.

The screenshot shows the WISEgrants Federal Grants Portal interface. At the top, there is a navigation menu with options like Home, Admin Menu, Programs, Application, Authorizations, Reports, Message Board (1), and Technical Assistance. The main content area is titled 'Submission' and includes a sub-section for 'General Education'. Below this, there are tabs for 'Submission', 'Personnel', 'Purchased Services', 'Non-Capital Objects', 'Other Objects', 'Indirect', and 'View All Sections'. A 'Messages' section contains a message about WUFAR crosswalk. A 'Budget Submission' section shows a message: 'The [redacted] General Education budget is ready to submit.' A green box highlights the 'Submit Budget' button.

8. Budget Revisions

Please do not enter \$1 or \$0 place holders for line items. Organizations can enter as many budget revisions as necessary to close out the grant and do not need to budget for the full amount right away if they are not ready.

9. Budget Approval

After you submit the budget, it gets sent over to DPI staff for approval. The DPI staff member responsible for reviewing your budget, along with their contact information, can be found under the grant contacts tab.

DPI staff will review your budget and can take one of three actions:

- Approve:** DPI staff approve your budget and then you are able to claim those line items.
- Return:** DPI staff will provide a specific series of actions requested of the agency to receive budget approval. For example, a budget line item may be incorrectly aligned to a WUFAR object-function combination, a cost may

not be allowed on the BSCA Stronger Connections grant, or a cost may not appropriately align with your budget. The agency will then take the actions requested by DPI to resubmit the budget for review.

3. **Under DPI Review:** DPI staff will require a response from the agency to take one of the above actions on the budget. For example, if the agency did not provide a detailed description of a line item and it is unclear what the agency is trying to budget, DPI may require the agency to provide additional information before approving or returning the budget for revisions.

The agency will be notified by an automated WISEgrants email message when DPI takes one of the above actions. Be sure the agency staff has turned on notifications as described earlier in this document.

10. Determine Estimated Carryover in WISEgrants

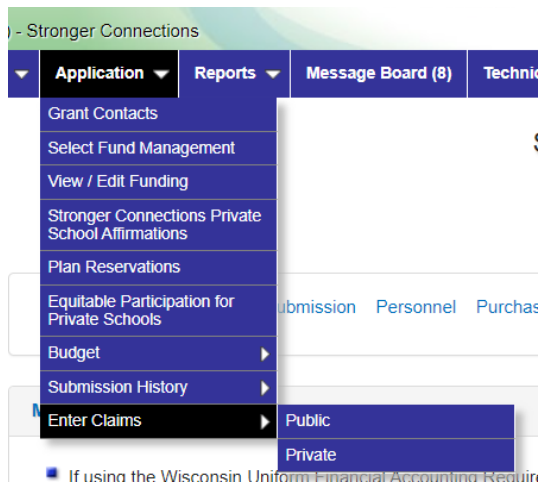
Determine an estimated preliminary carryover amount based on last year's expenditures by viewing the "Current Preliminary Carryover" section at the bottom of the "View/Edit Funding" screen in WISEgrants. DPI will load final carryover amounts for all LEAs in January.

Submitting a Claim

1. Navigate to the claims screen.

To begin preparing your claim, navigate to the BSCA Stronger Connections Grant Claims Screen by going to Application > Enter Claims > Public or Private.

If you cannot see the Application option on the blue menu bar, make sure you are on the Programs > Bipartisan Safer Communities Act (BSCA) > Stronger Connections.



2. Prepare your claim.

See the [Submitting a Claim in WISEgrants](#) technical assistance for a detailed walkthrough of WISEgrants claiming functionality.

Resources

[WISEgrants Technical Assistance Webpage](#)

[WISEgrants Help Ticket](#)

[Submitting a Claim in WISEgrants](#)

[Search for WUFAR Combinations in WISEgrants Technical Assistance](#)

[Using the Search for Budget Combinations Tool](#)

Send any Bipartisan Safer Communities Act (BSCA) Stronger Connections Grant related questions to strongerconnections@dpi.wi.gov or to your agency's DPI grant contact in WISEgrants.