Fiscal Year (FY) 2020-21 School Based Mental Health Services Grant (SMHG) Renewal Form

In order to receive SMHG funding in the FY 2020-21, previously approved 2019-20 recipients of the grant must complete and submit the SMHG PI-1831 grant renewal form to the DPI by **11:59 p.m., May 1, 2020**. Please submit your completed forms to the DPI’s in-box at: schoolmentalhealthservicesgrant@dpi.wi.gov.

SMHG Renewal Form General Instructions

- **Section I – General Information.** Please provide your current contact information, a current primary community medical health provider partner and the original award amount.
- **Section II – Certification Signature.** Remember forms must be digitally signed by your District Administrator that your District agrees to the terms and conditions of the grant funding. Original signature can be accepted provided it is scanned and included with your complete form by the due date of May 1, 2020.
- **Section III - Project Abstract.** Provide a brief summary statement about your proposed renewal FY 2020-21 project. State how your project aligns to your original proposal’s goals and objectives. Consortiums must include a list of all participating districts that includes their role(s) with the grant project. *Detailed goals with objectives, goal activities evaluation methods, timelines and responsibilities must be added under Section V – Project Plan.*
- **Section IV – General Assurances.** All grantees are responsible for compliance with the certifications and assurances attached to this funding.
- **Section V – Consortium Verification.** Districts that applied as a consortium must recertify all participating Districts. Digital signatures are allowed (as stated under Section II).
- **Section VI - Project Plan.** Provide detailed goals with objectives, activities to achieve goal(s), evaluation methods, timelines and responsibilities. Download and include additional pages with your form to accommodate each measurable goal.
- **Section VII - Budget.** Do you speak WUFAR? If not, your business office does! Please work with your business office when completing any financial forms. Our accountants use the budget information you provide to reimburse claims. Filling out your budget and subsequent claim forms incorrectly may delay payment

SMHG funding allows for approved personnel costs, purchased services, and limited purchases of non capital items.

**Remember** - If you are budgeting for Non Capital Objects there is a 10% CAP based on the total award amount. The following list is a sample of SMHG requests, (not a comprehensive list) of items that would be capped to 10%:
Supplies - Consumable materials and/or food for students and trainings, meetings, etc.
Incentives – Must be connected to your work. E.g. trinkets, food, clothing, gift cards, etc.
Furnishings – e.g. Furniture, Rugs, Lamps, etc.
Technology Equipment – e.g. Computers, IPADS, printers, etc.
Copies/Printing Costs
Room Renovations, creating therapy spaces
Therapeutic Equipment, Therapy Dog

Non Capital Objects that are NOT subject to a 10% Cap include:

- Evidence based curriculum(s)
- Materials purchased to support curriculum(s) that are not a consumable e.g. puppets, books, games, etc.
- Screening or assessment tools and materials
- Books for students that support SEL and mental health
- Books for adults that build their capacity and expertise in school-based mental health plan relevant topics such as mental health, trauma, and SEL
- Non consumable materials that support ‘calm down’ spaces

If you have any questions about the SMHG program and allowable costs, please contact Beth Herman, DPI Consultant at beth.herman@dpi.wi.gov

Questions about the form(s) can be directed to Polly Tubbs, Grants Specialist at polly.tubbs@dpi.wi.gov

Financial related questions can be directed to Mark Rudman, Accountant at mark.rudman@dpi.wi.gov