



WISCONSIN DEPARTMENT OF **Public Instruction**

Recovery High Schools Planning Grant Application

Instructions

Act 72 Recovery High Schools Planning Grant Program Planning Grant Application

Grant Period: July 1, 2026 through June 30, 2027

This grant program provides funding for the operation of recovery high schools. A recovery high school is defined as a public, private, or tribal school that operates only high school grades and meets all of the following criteria: (a) the school is specifically designed for pupils in recovery from a substance use disorder or a mental health disorder that coexists with a substance use disorder; and (b) the school awards high school credits that either count towards a high school diploma awarded by the school or will transfer and count towards a high school diploma awarded by a school district.

This legislation provided funding for two different grant programs:

Recovery High Schools Operational Grant Program

Recovery High Schools Planning Grant Program

This application form is specifically for the Recovery High Schools Planning Grant Program.

Eligible Applicants

Public, private, and tribal schools that intend to establish a recovery high school.

Non Profit organizations that intend to establish a recovery high school.

Awards and Budget

Applicants must submit a proposal and itemized budget in a grant amount up to \$100,000. The budget form is included as part of the application.

*Please note: Grant award amounts for the planning and operational grants will vary depending on the number of currently operating recovery schools in Wisconsin and the number of applicants for each grant program.

Application Deadline

Applications must be submitted online by May 1, 2026.

Section I. General Information

Project Contact's Information

First and Last Name:

Title:

E-Mail Address:

Phone Area/Number:

Fax Area/Number:

Fiscal Contact's Information

First and Last Name
if different than project contact:

Title:

E-Mail Address:

Phone Area/Number:

Fiscal Contact's Mailing Address *Street, City, State, ZIP:*

Applicant Agency's Information

Agency Name:

Mailing Address *Street, City, State, Zip:*

Total Funds Requested
(Up to \$100,000)

Section II. Overview

Under 2023 Wisconsin Act 72, this grant program provides funding for up to four planning grants of recovery high schools in each school year to nonprofit organizations and public, private, and tribal schools that intend to establish a recovery high school. A recovery high school is defined as a public, private, or tribal school that operates only high school grades and meets all of the following criteria: (a) the school is specifically designed for pupils in recovery from a substance use disorder or a mental health disorder that coexists with a substance use disorder; and (b) the school awards high school credits that either count towards a high school diploma awarded by the school or will transfer and count towards a high school diploma awarded by a school district.

A recipient of a planning grant may use the grant funds for any of the following:

- Hiring a consultant for planning the recovery high school.
- General program planning for the recovery high school.
- Curriculum and lesson planning for the recovery high school.
- Mental health services planning for the recovery high school.

- Any other costs incurred to develop a final plan for establishing a recovery high school.

Funding of programs - 2023 Wisconsin Act 72 requires DPI to request that the Joint Committee on Finance provide \$500,000 in each year of the fiscal biennium in supplemental funding. The act requires DPI to allocate a portion of the supplemental funding appropriation for planning grants depending on the number of recovery high schools DPI determines are operating in Wisconsin. Specifically, in any school year that DPI determines there are fewer than three recovery high schools operating in Wisconsin, DPI must allocate \$300,000 for planning grants. In the school year beginning after DPI first determines that at least three recovery schools are operating in Wisconsin and in each school year thereafter, if DPI determines that fewer than three recovery high schools are operating in Wisconsin for that school year, DPI must allocate \$100,000 for planning grants. In the school year when the DPI determines that there are three or more recovery high schools operating in Wisconsin, no planning grants will be awarded. In this school year 2026-2027, DPI has determined there are fewer than three recovery high schools operating, thus initiating the planning grants provision for this school year. For 2026-2027 school year, the law guides DPI to award up to four planning grants. If four planning grants are funded the maximum award for each will be up to \$75,000. If three or fewer planning grants are funded the maximum award will be up to \$100,000 each.

School Eligibility - Eligible applicants for planning grants are Wisconsin nonprofit organizations and public, private, and tribal schools that intend to establish a recovery high school.

Reporting Requirement - If awarded a planning grant, the grantee will be required to submit a report by August 1, 2027, in a manner that does not identify a pupil enrolled in the recovery high school, all of the following to DPI:

- How it used the grant funding it received for planning a recovery high school.
- The status of the grant recipient's plan to establish a recovery high school, which may include a final plan for establishing a recovery high school or an explanation of why the recipient no longer intends to establish a recovery high school.

A planning grant applicant must include as part of its application to DPI the grant amount requested and a proposed budget for how it will use the funds in the following school year. If DPI does not award an applicant the full amount the applicant requested, DPI must provide the applicant with an explanation.

Return of Unused Funds - Grant recipients must return any funds that are unused during the project period, which ends on June 30, 2027, to DPI.

Section III. Abstract

Summarize the proposal and make sure to address the targeted population, the key needs, what the project ultimately seeks to implement.

Limit response to 2,000 characters.

Section 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.

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.

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

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.

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 here:

<https://publicrecordsboard.wi.gov/Documents/School%20GRS.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).

Section V. Readiness

In this section, describe the stakeholders in place to ensure successful implementation of grant project.
Limit response to 5,000 characters.

Stakeholders

Stakeholders include the population to be served, families, community partners, school staff and administrators, as well as agency administrators. Be sure to include stakeholders who demographically represent the target population(s).

Who are the stakeholders identified for this grant project and what are the roles of these stakeholder groups in the implementation of the grant project?

Section VI. Plan (Needs Assessment)

Identify the need(s) to be addressed with grant funds. Applicants must have an organized and systematic approach to use data for meaningful analysis.

Data analysis includes an assessment of the needs experienced by the target population.

Limit each response to 5,000 characters.

Demonstration of Need

Identify the overall specific need(s) for the target population to be addressed by the grant project. Include the supporting data that is being used to determine the need(s).

Example: Statewide assessment and local screening data shows that students with substance use disorder (SUD) are significantly less proficient in reading than those without. Last year, only 12% of our students in recovery reached proficiency, compared to 40% of their peers without SUD.

Section VII. Do (Action Plan)

Applicants may develop up to two (2) Student Outcome Priority Statements/SMART Goals to address Student Outcome Priority statements for this grant project.

Develop an action plan to implement the proposed grant program. The plan must include SMART (Specific, Measurable, Attainable, Relevant and Timely) goals that align with the student outcome priority statement(s). Applicants may have more than one SMART goal for the same student outcome priority statement.

For each SMART goal listed, include the action step(s) (i.e., activities to be implemented) to achieve the goal. Action steps may include evidence-based strategies (e.g., activity, strategy, or intervention that demonstrates a positive effect on improving student outcomes and/or adult practices) or other activities to achieve the goal. Applicants may have more than one action step for each goal.

For each action step, list the planned completion date, evidence of completion (description of how the applicant will know the action is complete and often reflects the goal), and the personnel responsible for completing the action. A new row for additional action steps will automatically be created when you press the tab key in the last "personnel responsible."

Action Plan—Example			
Student Outcome Priority Statement <i>Students enrolling in a recovery high school will need instruction for earning credits or courses that advance the students toward high school graduation. Planning for a recovery high school entails development or acquisition of curriculum and lessons for a school course of study. Students who would attend this planned recovery high school would receive instruction through this curriculum and lessons.</i>			
SMART Goal to Address Priority Area/Statement #1 <i>By the end of the 2024 fiscal year (June 30, 2025), planning will have occurred for the new recovery high school detailing an instructional course of study and outlining curriculum development or procurement plans.</i>			
Action Step	Timeline/Planned Completion Date	Evidence of Completion	Personnel Responsible
<i>Convene team and/or consultants for planning.</i>	<i>April 2026</i>	<i>Documented and approved by school board</i>	<i>Administration of grantee organization</i>
<i>Develop plan for work and identify needed components.</i>	<i>April 2026</i>	<i>Plan and resources approved by school board.</i>	<i>Administration of grantee organization</i>
<i>Develop scope of course of study and instructional programming for proposed recovery high school.</i>	<i>May 2026</i>	<i>Documented and approved by school/non-profit administration.</i>	<i>Administration of grantee organization</i>
<i>Develop and/or procure curriculum. Detail scope and sequence along with Wisconsin academic standards alignment. Identify lesson planning and writing process.</i>	<i>June 2026/Ongoing</i>	<i>Plan and resources approved by school administration.</i>	<i>Administration of grantee organization</i>

Section VII. Do (Action Plan) (Continued) - Priority Area #1

Priority Area/Statement and Supporting Data #1

SMART Goal to Address Priority Area/Statement #1

Priority Area #1

	Action Step (i.e., Program Activities)	Timeline/Planned Completion Date	Evidence of Completion	Personnel Responsible
Action Step #1	—	—	—	—
Action Step #2	—	—	—	—
Action Step #3	—	—	—	—
Action Step #4	—	—	—	—

Section VII. Do (Action Plan) (Continued) - Priority Area #2

Priority Area/Statement and Supporting Data #2

SMART Goal to Address Priority Area/Statement #2

Priority Area #2

	Action Step (i.e., Program Activities)	Timeline/Planned Completion Date	Evidence of Completion	Personnel Responsible
Action Step #1	—	—	—	—
Action Step #2	—	—	—	—
Action Step #3	—	—	—	—
Action Step #4	—	—	—	—

VIII. Study/Check (Evaluation)

Describe the continuous improvement process the project will employ to refine, improve and strengthen the project.

Limit each response to 2,000 characters.

- a. What is the process used to collect and analyze grant-specific data?
- b. Should the data indicate a need for change, what is the process for changing or making improvements to the action steps?
- c. What is the process to share evaluation results with the public?

IX. Act (Coordination & Sustainability)

Describe the plans to coordinate with other programs during the grant period and sustain the project beyond the grant period.

Limit each response to 2,000 characters.

Coordination

What are the protocols for ongoing communication about the grant project with internal and external stakeholders? Describe the procedures for communicating the grant project within and across the system.

Sustainability

Describe the plans to coordinate with other programs during the grant period and sustain the project beyond the grant period.

X. Budget Detail - Allowable Expenses

A public, private, tribal school, or nonprofit organization that intend to establish a recovery high school may use a planning grant for any of the following purposes:

- Hiring a consultant for planning the recovery high school;
- General program planning for the recovery high school;
- Curriculum and lesson planning;
- Mental health services planning;
- Any other costs incurred to develop a final plan for establishing a recovery high school.

The above allowable costs are not an exhaustive list of items. Physical items or materials related to the operation of a Recovery High School (ie: drug testing supplies, furniture, technology, teaching/program staff, etc) are not allowable within the planning grant. For expenditure requests not listed above contact the DPI team, by emailing aodagrant@dpi.wi.gov, to discuss your proposal and possible allowability.

X. Budget Detail (Continued) - Section 1

1. Personnel Summary (100s-200s)

All staff must hold the appropriate license.

List all employees to be paid from this project. Do not include contracted personnel employed by other agencies in this section. If a vacancy exists which will be filled, indicate "vacant".

	a. WUFAR Function Code Only Required for LEAs <i>Indicate for each position listed</i>	b. Name	c. Position/Title	d. Project FTE	e. Date(s) Service to be Provided	f. Total Cost - Salary	f. Total Cost - Fringe
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							

X. Budget Detail (Continued)- Sections 2 & 3

2. Purchased Services Summary (300s)

	a. WUFAR Function Code Only Required for LEAs	b. Type of Service Purchased	c. Date(s) Service to be Provided	d. Specify Agency/Vendor or Supplier <i>If known</i>	e. Cost
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

3. Non-Capital Objects Summary (400s)

	a. WUFAR Function Code Only Required for LEAs <i>Indicate for each item listed in column c.</i>	b. Quantity	c. Item Name <i>Include all items budgeted</i>	d. Total Cost
1				
2				
3				
4				

5				
6				
7				

X. Budget Detail (Continued)- Sections 4 & 5

4. Capital Objects Summary (500s)

	a. WUFAR Function Code Only Required for LEAs <i>Indicate for each item listed in column c.</i>	b. Quantity	c. Item Name <i>Include all items budgeted</i>	d. Total Cost
1				
2				
3				
4				
5				
6				
7				

5. Other Objects Summary (900s)

	a. WUFAR Function Code Only Required for LEAs <i>Indicate for each item</i>	b. Quantity	c. Item Name <i>Include all items budgeted</i>	d. Total Cost

	<i>listed in column c.</i>			
1				
2				
3				
4				
5				
6				
7				

XI. Budget Summary

WUFAR Function = Instruction (100 000 Series)

Activities dealing directly with the interaction between instructional staff and students.

Amount Requested WUFAR Object

- a. Salaries (100s)
- b. Fringe Benefits (200s)
- c1. Purchased Services (300s)
- c2. Purchased Services (300s)
Any single contract over \$25,000
- d. Non-Capital Objects (400s)
- f. Other Objects (e.g., fees) (900s)

WUFAR Function = Support Services—Pupil and Instructional Staff Services (in 210 000 and 220 000 Series)

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.

Amount Requested WUFAR Object

- a. Salaries (100s)
- b. Fringe Benefits (200s)
- c1. Purchased Services (300s)
- c2. Purchased Services (300s)
Any single contract over \$25,000

d. Non-Capital Objects (400s)

f. Other Objects (e.g., fees) (900s)

WUFAR Function = Support Services— Administration

(Associated with functions in 230 000 series and above.) Includes general; building; business; central service administration, and insurances.

Amount Requested	WUFAR Object
------------------	--------------

a. Salaries (100s)

b. Fringe Benefits (200s)

c1. Purchased Services (300s)

c2. Purchased Services (300s)

Any single contract over \$25,000

d. Non-Capital Objects (400s)

f. Other Objects (e.g., fees) (900s)

I have confirmed the WUFAR Objects meet all of the following criteria:

*

The total Salary and Fringe on the budget detail matches the budget summary.

The total purchase services on the budget detail matches the budget summary.

The total non-capital objects on the budget detail matches the budget summary.

The total capital objects on the budget detail matches the budget summary.

The total Other Objects on the budget detail matches the budget summary.

Section XII. Certification/Signature

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.

Name of Applicant Agency Authorizer *First and Last Name*:

Title of Applicant Agency Authorizer:

Date Signed:
