

Uploading your MOU to the Grant Expense Report

In order to receive reimbursement for expenses under the Law Enforcement Grant, you need to upload a signed MOU. Below you will find instructions on how to do so.

TO BEGIN THE FORM: <https://wi.accessgov.com/doa-wi/Forms/Page/intergov/law-enforcement-grant-expenses>

Instructions:

1. First, log into the form at the link above. You can do this by selecting the “Log In to Start Form” button.

Log in to Start Form >

- a. If this button says “Start Form” instead, you are already logged in.
 - b. If you have NOT signed up for a MyWisconsinID yet, please follow the instructions linked on the introduction page. If you experience any issues with registering or signing into your MyWisconsinID account, please contact the [Wisconsin Enterprise Service Desk](#).
2. Once you start the form, you will be taken to the first section of the form titled “Introduction.” You can see the three sections of the form on the left-hand side of your page.

Law Enforcement Grant

✓ Introduction
⚠ Information & Allocation Amount
Budgetary Information

Submit

Delete

3. A green checkmark next to the section title lets you know you have filled each section out properly. A yellow warning symbol means you are missing required information.

4. To upload an MOU, please select “NO” for the question “Have you uploaded an MOU in a previous submission?” This will give you the option to upload an MOU to the system.

Have you uploaded an MOU in a previous submission? *

Yes

No

Please upload your signed MOU here. ⓘ *

No file chosen

A signed MOU is required to proceed.

5. If you do not have a copy of the MOU to sign, please follow the instructions below to request one.
- Request the MOU from leagrant@wisconsin.gov, including the name of your law enforcement agency in the email subject line; and
and
 - Register your contact information here: <https://wi.accessgov.com/doi-wi/Forms/Page/intergov/lawenforcement-contact/>
6. After you have uploaded your MOU once, you will not need to do it again. In future submissions, select “YES” for the question “Have you uploaded an MOU in a previous submission?”