

NOTICE OF GUIDANCE DOCUMENT

Pursuant to Wis. Stat. § 227.112, the Wisconsin Department of Justice is hereby seeking comment on the following proposed guidance documents:

Grants Application and Awards Policies and Procedures

DTF Confidential Funds Manual

**Law Enforcement Specialized Training (SFY 2020) Grant
Announcement**

**Law Enforcement Specialized Training (SFY 2019) Grant
Announcement**

Residential Substance Abuse Treatment Grant Announcement

**JAG Crisis Intervention Team (CIT) Training Grant
Announcement**

**Title II Formula Funds – Technical Assistance Grant
Announcement**

**Project Safe Neighborhoods Eastern District Grant
Announcement**

OJJDP PREA Reallocation Funds Grant Announcement

PUBLIC COMMENT AND DEADLINE FOR SUBMISSION

Comments may be submitted to the Wisconsin Department of Justice until February 24, 2020, by emailing the agency contact person listed below.

AGENCY CONTACT PERSON

Steven C. Kilpatrick
Assistant Attorney General
kilpatricksc@doj.state.wi.us

**Wisconsin Department of Justice
Grant Applications and Awards
Policies and Procedures
4/21/2016**

This document outlines policy and establishes coordinated and uniform procedures to ensure consistency with department goals and priorities in the application and awarding of grant funds. In addition, this outlines internal Departmental approvals required to facilitate effective program planning, and defines responsibility within DOJ for grant compliance. Conversion

The authority to sign grant awards and agreements for outside funding for the Department of Justice rests with the Attorney General or designee. No other DOJ employee may enter into any written or verbal contract or agreement as an agent of the Department without prior authorization from the Attorney General or designee. Each proposed grant requires a Grant Project Director (Project Director) as assigned by the respective Division Administrator.

The DOJ Grant Routing Form includes sections for all necessary authorizations including new grant approval, grant application approval and award implementation.

New Grant Approval

The Project Director should discuss any potential grant proposal prior to developing the grant application with the respective Division Administrator and the Deputy Attorney General. Once grant proposals are reviewed, the respective Division Administrator should obtain the Deputy Attorney General's signature of approval on the appropriate section of the Grant Routing Form to move forward with the grant application process. Please c.c., Grants Manager of all grant approvals. The form should include a brief description of the project, funding agency and source, estimated dollar amount to be requested, position authority needed, applicability of indirect cost rate, state match requirements and the deadline for submitting the application.

Grant Application Procedure

The Project Director must develop and submit the completed application and the routing form with the appropriate sections filled out to the Department Grants Manager in the Bureau of Budget and Finance (BBF). The Grants Manager will coordinate application review by all appropriate BBF staff.

Grant applications which include funds for existing DOJ staff or newly created positions, budget details must include (if applicable):

1. Salary calculations

Identify classification(s), estimated salary, whether the position is full-time or part-time and approximate start date. Please contact Grants Manager for any assistance.

2. Fringe benefit calculations
Please contact Grants Manager for current fringe benefit rate.
3. Indirect cost calculations, assuming such costs are allowable under the grant guidelines. The indirect cost rate is negotiated annually with the federal Department of Health and Human Services. Please contact Grants Manager for current indirect cost rate.

In cases where indirect costs are not allowed under the grant guidelines, documentation supporting this must be submitted with the grant documents.

After BBF review, the Department Grants Manager returns the application to the Project Director for any necessary corrections, adjustments or other changes. If no changes are necessary, the Department Grants Manager makes a copy for BBF grant files and returns the signed original application to the Project Director. Project Directors will submit final approved grant applications to state and federal agencies and notify the Department Grants Manager of this action.

The Department Grants Manager will begin the 16.54 Grant review process by completing form DOA-12001 and submitting it to the State Budget Office with a grant proposal within the Grants Module in PeopleSoft. The 16.54 review process is when the Department requests new position authority if needed.

The grant application review/approval process is time sensitive; the routing process must be timely to provide adequate review of documents. Each recipient in the routing process should expedite review of the documents and route them to the next person. Division staff should provide BBF with the application materials at least 5 days prior to the grant deadline. In the event that staff absences prevent timely routing, contact the Department Grants Manager for direction. The Budget Director is back-up for the Grants Manager.

Award and Implementation Procedure

Upon receipt of original, approved award documents, Project Directors must immediately forward all grant materials directly to the Department Grants Manager for the DMS Administrator's signed acceptance of the award. The Department Grants Manager will return an original signed award acceptance to the Project Director to forward to the granting agency. The Department Grants Manager will make copies and filing in the official grant files. Grant information will also be entered into the Grants Library.

Once the award documents have been signed The Department Grants Manager will generate the Award in PeopleSoft, create the funding string and set up the grant budget. This process also creates the Contract in PeopleSoft which controls billing and draws. The Department Grants Manager will work with the Project Director to make sure that the Award and Contract are set up correctly.

If new position were included in the award, the assigned Budget Analyst will create the position in PeopleSoft citing the 16.54 approval. The assigned Budget Analyst will also update any existing position funding affected by the grant.

The assigned Budget Analyst will monitor the Federal appropriation and request spending authority from the State Budget Office if needed.

While there are times when assistance is provided by other DOJ staff, the Project Directors are responsible for monitoring the budget and financial status of their grants by the federal cost categories specified in the grant awards.

Project Directors are responsible for preparing and submitting progress reports to the funding agency according to the schedule listed in the grant award documents. Once the progress report is submitted, the Project Director must notify the Department Grants Manager.

BBF or other appropriate DOJ staff will prepare and submit all required financial reports as delineated in the grant award documents. The Grants Manager or other appropriate DOJ staff will update the Grants Library monthly to assist divisions in monitoring the use of federal funds. The Grants Library is located at:
X:\public\GRANT LIBRARY.

Maintaining a Federal File

BBF will maintain a Federal File for each grant award received at DOJ. This file will include the solicitation for applications, DOJ's grant application, the grant award and any supplements or Grant Adjustments (GAN's), any major communications and quarterly FFR Financial Reports. Program reports should be maintained by the program manager or forwarded to BBF for inclusion in the Federal File. If a program area has worked out a different file management setup with BBF it is critical that all items listed above are maintained and for records retention at the end of the grant all materials should be forwarded to BBF to be merged in with the federal file prior to being sent to the records center.

Eligible Costs

Costs charged to a grant must be eligible in accordance with the grant award documentation and applicable federal regulations. The Project Director must ensure that costs charged to grants are specifically allowed in the grant award documentation.

Questionable expenditures will not be processed by BBF without appropriate justification. If the division cannot provide justification, then the Project Director must select an appropriate, alternative funding source for the expenditure.

Grant Adjustments and Amendments

Grant amendments for minor adjustments, including line transfers of budget categories, grant period extensions, budget error corrections, grant contact extension, etc. require a GAN to be submitted by the Project Director to the funding agency. A copy of all GAN submissions should be sent to the Department Grants Manager to have the Award and/or Contract adjustments process in PeopleSoft.

Closing Out the Grant

Once all encumbrances have been liquidated and it is determined that the grant has been expended and will be closed, BBF or other appropriate DOJ staff will prepare the final Financial Status Report for submission to the granting agency.

The Project Director will prepare and submit the final progress report to the granting agency.

BBF staff will reconcile the fiscal status of the grant and begin the closing process in PeopleSoft and the grant management system.

The Department Grants Manager and the Project Director will coordinate inactivating specific activities, changing the Project status, updating funding strings (Task Profiles, P-Cards and Use Codes ect.) and turning off Contract Billing by setting the Rate Set to null.

Process for awarding funds outside of DOJ

Funding recommendations should be provided to the Deputy Attorney General for final approval. The Division Administrator should provide the award letters to the Attorney General for signature. Information about the awarded funds should be given to the Public Information Officer for press releases.

This Guideline articulates procedures for the use and control of confidential expenditures by projects funded by the Department of Justice, under the Crime Control Act.

SCOPE. The provisions in this Guideline apply to all projects involved in the administration of grants containing confidential funds.

BACKGROUND. Federal guidelines convey minimum requirements for the expenditure of confidential funds by subgrantees administering traditional law enforcement projects. Unique features inherent in the control and expenditure of confidential funds in narcotics control investigations necessitate special guidance.

DEFINITION. Confidential funds are those monies allocated to three types of special law enforcement operations.

- a. Purchase of Services (P/S). This category includes travel or transportation of a non-federal undercover officer or an informant; the lease of an apartment, business front, luxury-type automobiles, aircraft or boat, or similar effects to create or establish the appearance of affluence; and/or meals, beverages, entertainment and similar expenses (including buy money and flash rolls, etc.) for undercover purposes, within reasonable limits.
- b. Purchase of Evidence (P/E). This category is for the purchase of narcotics and/or contraband such as narcotics and dangerous drugs, firearms, stolen property, counterfeit tax stamps, etc., required to determine the existence of a crime or to establish the identity of a participant in a crime.
- c. Purchase of Specific Information (P/I). This category includes the payment of monies to an informant for specific information and/or active participation in developing an investigation. All other informant expenses would be classified under P/S and charged accordingly.

These funds should only be allocated when:

- a. The particular merits of a program/investigation warrant the expenditure of these funds.
- b. Requesting agencies are unable to obtain these funds from other sources.

Confidential funds are subject to prior approval. Such approval will be based on a finding that they are reasonable and necessary element of project operations. In this regard, the approving agency must also ensure that the controls over disbursement of confidential funds are adequate to safeguard against the misuse of such funds.

CONFIDENTIAL FUND CERTIFICATION. A signed certification that the project director has read, understands, and agrees to abide by these provisions is required from all projects that are involved with confidential funds from either Federal or matching funds. The signed certification must be submitted prior to release of funds.

**SAMPLE
CONFIDENTIAL FUNDS CERTIFICATION**

This is to certify that I have read, understand, and agree to abide by all of the conditions for confidential funds as set forth in the Department of Justice (DOJ) Control and Use of Confidential Funds Guidelines.

GRANTEE NAME: _____ GRANT # _____

SIGNATURE: _____ DATE: _____
Project Director

Each project and member agency authorized to disburse confidential funds must develop and follow internal procedures which incorporate the procedures as outlined in the DOJ guidelines. Deviations from these elements must receive prior approval.

WRITTEN PROCEDURES. Each project and member agency authorized to disburse confidential funds must develop and follow internal procedures which incorporate the following elements. Deviations from these elements must receive the prior approval of DOJ.

- a. Imprest Fund. The funds authorized will be established in an imprest fund which is controlled by a bonded cashier.
- b. Advance of Fund. The supervisor of the unit to which the imprest fund is assigned must authorize all advances of funds for the purchase of information. Such authorization must specify the information to be received, the amount of expenditures, and assumed name of informant.
- c. Informant Files. Informant files are confidential files of the true names, assumed names, and signature of all informants to whom payments of confidential expenditures have been made. To the extent possible, pictures and/or fingerprints of the informant payee should also be maintained. Refer to "Documentation" (item 7) for a list of required documents for the informant files.
- d. Cash Receipts.
 1. The cashier shall receive from the agent or officer authorized to make a confidential payment a receipt for cash advanced to him/her for such purposes.
 2. The agent or officer shall receive from the informant payee a receipt for cash paid to him/her.

**SAMPLE
RECEIPT OF INFORMANT PAYEE**

For and in consideration of the sale and delivery to the State, County, or City of _____
of information or evidence identified as follows: _____

I hereby acknowledge receipt of \$ (numerical and word amount entered by payee) paid to me by the
State, County, or City of _____.

Date: _____ Payee: _____

Signature

Cash Agent/Officer: _____

Signature

Witness: _____

Signature

- e. Receipt for Purchase of Information. An information payee receipt shall identify the exact amount paid to and received by the information payee on the date executed. Cumulative or anticipatory receipts are not permitted. Once the receipt has been completed, **no alteration is allowed.** The agent shall prepare an information payee receipt containing the following:
1. The jurisdiction initiating the payment.
 2. A description of the information/evidence received.
 3. The amount of payment, both in numerical and word form.
 4. The date on which the payment was made.
 5. The signature of the informant payee.
 6. The signature of the case agent or officer making payment.
 7. The signature of at least one other officer witnessing the payment.
 8. The signature of the first line supervisor authorizing and certifying the payment.
- f. Review and Certification. The signed receipt from the informant payee with a memorandum detailing the information received shall be forwarded the agent or officer in charge. The agent or officer in charge shall compare the signatures. He/she shall also evaluate the information received in relation to the expense incurred and add his/her evaluation remarks to the report of the agent or officer who made the expenditure from the imprest fund. The certification will be witnessed by the agent or officer in charge on the basis of the report and informant payee's receipt.
- g. Reporting of Funds. Each project shall prepare a Reconciliation of Confidential Funds Report and a Confidential Fund Expenditure Report for the imprest fund on a **quarterly basis.**
1. The reconciliation report lists cash received (from DOJ) and cash disbursed during the report period with an ending cash balance.
 2. Information to be included on the expenditure report will be the date of expenditure, the assumed name of the informant payee, the amount spent, the nature of expenditure (P/E, P/I, P/S), and to what extent this expenditure contributed to the investigation. **Failure to submit these reports with the G-2 Financial Report may result in suspension of funding.**
- h. Record and Audit Provisions. Each project and member agency must maintain specific records on each confidential fund transaction. At a minimum, these records must consist of all documentation concerning the request for funds, processing (to include the review and approval/disapproval), modifications, closure or impact material, and receipts and/or other documentation necessary to justify and track all expenditures. Refer to the documentation under Information Files for a list of documents which should be in the informant files. In projects where grant funds are used for confidential expenditures, it will be understood that all of the above records, except the true name of the informant, are subject to the record and audit provisions of state legislation.

INFORMANT FILES.

- a. Security. A separate file should be established for accounting purposes. Informant files should be kept in a separate and secure storage facility, segregated from any other files, and under the exclusive control of the office head or an employee designated by him/her. The facility should be locked at all times when unattended. Access to these files should be limited to those employees who have a necessary legitimate need. An informant file should not leave the immediate area except for review by the management official or the handling agent, and should be returned prior to the close of business hours. Sign-out logs should be kept indicating the date, informant number, time in and out, and the signature of the person reviewing the file.
- b. Documentation. Each file should contain the following information:
 1. Informant Payment Record, kept on top of the file. This record provides a summary of informant payments.
 2. Informant Establishment Report, including complete identifying and locating data, plus any other documents connected with the informant's establishment.
 3. Current photograph and fingerprint card (or FBI/State Criminal Identification Number).
 4. Agreement with Cooperating Individual.
 5. Receipt for Purchase of Information.
 6. Copies of all debriefing reports (except for the Headquarters case file).
 7. Copies of case initiation reports bearing on the utilization of the informant.
 8. Copies of statements signed by the informant (unsigned copies will be placed in appropriate investigative file).
 9. Any administrative correspondence pertaining to the informant, including documentation of any representations made on his/her behalf or any other non-monetary consideration furnished.
 10. Any deactivation report or declaration of an unsatisfactory informant.

INFORMANT MANAGEMENT AND UTILIZATION. All persons who will be utilized as informants should be established as such. The specific procedures required in establishing a person as an informant may vary from jurisdiction to jurisdiction but, at a minimum, should include the following:

- a. Assignment of an informant code name to protect the informant's identity.
- b. An informant code book controlled by the office head or his/her designee containing:
 1. Informant's code name.
 2. Type of informant (i.e., informant, defendant/informant, restricted-use/informant).
 3. Informant's true name.
 4. Name of establishing law enforcement officer.
 5. Date the establishment is approved.
 6. Date of deactivation.
- c. Establish each informant file in accordance with Documentation, Item b.

- d. For each informant in an active status, the agent should review the informant file on a quarterly basis to assure it contains all relevant and current information. Where a MATERIAL fact that was earlier reported on the Establishment Report is no longer correct (e.g., a change in criminal status, means of locating him/her, etc.), a supplemental establishing report should be submitted with the correct entry.
- e. All informants being established should be checked in all available criminal indices. If a verified FBI number is available, request a copy of the criminal records form the FBI. Where a verified FBI number is not available, the informant should be fingerprinted with a copy sent to the FBI and appropriate state authorities for analysis. The informant may be utilized on a provisional basis while awaiting a response from the FBI.

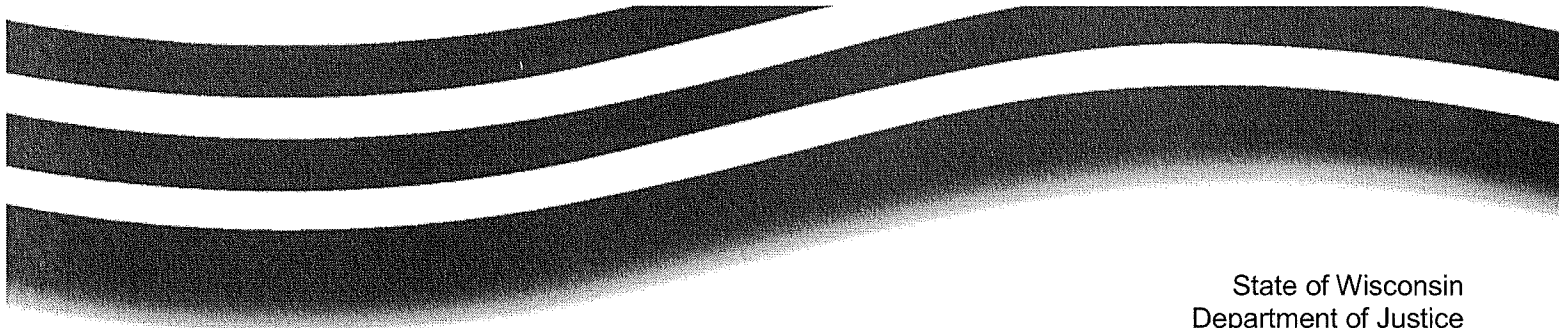
PAYMENTS TO INFORMANTS.

- a. Any person who is to receive payments charged against PE/PI funds should be established as an informant. This includes persons who may otherwise be categorized as sources of information or informants under the control of another agency. The amount of payment should be commensurate with the value of services and/or information provided and should be based on the following factors:
 - 1. The level of the targeted individual, organization or operation.
 - 2. The amount of the actual or potential seizure.
 - 3. The significance of the contribution made by the informant to the desired objectives.
- b. There are various circumstances in which payments to informants may be made:
 - 1. Payments for Information and/or Active Participation. When an informant assists in developing an investigation, either through supplying information or actively participating in it, he/she may be paid for his/her service either in a lump sum or in staggered payments. Payments for information leading to a seizure, with no defendants, should be held to a minimum.
 - 2. Payment for Informant Protection. When an informant needs protection, law enforcement agencies may absorb the expenses of relocation. These expenses may include travel for the informant and his/her immediate family, movement and/or storage of household goods, and living expenses at the new location for a specific period of time (not to exceed 6 months). Payments for these expenses may be either lump sum or as they occur, and should not exceed the amounts authorized law enforcement employees for these activities.
 - 3. Payments to Informants of Another Agency. To use or pay another agency's informant, he/she should be established as an informant. These payments should not be a duplication of a payment from another agency; however, sharing payment is acceptable.
- c. Documentation of payments to informants is critical and should be accomplished by a receipt for purchase of information. Payment should be made and witnessed by two law enforcement officers and authorized payment amounts should be established and reviewed by at least the first line supervisory level. In unusual circumstances, a non-officer employee or an officer of another law enforcement agency may serve as witness. In all instances, the original signed

receipt must be submitted to the project director for review and recordkeeping.

ACCOUNTING AND CONTROL PROCEDURES. Special accounting and control procedures should govern the use and handling of confidential expenditures, as described below:

- a. It is important that expenditures which conceptually should be charged to PE/PI/PS are in fact so charged. It is only in this manner that these funds can be properly managed at all levels, and accurate forecasts of projected needs be made.
- b. Each law enforcement entity should apportion its PE/PI/PS allowance throughout its jurisdiction and delegate authority to approve PE/PI/PS expenditures to those offices as it deems appropriate.
- c. Headquarters management should establish guidelines authorizing offices to spend up to a predetermined limit of their total allowance on any one buy or investigation.
- d. In exercising his/her authority to approve these expenditures, the supervisor should consider:
 1. The significance of the investigation;
 2. The need for this expenditure to further that investigation; and
 3. Anticipated expenditures in other investigations. Funds for PE/PI/PS expenditures should be advanced to the officer for a specific purpose. If they are not expended for that purpose, they should be returned to the cashier. They should not be used for another purpose without first returning them and repeating the authorization and advance process based on the new purpose.
- e. Funds for PE/PI/PS expenditure should be advanced to the officer on a suitable receipt form. A receipt for purchase of information or a voucher for purchase of evidence should be completed to document funds used in the purchase of evidence or funds paid or advanced to an informant.
- f. For security purposes, there should be a 48-hour limit on the amount of time funds advanced for PE/PI/PS expenditure may be held outstanding. If it becomes apparent at any point within the 48-hour period that the expenditure will not materialize, then the funds should be returned to the advancing cashier as soon as possible. An extension to the 48-hour limit may be granted by the level of management that approved the advance. Factors to consider in granting such an extension are the amount of funds involved, the degree of security under which the funds are being held, how long an extension is required, and the significance of the expenditure. Such extensions should be limited to 48 hours. Beyond this, the funds should be returned and readvanced, if necessary. Regardless of circumstances, within 48 hours of the advance, the fund cashier should be presented with either the unexpected funds, and executed voucher for payment for information or purchase of evidence or written notification by management that an extension has been granted.
- g. Purchase of Services expenditures, when not endangering the safety of the office or informant, need to be supported by canceled tickets, receipts, lease agreements, etc. If not available, the office head, or his immediate subordinate, must certify that the expenditure were necessary and justify why supporting documents were not obtained.



State of Wisconsin
Department of Justice
17 W. Main St.
P.O. Box 7857
Madison, WI 53707-7857

Joshua L. Kaul
Attorney General



Criminal Justice
**Law Enforcement Specialized Training
(SFY 2020)**

Grant Announcement

**Applications for SFY 2020 projects must be submitted through
Egrants on or before May 31, 2020**



**STATE OF WISCONSIN
DEPARTMENT OF JUSTICE**

Important Contact Information for this Grant Opportunity:

Program/Policy: Stacy Lenz (608) 267-3870
lenzse@doj.state.wi.us

Budget/Fiscal: Jannifer Ayers (608) 267-2115
ayersjl@doj.state.wi.us

Egrants Assistance: Weekdays, 8am – 4:30pm
Email: Egrants@doj.state.wi.us
Local calls: (608) 267-9068
Toll free: (888) 894-6607

The Egrants User Guide has step-by-step instructions for accessing and using the Egrants online system. The guide is posted on the Egrants home page:
<https://egrants.doj.state.wi.us/egmis/login.aspx>

Online Help is available throughout the Egrants application process. Once you have started an application, look for the HELP button in the top right corner of the screen. Page-specific instructions can be found there.

Grant Announcement Summary

Program Area: Criminal Justice

Grant Title: Law Enforcement Specialized Training (SFY 2020)

Description: The Wisconsin Department of Justice, Training and Standards Bureau will award grants to agencies to provide specialized training to Wisconsin officers.

Opportunity Category: Competitive

Important Dates: Grant funds will begin on 7/1/19 and expire on 6/30/20. All funds must be spent by 06/30/20. Invoices for payment must be received within 30 days from the date of training or no later than 7/15/20.

Anticipated Funding Amount: An estimated total of \$250,000 is available.

Match/Cost Sharing Requirement: None

Eligibility: Any agency providing training to law enforcement, jail or secure juvenile detention officers.

DUNS Number: A DUNS number is required as part of the grant application. If your agency needs to obtain a DUNS number, go to <http://fedgov.dnb.com/webform>. You can also search this site if you cannot find your agency's number. Under normal circumstances, a new account can be created in 24-72 hours. The federal government has published DUNS Frequently Asked Questions at <http://fedgov.dnb.com/webform/displayFAQPage.do>. Check with your agency's financial officer before registering for a DUNS number – it is likely your agency already has one.

DOJ cannot award grant funds until an active DUNS number is provided.

Eligible Expenses: Funding may be used for direct instructional service costs, including fees and travel expenses for instructors, and instructional materials used during training and/or presented directly to students.

Law Enforcement Specialized Training (SFY 2020)

Program Description

Law Enforcement Training Fund – Local Assistance Program is a reserved fund designated for advanced and specialized training for certified Wisconsin officers.

Award Information

Funding will be provided by the Wisconsin Department of Justice, Training and Standards Bureau. The funds originate from the Law Enforcement Training Fund – Local Assistance Program (state ID/catalog number 455.231). They are administered by the Training and Standards Bureau and are intended to provide training opportunities for Wisconsin officers.

The approximate amount available is \$250,000. Grant expenditures will be reimbursed directly to the grantee when spending is documented and submitted to T&S and all post-award reporting requirements have been submitted.

Upon application approval, the applicant agency's training coordinator will receive paper grant award documents by mail in approximately 30 days.

Submit Applications Using Egrants

Applications must be submitted through the DOJ Egrants online grants management system. If you have never used DOJ Egrants before, you will need to register for access to the system. To register online, go to <https://register.wisconsin.gov/accountmanagement/> and complete the "self registration" process.

Authorization to access Egrants can take several days depending on registration activity. The DOJ help desk is open Monday-Friday 8am-4:30pm if you need assistance. (Please note: If you register outside of these hours, access may not be approved until the next business day.) Once your Egrants access has been approved, you may begin your online grant application.

An Egrants System User Guide is posted on the DOJ website ([Egrants page](#)). If you have any problems using Egrants, please contact our help desk at Egrants@doj.state.wi.us or call us at (608) 267-9068 (Local) or (888) 894-6607 (Toll-free) during business hours, weekday from 8:00am to 4:30pm.

Application Components

Through Egrants, you will provide DOJ/T&S with detailed information about your training that will be used to make a funding decision. Questions on what is expected in each section can be directed to Jannifer Ayers at 608-267-2115 or ayersjl@doj.state.wi.us.

1. Main Summary

This page asks for information about your agency and the individuals responsible for the application and grant award. There are many required fields on this page so if you encounter problems, please check online help by clicking the floating HELP button. Please note: When identifying individuals involved in this grant, you may not list the same person as project director and financial officer. The financial officer is the

individual responsible for financial activities in your organization while the project director will be overseeing project operations.

In the Brief Project Description text box, please describe your project in 150 words or less. A suggested format is included for your convenience:

“Funds will be used by the (your agency name and others involved in the project) to (describe what funds will be used for and who will be involved).
The training will (describe the specific goals you hope to achieve – how will the training improve safety in Wisconsin?)

Responses to this section will be used on the DOJ website, cited in DOJ reports and could be mentioned in press releases. Plain language that clearly describes the intent of the project is most effective.

2. Approval Checklist

Answer Yes or No to each question

3. Performance Measures

Please open this section and change the page status to Complete; then SAVE the page. Performance Measures will be identified and collected during post-award reporting rather than through this funding application process.

4. Budget Detail

Complete a training budget using the following categories. For each category used, enter a justification that describes how the items in the category will be used during the course of the training event. It is important that you include specific details for each budget line items, including cost calculations.

Travel/Training: Any travel and/or training costs associated with this training event. Only actual expenses will be reimbursed. (Please note: Travel and training for contracted employees does not go in this section. These expenses should be itemized under “Contractual”.)

Supplies/Operating: Any supplies/operating costs associated with this training event.

Consultants/Contractual: Provide costs associated with individuals or entities providing services such as instructors. For each consultant enter the name, if known; service to be provided; hourly or daily fee; and estimated time. List all expenses to be paid in addition to their fees (e.g. travel, lodging, meals, etc). Show the basis of computation for each service requested.

5. Project Narrative

Please provide the title, location, and dates of your proposed course/conference. Please attach any supplemental information you wish to provide (brochures, flyers, agendas).

6. Goals and Objectives

Please provide a description of the target audience for whom the training is intended. Provide a general statement of the major skills, knowledge or attitudes this training will provide as well as what specific skills and learning outcomes will attendees achieve during this training. Please include the number of hours of training and the number of officers you expect to have trained through this award. A minimum of 15 officers trained is required.

7. Other Funding

Please indicate any additional costs to attendees (Tuition/Registration/Fees) not covered by this grant. If so, please provide an itemized list of fees.

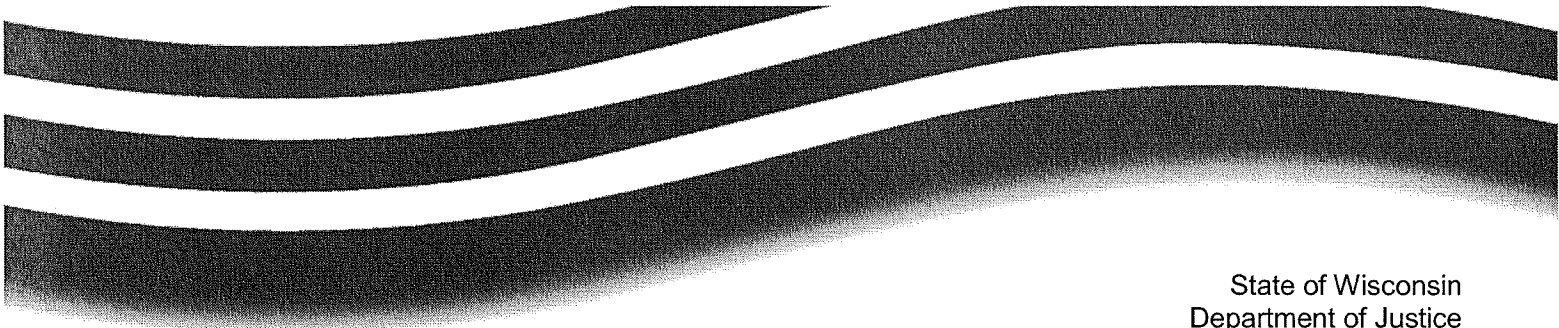
Application Review and Award Criteria

All applications must be submitted on or before the deadline and will be screened for completeness and compliance with the instructions provided in this announcement. Each grant application is reviewed by a designated committee within the Training and Standards Bureau. Grants are awarded based on statewide needs for specialized training and available funds.

Post-Award Reporting Requirements

Please review your grant award and Egrants reporting requirements. You will need to provide the following within 30 days from the last day of the training event:

1. Class roster for each training event.
2. Agenda/Lesson plan (minimally listing topics, presenters and hours of instruction).
3. An invoice addressed to T&S for reimbursement of actual expenses incurred **as well as supporting documentation (invoices, receipts, etc)**. The invoice must also include the grant number.
4. Number of Law Enforcement/Jail officers trained.
 - The *class roster and lesson plan* should be attached in Egrants under Project Management, Monitoring, Program Reports.
 - The *invoice* should be attached in Egrants under Project Management, Monitoring, Fiscal Reports.
 - The *Number of Law Enforcement/Jail officers trained* should be entered under Project Management, Monitoring, Client Information.



State of Wisconsin
Department of Justice
17 W. Main St.
P.O. Box 7857
Madison, WI 53707-7857

Brad D. Schimel
Attorney General



Criminal Justice
**Law Enforcement Specialized Training
(SFY 2019)**

Grant Announcement

**Applications for SFY19 projects must be submitted through
Egrants on or before May 31, 2019**



**STATE OF WISCONSIN
DEPARTMENT OF JUSTICE**

Important Contact Information for this Grant Opportunity:

Program/Policy: Stacy Lenz (608) 267-3870
lenzse@doj.state.wi.us

Budget/Fiscal: Jannifer Ayers (608) 267-2115
ayersjl@doj.state.wi.us

Egrants Assistance: Weekdays, 8am – 4:30pm
Email: Egrants@doj.state.wi.us
Local calls: (608) 267-9068
Toll free: (888) 894-6607

The Egrants User Guide has step-by-step instructions for accessing and using the Egrants online system. The guide is posted on the Egrants home page:
<https://egrants.doj.state.wi.us/egmis/login.aspx>

Online Help is available throughout the Egrants application process. Once you have started an application, look for the HELP button in the top right corner of the screen. Page-specific instructions can be found there.

Grant Announcement Summary

Program Area: Criminal Justice

Grant Title: Law Enforcement Specialized Training (SFY 2019)

Description: The Wisconsin Department of Justice, Training and Standards Bureau will award grants to agencies to provide specialized training to Wisconsin officers.

Opportunity Category: Competitive

Important Dates: Grant funds will begin on 7/1/18 and expire on 6/30/19. All funds must be spent by 06/30/19. Invoices for payment must be received within 30 days from the date of training or no later than 7/15/19.

Anticipated Funding Amount: An estimated total of \$250,000 is available.

Match/Cost Sharing Requirement: None

Eligibility: Any agency providing training to law enforcement, jail or secure juvenile detention officers.

DUNS Number: A DUNS number is required as part of the grant application. If your agency needs to obtain a DUNS number, go to <http://fedgov.dnb.com/webform>. You can also search this site if you cannot find your agency's number. Under normal circumstances, a new account can be created in 24-72 hours. The federal government has published DUNS Frequently Asked Questions at <http://fedgov.dnb.com/webform/displayFAQPage.do>. Check with your agency's financial officer before registering for a DUNS number – it is likely your agency already has one.

DOJ cannot award grant funds until an active DUNS number is provided.

Eligible Expenses: Funding may be used for direct instructional service costs, including fees and travel expenses for instructors, and instructional materials used during training and/or presented directly to students.

Law Enforcement Specialized Training (SFY 2019)

Program Description

Law Enforcement Training Fund – Local Assistance Program is a reserved fund designated for advanced and specialized training for certified Wisconsin officers.

Award Information

Funding will be provided by the Wisconsin Department of Justice, Training and Standards Bureau. The funds originate from the Law Enforcement Training Fund – Local Assistance Program (state ID/catalog number 455.231). They are administered by the Training and Standards Bureau and are intended to provide training opportunities for Wisconsin officers.

The approximate amount available is \$250,000. Grant expenditures will be reimbursed directly to the grantee when spending is documented and submitted to T&S and all post-award reporting requirements have been submitted.

Upon application approval, the applicant agency's training coordinator will receive paper grant award documents by mail in approximately 30 days.

Submit Applications Using Egrants

Applications must be submitted through the DOJ Egrants online grants management system. If you have never used DOJ Egrants before, you will need to register for access to the system. To register online, go to <https://register.wisconsin.gov/accountmanagement/> and complete the "self registration" process.

Authorization to access Egrants can take several days depending on registration activity. The DOJ help desk is open Monday-Friday 8am-4:30pm if you need assistance. (Please note: If you register outside of these hours, access may not be approved until the next business day.) Once your Egrants access has been approved, you may begin your online grant application.

An Egrants System User Guide is posted on the DOJ website ([Egrants page](#)). If you have any problems using Egrants, please contact our help desk at Egrants@doj.state.wi.us or call us at (608) 267-9068 (Local) or (888) 894-6607 (Toll-free) during business hours, weekday from 8:00am to 4:30pm.

Application Components

Through Egrants, you will provide DOJ/T&S with detailed information about your training that will be used to make a funding decision. Questions on what is expected in each section can be directed to Jannifer Ayers at 608-267-2115 or ayersjl@doj.state.wi.us.

1. Main Summary

This page asks for information about your agency and the individuals responsible for the application and grant award. There are many required fields on this page so if you encounter problems, please check online help by clicking the floating HELP button. Please note: When identifying individuals involved in this grant, you may not list the same person as project director and financial officer. The financial officer is the

individual responsible for financial activities in your organization while the project director will be overseeing project operations.

In the Brief Project Description text box, please describe your project in 150 words or less. A suggested format is included for your convenience:

“Funds will be used by the (your agency name and others involved in the project) to (describe what funds will be used for and who will be involved).
The training will (describe the specific goals you hope to achieve – how will the training improve safety in Wisconsin?)

Responses to this section will be used on the DOJ website, cited in DOJ reports and could be mentioned in press releases. Plain language that clearly describes the intent of the project is most effective.

2. Approval Checklist

Answer Yes or No to each question

3. Performance Measures

Please open this section and change the page status to Complete; then SAVE the page. Performance Measures will be identified and collected during post-award reporting rather than through this funding application process.

4. Budget Detail

Complete a training budget using the following categories. For each category used, enter a justification that describes how the items in the category will be used during the course of the training event. It is important that you include specific details for each budget line items, including cost calculations.

Travel/Training: Any travel and/or training costs associated with this training event. Only actual expenses will be reimbursed. (Please note: Travel and training for contracted employees does not go in this section. These expenses should be itemized under “Contractual”.)

Supplies/Operating: Any supplies/operating costs associated with this training event.

Consultants/Contractual: Provide costs associated with individuals or entities providing services such as instructors. For each consultant enter the name, if known; service to be provided; hourly or daily fee; and estimated time. List all expenses to be paid in addition to their fees (e.g. travel, lodging, meals, etc). Show the basis of computation for each service requested.

5. Project Narrative

Please provide the title, location, and dates of your proposed course/conference. Please attach any supplemental information you wish to provide (brochures, flyers, agendas).

6. Goals and Objectives

Please provide a description of the target audience for whom the training is intended. Provide a general statement of the major skills, knowledge or attitudes this training will provide as well as what specific skills and learning outcomes will attendees achieve during this training. Please include the number of hours of training and the number of officers you expect to have trained through this award. A minimum of 15 officers trained is required.

7. Other Funding

Please indicate any additional costs to attendees (Tuition/Registration/Fees) not covered by this grant. If so, please provide an itemized list of fees.

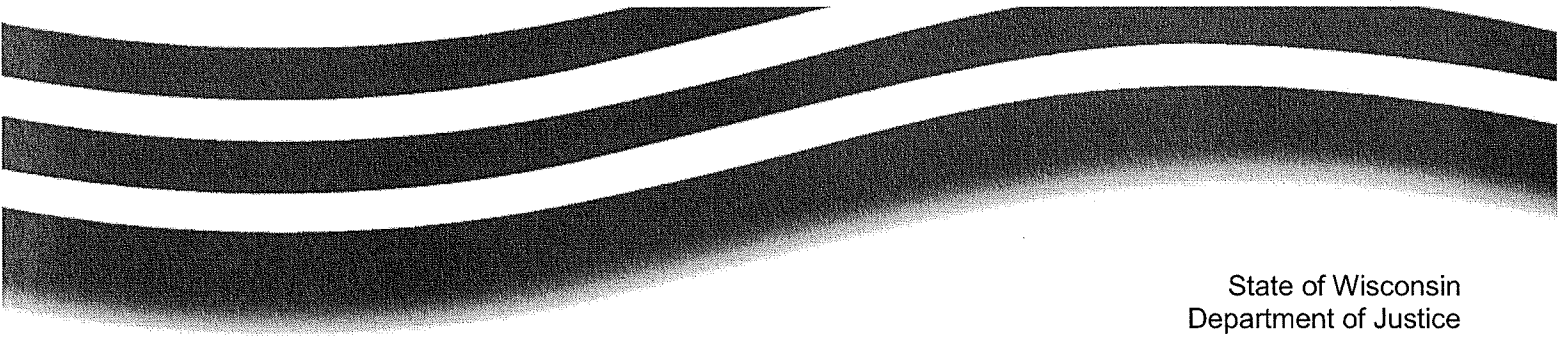
Application Review and Award Criteria

All applications must be submitted on or before the deadline and will be screened for completeness and compliance with the instructions provided in this announcement. Each grant application is reviewed by a designated committee within the Training and Standards Bureau. Grants are awarded based on statewide needs for specialized training and available funds.

Post-Award Reporting Requirements

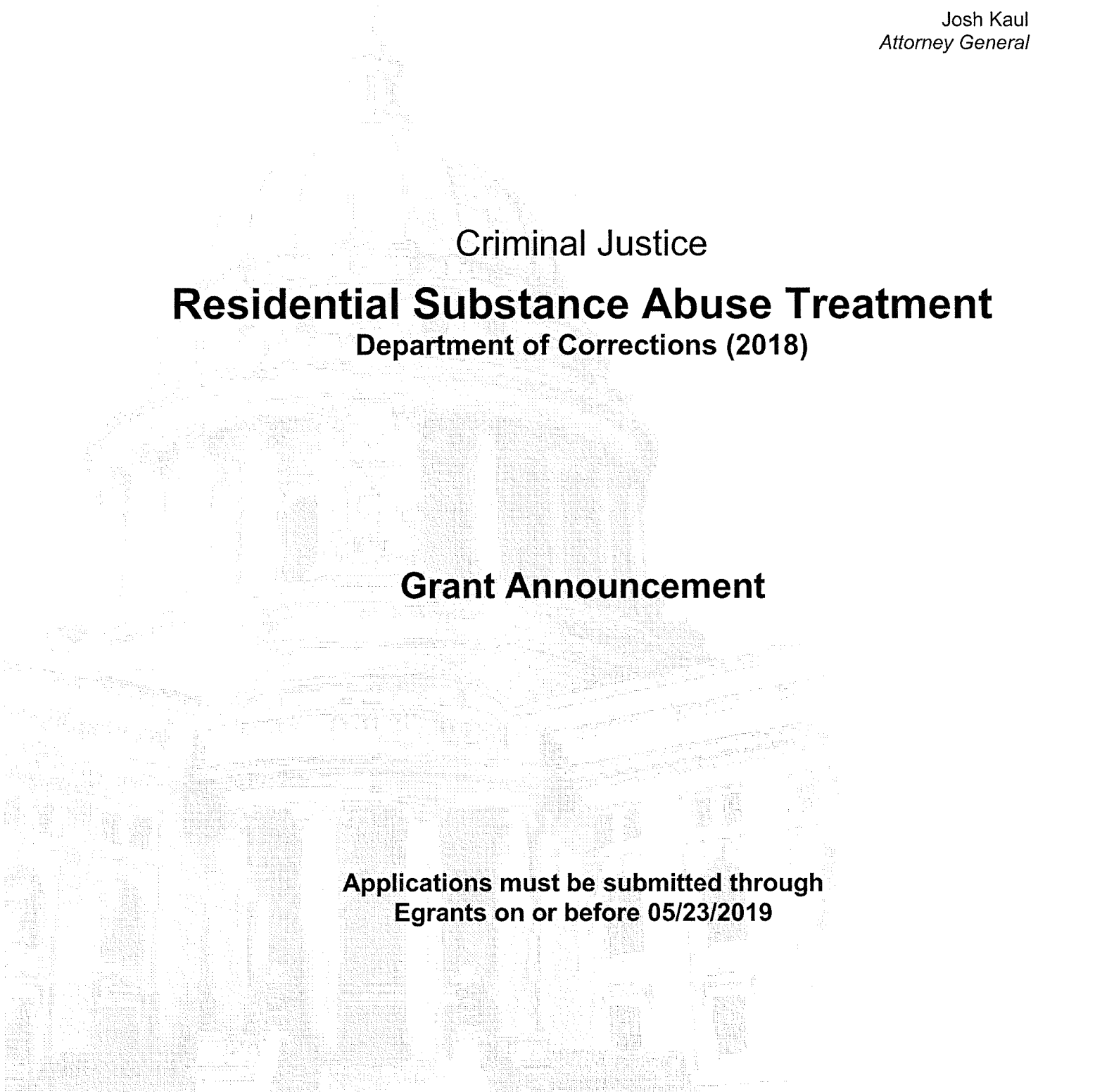
Please review your grant award and Egrants reporting requirements. You will need to provide the following within 30 days from the last day of the training event:

1. Class roster for each training event.
2. Copy of certificate issued to student upon completion of training.
3. Agenda/Lesson plan (minimally listing topics, presenters and hours of instruction).
4. An invoice addressed to T&S for reimbursement of actual expenses incurred **as well as supporting documentation (invoices, receipts, etc)**. The invoice must also include the grant number.
5. Number of Law Enforcement/Jail officers trained.
 - The *class roster, certificate and lesson plan* can be attached in Egrants under Project Management, Monitoring, Program Reports.
 - The *invoice* can be attached in Egrants under Project Management, Monitoring, Fiscal Reports.
 - The *Number of Law Enforcement/Jail officers trained* can be entered under Project Management, Monitoring, Client Information.



State of Wisconsin
Department of Justice
17 W. Main St.
P.O. Box 7857
Madison, WI 53707-7857

Josh Kaul
Attorney General



Criminal Justice
Residential Substance Abuse Treatment
Department of Corrections (2018)

Grant Announcement

**Applications must be submitted through
Egrants on or before 05/23/2019**



**STATE OF WISCONSIN
DEPARTMENT OF JUSTICE**

Important Contact Information for this Grant Opportunity:

Program/Policy: Caroline Kull (608) 267-1928
kullcm@doj.state.wi.us

Budget/Fiscal: April Little (608) 267-1314
littleaw@doj.state.wi.us

Forms/Signatures: Sabrina Gentile (608) 266-7639
gentiles@doj.state.wi.us

Egrants Assistance: Weekdays, 8am – 4:30pm
Email: Egrants@doj.state.wi.us
Local calls: (608) 267-9068
Toll free: (888) 894-6607

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Grant Announcement Summary

Program Area: Criminal Justice

Grant Title: Residential Substance Abuse Treatment Department of Corrections (2018)

Description: This fund announcement will provide funding to the State of Wisconsin Department of Corrections to provide Residential Substance Abuse Treatment (RSAT) to offenders in compliance with the Federal RSAT Program provided through the U.S. Department of Justice, Bureau of Justice Assistance.

Opportunity Category: Non-Competitive

Important Dates:

Application Due Date: May 23, 2019

Project End Date: June 30, 2020

Anticipated Funding Amount: One grant in the amount of \$379,248 will be awarded to the Department of Corrections.

Match/Cost Sharing Requirement: A 25% match is required (\$126,416). Applicants may satisfy this match requirement with either cash or in-kind services.

Eligibility: The Wisconsin Department of Corrections is the only eligible applicant.

DUNS Number: The federal government now requires a DUNS number as part of the grant application to keep track of how federal grant money is awarded and disbursed. If your organization needs to obtain a DUNS number, go to <http://fedgov.dnb.com/webform>. You can also search this site if you cannot find your agency's number. Under normal circumstances, a new account can be created in 24-72 hours. The federal government has published DUNS Frequently Asked Questions at <http://fedgov.dnb.com/webform/displayFAQPage.do>. Check with your agency's financial office before registering for a DUNS number - it is likely your agency already has one. **DOJ cannot award grant funds until an active DUNS number is provided.**

Eligible Expenses: All expenses must be new and cannot replace existing state or local government funding. Substitution of existing funds with federal grants (supplanting) will be the subject of monitoring and audit. Violations may result in a range of penalties, including suspension of current and future funds under this program, suspension or debarment from federal grants, repayment of monies provided under a grant, and civil and/or criminal penalties.

Residential Substance Abuse Treatment (2018)

The Wisconsin Department of Justice (DOJ) through its Justice Programs Section provides financial and technical assistance to public safety and criminal justice agencies throughout the state. As the state administering agency for state and federal criminal justice programs, DOJ is responsible for establishing funding priorities, developing application criteria, awarding and disseminating grants, and assessing project achievements. This grant announcement provides information about a specific grant opportunity and instructions to help those eligible apply for a share of the available funds.

Program Description

RSAT assists states and local governments to develop and implement substance abuse treatment programs in state and local correctional and detention facilities and to create and maintain community-based aftercare services for offenders. The goal of the RSAT Program is to break the cycle of drugs and violence by reducing the demand for, use, and trafficking of illegal drugs.

Through this grant announcement, DOJ is seeking a proposal from the Wisconsin Department of Corrections to continue the implementation of projects under the Federal Residential Substance Abuse Treatment Program (RSAT). The Department of Corrections project operates at the Taycheedah Correctional Institution, the state's female correctional institute, to operate a 14 bed residential program designed for dual-diagnosis offenders within six months of release.

RSAT enhances the capability of states and units of local government to provide residential substance abuse treatment for incarcerated inmates; prepares offenders for their reintegration into the communities from which they came by incorporating reentry planning activities into treatment programs; and assists offenders and their communities in the reentry process through the delivery of community-based treatment and other broad-based aftercare services.

Residential

Residential projects must satisfy the following requirements:

- Engage inmates for a period between 6 and 12 months.
- Provide residential treatment facilities set apart -- in a completely separate facility or dedicated housing unit in a facility exclusively for use by RSAT participants -- from the general correctional population.
- Focus on the inmate's substance abuse diagnosis and addiction-related needs.
- Develop the inmate's cognitive, behavioral, social, vocational, and other skills to solve the substance abuse and related problems.
- Require urinalysis and/or other proven reliable forms of drug and alcohol testing for program participants, including both periodic and random testing, and for former participants while they remain in the custody of the state or local program.
- Prepare inmates for successful reintegration that may include post-release referral to appropriate evidence-based aftercare treatment and/or service providers including those that support the use of medication-assisted treatment.

If possible, RSAT participation should be limited to inmates with 6 to 12 months remaining in their confinement, so they can be released from prison instead of returning to the general prison population after completing the program.

Jail-Based

Jail-Based programs must satisfy the following requirements:

- Engage inmates for at least 3 months.
- Focus on the inmate's substance abuse diagnosis and addiction-related needs.
- Develop the inmate's cognitive, behavioral, social, vocational, and other skills to solve the substance abuse and related problems.
- Require urinalysis and/or other proven reliable forms of drug and alcohol testing for program participants, including both periodic and random testing, and for former participants while they remain in the custody of the state or local program.
- Prepare inmates for successful reintegration that may include post-release referral to appropriate evidence-based aftercare treatment and/or service providers including those that support the use of medication-assisted treatment.

Jail-based programs are further required to separate the treatment population from the general correctional population.

Aftercare

Per **34 U.S.C. 10422(c)**, to be eligible for funding under the RSAT Program, a state shall ensure that offenders who participate in the substance abuse treatment program established or implemented with assistance provided under this program will be provided with aftercare services. Aftercare services must involve coordination between the correctional treatment program and other social service and rehabilitation programs, such as education and job training, parole supervision, halfway houses, self-help, and peer group programs. To qualify as an aftercare program, the head of the substance abuse treatment program must work in conjunction with state and local authorities and organizations involved in substance abuse treatment to assist in the placement of program participants into community substance abuse treatment facilities upon release. In addition, states should coordinate these activities with any Substance Abuse and Mental Health Services Administration (SAMHSA)-funded state and/or local programs that address the needs of this target population. A state may use RSAT funding for community reintegration if the chief executive officer of the state certifies that the state is providing, and will continue to provide, an adequate level of residential treatment services.

Post-Release Treatment

A state may use RSAT funds to provide treatment to offenders for a period not to exceed 1 year after release. No more than 10% of the total award may be used for treatment of those released from a state facility.

Award Information

Project funding will be provided from the federal Residential Substance Abuse Treatment (RSAT) program. Under this grant announcement, the Wisconsin Department of Corrections is eligible for an award of \$379,248. A 25% match is required (\$126,416).

Upon application approval, the applicant agency's project director will receive paper grant award documents by mail in approximately 30 days.

Submit Applications Using Egrants

Applications must be submitted through the Egrants online grants management system. If you have never used Egrants before, you will need to register for access to the system. To register online, go to <http://register.wisconsin.gov/AccountManagement/> and complete the 'self registration' process. On the account registration site, you will have a choice between the DOJ Egrants and WEM Egrants. Please take care to select **DOJ Egrants** during this process.

Authorization to access Egrants can take several days depending on registration activity. The DOJ help desk is open Monday-Friday 8am-4:30pm if you need assistance. (Please note: If you register outside of these hours, access may not be approved until the next business day.) Once your Egrants access has been approved, you may begin your online grant application.

An Egrants System User Guide is posted on the DOJ website (Egrants page). If you have any problems using Egrants, please contact our help desk at Egrants@doj.state.wi.us or call us at (608) 267-9068 or toll free at (888) 894-6607 during business hours.

Application Components

Through Egrants, you will provide DOJ with detailed information about your project that will be used to make a funding decision. Questions on what is expected in each section can be directed to Caroline Kull at (608) 267-1928 or at kullcm@doj.state.wi.us.

1. Main Summary

This page asks for information about your agency and the individuals responsible for the application and grant award. There are many required fields on this page so if you encounter problems, please check online help by clicking the floating HELP button. Please note: When identifying individuals involved in this grant, you may not list the same person as project director and financial officer. The financial officer is the individual responsible for financial activities in your organization while the project director will be overseeing project operations.

In the "Brief Project Description" text box, please describe your project in 150 words or less. A suggested format is included for your convenience:

“Funds will be used by the (your agency name and others involved in the project) to (describe what funds will be used for and who will be involved). The (what - equipment, training, project, pilot, etc.) will (describe the specific goals you hope to achieve – how will the project or equipment improve safety in Wisconsin?) [If appropriate, add which area(s) of the state will benefit]”

Responses to this section will be used on the DOJ website, cited in DOJ reports and could be mentioned in press releases. Plain language that clearly describes the intent of the project is most effective.

2. Approval Checklist

Answer Yes or No to each question.

3. Performance Measures

Please open this section and change the page status to Complete; then SAVE the page. Performance Measures will be identified and collected during post-award reporting rather than through this funding application process.

4. Budget Detail

Complete a project budget using the following categories. For each category used, enter a justification that describes how the items in that category will be used during the course of the grant period. It is important that you include specific details for each budget line item, including cost calculations.

Also, please be aware that there is a 25% cash match required for these funds. To calculate the total budget and match amounts, use these formulae:

- Award Amount \div 0.75 Federal Share = Total Project Budget
- Adjusted Project Costs \times 0.25 Recipient's Share = Required Match

Example: For a grant award of \$379,248, the calculation would be:

1. Total Budget: $\$379,248 \div 0.75 = \$505,664$
2. Required Match: $\$505,664 \times 0.25 = \underline{\$126,416}$

Personnel: Provide salary information for non-contractual employees that will be funded through this grant, including overtime. List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization. Only personnel costs of the agency applying for the grant funds should be included under “personnel.”

Employee Benefits: Employee benefits for grant-funded personnel include FICA, unemployment compensation, health insurance, etc. and amounts budgeted should be based on actual known costs or an established formula. Please show the cost calculations or formula in your budget. Employee benefits are for the personnel listed in the budget and only for the percentage of time devoted to the project. Employee benefits on overtime hours are limited to FICA, workers’ compensation, and unemployment compensation.

Travel/Training: Any travel and/or training costs associated with the funded project. Only actual expenses will be reimbursed. All reimbursements will be at current state rates that are subject to change. Current rates for in-state travel at the time of this announcement include:

- Mileage: \$0.51/mile
- Lodging: Maximum \$82/night (\$90/night for Milwaukee, Waukesha or Racine County)
- Meals: \$8/breakfast (leaving before 6 a.m.); \$10/lunch (leaving before 10:30 a.m. and returning after 2:30 p.m.); \$20/dinner (returning after 7 p.m.); \$7/breaks

(Please note: Costs will only be reimbursed after submission of an event agenda and attendance list. Travel and training for contracted employees does not go in this section. These expenses should be itemized under “Contractual.”)

Paying for food from US Dept. of Justice funds is no longer allowed or strict limitations apply as of Oct. 2011. Food for clients being served by the program is the only time prior approval is not needed. Please consult your grant manager prior to submitting this application for clarification and for prior approval.

Equipment: Tangible non-expendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.

Supplies and Operating Expenses: Includes consumables such as paper, stationery, postage, software and equipment with an acquisition cost of less than \$5,000 per unit. Also includes operating expenses such as rent and utilities. Show computations for all items. For example, Rent: \$150/mo. x 12 months = \$1,800.

Consultants/Contractual: Provide costs associated with individuals or entities providing services through a contractual arrangement. With the exception of a few justified sole source situations, contracts should be awarded via competitive processes. Attach detailed information to support the total cost of each contract. For each consultant enter the name, if known; service to be provided; hourly or daily fee (8 hour day); and estimated time on the project. *Consultant fees in excess of \$650 per 8 hour day require additional justification (Contact DOJ).*

5. Budget Narrative

Please describe how your budget relates to the overall program/project strategy or implementation plan.

6. Problem Description

Describe the nature and scope of the problem the project will address. Local data should be used to provide evidence the problem exists, demonstrate the size and scope of the problem, and document the effects of the problem on the target population and the community. Please describe any previous or current attempts to address the problem and explain why they did or did not work. Please describe any unique factors about your community impacting the problem and the design of this proposed response. Describe your proposed target population and link that population to research and evidence-based practice.

7. Project Narrative

Use a word processing program to create a program narrative that provides a detailed description of the problem, goals, objectives, design, and evaluation of the proposed program. Cut and paste the narrative into the appropriate section of your Egrants application. The narrative should describe the proposed activities for this project period and changes, if any, since the previous application. Narratives need to include a succinct statement of the impact that their project has had on the community to date. This should include a summary of clients served, services provided, problems encountered and successes noted. Anecdotal information and narrative stories are acceptable as a part of this section or as a separate attachment to this document.

Narratives should include:

- Program goals and objectives.
- Description of the implementation process.
- Description of any changes in state law or policy requiring substance abuse testing of offenders in correctional/residential substance abuse treatment programs, including offenders released but remaining in state custody.
- Number, or estimated number, of offenders tested for the use of illegal substances during the last calendar year.
- Description of the treatment services and/or practices available for residential substance abuse treatment participants and how those services are currently monitored for quality and effectiveness.
- Description of the evidence that proves the effectiveness of the treatment services and/or practices with the target population. If the evidence is limited or nonexistent for the target population, provide other information to support the intervention section. Provide local data and any evaluation findings that demonstrate the program's impact with regard to offender and community outcomes.
- Description of how the applicant will ensure that individuals who participate in the RSAT program implemented with these federal funds will be provided with aftercare services. Describe how the applicant will ensure providers furnishing aftercare services are approved by the appropriate state or local agency and are licensed, if necessary, to provide medical treatment or other health services. Describe the aftercare services that will be provided.
- Description of the planning process for engaging and enrolling newly eligible participants for Medicaid in accordance with the Patient Protection and Affordable Health Care Act, ensuring the treatment protocol will continue after program completion.
- Explanation of how the applicant will coordinate RSAT's design and implementation at the state and local levels and how funds will be coordinated with the federal assistance for substance abuse treatment and aftercare services provided by the Substance Abuse and Mental Health Services Administration.
- Explanation of how the applicant will coordinate RSAT-funded programs with the federal Second Chance Act (SCA) (if applicable). If no coordination with SCA is planned, briefly describe why.

To attach a document to your Egrants application you must type "see attached" in the text box to enable the document attachment tool.

Application Review and Award Criteria

All applications must be submitted on or before the deadline and will be screened for completeness and compliance with the instructions provided in this announcement. DOJ staff will review applications to ensure consistency with statewide strategies and make funding recommendations to the Attorney General. All final grant award decisions will be made by the Attorney General.

Post-Award Special Conditions/Reporting Requirements

If you are awarded funds under this announcement, you will be required to provide regular progress reports. The schedule for your reports will be included in your grant award materials. At that time, please review all of your grant award special conditions and Egrants reporting requirements. In addition to any special conditions described in the award documents and reporting requirements contained in Egrants, please note the following:

- 1.) Grant recipients are advised that DOJ will monitor grants to ensure that funds are expended for appropriate purposes and that recipients are complying with state and federal requirements as described in the grant award contract. This includes timely completion of progress and financial reports, active efforts to achieve and measure stated goals and objectives, appropriate documentation of activities and outcomes, and adherence to any conditions included in the grant award.
- 2.) The Wisconsin Department of Justice reserves the right to withhold grant payments if the grant recipient is delinquent paying any obligation to the Department of Justice such as background check fees, etc.
- 3.) All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.
- 4.) Please be advised that a hold may be placed on any application or grant payment if it is deemed that an agency is not in good standing on other Wisconsin Department of Justice (DOJ) grants, has other grants compliance issues that would make the applicant agency ineligible to receive DOJ funding, and/or is not cooperating with an ongoing DOJ grant review or audit.
- 5.) A hold may also be placed on any application or grant payment if it is deemed that an agency is not in compliance with federal civil rights laws and/or is not cooperating with an ongoing federal civil rights investigation.
- 6.) Program Income: To maintain consistent practices with other similar programs, and as a proven practice, projects funded under this announcement are subject to program income guidelines detailed in the Federal Office of Justice Programs Financial Guide. Program income is income earned by the recipient, during the funding period, as a direct result of the award. Any fees charged to the participants of your project are considered program income. The amount earned as program income during the length of the grant period must be expended by the end of the grant period and must be used for the purposes and under the condition applicable to the award.

Additional Resources

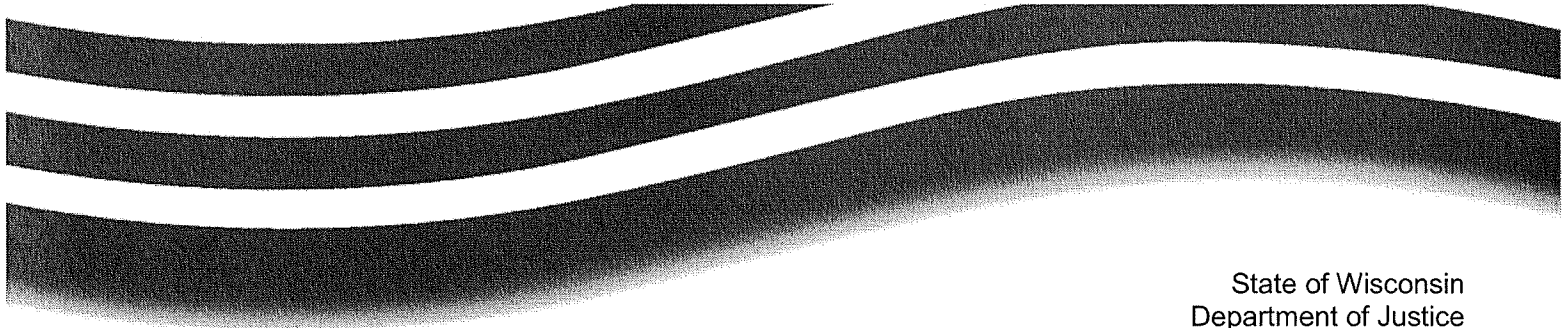
Additional information about the Department of Justice and resources to assist with Egrants is available as follows:

- Department of Justice Egrants webpage: <https://egrants.doj.state.wi.us/egmis/login.aspx>
- A helpful [Egrants User Guide](#) is posted on the Egrants page of the DOJ website. It includes registration through grant award instructions.
- The [Grants Administrative Guide](#) provides assistance with grants management and fiscal management rules, such as allowable costs and procurement.
- Online Help is available in many areas of the Egrants program – watch for the Help Buttons.
- Egrants Helpdesk is staffed on non-holiday weekdays between 8AM and 4:30PM.

Email: Egrants@doj.state.wi.us

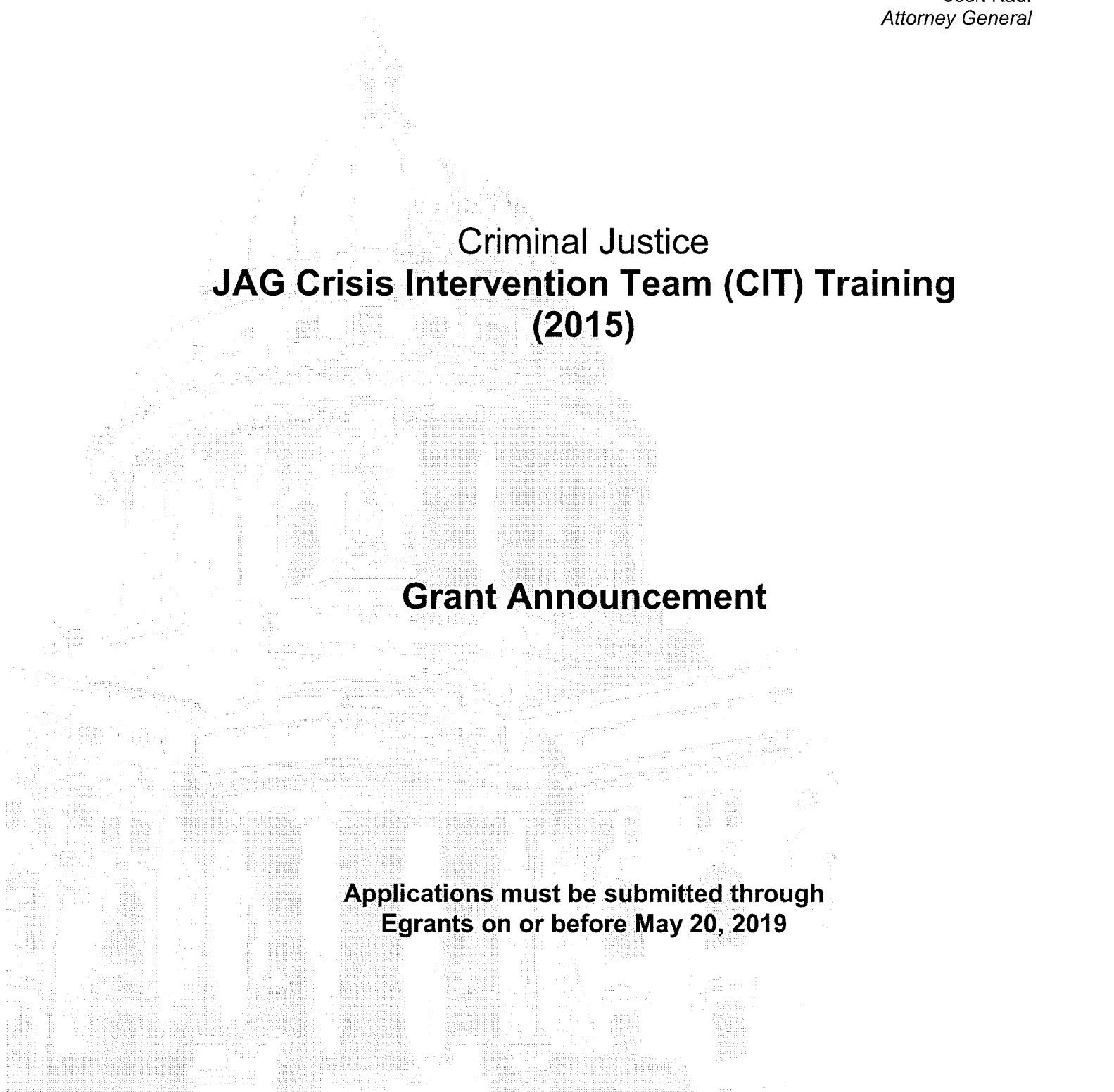
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Outside the 608 area code: (888) 894-6607



State of Wisconsin
Department of Justice
17 W. Main St.
P.O. Box 7070
Madison, WI 53707-7070

Josh Kaul
Attorney General



Criminal Justice
**JAG Crisis Intervention Team (CIT) Training
(2015)**

Grant Announcement

**Applications must be submitted through
Egrants on or before May 20, 2019**



**STATE OF WISCONSIN
DEPARTMENT OF JUSTICE**

Important Contact Information for this Grant Opportunity:

Program/Policy: Dennis Powers (608) 264-9441 or
powersdj@doj.state.wi.us

Budget/Fiscal: Jannifer Ayers (608) 267-2115
ayersjl@doj.state.wi.us

Forms/Signatures: Sara Tupper (608) 266-9764
tuppers@doj.state.wi.us

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Grant Announcement Summary

Program Area: Criminal Justice

Grant Title: JAG Crisis Intervention Team (CIT) Training (2015)

Description: Since 2014, the Wisconsin Criminal Justice Coordinating Council has been engaged in a planning and implementation project through the National Institute of Corrections' Evidence-Based Decision Making Initiative. NIC's EBDM initiative aims to apply "empirical knowledge and research-supported principles to justice system decisions made at the case, agency and system level and seeks to equip criminal justice local and state policymakers with the information, processes, and tools that will result in measurable reductions of pretrial misconduct, post-conviction reoffending, and other forms of community harm resulting from crime."

As part of these efforts, this fund announcement will provide one-time grants of up to \$20,000 to assist in CIT training for law enforcement. CIT is a 40 hour training program for law enforcement officers that includes basic information about mental illnesses as well as other associated illnesses including development and cognitive disorders and dementia and how to recognize them; information about the local mental health system and local laws; learning first hand from consumers and family members about their experiences; verbal de-escalation training, and role-plays.

The benefits of CIT training include:

- Reduced injuries to public, mental health consumers, and officers.
- Reduction in repeat contacts with the mental health consumers.
- Reduction of criminalization of those persons with mental illness that come in contact with the criminal justice system.
- Enhanced working relationships with the mental health care providers in the community.
- Increased involvement of the families and friends of the mental health consumers.
- Reduction in civil commitments through diversion to safe and less restrictive settings.
- Reduction in the costs of overall services through better utilization of said services and diversion to less costly services.

Opportunity Category: Competitive

Important Dates:

- Application Due Date: May 20, 2019
- Project Start Date: June 1, 2019
- Project End Date: September 30, 2019

Anticipated Funding Amount: Funds are available to assist with the associated costs of training officers and partners in CIT. Agencies may apply for grants up to \$20,000. Priority will

be given to agencies that currently collect data on the number of mentally ill arrested in their jurisdiction, and/or the number of mentally ill inmates in their county jail. Priority will also be given to agencies which collaborate for a multiple agency or jurisdictional training.

A grant will be provided only to fund a 40 hour (5 day) CIT course or a 1 day advanced training CIT course.

Match/Cost Sharing Requirement: There is no local match required.

Eligibility: Local law enforcement agencies or a local Criminal Justice Coordinating Council applying on behalf of a local law enforcement agency are eligible.

DUNS Number: The federal government now requires a DUNS number as part of the grant application to keep track of how federal grant money is awarded and dispersed. If your organization needs to obtain a DUNS number, go to <http://fedgov.dnb.com/webform>. You can also search this site if you cannot find your agency's number. Under normal circumstances, a new account can be created in 24-72 hours. The federal government has published DUNS Frequently Asked Questions at <http://fedgov.dnb.com/webform/displayFAQPage.do>. Check with your agency's financial office before registering for a DUNS number, as it is likely your agency already has one. **DOJ cannot award grant funds until an active DUNS number is provided.**

Eligible Expenses: All expenses must be new and cannot replace existing state or local government funding. Substitution of existing funds with federal grants (supplanting) will be the subject of monitoring and audit. Violations may result in a range of penalties, including suspension of current and future funds under this program, suspension or debarment from federal grants, repayment of monies provided under a grant, and civil and/or criminal penalties.

Funding may be used for associated costs of training law enforcement officers and partners in CIT. This includes; officer back-fill, overtime, trainer costs, travel costs, etc.

JAG Crisis Intervention Team (CIT) Training (2015)

The Wisconsin Department of Justice (DOJ) through its Justice Programs Section provides financial and technical assistance to public safety and criminal justice agencies throughout the state. As the state administering agency for state and federal criminal justice programs, DOJ is responsible for establishing funding priorities, developing application criteria, awarding and disseminating grants, and assessing project achievements. This grant announcement provides information about a specific grant opportunity and instructions to help those eligible apply for a share of the available funds.

Program Description

The Edward Byrne Memorial Justice Assistance Grant (JAG) Program is the primary provider of federal criminal justice funding to state and local jurisdictions. JAG funds support all components of the criminal justice system from multijurisdictional drug and gang task forces to crime prevention and domestic violence programs, courts, corrections, treatment, and justice information sharing initiatives.

Through this grant announcement, DOJ is seeking applications for law enforcement officers and partners to be trained in CIT. In a statewide survey for criminal justice stakeholders developed as part of Wisconsin's JAG strategic planning process, 67.3% of respondents identified mental health issues as one of the top issues affecting their criminal justice system.

The JAG planning committee also identified initiatives to improve responses to persons with mental illness who are at risk of incarceration or in contact with the criminal justice system as one of the seven priorities for JAG funding. By allowing more opportunities for law enforcement and partners to be trained in CIT, more opportunities for successful diversion will be afforded. CIT trains officers and their community partners in how to effectively deal with those suffering from mental illness in an effort to de-escalate crisis situations, reduce the number of arrests of mentally ill individuals and promote more appropriate referrals to mental health treatment services within the community.

CIT training has been occurring in Wisconsin already. The purpose of this grant announcement is to assist in increasing the number of law enforcement officers and personnel in related fields trained in CIT, in order to promote more successful outcomes in the interactions with law enforcement, professionals working in crisis services, and with people with mental illnesses.

Award Information

Project funding will be provided from the federal Byrne Memorial Justice Assistance Grant (JAG) program. There is no match required.

Funds under this grant award will be distributed through a reimbursement of expenditures.

Upon application approval, the applicant agency's project director will receive paper grant award documents by mail in approximately 30 days.

Submit Applications Using Egrants

Applications must be submitted through the Egrants online grants management system. If you have never used Egrants before, you will need to register for access to the system. To register online, go to <http://register.wisconsin.gov/AccountManagement/> and complete the 'self registration' process. On the account registration site, you will have a choice between the DOJ Egrants and WEM Egrants. Please take care to select **DOJ Egrants** during this process.

Authorization to access Egrants can take several days depending on registration activity. The DOJ help desk is open Monday-Friday 8am-4:30pm if you need assistance. (Please note: If you register outside of these hours, access may not be approved until the next business day.) Once your Egrants access has been approved, you may begin your online grant application.

An Egrants system user guide is posted on the [DOJ website](#). If you have any problems using Egrants, please contact our help desk at Egrants@doj.state.wi.us or call us at (608) 267-9068 or toll free at (888) 894-6607 during business hours.

Application Components

Through Egrants, you will provide DOJ with detailed information about your project that will be used to make a funding decision. Questions on what is expected in each section can be directed to Dennis Powers at (608) 264-9441, or email powersdj@doj.state.wi.us.

Please note: No attachments should be included in this grant application unless specifically requested in section instructions.

1. Main Summary

This page asks for information about your agency and the individuals responsible for the application and grant award. There are many required fields on this page so if you encounter problems, please check online help by clicking the floating HELP button. Please note: When identifying individuals involved in this grant, you may not list the same person as project director and financial officer. The financial officer is the individual responsible for financial activities in your organization while the project director will be overseeing project operations.

In the "Brief Project Description" text box, please describe your project in 150 words or less. A suggested format is included for your convenience:

"Funds will be used by the (your agency name and others involved in the project) to (describe what funds will be used for and who will be involved). The (what - equipment, training, project, pilot, etc.) will (describe the specific goals you hope to achieve – how will the project or equipment improve public safety in Wisconsin?) [If appropriate, add which area(s) of the state will benefit]"

Responses to this section will be used on the DOJ website, cited in DOJ reports and could be mentioned in press releases. Plain language that clearly describes the intent of the project is most effective.

2. Approval Checklist

Answer Yes or No to each question.

3. Performance Measures

Please open this section and change the page status to Complete; then SAVE the page. Performance measures will be identified and collected during post-award reporting rather than through this funding application process.

4. Budget Detail

Complete a project budget using the following categories. For each category used, enter a justification that describes how the items in that category will be used during the course of the grant period. It is important that you include specific details for each budget line item, including cost calculations.

Personnel: Provide salary information for non-contractual employees that will be funded through this grant, including overtime and officer back-fill. List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

Employee Benefits: Employee benefits for grant-funded personnel include FICA, unemployment compensation, health insurance, etc. and amounts budgeted should be based on actual known costs or an established formula. Employee benefits are for the personnel listed in the budget and only for the percentage of time devoted to the project. Employee benefits on overtime hours are limited to FICA, workers' compensation, and unemployment compensation.

Travel/Training: Any travel and/or training costs associated with the funded project. Only actual expenses will be reimbursed. All reimbursements will be at current state rates and are subject to change. Current rates for in-state travel at the time of this announcement include:

- Mileage: \$0.51/mile
- Lodging: Maximum \$82/night (\$90/night for Milwaukee, Waukesha or Racine County)
- Meals: \$8/breakfast (leaving before 6 a.m.); \$10/lunch (leaving before 10:30 a.m. and returning after 2:30 p.m.); \$20/dinner (returning after 7 p.m.); \$7/breaks

(Please note: Costs will only be reimbursed after submission of an event agenda and attendance list. Travel and training for contracted employees does not go in this section. These expenses should be itemized under "Contractual.")

Paying for food from US Dept. of Justice funds is no longer allowed or strict limitations apply as of Oct. 2011. Food for clients being served by the program is the only time prior approval is not needed. Please consult your grant manager prior to submitting this application for clarification and for prior approval.

Consultants/Contractual: Provide costs associated with individuals or entities providing services through a contractual arrangement. With the exception of a few justified sole source situations, contracts should be awarded via competitive processes. Attach detailed information to support the total cost of each contract. For each consultant enter the name, if known; service to be provided; hourly or daily fee (8 hour day); and estimated time on the project. Consultant fees in excess of \$650 per 8 hour day require additional justification (contact DOJ). List all expenses to be paid from the grant to the individual consultant in

addition to their fees (e.g., travel, lodging, meals, etc.). Show the basis of computation for each service requested. Within 30 days of grant award date, a signed contract must be received by DOJ. No fund reimbursements will be made prior to receipt of the contract.

5. Budget Narrative (10 points)

Please describe how your budget relates to the overall program/project strategy or implementation plan.

6. Agency Profile (10 points)

Briefly describe your agency in terms of population served, number of staff (Sworn/Non-sworn), whether there is normally 24/7 coverage, and any other relevant details.

7. Project Narrative (25 points)

Briefly describe how the training will be conducted. Describe any previous training in CIT for your agency or officers. Include collaborations with other agencies and partnerships with the mental health community if applicable. Describe other projects implemented by your agency or your county to address mental illness in the criminal justice system.

8. Goals and Objectives (25 points)

Identify your agency's goals surrounding improved officer/partner training and/or responses to persons with mental illnesses. Goals should include the number of officers and partners you expect to have trained, as well as the number of diverted arrests you expect due to having officers and partners trained in CIT. Provide other anticipated benefits you expect to see as a result of these trainings.

9. Implementation Plan (25 points)

Provide a brief and concise timeline of activities required to implement this training.

10. Other Funding (5 points)

Describe other grants or resources your agency intends to leverage in order to successfully implement CIT training.

Application Review and Award Criteria

All applications must be submitted on or before the application deadline and will be screened for completeness and compliance with the instructions provided in this announcement. DOJ staff will review applications to insure consistency with statewide strategies and make funding recommendations to the Attorney General.

All compliant grants will be reviewed and scored by DOJ. Priority will be given to agencies that currently collect data on the number of mentally ill arrested in their jurisdiction, and/or the number of mentally ill inmates in their county jail. Priority will also be given to agencies which collaborate for a multiple agency or jurisdictional training. Once ranked, the applications will be submitted to the Attorney General for further comment and review. All final grant award decisions will be made by the Attorney General. Depending on resources, grants will be funded in the final ranked order until grant funds are exhausted, or all acceptable grants are funded. Availability of funds is no guarantee of approval. Each grant must satisfy basic criteria set out

above. Grant reviewers may suggest amendments to applications and grant applicants will be contacted if more input is needed.

Post-Award Special Conditions/Reporting Requirements

Agencies awarded funds under this announcement will be required to provide regular progress reports. The schedule for reports will be included in the grant award materials. At that time, please review all grant award special conditions and Egrants reporting requirements.

Grant recipients are also advised that DOJ will monitor grants to ensure that funds are expended for appropriate purposes and that recipients are complying with state and federal requirements as described in the grant award contract. This includes timely completion of progress and financial reports, active efforts to achieve and measure stated goals and objectives, appropriate documentation of activities and outcomes, and adherence to any conditions included in the grant award.

The Wisconsin Department of Justice reserves the right to withhold grant payments if the grant recipient is delinquent paying any obligation to the Department of Justice such as background check fees, etc.

Additional Resources

Crisis Intervention Team Information:

- The National Alliance on Mental Illness (NAMI) Wisconsin website:
www.namiwisconsin.org/
- Access [CIT toolkit and CIT facts](#)

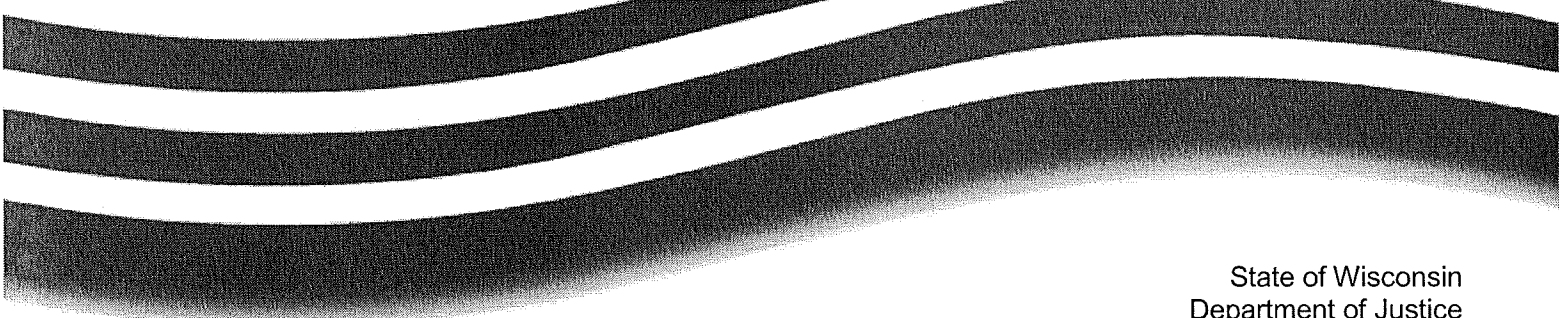
Additional information about the Wisconsin Department of Justice, Justice Programs Section and resources to assist with Egrants is available as follows:

- Department of Justice Egrants webpage: <https://egrants.doj.state.wi.us/egmis/login.aspx>
- A helpful [Egrants User Guide](#) is posted on the Egrants page of the DOJ website. It includes registration through grant award instructions.
- The [Grants Administrative Guide](#) provides assistance with grants management and fiscal management rules, such as allowable costs and procurement.
- Online Help is available in many areas of the Egrants program – watch for the Help Buttons.
- Egrants Helpdesk is staffed on non-holiday weekdays between 8AM and 4:30PM.

Email: Egrants@doj.state.wi.us

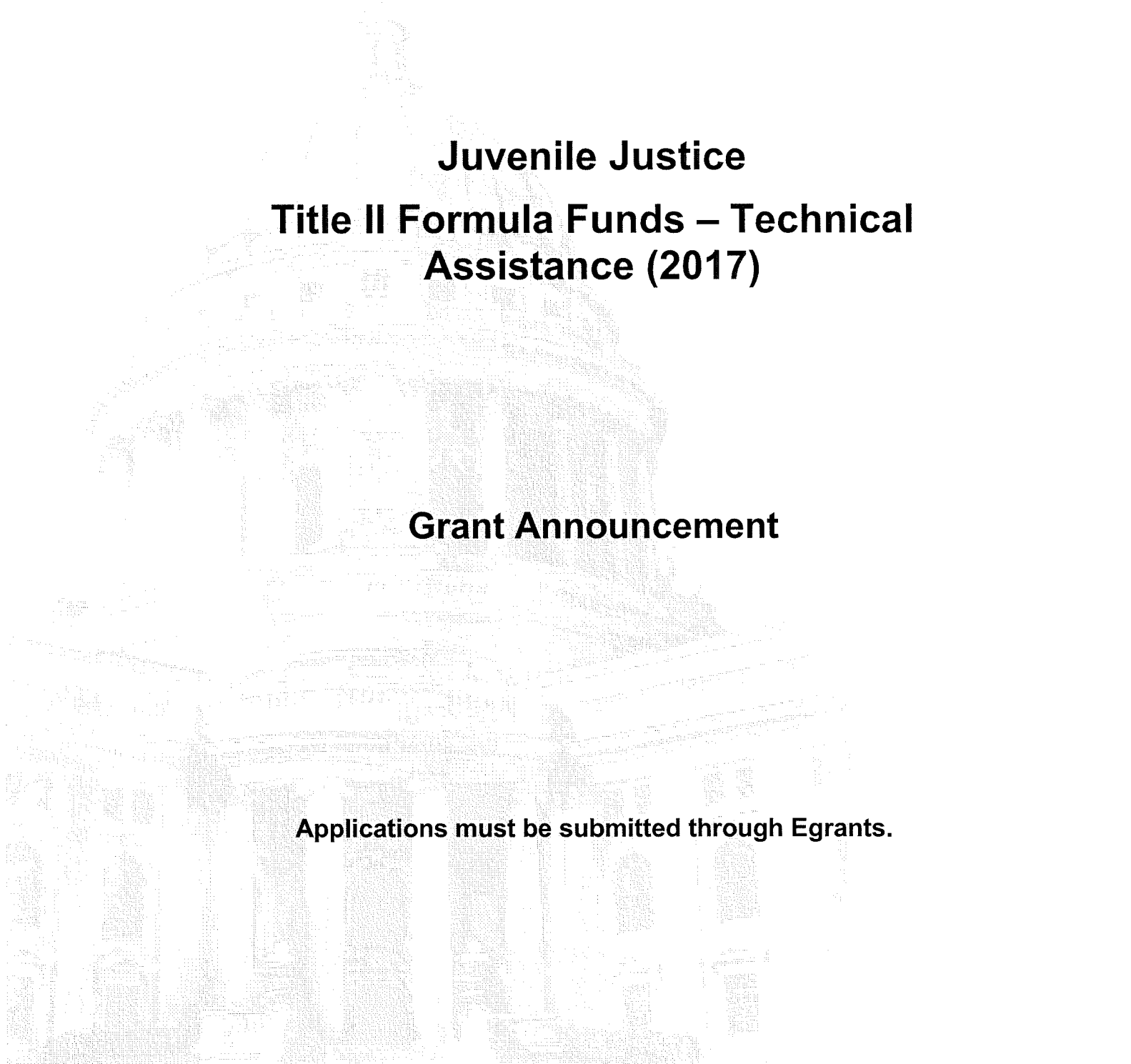
Local calls: (608) 267-9068

Outside the 608 area code: (888) 894-6607



State of Wisconsin
Department of Justice
17 W. Main St.
P.O. Box 7857
Madison, WI 53707-7857

Josh Kaul
Attorney General



**Juvenile Justice
Title II Formula Funds – Technical
Assistance (2017)**

Grant Announcement

Applications must be submitted through Egrants.



**STATE OF WISCONSIN
DEPARTMENT OF JUSTICE**

Important Contact Information for this Grant Opportunity:

Program/Policy: Allison Budzinski (608) 261-6626 or
budzinskiAE@doj.state.wi.us

Budget/Fiscal: Katie Hawkins (608) 266-7949 or
hawkinskd@doj.state.wi.us

Forms/Signatures: Sabrina Gentile (608) 266-7639 or
gentilem@doj.state.wi.us

Egrants Assistance: Weekdays, 8am – 4:30pm
Email: Egrants@doj.state.wi.us
Local calls: (608) 267-9068
Toll free: (888) 894-6607

The Egrants application guide has step-by-step instructions for accessing and using the Egrants online system. The guide is posted on the Egrants page of our website.

Online help is available throughout the Egrants application process. Once you have started an application, look for the HELP button in the top right corner of the screen. Page-specific instructions can be found there.

Grant Announcement Summary

Program Area: Juvenile Justice

Grant Title: Title II Formula Funds – Technical Assistance (2017)

Description: The Wisconsin Department of Justice (DOJ), through the Governor's Juvenile Justice Commission (GJJC) is offering Technical Assistance (TA) grants to any tribe, unit of local government, or nonprofit.

Technical Assistance Requests are defined as smaller grants that encompass tasks consistent with the four core requirements of the JJDPa and the GJJC's three-year plan priorities that will cost less than \$25,000. Examples of technical assistance include:

- 1) Training on specific programs or practices, e.g. cognitive behavioral therapy, case planning, case management, etc., including individual meeting/conference registration fees, travel expenses, and other reasonable costs associated with training; presenter/consultant travel expenses and professional service expenses.
- 2) Purchasing materials to support specific programs or practices that are consistent with the GJJC's plan and/or current practice.
- 3) Funding specific, unanticipated costs associated with an existing DOJ grant only if the current grant cannot accommodate the additional request.

Through this grant announcement, and based on the GJJC's 2015-2017 three-year plan priorities, funding is available for technical assistance in one of the following three categories:

- 1) **Alternatives to Detention and Placement** – These are community-and home-based alternatives to incarceration and institutionalization, including for youth who need temporary placement such as crisis intervention, shelter, and aftercare, and for youth who need residential placement such as a continuum of foster care or group home alternatives that provide access to a comprehensive array of services.
- 2) **Disproportionate Minority Contact (DMC)** – Programs, research, training or other initiatives primarily to reduce the disproportionate number of youth members of minority groups who come into contact with the juvenile justice system.
- 3) **Juvenile Justice System Improvement** – Programs, research, training or other initiatives to examine issues or improve practices, policies, or procedures on a system wide basis (e.g., examining problems affecting decisions from arrest to disposition and detention to corrections).

Opportunity Category: Competitive

Important Dates:

Application Due Date: Ongoing

Project Start Date: Ongoing

Project End Date: On or before June 30, 2020

Funding Levels: The organization requesting assistance will submit a technical assistance (TA) application up to \$25,000. The GJJC has set rules as to dollar amounts and award purposes:

- a) Requests of \$5000 or less will be reviewed and approved/denied by the GJJC Chair and the Administrator of DOJ's Division of Law Enforcement Services (DLES)
- b) Requests between \$5,001 – \$10,000 will be reviewed and approved/denied by the GJJC Executive Committee.
- c) Requests between \$10,001 – \$25,000 will be reviewed and approved/denied by the full GJJC.
- d) Requests over \$25,000 will have to be submitted during the next competitive funding round.

Match/Cost Sharing Requirement: None

Eligibility: Any tribe, unit of local government, or nonprofit is eligible to apply. School districts and CESAs are not units of local government for purposes of this funding announcement.

DUNS Number: The federal government now requires a DUNS number as part of the grant application to keep track of how federal grant money is awarded and disbursed. If your organization needs to obtain a DUNS number, go to <http://fedgov.dnb.com/webform>. You can also search this site if you cannot find your agency's number. Under normal circumstances, a new account can be created in 24-72 hours. The federal government has published DUNS Frequently Asked Questions at <http://fedgov.dnb.com/webform/displayFAQPage.do>. Check with your agency's financial office before registering for a DUNS number - it is likely your agency already has one. **DOJ cannot award grant funds until an active DUNS number is provided.**

System for Award Management (SAM) Registration: All applicants must be registered on the SAM (formerly Central Contractor Registration/CCR) database. This is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. If you had an active CCR, you have an active record in SAM. Applicants must update or renew their SAM registration on a yearly basis. Information to update your entity records can be accessed at <http://www.sam.gov/>. **DOJ cannot award funds until an agency has an active registration in SAM and is eligible to receive federal funds.**

Eligible Expenses: Funding may be used for consultant/contractual expenses, travel and training, and supplies and operating expenses.

All expenses must be new and cannot replace existing state or local government funding. Substitution of existing funds with federal grants (supplanting) will be the subject of monitoring and audit. Violations may result in a range of penalties, including suspension of current and future funds under this program, suspension or debarment from federal grants, repayment of monies provided under a grant, and civil and/or criminal penalties.

Title II Formula Funds – Technical Assistance (2017)

The Wisconsin Department of Justice (DOJ) through its Justice Programs Section provides financial and technical assistance to public safety, criminal justice, and juvenile justice agencies throughout the state. As the state administering agency for state and federal criminal justice programs, DOJ is responsible for establishing funding priorities, developing application criteria, awarding and disseminating grants, and assessing project achievements. This grant announcement provides information about a specific grant opportunity and instructions to help those eligible apply for a share of the available funds.

Program Description

Technical Assistance that encompasses a task consistent with the four core requirements of the JJDP and the GJJC's three-year plan priorities (detailed on page 1) that will cost less than \$25,000 are eligible. Examples of technical assistance include:

- 1) Training on specific programs or practices, e.g. cognitive behavioral therapy, case planning, case management, etc., including individual meeting/conference registration fees, travel expenses, and other reasonable costs associated with training; presenter/consultant travel expenses and professional service expenses.
- 2) Purchasing materials to support specific programs or practices that are consistent with the GJJC's plan and/or current practice.
- 3) Funding specific, unanticipated costs associated with an existing DOJ grant only if the current grant cannot accommodate the additional request.

Award Information

These FY 2017 Title II Formula Funds are funded by the Office of Juvenile Justice and Delinquency Prevention (OJJDP). Grant funds up to \$25,000 may be awarded.

Upon application approval, the applicant agency's project director will receive paper grant award documents by mail in approximately 30 days.

Submit Applications Using Egrants

Applications must be submitted through the Egrants online grants management system. If you have never used Egrants before, you will need to register for access to the system. To register online, go to <http://register.wisconsin.gov/AccountManagement/> and complete the 'self-registration' process. On the account registration site, you will have a choice between the DOJ Egrants and WEM Egrants. Please take care to select **DOJ Egrants** during this process. Authorization to access Egrants can take several days depending on registration activity. The DOJ help desk is open Monday-Friday 8am-4:30pm if you need assistance. (Please note: If you register outside of these hours, access may not be approved until the next business day.) Once your Egrants access has been approved, you may begin your online grant application.

An Egrants system user guide is posted on the DOJ website (Egrants page). If you have any problems using Egrants, please contact our help desk at Egrants@doj.state.wi.us or call us at (608) 267-9068 or toll free at (888) 894-6607 during business hours.

Application Components

Through Egrants, you will provide DOJ with detailed information about your project that will be used to make a funding decision. Questions on what is expected in each section can be directed to Allison Budzinski at (608) 261-6626 or at BudzinskiAE@doj.state.wi.us.

Please note: No attachments should be included in this grant application unless specifically requested in section instructions.

1. Main Summary

This page asks for information about your agency and the individuals responsible for the application and grant award. There are many required fields on this page so if you encounter problems, please check online help by clicking the floating HELP button.

Applicant Agency is the entity with the authority to accept and disperse funds i.e. county, city, village, private non-profit.

Please note: When identifying individuals involved in this grant, each responsible individual in this grant must be a different person.

The financial officer is the individual responsible for financial activities in your organization. The project director will oversee project operations. The signing official is the highest elected official in municipality/government entity/organization. (For example, in a City it is the Mayor, for Counties it is the County Executive or County Board Chair, Nonprofits it is the Executive Director.)

In the "Brief Project Description" text box, please describe your project in 150 words or less. A suggested format is included for your convenience:

“Funds will be used by the (your agency name and others involved in the project) to (describe what funds will be used for and who will be involved). The (what - equipment, training, project, pilot, etc.) will (describe the specific goals you hope to achieve – how will the project or equipment improve safety in Wisconsin?) [If appropriate, add which area(s) of the state will benefit.]”

Responses to this section will be used on the DOJ website, cited in DOJ reports and could be mentioned in press releases. Plain language that clearly describes the intent of the project is most effective.

2. Approval Checklist

Answer Yes or No to each question.

3. Performance Measures

Please open this section and change the page status to Complete; then save the page. Performance Measures will be identified and collected during post-award reporting rather than through this funding application process.

4. Budget Detail

Complete a project budget using the following categories. For each category used, enter a justification that describes how the items in that category will be used during the course of the grant period. It is important that you include specific details for each budget line item, including cost calculations.

Consultants/Contractual: Provide costs associated with individuals or entities providing services through a contractual arrangement. With the exception of a few justified sole source situations, contracts should be awarded via competitive processes. Attach detailed information to support the total cost of each contract. For each consultant enter the name, if known; service to be provided; hourly or daily fee (8-hour day); and estimated time on the project. Consultant fees in excess of \$650 per 8-hour day require additional justification (Contact DOJ).

Travel/Training: Any travel and/or training costs associated with the funded project. Only actual expenses will be reimbursed. All reimbursements will be at current state rates that are subject to change. Current rates for in-state travel at the time of this announcement include:

- Mileage: \$0.51/mile
- Lodging: Maximum \$82/night (\$90/night for Milwaukee, Waukesha or Racine County)
- Meals: \$8/breakfast (leaving before 6 a.m.); \$10/lunch (leaving before 10:30 a.m. and returning after 2:30 p.m.); \$20/dinner (returning after 7 p.m.); \$7/breaks

(Please note: Costs will only be reimbursed after submission of an event agenda and attendance list. Travel and training for contracted employees does not go in this section. These expenses should be itemized under "Contractual.")

Paying for food from US Dept. of Justice funds is no longer allowed or strict limitations apply as of Oct. 2011. Food for clients being served by the program is the only time prior approval is not needed. Please consult your grant manager prior to submitting this application for clarification and for prior approval.

Supplies and Operating Expenses: Includes consumables such as paper, stationery, postage, software and equipment with an acquisition cost of less than \$5,000 per unit. Also includes operating expenses such as rent and utilities. Show computations for all items. For example, Rent: \$150/month x 12 months = \$1,800.

5. Budget Narrative

The Budget Narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail. The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail. The narrative should explain how all costs were estimated and calculated and how they are relevant to the completion of the proposed project.

6. Project Narrative

Please indicate what category you have selected for your project. (See Categories 1-3 on page 1.)

- A. Please describe your project. Include a description of the project for which funding is sought and why the project is needed.
- B. Please describe the evidence-based program or the evidence-based principles on which the project is based.
- C. Describe how this project will advance juvenile justice system improvement in your county/tribe/agency.

Application Review and Award Criteria

The following process will be used for application approval:

- a) Requests of \$5000 or less will be reviewed and approved/denied by the GJJC Chair and DOJ/DLES Administrator.
- b) Requests between \$5,001 – \$10,000 will be reviewed and approved/denied by the GJJC Executive Committee.
- c) Requests between \$10,001 – \$25,000 will be reviewed and approved/denied by the full GJJC.
- d) Requests over \$25,000 will have to be submitted during the next competitive funding round.

All applications will be screened for completeness and compliance with the instructions provided in this announcement. DOJ staff will review applications with the GJJC to ensure consistency with statewide strategies and make funding recommendations to the Attorney General. All final grant award decisions will be made by the Attorney General.

Post-Award Special Conditions/Reporting Requirements

If you are awarded funds under this announcement, you will be required to provide regular progress reports. The schedule for your reports will be included in your grant award materials. At that time, please review all of your grant award special conditions and Egrants reporting requirements. In addition to any special conditions described in the award documents and reporting requirements contained in Egrants, please note the following:

- 1.) The Juvenile Justice and Delinquency Prevention Act (JJDP Act) contains four core requirements with which states must comply in order to receive a share of federal Title II Formula funds. The core requirements are: Disproportionate Minority Contact (DMC); Deinstitutionalization of Status Offenders (DSO); Jail Removal (JR); and Separation of Juvenile Offenders from Adult Inmates (Sight and Sound Separation).

You will be required to maintain compliance as a condition of your grant, should you be awarded a grant. Failure to maintain compliance may result in a suspension of the grant award. The grant also will be conditioned upon the grantee allowing DOJ access to records to determine if the grantee is complying with the JJDP Act. You do not need to provide any information at this time. DOJ staff will monitor your compliance with the JJDP Act. Additional information on the four core requirements can be found [here](#).

- 2.) Grant recipients are advised that DOJ will monitor grants to ensure that funds are expended for appropriate purposes and that recipients are complying with state and federal requirements as described in the grant award contract. This includes timely completion of progress and financial reports, active efforts to achieve and measure stated

goals and objectives, appropriate documentation of activities and outcomes, and adherence to any conditions included in the grant award.

- 3.) The DOJ reserves the right to withhold grant payments if the grant recipient is delinquent paying any obligation to the DOJ such as background check fees, etc.
- 4.) All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.
- 5.) Please be advised that a hold may be placed on any application or grant payment if it is deemed that an agency is not in good standing on other DOJ grants, has other grants compliance issues that would make the applicant agency ineligible to receive DOJ funding, and/or is not cooperating with an ongoing DOJ grant review or audit.
- 6.) A hold may also be placed on any application or grant payment if it is deemed that an agency is not in compliance with federal civil rights laws and/or is not cooperating with an ongoing federal civil rights investigation.
- 7.) Program Income: To maintain consistent practices with other similar programs, and as a proven practice, projects funded under this announcement are subject to program income guidelines detailed in the federal Office of Justice Programs Financial Guide. Program income is income earned by the recipient, during the funding period, as a direct result of the award. Any fees charged to the participants of your project are considered program income. The amount earned as program income during the length of the grant period must be expended by the end of the grant period and must be used for the purposes and under the condition applicable to the award.

Additional Resources

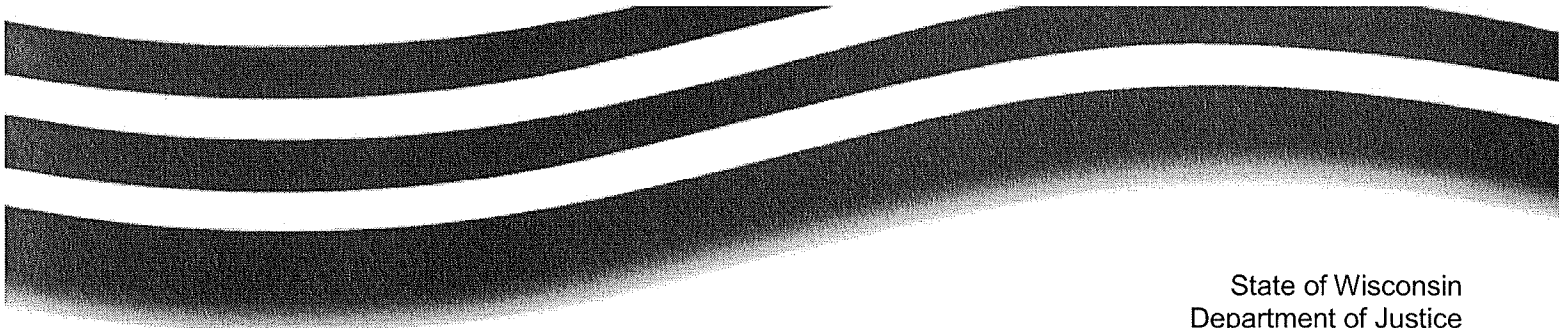
Additional information about the Department of Justice and resources to assist with Egrants is available as follows:

- Department of Justice Egrants webpage: <https://egrants.doj.state.wi.us/egmis/login.aspx>
- A helpful [Egrants User Guide](#) is posted on the Egrants page of the DOJ website. It includes registration through grant award instructions.
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Email: Egrants@doj.state.wi.us

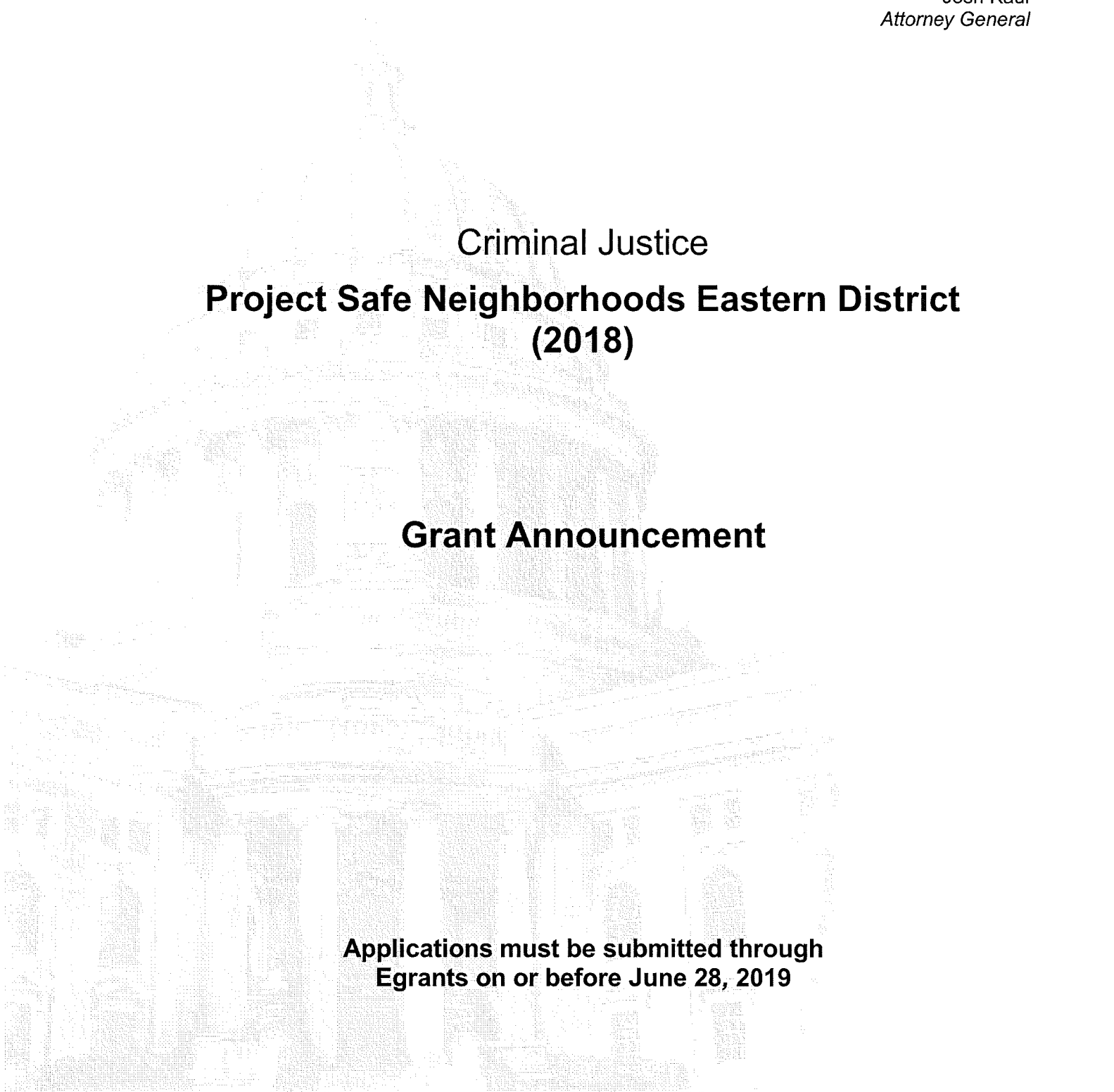
Local calls: (608) 267-9068

Outside the 608 area code: (888) 894-6607



State of Wisconsin
Department of Justice
17 W. Main St.
P.O. Box 7070
Madison, WI 53707-7070

Josh Kaul
Attorney General



Criminal Justice
**Project Safe Neighborhoods Eastern District
(2018)**

Grant Announcement

**Applications must be submitted through
Egrants on or before June 28, 2019**



**STATE OF WISCONSIN
DEPARTMENT OF JUSTICE**

Important Contact Information for this Grant Opportunity:

Program/Policy: Dennis Powers (608) 264-9441
powersdj@doj.state.wi.us

Budget/Fiscal: Katie Hawkins (608) 266-7949
hawkinskd@doj.state.wi.us

Forms/Signatures: Sabrina Gentile (608) 266-7639
gentilem@doj.state.wi.us

Egrants Assistance: Weekdays, 8am – 4:30pm
Email: Egrants@doj.state.wi.us
Local calls: (608) 267-9068
Toll free: (888) 894-6607

The Egrants application guide has step-by-step instructions for accessing and using the Egrants online system. The guide is posted [on the Egrants page of our website](#).

Online Help is available throughout the Egrants application process. Once you have started an application, look for the HELP button in the top right corner of the screen. Page-specific instructions can be found there.

Grant Announcement Summary

Program Area: Criminal Justice

Grant Title: Project Safe Neighborhoods Eastern District (2018)

Description: Through this grant announcement, DOJ is seeking applications to support specific projects that involve projects to support collaborative community-wide efforts linking gun violence & gang prevention and intervention efforts (in schools and the community) with law enforcement suppression efforts. Projects will receive funding under the 2018 Project Safe Neighborhoods (PSN) program.

Opportunity Category: Competitive

Important Dates:

Application Due Date: June 28, 2019

Project Start Date: July 1, 2019

Project End Date: September 30, 2021

Anticipated Funding Amount: A total of \$317,422 in federal funding is available.

Match/Cost Sharing Requirement: There is no local match required.

Eligibility: Only agencies that are located within the Eastern District of Wisconsin are eligible to apply.

DUNS Number: The federal government now requires a DUNS number as part of the grant application to keep track of how federal grant money is awarded and disbursed. If your organization needs to obtain a DUNS number, go to <http://fedgov.dnb.com/webform>. You can also search this site if you cannot find your agency's number. Under normal circumstances, a new account can be created in 24-72 hours. The federal government has published DUNS Frequently Asked Questions at <http://fedgov.dnb.com/webform/displayFAQPage.do>. Check with your agency's financial office before registering for a DUNS number - it is likely your agency already has one.

DOJ cannot award grant funds until an active DUNS number is provided.

Eligible Expenses: Funds may be used for Personnel, Employee Benefits, Travel/Training, Supplies/Operating Expenses, and Consultants/Contractual expenses.

All expenses must be new and cannot replace existing state or local government funding. Substitution of existing funds with federal grants (supplanting) will be the subject of monitoring and audit. Violations may result in a range of penalties, including suspension of current and future funds under this program, suspension or debarment from federal grants, repayment of monies provided under a grant, and civil and/or criminal penalties.

Project Safe Neighborhoods Eastern District (2018)

The Wisconsin Department of Justice (DOJ) through its Justice Programs Section provides financial and technical assistance to public safety and criminal justice agencies throughout the state. As the state administering agency for state and federal juvenile and criminal justice programs DOJ is responsible for establishing funding priorities, developing application criteria, awarding and disseminating grants, and assessing project achievements. This grant announcement provides information about a specific grant opportunity and instructions to help those eligible apply for a share of the available funds.

Program Description

Through this grant announcement, DOJ is seeking applications for projects geared toward reducing gang and violent crime in the Eastern District of Wisconsin approved for funding by the United States Department of Justice, Bureau of Justice Assistance. Projects will receive funding under the 2018 Project Safe Neighborhoods (PSN) program.

Project Safe Neighborhoods (PSN) is a nationwide commitment to reduce gun and gang crime in America by networking existing local programs that target gun and gun crime and providing these programs with additional tools necessary to be successful. Since its inception in 2001, approximately \$2 billion has been committed to this initiative. This funding is being used to hire new federal and state prosecutors, support investigators, provide training, distribute gun lock safety kits, deter juvenile gun crime, and develop and promote community outreach efforts as well as to support other gun and gang violence reduction strategies. For more information on the National PSN Program, please visit www.psn.gov.

Award Information

A total of \$317,422 is available. These funds are being made available through the federal Project Safe Neighborhoods Program which is directed by the United States Attorney's Office for the Eastern District of Wisconsin. Funds will be awarded and administered by the Wisconsin Department of Justice. Grant expenditures will be reimbursed when spending is documented and submitted to DOJ. There is no match required.

Upon application approval, the applicant agency's project director will receive paper grant award documents by mail in approximately 30 days.

Submit Applications Using Egrants

Applications must be submitted through the Egrants online grants management system. If you have never used Egrants before, you will need to register for access to the system. To register online, go to <http://register.wisconsin.gov/AccountManagement/> and complete the 'self registration' process. On the account registration site, you will have a choice between the DOJ Egrants and WEM eGrants. Please take care to select **DOJ Egrants** during this process.

Authorization to access Egrants can take several days depending on registration activity. The DOJ help desk is open Monday-Friday 8am-4:30pm if you need assistance. (Please note: If you register outside of these hours, access may not be approved until the next business day.) Once your Egrants access has been approved, you may begin your online grant application.

An Egrants System User Guide is posted on the DOJ website ([Egrants page](#)). If you have any problems using Egrants, please contact our help desk at Egrants@doj.state.wi.us or call us at (608) 267-9068 or toll free at (888) 894-6607 during business hours.

Application Components

Through Egrants, you will provide DOJ with detailed information about your project that will be used to make a funding decision. Questions on what is expected in each section can be directed to Dennis Powers at (608) 264-9441 or at powersdj@doj.state.wi.us.

Please note: No attachments should be included in this grant application unless specifically requested in section instructions.

1. Main Summary

This page asks for information about your agency and the individuals responsible for the application and grant award. There are many required fields on this page so if you encounter problems, please check online help by clicking the floating HELP button. Please note: When identifying individuals involved in this grant, you may not list the same person as project director and financial officer. The financial officer is the individual responsible for financial activities in your organization while the project director will be overseeing project operations.

In the Brief Project Description text box, please describe your project in 150 words or less. A suggested format is included for your convenience:

“Funds will be used by the (your agency name and others involved in the project) to (describe what funds will be used for and who will be involved). The (what - equipment, training, project, pilot, etc.) will (describe the specific goals you hope to achieve – how will the project or equipment improve safety in Wisconsin?) [If appropriate, add which area(s) of the state will benefit]”

Responses to this section will be used on the DOJ website, cited in DOJ reports and could be mentioned in press releases. Plain language that clearly describes the intent of the project is most effective.

2. Approval Checklist

Answer Yes or No to each question.

3. Performance Measures

Please open this section and change the page status to Complete; then save the page. Performance Measures will be identified and collected during post-award reporting rather than through this funding application process.

4. Budget Detail

Complete a project budget using the following categories. For each category used, enter a justification that describes how the items in that category will be used during the course of the grant period. It is important that you include specific details for each budget line item, including cost calculations.

Personnel: Provide salary information for non-contractual employees that will be funded through this grant, including overtime. List each position by title and name of employee, if

available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization. Only personnel costs of the agency applying for the grant funds should be included under “personnel.”

Employee Benefits: Employee benefits for grant-funded personnel include FICA, Unemployment Compensation, Health Insurance, etc. and amounts budgeted should be based on actual known costs or an established formula. Employee benefits are for the personnel listed in the budget and only for the percentage of time devoted to the project. Employee benefits on overtime hours are limited to FICA, Workers’ Compensation, and Unemployment Compensation.

Travel/Training: Any travel and/or training costs associated with the funded project. Only actual expenses will be reimbursed. All reimbursements will be at current state rates and are subject to change. Current rates for in-state travel at the time of this announcement include:

- Mileage: \$0.51/mile
- Lodging: Maximum \$82/night (\$90/night for Milwaukee, Waukesha or Racine County)
- Meals: \$8/breakfast (leaving before 6 a.m.); \$10/lunch (leaving before 10:30 a.m. and returning after 2:30 p.m.); \$20/dinner (returning after 7 p.m.); \$7/breaks

(Please note: Costs will only be reimbursed after submission of an event agenda and attendance list. Travel and training for contracted employees does not go in this section. These expenses should be itemized under “Contractual.”)

Paying for food from US Dept. of Justice funds is no longer allowed or strict limitations apply as of Oct. 2011. Food for clients being served by the program is the only time prior approval is not needed. Please consult your grant manager prior to submitting this application for clarification and for prior approval.

Supplies and Operating Expenses: Includes consumables such as paper, stationery, postage, software and equipment with an acquisition cost of less than \$5,000 per unit. Also includes operating expenses such as rent and utilities. Show computations for all items. For example, Rent: \$150/mo. x 12 months = \$1,800.

Consultants/Contractual: Provide costs associated with individuals or entities providing services through a contractual arrangement. With the exception of a few justified sole source situations, contracts should be awarded via competitive processes. Attach detailed information to support the total cost of each contract. For each consultant enter the name, if known; service to be provided; hourly or daily fee (8 hour day); and estimated time on the project. Consultant fees in excess of \$650 per 8 hour day require additional justification (contact DOJ). List all expenses to be paid from the grant to the individual consultant in addition to their fees (e.g., travel, lodging, meals, etc.). Show the basis of computation for each service requested. Within 30 days of grant award date, a signed contract must be received by DOJ. No fund reimbursements will be made prior to receipt of the contract.

5. Budget Narrative (10 points)

Please describe how the budget relates to the overall program/project strategy or implementation plan.

6. Project Narrative (30 points)

Describe your program or project in detail, including what objectives would be accomplished. Include appropriate statistics, if applicable. Relate any potential benefits including cost savings, decrease in crime activity, or other relevant details.

7. Problem Description (20 points)

Clearly identify and define the gun and gang violence problems that will be addressed through the project. State the need for the project and include supporting data.

8. Implementation Plan (40 points)

Please describe the project's implementation plan. Please list the tasks and strategies that will be completed in order to meet the project's goals and objectives.

9. Required attachments

a. A local government that receives and accepts an award under the FY 2018 Project Safe Neighborhoods (PSN) Program must submit a certification regarding compliance with 8 U.S.C. § 1373. This certification form must be signed by the chief legal officer of the applicant and uploaded as an attachment to this application. (An Indian tribe is not considered a "local government" for purposes of this certification.) The certification must be made on the appropriate US DOJ form available [here](#).

b. A local government that receives and accepts an award under the FY 2018 Project Safe Neighborhoods (PSN) Program must provide responses in a yes/no format to the following questions available [here](#). Please attach the responses within this section.

Application Review and Award Criteria

All applications for will be subjected to a peer review by the US Attorney's Office's Project Safe Neighborhoods Grant Review Team on a 100-point scale, based on the following point values for the selection criteria:

- Project Narrative (30 points)
- Budget Detail/Narrative (10 points)
- Problem Description (20 points)
- Implementation Plan (40 points)

Although the point values will be assigned as shown above, applications will only be considered if all of the indicated sections (1-9) are submitted.

All applications must be submitted on or before 11:59 pm on the deadline and will be screened for completeness and compliance with the instructions provided in this announcement. All compliant applications will be subjected to peer review by a panel of criminal justice professionals using the above scoring system.

Peer review ratings and any resulting rankings or recommendations are advisory. In addition, to peer review ratings, consideration may be given to factors such as: underserved populations, strategic priorities, past performance, underserved geographic areas, potential to replicate a project, and available funding.

Funding recommendations will be made by the PSN Grant Review Team and awards will be made available through the Wisconsin Department of Justice.

Post-Award Special Conditions/Reporting Requirements

If you are awarded funds under this announcement, you will be required to provide regular progress reports. The schedule for your reports will be included in your grant award materials. At that time, please review all of your grant award special conditions and Egrants reporting requirements. In addition to any special conditions described in the award documents and reporting requirements contained in Egrants, please note the following:

- 1.) Grant recipients are advised that DOJ will monitor grants to ensure that funds are expended for appropriate purposes and that recipients are complying with state and federal requirements as described in the grant award contract. This includes timely completion of progress and financial reports, active efforts to achieve and measure stated goals and objectives, appropriate documentation of activities and outcomes, and adherence to any conditions included in the grant award.
- 2.) The Wisconsin Department of Justice reserves the right to withhold grant payments if the grant recipient is delinquent paying any obligation to the Department of Justice such as background check fees, etc.
- 3.) All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.
- 4.) Please be advised that a hold may be placed on any application or grant payment if it is deemed that an agency is not in good standing on other Wisconsin Department of Justice (DOJ) grants, has other grants compliance issues that would make the applicant agency ineligible to receive DOJ funding, and/or is not cooperating with an ongoing DOJ grant review or audit.
- 5.) A hold may also be placed on any application or grant payment if it is deemed that an agency is not in compliance with federal civil rights laws and/or is not cooperating with an ongoing federal civil rights investigation.
- 6.) Program Income: To maintain consistent practices with other similar programs, and as a proven practice, projects funded under this announcement are subject to program income guidelines detailed in the federal Office of Justice Programs Financial Guide. Program income is income earned by the recipient, during the funding period, as a direct result of the award. Any fees charged to the participants of your project are considered program income. The amount earned as program income during the length of the grant period must be expended by the end of the grant period and must be used for the purposes and under the condition applicable to the award.

Additional Resources

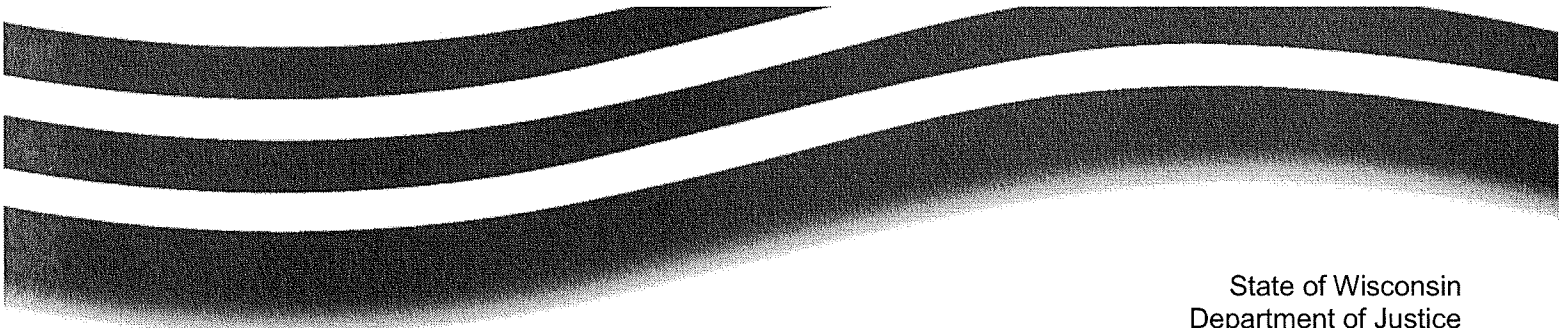
Additional information about the Wisconsin Department of Justice, Justice Programs Section and resources to assist with Egrants is available as follows:

- Department of Justice Egrants webpage: <https://egrants.doj.state.wi.us/egmis/login.aspx>
- A helpful [Egrants User Guide](#) is posted on the Egrants page of the DOJ website. It includes registration through grant award instructions.
- The [Grants Administrative Guide](#) provides assistance with grants management and fiscal management rules, such as allowable costs and procurement.
- Online Help is available in many areas of the Egrants program – watch for the Help Buttons.
- Egrants Helpdesk is staffed on non-holiday weekdays between 8AM and 4:30PM.

Email: Egrants@doj.state.wi.us

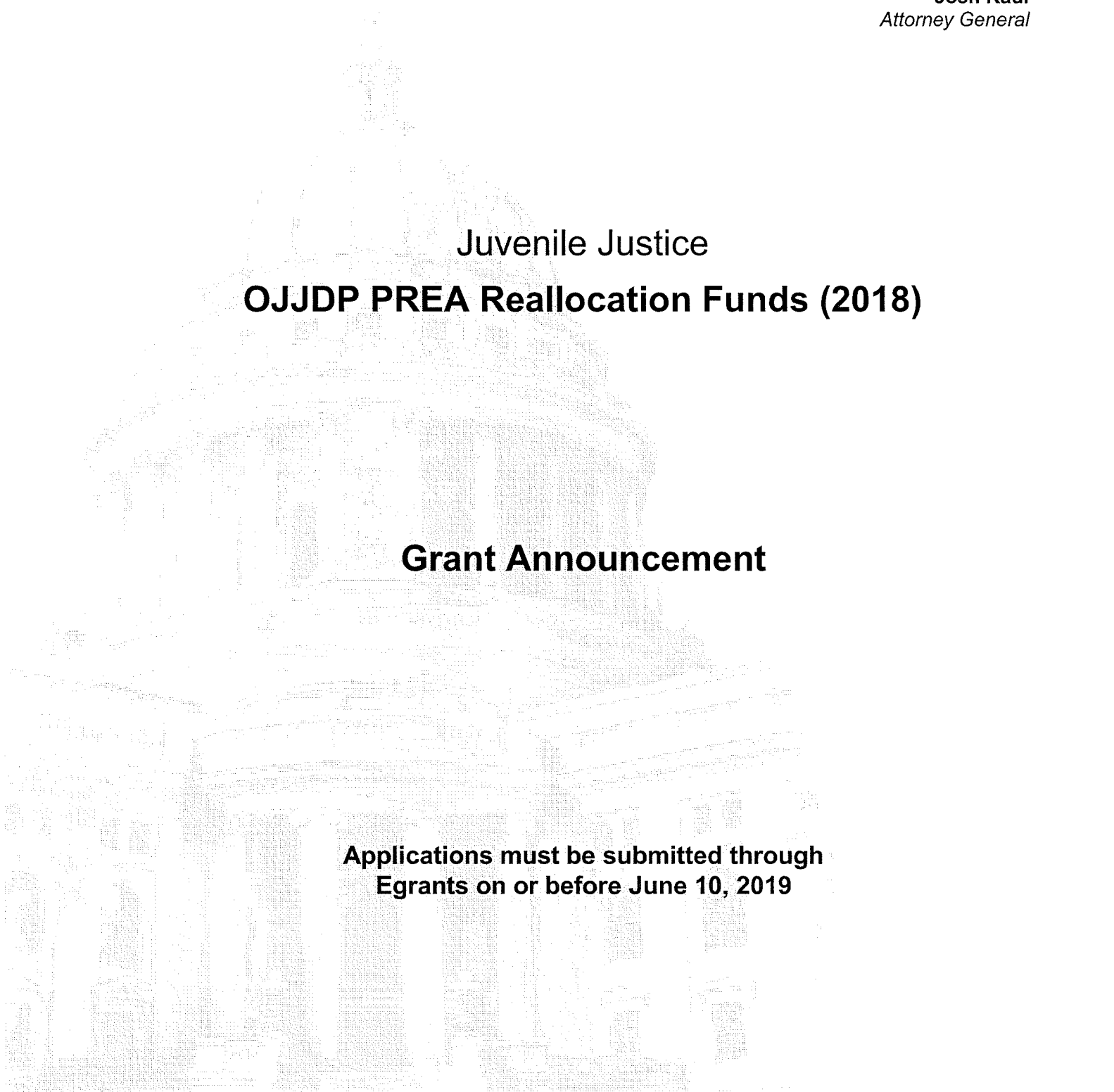
Local calls: (608) 267-9068

Outside the 608 area code: (888) 894-6607



State of Wisconsin
Department of Justice
17 W. Main St.
P.O. Box 7857
Madison, WI 53707-7857

Josh Kaul
Attorney General



Juvenile Justice
OJJDP PREA Reallocation Funds (2018)

Grant Announcement

**Applications must be submitted through
Egrants on or before June 10, 2019**



**STATE OF WISCONSIN
DEPARTMENT OF JUSTICE**

Important Contact Information for this Grant Opportunity:

Program/Policy: Allison Budzinski (608) 261-6626 or
budzinskiae@doj.state.wi.us

Budget/Fiscal: Katie Hawkins (608) 266-7949 or
hawkinskd@doj.state.wi.us

Forms/Signatures: Sabrina Gentile (608) 266-7639 or
gentilem@doj.state.wi.us

Egrants Assistance: Weekdays, 8am – 4:30pm
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Grant Announcement Summary

Program Area: Juvenile Justice

Grant Title: OJJDP PREA Reallocation Funds (2019)

Description: Through this grant announcement, the Wisconsin Department of Justice (DOJ) is seeking an application from the Wisconsin Department of Corrections (DOC) for reallocation funds to support compliance with the U.S. Department of Justice (US DOJ) “National Standards to Prevent, Detect, and Respond to Prison Rape.”

Opportunity Category: Non-Competitive

Important Dates:

Application Due Date: June 10, 2019

Anticipated Project Start Date: July 1, 2019

Project End Date: September 30, 2019

Anticipated Funding Amount: One grant in the amount of \$7,231 will be awarded to the DOC.

Match/Cost Sharing Requirement: None

Eligibility: The Wisconsin Department of Corrections is the only eligible applicant.

DUNS Number: The federal government now requires a DUNS number as part of the grant application to keep track of how federal grant money is awarded and disbursed. If your organization needs to obtain a DUNS number, go to <http://fedgov.dnb.com/webform>. You can also search this site if you cannot find your agency’s number. Under normal circumstances, a new account can be created in 24-72 hours. The federal government has published DUNS Frequently Asked Questions at <http://fedgov.dnb.com/webform/displayFAQPage.do>. Check with your agency’s financial office before registering for a DUNS number - it is likely your agency already has one. **DOJ cannot award grant funds until an active DUNS number is provided.**

System for Award Management (SAM) Registration: All applicants must be registered on the SAM (formerly Central Contractor Registration/CCR) database. This is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. If you had an active CCR, you have an active record in SAM. Applicants must update or renew their SAM registration on a yearly basis. Information to update your entity records can be accessed at <http://www.sam.gov/>. **DOJ cannot award funds until an agency has an active registration in SAM and is eligible to receive federal funds.**

Eligible Expenses: Funds may be used for consultant/contractual, travel/training, and other expenses related to compliance with the PREA National Standards.

All expenses must be new and cannot replace existing state or local government funding. Substitution of existing funds with federal grants (supplanting) will be the subject of monitoring and audit. Violations may result in a range of penalties, including suspension of current and future funds under this program, suspension or debarment from federal grants, repayment of monies provided under a grant, and civil and/or criminal penalties.

OJJDP PREA Reallocation Funds (2018)

The Wisconsin Department of Justice (DOJ) through its Justice Programs Section provides financial and technical assistance to public safety and criminal justice agencies throughout the state. As the state administering agency for state and federal criminal justice programs, DOJ is responsible for establishing funding priorities, developing application criteria, awarding and disseminating grants, and assessing project achievements. This grant announcement provides information about a specific grant opportunity and instructions to help those eligible apply for the available funds.

Program Description

The Prison Rape Elimination Act (PREA) was passed in 2003 with unanimous support from both parties in Congress. The purpose of the Act is to “provide for the analysis of the incidence and effects of prison rape in Federal, State, and local institutions and to provide information, resources, recommendations, and funding to protect individuals from prison rape.” (Prison Rape Elimination Act, 2003). In addition to mandating research on sexual assault in confinement facilities, PREA provides funding, administered by the federal Office of Juvenile Justice and Delinquency Prevention (OJJDP) and the National Institute of Corrections, to support efforts across the nation to establish “zero tolerance” cultures for sexual assault in confinement facilities. PREA also directs the Attorney General to promulgate national standards for all such facilities, including prisons and local jails, police lockups, community confinement facilities, and juvenile facilities.

The National Prison Rape Elimination Commission was created by PREA and charged with developing the national standards. A final draft of the standards was published in June 2009, and was turned over to the US Department of Justice (USDOJ) for review and passage as a final rule. After an extensive public comment period and subsequent revisions, the final rule was published in the Federal Register on June 20, 2012, and became effective on August 20, 2012.

PREA provides that a state whose governor does not certify full compliance with the standards is subject to the loss of five percent of any DOJ grant funds that it would otherwise receive for prison purposes, unless the governor submits an assurance that such five percent will be used only for the purpose of enabling the state to achieve and certify full compliance with the standards in future years 42 U.S.C. 15607(c).

Through this grant announcement, DOJ is seeking an application from the Wisconsin Department of Corrections for these reallocation funds to support compliance with the USDOJ “National Standards to Prevent, Detect, and Respond to Prison Rape.”

Award Information

These reallocation funds are provided from PREA penalties to the federal Office of Juvenile Justice and Delinquency Prevention (OJJDP) program. One grant totaling \$7,231 will be awarded to the DOC. Grant expenditures will be reimbursed when spending is documented and submitted to DOJ. There is no match required.

Upon application approval, the applicant agency’s project director will receive paper grant award documents by mail in approximately 30 days.

Submit Applications Using Egrants

Applications must be submitted through the Egrants online grants management system. If you have never used Egrants before, you will need to register for access to the system. To register online, go to <http://register.wisconsin.gov/AccountManagement/> and complete the 'self-registration' process. On the account registration site, you will have a choice between the DOJ Egrants and WEM Egrants. Please take care to select **DOJ Egrants** during this process.

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Application Components

Through Egrants, you will provide DOJ with detailed information about your project that will be used to make a funding decision. Questions on what is expected in each section can be directed to Allison Budzinski at (608) 261-6626 or at budzinskiae@doj.state.wi.us.

Please note: No attachments should be included in this grant application unless specifically requested in section instructions.

1. Main Summary

This page asks for information about your agency and the individuals responsible for the application and grant award. There are many required fields on this page so if you encounter problems, please check online help by clicking the floating HELP button.

Please note: When identifying individuals involved in this grant, each responsible individual in this grant must be a different person.

The financial officer is the individual responsible for financial activities in your organization. The project director will oversee project operations. The signing official is the highest elected official in municipality/government entity/organization. (For example, in a City it is the Mayor, for Counties it is the County Executive or County Board Chair, Nonprofits it is the Executive Director.)

In the "Brief Project Description" text box, please describe your project in 150 words or less. A suggested format is included for your convenience:

“Funds will be used by the (your agency name and others involved in the project) to (describe what funds will be used for and who will be involved). The (what - equipment, training, project, pilot, etc.) will (describe the specific goals you hope to achieve – how will the project or equipment improve safety in Wisconsin?) [If appropriate, add which area(s) of the state will benefit]”

Responses to this section will be used on the DOJ website, cited in DOJ reports and could be mentioned in press releases. Plain language that clearly describes the intent of the project is most effective.

2. Approval Checklist

Answer Yes or No to each question.

3. Performance Measures

Please open this section and change the page status to Complete; then save the page. Performance Measures will be identified and collected during post-award reporting rather than through this funding application process.

4. Budget Detail

Complete a project budget using the following categories. For each category used, enter a justification that describes how the items in that category will be used during the course of the grant period. It is important that you include specific details for each budget line item, including cost calculations.

Consultants/Contractual: Provide costs associated with individuals or entities providing services through a contractual arrangement. With the exception of a few justified sole source situations, contracts should be awarded via competitive processes. Attach detailed information to support the total cost of each contract. For each consultant enter the name, if known; service to be provided; hourly or daily fee (8 hour day); and estimated time on the project. Consultant fees in excess of \$650 per 8 hour day require additional justification (Contact DOJ).

Travel/Training: Any travel and/or training costs associated with the funded project. Only actual expenses will be reimbursed. All reimbursements will be at current state rates that are subject to change. Current rates for in-state travel at the time of this announcement include:

- Mileage: \$0.51/mile
- Lodging: Maximum \$82/night (\$90/night for Milwaukee, Waukesha or Racine County)
- Meals: \$8/breakfast (leaving before 6 a.m.); \$10/lunch (leaving before 10:30 a.m. and returning after 2:30 p.m.); \$20/dinner (returning after 7 p.m.); \$7/breaks

(Please note: Costs will only be reimbursed after submission of an event agenda and attendance list. Travel and training for contracted employees does not go in this section. These expenses should be itemized under “Contractual.”)

Paying for food from US Dept. of Justice funds is no longer allowed or strict limitations apply as of Oct. 2011. Food for clients being served by the program is the only time prior approval is not needed. Please consult your grant manager prior to submitting this application for clarification and for prior approval.

Other: Items that don't fit into specific categories.

Equipment: Tangible non-expendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. Although equipment purchases are allowed, each task force must attempt to secure furniture from local, state or federal surplus property programs prior to procuring new furniture.

Supplies and Operating Expenses: Includes consumables such as paper, stationery, postage, software and equipment with an acquisition cost of less than \$5,000 per unit. Also includes operating expenses such as rent and utilities. Show computations for all items. For example, Rent: \$150/mo x 12 months = \$1,800.

5. Budget Narrative

The Budget Narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail. The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail. The narrative should explain how all costs were estimated and calculated and how they are relevant to the completion of the proposed project.

6. Project Narrative

Describe your program or project in detail, including what objectives would be accomplished. Include appropriate statistics, if applicable. Relate any potential benefits including cost savings, decrease in crime activity, or other relevant details.

7. Problem Description

The applicant should describe the challenges the jurisdiction faces in implementing or maintaining ongoing compliance with PREA standards and how the challenges will be addressed by the strategy that will be funded by the grant. Describe steps taken to assess and analyze the current status in relation to PREA standards implementation or ongoing compliance. This section should also detail ongoing jurisdiction efforts to address implementation or maintain compliance. Discuss the jurisdiction's strategy to implement PREA standards and identify deficits or problems encountered as well as needs identified in order to substantially implement or maintain compliance.

8. Design and Implementation Strategy

The applicant should explain how the proposed project will bring the jurisdiction closer to compliance. In developing and/or enhancing efforts or programs designed to implement or maintain compliance with PREA, please propose specific strategies and projects.

Describe the goals of the proposed project and identify its objectives and outcomes.
Goals: please provide a broad statement, written in general terms, that conveys the project's intent to change, reduce, or eliminate the problem described.

Objectives: please explain how the program will accomplish its goals. The objectives should be quantifiable and describe the steps necessary to accomplish project goals. When formulating the project's goals and objectives, applicants should be cognizant of the performance measures that will be required of successful applicants.

Please detail how the project will operate during the funding period and describe the strategy that will be used to implement the proposed project. This section should illustrate what activities are proposed for the project and describe how the strategy will support the goals and objectives. Please outline how the proposed project will move the jurisdiction closer to compliance with PREA standards. In addition, please specifically identify each PREA standard that will be implemented or enhanced as a result of the proposed project.

Application Review and Award Criteria

All applications must be submitted on or before the deadline and will be screened for completeness and compliance with the instructions provided in this announcement. DOJ staff will review applications to ensure consistency with statewide strategies and make funding recommendations to the Attorney General. All final grant award decisions will be made by the Attorney General.

Post-Award Special Conditions/Reporting Requirements

If you are awarded funds under this announcement, you will be required to provide regular progress reports. The schedule for your reports will be included in your grant award materials. At that time, please review all of your grant award special conditions and Egrants reporting requirements. In addition to any special conditions described in the award documents and reporting requirements contained in Egrants, please note the following:

- 1.) Grant recipients are advised that DOJ will monitor grants to ensure that funds are expended for appropriate purposes and that recipients are complying with state and federal requirements as described in the grant award contract. This includes timely completion of progress and financial reports, active efforts to achieve and measure stated goals and objectives, appropriate documentation of activities and outcomes, and adherence to any conditions included in the grant award.
- 2.) The DOJ reserves the right to withhold grant payments if the grant recipient is delinquent paying any obligation to the Department of Justice such as background check fees, etc.
- 3.) All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.
- 4.) Please be advised that a hold may be placed on any application or grant payment if it is deemed that an agency is not in good standing on other DOJ grants, has other grants compliance issues that would make the applicant agency ineligible to receive DOJ funding, and/or is not cooperating with an ongoing DOJ grant review or audit.
- 5.) A hold may also be placed on any application or grant payment if it is deemed that an agency is not in compliance with federal civil rights laws and/or is not cooperating with an ongoing federal civil rights investigation.
- 6.) Program Income: To maintain consistent practices with other similar programs, and as a proven practice, projects funded under this announcement are subject to program income guidelines detailed in the federal Office of Justice Programs Financial Guide. Program income is income earned by the recipient, during the funding period, as a direct result of the award. Any fees charged to the participants of your project are considered program income. The amount earned as program income during the length of the grant period must be expended by the end of the grant period and must be used for the purposes and under the condition applicable to the award.

Additional Resources

Additional information about the Department of Justice and resources to assist with Egrants is available as follows:

- Department of Justice Egrants webpage: <https://egrants.doj.state.wi.us/egmis/login.aspx>
- A helpful [Egrants User Guide](#) is posted on the Egrants page of the DOJ website. It includes registration through grant award instructions.
- The [Grants Administrative Guide](#) provides assistance with grants management and fiscal management rules, such as allowable costs and procurement.
- Online Help is available in many areas of the Egrants program – watch for the Help Buttons.
- Egrants Helpdesk is staffed on non-holiday weekdays between 8AM and 4:30PM.

Email: Egrants@doj.state.wi.us

Local calls: (608) 267-9068

Outside the 608 area code: (888) 894-6607

CERTIFICATION OF PROPOSED GUIDANCE DOCUMENT

I have reviewed this guidance document or proposed guidance document and I certify that it complies with sections 227.10 and 227.11 of the Wisconsin Statutes. I further certify that the guidance document or proposed guidance document contains no standard, requirement, or threshold that is not explicitly permitted by a statute or a rule that has been lawfully promulgated. I further certify that the guidance document or proposed guidance document contains no standard, requirement, or threshold that is more restrictive than a standard, requirement, or threshold contained in the Wisconsin Statutes.

On behalf of the Attorney General

A handwritten signature in blue ink, appearing to read 'Charlotte Gibson', is written over a horizontal line.

CHARLOTTE GIBSON

Division of Legal Services Administrator