

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:

Law Enforcement Specialized Training Grant Announcement

Treatment Alternatives and Diversion Grant Announcement

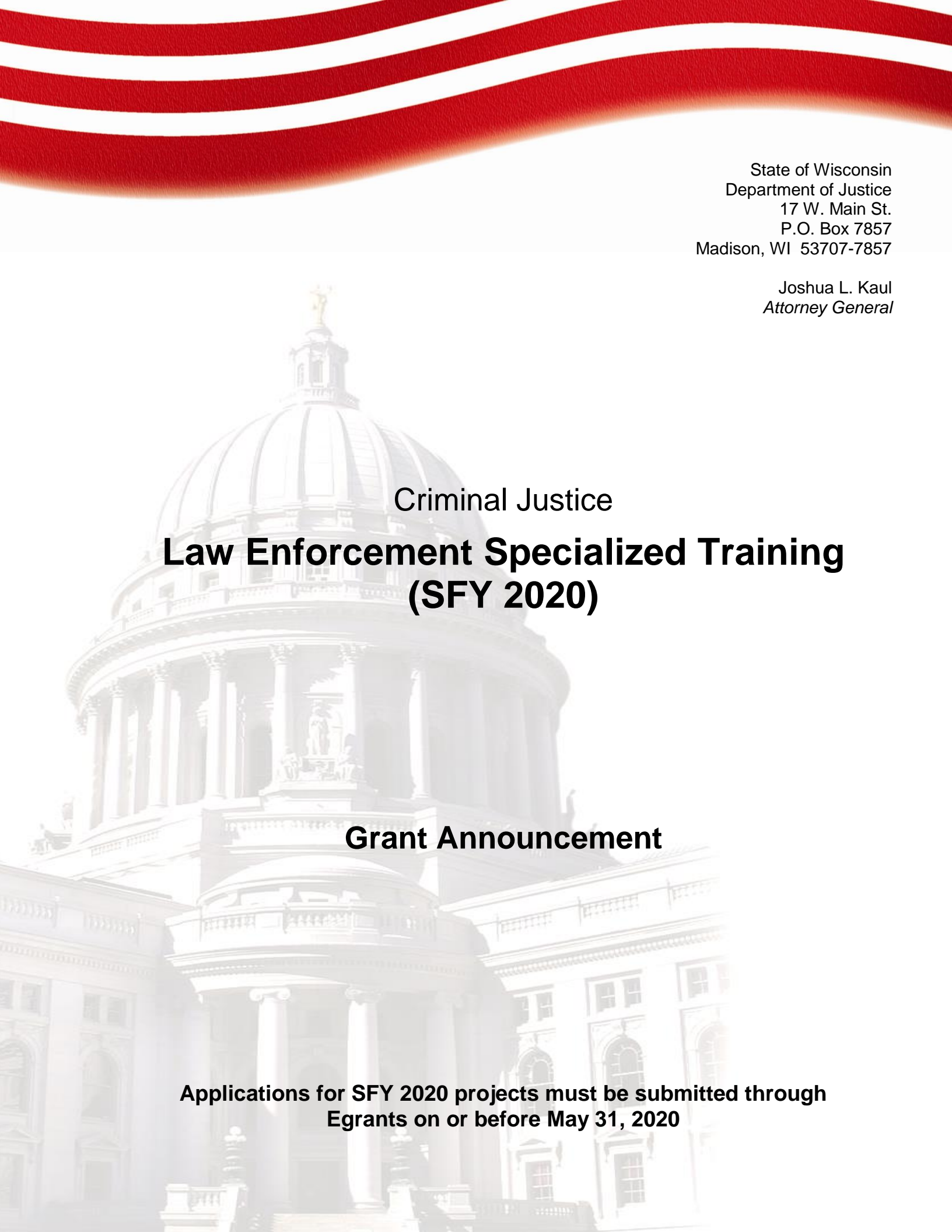
Youth Diversion Grant Announcement

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

Karla Z. Keckhaver
Assistant Attorney General
keckhaverkz@doj.state.wi.us

The background of the page features a faded, grayscale image of the Wisconsin State Capitol building, showing its iconic dome and classical architectural details. At the top of the page, there are decorative wavy bands in red and white, resembling the stripes of the Wisconsin state flag.

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.

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

Brad D. Schimel
Attorney General

Justice System Improvement
**Treatment Alternatives and Diversion
(2019)**

Grant Announcement

**Applications must be submitted through
Egrants on or before October 8th, 2018, 11:59pm**



**STATE OF WISCONSIN
DEPARTMENT OF JUSTICE**

Important Contact Information for this Grant Opportunity:

Program/Policy: Reneé Lushaj (608) 266-7864
lushajrg@doj.state.wi.us

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

Forms/Signatures: Sara Tupper (608) 266-9764
tuppers@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: Justice System Improvement

Grant Title: Treatment Alternatives and Diversion (2019)

Description: A total of \$6,438,900 is available to support continuation projects previously funded under the Treatment Alternatives and Diversion 2018 grant announcements. Funded projects range from diversion at the initial prosecutorial decision making stage to treatment courts, including alternatives to revocation, based on local needs and project design factors.

Authority for this program continues from [Wisc. Stat. 165.95\(7m\)](#), which states that: “Beginning in fiscal year 2012-2013, the department of justice shall, every 5 years, make grants under this section available to any county or tribe on a competitive basis. A county or tribe may apply for a grant under this subsection regardless of whether the county or tribe has received a grant previously under this section.” This funding round will be year three of the current five year funding cycle.

All of the program requirements are outlined in [Wisc. Stat. 165.95](#). As directed in the statute, these projects include those that deliver treatment and diversion alternatives to jail and prison for non-violent offenders with assessed needs related to drug and alcohol abuse. These funds are administered by the Wisconsin Department of Justice (DOJ), in partnership with the Department of Corrections, the Department of Health Services, the Director of State Courts Office, and the State Public Defender’s Office.

Opportunity Category: Non-Competitive

Important Dates:

Application Due Date: October 8, 2018

Project Start Date: January 1, 2019

Project End Date: December 31, 2019

Anticipated Funding Amount: A total of \$6,438,900 is available to support continuation of the Treatment Alternative and Diversion Projects.

Match/Cost Sharing Requirement: A 25% cash match is required for all projects funded under this program. Match is calculated as 25% of the total project cost. For the purpose of this funding announcement, the source of the cash match must be local (county or tribal) funds, and may be in the form of direct contributions of staff, facilities, or supplies and services that have a direct financial impact on the project, project operations and/or management (please see the Budget Detail section guidance for more information regarding Match).

Eligibility: Only counties and federally recognized tribes currently receiving TAD funds are eligible to apply through this 2019 Solicitation. The programs that were approved in 2018 are

eligible for funding but new courts or diversion programs are not eligible. The list of eligible applicants, local matching funds required and funding levels is provided below:

Jurisdiction	State Amount	Match	Total Award
Adams County	\$76,436	\$25,479	\$101,915
Ashland/Bayfield County	\$222,993	\$74,331	\$297,324
Barron County	\$26,962	\$8,988	\$35,950
Brown County	\$159,712	\$53,238	\$212,950
Buffalo/Pepin County	\$111,964	\$37,322	\$149,286
Burnett/Washburn County	\$125,000	\$41,667	\$166,667
Chippewa County	\$115,327	\$38,443	\$153,770
Columbia County	\$204,124	\$68,042	\$272,166
Crawford County	\$108,030	\$36,010	\$144,040
Dane County	\$214,931	\$71,644	\$286,575
Dodge County	\$209,620	\$69,874	\$279,494
Douglas County	\$108,031	\$36,010	\$144,041
Dunn County	\$99,566	\$33,189	\$132,755
Eau Claire County	\$137,213	\$45,738	\$182,951
Grant County	\$119,572	\$39,858	\$159,430
Green County	\$122,900	\$40,967	\$163,867
Green Lake County	\$101,130	\$33,710	\$134,840
Iowa County	\$65,046	\$21,682	\$86,728
Jackson County	\$88,000	\$29,334	\$117,334
Jefferson County	\$174,020	\$58,007	\$232,027
Kenosha County	\$124,500	\$41,500	\$166,000
La Crosse County	\$156,885	\$52,295	\$209,180
Lac du Flambeau Tribe	\$113,294	\$37,765	\$151,059
Manitowoc County	\$142,396	\$47,466	\$189,862
Marathon County	\$150,000	\$50,000	\$200,000
Marinette County	\$125,557	\$41,853	\$167,410
Marquette County	\$100,082	\$33,361	\$133,443
Menominee Tribe	\$98,148	\$32,716	\$130,864
Milwaukee County	\$380,981	\$126,994	\$507,975
Monroe County	\$12,000	\$4,000	\$16,000
Outagamie County	\$178,343	\$59,448	\$237,791
Ozaukee County	\$125,930	\$41,977	\$167,907

Pierce County	\$205,777	\$68,593	\$274,370
Polk County	\$66,300	\$22,100	\$88,400
Portage County	\$125,000	\$41,667	\$166,667
Racine County	\$124,975	\$41,659	\$166,634
Richland County	\$122,500	\$40,834	\$163,334
Rock County	\$125,000	\$41,667	\$166,667
Rusk County	\$123,144	\$41,048	\$164,192
Sauk County	\$116,733	\$38,911	\$155,644
Sheboygan County	\$93,079	\$31,027	\$124,106
St. Croix County	\$146,517	\$48,839	\$195,356
Taylor County	\$100,000	\$33,334	\$133,334
Trempealeau County	\$110,000	\$36,667	\$146,667
Walworth County	\$215,000	\$71,667	\$286,667
Washington County	\$96,720	\$32,240	\$130,590
Waukesha County	\$139,680	\$46,560	\$186,240
Waushara County	\$89,782	\$29,928	\$119,710
Wood County	\$140,000	\$46,667	\$186,667

Application Format: It is important to note that only one application will be accepted from each county or tribe's Criminal Justice Coordinating Council (CJCC) or oversight body. Jurisdictions may apply for funding for more than one program, but only the programs that were approved in 2018 are eligible. All portions of the applications should be clearly labeled and completed for each program, but an overall description of the connection between the programs and how they fit within the county system should be provided. Joint applications may also be submitted for projects involving more than one county or tribe.

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

Treatment Alternatives and Diversion Funds (2019)

The Wisconsin Department of Justice (DOJ), through its Justice Programs Section, provides financial and technical assistance to public safety, first response, and emergency management 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

Through this grant announcement, DOJ is seeking applications for projects designed to meet the requirements of the statutorily created Treatment Alternatives and Diversion (TAD) and Drug Court program. The TAD program was established in 2005 Wisconsin Act 25 to support county efforts that provide treatment and diversion programs for non-violent adult offenders for whom substance abuse was a contributing factor in their criminal activity. The program was continued and expanded through 2011 Wisconsin Act 32, 2013 Wisconsin Act 20, 2015 Wisconsin Act 388, 2015 Wisconsin Act 55, and 2017 Wisconsin Act 59, resulting in a funding level of \$6,438,900 for calendar year 2019. As required by state statute, the TAD program is funded on a five-year cycle and is scheduled to be awarded to counties on a competitive basis again for calendar year 2022.

A total of \$6,438,900 is available under this announcement to continue currently funded projects. Funded projects include a broad spectrum of activities ranging from diversion at the initial prosecutorial decision making stage to drug courts to alternatives to revocation, based on local needs and project design factors.

Projects funded under this calendar year 2019 announcement that continue to meet program requirements and make progress in attaining project goals and objectives will be able to reapply for funding for calendar year 2020 in a non-competitive environment.

All program requirements originally addressed in 2005 Wisconsin Act 25 are continued and included in Wisconsin Statutes under s.165.95 for TAD projects and s. 165.955 for those projects funded specifically as Drug Courts. Please follow the link provided for the [statutory language](#).

Provisions of s. 165.95 must be addressed in all grant applications.

In addition to the general items above, Diversion programs must address the following:

The goal of diversion in Wisconsin is to reduce crime and improve the operation of the criminal justice system. For the purpose of this application, diversion encompasses pre-charge and post-charge diversion programs that provide an alternative to the formal prosecution process and divert certain offenders into voluntary programs of supervision and services. Participants who successfully complete the program will not be charged or, if charged, will have the charges against them either dismissed or reduced. Unsuccessful participants are returned to the formal prosecution process.

Only individuals assessed to be appropriate for the program's activities and level of support should be admitted into the program. In keeping with current evidence-based principles and avoiding unnecessary expenditures, the services provided need to be directly linked to the assessed risk and need level of the individual.

Diversion programs have wide ranging benefits:

- Public safety is improved when low risk individuals are diverted from custody and provided appropriate services and support, which reduces recidivism.
- Crime victims benefit through a restorative justice system that holds the participant accountable while facilitating and enforcing reparative agreements, including restitution.
- Participants benefit by receiving the services necessary to avoid repeat offenses and negative consequences associated with a criminal conviction.
- Local justice systems benefit from additional time to focus its limited resources on more serious crimes and criminal behaviors.
- Taxpayers benefit from savings realized in reduced court, jail and corrections costs.

Funds available through this grant will allow counties and tribes to develop and staff diversion programs in collaboration with the County District Attorney's Office or Tribal Prosecutor's Office. Applicants for diversion under this solicitation should specifically reference the Wisconsin Diversion Standards document, published by the Evidence-Based Decision Making Subcommittee and the [Performance Standards & Goals for Pretrial Release & Diversion](#), as published by the National Association of Pretrial Services Agencies in their proposal.

Specific activities expected of a successful applicant include:

- Assessing actuarial risks/needs.
- Verifying criminal history, treatment needs and history, social service needs and personal information for potential participants.
- Developing a diversion plan tailored to the participant's needs and circumstances and the needs of the community, such as restitution for the victim and other evidence-based practices.
- Securing necessary services for the participant that will enhance chances of success.
- Modifying diversion plan based on performance that could range from service provider referral to termination from the program based on non-compliance.
- Reporting successful completion or non-compliance to the prosecutor and defense counsel.
- Collecting and reporting participant-level data necessary for program evaluation using the CORE Reporting System (access provided by DOJ).

In addition to the general items at the top of this section, Problem-Solving or Treatment Court programs must address the following:

Problem-solving or treatment courts, with the most common being adult drug courts, operate on the same basic set of principles including the use of frequent status/court hearings, regular but random drug testing, regular treatment with qualified providers, and a range of sanctions and incentives to motivate offenders to change their behavior and thus become less likely to

recidivate. In addition to the accepted [Ten Key Components](#) for effective drug courts, strong scientific evidence indicates that some practices are more effective than others. Specifically, applications for treatment courts must incorporate the following eight widely accepted, evidence-based principles:

1. Assessing actuarial risks/needs
2. Enhancing intrinsic motivation
3. Targeting interventions appropriately
4. Using cognitive behavioral treatment methods
5. Increasing the use of positive reinforcement
6. Engaging ongoing support in natural communities
7. Measuring relevant processes/practices
8. Providing measurement feedback

More information on designing a program around recent evidence-based research findings is available from the BJA-funded [Research to Practice](#) website or the Office of Justice Programs [Crime Solutions.gov](#).

Treatment courts should also utilize the [Wisconsin Treatment Court Standards – Revised](#), which was adopted by the Wisconsin Association of Treatment Court Professionals in 2018.

Additionally, Drug Court programs that incorporate a mental health component should consider the [Ten Essential Elements of a Mental Health Court](#).

Drug Court programs that utilize the Tribal Healing to Wellness Court model should incorporate the [Ten Key Components of Tribal Healing to Wellness Courts](#).

Operating While Intoxicated courts should incorporate the [Ten Guiding Principles for DWI Courts](#).

Programs that propose a general Problem-Solving Court approach that addresses multiple specialty areas should specify the strategy to be used to maintain the integrity of each specialty.

Treatment courts must also work to ensure that treatment providers are following evidence-based practices, as well as striving to incorporate the National Standards for Culturally and Linguistically Appropriate Services in Health and Healthcare ([National CLAS Standards](#)). Additional resources on this issue are available in the [NADCP Adult Drug Court Best Practice Standards Vol. 1 – Standard II](#).

Award Information

Project funding will be provided by the State of Wisconsin. Only counties and federally recognized tribes currently receiving TAD funds are eligible to apply through this 2019 Solicitation. **Only programs that were approved in 2018 are eligible for funding.** It is important to note that only one application will be accepted from each county or tribe's Criminal Justice Coordinating Council (CJCC) or oversight body. Jurisdictions may apply for funding for more than one program, but only the programs that were approved in 2018 are eligible. All portions of the application should be clearly labeled and completed for each program, but an overall description of the connection between the programs and how they fit

within the county or tribal system should be provided. Joint applications may also be submitted for projects involving more than one county or tribe.

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

Programs funded under this calendar year 2019 announcement that continue to meet program requirements and make progress in attaining program goals and objectives will be able to reapply for funding for calendar year 2020 in a non-competitive environment.

Submit Applications Using Egrants

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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.

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Application Components

Through Egrants, you will provide DOJ with detailed information about your program that will be used to make funding decisions. Questions on what is expected in each section can be directed to Reneé Lushaj at lushajrg@doj.state.wi.us or (608) 266-7864.

Please note: Attachments should only be included in this grant application where specifically requested in the section instructions.

1. Main Summary

This page asks for information about your agency and the individuals responsible for the application and grant award (i.e. Signatory, Financial Officer & Program Director). There are many required fields on this page so if you encounter problems, please access the 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 the project operations.

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

“Funds will be used by the (your agency name and other agencies involved) to (describe the program operations and how the funds will be used). **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.

Performance measures specific to the TAD Program are developed based on program type and your stated goals and expectations. Data collection and reporting requirements are tailored to your program. This program funding includes the requirement that all identified participant-level data elements are captured and reported in DOJ’s Comprehensive Outcome, Research, and Evaluation (CORE) Reporting System. This data is reviewed and will be the topic of discussion during annual meetings involving all recipients of TAD funding, periodic outcome evaluation reports and frequent legislative program evaluation reports.

4. **Budget Detail**

Complete an annual 12-month project budget using the following categories:

- Personnel
- Employee Benefits
- Travel (Including Training)
- Supplies & Operating Expenses
- Consultants/Contractual

For each category used, enter specific details (including cost calculations) in the “justification” section under each budget line item and explain how each item(s) will be used to support the program.

If applying for more than one program, clearly identify which budget items support which program.

Budget estimates should be conservative and specifically designed to meet program needs.

Also, please be aware that there is a 25% cash match required for all projects. To calculate the total budget and match amounts, use the following formulas:

- Award Amount ÷ 0.75 State Share = Total Project Budget
- Total Project Budget x 0.25 Recipient's Share = Required Match

Example: For a grant award of \$125,000, the calculation would be:

1. Total Project Budget: $\$125,000 \div 0.75 = \$166,667$
2. Required Match: $\$166,667 \times 0.25 = \underline{\$41,667}$

Note on Match:

For purposes of this solicitation, the following definitions apply:

- Cash match (hard) includes local funds (cash) spent by the jurisdiction for project-related costs. An allowable cash match must include costs which are allowable with DOJ funds, except acquisition of land, when applicable.
- Third party in-kind match (soft) includes, but is not limited to, the valuation of non-cash contributions. “In-kind” may be in the form of services, supplies, real property, and equipment.

For example, if in-kind match is permitted by law, then you can use the value of donated services to comply with the match requirement. Also, third party in-kind contributions may count toward satisfying match requirements, provided the recipient of the contributions expends them as allowable costs.

Based on the TAD statute and the definitions above, the local match provided needs to be cash match. It is important to note, however, that salaries and fringe can be included as cash match, as long as they are local funds (not federal or state funds) being used toward the project that are also not being used as match toward another grant. For example, if you are funding 50 percent of a project coordinator with TAD and 50 percent with local funds, the 50 percent funded by your jurisdiction could be used as match. You could also use items such as rent, equipment, etc. that the county has funded toward the program (these items would also be considered cash match).

It is important to note that state or federally-funded positions (i.e. judges, prosecutors) cannot be used as local match.

Documentation supporting local match must be maintained in the award recipient files.

Budget Categories:

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. Training or travel requests should typically not exceed 5 percent of the project budget. Any requested amount over this percentage will require additional justification. 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

Out-of-state rates for this announcement can be found in the [State of Wisconsin Pocket Travel Guide](#).

(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.")

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. Consultant or contractual requests specifically for the purpose of program evaluation, such as a process evaluation, should typically not exceed 15 percent of the project budget. Any requested amount over this percentage will require additional justification.

5. Budget Narrative - Not to exceed 6,000 characters with spaces

Please describe in detail how your budget relates to the overall program/project strategy or implementation plan. The narrative should describe the proposed activities and budget for your 2019 project year. If your program is experiencing difficulty expending the entire grant award in 2018, please describe how you plan to address this issue in 2019. **For jurisdictions applying for more than one program, please clearly define which elements of your overall budget are necessary for each program.**

6. **Project Design** – Complete the Project Design Table associated with the appropriate program type (i.e. Treatment Court and/or Diversion Program).

For jurisdictions submitting multiple programs, a table should be completed and clearly labeled for each program.

In addition to the overall description, please address the following areas based on the type of program:

For treatment courts, provide an overall description of the current operation of the court. Courts must describe how they conform to the key components or evidence-based practices for the particular court type:

- [Ten Key Components of Drug Courts](#)
- [Ten Guiding Principles for DWI Courts](#)
- [Ten Key Components of Tribal Healing to Wellness Courts](#)

Problem-solving courts should also address the following specific items in table format, by completing and attaching the appropriate table based on their program category:

- [Treatment Court Project Design Table](#)

For diversion programs, provide an overall description of the current or planned operation of the diversion program. Programs must describe how they conform to the key components or evidence-based practices for diversion programs:

NAPSA Standards: [Performance Standards and Goals for Pretrial Diversion/Intervention](#)

Diversion programs should also address the following specific items in table format, by completing and attaching the appropriate table based on their program category:

- [Diversion Program Project Design Table](#)

For jurisdictions submitting multiple programs, a table should be completed and clearly labeled for each program.

7. **Letters of Support** – Please attach a letter of support from your jurisdiction’s Criminal Justice Coordinating Council (CJCC) or similar oversight body, identifying commitment to the proposed program(s) design and implementation.

Application Review and Award Criteria

All applications must be submitted on or before the deadline and will be screened by the partner agencies for completeness and compliance with the instructions provided in this announcement. All compliant applications will be brought to the Attorney General and the Secretaries of the Departments of Corrections and Health Services, and the Director of State Courts for further review and comment. Each grant must satisfy the basic criteria set out above. Partner agency reviewers may suggest amendments to applications, and grant applicants will be contacted if more information is needed to clarify elements of their proposal. All final grant award decisions will be made by the Attorney General in consultation with the Secretaries of the Departments of Corrections and Health Services and the Director of State Courts.

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 your award documents and reporting requirements contained in Egrants, you will need to comply with the following:

1. To encourage coordination and information sharing related to these programs, all awards funded under this grant announcement related to treatment court operations are subject to a special condition requiring that a description of the project be submitted to the State Problem-Solving Court Coordinator within the Office of Court Operations and that on-going communication about the status and progress of the project continue with the State Coordinator.
2. To encourage adherence to the most up-to-date and research based practices, all awards funded under this announcement are subject to a special condition requiring that they **comply with evolving state and national standards** pertaining to the operation of treatment courts or diversion programs as those standards are finalized and released statewide or at a national level.
3. Treatment courts and diversion programs should also work to **ensure that treatment providers are following evidence-based practices**, as well as striving to incorporate the National Standards for Culturally and Linguistically Appropriate Services in Health and Healthcare ([National CLAS Standards](#)).
4. Evaluation: All grantees funded under this announcement will be subject to program evaluation by the Department of Justice, Bureau of Justice Information and Analysis (BJIA). Grantees must agree to comply with all reporting, data collection and evaluation requirements, as determined by BJIA. Grantees will be expected to submit participant data in DOJ's Comprehensive Outcomes, Research, and Evaluation (CORE) Reporting system.
5. An updated version of the CORE Memorandum of Understanding (MOU) between the site and DOJ will be sent to the CORE site administrator for review and signature. **A copy of the MOU and any associated Management Control Agreements (MCAs) need to be signed by both the site and DOJ prior to any grant funds being released to your site for 2019.** The updated MOU will be in effect through December 31, 2021, unless otherwise specified. Questions on CORE can be directed to core@doj.state.wi.us.
6. Grantees may not use grant funds to pay for evaluations or assessments by external evaluators unless grantee identifies its intent to make such payments in the grant application, and states a rationale for external evaluation satisfactory to DOJ. All external evaluation agreements are subject to DOJ review and approval prior to grant award and during the grant period.

7. Access to TAD data, including access needed for external evaluations, is subject to DOJ/BJIA approval. DOJ may establish such terms and conditions for access to TAD data and for access to external evaluation reports and data, and all grantees agree to abide by the terms and conditions established by DOJ.
8. 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. Any program income must be expended by the end of the project period for this award. Program income expenditures may only be used for costs allowable under the TAD grant.
9. 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 including Background Check fees.
10. All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law. Projects that continue to meet program requirements and make progress in attaining project goals and objectives will be able to reapply for funding for calendar year 2020 in a non-competitive environment.
11. **Any reduction in the amount of appropriated funds will impact individual program funding in subsequent years within the five year cycle (2017-2021).**
12. Grantee must be in good standing on reporting requirements, in compliance with grant conditions, meeting program requirements, making progress in obtaining project goals and objectives, and must cooperate with any DOJ grant review or audit, on the current grant and all Wisconsin Department of Justice (DOJ) grants.
13. 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.
14. The recipient agrees to participate in DOJ-sponsored training events, technical assistance efforts, or conferences held by DOJ or its designees, upon DOJ's request. Grantees must participate in scheduled events, allow a programmatic or financial site visit, or accept technical assistance from DOJ.
15. **Programs funded under TAD shall comply with the requirements outlined in the statute (Wisc. Stat. 165.95).**
16. TAD funds may only be used to serve adult participants, which are defined as a person who has attained 17 years of age and who is alleged to have violated any state or federal criminal law, or any civil law or municipal ordinance.

17. Inability of participant to pay program fees outside of treatment costs should not preclude a person from participating in the program funded under this announcement. Similarly, inability to pay should not be the only barrier to a participant's graduation or phase advancement.
18. Each individual program being funded, in whole or in part, by TAD funds shall be reported on separately in any documentation as requested by DOJ. Distinctions between programs should be clearly indicated in all documentation and separate documents for each program may be required. This may include the grant application, budget, project design tables, data entered into the CORE Reporting System, quarterly program reports, and any other information requested by DOJ. Each program should be clearly and consistently named across all documents.
19. Grantees who receive an *Awardee Program Feedback* document from DOJ **must respond** with a written plan to address the requested changes **within 60 days**. Similarly, grantees must provide DOJ with specific program information when requested.
20. Changes from the approved grant application to the scope of the program require approval from DOJ and should be under the direction of the oversight body per state statute [165.95\(5\)\(a\)](#).
21. Please be advised that if the grantee is deemed to be out of compliance with the applicable statute (165.95) or any grant conditions or requirements, current grant funds may be held or de-obligated and the approval of future grant funds may be impacted.

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 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, on-going submission of participant data, and adherence to any conditions included in the grant award.

Additional Resources

Additional information about Problem-Solving Courts and Diversion Programs can be found at:

Wisconsin Court System - [Problem-Solving Courts Information](#)

Wisconsin Association of Treatment Court Professionals - <http://www.watcp.org/>

National Center for State Courts - [Problem-Solving Courts Resource Center](#)

National Association of Drug Court Professionals - <http://www.nadcp.org/>

Research to Practice website - <http://www.research2practice.org/index.html>

Office of Justice Programs – Crime Solutions - <http://www.crimesolutions.gov/>

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

- Wisconsin Department of Justice website: <http://www.doj.state.wi.us/>
- Additional information and resources to assist in preparation of the application are available on the [state CJCC website](#).
- A helpful [Egrants User Guide](#) is posted on the Egrants page of the DOJ website. It includes registration through grant award instructions.
- The [DOJ 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

Application Checklist

What an Application Should Include:

- _____ Main Summary
 - _____ Project Description
- _____ Approval Checklist
- _____ Performance Measures (change to complete and save)
- _____ Budget Detail
 - _____ Personnel
 - _____ Employee Benefits
 - _____ Travel/Training
 - _____ Supplies and Operating Expenses
 - _____ Consultants/Contractual
- _____ Budget Narrative
- _____ Project Design
 - _____ *Applicable Project Design Table(s)
 - Treatment Court – [Project Design Table](#)
 - Diversion Program – [Project Design Table](#)
- _____ *Letters of Support

- **Mandatory attachment required**



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

Brad D. Schimel
Attorney General



Juvenile Justice
Youth Gang Diversion (2019)

Grant Announcement

**Applications must be submitted through
Egrants on or before June 22, 2018**



**STATE OF WISCONSIN
DEPARTMENT OF JUSTICE**

Important Contact Information for this Grant Opportunity:

Program/Policy: Reisha Mitchell (608) 267-1928
Mitchellra2@doj.state.wi.us

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

Forms/Signatures Donna Hahn (608) 267-1304
hahndg@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: Youth Gang Diversion (2018)

Description: Through this grant announcement, funding is available to six recipients historically supported through this funding source, for programs designed to reduce youth gangs and violence. Please note that the funding amounts detailed below under Eligibility are for planning purposes only, and are contingent upon approval in the 2017-2019 state budget.

Opportunity Category: Non-Competitive

Important Dates: Funds available for this grant announcement will begin on July 1, 2018 and expire on June 30, 2019.

Application Due Date: June 22, 2018

Project Start Date: July 1, 2018

Project End Date: June 30, 2019

Anticipated Funding Amount: The amount available in support of these projects is \$954,000.

Match/Cost Sharing Requirement: No match is required.

Eligibility: This grant announcement includes funding for continuation of the six projects historically supported with this funding source. Only projects designated in the Wisconsin 2017-2019 biennial budget are eligible to apply for this funding. The state budget specifies the following allocations by project:

Kenosha County (Department of Human Services)	\$96,200
SDC (Social Development Commission) Milwaukee	\$320,400
SDC Milwaukee – ATODA Initiative	\$281,600
City of Racine	\$63,400
Racine Family YMCA	\$96,200
Boys and Girls Club of Green Bay	\$96,200

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 - 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.

Youth Gang Diversion (2019)

The Wisconsin Department of Justice (DOJ) provides financial and technical assistance to public safety, first response and emergency management agencies throughout the state. As the state administering agency for state and federal criminal justice grant funds, 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 the continuation of previously funded projects geared toward reducing youth involvement in gang activity and violence and the specified youth ATODA prevention project. Applications must include the operational definition used for “gang involvement” and “gang activity” as well as a complete description of the program or project activities. Specific data representing the number of youth gang members and the number of crimes identified as “gang related” must be included.

The specified youth ATODA prevention project needs to respond to the following elements in order to maintain compliance with the separate requirements of the Substance Abuse and Mental Health Services Administration (SAMHSA) which provides funding support for this project:

- Describe the stakeholders and resources in the in the geographic catchment area in the sites that can help implement the needed service.
- Funded programs shall identify and use evidence-based multidisciplinary screen and assessment tool.
- Document the need to implement, sustain, and improve effective substance abuse and co-occurring substance use and mental disorders screening, intervention and treatment services in the proposed area. Describe service gaps and other problems related to the need for system or infrastructure development.

Award Information

Project funding will be provided from an appropriation included in Wisconsin’s 2017-19 state budget. Only those organizations/agencies specifically identified in the state budget are eligible to apply for funding. Applicants should be aware that funding is administered on a reimbursement basis.

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 Reisha Mitchell at (608) 267-1928 or at mitchellra2@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. 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 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). 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

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

6. Project Narrative

The narrative should describe the proposed activities for your 2017 project year and changes, if any, since the previous application. Narratives need to include a succinct statement of the impact that the 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.

The Office of Juvenile Justice and Delinquency Prevention Research Summary titled [Gang Suppression and Intervention: Community Models](#) identifies nine promising approaches in dealing with youth gangs:

1. Targeting, arresting, and incarcerating gang leaders and repeat violent gang offenders;
2. Referring fringe members and their parents to youth services for counseling and guidance;
3. Providing preventative services for youth who are clearly at risk;
4. Crisis intervention or mediation of gang fights;
5. Patrols of community “hot spots;”
6. Close supervision of gang offenders by criminal justice and community-based agencies;
7. Remedial education for targeted youth gang members, especially in middle school. Job orientation, training, placement, and mentoring for older youth gang members;
8. Safe zones around schools;

9. Vertical prosecutions, close supervision, and enhanced sentences for hardcore youth gang members. (Vertical or “hardcore” prosecution puts the same prosecutor in charge of all aspects of a case from charging to sentencing.)

In your project narrative, relate your project activities to each of the promising approaches you propose to address. You should also use the Research Summary in identifying where your project fits within community-wide activities to impact youth gang and violence and in conducting risk and threat assessments necessary to guide future project activities.

The project narrative may be as long as is needed to adequately describe the project, but should be written in plain language with acronyms spelled out.

For each activity or service, provide the following information:

- Name and contact information for the organization responsible for providing the service or activity,
- Qualifications of the organization, including past experience with gang reduction programs,
- Name, contact information and title for the individual responsible for project oversight and/or implementation (identify whether staff or contract/vendor),
- Qualifications of the individual(s), including past experience and/or education in the area of youth gangs and crime,
- Schedule for providing services/activities and the frequency provided,
- Description of the targeted youth and other persons to be served, including eligibility criteria for participation,
- Description of the strategy, methods and data sources that will be used to measure and evaluate program effectiveness and goal achievement.

This section should also address the specific program goals for the requested funds and how they relate to the program description and efforts to reduce youth involvement in gang activity and violence. Please refer to and address any relevant national/statewide strategic plans that pertain to your proposed project.

7. 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.

8. Goals and Objectives

For the purpose of this grant, the following definitions will apply:

A goal is a statement that explains what you hope to accomplish. Example: Reduce the number of youth joining gangs in 2017 compared with 2016 from (number) to (number).

An objective breaks the goal down into smaller parts to provide a framework for program evaluation. Objectives are measurable and serve as indicators of the extent to which the goal is being achieved. Example: Gang membership among 12-14 year old boys will be reduced by 30% by January 31, 2012 compared with 2008.

For each goal, provide the following information:

- Description of how the goal is related to reducing youth involvement in gang activities and violence,
- Specific and quantifiable objectives that you will measure during the project and will serve as indicators of goal achievement.
- Specific data elements will be requested in the quarterly program report that will be directly related to the measures identified in the goals and objectives section of this application.

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

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 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 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.
- 2.) All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.
- 3.) 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.

- 4.) 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.
- 5.) 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.

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 task force activities and case outcomes, and adherence to any conditions included in the grant award.

Additional Resources

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

- 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