

Criminal Justice
**State Crisis Intervention Program (SCIP)
Suicide Prevention Initiatives – 2023 (2026)**

Grant Announcement

**Applications must be submitted through
Egrants on or before January 16, 2026, 11:59 p.m.**



**STATE OF WISCONSIN
DEPARTMENT OF JUSTICE**

Important Contact Information for this Grant Opportunity:

Program/Policy:	Katie Snell (608) 852-9722 Kathryn.Snell@wisdoj.gov
Budget/Fiscal:	Phil Zell (608) 630-1235 Philip.Zell@wisdoj.gov
Egrants Assistance:	Weekdays, 8 a.m. – 4:30 p.m. 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: State Crisis Intervention Program (SCIP) Suicide Prevention Initiatives – 2023 (2026)

Description: This SCIP funding aims to support a variety of suicide prevention and crisis intervention initiatives to decrease the amount of firearm deaths locally. Applicant agencies can use this funding to implement programming specific to their local area and its needs to maximize impact on the community.

Opportunity Category: Non-Competitive

Important Dates:

Application Due Date: January 16, 2026
Anticipated Project Start Date: March 1, 2026
Project End Date: September 30, 2026

Reporting Requirements: If awarded a grant, your agency will be responsible for completing the following reports in order to receive reimbursement.

- Program Reports must be submitted in Egrants quarterly.
- Financial Reports must be submitted in Egrants quarterly.
- Performance Measurement Tool (PMT) reports must be submitted quarterly in the PMT system located at <https://ojpsso.ojp.gov/> and uploaded into Egrants Program Reports as required.

Anticipated Funding Amount: A total of \$1,410,573 is available through this initiative to support counties' and tribes' efforts to enhance their abilities to respond to local crisis incidents and prevent suicide.

The maximum award amount will be \$100,000. Applications will be reviewed on a rolling basis for completion and to verify the anticipated training matches the intent of this grant. Grants will be awarded on a first-come, first-served basis until all funds are awarded.

To encourage inter-agency collaboration, neighboring counties and tribes can coordinate on one application for a larger project that covers the total participating region and be eligible for a larger maximum award. In this case, the maximum award of \$100,000 would be multiplied by the number of participating counties or tribes. (Example: \$100,000 x 3 participating counties/tribes = \$300,000 maximum award.) If applicants decide to coordinate like this, one county or tribe must serve as both the applicant and fiscal agent responsible for the subaward.

Match/Cost Sharing Requirement: There is no match required under this program.

Eligibility: Eligible applicants include tribes and county-level agencies in Wisconsin, including but not limited to county-level health or human services departments, sheriff's departments, or other relevant agencies.

County-level agencies may apply on behalf of a partnership with organizations that work toward suicide prevention and have experience in implementing and administering suicide prevention programs as well as in providing instruction related to suicide prevention and/or crisis intervention best practices. If awarded funding, the county-level applicant agency will manage the award and serve as the fiscal agent for the project on behalf of all partners in the participating county.

If a local or municipal government agency wants to apply for SCIP funding in order to support training, they are also eligible to apply if the following conditions are met:

- The proposed project is exclusively funding training related to suicide prevention or crisis intervention (e.g., a local police department wants their officers to receive crisis intervention training).
- The county in which the local agency resides is unable to apply for and manage this grant, often due to lack of personnel/resources. Administering these subgrants at the county-level is preferable because it allows grant funds to benefit a larger area (e.g., multiple local police departments in the county could receive crisis intervention training).

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

Requirements for Federally Funded Grants:

System for Award Management (SAM) Registration:

CAGE Code Number: 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 sub recipients. If you had an active CCR, you have an active record in SAM. Applicants must update or renew their SAM registration on an annual basis. Information to update your entity records can be accessed at <https://sam.gov/SAM/>.

Unique Entity Identifier (UEI): All entities doing business using federal funds will be required to have an active UEI number.

- The Unique Entity ID is a 12-character alphanumeric ID assigned to an entity by SAM.gov.
- As part of this transition, the DUNS Number has been removed from SAM.gov.
- Entity registration, searching, and data entry in SAM.gov now require use of the new Unique Entity ID.
- Existing registered entities can find their Unique Entity ID by following the steps [here](#).
- New entities can get their Unique Entity ID at SAM.gov and, if required, complete an entity registration.

DOJ cannot award funds until an agency has an active registration in SAM and is eligible to receive federal funds.

All expenses must be new and cannot replace existing state or local government funding. Substitution of existing funds with federal grant funds (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.

Please note that any subgrant application selected under this grant announcement will be shared with the SCIP Advisory Board and must be approved by the Bureau of Justice Assistance (BJA) prior to funds being awarded.

State Crisis Intervention Program (SCIP) Suicide Prevention Initiatives – 2023 (2026)

The Wisconsin Department of Justice (WI DOJ) through its Bureau of Justice Programs (BJP) provides financial and technical assistance to public safety and criminal justice agencies throughout the state. As the state administering agency (SAA) for state and federal juvenile and criminal justice programs, WI 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 and Background

With suicide being the leading cause of death by firearm in the state, Wisconsin is responding with the Statewide Crisis Intervention Program (SCIP), supported by the Bipartisan Safer Communities Act (2022), to reduce the overall number of firearms-related deaths in Wisconsin. Most Wisconsin counties already have programs or systems in place to respond to citizens who are struggling with mental health crises, but due to a lack of funding, personnel, and/or awareness, effective crisis response and suicide prevention still faces barriers. People in crisis often struggle to find resources, obtain assistance, or to merely realize help is needed. To help address these issues, the WI DOJ is seeking applications with plans to improve the approach to mental health support, suicide prevention, and crisis response across Wisconsin.

Although applications must be submitted by the county or tribe where the proposed project will be implemented, applicants are encouraged to partner with local organizations that have experience in implementing and administering suicide prevention and crisis response programs. Effectively implementing change requires collaborative efforts and communication, and establishing partnerships between like-minded agencies can help Wisconsin reach its goal of reducing all manner of suicide and gun violence.

The WI DOJ aims to support counties' and tribes' efforts to help Wisconsin citizens get the support they need. These efforts could include, but are not limited to:

- Development, implementation, and/or facilitation of crisis intervention and response programs:
 - Suicide and crisis prevention programs, including crisis call centers, mobile crisis team response and resources, and crisis stabilization facilities.
 - Peer support programs to serve communities (e.g., to serve veterans, individuals struggling with mental/behavioral health issues or substance use, families impacted by suicide or other community violence).
 - Co-response programs embedding social workers with law enforcement.
 - Postvention programs for families of suicide and/or gun violence.
 - Crisis intervention officers, co-responders, and related personnel costs.
 - Law enforcement-based crisis intervention programs, training, and technology focused on those at risk to themselves or others.
 - Safe storage programs, providing equipment, technology, and training to safely secure, store, track, and return relinquished guns.
- Media campaigns to educate the community:
 - Media campaigns to increase awareness of suicide prevention and vulnerable populations, such as law enforcement, veterans, and agricultural workers.

- Advertising for safe storage initiatives and other suicide prevention programs to raise awareness of community resources.
- Training for mental/behavioral health awareness or response:
 - Crisis response and intervention training for law enforcement (e.g., Crisis Intervention Training (CIT) or similar training programs).
 - Mental/behavioral threat assessment programs and related training for healthcare professionals (e.g., hospital staff, mental health practitioners).
 - De-escalation training for first responders, corrections officers, court personnel, legal professionals, and other justice practitioners.
 - Training for school resources officers and other school officials to identify youth at risk of self-harm or firearms violence.
 - Community gun safety training.
 - Specialized training for those working with families of adults and youth in crisis (e.g., social workers, youth/family advocates, counselors).
 - Training for businesses and other organizations whose employees are likely to interact with individuals experiencing mental health crises (e.g., community leaders, substance abuse professionals, other front-line workers).
- Miscellaneous ideas:
 - Data collection, analysis, and strategic planning to address community gun violence.
 - Systems to facilitate tracking of crisis interventions and services provided.
 - Technology solutions to ensure justice system partners are informed when a prohibited person attempts to purchase a firearm.

Due to the complex and vulnerable circumstances involved in suicide prevention and crisis intervention, this grant encourages county and tribal agencies to collaborate with local organizations and businesses to improve the community's response to mental health education and support. There are a variety of trainings available to educate communities on these topics, from reducing access to lethal means to crisis intervention for rural areas. Some organizations known to provide potentially eligible trainings include, but are not limited to:

- Counseling on Access to Lethal Means (CALM) – <https://www.calmamerica.org/about-calm-trainings>
- Prevent Suicide Wisconsin – <https://www.preventsuicidewi.org/suicide-care-trainings>
- Mental Health America (MHA) – <https://mhanational.org/workplace-mental-health-training>
- COMET – <https://farms.extension.wisc.edu/programs/comet-changing-our-mental-and-emotional-trajectory/>

This is not an exclusive list of qualifying trainings; many types of trainings are eligible for funding through this grant as long as it is relevant to preventing suicide and crisis intervention. In their applications, applying agencies should describe how their chosen training fulfills the purpose of increasing community knowledge of available resources or reducing stigma associated with mental health through education and skill development.

All applications for this funding will be screened for completeness and compliance with the instructions provided in this announcement. WI DOJ staff will review all complete/compliant applications as they are received, and awards will be granted on a first-come, first-served basis until all funds are awarded.

Please note: Per BJA's grant guidance to the SAAs, prohibited costs include:

- Prizes, rewards, entertainment, trinkets, or any type of monetary incentive
- Client stipends
- Gift cards or gas cards
- Food and beverage
- General law enforcement equipment or activities not directly related to crisis intervention or suicide prevention
- Investigations, arrest, or prosecution of crimes, unless directly related to crisis intervention
- Law enforcement training not directly focused on crisis response, de-escalation, or risk detection
- Unmanned Aircraft Systems (UAS), including unmanned aircraft vehicles (UAV), and all accompanying accessories to support UAS or UAV.

Submit Applications Using Egrants

Applications must be submitted through the Egrants online grants management system. If you have never used Egrants before, the Project Director and Financial Officer listed on the grant application will need to register for their unique login credentials to access 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 WI DOJ Egrants and WEM EGrants. Please take care to select WI DOJ Egrants during this process.

Authorization to access Egrants can take several days depending on registration activity. For questions relating to Egrants registration contact the technical assistance contact listed on this announcement, or the WI DOJ help desk. The helpdesk hours are Monday-Friday 8 a.m. – 4:30 p.m. 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 [WI 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 WI DOJ with detailed information about your project that will be used to make funding decisions. Questions on what is expected in each section can be directed to Katie Snell at (608) 852-9722 or at Kathryn.Snell@wisdoj.gov.

Please note: Attachments should only be included in this grant application where 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 individual in this grant must be a different person.

- The Signatory 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, and for non-profit agencies it is the executive director.
- The Financial Officer is the individual at the applicant agency who is responsible for financial activities in your organization.
- The Project Director is an individual at the applicant agency who will oversee project operations.
- An Alternate Contact may be added to the application. This person is one that can and should access the application to complete required tasks such as modifications and reports, in the absence of the Project Director. This person should have knowledge of the project and authority to speak on behalf of the organization in the absence of the Project Director. If possible, we encourage the Project Director to list an alternate on the grant.

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 WI DOJ website, cited in WI 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

If awarded a grant, you will be required to report your progress against pre-established targets. In your application, please establish benchmarks against the measures given. You will report progress against these benchmarks in your quarterly reports. If no measures are displayed, mark the section "Complete" and "Save."

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 in the justification field for each budget line, including cost computation.**

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/number of hours 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.”

Example for computation line:

- \$25/hr. x 2080 hr. = \$52,000. When entering this into the amount text box please round up to the nearest dollar.

Please note: All positions funded under this grant must be new or compensated as overtime pay to avoid replacing existing funding. The supplanting of existing funds with federal grant funds is subject to monitoring and audit and may result in 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.

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/number of hours devoted to the project. Employee benefits on overtime hours are limited to FICA, Workers’ Compensation, and Unemployment Compensation.

Example for computation line:

- \$52,000 1.0 FTE salary x 43% fringe rate = \$22,360. When entering this into the amount text box please round up to the nearest dollar.

Travel/Training:

Guidelines for travel and/or training costs for an individual 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 \$98/night (\$103/night for Milwaukee, Waukesha or Racine County)
- Meals: \$10/breakfast (leaving at or before 6 a.m.); \$12/lunch (leaving at or before 10:30 a.m. and returning at or after 2:30 p.m.); \$23/dinner (returning at or after 7 p.m.).

Current rates for **out-of-state travel** at the time of this announcement include:

- Mileage: \$0.51/mile
- Lodging: The in-state maximum reimbursement rate per night applies to out-of-state travel, except for lodging in certain higher cost cities. For lodging maximums in higher cost cities, refer to the most recent issue of the DPM Bulletin entitled “Maximum Reimbursement for Lodging in High-Cost Out-of-State Cities.” [Effective October 1, 2023.](#)
- Meals: \$11/breakfast (leaving at or before 6 a.m.); \$17/lunch (leaving at or before 10:30 a.m. and returning at or after 2:30 p.m.); \$27/dinner (returning at or after 7 p.m.).

Example for computation line: (Note: each travel item should be listed as separate budget line items):

- Mileage: 75 miles x \$0.51 state rate = \$38.25. When entering this into the amount text box please round up to the nearest dollar.
- Lodging: \$98/night x 4 nights x 2 people
- Airfare: \$425 x 2 people

The following are guidelines for Lodging & Transportation:

- AirBnBs, VRBOs, and the like are prohibited.
- Lodging 50 Mile Rule: You must travel 50 miles or more from your home or headquarter city whichever is shorter to qualify for lodging.
- Reasonable charges for ridesharing services (e.g., Uber, Lyft) are reimbursable including tips at a maximum rate of 15%. Uber and Lyft costs are allowable like taxis, shuttles, buses, and trains.

The following are guidelines for any travel and/or training costs associated for hosting an event (conference/convention, training, etc.) 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:

- Meal cost per attendee: \$10/breakfast (start time at or prior to 6 a.m.); \$12/lunch (starting at or before 10:30 a.m. and concluding at or after 2:30 p.m.); \$23/dinner (event ending at or after 7 p.m.).

Please note:

- Costs will only be reimbursed after submission of an event agenda and attendance list. Travel and training for contracted employees/contractual services does not go in this section. These expenses should be itemized under "Contractual".
- Hosting conferences (defined broadly to include meetings, retreats, seminars, symposiums, events, and group training activity) may require federal approval. If your program includes funding to host or organize a proposed conference, please contact the program manager to discuss necessary steps.
- Paying for food from US Department of Justice funds is no longer allowed or strict limitations apply. Please consult your grant manager prior to application submission for clarification and for prior approval if the application includes food other than for travel purposes.

Equipment: Tangible non-expendable personal property having a useful life of more than one year and an acquisition cost of **\$10,000 or more per unit.**

Example for computation line:

- 1 server to store body-worn camera footage x \$12,000 per unit = \$12,000. When entering this into the amount text box please round up to the nearest dollar.

Supplies and Operating Expenses: Supplies include consumables such as paper, postage, software, computer/laptop, monitor, accessories, license and subscriptions.

Operating expenses include items such as rent and utilities. All supply and operating expenses have an acquisition cost of less than \$10,000 per unit.

Example for computation line:

- Rent \$150/mo. x 12 months = \$1,800. When entering this into the amount text box please round up to the nearest dollar.

Please note: Costs will only be reimbursed for services occurring within the project period. If the total cost goes beyond the project end date or starts prior to the start date (e.g., annual subscription costs), those costs will need to be prorated.

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 or \$81.25 per hour require federal approval and will require additional justification. 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 WI DOJ. No fund reimbursements will be made prior to receipt of the contract.

5. Agency Profile:

Address each of the following components:

- a) Provide a description of your agency and a concise overview of your agency's mission.
- b) Describe your agency's organizational structure and clearly state which units/divisions will implement your project(s).
- c) If your project is not exclusively training for the applicant agency, please fill out the Determination of Suitability Special Condition Applicability Form found at the end of the grant announcement PDF. Attach a copy of the completed form to this section. (Note: To attach a document to your Egrants application you must type "See Attached" in the text box to enable the document attachment tool.)

6. Budget Narrative:

Address each of the following components:

- a) Describe how your budget relates to the overall project strategy and implementation plan.
- b) Outline how the requested funding will be allocated, linking each budget item directly to project activities and justifying the necessity. Best answers ensure that all costs are allowable, reasonable, and tightly aligned to the objectives for your project.
- c) If the project is ongoing and requiring funding to continue, how is it currently funded?
- d) Describe any other funding that will be used to accomplish this project.

7. Implementation Plan:

Address each of the following components to describe the steps needed to complete this project:

- a) Describe the steps needed to implement this plan to address the problem or service gap.
- b) Include an anticipated timeline for all steps of the project that fall within the anticipated project period of March 1, 2026 – September 30, 2026.

8. Problem Description:

Address each of the following components:

- a) Describe the problem or issue this funding will aim to solve or diminish. Local data should be used to provide evidence the problem exists and to demonstrate the size and scope of the problem.
- b) If the project is primarily funding training, describe why the requested training will be helpful for the applicant's agency/professional field/local area/etc.
- c) Describe any unique factors about your community impacting the problem and the design of this proposed response.
- d) Address if any previous or current attempts to address this problem and explain why they did or did not work.

9. Project Narrative:

Address each of the following components:

- a) Provide a detailed overview of the proposed project, including what objectives would be accomplished.
- b) Describe the expected outcomes from the project (e.g., expected impact on communities, potential for this project to expand, etc.).
- c) If additional funds are available beyond the maximum amount for this opportunity, how would you use additional funding to enhance/expand your program?

10. Required Attachments:

Depending on your agency and your project proposal, different attachments may be required. Please attach the following documents to your application in this section, if applicable, ensuring each is directly relevant to supporting your application:

- Determination of Suitability Special Condition Applicability Form
- Position Description
 - Required for any new position funded under this grant.
- Memoranda of Understanding (MOU)
- Contracts
 - If your agency has items listed under the contractual category in the budget for this project.
- Organizational Structure
- Letter(s) of Commitment (e.g., local partnering organization, research partner):
 - If your project includes the participation of external organizations other than the applicant agency, a letter of commitment must be submitted from each of those partners. For example, if three counties collaborate on one application, the counties that are not the applicant agency must provide a letter of commitment to participate in the project and allow the applicant agency to receive and manage their share of the available funding.

If the documents are not available at the time of application, you will be required to upload the documents into the Monitoring section of Egrants under the Project Document Attachment section. Submission of documents is required prior to reimbursement.

Application Review and Award Criteria

All applications must be submitted on or before 11:59 p.m. on the deadline and will be screened for completeness and compliance with the instructions provided in this announcement. WI DOJ staff will review applications to ensure consistency with the grant announcement goals and objectives.

Subgrant applications will be reviewed and awarded on a first-come, first-served basis until grant funds for this opportunity are exhausted. Each subgrant application must be fully complete and allowable, satisfying the basic criteria set out above. Applicants will be contacted if more information is needed to clarify elements of their proposal, and grant reviewers may suggest amendments to applications. All final award decisions will be made by the Attorney General.

Award Information

Upon application approval, the applicant agency's project director will receive signed grant award documents within approximately 30 days via email. The grant award documents will explain the total funding amount; approved budget by category; performance period; and fiscal and program reporting, requirements and deadlines. Grant expenditures will be reimbursed when signed award documents have been received by WI DOJ, spending and grant activity are documented in proper reports, and reimbursement requests are submitted to WI DOJ. 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.

Please review all your grant award special conditions and Egrants reporting requirements when you receive the Grant Award documents. Your grant award will be subject to general terms and conditions as well as the following special conditions (and any others noted on your award documents).

Standard Special Conditions

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, on-going submission of participant data, and adherence to any conditions included in the grant award.
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. The DOJ reserves the right to withhold grant payments if the grant recipient is delinquent paying any obligation to DOJ such as background check fees, etc. Refusal to provide information requested by DOJ may impact the payment of current or approval of future grant funds.
4. Please be advised that a hold may also be placed on any current or future application or grant payment if it is deemed that an agency is not in good standing on any DOJ grants or other reporting requirements, has other grants compliance issues (including being out of compliance with special conditions) that would make the applicant agency ineligible to receive future DOJ funding, failure to make progress in obtaining project goals and objectives, 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. Grant award funds received are **not** program income. 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.
7. All procurement transactions, whether negotiated or competitively bid and without regard to dollar value, shall be conducted in a manner to provide maximum open and free competition.
8. If the grant award budget contains wages, the grantee's records must be maintained in a form that, at any given time, an auditor or DOJ representative would be able to identify the use of Federal and Matching funds. These records should include information such as employee name, rate of pay, hours worked, and amount of time dedicated to the grant project.
9. Award funds will be used to supplement, not supplant, planned or allocated funds.
10. To be allowable under a grant program, all funds (state, federal, and cash match) must be obligated (purchase order issued) or paid for services provided during the grant period. If obligated by the end of the grant period, payment must be made within 30 days of the grant period ending date.
11. All budget changes require prior approval from DOJ and must be requested in a grant modification via Egrants.
12. Subgrantees acknowledge that failure to submit an acceptable Equal Employment Opportunity Plan (if required to submit one pursuant to 28 CFR 42.302) that is approved

by the Federal Office of Civil Rights, is a violation of its Certified Assurances and may result in the suspension of the grant.

13. Grant funds will be paid to the grantee on a reimbursement basis. Expenses must be incurred and paid for by the agency/organization within the reporting period.
14. Any changes in personnel involved with the grant including the Project Director, Financial Officer, and/or Signatory must be reported to DOJ in a grant modification via Egrants.
15. Consultant fees in excess of \$650 per 8-hour day or \$81.25 per hour will require federal approval and additional justification.
16. Reimbursement for travel (i.e. mileage, meals, and lodging) is limited to state rates.
17. Recipient fully understands that DOJ has the right to suspend or terminate grant funds to any recipient that fails to conform to the requirements (special/general conditions and general operating policies) or that fails to comply with the terms and conditions of its grant award.
18. All contracts pertaining to this grant must be submitted to DOJ within 30 days of receipt of Grant Award Documents.
19. If the grant award contains equipment, a request for reimbursement should only be submitted once the equipment is installed and testing has been completed.
20. Positions funded by this grant must have a position description. Submit the position description and name of employee in Egrants within the Monitoring Section under Project Document Attachment.
21. The recipient agrees to cooperate with WI DOJ monitoring to ensure compliance of US DOJ Grants guidelines, Financial Guide, and OJP guidelines, protocols and procedures. Recipient agrees to cooperate with WI DOJ (including the Program Contact, Fiscal Contact, Grants Specialist Monitor, Supervisors, and/or Administration) for this award, including requests related to desk reviews and/or onsite/virtual visits. The recipient agrees to provide to WI DOJ all documentation necessary for WI DOJ to complete the monitoring tasks, including documentation related to any subawards made under this award. Further, the recipient agrees to abide by reasonable deadlines set out by WI DOJ for providing the requested documents. Failure to cooperate with WI DOJ monitoring activities may result in actions that affect the recipient's WI DOJ awards, including but not limited to withholding and/or other restrictions on the recipient's access to award funds, referral to the WI DOJ designation of High-Risk grantees, or termination of an award(s).

Additional Special Conditions

1. Reimbursement of cost will be contingent on submission of a roster which must contain event name, dates, attendee name, and agency affiliation. The roster along with copies of paid invoices must be uploaded to the Egrants Fiscal Report within the Monitoring Section. All training events require a roster. Multi-day trainings must have a roster for each day of the training.
2. Any written, visual, or audio publications, published utilizing grant funds shall contain the following statements: "This project was supported by Grant No. 15PBJA-23-GG-0041-BSCI awarded to WI DOJ by the Bureau of Justice Assistance (BJA). Points of view or opinions in this document are those of the author and do not necessarily represent the official position or policies of the U.S. Department of Justice."

Additional guidance relating to publication and printing costs is set out in DOJ Grants Financial Guide under section III, 3.9 Allowable Costs, and in the Code of Federal Regulations (CFR) 2 C.F.R. § 200.461, 2 C.F.R. § 200.315 and Chapter 3.7.

Additional Resources

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

- Wisconsin Department of Justice Egrants webpage: <https://egrants.wisdoj.gov>
- 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 8 a.m. and 4:30 p.m.
 - 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**

Determination of Suitability Special Condition Applicability Form

A Determination of Suitability is required, in advance, for certain individuals who may interact with participating minors.¹ The subrecipient agency must not permit covered individuals to interact with any participating minor in the course of activities under the award before a written determination of suitability has been made.

The following form will be used to determine if the proposed program is subject to this condition. Please complete this form and attach it to the Agency Profile section of your application.

Subrecipient Agency:

Grant Application #:

Project Title:

Date:

Project Director:

1. Does your proposed program involve individuals under 18 years of age participating in program activities (participating minors)?
2. Do any proposed grant-funded activities include adult individuals, regardless of employment status, interacting with participating minors (other than the individuals' own children)?
3. Are the adults interacting with youth due to grant funding? For example, grant funds pay for overtime, fund a new employee/position, pay to recruit new mentors, fund a contractor or employee of a contracted agency to provide therapy or mentoring to a minor etc. Answer "NO" if adults are interacting with youth during normal organizational operations for example, teachers during normal school hours.
4. Will the interaction between adults and participating minors include in person or electronic (or similar) physical contact, oral and written communication, and/or the transmission of images and sound?

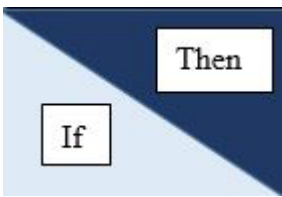
¹ Details of this requirement are posted on the OJP website at <https://ojp.gov/funding/Explore/Interact-Minors.htm>

- a. Will the interaction be brief contact that is both unexpected by the recipient (or subrecipient) and unintentional on the part of the covered individual -- such as might occur when a postal carrier delivers mail to an administrative office?
 - b. Personally-accompanied contact -- that is, infrequent or occasional contact (for example, by someone who comes to make a presentation) in the presence of an accompanying adult, pursuant to written policies and procedures of the recipient (or subrecipient) that are designed to ensure that -- throughout the contact -- an appropriate adult who has been determined to be suitable pursuant to this condition will closely and personally accompany, and remain continuously within view and earshot of, the covered individual.
-

Definitions

1. "Covered individual" means any individual (other than a participating minor, as defined in this condition, or a client of the recipient (or subrecipient)) who is expected, or reasonably likely, to interact with any participating minor (other than the individual's own minor children). A covered individual need not have any particular employment status or legal relationship with the recipient (or subrecipient). Such an individual might be an employee of a recipient (or subrecipient), but also might be (for example) a consultant, contractor, employee of a contractor, trainee, volunteer, or teacher.
2. "Participating minor." All individuals under 18 years of age within the set of individuals described in the scope section of this condition as it appears on the award document are participating minors.
3. "Interaction" includes physical contact, oral and written communication, and the transmission of images and sound, and may be in person or by electronic (or similar) means. But "interaction" does not include—
 - a. brief contact that is both unexpected by the recipient (or subrecipient) and unintentional on the part of the covered individual -- such as might occur when a postal carrier delivers mail to an administrative office.
 - b. personally-accompanied contact -- that is, infrequent or occasional contact (for example, by someone who comes to make a presentation) in the presence of an accompanying adult, pursuant to written policies and procedures of the recipient (or subrecipient) that are designed to ensure that -- throughout the contact -- an appropriate adult who has been determined to be suitable pursuant to this condition will closely and personally accompany, and remain continuously within view and earshot of, the covered individual.
4. "Activities under the award." Whether paid for with federal funds from the award, "matching" funds included in the OJP-approved budget for the award, or "program income" for the award as defined by the (DOJ) Part 200 Uniform Requirements), activities under the award include both—
 - a. activities carried out under the award by the recipient (or subrecipient); and
 - b. actions taken by an entity or individual pursuant to a procurement contract under the award or to a procurement contract under a subaward at any tier.

For DOJ Use Only

	Your grant is subject to the federal Suitability Determination award condition	Post-award, you will be required to conduct background checks and submit certification forms for each covered individual
Applicant answered YES to questions 1-4 and NO to question 4a and 4b	YES	YES
If applicant answered YES to questions 1-4 AND answered YES to either or both questions 4a or 4b	NO	NO
If applicant answered NO to one or more of questions 1-4	NO	NO

Is the applicant subject to the Suitability Determination special condition?

YES

NO