

Criminal Justice

Comprehensive Opioid, Stimulant, and Substance Use Site-Based Program (COSSUP) Wisconsin Deflection Initiative (WDI) 2024 (2025)

Grant Announcement

**Applications must be submitted through
Egrants on or before May 12th, 2025, 11:59 p.m.**

**Department of Justice will host an optional
webinar on April 10th, 2025, at 2:00 pm. Please
register at [Microsoft Teams Event Link](#)**



**STATE OF WISCONSIN
DEPARTMENT OF JUSTICE**

Important Contact Information for this Grant Opportunity:

Program/Policy: Brad Kelly (608) 716-1870
kellybc@doj.state.wi.us

Budget/Fiscal: Jannifer Ayers (608) 514-5623
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 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: COSSUP Wisconsin Deflection Initiative (WDI) 2024 (2025)

Description: The Wisconsin Department of Justice (DOJ) seeks to award grants to ten eligible entities including city, township, county, or tribal governments. This funding will support comprehensive programs that address substance use challenges in their communities, with a focus on opioids, stimulants, and other substances. Successful applicants will implement one or more of the six deflection pathways in collaboration with law enforcement or first responders. These programs should identify, respond to, treat, and support individuals affected by substance use, particularly targeting at-risk populations and those involved in low-level, non-violent drug-related offenses. The initiative builds upon various successful multidisciplinary approaches to overdose prevention, awareness, harm reduction, treatment, and diversion that have been implemented across the nation.



Opportunity Category: Competitive

Important Dates:

Application Due Date: 05/12/2025

Anticipated Project Start Date: 07/01/2025

Project End Date: 08/31/2027

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://ojpssso.ojp.gov/> and uploaded into Egrants Program Reports as required.

Anticipated Funding Amount: \$5,000,000 is available for this project. For each award received under this grant announcement, \$350,000 is available for an initial 25-month project period. Additional funding of up to \$150,000 could be available to extend the project period by twelve months for a total potential award of \$500,000.

DOJ will seek a no-cost extension (NCE) to extend the COSSUP FY24 project period to September 30th, 2028. The additional \$150,000 of funds will be contingent on its approval and satisfactory program performance measures.

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

Eligibility: Funding will be awarded to at least ten eligible entities including city, township, county, or tribal governments to plan, develop, and implement one or more of the six pathways of deflection as outlined in the Wisconsin Deflection Initiative Essential Elements (WDIEE). Site selection will vary based on the state's underserved or rural geographic areas, local overdose fatality data, and existing gaps in evidence-based services for people with substance use disorders who intersect with the criminal justice system.

Eligible Expenses:

Funding may be used for Personnel, Employee Benefits, Travel/Training, 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.

COSSUP Wisconsin Deflection Initiative (WDI) 2024 (2025)

The Wisconsin Department of Justice (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, 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

The opioid crisis was initially declared a public health emergency in October 2017 but remains a significant crisis today. The rise in illicit fentanyl and its combinations with other substances has contributed to a broader substance use crisis and overdose epidemic that threatens the well-being of individuals who use drugs, their families, and communities. The drug overdose rate in Wisconsin has been steadily rising since 2016. Wisconsin has seen the rate of opioid-related deaths nearly doubled, with a rate of 14.4 deaths per 100,000 persons in 2018 compared to 24.8 per 100,000 in 2022. Additionally, the rate of opioid-related poisonings from 2018 to 2022 has also remained consistently high ranging as high as 51 emergency room hospitalizations per 100,000 persons in 2021 to 40 persons in 2022. To combat the morbidity and mortality of overdose and the chronic disease of substance use disorder (SUD), including opioid use disorder (OUD), individuals must have access to evidence-based, FDA-approved treatments. Preventing overdose deaths and expanding access to evidence-based treatment, including access to medications for opioid use disorder across settings, is a priority for the DOJ.

In addition to the impacts of substance use on individuals and families, this public health crisis also impacts local communities, first responders, the criminal justice system, and behavioral health systems. COSSUP resources are designed to support efforts that respond to, treat, and support those impacted by this crisis. These efforts include community-based prevention initiatives, emergency response programs, and diversion or deflection from the criminal justice system through law enforcement and other first responder-based practices. These strategies seek to improve access to harm reduction strategies, SUD treatment, and recovery support services, including peer support.

DOJ seeks to award grants to ten eligible entities including city, township, county, or tribal governments. This funding will support comprehensive programs that address substance use challenges in their communities, focusing on opioids, stimulants, and other substances. Successful applicants will implement one or more of the six deflection pathways outlined in the Wisconsin Deflection Initiative Essential Elements (WDIEE) ([WDI Essential Elements Final.pdf](#)) in collaboration with law enforcement or first responders.

These programs should identify, respond to, treat, and support individuals affected by substance use, particularly targeting at-risk populations and those involved in low-level, non-violent drug-related offenses. The initiative builds upon successful multidisciplinary approaches to overdose prevention, awareness, harm reduction, treatment, and deflection being implemented across Wisconsin.

In collaboration with the Wisconsin Deflection Initiative (WDI), the DOJ, as the SAA, will administer the sub-award process, assist with the selection and training of the sites, collect performance data from the sites, provide ongoing technical assistance to the sites, and provide overall grant monitoring and oversight.

In addition to the general items above, WDI programs should address the following:

Target Population

Evidence-based practices indicate that individuals have different levels of risk and need and should be served accordingly. In defining their population, applicants should adhere to evidence-based practices, using tools to assess the risks and needs of the at-risk population and determine which individuals are appropriate to receive services. Decisions should be based on research to reduce incarceration and interaction with the criminal justice system, as well as to increase participation, engagement, and retention in recovery-orientated systems of care.

Research and Evaluation

In applying for these grants, applicants agree to cooperate in any related research efforts and program evaluations by collecting and providing enrollment and participation data during the entire project period. Applicants also agree to provide detailed individual-level data in the format specified by the DOJ during this period and a follow-up period to evaluate recidivism data.

Note: All successful applicants will be expected to secure permission from all program participants to collect and report on administrative data on criminal activity and case status. If awarded, the Bureau of Justice Information and Analysis (BJIA) will provide guidance on how to secure participant permissions.

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 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. For questions relating to Egrants registration contact the technical assistance contact listed on this announcement, or the DOJ help desk. The helpdesk hours are 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 (<https://www.wisdoj.gov/Pages/Grants/egrants-system.aspx>). 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 Brad Kelly at (608) 716-1870 or at kellybc@doj.state.wi.us.

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 responsible 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 -training, project, pilot, etc.) will (describe the specific goals you hope to achieve – how will the project improve safety in Wisconsin?) [If appropriate, add which area(s) of the state will benefit.]"

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

2. Approval Checklist

Answer Yes or No to each question.

3. Performance Measures

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

Please note: Performance measures specific to the COSSUP program have been developed by the federal Bureau of Justice Assistance (BJA). Applicants selected for grant awards will be required to report on these new measures on a quarterly basis in the web-based Performance Measurement Tool (PMT) developed by BJA.

4. Budget Detail (6 Points)

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.

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: \$79,539 1.0 FTE salary x 43% fringe rate = \$34,202. 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: 75 miles x \$0.51 state rate = \$38.25. When entering this into the amount text box please round up to the nearest dollar.

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

The following are guidelines for Lodging & Transportation

- AirBnb, VRVO's 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 similar to taxi's, 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").

- BJA anticipates applicants to plan and budget for one COSSUP national meeting or a BJA-approved training that will occur during each year of the grant. All applicants should budget for travel expenses (airfare, hotel, per diem, and group transportation) for a minimum of two staff to attend one face-to-face meeting or training each year of the life of the grant. Meetings should be budgeted for 3 days each in Washington, D.C. The purpose of this travel may vary according to funding category and specific project objectives; however, BJA wants to ensure that all grantees have the opportunity annually for professional development and peer to peer learning opportunities.

Supplies and Operating Expenses: Supplies includes 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 (ex: annual subscription costs), those costs will need to be prorated).

- Transportation services may be included in the budget. These services may be provided to individuals who are engaged in treatment and/or recovery-support-related appointments and activities, require other necessary services to support

their treatment and recovery, and have no other means of obtaining transportation. Forms of transportation services may include public transportation, ride services, or a licensed and insured driver who is affiliated with an eligible program provider.

- **If such costs are included, the applicant should be able to certify that they are nonredeemable and nontransferable and that their use by participants can be audited. The applicant must have written policies for determining eligibility, tracking distribution, and ensuring that services are used only for transportation related to the program's activities.**

- No more than 30 percent of total grant funds may be used for transitional or recovery housing.
 - **If such costs are included, the applicant should be able to certify that they are nonredeemable and nontransferable and that their use by participants can be audited. The applicant must have written policies for determining eligibility, tracking distribution, and ensuring that funds are used only for recovery housing related to the program's activities.**

- In addition to the unallowable costs identified in the DOJ Grants Financial Guide, award funds may not be used for the following:
 - Prizes, rewards, entertainment, trinkets, or any other monetary incentives
 - Client stipends
 - Gift cards
 - Purchase vehicles
 - Food and beverages

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. Agency Profile (4 points)

In your response, please address each of the following components:

- a) Describe your agency. If applicable, identify any oversight body (e.g., county board, a subcommittee of relevant stakeholders) that will advise on project design and implementation.
- b) Describe your agency's organizational structure and state which units/divisions will implement your project(s).
- c) If your agency is not law enforcement or other first responder, describe how a partnership with law enforcement or other first responders will be established and facilitated throughout the project. If your agency is law enforcement or other first responder, describe how a collaboration with public health/behavioral health agencies will be established and facilitated throughout the project.

6. Budget Narrative (8 points)

In your response, please 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 and link each budget item to project activities. Justify the necessity; best answers ensure that all costs are allowable, reasonable, and tightly aligned to the objectives of your project.
- c) Address if additional funding sources will be used to accomplish this project and if so, describe the source(s).

7. Problem Description (5 points)

In your response, please address each of the following components:

- a) Identify the applicant entity and whether the proposed service area is urban, suburban, tribal, rural, or a combination.
- b) Provide information that documents the impact of opioids, stimulants, and other substances within the proposed service area, including fatal and nonfatal overdoses. The applicant must provide verified sources for the data supporting the description of the issue.
- c) Explain the applicant's inability to fully fund the proposed project without support from the DOJ and describe any existing resources or funding being leveraged to support the proposed project.

8. Implementation Plan (6 points)

In your response, please provide a detailed project implementation plan that addresses:

- a) Identify and describe all key components needed to implement your project goals. Ensure all objectives follow SMART criteria (Specific, Measurable, Achievable, Relevant, and Time-bound).
- b) Outline anticipated challenges or obstacles that might affect project success and describe specific strategies for overcoming each challenge.
- c) Provide a detailed project timeline that comprehensively maps out the complete two-year grant period from July 1, 2025, to June 30, 2027. The timeline must articulate precise start and end dates for each critical project phase.

9. Project Narrative (14 points)

In your response, please provide a comprehensive project narrative that addresses each of the following components:

- a) Present a detailed description of your proposed project, including specific, clearly defined objectives that will be accomplished. Explain how these objectives align with addressing the use or misuse of opioids, stimulants, and other substances in the proposed service area.
- b) Identify which pathway(s) and program type(s) outlined in the WDIEE framework your project will implement. Explain your rationale for selecting these specific approaches and how they will be operationalized within your project design.
- c) Describe the anticipated outcomes and impacts of your project, including:
 - a. Effects on community health and wellbeing
 - b. Projected impact on overdose rates and prevention
 - c. Improvements in access to evidence-based treatment options
- d) Should your project prove beneficial/effective, outline a vision for potential expansion to additional pathways or program types within the WDIEE framework.

10. Required Attachments (2 points)

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:

- If proposing to implement the Law Enforcement Intervention pathway as outlined in the WIDEE, letters of support must be attached from the following entities
 - Law enforcement agencies participating in the project
 - District Attorney's Office
- If the lead agency proposing to implement one or more of the pathways of deflection as outlined in the WIDEE is not associated with law enforcement or other first responder agencies, a letter of commitment must be submitted from partnering law enforcement or other first responder agencies. The letter of commitment should clearly state that the initiative is supported and agrees to commit to the overall intent of the project.

Please note: While the above sections of the application are worth a set number of points, bonus points are also available if your agency/application/project meets any of the following criteria **(5 points)**:

- The applicant agency is from a rural county or a tribe. This serves to prioritize and expand services to less populated jurisdictions in Wisconsin.
 - “Rural” areas are defined as non-metropolitan counties or outlying counties with no population from an urban area of 50,000 or more people.
 - For more information, visit the Health Resources & Services Administration website that defines “rural” in more detail at <https://www.hrsa.gov/rural-health/about-us/what-is-rural>. There is also a search tool to allow applicants to learn if this definition applies to their county or tribe.
- The application is from existing WDI programs and is collaborating with one or more local partners to serve their combined region. This encourages inter-county/city collaboration and consistent service to communities across counties, cities, and tribes.
- The proposed project will have an oversight body (e.g., county board, subcommittee of relevant stakeholders) to advise on project design and implementation. This demonstrates cohesive and thoughtful project development and community support.
- The proposed project expands access to evidence-based SUD such as medication-assisted treatment (MAT) which is the use of medications for substance use disorder in combination with counseling and behavioral therapies.
- The proposed project will implement new program models to bring together justice, behavior health, and public health practitioners to implement new or promising practices that may not yet have a research base in addressing the impact of opioids, stimulants, and other substances on individuals and communities at risk of or limit justice system involvement.

Application Review and Award Criteria

All applications must be submitted on or before 11:59 pm on the deadline and will be screened for completeness and compliance with the instructions provided in this announcement. All compliant applications will be reviewed on a 50-point scale, based on the following point values for the selection criteria:

- Budget Detail (6 points)
- Agency Profile (4 Points)
- Budget Narrative (8 points)
- Problem Description (5 points)
- Implementation Plan (6 points)
- Project Narrative (14 points)

- Required Attachment (2 points)
- Bonus Criteria (5 points)

Although the point values will be assigned as shown above, applications will only be considered if all of the indicated sections (#1 - #10) are submitted.

Top-scoring applications will include detailed responses that demonstrate a well-thought-out program that is supported by critical partners. Answers in each section should fully answer the question, including specific answers to each sub-question, and align logically with answers to other sections so that when read together, the application will provide a comprehensive overview of the proposed program.

The review ratings listed above will be evaluated by BJP staff, an average objective score for each application will be calculated, and all applications will be ranked accordingly. The bonus points serve to emphasize strategic COSSUP priorities such as reaching underserved or rural geographic areas, local overdose fatality data, and existing gaps in evidence-based services for people with substance use disorders who intersect with the criminal justice system. Once rated according to the objective rubric, the applications will be submitted to the Attorney General for further review and comment. Depending on resources, grants will be funded in the final ranked order until grant funds are exhausted. Each grant must satisfy the basic criteria set out above. All final grant 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 DOJ, spending and grant activity is documented in proper reports and reimbursement requests are submitted to 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 of 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. Fees for independent consultants may not exceed the federal rate of \$650 per eight-hour day unless prior approval is received from DOJ.
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 terminate of an award(s).

Additional Special Conditions

1. Deflection programs should 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)
2. The grantees may not use grant funds to pay for evaluations or assessments by external evaluators unless the 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.
3. 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 in year three in a non-competitive environment.
4. 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.

5. Grantees must agree to comply with all reporting, data collection, and evaluation requirements, as determined by DOJ's Bureau of Justice Information and Analysis (BJIA). Grantees will be expected to submit data on program participants in the system designated by DOJ.
6. Entertainment, including amusement, diversion, social activities, and any associated costs (i.e. tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities) are unallowable. In addition to the unallowable costs identified in the DOJ Grants Financial Guide, award funds may not be used for the following: prizes, rewards, entertainment, trinkets, or any other monetary incentives; client stipends; gift cards; or food and beverages.
7. Any written, visual, or audio publications, published utilizing grant funds shall contain the following statements: "This project was supported by Grant No. 15PBJA024-GG-04468-COAP awarded to WI DOJ by the U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance. 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.

8. 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, and accept technical assistance from DOJ.

Additional Resources

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

- [Wisconsin Deflection Initiative \(WDI\) | Criminal Justice Coordinating Council \(CJCC\)](#)
 - [WDI Essential Elements Final.pdf](#)
- [PTACC | police treatment community collaborative](#)
- [PAARI - Police Assisted Addiction & Recovery Initiative](#)
- [Home - COSSUP Resource Center Site-based Grants Jail Resource Center COSSUP Demonstration Projects Training and Technical Assistance - COSSUP Resource Center](#)
- Department of Justice Egrants webpage: [Wisconsin Department of Justice Home](#)

- 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