

Juvenile Justice  
**JJ Formula: Delinquency Prevention Program –  
FY2023 (2026)**

**Grant Announcement**

**Applications must be submitted through  
Egrants on or before May 1, 2026, 11:59 p.m.**



**STATE OF WISCONSIN  
DEPARTMENT OF JUSTICE**

Important Contact Information for this Grant Opportunity:

Program/Policy: Kiley Komro (608) 716-9185  
[Kiley.Komro@wisdoj.gov](mailto:Kiley.Komro@wisdoj.gov)

Budget/Fiscal: La Trisha Quade (608) 419-5930  
[LaTrisha.Quade@wisdoj.gov](mailto:LaTrisha.Quade@wisdoj.gov)

Egrants Assistance: Weekdays, 8am – 4:30pm  
Email: [Egrants@wisdoj.gov](mailto:Egrants@wisdoj.gov)  
Local calls: (608) 267-9068  
Toll free: (888) 894-6607

The [Egrants System User Guide](#) has step-by-step instructions for accessing and using the Egrants online system. The guide is posted on the [WI DOJ 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:** JJ Formula: Delinquency Prevention Program – FY2023 (2026)

**Description:** This program will fund projects that aim to support youth at-risk of delinquency or delinquent youth to prevent first time or future offenses. Funding will support three types of programs: 1) Mental health services for at-risk youth as a prevention program and for court-involved youth to prevent recidivism; 2) Prevention activities, including early interventions, mentoring, and deflection programs especially those supporting youth school belonging, and addressing absenteeism, suspension, and expulsion; and 3) Wraparound programs that support youth in their families.

**Opportunity Category:** Competitive

**Important Dates:**

Application Due Date: May 1, 2026

Anticipated Project Start Date: July 1, 2026

Project End Date: June 30, 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. This will include a separate form for reporting Office of Juvenile Justice and Delinquency Prevention performance measures.
- Financial Reports must be submitted in Egrants quarterly. This will include a separate expenditure spreadsheet and supporting documentation.

**Anticipated Funding Amount:** A total of \$200,000 is available for three awards between \$66,000-\$67,000.

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

**Eligibility:** All federally recognized Wisconsin tribes, county government agencies (including human/social services departments), local government agencies (including school districts and law enforcement agencies), and local youth serving nonprofits are eligible to apply.

**Eligible Expenses:**

Funding may be/must be used for Personnel, Employee Benefits, Travel/Training, Supplies & Operating Expenses, 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.

**WI 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.

## **JJ Formula: Delinquency Prevention – FY2023 (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**

The U.S. Department of Justice, Office of Juvenile Justice and Delinquency Prevention (OJJDP) awards WI DOJ Title II Formula grant funding based on state compliance with the four core requirements of the federal Juvenile Justice and Delinquency Prevention Act (JJDP). These funds are administered by the WI DOJ, in partnership with the GJJC, under specified Purpose Areas, as required by OJJDP.

This funding opportunity is associated with the Delinquency Prevention Purpose Area. The funding supports “comprehensive juvenile justice and delinquency prevention programs that meet the needs of youth through the collaboration of the many local systems before which a youth may appear, including schools, courts, law enforcement agencies, child protection agencies, mental health agencies, welfare services, healthcare agencies, and private nonprofit agencies offering youth services.”<sup>1</sup>

A strategic analysis of Wisconsin youth behavior and delinquency data demonstrated the challenges Wisconsin’s youth and youth services face. It starts with individual youth: young people in Wisconsin report feeling anxious and stressed. Many youth experience dysfunction at home or in their neighborhood including witnessing or experiencing violence, frequent moves, or food insecurity. These experiences carry over into school where, though they report having supportive adults in their lives, youth feel less supported by their teachers and connected to their school community. Chronic absenteeism and exclusionary discipline methods are statewide issues. Youth engage in disruptive behaviors both at school and in the community leading them into the juvenile justice system through arrest and referral. Youth service staff, including educators, law enforcement officers, human services and court intake staff do not have sufficient resources to respond to youth mental health challenges, family dysfunction, and behavioral challenges.

As a result of this assessment, the Governor’s Juvenile Justice Commission prioritized three program types for this funding. Funded programs will incorporate one or more of the following program types into their proposal:

- Mental health services for at-risk youth as a prevention program and for court-involved youth to prevent recidivism;
- Prevention activities, including early interventions, mentoring, and deflection programs especially those supporting youth school belonging, and addressing absenteeism, suspension, and expulsion;

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<sup>1</sup> OJJDP FY 2024 Title II Program and Budget Areas, <https://ojjdp.ojp.gov/funding/fy2024/titleII/fy24-program-budget-areas.pdf>.

- Wraparound programs that support youth and their families.

Applicants are encouraged to incorporate the following Three-Year Strategic Plan and JJDP<sup>2</sup>A focus areas into their programs. Applications that integrate one or more of these focus areas into their program receive priority consideration:

- Use and incorporate evidence-based, promising, and/or trauma informed programs or practices in their program design. Please visit the [OJJDP Model Programs Guide](#), [National Institute of Justice: Crime Solutions page](#), the [Tribal Youth Resource Center](#), Substance Abuse and Mental Health Services Administration (SAMHSA) [Blueprints for Healthy Youth Development](#) resource center, or [Title IV-E Prevention Services Clearinghouse](#) for information and examples of promising programs.
- Reduce ethnic and racial disparities within the juvenile justice system.
- Provide needed services for the prevention and treatment of juvenile delinquency in rural areas.
- Provide gender specific services for the prevention and treatment of juvenile delinquency.
- Where appropriate, engage family members in the design and delivery of juvenile delinquency prevention and treatment services. Strengthen the families of delinquent and other youth to prevent juvenile delinquency. This includes involving relatives and extended family members when appropriate and providing family counseling during incarceration of juvenile family members and coordination of family services when appropriate and feasible.
- Provide alternatives to detention for status offenders, survivors of commercial sexual exploitation, and others, where appropriate, such as home-based or community-based services or treatment for those youth in need of mental health, substance abuse, or co-occurring disorder services at the time such juveniles first come into contact with the juvenile justice system.

### **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 8am-4:30pm if you need assistance. (Please note: If you register outside of these

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<sup>2</sup> JJDP<sup>A</sup> Sec. 223. 34 U.S.C. 11133(a)(7)(B)(ii-vii), 11133(a)(9), and 11133(a)(17).

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@wisdoj.gov](mailto:Egrants@wisdoj.gov) 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 a funding decision. Questions on what is expected in each section can be directed to Kiley Komro at (608) 716-9185 or at [Kiley.Komro@wisdoj.gov](mailto:Kiley.Komro@wisdoj.gov).

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

#### **1. Main Summary (5 points)**

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 - 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

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 (5 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:**

- $\$25/\text{hr.} \times 2080 \text{ hr.} = \$52,000$ . 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:**

- $\$52,000 \text{ 1.0 FTE salary} \times 43\% \text{ fringe rate} = \$22,360$ . 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 \$101/night (\$106/night for Milwaukee, Waukesha or Racine County)
- Meals: \$11/breakfast (leaving at or before 6 a.m.); \$13/lunch (leaving at or before 10:30 a.m. and returning at or after 2:30 p.m.); \$24/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, 2025.](#)
- Meals: \$12/breakfast (leaving at or before 6 a.m.); \$18/lunch (leaving at or before 10:30 a.m. and returning at or after 2:30 p.m.); \$28/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: \$101/night x 4 nights x 2 people
- Airfare: \$425 x 2 people

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: \$11/breakfast (start time at or prior to 6 a.m.); \$13/lunch (starting at or before 10:30 a.m. and concluding at or after 2:30 p.m.); \$24/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 submitting

an application for clarification and for prior approval if the application includes food other than for travel purposes.

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).

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. Budget Narrative (4 points)**

- A. Please describe how the items detailed in your budget will help you achieve your specific program goals and objectives and relate to the overall program strategy or implementation plan.
- B. Be specific and include a description for each budget item. The description should support or justify the items in the budget detail and not simply duplicate the budget detail computations.

**6. Goals and Objectives (6 points)**

Complete and attach the Goals and Objectives Table. Note: To attach a document to your Egrants application, you must type "See Attached" in the text box to enable the document attachment tool. In the Goals and Objectives Table, describe the following:

- A. Specify at least three SMART (specific, measurable, attainable, realistic, and time-bound) goals, action steps, and expected outcomes. Your goals should connect to the items detailed in your budget and Project Narrative. The outcomes should be measurable.
- B. Describe how you will collect data and document progress towards achieving stated goals.
- C. Describe how you will use the data and documentation collected to evaluate and improve program implementation.

## 7. Project Narrative (12 points)

- A. Describe the problem or issue this grant will serve to solve or diminish. Use local data 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 community. Identify any unique factors about the community impacted by the problem described.
- B. Describe your project in detail, including the steps, activities, and inputs needed to implement this plan. Inputs should reflect the items included in the budget detail.
- C. Describe how the project will address or solve the problem. Describe how the project will respond to the problem and unique factors of the impacted community.
- D. Describe how you will collaborate with stakeholders, partner agencies, and the community on this project and what agencies/groups. Explain how each stakeholder or partner agency or group will contribute to the project's implementation and success.
- E. If applicable, describe whether the program or practice is evidence-based or promising and if so, identify the evidence-based practice clearinghouse citation or provide relevant supporting research. Please visit the [OJJDP Model Programs Guide](#), [National Institute of Justice: Crime Solutions page](#), the [Tribal Youth Resource Center](#), Substance Abuse and Mental Health Services Administration (SAMHSA) [Blueprints for Healthy Youth Development](#) resource center, or [Title IV-E Prevention Services Clearinghouse](#) for information and examples of promising programs.
- F. If applicable, describe the focus areas relevant to the intended project (listed below).
  - a. Reduce ethnic and racial disparities within the juvenile justice system.
  - b. Provide needed services for the prevention and treatment of juvenile delinquency in rural areas.
  - c. Provide gender specific services for the prevention and treatment of juvenile delinquency.
  - d. Where appropriate, engage family members in the design and delivery of juvenile delinquency prevention and treatment services. Strengthen the families of delinquent and other youth to prevent juvenile delinquency. This includes involving relatives and extended family members when appropriate and providing family counseling during incarceration of juvenile family members and coordination of family services when appropriate and feasible.
  - e. Provide alternatives to detention for status offenders, survivors of commercial sexual exploitation, and others, where appropriate, such as home-based or community-based services or treatment for those youth in need of mental health, substance abuse, or co-occurring disorder services at the time such juveniles first come into contact with the juvenile justice system.

## 8. DMC Reduction Plan (4 points - optional)

Racial and ethnic disparities are present in Wisconsin's juvenile justice system at specific points of contact: arrest, diversion, pretrial detention, secure confinement, and transfers to adult court. Reducing these disparities is a goal of the GJJC. Subgrantees are encouraged to incorporate reduction activities to their grant-funded programs. Please describe the following:

1. Whether there are racial and/or ethnic disparities in the local juvenile justice system or at a specific point of contact in your community. Use local quantitative and qualitative data where possible.
2. Whether and how your proposed program will reduce racial and/or ethnic disparities in the juvenile justice system or at a specific point of contact.

### **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 36-point scale, based on the following point values for the selection criteria:

- Main Summary: 5 points
- Budget Detail: 5 points
- Budget Narrative: 4 points
- Goals & Objectives: 6 points
- Project Narrative: 12 points
- DMC Reduction Plan: 4 points (optional)

Although the point values will be assigned as shown above, applications will only be considered if all of the indicated sections (1-7) are submitted.

The review ratings and any resulting rankings or recommendations are advisory. In addition to review ratings, consideration may be given to factors such as: underserved populations, strategic priorities, past performance, underserved geographic areas, and available funding. Once ranked, 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. Grant 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 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 WI DOJ, spending and grant activity is 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 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 WI 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 WI DOJ reserves the right to withhold grant payments if the grant recipient is delinquent paying any obligation to WI DOJ such as background check fees, etc. Refusal to provide information requested by WI 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 WI 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 WI DOJ funding, failure to make progress in obtaining project goals and objectives, and/or is not cooperating with an ongoing WI 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 WI 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 WI 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 WI 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 WI 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 WI 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 U.S. Department of Justice Grants guidelines, Financial Guide, and U.S. Department of Justice, Office of Justice Programs (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. Recipients of awards under this funding announcement agree to protect the rights of recipients of services and assure appropriate privacy with regard to records relating to services funded by this grant. This includes adhering to applicable state and federal law as well as internal policies and procedures.
2. All awards funded under this announcement will be required to maintain compliance with the federal JJDPA as a condition of this grant. The grant will be conditional upon the grantee allowing WI DOJ access to records to determine if the grantee is complying with the JJDPA. Failure to maintain compliance may result in a suspension of the grant award. You do not need to provide any information at this time. WI DOJ staff will monitor compliance with the JJDPA, including the core requirements of the Act, which are described in more detail at. <https://ojjdp.ojp.gov/about/core-requirements>.
3. Recipients of awards under this funding announcement for which the purpose of some or all the activities is to directly benefit a set of individuals under 18 years of age as determined at time of application, must make determinations of suitability and submit the required form to WI DOJ before certain individuals may interact with participating minors. Determinations must be made for all individuals who may interact with participating minors. This requirement applies regardless of an individual's employment status with the recipient organization and can include (but not limited to) employees of the recipient agency, consultants, contractors, employees of a contractor, trainees, volunteers, teachers, or mentors. For full details of this special conditions visit the OJP web site at <https://www.ojp.gov/funding/explore/interact-minors>.
4. 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.
5. Programs that use gift cards, gift certificates, or other similar items for participants must develop a policy defining how the use of those items will be tracked in order to ensure proper and limited usage. The policy must require that the subgrantee complete and update an incentive/responsivity tracking log that contains, at a minimum, the following information: gift card or gift certificate number or identifying information, staff person's name, participant's initials, date the item was given to the participant, value of the gift card or gift certificate, and purpose of the incentive and/or responsivity item. The policy must also address the security of purchased items, for example, where they will be stored and who will have access to them. Upload the incentive/responsivity policy under Project Document Attachments under the Monitoring section within Egrants. The tracking log will be uploaded to the Egrants Fiscal Report within the Monitoring Section for each reporting period. All gift cards, gift certificates, or other

similar items must be purchased and distributed prior to the end of the grant performance period.

6. Any written, visual, or audio publications, published utilizing grant funds shall contain the following statements: "This project was supported by Grant No. (Insert Federal Grant No.) awarded to WI DOJ by the (insert program). 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 U.S. Department of Justice 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 Department of Justice, Bureau of Justice Programs and resources to assist with Egrants is available as follows:

- Department of Justice Egrants webpage: <https://egrants.wisdoj.gov>
- A helpful [Egrants System User Guide](#) is posted on the Egrants page of the [WI 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@wisdoj.gov](mailto:Egrants@wisdoj.gov)
  - Local calls: (608) 267-9068
  - Outside the 608-area code: (888) 894-6607

## Goals and Objectives

Applicant Agency: \_\_\_\_\_

Grant Number: \_\_\_\_\_

Program Title: \_\_\_\_\_

<b>Goals</b>	<b>Activities</b>	<b>Expected Outcomes</b>
<i>What are the long-term goals of the program?</i>	<i>What is the program doing or what services are being delivered to help meet the program goals and objectives?</i>	<i>What are the expected outcomes from achieving your goals and implementing your activities? How will you measure success?</i>
1.	A.	
	B.	
2.	A.	
	B.	
3.	A.	
	B.	

4.	A.	
	B.	
*5.	A.	
	B.	
Describe how you will collect data and document progress towards achieving stated goals:		
Describe how you will use the data and documentation collected to evaluate and improve program implementation:		

\* If your program/court has more than five goals, please select the five most important.

*For enhancement projects or implementation projects that are a modification to an existing program, indicate whether the goals or objectives have changed since the most recent funding period and if so, why they have changed.*