



State of Wisconsin
Bureau of Justice Programs
Division of Law Enforcement Services

Criminal Justice
COAP:
Thriving in Recovery –2018 (2023)

Grant Announcement

**Applications must be submitted through
Egrants on or before May 19, 2023 11:59 p.m.**



**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: Deb Hughes (608) 284-0432
HughesD@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: (COAP) Thriving in Recovery – 2018 (2023)

Description: Through this grant announcement, the Wisconsin Department of Justice (WI DOJ) is seeking applications to develop and implement a plan to launch the Thriving in Recovery Public Service Announcement (PSA) media campaign. The Thriving in Recovery PSA was created by Mirrorless Productions, the sole source of the video, as a response to an Overdose Fatality Review (OFR) team recommendation. Its purpose is to increase engagement and retention of those individuals who use illicit or prescription Opioids in treatment and recovery services. The applicant must agree to create an advisory group consisting of representatives from the WI DOJ, Medical College of Wisconsin, local health departments, local law enforcement agencies, and OFR teams. This group will determine what five different geographic areas the campaign will launch and what programs or services it will feature. Only COAP/COSSAP funded programs, OFR teams, or service providers directly linked to either of the two before mentioned programs can be eligible to be featured.

Opportunity Category: Non-Competitive

Important Dates:

Application Due Date: 05/19/2023

Project Start Date: 06/01/2023

Project End Date: 09/30/2023

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 monthly.
- Financial Reports must be submitted in Egrants monthly.
- 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 \$575,758 is available through this initiative to support the Thriving in Recovery campaign.

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

Eligibility: Medical College of Wisconsin, an OFR Technical Assistance provider, is the only eligible applicant.

Eligible Expenses:

Funding may be for Personnel, Employee Benefits, Consultants/Contractual, and Indirect

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 grants (supplanting) will be the subject of monitoring and audit. Violations may result in a range of penalties, including suspension of current and future funds under this program, suspension or debarment from federal grants, repayment of monies provided under a grant, and civil and/or criminal penalties.

Thriving in Recovery 2018 (2023)

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

Signed into law on July 22, 2016, the Comprehensive Addiction and Recovery Act (CARA) is the first major federal substance abuse treatment and recovery legislation in 40 years and the most comprehensive legislative effort to address the opioid epidemic. CARA establishes a comprehensive, coordinated, and balanced strategy through enhanced grant programs that encompass prevention and education efforts, effective responses to those affected by substance abuse, and services for treatment and recovery from addiction. The Comprehensive Opioid Abuse Site-based Program (COAP) was developed as part of the CARA legislation. COAP's purpose is to provide financial and technical assistance to states, units of local government, and Indian tribal governments to plan, develop, and implement comprehensive efforts to identify, respond to, treat, and support those impacted by the opioid epidemic.

The FY 2018 Comprehensive Opioid Abuse Site-based Program is designed to support our nation's first responders and provide for the needs of crime victims; support diversion programs for non-violent individuals who abuse illicit and prescription opioids; implement and enhance prescription drug monitoring programs; promote cross-system planning and coordination of service delivery; and reduce the incidence of fatal overdoses associated with opioid use. Effective responses must be comprehensive and address the needs of the individual who is abusing drugs, as well as any children and loved ones who may be experiencing trauma, violence, and victimization.

Through this opportunity, funds will be used to support a media campaign utilizing the Thriving in Recovery PSA created by Mirrorless Productions. The media campaign will consist of print, social media, and TV advertising and be delivered in at least five different geographical locations. The campaign is designed to engage and retain individuals who use illicit or prescribed opioids in recovery services.

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

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

2. Approval Checklist

Answer Yes or No to each question.

3. Performance Measures

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

4. Budget Detail

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

(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 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.

Indirect: Includes the indirect costs of an organization that are not readily assignable to a particular project but are necessary to the operation of the organization and the

performance of the project. The cost of operating and maintaining facilities, depreciation, and administrative salaries are examples of the types of costs that are usually treated as indirect. If indirect is allowed, recipients that have a federally approved indirect rate must provide documentation of that rate approval. Otherwise, recipients that have never had an approved federal indirect cost rate may charge a de minimis rate of 10% of modified total direct costs.

5. Project Narrative

Describe your project in detail, including what objectives would be accomplished. Also please include a brief timeline indicating when the project would start and finish and what goals will be accomplished each month.

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. DOJ staff will review applications to ensure consistency with the grant announcement goals and objectives.

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.

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).

- 1. Grant recipients are also advised that DOJ will monitor grants to ensure that funds are expended for appropriate purposes and that recipients are complying with state and federal requirements as described in the grant award contract. This includes timely completion of progress and financial reports, active efforts to achieve and measure stated goals and objectives, appropriate documentation of activities and outcomes, 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 grantee on a reimbursement basis.*
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 recipients access to award funds, referral to the WI DOJ designation of High Risk grantees, or terminate of an award(s).*
22. *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 individual overdose reviews in the system designated by DOJ.*
23. *Any written, visual, or audio publications, published utilizing grant funds shall contain the following statements: "This project was supported by Grant No. 2018-AR-BX-K126*

awarded to WI DOJ by the 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.

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