



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

**Criminal Justice
COSSAP:
Medication-Assisted Treatment 2019 (2022)
Re-Announcement**

Grant Announcement

**Applications must be submitted through Egrants
on or before June 13th, 2022, 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: 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: COSSAP Medication-Assisted Treatment 2019 (2022)

Description: Through this grant announcement, the Wisconsin Department of Justice (DOJ) is seeking applications to develop and implement a comprehensive plan to reduce the risk of overdose death and enhance treatment and recovery service engagement among the pretrial and post-trial populations leaving jails. This includes implementing medication-assisted treatment (MAT) and cognitive behavioral treatment within a local jail and supporting the transition to community-based services once released from custody.

The overall intent of this project is to expand existing programming and emerging options to address the opioid epidemic. The Wisconsin Department of Justice's Bureau of Justice Information and Analysis will act as the research partner for this project. Priority considerations include the high and quickly rising rates of opioid deaths and primary treatment admissions, and the heightened needs of the many rural, remote, and tribal regions of Wisconsin.

General program parameters are as follows:

- Provide medication-assisted treatment (MAT) to an individual incarcerated in a county or tribal jail prior to re-entry to the community.
- Provide community-based care coordination for individuals exiting the county or tribal jail.
- Use evidence-based, trauma-informed or risk reduction practices to identify and treat substance use disorders (SUD).
- Establish and follow a care coordination plan to enroll all program participants in medical assistance and provide continued treatment during and after re-entry.
- Comply with all municipal, county, and state or tribal requirements for accreditation, certification, and licensing.
- Provide one or more of the FDA-approved medications: buprenorphine, methadone, or naltrexone, to individuals incarcerated in a county or tribal jail to treat opioid withdrawal and/or a SUD.

Opportunity Category: Competitive

Important Dates:

Application Due Date: June 13, 2022

Project Start Date: August 1st, 2022

Project End Date: July 31st, 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 quarterly.
- Financial Reports must be submitted in Egrants quarterly.
- Performance Measurement Tool (PMT) reports must be submitted quarterly in the PMT system located at <https://ojpsso.ojp.gov/> and uploaded into Egrants Program Reports as required.

Anticipated Funding Amount: A total of up to \$900,000 is available to support at least six sites to be selected by a peer review panel at the Wisconsin Department of Justice (DOJ). Each site will be eligible for up to \$150,000 for a planned project period that runs through September 30, 2023.

If you receive an award under this grant announcement, there may be an opportunity to apply for additional funding to run the program through 2024. That opportunity is dependent on the availability of federal formula grant funds and satisfactory program performance.

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

Eligibility: Funding will be awarded to at least six local sites to implement medication-assisted treatment (MAT) and cognitive behavioral treatment within a local jail and supporting the transition to community-based services once released from custody. Site selection will vary based on existing capacity, existing structures, and underserved or rural geographic areas of the state. In determining these selections, factors will include support of the local criminal justice coordinating council (CJCC), treatment resources, other Treatment Alternatives and Diversion or drug court programming within the county, proposed program capacity, existing alternative to incarceration programs and data regarding Wisconsin State Crime Lab case submissions and/or overdose fatality data. .

Eligible Expenses:

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

Funds are intended to be spent funding a MAT program which could include medication, establishing treatment services, hiring new staff, implementing, peer support network, or supporting recovery or transitional housing

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/>.

On **April 4, 2022**, we no longer will use or request DUNS Numbers, as the federal government changed from the DUNS Number to the Unique Entity Identifier (UEI) (generated by SAM.gov). All entities doing business using federal funds will be required to have an active UEI number.

Unique Entity Identifier (UEI)

- 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.

COSSAP Medication-Assisted Treatment 2019 (2022)

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, Stimulate and Substance Abuse Site-Based Program (COSSAP) was developed as part of the CARA legislation. COSSAP'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 FY19 Comprehensive Opioid, Stimulate and Substance Abuse Site-Based Program is an initiative to support the implementation of local site-based programming throughout the State of Wisconsin. Specifically, this statewide effort seeks to build on emerging efforts to address gaps in addressing opioid abuse in Wisconsin, through development and implementation of local Medication-Assisted Treatment (MAT) programs in jails. Effective responses must develop and implement a comprehensive plan to reduce the risk of overdose death and enhance treatment and recovery service engagement among the pretrial and post-trial populations leaving jails or secure residential treatment facilities. This includes implementing medication-assisted treatment and cognitive behavioral treatment within a local or regional jail and supporting the transition to community-based services once released from custody.

Funds will be used to support at least six local implementation sites under this program, as well as to build needed infrastructure at the state level to support the implementation of these program models. Through this grant announcement, DOJ is seeking applications from each of the nine districts determined by the Badger State Sheriffs. In collaboration with the Wisconsin Department of Health Services, the Wisconsin Department of Justice, as the State Administering Agency, will administer the subaward process, selection of sites, assist with training the sites, collect performance data from the sites, provide ongoing technical assistance to the sites, and provide overall grant monitoring and oversight. This strategy is based on a number of factors, including the State Criminal Justice Coordinating Council's role as an advisory body, and participation in the National Institute of Corrections' Evidence-Based Decision-Making Initiative, and the recent expansions of the Treatment Alternatives and Diversion program.

Target Population

Evidence-based practices indicate that individuals involved in the criminal justice system have different levels of risk and need and should be treated and served accordingly. In defining their population, sites should adhere to evidence-based practices, using validated tools to assess the risk and needs of their population and determining which inmates are appropriate for transition planning and to receive services based in research to reduce reincarceration. This would apply to anyone who is incarcerated in a local jail.

In addition to the general items above, Medication-Assisted Treatment programs should address the following:

Research and Evaluation

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

Applicants are encouraged to consider a partnership with a local research organization that can assist with data collection, performance measurement, and local evaluations.

Note: All successful applicants will be expected to secure permission from all program participants to collect and report on administrative data pertaining to criminal status.

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 Program Manager 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.

Please note: Performance measures specific to the JAG 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

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 \$82/night (\$90/night for Milwaukee, Waukesha or Racine County)
- Meals: \$8/breakfast (leaving before 6 a.m.); \$10/lunch (leaving before 10:30 a.m. and returning after 2:30 p.m.); \$20/dinner (returning after 7 p.m.).

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 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: \$8/breakfast (start time prior to 6 a.m.); \$10/lunch (starting before 10:30 a.m. and concluding after 2:30 p.m.); \$20/dinner (event ending 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”).

Paying for food from US Dept. of Justice funds is no longer allowed or strict limitations apply as of Oct. 2011. Food for clients being served by the program is the only time prior approval is not needed. **Please consult the DOJ grant program manager prior to submitting this application for clarification and for prior approval if food is being requested.**

- *BJA anticipates one annual national meeting will occur each year during the grant period for which applicants must budget their travel. All applicants should budget travel expenses (airfare, hotel, per diem, and group transportation) for two staff to attend one face-to-face meeting each year of the life of the grant. Category 2 applicants must require that all subrecipient sites budget to have a minimum of two staff attend the national meeting each year as well. Each meeting should be budgeted for 3 days each in Washington, D.C. The purpose of this travel may vary according to the funding category and specific project objectives; however, BJA wants to ensure that all grantees have the opportunity to present their work and collaborate with their peers and other national and federal stakeholder groups.*

Equipment: Tangible non-expendable personal property having a useful life of more than one year and an acquisition cost of **\$5,000 or more per unit**. Example for computation line: 1 filtration system x \$5,500 per unit = \$5,500. When entering this into the amount text box please round up to the nearest dollar.

- *No more than 10 percent of the total proposed budget may be used to purchase or lease devices that allow for the remote monitoring of offenders (e.g., applications or services that remotely monitor the location of an individual or monitor substance use remotely).*

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 \$5,000 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.

- *No more than 10 percent of the total proposed budget may be used to purchase and maintain web-based services and electronic applications that can be accessed from computers, tablets, and/or smart phone devices that are designed to enhance or support treatment and recovery support services (e.g., apps for self-management through reminders and educational prompts).*
- *No more than 10 percent of the total proposed budget may be used to purchase or lease devices that allow for the remote monitoring of offenders (e.g., applications or services that remotely monitor the location of an individual or monitor substance use remotely).*
- *No more than 20 percent of the total proposed budget may be used to support remote, secure, and private two-way, real-time, interactive audio and video connections between the supervision officer and the client located at another location in the community. (See the previous note about budget restrictions associated with remote monitoring.)*

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.

- *No more than 30 percent of the proposed budget may be used to provide technology-assisted treatment and recovery support services to an incarcerated population.*

Other: Items that don't fit into specific categories. This section would include any funds to be used for recovery or transitional housing.

- *If an applicant proposes to fund recovery or transitional housing, no more than 30 percent of the total budget may be used for this purpose.*
- *If an applicant proposes to fund services to children impacted by the opioid epidemic, applicants should ensure that their budget clearly labels all costs used to support children/victim services and separate these costs from any other project expenses.*

5. Budget Narrative (Up to 3 points)

Please describe in detail how your budget relates to the overall program/project strategy. The narrative should describe the proposed activities and the justification for the related budget cost.

6. Problem Description (Up to 12 points)

Provide a program description that answers each of the following questions:

1. Describe the nature and scope of the problem the project will address. 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 the community. (1, 2, or 3 points)
2. Describe any previous or current attempts to address the problem and explain why they did or did not work. (1, 2, or 3 points)
3. Describe any unique factors about your community impacting the problem and the design of this proposed response. (1, 2, or 3 points)
4. Describe your proposed target population and link that population to research and evidence-based practices. (1, 2, or 3 points)

7. Project Design (Up to 9 points)

Explain how your team will operate a medication-assisted treatment program. Factors can include but are not limited to support of the local criminal justice coordinating council (CJCC), collaboration with treatment resources, healthcare providers, and peer support services, proposed program capacity and structure, integration of recovery or transitional housing and utilizing data regarding Wisconsin State Crime Lab case

submissions and/or overdose fatality data to serve the target population. Please be sure to indicate how elements of the program are supported by evidence-based practices.

1. Provide a detailed list of proposed MAT team members and their roles along with how often team meetings will occur to discuss program operations and improvements. (1, 2, or 3 points)
2. Fully describe the structure of the MAT program, including, but not limited to program structure and intended operation, screenings and assessments utilized to determine eligibility and when they are conducted, role of the coordinator or case manager and their desired activities conducted with the participants and how or when medication is recommended and prescribed. (1, 2, or 3 points)
3. Describe how program participation will be monitored and who will be responsible for tracking participants. Include the approach that will be taken to monitor participation while incarcerated and after reentry back into the community. (1, 2, or 3 points)

8. Implementation Plan (Up to 6 points)

The purpose of this section is to provide specifics on how your project will implement a Medication-Assisted Treatment program detailed on pages 4 and 5 of this announcement, utilizing resources to carry out the project as designed, and how the implementation plan supports your program goals.

1. Describe any prior work your agency has done to plan, train or implement medication-assisted treatment. (1, 2, or 3 points)
2. Attach a project timeline that outlines proposed project activities from August 1st, 2022 to July 31st, 2023 and include all activities including planning and implementation. (1, 2 or 3 points)

9. Goals and Objectives (Up to 3 points)

Submit a document that identifies the goals and objectives of the project and attach it in this section. Keep in mind that goals and objectives should be SMART (specific, measurable, attainable, realistic, and time-bound). (1, 2, or 3 points)

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 33-point scale, based on the following point values for the selection criteria:

- Budget Narrative (Up to 3 points)
- Problem Description (Up to 12 points)
- Project Design (Up to 9 points)
- Implementation Plan (Up to 6 points)
- Goals and Objectives (Up to 3 points)

Although the point values will be assigned as shown above, applications will only be considered if all of the indicated sections (#1 - #9) 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 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).

Standard Special Conditions

- 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. *Programs should also work to ensure that treatment providers are following evidence-based practices, as well as striving to incorporate the National Standards for Culturally and Linguistically Appropriate Services in Health and Healthcare (National CLAS Standards).*
10. *All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law. Projects that continue to meet program requirements and make progress in attaining project goals and objectives will be able to reapply for funding in a non-competitive environment.*
11. *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.*
12. *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.*

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 am and 4:30pm.

- Email: Egrants@doj.state.wi.us
- Local calls: (608) 267-9068
- Outside the 608-area code: (888

