

Juvenile Justice  
**JJ Formula: Juvenile Deflection and Diversion  
Implementation Program – 2024**

**Grant Announcement**

**Applications must be submitted through  
Egrants on or before April 26, 2024, 11:59 p.m.**



**STATE OF WISCONSIN  
DEPARTMENT OF JUSTICE**

Important Contact Information for this Grant Opportunity:

Program/Policy: Kiley Komro (608) 716-9185  
[Komrokr@doj.state.wi.us](mailto:Komrokr@doj.state.wi.us)

Budget/Fiscal: Trisha Quade (608) 419-5930  
[quadele@doj.state.wi.us](mailto:quadele@doj.state.wi.us)

Egrants Assistance: Weekdays, 8am – 4:30pm  
Email: [Egrants@doj.state.wi.us](mailto: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:** Juvenile Justice - Delinquency Prevention

**Grant Title:** JJ Formula: Juvenile Deflection and Diversion Implementation Program – 2024

**Description:** This funding is available to Manitowoc County Department of Human Services and Phillips School District or their designated partners to implement the comprehensive juvenile deflection and diversion program designed under the Juvenile Deflection and Diversion Program Grant (2023). The program implemented must aim to increase the community's ability to effectively deflect youth away from arrest and justice system involvement. Programs should provide treatment and services that address youth's risk factors and needs.

**Opportunity Category:** Non-Competitive

**Important Dates:**

Application Technical Assistance: April 1-22. RSVP here:  
[https://wisdoj.gov1.qualtrics.com/jfe/form/SV\\_2gTGZJfEkLxjvFk](https://wisdoj.gov1.qualtrics.com/jfe/form/SV_2gTGZJfEkLxjvFk).

Application Due Date: April 26, 2024

Project Start Date: July 1, 2024

Project End Date: June 30, 2025

**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 OJJDP performance measures. The complete list of possible OJJDP performance measures can be found through the OJJDP [Title II Performance Measures Definitions and Questions](#) guide.
- Financial Reports must be submitted in Egrants quarterly. This will include a separate expenditure spreadsheet and supporting documentation.

**Anticipated Funding Amount:** A total of \$175,000 is available through this initiative to support two awards of up to \$87,500. Please note that applications that exceed the maximum award allocation noted above are subject to removal from consideration during the initial technical review.

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

**Eligibility:** This funding is available to Manitowoc County Department of Human Services and Phillips School District or their designated partners.

**Eligible Expenses:**

Funding may 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.

**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.

## **JJ Formula: Juvenile Deflection and Diversion Implementation Program – 2024**

The Wisconsin Department of Justice (DOJ) through its Bureau of Justice Programs (BJP) provides financial and technical assistance to public safety and criminal justice agencies throughout the state. As the state administering agency (SAA) for state and federal juvenile and criminal justice programs DOJ is responsible for establishing funding priorities, developing application criteria, awarding and disseminating grants, and assessing project achievements. This grant announcement provides information about a specific grant opportunity and instructions to help those eligible apply for a share of the available funds.

### **Program Description and Background**

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

This funding opportunity is associated with the Purpose Area (C) “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>

The program will support Manitowoc County Department of Human Services and Phillips School District or their designated partners to establish and implement a deflection and diversion program that allows juvenile offenders to be diverted from arrest and juvenile justice referral and instead receive treatment and services within the community. Programs must aim to deflect youth into community-based services that address their underlying needs without youth exposure to the juvenile justice system. Applicants should draw on the expertise with their collaborative stakeholder group to implement their program design.

This grant program aims to increase communities’ ability to effectively deflect youth away from justice system involvement and provide programming, treatment, or services that address their risk factors and needs. Existing research indicates that youth who are deflected or diverted from justice system involvement are less likely than their court-processed counterparts to reoffend. Deflection programs decrease or eliminate the collateral consequences of arrest and juvenile justice system involvement including educational disruption, reduced employability, and housing challenges in the future.<sup>2</sup>

The GJJC prefers evidence-based and promising programs. Applicants are encouraged to use and incorporate evidence-based programs into their application. 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

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<sup>1</sup> <https://ojjdp.ojp.gov/funding/fy2023/titleii/fy23-program-budget-areas.pdf>.

<sup>2</sup> Collateral Consequences of Juvenile Delinquency Proceedings: <https://www.wispsd.gov/juvenile-collateral-consequences/introduction>.

(SAMHSA) [Blueprints for Healthy Youth Development](#) resource center, or [Title IV-E Prevention Services Clearinghouse](#) for information and examples of promising programs.

Applicants are also encouraged to incorporate the following focus areas into their programs:

- Reduce ethnic and racial disparities within the juvenile justice system.
- Serve youth in rural communities. Rural areas are those outside of a metropolitan statistical area.
- Provide gender specific services, including girls and those who identify as Lesbian, Gay, Bisexual, and Transgender (LGBT).
- 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.
- Strengthen the families of delinquent and other youth to prevent juvenile delinquency. This includes involving relatives and extended family members when appropriate and coordination of family services when appropriate and feasible.

### **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](mailto: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 Kiley Komro at (608) 716-9185 or at [Komrokr@doj.state.wi.us](mailto:Komrokr@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 improve safety, juvenile accountability or competence 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.**

Paying for food from US Department of Justice funds is no longer allowed or strict limitations apply as of Oct. 2011. Please consult your grant manager prior to submitting this application for clarification and for prior approval.

Personnel: Provide salary information for non-contractual employees that will be funded through this grant, including overtime. List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time/number of hours to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization. Only personnel costs of the agency applying for the grant funds should be included under "personnel." Example for computation line: \$25/hr. x 2080 hr. = \$52,000. When entering this into the amount text box please round up to the nearest dollar.

Employee Benefits: Employee benefits for grant-funded personnel include FICA, Unemployment Compensation, Health Insurance, etc. and amounts budgeted should be based on actual known costs or an established formula. Employee benefits are for the personnel listed in the budget and only for the percentage of time/number of hours devoted to the project. Employee benefits on overtime hours are limited to FICA, Workers' Compensation, and Unemployment Compensation. Example for computation line: \$79,539 1.0 FTE salary x 43% fringe rate = \$34,202. When entering this into the amount text box please round up to the nearest dollar.

#### Travel/Training:

Guidelines for travel and/or training costs for an individual with the funded project. Only actual expenses will be reimbursed. All reimbursements will be at current state rates that are subject to change. Current rates for in-state travel at the time of this announcement include:

- Mileage: \$0.51/mile
- Lodging: Maximum \$98/night (\$103/night for Milwaukee, Waukesha or Racine County)
- Meals: \$10/breakfast (leaving at or before 6 a.m.); \$12/lunch (leaving at or before 10:30 a.m. and returning at or after 2:30 p.m.); \$23/dinner (returning at or after 7 p.m.).

Example for computation line: 75 miles x \$0.51 state rate = \$38.25. When entering this into the amount text box please round up to the nearest dollar.

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

The following are guidelines for Lodging & Transportation

- AirBnb, VRVO's and the like are prohibited.



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

The following are guidelines for any travel and/or training costs associated for hosting an event (conference/convention, training, etc.) with the funded project. Conferences (defined broadly to include meetings, retreats, seminars, symposiums, events, and group training activity) may require federal approval. If your program includes a proposed conference, please contact the program manager to discuss necessary steps. Only actual expenses will be reimbursed. All reimbursements will be at current state rates that are subject to change. Current rates for in-state travel at the time of this announcement include:

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

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

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.

(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 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 DOJ. No fund reimbursements will be made prior to receipt of the contract.

## 5. Agency Profile

Please fill out the Determination of Suitability Special Condition Applicability Form found at the end of the grant announcement PDF. Attach a copy of the completed form

to this section. Note: To attach a document to your Egrants application you must type “See Attached” in the text box to enable the document attachment tool.

## **6. Budget Narrative**

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

## **7. Goals and Objectives**

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:

1. Specify three or more SMART (specific, measurable, attainable, realistic, and time-bound) goals, objectives and activities for the program. Include measurable outcomes. Your goals should connect to the items detailed in your budget and project narrative.
2. Describe how you will collect and document progress towards achieving stated goals.
3. Describe how you will use the data to evaluate and improve program implementation. Applicants’ plans to evaluate the outcomes of program participation will be a considered during the application review process.

## **8. Project Narrative**

1. Describe the juvenile delinquency problem or issue this grant will serve to solve or diminish. Describe the gap in deflection and diversion program availability or use that this program will fill. Use quantitative and qualitative 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.
2. Describe your deflection or diversion project in detail, including the steps, activities, and inputs needed to implement this plan. Inputs should reflect the items included in the budget detail. Descriptions could include information about specific offenses to be diverted, risk assessments that will be used to divert low-moderate risk youth, and programming that will be provided to youth.
3. Describe how the project will address or solve the delinquency problem by diverting or deflecting youth away from arrest or youth justice referral. Describe how the planned services to be provided to deflected youth will address their underlying risk or needs. Describe how the project will respond to the problem and serve the target youth population.
4. Describe how you will collaborate or have collaborated with stakeholders, partner agencies, and the community on this project and what agencies/groups. Specify what agencies or groups you plan to collaborate with. Explain how each stakeholder or partner agency or group will contribute to the project’s development, implementation and success.
5. If applicable, describe whether the program or practice is evidence-based and if so, identify the evidence-based practice clearinghouse citation.
6. If applicable, describe the GJJC priority focus areas relevant to the intended project (see the list on page 4).

## **9. Letter of Support**

This funding is available to Manitowoc County Department of Human Services and Phillips School District or their designated partners. If the application is for a designated partner of one of the named agencies, you must include a Letter of Support from the named agency that designated the partner as the applicant. If the applicant is one of the named agencies, no letter of support is required.

## **10. DMC Reduction Plan (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. DOJ staff will review applications to ensure consistency with the grant announcement goals and objectives.

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 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. Any grant activity outside the project period is not eligible for reimbursement.
11. All budget changes require prior approval from DOJ and must be requested in a grant modification via Egrants.
12. Subgrantees acknowledge that failure to submit an acceptable Equal Employment Opportunity Plan (if required to submit one pursuant to 28 CFR 42.302) that is approved by the Federal Office of Civil Rights, is a violation of its Certified Assurances and may result in the suspension of the grant.
13. Grant funds will be paid to the grantee on a reimbursement basis. Expenses must be incurred and paid for by the agency/organization within the reporting period.
14. Any changes in personnel involved with the grant including the Project Director, Financial Officer, and/or Signatory must be reported to DOJ in a grant modification via Egrants.
15. Fees for independent consultants may not exceed the federal rate of \$650 per eight-hour day unless prior approval is received from DOJ.
16. Reimbursement for travel (i.e. mileage, meals and lodging) is limited to state rates.
17. Recipient fully understands that DOJ has the right to suspend or terminate grant funds to any recipient that fails to conform to the requirements (special/general conditions and general operating policies) or that fails to comply with the terms and conditions of its grant award.
18. All contracts pertaining to this grant must be submitted to DOJ within 30 days of receipt of Grant Award Documents.
19. If the grant award contains equipment, a request for reimbursement should only be submitted once the equipment is installed and testing has been completed.
20. Positions funded by this grant must have a position description. Submit the position description and name of employee in Egrants within the Monitoring Section under Project Document Attachment.
21. The recipient agrees to cooperate with WI DOJ monitoring to ensure compliance of US DOJ Grants guidelines, Financial Guide, and OJP guidelines, protocols and procedures. Recipient agrees to cooperate with WI DOJ (including the Program Contact, Fiscal Contact, Grants Specialist Monitor, Supervisors, and/or Administration) for this award, including requests related to desk reviews and/or onsite/virtual visits. The recipient agrees to provide to WI DOJ all documentation necessary for WI DOJ to complete the monitoring tasks, including documentation related to any subawards made under this award. Further, the recipient agrees to abide by reasonable deadlines set out by WI DOJ

for providing the requested documents. Failure to cooperate with WI DOJ monitoring activities may result in actions that affect the recipient's WI DOJ awards, including, but not limited to: withholding and/or other restrictions on the recipient's access to award funds, referral to the WI DOJ designation of High-Risk grantees, or terminate of an award(s).

### Additional Special Conditions

1. The Juvenile Justice and Delinquency Prevention Act (JJDP) contains four core requirements with which states must comply in order to receive a share of federal Title II Formula funds. The core requirements are: Disproportionate Minority Contact (DMC); Deinstitutionalization of Status Offenders (DSO); Jail Removal; and Separation of Juvenile Offenders (Sight and Sound Separation).
2. All awards funded under this announcement will be required to maintain compliance with the federal JJDP as a condition of this grant. Failure to maintain compliance may result in a suspension of the grant award. The grant also will be conditional upon the grantee allowing DOJ access to records to determine if the grantee is complying with the JJDP. You do not need to provide any information at this time. DOJ staff will monitor your compliance with the JJDP. Additional information on the four core requirements can be found 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 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](mailto:Egrants@doj.state.wi.us)
  - Local calls: (608) 267-9068
  - Outside the 608-area code: (888) 894-6607



**STATE OF WISCONSIN  
DEPARTMENT OF JUSTICE**

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**Determination of Suitability Special Condition Applicability Form**

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

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

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**Subrecipient Agency:**

**Grant Application #:**

**Project Title:**

**Date:**

**Project Director:**

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

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

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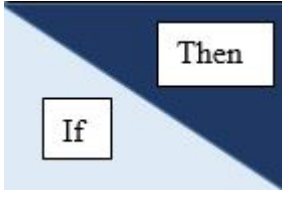
- a. Will the interaction be brief contact that is both unexpected by the recipient (or subrecipient) and unintentional on the part of the covered individual -- such as might occur when a postal carrier delivers mail to an administrative office?
- b. Personally-accompanied contact -- that is, infrequent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

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## Definitions

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

**For DOJ Use Only**

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

Is the applicant subject to the Suitability Determination special condition?

YES

NO

## Goals and Objectives

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

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

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

<b>Goals</b>	<b>Objectives</b>	<b>Activities</b>
<i>What are the long-term goals of the program?</i>	<i>What are the steps or intermediate goals that will support achievement of the long-term goals?</i>	<i>What is the program doing or what services are being delivered to help meet the program goals and objectives?</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.*