Applications must be submitted through Egrants on or before January 29, 2024, 11:59 p.m.
Important Contact Information for this Grant Opportunity:

Program/Policy: Phil Zell (608) 630-1235  
zellpkh@doj.state.wi.us

Budget/Fiscal: Jannifer Ayers (608) 267-2115  
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: JAG BJIA WI Jail Needs Assessment (2023)

Description: This grant will provide funding for staff in the Wisconsin DOJ BJIA to conduct research for the purpose of identifying existing disparities in program and service offerings in jails and document common barriers and potential remedies for implementing evidence-based programs in jails.

Opportunity Category: Non-Competitive

Important Dates:
   Application Due Date: January 29, 2024
   Project Start Date: February 1, 2024
   Project End Date: September 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.
   • Financial Reports must be submitted in Egrants quarterly.
   • Performance Measurement Tool (PMT) reports must be submitted quarterly in the PMT system located at https://ojpssso.ojp.gov/ and uploaded into Egrants Program Reports as required.

Anticipated Funding Amount: A total of $109,068 is available to fund this grant.

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

Eligibility: The Wisconsin Department of Justice (DOJ) Bureau of Justice Information and Analysis (BJIA) is the only eligible applicant for this program.

Eligible Expenses: Funding may be used for Personnel, Employee Benefits, Travel/Training, Indirect, and Other.
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.
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
Nearly 10 million admissions to jails occurred throughout the United States in 2019. Whereas prison incarcerations are typically longer than one to two years, jails are used for temporary holds or short incarcerations. This temporary intention for jails has resulted in fewer and fragmented programs and services offered to individuals while incarcerated in jails compared to prisons, in part due to barriers to program implementation and sustainability. This disparity in jail programming exists even though jail incarceration impacts individuals across numerous points in the criminal legal system, meaning nearly all adult individuals with criminal legal system contact experience jail incarceration. Furthermore, individuals incarcerated in jails exhibit increased rates of mental, behavioral, and physical health concerns, which may be exasperated while incarcerated. Generally, jail facilities are locally operated and thus comprehensive understanding and assessments of jail operations, provided programs and services, and facility conditions are difficult to obtain.

This gap presents numerous challenges for assessing jail program implementation and best practices, including identifying areas for evidence-based programmatic growth, exploring questions of access to and eligibility for programs, and addressing programmatic equity, disparities, and implementation barriers. This is especially concerning given research documenting a negative impact of incarceration on individuals as well as potential harm to recipients when best practices are not followed, or evidence-based programs are not implemented with fidelity. This project aims to address this gap through a statewide, equity-focused programmatic assessment of Wisconsin jails. Through an online survey, programming areas assessed will target holistic, multidimensional aspects of health and well-being (e.g., education, employment, substance use, mental health, family relationships, reentry) and will probe for further information regarding each program area, such as eligibility requirements, capacity, materials, facility amenities and staffing, funding, and barriers to providing programming and services. The findings of this project will inform future research, program, and policy efforts on implementation and sustainability strategies for evidence-based health promotion programming in jail contexts.

Aim 1: Identify existing disparities in program and service offerings in jails

Disparities in program provision, access, capacity, and utilization will be assessed based on the availability and frequency of programs offered by jails, program eligibility requirements, capacity, and average number of program participants. Analyses will assess whether programs differ based on jail-specific characteristics (e.g., geographic location, jail population average size and demographic make-up, jail staffing, facility amenities, jail administration structure), individual-level characteristics (e.g., misdemeanor vs. felony
arrest or conviction offense, violent offense, pretrial vs. sentenced), and by general and specific program type (e.g., substance-use treatment general vs. medication assisted treatment programs vs. peer support enhanced programs).

Aim 2: Document common barriers and potential remedies for implementing evidence-based programs in jails

Common and unique barriers encountered by jails as they implement programs will be assessed through qualitative analyses of open-ended survey responses. Survey questions will address barriers to implementing evidence-based vs. non-evidence-based programs; challenges encountered regarding program fidelity, quality assurance, and evaluation; and issues surrounding funding, facility conditions/amenities, and staffing for introducing new programs, sustainability of existing programs, and capacity and eligibility limitations.
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 Phil Zell at (608) 630-1235 or at zellpkh@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 $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. 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”).

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.

Other: Items that don’t fit into specific categories. Examples: Confidential Funds or Administrative costs (if allowed)

5. Agency Profile
Briefly describe your agency in terms of population served, number of staff (sworn/non-sworn), total crime, list of agencies involved in your consortium involved in this project, and any other relevant details.

6. Budget Narrative
Please describe how the budget relates to the overall program/project strategy or implementation plan.

7. Goals and Objectives
Please list your project goals. Below each goal, list objectives and performance measures that apply to your initiative. The goals, objectives and performance measures should be SMART (specific, measurable, attainable, realistic, and time-bound).

Some programs require a specific form for this section, which needs to be uploaded to the DOJ Grants Page and linked within this section. Language for these types of programs would include the following: Complete and attach the (name title of Goals and Objectives document). The form lists goals that have been identified for this
program. Add at least one local goal along with objectives and performance measures. You may add additional items as needed.

8. **Implementation Plan**
   Please describe the steps needed to implement this plan to address the problem or issue.

9. **Project Narrative**
   Please describe your project in detail, including what objectives would be accomplished.

**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).

**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, ongoing submission of participant data, and adherence to any conditions included in the grant award.

2. All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.
3. The DOJ reserves the right to withhold grant payments if the grant recipient is delinquent paying any obligation to DOJ such as background check fees, etc. Refusal to provide information requested by DOJ may impact the payment of current or approval of future grant funds.

4. Please be advised that a hold may also be placed on any current or future application or grant payment if it is deemed that an agency is not in good standing on any DOJ grants or other reporting requirements, has other grants compliance issues (including being out of compliance with special conditions) that would make the applicant agency ineligible to receive future DOJ funding, failure to make progress in obtaining project goals and objectives, and/or is not cooperating with an ongoing DOJ grant review or audit.

5. A hold may also be placed on any application or grant payment if it is deemed that an agency is not in compliance with federal civil rights laws and/or is not cooperating with an ongoing federal civil rights investigation.

6. Program Income: To maintain consistent practices with other similar programs, and as a proven practice, projects funded under this announcement are subject to program income guidelines detailed in the federal Office of Justice Programs Financial Guide. Grant award funds received are not program income. Program income is income earned by the recipient, during the funding period, as a direct result of the award. Any fees charged to the participants of your project are considered program income. The amount earned as program income during the length of the grant period must be expended by the end of the grant period and must be used for the purposes and under the condition applicable to the award.

7. All procurement transactions, whether negotiated or competitively bid and without regard to dollar value, shall be conducted in a manner to provide maximum open and free competition.

8. If the grant award budget contains wages, the grantee's records must be maintained in a form that, at any given time, an auditor or DOJ representative would be able to identify the use of Federal and Matching funds. These records should include information such as employee name, rate of pay, hours worked, and amount of time dedicated to the grant project.

9. Award funds will be used to supplement, not supplant, planned or allocated funds.

10. To be allowable under a grant program, all funds (state, federal, and cash match) must be obligated (purchase order issued) or paid for services provided during the grant period. If obligated by the end of the grant period, payment must be made within 30 days of the grant period ending date.

11. All budget changes require prior approval from DOJ and must be requested in a grant modification via Egrants.

12. Subgrantees acknowledge that failure to submit an acceptable Equal Employment Opportunity Plan (if required to submit one pursuant to 28 CFR 42.302) that is approved
by the Federal Office of Civil Rights, is a violation of its Certified Assurances and may result in the suspension of the grant.

13. Grant funds will be paid to the grantee on a reimbursement basis. Expenses must be incurred and paid for by the agency/organization within the reporting period.

14. Any changes in personnel involved with the grant including the Project Director, Financial Officer, and/or Signatory must be reported to DOJ in a grant modification via Egrants.

15. Fees for independent consultants may not exceed the federal rate of $650 per eight-hour day unless prior approval is received from DOJ.

16. Reimbursement for travel (i.e. mileage, meals and lodging) is limited to state rates.

17. Recipient fully understands that DOJ has the right to suspend or terminate grant funds to any recipient that fails to conform to the requirements (special/general conditions and general operating policies) or that fails to comply with the terms and conditions of its grant award.

18. All contracts pertaining to this grant must be submitted to DOJ within 30 days of receipt of Grant Award Documents.

19. If the grant award contains equipment, a request for reimbursement should only be submitted once the equipment is installed and testing has been completed.

20. Positions funded by this grant must have a position description. Submit the position description and name of employee in Egrants within the Monitoring Section under Project Document Attachment.

21. The recipient agrees to cooperate with WI DOJ monitoring to ensure compliance of US DOJ Grants guidelines, Financial Guide, and OJP guidelines, protocols and procedures. Recipient agrees to cooperate with WI DOJ (including the Program Contact, Fiscal Contact, Grants Specialist Monitor, Supervisors, and/or Administration) for this award, including requests related to desk reviews and/or onsite/virtual visits. The recipient agrees to provide to WI DOJ all documentation necessary for WI DOJ to complete the monitoring tasks, including documentation related to any subawards made under this award. Further, the recipient agrees to abide by reasonable deadlines set out by WI DOJ for providing the requested documents. Failure to cooperate with WI DOJ monitoring activities may result in actions that affect the recipient’s WI DOJ awards, including, but not limited to: withholding and/or other restrictions on the recipients access to award funds, referral to the WI DOJ designation of High Risk grantees, or terminate of an award(s).
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](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
  - Local calls: (608) 267-9068
  - Outside the 608-area code: (888) 894-6607