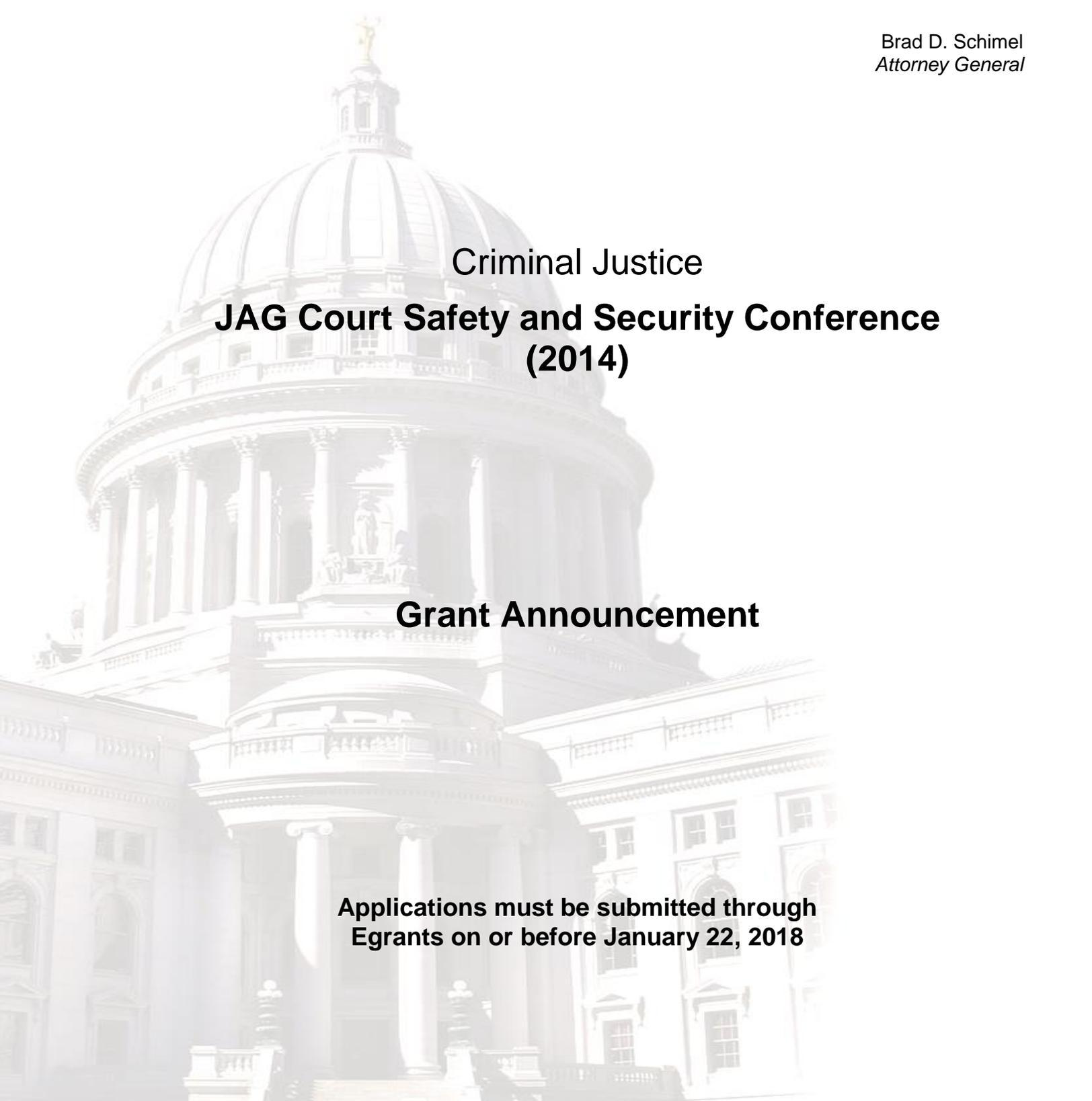




State of Wisconsin
Department of Justice
17 W. Main St.
P.O. Box 7857
Madison, WI 53707-7857

Brad D. Schimel
Attorney General



Criminal Justice
**JAG Court Safety and Security Conference
(2014)**

Grant Announcement

**Applications must be submitted through
Egrants on or before January 22, 2018**



**STATE OF WISCONSIN
DEPARTMENT OF JUSTICE**

Important Contact Information for this Grant Opportunity:

Program/Policy: Dennis Powers (608) 264-9441 or
powersdj@doj.state.wi.us

Budget/Fiscal: Jannifer Ayers (608) 267-2115 or
ayersjl@doj.state.wi.us

Forms/Signatures: Sara Tupper (608) 266-9764 or
tuppers@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 Court Safety and Security Conference (2014)

Description: Through this grant announcement, DOJ is seeking an application from the Wisconsin Director of State Courts Office to support the 2018 Court Safety and Security Conference. This conference is designed to provide law enforcement and court personnel with the most current strategies and best practices for ensuring a safe facility for courthouse employees and the public. As a result of this conference, attendees will be better able to:

- examine cost effective strategies to enhance security
- recognize and respond to security threats to court facilities and court personnel
- identify effective court security practices

Opportunity Category: Non-Competitive

Important Dates:

Application Due Date: January 22, 2018

Project Start Date: January 1, 2018

Project End Date: March 31, 2018

Anticipated Funding Amount: One grant of up to \$22,500 will be awarded to the Wisconsin Director of State Courts Office.

Match/Cost Sharing Requirement: None

Eligibility: The Wisconsin Director of State Courts Office is the only eligible applicant.

DUNS Number: The federal government now requires a DUNS number as part of the grant application to keep track of how federal grant money is awarded and disbursed. If your organization needs to obtain a DUNS number, go to <http://fedgov.dnb.com/webform>. You can also search this site if you cannot find your agency's number. Under normal circumstances, a new account can be created in 24-72 hours. The federal government has published DUNS Frequently Asked Questions at <http://fedgov.dnb.com/webform/displayFAQPage.do>. Check with your agency's financial office before registering for a DUNS number - it is likely your agency already has one.

DOJ cannot award grant funds until an active DUNS number is provided.

Eligible Expenses: Funds may be used for travel/training costs, supplies/operating expenses, and contractual expenses related to the conference.

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.

JAG Court Safety and Security Conference (2014)

Program Description

The Wisconsin Department of Justice (DOJ) through its Justice Programs Section provides financial and technical assistance to public safety and criminal justice agencies throughout the state. As the state administering agency for state and federal 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

The Edward Byrne Memorial Justice Assistance Grant (JAG) Program is the primary provider of federal criminal justice funding to state and local jurisdictions. JAG funds support all components of the criminal justice system from multijurisdictional drug and gang task forces to crime prevention and domestic violence programs, courts, corrections, treatment, and justice information sharing initiatives.

A safe courthouse is essential to the administration of justice as it serves as the center of many governmental, legal, and community activities. However, it can often be vulnerable to threats of violence against judges, attorneys, witnesses, juries and other government officials, and especially in potentially volatile areas such as criminal and family courts.

Security practices are continuously impacted by challenges such as shrinking budgets, the complacency of building occupants and the changing nature of threats. Additionally, concealed carry laws present new considerations for security planning. It is important for courts to be proactive rather than reactive in dealing with security planning. The safety risks associated with courthouse facilities can be minimized with the development and implementation of a well thought out, comprehensive security plan.

Through this grant announcement, DOJ is seeking an application from the Wisconsin Director of State Courts Office to support the 2018 Court Safety and Security Conference. This conference is designed to provide law enforcement and court personnel with the most current strategies and best practices for ensuring a safe facility for courthouse employees and the public. As a result of this conference, attendees will be better able to:

- examine cost effective strategies to enhance security
- recognize and respond to security threats to court facilities and court personnel
- identify effective court security practices

Award Information

Project funding will be provided from the federal Byrne Justice Assistance Grant (JAG) program. One grant of up to \$22,500 will be awarded to the Wisconsin Director of State Courts Office. Grant expenditures will be reimbursed when spending is documented and submitted to DOJ. There is no match required.

Upon application approval, the applicant agency's project director will receive paper grant award documents by mail in approximately 30 days.

Submit Applications Using Egrants

Applications must be submitted through the Egrants online grants management system. If you have never used Egrants before, you will need to register for access to 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. The DOJ help desk is open 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 (Egrants page). 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 Dennis Powers at (608) 264-9441 or at powersdj@doj.state.wi.us.

Please note: No attachments should be included in this grant application unless 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, you may not list the same person as project director and financial officer. The financial officer is the individual responsible for financial activities in your organization while the project director will be overseeing project operations.

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: New 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 for each budget line item, including cost calculations.

Travel/Training: Any travel and/or training costs associated 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.); \$7/breaks

(Please note: Costs will only be reimbursed after submission of an event agenda and attendance list. Travel and training for contracted employees 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 your grant manager prior to submitting this application for clarification and for prior approval.

Supplies and Operating Expenses: Includes consumables such as paper, stationery, postage, software and equipment with an acquisition cost of less than \$5,000 per unit. Also includes operating expenses such as rent and utilities. Show computations for all items. For example, Rent: \$150/mo x 12 months = \$1,800.

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).

5. Budget Narrative

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

6. Project Narrative

Describe your program or project in detail, including what objectives would be accomplished. Include appropriate statistics, if applicable. Relate any potential benefits including cost savings, decrease in crime activity, or other relevant details.

Application Review and Award Criteria

The application will be reviewed by DOJ staff, and, upon approval, award documents will be sent to the project director for signature. All final funding decisions will be made by the Attorney General.

Post-Award Special Conditions/Reporting Requirements

If you are awarded funds under this announcement, you will be required to provide regular progress reports. The schedule for your reports will be included in your grant award materials. At that time, please review all of your grant award special conditions and Egrants reporting requirements. In addition to any special conditions described in the award documents and reporting requirements contained in Egrants, please note the following:

- 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, and adherence to any conditions included in the grant award.
- 2.) The Wisconsin Department of Justice reserves the right to withhold grant payments if the grant recipient is delinquent paying any obligation to the Department of Justice such as background check fees, etc.
- 3.) All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.
- 4.) Please be advised that a hold may be placed on any application or grant payment if it is deemed that an agency is not in good standing on other Wisconsin Department of Justice (DOJ) grants, has other grants compliance issues that would make the applicant agency ineligible to receive DOJ funding, 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. 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.

Additional Resources

Additional information about the Department of Justice 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

Local calls: (608) 267-9068

Outside the 608 area code: (888) 894-6607