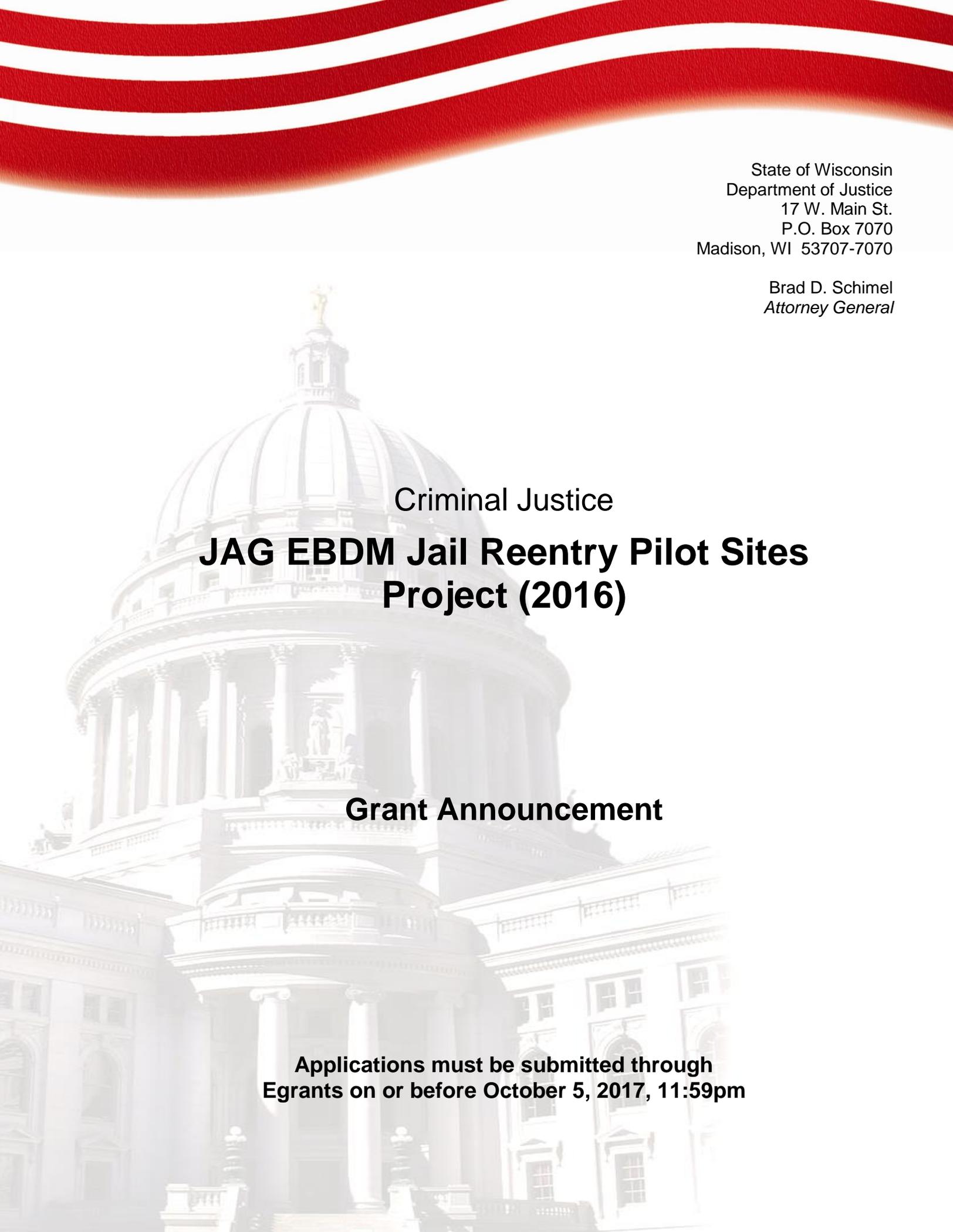




State of Wisconsin  
Department of Justice  
17 W. Main St.  
P.O. Box 7070  
Madison, WI 53707-7070

Brad D. Schimel  
*Attorney General*



Criminal Justice  
**JAG EBDM Jail Reentry Pilot Sites  
Project (2016)**

**Grant Announcement**

**Applications must be submitted through  
Egrants on or before October 5, 2017, 11:59pm**



**STATE OF WISCONSIN  
DEPARTMENT OF JUSTICE**

**Important Contact Information for this Grant Opportunity:**

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

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

Forms/Signatures: Sara Tupper (608) 266-9764  
[tuppers@doj.state.wi.us](mailto:tuppers@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:** Criminal Justice

**Grant Title:** JAG EBDM Jail Reentry Pilot Site Project (2016)

**Description:** Since 2014, the Wisconsin Criminal Justice Coordinating Council has been engaged in a planning and implementation project through the [National Institute of Corrections' Evidence-Based Decision Making Initiative](#). NIC's EBDM initiative aims to apply "empirical knowledge and research-supported principles to justice system decisions made at the case, agency and system level and seeks to equip criminal justice local and state policymakers with the information, processes, and tools that will result in measurable reductions of pretrial misconduct, post-conviction reoffending, and other forms of community harm resulting from crime."

The [State Criminal Justice Coordinating Council](#) is working to implement the goals and initiatives identified during the planning process. The state's implementation plans are centered on three overarching goals for the criminal justice system: 1) increase public safety, reduce harm, and improve the quality of life; 2) promote fairness and equal treatment; and 3) use resources effectively. To advance these goals, the state team has developed a multi-faceted plan that will implement a variety of approaches at different decision points across the criminal justice system. These approaches and decision points include such things as creating or expanding pretrial or diversion programs, increasing the use of risk and needs assessments at different points in the system, piloting evidence-based strategies in local jurisdictions, and developing model policies and training programs for use across the state. Through this approach, the state team seeks to implement criminal justice improvements that have a true system-wide impact.

As part of these efforts, a total of \$400,000 is available to local jurisdictions in Wisconsin to support pilot projects to develop a model of jail reentry designed to prevent recidivism, ensure individuals have a plan for housing, health care, employment and training, and benefits and/or other services as needed so they can successfully reintegrate and become part of the community upon release. The goal of the pilots is to develop a model that can be tested and evaluated to determine the effectiveness, to potentially lead to replication in other counties.

**Opportunity Category:** Competitive

**Important Dates:**

Application Due Date: October 5, 2017

Project Start Date: January 1, 2018

Project End Date: December 31, 2018

**Anticipated Funding Amount:** A total of \$400,000 is available to support EBDM Jail Reentry Pilot Site Projects. It is anticipated that DOJ will fund five county pilot sites at a level of up to \$80,000 annually.

**Please note that through this grant announcement, it is the intent of DOJ to fund these projects for a total project period of up to four years.** If you receive an award under this grant announcement, you will be eligible to re-apply for the same amount in subsequent years pending continued program performance and availability of federal formula grant funds. **Any reduction in the amount of appropriated funds will impact individual program funding in subsequent years within the four year cycle.**

**Match/Cost Sharing Requirement:** None

**Eligibility:** Eligible applicants include Wisconsin counties. Applications may be received from a county entity, including the county department of health and human services, and the county jail. Stronger applications would include support from their local CJCC and the Department of Corrections. Counties can also create a consortium that may include other counties and tribes.

**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.**

**System for Award Management (SAM) Registration:** 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 subrecipients. If you had an active CCR, you have an active record in SAM. Applicants must update or renew their SAM registration on a yearly basis. Information to update your entity records can be accessed at <http://www.sam.gov/>. **DOJ cannot award funds until an agency has an active registration in SAM and is eligible to receive federal funds.**

**Eligible Expenses:** Funding may be used for personnel and fringe benefits, travel and training, consultant/contractual expenses, and supplies and operating expenses.

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 EBDM Jail Reentry Pilot Site Project (2016)**

The Wisconsin Department of Justice (DOJ), through its Justice Programs Section, provides financial and technical assistance to public safety, first response, and emergency management 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**

#### **Background**

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. Through the EBDM planning efforts of the State Criminal Justice Coordinating Council, JAG funds have been allocated in support of the State EBDM Team's Phase VI EBDM implementation goals, including the Jail Reentry Pilot program.

At year end 2014 there were over 2.2 million individuals incarcerated in state or federal prisons or held in local jails. Approximately 95 percent of those incarcerated will be released and return to communities across the nation. A majority of these individuals have needs that, if unaddressed in jail or prison, during the reentry process, and after release, will negatively impact their ability to live productive, prosocial, crime-free lives in the community. When individuals are released from jail or prison, they face a myriad of challenges, including finding housing and employment, combating substance abuse, and addressing physical and mental health problems. Without community-based support, they are less likely to return back to their communities with the means to address these challenges, and thus may be more likely to recidivate.

Through this funding announcement, funds are available to local jurisdictions in Wisconsin to support pilot projects to develop a model of jail reentry designed to prevent recidivism, ensure individuals have a plan for housing, health care, employment and training, and benefits and/or other services so they can successfully reintegrate and become part of the community upon release. The goal of the pilots is to develop a model that can be tested and evaluated to determine the effectiveness, to potentially lead to replication in other counties.

#### **Target Population**

Evidence-Based Practices (EBP) indicate that justice involved individuals have different levels of risk and need and should be treated and served accordingly. In defining their population, pilot 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.

## **Expectations of Jail Reentry Pilot Programs**

As part of this grant program, the following components would be expected of each pilot site:

1. Pilot projects<sup>1</sup> will be guided by a collaborative team process (“the team,” “collaborative teams,” “jail reentry pilot sites”).
2. The following stakeholders may be invited to become members of the collaborative team:
  - a. Law Enforcement Officials
  - b. Pretrial Officials
  - c. Victim Service Providers
  - d. Prosecutors
  - e. Defense Attorneys
  - f. Jail Administrators
  - g. Court Administrators
  - h. Judges (all criminal court judges are strongly encouraged to actively participate)
  - i. Probation/Parole/Community Corrections Officials
  - j. City/County Managers/Commissioners
  - k. Health and Human Service Providers
  - l. Community Representatives
  - m. Victims
  - n. Job Services Staff
  - o. Technical Colleges
  - p. Released Inmates and their families
  - q. Housing Agencies
3. The team will work together collaboratively on all aspects of the development and implementation of the jail reentry pilot.
4. The team will work collaboratively with their local counterparts and the State EBDM Team in the development, implementation and enhancement of their jail reentry pilot projects.
5. Collaborative teams are encouraged to discuss and, agree upon a set of principles to guide their jail reentry. The following guiding principles have been developed by the EBDM State Policy Team:
  - a. Wisconsin’s jail reentry programs should incorporate a seamless reentry process that promotes participant success through the application of evidence-based practices. If eligible, there will be access to services and benefits in the community.
  - b. Wisconsin’s jail reentry pilot program should support the overall Wisconsin EBDM effort by utilizing data and research, as well as professional judgment based on comprehensive case-specific information, to:
    - i. Promote fairness and equal treatment; a jail reentry system that is fair is based on the equal assessment of objective factors relevant to public safety and promotion of participant success.

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<sup>1</sup> The purpose of a pilot is to identify effective model(s) of jail reentry policy and practice for replication by others.

- ii. Increase public safety, reduce harm, and improve quality of life; a jail reentry system that reduces harm and protects the public from those who pose a danger to the community, while promoting participant success in the community.
    - iii. Use resources effectively; a jail reentry system that uses resources effectively reserves expensive jail resources for those who pose a danger to public safety while focusing reentry efforts to promote participant success in the community.
  - c. Wisconsin's jail reentry system will allow participants to be safely transitioned in the community so that participants do not return to jail.
- 6. The team will actively participate in the cross-site effort to utilize common definitions and to collect and analyze data in order to establish baseline information about pre-pilot jail reentry practices and their impact, and the impact of the pilot projects. The data collection will be informed by existing research and data collection guidelines.
- 7. Jail reentry planning would be done in collaboration with county human services. Pilots will identify a jail reentry planning coordinator. Pilots will identify the training needed for the person leading the effort in collaboration with the State Probation and Parole office.
- 8. Actuarial Tool – sites will select an evidence-based actuarial tool to determine what services the person needs upon reentry. If the county human services department already uses an assessment tool, it may be used for reentry.
- 9. Jail Reentry Toolkit – Sites will develop a reentry planning toolkit, which will be used to inform reentry planning for individuals. The toolkit will include a list of local resources that can be provided to the participant upon release.
- 10. Benefits for participants will be based on individual eligibility. Reentry staff will need to be trained about benefits.
- 11. Needs of individual jail reentry participants could include:
  - a. Housing
  - b. Medical Care
  - c. Mental Health and Substance Abuse Needs
  - d. Transportation
  - e. Employment
  - f. Education and Training
  - g. Application for Benefits (SSI)
  - h. Driver's License recovery or continuation
  - i. Criminogenic needs
  - j. Valid ID (Driver's License, State ID)
  - k. Other Vital Records (Birth Certificate, Social Security Card)
  - l. Child Care or Reconnection Services

**In addition to the general items above, Jail Reentry Pilot 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.

### **Priority Considerations**

Priority consideration for funding will be given to applicants who demonstrate effective case assessment and management abilities to provide a comprehensive and continuous reentry process, including the following:

- Using an actuarial-based assessment instrument for reentry planning that targets the criminogenic needs of the offender that affect recidivism, and provide sustained case management and services during incarceration and transition to the community.
- Pre-release planning and transition housing connection to or placement into short-term and permanent housing, including permanent supportive housing, when appropriate.
- Establishing pre-release planning procedures to ensure that the eligibility of an individual for federal or state benefits is established before release and those individuals will obtain all necessary referrals for reentry services.
- Delivery of continuous and appropriate drug treatment, medical care, job training and placement, educational services, or any other service or support needed for successful reentry.

### **Award Information**

Project funding will be provided from the federal Byrne Justice Assistance Grant (JAG) program. Five grants of up to \$80,000 will be awarded to local jurisdictions in Wisconsin to support jail reentry pilot projects. 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](#). 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 Dennis Powers at (608) 264-9441 or at [powersdj@doj.state.wi.us](mailto:powersdj@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, 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 program(s) 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 program) 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 public 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 (5 points)

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.

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 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.”

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 devoted to the project. Employee benefits on overtime hours are limited to FICA, workers’ compensation, and unemployment compensation.

Travel/Training: Any travel and/or training costs associated with the funded project. Training or travel requests should typically not exceed 5 percent of the project budget. Any requested amount over this percentage will require additional justification. 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

Out-of-state rates for this announcement can be found in the [State of Wisconsin Pocket Travel Guide](#).

(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 if food is being requested.

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). 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. Consultant or contractual requests specifically for the purpose of program evaluation, such as a process evaluation, should typically not exceed 15 percent of the project budget. Any requested amount over this percentage will require additional justification.

**5. Budget Narrative (5 points)**

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

**6. Project Narrative (10 points)**

Please describe your proposed project. The [Evidence-Based Decision Making Initiative](#) emphasizes a system-wide planning process and approach to criminal justice system programming. A successful application should demonstrate how this project will enhance your jurisdiction's existing evidence-based programming. Please describe how your team will use a system-wide approach to implement the jail reentry pilot project.

**7. Problem Description (20 points)**

Describe the current status of your jurisdiction's jail reentry planning efforts, including the following:

- Describe the barriers with returning adult offenders to the community.
- Indicate the jurisdiction or tribal community to be served, include a description of the criteria used to identify the target population, details on the target population, the number of offenders to be served and returning to the community, and describe the number and type of offenders in facilities.
- Summarize the basic components of the current reentry process in the jurisdiction, including:
  - How risk and need assessments are currently utilized to develop individualized transition/reentry plans.
  - Data collection and analysis methodology.

**8. Design and Implementation Strategy (35 points)**

Please describe your jurisdiction's plan for the implementation of a jail reentry pilot project. The overall intent of this section is to provide specifics on how you plan to address the Jail Reentry Pilot Site Expectations detailed on Page 4 of this announcement, utilize the resources to carry out the project as designed, and how the implementation plan supports your program goals.

Please describe the evidence-based components of your proposed project in detail.

More information on designing a program around recent evidence-based research findings is available from the National Institute of Corrections' [Evidence-Based Practices Resources Guide](#) or the Office of Justice Programs' [Crime Solutions.gov](#).

**Please attach a project timeline that outlines proposed project activities through the first year of the project.**

#### **9. Goals and Objectives (15 points)**

Using the [Goals and Objectives](#) document provided, identify the goals and objectives of this proposed project and attach in this section. Keep in mind that goals and objectives should be SMART (specific, measurable, attainable, realistic, and time-bound).

#### **10. Organizational Structure and Resources (10 points)**

Please describe your current or proposed collaborative team, existing resources and funding, and how your team's efforts will be conducted within the context of the [EBDM framework](#). Please describe how your team will address the following required project components:

- The pilots should identify a coordinator that will be in charge of jail reentry planning and coordinate with partners, sheriff, jail administrator and Department of Health Services. The coordinator will identify the training and technical assistance needed for the pilot project.
- The team will work together collaboratively on all aspects of the development and local implementation of the jail reentry pilot.
- The team will work collaboratively with their local pilot site counterparts, with the State Team, and with their assigned Technical Assistance (TA) Provider(s) in the development, implementation and enhancement of their jail reentry pilot projects.
- Collaborative teams are encouraged to adopt a set of guiding principles that have been developed by the State Team to guide their jail reentry.

#### **11. Letters of Support**

Please attach a letter of support from your jurisdiction's Criminal Justice Coordinating Council (CJCC) or similar collaborative team, identifying commitment to the proposed program design and implementation. If you do not have a formalized CJCC, please submit a letter of support from the collaborative team charged with preparing this application, which demonstrates commitment from the various agencies that are part of the proposed program.

#### **Application Review and Award Criteria**

All applications for will be subjected to a multi-agency peer review on a 100-point scale, based on the following point values for the selection criteria:

- Project Narrative (10 points)
- Budget Detail/Narrative (10 points)
- Problem Description (20 points)
- Design and Implementation Strategy (35 points)
- Goals and Objectives (15 points)
- Organizational Structure and Resources (10 points)

Although the point values will be assigned as shown above, applications will only be considered if all of the indicated sections (1-11) are submitted.

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 subjected to peer review by a panel of criminal justice professionals using the above scoring system.

Peer review ratings and any resulting rankings or recommendations are advisory. In addition, to peer review ratings, consideration may be given to factors such as: underserved populations, strategic priorities, past performance, underserved geographic areas, potential to replicate a project, 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 reviewers may suggest amendments to applications, and grant applicants will be contacted if more information is needed to clarify elements of their proposal. All final grant award decisions will be made by the Attorney General in consultation with the State Criminal Justice Coordinating Council (CJCC).

### **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 your award documents and reporting requirements contained in Egrants, you will need to provide the following:

- 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.) 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:

- Urban Institute – Transition from Jail to Community (TJC) Online Learning Toolkit. The TJC initiative was devoted to the development, implementation, and evaluation of a model for transitions from jail to community. (<http://tjctoolkit.urban.org/index.html>)
- 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