

Criminal Justice
JAG EBDM Pretrial Pilot Sites Project (2020)

Grant Announcement

**Applications must be submitted through
Egrants on or before December 6, 2022, 11:59 p.m.**



**STATE OF WISCONSIN
DEPARTMENT OF JUSTICE**

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 EBDM Pretrial Pilot Sites Project (2020)

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, funding is available to local EBDM jurisdictions in Wisconsin to support pilot projects to develop a pretrial program designed to maximize public safety and court appearance while maximizing pretrial release. The pilot programs should utilize data and research to develop a model that can be tested and evaluated to determine the effectiveness, to potentially lead to replication in other counties.

Opportunity Category: Non-Competitive

Important Dates:

Application Due Date: December 6, 2022

Project Start Date: January 1, 2023

Project End Date: December 31, 2023

Reporting Requirements: If awarded a grant, your agency will be responsible for completing the following reports in order to receive reimbursement.

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

Anticipated Funding Amount: Funding is available to support EBDM Pretrial Pilot Site Projects. If your agency requested an extension for 2022 funds, then your budget for this year's grant should reflect the amount needed to support your program through the end of 2023. Eligible applicants include the following counties:

- Chippewa County
- Eau Claire County
- La Crosse County
- Marathon County
- Outagamie County
- Rock County
- Waukesha County

Note: DOJ will not be granting extensions for this grant in 2023. The budget submitted by your agency should be for the amount anticipated to be needed through 12/31/2023.

This announcement is for the fifth year of the project period. If you receive an award under this grant announcement, you will be eligible to re-apply for additional funding 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.**

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

Eligibility: Eligible applicants include Outagamie County, Waukesha County, Eau Claire County, Rock County, Chippewa County, Marathon County, and La Crosse County. Applications may be received from a county entity and should be coordinated through the county criminal justice coordinating council (CJCC) and/or local EBDM Policy Team.

Eligible Expenses:

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

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/>.

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

Unique Entity Identifier (UEI)

- The Unique Entity ID is a 12-character alphanumeric ID assigned to an entity by SAM.gov.
- As part of this transition, the DUNS Number has been removed from SAM.gov.
- Entity registration, searching, and data entry in SAM.gov now require use of the new Unique Entity ID.
- Existing registered entities can find their Unique Entity ID by following the steps [here](#).
- New entities can get their Unique Entity ID at SAM.gov and, if required, complete an entity registration.

DOJ cannot award funds until an agency has an active registration in SAM and is eligible to receive federal funds.

All expenses must be new and cannot replace existing state or local government funding. Substitution of existing funds with federal grants (supplanting) will be the subject of monitoring and audit. Violations may result in a range of penalties, including suspension of current and future funds under this program, suspension or debarment from federal grants, repayment of monies provided under a grant, and civil and/or criminal penalties.

JAG EBDM Pretrial Pilot Sites Project (2020)

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 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 EBDM implementation goals, including the Pretrial Pilot program.

The proposed project will fund pretrial pilots in seven local EBDM sites, including Chippewa, Eau Claire, La Crosse, Marathon, Outagamie, Rock, and Waukesha Counties. Overall project oversight will be coordinated through the State Criminal Justice Coordinating Council's EBDM Subcommittee (EBDM State Policy Team) and the Wisconsin Department of Justice.

While each of the proposed local sites have differences, both in how their local criminal justice systems function, as well as the resources currently in place, through our planning efforts to date, our state team has developed the following guiding principles for this pilot program:

- a. Wisconsin's pretrial justice system should strive to maximize public safety and court appearance while maximizing pretrial release.
- b. Wisconsin's pretrial justice system 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 pretrial justice system that is fair is not based on ability to pay but instead is based on the equal assessment of objective factors relevant to public safety and court appearance.
 - ii. increase public safety, reduce harm, and improve quality of life: A pretrial justice system that reduces harm protects the public from those who pose a danger to the community, while reducing the detention of those whose risk to public safety may actually be increased as a result of pretrial detention
 - iii. use resources effectively: A pretrial justice system that uses resources effectively reserves expensive jail resources for those who pose a danger to public safety or are unlikely to appear in court and utilizes non-detention-based interventions (e.g., mental health/substance abuse services, court reminder system, pretrial services) for those who can be safely managed in the community

In addition, the pretrial pilot sites will operate a risk-informed pretrial justice system that incorporates a validated pretrial risk assessment tool.

- Pretrial pilot sites, ideally, will assess all individuals (in or out of custody) who are subject to bail for a criminal offense.
- At a minimum, pretrial pilot sites will assess all individuals booked into jail and subject to a pretrial release/detention decision by a judicial officer.
- All pilot sites will use the Public Safety Assessment (PSA) risk assessment tool.¹ Pilot sites may use additional screening or assessment tools as they determine appropriate (i.e., supplemental tools to assess substance abuse, mental health; a secondary risk assessment tool).

Throughout this project, the pilot counties 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 pretrial practices, and the impact of the pilot projects on a variety of outcomes. The data collection will be informed by existing research and data collection guidelines.

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.

¹ The use of the Public Safety Assessment (PSA) as the primary risk assessment tool for the pilots and a train-the-trainer model has been approved by the Laura and John Arnold Foundation (Arnold Ventures).

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 \$90/night (\$95/night for Milwaukee, Waukesha or Racine County)
- Meals: \$9/breakfast (leaving at or before 6 a.m.); \$11/lunch (leaving at or before 10:30 a.m. and returning at or after 2:30 p.m.); \$21/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 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: \$9/breakfast (start time at or prior to 6 a.m.); \$11/lunch (starting at or before 10:30 a.m. and concluding at or after 2:30 p.m.); \$21/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.

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.

5. Budget Narrative

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

6. Goals and Objectives

List your 2023 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).

- What is your current project status compared to the goals of the EBDM initiative?
- What are your goals for the next year with this project?
 - For example: Do you plan to do continuing educational outreach to stakeholders, or are you hoping to add a case manager position, expand case management tools, etc.

7. Project Narrative

Please describe your project. The [Evidence-Based Decision Making Initiative](#) emphasizes a system-wide planning process and approach to criminal justice system programming. Please describe how your team is using a system-wide approach to implement the pretrial pilot project.

8. Implementation Plan

Please describe your overall design and implementation strategy for this Pretrial Pilot Sites project, including case management services. Please answer each of the following questions:

- What information or resources are shared with participants at the initial Pretrial Supervision appointment?
- What information is collected from participants at the initial appointment?
- What information is discussed with participants at follow-up check in appointments?
- What information do participants need to provide in order for the follow-up check in appointment to be counted as completed?
- What options are available for participants to contact your agency for their check in appointments? (In-Person, Zoom, Email, Phone, Text)
- What is your policy on missed check in appointments?

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 also advised that DOJ will monitor grants to ensure that funds are expended for appropriate purposes and that recipients are complying with state and federal requirements as described in the grant award contract. This includes timely completion of progress and financial reports, active efforts to achieve and measure stated goals and objectives, appropriate documentation of activities and outcomes, on-going submission of participant data, and adherence to any conditions included in the grant award.
2. All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.
3. The DOJ reserves the right to withhold grant payments if the grant recipient is delinquent paying any obligation to DOJ such as background check fees, etc. Refusal to provide information requested by DOJ may impact the payment of current or approval of future grant funds.
4. Please be advised that a hold may also be placed on any current or future application or grant payment if it is deemed that an agency is not in good standing on any DOJ grants or other reporting requirements, has other grants compliance issues (including being out of compliance with special conditions) that would make the applicant agency ineligible to receive future DOJ funding, failure to make progress in obtaining project goals and objectives, and/or is not cooperating with an ongoing DOJ grant review or audit.
5. A hold may also be placed on any application or grant payment if it is deemed that an agency is not in compliance with federal civil rights laws and/or is not cooperating with an ongoing federal civil rights investigation.
6. Program Income: To maintain consistent practices with other similar programs, and as a proven practice, projects funded under this announcement are subject to program income guidelines detailed in the federal Office of Justice Programs Financial Guide. Grant award funds received are **not** program income. Program income is income earned by the recipient, during the funding period, as a direct result of the award. Any fees charged to the participants of your project are considered program income. The amount earned as program income during the length of the grant period must be expended by the end of the grant period and must be used for the purposes and under the condition applicable to the award.
7. All procurement transactions, whether negotiated or competitively bid and without regard to dollar value, shall be conducted in a manner to provide maximum open and free competition.
8. If the grant award budget contains wages, the grantee's records must be maintained in a form that, at any given time, an auditor or DOJ representative would be able to identify the use of Federal and Matching funds. These records should include information such

as employee name, rate of pay, hours worked, and amount of time dedicated to the grant project.

9. Participating counties will utilize the documents developed through the pilot project, including the Pretrial Pilot Project Operational Guide and Model Policies for EBDM Pretrial Pilot Sites, to support and guide the work of their pretrial programs.
10. All grantees funded under this announcement will be expected to collect and contribute participant and outcome data as defined by the Pretrial Pilot Workgroup in conjunction with the Wisconsin Department of Justice, Bureau of Justice Information and Analysis (BJIA). Grantees must agree to comply with all reporting, data collection and evaluation requirements developed through this process.
11. 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. Any event lasting more than one day must have a roster for each day of the event.
12. Programs that use gift cards, tokens, voucher, or other similar items as incentives to 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 program staff complete and update an incentive tracking log that contains, at a minimum, the following information: gift card/token/voucher type, gift card/token/voucher number or Identifying Information, staff person name, participant initials, date the item was given to participant, value of the gift card/token/voucher, and purpose of the gift card/token/voucher. Upload the incentive policy and tracking log in Egrants Fiscal Report within the Monitoring Section. All gift cards, tokens, vouchers, or other similar items must be purchased and distributed prior to the end of the grant performance period.
13. 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.

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
 - Local calls: (608) 267-9068
 - Outside the 608-area code: (888) 894-6607