



State of Wisconsin  
Bureau of Justice Programs  
Division of Law Enforcement Services

Juvenile Justice  
**OJJDP Reducing Risk for Girls in the Juvenile  
Justice System  
(2020)**

**Grant Announcement**

**Applications must be submitted through  
Egrants on or before January 7, 2022 11:59 p.m.**



**STATE OF WISCONSIN  
DEPARTMENT OF JUSTICE**

Important Contact Information for this Grant Opportunity:

Program/Policy:	Kiley Komro (608) 716-9185 <a href="mailto:komrokr@doj.state.wi.us">komrokr@doj.state.wi.us</a>
Budget/Fiscal:	Katie Hawkins (608) 234-8462 <a href="mailto:hawkinskd@doj.state.wi.us">hawkinskd@doj.state.wi.us</a>
Technical Assistance:	Sabrina Gentile (608) 266-7639 <a href="mailto:gentilem@doj.state.wi.us">gentilem@doj.state.wi.us</a>
Egrants Assistance:	Weekdays, 8am – 4:30pm Email: <a href="mailto:Egrants@doj.state.wi.us">Egrants@doj.state.wi.us</a> Local calls: (608) 267-9068 Toll free: (888) 894-6607

The Egrants Application Guide has step-by-step instructions for accessing and using the Egrants online system. The guide is posted [on the Egrants page of our website](#).

Online Help is available throughout the Egrants application process. Once you have started an application, look for the HELP button in the top right corner of the screen. Page-specific instructions can be found there.

## Grant Announcement Summary

**Program Area:** Juvenile Justice

**Grant Title:** OJJDP Reducing Risk for Girls in the Juvenile Justice System (2020)

**Description:** This funding opportunity will support the Milwaukee County Department Health and Human Services' Division of Youth and Family Services (DYFS) to contract with the Center for Youth Engagement to deliver gender-specific prevention and early-intervention services, technical assistance, and advocacy described in the approved program narrative submitted to the Office of Juvenile Justice and Delinquency Prevention (OJJDP).

**Opportunity Category:** Non-Competitive

**Important Dates:**

Application Due Date: January 7, 2022

Project Start Date: April 1, 2022

Project End Date: September 30, 2023

**This funding timeline and approval of this subaward is contingent upon approval by OJJDP.**

**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.

**Anticipated Funding Amount:** \$382,500 is available for Milwaukee County DYFS to support grant activity, which includes a contract with the Center for Youth Engagement.

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

**Eligibility:** Milwaukee County Division of Family and Youth Services (DYFS) is the only eligible applicant. Eligibility criteria is detailed below.

**Eligible Expenses:** Funding may be used for Supplies & Operating Expenses, Consultants/Contractual, and Other.

**All expenses must be new and cannot replace existing government funding.** Substitution of existing funds with grant funds (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 grants, recoupment of monies provided under a grant, and civil and/or criminal penalties.

## **Requirements for Federally Funded Grants:**

### **D&B (Dun & Bradstreet) Registration:**

**DUNS Number:** The federal government requires a DUNS number as part of the grant application to keep track of how federal grant funding 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:**

**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/>.

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

## **OJJDP Reducing Risk for Girls in the Juvenile Justice System (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**

Following a competitive grant process, the [Office of Juvenile Justice and Delinquency Prevention \(OJJDP\)](#) awarded Wisconsin DOJ an [FY2020 Reducing Risk for Girls in the Juvenile Justice System](#) grant award. Through this award, Wisconsin DOJ will administer funds to Milwaukee County DYFS to accomplish program goals, including contracting with the Center for Youth Engagement.

This program supports prevention and early intervention strategies for girls who are involved in the juvenile justice system. The goal of this program is to reduce risk factors and promote protective factors for girls who come in contact with the juvenile justice system, and place them on a path toward success, stability, and long term contribution to society.

Milwaukee County DYFS, in partnership with the Center for Youth Engagement, will advance the recommendations of the county-facilitated Girls Workgroup, guided by the National Crittenton Institutes National Girls Initiative (NGI). Funding will support direct services to at-risk girls, technical assistance, and advocacy to expand gender-responsive prevention and intervention within Milwaukee County.

### **Submit Applications Using Egrants**

Applications must be submitted through the Egrants online grants management system. If you have never used Egrants before, the Project Director and Financial Officer listed on the grant application will need to register for their unique login credentials to access the system. To register online, go to <http://register.wisconsin.gov/AccountManagement/> and complete the 'self-registration' process. On the account registration site, you will have a choice between the [DOJ Egrants](#) and WEM EGrants. Please take care to select [DOJ Egrants](#) during this process.

Authorization to access Egrants can take several days depending on registration activity.

For questions relating to Egrants registration contact the technical assistance contact listed on this announcement, or the DOJ help desk. The helpdesk hours are Monday-Friday 8am-4:30pm if you need assistance. (Please note: If you register outside of these hours, access may not be approved until the next business day.) Once your Egrants access has been approved, you may begin your online grant application.

An Egrants System User Guide is posted on the [DOJ website](#). If you have any problems using Egrants, please contact our help desk at [Egrants@doj.state.wi.us](mailto:Egrants@doj.state.wi.us) or call us at (608) 267-9068 or toll free at (888) 894-6607 during business hours.

## **Application Components**

Through Egrants, you will provide DOJ with detailed information about your project that will be used to make a funding decision. Questions on what is expected in each section can be directed to Allison Budzinski at (608) 716-9185 or at [komrokr@doj.state.wi.us](mailto:komrokr@doj.state.wi.us).

**Please note: Attachments should only be included in this grant application where specifically requested in section instructions.**

### **1. Main Summary**

This page asks for information about your agency and the individuals responsible for the application and grant award. There are many required fields on this page so if you encounter problems, please check online help by clicking the floating HELP button.

Please note: When identifying individuals involved in this grant, each responsible individual in this grant must be a different person.

- The Signatory is the highest elected official in municipality/government entity/organization. (For example, in a city it is the mayor, for counties it is the county executive or county board chair, and for non-profit agencies it is the executive director.)
- The Financial Officer is the individual at the applicant agency who is responsible for financial activities in your organization.
- The Project Director is an individual at the applicant agency who will oversee project operations.
- An Alternate Contact may be added to the application. This person is one that can and should access the application to complete required tasks such as modifications and reports, in the absence of the Project Director. This person should have knowledge of the project and authority to speak on behalf of the organization in the absence of the Project Director. If possible, we encourage the Project Director to list an alternate on the grant.

In the "Brief Project Description" text box, please describe your project in 150 words or less. A suggested format is included for your convenience:

“Funds will be used by the (your agency name and others involved in the project) to (describe what funds will be used for and who will be involved). The (what - equipment, training, project, pilot, etc.) will (describe the specific goals you hope to achieve – how will the project 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 collected during post-award reporting rather than through this funding application process.

If awarded a grant, you will be required to report your progress in your quarterly reports.

Performance measures specific to the Reducing Risk for Girls in the Juvenile Justice System discretionary grant have been developed by OJJDP. Milwaukee County DYFS will work with the Center for Youth Engagement to report on these measures on a quarterly basis. Please see the Post-Award Special Conditions and Reporting Requirements section for additional details on these requirements.

#### **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.**

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.

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

#### **5. Budget Narrative**

Describe your budget and how your budget relates to the overall program/project strategy or implementation plan.

#### **6. Project Narrative**

Describe your project in detail, including what goals and objectives would be accomplished. 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).

#### **7. Required Attachments**

Please attach the following document to your application in this section (insert required documents or delete unnecessary items below):

- Contracts if applicable

If the documents are not available at the time of application, you will be required to upload the documents into the Monitoring section of Egrants under the Project Document Attachment section. Submission of documents is required prior to reimbursement.

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

Milwaukee County DYFS must submit the application on or before 11:59 pm on the deadline. The application will be screened for completeness and compliance with the instructions provided in this announcement. Milwaukee County DYFS will be contacted if more information is needed to clarify elements of their proposal, and grant reviewers may suggest amendments to applications. All final grant award decisions will be made by the Attorney General.

### **Award Information**

Upon application approval, the applicant agency's project director will receive signed grant award documents within approximately 30 days via email. The grant award documents will explain the total funding amount, approved budget by category, performance period, and fiscal and program reporting requirements and deadlines. Grant expenditures will be reimbursed when signed award documents have been received by DOJ, spending and grant activity is documented in proper reports and reimbursement requests are submitted to DOJ.

### **Post-Award Special Conditions/Reporting Requirements**

If you are awarded funds under this announcement, you will be required to provide regular progress reports. The schedule for your reports will be included in your grant award materials.

Please review all 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 so as 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.

#### Expected Reporting Requirements from OJJDP:

##### System Improvement Performance Measures:

- Number of system-level initiatives implemented during the reporting period
- Number of memoranda of understanding (MOU) implemented
- Number of agency policies or procedures created, amended, or rescinded
- Number of system planning activities conducted
- Number of systems that have established interagency planning bodies
- Number of programs and/or agencies that have agreements to use common intake and/or assessment forms (Short Term)
- Number of programs and/or agencies that are sharing automated data (Short Term)
- Number of training events held by topic during the reporting period
- Number of people who attend training on human trafficking during the reporting period
- Number of program materials developed during the reporting period
- Number and percent of programs/initiatives employing evidence-based programs or practices

Direct Service Intervention Performance Measures:

Short term: 1-6 months, Long Term: 6-12 months

- Number of programs you served
- Number and percent of youth with whom an evidence-based program or practice was used
- Number and percent of program youth completing program requirements
- Percent of program youth exhibiting a desired change in the targeted behavior (short and long term)
- Number and percent of program youth who offend (short term and long term)
- Number and percent of program youth who reoffend (short term and long term)
- Number and percent of program youth who are victimized (short term and long term)
- Number and percent of youth who are revictimized (short term and long term)
- Number of services provided to trafficking victims during the reporting period and type of service

Other questions:

- Please share a story demonstrating the impact of OJJDP funding during the activity period.
- Provide a narrative of your progress, since your last report, on each of your application's goals and objectives.
- Provide a narrative that highlights the progress made since your last report on each of your proposed grant deliverables.
- Did you engage in training and technical assistance activities?
- List the specific trainings you conducted since your last report.
- Do you have plans to conduct a webinar at any time during the grant period? (Please consult with Wisconsin DOJ and OJJDP to obtain approval.)
- Do you have plans to host or facilitate a conference, meetings, or training at any time during the grant period? (Please consult with Wisconsin DOJ and OJJDP if the event will cost over fifty-thousand dollars).
- Did you adjust your proposal's plan i.e., changed staffing, secured new partners, changed projected youth/target population served)? If so, consult with WI DOJ to submit a grant modification.
- Did you experience any challenges during the activity period?
- How did you address the challenges you experienced?
- Did you access OJJDP-funded training and/or technical assistance during the activity period?
  - What type of assistance did you receive? How did the training and/or technical assistance impact the accomplishment of your application's goals, objectives, and performance results?
- What additional training and/or technical assistance, if any, do you need? Please include specific topics and types of assistance you need.
- Are you on track to expend all funds during the grant cycle?
  - If no, provide an explanation for why you are not on track. Please consult with Wisconsin DOJ to discuss next steps.
- What additional assistance, if any, do you need?
- If you have additional documents or deliverables (i.e., reports) please attach the documents.

## **Additional Resources**

Additional information about the Department of Justice, Bureau of Justice Programs and resources to assist with Egrants is available as follows:

- Department of Justice Egrants webpage:  
<https://egrants.doj.state.wi.us/egmis/login.aspx>
- A helpful [Egrants User Guide](#) is posted on the Egrants page of the DOJ website. It includes registration through grant award instructions.
- The [Grants Administrative Guide](#) provides assistance with grants management and fiscal management rules, such as allowable costs and procurement.
- Online help is available in many areas of the Egrants program – watch for the help buttons.
- Egrants Helpdesk is staffed on non-holiday weekdays between 8AM and 4:30PM.
  - Email: [Egrants@doj.state.wi.us](mailto:Egrants@doj.state.wi.us)
  - Local calls: (608) 267-9068
  - Outside the 608-area code: (888) 894-6607