

Juvenile Justice
**JJ Formula: Positive Youth Development:
Mentoring Programs
(2019/2020)**

Grant Announcement

**Applications must be submitted through
Egrants on or before February 18, 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
Komrokr@doj.state.wi.us

Budget/Fiscal: Katie Hawkins (608) 234-8462
hawkinskd@doj.state.wi.us

Technical Assistance: Sabrina Gentile (608) 266-7639
gentilem@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: Juvenile Justice

Grant Title: JJ Formula: Positive Youth Development: Mentoring Programs (2019/2020)

Description: This funding opportunity will support counties, tribes, any unit of local government, and/or nonprofit organizations in implementing new, or enhancing existing positive youth development and mentoring initiatives for youth involved or at-risk of involvement in the juvenile justice system.

Opportunity Category: Competitive, non-scoring (first come, first served)

Important Dates:

Application Due Date: February 18, 2022 with rolling review and awards

Project Start Date: April 1, 2022

Project End Date: March 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.

Anticipated Funding Amount: \$152,040 is available through this initiative to support application requests up to \$50,000 each. Wisconsin Department of Justice (DOJ), in partnership with the Governor's Juvenile Justice Commission (GJJC), anticipates awarding 3-4 one-year grants.

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

Eligibility: Eligible applicants include Wisconsin counties, tribes, any unit of local government, and nonprofit organizations. Eligibility criteria is detailed below.

Eligible Expenses: Funding may be used for Personnel, Employee Benefits, Travel/Training, Supplies & Operating Expenses, Consultants/Contractual, Other.

All expenses must be new and cannot replace existing government funding. Substitution of existing funds with other 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 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.

JJ Formula: Positive Youth Development: Mentoring Programs (2019/2020)

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 [Office of Juvenile Justice and Delinquency Prevention \(OJJDP\)](#) awards Wisconsin DOJ Title II Formula grant funding based on state compliance with the four core requirements of the federal [Juvenile Justice and Delinquency Prevention Act \(JJDP\)](#). These funds are administered by the Wisconsin DOJ, in partnership with the GJJC, under specified Purpose Areas, as required by OJJDP:

This funding opportunity is associated with the Positive Youth Development Purpose Area. Positive Youth Development includes programs that assist delinquent and at-risk youth in obtaining a sense of safety and structure, belonging and membership, self-worth and social contribution, independence and control over one's life, and closeness in interpersonal relationships.

Through this grant announcement, Wisconsin DOJ is seeking applications for projects to implement new, or enhance existing mentoring initiatives for youth involved or at-risk of involvement in the juvenile justice system.

Youth mentoring, as described by OJJDP, is “a consistent, prosocial relationship between an adult or older peer and one or more youth... Mentoring has been shown to improve self-esteem, academic achievement, and peer relationships and reduce drug use, aggression, depressive symptoms, and delinquent acts.”¹ Additional benefits include “reducing the use of alcohol and drugs; improving school attendance, grades, academic test scores, social skills and peer relationships.”²

This grant program supports the implementation and delivery of one-on-one, group, peer, or a combination of these types of mentoring services. Programs must support a structured relationship between an adult or trained peer and one or more youth. This funding opportunity also supports enhancements to both improve access to and the impact of existing mentoring services. Enhancement of mentoring activities should create new opportunities for mentees' achievement.

The GJJC has indicated that evidence-based programs and programs with a significant prospect of positive youth development are preferred. Specifically, applicants are encouraged to adopt the [Credible Messengers](#) mentoring initiative, Big Brothers Big Sisters [Community-Based Mentoring](#) Program, or similar approach.

¹ “Mentoring,” *Office of Juvenile Justice and Delinquency Prevention*, <https://ojjdp.ojp.gov/programs/mentoring>.

² “Practice Profile: Mentoring,” *National Institute of Justice: Crime Solutions*, <https://crimesolutions.ojp.gov/ratedpractices/15>.

Applicants are also encouraged to incorporate the following focus areas into their programs:

- Reduce ethnic and racial disparities with a specified population of youth.
- Serve youth in rural communities. For determination of rural status please search your area [here](#).
- Serve youth who have committed [status offenses](#).
- Engage local law enforcement within the program.

All projects must serve youth ages 10 – 16 years old. Applicants' plans to evaluate positive youth development and outcomes of program participation will also be a consideration for Wisconsin DOJ and the GJJC. Successful applicants will be expected to submit data on performance measures.

Submit Applications Using Egrants

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

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

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

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

Application Components

Through Egrants, you will provide DOJ with detailed information about your project that will be used to make a funding decision. Questions on what is expected in each section can be directed to Kiley Komro at (608) 716-9185 or at 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 the 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, juvenile accountability, or develop youth competences 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.

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 \$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.).

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: \$8/breakfast (start time prior to 6 a.m.); \$10/lunch (starting before 10:30 a.m. and concluding after 2:30 p.m.); \$20/dinner (event ending 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, computers/laptops, monitors, accessories, licenses, 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. Agency Profile

Describe your agency and organizational structure. Include information about the staff that will oversee this project and their experience with such a project.

6. Budget Narrative

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

Describe other funding that will be used to accomplish this project, as applicable.

7. Problem Description

Describe the problem or issue this grant will serve to solve or diminish.

Detail the nature and scope of the problem the project will address. Local data should be used to provide evidence the problem exists, demonstrate the size and scope of the problem, and document the effects of the problem on the target population and the community.

Please describe any previous or current attempts to address the problem and explain why they did or did not work.

Describe any unique factors about your community impacting the problem and the design of your proposed response. In addition, describe your proposed target population and link the population to research and evidence-based practice.

8. 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).

Describe the steps needed to implement the project and address the problem or issue.

Reporting Requirements

If awarded a grant, you will be required to report your progress in your quarterly reports. There are several performance measures which each grantee will report on if they are awarded funds under this announcement. Please see [OJJDP Title II Formula Grant Program Purpose Area: Positive Youth Development Performance Measures](#) for additional information.

Mandatory performance measures will include, but are not limited to:

- Number of program youth served
- Number and percent of programs/initiatives employing evidence-based programs or practices
- Number and percent of youth with whom an evidence-based program or practice was used
- Number and percent of program youth who offend (short term and long term)
- Number and percent of program youth who re-offend (short term and long term)
- Number and percent of program youth completing program requirements
- Antisocial behavior (short term and long term)
- Social competence (short term and long term)
- Self-esteem (short term and long term)
- Family relationships (short term and long term)
- Perception of social support (short term and long term)

Applicants selected for grant awards will be required to report on these measures on a quarterly basis in Egrants through the performance measure section and an attached form.

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. Funding will be awarded to complete and compliant applicants on a first come, first served basis until all funding has been awarded.

Once reviewed, the applications will be submitted to the Attorney General for confirmation. Depending on resources, grants will be funded in the order submitted and approved until grant funds are exhausted. Each grant must satisfy the basic criteria set out above. Grant applicants 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.

Selected grantees will be invited to present their mentoring program final report-out to the GJC at a quarterly meeting in 2023.

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 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.
9. The Juvenile Justice and Delinquency Prevention Act (JJDP) contains four core requirements with which states must comply in order to receive a share of federal Title II Formula funds. The core requirements are: Racial and Ethnic Disparities (RED); Deinstitutionalization of Status Offenders (DSO); Jail Removal; and Separation of Juvenile Offenders (Sight and Sound Separation).
10. All awards funded under this announcement will be required to maintain compliance with the federal JJDP as a condition of this grant. Failure to maintain compliance may result in a suspension of the grant award. The grant also will be conditional upon the grantee allowing DOJ access to records to determine if the grantee is complying with the JJDP. You do not need to provide any information at this time. Wisconsin DOJ staff will monitor your compliance with the JJDP. Additional information on the four core requirements can be found at <https://ojdp.ojp.gov/about/core-requirements>.

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