Criminal Justice
Law Enforcement Drug Trafficking Response (2019)
For Calendar Year 2019 Operations

Grant Announcement

Applications must be submitted through Egrants on or before December 10, 2018
Important Contact Information for this Grant Opportunity:

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

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

Forms/Signatures: Sabrina Gentile (608) 266-7639 gentilesm@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 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: Law Enforcement Drug Trafficking Response (2019)

Description: Authority for this program comes from WI Statute 165.984, which states that: “The department of justice shall establish policies and procedures for the distribution of grants from the appropriation under s. 20.455 (2) (cm) to Wisconsin law enforcement agencies and tribal law enforcement agencies to fund law enforcement response to drug trafficking. Notwithstanding s. 227.10 (1), the department need not promulgate the required policies and procedures as rules under ch. 227.”

Opportunity Category: Competitive

Important Dates: The funding period for this grant will be January 1, 2019 to December 31, 2019.

- Application Due Date: December 10, 2018
- Project Start Date: January 1, 2019
- Project End Date: December 31, 2019

Anticipated Funding Amount: Through 2017 Wisconsin Act 261, a total of $1,000,000 in State funds is available to eligible Wisconsin law enforcement and tribal law enforcement agencies for the calendar year 2019. The Department of Justice will review each application and plan and may provide grants to an eligible Wisconsin law enforcement agency or tribal law enforcement agency of not less than $25,000 and not more than $50,000 per application.

A grant will be provided only to fund a new program or purpose within the agency and will not be provided to supplement an existing program.

Priority consideration will be given to applications from multi-jurisdictional drug task forces intended to enhance interagency coordination, share intelligence, and facilitate multi-jurisdictional investigations focused on drug trafficking within the state.

Please note that all awards are subject to the availability of appropriated State funds and to any modifications or additional requirements that may be imposed by law.

Match/Cost Sharing Requirement: There is no local match required.

Eligibility: Eligibility is limited to Wisconsin law enforcement and tribal law enforcement agencies. “Wisconsin law enforcement agency” means a governmental unit of one or more persons employed full time by this state or a political subdivision of this state for the purpose of preventing and detecting crime and enforcing state laws or local ordinances, employees of which unit are authorized to make arrests for crimes while acting within the scope of their authority,
and includes a task force administered by the department of justice that exists to respond to drug crimes.

**Eligible Expenses:** Funding may be used for travel and training, contractual/consultant expenses, supplies and operating expenses, equipment purchases and confidential funds.

**All expenses must be new and cannot replace existing state or local government funding.** Substitution of existing funds 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.
Law Enforcement Drug Trafficking Response (2019)

The Wisconsin Department of Justice (DOJ) through its Justice Programs Section provides financial and technical assistance to public safety and criminal justice agencies throughout the state. As the state administering agency for state and federal 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
Through this grant announcement, DOJ is seeking applications from Wisconsin law enforcement and tribal law enforcement agencies for state funds to support the investigation and response to drug trafficking within the state. A Wisconsin law enforcement agency or tribal law enforcement agency receiving a grant under this section may use the grant to fund extra training for law enforcement officers, or any other purpose, such as necessary equipment or supplies, that is directly related to drug trafficking response and that is not an existing program within the agency at the time the grant is received.

Award Information
Law Enforcement Drug Trafficking Response funding will be provided on a calendar year basis. A total of $1,000,000 in State funds is available for the period January 1, 2019 through December 31, 2019. A Wisconsin law enforcement agency or tribal law enforcement agency may apply to the department of justice for a grant under this section and shall include a proposed plan of expenditure of the grant money. The proposed plan of expenditure shall specify a new program or purpose for which the funds will be used. If the proposed plan of expenditure will result in the agency incurring an ongoing expense that will continue after all grant funds have been spent, the plan shall include a description of how that expense will be met when there are no remaining grant funds.

Upon application approval, the applicant agency’s project director will receive paper grant award documents by mail in approximately 30 days. Once grant award documents are signed and returned to DOJ, the project may begin on the date listed. DOJ grant funds are funded on a reimbursement basis, meaning that during the grant period, funded projects will track expenditures and request reimbursement from DOJ through quarterly financial reports.

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 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 email powersdj@doj.state.wi.us.

Please note: No attachments should be included in this grant application unless specifically requested in section instructions.

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

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

The financial officer is the individual responsible for financial activities in your organization. The project director will oversee project operations. The signing official 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, Nonprofits it is the Executive Director.)

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 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.

4. Budget Detail
Complete a project budget using the following categories. For each category used, enter a justification that describes how the items in that category will be used during the course of
the grant period. It is important that you include specific details for each budget line item, including cost calculations.

**Travel/Training:** Any travel and/or training costs associated with the funded project. Only actual expenses will be reimbursed. All reimbursements will be at current state rates and are subject to change. Current rates for in-state travel at the time of this announcement include:

- Mileage: $0.51/mile
- Lodging: Maximum $82/night ($90/night for Milwaukee, Waukesha or Racine County)
- Meals: $8/breakfast (leaving before 6 a.m.); $10/lunch (leaving before 10:30 a.m. and returning after 2:30 p.m.); $20/dinner (returning after 7 p.m.); $7/breaks

(Please note: Costs will only be reimbursed after submission of an event agenda and attendance list. Travel and training for contracted employees does not go in this section. These expenses should be itemized under “Contractual.”)

**Equipment:** Tangible non-expendable personal property having a useful life of more than one year and an acquisition cost of $5,000 or more per unit. Although equipment purchases are allowed, each agency must attempt to secure furniture from local, state or federal surplus property programs prior to procuring new furniture.

**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.

**Other:** Items that don’t fit into specific categories. Examples: Confidential Funds

5. **Budget Narrative**
   Please describe how items included in the budget relate to the overall drug enforcement strategy and implementation plan. Funds will be provided only to fund a new program or purpose within the agency and will not be provided to supplement an existing program.

6. **Project Narrative**
   Please describe the proposed plan to respond to the current or emerging drug trafficking trends within the jurisdiction. The proposed plan shall specify a new program or purpose for which the funds will be used. If the proposed plan will result in the agency incurring an
ongoing expense that will continue after all grant funds have been spent, the plan shall include a description of how that expense will be met when there are no remaining grant funds.

7. **Problem Description**
   Clearly and concisely identify and define the drug trafficking problems in your area, and what is currently being done to combat these problems. State the need for the project and include any relevant supporting data. (including description and outcome of significant past cases, dangerousness of drugs involved, level of offenders arrested, impact on community, emerging trends, etc.)

8. **Agency Profile**
   Please describe your law enforcement agency or multi-jurisdictional task force organizational structure related to drug trafficking enforcement, including the names of participating jurisdictions and their role in the project.

9. **Other Funding**
   Describe any other grants your agency has received related to law enforcement response to drug trafficking that will be in place during the project time period and clearly explain how this new requested funding will support a new program or purpose within the agency.

**Application Review and Award Criteria**
All applications must be submitted on or before the application 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 law enforcement professionals.

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, 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.

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

1.) Grant recipients are advised that DOJ will monitor grants to ensure that funds are expended for appropriate purposes and that recipients are complying with state and federal requirements as described in the grant award contract. This includes timely
completion of progress and financial reports, active efforts to achieve and measure stated goals and objectives, appropriate documentation of activities and outcomes, and adherence to any conditions included in the grant award.

2.) The Wisconsin Department of Justice reserves the right to withhold grant payments if the grant recipient is delinquent paying any obligation to the Department of Justice such as background check fees, etc.

3.) All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.

4.) Please be advised that a hold may be placed on any application or grant payment if it is deemed that an agency is not in good standing on other Wisconsin Department of Justice (DOJ) grants, has other grants compliance issues that would make the applicant agency ineligible to receive DOJ funding, and/or is not cooperating with an ongoing DOJ grant review or audit.

5.) A hold may also be placed on any application or grant payment if it is deemed that an agency is not in compliance with federal civil rights laws and/or is not cooperating with an ongoing federal civil rights investigation.

6.) Program Income: To maintain consistent practices with other similar programs, and as a proven practice, projects funded under this announcement are subject to program income guidelines detailed in the federal Office of Justice Programs Financial Guide. Program income is income earned by the recipient, during the funding period, as a direct result of the award. Any fees charged to the participants of your project are considered program income. The amount earned as program income during the length of the grant period must be expended by the end of the grant period and must be used for the purposes and under the condition applicable to the award.

**Additional Resources**

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

- Department of Justice Egrants webpage: [https://egrants.doj.state.wi.us/egmis/login.aspx](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