

The background of the document is a faded, grayscale image of the Wisconsin State Capitol building, showing its iconic dome and classical architectural details. At the top of the page, there are three wavy, horizontal stripes in red and white, resembling the top portion of the American flag.

State of Wisconsin
Department of Justice
17 W. Main St.
P.O. Box 7857
Madison, WI 53707-7857

Joshua L. Kaul
Attorney General

Criminal Justice
**Law Enforcement Specialized Training
(SFY 2020-2021)**

Grant Announcement

**Applications for SFY 2020 and SFY 2021 projects must be submitted
through Egrants on or before April 15, 2021**



**STATE OF WISCONSIN
DEPARTMENT OF JUSTICE**

Important Contact Information for this Grant Opportunity:

Program/Policy: Stacy Lenz (608) 267-3870
lenzse@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 User Guide has step-by-step instructions for accessing and using the Egrants online system. The guide is posted on the Egrants home page:
<https://egrants.doj.state.wi.us/egmis/login.aspx>

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.

Law Enforcement Specialized Training Funds FY20-FY21 *Competitive Grant Announcement*

The Wisconsin Department of Justice, Division of Law Enforcement Services (DLES), provides financial assistance to law enforcement, jail officers and secure juvenile detention officers serving the state of Wisconsin. As the State Administering agency for state and federal criminal justice funds, DLES 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 to apply for a share of the available funds.

[Grant Announcement Information](#)

Program Area: Criminal Justice

Grant Title: Law Enforcement Specialized Training (SFY 2020 and SFY 2021)

Description: The purpose of this funding announcement is to support specialized training for certified officers in Wisconsin. The Wisconsin Department of Justice, Division of Law Enforcement Services, will award grants to eligible law enforcement agencies, training associations and technical colleges to assist with providing specialized training.

Opportunity Category: Competitive

Important Dates: Grant funds will begin on 7/1/19 and expire on 6/30/21.
For consideration of funding, applicants must submit requests on the following deadlines:

Grant Submission Deadlines:

August 15	Reviewed by September 1
January 15	Reviewed by February 1
April 15	Reviewed by May 1

Applications must be reviewed and approved prior the training event.

Anticipated Funding Amount & Timeframe:

An estimated total of \$250,000 is available for state fiscal year 2020. All funds must be spent by 06/30/20. Invoices for payment must be received within 30 days from the date of training or no later than 7/15/20.

An estimated total of \$250,000 is available for state fiscal year 2021. All funds must be spent by 06/30/21. Invoices for payment must be received within 30 days from the date of training or no later than 7/15/21.

Match/Cost Sharing Requirement: None

Eligible Applicants: Any agency, non-profit association or technical college providing training to law enforcement, jail or secure juvenile detention officers is eligible to apply for funding.

DUNS Number: A DUNS number is required as part of the grant application. If your agency 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 officer 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.

Eligible Expenses: Funding may be used for direct instructional service costs, including fees and travel expenses for instructors, and instructional materials used during training and/or presented directly to students.

Law Enforcement Specialized Training Fund: Purpose and Goals

Program Description

Law Enforcement Training Fund – Local Assistance Program is a reserved fund designated for advanced and specialized training for certified Wisconsin officers.

Training should:

- Respond to the advanced training needs of law enforcement, jail and secure juvenile detention officers;
- Educate officers on identified training gaps or needs;
- Address community needs and restore a measure of safety and security for citizens;
- Provide for a broad opportunity for all officers to attend to maximize the dollars made available in this training fund.

In addition, DLES has identified the following key areas to achieve:

- Strengthen capacities for collaboration between law enforcement agencies;
- Enhance mental health of officers;
- Enhance cultural competency of officers and reduce racial and ethnic disparity;
- Encourage sustainable training and support for agencies statewide.

Award Information

Funding will be provided by the Wisconsin Department of Justice, Division of Law Enforcement Services. The funds originate from the Law Enforcement Training Fund – Local Assistance Program (state ID/catalog number 455.231). They are administered by the Division of Law Enforcement Services and are intended to provide training opportunities for Wisconsin officers.

The approximate amount available is \$250,000 for each fiscal year for a total of \$500,000. Grant expenditures will be reimbursed directly to the grantee when spending is documented and submitted to DLES and all post-award reporting requirements have been submitted.

Upon application approval, the applicant agency's training coordinator will receive paper grant award documents by mail in approximately 30 days.

Submit Applications Using Egrants

Applications must be submitted through the DOJ Egrants online grants management system. If you have never used DOJ Egrants before, you will need to register for access to the system. To register online, go to <https://register.wisconsin.gov/accountmanagement/> and complete the "self registration" 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 ([Egrants page](#)). 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 (Local) or (888) 894-6607 (Toll-free) during business hours, weekday from 8:00am to 4:30pm.

Application Components

General Instructions: In order to simplify the application process, we ask that agencies:

- Include all attachments in the Required Attachments section (if possible, consolidate all attachments into one document);
- Use a footer or a header with the agency's name and grant ID number on all attachment pages;
- Do not type "see attached" as a response in a section, rather cut and paste text into the response section in Egrants;
- Use a font size of 12 or 14.

Application Tip: DLES suggests composing answers in MS Word and then copying and pasting into Egrants. Please remember that Egrants will timeout each session after 30 minutes, so you may lose data.

Application Tip: This application will be reviewed by a panel of experts representing the law enforcement community. While it is not necessary to explain dynamics of officer duties, it would be helpful to write responses as if someone who has never heard of your organization will be reviewing the application.

Evaluation Criteria:

Applicants are reviewed and scored based on the quality of their response, the level of detail provided, and their ability to effectively provide the training outlined in the application. Accepted proposals which pass preliminary evaluation shall be reviewed and scored against the stated criteria based on responses to sections of this Funding Announcement.

Proposals will be scored and graded in the following areas:

<u>Evaluation Criteria</u>	<u>Points</u>
Budget Narrative	10
Needs Description	20
Training Design*	50
<u>Training Impact</u>	<u>20</u>
Maximum Points	100

**Extra points may be given for addressing one or more of the DLES Priority Areas, with clear descriptions and detailed responses.*

Questions on what is expected in each section can be directed to Stacy Lenz at 608-267-3870 or lenzse@doj.state.wi.us

Application Sections:

1. Main Summary

This page asks for information about your agency and the individuals responsible for the application and grant award. There are many required fields on this page so if you encounter problems, please check online help by clicking the floating HELP button. Please note: When identifying individuals involved in this grant, you may not list the same person as project director and financial officer.

The **Financial Officer** is the individual responsible for financial activities in your organization while the project director will be overseeing project operations.

The **Project Director** will be the main point of contact for all grant related communications.

The **Signing Official** should be the highest elected official, an agency administrator, or a designated proxy by the highest elected official, for the agency.

All applications must be completed by an individual representing the organization applying for funding.

Please complete the items with an asterisk beside them. Select the corresponding State Senate Districts, Congressional Districts, and State Assembly Districts from the drop-down menus for your agency. It is not necessary to select anything from the School Districts drop down menu.

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 training will (describe the specific goals you hope to achieve – how will the training improve safety in Wisconsin?).”

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 training budget using the following categories. For each category used, enter a justification that describes how the items in the category will be used during the course of the training event. It is important that you include specific details for each budget line items, including clear cost calculations.

Travel/Training: Any travel and/or training costs associated with this training event. Only actual expenses will be reimbursed. (Please note: Travel and training for contracted employees does not go in this section. These expenses should be itemized under “Contractual”).

Supplies/Operating: Any supplies/operating costs associated with this training event.

Consultants/Contractual: Provide costs associated with individuals or entities providing services such as instructors. For each consultant enter the name, if known; service to be provided; hourly or daily fee; and estimated time. List all expenses to be paid in addition to their fees (e.g. travel, lodging, meals, etc). Show the basis of computation for each service requested.

5. Budget Narrative – (10 points)

The Budget Narrative Section may not exceed two pages. Applicant’s budget should display a clear link between the specific project activities and the proposed budget items. The budget narrative should explain how the applicant estimated and calculated all costs, and how these costs are necessary to the completion of the proposed project.

For this section please cut and paste response directly into Egrants and add any attachments in the Required Attachments section of the application. It is not necessary to attach a word document of the response.

6. Project Narrative – (90 points)

The Project Narrative may not exceed 20 pages. The Project Narrative must include the following three sections:

A. Statement of Need – (20 points)

Tell us about the specific training needs that your project is trying to address.

Describe:

- the service area for the project; and
- the population to be served, including geographic location, and population.

Identify any gaps in training and explain how the proposed project will complement and not duplicate existing training:

- Describe the barriers or challenges that officers have in this topic area;
- Describe the gaps in training and how this training will address this need.
- Describe any previous or current efforts to address the needs the proposed project addresses, and the effectiveness of those efforts.

Training Details – Applicant must include the following information:

- Title, location, and dates of your proposed course/conference.
- Supplemental information including brochures, flyers, agendas.

B. Training Design – (50 points)

Tell us about how you will address the needs identified above. The application must provide a clear link between the proposed activities and the need identified in the “Statement of Need” section above.

Please include the following information in your narrative:

- A description of the target audience for whom the training is intended.
- A statement of the major skills, knowledge or attitudes this training will provide as well as what specific skills and learning outcomes will attendees achieve during this training.
- The number of hours of training and the number of officers anticipated to attend the training.

C. Project Implementation – (20 points)

Tell us about the organization hosting the training and the people who will be providing the training and instructing.

- Identify and demonstrate that the individuals and organization(s) involved have:
 - Capacity to address the stated need and can successfully implement the proposed project activities.
 - Expertise necessary to appropriately train law enforcement.
- Internal capacity:
 - What opportunities will this training provide to build internal capacity to address the needs you have identified?
 - What do you need assistance with?
- Partnerships:
 - Will this training expand or complement your work to build partnership among agencies and expand collaboration?
 - Have you reached out to local, regional, or statewide partners to join in this training opportunity?

For this section please cut and paste response directly into Egrants; it is not necessary to attach a word document of the response.

7. Eligibility Requirements:

All applicants must be in good standing with the Law Enforcement Standards Board. Any outstanding compliance concerns will be subject to review for ineligibility.

8. Application Review and Award Criteria

All applications must be submitted on or before the deadline and will be screened for completeness and compliance with the instructions provided in this announcement. Each grant application is reviewed by the Specialized Training Fund Advisory Committee in collaboration with the Office of the Attorney General.

Grants are awarded based on statewide needs for specialized training and available funds.

9. Post-Award Reporting Requirements

Please review your grant award and Egrants reporting requirements. You will need to provide the following within 30 days from the last day of the training event:

1. Class roster for each training event.
2. Agenda/Lesson plan (minimally listing topics, presenters and hours of instruction).
3. An invoice addressed to DLES for reimbursement of actual expenses incurred **as well as supporting documentation (invoices, receipts, etc)**. The invoice must also include the grant number.
4. Number of Law Enforcement/Jail officers trained.

Please Note:

- The *class roster and lesson plan* should be attached in Egrants under Project Management, Monitoring, Program Reports.
- The *invoice* should be attached in Egrants under Project Management, Monitoring, Fiscal Reports.
- The *Number of Law Enforcement/Jail officers trained* should be entered under Project Management, Monitoring, Client Information.

Application Review and Evaluation Criteria

All applications must be submitted on or before the deadline and will be screened for completeness and compliance with the instructions provided in this announcement. Incomplete applications may not be considered. This application will be reviewed by a panel of experts representing the law enforcement community in partnership with the leadership at the Wisconsin Department of Justice. Applicants should assume that the reviewers have a background in the issues and do not require a basic explanation. The review panel recommendations are combined with DLES staff recommendations and are submitted to the DLES Administrator. All final grant award decisions will be made by the Attorney General in collaboration with the DLES Administrator. DLES will also consider past project performance when determining subgrant awards. DLES reserves the right to adjust, lower, and/or change the application budget and the requested amount of funding at DLES's discretion.

Evaluation Criteria:

Applicants are reviewed and scored based on the quality of their response, the level of detail provided, and their ability to effectively provide the training outlined in the application. Accepted proposals which pass preliminary evaluation shall be reviewed and scored against the stated criteria based on responses to sections of this Funding Announcement.

Proposals will be scored and graded in the following areas:

<u>Evaluation Criteria</u>	<u>Points</u>
Budget Narrative	10
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Maximum Points	100

**Extra points may be given for addressing one or more of the DLES Priority Areas, with clear descriptions and detailed responses.*

Division of Law Enforcement Services
Review/Appeal Process for Grant Funding Recommendations

An applicant may appeal the Division of Law Enforcement Services' decision of grant funding. The applicant must request a review of the decision in writing. To be timely, a request must be received by DLES no later than 10 business days after the date on the denial/intent to award letter.

The written request should be sent as follows:

<u>Mailed or Delivered to:</u>	<u>or emailed to:</u>
Division of Law Enforcement Services	Stacy Lenz
Attn: Stacy Lenz	lenzse@doj.state.wi.us
17 West Main Street, 8th Floor	
P.O. Box 7857	
Madison, WI 53707-7857	

A request must be signed by an authorized official in your agency and include facts or developments that were not known to you at the time of your original application to the Law Enforcement Specialized Training Fund, which in your view should significantly impact the consideration of your application.

Requests to appeal will not be granted if the information received:

- Merely reiterates or restates information or contentions submitted as part of an application;
- Seeks to revise or amend the original application;
- Makes comparisons with other applicants or applications;
- Disputes policy judgments or discretionary decisions made by the review team in formulating its recommendations.

The Division of Law Enforcement Services will notify the applicant that the appeal has been received and will respond to the applicant within 30 days of the receipt of all information needed to make the decision. DLES reserves the right to review and reconsider all elements of the grant application during an appeal. The Attorney General's Office and the Division of Law Enforcement Services Administrator will review and make final decisions on all appeals.

If the denial decision is rescinded, DLES will discuss the specific scope, activities, goals and budgetary terms of individual projects to be offered grant funding. Such discussions will likely require revision and resubmission of pertinent administrative, programmatic and financial information.