

Criminal Justice
**Statewide Crisis Intervention Program (SCIP)
Research – 2023**

Grant Announcement

**Applications must be submitted through
Egrants on or before April 22, 2024, 11:59 p.m.**



**STATE OF WISCONSIN
DEPARTMENT OF JUSTICE**

Important Contact Information for this Grant Opportunity:

Program/Policy: Katie Snell (608) 852-9722
SnellKM@doj.state.wi.us

Budget/Fiscal: Dylan Mooney (608) 419-3977
MooneyDJ@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: Statewide Crisis Intervention Program (SCIP) Research (2023)

Description: These grants aim to enhance our understanding of the complex factors contributing to gun violence both nationally and within Wisconsin. By funding rigorous research projects, we seek to uncover the root causes of gun violence, evaluate the effectiveness of existing prevention strategies, and identify innovative solutions to reduce future incidents. We encourage applications from a diverse range of researchers and institutions committed to making a tangible impact on public safety through evidence-based policy and practice.

Opportunity Category: Competitive

Important Dates:

Application Due Date: April 22, 2024

Anticipated Project Start Date: July 1, 2024

Anticipated Project End Date: March 31, 2025

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: A total of \$300,000 is available through this initiative to support gun violence research, with a maximum of \$75,000 per project.

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

Eligibility: Eligible applicants include state governments, local governments, Native American tribes, public or state-controlled institutions of higher education, private institutions of higher education, medical and scientific research institutions, and non-profit organizations.

Eligible Expenses:

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

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/>.

Unique Entity Identifier (UEI): All entities doing business using federal funds will be required to have an active UEI number.

- 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.

Statewide Crisis Intervention Program Research (2023)

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

With gun violence escalating nationwide, Wisconsin is responding with the Statewide Crisis Intervention Program (SCIP), supported by the Bipartisan Safer Communities Act (2022). The Wisconsin DOJ has engaged with communities and stakeholders to shape Wisconsin's SCIP plan, prioritizing the critical need for research into firearm-related violence.

This funding opportunity is open to wide-ranging research that tackles the entire spectrum of firearm-related violence within Wisconsin. The Wisconsin DOJ is seeking proposals that explore trends, innovative solutions, and strategies for gun safety, secure storage, and address all manifestations of firearm violence, including but not limited to suicide, domestic violence, mass shootings, accidental discharges, and interpersonal violence. The Wisconsin DOJ's goal is to uncover insights that can lead to effective prevention and intervention measures across all communities in the state. A newly established Crisis Intervention Advisory Board (CIAB) collaborates with the Wisconsin DOJ to guide SCIP's direction, ensuring research projects yield actionable insights, catalyze community-driven solutions, and inform public policy for meaningful change.

The Wisconsin DOJ is committed to enriching intervention and prevention strategies against both suicide and interpersonal firearm violence. The goal of funding this research is to translate newfound knowledge into actionable strategies for violence response, bolster social support within communities, and enhance the understanding of how public policy intersects with gun violence prevention.

The Wisconsin DOJ is calling for proposals that hold the promise to advance our understanding of, and capability to address, gun violence. The DOJ supports a variety of research designs, based on the intervention strategy, setting, and other relevant factors. The DOJ also encourages incorporating cost/benefit analyses into proposed research projects, as these analyses are instrumental when interventions demonstrate tangible benefits, offering valuable insights for both practitioners and policymakers to make informed decisions in response to the unique challenges presented by gun violence. Research projects are encouraged to extend beyond the mere assessment of interventions' effectiveness to explore a broad spectrum of questions pivotal for developing comprehensive violence prevention and intervention strategies. The DOJ expects any recipient of this funding to submit a report outlining the summary of findings at the conclusion of their project and that there will be an effort to make the research findings accessible to practitioner and decision-maker audiences.

The applicant agency must have an experienced principal investigator. New investigators, including graduate students, post-doctoral scholars, medical residents, and junior faculty, may perform the research, however they are required to have an experienced investigator

serve as sponsor who will assume full responsibility for the project's scientific integrity and fiscal management.

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 Katie Snell at (608) 852-9722 or at snellkm@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

If awarded a grant, you will be required to report your progress against pre-established targets. In your application, please establish benchmarks against the measures given. You will report progress against these benchmarks in your quarterly reports. If no measures are displayed, mark the section "Complete" and "Save").

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. Points will be awarded in your application for accurate calculations, accurate item placement in the budget categories, and the listing of exclusively allowable expenses. **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 staff, such as full-time, part-time, project, or limited-term 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/hourly 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.

All positions funded under this grant must be new or compensated as overtime pay to avoid replacing existing funding. The supplanting of existing funds with federal grants are subject of monitoring and audit and may result in 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.

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 \$98/night (\$103/night for Milwaukee, Waukesha, or Racine County)
- Meals: \$10/breakfast (leaving at or before 6 a.m.); \$12/lunch (leaving at or before 10:30 a.m. and returning at or after 2:30 p.m.); \$23/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 Lodging & Transportation:

- Airbnb, VRBOs and the like are prohibited.
- Lodging 50 Mile Rule: You must travel 50 miles or more from your home or headquarter city whichever is shorter to qualify for lodging.
- Reasonable charges for ridesharing services (e.g., Uber, Lyft) are reimbursable including tips at a maximum rate of 15%. Uber and Lyft costs are allowable similar to taxi's, shuttles, buses and trains.

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. Travel and training costs are limited to agency employees traveling as part of the project or attending a training. Current rates for in-state travel at the time of this announcement include:

- Meal cost per attendee: \$10/breakfast (start time at or prior to 6 a.m.); \$12/lunch (starting at or before 10:30 a.m. and concluding at or after 2:30 p.m.); \$23/dinner (event ending at or after 7 p.m.).

(Please note: Costs will only be reimbursed after submission of an event agenda. 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.

(Please note: Costs will only be reimbursed for services occurring within the project period. If the total cost goes beyond the project end date or starts prior to the start date (ex: annual subscription costs), those costs will need to be prorated).

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.

Indirect: Includes the indirect costs of an organization that are not readily assignable to a particular project but are necessary to the operation of the organization and the performance of the project. The cost of operating and maintaining facilities, depreciation, and administrative salaries are examples of the types of costs that are usually treated as indirect. If indirect is allowed, recipients that have a federally approved indirect rate must provide documentation of that rate approval. Otherwise, recipients that have never had an approved federal indirect cost rate may charge a de minimis rate of 10% of modified total direct costs.

Other: Items that don't fit into specific categories. Example: Administrative costs (if allowed). Administrative costs will be limited to 10% of total project cost. Priority will be given to applicants whose agencies do not require additional administrative fees in order to preserve grant funding for research costs.

5. Agency Profile (10 points)

Address each of the following components:

- a) Describe your agency, its organizational structure, and, if possible, provide your agency's organizational chart. (2 points)
- b) Provide a concise overview of your agency's mission, main areas of expertise, and any previous experience with similar research projects. (2 points)
- c) Identify all of the staff who will work on this research project and their relevant experience. Indicate their training/experience and whether they will be funded by this grant. Clearly label the Principal Investigator. (3 point)
- d) Explain why your agency is qualified to do this research. Best answers would include references to staff experience, access to necessary resources, familiarity with protecting PII, etc. (3 points)

6. Budget Narrative (10 points)

Address each of the following components:

- a) Describe how your budget relates to the overall program/project strategy and implementation plan. (2 points)
- b) Outline how the requested funding will be allocated, linking each budget item directly to project activities and justifying the necessity. Best answers ensure

- that all costs are allowable and demonstrates how the costs are reasonable, and tightly aligned to the research conducted for this grant. (5 points)
- c) Indicate if the grant funding will cover the entire cost of the research project. List any project components (with a cost calculation) that are covered by another funding source that will contribute to the success of the project (e.g., the cost of software subscriptions). (1 point)
 - d) Identify the funding source for each person who will be involved in this research project. Explain if they are funded within the organizational budget or from another source (e.g., another grant), and indicate if they will have any time supported by this grant. For an already fully funded position, the only eligible cost under this grant would be overtime. (1 point)
 - e) If the research project is ongoing and requiring funding to continue, how is it currently funded? (1 point)

7. Implementation Plan (9 points)

Address each of the following components to describe the steps needed to complete this research project:

- a) Describe what data is needed to answer the research question. (1 point)
- b) Indicate if you have access to the necessary data or if you need to obtain access. If access is needed, please describe the process to obtain the data. (1 point)
- c) Indicate if you are required to have a Memoranda of Understanding (MOU) or Data Use Agreement (DUA) for your project. If so, is that in place or will that need to be included in the implementation plan? What steps will be taken? (1 point)
- d) Indicate if additional staff or contractors need to be hired to work on this project. (1 point)
- e) Indicate how you will work with an Institutional Review Board (IRB). (1 point)
- f) List the steps the staff will take to protect personally identifiable information (PII) and other sensitive data. (1 point)
- g) Include a timeline for all steps of the project that fall within the anticipated project period of July 1, 2024 – March 30, 2025. Best answers include all of the components listed above and any other relevant procedures anticipated for the proposed project. (3 points)

8. Problem Description (9 points)

Address each of the following components:

- a) Identify the question that the research proposal will seek to answer. (1 point)
- b) Detail the nature of the proposed research project. Best answers will include the urgency and scope of the issue as well as the effects of the issue on the target population and community. (3 points)
- c) Identify the data needed to complete the research. (1 point)
- d) Address any relevant prior research that precedes this proposed research project, to include any previous attempts for this research (not limited to prior research performed by your agency). Best answers include explanations regarding the success of those attempts, how those previous projects formed the groundwork for this research, and why this current proposed research is necessary. (3 points)

- e) Address if this research is an additional component to an existing project, and if so, please explain in detail and briefly outline the previous research question, results, and how that led to the current research proposal. (1 point)

9. Project Narrative (8 points)

Address each of the following components:

- a) Provide an overview of the proposed research project. Best answers will summarize the question the research proposal will seek to answer, objectives, and research methodologies. (3 points)
- b) Describe the expected outcomes from the project. Best answers will include any impact on communities, potential for this project to lead to future research, and potential for use by decision-makers. Be sure to explicitly state what the deliverables will be for the grant-funded activity (e.g., reports, dashboard, dataset to be used by other researchers, etc.). (4 points)
- c) List any expected challenges this project may encounter (e.g., delays in accessing data) and how those challenges would be overcome. (1 point)

10. Required Attachments (1 point)

Depending on your agency and your research project proposal, different attachments may be required. Please attach the following documents to your application in this section, if applicable, ensuring each is directly relevant to supporting your application:

- Position Descriptions – required for any positions seeking funding under this grant.
- Resumes for Key Personnel – required for the Principal Investigator role, at minimum.
- Memoranda of Understanding (MOU) or Data Use Agreement (DUA) – if required by the proposed project.
- Letter(s) of Commitment – if external partners are required to complete parts of the proposed research project.
- Contracts – if your agency has items listed under the contractual category in the budget for this research project.
- Organizational Charts (optional)
- Federal approved Indirect Rate

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

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. All compliant applications will be reviewed on a 47-point scale, based on the following point values for the selection criteria:

- Agency Profile (10 points)
- Budget Narrative (10 points)
- Implementation Plan (9 points)
- Problem Description (9 points)
- Project Narrative (8 points)
- Required Attachments (1 point)

Although the point values will be assigned as shown above, applications will only be considered if all of the indicated sections (#1 - #10) are submitted.

The review ratings and any resulting rankings or recommendations are advisory. In addition to 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 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.

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 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. Award funds will be used to supplement, not supplant, planned or allocated funds.
10. To be allowable under a grant program, all funds (state, federal, and cash match) must be obligated (purchase order issued) or paid for services provided during the grant period. If obligated by the end of the grant period, payment must be made within 30 days of the grant period ending date.
11. All budget changes require prior approval from DOJ and must be requested in a grant modification via Egrants.
12. Subgrantees acknowledge that failure to submit an acceptable Equal Employment Opportunity Plan (if required to submit one pursuant to 28 CFR 42.302) that is approved by the Federal Office of Civil Rights, is a violation of its Certified Assurances and may result in the suspension of the grant.
13. Grant funds will be paid to the grantee on a reimbursement basis. Expenses must be incurred and paid for by the agency/organization within the reporting period.

14. Any changes in personnel involved with the grant including the Project Director, Financial Officer, and/or Signatory must be reported to DOJ in a grant modification via Egrants.
15. Fees for independent consultants may not exceed the federal rate of \$650 per eight-hour day unless prior approval is received from DOJ.
16. Reimbursement for travel (i.e. mileage, meals, and lodging) is limited to state rates.
17. Recipient fully understands that DOJ has the right to suspend or terminate grant funds to any recipient that fails to conform to the requirements (special/general conditions and general operating policies) or that fails to comply with the terms and conditions of its grant award.
18. All contracts pertaining to this grant must be submitted to DOJ within 30 days of receipt of Grant Award Documents.
19. If the grant award contains equipment, a request for reimbursement should only be submitted once the equipment is installed and testing has been completed.
20. 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.
21. The recipient agrees to cooperate with WI DOJ monitoring to ensure compliance of US DOJ Grants guidelines, Financial Guide, and OJP guidelines, protocols, and procedures. Recipient agrees to cooperate with WI DOJ (including the Program Contact, Fiscal Contact, Grants Specialist Monitor, Supervisors, and/or Administration) for this award, including requests related to desk reviews and/or onsite/virtual visits. The recipient agrees to provide to WI DOJ all documentation necessary for WI DOJ to complete the monitoring tasks, including documentation related to any subawards made under this award. Further, the recipient agrees to abide by reasonable deadlines set out by WI DOJ for providing the requested documents. Failure to cooperate with WI DOJ monitoring activities may result in actions that affect the recipient's WI DOJ awards, including, but not limited to: withholding and/or other restrictions on the recipients access to award funds, referral to the WI DOJ designation of High Risk grantees, or termination of an award(s).

Special Conditions

1. 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. All training events require a roster. Multi-day trainings must have a roster for each day of the training.
2. Any written, visual, or audio publications, published utilizing grant funds shall contain the following statements: "This project was supported by Grant No. 15PBJA-23-GG-0041-BSCI awarded to WI DOJ by the Bureau of Justice Assistance (BJA). Points of view or opinions in this document are those of the author and do not necessarily represent the official position or policies of the U.S. Department of Justice."

Additional guidance relating to publication and printing costs is set out in DOJ Grants Financial Guide under section III, 3.9 Allowable Costs, and in the Code of Federal Regulations (CFR) 2 C.F.R. § 200.461, 2 C.F.R. § 200.315 and Chapter 3.7.

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