

Juvenile Justice  
**Youth Gang Diversion**  
**(2023)**

**Grant Announcement**

**Applications must be submitted through  
Egrants on or before June 13, 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](mailto:KomroKR@doj.state.wi.us)

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

Egrants Assistance: Weekdays, 8am – 4:30pm  
Email: [Egrants@doj.state.wi.us](mailto: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:** Youth Gang Diversion (2023)

**Description:** This grant opportunity provides funding to six recipients, as determined by the Wisconsin state biennial budget, to support programs designed to reduce youth gang involvement and youth violence.

**Opportunity Category:** Non-Competitive

**Important Dates:** Funds will be available on July 1, 2022 and expire on June 30, 2023.

Application Due Date: June 13, 2022

Project Start Date: July 1, 2022

Project End Date: June 30, 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:** A total of \$954,000 is available through this initiative to support Wisconsin Youth Gang Diversion projects.

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

**Eligibility:** This grant announcement includes funding for continuation of the six projects historically supported with this funding source. Only projects designated in the Wisconsin 2021-2023 biennial budget are eligible to apply for this funding. The state budget specifies the following allocations by project:

Kenosha County (Department of Human Services)	\$96,200
Social Development Commission (SDC) Milwaukee	\$320,400
SDC Milwaukee – ATODA Initiative	\$281,600
City of Racine	\$63,400
Racine Family YMCA	\$96,200
Boys and Girls Club of Green Bay	\$96,200

**Eligible Expenses:**

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

**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.

## Youth Gang Diversion (2032)

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**

Wisconsin's 2021-2023 state budget included an appropriation for funding to support youth diversion grant programs. These funds are administered by the Wisconsin Department of Justice (WI DOJ) to six agencies to complete. Only those organizations/agencies specifically identified in the state budget are eligible to apply for funding.

This funding opportunity is available to designated agencies to provide services “for the diversion of youths from gang activities into productive activities, including placement in appropriate educational, recreational, and employment programs.” A portion of this funding is designated towards the ATODA prevention project “for alcohol and other drug abuse education and treatment services for participants in that organizations’ youth diversion program.”<sup>1</sup>

Through this grant announcement, DOJ is seeking applications for the continuation of previously funded projects aimed toward reducing youth involvement in gang activity, youth community violence, and the specified youth Alcohol and Other Drug Abuse (AODA) prevention project. Applications must include the operational definition used for “gang involvement” and “gang activity” as well as a complete description of the program or project activities. Specific data representing the number of youth gang members and the number of crimes identified as “gang related” must be included. Applicants should be aware that funding is administered on a reimbursement basis.

The specified youth AODA prevention project (SDC Milwaukee – AODA Initiative) needs to respond to the following elements in order to maintain compliance with the separate requirements of the Substance Abuse and Mental Health Services Administration (SAMHSA) which provides funding support for this project:

- Describe the stakeholders and resources in the in the geographic catchment area in the sites that can help implement the needed service.
- Funded programs shall identify and use evidence-based multidisciplinary screening and assessment tool.
- Document the need to implement, sustain, and improve effective substance abuse and co-occurring substance use and mental disorders screening, intervention, and treatment services in the proposed area. Describe service gaps and other problems related to the need for system or infrastructure development.

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<sup>1</sup> State Statute 165.987 Youth diversion programs; grant program, <https://docs.legis.wisconsin.gov/statutes/statutes/165/987/1>.

## **Submit Applications Using Egrants**

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

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

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

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

## **Application Components**

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

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

### **1. Main Summary**

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

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

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

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

"Funds will be used by the (your agency name and others involved in the project) to (describe what funds will be used for and who will be involved). The (what - equipment, training, project, pilot, etc.) will (describe the specific goals you hope to achieve - how will the project or equipment improve safety in Wisconsin?) [If appropriate, add which area(s) of the state will benefit.]"

Responses to this section will be used on the DOJ website, cited in DOJ reports and could be mentioned in press releases. Plain language that clearly describes the intent of the project is most effective.

## 2. Approval Checklist

Answer Yes or No to each question.

## 3. 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 \$90/night (\$95/night for Milwaukee, Waukesha or Racine County)
- Meals: \$9/breakfast (leaving at or before 6 a.m.); \$11/lunch (leaving at or before 10:30 a.m. and returning at or after 2:30 p.m.); \$21/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 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: \$9/breakfast (start time at or prior to 6 a.m.); \$11/lunch (starting at or before 10:30 a.m. and concluding at or after 2:30 p.m.); \$21/dinner (event ending at or 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”).

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**. Example for computation line: 1 filtration system x \$5,500 per unit = \$5,500. When entering this into the amount text box please round up to the nearest dollar.

Supplies and Operating Expenses: Supplies includes consumables such as paper, postage, software, computer/laptop, monitor, 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.

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

#### 4. Budget Narrative



Please describe how your budget relates to the overall program/project strategy or implementation plan. Connect each budget item to program activities and goals.

## **5. Goals and Objectives**

List your project goals. 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).

Example: Gang membership among 12–14-year-old boys will be reduced by 30% by June 30, 2023 compared to 2022.

For each goal, provide the following information:

- Description of how the goal is related to reducing youth involvement in gang activities and violence
- Specific and quantifiable objectives that you will measure during the project and will serve as indicators of goal achievement
- Specific data elements will be requested in the quarterly program report that will be directly related to the measures identified in the goals and objectives section of this application

## **6. Problem Description**

Detail the nature and scope of the problem the project will address, solve, or diminish. 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 include the operational definition used for “gang involvement” and “gang activity” as well as a complete description of the program or project activities. Specific data representing the number of youth gang members and the number of crimes identified as “gang related” must be included.

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 this proposed response. In addition, describe your proposed target population and link the population to research and evidence-based practice.

## **7. Project Narrative**

The narrative should describe the proposed activities for your 2023 project year and changes, if any, since the previous application. Narratives must include a succinct statement of the impact that the project has had on the community to date. This should include a summary of clients served, services provided, problems encountered, and successes noted. Anecdotal information and narrative stories are acceptable as part of this section or as a separate attachment to this document.

The following Office of Juvenile Justice and Delinquency Prevention resources will assist you in determining project activities:

[Gang Suppression and Intervention: Community Models](#)

[National Gang Center OJJDP Comprehensive Gang Model](#)

## [National Gang Center Strategic Planning Tool](#)

In your project narrative, relate your project activities to the problem you propose to address as described in your problem description. Please describe where your project fits within community-wide activities to impact youth gang and violence and in conducting risk and threat assessments necessary to guide future project activities. Please explain how the project activities you propose will make a positive impact on gang activity and community violence.

**Only** the specified **youth ATODA prevention project** (SDC Milwaukee – ATODA Initiative) must respond to the following elements to maintain compliance with the separate requirements of the Substance Abuse and Mental Health Services Administration (SAMHSA) which provides funding support for this project:

- Describe the stakeholders and resources in the in the geographic catchment area in the sites that can help implement the needed service.
- Funded programs shall identify and use evidence-based multidisciplinary screening and assessment tool.
- Document the need to implement, sustain, and improve effective substance abuse and co-occurring substance use and mental disorders screening, intervention, and treatment services in the proposed area. Describe service gaps and other problems related to the need for system or infrastructure development.

### **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. DOJ staff will review applications to ensure consistency with the grant announcement goals and objectives. 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).

1. Grant recipients are also advised that DOJ will monitor grants to ensure that funds are expended for appropriate purposes and that recipients are complying with state and federal requirements as described in the grant award contract. This includes timely completion of progress and financial reports, active efforts to achieve and measure stated goals and objectives, appropriate documentation of activities and outcomes, on-going submission of participant data, and adherence to any conditions included in the grant award.
2. All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.
3. The DOJ reserves the right to withhold grant payments if the grant recipient is delinquent paying any obligation to DOJ such as background check fees, etc. Refusal to provide information requested by DOJ may impact the payment of current or approval of future grant funds.
4. Please be advised that a hold may also be placed on any current or future application or grant payment if it is deemed that an agency is not in good standing on any DOJ grants or other reporting requirements, has other grants compliance issues (including being out of compliance with special conditions) that would make the applicant agency ineligible to receive future DOJ funding, failure to make progress in obtaining project goals and objectives, and/or is not cooperating with an ongoing DOJ grant review or audit.
5. A hold may also be placed on any application or grant payment if it is deemed that an agency is not in compliance with federal civil rights laws and/or is not cooperating with an ongoing federal civil rights investigation.
6. Program Income: To maintain consistent practices with other similar programs, and as a proven practice, projects funded under this announcement are subject to program income guidelines detailed in the federal Office of Justice Programs Financial Guide. Grant award funds received are **not** program income. Program income is income earned by the recipient, during the funding period, as a direct result of the award. Any fees charged to the participants of your project are considered program income. The amount earned as program income during the length of the grant period must be expended by the end of the grant period and must be used for the purposes and under the condition applicable to the award.
7. All procurement transactions, whether negotiated or competitively bid and without regard to dollar value, shall be conducted in a manner 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.

## **Additional Resources**

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

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