

Juvenile Justice
**Youth Gang Diversion and AODA Prevention
Milwaukee – 2025**

Grant Announcement

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



**STATE OF WISCONSIN
DEPARTMENT OF JUSTICE**

Important Contact Information for this Grant Opportunity:

Program/Policy: Kiley Komro (608) 716-9185
Komrokr@doj.state.wi.us

Budget/Fiscal: Trisha Quade (608) 419-5930
quadele@doj.state.wi.us

Egrants Assistance: Weekdays, 8am – 4:30pm
Email: Egrants@doj.state.wi.us
Local calls: (608) 267-9068
Toll free: (888) 894-6607

The Egrants Application Guide has step-by-step instructions for accessing and using the Egrants online system. The guide is posted [on the Egrants page of our website](#).

Online Help is available throughout the Egrants application process. Once you have started an application, look for the HELP button in the top right corner of the screen. Page-specific instructions can be found there.

Grant Announcement Summary

Program Area: Juvenile Justice

Grant Title: Youth Gang Diversion and AODA Prevention Milwaukee –2025

Description: This funding opportunity is available to the Milwaukee Social Development Commission for provide services “for the diversion of youths from gang activities into productive activities, including placement in appropriate educational, recreational, and employment programs” and to support their programs designed to prevent and treat youth alcohol, and other drug abuse (AODA). The program must serve youth and are encouraged to target specific at-risk youth based on identified risk factors, rather than all youth in a community.

Opportunity Category: Non-Competitive

Important Dates:

Application Due Date: April 11, 2024

Project Start Date: July 1, 2024

Project End Date: June 30, 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 monthly. This will include an optional separate program activity reporting spreadsheet.
- Financial Reports must be submitted in Egrants monthly. This will include a required separate expenditure spreadsheet and supporting documentation.

Anticipated Funding Amount: A total of \$602,000 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 one award of \$320,400 to support the Social Development Commission (SDC) Youth Gang Diversion program and one award of \$281,600 to support SDC’s Youth AODA Prevention Program. SDC must submit two separate applications, one for each award.

Eligible Expenses:

Funding may be used for Personnel, Employee Benefits, Travel/Training, Supplies & Operating Expenses, Consultants/Contractual, Other. All funding is administered on a reimbursement basis.

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.

Youth Gang Diversion and AODA Prevention Milwaukee – 2025

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: Youth Gang Diversion

Wisconsin's biennial state budget includes an appropriation to support a youth diversion grant program. The Wisconsin Department of Justice (WI DOJ) administers these funds to agencies to continue established youth violence prevention programs. Only those agencies specifically identified in this grant announcement are eligible to apply.

This funding opportunity is available to designated agencies for provide services “for the diversion of youths from gang activities into productive activities, including placement in appropriate educational, recreational, and employment programs.”¹ Programs must serve youth and are encouraged to target specific at-risk youth based on identified risk factors, rather than all youth in a community.

Programs should aim to implement each of the five strategies of the OJJDP Comprehensive Gang Model for diverting youth from gang activities. The strategies include: community mobilization, opportunities provision, social intervention, suppression, and organizational change and development. Programs must incorporate an assessment of gang activity and demographics in their community and identify a target population for services. Programs must plan for evaluation to assess the efficacy of their program. Programs are encouraged to incorporate other best practices including coalescing a multidisciplinary team to implement prevention, intervention, and suppression activities.

The following Office of Juvenile Justice and Delinquency Prevention (OJJDP) resources will assist applicants in determining project activities and planning implementation.

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

[Youth Gang Assessment Guide](#)

[Implementation Guide](#)

[Best Practices to Address Community Gang Problems](#)

Program Description and Background: Youth AODA Prevention

Wisconsin's biennial state budget includes an appropriation to support a program “for alcohol and other drug abuse education and treatment services for participants” in the Milwaukee youth gang diversion program.² The Wisconsin Department of Justice (WI DOJ)

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

² State Statute 165.987 Youth diversion programs; grant program, <https://docs.legis.wisconsin.gov/statutes/statutes/165/987/3>.

administers these funds to agencies to continue established youth violence and alcohol and other drug abuse prevention programs. Only the Milwaukee Social Development Commission is eligible to apply.

This funding opportunity is available to fund services for youth to prevent alcohol and other drug abuse. The program must serve youth. The program must adhere to the special requirements of the Substance Abuse Prevention & Treatment Block Grant (SAPTBG) funds.

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: both AODA and Youth Gang Diversion

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

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

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 improve safety, juvenile accountability or competence 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.

Approval Checklist

Answer Yes or No to each question.

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.

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 \$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, VRVO’s 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. 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 and attendance list. Travel and training for contracted employees/contractual services does not go in this section. These expenses should be itemized under “Contractual”).

Supplies and Operating Expenses: Supplies includes consumables such as paper, postage, software, 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.

Other: Items that don't fit into specific categories.

Budget Narrative

Please describe how the items detailed in your budget will help you achieve your specific program goals and objectives and relate to the overall program strategy or implementation plan. Be specific and include a description for each budget item. The description should support or justify the items in the budget detail and not simply duplicate the budget detail computations.

Goals and Objectives

Complete and attach the Goals and Objectives Table. Note: To attach a document to your Egrants application, you must type "See Attached" in the text box to enable the document attachment tool. In the Goals and Objectives Table, describe the following:

1. Specify three or more SMART (specific, measurable, attainable, realistic, and time-bound) goals, objectives and performance measures for the program. Include measurable outcomes/performance measures. Your goals should connect to the items detailed in your budget.
2. Describe how you will collect and maintain data for each outcome and performance measure.
3. Describe how you will use the data to evaluate and improve program implementation.

YOUTH GANG DIVERSION ONLY

Problem Description – YOUTH GANG DIVERSION ONLY

1. Provide the definition for "gang involvement" and "gang activity" used by your agency.
2. Describe the nature and scope of the youth gang problem the project will address in the community. Local data must 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. Specific data estimating the number of youth gang members and the number of crimes identified as "gang related" should be used if available. Local data could include community demographic data, law enforcement data (identify gang related incidents and

trends), school data, and community perceptions of the community's gang problems.³

3. Describe your proposed target population. Proposed target population should be linked to the youth gang problem assessment described above. Characteristics for intervention target population can include age range, gender, ethnicity, gang affiliation, school status, delinquency history, and family characteristics. Describe any unique factors about your community or the target population impacting the problem and the design of this proposed response.

Organizational Structure and Resources – YOUTH GANG DIVERSION ONLY

1. Describe your agency's organizational structure and qualifications. Provide examples or support for qualifications described. This can include staff working on the project or agency-specific resources that support your project.
2. Describe how your agency collaborates with stakeholders, partner agencies, and the community on this project. List any partner agencies on this project and their agency type (law enforcement, local government, school district, community service provider, etc.). Partner agencies can include contractors providing direct services, agencies referring youth to the program for services, or other such agencies. Do not include partners that are not contributing to the youth gang diversion program.
3. Explain how each partner agency or group will contribute to the project's implementation and success.

Project Narrative – YOUTH GANG DIVERSION ONLY

1. Describe the impact of the project on the community to date. Include a summary of clients served, services provided, barriers encountered and how they were resolved, and goals achieved. Anecdotal information and narrative stories are acceptable as a part of this section.
2. Describe your 2025 project in detail, including the steps, activities, and inputs needed to implement this plan. Inputs should reflect the items included in the budget detail. Your planned program must aim to divert youth from gangs into productive activities and target and serve at risk youth (young people aged 17 and under). Programs are encouraged to utilize multiple of the OJJDP Comprehensive Gang Model activity categories: prevention, intervention, suppression, and reentry. Programs are encouraged to utilize multiple of the OJJDP Comprehensive Gang Model strategies: community mobilization, opportunities provision, social intervention, suppression, and organizational change and development.⁴
3. Describe how the project will reduce youth involvement in gang activities and violence. Describe how the project will respond to the problem and unique factors of the impacted community. Explain how the project activities you propose will make a positive impact on gang activity and community violence.
4. Identify changes, if any, from the previous application.
5. If applicable, identify and describe how the program will use an evidence-based multidisciplinary screening and assessment tool to identify and serve at-risk youth.

³ View the [OJJDP Comprehensive Gang Model Assessment Guide](#) for more information.

⁴ [Implementation Guide](#)

YOUTH AODA PREVENTION ONLY

Problem Description – YOUTH AODA PREVENTION ONLY

1. Describe the need to implement, sustain, and improve effective substance abuse and co-occurring substance use and mental disorders screening, intervention, and treatment services for Milwaukee youth. Describe, using local data where possible, the size and scope of the youth substance use problems in the community.
2. Describe service gaps and other problems related to the need for AODA prevention services, systems, or infrastructure.
3. Describe your proposed target population. Proposed target population should relate to the youth drug use problem described above. Characteristics for intervention population can include age range, gender, ethnicity, gang affiliation, school status, delinquency history, and family characteristics. Describe any unique factors about your community or the target population that impacts the design of your proposed response. NOTE: target population must include youth served by SDC's Youth Gang Diversion programs funded by the Youth Gang Diversion grant.

Organizational Structure and Resources – YOUTH AODA PREVENTION ONLY

1. Describe your agency's organizational structure and qualifications for implementing an alcohol and other drug abuse prevention program. Provide examples or support for qualifications described. This can include staff working on the project or agency-specific resources that support your project.
2. Describe how your agency collaborates with stakeholders, partner agencies, and the community on this project. List any partner agencies on this project and their agency type (law enforcement, local government, school district, community service provider, etc.). Partner agencies can include contractors providing direct services, agencies referring youth to the program for services, or other such agencies. Do not include partners that are not contributing to the youth AODA prevention program.
3. Explain how each partner agency or group will contribute to the project's implementation and success.

Project Narrative – YOUTH AODA PREVENTION ONLY

1. Describe the impact of the project on the community to date. Include a summary of clients served, services provided, barriers encountered and how they were resolved, and goals achieved. Anecdotal information and narrative stories are acceptable as a part of this section.
2. Describe your 2025 project in detail, including the steps, activities, and inputs needed to implement this youth AODA prevention program. Describe the services to be provided to youth and how youth will be referred to the program. Inputs should reflect the items included in the budget detail. The program must adhere to the Substance Abuse Prevention & Treatment Block Grant (SAPTBG) special requirements.
3. Describe how the project will address or solve the youth substance abuse problem or service gaps identified in the Problem Description. Describes how the project will respond to the unique factors of the targeted population.
4. Identify and describe how the program will use an evidence-based multidisciplinary screening and assessment tool to identify and serve at-risk youth.
5. Identify changes, if any, from the previous application or state that no substantive changes were made to the program design.

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.

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. Any grant activity outside the project period is not eligible for reimbursement.
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 recipient's access to award funds, referral to the WI DOJ designation of High-Risk grantees, or terminate of an award(s).

Additional 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. Programs that use gift cards, gift certificates, or other similar items for participants must develop a policy defining how the use of those items will be tracked in order to ensure proper and limited usage. The policy must require that the subgrantee complete and update an incentive/responsivity tracking log that contains, at a minimum, the following information: gift card or gift certificate number or identifying information,

staff person's name, participant's initials, date the item was given to the participant, value of the gift card or gift certificate, and purpose of the incentive and/or responsibility item. The policy must also address the security of purchased items, for example, where they will be stored and who will have access to them. Upload the incentive/responsibility policy under Project Document Attachments under the Monitoring section within Egrants. The tracking log will be uploaded to the Egrants Fiscal Report within the Monitoring Section for each reporting period. All gift cards, gift certificates, or other similar items must be purchased and distributed prior to the end of the grant performance period.

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

Goals and Objectives

Applicant Agency: _____

Grant Number: _____

Program: _____

Goals	Objectives	Activities	Measures of Impact/Outcome
<i>What are the long-term goals of the program?</i>	<i>What are the steps or intermediate goals that will support achievement of the long-term goals?</i>	<i>What is the program doing or what services are being delivered to help meet the program goals and objectives?</i>	<i>What measures will be used to determine whether or not the program is meeting the goals and objectives?</i>
1.	A.		
	B.		
2.	A.		
	B.		
3.	A.		

* If your program/court has more than five goals, please select the five most important.

	B.		
4.	A.		
	B.		
*5.	A.		
	B.		
Describe how you will collect and maintain performance measure data:			
Describe how you will use the data to evaluate and improve program implementation:			

* If your program/court has more than five goals, please select the five most important.