



State of Wisconsin  
Department of Justice  
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J.B. Van Hollen  
*Attorney General*



Criminal Justice  
**Project Safe Neighborhoods (PSN) 2013**

**Grant Announcement**

**Applications must be submitted through  
Egrants on or before June 18, 2014**



**STATE OF WISCONSIN  
DEPARTMENT OF JUSTICE**

**Important Contact Information for this Grant Opportunity:**

Program/Policy: Matt Raymer (608) 261-4374 or  
[raymermc@doj.state.wi.us](mailto:raymermc@doj.state.wi.us)

Budget/Fiscal: Katie Hawkins (608) 266-7949 or  
[hawkinskd@doj.state.wi.us](mailto:hawkinskd@doj.state.wi.us)

Forms/Signatures: Donna Hahn (608) 266-0350 or  
[hahndg@doj.state.wi.us](mailto:hahndg@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:** Criminal Justice

**Grant Title:** Project Safe Neighborhoods 2013

**Description:** Through this grant announcement, DOJ is seeking applications to support specific projects approved for funding by the United States Department of Justice, Bureau of Justice Assistance. Projects will receive funding under the 2013 Project Safe Neighborhoods (PSN) program.

**Opportunity Category:** Non-Competitive

**Important Dates:**

Application Due Date: June 18, 2014

Project End Date: September 30, 2015

**Anticipated Funding Amount:** A total of \$206,344 in federal funding is available. These funds will be allocated as follows:

- \$64,678 to WI Department of Corrections, Division of Juvenile Corrections (DJC) to support a juvenile reentry pilot program in the target area (Districts 3 and 7).
- \$141,666 to the Milwaukee County District Attorney's Office to support a Violent Crimes Prosecutor position.

**Match/Cost Sharing Requirement:** None

**Eligibility:** Wisconsin Department of Corrections and the Milwaukee County District Attorney's Office are the only eligible applicants.

**DUNS Number:** The federal government now requires a DUNS number as part of the grant application to keep track of how federal grant money is awarded and disbursed. If your organization needs to obtain a DUNS number, go to <http://fedgov.dnb.com/webform>. You can also search this site if you cannot find your agency's number. Under normal circumstances, a new account can be created in 24-72 hours. The federal government has published DUNS Frequently Asked Questions at <http://fedgov.dnb.com/webform/displayFAQPage.do>. Check with your agency's financial office before registering for a DUNS number - it is likely your agency already has one.

**DOJ cannot award grant funds until an active DUNS number is provided.**

**Eligible Expenses:** Funds may be used for Personnel, Employee Benefits, Supplies/Operating Expenses, and Consultants/Contractual expenses.

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.

## Project Safe Neighborhoods (2013)

The Wisconsin Department of Justice (DOJ) through its Justice Programs Section provides financial and technical assistance to public safety and criminal justice agencies throughout the state. As the State Administering Agency for state and federal 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

Project Safe Neighborhoods (PSN) is a nationwide effort to reduce gun crime and gang violence. The program was developed in 2001 and has included law enforcement, prosecution, prevention, intervention, research and media outreach agencies, among others, to enhance existing strategies and to develop innovative efforts to fight the gun problem throughout the U.S. For more information on the National PSN Program, please visit [www.psn.gov](http://www.psn.gov).

Through this grant announcement, DOJ is seeking applications to support specific projects approved for funding by the United States Department of Justice, Bureau of Justice Assistance. Projects will receive funding under the 2013 Project Safe Neighborhoods (PSN) program.

### Award Information

Project funding will be provided from the federal Project Safe Neighborhoods (PSN) program. One grant totaling \$64,678 will be awarded to Wisconsin Department of Corrections, and one grant totaling \$141,666 will be awarded to the Milwaukee County District Attorney's Office. Grant expenditures will be reimbursed when spending is documented and submitted to DOJ. There is no match required.

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

### Submit Applications Using Egrants

Applications must be submitted through the DOJ Egrants online grants management system. If you have never used DOJ Egrants before, you will need to register for access to the system. To register online, go to <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 Commerce eGrants. Please take care to select **DOJ Egrants** during this process.

Authorization to access Egrants can take several days depending on registration activity. The DOJ help desk is open Monday-Friday 8am-4:30pm if you need assistance. (Please note: If you register outside of these hours, access may not be approved until the next business day.) Once your Egrants access has been approved, you may begin your online grant application.

An Egrants System User Guide is posted on the DOJ website ([Egrants page](#)). 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 Matt Raymer at (608) 261-4374 or at [raymermc@doj.state.wi.us](mailto:raymermc@doj.state.wi.us).

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

### **1. Main Summary**

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

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**

Please open this section and change the page status to Complete; then save the page. Performance Measures will be identified and collected during post-award reporting rather than through this funding application process.

### **4. Budget Detail**

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

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 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.”

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 devoted to the project. Employee benefits on overtime hours are limited to FICA, Workers' Compensation, and Unemployment Compensation.

Supplies and Operating Expenses: Includes consumables such as paper, stationery, postage, software and equipment with an acquisition cost of less than \$5,000 per unit. Also includes operating expenses such as rent and utilities. Show computations for all items. For example, Rent: \$150/mo x 12 months = \$1,800.

Consultants/Contractual: Provide costs associated with individuals or entities providing services through a contractual arrangement. With the exception of a few justified sole source situations, contracts should be awarded via competitive processes. Attach detailed information to support the total cost of each contract. For each consultant enter the name, if known; service to be provided; hourly or daily fee (8 hour day); and estimated time on the project. Consultant fees in excess of \$450 per 8 hour day require additional justification (contact DOJ). Please use only for contractual or consulting services for programming and implementation.

#### **5. Budget Narrative**

Please describe how the budget relates to the overall program/project strategy or implementation plan.

#### **6. Project Narrative**

Describe your program or project in detail, including what objectives would be accomplished. Include appropriate statistics, if applicable. Relate any potential benefits including cost savings, decrease in crime activity, or other relevant details.

### **Application Review and Award Criteria**

The application will be reviewed by DOJ staff, and, upon approval, award documents will be sent to the project director for signature. All final funding decisions will be made by the Attorney General.

### **Post-Award Special Conditions/Reporting Requirements**

If you are awarded funds under this announcement, you will be required to provide regular progress reports. The schedule for your reports will be included in your grant award materials. At that time, please review all of your grant award special conditions and Egrants reporting requirements.

### **Additional Resources**

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

- 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.

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