

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

Wisconsin Office of Justice Assistance  
1 S. Pinckney Street, Suite 600  
Madison, WI 53702

Jim Doyle  
*Governor*

David Steingraber  
*Executive Director*

*Justice Assistance Grant (JAG) Program*  
**Smaller Police Agency Crime Initiative**  
**2008**

**Grant Announcement**

**Applications must be submitted through  
Egrants on or before June 25, 2008**



## Important Contact Information for this Grant Opportunity:

Program Name: Jerry Jansen (608) 261-6620 or  
jerry.jansen@wisconsin.gov

Budget/Fiscal: Matt Raymer (608) 261-4374 or  
matt.raymer@wisconsin.gov

Egrants Assistance: Weekdays, 8am – 4:30pm  
Email: [OJAEgrants@wi.gov](mailto:OJAEgrants@wi.gov)  
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 Apply for a Grant page of our website: [www.oja.wi.gov](http://www.oja.wi.gov).

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:** JAG Smaller Police Agency Crime Initiative 2008

**Description:** This fund announcement will provide one-time grants of up to \$10,000 to enhance a smaller police agency's capacity for crime prevention and detection that will be sustainable and measureable in some fashion.

**Opportunity Category:** Competitive

**Important Dates:**

- June 25, 2008 Deadline to submit applications via Egrants.
- July 2008 Grants screened and recommendations to OJA Executive Director
- July 2008 Grant awards announced
- Aug 1, 2008 Earliest starting date for approved projects
- July 31, 2009 Last day of project period (grant funds expended)

**Anticipated Funding Amount:** \$475,212. We anticipate about 100 applications, up to the maximum one-time grant amount of \$10,000.

**Match/Cost Sharing Requirement:** None

**Eligibility:** The intent of this grant is to provide one-time grant funding to Wisconsin's smaller law enforcement agencies. Therefore, priority will be given to police agencies with five to 15 full-time sworn law enforcement officers, and to agencies serving municipalities with populations of fewer than 10,000 residents.

**Eligible Expenses:** All expenses must be new and cannot replace existing government funding. Funding may be used for equipment, software, approved consultants, ancillary supplies, training expenses, and training wages.

## ***JAG Smaller Police Agency Crime Initiative 2008***

The Wisconsin Office of Justice Assistance (OJA) provides financial and technical assistance to public safety, first response and emergency management agencies throughout the state. As the State Administering Agency for state and federal criminal justice and homeland security grant funds, OJA 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**

Through this grant announcement, OJA is seeking applications for projects geared toward enhancing the ability of smaller law enforcement agencies to meet their mission of preventing or detecting criminal activity. The approved uses for this one-time grant are intentionally broad to allow for individual jurisdictions to meet the specific needs of their communities.

Although there is currently no continuing (multi-year) funding for this program, it is hoped that grant requests will demonstrate how this one-time grant will enhance police agencies' abilities into the future. For example, it may be easier to communicate the longevity of equipment, hardware, or software than it would for a program where the grant was used to fund overtime. Although overtime wages for a project may be considered, the competitiveness of this grant may exclude those types of requests in favor of more durable programs.

It is also the intent of this grant to preclude most funding for drug enforcement programs. While clearly important, drug enforcement programs are already funded through OJA in other ways. Most agencies can benefit from an alliance with their respective drug task force to get needed drug education and enforcement measures.

Further, it is the intent to provide funding to smaller police agencies that often do not qualify for many other grant opportunities. Although open to most other agencies that did not receive a direct JAG grant, priority will be given to agencies with between five and 15 full-time sworn officers, and to those agencies serving municipalities with fewer than 10,000 residents.

A grant request will require justification, which should include how the funds would benefit the community and how the funds would specifically deter or better apprehend criminals. A program or piece of equipment that will allow officers more time on the road, or will directly augment an agency's current efforts at deterrence or apprehension will be looked on more favorably. Use of a department's statistics on calls for service, how many specific incidents there were that could be related to the purpose of the grant, and other verifiable information will enhance the grants chances for approval. In other words, grant writers must succinctly state the problem or issue, and then state clearly how this grant would help resolve the issue.

Finally, in an effort to allow for departments to tailor any program to their municipality, we have chosen to not restrict the possibilities for this grant, other than what is set forth above. It will be the goal of OJA to select those grant proposals that best fit into the strategy of deterring crime and building safer communities. This should allow applicants wider latitude in their proposals as long as they can reasonably articulate how the proposal would meet the broad strategy.

## Award Information

Project funding will be provided from the federal Byrne Justice Assistance Grant (JAG) program. Only municipalities and counties that did not benefit from a formula-based Direct Grant are eligible to apply for this grant. The approximate amount available for this grant is \$475,212. We anticipate around 100 agencies will apply for this one-time grant of up to \$10,000. Unless there is a demonstrated hardship for the municipality to fund costs upfront, the grant expenditures will be reimbursed when spending is documented and submitted to OJA. This is no match of any kind required.

## Submit Applications via Egrants

Applications must be submitted through the OJA Egrants online grants management system. If you have never used Egrants before, you will need to register online at [www.oja.wi.gov](http://www.oja.wi.gov) to receive access to the system. This can take several business days so please register at least 3 business days before the application due date.

Once your Egrants account has been approved, you may begin your online grant application. An Egrants Application Guide is posted on the OJA website (Apply for a Grant page). If you have any problems using Egrants, please contact our help desk at [OJAEgrants@wi.gov](mailto:OJAEgrants@wi.gov) or call us at (608) 267-9068 or toll free at (888) 894-6607 any weekday between 8am and 4:30pm.

## Application Components

Through Egrants, you will provide OJA 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 Jerry Jansen at [jerry.jansen@wisconsin.gov](mailto:jerry.jansen@wisconsin.gov) or (608) 261-6620.

### 1. Main Summary

This is the first page you will complete in your online application. You must complete this section before any other sections will be enabled. 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 manager will be overseeing project operations.

### 2. Approval Checklist

Answer Yes or No to each question

### 3. Budget Detail

Expenditure categories below should be self-explanatory. This grant will generally not pay wages, overtime, and benefits, EXCEPT where there may be a need for minimal training on new programs or equipment. Therefore, the *Personnel* and *Employee Benefits* categories are listed but will seldom be used. Please show any calculations used to arrive at the amount listed in any category (e.g., do not list \$5000 for cameras. Instead, list 5 XYZ cameras @ \$999 \$4995.)

Personnel: Salary for non-contract grant-funded employees (includes overtime).

Employee Benefits: Fringe benefits for grant-funded personnel including items like FICA, Unemployment Compensation, Health Insurance, etc.

Travel/Training: Any travel and/or training costs associated with the funded project.  
Examples: Mileage Reimbursement, Lodging, Airfare, Meals

Equipment: Tangible non-expendable property having a useful life of more than one year.

Supplies and Other Operating Expenses: Consumables such as paper, stationary, postage, office software and equipment.

Consultants/Contractual: Consultants are individuals who provide professional advice or services. Contracts are entered into by recipients. With the exception of a few justified sole source situations, contracts are awarded via competitive processes to procure a good or service. Examples: Consultant, Trainer

Other: Items that don't fit into specific categories. Examples: Indirect, Confidential Funds

#### **4. 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 quarterly reporting rather than through this funding application process.

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

Describe your budget expenditures in narrative form, explaining how you arrived at the amounts listed. Please be thorough and descriptive. Every line item must be explained and computations must be provided, where applicable.

#### **6. Agency Profile**

Briefly describe your agency in terms of population served, number of staff (Sworn/Non-sworn), whether there is normally 24/7 coverage, and any other relevant details.

#### **7. Project Narrative**

Describe your program or project in detail, including what objectives would be accomplished. Include appropriate statistics, if applicable. Describe how your department staff will use or otherwise put in place this project or program. Relate any potential benefits including cost savings, decrease in crime activity, or other relevant details.

#### **8. Problem Description**

Describe the problem or issue that this grant will serve to solve or diminish.

#### **9. Implementation Plan**

Describe the steps needed to implement this plan to address the problem or issue.

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

All applications submitted by the June 25, 2008 deadline will be screened for basic criteria. All compliant grants will then be reviewed and ranked by an Advisory Group of law enforcement executives convened for that purpose. Applications will be divided into acceptable and not acceptable. Acceptable grants will be in rank order of recommendations for funding. Once ranked, the applications will be submitted to the OJA Executive Director for further comment and review. Depending on resources, grants will be funded in the final ranked order until grant funds are exhausted, or until all acceptable grants are funded. Availability of funds is no guarantee of approval. Each grant must satisfy basic criteria set out above. Grants reviewers may suggest amendments to applications and/or may recommend funding for a less amount. Grant applicants will be contacted if more input is needed.

Priority will be given to grant applications from law enforcement agencies with between five and 15 sworn, full-time officers as well as to agencies serving municipalities with populations of fewer than 10,000 residents.

## Additional Resources

- Office of Justice Assistance website: <http://www.oja.wi.gov>
- A helpful [Egrants User Guide](#) is posted on the Apply for a Grant page of the OJA website. It includes registration through grant award instructions.
- 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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