

The background of the page is a faded, light-colored 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 horizontal, wavy bands in red and white, resembling the stripes 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  
**Drug Task Forces (CY2009)**

**Grant Announcement**

**Applications must be submitted through  
Egrants on or before *November 20, 2008***



## Important Contact Information for this Grant Opportunity:

Program: Rich Cowan (608)266-0127 or  
[rich.cowan@wisconsin.gov](mailto:rich.cowan@wisconsin.gov)

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

Egrants Assistance: Email: [OJAEgrantsSupport@wi.gov](mailto:OJAEgrantsSupport@wi.gov) or call  
(608) 267- 9068 weekdays, 8am – 4:30pm  
Outside the (608) area code: (888) 894-6607

Please note that the Egrants Application Guide may help you to resolve the problem you are experiencing. You can find this guide 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 Byrne JAG

**Grant Title:** JAG Drug Task Forces (CY2009)

**Description:** Funding will be used to support integrated task forces and task force efforts and programs to integrate federal, state and local drug enforcement agencies and prosecutors for the purpose of enhancing interagency coordination and intelligence sharing targeting drug, gun and associated crime investigations.

**Opportunity Category:** Non-competitive – by invitation

**Important Dates:** Applications must be submitted through Egrants on or before November 20, 2008, 4:30pm.

- January 1, 2009: starting date for proposed projects;
- May 15, 2009: Updated Comprehensive Threat Assessments are due at OJA;
- Other dates as specified in the General Policies and Procedures.

**Anticipated Funding Amount:** Approximately \$936 thousand will be allocated to no more than 18 multi-jurisdictional drug task forces for CY2009. Federal funding is to be applied for by each respective drug task force; and, awards from this funding are limited to the amounts specified in Attachment A.

**Eligibility:** Only drug task forces funded in CY2008, and those completing the Comprehensive Threat Assessment for 2008 are eligible to apply.

**Match/Cost Sharing Requirement:** None.

**Eligible Expenses:** All expenses must be new and cannot replace existing government funding. Funding may be used for personnel, supplies, equipment, travel, contractual & consultants. (Please refer to the General Policies and Procedures for additional information.)

## CY2009 Drug Task Force JAG

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 Authority 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 under the Justice Assistance Grant for the Drug Task Forces in Wisconsin for the purpose of enhancing interagency coordination and intelligence, and facilitating multi-jurisdictional investigations focusing on gangs, drug and firearms laws and associated crimes.

### Award Information

The source of funding is the Byrne Memorial Justice Assistance Grant. The total award is approximately \$936,000. Funding will be made available to 18 drug task forces within the State as detailed in Attachment A. There is no match requirement. The grant period will be January 1, 2009 – December 31, 2009. Funding will be distributed on a reimbursement basis.

### 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 10 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 [OJAEgrantsSupport@wi.gov](mailto:OJAEgrantsSupport@wi.gov) or call us at (608) 267-9068 any weekday between 8am and 4:30pm. Outside the (608) area code: (888) 894-6607.

### Eligible Expenses

Allowable expenses include personnel salaries and fringe benefits, overtime, travel and training costs, equipment, supplies, confidential funds and contractual expenses.

### Application Components

Through Egrants, you will provide OJA with detailed information about your project that will be used to make funding decisions. In addition to general information about your agency (main summary section), the following additional sections must be completed in your online application. Questions on what is expected in each section can be directed to Rich Cowan at (608) 266-0127 or [Rich.Cowan@wisconsin.gov](mailto:Rich.Cowan@wisconsin.gov).

**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. Budget Detail**

Please input budget information into the relevant categories. Please include computation of each budget item.

**3. Approval Checklist**

Answer Yes or No to each question.

**4. Performance Measures**

The 'Performance Measures' section is used at the application stage to set 'targets' for your project. For example, under a measure such as '**Number of offenders prosecuted,**' you should enter your target for the total number of total number of offenders that will be prosecuted as a result of the grant program. After a grant is awarded, progress towards these targets is then reported on by the grantee. If a Performance Measure does not apply to your program, just put a '0' in the Target box.

**5. Executive Summary**

Briefly describe what your project will do to affect the crime problem in your jurisdiction, and why funding is needed. This portion of the grant application may be used for press releases and reports to the federal government. Please be clear and concise. (1-2 paragraphs)

**6. Problem Description**

Clearly and concisely identify and define the drug and related problems in your area, and what has been done to date to combat the problems. State the need for the project and include any relevant supporting data (including risk factors, community need data, trends, etc...).

**7. Project Narrative**

Please clearly and concisely describe your proposed project.

**8. Proposed Approach:**

Describe your proposed strategy and how it will address the drug and related problems listed in the "Problem Description Section".

**9. Goals and Objectives**

List goals and objectives of the proposed project and attach the "Goals and Objectives" document to your application.

## **10. Organizational Structure and Resources**

Please complete and attach the Organizational Structure and Resources document.

## **11. Budget Narrative**

Please describe each budget item and its relation to the overall strategy or implementation plan.

## **Application Review and Award Criteria**

Once applications are submitted and approved, awards will be made.

## **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 8:00 a.m. and 4:30 p.m.
  - Email: OJAEgrants@wi.gov
  - Local calls: (608) 267-9068
  - Outside the (608) area code: (888) 894-6607

## GENERAL POLICIES AND PROCEDURES

### Governing the Awarding and Administration of Calendar Year (CY) 2009 Projects

#### 1. Available Formula Grant Funding

The Federal Fiscal Year 2008 (FFY '08) Justice Assistance Grant award to the State of Wisconsin will continue to allow funding for local drug enforcement Task Forces on a calendar year basis. As a result, the grant awards made during this application process are intended to provide support for Task Force operations for calendar year 2009. If a Task Force does not use its awarded funds in a calendar year, the funds remaining will be de-obligated and reallocated through subsequent grant awards.

##### A. Task Force Funds

For CY'09 a base allocation of approximately \$410 thousand (federal funds) is available for distribution to drug enforcement Task Forces according to the procedure explained in Section 2 below. These funds are augmented by a carry-over of approximately \$525 thousand (federal funds) from CY'08. Total funding available for drug task forces for CY'09 totals approximately \$935 thousand (federal funds). Grant award amounts for each task force for CY '09 will be limited to the amounts identified in Attachment A.

##### B. Demonstration/Model Project Funds

Generally, funds for Demonstration/Model Projects plus any prior calendar year turn-back monies may be available (amount to be determined) to promote projects that support additional or more comprehensive drug enforcement efforts; or, the implementation of the state-wide case management system (ACISS). Grant awards from the Demonstration Project Fund would be available to units of local government for other designated program areas. If sufficient funds were available, monies from this Demonstration/Model Project Fund could also be used during the review/selection process for CY 2009 to make supplementary awards to Task Force applicants for specific innovative program components and/or to meet exceptional needs, as described in section 2A below. Grant awards from any amount remaining in the Demonstration Project Fund, after the Task Force award process is complete would be made through a separate application process. Demonstration/Model projects, when funding is available, would usually be eligible for a maximum of two one-year grant awards that need not coincide with a calendar year funding cycle. Applicants receiving grant awards will be required to comply with all reporting and evaluation requirements. No Demonstration/Model Project Funds are projected to be available for CY'09.

#### 2. Distribution of Funds

For awarding CY' 09 drug enforcement funds, consideration was given to prior awards. Only those Task Forces that completed the 2008 Comprehensive Threat Assessment are eligible for funding for CY '09.

##### A. Funding Allocation

The amount shown on Attachment A represents each Task Force's projected federal funding allocation for CY 2009 funds. Please do not exceed the amount indicated for the respective Task Force in Attachment A when preparing the federal portion of the CY 2009 budget for this application.

### Funding Recommendations

OJA may recommend below the CY 2009 amount, as shown in Attachment A, for any Task Force based on the Task Force's performance on the criteria outlined below:

### Grant Application

Were all items on the grant application answered thoroughly?

Was the application comprehensive (County Sheriff and P.D. of largest municipality)?

Are the goals and objectives measurable?

Is the Narrative Proposal complete?

Were efforts made to address the problem stated in the narrative proposal?

Is the implementation plan feasible (i.e. can the plan be implemented)?

Are all signature pages included?

Are all requirements met?

Are past effort cases included (Cases of greatest significance should be reported)?

Does the application reflect the impact of cases reported on community (i.e. links to the threats identified in the Task Force's Threat Assessment)?

The level of offender(s) apprehended.

Dangerousness of the drugs involved.

Were cases reported to OJA (all past effort cases should have been submitted via the drug web-site in accordance with quarterly reporting)?

### Grant Reporting Requirements and Reports

Progress Reports (Please note that JAG requires the submission of both Semi-annual and Annual Reports.)

Were the reports turned in on time?

Are the stated goals and objectives being met?

Is the project being implemented as stated in the grant application?

Is the Task Force making efforts to coordinate efforts among other agencies?

What is the overall quality of the report?

Quarterly Drug Data Reports

Was the data submitted on time?

What was the percentage of D/C arrests in comparison to overall percentage for all Task Forces?

Financial Reports

Were the reports turned in on time?

Were the reports accurate and complete?

UCR Reporting

Monitors/Site Visits

Did the site visit reveal sustained success or improvements?

Were follow-up visits required?

Did the Task Force reveal a positive working relationship with other agencies?

Is the Task Force involved in prevention and educational services/trainings?

Overall quality of information obtained through site visit (i.e. was the information provided effective and useful in evaluating the success(s) of the Task Force?

Does the Task Force function as a true Task Force (i.e. all agencies contribute manpower and work together, there is a true commander who has supervisory control, activities/investigations are coordinated between all participating agencies, etc)?

## Grant Adjustments

Were there more than two grant adjustments for the calendar year 2008?

## Other Considerations

An application that is not complete or comprehensive (see Part B below);

Past performance assessed as below average or below acceptable standards (see Part C below);

Past difficulties in meeting grant award conditions and reporting requirements.

## Funding Recommendations for Performance

OJA may recommend additional funding for any Task Force based on the Task Force's performance on the criteria outlined below:

### A. Exceptional Performance Indicators

Number of assists

Prevention and/or educational services and trainings

Other activities and programs in which the Task Force is involved in

Volume of drug cases

Past Effort Cases

Number of suspects investigated

Number of suspects arrested

Seizure amount

Level of offender(s)

Impact of case on community

Level of coordination with other federal, state and local law enforcement

Value of assets seized and forfeited

Dangerousness of the drugs involved

### B. Complete/Comprehensive Application

A complete application is one that adequately addresses all application requirements. A comprehensive application is one that includes the participation of at least the County Sheriff and the Police Department of the largest municipality in each county participating in the project. Projects with less than this level of participation will receive funding consideration, but may not receive an amount of funding at a level which would equal a comprehensive application funding level.

### C. Performance and Other Funding Level Considerations

While Task Force performance is difficult to define in absolute terms, general performance indicators include the volume of drug cases cleared, the seriousness of the cases in terms of the level of offender (user, street dealer, high level dealer, importer/manufacturer), the dangerousness of the drugs involved, and the value of assets seized and forfeited. Some of these indicators are represented in OJA Task Force performance reports.

### 3. Allowable Funding Categories and Guidelines

#### A. Funding Categories

Applications for CY' 09 funding must contain budgets within established ranges, and should include anticipated expenditures in any of the following budget line items:

- (1) Personnel
- (2) Travel
- (3) Equipment (any single item costing \$5,000 or more)
- (4) Supplies and Operating Expenses (any single item costing less than \$5,000, including reasonable maintenance and repair of forfeited vehicles, with prior OJA approval)
- (5) Contractual
  - Office space (for housing the program)
  - Vehicles (e.g. leasing, maintenance and repair, with prior OJA approval)
  - Aircraft
  - Dogs
  - Facilities (for undercover work in sting or "scam" operations)
  - All costs associated with facility rental, e.g. electric/gas, telephone, and related costs.
- (6) Confidential Funds (When using the e-grants system, please identify "Confidential Funds" within the category "Other".)

#### B. Funding Guidelines

The following guidelines must be followed when funding is requested:

- (1) Apartment Rental - Applicants requesting funds for apartment rental must provide a written assurance that a rented apartment supported with Federal/State Byrne-JAG funds, will be used only for the following reasons:
  - a. The short-term residency for undercover personnel who are not residents of the county in which the apartment is rented. Generally, short-term is defined as 30-60 days. However, an extension of this period may be granted if personnel maintain a permanent residence in another county or state.
  - b. The apartment doubles as a residency and as a front for "sting" drug transactions.
  - c. The apartment serves exclusively as a front for "sting" operations.
- (2) Office Rental - Requests for office rental and related costs must be shared on a 50% basis; that is, 50% of such costs be paid with Federal funds and the remaining 50% be paid with available forfeitures or tax stamp revenues or other sources of funds. To meet the Task Force's 50% share, all cash (including tax stamp revenues and other related sources) and forfeitures converted to cash, will first be applied toward the Task Force's share of rental and related costs (utilities) until such time that the 50% commitment is fulfilled. Should a Task Force not generate sufficient funds to meet its commitment, OJA will consider a necessary adjustment in the overall approved budget to meet the shortfall. Task Force Project Directors may propose an alternative use of their 50% contribution to augment other Commission/OJA - approved drug enforcement activities. Prior to requesting office rental funding, refer to certified assurance #3 (supplanting) for additional information.

### C. Grant Adjustments

- (1) Any request to transfer funds from one budget category to another must be approved by OJA prior to the transfer via a grant adjustment request.
- (2) All grant adjustment requests for local projects funded on a calendar year basis must be submitted to OJA no later than November 15th for the current year's grant.

### **4. Wisconsin Drug Enforcement Task Forces**

Funding will be awarded for drug enforcement Task Forces as described below.

A. A Task Force unit is defined as two or more counties' law enforcement agencies combining into one group for the purpose of achieving maximum impact on drug enforcement activities or several local law enforcement and related agencies within a single county combining for the purpose of achieving maximum impact on drug enforcement activities.

B. Grant applications for Task Forces must contain a letter of intent, signed by the head of each participating agency, indicating their intent to participate and their understanding that they will have to sign a written agreement concerning the group's activities.

C. Grant applications must designate a lead agency that will serve as the applicant on behalf of itself (if the applicant agency plans to participate) and other participating agencies. The applicant agency will be held accountable for complying with all requirements, general and special conditions and all certified assurances.

D. Prior to release of funds, a formal Written Agreement for CY 2009 (with original signatures) involving the Task Force operations must be submitted to OJA. Each number listed below (1-17) must correspond to the number listed in the formal Written Agency Agreement. This must be signed by the chief administrator of each participating agency and must include, but is not limited to, the following information and assurances:

- (1) Designation of the Lead Agency;
- (2) Assurance that a Task Force Oversight Board is or will be established, which will meet periodically and provide operational direction to the Task Force;
- (3) A statement of function, or mission, of the Task Force;
- (4) Method of payment of salaries and benefits to Task Force members;
- (5) The Task Force chain of command;
- (6) Plans for training of personnel;
- (7) Method of payment of expenses for items such as: personnel, overtime, motor vehicles, etc.;
- (8) Method of conducting investigations in various jurisdictions;
- (9) Assurance that any items of equipment purchased with grant funds will be shared equally by all participating agencies and an indication of how such equipment would be distributed and made available;
- (10) Assurance that each party required to submit uniform crime reports or other data to OJA will do so in a timely manner;
- (11) Assurance that one of the participating agencies will become a member of the Mid-States Organized Crime Information Center (MOCIC);

- (12) Assurance of compliance with OJA's Confidential Fund and Use of Program Income Generated by Seizures and Forfeiture guidelines;
- (13) Assurance that applicant will provide OJA, whenever applicable, within 30 days from the date of conviction, the certified records of aliens who have been convicted of violating the criminal laws of the state;
- (14) Assurance that program income generated from the sale of seized and forfeited assets (personal or real property) or from seized and forfeited money resulting from Task Force activities will remain within the Task Force for allowable program purposes (waiver of this provision is possible in unusual circumstances);
- (15) Assurance that all equipment purchased with OJA grant funds will remain within the Task Force;
- (16) Assurance that the Task Force project director has read, understands, and agrees to abide by all of the conditions for confidential funds and/or program income as set forth in the Office of Justice Assistance (OJA) Control and Use of Confidential Funds manual and the Guidelines for Use of Program Income Generated by Seizures and Forfeitures manual.

[Each project and member agency authorized to disburse confidential funds must develop and follow internal procedures which incorporate the procedures as outlined in the OJA Control and Use of Confidential Funds manual. Deviations from these elements must receive prior approval. Each project must report program income (and subsequent program income expenditures) generated as a result of asset seizures and forfeitures to the OJA in accordance with the criteria outlined in the Guidelines for Use of Program Income Generated by Seizures and Forfeitures manual.]

- (17) Any other provisions that ensure cooperation and effective coordination.
- E. Prior to release of funding all agencies participating under a grant, a contractor under a cooperative agreement, and a subcontractor under a contract, who request or receives Federal funds exceeding \$100,000, shall agree to file a written declaration of lobbying activities in accordance with Federal requirements.

## **5. Task Force Program Income**

Program income generated from the sale of seized and forfeited assets (personal or real property) or from seized and forfeited money resulting from Task Force activities must remain within the Task Force for allowable program purposes.

## **6. Personnel**

- A. The hiring of additional personnel, either full-time/part-time or for primary support is allowed for increased efforts in drug enforcement.
- B. All requests for personnel must clearly demonstrate that such hirings are directly related to a program goal or objective and those hired will work on the project's activities.
- C. Funds for overtime pay may be allowed if requests clearly demonstrate cost-effectiveness and the applicant successfully completes the Overtime Request for Task Force Position(s) Consultation Form.

- D. All Task Forces are encouraged to secure the services of a full-time coordinator who is responsible for case management of all activities. The coordinator should be assigned full-time to the Task Force.

### **7. Task Force Organization**

Each Task Force is encouraged to secure the services and assistance of the District Attorney of each county within its jurisdiction as a member and an active participant on the Oversight Board.

### **8. Travel**

Funds (reasonable costs) may be used under the travel category for a forfeited or contracted undercover vehicle only. For additional travel guidelines, please refer to the policy #13: Training.

### **9. Equipment Purchases**

- A. Equipment is defined as any single item costing \$5,000 or more. Purchase of equipment and related supplies is allowed, provided that all requests include documentation that purchase of the equipment:
- (1) Must enhance and/or further a surveillance, detection, or investigatory purpose;
  - (2) Will significantly aid in achieving the project's goals and objectives (A statement of how each piece of requested equipment will do so must be included.);
  - (3) Will result in an expanded service or program (e.g., more arrests);
  - (4) Is a priority activity in the overall program and the utilization of such equipment is an effective way of achieving the project's goals and objectives;
  - (5) Represent the lowest cost available;
  - (6) Must contain an assurance that the requesting agency has the capability to adequately monitor and maintain all equipment; and
  - (7) To be utilized in a Task Force activity, must contain an assurance that such equipment will be equally accessible for use by all participating agencies.
- B. Although equipment purchases are allowed, each Task Force must attempt to secure furniture from local, state and/or federal surplus property programs prior to procuring new furniture.
- C. Funds for computer software are allowed if such software is clearly related to a drug software program or Task Force administration activities.
- D. Funds for computer hardware are allowed if such equipment is clearly related to a drug enforcement program and if such requests demonstrate collaboration with other agencies (Task Forces) with information-sharing organizations such as the

Mid-States Organized Crime Information Center (MOCIC), Wisconsin Department of Justice, and State, Federal, and local prosecution. (NOTE: The intent is for all three criteria to be present before consideration would be given to funding hardware.)

- E. Funds are not allowed for the purchase of mainframe computers and/or accessories.
- F. Funds are not allowed for the purchase of vehicles.
- G. Equipment purchased with OJA grant funds must remain within the Task Force.

#### **10. Supplies and Operating Expenses**

Supplies and operating expenses are defined as any single item costing less than \$5,000. Although basic supplies and operating expenses are allowed, Task Forces requesting various office furniture items must attempt to secure this furniture from local, state and/or federal surplus property programs prior to procuring new furniture.

Reasonable repair/maintenance costs associated with undercover forfeited vehicles are allowable. Electric/gas and monthly telephone service costs associated with a donated (no cost to grant funds) apartment are also allowable.

#### **11. Match Requirement**

There are no local and/or state match requirements for Justice Assistance Grant funding for programs in CY 2009. Although no state match is required, Task Forces may receive "Penalty Assessment" funding from the Wisconsin Department of Justice (DOJ). These "Penalty Assessment" funds must be identified and included within the allowable program purpose areas of the grant budget for CY '09. This inclusion must occur either at the time the application is submitted; or, be added to the application by the recipient Task Force lead agency via submission of an amended budget as soon as practicable (but not more than 30 days) after any Penalty Assessment award is announced to the Task Force by DOJ.

#### **13. Training**

- A. Regional and statewide training conferences may be coordinated by OJA for: the development and operation of Task Forces; training of prosecutors in prosecution of major drug cases, particularly conspiracy and forfeiture cases; and training of judges on how to more effectively adjudicate major drug conspiracy and forfeiture cases.
- B. Funds may be expended for out-of-state training, subject to OJA prior notice and approval.
- C. All non-clerical personnel positions funded with Byrne Justice Assistance Grant funds who will be involved with drug enforcement operations/investigations must

have at least 24 hours in training on basic investigative techniques. Such training must be acquired within the first six months of the grant period through the specialized training program of the Training and Standards Bureau, Wisconsin Department of Justice, or through an approved certified program.

- D. Prior to release of funds, applicant or Lead Agencies must submit to OJA a list of all funded non-clerical personnel who are candidates for such training.

#### **14. Statewide Program Monitoring and Evaluation**

While each project is expected to gather and maintain basic information for internal monitoring and evaluation purposes, OJA will monitor all projects and conduct a comprehensive evaluation of the statewide Byrne Justice Assistance Grant Program in accordance with guidelines established by the National Institute of Justice, in consultation with the Federal Bureau of Justice Assistance. For these processes, OJA will require the submission of basic statistical data by all projects and may require additional project performance data from all or some projects. All statistical data on the arrests of drug offenders must be provided in accordance with the arrest definition as follows:

An arrest is the taking, seizing or detaining of the person by another, either by touching or putting hands on him, or by any act which indicates an intention to take him into custody and subjects the person arrested to the actual control and will of the person making the arrest. The seizure must be for the purpose of taking the arrestee before a magistrate to answer for a crime. *Peloquin v. Hibner*, 231 Wis. 77 (1939).

In other words, the arrest must entail the physical custody and control of the arrestee, and at the time of the arrest there must be intent to pursue charges against the arrestee. The Office of Justice Assistance recognizes that after the initial arrest a suspect may elect to cooperate with law enforcement and a prosecution may then not be pursued. However, for our reporting purposes, an arrest has still occurred. The issuance of a complaint alone is not an arrest, although the later physical apprehension on a warrant or voluntary appearance before the court would be.

#### **15. Consultants**

No funds are allowed for consultants.

#### **16. Equal Employment Opportunity Plan (EEOP)**

Federal guidelines prohibit OJA from obligating or expending any funds for any recipient organization having 50 or more employees which would receive an amount of \$500,000 or more (or \$1,000,000 in an 18-month period) until the recipient submits to OJA, for review and approval by the Office of Justice Program's Office for Civil Rights, a copy of the prospective recipient's EEOP.

#### **17. Time Period for Satisfying General/Special Conditions**

Within 30 days after acceptance of the grant award, grant recipients must submit satisfactory information for retiring all general and/or special conditions.

**18. Reporting Requirements**

- A. Quarterly Financial Reports: Financial Reports (including Program Income Generated by Seizures and Forfeitures Report, Program Income Expenditure Report, Reconciliation of Confidential Funds, and Confidential Fund Expenditure Report) are required and must be submitted as follows: March 12, June 12, September 12, and December 12. The G-4 Fiscal Termination Report is due no later than February 28, 2009 for grants awarded for CY2008.
- B. Quarterly Arrest Reports: Drug offense arrest activity by the Task Force must be reported at least quarterly through OJA's Drug Database Web Application or through batch data submissions in the specified format. Complete submissions for each calendar quarter must be received by April 12, July 12, October 12, and January 12.
- C. Progress Reports: Narrative Progress Reports are required on a semi-annual and annual basis; and, must be submitted as follows: July 15, 2009 and January 12, 2010 (January 1, 2009 – June 30, 2009 and July 1, 2009 – December 31, 2009). Updated Comprehensive Threat Assessments are due at OJA on May 15<sup>th</sup> of each year.
- D. Uniform Crime Reporting: Although an application may be recommended for approval by OJA and subsequently awarded by the Governor, Byrne Justice Assistance Grant funds will not be released to any law enforcement agency or Task Force unit that is found to be delinquent in the submission of monthly Uniform Crime Reports (UCR). This policy applies to those law enforcement agencies required by State law, as direct providers, to submit such reports by the 12th of each month. Temporary waiver of this requirement may be granted upon written request of the agency.
- E. Annual and Other Reports: Projects may be required to provide reports or evaluations on request from OJA or the Federal Bureau of Justice Assistance. It is the responsibility of grant recipients to update, and keep current with OJA, all contact information for individuals involved with the administration of the project.

**19. Federally-Imposed Prohibitions**

Federal guidelines prohibit the use of Byrne Justice Assistance Grant funds for: land acquisition; construction; fundraising; lobbying; entertainment costs; supplanting; hiring personnel and/or for buying equipment without the development and implementation of an actual program.

**20. Suspension of Funding/Termination of Grant Funds**

OJA reserves the right to suspend or terminate grant funds of any sub-grantee that fails to conform to the requirements (Special/General Conditions and General Operating Policies) or of any sub-grantee that fails to comply substantially with the terms and conditions of its grant award.

**21. Denial of Sub-grant Applications - Applicants' Appeal Procedure**

Any formal action taken denying an application is subject to an appeals procedure. OJA will notify an applicant within ten (10) work days of the action taken denying an application. The letter will include detailed procedures for appeal of the decision.

**ATTACHMENT A**  
**PROJECTED FEDERAL FUNDS AMOUNT**  
**BY TASK FORCE - CY '09**

The value in the right column represents each Task Force's projected CY'09 federal funding allocation and is provided solely for informational purposes. However, please use the projected amount for CY'09 in the preparation of the budget for this application process. Federal funding for CY'09 is approximately \$936 thousand. The State 'match' is approximately \$698,125; and, will be paid directly to your agency by the Wisconsin Department of Justice. Please include the State 'match' in the application budget for CY'09.

**Task Force**

	<i>Projected CY'09 Federal Amount</i>	<i>Projected CY'09 State Amount</i>
Brown County Drug Task Force	\$44,258	\$32,988
Dane County Narcotics and Drug Task Force	\$70,545	\$52,581
Northwest Area Crime Unit (Douglas, Ashland, Bayfield, Burnett, Iron, Sawyer, Washburn)	\$21,927	\$16,343
West Central Drug Task Force (Eau Claire, Buffalo, Chippewa, Clark, Dunn, Pepin)	\$37,701	\$28,100
South East Area Drug Operations Group (Jefferson, Dodge, Kenosha, Racine, Walworth)	\$113,007	\$84,230
West Central MEG Drug Task Force (La Crosse, Jackson, Monroe, Trempealeau, Vernon)	\$20,920	\$15,593
Manitowoc County Metro Drug Unit	\$13,202	\$9,840
Central Area Drug Enforcement Group (Marathon)	\$23,715	\$17,676
Milwaukee Metropolitan Drug Enforcement Group	\$289,926	\$216,097
North Central Drug Enforcement Group (Oneida, Forest, Langlade, Lincoln, Price, Taylor, Vilas)	\$27,356	\$20,390
Richland-Iowa-Grant Drug Task Force	\$12,183	\$9,081
Central Wisconsin Drug Task Force (Adams, Green Lake, Juneau, Marquette, Portage, Waupaca, Waushara, Wood)	\$48,729	\$36,320
NADGI Tribal (Lac du Flambeau)	\$34,155	\$25,458
Sheboygan County MEG Unit	\$12,866	\$9,590
St. Croix Valley Drug Task Force (St. Croix, Pierce, Polk)	\$30,134	\$22,460
Washington County Multi-Jurisdictional Drug Unit	\$17,180	\$12,805
Waukesha County Metropolitan Drug Enforcement Unit	\$47,731	\$35,577
Lake Winnebago Area MEG Unit (Calumet, Fond du Lac, Outagamie, Winnebago)	\$71,103	\$52,996
<b>Total</b>	<b>\$936,638</b>	<b>\$698,125</b>