

Recovery Act

Byrne/JAG Funding



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

Jim Doyle
Governor

David Steingraber
Executive Director

Criminal Justice

JAG Recovery Act - Smaller Police Agency Crime Initiative (2009)

Grant Announcement

**Applications must be submitted through
Egrants on or before *June 17, 2009***



Important Contact Information for this Grant Opportunity:

Program/Policy: 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
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.

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 Recovery Act - Smaller Police Agency Crime Initiative 2009

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 measurable in some fashion. This grant is made possible through the federal stimulus legislation known as the "Recovery Act".

Opportunity Category: Competitive

Important Dates:

June 17, 2009	Deadline to submit applications via Egrants
June 2009	Grants screened and recommendations to OJA Executive Director
July 17, 2009	Grant awards announced
August 1, 2009	Earliest starting date for approved projects
June 30, 2010	Last day of project period (grant funds expended)

Anticipated Funding Amount: A total of \$309,411 is available. We anticipate receiving about 100 applications for one-time grants not to exceed \$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 fewer than 15 full-time sworn law enforcement officers, and to agencies serving municipalities with populations of fewer than 10,000 residents. Municipalities and counties that are eligible for a 2009 JAG Direct grant will not be eligible to apply for this grant. The [list](#) of JAG Direct applicants can be found on the OJA website.

In addition, all applicant agencies must meet federal requirements for UCR/IBR reporting (Must have reported UCR activity in at least three of the last 10 years.)

NOTE: Agencies that have not been reporting UCR statistics may still apply for this grant if the agency can comply with UCR reporting requirements (e.g., reporting the last three years' activity) by the application deadline date.

Eligible 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, recoupment of monies provided under a grant, and civil and/or criminal penalties. See the OJP Financial Guide ([Part II, Chapter 3](#)) and the “OJP Recovery Act Additional Requirements” at www.ojp.usdoj.gov/recovery/solicitationrequirements.htm.

Funding may be used for equipment, software, approved consultants, ancillary supplies, and training expenses related to new equipment.

JAG Recovery Act - Smaller Police Agency Crime Initiative (2009)

On February 17, 2009, President Obama signed into law the landmark American Recovery and Reinvestment Act of 2009 (the "Recovery Act"). The stated purposes of the Recovery Act are: to preserve and create jobs and promote economic recovery; to assist those most impacted by the recession; to provide investments needed to increase economic efficiency by spurring technological advances in science and health; to invest in transportation, environmental protection, and other infrastructure that will provide long-term economic benefits; and to stabilize state and local government budgets, in order to minimize and avoid reductions in essential services and counterproductive state and local tax increases.

Edward Byrne Memorial Justice Assistance Grants (JAG) support all components of the criminal justice system, from multijurisdictional drug and gang task forces to crime prevention and domestic violence programs, courts, corrections, treatment, and justice information sharing initiatives. JAG funded projects may address crime through the provision of services directly to individuals and/or communities and by improving the effectiveness and efficiency of criminal justice systems, processes, and procedures.

This grant announcement provides information about a specific JAG Recovery Act 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 funding 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 were not eligible to receive a Direct JAG grant, priority will be given to agencies with fewer than 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, through a Grant Advisory Group comprising current and retired police chiefs and sheriffs, 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

Funds are being made available through the American Recovery and Reinvestment Act of 2009. Project funding will be provided from the federal Byrne Justice Assistance Grant (JAG) program that was set aside from the federal stimulus program. Only municipalities and counties that did not benefit from a formula-based Direct Grant are eligible to apply for this grant. The approximate total amount available for this grant is \$309,411. We anticipate around 100+ agencies will apply for this one-time grant of up to \$10,000. There is no match of any kind required.

Submit Applications Using Egrants

Applications must be submitted through the OJA Egrants online grants management system. If you have never used OJA 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 OJA Egrants and Commerce eGrants. Please take care to select **OJA Egrants** during this process.

Authorization to access Egrants can take several days depending on registration activity. The OJA 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 OJA website (Funding Opportunities page). If you have any problems using Egrants, please contact our help desk at OJAEgrants@wi.gov or call us at (608) 267-9068 or toll free at (888) 894-6607 during business hours.

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 or (608) 261-6620.

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 OJA website, cited in OJA 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 quarterly 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.

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 ABC cameras @ \$999 = \$4995.)

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.

Please note: Grant recipients must post all Wisconsin job openings created by Recovery Act-funded state contracts in the [Job Center of Wisconsin website](#). (Per state Executive Order #278)

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.

Travel/Training: Any travel and/or training costs associated with the funded project. Examples: mileage reimbursement, lodging, airfare, meals. Please note: All reimbursements will be made at current state-established rates.

Equipment: Tangible non-expendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.

Supplies and Other Operating Expenses: Includes consumables such as paper, stationary, postage, software and equipment with an acquisition cost of less than \$5,000 per unit.

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. Examples: Programmer, Trainer.

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

Note on Procurement: OJA requires any purchases/contracts to be made through the agencies' own local procurement procedures and regulations. Check with your own officials to see whether equipment or services requested in the grant need to be put out to bid or if a sole source can be used.

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. Describe how your budget relates to the overall program/project strategy or implementation plan.

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.

10. Required Attachments

[DUNS Number Reporting Form and CCR Registration](#)

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 dispersed. Follow the link to the template form, complete the form, save it to your computer and attach it to your Egrants application in this section. 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>.

Register with the CCR Database. The federal government requires that all grant recipients register with the Central Contractor Registration (CCR) database before any grant funds can be released by OJA. To register, go to <http://www.ccr.gov/>. You may also register by phone at (888) 227-2423. Please note: you must have a D-U-N-S number to start the registration. A CCR Frequently Asked Questions page is posted at <http://www.ccr.gov/faq.aspx#who> and a more detailed handbook is available at www.ccr.gov/handbook.asp). OJA will confirm your CCR registration prior to processing any grant award.

Application Review and Award Criteria

All applications submitted by the June 17, 2009 deadline will be screened for completeness and compliance with the instructions provided in this announcement. All compliant grants will then be reviewed and ranked by a Grant 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 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 grant applicants will be contacted if more input is needed.

Reporting Requirements

1. **OJA Progress Reports.** If you are awarded funds under this announcement, you will be required to provide OJA with quarterly progress and financial reports. The schedule for your reports will be included in your grant award materials.

In addition, new performance measures specific to the JAG Program have been developed by the federal Bureau of Justice Assistance (BJA). They are customized dependent on activity type with each purpose area. Grantees are not required to report on all programmatic measures; only those applicable to your grant. Applicants selected for grant awards will be required to report on these new measures on a quarterly basis in a new web-based Performance Measurement Tool (PMT) developed by BJA. The new JAG Performance Measures can be found at http://www.ojp.usdoj.gov/BJA/grant/JAG_Measures.pdf.

2. **Recovery Act Reporting.** The Recovery Act emphasizes accountability and transparency in the use of taxpayer dollars. In addition to any OJA progress reporting requirements, the Recovery Act requires that certain performance measurements be submitted throughout the grant period. If awarded a grant, recipients will be required to report progress in the following areas. Please note: the complete list of federal progress report measures are not yet finalized. Your grant awards documents will provide a complete list.

Recovery Act Objective	Performance Measures	Data to be reported every 3 months	Plain language explanation of what jobs are being funded
Preserving Jobs	Number of jobs saved (by type) due to Recovery Act funding.	<p>a) How many jobs were prevented from being eliminated with these Recovery Act funds during this reporting period?</p> <p>b) How many jobs that were eliminated within the last 12 months were reinstated with these Recovery Act funds?</p>	An unduplicated number of jobs that would have been eliminated if not for the Recovery Act funding during the 3-month period. Report this data for each position only once during the grant. Jobs reported can include full time, part time, contractual or other employment relationships.
Creating Jobs	Number of jobs created (by type) due to Recovery Act funding.	a) How many jobs were created with these Recovery Act funds during this reporting period?	

Award Conditions

If you are awarded a grant under a Recovery Act Solicitation, you must agree to comply with additional applicable requirements prior to receiving grant funding. These conditions will be included in your grant

award documents. For more information, please consult the [Additional Recovery Act Grant Requirements](#) document found on the OJA website.

Additional Resources

- U.S. Department of Justice Bureau of Justice Assistance: <http://www.ojp.usdoj.gov/BJA/>
- American Recovery and Reinvestment Act of 2009: <http://www.recovery.gov/>
- 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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