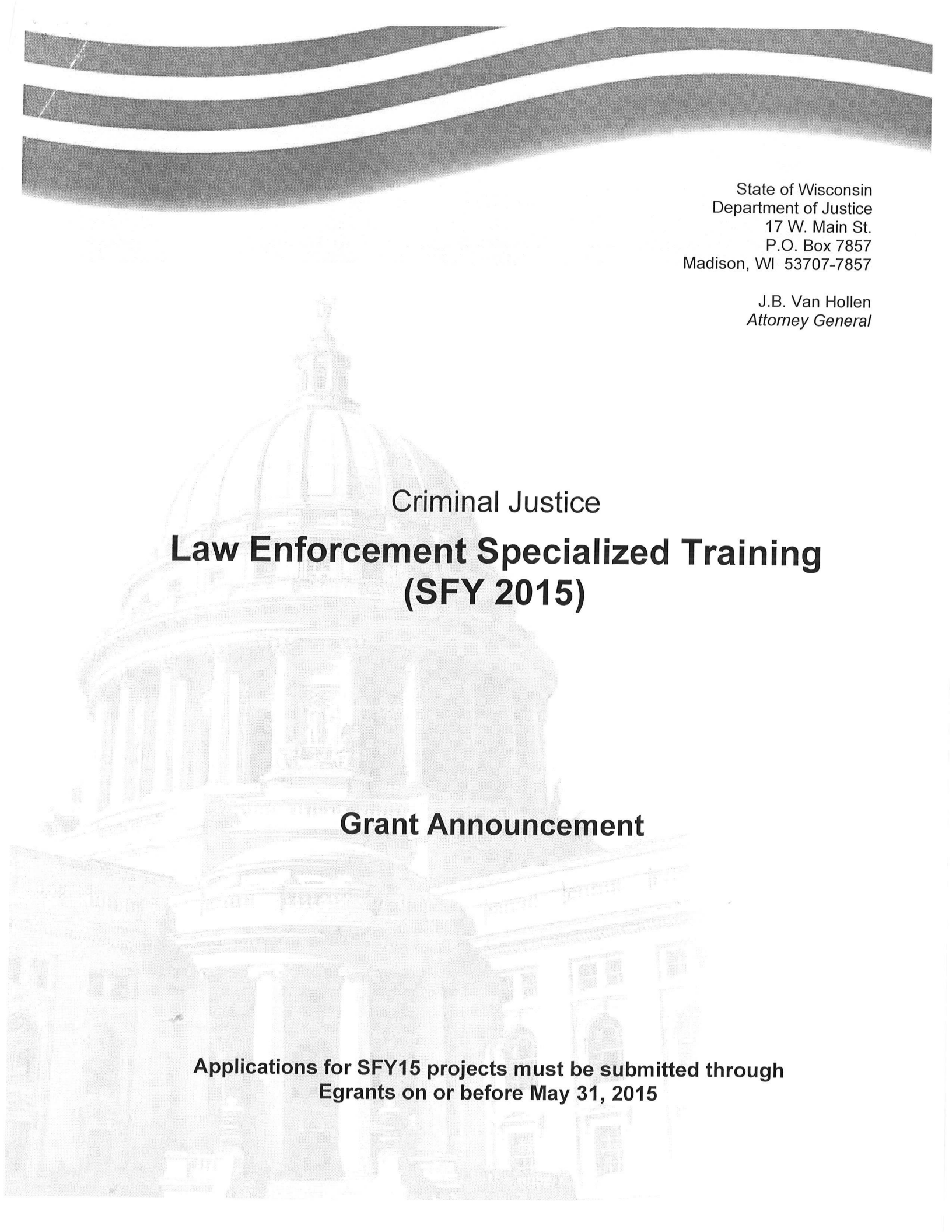


State of Wisconsin
Department of Justice
17 W. Main St.
P.O. Box 7857
Madison, WI 53707-7857

J.B. Van Hollen
Attorney General



Criminal Justice
**Law Enforcement Specialized Training
(SFY 2015)**

Grant Announcement

**Applications for SFY15 projects must be submitted through
Egrants on or before May 31, 2015**



**STATE OF WISCONSIN
DEPARTMENT OF JUSTICE**

Important Contact Information for this Grant Opportunity:

Program/Policy: Stacy Lenz (608) 267-3870
lenzse@doj.state.wi.us

Budget/Fiscal: Jannifer Ayers (608) 266-8803
ayersjl@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 User Guide has step-by-step instructions for accessing and using the Egrants online system. The guide is posted on the Egrants home page:
<https://egrants.doj.state.wi.us/egmis/login.aspx>

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: Law Enforcement Specialized Training (SFY 2015)

Description: The Wisconsin Department of Justice, Training and Standards Bureau will award one-time grants of up to \$25,000 to agencies to provide specialized training to Wisconsin officers.

Opportunity Category: Competitive

Important Dates: Grant funds will begin on 7/1/14 and expire on 6/30/15. All funds must be spent by 06/30/15. Invoices for payment must be received within 15 days from the date of training or no later than 7/15/15.

Anticipated Funding Amount: An estimated total of \$800,000 is available. Agencies may apply for grants up to \$25,000.

Match/Cost Sharing Requirement: None

Eligibility: Any agency providing training to law enforcement, jail or secure juvenile detention officers.

DUNS Number: A DUNS number is required as part of the grant application. If your agency 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 officer 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: Funding may be used for direct instructional service costs, including fees and travel expenses for instructors, and instructional materials used during training and/or presented directly to students.

Law Enforcement Specialized Training (SFY 2015)

Program Description

Law Enforcement Training Fund – Local Assistance Program is a reserved fund designated for advanced and specialized training for certified Wisconsin officers.

Award Information

Funding will be provided by the Wisconsin Department of Justice, Training and Standards Bureau. The funds originate from the Law Enforcement Training Fund – Local Assistance Program (state ID/catalog number 455.231). They are administered by the Training and Standards Bureau and are intended to provide training opportunities for Wisconsin officers.

The approximate amount available is \$800,000. Grants will be awarded for up to \$25,000. Grant expenditures will be reimbursed directly to the grantee when spending is documented and submitted to T&S and all post-award reporting requirements have been submitted.

Upon application approval, the applicant agency's training coordinator 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 <https://register.wisconsin.gov/accountmanagement/> and complete the "self registration" 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 or call us at (608) 267-9068 (Local) or (888) 894-6607 (Toll-free) during business hours, weekday from 8:00am to 4:30pm.

Application Components

Through Egrants, you will provide DOJ/T&S with detailed information about your training that will be used to make a funding decision. Questions on what is expected in each section can be directed to Jannifer Ayers at 608-266-8803 or ayersjl@doj.state.wi.us.

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 training will (describe the specific goals you hope to achieve – how will the training improve safety in Wisconsin?)

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

Travel/Training: Any travel and/or training costs associated with this training event. Only actual expenses will be reimbursed. (Please note: Travel and training for contracted employees does not go in this section. These expenses should be itemized under “Contractual”.)

Supplies/Operating: Any supplies/operating costs associated with this training event.

Consultants/Contractual: Provide costs associated with individuals or entities providing services such as instructors. For each consultant enter the name, if known; service to be provided; hourly or daily fee; and estimated time. List all expenses to be paid in addition to their fees (e.g. travel, lodging, meals, etc). Show the basis of computation for each service requested.

5. Project Narrative

Please provide the title, location, and dates of your proposed course/conference. Please attach any supplemental information you wish to provide (brochures, flyers, agendas).

6. Goals and Objectives

Please provide a description of the target audience for whom the training is intended. Provide a general statement of the major skills, knowledge or attitudes this training will provide as well as what specific skills and learning outcomes will attendees achieve during this training. Please include the number of hours of training and the number of officers you expect to have trained through this award. A minimum of 15 officers trained is required.

7. Other Funding

Please indicate any additional costs to attendees (Tuition/Registration/Fees) not covered by this grant. If so, please provide an itemized list of fees.

Application Review and Award Criteria

All applications must be submitted on or before the deadline and will be screened for completeness and compliance with the instructions provided in this announcement. Each grant application is reviewed by a designated committee within the Training and Standards Bureau. Grants are awarded based on statewide needs for specialized training and available funds.

Post-Award Reporting Requirements

Please review your grant award and Egrants reporting requirements. You will need to provide the following within 30 days from the last day of the training event:

1. Class roster for each training event using the Student Attendance Roster for Grant Funded Courses available on WILEnet at <https://wilenet.org/html/djleforms/grant-student.html>.
2. Copy of certificate issued to student upon completion of training.
3. Lesson plan or itinerary (minimally listing topics, presenters and hours of instruction).
4. An invoice addressed to T&S for reimbursement of actual expenses incurred and must include the grant number.
5. Number of Law Enforcement/Jail officers trained.
 - The *class roster, certificate and lesson plan* can be attached in Egrants under Project Management, Monitoring, Program Reports.
 - The *invoice* can be attached in Egrants under Project Management, Monitoring, Fiscal Reports.
 - The *Number of Law Enforcement/Jail officers trained* can be entered under Project Management, Monitoring, Client Information.