

## Office of Chief of Police



Chief of Police Maurice A. Robinson

City of Racine, Wisconsin

August 27, 2021

Mayor Cory Mason  
City of Racine Common Council  
730 S Washington Ave  
Racine, WI 53403

RE: Committee Appearance Request to Apply for the 2022 Beat Patrol Grant

Dear Mayor Mason & Members of the Common Council:

I respectfully request to appear before the Finance and Personnel Committee to seek approval to apply for the 2022 Beat Patrol Grant (#00391) from the Wisconsin Department of Justice.

This is a one-year grant with the purpose of funding COP and Beat Patrols targeting specific local crime issues.

The grant is in the amount of \$121,434.00 with a required city match of \$40,478.00, or 25%, which will be funded by through the 2022 Racine Police Department budget.

Thank you for your consideration.

Sincerely,

Maurice A. Robinson  
Chief of Police

MAR/cad



## Grant Control Number Request

**Today's Date:** 08/24/2021

**Requestor:** Chief Robinson (via) Deputy Chief Metoyer

**Requesting Dept:** Police Department

**Action Requested:** Permission to Apply

**Grant Title:** Justice Systems Improvement Beat Patrol (2022)

**Funding Agency:** Wisconsin DOJ

**Type of Agency:** Government

**Grant Duration:** 1-Year

**Amount:** \$121,434.00

**Required City Match:** \$40,478.00 (or 25%)

**How Will Match Be Funded:** 2022 Budget

**Grant Funds Will Be Used For:** Funds will support COP and beat patrols targeting specific local crime issues.

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**Grant Control Number Assigned: 00391**



State of Wisconsin  
Bureau of Justice Programs  
Division of Law Enforcement Services

## **Justice Systems Improvement Beat Patrol (2022)**

### **Grant Announcement**

**Applications must be submitted through  
Egrants on or before September 1, 2021 11:59 p.m.**



**STATE OF WISCONSIN  
DEPARTMENT OF JUSTICE**

Important Contact Information for this Grant Opportunity:

Program/Policy: Donna Hahn (608) 400-1007  
Technical Assistance [hahndg@doj.state.wi.us](mailto:hahndg@doj.state.wi.us)

Budget/Fiscal: April Little (608) 267-1314  
[littleaw@doj.state.wi.us](mailto:littleaw@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:** Justice Systems Improvement

**Grant Title:** Beat Patrol (2022)

**Description:** The beat patrol program provides the ten communities with the highest violent crime rates and with a population over 25,000 with funds to support additional police personnel for community work or beat patrols. As required, the calculation of eligibility occurs every three years and is based on the violent crime rates reported by eligible agencies through the Uniform Crime Reporting system. Data used in this year's calculation are an average of data on crime reported to have occurred in calendar year 2020.

**Opportunity Category:** Non-Competitive – Limited Eligibility

**Important Dates:**

Application Due Date: September 1, 2021

Project Start Date: January 1, 2022

Project End Date: December 31, 2022

**Reporting Requirements:** If awarded a grant, your agency will be responsible for completing the following reports in order to receive reimbursement.

- Program Reports must be submitted in Egrants quarterly.
- Financial Reports must be submitted in Egrants quarterly.

**Anticipated Funding Amount:** A total of \$1,224,900 in state General Purpose Revenue (GPR) funding is available to support 10 eligible projects covering the grant period of January 1, 2022 through December 31, 2022. As statutorily directed, no project may receive an award greater than \$150,000 per year but due to mandated budget reductions, the amount available to support these projects has been reduced with the reductions applied to individual projects as a prorated share of the reduction being applied to each of the 10 eligible jurisdictions. Funding for 2023 and beyond will depend on subsequent state budget decisions. The next recalculation of program eligibility will occur in 2024, using crime data from 2023. This will impact funding for CY 2025.

Specific amount allocated by eligible city are as follows:

City	2022 State	2022 Match	2022 Total
Beloit	\$121,434	\$40,478	\$161,912
Fond du Lac	\$121,434	\$40,478	\$161,912
Green Bay	\$121,434	\$40,478	\$161,912
Kenosha	\$121,434	\$40,478	\$161,912
Madison	\$126,714	\$42,238	\$168,952
Milwaukee	\$126,714	\$42,238	\$168,952

Racine	\$121,434	\$40,478	\$161,912
Sheboygan	\$121,434	\$40,478	\$161,912
Wausau	\$121,434	\$40,478	\$161,912
West Allis	\$121,434	\$40,478	\$161,912
<b>Totals:</b>	<b>\$1,224,900</b>	<b>\$408,300</b>	<b>\$1,633,200</b>

**Match/Cost Sharing Requirement:** There is a cost sharing requirement of 25% for this grant.

**Eligibility:** Cities eligible to apply for funding include: Beloit, Fond du Lac, Green Bay, Kenosha, Madison, Milwaukee, Racine, Sheboygan, Wausau, and West Allis. No applicant will receive more funding than the amount specified above. Should one or more of these cities opt not to apply, the rank ordered list of cities with the highest average violent crime rates will be used to identify replacement applicants.

**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, repayment of monies provided under a grant, and civil and/or criminal penalties.

All expenses must be related to the salary and fringe benefits associated with police officers assigned to regular patrol duties and for positions that were created on or after April 21, 1994. It must be demonstrated that these positions resulted in a net increase in the number of officers assigned to beat patrol duties.



Matching funds may include unreimbursed salary and fringe benefits of the officers assigned to this project or operating in support of these positions.

**D&B (Dun & Bradstreet) Registration:**

**DUNS Number:** The federal government requires a DUNS number as part of the grant application to keep track of how federal grant funding 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.**

**System for Award Management (SAM) Registration:**

**CAGE Code Number:** All applicants must be registered on the SAM (formerly Central Contractor Registration/CCR) database. This is the repository for standard information about federal financial assistance applicants, recipients, and sub recipients. If you had an active CCR, you have an active record in SAM. Applicants must update or renew their SAM registration on an annual basis. Information to update your entity records can be accessed at <https://sam.gov/SAM/>.

**DOJ cannot award funds until an agency has an active registration in SAM and is eligible to receive federal funds.**

## **Beat Patrol (2022)**

The Wisconsin Department of Justice (Wisconsin DOJ) through its Bureau of Justice Programs (BJP) provides financial and technical assistance to public safety and criminal justice agencies throughout the state. As the state administering agency (SAA) for state and federal juvenile and 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 and Background**

Through this grant announcement, Wisconsin DOJ is seeking applications for projects funded under provision of Wisconsin Statutes, S.165.986, the Beat Patrol Program. This program provides funds up to \$150,000 for the 10 cities with populations over 25,000 that had the highest rates of violent crime index offenses in the most recent full calendar year (2020) for which data is available under the uniform crime reporting system of the federal bureau of investigation and chose to apply. The program requires a 25% local match and may only be used to support the salary and fringe benefit costs of police officers assigned to beat patrol duties. As described above, matching funds may include unreimbursed salary and fringe benefits of the officers assigned to this project or operating in support of these positions.

### **Submit Applications Using Egrants**

Applications must be submitted through the Egrants online grants management system. If you have never used Egrants before, the Project Director and Financial Officer listed on the grant application will need to register for their unique login credentials to access 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 WEM EGrants. Please take care to select [DOJ Egrants](#) during this process.

Authorization to access Egrants can take several days depending on registration activity.

For questions relating to Egrants registration contact the technical assistance contact listed on this announcement, or the DOJ help desk. The helpdesk hours are 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](#). 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 Donna Hahn at (608) 400-1007 or at [hahndg@doj.state.wi.us](mailto:hahndg@doj.state.wi.us).



**Please note: Attachments should only be included in this grant application where 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, each responsible individual in this grant must be a different person.

- The Signatory is the highest elected official in municipality/government entity/organization. (For example, in a city it is the mayor, for counties it is the county executive or county board chair, and for non-profit agencies it is the executive director.)
- The Financial Officer is the individual at the applicant agency who is responsible for financial activities in your organization.
- The Project Director is an individual at the applicant agency who will oversee project operations.
- An Alternate Contact may be added to the application. This person is one that can and should access the application to complete required tasks such as modifications and reports, in the absence of the Project Director. This person should have knowledge of the project and authority to speak on behalf of the organization in the absence of the Project Director. If possible, we encourage the Project Director to list an alternate on the grant.

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 in the justification field for each budget line, including cost computation.**

As noted previously, there is a 25% cash match required for these funds. The formula for calculating match is:

- Award Amount ÷ 0.75 State Share = Adjusted Project Costs
- Adjusted Project Costs x 0.25 Recipient's Share = Required Match

Example: For a state award amount of \$121,434, the calculation would be:

1. Calculate Adjusted Project Costs:  $\$121,434 \div 0.75 = \$161,912$
2. Calculate Required Match:  $\$161,912 \times 0.25 = \$40,478$

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/number of hours 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." Example for computation line: \$25/hr. x 2080 hr. = \$52,000. When entering this into the amount text box please round up to the nearest dollar.

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/number of hours devoted to the project. Employee benefits on overtime hours are limited to FICA, Workers' Compensation, and Unemployment Compensation. Example for computation line: \$79,539 1.0 FTE salary x 43% fringe rate = \$34,202. When entering this into the amount text box please round up to the nearest dollar.

**5. 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.

**6. Budget Narrative**

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

**7. Problem Description**

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

**8. 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.

**Application Review and Award Criteria**

All applications must be submitted on or before the application deadline and will be screened for completeness and compliance with the instructions provided in this announcement. All final funding decisions will be made by the Attorney General.

**Award Information**

Upon application approval, the applicant agency's project director will receive signed grant award documents within approximately 30 days via email. The grant award documents will explain the total funding amount, approved budget by category, performance period, and fiscal and program reporting requirements and deadlines. Grant expenditures will be reimbursed when signed award documents have been received by DOJ, spending and grant activity is documented in proper reports and reimbursement requests are submitted to DOJ.

**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.

Please review all of your grant award special conditions and Egrants reporting requirements when you receive the Grant Award documents. Your grant award will be subject to general terms and conditions as well as the following special conditions (and any others noted on your award documents).

**Standard Special Conditions**

1. Grant recipients are also advised that DOJ will monitor grants to ensure that funds are expended for appropriate purposes and that recipients are complying with state and federal requirements as described in the grant award contract. This includes timely completion of progress and financial reports, active efforts to achieve and measure stated goals and objectives, appropriate documentation of activities and outcomes, ongoing submission of participant data, and adherence to any conditions included in the grant award.
2. All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.
3. The DOJ reserves the right to withhold grant payments if the grant recipient is delinquent paying any obligation to DOJ such as background check fees, etc. Refusal to provide information requested by DOJ may impact the payment of current or approval of future grant funds.
4. Please be advised that a hold may also be placed on any current or future application or grant payment if it is deemed that an agency is not in good standing on any DOJ grants or other reporting requirements, has other grants compliance issues (including being out of compliance with special conditions) that would make the applicant agency ineligible to receive future DOJ funding, failure to make progress in obtaining project goals and objectives, and/or is not cooperating with an ongoing DOJ grant review or audit.

5. A hold may also be placed on any application or grant payment if it is deemed that an agency is not in compliance with federal civil rights laws and/or is not cooperating with an ongoing federal civil rights investigation.
6. Program Income: To maintain consistent practices with other similar programs, and as a proven practice, projects funded under this announcement are subject to program income guidelines detailed in the federal Office of Justice Programs Financial Guide. Grant award funds received are **not** program income. Program income is income earned by the recipient, during the funding period, as a direct result of the award. Any fees charged to the participants of your project are considered program income. The amount earned as program income during the length of the grant period must be expended by the end of the grant period and must be used for the purposes and under the condition applicable to the award.
7. All procurement transactions, whether negotiated or competitively bid and without regard to dollar value, shall be conducted in a manner to provide maximum open and free competition.
8. If the grant award budget contains wages, the grantee's records must be maintained in a form that, at any given time, an auditor or DOJ representative would be able to identify the use of Grant and Matching funds. These records should include information such as employee name, rate of pay, hours worked, and amount of time dedicated to the grant project.

#### **Additional Resources**

Additional information about the Department of Justice, Bureau of Justice Programs and resources to assist with Egrants is available as follows:

- 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.
  - Email: [Egrants@doj.state.wi.us](mailto:Egrants@doj.state.wi.us)
  - Local calls: (608) 267-9068
  - Outside the 608-area code: (888) 894-6607