

Office of Chief of Police



Chief of Police Maurice A. Robinson

September 13, 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 Criminal Justice Law Enforcement Drug Trafficking Response 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 Criminal Justice Law Enforcement Drug Trafficking Response Grant (#00392) from the Wisconsin Department of Justice.

This is a nine-month grant with the purpose of funding an Opioid Task Force to decrease the negative impact of opioid (heroin and fentanyl) overdose and deaths in the City of Racine.

The grant is for \$50,000 and no city match is required.

Thank you for your consideration.

Sincerely,

Maurice A. Robinson
Chief of Police

MAR/cad



Grant Control Number Request

Today's Date: 08/27/2021

Requestor: Chief Robinson (via) Deputy Chief Metoyer

Requesting Dept: Police Department

Action Requested: Permission to Apply

Grant Title: Criminal Justice Law Enforcement Drug
Trafficking Response (2022)

Funding Agency: Wisconsin DOJ

Type of Agency: Government

Grant Duration: 9-Months

Amount: Up to \$50,000

Required City Match: N/A

How Will Match Be Funded: N/A

Grant Funds Will Be Used For: The formation of an Opioid Task Force to decrease the negative impact of opioid (heroin and fentanyl) overdoses and deaths in the City of Racine.

Grant Control Number Assigned: 00392



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

**Criminal Justice
Law Enforcement Drug Trafficking Response (2022)**

Grant Announcement

**Applications must be submitted through
Egrants on or before September 10, 2021 11:59 p.m.**

Grant Announcement Summary

Program Area: Criminal Justice

Grant Title: Law Enforcement Drug Trafficking Response (2022)

Description: Authority for this program comes from WI Statute 165.984, which states that: "The department of justice shall establish policies and procedures for the distribution of grants from the appropriation under s. 20.455 (2) (cm) to Wisconsin local and tribal law enforcement agencies to fund law enforcement response to drug trafficking. Notwithstanding s. 227.10 (1), the department need not promulgate the required policies and procedures as rules under ch. 227."

Opportunity Category: Competitive

Important Dates:

Application Due Date: September 10, 2021

Project Start Date: October 1, 2021

Project End Date: June 30, 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.
- Equipment grants will require an Inventory Report in addition to Program and Financial reports. An Inventory Report must be submitted in Egrants prior to grant closeout and final reimbursement.
- Financial Reports must be submitted in Egrants quarterly.

Anticipated Funding Amount: A total of \$1,000,000 in State funds is available to eligible Wisconsin law enforcement and tribal law enforcement agencies. The Department of Justice will review each application and plan and may provide grants to an eligible Wisconsin law enforcement agency or tribal law enforcement agency of not more than \$50,000 per application.

A grant will be provided only to fund a new program or purpose within the agency and will not be provided to supplement an existing program. A new program or purpose can be equipment, supplies, or training not currently allocated in the agency or task force budget.

Please note that all awards are subject to the availability of appropriated State funds and to any modifications or additional requirements that may be imposed by law.

Law Enforcement Drug Trafficking Response (2022)

The Wisconsin Department of Justice (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, DOJ is seeking applications from Wisconsin local and tribal law enforcement agencies for state funds to support the investigation and response to drug trafficking within the state. A Wisconsin local or tribal law enforcement agency receiving a grant under this section may use the grant to fund extra training for law enforcement officers, or any other purpose, such as necessary equipment or supplies, that is directly related to drug trafficking response and that is not an existing program within the agency at the time the grant is received.

A total of \$1,000,000 in State funds is available for the period October 1, 2021 through June 30, 2022. A Wisconsin law enforcement agency or tribal law enforcement agency may apply to the department of justice for a grant under this section and shall include a proposed plan of expenditure of the grant money. The proposed plan of expenditure shall specify a new program or purpose for which the funds will be used. If the proposed plan of expenditure will result in the agency incurring an ongoing expense that will continue after all grant funds have been spent, the plan shall include a description of how that expense will be met when there are no remaining grant funds.

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 or call us at (608) 267-9068 or toll free at (888) 894-6607 during business hours.

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.**

Travel/Training:

Guidelines for travel and/or training costs for an individual with the funded project. Only actual expenses will be reimbursed. All reimbursements will be at current state rates that are subject to change. Current rates for in-state travel at the time of this announcement include:

- Mileage: \$0.51/mile
- Lodging: Maximum \$82/night (\$90/night for Milwaukee, Waukesha or Racine County)
- Meals: \$8/breakfast (leaving before 6 a.m.); \$10/lunch (leaving before 10:30 a.m. and returning after 2:30 p.m.); \$20/dinner (returning after 7 p.m.).

Example for computation line: 75 miles x \$0.51 state rate = \$38.25. When entering this into the amount text box please round up to the nearest dollar.

(Please note: Costs will only be reimbursed after submission of an event agenda. Travel and training for contracted employee/contractual services does not go in this section. These expenses should be itemized under ("Contractual").

The following are guidelines for any travel and/or training costs associated for hosting an event (conference/convention, training, etc.) with the funded project. Only actual expenses will be reimbursed. All reimbursements will be at current state rates that are subject to change. Current rates for in-state travel at the time of this announcement include:

- Meal cost per attendee: \$8/breakfast (start time prior to 6 a.m.); \$10/lunch (starting before 10:30 a.m. and concluding after 2:30 p.m.); \$20/dinner (event ending after 7 p.m.).

(Please note: Costs will only be reimbursed after submission of an event agenda and attendance list. Travel and training for contracted employees/contractual services does not go in this section. These expenses should be itemized under "Contractual").

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**. Example for computation line: 1 filtration system x \$5,500 per unit = \$5,500. When entering this into the amount text box please round up to the nearest dollar.

Supplies and Operating Expenses: Supplies includes consumables such as paper, postage, software, computer/laptop, monitor, accessories, license and subscriptions. Operating expenses include items such as rent and utilities. All supply and operating expenses have an acquisition cost of less than \$5,000 per unit. Example for computation line: rent \$150/mo. x 12 months = \$1,800. When entering this into the amount text box please round up to the nearest dollar.

Application Review and Award Criteria

All applications must be submitted on or before 11:59 pm on the deadline and will be screened for completeness and compliance with the instructions provided in this announcement. All compliant applications will be reviewed on a 100-point scale, based on the following point values for the selection criteria:

- Agency Profile (10 points)
- Budget Narrative (10 points)
- Problem Description (35 points)
- Project Narrative (35 points)
- Other Funding (10 points)

Although the point values will be assigned as shown above, applications will only be considered if all of the indicated sections (1 - 9) are submitted.

The review ratings and any resulting rankings or recommendations are advisory. In addition to review ratings, consideration may be given to factors such as: underserved populations, strategic priorities, past performance, underserved geographic areas, and available funding. Once ranked, the applications will be submitted to the Attorney General for further review and comment. Depending on resources, grants will be funded in the final ranked order until grant funds are exhausted. Each grant must satisfy the basic criteria set out above. Grant applicants will be contacted if more information is needed to clarify elements of their proposal, and grant reviewers may suggest amendments to applications. All final grant award 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, on-

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
 - Local calls: (608) 267-9068
 - Outside the 608-area code: (888) 894-6607