

The background of the entire page is a faded, light-colored image of the Wisconsin State Capitol building. The building features a prominent central dome with a golden statue on top, surrounded by classical columns and arches. The text is overlaid on this background.

State of Wisconsin  
Department of Justice  
17 W. Main St.  
P.O. Box 7951  
Madison, WI 53707-7951

*Office of Crime Victim Services*

***CJA: Children's Justice Act  
Winter 2023 Competitive Grant Opportunity***

**Grant Announcement**

**Applications must be submitted through  
Egrants on or before February 1, 2023**



**STATE OF WISCONSIN  
DEPARTMENT OF JUSTICE**

**Important Contact Information for this Grant Opportunity:**

Program/Policy: Lynn Cook  
[cookla@doj.state.wi.us](mailto:cookla@doj.state.wi.us)

Budget/Fiscal: Tanya Herranz (608) 264-7657  
[herranztd@doj.state.wi.us](mailto:herranztd@doj.state.wi.us)

Forms/Signatures: Heather Shannon (608) 977-1511  
[alston-shannonhr@doj.state.wi.us](mailto:alston-shannonhr@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:** Office of Crime Victim Services (OCVS) Children's Justice Act (CJA)

**Grant Title:** CJA: Children's Justice Act Winter 2023 Competitive Grant Opportunity

**Opportunity Category:** Competitive

### Important Dates:

Application Due Date: February 1, 2023

Project Start Date: March 1, 2023

Project End Date: September 30, 2023

Award Notification: March 2023

**Description:** The purpose of this funding announcement is to support the investigation, prosecution, and judicial handling of cases of child abuse and neglect, particularly child sexual abuse and exploitation, in a manner that limits additional trauma to the child victim.

**Allowable Costs:** Allowable costs include but are not limited to training, consultants, equipment, tools and protocol development, support of child fatality review, and coordination with court improvement programs.

**Unallowable Costs:** Unallowable costs include, but may not be limited to, direct victim services, travel, prevention, food, treatment, or ongoing program costs.

**Funding Restrictions:** The following restrictions and limitations apply to the Children's Justice Act Winter 2023 Competitive Grant Opportunity:

- Reimbursement will be based on paid invoices for approved expenditures.
- Budget amendments must be approved by CJA Program and Policy Analyst prior to purchase.
- Prepaid transactions prior to grant award date are not permitted.
- Grant funds may not be used to supplant federal, state, or local funds that otherwise would be available for the same purpose.

**Anticipated Funding Amount:** The maximum amount that may be requested per applicant is \$10,000. Funding is contingent upon federal fund availability and subgrant compliance with federal and state guidelines, and grant award conditions. Matching funds are not required.

**Grant Period:** Grants will be awarded on a competitive basis beginning 3/1/23. Awarded projects must have funds obligated (e.g., signed purchase orders) by 6/30/2023. **Funds must be liquidated (spent) and reimbursement requests submitted in Egrants no later than 10/30/2023.** Failure to obligate and/or liquidate funds by these dates will result in forfeiture of funds. No extensions to the grant period will be allowed.

## ***CJA: Children's Justice Act Winter 3023 Competitive Grant Opportunity***

### **Eligibility:**

- Wisconsin local units of government and non-profit organizations are eligible to apply. Each jurisdiction may submit only one application for this solicitation.
- Priority is given to jurisdictions that have developed or are developing a multidisciplinary team to investigate cases of child maltreatment. At minimum, this includes a commitment from law enforcement and child protective services (preferably also prosecution) to create/revise/enhance a collaborative agreement and identify a process for forensic interviewing, advocacy, and medical care.
- Priority is given to jurisdictions who have not received CJA special project funding within the past year.
- **DUNS Number:** Before an organization can receive federal funds, it needs to obtain a Dun & Bradstreet (DUNS) number. The federal government requires a DUNS number as part of the grant application to track federal grant awards and disbursements. 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. DUNS number assignment is free. 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/>.

On **April 4, 2022**, WI DOJ will no longer use or request DUNS Numbers, as the federal government changed from the DUNS Number to the Unique Entity Identifier (UEI) (generated by SAM.gov). All entities doing business using federal funds will be required to have an active UEI number.

**Please note that SAM registration is FREE. You should never pay for creating a new SAM registration or updating or renewing an existing SAM registration.**

### **Unique Entity Identifier (UEI)**

- The Unique Entity ID is a 12-character alphanumeric ID assigned to an entity by SAM.gov.
- As part of this transition, the DUNS Number has been removed from SAM.gov.
- Entity registration, searching, and data entry in SAM.gov now require use of the new Unique Entity ID.
- Existing registered entities can find their Unique Entity ID by following the steps [here](#).
- New entities can get their Unique Entity ID at SAM.gov and, if required, complete an entity registration.

**DOJ cannot award funds until an agency has an active registration in SAM and is eligible to receive federal funds.** If the applicant agency is in the process of applying for SAM while applying to this funding announcement, please attach verification that the SAM registration process has been started.

**Note: All applicant agencies who currently receive funding from OCVS must be current on all reports related to any OCVS funding. Delinquent reports could disqualify an applicant agency from consideration for this funding announcement or any grant program at OCVS.**

### **Submit Applications Using Egrants**

Applications must be submitted through the DOJ Egrants online grants management system. If you have never used Egrants before, you will need to register for access to the system. To register online, go to <https://register.wisconsin.gov/accountmanagement/default.aspx> 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. 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 the help desk at [Egrants@doj.state.wi.us](mailto:Egrants@doj.state.wi.us) or call (608) 267-9068 or toll free at (888) 894-6607 during business hours.

### **Application Components**

General Instructions: In order to simplify the application process, we ask that agencies:

- Include attachments in the Required Attachments section.
- Use a footer or a header with the agency's name and grant ID number on all attachment pages.
- Do not type "see attached" as a response in a section, rather cut and paste text into the response section in Egrants.

- Use a font size of 12 or 14. **Application Tip:** OCVS suggests composing answers in MS Word and then copying and pasting into Egrants. Please remember that Egrants will timeout each session after 30 minutes, so you may lose data.

## 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, financial officer and/or signing official.**

The **Financial Officer** is the individual responsible for financial activities in your organization while the project director will be overseeing project operations.

The **Project Director** will be the main point of contact for all VOCA related grant communications.

The **Signing Official** should be the highest elected official for the agency.

Please complete the items with an asterisk beside them. Select the corresponding State Senate Districts, Congressional Districts, and State Assembly Districts from the drop-down menus for your agency. It is not necessary to select anything from the School Districts drop down menu.

In the Brief Project Description text box, please describe your project in 150 words or less. A suggested format is included for your convenience:

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.

Project Title: “CJA: Children’s Justice Act Winter 2023 Competitive Grant Opportunity”

## 2. Approval Checklist

Answer Yes or No to each question.

## 3. Performance Measures

Change section status to “Complete” and save.

## 4. Budget Detail

Complete a project budget using the following categories: Equipment, Supplies and Operating Expenses, and Other.

For each category used, enter a justification (under “briefly describe overall use of funds”) that describes how the items in that category will be used to support child victims. **Round all amounts to the nearest dollar.**

**Staff Development:**

Identify specific training opportunities and costs in this section. Each line item should consist of no more than one training event and any associated costs. Allowable trainings will take place during the project period. Please attach the training agendas in the “Required Attachments” sections. Trainings requested with no information or agendas will not be considered. Proposed training opportunities that are already offered by the WI Department of Justice (e.g., forensic interview training, SANE training, certain law enforcement trainings) **will not** be considered under this grant solicitation.

**Equipment:**

Equipment is defined as 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 Operating Expenses:**

Includes non-expendable personal property 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, or through your agency’s procurement process. Compensation for individual consultant services is to be reasonable and consistent with that paid for similar services in the marketplace but cannot exceed the current established maximum threshold rate. The current established maximum threshold rate set forth in the US DOJ Financial Guide is \$650 per day per 8 hour day or \$81.25 per hour. Attach detailed information to support the total cost of each contract. Consultant/Contractual agreements must be submitted to and approved by OCVS prior to any expenses being incurred. No fund reimbursements will be made prior to receipt and approval of the agreement(s).

**Other:**

This category should be used for CJA eligible expenses not included in any other category; every expense item must be described and justified.

**5. Budget Narrative**

Please provide a brief 1 page budget narrative/summary, including a description of items to be purchased, source of each item, and use of comparative bidding, if applicable. If other sources of funding will be used for this project, identify the source(s) and amount of funds provided.

*For this section cut and paste the information directly into the Egrants response section; it is not necessary to attach a word document of the response.*

**6. Problem or Needs Description**

The Problem or Needs Description may not exceed 3 pages. Please copy and paste your answers directly into Egrants.

A. Please describe your agency's need for CJA funding to support the investigation, prosecution, and judicial handling of cases of child maltreatment.

B. How will this project improve services for child victims?

C. If applicable, how have you utilized CJA funds for special projects in the past?

## 7. Required Attachments

Please attach the following documents to your application in this section (if applicable). If possible, please combine attachments or submit all these documents as one single attachment. Please note that the Subgrant Award Report will be completed by applicant around the time of award.

- Training Agenda(s)
- Quotes – Estimates for proposed project
- Consultant/Contractual Agreements (if applicable)

## **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. This application will be reviewed by OCVS Grants staff. Recommendations are then submitted to the OCVS Executive Director. All final grant award decisions will be made by the OCVS Executive Director. OCVS reserves the right to adjust, lower, and/or change the application budget and the requested amount of funding at OCVS's discretion.

## **Review/Appeal Process**

An applicant may appeal the Office of Crime Victim Services' decision of grant funding. The applicant must request a review of the decision in writing. To be timely, a request must be received by OCVS no later than 10 business days after the date on the denial/intent to award letter.

The written request should be sent as follows:

Mailed or Delivered to:

Teresa Nienow

[NienowTA@doj.state.wi.us](mailto:NienowTA@doj.state.wi.us)

Director of Grant Programs & Training

Office of Crime Victim Services

Wisconsin Department of Justice



A request for review of the decision must be signed by an authorized official in your agency and include facts or developments that were not known to you at the time of your original application to OCVS, which in your view should significantly impact the consideration of your application.

Requests to appeal will not be granted if the information received:

- Merely reiterates or restates information or contentions submitted as part of an application.
- Seeks to revise or amend the original application.
- Makes comparisons with other applicants or applications.
- Disputes policy judgments or discretionary decisions made by the review team in formulating its recommendations.

The Office of Crime Victim Services will notify the applicant that the appeal has been received and will respond to the applicant within 30 days of the receipt of all information needed to make the decision. OCVS reserves the right to review and reconsider all elements of the grant application during an appeal. The Office of Crime Victim Services Executive Director reviews and makes final decisions on all appeals.

If the denial decision is rescinded, OCVS will discuss the specific scope, activities, goals and budgetary terms of individual projects to be offered grant funding. Such discussions will likely require revision and resubmission of pertinent administrative, programmatic and financial information.

### **Post-Award Special Conditions**

If you are awarded funds under this announcement, you will be required to provide a final progress report upon completion of the project.

### **Additional Resources**

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

- CJA grant webpage for the Wisconsin Department of Justice:  
<https://www.doj.state.wi.us/ocvs/not-crime-victim/childrens-justice-act>
- Department of Justice Egrants webpage: <https://egrants.doj.state.wi.us/egmis/login.aspx>
- 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