

The background of the page is a faded, grayscale image of the Wisconsin State Capitol building, showing its iconic dome and classical architectural details. At the top of the page, there is a decorative graphic consisting of several wavy, horizontal stripes in red and white, resembling the top portion of the American flag.

Wisconsin Office of Justice Assistance  
1 S. Pinckney Street, Suite 615  
Madison, WI 53703-3220

Jim Doyle  
*Governor*

David Steingraber  
*Executive Director*

*Juvenile Justice*  
***Truancy Prevention and Reduction  
Initiatives (2010)***

**Grant Announcement**

**Applications must be submitted through  
Egrants on or before June 22, 2010**



## Important Contact Information for this Grant Opportunity:

|                     |   |
|---------------------|---|
| Program/Policy:     | Kris Moelter (608) 261-6626 or<br><a href="mailto:kristina.moelter@wisconsin.gov">kristina.moelter@wisconsin.gov</a>                                  |
| Budget/Fiscal:      | Katie Hawkins (608) 266-7949 or<br><a href="mailto:katie.hawkins@wisconsin.gov">katie.hawkins@wisconsin.gov</a>                                       |
| Forms/Signatures:   | Donna Hahn (608) 266-0350<br><a href="mailto:donna.hahn@wisconsin.gov">donna.hahn@wisconsin.gov</a>   |
| Egrants Assistance: | Weekdays, 8am – 4:30pm<br>Email: <a href="mailto:OJAEgrants@wi.gov">OJAEgrants@wi.gov</a><br>Local calls: (608) 267-9068<br>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: [www.oja.wi.gov](http://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:** Juvenile Justice

**Grant Title:** Truancy Prevention and Reduction Initiatives (2010)

**Description:** These funds will be used to fund school-based truancy prevention and reduction initiatives that target middle school youth.

**Opportunity Category:** Competitive

**Important Dates:**

**May 18, 2010:** Pre-application conference call

**May 26, 2010:** Pre-application conference call

**June 22, 2010:** Applications due in Egrants

**September 1, 2010:** Earliest start date for proposed project (anticipated—depends on federal approval of the OJA grant application)

**August/September, 2010:** New grantee meeting (anticipated—depends on federal approval of the OJA grant application)

**August 31, 2013:** Latest end date for proposed project (anticipated—depends on federal approval of the OJA grant application)

**Anticipated Funding Amount:** Approximately \$900,000 is available. The Office of Justice Assistance anticipates awarding four grants of up to \$225,000 each to be spent over a three-year project period. Second and third year funding is contingent upon the grantee providing data for all required performance measures and making adequate progress toward the program goals and objectives. **Funding is contingent upon the federal government approving OJA's grant application.**

**Match/Cost sharing Requirement:** None.

**Eligibility:** School districts, CESAs, and tribal school districts located within the state of Wisconsin are eligible to apply. Multi-agency, public/private, and/or multi-school district collaborative applications are encouraged.

Projects must use an evidence-based model program or evidence-based principles. For information regarding evidence-based programs, see the OJA website, [http://oja.state.wi.us/section\\_detail.asp?linkcatid=1319&linkid=708&locid=97](http://oja.state.wi.us/section_detail.asp?linkcatid=1319&linkid=708&locid=97)

**Eligible Expenses:** All expenses must be new and cannot replace existing 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.

## **Truancy Prevention and Reduction Initiatives (2010)**

The Wisconsin Office of Justice Assistance (OJA) provides financial and technical assistance to public safety, first response, and emergency management agencies throughout the state. As the state administering agency for state and federal criminal justice and homeland security grant funds, OJA 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**

OJA seeks applications for evidence-based programs and practices that address truancy at the middle school level. Funding is available for new programs or major expansions of existing programs. Funding is not available to extend the duration of existing programs, even if the programs will cease operating due to budgetary or other considerations. This is one-time funding with a three-year project period. The target population is middle school youth.

If awarded a grant, the grantee must agree to comply with the all the requirements of Wis. Stats. ch. 118 and the Juvenile Justice and Delinquency Prevention Act, and agree that no youth on a truancy court, Juvenile In Need of Protection, or Child in Need of Protection order will be subject to secure detention as a sanction for violating such order or for contempt of court. All grantees must also agree to provide OJA access to information to determine compliance with the grant award conditions, which information may include, but is not limited to, student names, school attendance, and school performance data.

### **Award Information**

Approximately \$900,000 is available. OJA anticipates awarding four grants to school districts, CESAs, or tribal school districts who are eligible to apply. Second and third year funding is contingent upon the grantee providing data for all required performance measures and making adequate progress toward the program goals and objectives. Grants will begin no sooner than September 1, 2010 (the start date could be later depending on federal approval of OJA's grant application) and expire no later than August 31, 2013. There is no match requirement.

### **Pre-application Conference Calls**

Pre-applications conference calls explaining the application process, the requirements of the funding announcement, and answering applicant questions will be held on the following dates/times:

- May 18, 2010 at 3 p.m.
- May 26, 2010 at 9 a.m.

These calls are voluntary and the same information will be shared during each call. To participate in one of the conference calls, please contact Kris Moelter at (608) 261.6626 or [kristina.moelter@wisconsin.gov](mailto:kristina.moelter@wisconsin.gov) and the call information will be sent to you.

### **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 (Egrants page). If you have any problems using Egrants, please contact our help desk at [OJAEgrants@wi.gov](mailto: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 Kris Moelter (608) 261-6626 or [kristina.moelter@wisconsin.gov](mailto:kristina.moelter@wisconsin.gov)

With the exception of the “required attachments” no other attachments will be accepted or reviewed.

### **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**

There are 16 mandatory performance measures in Egrants on which each grantee must report. Those performance measures are:

- How many juvenile females do you expect to serve over three years?

- How many juvenile males do you expect to serve over three years?
- How many MOU's do you expect to create over three years?
- How many parents do you expect to serve over three years?
- How many policies and procedures do you expect to create over three years?
- How many youth ages 11 & under do you expect to serve over three years?
- How many youth ages 12-13 do you expect to serve over three years?
- How many youth ages 14-15 do you expect to serve over three years?
- How many youth ages 16-17 do you expect to serve over three years?
- How many youth ages 18 & higher do you expect to serve over three years?
- How many total youth do you expect to serve over three years?
- How many African American youth do you expect to serve over three years?
- How many American Indian youth do you expect to serve over three years?
- How many Asian youth do you expect to serve over three years?
- How many Latino youth do you expect to serve over three years?
- How many White youth do you expect to serve over three years?

Please enter the target numbers as indicated in Egrants. Grantees will be required to file quarterly progress reports. In those reports grantees will report on the performance measures listed above as well as the following:

- Percent of youth who complete the program requirements
- Percent of youth with whom an evidence-based practice was used
- Percent of youth who graduate (due to the nature of the initiatives it is not likely students will graduate and this number will be "0")
- Percent of youth who offend/reoffend
- Percent of youth who have increased school attendance

Grantees will also be required to report data on their goals and objectives set forth in their applications. Please see "Reporting Requirements" section on page 8.

#### 4. Budget Detail

Complete a project budget for three years using the categories listed below. 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. **Please be advised that OJA will not provide funds for indirect or administrative costs.**

Personnel: 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 project activities must be consistent with that paid for similar work within the recipient organization. **Individuals listed in the Personnel category must be employed by the recipient agency.**

Employee Benefits: Fringe benefits for grant-funded personnel including items like FICA, unemployment compensation, health insurance, etc.

Travel/Training: List all travel and/or training costs necessary for the proposed 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: \$0.485/mile
- Lodging: \$70/night (\$80/night for Milwaukee, Waukesha or Racine County)
- Meals: \$8/breakfast; \$9/lunch; \$17/dinner; \$5/breaks

Show the basis of computation for each item, e.g., two people to 3-day training at \$X lodging, \$X meals, \$X mileage.

Please note: Travel and training expenses for contracted employees do not go in this section. These costs should be itemized under the “Consultants/Contractual” category.

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: List items by type (e.g., office supplies, postage, training materials, telephone, books, office rent, etc.) costing less than \$5,000 per item and **show the basis for computation**. For example, Rent: \$150/mo x 12 months = \$1,800. NOT Rent: \$1,800. Generally, supplies include any materials that are expendable or consumed during the course of the project. Costs for entertainment or incentives for project participation are prohibited.

Consultants/Contractual: Provide a description of the product or service to be procured by the contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts regardless of amount. Attach detailed information to support the total cost of each contract.

For each consultant enter the name, if known; service to be provided; hourly or daily fee (8 hour day); and estimated time on the project. Consultant fees in excess of **\$450 per 8 hour day** require additional justification (contact OJA). List all expenses to be paid from the grant to the individual consultant in addition to their fees (e.g., travel, lodging, meals, etc.). **Show the basis of computation for each service requested. Within 30 days of grant award date, a signed contract must be received by OJA. No fund reimbursements will be made prior to receipt of the contract.**

## 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. You will submit the narrative as an attachment to Egrants. In the text box of the Budget Narrative section, enter “See Attached”. Please use a 12 point font (Times New Roman or Arial) and 1-inch margins on all sides. The budget narrative does not count toward the page limits.

## 6. Project Narrative

Provide a detailed description of the problem, goals and objectives, design, and evaluation of the proposed program. You will submit the narrative as an attachment to Egrants. In the

text box of the Project Narrative section, enter “See Attached”. Limit your attachment to no more than 15 double-spaced letter-size pages. Please use a 12 point font (Times New Roman or Arial) and 1-inch margins on all sides.

**a. Problem Statement:** Describe the nature and scope of the problem the program will address. Local data should be used to provide evidence the problem exists, demonstrate the size and scope of the problem, and document the effects of the problem on the target population and the community. Include current and trend data on truancy in middle school and high school and to the extent possible breakdown the truancy rates by race, ethnicity, socio-economic status, English language learners, students with disabilities, and other sub-populations that may be at higher risk for truancy. Please describe any previous or current attempts to address the problem and explain why they did or did not work.

**b. Goals and objectives:** Describe the program goals and objectives. Goals are broad statements of the desired result. Objectives are specific, quantifiable statements of how you will achieve your goals. For example:

**Goal:** To provide timely response to undergraduate applicants

**Objective:** To reduce the application processing time to less than 14 days for 95% of applications

The goals and objectives must relate to the program design.

**c. Program Design:** Describe your program in detail, including how you will use the funds in each of the three years. Describe any key stakeholder support and existing collaborations that support your project. Attach any letters of support to the Required Attachments section of your application. Please indicate how many youth you expect to serve and the demographics of the target population. Indicate if you are using an evidence-based truancy program or describe the evidence-based principles upon which the program is based.

**d. Evaluation:** Describe how you will collect the data for the performance measures and goals/objectives and how you plan to evaluate your project.

**e. Sustainability:** Describe how you will continue the initiative once the grant funds expire. Please use examples of how you have sustained other grant-funded programs once the grant expired. Please discuss other grant-funded efforts that have not been sustained and explain why.

## 7. Geographic Information

The federal government requires that projects clearly identify the geographic service area and street address where services are provided. You must provide the following: (a) written description of the streets/roads bounding each service area, (b) the street address where the services will be provided, and (c) a map of the service area as an attachment to the grant application.

## 8. Required Attachments

DUNS Number Reporting and CCR Registration.

Follow this link to the [form](#) for reporting both the DUNS number and CCR registration date. <http://oja.wi.gov/docview.asp?docid=16661&locid=97>. Download and complete the form, save it to your computer and attach it to your Egrants application in this section.

**About DUNS Number Reporting:** 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. 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>. Use the form template below to report your DUNS number.

**About Registering with the Central Contractor Registration (CCR) Database:** The federal government also 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 DUNS number to start the CCR registration process. (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](http://www.ccr.gov/handbook.asp)). OJA will confirm your CCR registration prior to processing any grant award. Use the form template below to report your CCR registration date.

- Letters of Support
- Map of the Service Area

### **Application Review and Award Criteria**

Applications will be scored on a 100-point scale using a peer review process, based on the following point values for the selection criteria:

- Problem Statement (20 points)
- Goals and objectives (15 points)
- Program Design (30 points)
- Evaluation (15 points)
- Sustainability (15 points)
- Budget (5 points)

Grants will be scored by an advisory committee(s) using the above scoring system. Peer reviewer ratings and any resulting recommendations are advisory only. In addition to peer review ratings, grant award considerations may include, but are not limited to, underserved populations, strategic priorities, past performance, underserved geographic areas, potential to replicate the program, and available funding. All final grant award decisions will be made by the OJA Executive Director.

OJA may reject applications that are incomplete, do not respond to the scope of the funding announcement, or fail to comply with format requirements.

### **Reporting Requirements**

If you are awarded funds under this announcement, you will be required to provide OJA with progress and financial reports, which will be due quarterly.

In addition, applicants who are awarded a grant must report data quarterly on performance measures listed above as well as on your goals and objectives. Please see the Performance Measures section on Pages 3 and 4 for detailed reporting requirements.

### **Additional Resources**

- Office of Justice Assistance website: <http://www.oja.wi.gov>
- A helpful [Egrants User Guide](#) is posted on the Egrants 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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