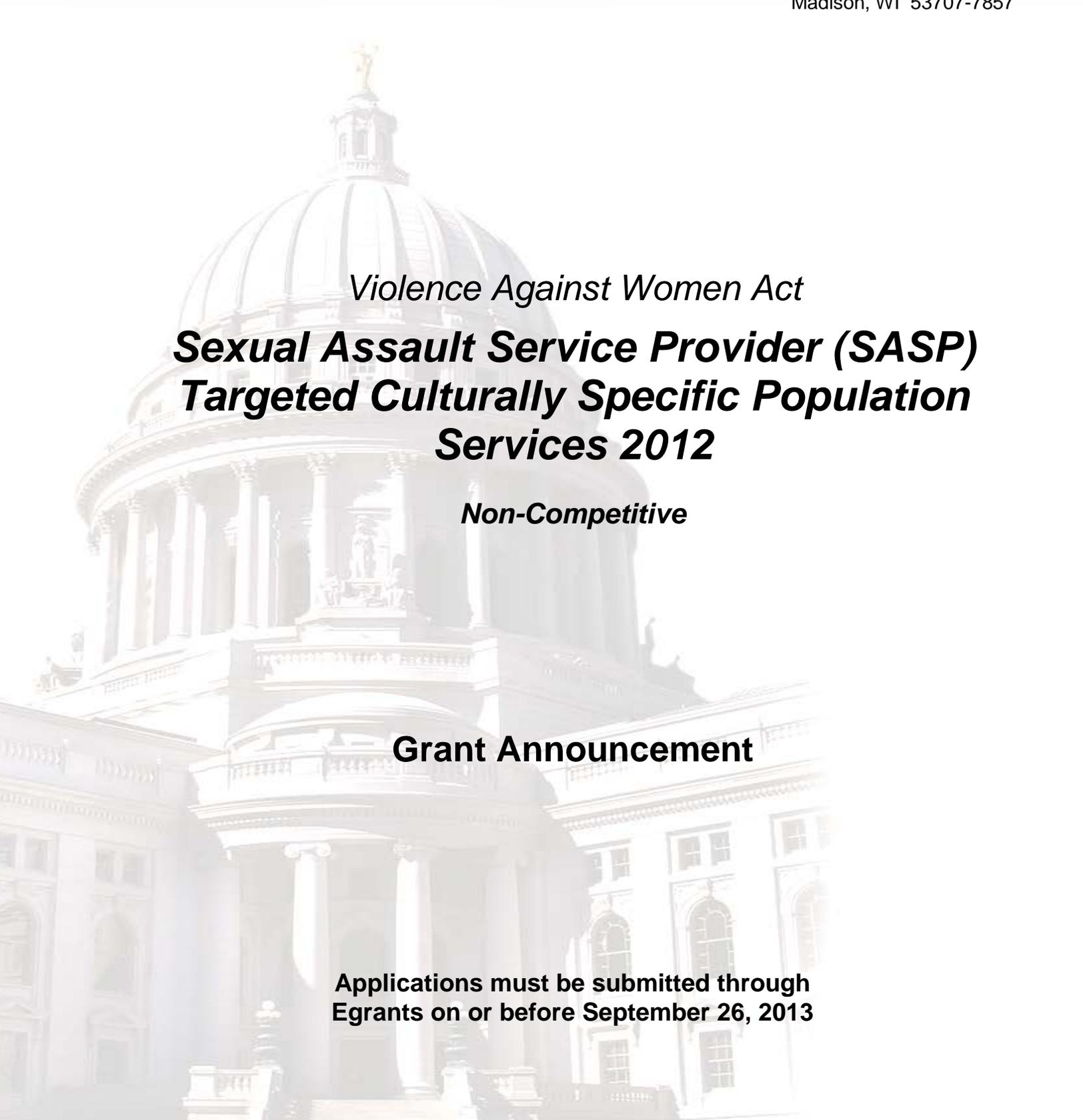




State of Wisconsin
Department of Justice
17 W. Main St.
P.O. Box 7857
Madison, WI 53707-7857



Violence Against Women Act
**Sexual Assault Service Provider (SASP)
Targeted Culturally Specific Population
Services 2012**

Non-Competitive

Grant Announcement

**Applications must be submitted through
Egrants on or before September 26, 2013**



**STATE OF WISCONSIN
DEPARTMENT OF JUSTICE**

Important Contact Information for this Grant Opportunity:

Program/Policy: Kittie Smith (608)261-8762
smithkm@doj.state.wi.us

Budget/Fiscal: JoEllen Fleming (608) 264-7657
JoEllen.Fleming@wisconsin.gov

Forms/Signatures Lori Phillips (608) 266-0936
phillipsl@doj.state.wi.us

Egrants Assistance: Weekdays, 8am – 4:30pm
Email: OJAEgrants@wi.gov
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: <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: Violence against Women Act (VAWA)

Grant Title: Sexual Assault Service Provider (SASP) Targeted Culturally Specific Population Services 2012.

Description: The purpose of this funding announcement is to support programming to provide intervention, advocacy, accompaniment (e.g., accompanying victims to court, medical facilities, police departments, etc.), support services, and related assistance for adult, youth, and child victims of sexual assault, family and household members of victims, and those collaterally affected by the sexual assault with a special emphasis on services provided to culturally specific populations. A more complete description of program purpose areas and appropriate activities are included on the next page.

Opportunity Category: Non-competitive

Important Dates:

Application Due Date: September 26, 2013

Project Start Date: August 1, 2013

Project End Date: December 31, 2014

Anticipated Funding Amount: Total funding available for this grant opportunity is \$212,863.

Match/Cost Sharing Requirement: No match is required.

Eligibility: Only projects receiving first year funds in the previous application round are eligible to apply for second-year funds. This includes Hmong American Women's Association, UMOS Latina Resource Center, and UNIDOS.

The federal SASP application requires that all business and not-for-profit applicants include a DUNS number in their application for a new or renewal award.

DUNS Number: 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>. Check with your agency's financial office before registering for a DUNS number - it is likely your agency already has one. OJA cannot award grant funds until an active DUNS number has been provided.

Eligible Expenses: The SASP Formula Grant Program emphasizes the establishment, maintenance, and expansion of rape crisis centers and other nonprofit, nongovernmental

organizations, such as dual programs addressing domestic violence and sexual assault, for the provision of direct intervention, core services, and related assistance to adult, youth, and child victims of sexual assault.

Under the SASP Formula Grant Program, grant funds cannot be used to support sexual assault forensic examiner projects or criminal justice activities (e.g., law enforcement, prosecution, courts, or forensic interviews) including the development of SART teams.

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.

VAWA Sexual Assault Service Provider (SASP) Targeted Culturally Specific Population Services 2012

The Wisconsin Department of Justice Office of Crime Victim Services (OCVS) provides financial and technical assistance to victim witness programs, victim service providers, and agencies serving victims of crime. As the State Administering Agency for state and federal criminal justice and homeland security grant funds, OCVS 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

Overall, the purpose of the Sexual Assault Service Provider Formula Grant Program (SASP Formula Grant Program) is to provide intervention, advocacy, accompaniment (e.g., accompanying victims to court, medical facilities, police departments, etc.), support services, and related assistance to:

- Adult, youth, and child victims of sexual assault;
- Family and household members of such victims; and
- Those collaterally affected by the victimization, **except** for the perpetrator of such victimization (e.g., friends, coworkers, classmates).

Statutory Program Purposes

By statute, funds under the SASP Formula Grant Program may be used for the following purposes:

- To support the establishment, maintenance, and expansion of rape crisis centers and other currently based programs and projects to assist those victimized by sexual assault.

SASP Formula grants will be used to fund rape crisis centers and other non-profit, nongovernmental organizations, including faith or community-based organizations, and Tribal non-profit organizations for programs and activities that provide direct intervention and related assistance. Intervention and related assistance may include:

- 24-hour hotline services providing crisis intervention services and referral;
- Accompaniment and advocacy through medical, criminal justice, and social support systems, including medical facilities, police, and court proceedings;
- Crisis intervention, short-term individual and group support services, and comprehensive service coordination and supervision to assist sexual assault victims and family or household members;
- Information and referral to assist the sexual assault victim and family or household members;
- Community-based, linguistically and culturally specific services and support mechanisms, including outreach activities for underserved and population specific communities; and

- The development and distribution of materials on issues related to the services described in the previous bullets.

Programmatic Priority Areas

Services to Culturally Specific Populations: Each proposal should identify the population to be addressed. Examples of populations typically included as Culturally Specific include: ethnic/cultural, ability, and LGBT/sexual preference.

Needs identified included but not limited to:

- Projects that provide culturally competent or specific sexual assault services including those that are new, are expansions and/or create models that are transferrable to other communities
- Hotlines to reach unserved or underserved areas or populations
- Interpreter services
- Shared staffing among programs to bring a particular service provision need to a larger capacity
- Client recruitment or program outreach activities
- Collectively developed regional collaborative delivery of service to address an identified gap

Award Information

Non-competitive, second year applications for 2012 SASP Formula grant funds will be accepted for the project period August 1, 2013 or later ending December 31, 2014. Sexual Assault Service Provider (SASP) Formula Grant Program funds are awarded annually to the Wisconsin Department of Justice Office of Crime Victim Services (OCVS) from the USDOJ Office on Violence Against Women.

Upon application approval, the applicant agency’s project director will receive a paper grant award document 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 <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 Department of Military Affairs eGrants. Please take care to select **DOJ Egrants** during this process.

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

Application Components

Through Egrants, you will provide OCVS with detailed information about your project that will be used to make a funding decision. Questions about what is expected in each section can be

directed to Kittie Smith, VAWA Program Policy Analyst at (608) 261-8762 or email smithkm@doj.state.wi.us.

For this grant, the following information is required in your Egrants application. Please note: **For responses to text box fields**, begin by typing your responses into a word processing program to add formatting and complete a spell-check. Copy and paste the formatted content into the Egrants text box fields.

Please note: No attachments should be included in this grant application unless 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, 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 website, cited in OCVS 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

If awarded a grant, you are required to report your progress against pre-established targets. In your application, please establish benchmarks against the measures given. You will report progress against these measures in your quarterly reports. If no measures are displayed, mark the section “Complete” and “Save”.

4. Budget Detail

Complete a project budget that covers costs through 12/31/14 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 for each budget line item, including cost calculations.

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 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. Position descriptions for any position created in the project must be attached in the Required Attachments section.

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 devoted to the project. Employee benefits on overtime hours are limited to FICA, Workers' Compensation, and Unemployment Compensation. List items included in benefits.

Travel/Training: Any travel and/or training costs associated 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:

- Mileage: \$0.51/mile
- Lodging: Maximum \$70/night (\$80/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.); \$5/breaks

(Please note: Travel and training for contracted employees does not go in this section. These expenses should be itemized under "Contractual".)

Paying for food from US Dept. of Justice funds is no longer allowed or strict limitations apply as of Oct. 2011. Food for clients being served by the program is the only time prior approval is not needed. Please consult your grant manager prior to submitting this application for clarification and for prior approval.

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 Operating Expenses: Includes consumables such as paper, stationery, postage, software and equipment with an acquisition cost of less than \$5,000 per unit. Also includes operating expenses such as rent and utilities. **Show computations for all items.** For example, Rent: \$150/mo x 12 months = \$1,800.

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. 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.

Other: Items that do not fit into specific categories such as, confidential funds, overhead (if allowed), etc.

5. **Project Development & Impact to Date**

Briefly and concisely provide an evaluation of past project performance and progress.

Summarize the progress to-date of the project activities previously funded under the project. Be clear about issues that have emerged that challenge successful implementation of project objectives and/or need to be addressed in upcoming project period.

- What are the notable accomplishments of your program? Use specific summary project activity data, such as those submitted in the Quarterly Progress Reports (increases should be reflected in actual numbers as well as percentages).
- Give the status of the objectives and implementation steps outlined in previous applications and work plans. Include the achievement of specific performance standards.
- What coordination activities have occurred to date? Attach new written interagency agreements.
- What has been the impact of the project on the underserved populations identified in the original application?

What emerging issues and problems require attention? Have there been any needs assessments during the previous year? Be sure to include the results.

6. **Goals and Objectives**

The purpose of this section is to: 1) Describe the broad goals for your project, 2) Present clear objectives designed to achieve those goals, and 3) Outline a plan to evaluate or assess success in achieving your proposed outcomes.

Answer the following questions:

- a. What is the goal of the project?
- b. How will success be defined?
- c. How will success be measured? Would your agency need help with developing this process, what type of assistance would be needed?
- d. What role will the population to be served play in defining/evaluating success?
- e. What will be done? List the steps to implementing the project as outlined. Set accomplishments for each of 4 quarters.

7. **Implementation Plan**

- What will be done? List the steps to implementing the project as outlined. Set accomplishments for each of 4 quarters.
- What will be the challenges to sustaining the project? How will the challenges be met?

8. **Required Attachments**

Please attach the following documents to your application in this section:

- Position Descriptions for each funded or partially funded position

- ❑ Any new written interagency agreements

Mail to: State of Wisconsin Department of Justice
Office of Crime Victim Services
17 W. Main Street
P.O. Box 7857
Madison, WI 53707-7857
Attn: Lori Phillips

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. OCVS staff will review applications to ensure consistency with statewide strategies and make funding recommendations to the OCVS Executive Director. All final grant award decisions will be made by the OCVS Executive Director.

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. At that time, please review all of your grant award special conditions and Egrants reporting requirements.

Additional Resources

Additional information about the Office of Crime Victim Services and resources to assist with Egrants is available as follows:

- Dept. of Justice website: <http://www.doj.state.wi.us/ocvs/vawa/violence-against-women-act-program>
- 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: OJAEgrants@wi.gov

Local calls: (608) 267-9068

Outside the 608 area code: (888) 894-6607