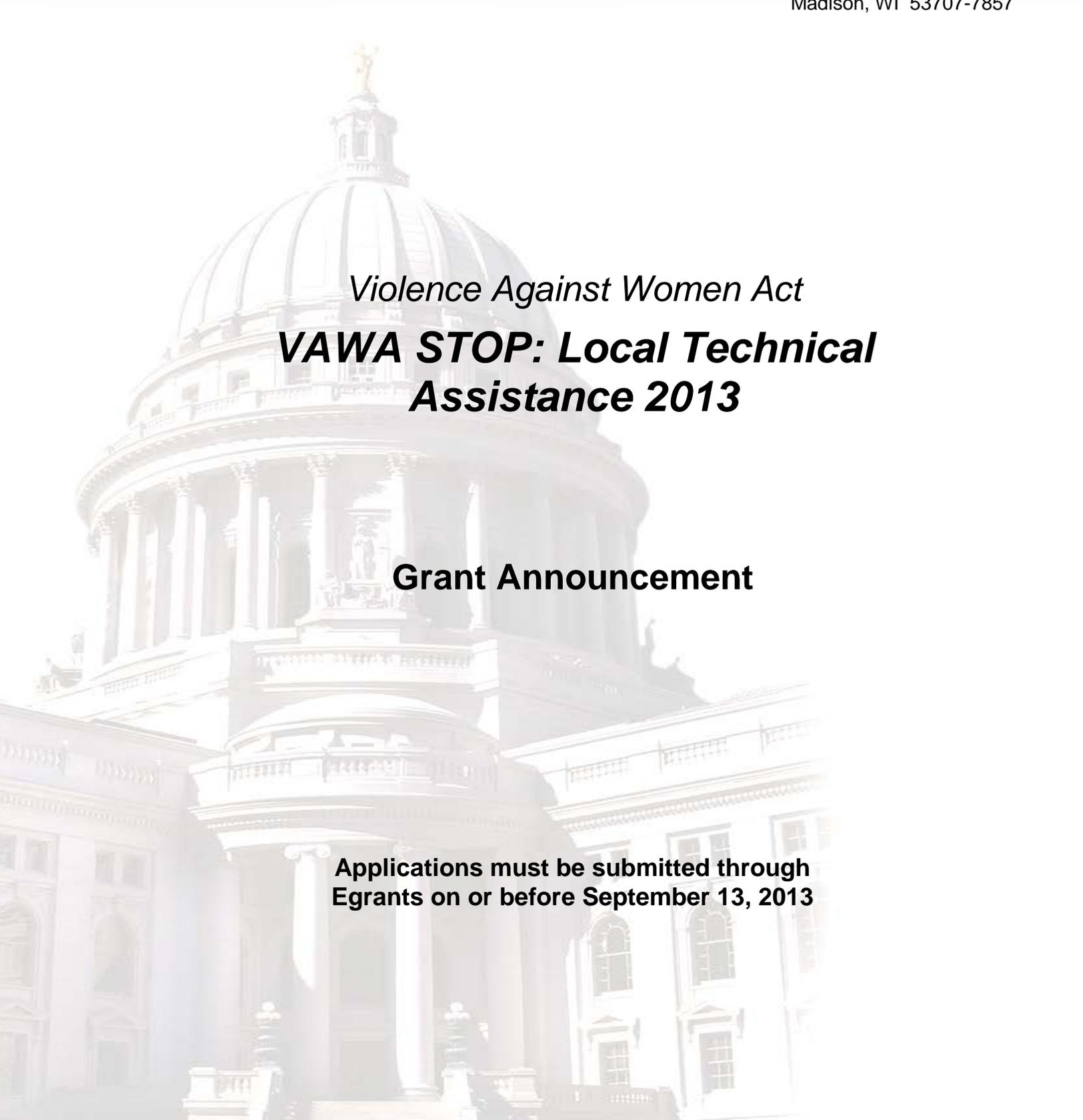




State of Wisconsin
Department of Justice
17 W. Main St.
P.O. Box 7857
Madison, WI 53707-7857



Violence Against Women Act
**VAWA STOP: Local Technical
Assistance 2013**

Grant Announcement

**Applications must be submitted through
Egrants on or before September 13, 2013**



**STATE OF WISCONSIN
DEPARTMENT OF JUSTICE**

Important Contact Information for this Grant Opportunity:

Program/Policy: Kittie Smith (608) 261-8762 or
kittie.smith@wisconsin.gov

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

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: VAWA STOP Local Technical Assistance 2013

Description:

Funds will enable the Wisconsin Coalition Against Domestic Violence (WCADV) and the Wisconsin Coalition Against Sexual Assault to develop and provide technical assistance to communities and community-based programs. These programs will improve local capabilities for keeping women and children safe and holding perpetrators accountable for crimes of violence against women.

Opportunity Category: Non-Competitive

Important Dates:

Application Due Date: September 13, 2013

Project Start Date: October 1, 2013

Project End Date: December 31, 2014

Anticipated Funding Amount: \$233,500

Match/Cost Sharing Requirement: A 25% match is requested but not required. Not-for-profit, non-governmental victim service providers are exempt from match requirements under VAWA III.

Eligibility: The Wisconsin Coalition Against Domestic Violence (WCADV) and Wisconsin Coalition Against Sexual Assault are the only eligible applicants.

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. **OCVS cannot award grant funds until an active DUNS number is provided.**

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.

VAWA STOP Local Technical Assistance 2013

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 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

Through this grant announcement, OCVS will support WCADV and WCASA technical assistance to Wisconsin communities and community-based programs to improve their ability to keep women and children safe, and hold perpetrators accountable for crimes of violence against women. This grant opportunity emphasizes improving the quality of services available to victims. A copy of the program description is included at the end of this fund announcement.

Award Information

Funds are being made available through the STOP Violence Against Women Formula grant program. Upon application approval, the project director of the recipient agency 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.

Authorization to access Egrants can take several days depending on registration activity. The help desk is open Monday-Friday 8am-4:30 p.m. 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 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 on 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

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 DOJ website, cited in 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 for each budget line item, including cost calculations.

Also, please be aware that there is a 25% cash match requested for these funds. To calculate the total budget and match amounts, use these formulae:

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

Example: For a grant award of \$350,000, the calculation would be:

1. Total Budget: $\$350,000 \div 0.75 = \$466,666$
2. Required Match: $\$466,666 \times 0.25 = \underline{\underline{\$116,667}}$

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.

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 at the time of this announcement include:

- 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.

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. Consultant fees in excess of \$650 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.

Other: Items that don't fit into specific categories. Examples: Confidential Funds, Overhead (if allowed)

Note on Procurement: OCVS requires any purchases/contracts to be made through the agencies' own local procurement procedures and regulations. Check with your own officials to see whether equipment or services requested in the grant need to be put out to bid or if a sole source can be used.

Budget Modifications: Once your Egrants application is submitted to OCVS, any significant changes to the budget will require an Egrants modification request. Contact the program manager for this grant announcement if a modification is needed.

5. Project Development and Impact to Date

1. Briefly and concisely provide an evaluation of past project performance and progress.
2. Summarize the progress to-date of the project activities in your implementation timetable previously funded under the VAWA project.
 - What are the notable accomplishments of your program? Use specific summary project activity data, such as those submitted in 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. Problem Description

Please include a brief problem statement for activities proposed.

7. 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.

Choose the most critical expectations to develop into objectives for this project.

(Use the [VAWA Goals and Objectives Chart](#). The template can be accessed through the [DOJ website](#) in the VAWA document library.)

Goals are defined as:

Functional or behavioral outcomes that you believe will address the problem you describe above. Be as specific as possible about the behavioral and functional outcomes needed. Your proposal should include 1-2 broad goals that guide your project.

Objectives are defined as:

List the behavioral outcomes and attitudinal changes that need to be achieved as steps toward achieving the project goals. Objectives are the focus of project activities and should identify outcomes you believe are achievable by your project. **Objectives should be measurable.**

List 2-4 specific objectives for each broad goal.

8. Implementation Plan

Please provide the following information: 1) Outline the project operations and tasks intended to accomplish the objectives you describe in program goals and objectives, 2) Include a timeline for implementation steps, and 3) Describe coordination efforts with other relevant community programs.

9. Required Attachments

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

- Attach a Position Description for each funded or partially funded position.

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. OJA staff will review applications to insure consistency with statewide strategies and make funding recommendations to 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

Program 7: Local Program and Technical Assistance

Federal VAWA Purpose Areas: 5, 7, 8 & 12

Program Goals

To keep women safe and hold perpetrators accountable by:

- Enhancing the capacity of statewide and community based efforts on behalf of victims of violence against women.
- Supporting assessment, planning, coordination, and program implementation efforts that address violence against women.
- Improving justice system and victim services coordination and effectiveness, especially for underserved areas and populations.

Scope of the Program

Funds will be available to statewide or regional organizations to provide site-specific technical assistance to counties, governmental units, and private non-profit agencies in the areas of planning, development, implementation, and assessment of violence against women programs and activities.

Program Guidelines

- Technical assistance may include on-site consultation, relevant local or regional staff training, and other information sharing methods that focus on specific local areas or population groups.
- Local assessments should examine the projected number of victims and the extent of their needs, victim access to information and services, availability and quality of immediate and long-term services, justice system performance, and gaps in coordination and services. Emphasis will also be placed on local Community Coordinated Community Response team development and other collaborative processes.
- Products of technical assistance may be the development of planning processes and documentation, agency and inter-agency policies, protocols and agreements, and applications of funds for assistance.
- Products of the technical assistance may be the formation of steering committees and/or coordinating committees, or other organizational mechanisms for addressing these problems.
- Program resources may be used to develop, acquire, and distribute various types of informational materials to assist local programs in addressing domestic violence, sexual assault, and/or stalking.
- Funds may be used to develop and disseminate written, audio, or other media materials to assist local programs. Materials may be promotional, those which make agency process and victim services known to the public, or they may be developmental materials such as training curriculums, information on model programs, and consultant or speaker information.

Minimum Requirements: The subgrantee must...

- Conduct a thorough analysis of local or regional technical assistance needs in the areas of sexual assault, domestic violence, and stalking.
- Coordinate technical assistance and resource development with OJA and other subgrantees funded through this program.
- Publicize and generally make information available on the type and scope of materials and services available and how to obtain them.
- Focus on assisting local agencies in assessing needs and developing culturally competent services and other responses.