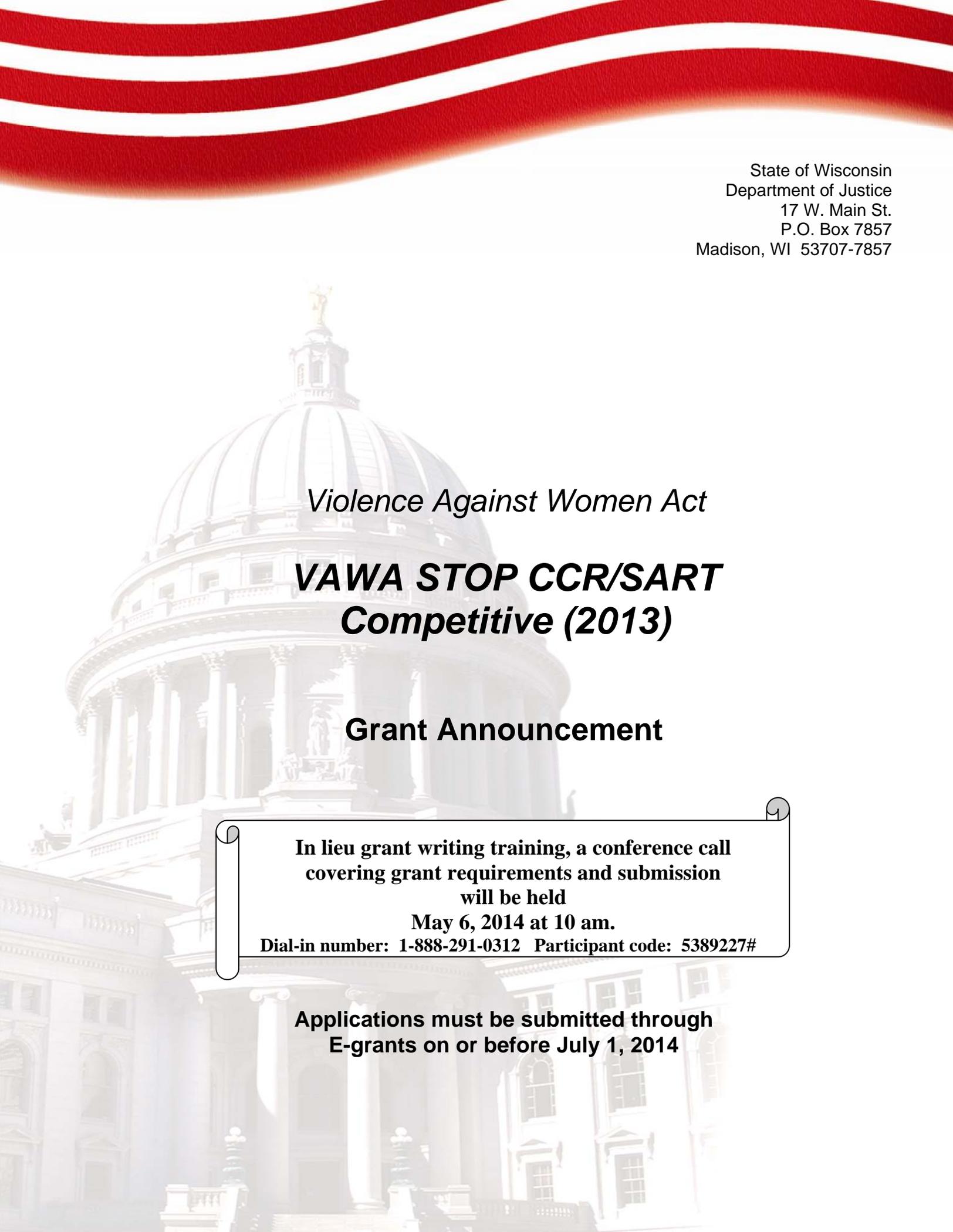




State of Wisconsin
Department of Justice
17 W. Main St.
P.O. Box 7857
Madison, WI 53707-7857



Violence Against Women Act

**VAWA STOP CCR/SART
Competitive (2013)**

Grant Announcement

**In lieu grant writing training, a conference call
covering grant requirements and submission
will be held**

May 6, 2014 at 10 am.

Dial-in number: 1-888-291-0312 Participant code: 5389227#

**Applications must be submitted through
E-grants on or before July 1, 2014**



**STATE OF WISCONSIN
DEPARTMENT OF JUSTICE**

Important Contact Information for this Grant Opportunity:

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

Budget/Fiscal: JoEllen Fleming (608) 264-7657 or
flemingjr@doj.state.wi.us

Egrants Assistance: Weekdays, 8am – 4:30pm
Email: 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: <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: Coordinated Community Response Teams Competitive (2013)*

Description: This fund announcement will provide up to \$10,000/year to multi-system county-based teams composed of victim advocates, law enforcement officers, pre-trial service personnel, prosecutors, judges and other court personnel, probation and parole officers, county social service and economic support personnel and community leaders for the purpose of working together *in cooperation with a trained facilitator* to craft solutions that overcome the problem of crimes of violence against women including domestic violence, sexual assault, stalking, dating violence, and/or human trafficking. All entities must collaborate to ensure that victim safety is a paramount consideration in developing their strategies.

Opportunity Category: Competitive

Important Dates:

Application Due Date: July 1, 2014

Project Start Date: September 1, 2014

Project End Date: August 31, 2014

Anticipated Funding Amount: \$42,500 (awards range from 7,500 to 10,000).

Match/Cost Sharing Requirement: A 25 % match is required. (The VAWA 25% match requirement is waived for non-governmental not-for-profit victim services providers. However, DOJ must meet the match requirement for all STOP VAWA funds awarded to the State of Wisconsin. DOJ asks programs able to provide match to do so.) Match may be cash or in-kind.

Eligibility: State and local units of government, tribal governments and private, not for profit agencies are eligible to apply for funding assistance in the available program areas. It is OCVS policy that faith-based and community organizations that statutorily qualify as eligible applicants under Office on Violence Against Women programs are invited and encouraged to apply for assistance awards to fund eligible grant activities.

Applications from County-based Coordinated Community Response Teams or Sexual Assault Response Teams can be submitted by a fiscal agent that is a unit of local government or a not-for-profit, non-governmental service provider. If the Fiscal Agent (applicant) **is not** a not-for-profit, non-governmental victim service provider, a Certification of Consultation is required. See the Required Attachments section of this announcement for further information.

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

Eligible Expenses: This grant program features the use of consultant facilitators to guide teams in the development of assessments and work plans using a choice of several “tools” developed for that purpose. We ask that applications be focused upon those costs and confined to the consultant category. *Consideration of a small request for administrative costs may be considered, however, approval of these requests is not guaranteed.*

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: Coordinated Community Response Teams Competitive (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 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 Grant funds support the cost of a trained facilitator to work with the CCR/SART teams to develop a shared understanding of the crimes of violence against women as a whole or in a specific problem area addressing domestic violence, sexual assault, stalking, dating violence, or human trafficking. This “Consensus of the Crime” provides an understanding of the challenges to keeping victims safe and holding perpetrators accountable in each community. Teams then work through a series of facilitated exercises to conduct assessments and develop work plans/goals designed to address the challenges they identify. Teams may choose from the list of existing consultants or propose to work with a facilitator of their choice. *Please indicate your choice and attach a resume if you have selected to work with a consultant other than those currently working in the project.* We will be happy to propose a consultant match for your approval.

The Coordinated Community Response Team (CCR) program challenges the entire community to listen, communicate, identify problems and share ideas that will result in new responses to ensure victim safety and offender accountability. The program further challenges victim advocates, county social service and economic support personnel, law enforcement officers, pre-trial service personnel, prosecutors, judges and other court personnel, probation and parole officers and community leaders to work together to craft solutions to overcome the problem of crimes of violence against women including domestic violence, sexual assault, stalking, dating violence, and human trafficking. All entities must collaborate to ensure that victim safety is a paramount consideration in developing their strategies

Priority for team work in this competitive round is focused upon

- applying the information contained in the WCADV Homicide Reports to CCR goals and objectives to reduce domestic violence homicides;
- implementation of the Wisconsin Adult Sexual Assault Response Team (SART) Protocol.

Areas of particular concern in the area of Domestic Violence are:

- Examining the capacity of economic support programs to foster victim safety
- Examining and supporting the capacity and sustainability of not-for profit, non-governmental community based advocacy programs
- Including victims and survivors in determining appropriate services required to promote healing and avoid re-victimization

- Encouraging or mandating the arrest of domestic violence offenders based on probable cause that an offense has been committed, avoidance of dual arrest, and the arrest of domestic violence offenders who violate the terms of a valid and outstanding protection order
- Examining temporary restraining order/restraining order procedures to remove obstacles to victim safety including dual orders
- Improving the tracking of cases involving domestic violence and dating violence including family court outcomes
- Involving judges in criminal court and other adjudication processes (including juvenile courts) in eliminating the re-victimization of crime victims in both court practice and judicial handling of domestic violence cases

Areas of particular concern in Sexual Assault are:

- Assessing actual levels of occurrence of the sexual assault in the community including information from all first responders including clergy and private practice counselors.
- Assessing the availability of victim advocates at all stages of the reporting and recovery process
- Including victims and survivors in determining appropriate services required to promote healing and avoid re-victimization
- Assessing the level of reporting sexual assault crimes to criminal justice agencies versus non-reporting
- Determining the number of, and reason for, “unfounded cases”
- Determining the disposition of cases reporting to law enforcement agencies and those referred to the District Attorney

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 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 DOJ website (Egrants page). 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.

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.

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 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

Be sure to read the eligible cost section page 2.

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.

Please note: Upon the advice of the Office of Violence Against Women Financial Officer, the budget should include all program revenue generated. This should include registration fees and any other charges to participants. These funds should be allocated to programmatic costs and can be recorded as cash match. Program income should be reported on the reimbursement for (G-2) as part of the reimbursement process.

Also, please be aware that there may be a 25% cash match required 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: $\$466,666 \times 0.25 = \underline{\$116,667}$

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/month 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 OCVS). 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 OCVS. No fund reimbursements will be made prior to receipt of the contract.

5. **Project Design: (1 page double spaced)**

This section should provide a brief, but complete, picture of the project.

6. **Project Development and Impact to Date**

CCR/SART Team Development to Date

This section is designed to assist you in quickly introducing your CCR/SART team to the peer reviewers. In 2-3 pages use the questions below to describe your team's current operation. Be clear and concise. Help the review team "see" your community at work.

- Has your CCR/SART adopted a mission statement? If so, include here. If not, why not?
- How does your CCR/SART work together? Attach any written agreements
 - What are your perceived strengths? What does your team do well?
 - What do you see as obstacles to your success as a group?
- Has your team completed any assessments?
- Briefly comment on your team's membership composition and attendance record.
 - Include a list of current members.
 - How does it reflect the composition of your community? (Ethnic, Cultural Diversity; ability populations; others?)

7. **Program Objectives**

Using the information below, please include the next steps (work plan) your CCR team has identified for the coming year. The work plan should include *measurable indicators* of success and outcomes that will be used to evaluate the success of your project. Choose the most critical expectations to develop into objectives for this project.

(You may make your own chart or use the [VAWA Goals and Objectives Chart](#). The template can be accessed through the DOJ website in the document library. (<http://www.doj.state.wi.us/ocvs/vawa/violence-against-women-document-library>).

CCR/SART Projects shall propose activities that include clear targets designed to:

- A. Conduct planning and assessment activities that yield information about:
- The level of occurrence of crimes of violence against women in the community to be addressed
 - The challenges surrounding and capacity of the community to keep women safe
 - The current status of offender accountability
 - The improvement of data collection to enable the reporting of the information listed above
- B. Clarify the level and nature of the “Consensus of the Crime” operating on the team and in the community at large and conduct activities that:
- Provide opportunities for leadership development in the team and the community
 - Provide peer exchange opportunities designed to share skills and develop collaborative working situations
- C. Develop the ability of the team and the community to sustain its efforts to meet the needs of victims through collaborative work.

8. Required Attachments

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

- Certification of Consultation if required.

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 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:

- 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

Sample Letter of Certification of Consultation

YOUR LETTERHEAD

Ms. Jill Karofsky
Executive Director
Office of Crime Victim Services
17 W Main Street,
Madison, WI, 53703-1237

Director Karofsky:

Our Program certifies that we have consulted with *names of community partners and especially the not-for profit, non-governmental victim service provider* in the planning and development of the *project name* outlined in the VAWA STOP: Specialized Enforcement (2013) application submitted to Egrants on *date*.

I will be happy to provide documentation of this consultation upon request. You can reach me at *provide contact information*.

Sincerely,