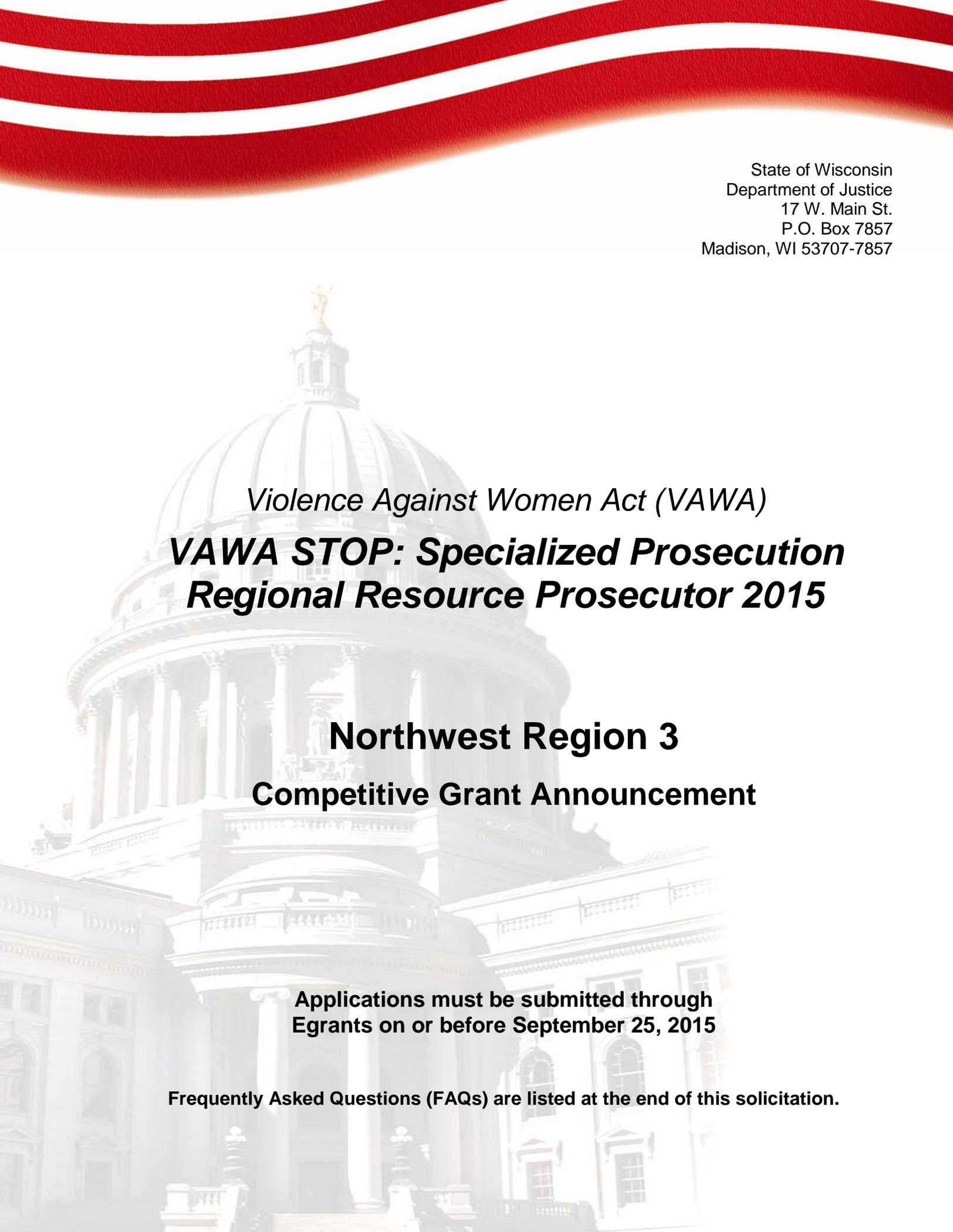




State of Wisconsin  
Department of Justice  
17 W. Main St.  
P.O. Box 7857  
Madison, WI 53707-7857



*Violence Against Women Act (VAWA)*  
**VAWA STOP: Specialized Prosecution  
Regional Resource Prosecutor 2015**

**Northwest Region 3  
Competitive Grant Announcement**

**Applications must be submitted through  
Egrants on or before September 25, 2015**

**Frequently Asked Questions (FAQs) are listed at the end of this solicitation.**



**STATE OF WISCONSIN  
DEPARTMENT OF JUSTICE**

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

Program/Policy:	Shira Phelps (608) 267-5250 phelpssr@doj.state.wi.us
Budget/Fiscal:	Tanya Herranz (608) 264-7657 herranztd@doj.state.wi.us
Forms/Signatures	Keeley Crowley (608) 266-0936 crowleykj@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.

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: Specialized Prosecution Regional Resource Prosecutor 2015

**This grant opportunity has been reopened to the northwest region 3 of the state.**

### **Description:**

The goals of this grant opportunity are to ensure prosecution response to violence against women is effective, keeps victims safe, and holds perpetrators accountable. This grant project will accomplish these goals by establishing four Regional Violence Against Women Resource Prosecutors (Regional VAWRP) to provide technical assistance and training to their established region.

**Opportunity Category:** Competitive

### **Important Dates:**

Application Due Date: September 25, 2015

Project Start Date: October 1, 2015

Project End Date: September 30, 2016

This program will be on a three year grant cycle. The first year of the grant cycle is competitive. Years 2 and 3 will be non-competitive: award recipients will still need to apply each year, but only those that received awards in year one will be eligible to apply. Continued funding is contingent upon federal funding and compliance with state and federal requirements and guidelines.

**Total Anticipated Funding Amount:** \$500,000

There will be four awards, each of which cannot exceed \$125,000.

**Match/Cost Sharing Requirement:** Not-for-profit, non-governmental service providers are exempt from match. Applicants are requested to provide match when possible to assist the State in fulfilling its match requirement. Match contributions may be either cash or an in-kind contribution. Examples of match may include office space, supplies, or non-federally funded support staff.

**Eligibility:** County District Attorney's Offices in the northwest region of the state: Ashland, Barron, Bayfield, Buffalo, Burnett, Chippewa, Clark, Douglas, Dunn, Eau Claire, Iron, Jackson, Pepin, Pierce, Polk, Price, Rusk, Sawyer, St. Croix, Taylor, Trempealeau, Washburn.

**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. Eligible expenses include those items listed in the budget section of the application, such as personnel, supplies, travel, etc. 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.

**Certification of Consultation:** To receive STOP VAWA funds, all applicants must certify by letter that they have consulted with a local not-for profit, non-governmental victim service provider in the development of this application. The Certification of Consultation must be attached to this application. A sample certification is provided at the end of this announcement along with the mailing address.

**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.**

**Frequently Asked Questions (FAQs):** FAQs for this solicitation are listed on page 11.

## **VAWA STOP: Specialized Prosecution Regional Resource Prosecutor 2015**

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**

The goals of this grant opportunity are to ensure prosecution response to violence against women is effective, keeps victims safe, and holds perpetrators accountable. This grant project will accomplish these goals by establishing four Regional Violence Against Women Resource Prosecutors (Regional VAWRP) to provide technical assistance and training to their established region.

Regional VAWRP responsibilities will include:

- Work collaboratively with local, regional, and state partners, including law enforcement; domestic violence and sexual assault victim service providers; court systems; domestic violence and sexual assault statewide coalitions; Wisconsin Department of Justice (DOJ); and other identified partners to assess the need for, and develop and provide technical assistance for prosecutors and others.
- Provide in person, phone, email technical assistance and legal research to prosecutors on issues of crimes of violence against women, including sexual assault, domestic violence, and stalking.
- Provide legal advice and technical assistance on matters related to cases of violence against women. Provide technical assistance to trial prosecutors in the form of research and briefing assistance, trial strategy, and victim/witness preparation.
- Act as consultant in violence against women cases.
- Identify and become familiar with best practice policies and other publications to enhance the prosecution of crimes of violence against women.
- Become familiar with existing VAWA DOJ statewide training efforts.
- Serve on advisory councils, local community coordinated response (CCR) and/or sexual assault response teams (SART), committees and other boards and entities as requested or invited by partners, and others working on issues of crimes of violence against women.

Additional requirements include:

- Attend trainings related to violence against women.
- Provide training for other prosecutors in the region on issues related to violence against women prosecution.
- Attend SPET.
- Meet with DOJ program oversight group quarterly.
- Maintain a 40% caseload in the county.
- Outreach to each county in established region.
- Ongoing coordination with DOJ Statewide VAW Resource Prosecutor.

The Regional VAWRP will enable more effective prosecution by improving the capacity of the justice system to respond to victims needs and to treat victims with respect; coordinating prosecution with law enforcement, community victim services, and other systems; and providing leadership in the coordinated delivery of violence against women training and response in Wisconsin.

**Regional VAWRP positions will be awarded to county District Attorney's Offices, per region:**

<b><u>Region 1 Counties</u></b>	<b><u>Region 2 Counties</u></b>	<b><u>Region 3 Counties</u></b>	<b><u>Region 4 Counties</u></b>
Calumet	Adams	Ashland	Brown
Dodge	Columbia	Barron	Door
Fond du Lac	Crawford	Bayfield	Florence
Jefferson	Dane	Buffalo	Forest
Kenosha	Grants	Burnett	Kewaunee
Manitowoc	Green	Chippewa	Langlade
Milwaukee	Green Lake	Clark	Lincoln
Ozaukee	Iowa	Douglas	Marathon
Racine	Juneau	Dunn	Marinette
Sheboygan	La Crosse	Eau Claire	Menominee
Walworth	Lafayette	Iron	Oconto
Washington	Marquette	Jackson	Oneida
Waukesha	Monroe	Pepin	Outagamie
Winnebago	Richland	Pierce	Portage
	Rock	Polk	Shawano
	Sauk	Price	Vilas
	Vernon	Rusk	Waupaca
	Waushara	Sawyer	Wood
		St. Croix	
		Taylor	
		Trempealeau	
		Washburn	

## **Award Information**

A total of \$500,000 is available. Applicants should limit their budget request to one year. Upon application approval, the project director of the recipient agency will receive a paper grant award document by mail in approximately 30 days. Funds under this grant award will be distributed through a reimbursement of expenditures.

## **Submit Applications Using Egrants**

Applications must be submitted through the 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 <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, WEM Egrants and other systems. 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 our help desk at [Egrants@doj.state.wi.us](mailto: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 DOJ 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 Shira Phelps at (608) 267-5250 or at [phelpssr@doj.state.wi.us](mailto:phelpssr@doj.state.wi.us).

The following information is required in your Egrants application. (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. For all attachments please use a footer/header that includes the agency name and grant ID number on all pages.

### **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 DOJ 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 will be required to report your progress against pre-established targets based on your goals and objectives that you establish in your application. In your application, please open the Performance Measures section at the top of the screen 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 required for these funds. To calculate the total budget and match amounts, use these formulae:

- Award Amount  $\div$  0.75 Federal Share = Total Project Budget
- Adjusted Project Costs  $\times$  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 employees that will be funded through this grant, including overtime. Do not list contracted personnel or consultants in this section. 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. Only personnel costs of the agency applying for the grant funds should be included under “personnel.”

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 \$82/night (\$90/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.)

(Please note: Costs for travel and training require an event agenda and attendance list. Travel and training for contracted employees does not go in this section. These expenses should be itemized under "Contractual.")

Paying for food using US Department of Justice grant funds is no longer allowed or strict limitations apply as of October 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. Consultant fees in excess of \$650 per 8 hour day require additional justification (Contact DOJ). 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 DOJ. 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)

## 5. Project Development and Impact to Date

Please answer the following questions completely and in the order they appear.

1. Include a brief history of how your office has addressed violence against women, including:
  - a. What federal funds has your office received in the past 10 years to address violence against women?
  - b. How has prosecution of violence against women offenses evolved?
2. Does your office participate on community coordinated response or sexual assault response teams? Attach any written interagency agreements.
3. What emerging issues and problems require attention? How will your office respond to these problems?
4. Describe any technical assistance or training your agency has provided in relation to violence against women.

## 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.

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.

## **7. Implementation Plan**

Describe the steps needed to implement this plan to address the problem or issue.

- Outline the project operations and tasks intended to accomplish the objectives you describe in program goals and objectives.
- Include a timeline for implementation steps.
- Describe coordination efforts with other relevant community programs

## **8. Required Attachments**

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

- Position Descriptions for each funded or partially funded position
- Resumes for any STOP VAWA funded positions
- Certification of Consultation

## **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. DOJ 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 OVW Financial Grants Management 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](mailto: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*

Date

Jill Karofsky  
Executive Director  
Office of Crime Victim Services  
Wisconsin Department of Justice  
17 W. Main Street  
P.O. Box 7951  
Madison WI 53707-7951

Dear Ms. 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 STOP VAWA: Specialized Prosecution (2015) 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,

**VAWA Specialized Prosecution Frequently Asked Questions (FAQs) -  
Regional Violence Against Women Resource Prosecutor (Regional VAWRP)  
Grant Program**

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These FAQs are to be used as a guide when filling out the grant application in order to help you develop your proposed program. Due to this being a competitive grant application process, the WI DOJ will not be able to answer individual questions regarding this grant program.

Program:

- **What will this program involve?**
  - The Specialized Prosecution Program will improve prosecution of violence against women cases through the creation of VAWRP positions in a participating DA's offices in each of 4 regions within the state. Such positions will provide training and serve as a resource for prosecutors throughout their region regarding issues related to crimes against women. These positions will also prosecute violence against women related cases committed within that county
  
- **Who can apply?**
  - Any District Attorney's Office in the state of Wisconsin can apply.
  
- **How will the participating DA's Offices be selected?**
  - All applications will be reviewed and scored by a diverse panel of professionals in the criminal justice field, which may include prosecutors, law enforcement and advocacy. One county from each region will be selected as the grant recipient. All counties are able to apply for this funding, regardless of population, size or criminal caseload.
  
- **Do you anticipate funding for this program to extend beyond this 3 year grant cycle?**
  - The VAWA STOP Specialized Prosecution Program is part of Wisconsin's VAWA Implementation Plan. We expect this program to continue past this 3-year grant cycle. However, the next grant cycle will be competitive.
  
- **Will the grant cover both salary and benefits for the VAWRP?**
  - Yes, the grant should cover both the salary and the benefits for the position funded with this grant.
  - We expect that the person selected for this position should have at least 5 years of prosecutorial experience.

Responsibilities:

- **What will be expected of the participating DA's Offices?**
  - The DA's Offices that are awarded the grant are expected to provide resources and support to the Regional VAWRP, similar to other ADAs in that office.
  - The VAWRP will also be expected to submit quarterly reports online on the activities completed during that period.
  - The Financial Officer listed on the application will be responsible for submitting paper copies of the quarterly requests for reimbursements for expenses incurred during that period.
  
- **Who will be responsible for supervising the VAWRPs?**
  - The Regional VAWRP will report directly to his/her existing supervisor. We expect that the Regional VAWRP and the supervisor will use their best discretion and judgment in regards to the appropriate work and the amount of time he/she spends providing technical assistance.
  - The Regional VAWRP's supervisor will assign and supervise cases, as well as supervise the teaching aspects of the position.
  
- **What percentage of the VAWRPs' time will be spent teaching versus prosecuting cases?**
  - The Funding Announcement says that 60% of the position's time will be spent on training and technical assistance, and 40% on prosecuting cases. Again, we expect that the Regional VAWRP and the supervisor will use their best discretion and judgment in regards to the appropriate work and the amount of time he/she spends providing technical assistance.
  
- **Define "training" and "technical assistance".**
  - For the purposes of this grant, "training" means organizing periodic informational sessions for other Assistant District Attorneys (ADAs) in the region. These sessions can be during the lunch hour or at a time/place that works best for those involved, and in other offices within the region. Topics are determined by the Regional VAWRP in consultation with the DOJ Violence Against Women Prosecutor, with input from other ADAs. "Training" does not mean hosting conferences or large-scale training events that would require more personnel and resources to implement.
  
- **Will the VAWRPs be prosecuting cases from other counties within the region?**
  - The Regional VAWRPs will mainly be teaching and providing guidance, discussing strategy and sharing model pleadings – they will not be expected to take crimes against women cases other than in their county.
  - DOJ Criminal Litigation Unit will continue to provide support by prosecuting selected cases or assisting in the prosecution of violence against women cases.

- **If the Regional VAWRPs are expected to assist in cases outside their county, who will be reviewing those requests, making any assignments and supervising those cases?**
  - The level of assistance can be determined by the Regional VAWRP, and he/she, along with their supervisor, should review those requests and make decisions appropriately as to the level of their involvement. Assistance can vary, ranging from providing resources and information, to technical assistance, to meeting with the ADA in the other county. This assistance does not include assuming the role of a special prosecutor in cases.
  
- **What is the DOJ program oversight group? Will the Regional VAWRP be required to travel to Madison for the quarterly meetings?**
  - The DOJ oversight group consists mainly of DOJ employees that are involved in this work, including the VAWA Program & Policy Analyst, the Executive Director of the Office of Crime Victim Services, the DOJ Violence Against Women Resource Prosecutor, and the DOJ Law Enforcement Trainer. This group convenes to share information and ideas on issues relating to violence against women in order to give a consistent approach to training professionals in the criminal justice system. At this time, there are not regularly scheduled meetings, and we do not expect the Regional VAWRP's to attend quarterly meetings in Madison. Once the grant year has started, the group can determine the best way to convene and collaborate.
  
- **Would the Regional VAWRP have a designated supervisor at DOJ for the 60% of his/her time dedicated to regional technical assistance?**
  - No. The Regional VAWRP will report directly to his/her existing supervisor in the DA's Office. We expect that the Regional VAWRP and the supervisor will use their best discretion and judgment in regards to the appropriate work and the amount of time he/she spends providing technical assistance.
  
- **How and by whom will the Regional VAWRPs be evaluated?**
  - The Regional VAWRP's will be evaluated as they normally are by their supervisors in the DA's Office. We expect that the Regional VAWRP's will again use their best judgment and discretion while providing training and technical assistance. The WI DOJ is available as the oversight committee, and as colleagues, to evaluate whether the work is appropriate under the grant program. The Regional VAWRP's will also be responsible for completing written quarterly reports in our Egrants system. This will help the VAWA Program & Policy Analyst monitor the activities of the grant.

Budget:

- **How much can we apply for?**
  - The VAWA Specialized Prosecution Grant Program has approximately \$500,000 for each year of funding. We recommend that each applicant apply for no more than \$125,000. Continued funding at that same level for succeeding years is contingent upon available federal funds and the subgrants' compliance with state and federal guidelines. We cannot determine at this time whether there will be an increase in funding for years 2 and 3 of the grant award. Each grant recipient will be required to submit applications for additional years of funding.
  
- **How will the costs of the trainings (location, materials, expenses, staffing) be covered?**
  - Each application should have a budget that includes funds for travel, training, and supplies. This would only cover the costs of the grant recipient, not for other ADAs who travel to the training session.
  
- **Can a different person actually be identified to do the work while the grant pays for another person?**
  - No. Grant funding is specifically designed to pay for the person who is actually doing the work described in the application. The Federal Government audits our grants, and the WI Department of Justice requires that subgrants keep accurate records of how their funds are being spent, as well as maintaining timesheets that reflect the work they are doing.
  
  - Agencies may not “backfill” or “supplant” with federal grant funds. “Backfill” has been described as paying for a position that is not actually doing the grant-funded work, while a more experienced position does the work required of the grant. “Supplanting” is defined as using federal funds to pay for a state-funded position when there are state dollars available for this position.
  
- **How do we avoid supplanting if we hire one of our existing ADAs to be the Regional VAWRP?**
  - The Regional VAWRP is a new position to be paid for by federal funds. You are encouraged to hire an experienced ADA with at least five years prosecutorial experience. . If you hire from within, you will need to fill the state-funded vacancy by hiring another prosecutor.
  
- **Would the Regional VAWRP have a designated supervisor at DOJ for the 60% of his/her time dedicated to regional technical assistance?**
  - No. The Regional VAWRP will report directly to his/her supervisor in the DA's Office. We expect that the Regional VAWRP and the supervisor will use their

best discretion and judgment in regards to the appropriate work and the amount of time he/she spends providing technical assistance.

- **How and by whom will the Regional VAWRPs be evaluated?**
  - The Regional VAWRP's will be evaluated as they normally are by their supervisors in the DA's Office. We expect that the Regional VAWRP's will again use their best judgment and discretion while providing training and technical assistance. The WI DOJ is available as the oversight committee, and as colleagues, to evaluate whether the work is appropriate under the grant program. The Regional VAWRP's will also be responsible for completing written quarterly reports in our Egrants system. This will help the VAWA Program & Policy Analyst monitor the activities of the grant.

Grants Administration/Reporting:

- **What will the quarterly program reports require?**
  - The quarterly program reports will require written narrative explaining the activities of the Regional VAWRP during the past quarter; report on statistical information, such as the number of calls/visits for technical assistance, or the number of training sessions conducted; as well as reporting on the Goals and Objectives listed in the grant application. The Goals and Objectives are determined during the application process.
- **Should the Regional VAWRP keep time records?**
  - The Regional VAWRP should keep some type of log of their activities. This will help with the reporting process as well as with potential audits.

General:

- **How were regions determined?**
  - The WI DOJ has implemented a regional approach to many of their activities. Most recently, the VAWA Law Enforcement Trainer and VAWA Resource Prosecutor have adopted this approach in order to make the most of training efforts and to reach as many people as possible. The Regional VAWRP program will use the same established regions.
- **What is a DUNS number?**
  - A Data Universal Numbering System (DUNS) number is a unique nine-digit sequence recognized as the universal standard for identifying and differentiating entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients and subrecipients. The DUNS number will be used throughout the grant's life cycle. Obtaining a DUNS number is a free, one-time activity.