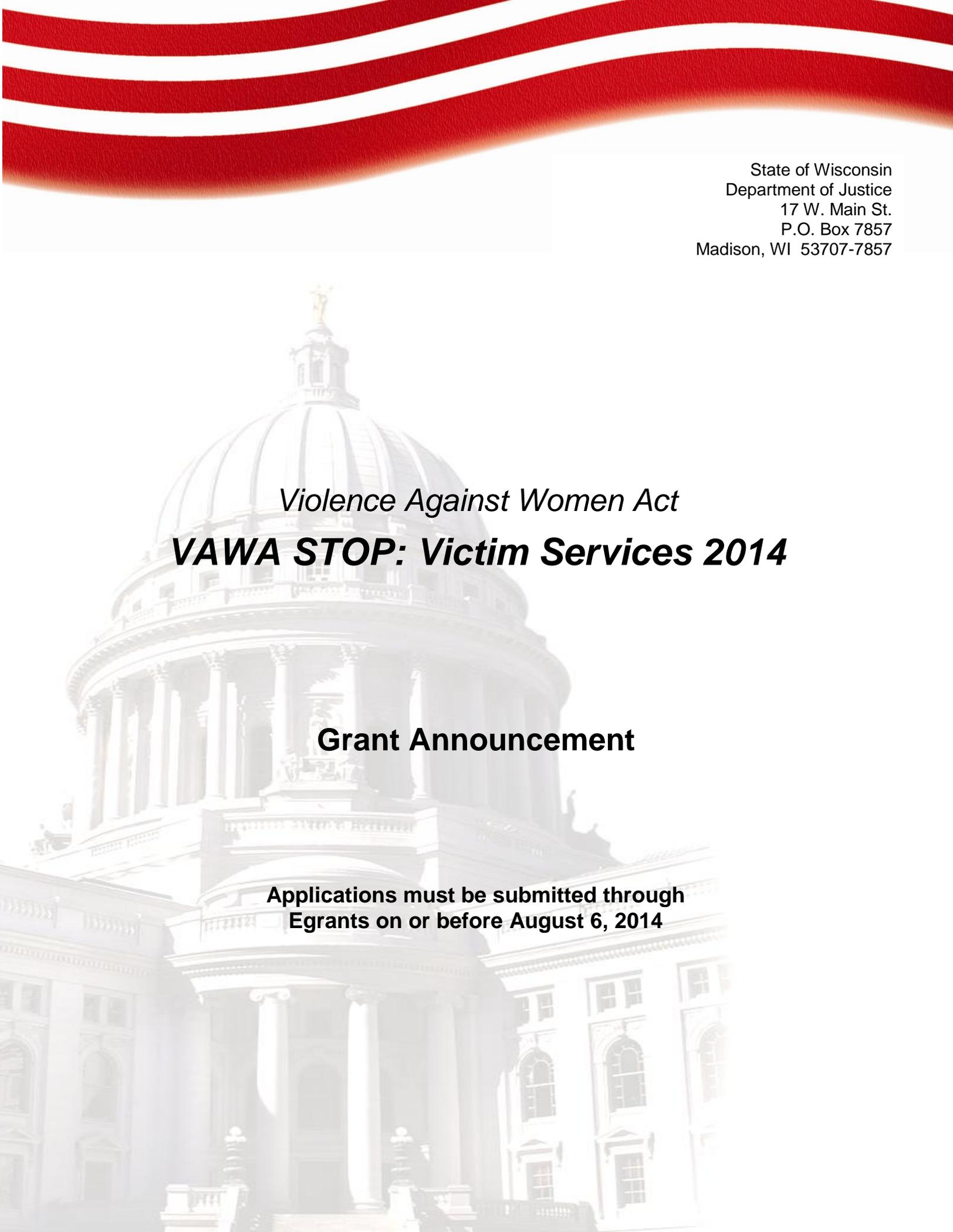




State of Wisconsin
Department of Justice
17 W. Main St.
P.O. Box 7857
Madison, WI 53707-7857



Violence Against Women Act
VAWA STOP: Victim Services 2014

Grant Announcement

**Applications must be submitted through
Egrants on or before August 6, 2014**



**STATE OF WISCONSIN
DEPARTMENT OF JUSTICE**

Important Contact Information for this Grant Opportunity:

Program/Policy: Shira Phelps (608) 267-5250 or
phelpssr@doj.state.wi.us

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

Forms/Signatory Lori Phillips (608) 266-0936 or
phillipsl@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 (VAWA)

Grant Title: VAWA STOP: Victim Services 2014

Program Description: The primary goal of this grant opportunity is to enhance the ability of local communities to keep women safe and hold perpetrators accountable by meeting the immediate safety and physical needs of women victims of violent crimes, as well as their long-term care and recovery needs. Funding is available to expand or enhance a wide-range of services to adult and teenage female victims of domestic violence, sexual assault and stalking. A special emphasis is placed on services to underserved and previously unserved populations.

Opportunity Category: Non-Competitive

Important Dates:

Application Due Date: August 6, 2014

Project Start Date: October 1, 2014

Project End Date: September 30, 2015

Project Periods

This is the second year of a two-year funding cycle. The project period is October 1, 2014 – September 30, 2015. Funding for the second year is contingent upon a successful interim review by the Wisconsin Department of Justice, Office of Crime Victim Services. Please submit a single year budget only.

Anticipated Funding Amount: Total funding available for this grant program is \$600,000. Applicants may apply for the amount awarded in the 2013/2014 grant year.

Match/Cost Sharing Requirement: The 25% match requirement for this grant 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: This is a continuation grant year. Only agencies that were awarded grants for the 2013/2014 grant year are eligible to apply.

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: 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: Victim Services

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 primary goal of this grant opportunity is to enhance the ability of local communities to keep women safe and hold perpetrators accountable by meeting the immediate safety and physical needs of women victims of violent crimes, as well as their long-term care and recovery needs. This includes:

- Providing services in a culturally competent manner to victims of varied sexual orientation, race, and cultural/ethnic backgrounds as well as to other specialized populations of victimized women, such as the disabled, alcohol and drug addicted, mentally ill, elderly, immigrant populations and women in rural communities;
- Promoting greater confidence in the justice system and encouraging crime reporting by victims through coordinating victim services with enforcement and prosecution activities; and
- Advancing the recovery of women victims by helping them move from victims to survivors.

Funding is available to expand or enhance a wide range of services to adult and teenage female victims of domestic violence, sexual assault and stalking.

All STOP VAWA programs include an emphasis upon providing appropriate services to meet the needs of previously un-served or under-served populations (USP) contained within the service delivery catchment area proposed. Peer Review of competitive applications in all programs includes evaluative criteria addressing the inclusion of USP's in the development, implementation and evaluation of proposed project activities.

Sexual Assault/Domestic Violence (SA/DV/Stalking) Programs:

Applicants may propose projects in one or more of the targeted problem areas of Violence Against Women (Domestic Violence/Sexual Assault/Stalking). When an applicant proposes to work in more than one target area, it should be clear that the project components of each target area meet the standards established under State Statutes and standard practices of these programs. While OCVS encourages the development of services in all targeted areas, it is our intent that the services provided be fully developed rather than an extension of one program area into the other. For example, if a provider who has previously provided services to victims of domestic violence proposes to provide service to victims of sexual assault, we would expect to see an assessment of the needs of the new target community and a complete project proposal based upon that assessment in addition to the refunding of the domestic violence component.

Applicants may apply for funds to support any or all of the program components listed below:
All services must be accessible to cultural, language and ability based populations.

- Provide temporary shelter for women, their children, or other dependents that cannot remain in their current lodging situation because of the threat to their safety.
- Resources for immediate needs such as transportation, clothing, food, childcare and other necessities.
- Forms of counseling, including skill building and support groups.
- Assistance in resolving practical problems created by victimization.
- Providing victims with advocacy, guidance, support, assistance and education regarding the judicial system; including accompaniment and advocacy while seeking protective orders and appearing in court and acting as a liaison with justice system agencies.
- Advocacy for access to community social services, health/medical services, SANE nurses and crime victim compensation.
- Advocacy with employers, the media and landlords.
- Assistance in the return of property used by law enforcement as evidence.
- Referrals to other resources, such as longer-term mental health services for the victim and her family.
- Assistance with transportation needs and obtaining childcare.
- Assistance in arranging education for school-age children

Minimum Requirements

- Agencies proposing the establishment of a shelter or other housing facility must have a determination by the Department Workforce Development (DWD) that the physical plant of the facility will not be dangerous to the health or safety of the residents when the facility is in operation.
- A program representative must participate in a Coordinated Community Response (CCR), when one exists in their county.
- Applicants must show that proposed services supplement or collaborate with similar services to avoid duplication of other services already locally available. In addition, applicants are encouraged to establish or develop collaborative relationships to meet the minimum services specified in § 46.95(2)(c) Wis. Stats. for domestic abuse shelters and/or those specified in § 165.95(2)(b) Wis. Stats. for sexual assault victim services.

Program Restrictions

- Any civil legal assistance provided with VAWA funds must be limited to situations that bear directly and substantially upon criminal justice matters or are substantially intertwined with criminal justice matters. Support for obtaining legal separations and divorces is not allowed. Legal assistance to victims in obtaining civil protection orders is allowed, when consistent with the approved project implementation.
- Funds may not be used for a broad public awareness campaign. Funds may only be applied to the production of informational brochures and other documents that make these specific project services known.

Award Information

Applications for Wisconsin VAWA Program Victims Services projects will be accepted for the FFY 14 project period 10/1/14 through 9/30/15. Victims Services projects are funded with STOP Violence Against Women Act (VAWA) Formula grant funds awarded annually to the OCVS from the USDOJ Office on Violence Against Women. STOP Formula grants are part of the larger Violence Against Women Act (VAWA).

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 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 ([on the Egrants Sign In 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 about what is expected in each section can be directed to Shira Phelps, VAWA Program Policy Analyst at (608) 267-5250 or email PhelpsSR@doj.state.wi.us.

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.

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.

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 OCVS 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 will be required to report your progress against pre-established targets. 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.

Match/Cost Sharing Requirement: The 25% match requirement for this grant 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. 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. Attach positions descriptions for proposed positions.

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.).

(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 Other Operating Expenses: Includes consumables such as paper, stationary, postage, software and equipment with an acquisition cost of less than \$5,000 per unit. Also includes operating expenses such as rent and utilities. **Please 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 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.

Other: Items that don't fit into specific categories. Examples: confidential funds and overhead (if allowed)

Note on Procurement: DOJ 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.

5. **Basic Services Outline**

The purpose of this section is to give reviewers a clear view of the level of activity in your community in the crime area you are proposing to address as well as an understanding of the protocols that are currently in place and those remaining to be developed during the project. Please make this section as complete as possible. Open the [VAWA Victim Services - Basic Services Outline](#) form found on the DOJ website (scroll to the bottom of the Violence Against Women Document Library page). Complete the form, save it to your computer and attach it to this section of your Egrants application. Also attach a copy of written agency protocols to this section. Please note: Documents larger than 4 MB cannot be attached to Egrants. Please submit PDFs to reduce document size. If you are unable to attach protocols due to size, please contact [Shira Phelps](#) to identify an alternate method for submitting these documents.

In addition to service data provided, applicants should report how the population identified as the target of the proposed project was involved in the development of the application including meetings, application production, etc; how the populations is represented within the agency: Board membership, staff and volunteer component; and how the population will be involved in on-going project evaluation and development.

6. **Project Design**

This section should provide a brief, but complete, picture of the project. Please limit to 1 page.

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

The purpose of this section is to summarize the status of the project activities in your implementation timetable funded in the VAWA project or development of the project through other sources. In 3-5 pages answer the following questions:

- What are the notable accomplishments/outcomes of your program? Use specific summary project activity data, such as submitted in Quarterly Progress Reports (increases should be reflected in actual numbers as well as percentages).
- Include a brief history of your project, including number of years of funding by source, and service delivery evolution.
- 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.
- What project components have been sustained? Discuss the successes and challenges to sustain the project.

8. Problem or Needs Description

Describe the problem you propose to address through this VAWA project (define the service area; it can be a neighborhood, city, county, group of counties, or the state as a whole. Be as specific as possible.)

- Focus on the specific problem(s) at the community level and the impact upon victims. (Keep in mind applications will be reviewed by experts in this field; you do not need to describe the basic dynamics of domestic violence, sexual assault and stalking)
- Answer the question “What is the central problem to be addressed?”
- What is the target group for the services proposed? Be as specific as possible include geographic area, culturally specific, ethnic population, age, gender, etc.
- How/Why was this group selected?
- Describe the direct services proposed?
- Who provides and how are these services provided now? How will this change if the project is funded?
- Why are you best suited to provide these services?
- If services similar to those you are proposing already exist, explain why additional resources are needed. Describe the effectiveness and efficiency of existing services.
- How has the population to be served been involved in the development of the services proposed? How will this involvement continue?
- What if any training/professional development will be required to assure successful service delivery?
- Assuming your application is chosen to be funded, what specific challenges will be involved in providing the services you are proposing?
- How will these challenges be addressed/overcome?
- Are significant partnerships required to successfully provide these services? List partners and their roles. What is the history of this partnership? How have they been involved in planning this project?

9. 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 described. 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.

10. Implementation Plan

Complete this section, including Evaluation and Staff Development/Sustainability plans, in the text field provided in Egrants and by attaching your own chart or list.

- What will be done? List the steps to implementing the project as outlined. Set accomplishments for each of 4 quarters.
- Outline the project operations and **tasks** intended to accomplish the objectives you describe in the Program Goals & Objectives, Measures and Assessment section.
- Include a **timeline** for implementation steps.
- Describe coordination efforts with other relevant community programs.

Evaluation Plan

- Indicators of success for participants and community.
- A statement of what will be collected (indicators and data) and how (standards/criteria) you will measure your objectives.
- Identified points at which these evaluations will occur.
- Efforts to involve survivors/consumers in project evaluation.

Staff Development/Sustainability Plan

As part of an effort to address oppression of women of color and abilities in staff roles, reduce turnover and increase staff development during the course of FFY 2014 STOP VAWA Projects, all applicants must submit a staff development/retention plan.

The plan should include:

- Results of a current assessment of staffing challenges/needs.
- Priorities for staff development/ leadership development activities.
- If training is part of a staff retention plan, a description of the type of training desired must be included in addition to the specific staff position to be trained and its role in the project. Applicants should be aware of WCASA and End Domestic Abuse Wisconsin activities designed to strengthen networks of Women of Color and We Lead leadership development activities.

11. Required Attachments

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

- Position Descriptions for each funded or partially funded position
- Other Funding for Victim Services (The template can be accessed through the [DOJ website](#) in the VAWA document library.)

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. 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.
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