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State of Wisconsin
Department of Justice
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Brad D. Schimel
Attorney General

Criminal Justice
**National Sexual Assault Kit Initiative (SAKI)
Sexual Assault Services (2016)**

Grant Announcement

**Applications must be submitted through
Egrants on or before May 19, 2017**



**STATE OF WISCONSIN
DEPARTMENT OF JUSTICE**

Contact Information for this Grant Opportunity:

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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: Criminal Justice

Grant Title: SAKI Sexual Assault Services (2016)

Description: With funds from the WI Department of Justice's Sexual Assault Kit Initiative, sexual assault service providers will:

- Collaborate with local law enforcement to engage in victim-centered notification, communication, and support activities related to previously unsubmitted sexual assault kits.
- Provide direct services to and support for past and current victims of sexual assault
- Provide cross-training to multidisciplinary partners on the "Medical Forensic Exam with Evidence Collection: Information and Options" form and procedure, ensuring that victims consistently receive proper notification of their options in a trauma-informed manner. *Initial training on this form and procedure will be provided to applicant agency by DOJ.*
- Provide updates and information to their community's sexual assault response team on emerging issues related to the testing of unsubmitted sexual assault kits
- Work with their community's sexual assault response team to implement and/or establish evidence-based, victim-centered protocols and policies that address sexual assault kit evidence collection, testing, and victim accompaniment during law enforcement interviews or hospital exams.
- Coordinate training for multidisciplinary team on the trauma impact on victims and how this may affect reporting
- Collect and report data on victim notification efforts

Opportunity Category: Competitive – limited eligibility.

Important Dates:

Application Due Date: May 19, 2017

Project Start Date: June 1, 2017

Project End Date: May 31, 2019

Anticipated Funding Amount: A total of \$920,000 is available. Grants totaling \$80,000 will be awarded local Sexual Assault Service Providers in eight identified counties, with providers in Dane and Milwaukee Counties receiving an increased amount of \$140,000, due to these counties making up a significant amount of the unsubmitted kits in the state. These awards will cover the full project period.

Match/Cost Sharing Requirement: No match is required.

Eligibility: Sexual Assault Service Providers in each of the ten counties with the highest number of unsubmitted sexual assault kits (as reported via certified law enforcement inventories) are the only eligible applicants. The identified counties include Brown, Dane, Fond du Lac, Kenosha, Milwaukee, Outagamie, Racine, Rock, Sauk, and Winnebago Counties.

If there is more than one Sexual Assault Service Provider in the county, programs are encouraged to collaborate and share in the work of the proposed project as well as the funding requested.

Any agency receiving funds from this grant must be a recognized Sexual Assault Service Provider by the WI Coalition Against Sexual Assault or funded to provide direct sexual assault services by a VAWA, SAVS, and/or VOCA grant through the WI Department of Justice's Office of Crime Victim Services. If neither of these apply, the program must submit a detailed explanation of the direct advocacy services that they provide to sexual assault survivors.

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 has been provided.

Eligible Expenses: Grant funds are to be used for personnel costs and other expenses related to the provision of direct services. This may include hiring new staff, increasing current part-time staff to full-time, paying overtime wages to current staff, or paying staff mileage to travel long distances to meet with a victim.

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.

SAKI Sexual Assault Services (2016)

The Wisconsin Department of Justice (DOJ) through its Justice Programs Section provides financial and technical assistance to public safety and criminal justice agencies throughout the state. As the state administering agency for state and federal criminal justice programs, DOJ 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

Developed and launched in 2015, the National Sexual Assault Kit Initiative (SAKI), administered by the Bureau of Justice Assistance (BJA), provides funding through a competitive grant program to support the comprehensive reform of jurisdictions' approaches to sexual assault cases resulting from evidence found in sexual assault kits (SAKs) that have never been submitted to the crime laboratory. The goal of SAKI is the creation of a coordinated community response that ensures just resolution to these cases whenever possible through a victim-centered approach, as well as to build jurisdictions capacity to prevent the development of conditions that lead to high numbers of unsubmitted SAKs in the future.

In FY15, Wisconsin Department of Justice received BJA SAKI grant funds to develop a comprehensive, statewide initiative to address the state's backlog of unsubmitted sexual assault kits and to enhance the investigation and prosecution of sexual assault cases, while achieving the long-term goal of improving the criminal justice response to cases of sexual assault. The AG SART has laid the groundwork by collecting preliminary data on the number of unsubmitted kits throughout the state, developing a prioritization protocol for submitting these kits, and formalizing a procedure for sexual assault victims to have evidence collected without making an immediate report to law enforcement. Using FY16 funds, the Wisconsin Department of Justice will build upon this work to further enhance Wisconsin's existing Statewide Sexual Assault Kit Initiative and allocate much-needed resources to local sexual assault service providers.

Through this grant announcement, funds are available to Sexual Assault Service Providers in each of the ten counties with the highest number of unsubmitted sexual assault kits (as reported via certified law enforcement inventories), including: Brown, Dane, Fond du Lac, Kenosha, Milwaukee, Outagamie, Racine, Rock, Sauk, and Winnebago Counties.

Award Information

Project funding will be provided from the Bureau of Justice Assistance's Sexual Assault Kit Initiative (SAKI) program. \$80,000 will be awarded equally to eight counties, with Dane and Milwaukee Counties receiving an increased amount of \$140,000 as they account for a significant amount of the unsubmitted kits in the state.

Grant expenditures will be reimbursed when spending is documented and submitted to DOJ. There is no match required.

Upon application approval, the applicant agency's project director will receive paper award documents 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. Register online by completing the “self registration” process at <https://register.wisconsin.gov>. On the account registration site, you will have a choice between the DOJ Egrants and WEM Egrants. Please take care to select **DOJ Egrants** during this process.

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 DOJ 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 Keeley Crowley at (608) 261-8649 or crowleykj@doj.state.wi.us

The following information is required in your Egrants application:

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 200 words or less, and its importance. 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 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**

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 (10 points)**

Complete a project budget that covers costs for a two-year project period using the following categories. For each category used, enter a justification that describes how the items in that category will be used during the course of the grant period. It is important that you include specific details for each budget line item, including cost calculations.

Personnel: Provide salary information for non-contractual employees that will be funded through this grant, including overtime. List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

Employee Benefits: Employee benefits for grant-funded personnel include FICA, Unemployment Compensation, Health Insurance, etc. and amounts budgeted should be based on actual known costs or an established formula. Employee benefits are for the personnel listed in the budget and only for the percentage of time devoted to the project. Employee benefits on overtime hours are limited to FICA, Workers' Compensation, and Unemployment Compensation. List items included in benefits.

Travel/Training: Any travel and/or training costs associated with the funded project. Only actual expenses will be reimbursed. All reimbursements will be at current state rates that are subject to change. Current rates for in-state travel:

- Mileage: \$0.51/mile
- Lodging: Maximum \$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.)

Note: Travel and training for contracted employees does not go in this section. These expenses should be itemized under Consultants/Contractual.

Note: 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.

5. **Budget Narrative (10 points)**

Please describe how your budget relates to the overall program/project strategy or implementation plan.

6. **Project Development and Impact to Date (35 points)**

Please address the following (if service providers are submitting a joint application, please

answer each question for each agency):

- Please describe the direct victim services that each agency provides and how long they've been providing these services.
- Please discuss how each organization collaborates with other services and systems in your community; specifically, culturally specific service providers as well as law enforcement agencies.
- Please discuss any challenges or obstacles you have encountered with these collaborations and how you addressed these obstacles.
- Please describe any existing SART protocols or policies that your county currently has in place regarding advocacy involvement. **DO NOT ATTACH A COPY OF YOUR PROTOCOLS**
- Please list potential opportunities for cross training amongst professionals represented on your SART.

7. **Goals and Objectives (35 points)**

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 under Program Reporting.)

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.

8. **Required Attachments (10 points)**

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

- Position Descriptions for each funded or partially funded position
- WI DOJ-OCVS Additional Budget Detail (**Use the template on the DOJ website under Program Reporting in the [VAWA Document Library](#)**)
- Letter(s) of Support from other Sexual Assault Service Providers in your county
- Letter(s) of Support from Law Enforcement Agencies in your county
- Letter of Support from the District Attorney in your county

Application Review and Award Criteria

All applications will be subjected to a peer review on a 100-point scale, based on the following point values for the selection criteria:

- Budget Detail/Narrative (20 points)
- Project Development/Impact to Date (35 points)
- Goals and Objectives (35 points)
- Required Attachments (10 points)

Although the point values will be assigned as shown above, applications will only be considered if all of the indicated sections (1-8) are completed.

All applications must be submitted on or before 11:59 pm on the deadline and will be screened by DOJ staff for completeness and compliance with the instructions provided in this announcement. All compliant applications will be subjected to peer review by a panel of criminal justice professionals using the above scoring system.

Peer review ratings and any resulting rankings or recommendations are advisory. In addition, to peer review ratings, consideration may be given to factors such as: underserved populations, strategic priorities, past performance, underserved geographic areas, potential to replicate a project, and available funding.

The application will be reviewed by DOJ staff, and, upon approval, award documents will be sent to the project director for signature. All final funding decisions will be made by the Attorney General.

Post-Award Special Conditions/Reporting Requirements

Agencies awarded funds under this announcement will be required to provide regular progress reports. The schedule for reports will be included in the grant award materials. At that time, please review all grant award special conditions and Egrants reporting requirements.

Grant recipients are also advised that DOJ will monitor grants to ensure that funds are expended for appropriate purposes and that recipients are complying with state and federal requirements as described in the grant award contract. This includes timely completion of progress and financial reports, active efforts to achieve and measure stated goals and objectives, appropriate documentation of activities and outcomes, and adherence to any conditions included in the grant award.

The Wisconsin Department of Justice reserves the right to withhold grant payments if the grant recipient is delinquent paying any obligation to the Department of Justice such as background check fees, etc.

All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.

Please be advised that a hold may be placed on any application or grant payment if it is deemed that an agency is not in good standing on other Wisconsin Department of Justice (DOJ) grants,

has other grants compliance issues that would make the applicant agency ineligible to receive DOJ funding, and/or is not cooperating with an ongoing DOJ grant review or audit.

A hold may also be placed on any application or grant payment if it is deemed that an agency is not in compliance with federal civil rights laws and/or is not cooperating with an ongoing federal civil rights investigation.

Additional Resources

Additional information about the Wisconsin Department of Justice, Justice Programs Section 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