Violence Against Women Act

Sexual Assault Service Provider (SASP)
Direct Services Competitive 2015

Competitive Grant Announcement

Applications must be submitted through Egrants on or before November 23, 2015
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: 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 SASP Direct Services Competitive 2015

**Description:** The purpose of this funding announcement is to support programming to provide intervention, advocacy, accompaniment (e.g., accompanying victims to court, medical facilities, police departments, etc.), support services, and related assistance for adult, youth, and child victims of sexual assault, family and household members of victims, and those collaterally affected by the sexual assault. A more complete description of program purpose areas and appropriate activities are included on page 3. Sexual Assault Service Provider (SASP) Formula Grant Program funds are awarded annually to the Office of Crime Victim Services from the USDOJ Office on Violence Against Women.

**Opportunity Category:** Competitive

**Important Dates:**
- Application Due Date: November 23, 2015
- Project Start Date: January 1, 2016
- Project End Date: December 31, 2016

**Anticipated Funding Amount:** Total funding available for this grant opportunity is $140,000.

**Match/Cost Sharing Requirement:** No match is required.

**Eligibility:** Sexual assault service providers and other non-profit, nongovernmental organizations, including faith-based, population specific organizations, and Tribal non-profit organizations that currently or plan to provide direct services to victims of sexual assault are eligible to apply. A more complete description of program purpose areas and appropriate activities are included on the third page.

**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](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](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:** The SASP Formula Grant Program emphasizes the establishment, maintenance, and expansion of rape crisis centers and other nonprofit, nongovernmental organizations, such as dual programs addressing domestic violence and sexual assault, for the provision of direct intervention, core services, and related assistance to adult, youth, and child victims of sexual assault.
Under the SASP Formula Grant Program, grant funds cannot be used to support sexual assault forensic examiner projects or criminal justice activities (e.g., law enforcement, prosecution, courts, or forensic interviews) including the development of SART teams.

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.
The Wisconsin Department of Justice Office of Crime Victim Services (OCVS) provides financial and technical assistance to victim witness programs, victim service providers, and agencies serving victims of crime. As the State Administering Agency for state and federal criminal justice grant funds, OCVS is responsible for establishing funding priorities, developing application criteria, awarding and disseminating grants, and assessing project achievements. This grant announcement provides information about a specific grant opportunity and instructions to help those eligible apply for a share of the available funds.

Program Description

The purpose of the Sexual Assault Service Provider Formula Grant Program (SASP Formula Grant Program) is to provide intervention, advocacy, and accompaniment (e.g., accompanying victims to court, medical facilities, police departments, etc.), support services, and related assistance to:

- Adult, youth, and child victims of sexual assault;
- Family and household members of such victims; and
- Those collaterally affected by the victimization, except for the perpetrator of such victimization (e.g., friends, coworkers, classmates).

Statutory Program Purposes

SASP Formula grants will be used to fund the establishment, maintenance, and expansion of rape crisis centers and other non-profit, nongovernmental organizations, including faith or community-based organizations, and Tribal non-profit organizations for programs and activities that provide direct intervention and related assistance to those victimized by sexual assault.

Note: The term “rape crisis center” means a nonprofit, nongovernmental, or tribal organization, or governmental entity in a state other than a territory that provides intervention and related assistance to victims of sexual assault without regard to their age. In the case of a governmental entity, the entity may not be part of the criminal justice system (such as a law enforcement agency) and must be able to offer a comparable level of confidentiality as a nonprofit entity that provides similar victim services.

Note: “Without regard to the age of the individual” is new statutory language resulting from the VAWA 2013 reauthorization, which means that funded service providers must provide services to sexual assault victims of all ages. As a result, providers such as child advocacy centers should be presumed ineligible for SASP Formula subawards unless they can provide documentation to the state administering agency that they serve all ages. However, while the subgrantee organization itself must provide services to sexual assault victims of all ages, the specifically funded project may focus on a particular age group, such as children, youth, or elders.

Intervention and related assistance may include:

1. 24-hour hotline services providing crisis intervention services and referral;
2. Accompaniment and advocacy through medical, criminal justice, and social support systems, including medical facilities, police, and court proceedings;
3. Crisis intervention, short-term individual and group support services, and comprehensive service coordination and supervision to assist sexual assault victims and non-offending family or household members;
4. Information and referral to assist the sexual assault victim and non-offending family or household members;
5. Community-based, culturally specific services and support mechanisms, including outreach activities for underserved communities; and
6. The development and distribution of materials on issues related to the services described in the five previous items.

Under the SASP Formula Program, grant funds cannot be used to support sexual assault forensic examiner projects or criminal justice activities (e.g., law enforcement, prosecution, courts, or forensic interviews).

**OVW Priority Areas**

In shaping the strategies for FY 2015, OVW encourages the development and support of projects that:

1. Support rape crisis centers in providing direct intervention and related assistance.
2. Support dual programs that provide sexual assault and domestic violence services to enhance their provision of direct intervention and related assistance tailored for victims of sexual assault.
3. Retain core services for victims of sexual assault.
4. Increase support for underserved populations, particularly communities of color, in a culturally appropriate manner, with a special emphasis on addressing the African American, tribal, and Lesbian, Gay, Bisexual, and Transgender (LGBT) communities, as well as individuals with disabilities and Deaf individuals.

**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 [https://register.wisconsin.gov](https://register.wisconsin.gov) and complete the ‘self registration’ process. 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 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 Grants Administrator at (608) 267-5250 or phelpssr@doj.state.wi.us.
For this grant, 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 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 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**
   Please open this section and change the page status to Complete; then SAVE the page. Subgrantee data will be collected during post-award quarterly program reports.

4. **Budget Detail**
   Complete a project budget that covers costs through 12/31/16 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. Position descriptions for any position created in the project must be attached in the Required Attachments section.

   **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.)

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

Paying for food from US Dept. of Justice funds is no longer allowed or strict limitations apply as of Oct. 2011. Please consult your grant manager prior to submitting this application for clarification. **Prior approval is required.**

**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. Fees cannot exceed $650/day or $81.25/hour.

**Other:** Items that do not fit into specific categories such as, confidential funds, overhead (if allowed), etc.

5. **Additional Budget Summary**
Complete and attach the WI DOJ-OCVS Additional Budget Summary. This form can be found on the DOJ-OCVS VAWA Webpage in the document library. The Budget Summary must include:
   1. List each position title and employee funded by OCVS grants (not just sexual assault)
   2. Provide the total number of hours that the employee works per week
   3. Total hours/week funded by the SAVS grant
4. Total hours/week funded by the VOCA grant
5. Total hours/week funded by the VAWA SASP grant
6. Total hours/week funded by the VAWA STOP grant
7. Total hours/week funded by other sources (other grants, fundraising, donations, etc)
8. Annual salary (include all funding sources)
9. The title on the job description and the title listed in the budget work plan should match.
10. Total Agency Breakdown: Provide a breakdown of the agency’s total budget including SASP funds.

6. **Basic Services Outline (1-2 pages, double-spaced)**
   The purpose of this section is to give reviewers a clear overview of the services your agency provides and the need for sexual assault services in your community. Please include the following:
   2. Include a brief history of your agency, including number of years of funding by source, and service delivery evolution.
   3. Provide an overview of all services provided by your agency. For example, if you are a dual agency, please include domestic violence as well as sexual assault services.

7. **Project Design: (1 page, double-spaced)**
   This section should provide a brief, but complete, picture of the services to be provided in the project.

8. **Problem or Needs Description**
   Describe the problem you propose to address through this SASP Direct Services project.
   • What is the central problem to be addressed? Focus on the specific problem(s) at the community level and the impact upon victims.
   • Describe the direct services proposed.
   • 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.
   • 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?
   • What specific challenges might be involved in providing these services?
   • 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, and 2) Present clear objectives designed to achieve those goals.
Answer the following questions:
1. What is the goal of the project?
2. How will success be defined?
3. How will success be measured?
4. What role will the population to be served play in defining/evaluating success?

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 at least 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 an evaluation plan, in the text field provided in Egrants.
- 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 Goals & Objectives 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
- Results of a current assessment of staffing challenges/needs.
- Priorities for staff development/ leadership development activities.
- All applicants must submit a staff development/retention plan. 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.

11. Required Attachments
Please attach the following documents to your application in this section:
- Position Descriptions for each funded or partially funded position
- Any new written interagency agreements
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 ensure 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
- 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