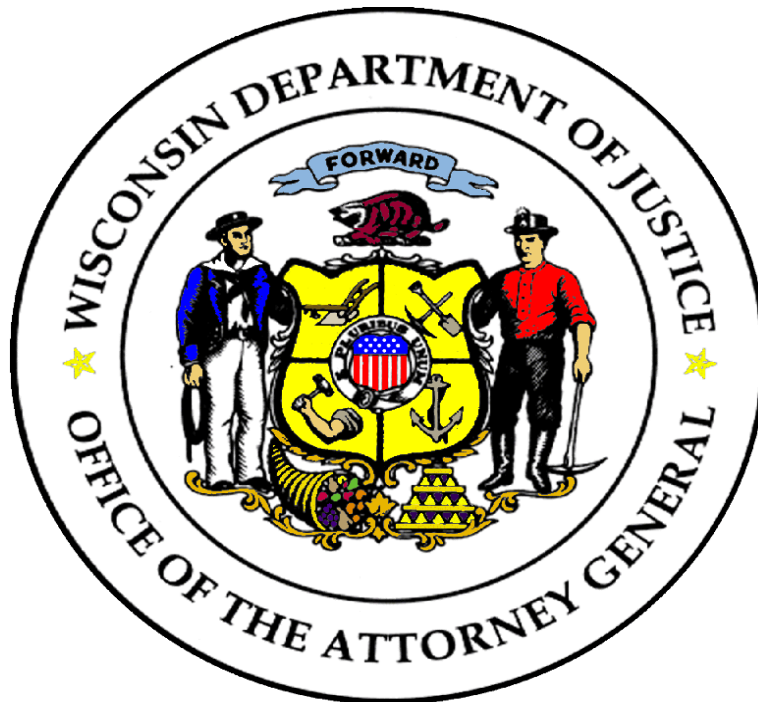


# **Wisconsin Department of Justice Office of Crime Victim Services**



## **Sexual Assault Victim Services (SAVS) Grant Program Guidelines**

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**I. Introduction**

**A. Applicability**

These guidelines discuss general requirements and restrictions related to the administration of the Sexual Assault Victims Services (SAVS) Grant Program funded by the State of Wisconsin. This revision supersedes all previously issued guidelines.

**B. Administration**

The Wisconsin Department of Justice, Office of Crime Victim Services (OCVS) is the state agency responsible for administration of the SAVS grant awards.

**C. Authority**

These guidelines apply to grants awarded by the State of Wisconsin pursuant to s.165.93 (Appendix A).

**D. Funding Source**

The funding source for the SAVS Grant Program is General Purpose Revenue of Wisconsin's State Budget and Part C of the Child Pornography Surcharge.

**E. Program Goal**

The goal of the SAVS Grant Program is to develop, expand, enhance, and/or support comprehensive sexual assault victim services so they are available to victims of sexual assault regardless of where they reside in Wisconsin.

**II. Eligibility Requirements**

**A. Statutory Requirements**

The SAVS Grant Program was created under section 165.93, Wis. Stats. The eligibility requirements are defined in this statute. See IX. (Appendix A) for statute.

The intent of the requirements was to encourage the funding and therefore the development of comprehensive sexual assault services rather than specialized services, such as an agency that only provides therapy to child sexual assault victims.

**B. Core Services**

The SAVS legislation provides a brief list of services that must be offered by award recipients. The statistical information that OCVS is mandated to collect from grantees has also been designed to reflect the core services.

24 Hour Crisis Response: Agency provides a telephone number with 24-hour immediate access to a person trained in providing sexual violence crisis counseling/intervention, information and referrals.

Personal Advocacy: Agency addresses victims/survivors self-identified needs through an ongoing supportive process of listening, providing emotional support, identifying options, problem solving and skills development.

Systems Advocacy: Agency acts on behalf of and in support of victims/survivors of sexual violence to ensure their interests are represented and their rights upheld. This includes legal and medical accompaniment/advocacy, as well as the development of cooperative relationships with community partners in order to improve systems response to all survivors.

Information and Referral: Agency provides and maintains current information pertaining to appropriate community resources.

Support Groups: Agency provides regular facilitated meetings of victims/survivors of sexual violence and/or survivor allies (e.g. family members, partners) with a supportive and educational focus.

Accessible Services: Agency adheres to policies, procedures, attitudes, communications and accessible physical space (according to ADA guidelines) for all members of the community. Agency works toward removing barriers to services through a commitment to cultural competency.

Community Outreach and Prevention Education: Agency increases awareness and understanding about sexual violence through community outreach and engagement.

### **III. Grant Application Cycle**

The SAVS grant application process is typically a three-year cycle; however, awards are granted for one year at a time and follow the calendar year. OCVS releases an open, competitive grant solicitation for the initial year in which all applicants, new and existing, must compete for funding. Only the agencies that are awarded funds during the first year may apply for continued, non-competitive funding for the intervening two years. Note that in certain circumstances, OCVS may reduce or increase the number of continuation grant years for the SAVS grant program. All grantees are on the same grant year/cycle.

All grantees must submit an application each year, for competitive and non-competitive grant cycles.

### **IV. Use of SAVS Funds**

#### **A. Priorities**

The SAVS Grant Program continues to reflect the priorities listed below. Priorities for the grant program are evaluated prior to each competitive grant cycle; and priority areas will be listed in the SAVS Grant Funding Announcement.

#### Sustaining Existing Services

- Provide basic core services
- Strengthen or expand core services
- Maintain existing core services when funding is lost

#### Promoting Healthy Agencies

- Improve staff salaries and benefits in order to attract and retain qualified employees
- Ensure adequate staffing levels to provide core services
- Provide sufficient training; offer ongoing training opportunities to longer-term staff, ensure cross training for non-sexual assault staff; and provide adequate sexual assault victim services training opportunities for other agency members, such as executive directors, board members and volunteers
- Promote sexual assault victim services to increase the number of victims served and/or the number of referrals made by other agencies; and increase collaboration with cooperative agencies

#### Fostering Expansion of Services

- New programs in un-served areas
- Outreach/satellite offices in un-served and underserved areas
- Sexual assault victim services focusing on underserved populations

Funds may not be used to supplant, replace, or divert other sources of support.

**B. Eligible Services and Activities**

Services and activities eligible for the use of SAVS funds include:

1. Core services for victims of sexual assault
2. Therapy and group treatment for victims of sexual assault (“Therapy” refers to intensive psychological/psychiatric treatment provided by a licensed professional.)
3. Support services to incarcerated individuals when the services pertain to the sexual violence victimization of the individual
4. Administrative staff expenses and indirect organizational costs (prorated appropriately.) See **Appendix B** for more information
5. Volunteer coordination to provide sexual assault victim services
6. Staff participation in the development of protocols, interagency agreements and other working agreements with community service providers that benefit victims of sexual assault
7. Transportation for staff/volunteers to provide sexual assault victim services and for sexual assault victims to receive services (mileage reimbursement, gas cards, taxi vouchers, and/or bus tokens, etc.)

**C. Ineligible Services and Activities**

Services and activities ineligible for the use of SAVS funds include:

1. Sex offender treatment/rehabilitation
2. Victim’s cost reimbursement for expenses incurred as a result of a crime (e.g. insurance deductibles, lost wages or medical bills)
3. Forensic examinations
4. Investigation services to prosecute the crime
5. Staffing domestic violence shelters. (OCVS recognizes that SAVS funded staff working at dual sexual assault/domestic violence agencies may need to “fill-in” during emergency staffing situations. However, SAVS will not fund positions regularly scheduled to staff domestic violence shelters on nights and weekends, etc.)

**D. Volunteers**

OCVS encourages the use of well trained and knowledgeable volunteers to provide sexual assault victim services, although the use of volunteers is not a requirement to receive this grant.

**V. SAVS Costs and Expenses**

**A. Personnel**

The SAVS Grant Program will fund positions providing core sexual assault victim services. Supervisory, and/or administrative positions for sexual assault victim services may be prorated appropriately. Job descriptions inclusive of position qualifications are required with the application.

Salaries and fringe benefits should be livable, competitive and reasonable in accordance with the award recipient’s cost allocation plan and organizational structure.

Adequate documentation and policies must be maintained to determine appropriate funding allocations. Special care should be taken if a position is funded from more than one source.

Accurate time/attendance records must be maintained for all positions budgeted under the SAVS Grant Program. Time/attendance records must specify personnel hours worked directly on grant activities and the nature of the work performed. If hours cannot be specified, costs are unallowable.

Written policies and procedures with regard to work hours, holidays, vacation, sick leave, overtime pay, compensatory time, termination, client and staff grievance procedures, job descriptions and job qualifications must be available at the agency.

### **B. Staff Development**

SAVS funds designated for staff development may be used to enhance the skills of staff providing core sexual assault victim services as well as supervisors and administrative staff supporting the sexual assault victim services program. SAVS funds may also be used to send volunteers and non-SAVS funded staff to attend conferences and seminars on sexual assault victim issues.

Out-of-state training is allowed if comparable training is not available in Wisconsin. Prior approval is required for out-of-state training.

Expenses to hire a consultant to provide in-house training on sexual assault issues to staff are allowed under the Contractual/Consultant category of the SAVS grant.

### **C. Travel**

SAVS funds allocated for travel must relate to the provision of sexual assault victim services. SAVS funds may be used to reimburse mileage and purchase gas cards, taxi vouchers or bus tokens, etc. for staff/volunteers providing the core sexual assault victim services and victims seeking victim services. Furthermore, funds may be used to reimburse staff/volunteers for other travel expenses such as meals and lodging when those expenses relate to the provision of sexual assault victim services. Travel related expenses for non-funded SAVS staff and volunteers are allowed as long as the travel relates to the provision of sexual assault victim services.

Travel related expenses (mileage, meals, lodging, etc.) for staff development should be budgeted under the Staff Development category of the SAVS grant.

State rates for travel reimbursement apply to SAVS grants. The use of SAVS funds for travel expenses shall not exceed the state rates. Contact OCVS for current rates regarding travel reimbursement.

### **D. Equipment**

SAVS funds may be utilized to purchase equipment for sexual assault victim services. Equipment should be prorated to the award recipient's sexual assault victim services program. Expenses in this category, typically including any items with a useful life of

one year or more and an acquisition cost of \$1,000 but less than \$5,000, are subject to property acquisition policies. SAVS funds cannot support the entire cost of an item that is not used exclusively for sexual assault victim services. However, SAVS funds can support a prorated share.

**E. Supplies/Operating Expenses**

SAVS funds may pay for supplies and operating expenses that are actual, reasonable and necessary expenditures required to provide core sexual assault victim services. Operating expenses may include items such as rent, printing costs, liability insurance, postage, general office supplies, telephone expenses, internet expenses, etc.

SAVS funds can be used to purchase resource materials such as books, training manuals and videos, etc. for core sexual assault victim services.

SAVS funds cannot support the entire cost of an item that is not used exclusively for sexual assault victim services. However, SAVS funds can support a prorated share.

Agency membership dues for organizations that offer needed, timely and relevant information on sexual assault victim services such as the Wisconsin Coalition Against Sexual Assault, Inc. (WCASA) are allowed under the SAVS Grant Program. Membership dues required for professional licensing may not be charged to SAVS.

**F. Contractual/Consultant Costs**

SAVS funds may be used to contract specialized services such as an audit, media buys, bookkeeping, training consultants, translation/interpretation services, etc. These services shall be prorated to the award recipient's sexual assault victim services program. Information including the name of the contracting agency or individual and the purpose of the contract or agreement must be included in the budget section of the application.

Contracts or agreements shall be governed and interpreted under the laws of the State of Wisconsin. The award recipient shall at all times comply with and observe all federal and local laws, ordinances and regulations in effect during the period of the grant agreement which affect the work or its conduct.

The contract or other written agreement must not affect the award recipient's overall responsibility for the duration of the project and accountability to OCVS. Award recipients are responsible for contract performance when contractors/consultants are used. Contractors/consultants must abide by all terms and conditions of the SAVS grant agreement.

If an award recipient uses SAVS funds to contract with another individual/agency to provide a sexual assault victim service (i.e. 24 hour crisis line), the award recipient is required to formalize the arrangement in a contract or other written agreement between the parties involved. The contract or agreement must, at a minimum, state the activities to be performed, the time schedule, the project policies and the requirements that are applicable to the contractor, other policies and procedures to be



followed, the dollar limitation of the agreement and the cost principles to be used in determining allowable costs. Copies of all executed contracts or agreements for sexual assault services along with the qualifications of the contractor must be provided to OCVS within thirty days after the grant begins.

Agencies may follow their own procurement regulations provided that the procurement conforms to state procurement regulations for hiring contractors or consultants.

## **G. Other Expenses**

SAVS eligible expenses not included in any other budget category should be itemized in this category; however, this budget category shall NOT be used as a catch-all category for unknown or unbudgeted expenses. Every item must be described and justified.

### **Other Financial – Emergency Funds to Victims**

PayPal, Venmo, CashApp, and other similar ways of distributing emergency funds electronically are unallowable. Gift cards can be used as long as there are established protocols and procedures for handling the gift cards. These protocols and procedures should clearly describe internal controls that ensure proper safe storage, tracking, inventory, and distribution.

### **Other Financial – Payments to Vendors or Speakers**

Grant recipients may pay vendors and/or speakers through online or electronic payment services, such as PayPal, so long as the following criteria are met:

1. Service/Activity must be an allowable expense per the grant award and must be approved in the budget prior to expending any funds.
2. The electronic or online account must be under the agency's or grant recipient's name (no personal accounts may be used to pay vendors/speakers).
3. Grant recipient has an agreement with vendor or speaker detailing costs and services to be provided (not to exceed federal or state rates).
4. The agreement/expense was approved by OCVS prior to any services taking place.
5. An invoice is created that details the service(s) provided, the cost(s) of service(s), the date(s) of service(s), and the name of the service provider.
6. There must be clear documentation (invoice, payment receipt, general ledger) to support the expenses in the event of an audit.

## **H. Indirect Costs**

A reasonable, prorated amount for indirect/administrative costs is allowed under the SAVS Grant Program. Indirect/administrative costs are costs of an organization that are not readily assignable to a particular project or grant, but are necessary to the operation and performance of the organization. Examples of indirect/administrative costs include operating and maintaining facilities, depreciation, and administrative

salaries, etc. A description of the indirect/administrative costs is required in the grant application. Programs will be required to submit the agency's approved federally approved Negotiated Indirect Cost Rate Agreement (NICRA) or Certification to Apply 10% de Minimus Indirect Cost Rate Form to OCVS.

## VI. Financial Requirements

### A. Payment of Grant Funds

Grant funds are typically disbursed in three parts. Fifty percent (50%) of the award is disbursed at the beginning of the grant year for the first six months of expenses from January – June. Grantees must then submit two quarterly requests for reimbursement for the third and fourth quarter reporting periods (July – September and October – December). The final reimbursement will be issued after the SAVS Final Report is received and approved. **Any grant funds disbursed but not expended by December 31 must be returned to OCVS when the final report is filed.**

Refer to Quarterly & Semi-Annual Reports for additional reporting requirements.

**OCVS will not make payments to third parties.**

### B. Budget Modifications

For all budget modifications OCVS will issue an approval, approval with modifications or conditions, or denial of the modification request. It should not be assumed that all submitted modifications will be approved. The modification is not officially approved until a signed Grant Adjustment Notice (GAN) is received by the grantee, even if there has been prior communication with OCVS. Therefore, agencies are required to closely review the GAN to ensure all costs were approved and are allowable.

1. Budget changes in excess of 10% of the amount in the approved budget category or over \$500 (whichever is greater), alterations to the scope of the project, adjustments affecting a budget category that was not included in the original budget, or changes to indirect budget category require justification to and approval from WI DOJ.
2. Sufficient information to determine if expenses are allowable **MUST** be included in the section: "Justification for Modification." Insufficient explanation (i.e. "updated based on current budget or expenditures") will cause a delay and the modification may be returned to the subgrantee for further details. OCVS relies on sufficient information in the budget modification in Egrants so that, in the event of an audit, all pertinent information relating to the modification can be found in Egrants.
3. Quotes or estimates that help OCVS in the modification determination can be attached in Egrants under the Monitoring Section. Agencies should highlight in the justification that attachments have been uploaded in Egrants under the monitoring section.
4. Personnel changes or additions require a modification in Egrants. Modifications must be submitted during the month or pay period in which expenses are being incurred.
5. Requests for budget modifications during the final reporting period must be submitted to your grant manager via Egrants at least 30 days prior to the end of your project

period/grant cycle. Final SAVS budget modifications are due at least 30 days prior to the last business day of the SAVS grant year.

6. Budget modifications do not take effect until the date that the Grant Adjustment Notice (GAN) is signed and approved by OCVS. Grantees shall receive a signed copy of the GAN via email.
7. Budget modifications may only apply to those allowable expenses within the same financial reporting period and cannot be used to retroactively charge previously unreported expenses to fully expend the SAVS grant award.

### **C. Record Maintenance**

Award recipients will establish and maintain adequate records of all expenditures incurred under the grant agreement. All records must be kept in accordance with generally accepted accounting procedures. All procedures must be in accordance with federal, state, and local ordinances.

OCVS has the right to audit, review, examine, copy and transcribe any pertinent records or documents relating to any contract resulting from the bid/proposal held by the award recipient. The award recipient will retain all documents applicable to the grant agreement for a period of not less than three years after the final payment is made.

### **D. Property Management Records**

Award recipients shall maintain property management records for all property acquired in whole or in part with grant funds. At a minimum, records must 1) contain copies of purchase orders and invoices and 2) include an inventory control listing which contains a) the item description b) source of funds c) manufacturer's serial number d) purchase price e) location, use and condition of property and f) final disposition price.

A physical inventory of property costing \$5,000 or more shall be taken and the result reconciled with the property record annually to verify the existence, current utilization and continued need for the property.

A control system shall be in effect to ensure adequate safeguards to prevent loss, damage, or theft to property. Any loss, damage or theft of property shall be investigated, fully documented and made part of the office grant file.

Disposal of property or equipment purchased in whole or in part with grant funds is subject to approval by OCVS. OCVS will determine how the property or equipment is disposed of upon termination of the grant.

### **E. Procurement Transactions**

Award recipients shall use their own procurement procedures and regulations, provided that the procurement conforms to applicable State of Wisconsin law and standards identified in the Wisconsin Administrative Code Chapters 7, 8, and 10.

## **F. Audit**

If the award recipient already has an annual audit performed by independent auditors, the auditors are responsible to determine whether state and federal single audit requirements apply to the award recipient and if so, they are also the ones responsible for complying with state and federal single audit regulations. An award recipient that expends \$750,000 or more in federal financial assistance in their fiscal year must have a single audit for that year. If a single audit is required and compliance testing must be done, the auditors will decide which grant programs need to be tested for compliance, and they will perform the testing themselves. Organizations expending less than \$750,000 in their fiscal year are exempt from audit requirements.

If a single audit is prepared, the award recipient must send OCVS a copy of it within nine months from the end of the award recipient's fiscal year or within thirty days completion of the audit, whichever is sooner.

Award recipients funded by more than one Wisconsin DOJ grant program (i.e. SAVS and VOCA) only need to submit one copy of the audit report to OCVS. SAVS recipients may use a prorated portion of SAVS funds to conduct the agency's audit whether the agency spent \$750,000 in federal awards.

## **VII. Program Reports and Record Keeping Requirements**

### **A. General**

Award recipients shall keep OCVS advised of the name, title, address and telephone number of the SAVS Grant Project Director. The SAVS Grant Project Director is the individual with whom OCVS will communicate regarding all project related matters.

Award recipients shall keep OCVS advised of the name and qualifications of each person, including consultants and subcontractors, whose position is funded in whole or in part by this grant. Award recipients must notify OCVS of the departure date and hire date of staff holding SAVS funded positions within thirty (30) days of the change.

Furthermore, OCVS may at any time, request the award recipient's most recent audit or financial statement. OCVS may also request receipts for expenditures, payroll, records, etc.

### **B. Quarterly & Semi-Annual Reports**

OCVS requires all award recipients to complete quarterly and semi-annual reports in Egrants. They will consist of the following:

First Quarter

- Financial Status Report – reporting first quarter spending

Second Quarter

- Financial Status Report – reporting second quarter spending
- Semi-Annual Program Report – reporting first six months of project

Third Quarter Report

- Financial Status Report – reporting third quarter spending

Fourth Quarter (Final) Report

- Financial Status Report – reporting fourth quarter spending
- Semi-Annual Program Report – reporting final six months of project
- Final Report – reporting services for the entirety of the grant period
- Statistical Requirements Report – covering January 1 through December 31

Reports will be due thirty (30) days after the end of the report period.

**C. Statistical Requirements**

Award recipients are required to report statistics to OCVS for each calendar year supported by the grant in the final report. Please refer to Appendix B for Statistical Requirements (page 17-18). Requirements reflect statutory mandates and core services.

Award recipients are required to use an agreed-upon data collection system. This system will collect the data necessary to meet SAVS statistical requirements. Recipients will be charged for the data system and annual updates. You may include the cost in your grant application. The costs requested in the application must be based on the costs associated with the clients to be served under the grant.

**D. Client Files**

Award recipients shall keep client files in accordance with state and federal laws.

**VIII. Additional Requirements**

**A. Training**

The Wisconsin Department of Justice, Office of Crime Victim Services (OCVS) offers Crime Victim Rights/Crime Victim Compensation/SAFE Fund training. Staff whose positions are funded by the SAVS grant are required to attend this training once every three years. Programs may contact OCVS to confirm whether current staff have met this requirement.

**B. Affirmative Action**

Award recipients must agree not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in §. 51.01(5) Wis. Stats., sexual orientation as defined in s. 111.32(13m), Wis. Stats., or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

Wisconsin's Contract Compliance Law (§.16.765, Wis. Stats.), requires every vendor contracting with the State of Wisconsin to agree to equal employment and affirmative action policies and practices. In addition, contracts estimated to be \$50,000 or more require vendors to post in conspicuous places, available for employees and applicants for employment, notices setting forth Wisconsin's nondiscrimination laws.

An affirmative action plan is required from any vendor who receives a state contract for \$50,000 or more and who has a work force of fifty (50) or more employees as of

the award date. The vendor must, within fifteen (15) working days of receiving the state grant, submit an affirmative action plan acceptable under law or claim an exemption for the requirement.

An affirmative action plan is not required when:

1. The vendor receives a state contract for less than \$50,000
2. The vendor has less than fifty (50) employees regardless of the amount of the contract.
  - a. The vendor is a federal government agency or Wisconsin municipality or
  - b. The vendor has a balanced work force. (“Balanced Work Force” means an equitable representation of handicapped persons, minorities and women in each level (job category) of a work force which approximates the percentage of handicapped persons, minorities and women available for jobs at each level from the relevant labor market from which the vendor recruits job applicants.) The vendor must submit:
    - i. A completed Work Force Analysis
    - ii. Supporting labor market information if requesting an exemption based on this reason and
    - iii. Equal Employment Opportunity Policy Statement
3. Vendors must, within fifteen days, provide the contracting agency with a list identifying any subcontractor(s) or specifying that none exists. Similar contract compliance requirements apply to subcontracts awarded under the state contract.
4. Agencies awarded grants under SAVS will be contacted by the Department of Justice Contract Compliance Officer if an affirmative action plan is required.
5. Questions regarding contract compliance issues **only** should be directed to:

Contract Compliance Officer  
Wisconsin Department of Justice  
PO Box 7857  
Madison, WI 53707-7857

### **C. Nondiscrimination**

The award recipient must comply with non-discrimination in both employment and the delivery of services or benefits on the basis of race, color, national origin, religion, sex, and handicap in its programs or activities. The grantee will also comply (and will require any subcontractor to comply) with any additional applicable federal nondiscrimination requirements, including Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d; Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794); section 901 of the Education Amendments of 1972 (20 U.S.C. § 1681); section 3030 of the Age Discrimination Act of 1975 (42 U.S.C. § 6102); 28 C.F.R. pt. 42 (U.S. Department of Justice Regulations – Nondiscrimination; Equal Employment Opportunity; Policies and Procedures); 28 C.F.R. pt. 54 (U.S. Department of Justice Regulations – Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance) 28 C.F.R. pt. 38 (U.S. Department of Justice Regulations – Equal treatment for Faith-Based Organizations); Ex. Order 13279 (Equal Protection of the Laws for Faith-Based and Community Organizations); and Ex. Order 13559 (Fundamental Principles and Policymaking Criteria for

Partnerships with Faith-Based and Other Neighborhood Organizations). In accordance with these laws, the grantee will not retaliate against individuals for taking action or participating in action to secure rights protected by these laws.

In the event a federal or state court or federal or state administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, national origin, religion, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the U.S. Department of Justice, Office of Justice Programs, Office for Civil Rights, and to OCVS.

**Failure to comply with non-discrimination and civil rights laws may result in conditional award status, elimination, or reduction of SAVS funding amounts.**

As clarified by Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI of the Civil Rights Act of 1964, a recipient must take reasonable steps to ensure that LEP persons have meaningful access to its programs. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. The recipient is encouraged to consider the need for language services for LEP persons served or encountered both in developing its budget and in conducting its programs and activities.

## **IX. Appendices**

### **A. Wisconsin Statutes 165.93 Sexual assault victim services; grants.**

#### **(1) DEFINITIONS.** In this section:

- (a) “Department” means the department of justice.
- (b) “Sexual assault” means conduct that is in violation of s. 940.225, 948.02, 948.025, 948.03, 948.055, 948.06, 948.07, 948.08, 948.085, 948.09 or 948.10.
- (e) “Victim” means an individual who has been sexually assaulted, regardless of whether the sexual assault has been reported to any governmental agency.

#### **(2) GRANTS.**

- (a) Beginning on January 1, 1995, the department shall provide grants to eligible organizations from the appropriation under s. 20.455 (5) (gc) to provide services for sexual assault victims.
- (b) An organization is eligible to apply for and receive a grant under this section if the organization meets all of the following criteria:
  - 1. The organization is a nonprofit corporation or a public agency.
  - 2. The organization provides or proposes to provide, either directly or through a contract, subcontract, service agreement or collaborative agreement with other organizations, entities or individuals, all of the following for sexual assault victims:
    - a. Advocacy and counseling services.
    - b. Crisis telephone line services on 24 hours per day and 7 days per week basis.
    - c. Professional education about intervention for sexual assault victims and community education programs for the prevention of sexual assault.
    - d. Services for persons living in rural areas, men, children, elderly persons, physically disabled persons, minority groups and other groups of victims that have special needs. This subdivision does not require the applicant to provide services to any group of persons that does not reside in the applicant’s service area.
  - 3. The organization does not receive more than 70% of its operating budget from grants under this section.
  - 4. The organization does not provide all of its services under subd. 2. a. to d. by contract, subcontract, service agreement or collaborative agreement with other organizations, entities or individuals.
- (c) Whenever the department reviews applications for grants under this section, the department shall consider all of the following:
  - 1. The need for sexual assault victim services in the community in which the applicant provides services or proposes to provide services.
  - 2. The degree to which the applicant’s services or proposed services are coordinated with other resources in the community and state.
  - 3. The needs of urban and rural communities.
  - 4. The needs of existing and proposed programs and services.



**(3) REPORTING REQUIREMENTS.** An organization that receives a grant under this section shall report all of the following information to the department for each fiscal year covered by the grant:

- (a) The total expenditures that the organization made on sexual assault victim services in the period for which the grant was provided during that fiscal year.
- (b) The number of persons served by general type of sexual assault victim services provided in the period for which the grant was provided during that fiscal year. The department shall identify for organizations the general types of sexual assault services provided.
- (c) The number of persons who requested sexual assault victim services in the period for which the grant was provided during that fiscal year but who did not receive the sexual assault victim services that they requested.

**(4) LIST OF ELIGIBLE ORGANIZATIONS.** The department shall certify to the government accountability board, on a continuous basis, a list containing the name and address of each organization that is eligible to receive grants under sub. (2).

**History:** 1993 a. 16, 227; 1995 a. 225; 2005 a. 253, 277, 278; 2007 a. 1.

**B. Statistical Requirements**

**Program Name:** \_\_\_\_\_

**1. Statutory Requirements**

Section 165.93(3), Wis. Stats., requires the Department of Justice to collect the following information from all SAVS grantees.

- Please report the statistics from **January 1 through December 31.**
- These numbers should reflect both primary and secondary victims of sexual assault
- Numbers reported should reflect the sexual assault statistics for the entire agency, not just the sexual assault victims served by the SAVS grant.

<b>A. REPORT THE NUMBER OF PERSONS SERVED BY TYPE OF SEXUAL ASSAULT VICTIM SERVICE LISTED. THE STATISTICS SHOULD REFLECT ALL PRIMARY AND SECONDARY SEXUAL ASSAULT VICTIMS SERVED BY THE AGENCY AND <u>NOT</u> JUST THE NUMBER OF VICTIMS SERVED WITH THE SAVS GRANT.</b>	
<p><b>1. PERSONAL ADVOCACY</b> – DEFINED AS AGENCY ADDRESSES VICTIM’S/SURVIVOR’S SELF-IDENTIFIED NEEDS THROUGH AN ONGOING SUPPORTIVE PROCESS OF LISTENING, PROVIDING EMOTIONAL SUPPORT, IDENTIFYING OPTIONS, PROBLEM SOLVING AND SKILLS DEVELOPMENT.</p> <p>* REPORT THE NUMBER OF VICTIMS PROVIDED SERVICES SUCH AS SECURING RIGHTS, REMEDIES AND SERVICES FROM OTHER AGENCIES; LOCATING EMERGENCY FINANCIAL ASSISTANCE, INTERVENING WITH EMPLOYERS, CREDITORS AND OTHERS ON BEHALF OF THE VICTIM; ASSISTING IN FILING LOSSES COVERED BY PUBLIC AND PRIVATE INSURANCE PROGRAMS INCLUDING WORKMAN’S COMPENSATION, UNEMPLOYMENT BENEFITS, ETC. (THIS NUMBER SHOULD NOT EXCEED THE NUMBER LISTED FOR ITEM B.)</p>	
<p><b>2. SYSTEMS ADVOCACY</b> – DEFINED AS AGENCY ACTS ON BEHALF OF AND IN SUPPORT OF VICTIMS TO ENSURE THEIR INTERESTS ARE REPRESENTED AND THEIR RIGHTS UPHELD. THIS INCLUDES LEGAL AND MEDICAL ACCOMPANIMENT/ADVOCACY AS WELL AS THE DEVELOPMENT OF COOPERATIVE RELATIONSHIPS WITH COMMUNITY PARTNERS IN ORDER TO IMPROVE SYSTEMS RESPONSE TO ALL SURVIVORS. AGENCIES DO NOT NEED TO REPORT THE NUMBER OF CCR, SART OR OTHER NETWORKING MEETINGS.</p>	
<p><b>a. CRIMINAL JUSTICE SUPPORT/ADVOCACY</b> - NUMBER OF VICTIMS THE AGENCY PROVIDED SUPPORT, ASSISTANCE, AND ADVOCACY AT ANY STAGE OF THE CRIMINAL JUSTICE PROCESS INCLUDING POST-SENTENCING SERVICES AND SUPPORT. (THIS NUMBER SHOULD NOT EXCEED THE NUMBER LISTED FOR ITEM B.)</p>	
<p><b>b. EMERGENCY LEGAL ADVOCACY</b> - NUMBER OF VICTIMS THE AGENCY ASSISTED IN FILING TEMPORARY RESTRAINING ORDERS, INJUNCTION AND OTHER PROTECTIVE ORDERS, ELDER ABUSE PETITIONS, AND CHILD ABUSE PETITIONS. THIS MAY INCLUDE THE NUMBER OF VICTIMS THE AGENCY PROVIDED SUPPORT TO DURING CHILD CUSTODY AND VISITATION PROCEEDINGS WHEN DIRECTLY CONNECTED TO SEXUAL VIOLENCE CASES AND TAKEN TO ENSURE THE HEALTH AND SAFETY OF THE VICTIM. (THIS NUMBER SHOULD NOT EXCEED THE NUMBER LISTED FOR ITEM B.)</p>	
<p><b>c. MEDICAL ADVOCACY</b> – NUMBER OF VICTIMS THE AGENCY PROVIDED SUPPORT, ASSISTANCE, AND ADVOCACY FOR MEDICAL CARE RELATED TO THE SEXUAL ASSAULT/ABUSE. (THIS NUMBER SHOULD NOT EXCEED THE NUMBER LISTED FOR ITEM B.)</p>	
<p><b>3. INFORMATION/REFERRAL</b> – AGENCY PROVIDES AND MAINTAINS CURRENT INFORMATION PERTAINING TO APPROPRIATE COMMUNITY RESOURCES.</p> <p>* REPORT THE NUMBER OF <u>IN-PERSON</u> CONTACTS WITH VICTIMS DURING WHICH TIME SERVICES AND AVAILABLE SUPPORT ARE IDENTIFIED. (THIS NUMBER SHOULD NOT EXCEED THE NUMBER LISTED FOR ITEM B.)</p>	
<p><b>4. SUPPORT GROUPS</b> – AGENCY PROVIDES REGULAR FACILITATED MEETINGS OF VICTIMS/SURVIVORS OF SEXUAL VIOLENCE AND/OR SURVIVOR ALLIES (E.G. FAMILY MEMBERS, PARTNERS) WITH A SUPPORTIVE AND EDUCATIONAL FOCUS.</p> <p>* REPORT THE NUMBER OF PEOPLE THAT ATTENDED SUPPORT GROUPS. (THIS NUMBER SHOULD NOT EXCEED THE NUMBER LISTED FOR ITEM B.)</p>	
<p><b>5. THERAPY</b> – AGENCIES THAT RECEIVE SAVS FUNDING ARE NOT REQUIRED TO PROVIDE THIS SERVICE; HOWEVER, SOME AGENCIES DO PROVIDE THIS SERVICE AND IT IS IMPORTANT TO RECORD THE NUMBER OF VICTIMS THAT RECEIVE THIS SERVICE DIRECTLY FROM SAVS GRANT RECIPIENTS.</p> <p>* REPORT THE NUMBER OF VICTIMS THE AGENCY PROVIDED INTENSIVE PROFESSIONAL PSYCHOLOGICAL AND/OR PSYCHIATRIC TREATMENT. THIS INCLUDES THE EVALUATION OF MENTAL HEALTH NEEDS AS WELL AS THE ACTUAL DELIVERY OF PSYCHOTHERAPY. DO NOT INCLUDE THE NUMBER OF VICTIMS REFERRED TO THERAPY. (THIS NUMBER SHOULD NOT EXCEED THE NUMBER LISTED FOR ITEM B.)</p>	

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<b>6. COMMUNITY OUTREACH AND PREVENTION EDUCATION – AGENCY INCREASES AWARENESS AND UNDERSTANDING ABOUT SEXUAL VIOLENCE THROUGH COMMUNITY OUTREACH AND ENGAGEMENT. PLEASE REPORT THE FOLLOWING:</b>	
<b>a. NUMBER OF COMMUNITY EDUCATION/PREVENTION/OUTREACH PRESENTATIONS. DO NOT INCLUDE AWARENESS EVENTS SUCH AS HEALTH FAIRS, PARADES, OR TAKE BACK THE NIGHT.</b>	
<b>b. NUMBER OF PEOPLE ATTENDING COMMUNITY EDUCATION/ PREVENTION/OUTREACH PRESENTATIONS. DO NOT INCLUDE AWARENESS EVENTS SUCH AS HEALTH FAIRS, PARADES, OR TAKE BACK THE NIGHT. (THIS NUMBER MAY BE DUPLICATED.)</b>	

<b>B. THE TOTAL NUMBER OF <u>UNDUPLICATED</u> SEXUAL ASSAULT VICTIMS RECEIVING SERVICES FROM THE AGENCY.</b>	
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<b>C. THE NUMBER OF PERSONS WHO REQUESTED BUT DID NOT RECEIVE SEXUAL ASSAULT SERVICES.</b>	
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<b>24-HOUR CRISIS RESPONSE – (AGENCY PROVIDES A TELEPHONE NUMBER WITH 24-HOUR IMMEDIATE ACCESS TO A PERSON TRAINED IN PROVIDING SEXUAL VIOLENCE CRISIS COUNSELING/INTERVENTION, INFORMATION AND REFERRALS.)</b>	
<b>* REPORT THE NUMBER OF CALLS THE AGENCY RECEIVED FROM VICTIMS AND THE GENERAL PUBLIC NEEDING SEXUAL ASSAULT SERVICES AND INFORMATION. (THIS NUMBER MAY EXCEED THE NUMBER LISTED FOR ITEM B.)</b>	

**2. Sexual Assault Victim Services Statistics**

- Breakdown the number of unduplicated sexual assault victims served by the entire agency by location (county or tribe) and age
  - Write “unknown Location” if victims did not disclose their location.

VICTIMS SERVED BY LOCATION	LOCATION:	LOCATION:	LOCATION:	LOCATION:	LOCATION:
CHILDREN (12 & UNDER)					
TEENS (13 – 17)					
ADULTS (18 & OVER)					

TOTAL NUMBER OF CLIENTS SERVED (ALL AREAS COMBINED): (THE TOTAL SEXUAL ASSAULT PLUS DOMESTIC VIOLENCE WITH SEXUAL ASSAULT SHOULD EQUAL B ABOVE.)	
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**3. Dual Service Agency**

If the agency is a dual sexual assault/domestic violence agency, indicate the number of sexual assault clients that presented as sexual assault victims and the number that presented as domestic violence victims with sexual assault issues.

(The total Sexual Assault plus Domestic Violence with Sexual Assault should equal B above)

Sexual Assault:	Domestic Violence with Sexual Assault:
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<b>REPORT THE <u>TOTAL</u> EXPENDITURES MADE BY THE ORGANIZATION ON ALL SEXUAL ASSAULT SERVICES. NOT JUST SAVS FUNDING. (THIS AMOUNT SHOULD NOT BE LESS THAN THE AMOUNT SPENT WITH THE SAVS GRANT.)</b>	
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## C. Indirect Costs - Guidance for OCVS Grant Applicants

Indirect costs are costs of an organization that are not readily assignable to a particular project but are necessary to the operation of the organization and the performance of the project. Examples of costs usually treated as indirect include those incurred for facility operation and maintenance, depreciation, and administrative salaries. If an expense can be linked directly to the grant, it would be a direct cost, and not an indirect cost.

The Wisconsin Department of Justice will consider either the applicant's federally approved Negotiated Indirect Cost Rate Agreement (NICRA) OR Certification to charge the De Minimis Indirect Rate up to 10% of the Modified Total Direct Cost (MTDC). Please note: OCVS reserves the right to reduce the dollar amount charged to the federal grant, if such an amount hinders the agency's ability to provide direct services.

In order to request the de minimis rate, subrecipients must follow the MTDC definition as defined in 2 CFR (See below). Keep in mind, using the de minimis indirect cost rate is an option for the subrecipient, **but** it is not mandated by OCVS. The subrecipient must, however, satisfy the requirements related to use of the de minimis rate (as set out in 2 C.F.R. Part 200).

### Additional Guidance:

- A grant recipient cannot exceed 10% de minimus indirect but can charge a lesser percent.
- If a grant recipient applies for less than 10% de minimus they cannot later increase it up to the 10% maximum.
- If a grant recipient has a NICRA, they can opt to apply only a portion of those costs to the federal grant budget.

### Modified Total Direct Cost (MTDC)

MTDC means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward (regardless of the period of performance of the subawards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of \$25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs.

### How to calculate 10% MTDC:

<u>Budget Category</u>	<u>Federal Amount</u>
Personnel	\$45,985.00
Employee Benefits	\$17,546.00
Staff Development	\$3,500.00
Travel (including training)	\$250.00
Equipment	\$5,000.00

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Supplies and Operating Expenses	\$8,651.00
Rent	\$6,000.00
Consultant/ Contractual	\$200.00
Indirect	\$8,269.00
Other	\$6,556.00
<b>Total Budget</b>	<b>\$101,957.00</b>

Step 1: Add all direct federal expenses, except equipment, rent and any contracts over \$25,000. (MTDC=\$82,688)

Step 2: Multiply MTDC by 10% ( $\$82,688 \times 0.10 = \$8,269$ )

**Grant Recipient Reporting on Indirect:**

Wisconsin DOJ requires consistency regarding calculations of the MTDC on each fiscal report. Subrecipients will be required to request up to the 10% of MTDC on each report (at the rate approved in the budget). See Fiscal Report Example Below:

<b><u>Budget Category</u></b>	<b><u>Federal Amount</u></b>
Personnel	\$5,000.00
Employee Benefits	\$1,500.00
Staff Development	\$500.00
Travel (including training)	\$250.00
Equipment	\$50.00
Supplies and Operating Expenses	\$100.00
Rent	\$500.00
Consultant/ Contractual	\$100.00
Indirect	\$798.00
Other	\$525.00
<b>Total Expenses for Month</b>	<b>\$9,323</b>

Step 1: Add all direct federal expenses, except equipment, rent, and contracts over \$25,000. (MTDC=\$7,975)

Step 2: Multiply MTDC by 10% (round if applicable). ( $\$7,975 \times 0.10 = \$798$ )

Once the approved indirect budget has been met for the year the subrecipient will stop charging indirect on the fiscal reports.