


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



Violence Against Women Act
**Sexual Assault Services Program
(SASP)**
Direct Services Competitive 2024

Competitive Grant Announcement

**Applications must be submitted
through Egrants on or before
November 19, 2023**

Table of Contents

VAWA SASP: Direct Services Competitive 2024	1
Grant Announcement Information	1
VAWA SASP Victim Services Program Description	4
Out-of-Scope Activities	4
Unallowable Activities	5
Application Components	6
1. Main Summary	6
2. Approval Checklist	7
3. Performance Measures	7
4. Budget Detail	7
5. Project Design (limit one page).....	10
6. Problem or Needs Description.....	10
7. Project Description (limit three pages).....	10-11
8. Implementation Plan.....	11
9. Audit Requirement.....	11
10. Required Attachments	12
Application Review.....	12
Evaluation Criteria.....	12
Review/Appeal Process.....	13
Post-Award Special Conditions/Reporting Requirements.....	13
Important Contact Information.....	15
Appendix A: Definitions.....	17
Appendix B: Indirect Costs - Guidance for OCVS Grant Applicants.....	18



**STATE OF WISCONSIN
DEPARTMENT OF JUSTICE**

Contact Information for this Grant Opportunity:

Program/Policy: Courtney Watson (608) 267-9340
watsonca@doj.state.wi.us

Budget/Fiscal: Justin Wartzluft (608) 267-4584
wartzluftjm@doj.state.wi.us

Forms/Signatures: Leah Varnadoe (608) 266-0936
varnadoela@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.

VAWA SASP: Direct Services Competitive 2024

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.

Grant Announcement Information

Program Area: Violence Against Women Act (VAWA)

Grant Title: VAWA SASP: Direct Services Competitive 2024

Description: The Sexual Assault Services (SASP) Formula Grant Program is awarded to Wisconsin by the US Department of Justice Office on Violence Against Women (OVW). The SASP Formula Program directs grant dollars to states and territories to assist them in enhancing direct services for sexual assault survivors. Funds provided through the SASP Formula Program are designed to supplement other funding sources directed at addressing sexual assault at the agency and state level. For additional information on the SASP Formula Program, see <http://muskie.usm.maine.edu/vawamei/saspformulamain.htm>.

Opportunity Category: Competitive

Important Dates:

Application Due Date: November 19, 2023

Project Start Date: January 1, 2024

Project End Date: December 31, 2024

Eligibility: This is a competitive grant application available for a limited number of agencies with a demonstrated history of serving sexual assault survivors. Eligible applicants may include nonprofit, nongovernmental, or other local and state organizations.

Funding Priorities: Priority will be given to agencies who meet and/or explain the following:

- By-and-for organizations that provide sexual assault victim services to the community they serve.
- Increased and/or improved collaboration between community partners and systems.
- Services and programming that fosters healing for sexual assault survivors.
- Mobile sexual assault advocacy services for rural communities.

OCVS defines “By-and-For organizations” as operated by and for the community they serve. By-and-For organizations have a primary mission and history deeply rooted in serving their respective community. Their main purpose and historical focus revolve around serving a particular community, and they are established, led, and heavily shaped by individuals belonging to that population. At the heart of their programs, these organizations encapsulate the central cultural values of the community.

Anticipated Funding Amount: Total funds in the amount of \$700,000 are available for a one-year project period, with the possibility of 2 one-year continuation cycles of funding. The anticipated number of granted awards is 10-12. OCVS reserves the right to amend, reduce, or change the requested budget amounts.

Match/Cost Sharing Requirement: No match is required.

Funding Information:

- Applications for SASP Direct Services Competitive 2024 funds will be accepted for the project period 1/1/2024 through 12/31/2024 with the possibility of 2 one-year continuation cycles of funding.
- Continued funding is contingent upon federal funds available, subgrant compliance with federal and state guidelines, and compliance with grant award conditions.
- Sexual Assault Services Formula Grant Program (SASP) funds are awarded annually to the Wisconsin Department of Justice, Office of Crime Victim Services (OCVS) from the USDOJ Office on Violence Against Women (OVW).

System for Award Management (SAM) Registration:

On **April 4, 2022**, WI DOJ no longer uses or requests DUNS Numbers, as the federal government changed from the DUNS Number to the Unique Entity Identifier (UEI) (generated by SAM.gov). All entities doing business using federal funds will be required to have an active UEI number.

Please note that SAM registration is FREE. You should never pay for creating a new SAM registration or updating or renewing an existing SAM registration.

Unique Entity Identifier (UEI)

- [The Unique Entity ID is a 12-character alphanumeric ID assigned](#) to an entity by SAM.gov.
- As part of this transition, the DUNS Number has been removed from SAM.gov.
- Entity registration, searching, and data entry in SAM.gov now require use of the new Unique Entity ID.
- Existing registered entities can find their Unique Entity ID by following the steps [here](#).
- New entities can get their Unique Entity ID at SAM.gov and, if required, complete an entity registration.

Submit Applications Using Egrants

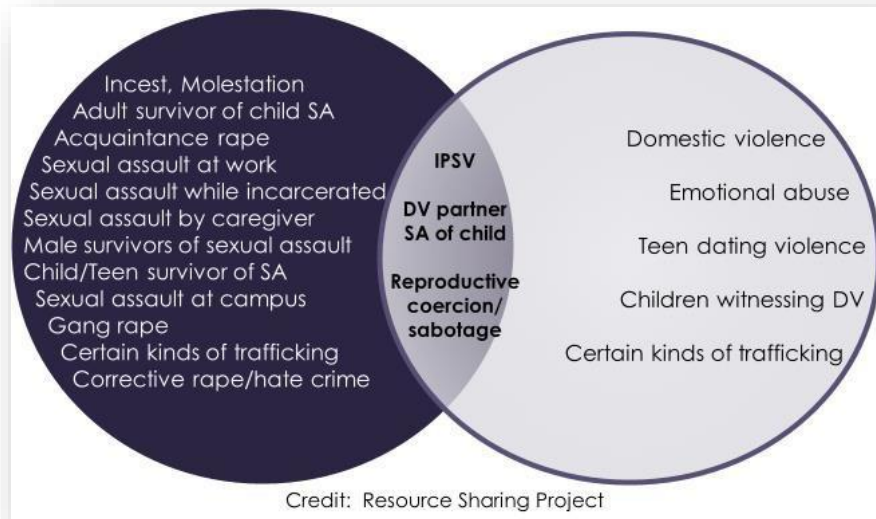
Applications must be submitted through the DOJ Egrants online grants management system. If you have never used DOJ Egrants before, you will need to register for access to the system. To register online, go to <https://register.wisconsin.gov> and complete the 'self-registration' process. On the account registration site, 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.

VAWA SASP Victim Services Program Description

The purpose of the Sexual Assault Services Formula Program (SASP) is to provide direct intervention and support services to victims of sexual violence that is culturally relevant and responsive to immediate and long-term needs.

Eligible applications should address the multiple needs and victimizations of all sexual assault survivors, specifically those that fall outside of domestic violence dynamics, as illustrated here:



Activities that Compromise Victim Safety and Recovery

SASP Formula Program does not fund activities that jeopardize victim safety, deter or prevent physical or emotional healing for victims, or allow offenders to escape responsibility for their actions. Information on activities that compromise victim safety and recovery and undermine offender accountability may be found in the [Solicitation Companion Guide](#) on the OVW website.

Out-of-Scope Activities:

OVW has determined the activities listed below to be out of the program scope, and they will not be supported by SASP Formula Program funding.

1. Research projects (This does not include program assessments conducted only for internal improvement purposes.)
2. Activities focused on prevention efforts and public education (e.g., bystander intervention, social norms campaigns, presentations on healthy relationships, etc.).
3. Criminal justice-related projects, including law enforcement, prosecution, courts, and forensic interviews.
4. Sexual Assault Forensic Medical Examiner programs.
5. Sexual Assault Response Team coordination.
6. Providing training to allied professionals and the community (e.g., law enforcement, child protection services, prosecution, other community-based organizations, etc.).
7. Domestic violence services unrelated to sexual violence.

Unallowable Activities:

OVW has determined the following activities to be unallowable and will not be supported by SASP Formula Program funding.

1. Lobbying;
2. Fundraising;
3. Purchase of real property;
4. Physical modifications to buildings, including minor renovations (such as painting or carpeting); and
5. Construction.

Allowable Activities:

Intervention and related assistance under VAWA SASP may include:

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

Direct payments to victims and their family or household members must be for costs related to the sexual assault.

Examples of costs that direct payments may cover include, but are not limited to: a) Replacement bedding, clothing, or other household items; b) Securing new or temporary housing, including paying a security deposit, first month's rent, or moving expenses; c) Travel expenses; d) Childcare expenses; e) Food, including culturally appropriate food; f) Utility assistance (other than utilities in arrears); and g) Security measures such as re-keying locks, replacing a cell phone, or purchasing a motion detector or security camera that does not require installation (see Funding Restrictions below regarding not using grant funds for minor renovations).

If you have any questions on what expenses are allowable, please see the **DOJ Office on Violence Against Women FAQs About SASP Formula Grants:**

https://www.justice.gov/sites/default/files/pages/attachments/2014/10/07/sasp-faq_final.pdfh

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 Courtney Watson, SAVS and SASP Program & Policy Analyst at (608) 267-9340 or email watsonca@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, financial officer and/or signing official.

The **Financial Officer** is the individual responsible for financial activities in your organization while the project director will be overseeing project operations.

The **Project Director** will be the main point of contact for all VAWA SASP related grant communications.

The **Signing Official** should be the highest elected official, or a designated proxy by the highest elected official, for the agency.

Please complete the items with an asterisk beside them. Select the corresponding State Senate Districts, Congressional Districts, and State Assembly Districts from the drop-down menus for your agency. It is not necessary to select anything from the School Districts drop down menu.

In the Brief Project Description text box, please describe your project in 150 words or less. A suggested format is included for your convenience:

“[Name of Agency] [identify component, if more than one] will provide [enumerate major categories or types of services] to [description of clients in terms of types of crime(s) and other relevant demographics] in [county(ies)].”

Responses to this section will be used on the DOJ website, cited in DOJ reports, and could be mentioned in press releases. Plain language that clearly describes the intent of the project is most effective.

Project Title: Please use an identifying title of your project, which includes “VAWA SASP” at the start of the project. For example, an appropriate project title is “VAWA SASP: Sexual Assault Victim Services 2024.”

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

Complete a project budget that covers costs through 12/31/2024 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: There is no match requirement.

Personnel:

Provide salary information for employees that will be funded through this grant (federal or match), including overtime.

Please use the contact list to fill out the staff name. Additional instructions on how to complete the Personnel and Employee Benefits section using contacts can be here: [How to add Personnel and Employee Benefits using Contacts](#) carefully. These instructions can be found in the [VAWA Document Library](#) on the WI DOJ website. For shared line items (such as Volunteers) please do not select “To Be Determined” rather list the agency name as the “first name” and Volunteers as the “last name” of the shared position.

PERSONNEL BUDGET LINE ITEMS

Last Update By: Amanda L Powers Last Update Date: 3/19/2019 2:55:26 PM

Position: * Sexual Assault Victim Adv

Name: * Sarah Smith

Description of your computation

Year 1:* 1 FTE Position, Annual Salary \$45,760 x 75% = \$34,320, Match 25% SAVS funded = \$11,440

BY SOURCE	AMOUNT
Federal	34,320.00
Cash Match (New Approp.)	11,440.00
In-Kind Match	0.00
Total: Σ	45,760.00

Under “Description of your computation,” show the annual salary multiplied by the percentage funded by SASP. If position is being used as match, please specify the source of funding. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization. Combine volunteers into a single line item and include in this section. Only personnel costs of the agency applying for the grant funds should be included under “Personnel.” Do not include contractors or employees of other agencies in this 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 those listed in Personnel and should be pro-rated for time devoted to the project, i.e., if a position’s salary is 75% VAWA SASP funded, then its fringe benefits should be 75% VAWA SASP funded. Under “Briefly describe the overall use of funds” include the agency-wide fringe rate. For example:

EMPLOYEE BENEFITS

Briefly describe the overall use of funds for this budget category:

FICA 6.2%, Medicare 1.45%, Unemployment Insurance 1.46%, Workers Comp 0.38% = (9.49%) + Simple IRA contribution (2%) = 11.49%

Health Insurance = \$10,000 annual expense

For each employee, enter position title and name (the same as listed under Personnel). Then in “Description of your computation,” show the VAWA SASP-funded portion of the annual salary multiplied by your agency’s fringe benefit rate. Include pro-rated health insurance or other flat rate benefits as well.

Position	Name
Selected Individual:	
Position: *	Sexual Assault Victim Advocate
Name: *	Sarah Smith
Description of your computation	
Year 1:*	Annual Salary \$45,760 x 11.49% = \$5,258 + \$10,000 = \$15,258 Total Benefits \$15,258 x 75% VOCA =
BY SOURCE	
Federal	11,443.00
Cash Match (New Approp.)	3,815.00
In-Kind Match	0.00
Total: Σ	15,258.00

Travel/Training:

Travel associated with provision of victim services, or funds used to provide transportation services for victims. 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 \$90/night (\$95/night for Milwaukee, Waukesha, or Racine County)
- Meals: \$9/breakfast (leaving before 6 a.m.); \$11/lunch (leaving before 10:30 a.m. and returning after 2:30 p.m.); \$21/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 “Contractual.”

Note: Paying for food from USDOJ funds is not allowed or strict limitations apply as of October 2011. Food for clients being served by the program is the only time prior approval is not needed. Please consult your grant manager prior to submitting this application for clarification and for prior approval.

Equipment:

Tangible non-expendable personal property having a useful life of more than one year

and an acquisition cost of \$5,000 or more per unit.

Supplies and Operating Expenses:

Includes consumables such as paper, 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/mon. x 12 months = \$1,800.

Indirect Costs:

Please include any indirect cost rate in this section of the budget. See [Appendix B](#) for more information.

The government-wide grant requirements in Title 2 C.F.R. part 200, state a policy that federal awards should bear their fair share of costs, including reasonable, allocable, and allowable direct and indirect costs. VOCA-funded projects align with the government-wide grant requirements and cost principles, which allow federal funding to support sub-recipient indirect costs (see Title 2 C.F.R. 200.331 and 200.414).

[2 CFR 200.414](#) has been updated in regard to Indirect Costs. A subrecipient who does not have a current negotiated (or provisional) indirect cost rate agreement (except for those non- Federal entities described in [appendix VII to this part, paragraph D.1.b.](#), may elect to use the de minimus indirect cost rate of up to 10% of Modified Total Direct Costs (MTDC). MTDC includes all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subcontract. MTDC excludes rental costs, equipment, capital expenditures, charges for patient care, tuition remission, scholarships and fellowships, participant support costs and the portion of each subcontract 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.

Show your calculation of indirect costs, such as MTDC = \$150,000 x 10% indirect rate = \$15,000

Please attached either the agency's approved NICRA letter or the 10% de Minimus Certification in the Required Attachments Section.

Consultants/Contractual:

Provide costs associated with individuals or entities providing services through a contractual arrangement. Except for a few justified sole source situations, contracts should be awarded via competitive processes, or through your agency's procurement process. Compensation for individual consultant services is to be reasonable and consistent with that paid for similar services in the marketplace but cannot exceed the current established maximum threshold rate. The current established maximum threshold rate set forth in the [US DOJ Financial Guide](#) is \$650 per 8-hour day or \$81.25 per hour. Prorated audit expense is allowable only if an audit is required under the Uniform Guidance 2 CFR §200.501 (i.e., agency expends \$750,000 or more in federal grants annually).

Attach in the Required Attachment section detailed information to support the total cost of each contract such as an agreement or MOU and [the Consultant/Contractual Checklist](#). No fund reimbursements will be made prior to receipt of the contract and checklist.

Other:

Items that do not 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. Project Design (limit one page)

This section should provide a brief, but complete, picture of the project.

For this section, please cut and paste response directly into Egrants. It is not necessary to attach a word document of the response.

6. Problem or Needs Description (limit three pages)

Describe the problem of need you propose to address by discussing the following:

- A. Identify the nature and scope of the problem or need you propose to address.
- B. Describe the target population that will be served.
 - i. Include relevant population and demographic information (racial and ethnic demographics as well as any populations historically impacted by inequity).
 - ii. Detail how the proposed target population was involved in the development of the proposed services. How will this involvement continue?
- C. Describe the specific geographic region that will be covered.
- D. Provide clear and accurate statistics for each proposed service type to support the identified need.
- E. If the proposal is to continue or expand existing services, describe:
 - i. Current level of services
 - ii. Objective measures of the effectiveness of existing services
 - iii. Current source of funding

7. Project Description (limit four pages)

The Project Description should not exceed four pages. Clearly articulate the services that will be provided. Include the following in your description:

- A. Explain how the project relates to one of the SASP Funding Priorities detailed in the Grant Announcement Information of this funding announcement.
- B. How will your project include the allowable activities detailed in the Program Description of this funding announcement.
- C. Discuss how your organization engages in meaningful and intentional collaboration with other service providers and systems in your community.
 - i. Where is there room for improvement?
 - ii. How is this proposal an opportunity to improve meaningful collaboration

to ensure all survivors have access to and receive the services they need to heal?

D. Describe how your organization ensures services for communities impacted by inequity.

- i. How do you plan to further reach communities with your services?
- ii. How do you support staff of color, and staff that serve communities impacted by inequity within your organization?

8. Implementation Plan

Applicants must submit a plan for the implementation of this project. The Implementation Plan must include:

1. Identify one broad goal for your project that coincides with the SASP program purpose and OVW Priority Areas (listed on page 4 of this funding announcement).
2. Identify implementation of this project. Please include:
 - Steps involved in implementing the project.
 - Clearly articulate what staff will be involved in each step.
 - Describe any coordination efforts with other relevant community partners.
3. Note any staff training needs that are required for implementation.

9. Audit Requirement

State and local government agencies, institutions of higher education, and other nonprofit organizations are subject to federal audit responsibilities pursuant to Uniform Guidance (2 C.F.R. Subpart F, *Audit requirement*), as follows:

- An organization-wide financial and compliance audit is required if the organization expends \$750,000 or more in federal financial assistance during the organization's fiscal year.
- A copy of the audit report, with accompanying management letter, must be submitted **within 9 months** of the close of the organization's fiscal year.
- Pro-rated audit costs may only be charged to federal grants if an audit is required pursuant to Uniform Guidance 2 CFR §200.501

Please copy and paste the following into the response section in Egrants, and then complete as appropriate.

Subgrantee's fiscal year is (mark with an "X"):

- Calendar year (January – December)
- From: (month) _____ to _____ (month)

Mark with an "X" as appropriate:

- The subgrantee expects to spend \$750,000 or more in federal financial assistance during the fiscal year(s) of the project.
- The Subgrantee **does not expect** to spend \$750,000 or more in federal financial assistance during the fiscal year(s) of the project.

Subgrantees shall promptly notify OCVS in writing whenever it appears a change will occur in the above information.

For this section, please cut and paste response directly into Egrants; it is not necessary to attach a word document of the response.

10. Required Attachments

Please attach the following documents to your application in this section. If possible, please combine attachments or submit all these documents as one single attachment. Please note, non-required attachments included with the application will not be reviewed.

Application Tip: Check off each item as you attach in the response section in Egrants.

Required for all Applicants:

- Position Description(s) – Please submit a position description for each VAWA STOP project position included in the proposed budget. The Position Description title(s) should correspond position title(s) listed in budget.
- Implementation Plan – Please attach your implementation plan.

If applicable:

- Proof of Non-Profit Status for non-profit agencies.
- Indirect Cost Rate, if applicable, either:
 - Federally Approved Negotiated Indirect Cost Rate Agreement (NICRA), or
 - Certification to Apply 10% de Minimus Indirect Cost Rate - (Agencies should use the [Certification to Apply 10% de Minimus Indirect Cost Rate](#) Form, the form can also be accessed through the DOJ [VOCA webpage](#) in the document library.)
- ALL Consultant/Contractual Expenses, if applicable:
 - Consultant/Contractual Agreement or MOU
 - [Consultant/Contractual Checklist](#)

Application Review

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. OCVS will also consider past project performance when determining subgrant awards. OCVS reserves the right to adjust, lower, and/or change the application budget and the requested amount of funding at OCVS' discretion.

Evaluation Criteria:

Applicants are reviewed on the quality of their response, the level of detail provided, past performance, and their continued ability to effectively provide the services outlined in the application.

Review/Appeal Process:

An applicant may appeal the Office of Crime Victim Services' decision of grant funding. The applicant must request a review of the decision in writing. To be timely, a request must be received by OCVS no later than 10 business days after the date on the denial/intent to award letter.

The written request should be sent as follows:

Emailed to:

Teresa Nienow
Director of Grant Programs & Training
NienowTA@doj.state.wi.us

A request must be signed by an authorized official in your agency and include facts or developments that were not known to you at the time of your original application to OCVS, which in your view should significantly impact the consideration of your application.

Requests to appeal will not be granted if the information received:

- Merely reiterates or restates information or contentions submitted as part of an application;
- Seeks to revise or amend the original application;
- Makes comparisons with other applicants or applications;
- Disputes policy judgments or discretionary decisions made by the review team in formulating its recommendations.

The Office of Crime Victim Services will notify the applicant that the appeal has been received and will respond to the applicant within 30 days of the receipt of all information needed to make the decision. OCVS reserves the right to review and reconsider all elements of the grant application during an appeal. The Office of Crime Victim Services Executive Director reviews and makes final decisions on all appeals.

If the denial decision is rescinded, OCVS will discuss the specific scope, activities, goals, and budgetary terms of individual projects to be offered grant funding. Such discussions will likely require revision and resubmission of pertinent administrative, programmatic, and financial information.

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 but a brief outline of requirements is listed below.

Fiscal Reports	Program Reports	VAWA Annual Progress Report
Quarterly (minimum)	Semi-annual	Annual
	Final	

Fiscal reports – VAWA SASP subgrants are paid on a reimbursement basis. Subgrantees may choose to be reimbursed on monthly or quarterly by submitting fiscal reports in Egrants. The decision is solely up to the subgrantee. However, once a frequency of fiscal

report is selected for the grant year, it cannot be changed.

Grant funds will be disbursed on a reimbursement basis either monthly or quarterly upon submission of a fiscal report in Egrants. All reimbursements are based on actual, allowable, paid expenditures. Subgrantee is responsible for maintaining accurate accounting records that support expenditures for this grant project.

Program reports – VAWA SASP subgrants will report on their progress on a semi-annual basis in Egrants. Subgrants will also complete a final report at the end of each grant year.

Annual Progress Report - All programs that receive VAWA funds are required by the US Department of Justice to submit an Annual Progress Report. The Annual Progress Report tracks data for projects on the calendar year. OCVS VAWA subgrantees will receive detailed information about completing and submitting this form. Example forms and instructions can be found on the Muskie School of Public Service VAWA Measuring Effectiveness Initiative website: <https://www.vawamei.org/tools-resource/sasp-subgrantee-progress-reporting-form/>

Subgrantee Monitoring - OCVS must assess subgrantee risk posed by applicants before they receive federal funds. Assessment of subgrantee risk determines the level of monitoring performed by OCVS. Further, the levels of risk assigned by OCVS does not preclude a subgrantee from receiving federal funds. In addition to reviewing program complexity and prior adherence to OCVS grant award terms and conditions (if applicable), OCVS will also review financial complexity and the financial capacity of the agency (see section 11).

Upon receipt of your grant award materials, please review all your grant award special conditions and Egrants reporting requirements. Please note that Federal Debarment and Lobbying forms will be sent with award documents and should be signed and submitted with the award documents.

Important Contact Information

Program Questions:

Teresa Nienow, Director of Grant Programs & Training
Nienowta@doj.state.wi.us or (608)264-9452

Leanna Liska VAWA STOP Program & Policy Analyst
Liskalj@doj.state.wi.us or (608) 243-2100

Michelle Bailey, Grants Specialist
BaileyML@doj.state.wi.us or (608) 267-7924

Mary Colletti, Grants Specialist
Collettima@doj.state.wi.us or (608) 261-8100

Courtney Watson, SAVS and SASP Program & Policy Analyst
Watsonca@doj.state.wi.us or (608) 267-9340

Ashley Welak, Grants Specialist
Welakaa@doj.state.wi.us or (608) 264-9445

Financial/Budget Questions:

Justin Wartzenuft, Victim Services Grant Supervisor
Wartzenuftjm@doj.state.wi.us or (608) 267-4584

Tanya Herranz, Financial Grants Specialist
Herranztd@doj.state.wi.us or (608) 264-7657

Claudia Saavedra, Financial Grants Specialist
Saavedracd@doj.state.wi.us or (608) 266-3056

Pam Vincent, Financial Grants Specialist
Vincentpl@doj.state.wi.us or (608) 267-4850

Forms/Signatures:

Leah Varnadoe, Grants Support Specialist
Varnadoela@doj.state.wi.us or (608) 266-0936

Egrants:

Egrants Assistance: Weekdays, 8am – 4:30pm
Email: Egrants@doj.state.wi.us
Local calls: (608) 267-9068
Toll free: (888) 894-6607

The Egrants Application Guide has step-by-step instructions for accessing and using the Egrants online system. The guide is posted on the [Egrants page of our website](#).

Online Help is available throughout the Egrants application process. Once you have started an application, look for the HELP button in the top right corner of the screen. Page-specific instructions can be found there.

Additional Resources

Additional information about the Wisconsin Department of Justice and resources to assist with Egrants is available as follows:

- VAWA grant webpage for the Wisconsin Department of Justice: <https://www.doj.state.wi.us/ocvs/vawa/violence-against-women-document-library>
- Department of Justice Egrants webpage: <https://egrants.doj.state.wi.us/egmis/login.aspx>
- Egrants Helpdesk is staffed on non-holiday weekdays between 8AM and 4:30pm, email Egrants@doj.state.wi.us, or call locally (608) 267-9068/ toll free (888) 894-6607

Appendix A – Definitions

Appendix B – Indirect Costs – Guidance for Applicants

Appendix A: Definitions

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. See Appendix B of this funding announcement.

SAM – System for Award Management (SAM) collects, validates, stores, and disseminates data regarding applicants' eligibility to receive federal funds. **SAM registration and renewal is FREE.** More information can be found on the OCVS webpage on [updating or renewing an existing SAM registration](#) or [creating a new SAM registration](#).

Subaward – a subaward is for the purpose of carrying out a portion of the federal subgrant award, such as compensating an MOU partner. The substance of the relationship is more important than the form of the agreement in determining whether the recipient of the pass-through funds is a subaward or contract. The issuance and monitoring of subawards must meet the requirements of [2 CFR § 200.331](#), which includes oversight of subaward spending and monitoring of performance measures and outcomes attributable to grant funds. See [2 CFR § 200.330](#).

Subcontract – a contract is for the purpose of obtaining goods and services for the applicant's own use. The substance of the relationship is more important than the form of the agreement in determining whether the recipient of the pass-through funds is a subaward or contract. The awarding and monitoring of contracts must follow the recipient's documented procurement procedures, including full and open competition, pursuant to the procurement standards in [2 CFR § 200.317-200.329](#). Also see [2 CFR § 200.330](#)

Supplanting – reducing or replacing state or local funds due to the existence of VAWA STOP (federal) funds. VAWA STOP funds are intended to expand or enhance direct victim services and are meant to supplement existing state and local funds.

Appendix B: 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 minimis indirect but can charge a lesser percent.
- If a grant recipient applies for less than 10% de minimis, 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.

Match:

Subrecipients may choose to charge indirect costs to the award at a rate less than its current (unexpired) approved federally negotiated indirect cost rate. The subrecipient may count as "match" the portion of its approved federally negotiated indirect cost rate that it chooses not to charge to the subaward, if approved by OCVS and if it is actually cash match. If a subrecipient chooses to use match as part of their indirect rate the calculations shall remain the same for MTDC or the approved NICRA. A portion may be used toward federal reimbursements and the rest toward match, but both figured cannot exceed the approved indirect rate on the budget and the calculations shall remain the same on each fiscal report.

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

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 x 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:

<u>Budget Category</u>	<u>Federal Amount</u>
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
Total Expenses for Month	\$9,323

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 x.10 = \$798)

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