



State of Wisconsin
Department of Justice
17 W. Main St.
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Violence Against Women Act (VAWA)
***VAWA STOP: Specialized Prosecution
Regional Resource Prosecutor
2024***

**Non-Competitive
Grant Announcement**

**Applications must be submitted through
Egrants on or before December 1, 2023**

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**STATE OF WISCONSIN
DEPARTMENT OF JUSTICE**

Important Contact Information for this Grant Opportunity:

Program/Policy: Leeana Liska (608) 301-6009
LiskaLJ@doj.state.wi.us

Budget/Fiscal: Justin Wartzenuft (608) 267-4584
WartzenuftJM@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 STOP: Specialized Prosecution Regional Resource Prosecutor 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.

The Services*Training*Officers*Prosecution (STOP) Violence Against Women Act (VAWA) Formula Grant Program is awarded to Wisconsin by the US Department of Justice Office on Violence Against Women (OVW). For additional information on the STOP Formula Grant Program, including what past STOP Formula Grant Program grantees have accomplished with their grant funds and to view the STOP Formula Grant Program performance measures and reporting data, see <http://muskie.usm.maine.edu/vawamei/stopformulamain.htm>.

The **State of Wisconsin 2022-2025 STOP Implementation Plan** can be found in the VAWA Document Library on the Wisconsin Department of Justice website: <https://www.doj.state.wi.us/ocvs/vawa/violence-against-women-document-library>

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 STOP: Specialized Prosecution Regional Resource Prosecutor 2024

Opportunity Category: Non-Competitive/Continuation

Important Dates:

Application Due Date: December 1, 2023

Project Start Date: January 1, 2024

Project End Date: December 31, 2024

Eligibility: Only Brown, Dane, Milwaukee, and Waukesha Counties District Attorney's Offices are eligible to apply.

Funding Information: Funding is contingent upon federal funding and compliance with state and federal requirements and guidelines. Each subgrantee may apply for a maximum of \$125,000 for grant expenses for the project period 1/1/2024-12/31/2024.

Your budget for this continuation year should look much like previous budgets. Consult with the Grant Administrator before submitting major changes to the project budget, including staffing changes.

Match/Cost Sharing Requirement: Applicants are required to provide a match equal to at least 25% of the total project cost. The match may be either cash or in-kind contribution. Examples of match may include office space, supplies, or non-federally funded support staff.

System for Award Management (SAM) Registration:

CAGE Code Number: All applicants must be registered on the SAM (formerly Central Contractor Registration/CCR) database. This is the repository for standard information about federal financial assistance applicants, recipients, and sub recipients. If you had an active CCR, you have an active record in SAM. Applicants must update or renew their SAM registration on an annual basis. Information to update your entity records can be accessed at <https://sam.gov/SAM/>.

As of **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.

DOJ cannot award funds until an agency has an active registration in SAM and is eligible to receive federal funds. If the applicant agency is in the process of applying for SAM while applying to this funding announcement, please attach verification that the SAM registration process has been started.

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 STOP Specialized Prosecution Regional Resource Prosecutor Program Description

The goals of this grant opportunity are to ensure prosecution response to violence against women is effective, keeps victims safe, and holds perpetrators accountable. This grant project will accomplish these goals by continued support of four Regional Violence Against Women Resource Prosecutors (Regional VAWRP) to provide technical assistance, training, and support to their established region.

Regional VAWRP responsibilities:

Regional VAWRP responsibilities include, but are not limited, to the following:

- Work collaboratively with local, regional, and state partners, including law enforcement; victim service providers; court systems; domestic violence and sexual assault statewide coalitions; Wisconsin Department of Justice (DOJ); Office of Crime Victim Services (OCVS) and other partners identified by OCVS to assess the need for, and develop and provide technical assistance for prosecutors and others.
- Provide technical assistance (via phone, email, or in-person) to prosecutors in Wisconsin, including legal advice, legal research and briefing assistance, trial strategy, and victim/witness preparation on issues of crimes of violence against women, including sexual assault, domestic violence, dating violence, and stalking.
- Identify and become familiar with best practice policies and other publications to enhance the prosecution of crimes of violence against women.
- Serve on advisory councils, local multidisciplinary teams, and other committees and entities as requested or invited by partners, and others working on issues of crimes of violence against women.

Additional requirements:

- Attend trainings related to violence against women.
- Provide training for prosecutors and other justice partners in the in the state and region on issues related to prosecuting cases of violence against women.
- Attend one SPET conference per calendar year.
- Attend Quarterly Meetings for DOJ Regional VAWRPs.
- Maintain a 40% VAWA STOP specific caseload in the county.
- Engage in outreach to each county in established region to offer technical assistance and support.
- Ongoing coordination with DOJ Statewide Sexual Assault Resource Prosecutor.

The Regional VAWRP will enable more effective prosecution by improving the capacity of the justice system to respond to victims needs and to treat victims with respect; coordinating prosecution with law enforcement, community victim services, and other systems; and providing leadership in the coordinated delivery of violence against women training and response in Wisconsin.

Regions:

| Region 1 Counties | Region 2 Counties | Region 3 Counties | Region 4 Counties |
|--------------------------|--------------------------|--------------------------|--------------------------|
| Calumet | Adams | Ashland | Brown |
| Dodge | Columbia | Barron | Door |
| Fond du Lac | Crawford | Bayfield | Florence |
| Jefferson | Dane | Buffalo | Forest |
| Kenosha | Grants | Burnett | Kewaunee |
| Manitowoc | Green | Chippewa | Langlade |
| Milwaukee | Green Lake | Clark | Lincoln |
| Ozaukee | Iowa | Douglas | Marathon |
| Racine | Juneau | Dunn | Marinette |
| Sheboygan | La Crosse | Eau Claire | Menominee |
| Walworth | Lafayette | Iron | Oconto |
| Washington | Marquette | Jackson | Oneida |
| Waukesha | Monroe | Pepin | Outagamie |
| Winnebago | Richland | Pierce | Portage |
| | Rock | Polk | Shawano |
| | Sauk | Price | Vilas |
| | Vernon | Rusk | Waupaca |
| | Waushara | Sawyer | Wood |
| | | St. Croix | |
| | | Taylor | |
| | | Trempealeau | |
| | | Washburn | |

Eligible Expenses:

All expenses must be new and cannot replace existing state or local government funding. Substitution of existing funds with federal grants (supplanting) will be the subject of monitoring and audit. Eligible expenses include those items listed in the budget section of the application, such as personnel, supplies, travel, etc. 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.

Please see the Frequently Asked Questions (FAQs) on VAWA STOP funds for further guidance on allowable and unallowable VAWA expenses. **The US DOJ Office on Violence Against Women FAQs About STOP Formula Grants can be found here:**

<https://www.justice.gov/ovw/page/file/1008816/download>

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 Leana Liska, VAWA STOP Administrator at (608) 301-6009 or email LiskaLJ@doj.state.wi.us.

Please note: No attachments should be included in this grant application unless specifically requested in section instructions. **For all attachments, please use a footer/header that includes the agency name and grant ID number on all pages.**

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 STOP 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 STOP: [County Name] Regional VAWRP 2023” at the start of the project. For example, an appropriate project title is “VAWA STOP: Dane County Regional VAWRP 2023.”

2. Approval Checklist

Answer Yes or No to each question.

3. Performance Measures

In your application, please open the Performance Measures section at the top of the screen and change the page status to Complete: then SAVE the page. Performance Measures for this grant program are measured in the Quarterly Program Report Excel spreadsheets that are submitted through Egrants.

4. Budget Detail

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

Match Requirement: Please note there is a 25% cash match requirement for these funds. To calculate the total budget and match amounts, use these formulas:

- 0. Award Amount ÷ 0.75 Federal Share = Total Project Budget
- 1. Adjusted Project Costs x 0.25 Recipient's Share = Required Match

Example: For a grant award of \$350,000, the calculation would be:

- 1. Total Budget: $\$350,000 \div 0.75 = \$466,666$
- 2. Required Match: $\$466,666 \times 0.25 = \underline{\$116,667}$

Personnel:

Provide salary information for employees that will be funded through this grant (federal or match), including overtime. It may be useful to complete the OCVS Agency Personnel Budget Summary (section 5 – OCVS Agency Personnel Budget Summary of the application) to aid you filling out the Personnel portion of the budget. For each employee list position title and name.

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: *

Name: *

Description of your computation

Year 1:*

| 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 VAWA STOP. 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.

OCVS encourages applicants to apply for wages that support a living wage to reduce staff turnover and burnout. OCVS believes staff retention and staff wellbeing enhances the effectiveness of victim services throughout the state. A helpful resource is the [Governor’s Council on Domestic Abuse – Budget Committee’s Fair Minimum](#).

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. OCVS will consider reasonable self-care expenses that are supported by documented agency policy. OCVS understands that applicants may not have a policy in place during the application process. Agencies that receive an award will be expected to have a policy in place when funds are expended for self-care.

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 STOP funded, then its fringe benefits should be 75% VAWA STOP 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 STOP-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 | AMOUNT |
| 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.”

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.

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

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. VAWA STOP-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 $MTDC = \$150,000 \times 10\% \text{ indirect rate} = \$15,000$

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 maximum allowable reimbursement rate for consultants / contractors is \$650 per day, or \$81.25 per hour for a maximum eight-hour workday. 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.

Budget Modifications: Once your Egrants application is submitted to OCVS, any significant changes to the budget will require an Egrants modification request. Contact the program manager for this grant announcement if a modification is needed. **All modifications must be submitted at least 60 days before the end of the project period.**

5. Project Development and Impact to Date (limit to three pages)

1. Discuss any challenges or obstacles you have encountered in the implementation of this project. How do you plan to address these issues moving forward?
2. Discuss your progress in working with the other counties in your region. Include your outreach to multidisciplinary teams throughout your region; types of technical assistance provided; trainings attended and provided; and any additional relevant collaboration.
3. How has this grant program benefitted your region?
4. How has the Regional Violence Against Women Resource Prosecutor Program in your region kept marginalized survivors at the center of your work?
5. What changes, if any, are being made to the Regional VAWA Prosecutor program for the 2024-2025 grant year?

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

6. Implementation Plan (limit to one page)

Applicants must submit a plan for the implementation of this program for the 1/1/2024-12/31/2024 grant cycle. The Implementation Plan must include:

- A. At least two broad goals for your project.
- B. Clear objectives designed to achieve those goals. Detailed steps involved in implementing the project, including project operations and tasks intended to accomplish the objectives for each program Goal. Clearly articulate what staff will be involved in each step. Describe coordination efforts with other relevant community programs.
- C. An Evaluation Plan. What does success look like for your project? How will this be tracked? How will feedback be gathered and incorporated into program development?

Your Implementation Plan must address both sexual assault and domestic violence.

Applicants must use the **STOP Subgrantee Implementation Plan** document. The form can be found in the [VAWA Document Library](#) on the WI DOJ website.

Please complete your plan using this form and attach it to the Required Attachments section of your application in Egrants.

7. Accounting & Financial Capacity Questionnaire

This section is not scored as part of the application rather this section is used as part of a risk assessment to determine monitoring should the applicant receive an award. Please answer the questions listed in Egrants to the best of the applicant's ability.

8. 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.

9. 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.

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 – (see section 6 of this funding announcement).
- Proof of Certification in SAM – Agencies will be required to show up-to-date certification in SAM prior to award.

- Certificate of Legal Assistance – An example of a Legal Assistance Certification Letter can be found in the [VAWA Document Library](#) on the WI DOJ website.

If applicable:

- 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.)
- ALL Consultant/Contractual Expenses:
 - 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 and scored based on the quality of their response, the level of detail provided, and their ability to effectively provide the services outlined in the application. Accepted proposals which pass preliminary evaluation shall be reviewed and scored against the stated criteria based on responses to sections of this Funding Announcement.

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

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.

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:

<http://muskie.usm.maine.edu/vawamei/stopformulaform.htm>

| Fiscal Reports | Program Reports | VAWA Performance Measures Report |
|-----------------------|------------------------|---|
| Quarterly (minimum) | Semi-annual | Annual |
| | Final | |

Fiscal reports – VAWA STOP 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.

Program reports – VAWA STOP 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.

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:

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

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

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
Local calls: (608) 267-9068
Outside the 608 area code: (888) 894-6607

Appendix A – Definitions

Appendix B – Indirect Costs – Guidance for Applicants

Appendix C – VAWA STOP: Specialized Prosecution Frequently Asked Questions (FAQs) -
Regional VAWRP Grant Program

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% ($\$82,688 \times 0.10 = \$8,269$)

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:

| <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 \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.

Appendix C: VAWA STOP: Specialized Prosecution Frequently Asked Questions (FAQs) - Regional VAWRP Grant Program

Responsibilities:

- **What will be expected of the participating DA's Offices?**
 - The DA's Offices that are awarded the grant are expected to provide resources and support to the Regional VAWRP, similar to other ADAs in that office.
 - The VAWRP will also be expected to submit semi-annual reports online on the activities completed during that period.
 - The Financial Officer listed on the application will be responsible for submitting paper copies of the quarterly requests for reimbursements for expenses incurred during that period.
- **Who will be responsible for supervising the VAWRPs?**
 - The Regional VAWRP will report directly to their existing supervisor. We expect that the Regional VAWRP and the supervisor will use their best discretion and judgment in regard to the appropriate work and the amount of time spent providing technical assistance.
 - The Regional VAWRP's supervisor will assign and supervise cases, as well as supervise the teaching aspects of the position.
- **What percentage of the VAWRPs' time will be spent teaching versus prosecuting cases?**
 - The Funding Announcement says that 60% of the position's time will be spent on training and technical assistance, and 40% on prosecuting cases. Again, we expect that the Regional VAWRP and the supervisor will use their best discretion and judgment in regard to the appropriate work and the amount of time they spend providing technical assistance.
- **Will the VAWRPs be prosecuting cases from other counties within the region?**
 - The Regional VAWRPs will mainly be teaching and providing guidance, discussing strategy and sharing model pleadings – they will not be expected to take crimes against women cases other than in their county.
- **If the Regional VAWRPs are expected to assist in cases outside their county, who will be reviewing those requests, making any assignments and supervising those cases?**
 - The level of assistance can be determined by the Regional VAWRP, along with their supervisor, should review those requests and make decisions appropriately as to the level of their involvement. Assistance can vary, ranging from providing resources and information, to technical assistance, to meeting with the ADA in the other county. This assistance does not include assuming the role of a special prosecutor in cases.

- **What is the DOJ program oversight group? Will the Regional VAWRP be required to travel to Madison for the quarterly meetings?**
 - The DOJ oversight group consists mainly of DOJ employees that are involved in this work, including the VAWA STOP Program & Policy Analyst, the Executive Director of the Office of Crime Victim Services, the DOJ Violence Against Women Resource Prosecutor, and the DOJ Law Enforcement Trainer. This group convenes to share information and ideas on issues relating to violence against women in order to give a consistent approach to training professionals in the criminal justice system. At this time, regional quarterly meetings are held virtually. The frequency, group participants, and means in which the group convenes are subject to change and determined by OCVS.
- **Would the Regional VAWRP have a designated supervisor at DOJ for the 60% of his/her time dedicated to regional technical assistance?**
 - No. The Regional VAWRP will report directly to his/her existing supervisor in the DA's Office. We expect that the Regional VAWRP and the supervisor will use their best discretion and judgment in regards to the appropriate work and the amount of time they spend providing technical assistance.
- **How and by whom will the Regional VAWRPs be evaluated?**
 - The Regional VAWRP's will be evaluated as they normally are by their supervisors in the DA's Office. We expect that the Regional VAWRP's will again use their best judgment and discretion while providing training and technical assistance. The WI DOJ is available as the oversight committee, and as colleagues, to evaluate whether the work is appropriate under the grant program. The Regional VAWRP's will also be responsible for completing written quarterly fiscal reports and semi-annual program reports in our Egrants system. This will help the VAWA Program & Policy Analyst monitor the activities of the grant.

Budget:

- **How much can we apply for?**
 - Each applicant can apply for no more than \$125,000. Continued funding at that same level for succeeding years is contingent upon available federal funds and the subgrants' compliance with state and federal guidelines. Each grant recipient will be required to submit applications for additional years of funding.
- **How will the costs of the trainings (location, materials, expenses, staffing) be covered?**
 - Each application should have a budget that includes funds for travel, training, and supplies. This would only cover the costs of the grant recipient, not for other ADAs who travel to the training session.

- **Can a different person actually be identified to do the work while the grant pays for another person?**
 - No. Grant funding is specifically designed to pay for the person who is actually doing the work described in the application. The Federal Government audits our grants, and the WI Department of Justice requires that subgrants keep accurate records of how their funds are being spent, as well as maintaining timesheets that reflect the work they are doing.
 - Agencies may not “backfill” or “supplant” with federal grant funds. “Backfill” has been described as paying for a position that is not actually doing the grant-funded work, while a more experienced position does the work required of the grant. “Supplanting” is defined as using federal funds to pay for a state-funded position when there are state dollars available for this position.
- **How do we avoid supplanting if we hire one of our existing ADAs to be the Regional VAWRP?**
 - The Regional VAWRP is a new position to be paid for by federal funds. You are encouraged to hire an experienced ADA with at least five years prosecutorial experience. If you hire from within, you will need to fill the state-funded vacancy by hiring another prosecutor.

Grants Administration/Reporting:

- **What will the semi-annual program reports require?**
 - The semi-annual program reports will require written narrative explaining the activities of the Regional VAWRP during the past quarter; report on statistical information, such as the number of calls/visits for technical assistance, or the number of training sessions conducted; as well as reporting on the Goals and Objectives listed in the grant application. The Goals and Objectives are determined during the application process.
- **Should the Regional VAWRP keep time records?**
 - The Regional VAWRP should keep some type of log of their activities. This will help with the reporting process as well as with potential audits.