



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



Violence Against Women Act
**VAWA STOP: Victim Services
Non-Competitive 2024**

**Non-Competitive
Grant Announcement**

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



**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 Wartzluft (608) 267-4584
WartzluftJM@doj.state.wi.us

Forms/Signatures: Leah Varnadoe (608) 267-5250
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.

Grant Announcement Summary

Program Area: Violence Against Women Act (VAWA)

Grant Title: VAWA STOP: Victim Services Non-Competitive 2024

Opportunity Category: Non-Competitive

Important Dates:

Application Due Date: December 1, 2023

Project Start Date: January 1, 2024

Project End Date: December 31, 2024

Eligibility: Only organizations that received STOP Victim Services funding in 2023 are eligible to apply for continued funding. Applicants may request funding for a one-year grant period at the same level as the 1/1/2023-12/31/2023 award.

Match/Cost Sharing Requirement: The 25% match requirement for this grant is waived for non-governmental, tribal government, and not-for-profit victim services providers.

Funding Information: This application is for one year of continuation funding. Continuation funds are contingent upon federal funds available, subgrant compliance with federal and state guidelines, and compliance with grant award conditions.

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.

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.

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.

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: Victim Services Non-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.

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>.

This grant announcement provides information about a specific grant opportunity and instructions to help those eligible apply for a share of the available funds.

Program Description

The original funding goal under this program was to enhance the ability of local communities to keep victims safe, meet the needs of survivors in a holistic and culturally-responsive way, and hold perpetrators accountable. Further, this program area supports new, innovative services for victims of domestic violence, sexual assault, stalking, and human trafficking. Funds were initially awarded through a competitive process for a one-year period with the possibility of two additional years of continuation funding. This application is the first year of continuation funding for the STOP Victim Services Program. Continued funding is contingent upon federal funds available, subgrant compliance with federal and state guidelines, and compliance with grant award conditions.

The continuation funding further supports the expansion and enhancement of services to adult and teenage victims of domestic violence, sexual assault, stalking, and human trafficking. Special emphasis in the original funding was placed on services to culturally specific and population specific communities. Priorities included addressing critical issues such as access, capacity, racial equity, and other systemic barriers. Additional consideration was also provided to programs offering victim services to adult survivors of childhood sexual abuse and those demonstrating competent services to LGBTQIA+ survivors. OCVS also considered agencies that utilized a portion of funds for prevention related to domestic violence, sexual assault, stalking, and human trafficking.

US DOJ OVW Victim Services Purpose Areas related to this funding announcement:

Funds from VAWA STOP must be used for one of more of the following purposes:

1. Developing, enlarging, or strengthening victim services and legal assistance programs, including domestic violence, dating violence, sexual assault, and stalking programs, developing or improving delivery of victim services to underserved populations,

providing specialized domestic violence court advocates in courts where a significant number of protection orders are granted, and increasing reporting and reducing attrition rates for cases involving violent crimes against women, including crimes of domestic violence, dating violence, sexual assault, and stalking.

2. Developing, enlarging, or strengthening programs addressing the needs and circumstances of Indian tribes in dealing with violent crimes against women, including the crimes of domestic violence, dating violence, sexual assault, and stalking.
3. Developing, enlarging, or strengthening programs to assist law enforcement, prosecutors, courts, and others to address the needs and circumstances of older and disabled women who are victims of domestic violence, dating violence, sexual assault, or stalking, including recognizing, investigating, and prosecuting instances of such violence or assault and targeting outreach and support, counseling, and other victim services to such older and disabled individuals.
4. Providing assistance to victims of domestic violence and sexual assault in immigration matters.
5. Maintaining core victim services and criminal justice initiatives, while supporting complementary new initiatives and emergency services for victims and their families.
6. Developing, enlarging, or strengthening programs addressing sexual assault against men, women, and youth in correctional and detention settings. Identifying and conducting inventories of backlogs of sexual assault evidence collection kits and developing protocols and policies for responding to and addressing such backlogs, including protocols and policies for notifying and involving victims.
7. Developing, enlarging, or strengthening programs and projects to provide services and responses targeting male and female victims of domestic violence, dating violence, sexual assault, or stalking, whose ability to access traditional services and responses is affected by their sexual orientation or gender identity, as defined in section 249(c) of title 18 of the United States Code.
8. Developing, enhancing, or strengthening prevention and educational programming to address domestic violence, dating violence, sexual assault, or stalking, with not more than five percent of the amount allocated to a state to be used for this purpose.

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. 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.

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

<https://www.justice.gov/ovw/file/827531/download>

Application Components

The following information is required in your Egrants application.

Questions can be directed to

Leeana Liska, VAWA Grants Administrator, at (608) 301-6009 or at 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.**

1. Main Summary

This page asks for information about your agency and the individuals responsible for the application and grant award. There are many required fields on this page so if you encounter problems, please check online help by clicking the floating HELP button.

Please note: When identifying individuals involved in this grant, you may not list the same person as project director and financial officer. The financial officer is the individual responsible for financial activities in your organization while the project director will be overseeing project operations.

In the Brief Project Description text box, please describe your project in 150 words or less. A suggested format is included for your convenience: “Funds will be used by the (your agency name and others involved in the project) to (describe what funds will be used for and who will be involved). The (what - equipment, training, project, pilot, etc.) will (describe the specific goals you hope to achieve – how will the project improve safety in Wisconsin?) [If appropriate, add which area(s) of the state will benefit.]”

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

2. Approval Checklist

Answer Yes or No to each question.

3. Performance Measures

Please open this section and change the page status to Complete; then SAVE the page. 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 for 1/1/2024 - 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: The 25% match requirement for this grant is waived for non-governmental, tribal government, and not-for-profit victim services providers.

Personnel: Provide salary information for non-contractual employees that will be funded through this grant, including overtime. List each position by title and name of employee, if available.

There is a process for adding personnel in Egrants. Please read [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.

Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

Actual Time Reporting

Only staff that are directly working on the VAWA-funded program and activities can charge to this grant. Staff listed in grant can only charge expenses for actual time and effort on allowable activities that are directly related to the VAWA grant activities. Timesheets and other time/effort documentation should be maintained, and available to OCVS upon request.

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

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

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 Other 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/mo x 12 months = \$1,800.

Consultants/Contractual: Provide costs associated with individuals or entities providing services through a contractual arrangement. With the exception of a few justified sole source situations, contracts should be awarded via competitive processes. Organizations must follow their procurement process; if your organization does not have one, you must follow the state procurement process. Attach detailed information to support the total cost of each contract. For each consultant enter the name, if known; service to be provided; hourly or daily fee (eight-hour day); and estimated time on the project. The maximum allowable reimbursement rate for consultants / contractors is \$650 per day, or \$81.25 per hour for a maximum 8-hour workday.

Note: Within 30 days of grant award date, a signed contract must be received and approved by OCVS prior to expenses being incurred. No fund reimbursements will be made prior to receipt of the contract.

Other: Items that don't 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. Budget Narrative (limit to one page)

The Budget Narrative Section may not exceed two pages. Applicant's budget should display a clear link between the specific project activities and the proposed budget items.

The budget narrative should explain how the applicant estimated and calculated all costs, and how these costs are necessary to the completion of the proposed 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. Project Description (limit to two pages)

1. What changes, if any, have been made to this STOP funded project to respond to the emerging needs of survivors?
2. Discuss how your program is working to improve victim services coordination, effectiveness, and accessibility for underserved areas and populations.
3. Describe how your STOP funded project continues to meet the purpose areas listed in this funding announcement.

7. Implementation Plan (limit to one page)

Applicants must submit an updated plan for the implementation of the continuation year. The Implementation Plan must include:

1. Broad goals for your project that coincide with the **US DOJ OVW Victim Services Purpose Areas related to this funding announcement**
2. Clear objectives designed to achieve those goals. Clearly articulate what staff will be involved. Describe coordination efforts with other relevant community programs.
3. An Evaluation Plan. What does success look like for your project?

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

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

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

9. Required Attachments

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

- Position Descriptions for each funded or partially funded position
- ALL Consultant/Contractual Expenses:
 - Consultant/Contractual Agreement or MOU
 - [Consultant/Contractual Checklist](#)

Application Review

Applications for Wisconsin STOP VAWA Victims Services projects will be accepted for the project period 1/1/2024 through 12/31/2024. 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.

Award Information

STOP VAWA Victims Services projects are funded with STOP VAWA Formula Grant Program, awarded annually to OCVS by the US Department of Justice Office on Violence Against Women (OVW). The STOP Formula Grant Program is part of the larger Violence Against Women Act.

The VAWA Grants Administrator will contract your agency with the results of the review process and any necessary changes. The award contract must be signed and returned to OCVS within 30 days of receipt.

Post-Award Special Conditions and Reporting Requirements

You will be required to provide semi-annual progress reports to OCVS. The schedule for your reports will be included in your grant award materials. **Please review all grant award special conditions and Egrants reporting requirements.**

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>

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 emailed to:

Teresa Nienow, Director of Grant Programs and 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.

Additional Resources

- Wisconsin Dept. of Justice website: <http://www.doj.state.wi.us/ocvs>
- USDOJ 2023 Grants Financial Guide: <http://ojp.gov/financialguide/DOJ/index.htm>
- A helpful [Egrants User Guide](#) is posted on the Egrants page of the DOJ website. It includes registration through grant award instructions.
- Online Help is available in many areas of the Egrants program – watch for the Help Buttons.
- Egrants Helpdesk is staffed on non-holiday weekdays between 8AM and 4:30PM.
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