



State of Wisconsin
Department of Justice
17 W. Main St.
P.O. Box 7951
Madison, WI 53707-7951



Office of Crime Victim Services

**VOCA: Victims of Crime Act
Discretionary Training Grants 2021**

Competitive
Grant Announcement

**Applications must be submitted through
Egrants on or before December 15, 2020**



**STATE OF WISCONSIN
DEPARTMENT OF JUSTICE**

Important Contact Information for this Grant Opportunity:

Program/Policy: *Cindy Grady (608) 216-8905
gradyca@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.

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: Office of Crime Victim Services (OCVS)

Grant Title: VOCA: Victims of Crime Act Discretionary Training Subgrants 2021

Description: The purpose of this funding announcement is to award subgrants to agencies to provide training to direct victim service providers and allies in Wisconsin on a variety of topics before September 30, 2021.

The VOCA Discretionary Training and Technical Assistance Grant is awarded to the Office of Crime Victim Services from the US DOJ Office for Victims of Crime.

Opportunity Category: Competitive

Important Dates:

Application Due Date: December 15, 2020

Award Notification: January 2021

Project Start Date: January 1, 2021

Project End Date: September 30, 2021

Anticipated Funding Amount:

Total funds in the amount of \$150,000 are being made available through the VOCA Discretionary Training and Technical Assistance Grant for this award cycle. Applicants are encouraged to submit proposals requesting funding for conducting trainings or events where attendees will enhance and expand their ability to provide direct services to crime victims in Wisconsin. Anticipated awards amounts will range between \$500 and \$10,000 per event. Applications that exceed this amount will be considered on a case-by-case basis.

OCVS reserves the right to modify the proposed program/training activities, budgets and funding amounts as needed. Payments will be reimbursement-based. Supporting documentation will be required for all expenses prior to payment. Funding is contingent upon agency compliance with Federal and State requirements, and availability of federal funding.

Allowable / Unallowable Costs:

Funds awarded to organizations for trainings may include: partial costs for virtual meeting software or platforms, trainer/consultant/speaker fees, translation/interpreter costs, meeting room costs, audio-visual equipment, printing, supplies, and mileage and lodging for participants at the state rate. Due to COVID-19, we do not encourage applicants to rely solely on in-person trainings; priority will be give to applicants that describe how they will adapt training events to a virtual format.

Unallowable costs include, but are not limited to: personnel or staff time, meals, refreshments, scholarships, trainings to victims, and gifts, trinkets or commemorative items. This opportunity is not meant to fund individuals wanting to attend training events.

Registration Fees/Program Income: Organizations hosting trainings under this grant cannot generate income or a profit as a result of imposing any registration fees. Registration fees are considered program income, and are held to program income requirements per the VOCA guidelines. OCVS reserves the right to disallow and prohibit any registration fees for the proposed trainings.

Please contact OCVS if you need further information regarding allowable and unallowable costs.

Eligibility: Non-profit organizations and public agencies may apply. Applicants must currently be in compliance with Federal and State requirements in order to receive VOCA training grant funds. Selected applicants will be required to coordinate with OCVS on the development of the trainings.

Application Information: One training event per application; however if the training is a “series” or has multiple dates throughout the project period, one application is sufficient.

Organizations and agencies may apply to implement internal trainings for existing direct services staff, or to host external trainings for outside direct victim service providers. Trainings can be defined as essential trainings, conferences and workshops which are intended for direct victim service providers in Wisconsin, provide information and education on core competencies and best practices in the victim services field, and are hosted by a well-established agency with the capacity to implement trainings.

Match/Cost Sharing Requirement: Match is not required for this grant opportunity.

Nonsupplantation: Federal VOCA funds must be used to supplement existing state and local government funds for program activities and must not supplant those funds that have been appropriated for the same purposes. Violations may result in penalties, such as 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.

DUNS Number: Before an organization can receive federal funds, it needs to obtain a Dun & Bradstreet (DUNS) number. The federal government requires a DUNS number as part of the grant application to track federal grant awards and disbursements. DOJ cannot award grant funds until an active DUNS number is provided..

System for Award Management (SAM) Registration: All applicants must be registered on the SAM (formerly Central Contractor Registration/CCR) website. This is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. If you had an active CCR, you have an active record in SAM. Applicants must update or renew their SAM registration on a yearly basis. Information to update your entity records can be accessed at <http://www.sam.gov/>.

DOJ cannot award funds until an agency has an active registration in SAM and is eligible to receive federal funds. In addition, all subcontracts/consultants within your grant application must also be registered in SAM.

VOCA: Victims of Crime Act Discretionary Training Grants 2021

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 to apply for a share of the available funds.

Program Description and Goals

The primary purpose of VOCA training subgrants is to provide educational opportunities to enhance the skills and knowledge of victim service providers throughout Wisconsin. These trainings will assist services providers in:

- Responding to the emotional and physical needs of crime victims;
- Assisting victims of crime to stabilize their lives after victimization;
- Assisting victims to understand and participate in the criminal justice system; and/or
- Providing victims of crime with a measure of safety.

Award Information

Funds are being made available through the Office of Crime Victim Services VOCA grant program. Upon application approval, the project director of the recipient agency will receive a grant award document by email in December 2020/January 2021.

Submit Applications Using Egrants

Applications must be submitted through the DOJ Egrants online grants management system. If you have never used Egrants before, you will need to register for access to the system. To register online, go to <https://register.wisconsin.gov/accountmanagement/default.aspx> and complete the self registration process. On the account registration site, you will have a choice between the DOJ Egrants and WEM Egrants. Please take care to select **DOJ Egrants** during this process.

Authorization to access Egrants can take several days depending on registration activity. The DOJ help desk is open Monday-Friday 8am-4:30pm if you need assistance. (Please note: If you register outside of these hours, access may not be approved until the next business day.) Once your Egrants access has been approved, you may begin your online grant application. An Egrants System User Guide is posted on the DOJ website (Egrants page). If you have any problems using Egrants, please contact the help desk at Egrants@doj.state.wi.us or call (608) 267-9068 or toll free at (888) 894-6607 during business hours.

Application Questions

Through Egrants, provide OCVS 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 Cindy Grady at: gradyca@doj.state.wi.us.

Application Components

General Instructions: In order to simplify the application process, we ask that agencies:

- Include attachments in the Required Attachments section;
- Use a footer or a header with the agency's name and grant ID number on all attachment pages;
- Do not type "see attached" as a response in a section, rather cut and paste text into the response section in Egrants;
- Use a font size of 12 or 14. **Application Tip:** OCVS suggests composing answers in MS Word and then copying and pasting into Egrants. Please remember that Egrants will timeout each session after 30 minutes, so you may lose data.
- Separate applications are required for multiple training events/conferences. If one "event" has multiple dates, please submit one 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 VOCA related grant communications.

The **Signing Official** should be 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 trainings to [description of clients in terms of types of crime(s) and other relevant demographics] in [name of county(ies) and other appropriate geographical description of where trainings/events are to be offered].”

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.

2. Approval Checklist

Answer Yes or No to each question.

3. Performance Measures

Change section status to “Complete” and save.

4. Budget Detail

For each budget line item include specific details and clear cost calculations as described below. Applicants must also attach the Additional Budget Summary in Egrants. **Round all amounts to the nearest dollar.**

OCVS anticipates expenses will fall into the following categories:

Travel:

Travel associated with the funded project for training attendees is allowable. 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 \$82/night (\$90/night for Milwaukee, Waukesha or Racine County)

Supplies & Operating:

Anticipated training supplies may include pro-rated online virtual software costs, translation/interpreting services, printed materials, folders, flash drives, etc. Please also list reasonable room rental and equipment fees for the use of audio/visual materials in this category. Check with OCVS regarding the allowability of supplies and operating expenses.

Consultants/Contractual:

Speaker/Consultant/Trainer fees should be itemized as Consultant/Contractual expenses. Provide costs associated with individuals or entities providing services through a contractual arrangement. With the exception of a few justified sole source situations, contracts over \$5,000 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 day per 8-hour day or \$81.25 per hour.

Attach Consultant Checklist to support the total cost of each contract. **Speakers and trainers, as well as session topics, must be approved in advance by OCVS to be eligible for reimbursement.**

Please note that individuals funded by VOCA/VAWA/SAVS, either partially or in full, should not be paid speaker fees in connection with this award, unless approved by OCVS.

Speaker travel, at the allowable rates (see above) may be included in this category.

5. Project Description *(limit 5 pages)*

- a. Name or title of the specialized training(s)
- b. Date/time/location(s)/virtual (if known, or TBD)
- c. Target audience and number of expected attendees
- d. Speakers and topics, as identified (attach proposed agenda and speaker bio/information as available)
- e. How will this project or training meet the needs of victim service providers, or enhance and expand their knowledge and ability to provide direct services to crime victims in Wisconsin?
- f. Describe how this training will enhance services to underserved, marginalized, or culturally specific survivors.
- g. Describe any data, needs, or gaps that would support hosting this training.
- h. What are the goals of this training and how will this improve victim services in Wisconsin?
- i. Describe if the training will focus on emerging issues or trends relating to crime victims.
- j. How will the training incorporate the services of OCVS (Crime Victim Compensation, SAFE Fund, Safe at Home, Victim Resource Center)?
- k. Describe any outreach that will be done to advertise the event(s).
- l. Discuss and attach an implementation timeline.
- m. Describe your data or evaluation measurement process and activities (data will be required for grant reporting and to receive reimbursement).

6. Required Attachments

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

- Proof of Certification in SAM *(see page 2 for more information)*
- Training Agenda (proposed or if available)
- Speaker/Trainer Bio and/or information (if available)
- Consultant/Contractual Checklist
- Consultant/Speaker/Trainer agreement, as available (expenses cannot be incurred until OCVS receives and approves the consultant agreement and checklist)
- Implementation plan and timeline
- Evaluation template/survey or method of Data Collection
- VOCA Training Grants – Additional Budget Summary Template (See [VOCA Document Library](#) on website)

Application Review and Award Criteria

All applications must be submitted on or before the deadline and will be screened for completeness and compliance with the instructions provided in this announcement. OCVS staff will review applications to ensure consistency with statewide strategies and make funding recommendations to the OCVS Executive Director. All final grant award decisions will be made by the OCVS Executive Director. OCVS reserves the right to adjust, lower, and/or change the application budget and the requested amount of funding at OCVS's discretion.

Post-Award Special Conditions/Reporting Requirements

If you are awarded funds under this announcement, you will be required to provide quarterly progress and fiscal reports. The schedule for your reports will be included in your grant award materials. At that time, please review all of your grant award special conditions and Egrants reporting requirements.

Note that progress and fiscal reports are **due 15 days** after the end of the reporting period.

Awardees will be required to provide supporting documentation for all expenses incurred, a lists of attendees, as well as evaluation data for all events funded.

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:

Mailed or Delivered to:

Office of Crime Victim Services
17 West Main Street, 8th Floor
P.O. Box 7951
Madison, WI 53707

or emailed to:

Cindy Grady
gradyca@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

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

- VOCA grant webpage for the Wisconsin Department of Justice:
<http://www.doj.state.wi.us/ocvs/not-crime-victim/victims-crime-act-voca>
- 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.
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