



State of Wisconsin
Department of Justice
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Office of Crime Victim Services (OCVS)
**SAVS: Sexual Assault Victim Services
2020 - Continuation Grant**

Grant Announcement

**Applications must be submitted through
Egrants on or before October 21, 2019**



**STATE OF WISCONSIN
DEPARTMENT OF JUSTICE**

Important Contact Information for this Grant Opportunity:

Program/Policy: Courtney Watson (608) 267-9340
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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 User 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: Office of Crime Victim Services (OCVS)

Grant Title: SAVS: Sexual Assault Victim Services 2020-Continuation Grant

Description: SAVS grant funds are intended for the development, expansion, enhancement, and/or support of comprehensive sexual assault services so they are available to victims of sexual assault regardless of where they reside in Wisconsin. See SAVS Grant Program Guidelines for additional information. SAVS Grant Guidelines can be found on the DOJ website at <http://www.doj.state.wi.us/ocvs/not-crime-victim/sexual-assault-victim-services-savs-grant> .

Opportunity Category: Non-Competitive

Important Dates:

Application Due Date: October 21, 2019

Project Start Date: January 1, 2020

Project End Date: December 31, 2020

Award Notification: December 2019

Anticipated Funding Amount: Current SAVS grantees may apply for continuation funding at their current level of funding. Total anticipated funding amount: \$2,226,776.

Eligibility: This is a continuation funding application. Only those agencies receiving SAVS funding during the 2019 calendar year are eligible to apply.

DUNS Number:

A DUNS number is required in order to submit an application through E-grants. If your organization needs to obtain a DUNS number, go to <http://fedgov.dnb.com/webform>. You can also search this site if you cannot find your agency's number. Under normal circumstances, a new account can be created in 24-72 hours. The federal government has published DUNS Frequently Asked Questions at <http://fedgov.dnb.com/webform/displayFAQPage.do>. Check with your agency's financial office before registering for a DUNS number - it is likely your agency already has one.

Eligible Expenses:

All expenses must be new and cannot be used to supplant, replace, or divert other sources of support.

Examples of Allowable costs: salaries and fringe benefits of positions providing core sexual assault services and supervisory, and/or administrative positions for sexual assault victim services prorated accordingly, sexual assault skills training for staff and volunteers, travel for staff, volunteers, and victims seeking victim services, equipment and operating expenses (e.g. pro-rated costs of supplies, rent, copying, postage, printing, telephone and internet service) that are actual, reasonable and necessary expenditure to provide core sexual assault victim services; contractual/consultant costs (e.g. pro-rated costs of audits, bookkeeping, training consultants, translation/interpretation services).

Examples of unallowable services: victim's cost reimbursement for expenses incurred as a result of a crime, forensic examinations, and investigation services to prosecute the crime, and sex offender treatment and rehabilitation.

SAVS: Sexual Assault Victim Services 2020 Continuation Grant

The Wisconsin Department of Justice-Office of Crime Victim Services (OCVS) provides financial and technical assistance to sexual assault victim service providers. As the State Administering Agency for state and federal criminal justice funds, OCVS is responsible for establishing funding priorities, developing application criteria, awarding and disseminating grants, and assessing project achievements. This grant announcement provides information about a specific grant opportunity and instructions to help those eligible apply for a share of the available funds.

Program Description

Through this grant announcement, OCVS is seeking applications to provide sexual assault victim services programming. The goal of the SAVS grant is to develop, expand, enhance, and/or support comprehensive sexual assault services so they are available to victims of sexual assault regardless of where they reside in Wisconsin. Funding priorities include sustaining existing services, promoting healthy agencies, fostering the expansion of services, and providing direct services to victims/survivors of sexual assault. SAVS requires that an award recipient must offer **all** the following core services:

- **24 Hour Crisis Response:** Agency provides a telephone number with 24-hour immediate access to a person trained in providing sexual violence crisis counseling/intervention, information and referrals.
- **Personal Advocacy:** Agency addresses victim's/survivor's self-identified needs through an ongoing supportive process of listening, providing emotional support, identifying options, problem solving and skills development.
- **Systems Advocacy:** Agency acts on behalf of and in support of victims/survivors of sexual violence to ensure their interests are represented and their rights upheld. This includes legal and medical accompaniment/advocacy, as well as the development of cooperative relationships with community partners in order to improve systems response to all survivors.
- **Information and Referral:** Agency provides and maintains current information pertaining to appropriate community resources.
- **Support Groups:** Agency provides regular facilitated meetings of victims/survivors of sexual violence and/or survivor allies (e.g. family members, partners) with a supportive and educational focus.
- **Accessible Services:** Agency adheres to policies, procedures, attitudes, communications and accessible physical space (according to ADA guidelines) for all members of the community. Agency works toward removing barriers to services through a commitment to cultural competency.
- **Community Outreach and Prevention Education:** Agency increases awareness and understanding about sexual violence through community outreach and engagement.

Award Information

Funds are being made available through the Office of Crime Victim Services grant program. Upon application approval, the project director of the recipient agency will receive a paper grant award document by mail in December 2019.

Submit Applications Using Egrants

Applications must be submitted through the 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 Commerce 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 Egrants 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 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.

Application Components

Through Egrants, you will provide DOJ with detailed information about your project that will be used to make a funding decision. Questions on what is expected in each section can be directed to Courtney Watson, Grants Specialist at (608) 267-9340 or email watsonca@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 attachment pages. Do not write in "please see attached" as a response in a section, **unless instructed to do so**.

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. It is suggested that a program's Executive Director serve as Project Director, as this person is signing off on official grant documents.

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 - project, etc.) will (describe the specific goals you hope to achieve – how will the

project improve services to sexual assault victims in Wisconsin?), (add which area(s) of the state will benefit).”

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.

If awarded a grant, you will be required to report your progress against goals and objectives established in the SAVS work plan.

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 grant period. It is important that you include specific details for each budget line item, including cost calculations. **Refer to the SAVS Program guidelines for more detail regarding budget items.**

Round all amounts to the nearest dollar.

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. Show the annual salary rate and the percentage of time to be devoted to the project. Include information on the entire funding for a position if the position is not 100% SAVS funded. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization. OCVS will prioritize positions that directly serve victims of sexual violence. Excessive Administrative costs are discouraged and are usually unallowable.

A Personnel Budget Example:

Position: Sexual Assault Program Coordinator

Name: Sally Smith

Description of your computation: \$45,000 annual salary x .40% SAVS Funded (16 hours /week) = \$18,000.

Remaining portion of position funded by: VOCA (60%) = \$27,000.

NOTE: During a continuation funding cycle, additional staff may NOT be added to the grant.

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. Under “Briefly describe the overall use of funds for this budget category” include benefits that are included agency-wide and the percentage of the salary.

Example: FICA 6.2% Medicare 1.45%. Unemployment Insurance 1.46%, and Workers Comp 0.38%. Total=9.5%

For each employee list position title and name (the same as listed under Personnel). Beneath that, under “Description of your computation,” show the annual salary multiplied by the percentage funded by SAVS multiplied by the benefits percentage.

Example: Annual Salary: \$40,000 x 50% SAVS = \$20,000 x 9.5% = \$1,900

Staff Development: Provide the total amount of SAVS funding to be used for staff development. To be used for staff providing core sexual assault victim services, supervisors, and administrative staff supporting the sexual assault victim service program. SAVS funds may also be used to train volunteers and non-SAVS funded staff to attend sexual assault related training. Out of state training is allowed ONLY if comparable training is not available in Wisconsin. **Prior approval must be obtained for out-of-state trainings.** Include registration fees and travel expenses (mileage, meals, lodging, etc.) for staff development in this category. Provide the name(s) or positions of the staff attending conferences or training. List the type of training sought.

Current State rates for instate travel currently include:

- Mileage: \$0.51/mile
- Lodging: maximum \$82/night (\$90/night for Milwaukee, Waukesha, or Racine County)
- Meals: \$8/breakfast (leaving before 6 a.m.); \$10/lunch (leaving before 10:30 a.m. and returning after 2:30 p.m.); \$20/dinner (returning after 7 p.m.)

Describe position title, name of employee and travel expense.

Travel: Funds (excluding travel for training purposes which should be budgeted under staff development) allocated for travel must relate to the provision of sexual assault victim services (direct victim services; community awareness, outreach, and education; CCR/SART meetings; networking meetings; etc.). SAVS funds may be used to reimburse mileage, purchase gas cards, taxi vouchers, bus tokens, etc. for staff/volunteers providing the core sexual assault victim services and victims seeking sexual assault services.

- Mileage: \$0.51/mile

Equipment: SAVS funds may be used to purchase equipment for sexual assault victim services. Equipment should be prorated to the award recipient’s sexual assault victim services program. Equipment should be tangible non-expendable property having a useful life of one year or more.

Supplies and Operating Expenses: SAVS funds may pay for supplies and operating expenses that are actual, reasonable, and necessary expenditures required to provide core sexual assault services. This may include consumables such as paper, postage, liability insurance, general office supplies, telephone and internet expenses, etc. This also includes operating expenses such as rent and utilities. Show computation for all items.

Example: Rent: \$150/month x 12 months = \$1,800.

Agency membership dues for organizations that offer needed relevant information on sexual assault such as Wisconsin Coalition Against Sexual Assault (WCASA) are allowable expenses under the SAVS grant program.

Consultants/Contractual: Provide costs associated with individuals or entities providing services through a contractual agreement. Examples of allowable SAVS contractual services are an audit, bookkeeping, and translation/interpretation services. The name of the contracting agency or individual and purpose of the contract must be included in this section. Except for a few justified sole source situations, contracts should be awarded via competitive processes. 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 (8 hour day); and estimated time on the project. *Consultant fees in excess of \$650 per day or \$81.25 per hour day require additional justification (contact DOJ). List all expenses to be paid from the grant to the individual consultation in addition to their fees (e.g., travel, lodging, meals, etc.). Show basis of computation for each service requested. **Within 30 days of grant award date, a signed contract must be received by DOJ. No fund approvals or reimbursements will be made prior to receipt of the contract.***

Indirect Costs: This may include allowable prorated indirect/administrative costs. A description of the indirect/administrative costs is required.

Other Expenses: Itemize SAVS-eligible expenses not included in any other budget category.

5. Additional Budget Summary

For this section use the WI DOJ-OCVS Agency Personnel Budget Summary and attach when completed. This form can also be accessed through the [DOJ SAVS webpage](#) in the document library (new version for 2020).

- List each position title and employee funded by OCVS grants. (NOT just sexual assault)
- Annual Salary (include all funding sources)
- Provide the total number of hours that the employee works per week
- Total percentage funded by the SAVS grant
- Total percentage funded by the VOCA grant
- Total percentage funded by the VAWA-SASP grant
- Total percentage funded by the VAWA-STOP grant
- Total percentage funded by other sources (other grants, fundraising, donations, etc.)
- Approximate percentage of time spent on each crime type
- The title on the job description and the title listed in the budget and work plan should match.
- Write “Shared” instead of the employee’s name if a single position is to be shared by more than one individual.

Copy and paste this document in the Section Response box and save the WIDAJ-OCVS Agency Personnel Budget Summary document as an attachment.

6. Agency Profile

Provide the following information in a narrative format:

- Indicate the type of agency providing services:
 - Sexual assault victim service agency
 - or
 - Dual sexual assault/domestic violence agency (agency currently provides services to victims of sexual assault and/or domestic violence)
 - or
 - Multi-service agency
 Describe the type of agency providing sexual assault victim services (i.e., hospital, social service agency, counseling/therapy center, etc.)
- Identify the city, county, and or tribe (if applicable) of the agency's main office.
- Specify if the agency currently provides sexual assault victim services in other location(s) through satellite offices and/or outreach workers. List the location(s) and the services offered.
- List the primary service delivery area (i.e., county or tribe) where all core services will be provided using SAVS funds.

In addition, please complete the *Sexual Assault Services Profile*. Save as an attachment to this section when completed. These forms can also be accessed through the [DOJ SAVS webpage](#) document library.

7. Use of Volunteers

- Describe the use of volunteers within your agency:
 - Identify if the agency uses volunteers to provide sexual assault services
 - If yes, identify the number of volunteers and services provided.
 - If no, explain why volunteers are not utilized to provide sexual assault victim services.
 - Indicate if the agency has a volunteer coordinator who recruits volunteers for sexual assault victim services.
 - If not, explain how volunteers are recruited.

8. Project Narrative

Describe how SAVS funds will be used by the agency to provide services to sexual assault victims. Specifically:

- Describe how the agency provides or proposes to provide ALL the core services to victims of sexual assault within the proposed service delivery area.
 - If the service is provided by a subcontractor, identify the name of the subcontractor and describe how the services will be provided.
- What successes did you encounter during the past year of the SAVS Grant Award?
- What challenges did you encounter during the past year, and how will you address these next year?
- Explain the impact this grant will have on the delivery of sexual assault victim services in the community.
- Provide an estimate of the total number of sexual assault victims the agency expects to serve in all service areas.

- Estimate the number of sexual assault victims the agency expects to serve in each county/tribal area of the proposed service area during 2019.
- Describe your program’s plan to retain and possibly recruit qualified staff members.
 - Please address the following:
 - Were there SAVS funded vacancies during the past grant year? If so, which position and reason for vacancy.
 - How were vacancies handled?
 - What if any modifications are planned in view of recent vacancies?
- Describe the agency’s role in coordinating efforts for sexual assault victim services (e.g. task forces, Coordinated Community Response Teams, Sexual Assault Response Teams, written protocols, etc.).
- Does the agency have memorandums of understanding (MOUs) or other agreements related to providing sexual assault services? If so, please explain and describe how those are working. Please provide copies of any MOUs relating to providing sexual assault services.
- Describe how your organization engages in meaningful collaboration with other services and systems within your service area.
- Describe your program’s efforts to provide services to underserved/specific populations (e.g. LGBTQ+, deaf or hard of hearing, culturally specific, etc.).
- Describe how you incorporate evaluation and victim/survivor feedback in the development of your services.
- If your program receives VOCA funding or has applied for VOCA funding, discuss how this has/will impact your SAVS grant. Discuss any changes to personnel, program goals, or program scope as a result of increased VOCA funding.

Note: letters of support are **NOT** required with this continuation application.

Cut and paste the response to this section directly into Egrants. It does **NOT** have to be submitted as an attachment.

9. Goals and Objectives

The purpose of this section is to: 1) describe the goals for your SAVS funded services, 2) present clear measurable objectives designed to achieve these goals, 3) identify the individuals responsible for achieving the goals, and 4) describe how data and objectives are used in a meaningful way to affect service delivery.

Think about what successful outcomes look like for your agency and how you plan to measure these in a meaningful way. Break down each goal by identifying the extent to which each is expected to be attained by the end of each quarter of the grant year. These will be the basis for reporting throughout the grant year.

In addition, explain how your outcomes will affect overall service provision and future work plans. This should be completed at the six-month and final report.

For this section, please use the *SAVS Grant Work Plan*. The form can also be accessed through the [DOJ SAVS webpage](#) in the document library. Enter “See Attached” and save the work plan as an attachment.

10. Required Attachments

Under this section please enter “See Attached” in the Section Response box and attach the documents. Attachments that are not requested in this funding announcement will not be considered.

- SAVS Eligibility Checklist* – This form can also be accessed through the [DOJ SAVS webpage](#) in the document library.
- Audit Responsibility* form - This form can be accessed through the [DOJ SAVS webpage](#) in the document library.
- WI DOJ-OCVS Agency Personnel Budget Summary*
- Sexual Assault Services Profile*
- SAVS Grant Work Plan*
- List of Agency Board of Directors, including name and position in community.
- Agency organizational chart. Include positions that provide sexual assault victim services. If the agency is a multi-service agency only include the organization chart for the sexual assault victim services program.
- Job Description for each position funded by SAVS
- Consultant/Contractual Agreements
- MOUs or Agreements with other Service Providers

(This is a comprehensive list of documents, including documents requested in previous sections.)

Application Review and Award Criteria

All applications must be submitted on or before the dead line and will be screened for completeness and compliance with the instructions provided in this announcement. OCVS staff will review applications to insure consistency with statewide strategies and make funding recommendations to the DOJ-OCVS Executive Director. All final grant award decisions will be made by the DOJ-OCVS Executive Director.

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. At that time, please review all your grant award special conditions and Egrants reporting requirements.

Additional Resources

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

- SAVS grant webpage for the Wisconsin Department of Justice:
<http://www.doj.state.wi.us/ocvs/not-crime-victim/sexual-assault-victim-services-savs-grant>
- A helpful [Egrants User Guide](#) is posted on the Egrants page of the DOJ website:
<https://egrants.doj.state.wi.us/egmis/login.aspx>. 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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