Office of Crime Victim Services

VOCA: Victims of Crime Act
2018 Competitive Grant for One-Time Expenses

Grant Announcement

Applications must be submitted through Egrants on or before February 16th, 2018
Important Contact Information for this Grant Opportunity:

Program/Policy: Amanda Powers (608) 267-2251
powersal@doj.state.wi.us

Budget/Fiscal: Cindy Grady (608) 264-6209
gradyca@doj.state.wi.us

Forms/Signatures: Laura Talamonti (608) 261-8645
talamontill@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 2018 Competitive Grant for One-Time Expenses

Description: The purpose of this funding announcement is to support one-time non-recurring expenses in non-profit and public agencies that provide direct services to victims of crime.

The following are focus areas for which agencies may apply:
- Staff Development
- Technology
- Emergency Services or Assistance to Victims
- Agency Accessibility and Facility Security Needs

For more information on these areas, see Allowable Use of VOCA Funds (page 4).

Opportunity Category: Competitive, Non-recurring

Anticipated Funding Amount: The current funding available for this grant is $2.5 million. Successful applicants will be awarded a non-recurring VOCA subgrant for the project period. No continuation funding is available for this funding announcement.

Important Dates:
- Application Due Date: Applications will be accepted on a rolling basis until February 16th, 2018, or until all funds have been awarded, whichever comes first.
- Project Start Date: January 1st, 2018
- Project End Date: September 30th, 2018
- Award Notification: No later than March 30th, 2018

Match/Cost Sharing Requirement: The minimum local match requirement is 20% of the total VOCA project cost. Native American tribes or organizations on Indian Reservations must provide a minimum local match of 5% of the total VOCA project cost.
**VOCA: Victims of Crime Act 2018 Competitive Grant For One-Time Expenses**

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. The U.S. Department of Justice Office for Victims of Crime awards OCVS the VOCA grant. As the State Administering Agency for VOCA, 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 VOCA Goals**
The primary purpose of VOCA is to support the direct provision of services to innocent victims of violent crime throughout Wisconsin. Services are defined as those efforts that:

- Respond to the emotional and physical needs of crime victims;
- Assist victims of crime to stabilize their lives after victimization;
- Assist victims to understand and participate in the criminal justice system; and
- Provide 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 paper grant award document by mail.

**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](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 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.

**Eligibility:**
- The applicant must be a non-profit or public agency that provides direct victim services. Examples of eligible subgrant organizations: victim/witness assistance programs, rape crisis centers, domestic violence shelters, community mental health or social service agencies, child abuse treatment facilities, county social service agencies, courts, probation and parole authorities, hospitals, public housing authorities, religious-affiliated
organizations, law enforcement agencies, and prosecutor offices. (Note: in-patient treatment facilities are not eligible.)

- The applicant must have a record of providing effective direct services to crime victims for a minimum of one year, have the support and approval of its services by the community, and have a history of providing services in a cost-effective manner. Agencies that do not meet the aforementioned criteria must demonstrate that at least 25% of their financial support comes from non-federal sources.

- The applicant must use volunteers unless OCVS determines there is a compelling reason to waive this requirement.

- The applicant must promote a collaborative, coordinated approach for serving crime victims within the community.

- The applicant must assist crime victims in applying for crime victim compensation benefits, and offer services to victims of federal crimes on the same basis as victims of state crimes.

- **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. If your organization needs to obtain a DUNS number, go to [http://fedgov.dnb.com/webform](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. DUNS number assignment is free. The federal government has published DUNS Frequently Asked Questions at [http://fedgov.dnb.com/webform/displayFAQPage.do](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. **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) database. 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/](http://www.sam.gov/). **DOJ cannot award funds until an agency has an active registration in SAM and is eligible to receive federal funds.**

**Note:** All applicant agencies who currently receive funding from OCVS must be current on all reports related to any OCVS funding. Delinquent reports could disqualify an applicant agency from consideration for this funding announcement or any grant program at OCVS.
ALLOWABLE USES OF VOCA FUNDS FOR THIS FUNDING ANNOUNCEMENT

Allowable costs for federal grants, such as VOCA, are outlined in 2 CFR Part 200: “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards”. As with any OCVS grant, costs must be reasonable, allocable, necessary to the project, and comply with the funding statute requirements.

The primary purpose of this funding announcement is to support one-time, non-recurring expenses that improve direct victim services. Please remember that these funds will follow Federal Fiscal Year 2015 (FFY2015) VOCA Program Guidelines, and therefore these funds do not fall under the new VOCA Rule, FFY2016 and later. For appropriate program guidelines for this grant opportunity, see FFY2015 VOCA Guidelines. The following our the focus areas for this funding announcement:

**Staff Development:** VOCA funds may be used to fund direct victim services staff to attend trainings that improve the provision of direct victim services. Funds can be used to either send staff to training or costs associated with providing in-house training. Funds should not be used to provide training to other agency’s staff (outside agency) nor Board members, etc.

**Technology:** Technology may increase a subrecipient’s ability to reach and serve crime victims. Examples may include computers, laptops, tablets, computer software, client tracking/reporting software, telephone crisis line upgrades, website development, website accessibility (translation, captioning, etc.), phones, and printers.

**Emergency Services or Assistance for Victims:** OCVS considers emergency needs essential to the overall health, safety, security, and well-being of victims. These needs may include emergency shelter or lodging, transportation vouchers, food cards, gas cards, and/or emergency legal assistance. Funds cannot include rent, utilities, ongoing lodging or shelter costs, or household items.

**Agency Accessibility and Facility Security Needs:** VOCA funds may be used for the essential repair or replacement of items that contribute to maintaining a healthy and/or safe environment for crime victims, such as becoming ADA compliant, shelter/facility security systems, a furnace in a shelter, or repair of shelter fencing, repairs to windows that compromise the safety of a shelter. Expenses may also be related to enhancing accessibility to services such as video conferencing for deaf or hard of hearing, program materials that are translated in other languages, and interpreter costs. The cost of the repair or replacement must be prorated among all sources of income. Organizations must own the facility and all other funding sources must be exhausted.
UNALLOWABLE USES OF VOCA FUNDS FOR THIS FUNDING ANNOUNCEMENT

- Personnel
- Employee Benefits
- Rent
- Purchase of vehicles
- Sealing/Paving driveways
- Painting/Beautification of facilities
- Upgrades or repairs to facilities that the applicant does not own
- Capital expenditures

Application Components

Please do not use “see attached” as a response in a section, rather cut and paste text into the response section in Egrants. In order to simplify the application process, we ask that agencies only include attachments in the Required Attachments section. For all attachments please use a footer or a header that includes the agency name and grant ID number on all attachment pages.

Please note the page limits for each section. Any pages exceeding the limit will not be considered. Any attachments included in the application that were not requested in the Required Attachments section will not be considered.

In Egrants, please use a font size of 12 or 14. OCVS suggests composing answers in MS Word and then copying and pasting into Egrants. Egrants timeouts after 30 minutes, so you may lose data.

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 [enumerate major categories or types of services] 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 services 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

Please simply mark the section “Complete” and then “Save.”

4. Budget Detail

**Directions:**
Complete a budget using the following categories: Staff Development, Equipment, Supplies and Operating Expenses, Consultants/Contractual, and Other. For each category used, enter a justification (under “briefly describe overall use of funds”) that describes how the items in that category will be used to support direct victim services. Then for each budget line item include specific details and clear cost calculations as described below. **Round all amounts to the nearest dollar.**

Refer to the [FFY2015 VOCA Guidelines](#) for more detail regarding budget items.

**Match:**
Also, please be aware that there is a 20% match (5% match for tribal organizations) of the total project funds (federal plus match) required for these funds.

To calculate the total budget and match amounts for a **non-tribal organization**, use these formulas:

1. Requested Federal Amount ÷ 0.80 = Total Project Budget
2. Total Project Budget x 0.20 = Required Match

Example: Your agency requests $120,000 of VOCA funds:
1. $120,000 ÷ 0.80 = $150,000 (Total Project Budget)
2. $150,000 x 0.20 = $30,000 (Required Match)

To calculate the total budget and match amounts for a **tribal organization**, use these formulas:

1. Requested Federal Amount ÷ 0.95 = Total Project Budget
2. Total Project Budget x 0.05 = Required Match

Example: Your agency requests $120,000 of VOCA funds:
1. $120,000 ÷ 0.95 = $126,316 (Total Project Budget)
2. $150,000 x 0.05 = $6,316 (Required Match)
Applicants are encouraged to include as much of the match requirement as possible. However, under certain circumstances a match waiver may be available to applicants that cannot meet the match requirement in part or in full. OCVS will work with applicants who may need a match waiver after the applications have been reviewed.

**Budget Categories:**
VOCA funds may only be used to enhance services to victims of crime. **Importantly, any funds requested that do not exclusively serve victims of crime must be prorated according to the amount of time/usage spent for/by crime victims.**

**Staff Development:** Identify specific training opportunities and costs in this section. Each line item should consist of one training opportunity and any associated costs. In addition, attach the training agendas in the “Required Attachments” sections. Trainings requested with no information or agendas will not be considered.

- Can be used for **all agency direct victim services staff and volunteers**. This section should also include any travel costs (mileage, meals, lodging, etc.) associated with trainings.
- Unallowable costs include any trainings that are not directly related to direct victim services or costs for trainings for persons who do not provide direct victim services.

**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. Please refer to page 27 of the FFY15 VOCA Guidelines for more information on the State of Wisconsin’s process regarding property acquisition.

- You must follow your agency’s procurement policy. If no policy exists, follow the [WI Department of Justice’s Procurement Process](#). If you elect to follow DOJ’s procurement process, please attach 3 quotes or bids in the “Required Attachments” section.

**Supplies and Operating Expenses:** Provide costs for items that support the operations of the agency and have an acquisition cost of less than $5,000 per unit. **Please show cost calculation (if necessary, with proration) for all items.**

- Some examples include hardware, software, phones, printers, furniture, etc.

**Consultants/Contractual:** Provide costs associated with individuals or entities providing services through a contractual arrangement. Within 30 days of grant award date, a signed contract must be received by DOJ. No fund reimbursements will be made prior to receipt of the contract.

- Consultant rates cannot exceed $81.25/hour or $650/day. With the exception of a few justified sole source situations, contracts should be awarded via competitive processes.
- Prorated audit expense is allowable only if an audit is required under the Uniform Guidance 2 CFR §200.501 (agency expends $750,000 or more in federal grants annually).
Indirect: Please include the indirect cost rate, if any, that your agency will claim in this section of the budget. Show your calculation. Additionally, please either upload the agency’s approved NICRA letter or the 10% de Minimus Certification in the “Required Attachments” section.

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

- A subrecipient who has never had a federally negotiated indirect cost rate agreement, 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.

Other: This category should be used for VOCA eligible expenses not included in any other category; every expense must be described and justified.

- Emergency victim assistance funds must go in this section – keep the fund on one line item. If requesting funds for an emergency victim assistance fund, please upload the accompanying policy in the “Required Attachments” section.

Please fill out the budget detail directly in Egrants. *If agency opts to claim indirect cost rate, please attach either the agency’s approved NICRA letter or the 10% de Minimus Certification in the Required Attachments section.

6. Project Narrative (limit five pages)

A. Technology – For each technology item, describe:
   1. What it is and who will be using it;
   2. How it will support the expansion or enhancement direct victim services;
   3. How it will be integrated into and/or enhance the agency’s current system;
   4. If agency staff will need to be trained to use the item, and if that incurs any additional costs, will VOCA or another source being pay for those; and
   5. How the agency will continue to pay any associated ongoing maintenance costs.

Budget Detail Reminder: In the Budget Detail section, any expenses of nontangible personal property over $5,000 should be listed in the “Equipment” budget category. Expenses under $5,000 should be listed in the “Other” budget category.
B. **Staff Development** – For each training requested:
   1. Describe how the training will enhance direct victim services;
   2. Describe how information learned from the trainings will be communicated to other staff and/or community partners; and
   3. Attach training agendas in “Required Attachments” section. Applications that request trainings but have no training information or agendas will not be considered.

C. **Emergency Services or Assistance to Victims** –
   1. Please describe the expenses that are requested.
   2. Describe how these expenses will improve the overall health, safety, security, and well-being of victims.
   3. Attach to your application a policy that describes agency’s procedures for disbursing emergency funds/assistance items. This should be uploaded in the “Required Attachments” section. Agencies must submit a policy in order to be considered.

D. **Facility Accessibility and Security Needs** – For each expense/item, describe:
   1. How it will support the expansion or enhancement of the delivery of services to crime victims;
   2. How the agency will continue to pay any associated ongoing maintenance costs;
   
   **Budget Detail Reminder:** In the Budget Detail section, any expenses of nontangible personal property over $5,000 should be listed in the “Equipement” budget category. Expenses under $5,000 should be listed in the “Other” budget category.

*For this section, please cut and paste your responses directly into egrants.*

7. **Work Plan (limit four pages)**
   Provide a timeline for purchasing the one-time expenses. Per each quarter, include duty of assignments and which staff member will complete them. Also include a date estimate for when the item(s) will be purchased.

*For this section, please upload the [VOCA Work Plan template.]*

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 CFR 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 VOCA project.
_ The Subgrantee does not expect to spend $750,000 or more in federal financial assistance during the fiscal year(s) of the VOCA 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:

- Eligibility Checklist
- Proof of SAM registration
- If requesting funds for Emergency Services or Assistance to Victims, upload an Emergency Fund Policy
- If requesting funds for Staff Development, upload the Training Agendas
- If requesting funds for any item with an acquisition cost of more than $5,000 and utilizing the WI State Procurement Process, upload three Quotes or Bids
- If agency opts to claim indirect cost rate, please upload either the agency’s approved NICRA letter or the 10% de Minimus Certification

*Non-profit agencies must also attach:

- Proof of Non-Profit Status
- Documentation of the agency’s Board of Director’s approval of the VOCA application
- List of agency’s Board of Directors including names and position in the community

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. This application will be reviewed by OCVS staff. 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 regular progress 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. Please note that Federal Debarment and Lobbying forms will be sent with award documents and should be signed and submitted with the award documents.

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.
  Email: Egrants@doj.state.wi.us
  Local calls: (608) 267-9068
  Outside the 608 area code: (888) 894-6607