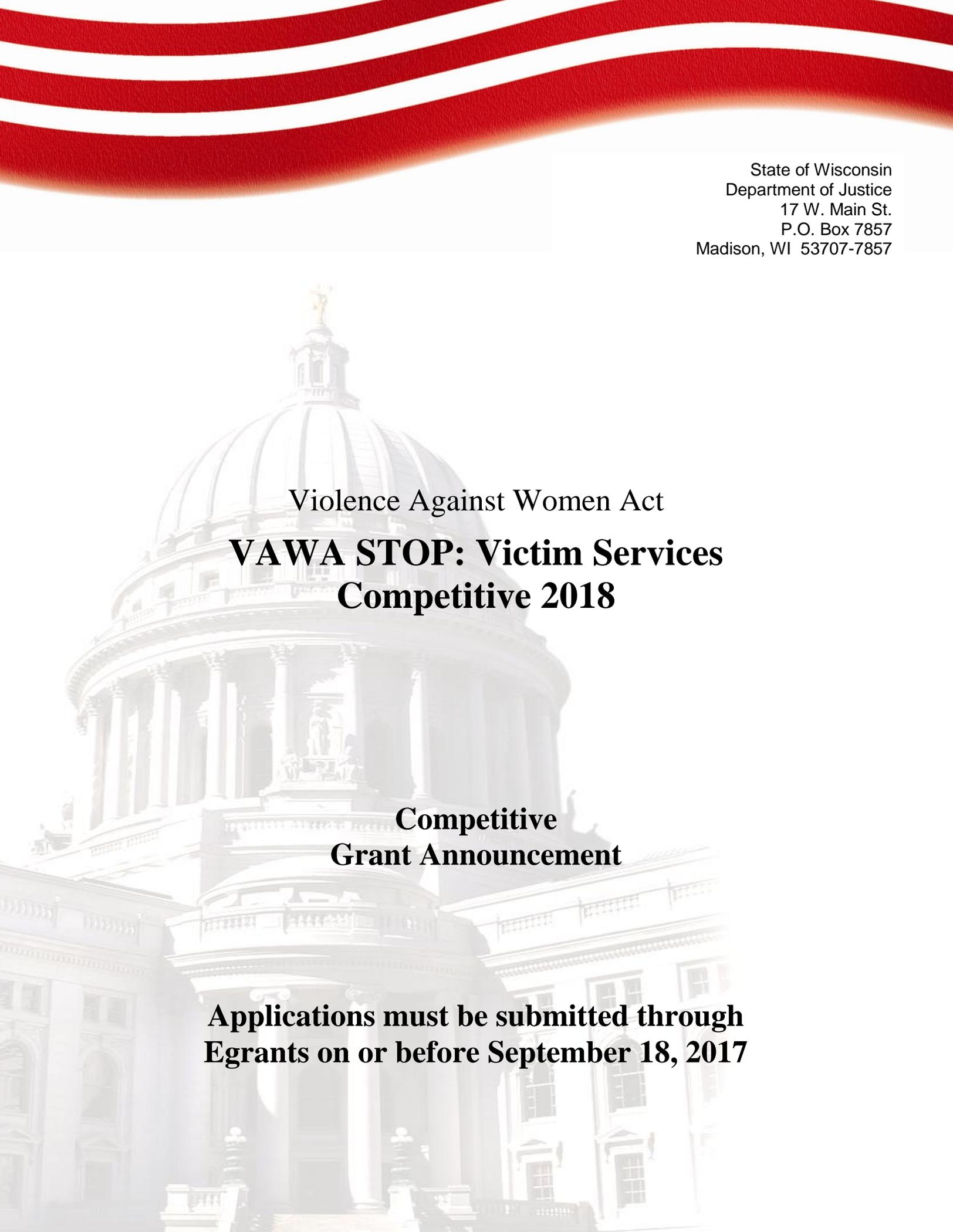




State of Wisconsin
Department of Justice
17 W. Main St.
P.O. Box 7857
Madison, WI 53707-7857



Violence Against Women Act
**VAWA STOP: Victim Services
Competitive 2018**

**Competitive
Grant Announcement**

**Applications must be submitted through
Egrants on or before September 18, 2017**



**STATE OF WISCONSIN
DEPARTMENT OF JUSTICE**

Important Contact Information for this Grant Opportunity:

Program/Policy: Shira Phelps (608) 267-5250
phelpssr@doj.state.wi.us

Budget/Fiscal: Tanya Herranz (608) 264-7657
herranztd@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 Competitive 2018

Opportunity Category: Competitive

Important Dates:

Application Due Date: September 18, 2017

Project Start Date: January 1, 2018

Project End Date: December 31, 2018

Eligibility: Organizations with a demonstrated history of providing victim assistance, social services, shelter, or mental health services for victims of domestic violence, sexual assault, stalking, and human trafficking are eligible to apply, including:

1. Federally recognized tribal governments
2. Nonprofit, nongovernmental organizations (including tribal, culturally specific, and population specific programs)
3. Public, governmental agencies that provide direct victim services.

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

Funding Information: Funds are available for a one-year period with the possibility of two additional years of continuation funding. Continued funding is contingent upon federal funds available, subgrant compliance with federal and state guidelines, and compliance with grant award conditions. A total of \$600,000 has been allocated to the STOP Victim Services Program Area for the first year.

DUNS Number: The federal government now requires a DUNS number as part of the grant application to keep track of how federal grant money is awarded and dispersed. 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. **DOJ cannot award grant funds until an active DUNS number is provided.**

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 Competitive 2018

The Wisconsin Department of Justice Office of Crime Victim Services (OCVS) provides financial and technical assistance to victim witness programs, victim service providers, and agencies serving victims of crime. As the State Administering Agency for state and federal criminal justice funds, OCVS is responsible for establishing funding priorities, developing application criteria, awarding and disseminating grants, and assessing project achievements.

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

The **State of Wisconsin 2017-2020 STOP Implementation Plan** can be found in the VAWA Document Library on the Wisconsin Department of Justice website:
<https://www.doj.state.wi.us/ocvs/vawa/violence-against-women-document-library>

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

Program Description

Funding under this program area will support new, innovative services for victims of domestic violence, sexual assault, stalking, and human trafficking. Funds are available for a one-year period with the possibility of two additional years of continuation funding. Continued funding is contingent upon federal funds available, subgrant compliance with federal and state guidelines, and compliance with grant award conditions.

The STOP Formula Grant Program continues to emphasize the implementation of comprehensive strategies addressing violence against women that are both sensitive to the immediate and long-term needs and safety of victims, and hold offenders accountable for their behavior. Subgrantees should seek to carry out these strategies by forging lasting partnerships between victim service providers and the criminal justice system, and by encouraging communities to look beyond traditional resources. Subgrantees should look to new partners, including culturally- and population-specific organizations, to respond to those communities most impacted by or least resourced to address sexual assault, domestic violence, dating violence, and stalking.

Funds under the STOP Formula Grant Program may be used for the following purposes:

- Developing, enlarging, or strengthening victim services and legal assistance programs, including sexual assault, domestic violence, dating violence, 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 sexual assault, domestic violence, dating violence, and stalking.

- Developing, enlarging, or strengthening programs addressing the needs and circumstances of Indian tribes in dealing with violent crimes against women, including the crimes of sexual assault, domestic violence, dating violence, and stalking.
- Providing assistance to victims of domestic violence and sexual assault in immigration matters.
- Maintaining core victim services and criminal justice initiatives, while supporting complementary new initiatives and emergency services for victims and their families.
- Developing, enlarging or strengthening programs addressing sexual assault against men, women, and youth in correctional or detention settings.
- Developing, enlarging, or strengthening programs and projects to provide services and responses to male and female victims of sexual assault, domestic violence, dating violence, 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, United States Code.
- Developing, enhancing, or strengthening prevention and educational programming to address sexual assault, domestic violence, dating violence, or stalking, with not more than 5 percent of the amount allocated to a state to be used for this purpose.

STOP Victim Services Priority Areas:

- Special emphasis is placed on services to culturally specific and population specific communities.
- Programs should include addressing critical issues such as access, capacity, and systemic barriers.
- Funding will also support efforts to increase the capacity of communities to respond to victims through the development of interagency partnerships and collaboration.
- Specific prevention initiatives will be considered. Wisconsin is able to spend up to 5% of the total federal STOP award on prevention.

Essential Program Activities:

Successful applicants funded through this program will engage in the following activities in order to meet the program goals and objectives:

1. Identify service needs in the community by consulting with survivors and other victim service providers and community based organizations. A victim-centered and trauma-informed approach will help ensure that victims have the opportunity to make informed decisions about the support they need to work through the impact of the crime and work toward identifying and achieving their personal goals.
2. Services provided will meet victims where they are and ensure that victims have support to access a variety of services that are coordinated across multiple systems.
3. Collaborations that yield culturally and linguistically appropriate services.
4. Recognize that victim needs may differ depending on age, gender, citizenship, culture, language skills, religion, type of victimization experienced, history of victimization, as well as other factors. Response must be trauma-informed and culturally, linguistically, and developmentally appropriate.
5. Work in collaboration with multi-disciplinary teams to ensure victims are identified and referred for appropriate services.
6. A program representative must participate in a Coordinated Community Response (CCR), Sexual Assault Response Team (SART), or other appropriate multi-disciplinary team, when one exists in their county.
7. Develop and conduct a thorough evaluation of the project.
8. Proposals to address sex trafficking of minors and the commercial sexual exploitation of youth must be familiar with and incorporate the Wisconsin Anti-Human Trafficking Task Force Core Competencies. The Core Competencies were developed to ensure that service providers are serving sex trafficking minors in a trauma-informed, victim-centered, and culturally competent manner. For more information:
<https://dcf.wisconsin.gov/files/aht/pdf/ahttf/corecompetencies.pdf>
9. Programs must ensure that all victims, regardless of actual or perceived race, immigration status, gender, gender identification, sexual orientation, language, age*, religion, or disability receive support and access to the services they need to heal. (*STOP is unable to fund services for anyone 10 years old and younger.)

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

Through Egrants, you will provide OCVS with detailed information about your project that will be used to make a funding decision. Questions about what is expected in each section can be directed to Shira Phelps, VAWA Grants Administrator at (608) 267-5250 or email PhelpsSR@doj.state.wi.us.

The following information is required in your Egrants application:

1. Main Summary

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

Please note: When identifying individuals involved in this grant, you may not list the same person as project director 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 through 12/31/2018 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 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 new 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.

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 \$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.).

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 (8 hour day); and estimated time on the project. Fees cannot exceed \$650/day or \$81.25/hour.

Note: Within 30 days of grant award date, a signed contract must be received by OCVS. 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. **Additional Budget Summary**

Complete and attach the **WI DOJ-OCVS Additional Budget Summary**. This form can be found on the [DOJ-OCVS VAWA Webpage](#) in the document library. The Budget Summary must include:

1. List each position title and employee funded by OCVS grants; job description title should match the title listed in the application budget
2. Total annual salary (include all funding sources)
3. Provide the total number of hours that the employee works per week
4. Total hours/week funded by the SAVS grant
5. Total hours/week funded by the VOCA grant
6. Total hours/week funded by the VAWA SASP grant
7. Total hours/week funded by the VAWA STOP grant
8. Total hours/week funded by other sources (other grants, fundraising, donations, etc)

6. **Project Design (limit one page)**

This section should provide a brief, but complete, picture of the project. Please include what years two and three of the proposed project might look like.

7. **Problem or Needs Description (limit three pages)**

Describe the problem or need you propose to address by discussing the following.

- Identify the nature and scope of the problem or need you propose to address. Describe the target population that will be served and how they were involved in the development of the proposed services. How will this involvement continue?
- Describe the specific geographic region that will be covered.

8. Project Description and Priorities (limit five pages)

Clearly articulate the services that will be provided. Include the following in your description:

- Explain how the project relates to one or more of the STOP Victim Services Priorities detailed in the Program Description on page 3 of this funding announcement.
- How will your project include the Essential Program Activities detailed in the Program Description on pages 3-4 of this funding announcement.
- Applicants should determine if there is an existing service provider in their area and work to ensure that the new application does not duplicate existing services. If there are existing services, the applicant must document 1) how the new proposal focuses on a new, innovative service for victims; 2) provide strong justification why additional services are needed to fill existing gaps in services; and 3) describe how these services will be coordinated within the geographic area.
- Discuss how your organization engages in meaningful collaboration with other services and systems in your community. Where is there room for improvement? How is this proposal an opportunity to improve meaningful collaboration to ensure all survivors have access to and receive the services they need to heal?
- Applicants must demonstrate that a coordinated, community-wide approach will be used.
- Include a Staff Development/Sustainability Plan that describes:
 - Results of any current assessment of staffing challenges/needs. If no current assessment exists, include plan for conducting an assessment.
 - Priorities for staff development/leadership development activities.
 - Ensure staff receives appropriate training and organizational support to provide proposed services.
 - Describe the sustainability plan for this project after the VAWA STOP Victim Services grant ends.

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>

9. Implementation Plan

Applicants must submit a complete plan for the implementation of the first year of this program. The Implementation Plan must include:

1. At least two broad goals for your project
2. Clear objectives designed to achieve those goals. Detailed steps involved in implementing the project, including project operations and tasks intended to accomplish the objectives for each program Goal. Clearly articulate what staff will be involved in each step. Describe coordination efforts with other relevant community programs.
3. An Evaluation Plan. What does success look like for your project?

Applicants must use the **STOP Subgrantee Implementation Plan** document. The form can be found in the [VAWA Document Library](#) on the WI DOJ website. Please complete your plan using this form and attach it to the Implementation Plan section of your application in Egrants.

10. Required Attachments

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

- Position Descriptions for each funded or partially funded position
- Resumes for each funded staff

Application Review

Applications for Wisconsin STOP VAWA Victims Services projects will be accepted for the project period 1/1/2018 through 12/31/2018. 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.

Grant review teams are assembled to review the competitive grant applications. Applications are reviewed by system and program representatives who are familiar with best practice, program concept, and existing resources and programs. The identities of grant reviewers remain confidential. Reviewers have no financial interest in the outcome of the application review process. The review team meets to discuss applications and reach a consensus on funding recommendations to the OCVS Executive Director. OCVS is the single point of contact regarding grant applications and grant administration.

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. If your proposal has been accepted for funding, you will receive award documents with award details and contract. 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 quarterly progress reports to OCVS. The schedule for your reports will be included in your grant award materials. **Please review all of your 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>

Additional Resources

- Wisconsin Dept. of Justice website: <http://www.doj.state.wi.us/ocvs>
- USDOJ 2015 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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