



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



Violence Against Women Act  
**VAWA STOP:  
Justice System Training 2021**

**Grant Announcement**

**Applications will be submitted in Egrants and  
reviewed on a rolling basis.**



**STATE OF WISCONSIN  
DEPARTMENT OF JUSTICE**

**Important Contact Information for this Grant Opportunity:**

Program/Policy: Keeley Crowley (608) 261-8649  
[crowleykj@doj.state.wi.us](mailto:crowleykj@doj.state.wi.us)

Budget/Fiscal: Tanya Herranz (608) 264-7657  
[herranztd@doj.state.wi.us](mailto:herranztd@doj.state.wi.us)

Forms/Signatures: Leah Varnadoe (608) 266-0936  
[varnadoela@doj.state.wi.us](mailto:varnadoela@doj.state.wi.us)

Egrants Assistance: Weekdays, 8am – 4:30pm  
Email: [Egrants@doj.state.wi.us](mailto: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: Justice System Training Grants 2021

**Opportunity Category:** Competitive

**Grant Applications:** Grant funds are available to provide specialized training for law enforcement professionals responsible for responding to reports of sexual assault, domestic violence, stalking, strangulation, or human trafficking. Training must be attended/provided during calendar year 2021.

Applications for funding will be accepted on a rolling basis through August 30, 2021, or until all funds are awarded, whichever comes first.

**Eligibility:** Any law enforcement agency, non-profit organization, or technical college providing training to law enforcement on domestic violence, sexual assault, stalking, strangulation, or human trafficking is eligible to apply for funding. All law enforcement agency applicants must be in good standing with the Law Enforcement Standards Board. Any outstanding compliance concerns will be subject to review for ineligibility.

**Eligible Expenses:** Funding may be used for direct instructional service costs, including fees and travel expenses for instructors, and instructional materials used during training and/or presented directly to students. Funding may also be used to send officers to trainings, provided there is a plan for how the knowledge gained will be utilized to train other officers, improve agency policies and procedures, or enhance services to survivors.

**Funding Information:** An estimated total of \$70,000 is available for calendar year 2021. All funds must be spent by 12/31/2021. Invoices for payment must be received within 30 days from the date of training. Grant awards may range from \$500 - \$10,000.

**Match/Cost Sharing Requirement:** There is a 25% match requirement for this grant. Match may be cash or in-kind.

**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.**

**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 <https://www.sam.gov/SAM/>.

Please note that SAM registration is FREE. You should never have to pay for creating a new SAM registration, or updating or renewing an existing SAM registration.

**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.** If the applicant agency is in the process of applying for SAM while submitting an application to this funding announcement, please attach verification that the SAM registration process has been started.

### **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](mailto:Egrants@doj.state.wi.us) or call us at (608) 267-9068 or toll free at (888) 894-6607 during business hours.

## **VAWA STOP: Justice System 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.

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). 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>

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/page/file/1008816/download#%20FAQ%20-%20STOP%20Formula%20Grants>

### **Program Description**

The purpose of this program is to provide specialized training for law enforcement professionals responsible for responding to reports of sexual assault, domestic violence, stalking, strangulation, or human trafficking.

### **Non-Supplanting**

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.

The [US DOJ Grants Financial Guide](#) provides assistance with grants management and fiscal management rules, such as allowable costs and procurement.

### **Application Components**

**The following information is required in your Egrants application.**

Questions can be directed to  
Keeley Crowley, Justice Systems Training Program and Policy Analyst - Advanced, at  
(608) 261-8649 or [crowleykj@doj.state.wi.us](mailto:crowleykj@doj.state.wi.us) .

**Please note:** No attachments should be included in this grant application unless specifically requested in section instructions. For all attachments please use a footer/header that includes the agency name and grant ID number on all pages.

### 1. Main Summary

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

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

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 - training, project, pilot, etc.) will (describe the specific goals you hope to achieve – how will the training improve the response to survivors in Wisconsin?)

Responses to this section will be used on the website, cited in 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 training 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 **clear cost calculations**.

**Match Requirement:** There is a 25% match requirement for this grant. Match may be cash or in-kind. To calculate the total budget and match amounts, use these formulae:

- Award Amount ÷ 0.75 Federal Share = Total Project Budget
- Adjusted Project Costs x 0.25 Recipient's Share = Required Match

Example: For a grant award of \$20,000, the calculation would be:

1. Total Budget:  $\$20,000 \div 0.75 = \$26,666$
2. Required Match:  $\$26,666 \times 0.25 = \underline{\$6,667}$

Travel/Training: Any travel and/or training costs associated with this training event. 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.”

Supplies and Other Operating Expenses: Any supplies/operating costs associated with this training event.

Consultants/Contractual: Provide costs associated with individuals or entities providing services, such as instructors. 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.

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.

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.

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/page/file/1008816/download#%20FAQ%20-%20STOP%20Formula%20Grants>

## **5. Project Design**

This section should provide a complete picture of the project, including:

### **A. Needs Description**

Tell us about the specific training needs that your project is trying to address.

Describe:

- the service area for the project; and
- the population to be served, including geographic location and population.

Identify any gaps in training and explain how the proposed project will complement and not duplicate existing training:

- Describe any barriers or challenges that officers have in this topic area;
- Describe the gaps in training and how this training will address this need.

- Describe any previous or current effort to address the needs the proposed project addresses, and the effectiveness of those efforts

Training Details – Applicant must include the following information, if known:

- Title, location, and dates of your proposed course/conference
- Supplemental information including brochures, flyers, agendas

## **B. Training Design**

Tell us about how you will address the needs identified above. The application must provide a clear link between the proposed activities and the need identified in the “Statement of Need” section above.

Please include the following information in your narrative:

- A description of the target audience for whom the training is intended.
- A statement of the major skills, knowledge or attitudes this training will provide as well as what specific skills and learning outcomes will attendees achieve during this training.
- The number of hours of training and the number of officers anticipated to attend the training

## **C. Training Implementation**

Tell us about the organization hosting or providing the training and the people who will be providing the training and instruction.

- Identify and demonstrate that the individuals and organization(s) involved have:
  - Capacity to address the stated need and can successfully implement the proposed project activities
  - Expertise necessary to appropriately train law enforcement
- Internal capacity:
  - What opportunities will this training provide to build internal capacity to address the needs you have identified?
  - What do you need assistance with?
- Partnerships:
  - Will this training expand or complement your work to build partnerships among agencies and expand collaboration?
  - Have you reached out to local, regional, or statewide partners to join in this training opportunity?

For this section, please cut and paste response directly into Egrants; it is not necessary to attach a Word document of the response.

## **Application Review Process**

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. Incomplete applications may not be considered. This application will be reviewed by a panel of subject matter experts representing the law enforcement and victim services communities, in



partnership with the leadership at the Wisconsin Department of Justice. Applicants should assume that the reviewers have a background in the issues and do not require a basic explanation.

Applications will not be scored against each other. They will be evaluated individually for: adherence to the purpose of this funding, relevance of the project design, reasonable budget request, and completeness of the application.

The Wisconsin Department of Justice Office of Crime Victim Services (OCVS) staff will review applications to ensure consistency with statewide strategies and make funding recommendations to the OCVS Executive Director.

### **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.

### **Post-Award Reporting Requirements**

Please review your grant award and Egrants reporting requirements. You will need to provide the following within 30 days from the last day of the training event:

1. Class roster for each training event (if training hosted by applicant agency)
2. Agenda/lesson plan (minimally listing topics, presenters and hours of instruction).
3. An invoice addressed to the Office of Crime Victim Services for reimbursement of actual expenses incurred **as well as supporting documentation (invoices, receipts, etc.)** The invoice must also include the grant number
4. Number of law enforcement officers trained (if training hosted by applicant agency)

Please note:

- The class roster and lesson plan should be attached in Egrants under Project Management, Monitoring, and Program Reports.
- The invoice should be attached in Egrants under Project Management, Monitoring, Fiscal Reports
- The number of law enforcement officer trained should be entered under Project Management, Monitoring, Client Information

### **Award Information**

The VAWA Justice Systems Training project is 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.

### **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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