



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



*Office of Crime Victim Services*  
***VOCA: Victims of Crime Act***  
***2023-2024 VOCA/ARPA Continuation Grant***

**Grant Announcement**

**Applications must be submitted in  
Egrants before 11:59pm on July 9, 2023**

# Table of Contents

- Grant Announcement Information ..... 2
  - Anticipated Funding Amount & Timeframe.....2
  - Eligibility ..... 3
- VOCA Purpose and Goals ..... 4
- American Rescue Plan Act Purpose and Uses ..... 4
- Application Components..... 5
  - 1. Main Summary ..... 5
  - 2. Approval Checklist ..... 6
  - 3. Performance Measures ..... 6
  - 4. Budget Detail..... 6
  - 5. OCVS Agency Personnel Budget Summary .....10
  - 6. Budget Narrative.....11
  - 7. Project Narrative .....11
  - 8. Accounting & Financial Capacity Questionnaire .....12
  - 9. Audit Requirement .....12
  - 10. Required Attachments .....12
- Application Review ..... 13
- Post-Award Special Conditions/Reporting Requirements ..... 14
- Important Contact Information..... 15
- Appendix A: Definitions ..... 16
- Appendix B: Indirect Costs - Guidance for OCVS Grant Applicants .....17

# **Victims of Crime Act (VOCA) 2023-2024 VOCA/ARPA Continuation Grant Announcement**

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

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

## **Grant Announcement Information**

**Program Area:** Office of Crime Victim Services (OCVS)

**Grant Title:** *VOCA: Victims of Crime Act 2023-2024 VOCA/ARPA Continuation Grant*

**Description:** The purpose of this funding announcement is to support the continuation of current VOCA-funded programming in non-profit and public agencies that provide direct services to victims of crime. The VOCA Victim Assistance Formula Grant is awarded annually to the Office of Crime Victim Services from the US DOJ Office for Victims of Crime.

This funding announcement will also support, through American Rescue Plan Act (ARPA) Coronavirus State and Local Fiscal Recovery Funds (SLFRF), the continuation of current VOCA-funded programming in non-profit and public agencies that provide direct services to victims of crime during the COVID-19 pandemic by offsetting VOCA subgrantee award decreases. Funds will be used by subgrantee agencies to bridge the funding gap for VOCA Continuation Grant Years 4 (10/1/2022 – 9/30/2023) and 5 (10/1/2023 – 9/30/2024). ARPA funds were designated by the Governor of Wisconsin and allocated to Wisconsin DOJ OCVS for this purpose.

**Catalog of Federal Domestic Assistance (CFDA):** 16.575 - VOCA  
21.027 - ARPA

**Opportunity Category:** Continuation, Non-Competitive

### **Important Dates:**

Application Due Date: July 9, 2023

Award Notification: September 2023

Project Start Date: October 1, 2023

Project End Date: September 30, 2024

### **Anticipated Funding Amount & Timeframe:**

The current funding available for this grant period is \$42.5 million. This amount represents both VOCA and ARPA funding and is the final year of the 5-year VOCA funding cycle. **Applicants must apply for the amount identified by agency in the spreadsheet available here:**

**[VOCA/ARPA Subgrantee Funding Breakdown](#)**

**Application Tip:** Please use the original 2022-2023 or most recently approved budget as your guide. Do not change the overall scope of your VOCA project.

This grant application represents year five of the five-year VOCA grant cycle. This is the final year of the current funding cycle with no additional continuation funding years available. Awards are contingent upon the availability of federal funds and subgrant compliance with award conditions and federal and state guidelines. OCVS reserves the right to amend, change, or reduce subgrant award amounts for each continuation grant year. Federal VOCA formula award amounts continue to decrease. **OCVS recommends that agencies utilize the next year to secure additional funding sources outside of VOCA or other federal grant funds.**

**Match/Cost Sharing Requirement:**

VOCA: The minimum local match requirement is 20% of the **total VOCA project cost**. Sub-recipients that are federally recognized American Indian or Alaska Native tribes, or projects that operate on tribal lands are not required to provide match. Match can only be used for VOCA-allowable expenses. Grant recipients must maintain supporting documentation for all cash and in-kind match expenses. **\*Following the passage of the [VOCA Fix](#), the match requirement for VOCA subgrantees has been mandatorily waived until September 30, 2024.**

ARPA: There is no match requirement for American Rescue Plan Act funds.

**Eligibility:** Only agencies that currently receive VOCA funds are eligible to apply. Subgrantee funding allocations can be found here: [VOCA/ARPA Subgrantee Funding Breakdown](#)

Agencies should follow State VOCA Program Guidelines for use of ARPA funds. However, agencies can and should review the Overview of the Final Rule for Coronavirus State and Local Fiscal Recovery Funds (SLFRF), a part of the American Rescue Plan, to ensure expenses are allowable: <https://home.treasury.gov/system/files/136/SLFRF-Final-Rule-Overview.pdf>

**Unique Entity Identifier (UEI)**

All applicants must have a Unique Entity Identifier to be eligible to receive federal funds.

- The Unique Entity ID is a 12-character alphanumeric ID assigned to an entity by SAM.gov.
- As part of this transition, the DUNS Number has been removed from SAM.gov.
- Entity registration, searching, and data entry in SAM.gov now require use of the new Unique Entity ID.
- Existing registered entities can find their Unique Entity ID by following the steps here.
- New entities can get their Unique Entity ID at SAM.gov and, if required, complete an entity registration.

On April 4, 2022, Wisconsin DOJ no longer uses or requests DUNS Numbers, as the federal government changed from the DUNS Number to the Unique Entity Identifier (UEI) (generated by SAM.gov). All entities doing business using federal funds will be required to have an active UEI number.

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

**Non-supplantation:**

Federal funds must be used to supplement existing state and local government funds for program activities and must not supplant those funds that have been appropriated for the same purposes. Violations may result in penalties, such as suspension of current and future funds under this program, suspension or debarment from federal grants, repayment of monies provided under a grant, and civil and/or criminal penalties.

**Award Information:**

Funds are being made available through the Office of Crime Victim Services VOCA grant program and through American Rescue Plan Act funds allocated by the Governor to 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 email in September 2023.

**Submit Applications Using Egrants:**

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

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

## VOCA Purpose and Goals

Through this grant announcement, OCVS is seeking proposals from public or non-profit agencies that provide direct services to victims of crime. The primary purpose of VOCA victim assistance grants is to support services to victims of crimes throughout Wisconsin. Direct services are defined as efforts that:

- Respond to the emotional, psychological, or physical needs of crime victims;
- Assist victims to stabilize their lives after a victimization;
- Assist victims to understand and participate in the criminal justice system; or
- Restore a measure of safety and security for the victim.

It is expected that all activities funded through this grant further these goals either directly or indirectly.

## American Rescue Plan Act Purpose and Uses:

Through this grant announcement, OCVS is seeking proposals from public or non-profit agencies that are current VOCA Subgrantees that provide direct services to victims of crime during the COVID-19 pandemic. The primary purpose of the Coronavirus State and Local Fiscal Recovery Funds (SLFRF), a part of the American Rescue Plan, is to ensure that governments have the resources needed to:

- Fight the pandemic and support families and businesses struggling with its public health and economic impacts,
- Maintain vital public services, even amid declines in revenue, and
- Build a strong, resilient, and equitable recovery by making investments that support long-term growth and opportunity

Funds may be used to:

- Support the COVID-19 public health and economic response
- Provide premium pay for eligible workers performing essential work

For more details on specific allowable uses please see:

<https://home.treasury.gov/system/files/136/SLFRF-Final-Rule-Overview.pdf>.

If you have any questions, please contact your OCVS Grants Manager or Financial Grants Specialist.

## Application Components

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

- Include all attachments in the Required Attachments section (if possible, consolidate all attachments into one document);
- Use a footer or a header with the agency's name and grant ID number on all attachment pages;
- Do not type "see attached" as a response in a section, rather cut and paste text into the response section in Egrants;
- Use a font size of 12 or 14.

**Application Tip:** OCVS suggests composing answers in MS Word and then copying and pasting into Egrants. Please remember that Egrants will timeout each session after 30 minutes, so you may lose data.

### 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, or a designated proxy by 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 [county(ies)].”

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.

**Project Title:** Please use an identifying title of your project, which includes “VOCA/ARPA” at the start of the project. For example, an appropriate project title is “VOCA/ARPA: Crisis Response 2023-2024” or “VOCA/ARPA: Sexual Assault Advocacy Program 2023-2024”. Do not use a generic title such as “VOCA/ARPA 2023-2024.”

## 2. Approval Checklist

Answer Yes or No to each question.

## 3. Performance Measures

Change section status to “Complete” and save.

## 4. Budget Detail

**\*VOCA/ARPA Application Change:** \*Agencies applying should clearly outline which line item is ARPA funded by including “**ARPA:**” at the start of each line item that is ARPA Funded. Please see examples below.

From the Budget Category Summary page:

Description	Cost	
	BUDGET	Total
ARPA: Mileage	1,020.00	1,020.00
Total:	1,020.00	1,020.00

From the line-item detail page:

Description : \*

**Description of your computation**

BY SOURCE	AMOUNT
Federal	1,020.00
Cash Match (New Approp.)	0.00
In-Kind Match	0.00
Total: Σ	1,020.00

**\*VOCA/ARPA Application Tip:** Agencies must ensure that the correct split of VOCA and ARPA funding is identified in the budget. Correct split can be found here: [VOCA/ARPA Subgrantee Funding Breakdown](#)

Complete a project budget using the following categories: Personnel, Employee Benefits, Staff Development, Travel, Equipment, Supplies and Operating Expenses, Indirect Costs, 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 VOCA Program guidelines for more detail regarding budget items.

**Personnel:**

Provide salary information for employees that will be funded through this grant (federal). For each employee list position title and name.

Please use the contact list to fill out the staff name. Additional instructions on how to complete the Personnel and Employee Benefits section using contacts can be here: [How to add Personnel and Employee Benefits using Contacts](#) or on the [VOCA Webpage](#). For shared line items (such as Volunteers) please do not select “To Be Determined” rather list your Agency Name as the “first name” and Volunteers as the “last name” of the shared position.

Under “Description of your computation,” show the annual salary multiplied by the percentage funded by VOCA. If position is being used as match, please specify the source of funding.

**PERSONNEL BUDGET LINE ITEMS**

Last Update By: Amanda L Powers Last Update Date: 3/19/2019 2:55:26 PM

Position: \*

Name: \*

**Description of your computation**

Year 1:\*

BY SOURCE	AMOUNT
Federal	34,320.00
Cash Match (New Approp.)	11,440.00
In-Kind Match	0.00
Total: Σ	45,760.00

Only personnel costs of the agency applying for the grant funds should be included under “Personnel.” Do not include contractors or employees of other agencies in this section.

OCVS encourages applicants to apply for wages that support a living wage to reduce staff turnover and burnout. OCVS believes staff retention and staff wellbeing enhances the effectiveness of victim services throughout the state. A helpful resource is the [Governor’s Council on Domestic Abuse – Budget Committee’s Fair Minimum](#).

All time and effort of federally funded employees MUST be supported by timesheets and shall be available to OCVS upon request. For Time and Effort Best Practices, please see a) [OCVS Additional Information on Support of Salaries, Wages, and Fringe Benefits](#) and b) [OVC Time and Effort Best Practices for VOCA-Funded Personnel](#).



**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 those listed in Personnel and should be pro-rated for time devoted to the project, i.e., if a position’s salary is 75% federally funded, then its fringe benefits should be 75% federally funded. Under “Briefly describe the overall use of funds” include the agency-wide fringe rate. For example:

**EMPLOYEE BENEFITS**

**Briefly describe the overall use of funds for this budget category:**

FICA 6.2%, Medicare 1.45%, Unemployment Insurance 1.46%, Workers Comp 0.38% = (9.49%) + Simple IRA contribution (2%) = 11.49%

Health Insurance = \$10,000 annual expense

For each employee, enter position title and name (the same as listed under Personnel). Then in “Description of your computation,” show the federally funded portion of the annual salary multiplied by your agency’s fringe benefit rate. Include pro-rated health insurance or other flat rate benefits as well.

Position	Name
<b>Selected Individual:</b>	
Position: *	Sexual Assault Victim Advocate
Name: *	Sarah Smith
<b>Description of your computation</b>	
Year 1: * Annual Salary \$45,760 x 11.49% = \$5,258 + \$10,000 = \$15,258 Total Benefits \$15,258 x 75% VOCA =	
BY SOURCE	AMOUNT
Federal	11,443.00
Cash Match (New Approp.)	3,815.00
In-Kind Match	0.00
Total: Σ	15,258.00

**Staff Development:**

To be used for all agency direct victim services staff (this may include volunteers and paid direct services staff whose salary is not funded under the VOCA subgrant). This section should also include the **travel associated with training**. Any staff development expensed to ARPA should address survivor services related to the COVID-19 pandemic. Each training may have its own budget line item, to include all aspects of the training (i.e., mileage, lodging, registration) or expenses can be pooled into a general training line item. However, you must provide details of the calculations. State travel rates are the maximum allowed.

Additionally, agency membership dues to organizations related to victim services (NOVA, WCASA, End Domestic Abuse WI, WVWP) should be included in this section. No more than three memberships may be funded under VOCA. (The following are examples of expenses that are not allowable: training unrelated to direct victim services and training of persons who do not provide direct victim services).

### **Travel:**

Travel associated with provision of victim services (**excluding travel for training purposes** which should be budgeted under Staff Development), or funds used to provide transportation services for victims. 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 for roundtrip travel less than 100 miles, \$0.352 per mile for travel over 100 miles round trip
- Lodging: Maximum \$90/night (\$95/night for Milwaukee, Waukesha or Racine County)
- Meals: \$9/breakfast (leaving before 6 a.m.); \$11/lunch (leaving before 10:30 a.m. and returning after 2:30 p.m.); \$21/dinner (returning after 7 p.m.)

### **Equipment:**

Equipment is defined as 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 the Coronavirus State and Local Fiscal Recovery Funds (SLFRF), a part of the American Rescue Plan, Final Rule for specific policies regarding property acquisition.

### **Supplies and Operating Expenses:**

Includes consumables such as paper, stationery, postage, software and non-expendable personal property with an acquisition cost of less than \$5,000 per unit. Also includes operating expenses such as rent and phones. Show computations for all items. For example, Rent: \$150/mon. x 12 months = \$1,800.

### **Indirect Costs:**

Please include any indirect cost rate in this section of the budget. See [Appendix B](#) for more information.

The government-wide grant requirements in Title 2 C.F.R. 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 sub-recipient indirect costs (see Title 2 C.F.R. 200.331 and 200.414).

[2 CFR 200.414](#) has been updated in regard to Indirect Costs. A subrecipient who does not have a current negotiated (or provisional) indirect cost rate agreement (except for those non-Federal entities described in [appendix VII to this part, paragraph D.1.b.](#), 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.

Show your calculation of indirect costs, such as  $MTDC = \$150,000 \times 10\% \text{ indirect rate} = \$15,000$

*Please attached either the agency's approved NICRA letter or the 10% de Minimus Certification in the Required Attachments Section.*

### **Consultants/Contractual:**

Provide costs associated with individuals or entities providing services through a contractual arrangement. Except for a few justified sole source situations, contracts should be awarded via competitive processes, or through your agency's procurement process. Compensation for individual consultant services is to be reasonable and consistent with that paid for similar services in the marketplace but cannot exceed the current established maximum threshold rate. The current established maximum threshold rate set forth in the [US DOJ Financial Guide](#) is **\$81.25 per hour and no more than \$650 per day per 8-hour day**. Prorated audit expense is allowable only if an audit is required under the Uniform Guidance 2 CFR §200.501 (i.e., agency expends \$750,000 or more in federal grants annually).

Attach in the Required Attachment section detailed information to support the total cost of each contract such as an agreement or MOU and [the Consultant/Contractual Checklist](#). **No fund reimbursements will be made prior to receipt of the contract and checklist.**

### **Other:**

OCVS strongly encourages applicants to use this section for Emergency Victim Assistance Funds to support survivors during the COVID-19 pandemic, even if the specific uses of the emergency funds are not yet known. Examples include gas cards, emergency food, shelter, clothing, and transportation, emergency legal assistance, window, door, or lock replacement or repair, and other repairs necessary to ensure a victim's safety. Cash (including Venmo, PayPal, CashApp, etc.) cannot be used as a form of emergency funds.

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

## **5. OCVS Agency Personnel Budget Summary**

Complete and attach the [OCVS Agency Personnel Budget Summary](#) in the **Required Attachments** section. Do not attach to this section. This form can be found on the [VOCA Webpage](#) in the document library. This summary should be filled out for the amounts that you anticipate VOCA (and other sources) to fund for the grant period 10/1/2022-9/30/2023. The purpose of the chart is to provide OCVS with a complete picture of how OCVS grants fit together to fund positions. For positions that provide direct services, please indicate the percentage of their job duties that are specifically dedicated to sexual assault, domestic violence, and other (other crime types or general).

Please include the applicant's Agency Name on the form.

For each employee list:

1. Position title and name funded by OCVS grants (SAVS, VOCA, VAWA STOP, and VAWA SASP). Position title should match what is listed in Egrants budget as well as title listed in position description.
2. Annual salary (include all funding sources)
3. Total number of hours that the employee works per week
4. Percentage funded by SAVS
5. Percentage funded by VOCA
6. Percentage funded by ARPA
7. Percentage funded by VAWA SASP
8. Percentage funded by VAWA STOP

9. Percentage funded by other sources (other non-OCVS grants, fundraising, donations, etc.)
10. For direct service providers, list percentage of job duties for sexual assault, domestic violence, and other.

*For this section, attach the spreadsheet in the Required Attachments section of the application.*

\*Select "yes" that the document has been attached in the Required Attachments section.

## **6. Budget Narrative**

The Budget Narrative Section may not exceed 1 page. Applicant's budget should display a clear link between the specific project activities and the proposed budget items.

**Application Tip:** Please do not cut and paste the budget into this section. Rather create a brief narrative to explain the budget.

- A. Please explain how costs were calculated, and how these costs are necessary to the completion of the proposed project.
- B. Please explain how ARPA funds are being used in the budget to supplement the VOCA decrease.

*For this section, please cut and paste response directly into Egrants and add any attachments in the Required Attachments section of the application. It is not necessary to attach a word document of the response.*

## **7. Project Narrative**

The Project Narrative should not exceed 3 pages. In general, OCVS is familiar with the larger operations of your program, please limit responses to the information requested below.

1. VOCA: Services and Staffing:
  - a. What new impact and ongoing changes to services has the pandemic had on survivors, staff, the agency, and the community?
  - b. Please discuss how the agency is addressing, or is unable to address, these changes.
2. VOCA: Sustainability
  - a. How has the agency used the last year to increase sustainability and plan for VOCA decreases beyond the five-year grant cycle (ending September 30, 2024)?
  - b. How does the agency plan to address continuation of services beyond the five-year grant cycle (ending September 30, 2024)?
3. ARPA: Support the COVID-19 public health and economic response
  - a. Please explain how funds will be used to respond to the public health and negative economic impacts of the pandemic.
  - b. Please explain if funds will be used to provide premium pay for eligible workers performing essential work, offering additional support to those who have and will bear the greatest health risks because of their service in critical sectors.

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

## **8. Accounting & Financial Capacity Questionnaire**

This section is not scored as part of the application rather this section is used as part of a risk assessment to determine monitoring should the applicant receive an award. Please answer the questions listed in Egrants to the best of the applicant's ability.

## **9. 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 C.F.R. 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/ARPA project.
- \_ The Subgrantee **does not expect** to spend \$750,000 or more in federal financial assistance during the fiscal year(s) of the VOCA/ARPA 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.*

## **10. Required Attachments**

Please attach the following documents to your application in this section. If possible, please combine attachments or submit all these documents as one single attachment. Please note that the Subgrant Award Report will be completed by applicant around the time of award.

**Application Tip: Check off each item as you attach in the response section in Egrants.**

Required for all Applicants:

- Position Description(s) – Please submit a position description for each VOCA or ARPA project position. The Position Description title(s) should correspond position title(s) listed in budget
- Eligibility Checklist Certification (Use the [VOCA Eligibility Checklist Certification Form](#); the form can also be accessed through the DOJ [VOCA webpage](#) in the document library.)
- [OCVS Agency Personnel Budget Summary](#)
- Goals and Objectives – Please update and attach the Goals and Objectives submitted to OCVS in the last VOCA application.

If applicable:

- Proof of Non-Profit Status for non-profit agencies. Please see the [VOCA guidelines](#) for acceptable forms of proof.
- Memorandum(s) of Understanding (MOUs) with other service providers.
- Indirect Cost Rate, if applicable, either:
  - Federally Approved Negotiated Indirect Cost Rate Agreement (NICRA), or
  - Certification to Apply 10% de Minimus Indirect Cost Rate - (Agencies should use the [Certification to Apply 10% de Minimus Indirect Cost Rate](#) Form, the form can also be accessed through the DOJ [VOCA webpage](#) in the document library.)
- ALL Consultant/Contractual Expenses:
  - Consultant/Contractual Agreement or MOU (must be submitted for each subcontract or subaward each grant year)
  - [Consultant/Contractual Checklist](#) (this must be signed and submitted for each subcontract or subaward each grant year)
- Volunteer Waiver, if applicable – Please review the [volunteer waiver request form](#). The form can also be accessed through the DOJ [VOCA webpage](#) in the document library.)
- Program Income Certification, if applicable – Applicants that propose imposing fees on clients or generating revenue through VOCA project or staff should complete the [VOCA Program Income Certification Form](#), the form can also be accessed through the DOJ [VOCA webpage](#) in the document library.) See Program Income in Appendix A of this funding announcement.

### Application Review

All applications must be submitted on or before the deadline and will be screened for completeness and compliance with the instructions provided in this announcement. OCVS staff will review applications to ensure consistency with statewide strategies and make funding recommendations to the OCVS Executive Director. All final grant award decisions will be made by the OCVS Executive Director. OCVS will also consider past project performance when

determining subgrant awards. OCVS reserves the right to adjust, lower, and/or change the application budget and the requested amount of funding at OCVS' discretion.

**Evaluation Criteria:**

Applicants are reviewed on the quality of their response, the level of detail provided, past performance, and their continued ability to effectively provide the services outlined in the application.

**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:

Emailed to:

Teresa Nienow

[NienowTA@doj.state.wi.us](mailto:NienowTA@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 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 but a brief outline of requirements is listed below.

<b>Fiscal Reports</b>	<b>Program Reports</b>
Quarterly	Semi-annual
	Final

**Fiscal reports** – VOCA/ARPA subgrants are paid on a reimbursement basis. Subgrantees may choose to be reimbursed on monthly or quarterly by submitting fiscal reports in Egrants. The decision is solely up to the subgrantee. However, once a frequency of fiscal report is selected for the grant year, it cannot be changed.

**Program reports** - VOCA subgrants will report on their progress on a semi-annual basis in Egrants. Subgrants will also complete a final report at the end of each grant year.

**Subgrantee Monitoring -**

OCVS must assess subgrantee risk posed by applicants before they receive federal funds. Assessment of subgrantee risk determines the level of monitoring performed by OCVS. Further, the levels of risk assigned by OCVS does not preclude a subgrantee from receiving federal funds. In addition to reviewing program complexity and prior adherence to VOCA award terms and conditions (if applicable), OCVS will also review financial complexity and the financial capacity of the agency (see section 11).

Upon receipt of your grant award materials, please review all 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.

**Important Contact Information**

**Program Questions:**

- Teresa Nienow, Director of Grant Programs & Training
  - [Nienowta@doj.state.wi.us](mailto:Nienowta@doj.state.wi.us) or (608) 264-9452
- Michelle Bailey, Grants Specialist
  - [Baileym1@doj.state.wi.us](mailto:Baileym1@doj.state.wi.us) or (608) 267-7924
- Mary Colletti, Grants Specialist
  - [Collettima@doj.state.wi.us](mailto:Collettima@doj.state.wi.us) or (608) 261-8100
- Courtney Watson, Grants Specialist/SAFE Fund Administrator
  - [Watsonca@doj.state.wi.us](mailto:Watsonca@doj.state.wi.us) or (608) 267-9340
- Ashley Welak, Grants Specialist
  - [Welakaa@doj.state.wi.us](mailto:Welakaa@doj.state.wi.us) or (608) 264-9445

**Financial/Budget Questions:**

- Justin Wartzluft, Victim Services Grants Supervisor
  - [Wartzluftjm@doj.state.wi.us](mailto:Wartzluftjm@doj.state.wi.us) or (608) 267-4584
- Tanya Herranz, Financial Grants Specialist
  - [Herranztd@doj.state.wi.us](mailto:Herranztd@doj.state.wi.us) or (608) 264-7657
- Claudia Saavedra, Financial Grants Specialist
  - [Saavedracd@doj.state.wi.us](mailto:Saavedracd@doj.state.wi.us) or (608) 266-3056

**Forms/Signatures:**

- Leah Varnadoe, Grants Support Specialist
  - [Varnadoela@doj.state.wi.us](mailto:Varnadoela@doj.state.wi.us) or (608) 266-0936



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](#).

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.

### **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: <https://www.doj.state.wi.us/ocvs/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](mailto:Egrants@doj.state.wi.us)  
Local calls: (608) 267-9068  
Outside the 608 area code: (888) 894-6607

Appendix A – Definitions

Appendix B – Indirect Costs – Guidance for Applicants

### [Appendix A: Definitions](#)

**Indirect costs** – are costs of an organization that are not readily assignable to a particular project but are necessary to the operation of the organization and the performance of the project. See Appendix B of this funding announcement.

**Program income** – Any revenue generated by VOCA project activities or staff are considered program income and requires advanced approval by OCVS. OCVS will consider whether charging victims for services is consistent with the project’s victim assistance objectives and whether the applicant is capable of effectively tracking program income in accordance with financial accounting requirements. See [VOCA Guidelines](#), VI. Financial Requirements/Audits, C. Program Income.

**SAM** – System for Award Management (SAM) collects, validates, stores, and disseminates data regarding applicants’ eligibility to receive federal funds. **SAM registration and renewal is FREE.** More information can be found on the VOCA webpage on [updating or renewing an existing SAM registration](#) or [creating a new SAM registration](#).

**Subaward** – a subaward is for the purpose of carrying out a portion of the federal subgrant award, such as compensating an MOU partner. The substance of the relationship is more important than the form of the agreement in determining whether the recipient of the pass-through funds

is a subaward or contract. The issuance and monitoring of subawards must meet the requirements of [2 CFR § 200.331](#), which includes oversight of subaward spending and monitoring of performance measures and outcomes attributable to grant funds. See [2 CFR § 200.330](#).

**Subcontract** – a contract is for the purpose of obtaining goods and services for the applicant’s own use. The substance of the relationship is more important than the form of the agreement in determining whether the recipient of the pass-through funds is a subaward or contract. The awarding and monitoring of contracts must follow the recipient’s documented procurement procedures, including full and open competition, pursuant to the procurement standards in [2 CFR § 200.317-200.329](#). Also see [2 CFR § 200.330](#)

**Supplanting** – reducing or replacing state or local funds due to the existence of VOCA (federal) funds. VOCA funds are intended to expand or enhance direct victim services and are meant to supplement existing state and local funds.

#### Appendix B: Indirect Costs - Guidance for OCVS Grant Applicants

Indirect costs are costs of an organization that are not readily assignable to a particular project but are necessary to the operation of the organization and the performance of the project. Examples of costs usually treated as indirect include those incurred for facility operation and maintenance, depreciation, and administrative salaries. If an expense can be linked directly to the grant, it would be a direct cost, and not an indirect cost.

The Wisconsin Department of Justice will consider either the applicant’s federally approved Negotiated Indirect Cost Rate Agreement (NICRA) OR Certification to charge the De Minimis Indirect Rate up to 10% of the Modified Total Direct Cost (MTDC). Please note: OCVS reserves the right to reduce the dollar amount charged to the federal grant, if such an amount hinders the agency’s ability to provide direct services.

In order to request the de minimis rate, subrecipients must follow the MTDC definition as defined in 2 CFR (See below). Keep in mind, using the de minimis indirect cost rate is an option for the subrecipient, **but** it is not mandated by OCVS. The subrecipient must, however, satisfy the requirements related to use of the de minimis rate (as set out in 2 C.F.R. Part 200).

#### Additional Guidance:

- A grant recipient cannot exceed 10% de minimis indirect but can charge a lesser percent.
- If a grant recipient applies for less than 10% de minimis they cannot later increase it up to the 10% maximum.
- If a grant recipient has a NICRA, they can opt to apply only a portion of those costs to the federal grant budget.

#### **Modified Total Direct Cost (MTDC)**

*MTDC* means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward (regardless of the period of performance of the subawards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward 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.

**Match:**

Subrecipients may choose to charge indirect costs to the award at a rate less than its current (unexpired) approved federally negotiated indirect cost rate. The subrecipient may count as “match” the portion of its approved federally negotiated indirect cost rate that it chooses not to charge to the subaward, if approved by OCVS and if it is actually cash match. If a subrecipient chooses to use match as part of their indirect rate the calculations shall remain the same for MTDC or the approved NICRA. A portion may be used toward federal reimbursements and the rest toward match, but both figured cannot exceed the approved indirect rate on the budget and the calculations shall remain the same on each fiscal report.

**How to calculate 10% MTDC:**

<b><u>Budget Category</u></b>	<b><u>Federal Amount</u></b>
Personnel	\$45,985.00
Employee Benefits	\$17,546.00
Staff Development	\$3,500.00
Travel (including training)	\$250.00
Equipment	\$5,000.00
Supplies and Operating Expenses	\$8,651.00
Rent	\$6,000.00
Consultant/ Contractual	\$200.00
Indirect	\$8,269.00
Other	\$6,556.00
<b>Total Budget</b>	<b>\$101,957.00</b>

Step 1: Add all direct federal expenses, except equipment, rent and any contracts over \$25,000. (MTDC=\$82,688)

Step 2: Multiply MTDC by 10% (\$82,688 x 0.10 = \$8,269)

**Grant Recipient Reporting on Indirect:**

Wisconsin DOJ requires consistency regarding calculations of the MTDC on each fiscal report. Subrecipients will be required to request up to the 10% of MTDC on each report (at the rate approved in the budget). See Fiscal Report Example Below:

<b><u>Budget Category</u></b>	<b><u>Federal Amount</u></b>
Personnel	\$5,000.00
Employee Benefits	\$1,500.00
Staff Development	\$500.00
Travel (including training)	\$250.00
Equipment	\$50.00
Supplies and Operating Expenses	\$100.00
Rent	\$500.00
Consultant/ Contractual	\$100.00
Indirect	\$798.00
Other	\$525.00

Total Expenses for Month            \$9,323

Step 1: Add all direct federal expenses, except equipment, rent, and contracts over \$25,000.  
(MTDC=\$7,975)

Step 2: Multiply MTDC by 10% (round if applicable). ( $\$7,975 \times .10 = \$798$ )

Once the approved indirect budget has been met for the year the subrecipient will stop charging indirect on the fiscal reports.