

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



Office of Crime Victim Services
***VOCA: Victims of Crime Act
2024-2025 Competitive Grant***








Grant Announcement

Applications must be submitted through Egrants on or before 11:59pm on **May 31, 2024**

VOCA 2024-2025 Competitive Grant Application Questions:
[VOCA 2024-2025 Application Survey](#)

All questions must be submitted via the survey by April 1, 2024. Questions asked in the survey will be used to compile Frequently Asked Questions (FAQs), some of which will be discussed in the VOCA Application Webinar that will be posted by the end of April 2024.

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Before You Begin

If you believe you are a good candidate for this funding opportunity, secure your Egrants and SAM.gov registrations now. If you are already registered, make sure your registration is active and up-to-date.

Egrants

All applications must be submitted through the Wisconsin Department of Justice's web-based grants management system called Egrants. 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 select **DOJ Egrants** during this process.

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

[System for Award Management \(SAM\)](#)



CAGE Code Number: 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 sub recipients. If you had an active CCR, you have an active record in SAM. Applicants must update or renew their SAM registration on an annual basis. Information to update your entity records can be accessed at <https://sam.gov/content/home>.

As of April 4, 2022, WI 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](https://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.



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Step 1: Review the Opportunity

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Basic Information

Program Area: Office of Crime Victim Services (OCVS)

Grant Title: VOCA: Victims of Crime Act 2024-2025 Competitive Grant

Catalog of Federal Domestic Assistance (CFDA): 16.575

Opportunity Category: Open, Competitive

Statutory Authority

The Wisconsin Department of Justice (WI DOJ) Office of Crime Victim Services (OCVS) provides financial and technical assistance to victim witness programs, victim services 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.

Summary

The VOCA Victim Assistance Formula Grant is awarded annually to OCVS from the US DOJ Office for Victims of Crime. The purpose of this funding announcement is to support programming in non-profit and public agencies that provide direct services to victims of crime. Eligible services include crisis intervention, hotline counseling, individual and/or group therapy, legal advocacy, medical and/or personal advocacy, and emergency legal services essential to meeting immediate threats to health or safety (in conjunction with other services). A more complete description of program purpose areas and activities are in the [VOCA Program Guidelines](#). (Note: Updated VOCA Program Guidelines will be released in October 2024. Please use the linked guidelines to determine allowability for this grant application.)

Important Dates

Funding Announcement Posted	March 19, 2024
FAQ Survey Closes	April 1, 2024
VOCA Application Webinar Posted	End of April
VOCA FAQ Posted	End of April
Application Due Date	May 31, 2024
Award Notification	August/September 2024
Project Start Date	October 1, 2024
Project End Date	September 30, 2025

To help you find what you need, this funding announcement uses internal links. In Adobe Reader, you can go back to where you were by pressing Alt + Left Arrow on your keyboard.

Eligibility

Who Can Apply

Applicants must be a non-profit or public agency whose projects provide direct victim services to individuals who are victims of crime.

Eligible applicants must also meet the following eligibility criteria:

- The applicant must have a record of providing effective direct services to crime victims for a minimum of one year.
- Applicants that do not meet this criterion must demonstrate that at least 25% of their financial support comes from non-federal sources.
- The applicant must have the support and approval of its services by the community and have a history of providing services in a cost-effective manner.
- The applicant must promote a collaborative, coordinated approach for serving crime victims within the community.
- The applicant must assist crime victims in applying for crime victim compensation benefits and offer services to victims of federal crimes on the same basis as victims of state crimes.

Eligible Applicants

Examples of eligible subgrant organizations include but are not limited to:

- Child abuse treatment facilities
- Community mental health or social service agencies
- County social services
- Courts
- Domestic violence shelters or services
- Hospitals
- Law enforcement agencies
- Native-led nonprofit agencies
- Probation and parole authorities
- Prosecutor offices
- Public housing authorities
- Rape crisis centers
- Religious-affiliated organizations
- Tribal victim service programs
- Victim/Witness assistance programs

Note: In-patient treatment facilities are not eligible.

Anticipated Funding Amount and Timeframe

The current funding available through OCVS for this grant cycle is \$13 million for one year, which is approximately \$31 million less than what OCVS has currently awarded to all VOCA subgrants for the 2019-2024 VOCA grant cycle. Agencies may not apply for more than \$250,000 and those agencies who request the maximum amount may not receive it.

For the 2024-2025 competitive grant year, successful applicants will be awarded VOCA subgrants for a one-year project period with the possibility of two additional continuation years. Each continuation grant year requires an application. Awards are contingent upon the availability of federal funds and subgrant compliance with federal guidelines, state guidelines, and award conditions. OCVS reserves the right to amend, change, or reduce subgrant award amounts for each continuation grant year. See below:

- Year 1: 2024-2025 Competitive Grant Announcement and Application
- Year 2: 2025-2026 Continuation Application Grant Year
- Year 3: 2026-2027 Continuation Application Grant Year

Match/Cost Sharing Requirement

Matching or cost sharing means the portion of project costs not paid by Federal funds (unless otherwise authorized by Federal statute). See [2 C.F.R. § 200.1](#) (definition of “cost sharing or matching”).

If awarded, agencies are required to provide 20% match of the **total VOCA project cost or may apply for a match waiver**. Applying for a match waiver will not impact final award decisions. Native American tribes on Indian Reservations are not required to provide match.

The applicant must use volunteers unless OCVS determines there is a compelling reason to waive this requirement. Volunteer time used as match must be for direct victim services and may not include activities ineligible to be directly funded by VOCA.

For more information about the match requirement, visit this link from the US DOJ Grants Financial Management Guide: <https://www.ojp.gov/doj-financial-guide-2022>

Program Description

VOCA Purpose and OCVS Priority Areas

The primary purpose of VOCA victim assistance grants is to support direct services to victims of crime 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.

Through this grant announcement, OCVS seeks proposals from public or non-profit agencies that provide direct services to victims of crime. All activities funded through this grant project must further these goals either directly or indirectly.

Furthermore, OCVS has identified the following priority areas to ensure the VOCA goals are better achieved for all victims of crime:

- [By-and-for organizations](#) that provide victim services to [communities impacted by inequity](#).
- Demonstrated, improved, and intentional collaboration in [rural](#) areas amongst system partners and other service providers.
- Demonstrated, improved, and intentional collaboration around sexual assault victim services amongst system partners and other service providers.
- Maximized use of resources in each community to serve all victims of crime.

Applicants must identify at least one or more of the OCVS priority areas as program goals.

VOCA Competitive Application Overview Webinar

Due to the competitive nature of the application, OCVS is unable to answer individual questions. However, if you have questions about VOCA, the application, or application process, please complete this survey: https://wisdoj.gov/qualtrics.com/jfe/form/SV_6A0oCq1QgB99hTo

All questions must be submitted via the survey by April 1, 2024. Questions asked in the survey will be used to compile Frequently Asked Questions (FAQs), some of which will be discussed in the VOCA Application Webinar that will be posted on the [VOCA webpage](#) by the end of April 2024.

Award Information

Funds are available through the OCVS VOCA grant program. Upon application approval, the project director of the recipient agency will receive a grant award document via email in August/September 2024.

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Step 2: Get Ready to Apply

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Get Registered

SAM.gov

You must have an active account with SAM.gov. This includes having a Unique Entity Identifier (UEI).

SAM.gov registration can take several weeks. Begin that process today.

To register, go to [SAM.gov Entity Registration](#) and click Get Started. From the same page, you can also click on the Entity Registration Checklist for the information you will need to register.

Egrants

All applications must be submitted through the Wisconsin Department of Justice's web-based grants management system called Egrants. 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 select **DOJ Egrants** during this process.

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Need Help? See [Contacts & Support](#).

General Instructions & Tips

All agencies must do the following:

- Use a font size of 12 or 14;
- Include all attachments in the Required Attachments section (if possible, consolidate all attachments into one document);
- Do not type “see attached” as a response in a section, rather cut and paste text into the response section in Egrants;

Application Tip: OCVS suggests composing answers in Microsoft Word and then copying and pasting into Egrants. Egrants will timeout each session after 30 minutes which may result in lost data. Save your work often.

Application Tip: This application will be reviewed by a panel of experts representing a multi-system background in victim services. While it is not necessary to explain dynamics of victimization, responses must be written as if the person reading the application has never heard of your organization.

Application Tip: For each narrative question, provide clear, concise examples whenever possible. Please review the [OCVS VOCA Competitive Grant Application External Scoring Rubric](#) for additional information on how this application will be scored by external reviewers.

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Step 3: Write Your Application

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Application Contents & Format

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Application Contents & Format

Required Format

- Use a font size of 12 or 14;
- Include all attachments in the Required Attachments section (if possible, consolidate all attachments into one document);
- Do not type “see attached” as a response in a section, rather cut and paste text into the response section in Egrants.

Main Summary

This section asks for information about your agency and the individuals responsible for the application and grant award. 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.

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, describe your project in 150 words or less with the following format.

“[Name of Agency] [identify component, if more than one] will provide [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 the following format: VOCA: [project description] 2024-2025

Example: “VOCA: Crisis Response 2024-2025” or “VOCA: Sexual Assault Advocacy Program 2024-2025”.

Do not use a generic title such as “VOCA 2024-2025.”

Please complete all fields with an asterisk. There are many required fields on this page so if you encounter problems, please check online help by clicking the floating HELP button.

Approval Checklist

Answer Yes or No to each question.

Performance Measures

Change section status to “Complete” and save.

Budget Detail

Complete a project budget using the categories listed below. 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. For each budget line item include specific details and clear cost calculations as described in the subsections below. **Round all amounts to the nearest dollar.** Refer to the [VOCA Program Guidelines](#) for more detail regarding budget items.

Non-supplantation

Federal VOCA 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.

Budget Categories:

- Personnel
- Employee Benefits
- Staff Development
- Travel
- Supplies and Operating Expenses
- Indirect Costs
- Consultants/Contractual
- Other

Matching Dollars: Subrecipients are required to contribute 20% match of the **total project funds** (federal plus match), except for federally recognized Native American tribes who are exempt from this requirement. To calculate the total project budget and match amounts, use these formulas:

Requested Federal Amount ÷ 0.80 = Total Project Budget

Total Project Budget x 0.20 = Required Match

Example: Your agency requests \$120,000 of VOCA funds:

\$120,000 ÷ 0.80 = \$150,000 (Total Project Budget)

\$150,000 x 0.20 = \$30,000 (Required Match)

A match waiver may be available to applicants that cannot meet the match requirement in part or in full. If your agency plans to request a match waiver, *indicate this in the Budget Narrative section.*

Budget Detail (Personnel)

Provide salary information for employees that will be funded through this grant (federal or match). 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. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

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

PERSONNEL BUDGET LINE ITEMS	
Last Update By: Amanda L Powers	
Last Update Date: 3/19/2019 2:55:26 PM	
Position: *	Sexual Assault Victim Adv
Name: *	Sarah Smith
	Change Personnel
	Add Unknown Personnel
Description of your computation	
Year 1:*	1 FTE Position, Annual Salary \$45,760 x 75% = \$34,320, Match 25% SAVS funded = \$11,440
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.

Budget Detail (Employee Benefits)

Employee benefits for grant-funded personnel include FICA, Unemployment Compensation, Health Insurance, self-care expenses, etc. Amounts budgeted should be based on actual known costs or an established formula. Agencies that receive an award will be expected to have a policy in place when funds are expended for self-care.

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% VOCA funded, then its fringe benefits should be 75% VOCA funded. Under "Briefly describe the overall use of funds" include the agency-wide fringe rate. Employee benefits cannot be paid at a higher percentage than the personnel percentage. 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 VOCA-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. For example:

Position	Name
Selected Individual:	
Position: * Sexual Assault Victim Advocate	Name: * Sarah Smith
Description of your computation	
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

Budget Detail (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**. 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.

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).

Budget Detail (Travel)

Travel associated with the funded project for VOCA project staff (**excluding travel for training purposes** which should be budgeted under Staff Development) may also include amounts 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
- Lodging: Maximum \$98/night (\$103/night for Milwaukee, Waukesha, or Racine County)
- Meals: \$10/breakfast (leaving before 6 a.m.); \$12/lunch (leaving before 10:30 a.m. and returning after 2:30 p.m.); \$23/dinner (returning after 7 p.m.).

Budget Detail (Supplies and Operating Expenses)

Can include but not limited to prorated 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: \$600/mo. x 12 months x 35% VOCA funded = \$2,520.

Budget Detail (Indirect Costs)

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](#)).

A subrecipient who has never had a federally negotiated indirect cost rate agreement, may elect to use the de minimus indirect cost rate of up to 10% of Modified Total Direct Costs (MTDC). MTDC includes all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each [subcontract](#). MTDC excludes rental costs, equipment, capital expenditures, charges for patient care, tuition remission, scholarships and fellowships, participant support costs and the portion of each [subcontract](#) in excess of \$25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs.

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

Please attach either the agency's approved NICRA letter or the [10% de Minimus Certification](#) in the Required Attachments Section.

Budget Detail (Consultants/Contractual)

All costs associated with individuals or entities providing services through a contractual arrangement must be included in this section. Apart from 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 with a maximum of \$650 per 8-hour day. Attach detailed information to support the total cost of each contract. 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).

In order to be eligible to receive federal funding all [subcontracts](#) listed in this section must be registered in [SAM](#) with an active UEI. Subrecipient agencies are responsible for ensuring that subcontractors are active and eligible in SAM. No fund reimbursements will be made prior to receipt of the contract.

Budget Detail (Other)

This category should also be used for VOCA eligible expenses not included in any other category; every expense item must be described and justified. Examples: professional liability insurance, fingerprint-based background checks, emergency victim assistance fund, or volunteer recognition events.

Project Narrative

In this section, you will describe all aspects of your project. Provide clear, concise examples whenever possible. **Please review the [OCVS VOCA Competitive Grant Application External Scoring Rubric](#) for additional information on how this application will be scored by external reviewers.**

Scoring Rubric Chart

Section	Points	Page Limit
Budget Narrative	10	2
Project Narrative	60 (plus up to 15 bonus points)	10
Project Implementation	30	5
Eligibility Requirements	Scored Internally	3

Budget Narrative (10 points, 2 page maximum)

Applicant's budget should display a clear link between the specific project activities and the proposed budget items.

1. How are the costs detailed in the Budget Detail section necessary to the completion of the proposed project?
2. Will your agency request a partial or full match waiver? Yes or No

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

Project Narrative (60 points, 10 page maximum)

1. Provide brief narrative or bullet point answers to the following prompts.
 - a. Overview of your agency (as if no one has heard of you before)
 - b. Office location and/or service area
 - c. Services that your agency provides
 - d. Services that are unique to your agency
 - e. Population served, including geographic location and demographic information (including racial and ethnic demographics, as well as any marginalized and/or underserved population services)
 - f. Other service providers in your area providing victim services
2. Describe the proposed project and how it will address one or more of the OCVS funding priority areas (One priority area is required. Up to 15 bonus points may be acquired by addressing additional priority areas):
 - [By-and-for organizations](#) that provide victim services to [communities impacted by inequity](#).
 - Demonstrated, improved, and intentional collaboration in [rural](#) areas amongst system partners and other service providers.
 - Demonstrated, improved, and intentional collaboration around sexual assault victim services amongst system partners and other service providers.
 - Maximized use of resources in each community to serve all victims of crime.
3. How will the project address one or more of the VOCA purpose areas:
 - 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.

4. State concrete, clear examples of how existing or planned partnerships have supported the goals of your project in the past and/or will support them in the future. Service providers may include community service agencies (including fellow victim services providers), county services, Tribal Programs, transportation providers, and other entities.
5. How is your approach to the project culturally appropriate and trauma-informed for the specific communities being served?
6. How will your project advance equity for victims of crime?
7. What steps will you take to ensure [communities impacted by inequity](#) are made aware of and have access to your agency's services?

Application Note: VOCA funds are intended to expand or enhance victim services and should not be used to supplant, replace, or divert other sources of funding unless it can be demonstrated that such other support is or will be eliminated or reduced for reasons other than the receipt of VOCA funds.

Project Implementation Plan (30 points, 5 page maximum)

1. Tell us about your project and who will be involved, including both internal staff and external partners.
2. How will your project utilize external partners to minimize duplication of services?
3. What steps will you take to ensure equitable partnerships (roles, funding, resource-sharing, etc.)?
4. How will your program engage with the community you serve?

Application Note: Subgrantees will be required to create and track goals and objectives upon receiving VOCA funds. Goals of the project must be based on the OCVS VOCA Priority Areas selected in the grant application. Subgrantees will receive information for completing goals and objectives from their OCVS Grants Manager in Fall 2024.

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

Eligibility Requirements (scored internally by OCVS, 3 page maximum)

The following information is required to determine the agency's eligibility to receive VOCA victim assistance funds. The information in this section relates to the agency's entire victim services, not solely the proposed VOCA project.

Demonstrate record of effective direct victim services and community support; non-federal financial support

- Date of agency creation
- Brief summary of agency's history in providing victim services
- List of victim services offered and dates those services were established

Agencies that cannot demonstrate a record of providing effective direct victim services for at least one year must show that at least 25 percent of their financial support comes from non-federal sources.

Use volunteers unless there is a compelling reason for a waiver

Either:

1. Briefly describe how the agency uses volunteers in providing victim services (including approximate number of full-time equivalent victim service volunteers). Describe the project's plan to recruit and retain high quality staff and volunteers.

or

2. Provide a compelling reason the agency is entitled to a waiver. A compelling reason may include a statutory or contractual provision that bars the use of volunteers or a lack of persons volunteering after a sustained recruitment effort has been conducted. Volunteers may include student interns. Programs must obtain prior approval from OCVS before the volunteer requirement will be waived. You will be required to complete the [volunteer waiver request](#) form before your agency will be awarded funds.

Promote, within the community, coordinated public and private effort to aid crime victims

List task forces, community response teams, written protocols, etc. and agency role for each.

Assist victims of federal crimes the same as victims of state crimes

One or two sentence statement that agency offers victims of federal crimes services on the same basis as those offered to victims of state crimes. Federal crimes are violations of federal statutes including crimes committed in areas under federal criminal jurisdiction, such as some national parks, federal buildings, military installations, etc.

Assist victims in seeking crime victim compensation benefits

How does the agency assist crime victims in seeking crime victim compensation benefits? This is a direct responsibility of VOCA subgrantees and may not be satisfied merely by referral to other agencies.

Accounting and Financial Capacity Questionnaire

This section is not scored as part of the application, rather this section is used as part of an 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.

Audit Narrative

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

Subgrantees shall promptly notify OCVS in writing when a change will occur to 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.

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.

- Proof of Non-Profit Status for non-profit agencies. Please see the [VOCA guidelines](#) for acceptable forms of proof.
- List of Board of Directors
- Documentation of Board Approval of VOCA Application
- Proof of Certification in SAM – If the applicant agency is in the process of applying for SAM when submitting an application, please attach verification that the [SAM registration](#) process has been started. Agencies will be required to show certification in SAM prior to award.
- 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.)
- 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.

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Step 4: Learn About Review & Award

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Application Review & Evaluation Criteria [26](#)

Application Review & Evaluation Criteria

All applications must be submitted on or before the deadline and will be screened for completeness and compliance with the instructions provided in this announcement. Incomplete applications will not be considered. This application will be reviewed by a panel of experts representing a multi-system background in victim services. Applicants should assume that the reviewers have a background in victim services and do not require a basic explanation of victimization. The review panel recommendations are utilized in conjunction with OCVS recommendations and submitted to the OCVS Executive Director. All final grant award decisions will be made by the OCVS Executive Director. OCVS will consider past project performance when determining subgrant awards. Funding determinations are within the full discretion of WI DOJ OCVS. OCVS reserves the right to adjust, lower, and/or change the application budget and the requested amount of funding at OCVS's discretion.

Evaluation Criteria

This application will be reviewed by a panel of experts representing a multi-system background in victim services. Applicants should assume that the reviewers have a background in victim services and do not require a basic explanation of victimization.

Applicants are reviewed and scored based on the quality of their response, the level of detail provided, and their ability to effectively provide the services outlined in the application. Accepted proposals which pass preliminary evaluation shall be reviewed and scored against the stated criteria based on responses to sections of this Funding Announcement.

Please review the [OCVS VOCA Competitive Grant Application External Scoring Rubric](#) for additional information on how this application will be scored by external reviewers.

Proposals will be scored and graded in the following areas:

Scoring Rubric Chart

Section	Points	Page Limit
Budget Narrative	10	2
Project Narrative	60 (plus up to 15 bonus points)	10
Project Implementation	30	5
Eligibility Requirements	Scored Internally	3

Appeal Process

An applicant may appeal OCVS's decision of grant funding. OCVS will consider VOCA fund availability when reviewing and making final appeal decisions. The review process, funding cap amount of \$250,000 per award, competitive funding criteria, and priority areas may not be appealed.

Appeals must be requested in writing no later than 10 business days after the date on the denial/intent to award letter.

A request must be signed by an authorized official in your agency and include facts or developments that were not known to the applicant at the time of your original application to OCVS. The request must address how these facts or developments significantly impact the evaluation of your application.

Requests to appeal will not be granted if the information received:

- Merely reiterates or restates information 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.

OCVS will notify the applicant that the appeal has been received and will respond to the applicant within 30 days of the receipt of the appeal request. OCVS reserves the right to review and reconsider all elements of the grant application during an appeal. 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.

The written request should be emailed to:

Teresa Nienow, Director of Grant Programs and Training
NienowTA@doj.state.wi.us

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Step 5: Submit Your Application

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Application Submission & Deadlines

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Application Submission & Deadlines

You must have an active account with SAM.gov. This includes having a Unique Entity Identifier (UEI).

SAM.gov registration can take several weeks. Begin that process today.

To register, go to [SAM.gov Entity Registration](#) and click Get Started. From the same page, you can also click on the Entity Registration Checklist for the information you will need to register.

Deadline

Application

You must submit your application by May 31, 2024, at 11:59 p.m. CT.

Submission Method

Egrants

All applications must be submitted through the Wisconsin Department of Justice's web-based grants management system called Egrants. 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 select **DOJ Egrants** during this process.

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

See [Contacts & Support](#) if you need help.

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Learn What Happens After the Award

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Post-Award Requirements & Administration [31](#)

Post-Award Requirements & Administration

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. Further information can be found in the [VOCA Guidelines](#). All subgrantees who receive a VOCA award will be required to attend VOCA Subgrantee Orientation in Fall 2024.

Fiscal Reports	Program Reports	OVC PMT	Goals and Objectives
Monthly <i>or</i>	Semi-annual	Quarterly	Semi-annual
Quarterly	Final		Final

Fiscal reports - VOCA 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.

OVC PMT - Furthermore, VOCA subgrantees are required by the federal awarding agency, US DOJ, to report performance measures (referred to as OVC PMT) on a quarterly basis. Information will be provided post award at the VOCA Subgrantee Orientation about reporting requirements. If applicants would like to know what data elements their agency would be required to report, please see the [OVC PMT Subgrantee Performance Report](#).

Goals and Objectives - Subgrantees will be required to create and track goals and objectives upon receiving VOCA funds. Goals of the project must be based on the OCVS VOCA Priority Areas selected in the grant application. Subgrantees will receive information for completing goals and objectives from their OCVS Grant Manager in Fall 2024.

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. 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 review financial complexity and the financial capacity of the agency.

Grant funds will be disbursed on a reimbursement basis either monthly or quarterly upon submission of a fiscal report in Egrants. All reimbursements are based on actual, allowable, paid expenditures. Subgrantee is responsible for maintaining accurate accounting records that support expenditures for this grant project.

If awarded and upon receipt of your grant award materials, all grant award special conditions and Egrants reporting requirements must be reviewed. Federal Debarment and Lobbying forms will be sent with award documents and should be signed and submitted with the award documents.

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Contacts & Support

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Agency Contacts

Program Contacts

Teresa Nienow, Director of Grant Programs & Training

NienowTA@doj.state.wi.us; or (608) 400-5168

Alexandra Stanley, VOCA Administrator

StanleyAP@doj.state.wi.us; or (608) 294-0378

Financial & Budget Contact

Justin Wartenluft, Victim Services Grants Supervisor

WartenluftJM@doj.state.wi.us; or (608) 267-4584

Forms Contact

Leah Varnadoe, Grants Support Specialist

VarnadoeLA@doj.state.wi.us; or (608) 266-0936

Egrants Assistance

Weekdays, 8:00am – 4:30pm

Email: Egrants@doj.state.wi.us

Local calls: (608) 267-9068

Toll free: (888) 894-6607

The Egrants Application Guide has step-by-step instructions for accessing and using the Egrants online system. The guide is posted on the [Egrants page of our website](#).

Online Help is available throughout the Egrants application process. Once you have started an application, look for the HELP button in the top right corner of the screen. Page-specific instructions can be found there.

SAM.gov

If you need help, you can call 866-606-8220 or live chat with the [Federal Service Desk](#).

Additional Resources

Additional information about OCVS and resources to assist with Egrants is available as follows:

- VOCA grant webpage for the Wisconsin Department of Justice:
<http://www.doj.state.wi.us/ocvs/victims-crime-act-voca>
- Department of Justice Egrants webpage: <https://egrants.doj.state.wi.us/egmis/login.aspx>
- Egrants Helpdesk is staffed on non-holiday weekdays between 8AM and 4:30PM.
Email: Egrants@doj.state.wi.us
Local calls: (608) 267-9068
Outside the 608 area code: (888) 894-6607

Appendix A – [Definitions](#)

Appendix B – [Indirect Costs – Guidance for Applicants](#)

Appendix A: Definitions

By and For Organizations - “By and for” organizations in their entirety are operated by and for the population they serve. Their primary mission and history are to provide culturally responsive services to a specific community and are based, directed, and substantially influenced by individuals from the population they serve. At the core of their programs, the organization embodies the cultural values of the community they serve.

Communities Impacted by Inequity - are those who face barriers in achieving equitable outcomes in victim services due to historical and systemic patterns of mistreatment/oppression.

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.

Match – Portion of Project funds derived from non-federal sources (equal to 20% of overall project cost). See [VOCA Guidelines Appendix: Local Match Contributions](#).

There are two kinds of match:

Cash Match – includes cash spent for project-related costs. An allowable cash match must include costs which are allowable with Federal funds. Sources of cash match include the SAVS grant, United Way, and unrestricted funds.

In-Kind – includes volunteers providing direct services or donations of expendable equipment, office supplies, workshop or classroom materials, workspace, or the monetary value of time contributed by professionals and technical personnel and other skilled and unskilled labor.

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, B. Program Income](#).

Rural Communities - Rural communities have low population density and are typically characterized by vast amounts of land with few people. They can be self-identified and are not classified as urban but may be served by urban areas. Victims and survivors may have challenges accessing and contacting services because of where they live. Examples include but are not limited to access to support services for victims, privacy and confidentiality concerns, distance and geographic isolation, transportation barriers, lack of available shelters and affordable housing, poverty as a barrier to care, and internet access.

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

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:

<u>Budget Category</u>	<u>Federal Amount</u>
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
Total Budget	\$101,957.00

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:

<u>Budget Category</u>	<u>Federal Amount</u>
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 x.10 = \$798)

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