

# *Recovery Act*

*VAWA Funding*



Wisconsin Office of Justice Assistance  
1 S. Pinckney Street, Suite 615  
Madison, WI 53703

Jim Doyle  
*Governor*

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*Executive Director*

Violence Against Women Act

## VAWA Recovery Act: Local Technical Assistance (2009)

Grant Announcement

Applications must be submitted through  
Egrants on or before December 31, 2009



## Important Contact Information for this Grant Opportunity:

Program/Policy: Kittie Smith (608) 261-8762 or  
kittie.smith@wisconsin.gov

Budget/Fiscal: JoEllen Fleming (608) 264-7657 or  
joellen.fleming@wisconsin.gov

Egrants Assistance: Weekdays, 8am – 4:30pm  
Email: [OJAEgrants@wi.gov](mailto:OJAEgrants@wi.gov)  
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 Apply for a Grant page of our website: [www.oja.wi.gov](http://www.oja.wi.gov).

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

## Grant Announcement Summary

**Program Area:** Violence Against Women Act (VAWA)

**Grant Title:** VAWA Recovery Act: Local Technical Assistance (2009)

**Description:** The primary goal of this grant opportunity is to provide technical assistance to Wisconsin communities and community-based programs to improve their ability to keep women and children safe and hold perpetrators of crimes of violence against women accountable. This grant opportunity emphasizes improving the quality of services available to victims.

**Opportunity Category:** Non-competitive

**Important Dates:**

- Application Due Date: December 31, 2009
- Project Start Date: June 1, 2009
- Project End Date: March 31, 2011. Currently, Recovery Act funds are scheduled to expire in early 2011. OJA has filed an extension request with the Office on Violence Against Women. For this application, plan for a 24 month project with the option of an extension pending federal approval of OJA's request.

**Anticipated Funding Amount:** A total of \$261,497 is available.

**Match/Cost Sharing Requirement:** None

**Eligibility:** The Wisconsin Coalition Against Domestic Violence (WCADV) and the Wisconsin Coalition against Sexual Assault (WCASA) are the only eligible applicants.

**Eligible Expenses:** All expenses must be new and cannot replace existing government funding. See the OJP Financial Guide ([Part II, Chapter 3](#)). Additional information appears on the "OJP Recovery Act Additional Requirements" web page at [www.ojp.usdoj.gov/recovery/solicitationrequirements.htm](http://www.ojp.usdoj.gov/recovery/solicitationrequirements.htm).

## VAWA Recovery Act: Local Technical Assistance (2009)

On February 17, 2009, President Obama signed into law the landmark American Recovery and Reinvestment Act of 2009 (the “Recovery Act”). The stated purposes of the Recovery Act are: to preserve and create jobs and promote economic recovery; to assist those most impacted by the recession; to provide investments needed to increase economic efficiency by spurring technological advances in science and health; to invest in transportation, environmental protection, and other infrastructure that will provide long-term economic benefits; and to stabilize state and local government budgets, in order to minimize and avoid reductions in essential services and counterproductive state and local tax increases.

The Violence Against Women Act (VAWA) STOP Program supports 1) communities in their efforts to hire and retain criminal justice and victim services personnel that respond to violent crimes against women, and 2) other strategies that create and preserve jobs and promote economic growth while improving responses to domestic violence, dating violence, sexual assault, and stalking.

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

### **PROGRAM DESCRIPTION**

Through this grant announcement, OJA will support WCADV and WCASA technical assistance to Wisconsin communities and community-based programs to improve their ability to keep women and children safe and hold perpetrators accountable for crimes of violence against women. This grant opportunity emphasizes improving the quality of services available to victims. A copy of the program description is included at the end of this fund announcement.

### **AWARD INFORMATION**

Funds in the amount of \$261,497 are being made available through the American Recovery and Reinvestment Act of 2009 to the Wisconsin Coalition Against Domestic Violence and the Wisconsin Coalition Against Sexual Assault on a non-competitive basis. Upon application approval, the project director of the recipient agency will receive a paper grant award document by mail in approximately 30 days.

Funds under this grant award will be distributed through a reimbursement of expenditures.

### **SUBMIT APPLICATIONS USING EGRANTS**

Applications must be submitted through the OJA Egrants online grants management system. If you have never used OJA Egrants before, you will need to register for access to the system. To register online, go to <http://register.wisconsin.gov/AccountManagement/> and complete the ‘self registration’ process. On the account registration site, you will have a choice between the OJA Egrants and Commerce eGrants. Please take care to select **OJA Egrants** during this process.

Once your Egrants account has been approved, you may begin your online grant application. The OJA help desk is open Monday-Friday 8am-4:30pm. If you register outside of these hours, access may not be approved until the next business day.

An Egrants System User Guide is posted on the OJA website (Egrants page). If you have any problems using Egrants, please contact our help desk at [OJAEgrants@wi.gov](mailto:OJAEgrants@wi.gov) or call us at (608) 267-9068 or toll free at (888) 894-6607 during business hours.

## **APPLICATION COMPONENTS**

Through Egrants, you will provide OJA with detailed information about your project that will be used to make a funding decision. Questions about what is expected in each section can be directed to Kittie Smith, VAWA Program Policy Analyst at (608) 261-8762 or email [kittie.smith@wisconsin.gov](mailto:kittie.smith@wisconsin.gov).

For this grant, the following information is required in your Egrants application. Please note: **For responses to text box fields**, begin by typing your responses into a word processing program to add formatting and complete a spell-check. Copy and paste the formatted content into the Egrants text box fields.

### **1. Main Summary**

This page asks for information about your agency and the individuals responsible for the application and grant award. There are many required fields on this page so if you encounter problems, please check online help by clicking the floating HELP button. Please note: When identifying individuals involved in this grant, you may not list the same person as project director and financial officer. The financial officer is the individual responsible for financial activities in your organization while the project director will be overseeing project operations.

In the Brief Project Description text box, please describe your project in 150 words or less. A suggested format is included for your convenience:

“Funds will be used by the (your agency name and others involved in the project) to (describe what funds will be used for and who will be involved). The (what - equipment, training, project, pilot, etc.) will (describe the specific goals you hope to achieve – how will the project or equipment improve safety in Wisconsin?) If appropriate, add which area(s) of the state will benefit.”

Responses to this section will be used on the OJA website, cited in OJA reports and could be mentioned in press releases. Plain language that clearly describes the intent of the project is most effective.

### **2. Approval Checklist**

Answer Yes or No to each question.

### **3. Performance Measures**

If awarded a grant, you are required to report your progress against pre-established targets. In your application, please establish benchmarks against which your progress will be measured and reported in quarterly reports. Recovery Act-funded projects, at a minimum, will be required to report on the number of:

- Jobs created by Recovery Act funds
- Saved (retained) by Recovery Act funds

See the Reporting Requirements Section for information on how to calculate the number of jobs created and retained. *Other Performance Measures will be identified and collected during post-award reporting.*

To establish your performance measures, follow these instructions:

- Open Performance Measures from the list of Sections in the Egrants application
- Click on the “Add New” button
- In the drop-down menu for the Sub-Recipient Type Code, select the categories appropriate to your project (Evaluations, Generic, Training, Victim Services) and click Search
- When search results appear, select the appropriate measures by clicking on the boxes on the left side of the page (Please note: there are multiple pages of performance measures to choose from)
- Navigate to other pages using the hyperlinked numbers on the bottom of the page)
- Once all of your measures have been selected, click on “Assigned Selected Measures” and choose the individual measures to set your targets.

You also have the option of creating new performance measures. Before creating a new measure, please carefully review the existing list to avoid creating duplicate entries.

#### 4. Budget Detail

Complete a project budget using the following categories. For each category used, enter a justification that describes how the items in that category will be used during the course of the grant period. It is important that you include specific details for each budget line item, including cost calculations.

**Personnel**: List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization. Position descriptions for any position created in the project must be attached in the Required Attachments section.

Please note: Grant recipients must post all Wisconsin job openings created by Recovery Act-funded state contracts in the [Job Center of Wisconsin website](#). (Per state Executive Order #278)

**Fringe Benefits**: Fringe benefits must be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in the budget and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workers’ Compensation, and Unemployment Compensation.

**Travel/Training**: Any travel and/or training costs associated with the funded project. Only actual expenses will be reimbursed. All reimbursements will be at current state rates that are subject to change. Current rates for in-state travel:

- Mileage: \$0.485/mile
- Lodging: \$70/night
- Meals: \$8/breakfast; \$9/lunch; \$17/dinner; \$5/break

(Please note: Costs will only be reimbursed after submission of an event agenda and attendance list. Travel and training for contracted employees does not go in this section. These expenses should be itemized under “Contractual”.)

**Equipment**: Tangible non-expendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.

**Supplies and Other Operating Expenses**: Includes consumables such as paper, stationary, postage, software and equipment with an acquisition cost of less than \$5,000 per unit. Also includes operating expenses such as rent and utilities. **Show computations for all items.** For example, Rent: \$150/mo x 12 months = \$1,800

**Consultants/Contractual**: Provide costs associated with individuals or entities providing services through a contractual arrangement. With the exception of a few justified sole source situations, contracts should be awarded via competitive processes. Attach detailed information to support the total cost of each contract. For each consultant enter the name, if known; service to be provided; hourly or daily fee (8 hour day); and estimated time on the project.

**Other**: Items that do not fit into specific categories such as indirect costs, confidential funds, overhead (if allowed), etc.

**Note on Procurement**: OJA requires any purchases/contracts to be made through the agencies’ own local procurement procedures and regulations. Check with your own officials to see whether equipment or services requested in the grant need to be put out to bid or if a sole source can be used

**Budget Modifications**: Once your Egrants application is submitted to OJA, any significant changes to the budget will require an Egrants modification request. Contact the program manager for this grant announcement if a modification is needed.

## 5. **Problem Description or Needs Description**

Please include a brief problem statement for activities proposed.

## 6. **Goals and Objectives**

The purpose of this section is to:

- Describe the broad goals for your project
- Present clear objectives designed to achieve those goals
- Outline a plan to evaluate or assess success in achieving your proposed outcomes

Choose the most critical expectations to develop into objectives for this project. (Use the [VAWA Goals and Objectives chart](#). The chart can be accessed through the OJA website ([www.oja.wi.gov](http://www.oja.wi.gov)) in the document library.)

## 7. **Implementation Plan**

Please create a chart to provide the following information:

- Outline the project operations and **tasks** intended to accomplish the objectives you describe in program goals and objectives.
- Include a **timeline** for implementation steps.
- Describe **coordination efforts** with other relevant community programs.

## 8. Required Attachments

- Position Descriptions for each funded or partially funded position
- DUNS Number Reporting. The federal government now requires a DUNS number as part of the grant application to keep track of how federal grant money is awarded and dispersed. If your organization needs to obtain a DUNS number, go to <http://fedgov.dnb.com/webform>. You can also search this site if you cannot find your agency's number. Under normal circumstances, a new account can be created in 24-72 hours. The federal government has published DUNS Frequently Asked Questions at <http://fedgov.dnb.com/webform/displayFAQPage.do>. Use the template below to report your DUNS number.
- Register with the Central Contractor Registration (CCR) Database. The federal government also requires that all grant recipients register with the Central Contractor Registration (CCR) database before any grant funds can be released by OJA. To register, go to <http://www.ccr.gov/>. You may also register by phone at (888) 227-2423. Please note: you must have a DUNS number to start the registration. A CCR Frequently Asked Questions page is posted at <http://www.ccr.gov/faq.aspx#who> and a more detailed handbook is available at [www.ccr.gov/handbook.asp](http://www.ccr.gov/handbook.asp)). OJA will confirm your CCR registration prior to processing any grant award.
- DUNS/CCR Template: Follow this link to the [form](#) for reporting both the DUNS number and CCR registration date.  
<http://oja.wi.gov/docview.asp?docid=16661&locid=97>. Download and complete the form, save it to your computer and attach it to your Egrants application in this section.
- Letter of Certification of Reporting Compliance. Completed forms can be attached to Egrants in this section, fax'd to (608) 266-6676, or mailed to:

Office of Justice Assistance  
1 S Pinckney St, Suite 615  
Madison, WI 53703  
Attn: STOP VAWA

### **APPLICATION REVIEW AND AWARD CRITERIA**

OJA staff will conduct internal review of applications to insure consistency with ongoing Local Technical Assistance Program efforts and the VAWA Recovery Act Implementation Plan. All final grant award decisions will be made by the OJA Executive Director.

### **REPORTING REQUIREMENTS**

1. **Progress Reports**. If you are awarded funds under this announcement, you will be required to provide OJA with quarterly progress and financial reports. The schedule for your reports will be included in your grant award materials.
2. **Recovery Act Reporting**. The Recovery Act emphasizes accountability and transparency in the use of taxpayer dollars. In addition to any OJA progress reporting requirements, the Recovery Act requires that certain performance measurements be submitted throughout the

grant period. Specific reporting schedule and submission instructions will be included in grant award documents.

(Please note: Recovery Act reporting is on a quarterly basis with a due date within five days of the end of the quarter.)

If awarded a grant, recipients will be required to report:

*Quarterly:*

- Jobs created by Recovery Act Funding
- Jobs saved/retained by Recovery Act Funding

*Annually:*

- Number and percentage of arrests relative to the number of police responses to domestic violence incidents.
- Number of sexual assault nurse examiners trained
- Number of victims receiving requested services
- Number of victim advocates supported by grants funding

*Calculating the Number of Jobs Saved (Retained) and Jobs Created*

The federal government requires that Recovery Act funding recipients use the same formula for calculating the number of jobs created or saved. This calculation converts part-time or temporary jobs into “full-time equivalent” (FTE) jobs. In order to perform the calculation, recipients will add together the total number of hours worked by Recovery Act-funded employees, and divide this total by the number of hours worked by a standard FTE employee. This data will be reported each quarter. The formula can be represented as:

$$\frac{\text{Number of hours worked by Recovery Act-funded employees (per quarter)}}{\text{Number of hours worked by a standard full-time employee (per quarter)}} = \#FTE$$

The table below shows the FTE calculation through the lifecycle of an 18-month project that uses full-time, part-time and temporary workers. In this example, the standard full-time schedule for one FTE employee during the quarter is 520 hours.

Period	3rd qtr	4th qtr	1st qtr	2nd qtr	3rd qtr	4th qtr
Full-Time Schedule	520	1040	1560	2080	2600	3120
Full Time Employee 1	520	1040	1560	2080	2600	3120
Full Time Employee 2	520	1040	1560	2080	2600	3120
Part Time Employee (half time)	260	520	780	1040	1300	1560
Temporary Employee (650 hrs.)	0	0	130	390	650	650
Total Hours Worked	1300	2600	4030	5590	7150	8450
<b>Quarterly FTE</b>	<b>2.50</b>	<b>2.50</b>	<b>2.58</b>	<b>2.69</b>	<b>2.75</b>	<b>2.71</b>

## **AWARD CONDITIONS**

If you are awarded a grant under a Recovery Act solicitation, you must agree to comply with additional applicable requirements prior to receiving grant funding. These conditions will be included in your grant award documents. For more information, please consult the [Additional Recovery Act Grant Requirements](#) document found on the OJA website.

## **ADDITIONAL RESOURCES**

- Office of Violence Against Women Recovery Act website: <http://www.ovw.usdoj.gov/>
- American Recovery and Reinvestment Act of 2009: <http://www.recovery.gov/>
- Office of Justice Assistance website: <http://www.oja.wi.gov>
- A helpful [Egrants User Guide](#) is posted on the Apply for a Grant page of the OJA website. It includes registration through grant award instructions.
- Online Help is available in many areas of the Egrants program – watch for the Help Buttons.
- Egrants Helpdesk is staffed on non-holiday weekdays between 8AM and 4:30PM.

Email: [OJAEgrants@wi.gov](mailto:OJAEgrants@wi.gov)

Local calls: (608) 267-9068

Outside the 608 area code: (888) 894-6607

## **Program 7: Local Program and Technical Assistance**

Federal VAWA Purpose Areas: 5, 7, 8 & 12

### **Program Goals**

To keep women safe and hold perpetrators accountable by:

- Enhancing the capacity of statewide and community based efforts on behalf of victims of violence against women.
- Supporting assessment, planning, coordination, and program implementation efforts that address violence against women.
- Improving justice system and victim services coordination and effectiveness, especially for underserved areas and populations.

### **Scope of the Program**

Funds will be available to statewide or regional organizations to provide site-specific technical assistance to counties, governmental units, and private non-profit agencies in the areas of planning, development, implementation, and assessment of violence against women programs and activities.

### **Program Guidelines**

- Technical assistance may include on-site consultation, relevant local or regional staff training, and other information sharing methods that focus on specific local areas or population groups.
- Local assessments should examine the projected number of victims and the extent of their needs, victim access to information and services, availability and quality of immediate and long-term services, justice system performance, and gaps in coordination and services. Emphasis will also be placed on local Community Coordinated Community Response team development and other collaborative processes.
- Products of technical assistance may be the development of planning processes and documentation, agency and inter-agency policies, protocols and agreements, and applications of funds for assistance.
- Products of the technical assistance may be the formation of steering committees and/or coordinating committees, or other organizational mechanisms for addressing these problems.
- Program resources may be used to develop, acquire, and distribute various types of informational materials to assist local programs in addressing domestic violence, sexual assault, and/or stalking.
- Funds may be used to develop and disseminate written, audio, or other media materials to assist local programs. Materials may be promotional, those which make agency process and victim services known to the public, or they may be developmental materials such as training curriculums, information on model programs, and consultant or speaker information.

### **Minimum Requirements: The subgrantee must...**

- Conduct a thorough analysis of local or regional technical assistance needs in the areas of sexual assault, domestic violence, and stalking.
- Coordinate technical assistance and resource development with OJA and other subgrantees funded through this program.
- Publicize and generally make information available on the type and scope of materials and services available and how to obtain them.
- Focus on assisting local agencies in assessing needs and developing culturally competent services and other responses.